



# NAVA™

R E G I S T E R & T R A C K

**NAVA™ Register & Track** is an integrated web-based solution for the registration, review and approval of invoices, debit notes, credit notes, inter-company billing and other payable documents such as employees claim.

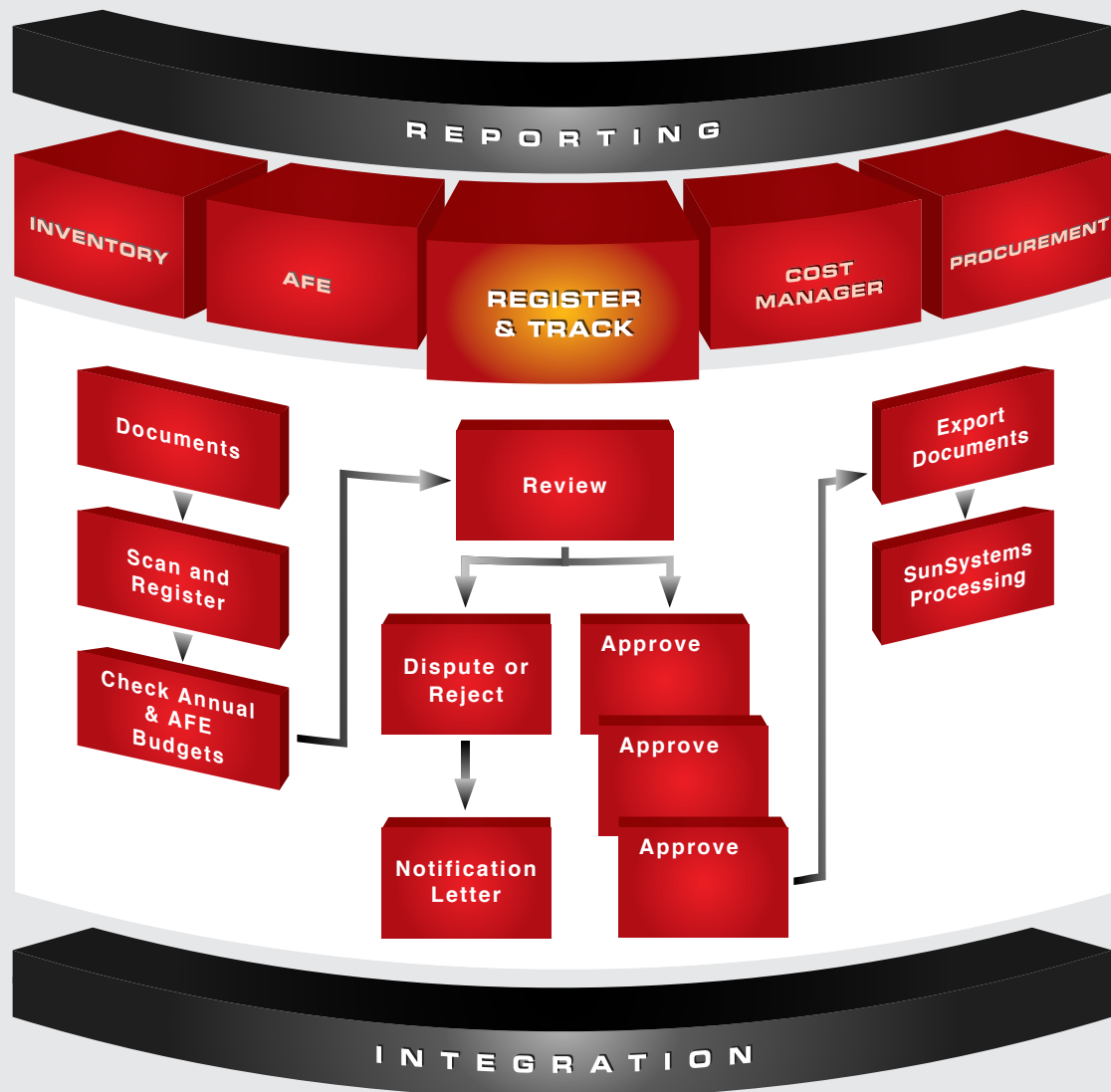
Workflow environment ensures each event is updated by relevant parties and enables tracking by dates, users and departments. Data is entered only once, at source and shared throughout the workflow in a multi-user environment. Each step in the workflow process adds only the additional data required for that step.

Account codes, AFEs, cost centers, contracts, cost recovery and other analysis are added during

data entry and provide relevant information to decision-makers. Document templates allow for preset account codes and analysis for different document types. This minimises data entry, saves time and improves efficiency in the process.

NAVA™ Register & Track incorporates tax calculations such as Withholding Tax, Value Added Tax and GST, producing tax reports from which tax payment can be made.

Budget checking can be configured for any event based on annual budget, AFE, contract or any combination, helping the company with cost control.





## KEY FEATURES

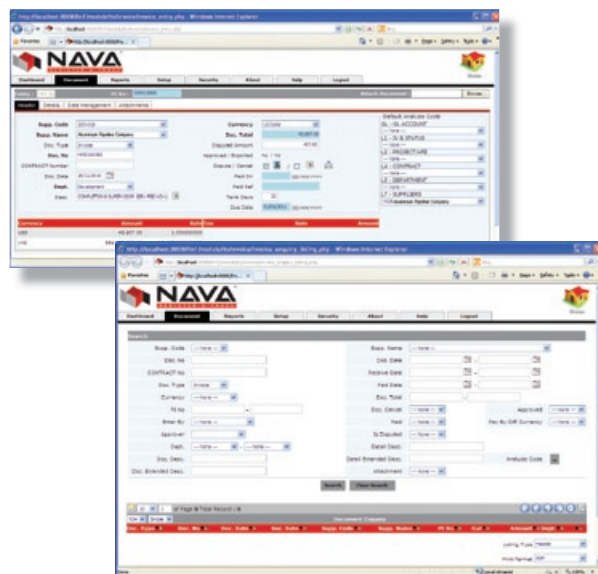
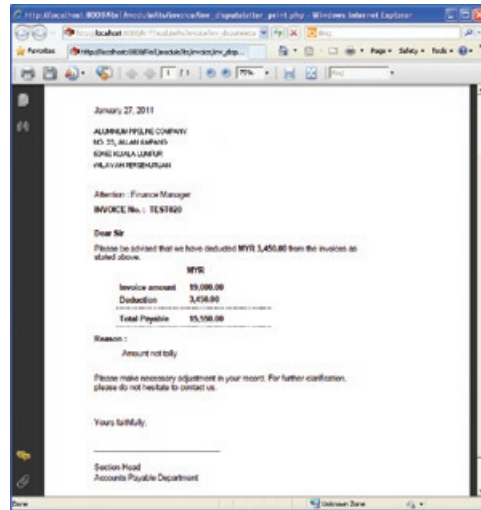
### REGISTRATION

Auto-numbering of documents upon registration enhances internal control and reporting. User-defined numbering allows incorporation of prefix, department and year as part of the number structure for easy reference.

Multiple currencies and exchange rates can be defined for companies with world-wide operations. Upon registering documents, the transaction currency is entered and automatically converted into the local currency and your company's reporting currency (base currency).

Scanned documents can be attached and later viewed via the workflow process, providing supporting documents before approval.

Notification letters can be generated for disputed documents and sent to payable parties stating the reason for dispute.



### APPROVAL

Documents can be approved, disputed or held for further review by authorised users.

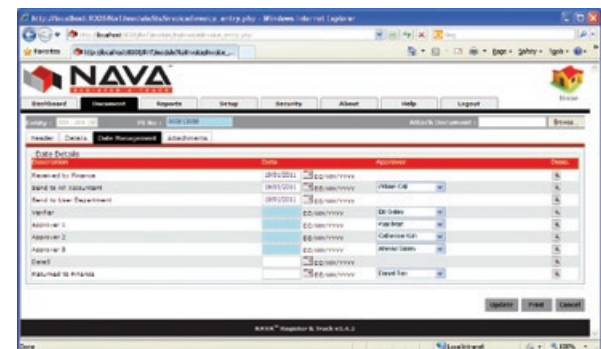
Both manual approvals via AFP (Authorisation For Payment) and online approvals via workflow are accommodated to meet the requirements of your company.

Multiple-level approvals in the workflow allow delegation of authority based on user, department and approval limits.

### REVIEW

Document enquiry provides quick database search and takes users directly to the event and scanned documents for viewing and verification.

Budget enquiry by annual budget, AFE and contract enables budget information to be viewed online before approval. Tolerance limit can be set, giving early warning of actual costs against budget.





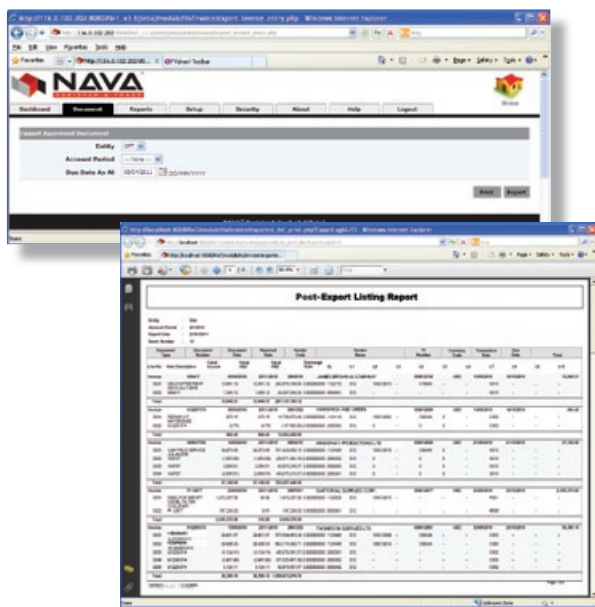
## INTERFACES

Approved documents are uploaded to the actual ledger in Infor™ FMS SunSystems which facilitates Cash Based Reporting. Documents awaiting approval can additionally be uploaded to the commitment ledger in Infor™ FMS SunSystems facilitating Accrual Based Reporting.

Export Validation Report (listing approved documents) allows checking prior to the actual export of data. Export Document Report (listing documents actually exported) is available for the purpose of audit control.

Integration with Infor™ FMS SunSystems ensures that payment details are available in NAVA™, providing a complete cycle for all documents.

Documents can be tracked easily either to its location / department and user, using tools such as document enquiry and the workflow dashboard.

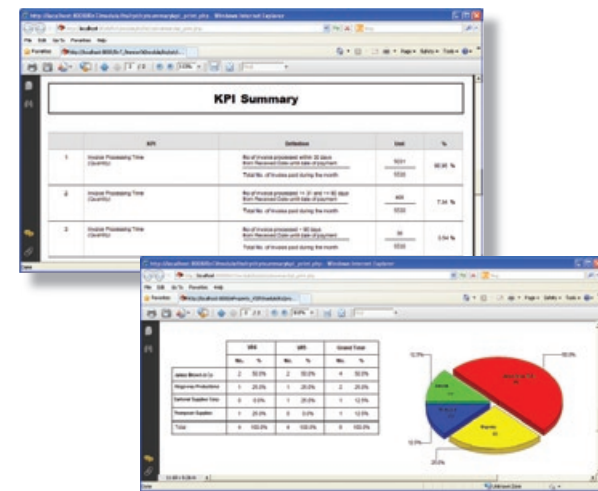


Aging reports facilitates prompt payment, JV Reporting, Cash Calls and Forecasting.

KPI reporting is available for all key activities showing performance and efficiencies of your company's processes.

## TRACKING & REPORTING

Date management enables each stage of the workflow processes to be tracked by date and time. A maximum of 18 dates can be set to track registration, review, approval and final payment, therefore providing KPI reports showing document turnaround days and average processing days.





## NAVA™ SUITE

NAVA™ Suite provides a comprehensive range of modules that meet the business process and management needs of your company.

- NAVA™ AFE (Authorisation For Expenditure)
- NAVA™ Register & Track
- NAVA™ Cost Manager
- NAVA™ Procurement
- NAVA™ Inventory

NAVA™ was created with both simplicity and usability in mind. Its success is proven with implementation that requires minimum training for end users and system administrators.

Reporting combines information from Infor™ FMS SunSystems and NAVA™, producing consolidated and comprehensive reporting. Multi-currency reporting with transaction, local and base currency cater for companies with world-wide operations.

Seamless integration with Infor™ FMS SunSystems ensures that account codes, analysis codes and business rules are instantly available in NAVA™.

Transactions entered in NAVA™ can be directly uploaded into Infor™ FMS SunSystems without the need for building time consuming and costly interfaces.

### APPLICATION FEATURES

- The application is web-based capable of supporting multiple locations world-wide in real time.
- Comprehensive built-in security supports creation and management of role-based user groups for every key function within the application.
- The application can be fully configured and easily re-configured by system administrators as the business changes and develops.
- NAVATerm™ allows the company to use their own terminology to describe key data elements for ease of use and reference.
- Ready-built standard reports ensure rapid implementation and customised reports allow for enhanced reporting. All reports can be exported into various formats e.g. Microsoft® Excel, Microsoft® Word or PDF.
- Scanned documents can be attached during data entry and form part of the company's document management and control procedures. This includes technical drawings, contracts, purchase orders, invoices, general correspondences and emails.
- Emails alert decision-makers on important milestones i.e. budgetary constraints and status of events in the workflow. Hyperlink provided in the emails brings user directly to the relevant event for further processing.
- A Workflow Dashboard is available and tailored based on the role of the user, providing an overview of events that require processing.
- Application development employs commonly used Microsoft technology running on SQL Server database.



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