Web

Requisitioning, Purchase Order Processing,

Sales Order Processing, Debtor Management

and Expense Claim modules

for SunSystems

NetConnect is a family of web-technology add-on modules for SunSystems giving Requisitioning functionality that tightly integrates with SunSystems Purchase Order Processing, and Expense Claim functionality that works alongside Ledger Accounting. There are also fully featured Sales Order and Purchase Order Processing modules that can be used in conjunction with Ledger Accounting offering extensive integration with SunSystems and provide a range of useful functionality.

Key Features and Benefits

- Web based technology
- Tight integration with SunSystems
- Extensive authorisation options
- Optional email alerts
- Completely Multi-lingual

Web based technology

NetConnect is an application that runs in an internet browser. Apart from the growing familiarity of users with browsers giving a shorter learning curve, a key benefit is that browser based applications are designed for use across low-bandwidth network connections. This means you can deploy NetConnect to remote users without fear about the applications performance and usability. Indeed, during testing NetConnect was run with the User in London connected to the NetConnect server in Sydney using only an internet modem connection.

We have also taken advantage of browser technology to give significant flexibility to most aspects of the user interface. All text in NetConnect is stored in an easily maintained data dictionary. Therefore if the supplied terminology does not suit your organisation, you can simple change it. We also allow users to change all the colours, fonts and font sizes for their own specific user name, so that they can make NetConnect look the way they want.

Integration with SunSystems

We have used our intimate knowledge of SunSystems to ensure that reference and transactional data between the two applications are tightly integrated. In this way we can ensure that you do not

have to duplicate any data between the two applications and that there is complete transactional integrity.

Completely Multi-lingual

NetConnect has been designed from the 'ground-up' to be completely multi-lingual. All text in NetConnect whether it be on buttons, field headings, report titles etc is stored in an easy to maintain data dictionary. In this way new language versions can be quickly created.

Email Alerts

Although NetConnect comes with functionality that allows users to review the status of their outstanding requisitions or expense claims, and to write simple reports querying NetConnect's database, we have also included extensive email alert functionality.

NetConnect integrates with any SMTP mail server, which essentially means anything you are likely to use, including Lotus Notes and Microsoft Exchange. Email alerts can be set-up for any stage in the requisitioning or expense claim process, so that managers are aware when they have a new requisition or expense claim to approve, and users are aware when a manager has approved or rejected that transaction. Each individual stage can be switched on or off, so you can ensure appropriate levels of information within your organisation, but ensure you do not drown in email. Email alerts will also, when appropriate, include a hyperlink, so that a manager asked to approve a new requisition is taken straight to the right function with NetConnect to undertake that task.

Other Features

Reporting: Both Requisitioning and Expense Claims come with an easy to use report creation function for writing quick reports. Crystal Reports is also integrated with NetConnect to give powerful, but easy to use reporting capabilities across all modules.

Status Screens: Both also have functions so that the user can easily ascertain the status of their requisitions or expense claims, though some users may choose to rely just on email alerts.

Manual/Online Help: There is a full on-line manual within NetConnect plus context sensitive help within each function.

Filtering: Where there are a large number of records within SunSystems we provide optional, configurable, filters to enable the User to find the data they wish to use quickly and easily.

Security: There are extensive options for creating and maintaining a User's role within NetConnect, and therefore the functions they have access to.

Requisitioning

Extensive Authorisation Options

Requisitioning is built around the core concept of each user having a 'manager' who approves their requisitions, and each 'manager' has a financial approval limit. There are no restrictions on the management hierarchy within Requisitioning, so if a user raises a requisition that exceeds their manager's financial approval limit it gets escalated to their manager's manager and so on.

Options allow:

- That the requisition automatically goes to the manager with an appropriate financial approval limit or that they go through every intermediate manager for their 'sign-off'.
- That the financial approval limit applies to each requisition line or to the requisition total
- That senior personnel can approve their own requisitions up to their financial approval limit
- A second, optional, approval process is based around the concept of Item Groups.

By default users select the items they wish to requisition from an Item Catalogue, which is a combination of the Item Records in SunSystems and Items set-up in Requisitioning (selected users can requisition in free-format mode, which means they can procure Items not in the Catalogue). Each individual Item in the Catalogue can be assigned to an Item Group. If a user requisitions an Item belonging to an Item Group, the requisition will not only go through its usual financial approval process, but will be routed for an additional approval to the individual who is linked with that Item Group. In this way an organisation, for example, might require that any requests for computer equipment are approved not only by the user's manager, but also by the IT Manager. Requisitions are only converted into SunSystems Purchase Orders once the authorisation process is complete.

Another option is whether individual requisition line level are turned into Purchase Order when they are completely authorised, or whether they have to wait for the whole requisition to be authorised.

Authorisation processes can be made to be very simple or quite complex, enabling Requisitioning to match an organisation's purchasing procedures.

Consolidated Purchasing/Final Review

Consolidated purchasing is another option within Requisitioning. If switched on it inserts another stage between a requisition being approved, and that requisition being converted into a purchase order. This additional stage allows users who have access to this function to review all approved requisitions, and change various details, such as Item, Supplier and Cost. It also allows them to aggregate orders going to the same Supplier. In this way the organisation can use this functionality to ensure that procurement achieves the best value for money, as the purchasing user has the opportunity to review requisitions looking for possible volume or value discounts with suppliers, or override users who have requisitioned Items that are not the best value.

SunSystems Supplier Creation: To ensure users do not have to continually switch between NetConnect and SunSystems we have included the ability to completely set-up up a new Supplier in SunSystems from within the Requisitioning module.

Purchase Order Processing

If you do not have SunSystems POP/PIR modules NetConnect can give you a cost effective, but fully featured, Purchase Order Processing module. Requisitions can be turned into consolidated Purchase Orders and orders can be part-delivered in GRN Matching and part-invoiced in Invoice Matching giving full matching flexibility. Sales Tax can be entered manually or calculated from the gross amount.

Commitments and Accruals can be generated for SunSystems as well as the transfer of approved Invoices for payment.

Sales Order Processing/Debtor Management

The Sales Order Processing module offers a complete alternative to SunSystems SOP module for those organisations selling goods and services and not requiring inventory management.

Sales Order Processing can offer Point of Sale payment collection and receipting as well as back office sales order production and can work from a standardised Catalogue or Items entered at the time of the transaction. In addition Sales Order Processing can deal with:

- **Joint Suppliers**, such as subcontractors. Items in the catalogue can have a composite price made up of two components, the second of which might be the joint suppliers price. This can be receipted against and debt managed in conjunction with, but separately from, the organisations own income.
- **Third Parties**, such as factors. It is possible to assign debt to a third-party, such as a factor, but keep track of the Customer's overall debt, and reassign the debt back to the Customer if required.
- **Contracts** – Invoices can be grouped into Contracts, so that particular blocks of business, or special terms and conditions, can be monitored.

Debtor Management

Receipts can be taken against the Customer or Third Party, and allocated against open Invoices. Allocation can be made against the whole of an Invoice balance, against individual Invoice Lines, or Invoices can be part paid with the balance left open, have an automatic Credit Note raised or reassigned to the Customer if a Third Party has part paid them.

Extensive account history is available for both Customer and Third Party Accounts with pop-up Notes and easy Note making, and the transactions are sortable and can be filtered on a wide range of criteria.

Expense Claims

Like Requisitioning, Expense Claims shares the core concept of each user having a 'manager' who approves their expense claims, and each 'manager' has a financial approval limit. Like Requisitioning there are no restrictions on the management hierarchy within Expense Claims, so if a user raises an expense claim that exceeds their manager's financial approval limit it gets escalated to their manager's manager and so on.

Expense Claims also has a range of options with respect to authorisation procedures, including:

- Being able select a T code to trigger an alternative authorisation process for individual expense claim lines. When the recharge flag is set Expense Claims will look up the value in the relevant T Code field, and then look up the user who has approval authority for that specific T Code value and route that expense claim line to that user, rather than the orginator's manager for approval.
- Being able to flag an expense claim line for posting to a Debtors account rather a P&L or Balance Sheet account. In this way recoverable or rechargeable expenses can be accounted for appropriately.

Expense Claims may also be flagged for the existence of a VAT Invoice so that this tax may be recovered appopriately.