



suncode
business process management



IMPLEMENTATION OF THE IT WORKFLOW SYSTEM IN ANIMEX

ANIMEX GROUP IS THE LEADER ON THE MEAT MARKET IN POLAND. ANIMEX HISTORY REACHES 1951 WHEN THE COMPANY WAS REGISTERED AS NATIONAL COMPANY UNDER THE NAME 'THE CENTER OF IMPORT-EXPORT OF ANIMAL PRODUCTS ANIMEX'. NOW, ANIMEX IS A PART OF THE CAPITAL GROUP SMITHFIELD WHICH IS THE BIGGEST MEAT PRODUCER AND PORK PRODUCTS WORLDWIDE. ANIMEX GROUP MANAGE AND COORDINATE WORK OF ALL FACTORIES IN POLAND AND ABROAD.

ANIMEX IS THE PRODUCER OF SUCH BRANDS AS KRAKUS, MORLINY, MORLINKI. MAIN BUSINESS AREAS OF THE GROUP INCLUDE: MEAT PRODUCTION AND FOOD PROCESSING, POULTRY PRODUCTION AND PROCESSING, FEED PRODUCTION, FEATHER PRODUCTION, NATIONAL AND WORLDWIDE SALE OF MEAT AND FEATHERS. THE GOODS PRODUCTION TAKES PLACE IN THE FOLLOWING FACTORIES: RED MEAT GROUP, WHITE MEAT GROUP, FEED GROUP, FEATHER FACTORY.

THE ANALYSIS

When a decision about the implementation of a system for business process management in Animex was made, the company was introducing some major organizational changes. Due to that, the Shared Services Center (SSC), which provides financial and organizational services for the company, was created. In SSC the following processes are handled: warehouse and cost documents scanning and processing, cost and warehouse liabilities processes, contracts registry and archiving, as well as requisition creation and acceptance. It has to be highlighted that parallelly the project of introducing the system ERP – SAP was conducted.

Till now, financial service of the group or requisition realization and preparing contracts were conducted

in several company's branches. Shared Services Center was created for centralizing the completion of these tasks. The integration of so far scattered organizational functions required actions for IT support of the given processes. In particular the implementation of the system for business process management and document administration which meets the needs of Animex were important and, hence, will be integrated with SAP system. To the realization of such a project, the company chose Suncode. An important factor was wide experience of Suncode's consultants in terms of realization of similar projects which required SAP integration.

THE IMPLEMENTATION SCOPE

The aim of the project was to decrease costs and enhance processes in scope by implementing document and business process management system Plus Workflow.

The project included:

- Reflecting the creation and acceptance of purchase orders process in Plus Workflow,
- Reflecting invoice registration and acceptance in Plus Workflow,
- Reflecting contract registry and archiving process in Plus Workflow,
- Reflecting the process of archive boxes in Plus Workflow,

- Full integration Plus Workflow with SAP in terms of two-way data transfer of purchase orders notifications and new invoices,
- Mass scanning of invoices and contracts: 1 200 000 documents annually.

Plus Workflow platform has been designed for 1400 users being employees of two capital groups of Animex Group and SSC. The implementation was supposed to embrace 6 branches in Poland which produce goods of such brands as Morliny, Morlinki, Mazury, Krakus, Yano. Below, the process of implementation is described.



IMPLEMENTED BUSINESS AND TECHNICAL SOLUTIONS



INVOICE REGISTRATION AND ACCEPTANCE PROCESS

The process of invoice registration and acceptance has been reflected in the system of business process management Plus Workflow. The process includes the following actions: invoice registration, identification of an order concerning an invoice, cash invoices acceptance, transmitting invoices with order to SAP system and discrepancies acceptance (in the case when an invoice is not consistent with an order). The system enables registration and acceptance of many invoice types, i.e.: warehouse invoices, cost invoices, corrected invoices, proforma invoices, prepayment invoices, invoices for transport services.

Due to the implementation of Plus Workflow, the process for cost liabilities is conducted basing on business process model designed in the system. The model determines the path of the process. Process automation has contributed to the optimization of the actions within the process and reduction of time of invoice flow, as well as facilitating document management. Electronic archive ensures the access to invoices 24h/day, 7 days in a week for authorized users. Moreover, the system has been integrated with SAP, due to which all information about an accepted in Plus Workflow invoice are transferred to SAP and an accountant does not have to rewrite data to SAP. All data changes in SAP will be noticed by Plus Workflow.

All invoice types are registered and scanned in Shared Services Center. The process of registration is automatically initiated with invoice scanning. What is more, if there is a difficulty in identifying an order to the invoice, there is an option to recognize the name of a user who is responsible for the purchase.

Registered and checked in Workflow invoice is transferred to SAP system where it is verified in view of correctness and accounting. If an invoice appears to be inconsistent with an order, information about it is sent to Plus Workflow system. In order to resolve the problem, the process of discrepancy acceptance is started.

BOX REGISTRATION PROCESS

The process of box registration enables box registration and records of boxes in which recorded and scanned invoices and contracts are stored. The implemented system ensures efficient document registration of documents in boxes in which they are archived. Moreover, built-in modules check the correctness of task realization. They prevent mistakes such as storing documents in improper boxes or storing boxes in improper locations.

Authorized users can place boxes in the company's archive. After document registration in Plus Workflow, the system automatically generates a barcode with a unique box ID. After registration and placing a barcode on a box, a user is obliged to segregate documents via unit and category, so documents are placed in a proper box. Moreover, during scanning and describing of documents the system checks each document and stops scanning if there is any discrepancy e.g., document type is different than box data. Lastly, a box with documents is given to an archivist who stores the box in given location (bookstand, section, shelf).



IMPLEMENTED BUSINESS AND TECHNICAL SOLUTIONS



INVOICE REGISTRATION PROCESS AND ARCHIVING PROCESS

The system enables contract registry and attaching scanned documents to the process. Each registered contract has its own ID. Then, the contract is sent to the next process in Plus Workflow. Registered in the system documents are always available for authorized users from the electronic archive, regardless document location. The system minimizes the risk of making mistake in the process by checking whether the registration has been conducted properly and if for each box a proper contract has been scanned (verification is conducted with scanning application).

In the system, contract registration is made by users responsible for contract preparation and signing of the contract. At this stage, generated contract form includes required by the system contract data which are introduced by the registrant. The original contract in the paper form with the form from the system, which is a title page of the contract, is sent to SSC where scanning and archiving takes place. In the case of scanned documents and those sent by a contractor in the electronic form, the system enables attaching the form to a received file together with scanned contract. Authorized users can easily and quickly find contracts by searching for indexes which are filled in during contract registration.

CREATING PURCHASE REQUISITION PROCESS AND ACCEPTANCE OF PURCHASE ORDERS PROCESS

The process of creating and accepting purchase requisitions in Plus Workflow aims to enable many system users placing orders for services or goods purchase. Due to the implementation of Plus Workflow, these actions are automatized which has shortened the time of purchase realization. The integration of Plus Workflow with SAP system has also contributed to the process optimization. Data between those systems are sent automatically, without a need to rewrite them manually.

Each placed requisition assigned to certain Cost Centers has to be accepted by the owners of a given Cost Center or their supervisors. After the acceptance, the requisition is automatically sent to SAP where the order is created and, then, accepted. Created order is sent from SAP to Plus Workflow in order to update the order status.

As a result of requisitions acceptance strategy, SAP system returns information to Workflow about order status change. Due to that, a person placing the requisition is informed about the requisition realization or rejection. In the case of a requisition rejection, the information is sent to Plus Workflow with information about the reason for rejection. Basing on the realization notification, a person placing the requisition receives the service or an ordered goods.



BENEFITS OF THE IMPLEMENTATION

The implementation of Plus Workflow in Animex company has contributed to the reduction of costs generated during realization of processes in scope, as well as optimization and automation of actions linked with document flow. Plus Workflow system has been adjusted to the client's needs and expectations stemming from organizational changes in the company.

The benefits reaped from the implementation include:

- Increased control over documents which were previously scattered over the company's branches,
- Organizing accounting procedures and simplifying business transaction verification,
- Facilitating document access. Contracts, invoices and purchase orders can be found in electronic flow. Due to that, each person wanting to reach a certain document, can reach it remotely. Authorization levels defined by system administrator provide security of electronic document archive.
- Improving the time for searching for documents and their organization due to electronic archive and the process of archive boxes registration;

- Reduction of changing hands of documents and storing document on desks. Documents are now scanned and transferred online and automatically sent to proper users;
- Reduction of manual processes. Now documents are organized and verified automatically in Plus Workflow integrated with SAP. Due to the integration, data transfer between systems is automatic which speeds up the process;
- Quicker document search and organizing documents in electronic archive and with archive boxes registration process;
- Reducing the time of all processes by eliminating meaningless tasks in a process and automation of a process;
- Reducing standstills and delays in information flow. Information are sent immediately in the IT system;
- Information are always up-to-date and always available for authorized users which enables smooth task realization.

