SunSystems 5

Product Overview

SunSystems
Powering Business Decisions

➡ Contents

SunSystems 5

Business software that enables your vision

18,000 organizations in over 190 countries use SunSystems to manage their global and local business reporting and accounting requirements. With 30 language variants, local support and the unique flexibility to cope with changing business environments and regulations, SunSystems is the first choice for enterprises that need to combine tight financial control with flexible commercial processes.

Global capabilities

Global markets need applications without boundaries. Use SunSystems 5 to manage your multi-currency procedures. All transactions can be held in base-currency, transactional currency and a reporting or second base-currency. And with our language variants, we speak the language of business worldwide.

Integration ready

Now you've got the freedom to integrate your core systems across the business and create a wide-area value network. From easy-to-use interfaces and customer sharing processes, SunSystems 5 increases productivity and supports your open business processes. SunSystems 5 comes with a powerful Transfer Desk facility, allowing you to export and import data to and from other systems. The SunSystems Connect module also allows you to interface directly with other applications.

Flexibility built-in

SunSystems 5's unique structure means it is equipped to enable change throughout the organization. Expansion, acquisitions, multi-level consolidations, new reporting methods, changes in technology… SunSystems 5 welcomes the challenge of change.

Transactional analysis

Know everything with SunSystems 5. Your customers, markets, products, lines of business… managers get a unique insight into every facet of the enterprise with SunSystems 5. It's straightforward to capture the multiple dimensions of any transaction, so business risks and opportunities can be identified like never before.

Eliminate friction

Some processes seem to hold businesses back. But with SunSystems you can create user-centric forms and automated routines that streamline all your activities. By setting clear parameters, employees can focus their attention on exceptional cases while SunSystems 5 gets on with the bulk of transactions.

Distribute information

For information to be valuable, it has to be accessible and meaningful. SunSystems 5 includes a sophisticated report generator and reports library that will deliver printed, HTML or text files on demand. That gives the flexibility to offer internal users and external business partners a wealth of timely, accurate and clearly presented data.

Now take a look at the features that have made SunSystems 5 the first choice, worldwide, for organizations that need to think in more than one dimension.

Data Capture and Analysis
– the who, what, when and how of business

SunSystems 5 enables managers to control their organization by delivering financial information that can be analyzed in great detail. Importantly, the different dimensions of organizational activity can be reflected without having to prescribe a data relationship in advance, which means that the dimensions analyzed can change over time. The end result is that SunSystems 5 is uniquely flexible but without adding implementation complexity.

Here are the highlights:

1. When capturing the information it can be used for any business in any region.
2. It can easily be adapted over time to account for change such as:
   → scale – and therefore a change in the complexity of organizational reporting
   → scope – in terms of new operational activities requiring a change of analysis
   → purchase or disposal of subsidiaries
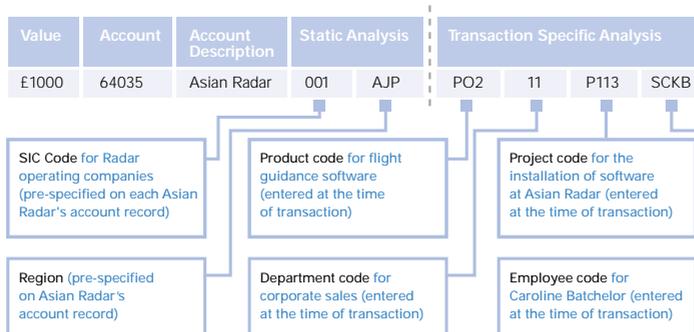   → change in reporting/operational structures

SunSystems 5 delivers this flexibility through its multi-dimensional analysis capability.

How does SunSystems 5 do it?

When a particular transaction is created in SunSystems, a series of flags are attached to it to provide analysis. These flags are user definable and cover transaction-specific analysis dimensions such as sales people, products or project codes; together with static analysis dimensions such as industry, class or region.

For each transaction – whether it is a sales order, a purchase invoice, inventory movement or an accounts journal – the user can define numerous static analysis flags and ten transactional flags.

SunSystems' reputation for flexibility comes from the way the dimensions are generated and used. Each one is created and maintained independently of each other and of the customer, supplier, P&L or balance sheet account setup. The two are linked together through a particular transaction process. In addition, the dimensions don't need to be defined from day one of installation – they can be added as the system grows.

Value	Account	Account Description	Static Analysis		Transaction Specific Analysis			
£1000	64035	Asian Radar	001	AJP	PO2	11	P113	SCKB

SIC Code for Radar operating companies (pre-specified on each Asian Radar's account record)

Product code for flight guidance software (entered at the time of transaction)

Project code for the installation of software at Asian Radar (entered at the time of transaction)

Region (pre-specified on Asian Radar's account record)

Department code for corporate sales (entered at the time of transaction)

Employee code for Caroline Batchelor (entered at the time of transaction)

Example transaction:

Caroline Batchelor who works in Corporate Sales, has sold £1000 worth of Flight Guidance Software to a customer called Asian Radar, the project code is P113.

We have used just two of the ten available static analysis flags and four of the ten available transaction analysis flags.

Value	Account	Description	SIC	Region	Product	Dept	Project	Employee
1000	64035	Asian Radar	001	AJP	PO2	11	P113	SCKB
2000	64035	Asian Radar	001	AJP	PO3	11	P111	SCKB
3500	64046	Madrid Maritime	009	ESP	PO2	11	P003	SCDM
450	37410	Travel & Accom.	–	–	–	32	P113	ADST
300	22000	Services Cost of Sales	–	–	–	32	P113	ADST

The power of SunSystems analysis

After creating a number of transactions, SunSystems builds a financial database, as seen in the example shown above.

Once a financial database has been created, SunSystems 5's report management suite can then report on an activity by flexibly selecting relationships between business dimensions.

By storing information in this way and giving users the ability to report in any way they want, financial data becomes the basis for decision support throughout the organization.

So questions such as:

➔ 'How much revenue was generated by the Enterprise Sales department from the sale of radar software to customers in Asia in the last three months?'

or

➔ 'How much is it costing us to ship radar equipment from Taiwan using a particular courier?' become simple to answer.

Consolidation and regional reporting

Multiple views of the data can be created using the financial database approach. This means that alternative charts of accounts can be created for different operating countries. The country specific legislative requirements can then be met at the same time as the production of a global management reporting structure. Also multiple consolidation can be achieved by mapping and grouping one set of analysis dimensions from one organizational database to another.

For example, the French operation of a global organization will be required to conform to the local statutory "Plan Comptable" chart of accounts. But the French operation may need to produce local management accounts in a completely different format. SunSystems can achieve this as well as producing consolidated reports from a regional and worldwide viewpoint.
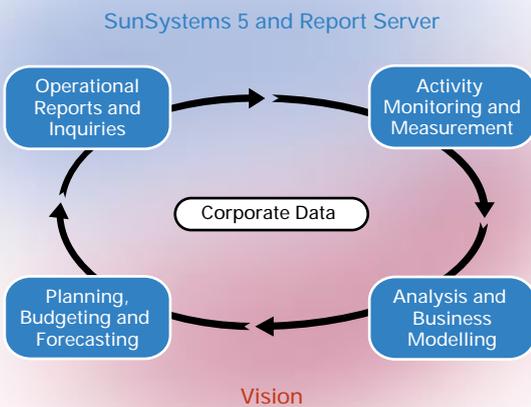
Benefits summary

The SunSystems 5 analysis system provides:

➔ Flexibility in terms of data capture – it can be used for any organization and in any region.

➔ Additional dimensions – codes within dimensions can be added as the organization changes and adopts new reporting requirements.

➔ Flexible consolidation definitions – different regions or subsidiaries that are using different reporting structures or periods can be consolidated into one view of the organization.

Information Management

The SunSystems 5 Information Management suite is composed of two key areas – the SunSystems 5 reporting functionality and the Vision suite.

SunSystems 5 and Report Server

Operational Reports and Inquiries

Activity Monitoring and Measurement

Corporate Data

Planning, Budgeting and Forecasting

Analysis and Business Modelling

Vision

SunSystems 5 reporting

SunSystems 5 provides standard operational reports and listings, such as aged debtors, plus documents such as invoices and statements.

Object-Oriented reporting technology enables you to define, design and distribute information to employees, customers and suppliers.

Designing reports

Graphical drag & drop tools make building reports easy. The Data Source Designer enables you to create a library of components required to design a report. These components include not only the data fields, but also their associated labels.

The Report Designer allows users to define the layout of reports to their own set of requirements and has powerful graphical formatting capability to enhance the visual impact. For example, you could highlight any data items over 60 days old in red.

Reports can be generated from scratch, by templates or by modifying the examples provided with SunSystems.

Additionally, reports can be provided in multi-lingual mode if required.

Execution

The generation of reports can be initiated in several ways:

- Manually – you can browse and select a report from the Report Manager or by direct access from your own user menu on the Navigation Manager.

- Automatically – reports can be triggered automatically from within a process, such as calculating depreciation or printing checks.
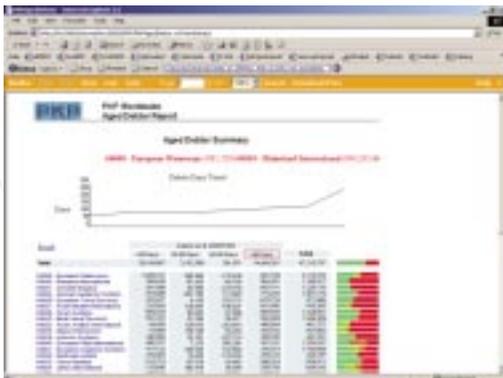
Published formats

Once the reports have been run they can be printed, saved to file or viewed on screen. In addition it is possible to search the report using filters that can then be saved and used again as required. Report Manager can also publish the report in XML, or HTML formats, which can be sent to an email recipient.

Accessing reports from a browser on the Internet

The Report Server enables you to generate reports as DHTML or PDF, which can be viewed from a browser on the Internet. It provides full integration into your web site and includes all the facilities available with the Report Manager, but through a standard web browser. This enables you to read an existing report or run a new report across the web – from another office, from a hotel, or from home – without needing to have the entire report downloaded locally. Moreover the page level security feature enables one report to be utilized by many users – each viewing only the information that they are permitted access to.

The Vision Enterprise suite

SunSystems' multi-dimensional analysis provides an ideal engine for collecting and structuring data for further analysis. The Vision Enterprise suite provides business intelligence by enabling you to uncover and analyze trends, problems and opportunities to help improve your competitive position. In addition it provides the ability to dynamically link MS Excel spreadsheets with SunSystems 5.
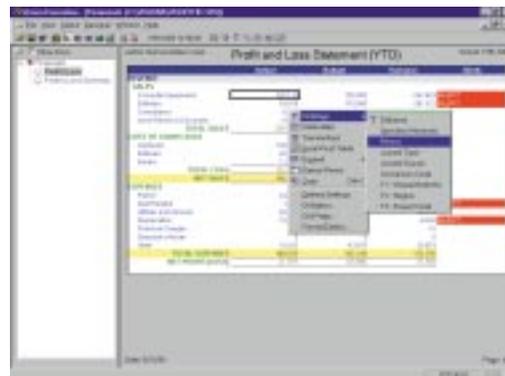
Detailed inquiry

Vision can be used to conduct ad hoc inquiries on live data and to explore issues by drilling down to the level of detail required. This functionality is available for SunSystems data but can also be combined with data from external sources.

Dynamic linking with Microsoft Excel

Vision provides a dynamic link between Microsoft Excel and SunSystems data. This enables you to both import and export data from Excel into SunSystems. You can also consolidate and manage the budgeting/forecasting process across the whole organization by using the Budget Management module.

Alerting and viewing on the web

You can automatically set reports to generate based upon certain criteria, e.g. total debtors exceeding a certain amount, or you can schedule them to run at set time periods. The resulting reports can be published on the web in HTML or DHTML format, printed, emailed or viewed in Microsoft Excel.

→ Process Mapping and Control

Managing a cost-effective business process can often seem as difficult as flying an aircraft. There's about as much to keep an eye on and both require a high degree of concentration. The actual controls may differ but there are many similarities.
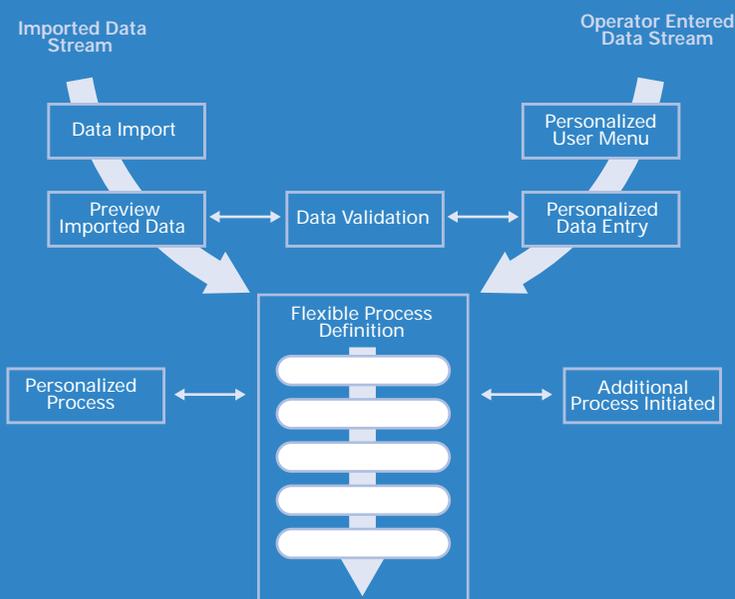
It's crucial to take control of your business processes in a constantly changing environment, governed by laws of cost, opportunity and risk. It's also essential to monitor the fundamental processes in the business, and have the tools to react quickly to the exceptions that often make the difference in survival.

Flexible mapping

The flexibility within the SunSystems 5 business process function enables you to take control. You can flexibly map SunSystems process steps directly onto your chosen business processes. This means that you don't have to compromise your operational flexibility for the sake of the software.

Not only does SunSystems 5 map to your chosen way of working, it can also adapt to take into account operational exceptions. If you are presented with a new business opportunity, such as an urgent order for a new customer, SunSystems 5 can react and doesn't slow you down. It allows you to process exceptions and bypass the usual process steps while maintaining orderly control in the background.

An organization's operational process depends on successful data entry (either from an imported source or through an operator), validation and the subsequent management of operational processes. Business rules can trigger additional processes or applications to be initiated – for example an email alert after a customer has placed a particularly large order.

Imported Data Stream · Operator Entered Data Stream · Data Import · Personalized User Menu · Preview Imported Data · Data Validation · Personalized Data Entry · Flexible Process Definition · Personalized Process · Additional Process Initiated

SunSystems 5 Application Process Toolset

SunSystems 5 provides a toolset for managing the processing functions, comprising the following elements:

Business Rules – ensuring the validation and automation of standard processes

The Business Rules function is available as standard within SunSystems 5 and provides:

➜ Control of the validation of data, enabling complex validation of any data item against any other, using condition clauses and business rules.

➜ Automatic initiation of both internal and external processes.

Navigation Manager – a personalized user menu

Access to SunSystems 5 forms and functions is controlled from a Navigation Manager, which provides:

➜ The ability to run up to nine processes concurrently from a single logon.

➜ User definable menu tree structure, terminology and content, so that you can identify process areas using your own descriptions.

➜ Access to other executable programs.

Form Designer – providing personalized data entry

SunSystems 5 is forms-based, with forms providing either a single record, or multi-record grid-based view or a combination of both. The forms can utilize the full range of standard MS Windows based controls and features such as tab sheets, combo boxes, radio buttons and check boxes.

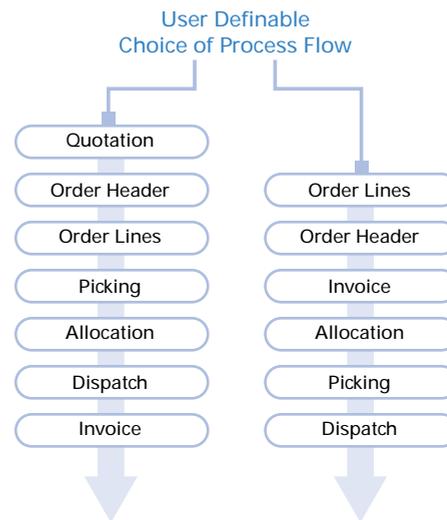The Form Designer function is a standard feature of SunSystems 5 and enables you to:

➜ Design your own forms to suit your working practices.

➜ Create and maintain your own help text.

➜ Hold designs and help texts separately to ensure retention in the event of an upgrade.

Collect – streamlining debtor collection

Unparalleled credit management and debt collection is achieved through SunSystems Collect. Payment behavior can be analyzed, sorted and reported according to individual requirements. Diary reminders can be automated, or alternatively SunSystems Collect can automatically produce reminders and statements to be sent to your suppliers.

Process definition

In addition to the depth of functionality provided within each module, the new supply chain suite also delivers flexibility in the process mapping of the functional components. These can be linked together in virtually any combination to match precisely the processes required by your organization. This might include changing the traditional order completely. For example, invoicing and receiving payment before any goods have been dispatched.

User Definable Choice of Process Flow

Quotation
Order Header
Order Lines
Picking
Allocation
Dispatch
Invoice

Order Lines
Order Header
Invoice
Allocation
Picking
Dispatch

Control Desks – personalized process control

Control Desks within SunSystems 5 provide a personalized view of the transaction lines of a given set of data, e.g. a given set of customers. Once within a self-defined Control Desk you are able to inquire, drill-down on transactions and move transactions to different process stages, say from dispatch confirmation to invoice printing.

This facility enables your employees to own processes from end to end and deliver tailored customer service.

Integration
Integrating external applications

SunSystems 5 can provide the backbone for most business processes. However there are going to be some cases where a specialist application needs to be integrated within these processes.

The SunSystems 5 integration suite comprises of the following elements: Transfer Desk, SunSystems Connect and process extensions.

Transfer Desk

Using the graphical front-end tool, Transfer Desk allows individual users to easily import from and export to external files.

File formats, such as flat files, delimited, structured or XML, can be defined so that the data can easily be read by external systems or imported into SunSystems in the required format.
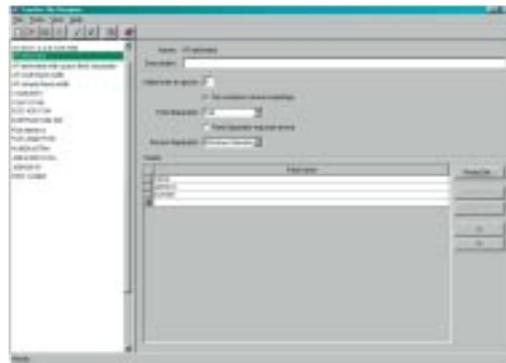
In addition the data can be manipulated prior to its use by filtering, transforming or even summarizing it.

Text Generator

Text generation functionality offered by SunSystems 5 Report Designer can perform complex calculations, such as checksums to ensure data integrity, and output text files in any fixed length or delimited format.

Text Generator forms the basis of the BankLink product which provides organizations with the ability to make electronic bank payments and collections through a bank clearing system.

The toolset can also be used to integrate with other external applications, e.g. Chequescribe.

SunSystems Connect

SunSystems Connect is an open integration toolset that enables you to link with other applications. It is designed to allow web or any other kind of application to access SunSystems 5 data and submit commercial transactions in real time. It has been developed using Java™ and publishes to the outside world a series of components that can be accessed through XML messages.

This means that any application that can read or write in the industry standard XML can link to SunSystems 5 data functions or application components. An external application can:

1. Have direct look-up access to the data, to access reference information.
2. Pass data to SunSystems for processing, e.g. a sales order created in an e-commerce application that needs to be fulfilled by SunSystems 5.
3. Access a particular application process within SunSystems 5, e.g. an e-commerce sales system that wants to use the pricing mechanism from SunSystems 5.
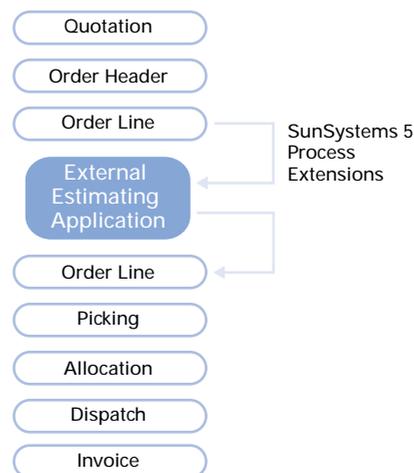
Benefits

→ The integration capabilities of SunSystems 5 enable you to design web applications that need real time access to SunSystems 5, whether located locally or remotely.

→ It enables you to exercise SunSystems functions and logical components from within other application environments. This means that the capability, business rules or logic that are implemented in SunSystems 5 don't have to be replicated in external applications.

→ As XML provides an industry standard mechanism for connecting organizations, SunSystems Connect provides a platform for sharing data and processes with suppliers or customers.

→ The published interfaces will continue to be honored as underlying functions are developed and changed, which means that you don't have to keep updating the interfaces you have developed. SunSystems Connect is therefore a contract of commitment to future proof and support your interfaces.

Process extensions

SunSystems Connect enables external applications to use or retrieve data from SunSystems 5. However, you may want to link an internal SunSystems 5 process with an external application. For example, when completing an order for individually specified products, the order processing routines in SunSystems 5 might want to retrieve an existing quotation from a specialist estimating system.

The diagram below illustrates this example of a sales process, the SunSystems 5 business components that you might use and how you might want to embed a specialist application in real time.

SunSystems 5 process extensions are published API's (application programming interfaces) that are used in conjunction with the process management functionality and enable any other external application to be invoked from within SunSystems 5. This means that an additional application can be called at any point within a given SunSystems 5 process sequence.

Quotation

Order Header

Order Line ─────┐
                 │ SunSystems 5
External   │ Process
Estimating ◄────┤ Extensions
Application   │
                 │
Order Line ◄────┘

Picking

Allocation

Dispatch

Invoice

International Functionality

Think globally, act locally

SunSystems is built and designed around the concept of flexibility and acceptability in all countries. This means that there are no hard coded units, rates or descriptions for areas such as currency or tax. These are defined through parameters as part of the setup within each country. A range of global and local statutory requirements is incorporated into SunSystems, avoiding the need to create these locally and allowing fast global deployment.

The same product, everywhere

There are no individual country variants of SunSystems. Wherever you use SunSystems you are using the same solution. With a single source code philosophy, all the currency, language and statutory issues are dealt with in one core product. This means that core builds and central rollout can be achieved rapidly. In addition, upgrades and version control can be maintained as every country can have the same version.

The consolidation of information from all your international subsidiaries can be achieved, regardless of the language or technology choices you have made around the world.

Different languages? – No problem

Whether a domestic company or an organization seeking global expansion, the availability of SunSystems in multiple languages, with local language screens and training, provides a consistent solution wherever your organization is located.

And in addition to all the different languages in which SunSystems is available (including double byte languages such as Chinese and right-to-left languages such as Arabic) it can support multiple languages within one implementation. This means that a single installation of SunSystems can support many users, all in their own native language.

Global service network

The SunSystems solution is supported by a global network of over 200 offices and partners, all working to the same implementation standards to ensure that you have consistency of service and standards wherever you choose to implement SunSystems.

Multi-currency

SunSystems 5 enables organizations to manage currency complexities where international transactions and reporting back to an international HQ are necessary. The currency capability is delivered as standard and is available, if required, in all SunSystems 5 installations. It is fully integrated across all the module areas of SunSystems 5 and enables true dual base-currency processing. This powerful functionality enables organizations to buy, stock, sell and account for goods or services in three parallel currencies, and report back to overseas parent companies in the currency of their choice.

Splitting the currency risk – In the case of a subsidiary reporting to a parent operating in another currency, the local currency fluctuations can be absorbed by the subsidiary. On consolidation, the parent can absorb the risk between the local book currency and the reporting currency.

Group reporting – In the case of a parent taking all the currency risk, transaction values can be converted independently of the local book currency into a separate reporting currency. The reporting currency can then be consolidated to provide group reporting.

Euro Zone transition – SunSystems 5 can hold transactions in euro, as well as a legacy currency. The transaction process ensures that the conversion will always be carried out via the euro, as required by EU legislation. For inflation accounting, the historic value can also be held together with the re-valued amount.
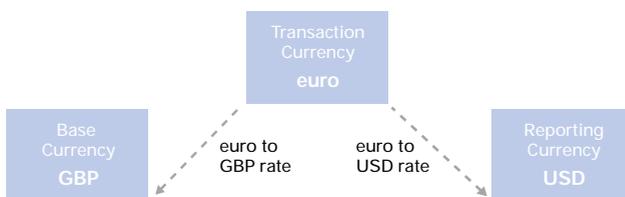
How does it do it?

The system can record up to three currencies against each transaction as standard. These three currencies are defined as:

Base Currency

Base-currency – This will normally be the book currency of the organization.

Transaction Currency

Transaction currency – This will normally be the currency in which the transaction originates, e.g. the currency of a customer/supplier.

Reporting Currency

Reporting currency (or Second-Base) – This will most often be the currency of the parent company, but may be the euro or an inflation-adjusted value.
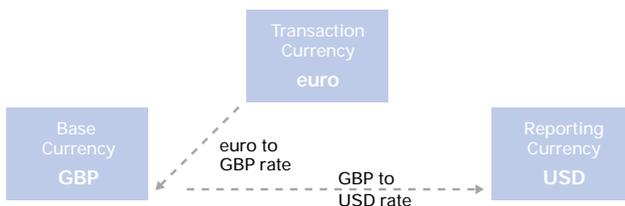
Flexible conversion

In SunSystems 5 there is no limit to the number of transaction currencies that can be used or linked to an account. Each of these currencies is connected via a rate that is user definable. Flexibility has been built into the conversion process to avoid arbitrage differences between different currencies that can occur with successive conversions.

In the example below for group reporting, a relationship between the transaction currency and the base and reporting currencies is defined for a UK subsidiary reporting to the US and transacting in euro.

Or alternatively for a local country consolidation:

All transactions will be held in base-currency, transactional currency and a second-base or reporting currency. In addition all inventory movements and item costs can also be held in all three values. This means that inventory can be held at its actual value at the point in time when it was received in all three currencies.

As all three values are physically recorded, reporting in any combination of currencies will be simple and rapid.

Data dictionary

The data dictionary in SunSystems 5 is the main repository for all SunSystems 5 data items and is the source for providing automatic language conversion on the entry forms. As well as the specifications for each data item – such as maximum field length – it also holds a table of standard data descriptions that can be used with the forms design function. The equivalent language variants are held against each description so that when a form is designed in one language, it can automatically be translated into another using the data dictionary.

An editor is provided to enable system administrators to define an alternative to the standard data description, which can be defined per business unit. This alternative description will not override the standard issue, but will be held separately, ensuring they are not lost when upgrading.

A specialist editor is also available to enable development partners to edit the description and display label and length of any data item in the dictionary.

Global Solutions, Local Support
Get in touch… today

With 18,000 customers in over 190 countries, SunSystems is a truly global solution for all your distributed financial and business software requirements. Systems Union, author of SunSystems, has an international development center, where over 200 people ensure that this unique application remains the industry benchmark for flexibility and value. The company has a further 500 employees working around the world to support customers, and relationships with 200 Value Added Resellers who offer local installation, training and support in every country in the commercial world.

For more information on SunSystems, service offerings, Systems Union or our partners, please visit our web site at **www.sunsystems.com** or contact your nearest SunSystems office.

SunSystems 5
Key Features – The Foundation

Overview

The Foundation module is core to the SunSystems 5 offering, enabling users to easily access functionality essential for their specific role, while supporting the organizational requirements. It delivers a number of components, which are utilized across all SunSystems modules and options; these are Navigation Manager, Form Designer, Business Rules, Multi-currency and Report Writer. Features of these components, and other functionality, are outlined below.

User interface

➜ Customizable, intuitive and easy to use

➜ Designed in consultation with Microsoft®, supports 32-bit Windows® operating systems

Navigation Manager

➜ Windows®-based navigation supporting up to nine concurrent processes per user

➜ User-definable menu

➜ Menu option to link to other executable programs

Form Designer

➜ To customize forms to suit in-house processes

➜ Facility for users to create own help text (User Help Editor)

Customizable toolbars

➜ Consistent with Microsoft® standards for toolbar design and customization

Data Dictionary

➜ Main repository for all SunSystems data items

➜ Includes tool to create descriptions and tailor field lengths

Filters and Control Desks

➜ To extract, sort and display transaction data

➜ Graphical designer tool to build library of filters

➜ 100 selections and 10 pre-defined sort criteria per filter

➜ All ad-hoc sorting supported

➜ Data displayed in forms, documents or reports

➜ Control Desks provide views based on each user's security levels

➜ Functional processes facilitated by Control Desks – e.g. accounting or sales

Detailed analysis of data & transactions

➜ Up to 10 user-specified analysis dimensions for each analyzable entity – e.g. 'customer', 'inventory item' or 'ledger transaction'

➜ Same analysis dimensions used in any area of SunSystems, e.g. accounting, sales or inventory

➜ Analysis hierarchies created and grouped for reporting purposes

➜ Additional numerical field on every ledger transaction for statistical analysis

Business Rules

➜ Controls data entered into SunSystems (directly or imported)

➜ Allows you to define complex validation rules

➜ Automatically sets data based on other entries

➜ Automatically initiates processes within the organization and with external partners and resources

SunSystems
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SunSystems 5
Key Features – The Foundation

Transfer Desk

➜ Allows the import from and export to external files

➜ Defines external file formats – flat files, delimited, structured or XML

➜ Defines filters, including the provision of run-time selection criteria

➜ Utilizes powerful transformation capabilities – to map, set or calculate values

➜ Defines data summarization for ledger data transfers (ledger only)

➜ Transfers data within SunSystems, e.g. between business units, with the option for data summarization and transformation

Dual base-currency

➜ Available throughout SunSystems 5, supporting all currencies

➜ Three currencies can be held against any transaction

➜ Any currency can act as the pivot for calculations

➜ Supports group reporting and use of the euro

Multiple languages

➜ Support for multiple languages

➜ Multi-lingual support enables use of more than one language per site

Reporting

➜ Highly flexible and customizable

➜ Tool for users to design reports for specific requirements

➜ Data library of components to design the reports

➜ Facility to run and view previously-run reports

➜ Actuate Object-Oriented reporting technology

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – Financials

Overview

SunSystems 5 offers a highly functional and powerful financial management system. The Accounting module delivers Ledger Accounting and Budget & Commitment Control, while additional options for Corporate Allocations and Asset Register enhance the breadth of the offering. In addition, budgeting is brought under control with Budget Management.

Accounting

- Single integrated ledger, combining attributes and functionality of nominal, sales and purchase ledgers, cash book and analytical/project ledger

- Online facility for transaction entry to the ledger

- Open periods to match posting and reporting requirements of the organization

- 10 budget ledgers defined to reflect in-house requirements

- Dual base-currency, providing full euro and GAAP support

- Includes Reconciliation facility, e.g. for bank statements

- Online archive for completed transactions

- Sophisticated and flexible ledger inquiry function

- Automated payment terms functionality to calculate due dates, etc

- Tax reporting, with up to 100 criteria available for selection

- Standard text for attachment to transaction types and data records

- Commitment and over-expenditure checking

- Budgets defined for up to five analysis categories within a budget account

- Ability to restrict budgets to current period or provide multi-year budget control

Asset Register

- Flexible depreciation – up to 10 methods available per asset

- Asset notes system for tracking histories and life cycles

- Powerful reporting for increased control of fixed assets

- Multi-currency asset register

Corporate Allocations

- Support for apportioned and fixed percentage allocations, fixed amounts and iterative charging

- Full support for inter-company processing

- High degree of flexibility to define allocation structures for each organization

- Posting options with tight controls

- Comprehensive audit trail to trace all allocations in full

Budget Management

- Enables the central collation and control of budget spreadsheets

- Manages all aspects of enterprise-wide budgeting, forecasting and planning

- Capitalizes on the power and familiarity of standard Microsoft Excel so that individuals can build and control their own budgets easily

- Budget workbooks can be allocated and dispatched to budget holders for completion and return

- Through developing a budget data warehouse, Budget Management handles the process of automatic consolidations, iterative amendments, status logging and the distribution and resubmission of workbooks using email

SunSystems
Powering Business Decisions

Overview

SunSystems Collect provides flexible account management for unparalleled credit management and debt collection.

Thorough analysis of debtor days and cash flow, close monitoring of debtors and the ability to track collection are benefits quickly delivered by SunSystems Collect. Which means you can reduce Days Sales Outstanding and improve cash flow, while minimizing your collection costs.
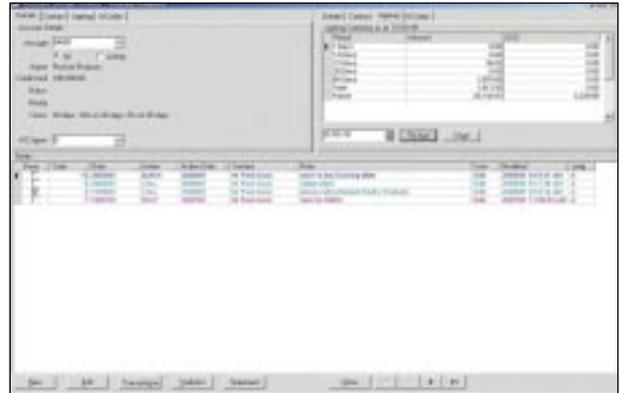
Key features at a glance:

→ Save time spent on administrative tasks

→ Assess a client's payment behavior before reviewing their credit limit

→ Maintain a complete history of your dealings with an account

→ Automate collection diary notes and follow-up tasks

→ Streamline your collection process

→ Maximize your first pass yield in the collections function

→ Increase your cash flow

SunSystems Collect saves you money

• Reduce the cash cycle

• Lower debtor days

• Minimize costs in financing credit

• Streamline your collections activity

• Identify potential delinquency

• Reduce bad debts

Providing the information you need…

SunSystems Collect enables you to record and inquire on key aspects of debtor information. Its flexibility means that you can quickly identify offending debtors and provide improved cash flow analysis, when you need it.

→ Maintenance of unlimited contacts, addresses and categories

→ Debtor re-aging according to user defined bands

→ Statistical summaries by account to improve understanding of debt situation

→ Fully definable status flags

→ Days Sales Outstanding (DSO) reports

→ Full analysis and reporting

→ Full multi-currency and euro compliance

Supporting your processes…

SunSystems Collect helps to streamline collection activity through improved task management and automation. The system ensures that relevant information is delivered to the people that need it, resulting in efficient processing and a reduction in debtor days.

→ Listing of tasks by collector, action required or diary dates

→ Tracking of future activity by user or by action

→ Storage of collection documents, letters, spreadsheets, etc, in a debtor note

→ Management of unlimited notes against accounts

→ Linking of transactions to actioned notes

→ Automated reminders and statements

→ Increased contact capability for dispute escalation

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – SunSystems Collect

Transparency of data…

Full drill down capability enables staff to access supporting information to make faster decisions, while encouraging customers to reduce outstanding debt – e.g. by making payments by installment.

➜ Ability to view source financial transactions and allow installment payments

➜ Automated transaction status updates

➜ Drill down to view and reprint original transaction

➜ Web enabled functionality (iCollect)

…which means controlling your business

By delivering comprehensive, relevant, real-time customer information to the desktop, combined with proactive collection techniques, high debtor days can be banished to the past. Tighter control of debtor information and your collection processes means improved control of your business.

SunSystems Collect saves you time

• Identify offending debtors
• Centralize and manage debtor notes
• Track collection activity
• Reprint sales invoices
• Print statement and letters
• Collect cash

SunSystems
Powering Business Decisions

SunSystems Analytics
Key Features - SunSystems KPI

Overview

Organizations across a wide range of industries face many common challenges in today's business environment. One such challenge is to provide business systems that deliver the right information to the right people at the right time. Such a system, enabling the effective monitoring of performance against targets using Key Performance Indicators (KPIs), can result in swift decision-making to keep the business on track.

SunSystems KPI is part of the Analytics suite of products and enables stakeholders to view, monitor and analyze the organization's Key Performance Indicators from a browser. This means that information vital to the success of the organization can be provided quickly and easily, when and where required.

Using SunSystems KPI, key personalized information is securely delivered both within and outside of the organization through an intuitive, interactive user interface to an unlimited number of users.

Key features at a glance:

➔ Mission critical KPI information delivered to an unlimited number of stakeholders

➔ Report templates configured to your organization's requirements

➔ User definable dashboard layout requires no specialist training to use or configure

➔ Interactive content provides drilldown from high-level traffic light reports to underlying detail with tabular and graphical presentation of information

➔ One report set for all users which provides personalized delivery using Report Server's page level security feature

➔ Report data can be 'sliced and diced' using the eAnalysis cube

➔ KPI information can be generated from a combination of SunSystems and other related data sources

Deployment

SunSystems KPI is a browser-based solution that can be used by a wide audience without any specialist training. This may include a sales manager who wishes to easily monitor actual sales against target for each of his regions, or a supplier who wishes to view how they are performing against their Service Level Agreement (SLA).

Individual users do not need to have SunSystems installed to be able to view the KPI information, which enables the delivery of information to become highly scaleable and cost effective, both inside and outside the firewall.

KPI reports

After an initial assessment of your organization's requirements, a set of standard report templates – based on multidimensional profitability and working capital - are tailored to your individual reporting needs.

Report content can be output in PDF format for printing, or as an MS Excel file for further manipulation and analysis. Subject to the appropriate permissions, users can run further on-demand reports through the Report Server module to get the latest information available. Configured reports are run and automatically refreshed according to a user-defined schedule.

Security

KPI reporting typically has a wider user population than an existing SunSystems implementation. As a result, SunSystems Report Server and SunSystems KPI have their own security infrastructure containing role and user privileges. A tool is provided to import users from SunSystems or any other existing system. In addition Report Server supports external security models including LDAP, Oracle and SQL Server.
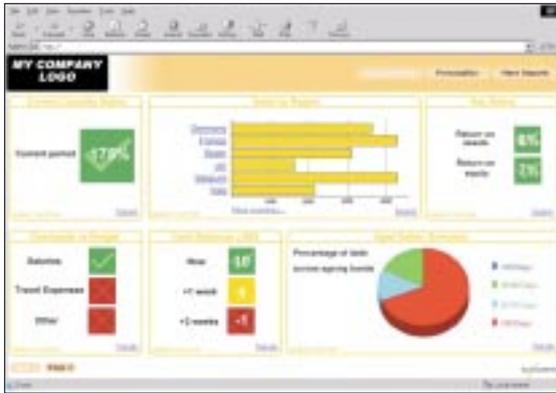
One report can provide personalized KPI information to many different users by using the page level security features set within each report design. If a user's role in the organization changes, their privileges can be updated accordingly so that they automatically view the new KPI information available for their role.

SunSystems
Powering Business Decisions

SunSystems Analytics
Key Features - SunSystems KPI

Personalization

High-level KPI information is displayed to individual users via a personal home page, or dashboard. Thumbnail reports immediately highlight areas that require attention using a series of colors and symbols.

An example dashboard displaying KPI information to a regional manager within an organization

Organizations can customize the look and feel of the dashboard and report format using their own logos, images and color schemes.

Subject to access permissions, individual users can customize the content and layout of their own dashboard pages at any given time. The example screen below shows how the thumbnail reports available can be easily selected and placed using a drag and drop interface.

The dashboard personalization screen

Analysis

Multidimensional analysis templates are configured to leverage the power of the analysis capabilities in SunSystems. This enables users to drill down from the thumbnail reports to view as much detail as they require (or that their security permits). This allows them to investigate any variances in the information against the set performance targets for their part of the business.

The eAnalysis feature provides additional flexibility, which turns a detailed report with many columns and levels of grouping into a set of pivot tables. The information can be 'sliced and diced' using a cube style interface so that it can be viewed in any way required, without having to run a separate report for each view.

Extensibility

Additional services can be provided to extend the set of report templates into the delivery of order fulfilment or full balanced scorecard information, depending on the range of additional data sources available.

In addition, SunSystems KPI information can be seamlessly integrated with your existing websites and other web applications, such as SunSystems i2i.

SunSystems
Powering Business Decisions

SunSystems Analytics
Key Features – SunSystems Report Server

SunSystems Analytics provides a comprehensive portfolio of reporting, business intelligence and planning modules that enable you to maximize the return on investment on your operational systems, business processes and data.

The SunSystems Analytics portfolio includes operational reporting, monitoring and notification, business modeling, consolidation, budgeting and forecasting. This allows you to report on, inquire into, monitor, plan and control your business activities.

Overview

Part of the SunSystems Analytics suite, primarily focused on operational reporting and monitoring, SunSystems Report Server is a scalable server-based system for generating, managing and securely delivering SunSystems content to website users.

Key features at a glance:

- Delivers critical business information to many users
- Delivers interactive, actionable content in multiple formats and in a timely fashion
- Easily secures and manages large volumes of content
- Delivers SunSystems reports/documents over the web - as browser-use only, no specialist training is required
- Runs one report or document set for all users and controls access using Page Level Security
- Schedules when reports and documents run and assigns on demand reports with differing priorities depending on the identity of the requester
- Outputs reports and documents as HTML, DHTML, PDF, XML or even WML
- Integrates SunSystems reports seamlessly into your website and provides personalized views to different users
- Secures reports in a flexible hierarchical folder system
- Alerts users to new reports
- Automates the versioning and archiving of reports
- Uses existing SunSystems, LDAP or other security with a single log-in
- Downloads reports one page at a time for optimal performance over the web
- Offers the same powerful search and export facilities over the web as in a client-server environment

SunSystems Report Server is powered by Actuate's Advanced Report Server which includes ReportCast TM technology for delivery of mission-critical business information to your customers, partners, and employees.

SunSystems 5 uses Actuate technology to generate and print all reports and commercial documents. According to META Groups David Folger, this is "...the ONLY solution that can meet all the challenges and IT requirements for corporate information delivery."

Alternatively, the Report Server^{CP} option offers all the benefits of Report Server in terms of scheduling, organizing and managing reports together with server side execution, but without the web delivery capability. Reports can be run and viewed using the SunSystems 5 Report Manager.

No matter what your solution requirements, Report Server can deliver content in a way that meets the needs of your website users.

This webpage shows a customer statement delivered to a browser. It illustrates how Report Server can be used to integrate SunSystems report content seamlessly into your website or intranet.

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – Sales Order Management

Overview

SunSystems 5 provides full sales order management through its Sales module, which delivers complete functionality for Sales Invoicing, Sales Management and Sales Quotations. In addition, there are options for Product Profiles, delivering profiling specifically for customers, and Advanced Pricing. The solution ensures that organizations can streamline the sales, order and distribution operations, in order to deliver high levels of customer service.

Sales Order Entry

→ Entry amendment, review of order details with full revision history

→ Quotation system – quotes can be converted to orders*

→ Inventory balance update with sales orders and credit notes

→ Online inventory inquiry

→ Unlimited number of definable sales order types

→ Standard, scheduled, blanket/contract and back-to-back orders

→ Scheduled invoice payments based on payment rules

Sales Order Processing

→ Various stages can be sequenced or eliminated to match business needs

→ User-defined views with extensive drill-paths to associated information

→ Easy access to sales procedures – e.g. printing or converting quotations, printing acknowledgements and invoices

Customer Management

→ Flexible system for maintaining wide range of customer details

→ Multiple addresses per customer, each with definable characteristics – e.g. minimum sales order value or default dispatch warehouse

Pricing Management

→ Sophisticated pricing capabilities for structured price bands

→ Price book hierarchy of up to 10 levels for complex requirements

→ User-updateable selling prices

→ Call off statements for blanket orders

Credit Management

→ Review and action processes for orders on credit hold

→ Monitoring report for patterns of credit usage

→ Automated credit limit warning

→ Payment monitoring to highlight change in patterns

Reporting on sales

→ Standard reports, e.g. customer listing, order status, sales listing

→ Sales analysis based on item, location, address and analysis codes

→ User-defined reports on quotations, orders, credit notes, invoices, etc

→ Margin analysis based on costs captured at order entry

→ Quotation analysis, e.g. quotes converted to orders or cancellation reasons

→ Performance reports for deliveries, quantities and pricing

→ Statistical declaration for EUROVAT reporting

Integration

→ Sales orders can be imported from other systems using XML

→ Sales transactions can be exported to allow manipulation

→ Integrated processing allows orders to be mapped to the ledger

The quotation system has not been made available for the current release of SunSystems version 5.1.

SunSystems
Powering Business Decisions

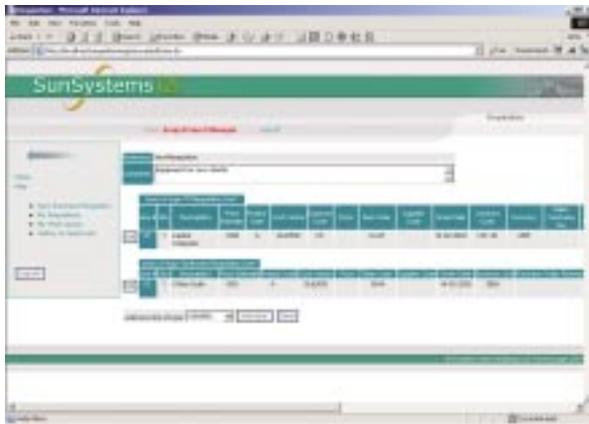# SunSystems i2i
Key Features - Purchase Requisitioning*

Overview

Central to effective procurement is an automated requisition system that focuses on efficient workflow. This can reduce the procurement cycle time and ensure that the right people are involved at the right time. When integrated to the purchasing system, organizations can benefit from improved purchase order accuracy and the ability to focus buying power to improve volume discounts.

SunSystems i2i Purchase Requisitioning provides a browser-based requisitioning solution that is quickly deployable to the entire enterprise, requiring no specialist training for users. Designed to optimize workflow, the software can match the existing purchasing procedures of your organization or enable you to adopt more flexible procedures.

Integration with email systems allows a proactive approach to the management of the process, while tight integration with SunSystems minimizes the requirement to duplicate reference data and ensures a smooth flow of documents into the core business system.

The outcome of the requisitioning process is a purchase order that is created in the Purchase Management modules of SunSystems via the eBusiness Gateway or SunSystems Connect.

Users of the system

→ Roles and responsibilities recognized by type of user - requisitioner, approver, purchaser

→ User list set-up and security options determine functionality and operator permissions available

→ Email details captured for authorization process

Entering the requisition

→ Flexible requisition line types dictate available fields and approval levels by line for each purchase order

→ General and specific requisition types with different input requirements and/or approval paths, linked to purchase order type in SunSystems Purchase Management

→ Requisition entries created as new (with descriptions transferred to SunSystems) or picked from existing list (using links to item records in SunSystems)

→ Prices taken from item record or entered by user

Approvals process

→ Range of approval requirements determined by requisition types, value or analysis

→ Flexible approval/rejection process with ability to add narrative or make appropriate changes

→ System determines the approvals required using sophisticated routing logic

Improving workflow

→ User inbox contains requisitions requiring action, with email alerts to requisitioner and approver

→ Progress tracking available to users with appropriate permissions

Integration with SunSystems

→ Integration with SunSystems reference data (e.g. analysis codes, item codes, account codes)

→ Requisitioning process results in creation of purchase orders in SunSystems Purchase Management using the SunSystems eBusiness Gateway or SunSystems Connect

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – Purchase Management

Overview

SunSystems 5 delivers powerful facilities to manage and simplify the purchasing process. The Purchasing module provides components for Purchase Invoicing, Purchase Management and Budget & Commitment Control. In addition, there are options for Advanced Pricing and for Product Profiles, delivering profiling specifically for suppliers.

The solution delivers the ability to analyze and report on a comprehensive database of supplier information, in order to improve buying power. The Purchasing module can also be used with SunSystems i2i Purchase Requisitioning, to provide a full procurement solution.

Purchase Order Entry

➜ Entry, amendment, review and deletion of purchase orders and returns

➜ Ability to process by individual lines

➜ Actions subject to operator permissions

➜ Commitment checking and budget checking available

➜ Standard, scheduled, blanket, pre-paid and back-to-back orders

➜ Direct invoice entry supported

➜ Multiple and part orders can be matched to single invoice lines

Purchase Processing

➜ Various stages can be sequenced or eliminated to match business needs

➜ Security-based views per user, with extensive drill-paths to associated information

➜ Automated procedures to select or print purchase orders, and match invoices and goods receipts

➜ Supports multi-level approval hierarchies

Supplier Management

➜ Extensive range of data available per supplier

➜ Supplier performance analysis for price, delivery dates and quality

➜ Analysis available on wide range of performance statistics

Pricing Management

➜ Price books – see Sales Order Management

➜ Maintenance of approval hierarchies, showing IDs, limits and criteria

Reporting on purchasing

➜ Access to reports through the user's defined view or directly from menus

➜ Standard reports on supplier listings, invoices by line detail, commitments, purchase order status and order amendments

➜ Statistical declaration report required by European tax authorities

Integration

➜ Facility to import purchase orders, goods receipt notices and invoice information from external sources

➜ Ability to export purchase orders for use elsewhere

➜ Mapping of values from a movement or transfer order to the ledger

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – Inventory Management

Overview

SunSystems 5 provides the capability to manage inventory, ensuring full visibility of product, intermediate and raw material items, while also delivering lot and batch control. The Inventory module comprises Inventory Management and Inventory Traceability, with additional options, Costing, delivering Landed Costing and Cost Analysis, and Product Profiles. The solution enables greater control over inventory levels, without forfeiting essential customer service levels.

Item Definition

➡ Use of item master to provide wide range of associated information for analysis

➡ Ability to add additional descriptions to item details

➡ Characteristics recorded against an item can have a range of acceptable values defined

➡ Multiple prices can be held for each item

➡ Multiple cost values (including standard, actual and average costs) can be held, using different currencies

➡ Ability to produce rolled-up standard costs for manufactured items, using standard costs for each item defined in the Bill of Materials

➡ Employee details can be recorded against an item for selective processing

➡ Units of measure, their descriptions and conversion calculations can be defined

➡ Use of rules to allow item codes to be superseded by other item codes

➡ Definition of resources for attachment to product definition

Movement Management

➡ Movement entry to record wide range of data on inventory changes

➡ Bin-to-bin transfer facility, respecting storage characteristics of new location

➡ Different transfer order types can be defined to provide greater levels of detail

➡ User-defined forms for transfer orders to suit organizational requirements

Inventory processes

➡ Automatic or manual inventory allocation facilities

➡ Range of options for printing movements

➡ Inventory inquiry to examine actual and projected movements by multiple inventory units

➡ Availability inquiry for fulfilment of sales and works orders

➡ Movement inquiry associated with particular references

➡ Facility to print picking lists and dispatch documents as required

➡ Confirmation of receipts picked or dispatched, by location, lot and/or serial number

➡ Goods receipt matching/inspection

➡ Traceability/batch reporting

Inventory Count/Stock-take Management

➡ System-generated inventory count (random or full)

➡ Facility to print sequentially-numbered tickets to assist counting control

➡ Security-controlled entry of inventory count for discrepancies, approvals and posting

➡ Ability to clear previously generated inventory counts

➡ Inquiry function to display inventory count information

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – Inventory Management

Costing

➜ Weighted average, standard, true average, defined average, actual, latest actual, user-defined and landed costs

➜ Movement cost records providing snapshot of item cost

➜ Updating with information from movement definitions

Reporting on inventory

Wide range of reports available:

➜ Movement analysis and listings

➜ Inventory listings, status, evaluation, usage and cover

➜ Expired items

➜ Inventory count listings and valuation

Integration

➜ Inventory movement transactions can be imported from other systems

➜ Selected movements can be exported to a transfer file

➜ Ability to upload inventory counts from hand-held data entry units and match/approve

➜ Ability to download generated stock lists to hand-held data entry units

➜ Movement or transfer orders can be mapped to the ledger

SunSystems
Powering Business Decisions

SunSystems 5
Key Features – SunSystems Connect

Overview

SunSystems Connect is a powerful electronic gateway that enables you to integrate between SunSystems and your other business applications.

Using SunSystems Connect, you can integrate with web applications or portals, front office systems or other external applications.

Key features at a glance:

→ Allows other applications to seamlessly integrate directly with SunSystems functionality and data. For example, if you have developed an Internet-based application, you could use SunSystems Connect to remotely check credit limits, to utilize SunSystems currency conversions or to access prices stored in SunSystems

→ Uses the industry standard protocols XML (Extensible Markup Language) and SOAP (Simple Object Access Protocol)

→ Data held in SunSystems can be queried, created or updated directly from other applications

→ Data transferred into SunSystems is fully validated through SunSystems business logic

How does SunSystems Connect work?

SunSystems Connect utilizes the industry standard protocols of XML and SOAP. Both of these are accepted as the centerpiece standard for connectivity and are designed for Internet data transfer. They are also able to support the transfer of data across different platforms.

Connecting between SunSystems and other applications

SunSystems transaction import facilities are further enhanced with SunSystems Connect providing true, online application-to-application interfaces.

Transactions can be posted online in real-time and the data is validated via the business logic held in SunSystems.

SunSystems Connect also streamlines the task of synchronizing reference data held in other applications by allowing any updates to be replicated back into SunSystems. This minimizes the risks involved with double entry of data.

Bulk changes can also be downloaded from SunSystems to other external applications and the data can be manipulated using definable business rules.

The following table lists an example of the reference data which can be accessed via SunSystems Connect:

Accounts	Query, Create or Amend, Delete
Addresses	Query, Create or Amend, Delete
Analysis Codes	Query, Create or Amend, Delete
Assets	Query, Create or Amend
Bank Details	Query, Create or Amend, Delete
Currencies	Query Code/Rates, Create Code/Rates or Amend Code/Rates
Customers	Query, Create or Amend, Delete
Suppliers	Query, Create or Amend, Delete
Items	Query, Create or Amend
Item Suppliers	Query, Create or Amend
Employees	Query, Create or Amend, Delete
Journal Types	Query, Create or Amend
Business Rules	Query, Create or Amend
Data Access Group	Query, Check, Create or Amend
Operator	Clear

The table below gives you some examples of the SunSystems transaction types which you can connect to using SunSystems Connect:

Journals	Query, Import, Validate
Purchase Orders	Query, Create or Amend
Purchase Invoices	Query, Create or Amend
Sales Orders	Query, Create or Amend
Sales Invoices	Query
Inventory Movements	Query, Create

SunSystems
Powering Business Decisions

SunSystems 5
Key Features - BankLink

Overview

A faster, more efficient method of making payments than using printed checks, electronic payment is already used as standard in many countries around the world.

SunSystems BankLink uses the Text Generator toolset to provide you with the ability to generate the files you need to pay or collect SunSystems transactions electronically through a bank clearing system.

The bank file is generated from within SunSystems as part of the normal payment process ensuring that payments cannot be duplicated.

Key features at a glance:

- Allows electronic bank payments as well as bank collections

- SunSystems can integrate with other external applications through the generation of text files

- Printed remittance documents may be generated at the same time as the bank file

- Outputs payment details in any text format

- Any domestic or international payment file layout catered for

- All data required for the bank file is stored securely in SunSystems

The report design functionality in SunSystems 5 allows the output of text files required by banks for electronic transfers. These can be produced instead of, or in addition to, printed outputs such as checks and remittance advices. Alternatively, the same toolset may be used to integrate with other external applications such as Chequescribe, Bottomline or Accelio.

The BankLink reports do this using special text generating report components that build a stream of text in the correct delimited or fixed length format which is then output to a flat file by the print process within SunSystems 5. BankLink handles all the complexities found in bank files such as header sections, checksums and conditional or variable length records and fields.

Reports can be designed and tailored to generate any bank format required in any country, e.g. Hexagon/HSBC in UK, ETEBAC in France, DTAUS in Germany, ANZ/Wespac in Australia etc. Moreover files can be generated which comply with the international standards defined by the Society for Worldwide Interbank Financial Telecommunication (SWIFT), e.g. MT100.

German DTAUS specification and output text

SunSystems
Powering Business Decisions