

TERPSYS[®]

We Help You Use Technology




Understanding Differences
Acting on Commonalities

Innovative Technology Solutions for NGOs

Envisioning your Finance Department as a
Customer Service Center

Agenda



Introduction



Scanning Solution



Check and Wire Request Solution



Questions and Answers

Introduction

How to solve challenges in financial management through the use of technology


How to create a collaborative work environment and the part that technology can play

How can we become more efficient and effective in our work to further our mission

Agenda



Introduction



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Check and Wire Request Solution



Questions and Answers

Scanning Solution





I would like to see all the invoices for xxx-xxx of FY 2009 on my desk by the end of this Friday!

I need to skip my daughter's event

Okay! I will live at the office this week then...

Audit Report

Scanning Solution



Scanning Solution

The barcodes generated by the Barcode Generator System can be printed out on Avery 5167/ Avery 6577 Labels by a LaserJet printer.



Scanning Solution

After we stick the invoice to a piece of paper, we peel off a label with barcodes and stick it to the same piece of paper.

Now the invoice is ready to be scanned.

John Deeds
1234 Main Street
Small town, USA
Phone 202-111-5555 Fax 202-111-5556

TO:
Accounts Payable
Search For Common Ground
1601 Connecticut Avenue
Washington, DC 20009
202-265-4300

DESCRIPTION
Expert Programmer

Make all checks payable to **THIS IS**
Total due in 15 days. Overdue accounts subject

1234 Main Street
Small town, USA
Phone 202-111-5555 Fax 202-111-5556

INVOICE

INVOICE # [100]
DATE: OCTOBER 14, 2009

TO:
Accounts Payable
Search For Common Ground
1601 Connecticut Avenue
Washington, DC 20009
202-265-4300

FOR:
A/P Workflow
PO WORK12345

DESCRIPTION	HOURS	RATE	AMOUNT
Expert Programmer	10	50	500.00
TOTAL			500.00

THIS IS ONLY A TEST – DO NOT PAY

Make all checks payable to
Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

Thank you for your business!

ANG0000003-F

ANG0000003-F

Scanning Solution

After we scan the invoice, the software will capture the barcode automatically



Each supporting document will have one unique barcode as its file name



The file can be retrieved online by drilling down on the reference number

The screenshot shows the Kofax Express software interface. The title bar reads "Kofax Express - SFCG_Finance - jing". The menu bar includes "Home", "Scan Settings", "Document", "Rescan", "VRS Corrections", "Job Setup", "Bar Code Setup", "Index Setup", and "Help". The status bar shows "Current Scanner: Kodak i1200" and "Scan Profile: adobe".

The main window displays a scanned document with the following details:

- Reference Number: ANG000003-F
- Color mode: B&W
- Resolution: 2560x3298 pixels
- File size: 26 KB
- Created at 10/21/2009 2:05:54 PM

The document content includes a header for "John Deeds" with contact information, a date stamp "DATE: OCTOBER 21, 2009", and a table with the following data:

DESCRIPTION	HOURS	RATE	AMOUNT
C on 1 P up attime	1.0		500.00
TOTAL			500.00

Below the table, the text reads: "THIS IS ONLY A TEST - DO NOT PAY" and "Thank you for your business!". A yellow oval highlights a barcode at the bottom of the page with the reference number "ANG000003-F" below it.

The bottom status bar shows "Documents: 37" and "Images in Batch: 51". The taskbar at the bottom includes "Microsoft Dynamics...", "Inbox - Microsoft O...", "Pages - AllRequests...", and "Kofax Express - SFC...". The system clock shows "2:08 PM".

Scanning Solution - View it online

View Transactions SunTrust Bank

Page 1 of 1

Online Treasury Manager

View Transactions

Transaction Information

Transaction Date	01/04/2010
Account	General Operating Account 1000027921708 USD
Transaction Code	451
Transaction Description	ACH Debit Received
Credit/Debit	Debit
Zero Day Float	N/A
One Day Float	N/A
Two Plus Day Float	N/A
Amount	\$425.35
Bank Reference	ACHDADP PAYROLL
Customer Reference	10KNJ6940350

Reference Text

PAR# 29365006988707
TYPE CCD
SENDER ADP PAYROLL FEES
SENDER ID 9659605001
DESCRIPTION ADP RES
PAYEE SPARCHE FOR COMMON GROU

Scanning Solution



Agenda

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Check and Wire Request Solution

Questions and Answers

Check And Wire Request Solution



Please submit the online check request form. We will process your request as soon as we receive it.



Check And Wire Request Solution

Finance Portal

Common Ground Solutions

View All Site Content

Contacts

Applications

- Grants and Proposals
- Timesheets
- Finance Reports
- Form Requests
- Donor Reports
- Upload Field Reports
- Upload Budgets

	Sum of 31 - 60	Sum of 61 - 90	Sum of Over 90
			125,255.47
			609,080.44
	45,283	5,937.47	686,389.99
	11,622	15,009.00	403,464.23
	48,162	68,813.07	264,638.90
			-4,175.88
	790	32,089.98	53,508.60
		24,839.56	-1,955.88
			886.76
	25,138	11,642.00	251,646.54
	56,902		11,546.44
	15,583		21,303.49
	55,900		51,001.44
		4,828.64	317,218.06
		183,046.72	
			371,367.02
Serra Leone	30,495.00		30,213.13
Sudan			-12,204.29
Ukraine			-11,812.77
Total	\$926,673.38	\$252,579.63	\$388,044.02

All Country Statuses

COUNTRY PROGRAM	2010												PrimAQy Contact Person	
	JanuAQy	FebruAQy	MArch	April	May	June	July	August	September	October	November	December		
Angola	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Burundi	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Cote d'Ivoire	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Congo-Kinshasa	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Congo Bukuru	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
East Timor					●	●	●	●	●	●	●	●	●	franklin@stgo.org
Guinea	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Indonesia	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Jerusalem	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Lebanon	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org
Liberia	●	●	●	●	●	●	●	●	●	●	●	●	●	franklin@stgo.org

Search

Search Grant Management Document Library...

By Project Code

By Donor Code

Browse All Grant Documents

Overdue Timesheet Users

Pay Period Ending

Adrien Sivalayigaya (asivalayigaya) 8/31/2010

Alessandro Totaro (atotaro) 8/31/2010

Ali Saleem (asaleem) 8/31/2010

Alice Van der Horst (avderhorst) 8/31/2010

Antonio James (ajames) 8/31/2010

Antoine Saron (asaron) 8/31/2010

Antonio Thibault (athibault) 8/31/2010

Bill Hiller (whiller) 8/31/2010

Brad Fordak (bfordak) 8/31/2010

Brian Husley (bhusley) 8/31/2010

Candace Ashton (cashton) 8/31/2010

Celine Desbrosses (cdesbrosses) 8/31/2010

Chon Boje (cboje) 8/31/2010

Elyse Baykuz (ebaykuz) 8/31/2010

Fadi Rabieh (frabieh) 8/31/2010

Frances Fortune (ffortune) 8/31/2010

Hai-Ling Su (hsu) 8/31/2010

Check And Wire Request Solution

The screenshot displays the 'Finance Portal' interface for 'Common Ground Solutions'. The top navigation bar includes 'Finance Portal', 'Country Programs', and 'Other Programs'. The main content area features tabs for 'Active Requests', 'Completed Requests', and 'Templates'. Below these are buttons for 'My Requests', 'Create a new Wire Transfer Request', and 'Create a new Check Request'. A section titled 'My Submitted Requests' contains a table with columns for Voucher No., Beneficiary, Submitted By, and Submitted Date. A dropdown menu is open, showing a list of request details including Request ID, Beneficiary Name, Submitted Date, and Amount.

	Voucher No.	Beneficiary	Submitted By	Submitted Date		
Request: Check Request; Status: Approved						
X 200002	Deborah Jones	Hu-Ling Si	08/03/2010	USD 1000.00	\$1,000.00	
X 200025	INVISION LLC	Celine Desbrosses	08/09/2010	USD 0.00	\$0.00	
X 200090	Washington, DC 20005	Uta Steckhan	08/24/2010	USD 45.00	\$45.00	
X 200099	Michael Cohen	Lauma Strikwerda	08/26/2010	USD 150.00	\$150.00	
X 200100	Shukria Deltawar	Diya Agha	08/26/2010	USD 150.00	\$150.00	
X 200105	AMERICAN EXPRESS	Pei-Chun Lien	08/27/2010	USD 44594.90	\$44,594.90	
X 200107	Susan Kosci	Sydney S. Smith	08/27/2010	USD 69.98	\$69.98	
X 200108	Susan Kosci	Sydney S. Smith	08/27/2010	USD 29.15	\$29.15	
X 200109	Shawn Dunning	Shawn Dunning	08/27/2010	USD 179.12	\$179.12	
X 200114	Sirin Wahdat	Lauma	08/31/2010	USD 150.00	\$150.00	

Check And Wire Request Solution

Finance Portal
Common Ground Solutions
Finance Portal | Country Programs | Other Programs
Finance Portal > Applications > Forms

Welcome Jack Deeds | My Site | My Links

This Site: Finance Portal

Site Actions

Check Request Summary

Status: New

Payable To

Enter the vendor's name and press Search

John

Search

- John Butler
- JOHN CLELAND
- JOHN CONNOR
- JOHN CUDLEY
- John Deeds
- JOHN FEILER
- John Filson
- John Gayah
- JOHN GOOD
- John Good
- JOHN HERTZ
- JOHN KENNEDY LIBRARY FOUNDATIO

or [Add a New Vendor](#)

Contact Information

[View Bank Information](#)

Vendor's ID:

Vendor Name:

Full Name:

Short Name:

Address:

City:

State:

Zip Code:

Country:

Phone Number:

Fax Number:

Email:

Class ID:

Currency ID:

[Clear All Changes](#)

[Clear All Changes](#)

Done

Internet | Protected Mode: Off

100%

Check And Wire Request Solution

Invoice Detail

Number:
 Date: 9/2/2010
 Currency: US Dollar
 Rate: 1
 Barcode id: 9F100530

X Grant/Program:
 Account:
 Barcode id:
 Note:

Huma Yusuf_2010-07-08T00_49_09_(100).xml Page 1 of 2

Common Ground Solution This Site: Finance Portal

Thursday, July 08, 2010 Wire Transfer Request Form - Ordered -

Voucher No: ID1136

This vendor information needs to be added at Dynamics:

* ID:
 * Full Name: Huma Yusuf
 Short Name: Huma Yusuf
 Check Name: Huma Yusuf
 Address:
 City:
 State:
 Zip Code:
 * Country:
 Phone Number:
 Fax Number:
 Email:
 * Class: United States
 * Currency: US Dollar

Wire transfer information
 Bank Name: Barclays Bank

Amount
0.0
USD: \$ 0
Invoice Total: 0
D Total (0 * 1): \$ 0
D Dollars' on check

Check And Wire Request Solution

Description / Reason for Expense or Disbursement / Other Comments

This is a sample transaction designed to demonstrate the on-line check and wire request (purchase order) capabilities

Invoice Detail

Number: 1001
Date: 9/1/2010
Currency: US Dollar
Rate: 1
Barcode id: 9F10005300-F

	Amount
X Grant/Program: 9F1000-OH - Finance - SOOH06	100.0
Account: 5-657000-000-9F1000-000-0 Bank Fees & Interests	USD: \$ 100
Barcode id: 9F10005300-F	
Note: This is a line item note. I can insert as many general ledger distributions for this transaction as I like, and can associate the same or different scanned images for each distribution.	

Invoice Total: 100
Invoice USD Total (100 * 1): \$ 100
 Please type 'USD Dollars' on check

Support Documents

File	Size (Kb)
X InforEuro_H2D.xls	24526

Browse

Approvals

Type	User	Date/Time
Request approval by: (Project)	* Hu-Ling Su	
Last modified by:		

Submit Save Save As Template Cancel

Done Internet | Protected Mode: Off 100%

Check And Wire Request Solution



Search for Common Ground
Check Request

Hello Hui-Ling Su,

A new payment for **John Deeds** has been requested by **Jack Deeds** for a grant that you are responsible for managing. Click [here](#) to approve this Check Request for processing.

Please take a moment to make sure that the information is correct.

Description:
This is a sample transaction designed to demonstrate the on-line check and wire request (purchase order) capabilities.

Invoice: 1001 Date: 9/1/2010 12:00:00 AM
Account: OH - Finance - 500406

S-657000-000-9F1000-000-0 Bank Fees & Interests

Amount: 100.00 (USD Currency)

Note: This is a line item note, I can insert as many general ledger distributions for this transaction as I like, and can associate the same or different scanned images for each distribution.

Total USD: **\$100.00**
(Consolidated Total = USD 100.00 * 1.000000)

Note: if the link to the form above doesn't work, please copy and paste the following URL to your internet browser: <https://sharepoint.sfcg.org/Applications/Forms.aspx?formid=141&formType=False>

Thank you!

This email message and any attachments may contain information that is proprietary, legally privileged and/or confidential. This email is intended solely for the use of the person(s) to whom it is addressed. If you are not an intended recipient, or the employee or agent responsible for delivery of this email to the intended recipient(s), you are hereby notified that any dissemination or study of this e-mail is strictly prohibited. If you have received this message in error please immediately notify the sender and permanently delete this email and any copies.

Check And Wire Request Solution

I got money disbursed
through the online system
so fast that I can fully
enjoy the rest of my stay
in Africa



Agenda



Introduction



Scanning Solution



Check and Wire Request Solution



Questions and Answers

Questions and Answers



Understanding Differences
Acting on Commonalities


Core Principles:

- Conflict Is Both Normal and Resolvable
- Common Ground Is Not About Compromise
- Conflict Can Be Transformed
- Peace Is A Process
- Humankind Is Interdependent



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 sfcg.org



We Help You Use Technology

We offer Networked and Web-based Solutions including:


- Network/IT Support
- Custom Application Development
- SharePoint Services
- Web Site Design and Development



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