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# Workshop / May 2017

Fast Track  
Company Policy Manager



# Workshops



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Sales Manager



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Senior Consultant





# Fast Track



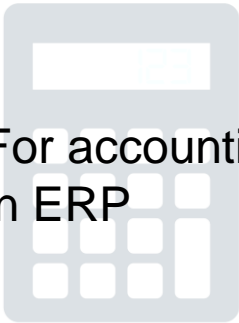
# Fast Track



Employee  
Capture



Approver  
Approve



For accounting  
in ERP





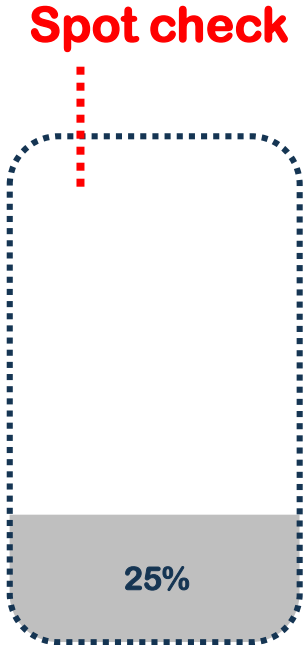
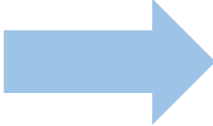
# "Controlled" Fast Track



Employee  
Capture



Approver  
Approve



Finance



For accounting  
in ERP





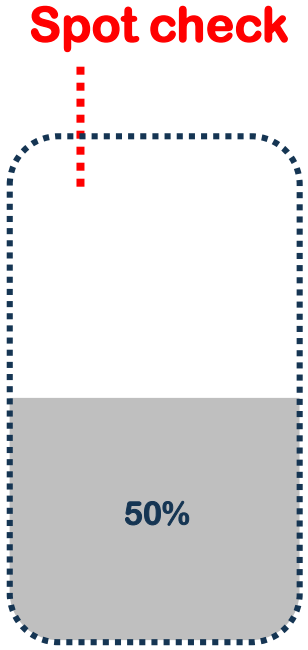
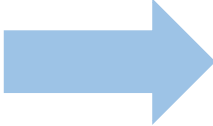
# "Controlled" Fast Track



Employee  
Capture



Approver  
Approve



Finance



For accounting  
in ERP





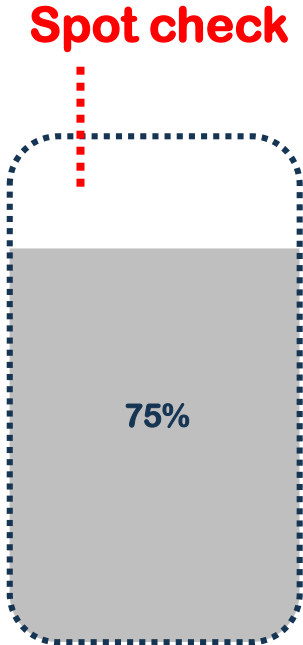
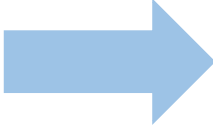
# "Controlled" Fast Track



Employee  
Capture



Approver  
Approve



Finance



For accounting  
in ERP







# Company Policy Manager





# Company Policy Manager

Costs violating CPM to be controlled by Approver only



Employee  
Capture



Approver  
Approve



Finance



For accounting  
in ERP

Mandatory  
comment

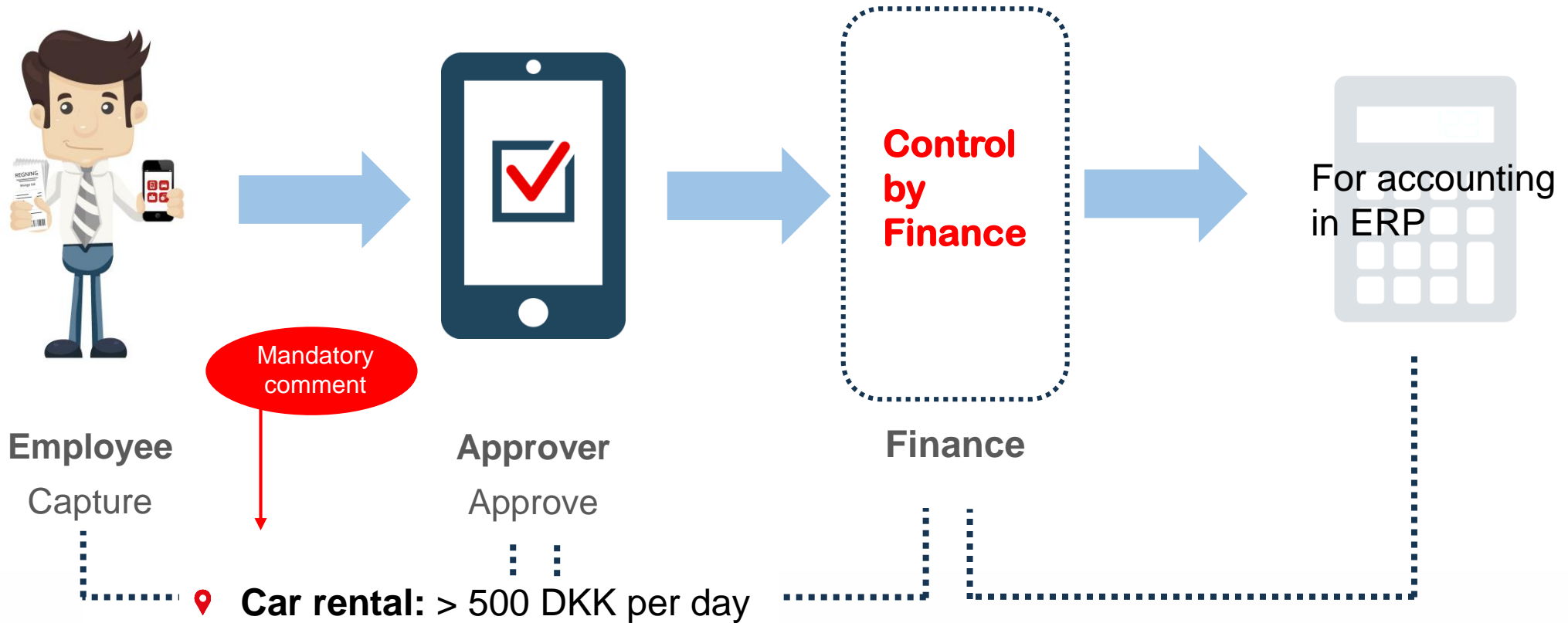
📍 **Catering: > 200 DKK per participant**





# Company Policy Manager

Costs violating CPM to be controlled by Approver and Finance



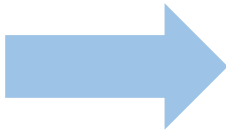


# Company Policy Manager

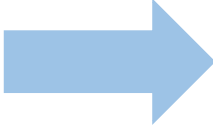
Costs always to be controlled by Finance



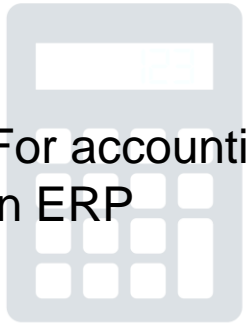
Employee  
Capture



Approver  
Approve



Finance



For accounting  
in ERP

..... 📍 **Hotel:** Finance e.g. to split .....





# Company Policy Manager

Settings at type of cost via ADMIN role

Firmapolitik

Forklaring påkrævet:  Ja  Nej

Vedhæftet fil krævet:  Ikke påkrævet  Krævet på omkostningen

Krav om angivelse af antal:  Ja  Nej

Enhed:

Max beløb pr enhed:

Settings related to the user

Settings related to Finance

Firmapolitik. Financegodkendelse.

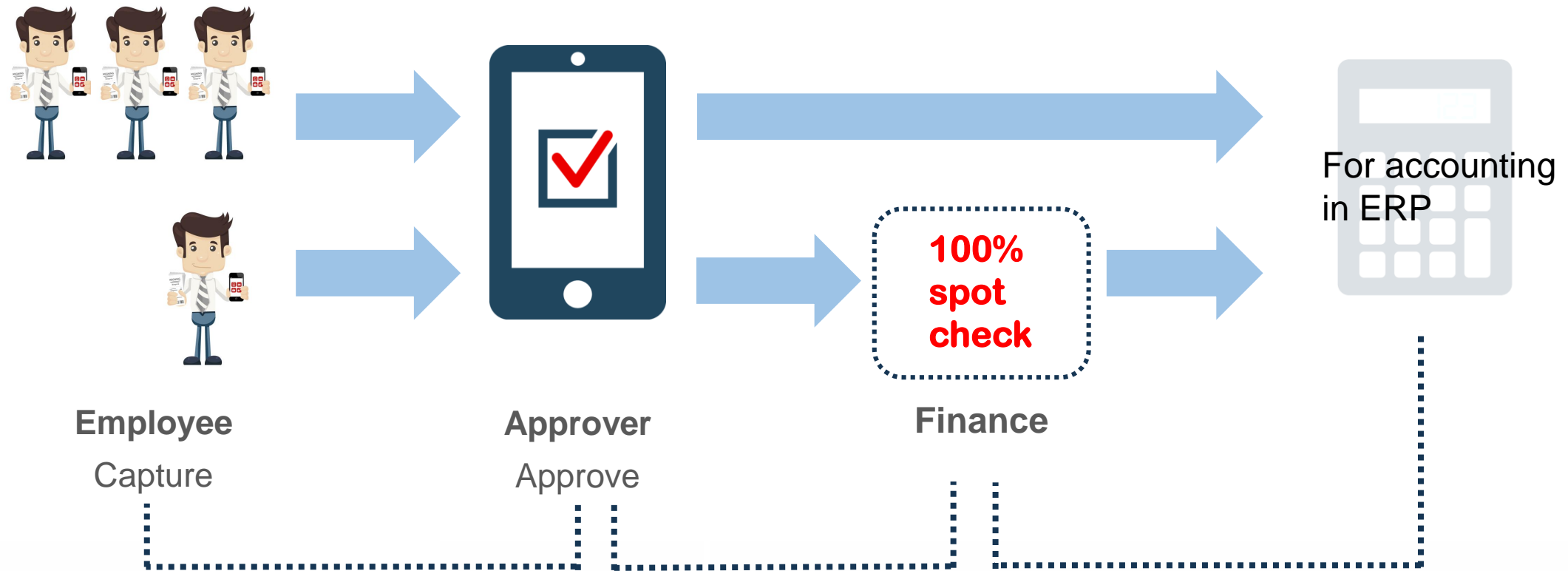
Aktiv	<input checked="" type="radio"/> Ja <input type="radio"/> Nej	Beløb (større end) der skal valideres	<input type="text" value="500"/>
Aktiv	<input checked="" type="radio"/> Ja <input type="radio"/> Nej	ISO landekoder der valideres (Ex. DK,SE,GB)	<input type="text" value="DE"/>





# Company Policy Manager

Costs from a specific employee always to be controlled by Finance





# Company Policy Manager

Setting of specific selected employees via ADMIN

Active on selected employees

Value of random check.  
100 = all

Firmapolitik. Financegodkendelse.	
Stikprøvekontrol	<input checked="" type="radio"/> Ja <input type="radio"/> Nej
	Stikprøvestørrelse (0 - 100)
	<input type="text" value="100"/>





# Company Policy Manager

## Monthly report on costs, which violate Company Policy

Employee name	Date	Type	TravelID	Encl.Nc	ExpenseType	Country/SC	OwnCurrency	Amount	Foreign currency	Foreign Amount	Selected for Finance Approv	workflow
Employee 2	03-11-2016 10:50	Expense Report	ac20160084			DK	DKK	3282	DKK	3282	Not selected	Approved by finance:07-
Employee 2	01-10-2016	Eurocard	ac20160084	1	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	01-10-2016	Eurocard	ac20160084	2	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	12-10-2016	Eurocard	ac20160084	3	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	12-10-2016	Eurocard	ac20160084	4	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	13-10-2016	Eurocard	ac20160084	5	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	13-10-2016	Eurocard	ac20160084	6	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	14-10-2016	Eurocard	ac20160084	7	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	14-10-2016	Eurocard	ac20160084	8	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	15-10-2016	Eurocard	ac20160084	9	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	15-10-2016	Eurocard	ac20160084	10	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	18-10-2016	Eurocard	ac20160084	11	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	18-10-2016	Eurocard	ac20160084	12	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	19-10-2016	Eurocard	ac20160084	13	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	19-10-2016	Eurocard	ac20160084	14	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	20-10-2016	Eurocard	ac20160084	15	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	20-10-2016	Eurocard	ac20160084	16	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	21-10-2016	Eurocard	ac20160084	17	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	21-10-2016	Eurocard	ac20160084	18	Toll - Øresundsbroen	DK	DKK	159	DKK	159	Not selected	Approved by finance:07-
Employee 2	22-10-2016	Eurocard	ac20160084	19	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	22-10-2016	Eurocard	ac20160084	20	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	25-10-2016	Eurocard	ac20160084	21	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	25-10-2016	Eurocard	ac20160084	22	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	26-10-2016	Eurocard	ac20160084	23	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	26-10-2016	Eurocard	ac20160084	24	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	27-10-2016	Eurocard	ac20160084	25	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	27-10-2016	Eurocard	ac20160084	26	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	28-10-2016	Eurocard	ac20160084	27	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	28-10-2016	Eurocard	ac20160084	28	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-
Employee 2	29-10-2016	Eurocard	ac20160084	29	Toll - Øresundsbroen	DK	DKK	35	DKK	35	Not selected	Approved by finance:07-





