



An Independent School Case Study

ProMaster for Schools

PROBLEM IDENTIFIED

The cards reconciliation process at the school was solely paper-based and manual; an inefficient process where cardholders physically handed their receipts to the Business Manager to centrally code and file.

When their Accountant saw receipts overflowing onto the floor, she realised this needed to change and set up an excel spreadsheet to push some of the coding and receipting effort back onto the cardholders themselves.

But it wasn't enough. Lack of ownership around the process was a big problem and cardholders were often losing receipts. It took around 40 days after the transaction had taken place before it was posted to the general ledger. The Business Manager found it difficult to determine which budget the transaction ought to be allocated to because so much time had passed.

THE SELECTION PROCESS

The Finance Team sought out a solution that would work for the school and meet all of their requirements. The key to any solution was the ability to accept a daily corporate card feed (for their bank), manage approvals, provide audit logging and full receipt storage for 7 years.

It was important for the system to be user friendly and possess a mobile app to make it as easy as possible for staff to action their expenses.

"Our time can be better spent on valuable work. It's not about reducing staff but rather re-allocating this time to more useful activities."

– Accountant

RESULTS

ProMaster transformed a manual process lacking a defined approval workflow into a simple and easy to use online process, enabling timely reconciliation of card expenses. Time saved on finance administration enabled the team to focus on more important activities that add value.

ProMaster significantly improved visibility of spend and the college now has a defined approval process. End users have changed their mindset in relation to expense management and are keeping up to date with their expenses. They actively ask questions when unsure and happily use the mobile app.

The Finance Team has built its credibility within the college, and their relationship with the staff has improved now that hierarchy barriers around expense management have been removed. Expense management is considered everyone's responsibility and the Finance Team has given them the tools to make it easy.

The amount of time spent managing card expenses has reduced from 2-3 days to 1-1.5 days per month. Since Finance no longer need to spend time chasing cardholders, their work associated with the process has changed.