



SELF-ASSESSMENT

7 signs you've outgrown manual expenses

The 50–250 headcount inflection point

How to use this: tick every box below that's true for your team.
Score 3 or more? You've outgrown spreadsheets.

EARLY WARNING

- ☐ **01 Month-end takes days, not hours**
Finance is chasing receipts instead of closing the books
- ☐ **02 Approvals sit in inboxes for days**
One manager out of office brings the whole process to a halt
- ☐ **03 Policy enforcement is inconsistent**
Some managers approve everything; others reject the same claims

BREAKING POINT

- ☐ **04 You can't see spending until month-end**
Budget overruns happen before anyone notices
- ☐ **05 Spreadsheet errors are routine**
Duplicate claims, wrong amounts, missing VAT — caught late or not at all
- ☐ **06 A new hire breaks the process**
Onboarding someone to "how we do expenses" takes longer than it should

DANGER ZONE

- ☐ **07 You suspect fraud but can't prove it**
Manual processes can't flag duplicate receipts or policy breaches reliably

Your score: ____ out of 7

0–2: you're fine for now · 3–4: worth a closer look · 5–7: it's costing you today

If you scored 3 or more...

Your process is costing you more than you think.

Expense management software typically pays for itself within 3–6 months →

Run your own numbers

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