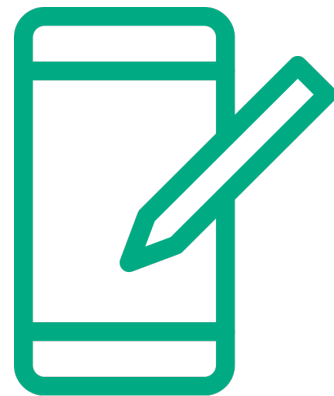


Digitisation Checklist

Finance, accounting and HR



Which of these administrative processes have you digitised?

Check off items where you have *automated* and *used your* administrative tools. This does not include use of Excel/Google Sheets or similar solutions, unless this is a support tool for an automated process in the system.

INVOICING

- Electronic receipt of invoices
- Automated invoice approval
- Automated invoice payment
- Electronic invoicing
- Automatic payment reminders and debt collection notices
- Automatic updating of payments received

REPORTING

- KPI reports based on real-time data

DISBURSEMENTS AND TRAVEL EXPENSES

- Travel expenses are entered electronically in a travel expense system
- Disbursements can be registered from a mobile and approved electronically

HOLIDAYS, ABSENCES AND TIME TRACKING

- Holidays can be registered from a mobile and approved electronically
- Absences can be registered from a mobile and approved electronically
- Hours can be registered from a mobile and approved electronically