

Company Logo

As-Is Process Map



Version 1.0 | April 30, 2025

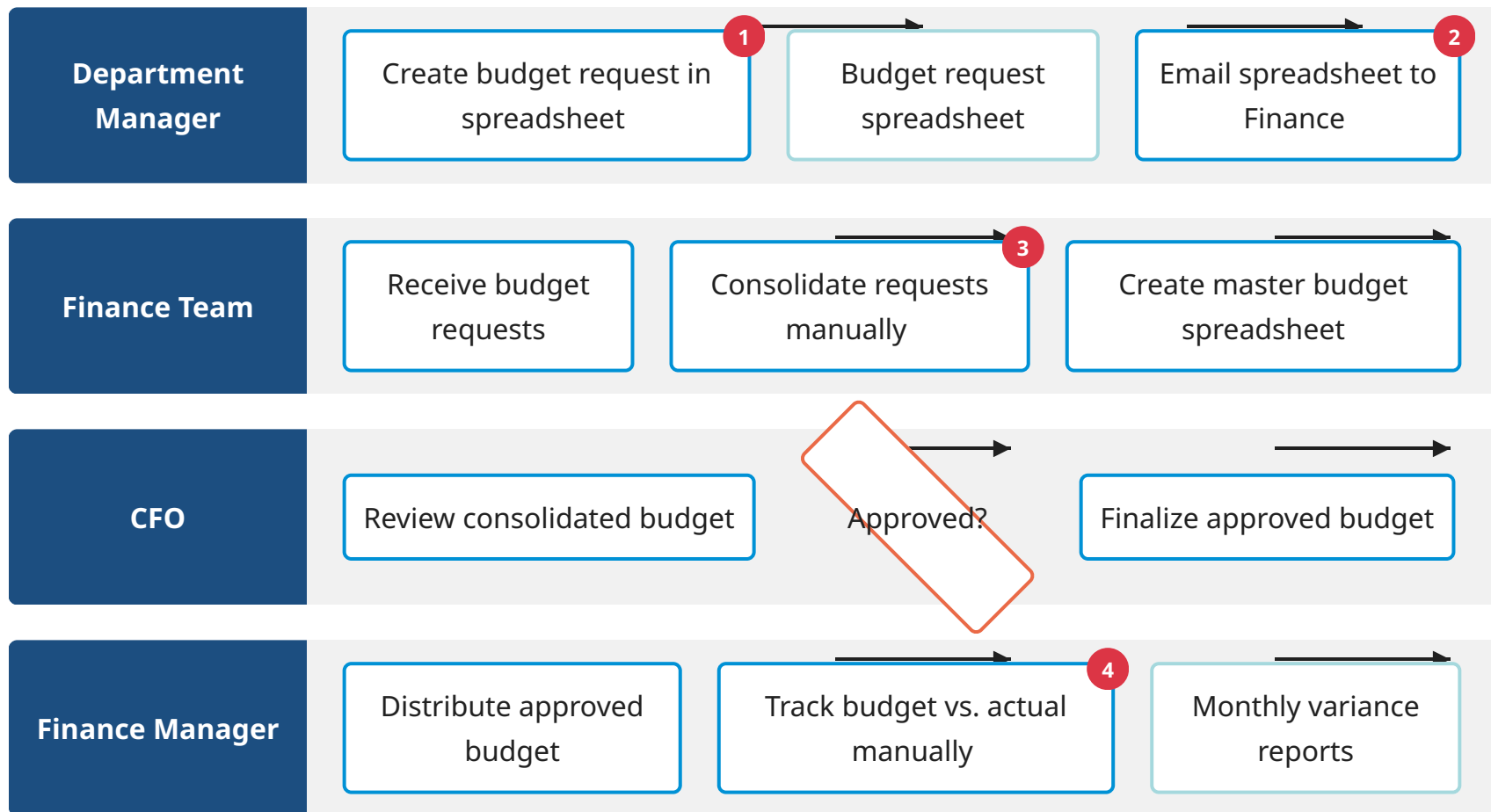
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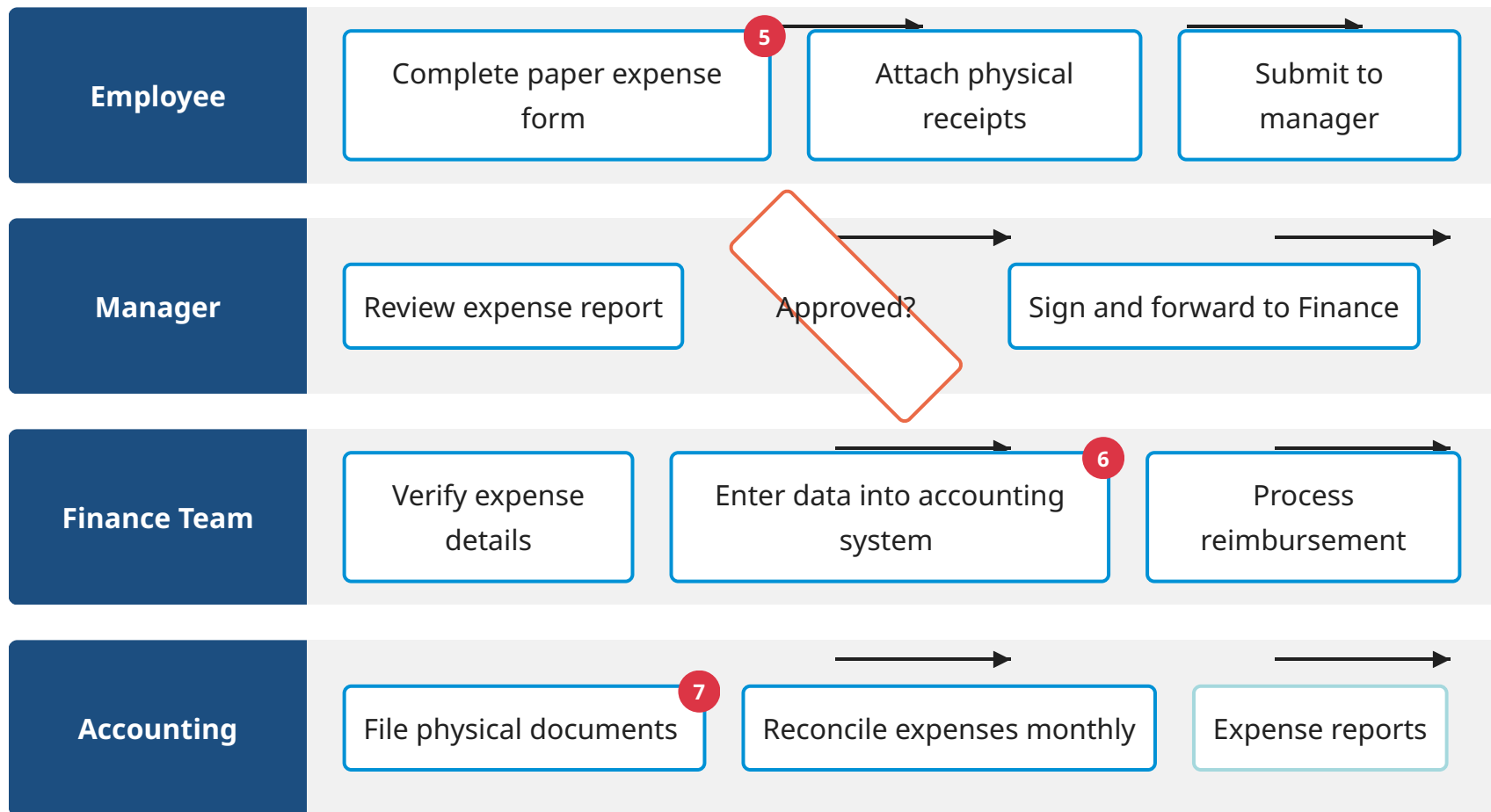
Introduction

This document presents the current (As-Is) process map for the financial management operations. It illustrates the existing workflows, roles, and pain points in the current manual and semi-automated financial processes. This analysis serves as the foundation for identifying improvement opportunities in the To-Be process design for the Financial Management System (FMS).

Current Budget Planning Process



Current Expense Management Process



Current Process Pain Points

- 1. Manual Budget Creation:** Department managers create budget requests in individual spreadsheets, leading to inconsistent formats and calculation errors.

2. **Email-Based Workflow:** Budget spreadsheets are emailed back and forth, resulting in version control issues and lost attachments.
3. **Manual Consolidation:** Finance team manually consolidates budget requests from multiple departments, a time-consuming process prone to errors.
4. **Manual Variance Tracking:** Budget vs. actual tracking is done manually in spreadsheets, making it difficult to identify trends and issues in real-time.
5. **Paper-Based Expense Forms:** Employees complete paper expense forms, which can be lost, damaged, or have illegible handwriting.
6. **Manual Data Entry:** Finance team manually enters expense data into the accounting system, introducing potential transcription errors and delays.
7. **Physical Document Storage:** Paper receipts and forms must be physically filed and stored, making retrieval difficult and consuming office space.
8. **Limited Reporting Capabilities:** Current systems provide limited financial reporting capabilities, requiring manual data extraction and formatting for executive presentations.
9. **Delayed Month-End Closing:** Manual reconciliation processes delay month-end closing, affecting timely financial reporting.
10. **No Real-Time Visibility:** Stakeholders lack real-time visibility into financial performance, budget status, and expense approvals.



Process Step



Decision



Document



Pain
Point