

| fact sheet |

topaz web portal

The Topaz web portal capitalises on the power of the Internet to break down the barriers between your accounting and human resource departments and the remainder of your organisation, not to mention your trading partners.

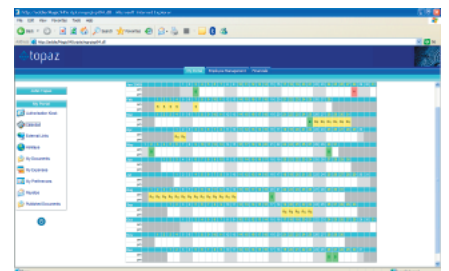
Essential information and business processes are placed firmly in the hands of those who need it most, enabling decisions to be made and ensuring actions to be efficiently implemented.

Amongst the many benefits of the web portal are: -

- Managed and significantly reduced costs
- Vast reduction in paperwork
- More efficient business processes and control
- Better decision making through devolved responsibility
- Improved HR strategies and planning
- Increased employee and trading partner satisfaction

The web portal offers clean and intuitive screens, which may be enhanced to suit the style of the business and integrate seamlessly into existing corporate intranet or web sites.

Comprehensive security is managed centrally within the portal allowing individual users to be assigned access to only the information and processes they require to perform their function.



The portal may be physically deployed either within an existing Corporate network alongside Topaz financials and Topaz EMS or within a designated, secure hosting environment if wider access is required via the internet.

Functions and Features

My portal

- Authorisation kiosk
- Documentation management
- Microsoft Outlook integration
- Discussion forums and news
- Management reporting
- Web site links

Topaz Financials

- Account enquiries
- Purchase orders
- Purchase requisitions
- Sales order enquiries
- Authorisation
- Job costing

Topaz EMS

- Employee self service
- Payslip and P60 enquiries
- Timesheet entry
- Holiday management
- Expense management
- Resource planning diaries
- HR detail administration

Topaz ecommerce

- Client server web administration
- Browse and search facilities
- Order templates
- Customer favourites
- Order tracking
- Credit card or account based orders

Topaz My Portal

This core module provides the basis for all functionality within the portal.

System administration allows user profiles to be managed controlling access and privileges as well as allowing the look and feel to be tailored.

Each users preferences may be maintained by the user themselves allowing key elements of their Microsoft Outlook functions to be incorporated within the portal view, including, calendar, email, tasks and contacts.

Document management offers both globally published documents for all users as well as 'my documents' such as specific reports that each user requires access to or specific documents, e.g. customer statements and invoices.

The authorisation kiosk is individual to each user and covers all aspects of the purchase ordering process but also includes HR related functions, including timesheets, holiday requests and expense claim authorisation.

Topaz Financials Portal

Portal users may be either existing users of Topaz financials or actual trading partners themselves, allowing them to access a summary of their account details including account number and name, contact details, credit limit, on stop indicator, last invoice, payment and statement date, account balance and aged debt/credit summary. They may also view all current and historical transactions, not to mention the related invoice and credit note documents.

Either purchase requisitions or full purchase orders may be extended to the portal user with budgetary controls and authorisation processes as standard. Users are offered search facilities on products or services to order with optional preferred and authorised supplier controls and prices maintained within Topaz financials. Users may track the progress of both requisitions and orders and are alerted by email of any actions necessary, e.g. you have items in your authorisation kiosk.

Topaz EMS Portal

The self-service facility is proven to boost employee satisfaction, allowing each team member to maintain their own personnel data as well as viewing current and historical payslips, not to mention holidays, expenses and timesheets. This vastly reduces the paper work and labour intensive process normally associated with such functions.

Managers may utilise the graphical planning diaries to better manage their teams. Holidays, training course attendance, absence and sickness events may be displayed graphically allowing intuitive decisions on approval of holidays, control/allocation of resources and monitoring of absence and sickness.

Topaz Ecommerce

The latest addition to the portal is the Topaz ecommerce module. Shopping via the internet is now firmly established as an effective and efficient means of acquiring goods and services. The ecommerce module is now located within the portal and offers full integration with both Topaz financials stock control and sales order processing modules.

Powerful browse and search facilities, extensive product catalogues, linked documentation, price lists, order templates and both credit card (World Pay) and account customers make the module an ideal extension to the web portal.

Technical information

Designed to provide access to data within existing Topaz application to a wider audience via the Internet, the portal simply requires a browser and a connection to the server upon which the portal is hosted. The server may be hosted within the clients existing network alongside current Topaz EMS or Financials databases or remotely at a secure hosted services centre but with access to the relevant databases.