

Company Logo

# To-Be Process Map



Version 1.0 | April 30, 2025

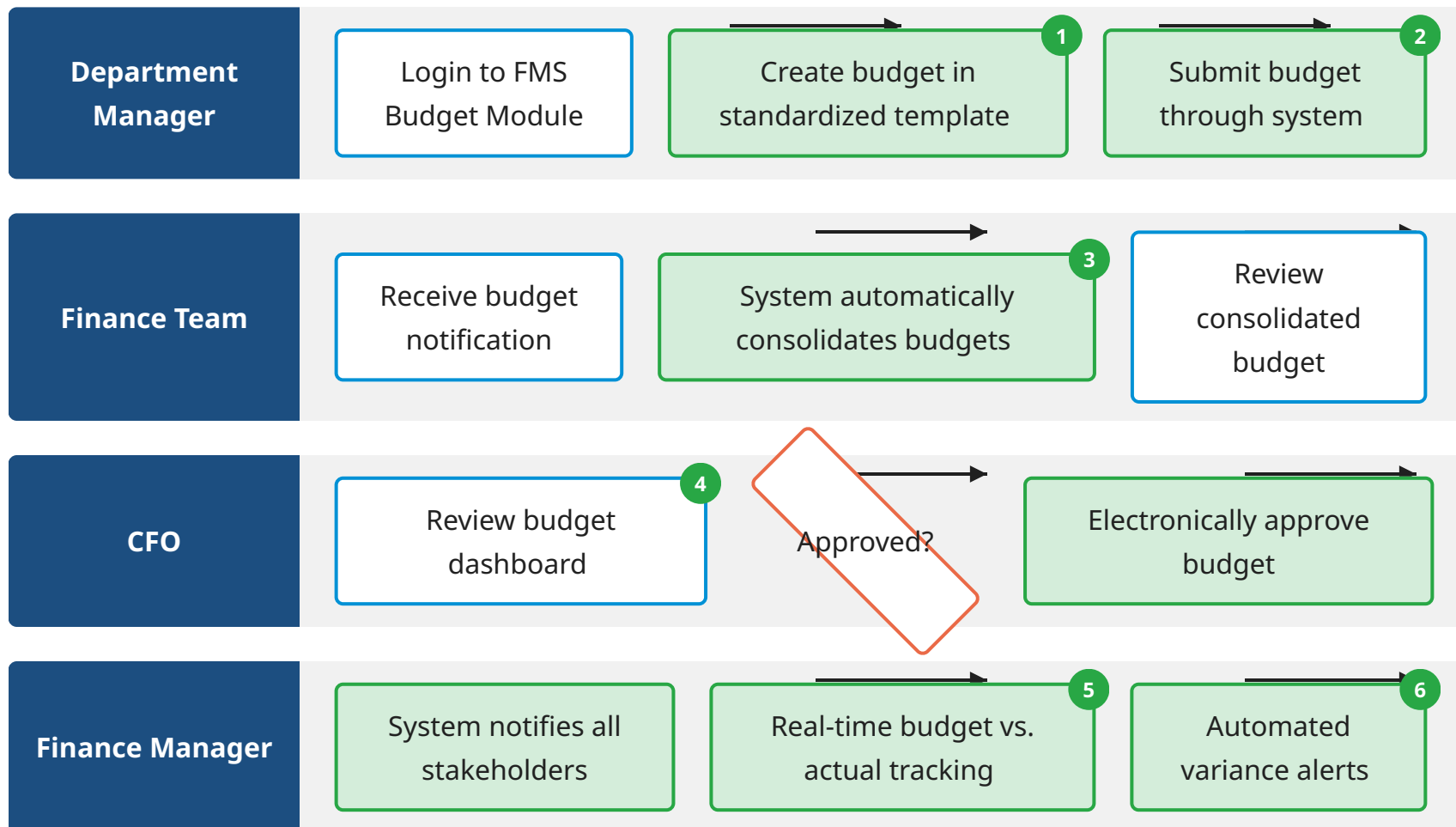
## Document Control

Document Name	Version	Date	Author	Status
To-Be Process Map	1.0	April 30, 2025	Sonal Khobragade	Approved
To-Be Process Map	0.2	April 29, 2025	Sonal Khobragade	Review
To-Be Process Map	0.1	April 28, 2025	Sonal Khobragade	Draft

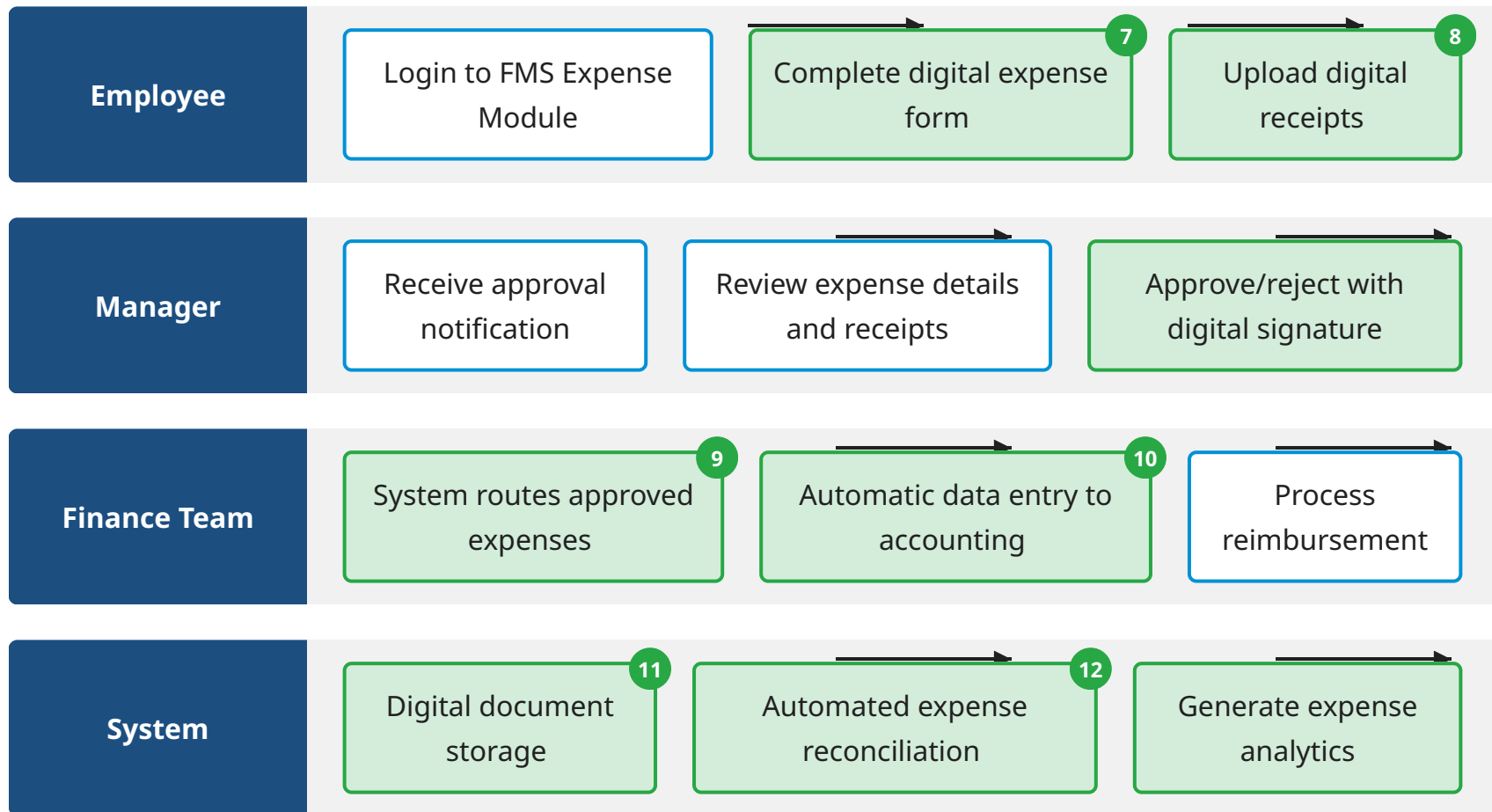
## Introduction

This document presents the future state (To-Be) process map for the Financial Management System (FMS). It illustrates how the new system will streamline workflows, automate manual tasks, and address the pain points identified in the current processes. The To-Be process design focuses on improving efficiency, accuracy, and visibility across all financial management operations.

# Future Budget Planning Process



# Future Expense Management Process



## Process Improvements

1. **Standardized Budget Templates:** System provides standardized budget templates with built-in validation to ensure consistency and accuracy.

2. **Digital Workflow:** Budget submissions flow through the system automatically, eliminating email-based processes and version control issues.
3. **Automated Consolidation:** System automatically consolidates budget requests from all departments, eliminating manual effort and reducing errors.
4. **Interactive Dashboards:** Executives can view interactive budget dashboards with drill-down capabilities for detailed analysis.
5. **Real-Time Tracking:** Budget vs. actual tracking happens in real-time, providing immediate visibility into financial performance.
6. **Automated Alerts:** System generates automatic alerts when variances exceed defined thresholds, enabling proactive management.
7. **Digital Expense Forms:** Employees complete expense forms digitally, with built-in validation to ensure all required information is provided.
8. **Digital Receipt Management:** Receipts are uploaded digitally and attached to expense reports, eliminating paper handling and storage.
9. **Automated Routing:** System automatically routes expense reports to appropriate approvers based on amount, department, and expense type.
10. **Integration with Accounting:** Approved expenses are automatically entered into the accounting system, eliminating manual data entry.
11. **Digital Document Storage:** All financial documents are stored digitally with appropriate retention policies and search capabilities.
12. **Automated Reconciliation:** System performs automated reconciliation of expenses, accelerating month-end closing processes.
13. **Enhanced Reporting:** Comprehensive reporting capabilities with customizable reports and dashboards for all stakeholders.

14. **Mobile Access:** All system functions are accessible via mobile devices, enabling on-the-go approvals and submissions.

15. **Audit Trail:** Complete audit trail of all financial transactions, approvals, and system changes for compliance purposes.



Manual Process Step



Automated Process Step



Decision



Document



Improvement