

Konducta – Business Workflow

Increase process efficiency

Electronic processing, rapid authorisation, with e-mail notification, audit trailing, performance reporting

Document management

Correspondence, contracts, calculations, scanned or e-mailed documents (e.g. purchase invoices) allow “folders” of related documents to be stored for subsequent retrieval and auditing.

Integration

Konducta can use your accounting or procurement system to select accounting codes and rules. Konducta can also upload data, such as purchase orders or purchase invoices via standard interfaces.

Secure

Secure storage of business documents in a secure, central, managed repository



Konducta Workflow extends the core functionality of your procurement or accounting system by enabling processes such as purchase invoice or purchase order coding and authorisation to be implemented to replace, improve and streamline existing processes.

Authorised data can be uploaded to your procurement or accounting system via standard interfaces.

Increased Efficiency and Cost Savings:

- *Save processing time* – electronic assignment of tasks and authorisation saves the organisation significant time and money.
- *Save cost associated with physical documents* – as documents can be digitised (e.g. scanned), they can be electronically routed and processed in an instant. This is particularly beneficial in highly distributed organisations.
- *Leverage existing investments* - full Integration with your procurement or accounting system allows users in finance, or the business, or external (e.g. auditors) to view associated information (e.g. purchase invoice image) at the press of a button.
- *Save space, consumables, postage* – built-in electronic document management allows for less floor space taken by filing, less costs of consumables such as copier paper, reduction or elimination of postage costs.
- *Extend benefit to the wider business* – access facilities from any location via a standard web browser means staff outside finance can participate in processes, for example raise requisitions or receipt purchase orders.

Increased Security and Compliance:

- *Better security* – Konducta can enforce access rules so users only see or process information they should.
- *Legally admissible* - fully auditable and acceptable to the authorities.
- *Enhanced disaster recovery* - made possible by replacement of physical media (paper) with electronic media

Feature summary

- Allows visibility and control of business tasks within a business process (e.g. processing purchase invoices, purchase orders)
- Integrated document management allowing unlimited document attachments to tasks
- Separate authorisation module to achieve efficient decision-making
- Extensive facilities to integrate with other business applications (e.g. accounting, purchasing)
- Full audit-trailing of administration and processing
- Integrated workflow designer, report writer

Typical Konducta Workflows

Technical Support

Konducta, like all Kontrolla software products is offered with full technical support by the software author

System requirements

Server:

Windows Server

2012, 2012R2, 2016, 2019

SQL Server

2012, 2014, 2016, 2019

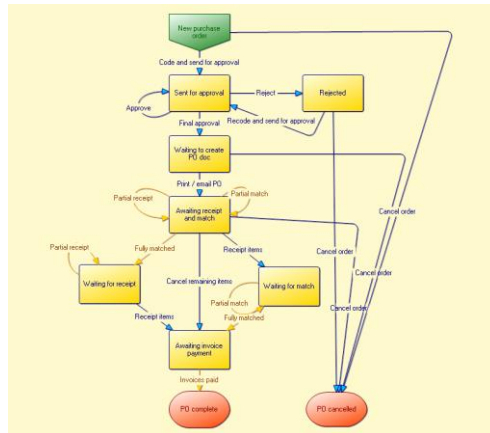
Client:

Windows 7, 8, 10, 11

MS Edge Chromium *

Chrome, Firefox

* Requires IE Compatibility Mode



Purchase ordering

A requisition can be raised anywhere in the business. It can be sent for authorisation and, if approved, an order is created and sent to your supplier automatically. The order can then be receipted as goods are delivered and services rendered. Invoices can be matched against orders.

Purchase invoicing

Purchase invoices may either be scanned from paper or loaded from e-mail attachments. They can be coded, then sent for authorisation and, if approved, uploaded to your accounting system.

Sales invoicing

The processing of sales invoices is similar to purchase ordering. An invoice can be raised anywhere in the business. It can be sent for authorisation and, if approved, a sales invoice is created and sent to your customer automatically.

Other processes

Konducta has been implemented to support other business processes such as:

- Customer service
- Supplier creation/amendment
- Income management
- Petty cash management



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