



# Paperless Requisition and Invoice Approval System Significantly Improves Efficiency and Control

## Overview

### Business Challenge

Managing the creation, approval and processing of Purchase Requisitions and Purchase Invoices in a secure, controlled and efficient way.

### The Solution

FoCul developed and deployed a secure Lotus Notes application which allowed staff to quickly raise and approve Purchase Requisitions and Capital Expenditure Proposals according to strict business rules.

A second linked application managed the receipt of Purchase Invoices and their electronic approval.

### Key Benefits

Fast ROI from rapid development and deployment.

Significantly improved control.

Significantly improved efficiency.

Live management reports / spend maps by supplier and cost centre.

Streamlined month end processes.

Built on existing IT infrastructure.

Delivered to a fixed cost.



A multinational Chemical Manufacturer\*\* with sites in the UK had well established systems for the creation and approval of Purchase Requisitions, Capital Expenditure and Purchase Invoices but these paper processes were very time consuming and inefficient.

FoCul worked with the client to move to paperless processes using modules from FoCul's Delivery Toolkit suite.

Purchase Requisitions can now be raised electronically by any authorised person and are automatically routed to the most appropriate person or persons for electronic approval.

Once the requisitions have been fully approved they are converted into Purchase Orders within the existing ERP system by the Purchasing Team.

When the Purchase Invoices are received from suppliers they are scanned and added to the system. The consignee then receives an electronic notification and can approve or reject the invoice in Lotus Notes. Cost Centre owners can access live reports of commitment and generate live spend maps by supplier. These reports can be viewed on screen or in Excel.

*"Timesaving for everyone"*

*BC, Engineering Manager*

*"The system gives us complete Cost Control and a Common System"*

*"We were very pleasantly surprised at how well FoCul was able to configure the system to match our needs"*

*GH, Financial Controller*

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## Key Features

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- Document viewing and approval is driven by a policy based authorisation matrix
- Each document has a clear audit history
- Users can easily see what they need to do and where their documents are
- The system is very secure with read / write permissions automatically determined from the authorisation matrix
- Previous requisitions can be amended and re-authorised
- The applications run on the existing hardware - no hardware investment was required
- The application supports download of reports directly into MS Excel
- Training is delivered in-house by Key Users

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## Technical Specs

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- Compatible with Notes 5,6,7 and 8
- Configurable look and feel allowing the application to be configured easily
- Purchase Invoices can be added by mail or from a generic scanner with SMTP or LAN drive capability

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## Project Process

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### Feasibility Study:

FoCul undertook a rapid feasibility study to determine what would be the best type of system. An outline cost was developed at this stage

### Proof of Concept :

A Proof of Concept ( POC ) system was developed which demonstrated aspects of the "look and feel"

A review of the POC developed the workflow specification for the production system

### Development and Testing

The application was configured and tested by FoCul on a replica of the server before being deployed to the production server for User Acceptance Testing

### User Acceptance Testing ( UAT )

User acceptance testing was carried out on the clients server using real scenarios and the Key Users.

The key users then tested the application with their colleagues. This approach minimized the project costs and developed the support processes for the live system

### Support and Enhancements

Following deployment of the applications Level 1 support was provided by the key users. FoCul continued to provide technical ( Level 2 / 3 ) support.

*"Immediate"*

*"Up to date"*

*"Great visibility"*

*"More efficient"*

- GH, Financial Controller

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## About FoCul

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FoCul is an Advanced IBM Business Partner specialising in the development and delivery of pragmatic, robust and effective collaboration tools for industry

Our practical approach to projects builds on our teams strong experience in Industry and our proven professional IT skills to give you the best value for money.

We can deliver off the shelf solutions from our Delivery Toolkit suite or develop bespoke software to meet your particular needs.

Solutions can be rented or bought out right and we can host them for you if required.

\*\*although we cannot publish our customers name here they are a reference site and we can arrange a visit or web demonstration.

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