



### Expense Report Challenges

When an employee travels on business, or otherwise incurs cost on behalf of the company, their process for submitting an expense report should be quick and simple. But as general practice, a paper-based expense reporting process requires a significant time investment on behalf of the employee, their management chain, and the accounting team.

In many cases, the employee outlaid their own cash, or used their own credit card to pay for corporate expenses. So beyond providing a quick and simple expense report submission process, the actual reimbursement to the employee must be timely and accurate. But all too often, reimbursement is delayed or is inaccurate due to an inefficient internal process, receipts lost during processing, etc. - reimbursement often takes weeks or months rather than days.

While many companies have implemented expense management systems through which employees submit electronic expense reports, these systems provide no mechanism for the required submission of the supporting receipts. So the cost of paper-based processing persists beyond the technology investment. Because of this, companies fail to realize the ROI potential of their investment in expense management applications.

### DocSavi Introduction

As more of your workforce becomes remote and compliance regulations like Sarbanes-Oxley (SOX) increase complexity, the need to control of your paper receipts becomes even more critical.

Recognizing that proper documentation, especially receipts, is still the primary bottleneck in the expense reporting process, CM Mitchell Consulting offers you a way to simplify your receipts management with our proven DocSavi solution.

DocSavi integrates the Oracle E-Business Suite (EBS), including Oracle Internet Expenses (iExpenses), with your Enterprise Content Management (ECM) system.

Expense Report Processing Cost

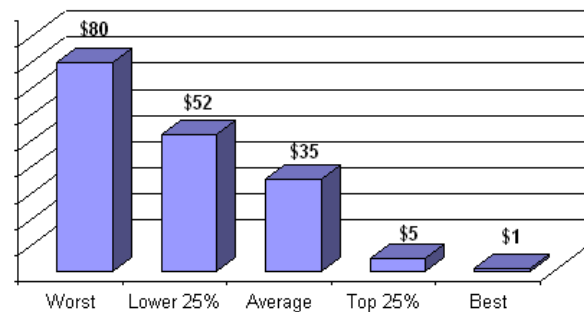


Figure 1 – The administrative cost per expense report varies according to the amount of process automation your business implements.

### DocSavi Expense Receipt Process

- Users submit their expense report via Oracle iExpenses.
- Users then fax or email their supporting receipts to a designated fax number or email address.
- To avoid unnecessary cost associated with alternate solutions, the iExpense Confirmation page serves as a transmittal cover for the fax or email. There is no need for the user to print a bar code, etc.
- Through fax and email server integration, the expense receipts and transmittal page are automatically imported to a content capture application where pertinent data is extracted from the documents using Optical Character Recognition (OCR) technology.
- The extracted data is verified against Oracle for accuracy, and any exceptions are reviewed and corrected by an operator.
- The supporting receipts are then deposited to your designated ECM system for secure and compliant storage and retrieval.
- The DocSavi system automatically links the expense receipts stored in the ECM system to the expense record in Oracle iExpenses via standard Oracle attachment functionality.
- The approval process is expedited as physical copies of the receipts are no longer required for review, approval and audits.



# DocSavi™

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## Expert Solution for Expense Report Automation

With DocSavi, users can take full advantage of content management and records management capabilities to help meet regulatory compliance requirements. The solution leverages standard Oracle integration methods that give users direct access to relevant content from the Oracle E-Business Suite screen.

### Value Proposition

Cut expense report processing cost by 70% and reduce cycle-time by 200%...

- **Process Efficiency:** By eliminating paper receipts as a dependency, expense reports are submitted, processed and approved faster. This allows the employee, their approving manager, and the AP department to spend more time on value-added work.
- **Data Quality:** By extracting data from the scanned documents and validating it against Oracle, supporting receipts are archived accurately which reduces rework while improving compliance and customer service.
- **Reduced Cycle-Time:** By eliminating the 2 to 5 day delay associated with mailing hard copy expense receipts, employees are reimbursed faster which creates increased job satisfaction, morale and productivity.
- **Administrative Cost:** The cost associated with mailing, storing and retrieving paper expense receipts is eliminated.
- **Client Invoicing:** In some cases, employee expenses are billable back to a corporate client. Electronic copies of the supporting receipts allows for faster and more accurate invoicing and faster collection.
- **Regulatory Compliance:** The ability to comply with information management regulations like SOX is improved, and the cost of maintaining and demonstrating your compliance is significantly decreased.
- **Internal Controls:** Because the expense receipts are linked to the Oracle expense

report, and may be viewed directly from within Oracle, the process of auditing to ensure compliance with corporate spending and expense guidelines is simplified.

- **Approval Processing:** Expense approvals are simplified and expedited because the approving manager can view the supporting receipts directly from their Oracle approval console.

### Intuitive for Oracle Users

Leveraging the right tool for the task is important when looking for efficiency gains. DocSavi is designed to utilize the native functionality in Oracle E-Business Suite such as Oracle Approval Manager workflows and attachment functionality.

The intuitive nature of the solution means that users continue to use features they are already familiar with, without having to learn new systems and screens. The image viewing interface allows users to quickly see multiple files at once, and by placing the cursor over a thumbnail, view the entire image on the screen.

### Configurable

Configurable architecture ensures a short implementation time and a quick return on investment. DocSavi is based on standard Oracle interfaces to avoid costly upgrade and supportability issues.

### Company Description

C.M. Mitchell Consulting Corporation (CMMC) has provided expert consulting services to Oracle clients since 1992. The company's content management experts have assisted many companies around the world to deploy enterprise capable ECM solutions. CMMC's philosophy is to bring together the best technology, strategy and resources to its client project.

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