

Konducta: Document Management



Managing paperwork in the finance department can be onerous and time consuming. Even businesses with a relatively low volume of paperwork find their finance teams spend a disproportionate amount of their day on low-value added activities such as filing, photocopying and looking for paperwork.

ABOUT SAPPHIRE

Sapphire Systems plc is the World's leading Channel Partner for SunSystems. During the past 20 years, Sapphire has built a team of technical and services personnel who have led some 2,500 system implementations - from single-user financials systems to large, multi-national applications.

Headquartered in the City of London, with regional operations around the UK, USA and with multi-lingual capability, Sapphire has the ability and reach to implement business systems on an international scale.

Konducta Document Management provides a complete view of transactions to enable businesses to reduce the processing cycle and improve efficiency.

Konducta is designed for rapid deployment and maximises your existing systems investment by providing a seamless flow of information with existing business appliances.



Konducta

Konducta has been designed to help customers control the processing of purchase invoices. The product is a flexible work-flow based tool available to either Windows or Web clients and can be configured to suit any organisation

Features:

Ease of Integration: has the ability to code each form in the workflow means that the form can do exactly what you want. Examples:

- Opening a MS-Office document and populating from workflow.
- Reading current suppliers from accounting system.
- Uploading an approved Purchase Order to an accounting system.
- Notifying users via the corporate e-mail system that they have work outstanding.

Integrated Workflow Designer: can be developed and deployed rapidly and easily. The appearance can be adapted to corporate standards (e.g. Panel and Text Colour).

Integrated Document Management: enables documents to be available electronically via the workflow, wherever and whenever the customer wants them. A task in the process may have a primary document (e.g. a scanned purchase invoice)

Integrated Viewer: allows scanned documents to be viewed with an integrated viewer. The viewer has a full-screen option for maximum ease of viewing. Scanned documents can be viewed with an integrated viewer.

Authorisation Module: delivers a simple, standard, intuitive interface to allow authorisers to Approve or Reject. This can be used in many scenarios for example - Approve invoice for payment, Approve purchase requisition, approve travel request.

Audit trail: records each workflow task no matter who took which action and when - delivering visibility and control of the process to the users.

Users and Roles: are applied to allow or restrict specific users to see specific tasks and only take specific actions. For example this could prevent Purchase

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Ledger from approving or rejecting an invoice.

Attachments: at any time a note or a file may be attached to a task. This allows a virtual "folder" to be created for each task.

Benefits:

- Greater operating efficiency with faster paperless processing
- Improved control of the process ensuring better cash management
- Greatly increased efficiency where authorises are geographically dispersed
- Electronic audit trail for every invoice
- Better service to suppliers
- Reduction in time spend dealing with supplier queries

For more information on Konducta please call our Product Advisory Team on +44 (0)20 7648 2000