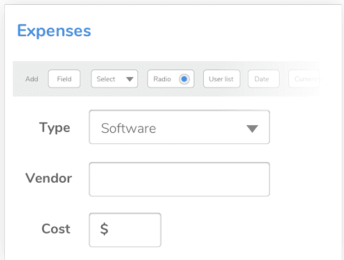
Link to article: https://discover.claromentis.com/knowledgebase/articles/738


# How to use InfoCapture to automate these 3 financial processes

Automation doesn't just counteract the need to go into the office by replacing paperwork with e-forms. It also makes your staff more efficient, boosts internal SLAs, and saves time.

Here are some popular financial processes you could automate today!

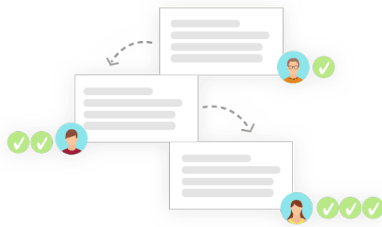
## Travel expenses




Travelling for work may be low on the agenda right now, but that doesn't mean you shouldn't make it easier for those who still need to venture outside.

Create a travel expenses workflow using InfoCapture so that staff can quickly and easily claim back their costs. As soon as a claim is submitted, this will automatically ping a notification to your finance team for speedy processing. Staff will also receive updates whenever their claim progresses, saving them time from chasing via email.

## Purchase order requests



Businesses with a procurement process require their staff to submit purchase order requests whenever they need to buy something for their team. This process is typically quite slow, as it needs to reach multiple departments before final approval by senior management.

Speed up the process and your internal SLAs by creating a purchase order request workflow using InfoCapture, where you can set up triggers that automatically assign the request to the relevant team members.

Better yet, we've put together a purchase order request template that you can download for free from Discover here!

## Invoices


Create a centralised billing system by using InfoCapture to generate invoices. This allows staff to submit the relevant details and send it through to your finance team, who will then be able to raise the invoice digitally, with no paperwork needed.

By keeping all invoicing data in one place, staff can revisit historic invoice information without having to request it directly from your finance team, saving time and manual effort for everyone involved.

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