

'QUICK PAY' is a tailor made software especially developed for 'ORANGE Cote d'Ivoire' to deal with the expenses workflow.

Designed with specialists in Orange CI, Quick pay covers all related business and financial aspects.

Orange CI, is a big company with around 2000 employees operating on different places all over the country.

For different purposes, they need cash money to operate.

Quick Pay has been designed to manage all issues related to these expenses, from the request till the relation with the accounting system.

Payments could be based on documents (invoices, contracts, purchase orders,...), or as advances.

In this case, transactions are hold in a 'waiting' status until documents are presented. Balance will be paid /collected depending on real values.

The software offers the possibility to attach multiple documents to a transaction.

These documents could be viewed by the authorized staff (accounting, managers) while providing their approval on transactions.

The system is fully covered via a package of programs that manage all security and permissions aspects through profiles' definition with accurate level of privacy definition.

Workflow

A full workflow is integrated within the system.

In each cost center, one person is in charge to enter requests for employees registered in the same department.

Requests are based on accounting entity, which is related to an account in the general ledger.

This will facilitate exporting data and full integration in the ERP accounting system.

Request starts the cycle of validation which includes direction manager, accounting, treasury, and general manager in case of request related to mission out of the country.

Payment is ready on the cash desk.

Beneficiary is alerted by automatic email.

Once the payment is done as advance (with no justifications documents), the request is in 'awaiting regularization' status.

Automatic SMS and/or email alerts can be parametrized to be sent to the beneficiary after a certain number of days. People in the hierarchy are alerted a certain number of days after.

Hard core

- Request Entry.
- Request validation by the direction manager: to validate/reject any request that belongs to his direction.
- Request validation by the general manager: to validate/reject any request in the company that deals with a mission outside Ivory Coast.
- Request validation by the accounting department: to validate documents attached to the request.
- Request validation by the treasury: to decide the cash that should pay the expense.
- Payment to the beneficiary by the designed cashier: the payment transaction issues a receipt of the paid amount.

Reporting

Many reports have been designed to cover all aspects (business and finance) of the system.

History: to show all steps covered by the request

Cash journal: to show all payments made by each cashier within a specified period of time.

Statistical reports: by beneficiary, by department, by direction, by line item
...

Out of Ivory Coast missions register: to export to Excel a list of requests belonging to expenses for travels. It shows specific data for travels: destination, from date/time to date/time...

- Export to the accounting ERP system: a platform has been designed to receive a set of transactions ready to be integrated to the central accounting database, reducing data entries and errors.

The exported Excel file, is ready to integrate the accounting ERP system.