






	Current State	Future State
 <b>Expenses</b>	<ul style="list-style-type: none"> <li>• Prepare paper expense reports and receipts.</li> <li>• Manually track the status of expense reports.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Snap a photo and upload receipt either online or via mobile device.</li> <li>✓ Monitor automated workflow and approval status online.</li> </ul>
 <b>Travel Authorization/ Cash Advance</b>	<ul style="list-style-type: none"> <li>• Complete manual cash advance request form and obtain signatures.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Approval workflow is automatic and pre-populates expense report.</li> </ul>
 <b>P-card Processing</b>	<ul style="list-style-type: none"> <li>• Reconcile statement at the end of each month via M&amp;T Centresuite.</li> <li>• Ensure routing for appropriate approval.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Quickly verify your transactions online anytime.</li> <li>✓ Approval workflow is automatic.</li> </ul>
 <b>Purchasing Requisitions</b>	<ul style="list-style-type: none"> <li>• Complete paper request form and obtain manual signatures.</li> </ul>	<ul style="list-style-type: none"> <li>✓ Enter request online and it is automatically routed for approval.</li> </ul>
 <b>Budget to Actuals</b>	<ul style="list-style-type: none"> <li>• Reports are in multiple systems, updated periodically, or distributed.</li> </ul>	<ul style="list-style-type: none"> <li>✓ View costs and “drillable” budget information in one system, real-time.</li> </ul>