

Customer Profile

Centacare Employment Services Brisbane

Part II

Intranet Expenses Module

Background

Centacare Employment Services Brisbane (Centacare) is the principal Diocesan-based Catholic social welfare organisation of the Roman Catholic Archdiocese of Brisbane.

The services of **Centacare** include but are not limited to:

- Recruitment agencies (Centacare Employment with offices in Chermside, Goodna, Redcliffe and Browns Plains)
- Recruitment agencies for people with a disability (Specialised Employment Group, with offices in Toowong, Stones Corner, Caboolture, Southport and Palm Beach)

Situation

All the financial information in Centacare used to be processed manually. Employees of every cost centre were involved in writing cheques, cheque requisitions, labels and invoice paid forms by hand. Once the financial information was organised and archived it had to be sent to the head office for processing.

Solution

On Q Web suggested the creation and installation of a new expenses module that could be attached to the existing CMS intranet structure. All the user and geographic information, which was necessary for classifying the expenses into cost centres, was already entered into the intranet.

Once the expense information is entered into the system, it is stored into a database and it can be used to print checks, cheque requisitions, labels and invoice paid forms. The information can also be used to generate monthly expense reports by cost centre.

Having that information entered into a database allows exporting the data to other formats easily. For Centacare a special export process was created for easy exchange of information with the head office. Now at the beginning of the month, the head office can download a file for each cost centre with all the expenses information of the previous month and insert it into the system they are using.

Company

Centacare Employment Services Brisbane.

Customer Profile

Main Diocesan-based social welfare organisation of the Roman Catholic Archdiocese of Brisbane with several recruitment agencies in the greater Brisbane area.

Business Situation

Expenses used to be processed manually and sent to head office where they needed to be processed again.

Solution

Installation of a new expenses module into the existing intranet infrastructure.

Benefits

Duplication of processes has been eliminated. The intranet represents a one stop solution for several business processes. Accessibility anywhere/anytime from the Internet. Cheques with professional appearance



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Expenses Database

The screenshot displays the 'Expenses Database' application interface. It features several key components:

- Data Entry Screen:** A form for entering expense details, including fields for 'Cheque Information', 'Bank Account', 'Vendor', 'Date', and 'Total Amount'. It also includes a table for 'GST Type' and 'GST Incl Amt'.
- Cheques Manager:** A table listing expenses with columns for 'Cheque No.', 'Vendor', and 'Total'. It includes search and filter options.
- Cheque Requisitions:** A form for generating requisitions, including fields for 'Cheque No.', 'Amount', and 'Vendor'.
- Cheque Sheet:** A template for printing cheques, including fields for 'Vendor', 'Amount', and 'Your Bank Name'.
- Expense Reports:** A table showing a summary of expenses with columns for 'Date', 'Cheque No.', 'Payable To', 'Total Amount', 'GST', and 'Net Amount'.

Arrows indicate the flow of data between these modules, and a text box on the right states: 'Export Data Some of the formats data can be exported to are: CSV, Text, Excel, Word, PDF, Access, SQL'.

Benefits

- Duplication of processes has been eliminated. Expenses only need to be data entered once by cost centre employees. Data entry related to **Centacare's** cost centres in the head office became virtually null.
- The modularity and scalability of the CMS installed in **Centacare** allows the easy integration of new modules, making efficient use of the existing user information and a one stop solution to deal with most business processes.
- The Internet nature of the application makes it accessible anywhere/anytime for authorised users and uses low bandwidth.
- Managers can “see” the information entered in any cost centre without having to move from their locations.
- The professional appearance of cheques gives a good impression to vendors.