

eWorkflow

The smarter way to manage your purchasing, expenses & timesheet remote entry and approvals

Exchequer eWorkflow is a range of web-based applications which automates purchase transaction and employee expenses approvals enabling you to control costs and budgets better.

The simple to use web-based applications are designed to work with your Exchequer system and improve productivity by eliminating manual or paper-based processes, maximising your IT investment.

Designed for organisations like yours

eWorkflow was developed specifically for Exchequer organisations like yours. Each of the eWorkflow applications include features designed to seamlessly integrate to your Exchequer Accounts at the highest level, and to save your organisation time, reduce admin costs and empower remote users and management.

What are the eWorkflow applications?

The following modules can be purchased individually and you decide which features you enable;

eWorkflow Purchasing Approval Workflow

- Purchase Requisitions
- Purchase Orders
- Attach Documents to Purchase Requests
- Supplier Invoice Scanning & Matching
- Supplier Invoice Email Pick Up & Matching
- Create Purchase Invoices in Exchequer

eWorkflow Employee Expenses

- Travel Requests entry & approval
- Multi-Jurisdictional Expenses
- Credit & Fuel Card Import
- Subsistence & Mileage Pop Ups
- Create Purchase Invoices in Exchequer

eWorkflow Time

- Enter timesheets online & remotely
- Generate timesheet entries against projects, jobs or invoices
- Provides a foundation for costing, inter-company cross-charging, project costing, billing, planning and analysis, and processing.
- Extended HR features also available

Eliminate manual processes

eWorkflow eliminates re-keying enabling users to create, submit, approve, retrieve and audit documents using a web-based system in a fraction of the time and at a fraction of the cost of using manual paper-based processes.

Works with your existing Exchequer system

Exchequer eWorkflow offers unrivalled seamless links to your existing Exchequer finance system. Employees and users can be added as needed, separate to your existing Exchequer user count, and will continue to be upgraded with every new Exchequer release

Control and visibility

eWorkflow produces audit reports, ensuring compliance and providing valuable real time web-based business intelligence to help your company to minimise its overall spend.

Document approval workflow

The built in workflow and routing facilities removes the need for tedious and time consuming manual approvals and paper searches. Exchequer eWorkflow enables you to define approval paths, levels and limits to match the way your business operates.

Web browser based

eWorkflow is 100% web browser based. Users simply login and use the system's intuitive web browser interface which means no desktop software to install or maintain.

Mobile Approvals

On and offline mobile approvals available, users can see details on screen and approve /reject on the go. eWorkflow will automatically or manually sync to download/upload POs, PINs and Expenses which need approving.

No live web connection is needed, eWorkflow will sync when a connection is available and approvals can be made offline.

Web Based Approvals

Users can define workflow approvals by department and by document type (Purchase Order, Purchase Invoice, Expense Claim) Approvals can be set up based upon user or role limits and are backed up by email alerts

Personal Settings User:admin admin Help FAQ Logout Role:Administrator

Home Purchasing Expenses Easy Reports Admin

Company: ABC Computers

Approval Workflow Add or Edit

Add Approval work flow

Approval Workflow Name: IT Purchases PO

Approval Workflow Description: IT Purchases PO

Transaction Type: Purchase Order

Group: IT Misc

No Approval:

Type	Identification	Number	Value	Delete
Role	Manager	1	1000	X
Role	Finance Manager	1	10000	X
Named Individual	John Smith	1	20000	X

When users log in they are presented with a list of tasks for what they need to approve

Personal Settings User:admin admin Help FAQ Logout Role:Administrator

Home Purchasing Expenses Easy Reports Admin

Company: ABC Computers

Home

Configure my Dashboard

My Tasks

Approve PO	1
Approve PI	2
Submit Expense	2
Approve Expense	1
Approve ID Document	1
Approve Objective	5
Approve Company Asset	7
Approve Sickness	1
Approve Leave Request	1

Top 10 Suppliers

Supplier	Count
ABC Ltd	7
Comp 123	2
Tech Ltd	1
AcmeSoft	1

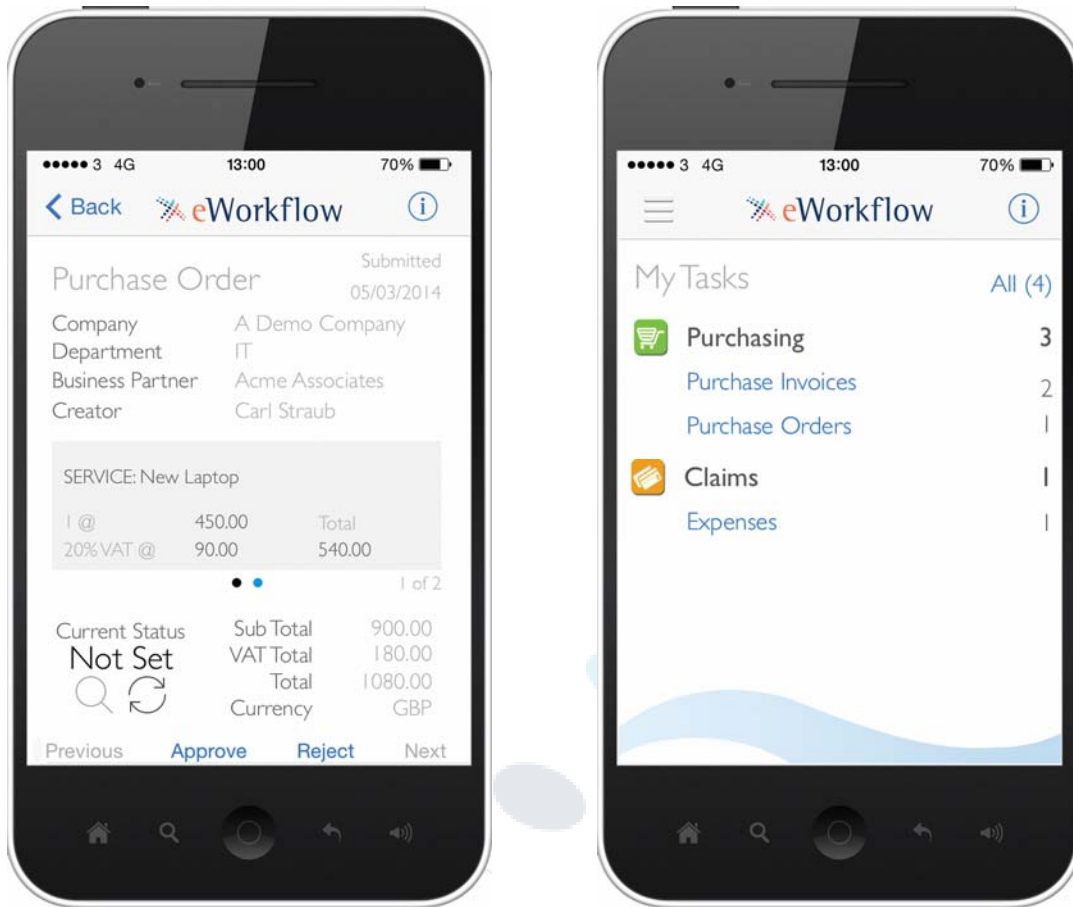
History

- Purchasing Reports
- Approval History Report
- View all Purchase Requisitions
- Approval Work Flow Add Edit
- Approval Work Flows

eWorkflow

Mobile Based Approvals

User can see details on screen and approve /reject on the go



What's in it for you?

Save HUGE admin costs by eliminating re-keying of paper or Excel based purchase requests. Give the business better CONTROL over costs and budgets with a single online system to approve or reject purchases. Improve REPORTING with a live online reporting tool;

I am the Financial Director, what's in it for me?

- ✓ A company-wide cost management system
- ✓ Give better control to budget holders
- ✓ Stop or approve expenditure before it's too late
- ✓ Reduce admin time and eliminate re-keying
- ✓ Built in regulatory features

I am a regular employee, what's in it for me?

- ✓ Get expenses and PO's approved faster
- ✓ Save time completing paper or excel based forms
- ✓ Visibility over where my requests are at anytime
- ✓ Control and manage suppliers more easily
- ✓ Easy to conform to regulatory requirements

eWorkflow

System Features – Purchase Requests & Orders

Users log onto the eWorkflow system to raise Purchase Orders or Requests, which are then automatically routed through to the right approvers, backed up with email notifications. Users can attach documents to purchase requests, such as multiple quotes or tenders. Purchase Orders can then be emailed in PDF format to suppliers once approved.

System Features – Purchase Invoicing

Supplier invoices can be emailed or scanned to the system where they are then matched to approved Purchase Orders in order to generate Purchase Invoices. Automatic tolerance limits can define additional approvals before enabling the Purchase Invoices to be generated in the Exchequer daybook for payment with no re-keying.

System Features – Expenses

Users log onto the eWorkflow system to raise Travel Requests or Expenses, which are then automatically routed through to the right approvers, backed up with email notifications. Specific pop ups which help the user calculate subsistence and mileage claims are built in, making it easy to generate an expense claim. Once approved, Expenses are created as Purchase Invoices for payment in the Exchequer daybook with no re-keying.

System Features – Time

Users can enter timesheets Online and remotely from wherever they are working. Approved timesheets can generate timesheet entries against projects or jobs, or direct service invoices to clients. eWorkflow can support your employees in accurately capturing time, so that every billable minute is recorded. Provides a foundation for costing, inter-company cross-charging, project costing, billing, planning and analysis, and processing.

System Features

- ✓ Fast to implement
- ✓ Easy to use for 'non finance' users
- ✓ 100% web browser interface
- ✓ System administration by Exchequer support
- ✓ Purchase Requisitions
- ✓ Purchase Orders
- ✓ Purchase Invoice automation
- ✓ Invoice scanning, archiving and retrieval
- ✓ Suppliers email PDF invoices direct into the system
- ✓ Support for PSWT calculation and journal creation
- ✓ Support for grossing of VAT to nominal lines
- ✓ Support for Supplier Tax Cert expiry warnings
- ✓ Attach documents to purchase requests
- ✓ Online approvals
- ✓ Email alerts
- ✓ Travel requests
- ✓ Expense claims
- ✓ Subsistence calculation built in
- ✓ Mileage calculation built in
- ✓ Receipt attachment
- ✓ Request new suppliers online
- ✓ Flexible approval workflows
- ✓ Full multi-currency
- ✓ Multiple companies
- ✓ Microsoft Outlook alerts and notifications
- ✓ Online Reports & Export to Microsoft Excel

"It means that a wide range of regular tasks can be completed with no paper and a high degree of automation... All of this has not only saved time and effort, it has also ensured that all our procurement and expenditure is properly and automatically accounted for in the system and is quickly and easily auditable."

Jim Quill, Bord Iascaigh Mhara

Contact the account management team today on 01 450 6820 to discuss your requirements and to arrange a full product demonstration.