Sage Evolution

by Sage Pastel

e-Flow

Business Process Management for Sage Evolution

e *flow*

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Procurement Workflow

In a geographically diverse organisation, the procurement procedure with centralised purchasing would require a full chain of command. This would range from the requestors – who request expenditure against a cost centre, through to the managers who authorise as per their delegated authorisation levels and available budget for relevant cost centres, down to the creation of the Purchase Order in the ERP after successful authorisation. e-Flow will ensure that all steps in such a process are completed within agreed Service Level Agreements (SLA's), monitored, managed, and even escalated where necessary. Management too often trust that their staff will act in accordance to rules and regulations set by the organisation- e-Flow will give management peace of mind by ensuring that these rules and regulations are followed by staff.

e-Flow with Sage Evolution:

• Enables departments to reduce costs and turnaround times.

• Manages everyday business tasks, for example, travel requests, expense claims, workload balancing, stationery orders, grievances and disciplinary procedures, capital expenditure, performance management at team and individual level, and SHEQ more efficiently.

• Eliminates the guesswork and the uncontrolled paper trails by creating an electronic trail which is fully tracked and auditable, and from which reports can be generated.

Added flexible workflows for Sage Evolution Processes:
Please note that all processes below are priced separately.

e-Flow for Sage Pastel Evolution Procurement

• Capex and Opex
• Stock- Non-Stock
• Tender Initiation, Authorisation and Review
• Contracts Registration and Administration

Finance

• Expense Claims
• Travel Requisitions

Human Resources

• Leave Requisitions
• Termination
• Recruitment

Safety, Health, Environmental and Quality

• Incident Management
• Policy Authorisations
• Audit Administration
• Non-Conformance

e**flow**
For Sage Evolution

e-Flow is not simply for improving and mapping workflow. The solution begins with building the business rules that underlie your best practice processes, and focuses on integrating systems and people through automated processes and technology.

Within every organisation, processes are executed using the organisations unique set of rules, approvals, checklists and various methods of verification. These procedures not only govern the successful running of the business, but also differentiate the company from competitors. The processes are typically executed using a combination of Enterprise Resource Planning (ERP) systems, spread sheets and documents all of which are generally managed through an email chain. This however does not provide the visibility or control that a fast moving organisation requires to maintain their lead in the marketplace.

Numerous organisations have well thought out and documented processes to which their staff should adhere, but they do not have controls in place to ensure that the processes are strictly followed. Management often find themselves reacting to situations where the rules governing certain business processes have not been correctly followed – reactive management. These indiscretions could be due to instructions being misinterpreted, staff member negligence, or simply through shortcuts being taken. One of the most effective ways of preventing these situations is by automating business processes, and in doing so, implementing preventative controls to ensure consistent and timeous execution of processes – proactive management. e-Flow for Sage Evolution can do this for your organisation.

Integrated with Sage Pastel through FlowCentric's Integration Layer, e-Flow is a valuable and logical solution for any company utilising Sage Pastel.

e-Flow provides an organisation with workflow enabled processes that allow for the:

- Automation
- Control
- Monitoring
- Analysis
- and Optimisation of processes not inherently handled by Sage Pastel