Section	Question	ScaleUp Inc.
Company Profile	**Industry & Business Model**	Goods, B2B
Company Profile	**Scale (Revenue & Headcount)**	Small ($2-10M), 12 emp. + 18 freelance
Org Structure	**Who manages finance & accounting?**	Mixed: In-house + Outsource
IT Landscape	**Core Systems (Accounting, CRM, Task Trackers)**	Excel, 1C, Trello
IT Landscape	**How is data exchange configured between systems?**	Manual (Excel export/import)
Budgeting	**Where/How is the budget managed (Plan/Fact)?**	Excel, Annual/Monthly plan, manual actuals
Treasury	**Incoming Invoices Volume per month & Format**	20-30 pcs (PDF/Scan)
Treasury	**Approval & Payment Process**	1C/Email approval -> Manual input in Bank
Treasury	**Effort: Data entry from invoice to system**	Manual, ~15 min/invoice
Sales	**Outgoing Invoices/Acts Volume per month**	~10-20 pcs
Sales	**Client Invoicing Process**	Manual (Excel -> PDF)
Contracts	**New Contracts Volume per month**	Around 10
Contracts	**Where are contracts stored & approved?**	Employee folders, Trello
HR	**Monthly Hiring & Onboarding**	1, manual process
HR	**Time Tracking (Timesheets)**	Tracked in Excel, not used for payroll
Pains & Risks	**Key "Manual" Operations (Copy-Paste)**	Transferring data Excel to 1C, reconciling invoices
Pains & Risks	**Dependency on specific people (Bus Factor)**	Medium (CEO + CFO)
Pains & Risks	**Satisfaction with current automation (1-10)**	4 (Systems exist, but high routine)

Intelligent Automation Potential Assessment Report

Date: December 10, 2025

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1. Executive Summary

Company Overview
The Company, identified as ScaleUp Inc., operates within the Goods, B2B industry. It is characterized as a small enterprise with annual revenues between \$2 million and \$10 million, supported by a core staff of 12 employees supplemented by 18 freelance workers.

Current State Assessment
The current process maturity level is characterized by heavy reliance on manual data handling and limited system integration. Critical functions such as finance, invoicing, budgeting, and contract management are heavily dependent on manual data transfer, primarily utilizing Microsoft Excel alongside core systems (1C). This results in high routine workload and low perceived automation satisfaction (rated 4 out of 10).

Key Conclusion
The primary opportunity for efficiency improvement lies in standardizing document handling (invoices, contracts) and automating the routine, rule-based data migration currently occurring between disparate systems, specifically Excel and 1C.

2. Maturity Assessment

Model Overview
The Capability Maturity Model Integration (CMMI) provides a framework for process improvement maturity assessment, organized into five levels: Level 1 (Initial—chaotic, success depends on individuals), Level 2 (Managed—basic processes are established and repeatable), Level 3 (Defined—processes are documented and standardized organization-wide), Level 4 (Quantitatively Managed—processes are measured and controlled), and Level 5 (Optimizing—continuous process improvement based on quantitative feedback).

Company Assessment
Assigned Level: 2 (Managed)

Justification
The Company demonstrates characteristics of Level 2. Key processes appear repeatable (e.g., 20-30 incoming invoices monthly, 10 new contracts monthly), indicating that some basic level of management exists. However, the critical pain point is the heavy reliance on manual steps, specific individuals (CEO, CFO), and the lack of standardized data exchange (manual export/import), which signifies that processes are not fully documented or organizationally defined beyond the immediate, localized execution.

Data Readiness Index
The data readiness index is assessed as Moderate to Low. While financial data resides in 1C, significant operational and transactional data management relies on unstructured or

semi-structured formats, specifically Microsoft Excel for budgeting and tracking, and various document formats (PDF/Scan) for incoming invoices. Contract storage within employee folders and Trello indicates a lack of centralized, structured data governance.

3. Process Deep Dive

Finance and Accounting

- Current Status: Finance and accounting are managed through a mixed approach involving in-house personnel and outsourced services. Core systems include Excel and 1C.
- Pain Points / Bottlenecks: Budget management is manual, relying on Excel for planning (Annual/Monthly) against manual actuals. High dependency on CEO/CFO for critical oversight.
- Recommendation: Implement a standardized, defined process for budget creation and reconciliation.
- Solution Type: Process Optimization / Standardization

Treasury (Incoming Invoices)

- Current Status: Receives 20-30 PDF/Scanned incoming invoices monthly. Approval flows through 1C and email, followed by manual entry into the Bank system. Manual entry time averages 15 minutes per invoice.
- Pain Points / Bottlenecks: Significant manual effort (data entry from invoice scan to system) leading to potential transcription errors. Approval workflow relies on email communication outside the core ERP (1C).
- Recommendation: Automate the extraction and initial entry of invoice data into 1C.
- Solution Type: AI (Specifically OCR/Intelligent Document Processing)

Sales (Outgoing Invoices)

- Current Status: Generates approximately 10-20 outgoing invoices/acts per month. Invoicing creation is a manual process originating from Excel, converted to PDF.
- Pain Points / Bottlenecks: Manual creation and format conversion (Excel to PDF) constitute a routine bottleneck.
- Recommendation: Automate the generation and format standardization of outgoing documentation directly from the source data structure.
- Solution Type: RPA

Contracts Management

- Current Status: Approximately 10 new contracts are managed monthly. Storage and approval pathways are decentralized, utilizing employee folders and Trello.
- Pain Points / Bottlenecks: Decentralized storage and approval present risks to version control, compliance, and retrieval (Bus Factor risk).
- Recommendation: Establish a centralized, governed repository and standardized digital workflow for contract approval and storage.
- Solution Type: Process Optimization / Standardization

Time and Payroll Administration (HR)

- Current Status: Timesheets for 18 freelancers and 12 employees are tracked manually in Excel but are explicitly noted as *not* being used for payroll. Hiring/Onboarding is a manual process supporting monthly recruitment needs.
- Pain Points / Bottlenecks: Manual tracking in Excel creates a secondary source of truth that

is not leveraged for primary outputs (payroll). Manual onboarding increases administrative overhead.
- Recommendation: Standardize the timesheet approval and transfer process to integrate with the payroll system, or formalize the non-use if payroll is handled externally. Given the manual nature, focus on streamlining the data pipeline.
- Solution Type: RPA

4. Prioritization Matrix

The following matrix groups recommended initiatives based on estimated impact and effort, derived from the identified bottlenecks.

First, list all Quick Wins (High Impact / Low Effort).
- RPA — Sales Outgoing Invoicing Automation
- Solution Type: RPA
- Rationale: Eliminating manual Excel-to-PDF conversion for 10-20 documents monthly offers immediate time savings with relatively low implementation complexity compared to integration projects.

- RPA — Timesheet Data Transfer
- Solution Type: RPA
- Rationale: Automating the transfer of existing Excel timesheet data to the system used for payroll (or final verification) addresses a routine manual copy-paste task.

Second, list all Strategic Initiatives (High Impact / High Effort).
- AI — Incoming Invoice Processing
- Solution Type: AI
- Rationale: Handling 20-30 variable-format (PDF/Scan) invoices monthly requires sophisticated data extraction (OCR/IDP), representing a high-value automation target that significantly reduces the 15-minute manual entry effort per document.

- Process Optimization / Standardization — Contract Governance
- Solution Type: Process Optimization / Standardization
- Rationale: Moving contracts out of employee folders and Trello requires significant organizational alignment, definition of approval matrices, and system selection/configuration, aligning with strategic risk mitigation.

Third, list all Low Priority items.
- Process Optimization / Standardization — Budget Management Formalization
- Solution Type: Process Optimization / Standardization
- Rationale: While important for governance, formalizing the Excel-based annual/monthly budget reconciliation process involves defining new organizational targets and control mechanisms, which may require higher effort than initial transactional automation.

5. Technology Landscape & Risks

Current Stack
The identified core systems and tools include:

- Microsoft Excel (Used extensively for budgeting, tracking, and invoice preparation)
- 1C (Core accounting/ERP system)
- Trello (Task tracking)
- Email (Used for invoice approval routing)
- Bank System (Manual input required for payments)

Risks

Based strictly on the questionnaire data, the following risks are identified:

- Data Integrity Risk: High risk associated with manual data exchange (Excel export/import) between systems, leading to potential transcription errors.
- Business Continuity Risk (Bus Factor): Medium risk identified due to critical dependency on the CEO and CFO for operational oversight and process execution.
- Governance and Compliance Risk: Decentralized storage of crucial documents (contracts in employee folders and Trello) exposes the company to version control failures and non-compliance issues.
- Operational Inefficiency Risk: Low satisfaction score (4/10) and identified high routine manual operations indicate ongoing drag on efficiency and employee engagement.

6. Implementation Roadmap

This roadmap is phased to build foundational process controls before implementing advanced automation technologies, directly addressing the findings in Section 3.

Phase 1: Foundation and Standardization (Months 1-3)

- Focus: Establishing centralized control over critical unstructured data and defining process ownership.
- Activities:

1. Standardize Contract Management: Implement a defined process for contract intake, approval workflow, and centralized storage, moving documents out of employee folders and Trello. (Addresses Contract Management finding).
2. Formalize Budget Process Controls: Define standardized rules and documentation for the annual/monthly Budget Plan/Fact reconciliation process, moving away from pure ad-hoc reliance on Excel formulas. (Addresses Finance finding).

Phase 2: Transactional Automation Pilot (Months 4-9)

- Focus: Implementing targeted Robotic Process Automation (RPA) to eliminate immediate, high-volume manual data transfers.
- Activities:

1. Pilot Outgoing Invoice RPA: Deploy an initial bot to automate the creation and PDF generation of Sales Outgoing Invoices/Acts directly from the defined Excel source data structure. (Addresses Sales finding).
2. Pilot Timesheet Data Transfer RPA: Automate the transfer of data from the Excel Timesheet tracking system into the necessary payroll inputs, reducing manual copy-paste effort. (Addresses HR finding).

Phase 3: Intelligent Optimization and Scaling (Months 10+)

- Focus: Integrating AI for complex data capture and expanding automation across the finance ecosystem.

- Activities:

1. Implement Intelligent Document Processing (IDP) for Treasury: Deploy an AI solution (OCR/IDP) to automatically read, classify, and extract data from incoming PDF/Scanned Invoices, feeding validated data directly into 1C to eliminate the 15-minute manual entry per invoice. (Addresses Treasury finding).
2. System Integration Review: Evaluate the manual data exchange between Excel and 1C post-RPA deployment to determine the feasibility of direct API integration for the most critical data sets, minimizing reliance on file transfers. (Addresses Key Manual Operations risk).