



## WORKFLOW WITH APPROVALS

### OUR COMPLETE SUITE INCLUDES:

General Ledger  
Bank Management  
Multi-currency  
Consolidations  
Multiple Languages  
Budget Planning & Control  
Advanced Allocations  
Grant Management  
Investment Management  
Microsoft Excel Report Writer  
Commitments/Encumbrances  
Purchase Requisitions  
Purchase Orders  
Accounts Payable  
EFT and MICR Payments  
Fixed Assets  
Inventory  
Warehouse Management  
Reimbursement Billing  
Accounts Receivable  
Serenic DonorVision  
Human Resources  
Payroll  
Project Management  
Workflow with Approvals  
Revenue Recognition  
Indirect Cost Calculations  
Time and Effort Tracking  
Time and Expense Sheets  
Web Requisitions  
Web Time/Expense Entry

Workflow with Approvals is a fully integrated solution that allows organizations to manage transaction-based approvals using Serenic Navigator. The Workflow with Approvals function ensures that corporate policies on purchasing and expense processing are enforced, while maintaining audit trails. Workflow with Approvals is integrated with Navigator's General Ledger and its Purchase Requisitions, Accounts Payable and Accounts Receivable functions.

### WORKFLOW WITH APPROVALS ALLOWS YOU TO:

- Establish user-definable rules
- Create budget rules
- Set-up tolerances for budget checking
- Set-up overlapping budget rules
- Set-up purchasing rules
- Set-up approval rules
- Set-up e-mail notification for each step in the approval process

### ESTABLISH USER-DEFINABLE RULES

Workflow with Approvals facilitates the creation of rules that limit access and insure purchasing and budget compliance. These rules allow complete flexibility in meeting the organization's compliance with internal controls and third-party budget and purchasing requirements. They can be set-up based upon a number of user-defined parameters including:

- Specific users, groups of users, or levels of users
- Types of transactions
- Account dimensions and transaction source codes

### CREATE BUDGET RULES

Workflow with Approvals allows users to create budget rules that enforce both individual account activity and cumulative activity across a group of accounts. Budget checking gives the user the flexibility of budgeting at the individual account level or groups of accounts (roll-up) without losing detailed account activity. Budget checking also allows the user to include transactions that are in-process and have not been posted to the General Ledger. This gives the user a complete picture of the available funds and a snapshot of the budget at any time.

### TOLERANCES FOR BUDGET CHECKING

Workflow with Approvals users can set-up up tolerances for budget checking. For example, a certain type of expense can be permitted to exceed the budget by 25 percent. This gives the user flexibility when managing the complexities of budgeting.



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### ABOUT SERENIC

Serenic Corporation is a Microsoft Industry Solutions Developer with a mission to deliver highly functional software solutions for not-for-profits and governments. We believe passionately in developing quality software which will solve the unique requirements of our clients while lowering the total cost of ownership proposition. We measure success by the satisfaction of our clients and business partners.



**SERENIC CORPORATION**  
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By Supporting Those Who Serve*  
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### THE SERENIC/MICROSOFT CONNECTION

We are a certified Microsoft Industry Solutions Vendor and we use the Microsoft Business Solutions Navision product as the basis for our Serenic Navigator product. Because the Navision product provides us complete access to its source code, we have been able to develop a fully-integrated vertical product. Our partnership with Microsoft and Microsoft products assures you of software designed to fit your needs as well as a secure long-term investment.



### OVERLAPPING BUDGET RULES

Users can set-up overlapping budget rules that limit spending by specific accounts and by the entire grant. Most grants allow the user to overspend a particular budget item without receiving prior approval as long as the total budget is not exceeded.

### PURCHASING RULES

Workflow with Approvals' user-definable purchasing rules allow the organization to structure their purchasing process as required for internal control. These rules may include:

- Purchasing rules that require approval once a user-specific threshold is met.
- Rules that limit user access to specific accounts and dimensions.
- Rules that specify specific approvals for purchase of specific categories of items as defined by account number or vendor. For example, computers must be approved by the IT department.

### APPROVAL RULES

The system's approval rules are set-up to inform management that specific transactions require approval before they can be processed. This would include expense transactions that exceed the budget and purchasing transactions for an individual who has exceeded his/her purchasing threshold. In addition, the system's approval notification process allows the user to select the type of notification for each manager. Some managers will receive information-only notifications, while others will have to either approve the transaction or authorize a budget transfer before the purchase can be processed.

### E-MAIL NOTIFICATIONS

E-mail notifications for each step in the approval process can be set-up based upon parameters for each user. The e-mail notification process includes multiple e-mail templates based upon the transaction type, which would include initiation of purchase, denial, approval, etc. The rules for these e-mail templates can be modified to limit the number of e-mails sent to each individual user. In addition, the e-mail notification can be turned off and the users can go directly to the Approval Process screen and approve or deny the transactions.