

# Still Relying on Spreadsheets to Run Your Business?

Small and medium sized businesses are faced with numerous challenges. From controlling costs to improving customer service; every part of their operation must be optimized.

Relying on spreadsheets to serve as your Expense Management System fails to deliver on several important and critical business needs:

1. **Need One- To Reduce Employee Time Spent on Non-Critical Activities:** Employees are not only businesses greatest asset but are also their greatest expense. The more time employees need to spend on gathering paper receipts, entering travel expenses into spreadsheets, verifying report totals, scanning or mailing their expense reports, the less time they are spending completing their core responsibilities.
2. **Need Two- To Improve Visibility into the T&E Process:** While spreadsheets provide the comfort of familiarity to most businesses and employees, they do little to provide management control, policy enforcement and visibility. A lack of visibility restricts the ability of management to not only accurately track you expense burden but also limits the critical need of accurate budgeting and forecasting.
3. **Need Three- To Improve the Expense Management Process:** A spreadsheet based expense management process not only takes up valuable time for the employee submitting the expense report but also demands the resources of AP employees. While improvements and enhancements to a standardized spreadsheet template can offer some process improvement, the lack of automation will always demand employee resources.
4. **Need Four- To Increase the Overall Quality of Business Travel:** No matter how you slice it; business travel is expensive. And no matter how reliable the traveling or mobile employee may be; without a reliable process to consistently enforce a business's expense policy, errors or misuse will be an ever-present reality. With a spreadsheet based T&E management process, employees can easily become distracted with concerns about compliancy, collecting paper receipts, submitting reports in a timely fashion and tracking their submitted reports. The more distractions employees have, the less they will focus on business objectives.

*Without accurate and error-free data your budgetary reports will be suspect.*

# How Expense Report Software Can Help Your Business Meet These Critical Needs

SutiExpense, is an automated and web-based Expense Management Software solution that relieves businesses of the burdens of a spreadsheet-based management process and helps them accomplish the critical business needs of a Expense Management Process:

- 1. Keeping Your Employees Doing What You Hired Them to do-** SutiExpense is a flexible, dynamic and mobile T&E Management Solution that allows your employees to quickly and accurately create and submit expense reports. Whether creating and submitting an expense report through the web-based interface or via the SutiExpense smartphone app, your employees will breeze through the once complicated and restrictive reporting process and get back in front of their customers.
- 2. Giving You the Visibility You've Always Dreamed of-** Ever try compiling a summary report of the data entered and recorded into a bunch of spreadsheets? If so, then you can imagine the value of an automated system that produces customized reports, on-demand and according to the exact criteria you want. The reports that SutiExpense is capable of delivering are limited only by your imagination. And when it comes to enforcing your T&E policies, are "immediate employee notifications" quick enough for you?
- 3. Say Goodbye to Manual Processes- Automate and Save Time-** Managing spreadsheets not only steals time from your employees who submit expense reports, but also from those who are charged with the responsibility of collecting, verifying, validating, approving and archiving the submitted reports. Add to this the time it takes to either scan or file all the paper-based receipts submitted with expense reports and you'll begin realize the benefits of automated expense management software that is easily deployed and easy to use.
- 4. Give Your Customers and Vendors the Respect They Deserve-** Whether you need to keep track of the total spend from each of your vendors or to make sure you remove as many time constraints from your employees so they can provide even better customer service; SutiExpense delivers.

*Your employees are you most valuable and expensive asset.*