

# Tips for Not-For-Profit Organisations and how they can limit their risk

We are obviously living in interesting and challenging times. And like all business sectors Not-For-Profit organisations face challenges.

With our Governments “social distancing policy now in play”, as well as a businesses focus on keeping staff and customers safe and healthy, all businesses have a need to be mobile, agile and remote in the way they interact with all stakeholders as well as continuing to perform our day to day business functions.

At some stage in the near future things will all go back to normal. It would be fairly ridiculous not to implement technology to limit your risk in the future or assist in overcoming the challenges you have / are experiencing today.

Here are some TIPS for Not-For-Profit Organisations and how they can limit their risk, and continue to perform day to day business functions.

## Business Continuity Plans

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These plans should involve not only the running of your network but there is no reason to move all your business processes to be cloud managed, accessed from any web enabled device from anywhere at anytime.

## Have you got a technology strategy?

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If technology isn't your forte, you don't notice you need technology until you do! Every business should have a strategy on how to implement technology which links to the overall business strategy. You cant grow, you cant be more efficient, and you can't save money without implementing technology. This should cover internal processes, external business communications, your website, internal communications, and remote conferencing to name a few.



Save time, save money and Increase productivity with Cypher IQ Digital automation software.

## Say goodbye to Paper!

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With so many people working from home is there really a reason to be using paper in your business? Everything can be online. You will be more productive and be able to function anywhere without relying on paper based processes. If your business is using paper, and inputting data in systems manually you are missing out on the advantages of our digital and automated world!

## Enterprise Over “APP”

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For small businesses, apps can be handy but if you are a business with over 30 staff, have mobile workforce, multiple sites, managing “jobs” and running multiple business units, you will need an application that can not only assist across the enterprise but also across multiple business processes. There aren't many that can deliver this experience (excluding our cypher iQ platform of course) but the business benefits are massive. Its all about finding a technology partner that can provide the platform, project management and change management requirements you will need.

## Do it Properly!

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Implementing technology will be a cost saving exercise – There is no doubt implementing technology will save your business time and money. With the ability to leverage cloud technologies you can get enterprise software and not have to buy expensive stand alone licenses, as well as their supporting infrastructure needs. You will save money on your print technology investment (why you would sign up to 4 or 5 year print technology contract in todays world is crazy), you will be able to grow without having to grow your administrative team, you will save your workforce time via having immediate access to information, and you will improve your customer communication which should help you maintain and expand business opportunities.

Above all else please stay safe and when the time comes it would be worthwhile learning from the challenges which your business is facing today and explore the amazing technology opportunities on offer for tomorrow.

## Getting started!

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If you want to learn more about how Cypher iQ provides Not-for-Profits with unlimited user Enterprise Business Automation Platforms get in touch with our team.

**Speak with us: 02 8003 5560**

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# 10 Next Generation Requirements for Not For Profits Financial Process Automation.

Not for Profit Organisations tend to have complex requirements surrounding their financial processes. These include delegation compliance, RCTI, funding tracking, employee expense and travel claims, payment approvals, purchase tracking and a receivables process potentially linking to the NDIS claims process.

Complex payment and income structures tend to mean throwing more and more staff resources to help process the information, which leads to increased time to manage the information as well as increased time spent understanding where income and payments are at. A true “NEXT GENERATION” approach to the Finance Process Automation can help solve and / or improve any of these components.

Here are 10 points YOU need in order to have a NEXT GENERATION Financial Process Automation.

## **1** Purchase to Pay – (P2P)

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Enables you to control and manage spending and budget allocation before items and services are ordered.

## **2** Invoice Process Automation

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Intelligent capture services will enable you to scan, email or take a photo of a document and submit to finance. This technology can read the information or highlight discrepancies. It can also match against Purchase Orders, allocate Cost Centre and Accounts as well as enable the invoice to be routed to a manager for approval based upon cost centre or monetary value.

### 3 Employee Expense, Travel and Payroll Claims

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Utilises integrated forms specifically designed to capture travel, expense and payroll claims, enabling a Not-For-Profit business to have a single platform that funnels all information through required workflows and ensures all information is captured and accounted for along the way. Staff can simply claim via a mobile app or upload documents into the system when they are back in the office.

### 4 Accounts Receivable Automation

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Whether this is via an online portal or electronic job sheets, there is no reason your receivables can't be automated. Intelligent workflows using payment gateways and or job management functions can help allocate staff time, client time, kilometres or expenses relating to a service. Data can be routed to your finance system as well as structured for your NDIS claims.

### 5 EFT / Aged Payables Approvals

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So you have all your invoices, claims, timesheets electronically processed into your finance system. To complete this picture you need to route the payment approval to the relevant manager/s to approve or query. Managers can access remotely, click on links to documents, approve, as well as question payments.

### 6 Flexible Electronic Workflows

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All Not-For-Profits require a level of audit and compliance. However, from our experience each Not-For-Profit can have intricate details surrounding their approval requirements. The ability to have flexible workflows with notifications and time management enables business leaders to track and view bottlenecks as well as ensure the correct processes have been adhered to.

### 7 Data Analytics – view, report and track spending and income live.

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You no longer need to wait until data has been entered into your finance system. This can be viewed live from your very own personalised dashboard.

## 8 Cloud – Easy to manage, Easy to integrate, Easy to roll out

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Your Not-For-Profit business needs to have a cloud strategy. This provides the ability to deliver real time services, with mobility and scalability.

## 9 Flexible Not-For-Profit licencing

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In todays environment your digital transformation should not be restricted due to complex licencing and support structures, multiple vendors and limitations of service based upon user, concurrent or volume / transaction licencing. Not-For-Profits can licence per process which enables a clear understanding about upfront and future costs as well as no limitation to the amount of employees you can onboard. This creates even more value as you are not limiting your digital transformation due to licencing costs and licencing management.

## 10 Process Scalability

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There is no need to utilise different “Apps” for different processes. Your system should be smart enough to be able to be utilised for multiple business process automation tasks. This will reduce your overall costs, reduce the complexity surrounding managing multiple logins, ensure your data is in the one application as well as empower your business with the ease of change of process and onboarding of new employees.

In conclusion, Digital Transformation is a necessity for every business. Adaption to new process improvements is a must. Its important to consider the complete picture and what you want to achieve. Engaging a business which specialises in these system will allow you to scale your digital transformation from one process to the next and ensure your business has the “Next Generation” systems.

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# Australian not-for-profits transform business processes with innovative new automation technology.

Two non-profit organisations have just released their findings on a brand new solution for business process automation created by Australian software development company Cypher iQ.

NSW Rural Doctors Network (RDN) and STARTTS (the NSW Service for the Treatment and Rehabilitation of Torture and Trauma Survivors) have both successfully adopted the new technology, which they say has radically improved their business processes.

As RDN reports, Cypher iQ's tech solution has been instrumental in transforming the productivity, efficiency and transparency of their finance department – particularly in relation to purchase orders, invoice processing, and employee claims.

RDN's travelling staff needed to be able to more easily complete administrative paperwork like purchase orders, accommodation and travel costs while on the road. With the company's paper document burden steadily increasing, they also wanted to cut down on spiraling costs and associated environmental burdens.

*Cypher IQ delivered a portal which staff could log in to and complete all their claims and transactions online.*

As Chief Financial Officer Phillip Brackfrod explains, "Cypher iQ has transformed our key business functions from paper-based manual processes into automated digital ones. It's given us a highly efficient system for managing and approving claims and improving expenditure transparency – and most importantly, it's adapted seamlessly with our existing MYOB system."



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STARTTS Accounts Payable Officer, Marg Grierson, agrees that the new software has created tremendous improvements for her organisation. “Being a non-profit, we have a fairly complex approval process – yet our old paper-based accounts payable processes were outdated and cumbersome, requiring multiple sign-offs. Documents also had to be shipped, faxed and emailed everywhere, greatly increasing the probability of loss.”

Cypher iQ implemented an accounting app that provided STARTTS with an online audit trail so that nothing could ever again be lost. Users can now easily see every invoice in the system, along with who it’s with and how long they’ve had it, speeding up approval processes, safeguarding records, and greatly improving both transparency and accountability.

*“The solution is fantastic,” reports Marg. “It’s been 100% customised to fit our requirements, it’s scalable, and it’s also really easy to use – which was a top priority.”*

Just as important in both organisations’ decision-making process was the professionalism of the team at Cypher iQ. “What made the difference with Cypher iQ was the level of skill, insight and support offered by the team,” says Marg. “They just got it – and they’ve been with us every step of the way, making our journey to paperless easier than I’d ever thought possible.”

“The team are very much focused on how they can make the software do what we want, rather than expecting us to modify what we do to fit in with the software,” adds RDN’s Phillip Brackford. “Their product is highly flexible and adaptable – something that as a non-profit with strict compliance obligations is vitally important. It’s been very highly rated by the team here.”

Cypher iQ founder Cameron Lawes spoke of his reaction to the findings. “I’m incredibly heartened to hear the impact of this new technology on STARTTS’ and RDN’s business processes. We’re here to help these types of companies make the transformation to the paperless office, and I’m proud that our innovative automation tools are already having such a positive effect to support the important work of these organisations.”

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