

eBUSINESS

eAPPROVALS
eSERVICE
WEBSTORE
eCRM
ETIMESHEETS
eHR
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EDI
eREPORTING
WEBVIEW

Greentree Solution Summary

- Anytime, anywhere access
- Make informed decisions faster
- Full integration puts you in control
- Tailor approval rules to your needs
- Make the paperless office your reality

Imagine being able to process key business approvals on the go – from your warehouse, your branch office in China or from a taxi on the way to the airport. With eApprovals, you can.

Managers and senior staff have become increasingly mobile in today's fast-paced world, yet the need for them to still be hands-on in the business has not changed. eApprovals help increase workflow efficiency and minimise delays across your business. It gives users access to the information and tools they need to process approvals in real-time, from anywhere at anytime.

Have you ever lost a major sale because you weren't able to meet the right time frame?

Don't risk losing business because of internal delays. Are your managers sometimes holding up business decisions because they are unavailable while travelling? Staff members may be waiting for approvals for sales or purchase orders to be able to provide to a client or respond to a supplier in time. With eApprovals managers can go online from anywhere and securely log in to the web-based eApprovals system. From here, they can see all the information they need to approve, reject or delegate approvals and move the decision making process along.

Do staff members working from home or remotely have the tools to be as productive as they would have been in the office?

When staff are travelling or away from the office, limited access to tools and up-to-date information could restrain their productivity. eApprovals removes that barrier. Whether it's dealing with sales quotes, purchase requests or new accounts, eApprovals ensures authorised staff have all the details they need to make informed decisions and get tasks done. This way, the system makes sure the correct approval is obtained before allowing the next stage to proceed. Furthermore, your remote managers can access

“Discovering Greentree’s potential for efficiency gains has created a domino affect for us. It has really opened our eyes to the possibilities of further time, cost and productivity improvements – the sky’s the limit.”

Mark Wharton, Director of Operations, The Publishers Association

up-to-date reports, notifications and see any Business Process tasks allocated to them – all on the web.

How much do process hold-ups and delayed decisions cost your business?

Disruptions to workflow could cause bottlenecks and significantly slow down productivity. eApprovals helps you streamline processes and get more work done in less time, which will boost your bottom-line profits.

If you lost a staff member, would that stop or delay certain processes?

You are in the middle of an important sales process when a key team member suddenly resigns or is unfortunate enough to catch a bad bout of flu. Will this have an impact on the process and perhaps work to your disadvantage? eApprovals helps you avoid delays caused by staff absence – it gives your staff the power to delegate their approval authority to other users if needed. Use the flexible settings to customise at all levels, ensuring that only authorised staff have access to approvals on specific requests.

eAPPROVAL SOLUTIONS

Anytime, anywhere access

eApprovals is available 24/7 from anywhere in the world. Your managers have live access to the information they need to keep the business moving, whether they are in Boston, Bangalore or Beijing. All users need is an Internet connection and a web browser.

- Online access cuts delays and maximises productivity
- Stay on top of the business, wherever you are – working from a remote office, from home or from abroad while on a business trip
- Decisions, delegations, approvals or rejections are instant and real-time, backed up by detailed information that is available at the click of a button
- Greentree’s system-wide event notifications provide a record of activities, keeping remote users up-to-date with the latest developments

Make informed decisions faster

Keep moving your business forward even with key managers on the move. eApprovals gives access to all the information they need to make correct decisions and move processes to the next phase.

- High availability helps your business give customers and suppliers the best possible service
- Instant alerts notify managers on the status of a process, for example the order is on hold until this document is approved
- The task list shows the Business Process Management processes that are assigned to each user, ensuring processes keep moving forward
- Cut approvals waiting time and gain productivity

Full integration puts you in control

eApprovals is fully integrated with all relevant Greentree modules, keeping your organisation’s business on track and reducing time costs to a minimum.

- Extend the powerful Approval & Alerts module to the web
- Automatically checks and updates data across all components of the system, making sure crucial data is always accurate and up-to-date
- Easily view pending approvals, notifications, key reports and tasks online
- Stay in complete control of the approvals process

Tailor approval rules to your needs

There is no limit to the approval rules you can create, based on the specific needs of your business. The rules will work through a decision tree, re-evaluating a new rule at various steps in the process.

- Multi-layered approval approach lets you fast track multiple approvals with notifications popping up on selected user workstations, or in eApprovals, as configured in the approval rules – even when users are out of the office
- Get instant responses to approval requests online from remote or travelling approval group members
- Flexible options – users can be in more than one approval group and documents can be approved by many groups
- Delegate authority to other users if needed to help avoid disruptions to workflow caused by staff absence



“Greentree has given us the confidence of operating in a best practice financial management and reporting environment. This has enabled us to raise the bar on workflow and office efficiency.”

David Jones, Project Accountant,
UK Highway Management Services

Make the paperless office your reality

eApprovals will help you boost productivity, save space and slash printing costs, which is good news to both your business and the environment. A paperless office is also a more secure office.

- Eliminates the need for physical documents to be transferred from desk to desk
- Minimises the risk of exposing sensitive information to unauthorised personnel
- Only authorised staff can view and approve specified records, guaranteeing the security of your business intelligence

KEY FEATURES

eApprovals is the Internet-based extension of Greentree's Approvals & Alerts module. Setting up the system to work on your laptop, PDA or desktop is easy – your IT manager or Greentree partner will set up the secure web page for you.

eApprovals include the following key features:

Real-time access to approvals

Documents waiting for approval sit on the eApprovals browser-based 'desktop'.

View approval history

Find out the previous steps for a specific approval, who approved and when.

View document detail

The document details are easily available in HTML or PDF format.

Approve or reject document

Approve or reject documents by simply clicking a button.

Access to tasks

The My Task list is based on the Business Process Management processes that are assigned to each user.

Complete tasks

Click the 'Complete' button and the task will be marked as done.

Access to notifications

View all relevant Notifications and drill down to see more details.

Access to reports

View appropriate reports online with eApprovals.

CASE STUDY: Border Express

CHALLENGE Australian interstate transport and distribution services company Border Express had a paper-based system where invoices were sent around various departments for manual sign-off. With no tools in place to keep track of what had been approved across the company's twelve sites, matching purchase orders with invoices was an unnecessarily drawn-out process.

SOLUTION To improve internal controls and provide greater cost visibility across the business, Border Express added Greentree's Purchase Order module, Approvals & Alerts and eApprovals to its existing Greentree system. eApprovals is a cost-effective part of an overall strategy to give managers better control over their cost centres, says the company.

RESULTS Since adding eApprovals, the expenditure approvals process has been cut from weeks to just days. The ability to view, approve or reject all purchase orders online has resulted in better visibility and increased internal control. In addition, managers who don't need access to the full system can approve purchase orders via eApprovals, saving license fee cost for the company.

For more information visit
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