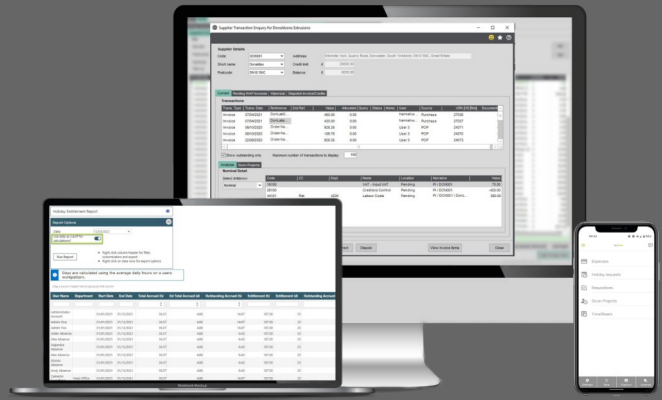




Devolve the responsibility of data entry to end users, whilst using the approvals process to regulate the outcome.



Sicon Approvals for Sage 200

Key Product Functionality

- Scalable from 1 to over 3500 users.
- CSV Imports for users and approval routes.
- Approval limits and entry limits per user.
- Approval by single or groups of users per approval step.
- Mandatory users included if over budget.
- Mandatory users regardless of values.
- Custom field values to drive approval behaviour.
- Custom / ad-hoc approval routes available.
- Integrate with Sage Project Accounting or Sicon Projects.
- Integrated email notifications and reminders included within the product.
- Restricted nominal code, project/Job code and expense items per user.
- Sicon Approvals Apps now available for timesheets, expenses, holidays requisitions and invoice approval.
- Interactive reports with option to export to Excel.
- Integrated with Sicon Documents for document management images.
- Web based application
 - for installation, upgrade and deployment to both internal and external users
 - ideal for multi-site or remote distributed organisation
 - locally installed to link directly to Sage
- Secure user login
 - user login security restricts access to system functions
 - user accounts can be configured to use Windows Password Security.
- Links directly to Sage
 - real time nominal budget, actual & commitments are analysed
 - creates Sage Purchase orders and uses created orders and actual postings in commitment calculations
 - Project Accounting for each line of a requisition the user can select a project and project item
 - Users can be assigned to projects and project items
 - Sage Payroll link employees & pay elements to Timesheet module rates to enable postings back to Payroll
- Runs with Multiple Sage Companies
 - all authorisations are carried out in one system for multiple companies
 - users are given access only to the required companies during setup.

Licencing Summary

Sicon Approvals is a locally installed web-based application that links directly to your Sage 200 system.

Connection from Sicon Approvals to Sage is achieved via the Sicon Web API. Additional licencing is required to allow the Web API to communicate with Sage 200.

A single Sage Web User Licence is required for the Sicon Web API (1 web user licence per site required).

Licencing for Sicon Approvals is based on the modules and total number of users required within your organisation. Sicon Approvals becomes unlimited at 100 users.

Ex-employees do not require a user licence.

Written within the Sage 200 development environment using the Sage business objects and utilising the latest Microsoft technologies for user interface.

Find out more....

To find out more about Sicon Approvals, please contact your Sage Business Partner or contact Sicon direct on **01284 722850**.

- **Commitment Accounting**
 - calculates actual, deferred, historical, orders placed and unapproved requests to work out commitments v's budgets in Sage 200
- **Sage Budgets**
 - uses the Sage budgets from Nominal codes and Project Accounting
- **Approval routes by nominal code, project, user & value**
 - from one to unlimited authorisers per approval route
 - requisitions approved when a user with sufficient authorisation is reached
- **Integrated email notifications**
 - configurable notifications intervals per user.
- **Full approval audit trail**
 - available to view on every document type
- **Restrict nominal code, project or job by user**
 - restricting the list of codes available makes it simpler for users to select a valid code
- **User Dashboard**
 - users are presented with a dashboard containing notifications or links to items to approve.
- **Easy to learn**
 - screens are designed for non-IT users
- **User defined groups**
 - for restricted access to system options and functions
 - user groups can also be used in approval routes.
- **Copying approval routes**
 - to speed up the configuration of the system you can copy an approval route by nominal, cost centre, department, report category, project or user.
- **Copy and Global replace users**
- **Integration with Sicon Documents**
 - Sicon Approvals can integrate with Sicon Documents to view and archive documents related to authorisation transactions.
- **System Requirements**
 - links to Sage 200 in real time but requires no extra Sage 200 user licence
 - MS SQL Server 2012 or above, MS IIS server
 - Microsoft Edge or Google Chrome is required

Sicon Approvals is available to purchase as individual modules, meaning the solution can be tailored based upon business requirements.

Sicon Approvals | Requisitions

Raise Purchase Requisitions with Purchase Orders automatically created into Sage 200 Purchase Order Processing once approved.

- Purchase Order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order lines.
- Add justification documents and notes to each requisition.
- Use approved suppliers and supplier part number search for stock items.
- Create rapid requisitions from templates for each supplier.
- Automatically create purchase orders in Sage 200 once requisitions are authorised.
- Print orders when approved and email to supplier from Sicon Approvals. New Layout designer allows flexible Purchase Order design.
- Confirm Goods Received via the Sicon Approvals web interface.
- Could be used with Sage 200 Financials only

Find out more....

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Sicon Approvals | Invoices

Automatically picks up Sage 200 unauthorised invoices, along with document images from Sicon Documents.

- For Sage 200: Invoices are entered into the Sage 200 purchase ledger for authorisation.
 - the 'requires authorisation' flag in Sage purchase ledger triggers the invoices to upload to the Sicon Approvals system for approval.
- For Invoices entered into Sicon Approvals.
 - enter into Sicon Approvals to allow amendment of VAT and projects/jobs during approval.
- Once approved the invoices are posted to Sage 200.
- View unauthorised Sicon Approvals invoices from Sage 200 purchase ledger enquiry.
- Integrated with Sicon DMS and other document scanning solutions.
- Drill back from the invoice to see the original Purchase request in Sicon Approvals.
- Amend invoices before approval:
 - invoice lines can be amended by the approver
 - invoice lines can be split across multiple nominal codes and jobs or projects (when entered into Sicon Approvals).

Sicon Approvals | Expenses

Enter personal and/or business expenses linked to preconfigured expense items with pre-defined nominal codes. Once approved, a Purchase Invoice is created against the relevant account within Sage 200 ready for payment.

- **Expenses are entered into the Sicon Approvals system.**
 - item lines for mileage based on type of car used.
 - track private and business mileage.
 - multiple item lines for expenses.
- **Expense types allocated per user.**
 - configure nominal, VAT and limits per user by expense type.
- Approved expenses are posted to Sage.
 - each user has a configured purchase ledger account setting.
 - approved invoices are posted to the purchase ledger account and can be held on query waiting for documentation to follow.
- Attach supporting documents or print expense claim vouchers.
 - scanned copies of receipts can be attached to each expense claim.

Sicon Approvals | Timesheets

Enter and approve timesheet information with options to link to work patterns, costs, charges and pay rates. Integration with Sicon Projects provides optimum functionality, giving users the ability to record time against projects with that information immediately displayed as a commitment, moving to actual upon approval.

- New time directly against jobs / projects and cost headings.
 - jobs / projects and activities can be configured against each employee.
- Build work patterns and assign users to specific work patterns.
- Create open flexible work patterns with Time off in lieu (TOIL) accruals and deductions.
- Includes an integrated Time and Attendance solution.
 - record users in and out of a building by access point (additional hardware cost).
 - manage time on site to standard working day and overtime calculations.
 - touch screen terminals provide an intuitive user interface.
- User enquiry facility to check time prior to submission.
- Designed for production/non IT user and professional users.
- Running in a web browser, this application is available on any Windows PC and most mobile devices.
- Fire List included with Time and Attendance, the system can produce a fire list per terminal location or assembly point.

Find out more....

To find out more about Sicon Approvals, please contact your Sage Business Partner or contact Sicon direct on **01284 722850**.

Sicon Approvals | Holidays

Raise holiday requests based on annual entitlements, conflicting user checks, mandatory holidays/shutdowns and departmental rules. When used alongside the Sicon Approvals Timesheets module, once approved a holiday entry will be automatically created.

- Users can raise holiday requests in the Sicon Approvals application and submit them for approve.
- Users are linked to holiday work patterns to determine how many hours per day they would have worked in any specific day of the week.
- Configurable approval routes per person – each person can have a specific approval route that may require one or more people to approve a new holiday request.
- Stop holiday clashes by configuring people that cannot be on holiday at the same time.
 - Users are informed of clashes with other members of staff.
- View conflicting users and business unit users diaries when booking holidays.
- Automatically updates bank holidays for each new year created.
- Special holidays can be manually added to the holiday register.
- Each special holiday can either reduce the holiday entitlement e.g. Christmas Shutdown or give an additional day off e.g. Queens Platinum Jubilee.
- Holidays can update user's timesheets if both modules are being used together. This ensures a complete timesheet is created for each week.
- Approved holidays can create a diary appointment for the originator.

Sicon Approvals | Sales Orders

Raise Sales Orders and quotes with these posting automatically to Sage 200, which can be sent via an approval route based on a minimum margin.

- Sales order entry and approval limits can be set per user.
- Raise free text, stock, additional charge and comment order line.
- Add justification documents and notes to each sales order.
- Use customer part numbers (requires the Sicon Enhancement Pack) search to identify stock items.
- Automatically create sales quotes and sales orders in Sage 200 once authorised.
- Print sales orders when approved and email to customer from Sicon Approvals.
- Advanced stock movements and landed costs when used with Sicon Distribution.

Sicon Approvals | HR

A simple system for storage of key employee information and Company documents.

- Sales Running as a separate module within the Sicon Sicon Approvals system.
- Web Self Service Interface for users to update key user information.
- Store qualifications and expiry dates.
- Receive notification on qualifications due to expire.
- Current Job, salary and benefits.
- Support for multiple jobs in an establishment organisation.
- Current job role contract details.
- Appraisals history.
- Log and monitor Absence history and Bradford factor scoring.
- Policies and Procedures distribution and user acceptance tracking.
- Links to Sicon Approvals holidays to allow booking of unpaid absence.
- Links to Sicon Approvals timesheets to track working to contracted hours.
- Links to Sicon Approvals expenses module.
- Sicon Approvals HR Self Service allows expense account bank and address details to be updated directly into Sage 200.
- Links to Sicon Approvals expenses to provide nominal code, cost centre and department override based on job role and activity.
- Reports provided within Sicon Approvals.

Find out more....

To find out more about Sicon Approvals, please contact your Sage Business Partner or contact Sicon direct on **01284 722850**.