

## Sapphire Solution Portfolio: Workflow for Infor10 Financials Business (SunSystems)



There are many motivations and incentives for implementing workflow in your business. Consider the following scenarios:

Processing the corporate credit card account can be contentious if the company only pays the account once approved internally. The paperwork can get caught in the various in trays however the nature of the card issuer is to block card usage if the account is unpaid. Workflow for SunSystems can import the statement file and electronically route the relevant pages to the various card holders and/or managers. On each approval the expense and the statement proceeds to payment. Any delay or bottleneck is highlighted. The invoice can optionally be forced to payment before approval.

When adding new customers and suppliers it is important that the company registration number (ABN, VAT etc) exists and is valid for GST input purposes. Workflow for SunSystems will automatically verify that number against a website (for example [www.asic.gov.au](http://www.asic.gov.au) for ABN and the [www.ec.europa.eu](http://www.ec.europa.eu) VIES service) and ensure the trading request is for a valid entity.

**Workflow for Infor10 Financials Business (SunSystems) joins the dots between your people and your processes. It directs and controls many of the tasks that fall outside the traditional lifecycle of a SunSystems transaction.**

A major challenge for all companies is ensuring people comply with the business rules defined around how things "should be done". The many and varied ways that are currently used to perform people-orientated tasks are frequently unstructured, un-auditable and administratively costly. Whilst most organisations acknowledge that discipline is required to ensure the consistent and timely performance of tasks, in reality they struggle to enforce the necessary control throughout the enterprise. Workflow for SunSystems encourages consistent human behaviour by implementing approved process rules across the workforce in a friendly and appealing way.

Workflow for SunSystems includes the following process templates:

| Process Type               | Description   | Benefit  |  |
|----------------------------|---|--|--|
| Supplier Management        | Import & process invoice data files - for example an electronic credit card statement | Rapid approval escalation with bottleneck visibility gives timely acceptance of corporate expenses.        |  |
|                            | Process an invoice - potentially with a supporting document attached                  | Maintain an accurate invoice register and distribute a scanned copy with the electronic approval request.  |  |
|                            | New supplier creation   | Minimise fraud and ensure appropriate trading policies are implemented.                                    |  |
|                            | Request for quotation from multiple suppliers   | Automated RFQ issued to suppliers and visibility of decision making process.                               |  |
| Business Development       | New customer creation - including credit check steps, ACN number validation, etc      | Greater data integrity with enforced credit check and entity verification whilst eliminating manual steps. |  |
|                            | Operations  | New item, project or cost centre creation (any T-Code/Analysis Dimension)                                  | Rapid turnaround of everyday operational requirements                    |
|                            |   | New asset creation   | Necessary coding and depreciation rules applied during approval process. |
| Human Resources Management | New budget creation or budget re-allocation request                                   | Efficient controlling of budget allocations  |  |
|                            | Leave request   | Efficient and enforced approval polices, accessed from anywhere  |  |
|                            | Travel advance and booking request  | Timely and centralised travel policy controls  |  |
|                            | Employee expenses   | Efficient, access anywhere employee self service   |  |

### Auditable

All process steps are audit logged at execution and archived at completion resulting in a visible and transparent history of operational activity for compliance and reporting purposes.



### Need More Information?

London

+44 (0)20 7648 2000

New York

+1 (212) 905 0100

Los Angeles

+1 (310) 231 8731

info@sapphiresystems.com

www.sapphiresystems.com



### Role based workflow

Workflow for SunSystems embodies a role based structure for your organisation. Depending on the profile and nature of users and tasks, requests are automatically forwarded to the appropriate approval levels within your teams, departments and territories. Process reporting on activities, time lags and bottlenecks helps management identify volume and activity based problems.

### SunSystems integration

A significant benefit is the optional automated insertion of any resulting reference / transaction record directly into SunSystems thereby reducing the threat of human error, the costs of administration and any unnecessary time lag.

### Integration to other systems

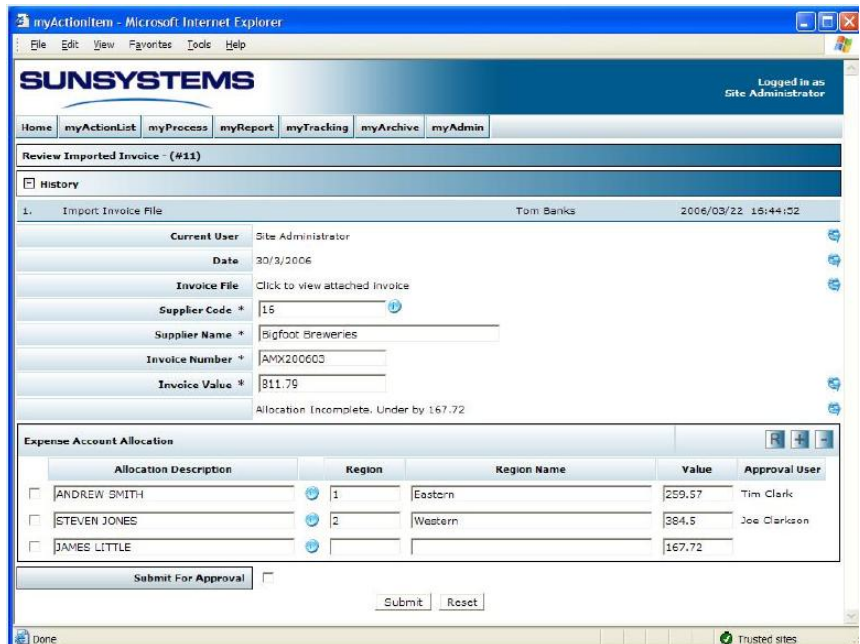
Workflow for SunSystems can be configured to read and write information to other applications as part of the process control. Information from multiple systems can be extracted and displayed on a single user view.

### New and customised processes

Workflow for SunSystems is an adaptable process management framework and the template processes can be implemented "as is" or customised to more appropriately fit internal policies and procedures. The solution has all the flexibility and control necessary to rapidly extend the operation of any of your existing management systems. Any number of additional processes can be layered into your existing environment to address other management and operational challenges throughout the organisation.

### Deployment

Workflow for SunSystems is a Microsoft .NET based application with a browser interface for end users. This means zero footprint operational impact on desktop PCs and your processes can be safely accessed within or outside the corporate network firewall.



For more information on Workflow for SunSystems please call our Product Advisory Team on 020 7648 2000 or email us on info@sapphiresystems.com.