A COST-EFFECTIVE SOLUTION THAT ELIMINATES SOFTWARE UPDATE RISKS

Lapland University of Applied Sciences is aiming high and looking to benefit from paperless financial administration. The process is based on the organization's experience and commitment to continuous development, and the solution is provided by Basware's cloud-based Purchase-to-Pay service which provides transparency and automation.

In 2014, the departments of two municipally-owned universities of applied sciences were merged to form Lapland University of Applied Sciences. This also had major impacts on their financial administration. From the start, it was clear that financial administration should support the institution's core activities. In practice, the change meant that the entire financial management system of the new university of applied sciences needed to be set up in six months.

Before the merger, two different systems were used for handling purchase invoices: CGI's Rondo and Basware Invoice Processing. The new organization decided to adopt one solution that would be able to adapt to changing needs.

The fact that the system is a new-generation solution that will be developed long into the future influenced the decision.

"WE EXPLORED DIFFERENT ALTERNATIVES AND DECIDED TO ADOPT AN ENTIRELY NEW SOLUTION: BASWARE PURCHASE-TO-PAY."

Sinikka Jänkälä, Director of Finance at Lapland University of Applied Sciences.

CHALLENGING SITUATIONS REQUIRE AND BUILD TRUST

The project schedule was challenging. All the systems needed by financial administration had to be in production within six months. Due to the tight schedule, the first stage of the project included adopting Basware Invoice Automation, Basware Finance Performance Management, Basware Banking and Basware Finance.

CUSTOMER:

LAPIN AMK
Lapland University of Applied Sciences

INDUSTRY:
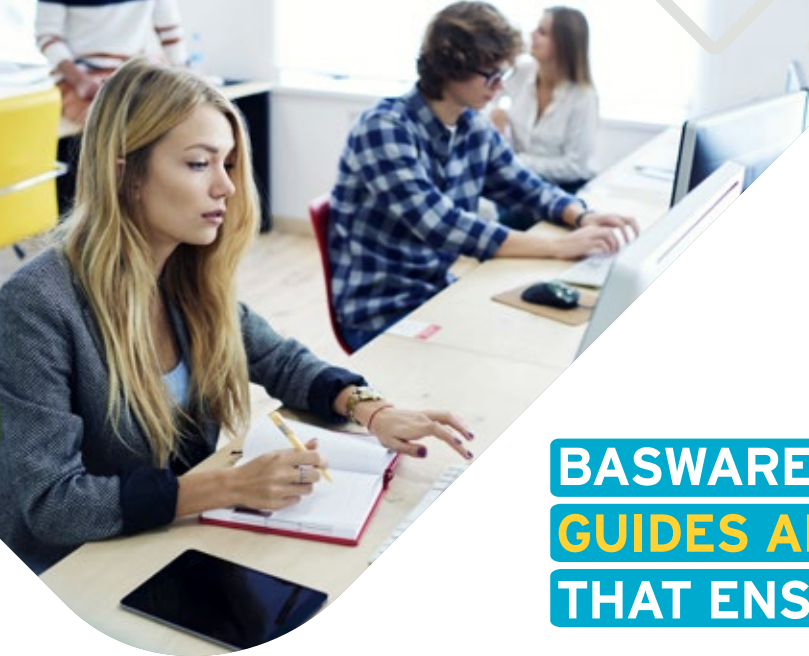
Education

LOCATION:

Finland

BASWARE SOLUTION:

- Basware Purchase-to-Pay
- Basware Commerce Network
- Basware Scan and Capture
- Basware Finance Performance Management
- Basware Banking
- Basware Finance

basware
Simplify Operations, Spend Smarter.

BASWARE PROVIDED QUICK GUIDES AND TRAINING EVENTS THAT ENSURED A SMOOTH START

Basware's consultants were aware of the goal and the schedule, and ensured that the project was carried out accordingly. This built a solid foundation for collaboration and strengthened the customer relationship. Skilled staff played a vital role in keeping to the schedule. Training end users in advance also facilitated the process: as part of the implementation project, Basware provided quick guides and training events that ensured a smooth start. Basware was also able to provide its customers with support after the implementation stage, if required. As the schedule was so tight, not all of the new solution's features were adopted during the first stage of the project.

"The next step will be making use of new opportunities. The plan is to make the process even more efficient and increase the use of automation," Jänkälä emphasizes.

INSTANT ACCESS TO NEW FEATURES AND IMPROVEMENTS

"Adopting Basware Purchase-to-Pay SaaS ensures that we will always be using the latest version

"ADOPTING BASWARE PURCHASE-TO-PAY SAAS ENSURES THAT WE WILL ALWAYS BE USING THE LATEST VERSION OF THE SOFTWARE. ALL THE NEW FEATURES AND IMPROVEMENTS OF THE BASWARE SOLUTION WILL BE AVAILABLE TO US AS SOON AS THEY ARE PUBLISHED."

Sinikka Jänkälä, Director of Finance at Lapland University of Applied Sciences.

of the software. All the new features and improvements of the Basware solution will be available to us as soon as they are published. A cloud-based solution is cost-effective, eliminates risks and costs related to software updates and does not tie up our staff resources," Jänkälä says.

The University of Applied Sciences has been particularly happy with the versatile account assignment features

of the new solution. Importing account assignments directly from Microsoft Excel saves them a considerable amount of time. Users can also search for invoices using versatile search functions, and separate reporting software is not needed. The detailed invoice history and the fact that the user interface can be modified in various ways both improve user friendliness. Admin users have enjoyed the improvements in transferring invoices to the ERP system and then for payment, which has freed up time for other tasks. "The Basware Purchase-to-Pay solution is more pleasant to use than the previous solutions," Sinikka Jänkälä and the accounts payable team confirm.

SCANNING AND PAPER INVOICES MAKE WAY FOR E-INVOICES

"According to our goal, 90% of all received invoices should be e-invoices," Jänkälä says. The University of Applied Sciences is very close to achieving this goal, as 87% of its received invoices are now e-invoices.

Basware's supplier activation service and supplier portal provide a very effective tool.

"WE OFFER SUPPLIERS THE OPPORTUNITY TO SEND US E-INVOICES ENTIRELY FREE OF CHARGE, SO IT'S VERY EASY FOR SUPPLIERS TO ADOPT E-INVOICING."

Sinikka Jänkälä, Director of Finance at Lapland University of Applied Sciences.

The supplier activation service helps Lapland University of Applied Sciences in proactively contacting suppliers and informing them of the goal concerning e-invoicing. This provides financial administration staff with more time for other tasks.

MAKING THE MOST OF THE PROCUREMENT PROCESS

"The next step will be developing our procurement process," Jänkälä says. The development of the procurement process is a joint effort where expertise in both finance and procurement are needed, and the project will be led by the director of finance and the director of administration at the University of Applied Sciences. One of the important aspects of procurement processes is determining who has the right to make purchases. Large volumes and risk points also need to be centralized. The systematic use of the Basware Purchase-to-Pay service will ensure transparency and control.

"The use of a procurement system ensures that the process will function correctly and as desired," Sinikka Jänkälä emphasizes. "The purpose of this is to examine the entire process through a transparent approach without concealing anything. Cost-awareness is a result of acting openly and monitoring financial administration as a whole," Jänkälä adds.

MANAGING DISTANCE

Lapland University of Applied Sciences has an independent financial administration department that operates in two different locations. Distance management is one of the core competences of the educational institution, and it is applied throughout the organization. Lapland University of Applied Sciences provides a good example of how an organization can succeed thanks to the existing conditions, not despite them. Others can also benefit from the know-how and vitality the institution offers, as its competence is globally applicable. The University of Applied Sciences currently offers six different fields of study, which are led and developed under four fields of expertise.

TIPS FOR PURCHASE-TO-PAY PROJECTS

- Take your own resources into account and reserve enough time for the project.
- Plan the project carefully and tap into Basware's expertise.
- Do not underestimate the importance of testing.
- Engage all participants in the project: admin users, users as well as management. Functional project leadership within the organization is very important.
- Invest in the training of admin users.

ABOUT BASWARE

Basware is the global leader in providing purchase-to-pay solutions, e-invoicing and innovative financing services. Basware's commerce and financing network connects businesses around the globe. As the largest open business network in the world, Basware provides scale and reach for organisations of all sizes, enabling them to grow their business and unlock value across their operations by simplifying and streamlining financial processes. Small and large companies around the world achieve significant cost savings, more flexible payment terms, greater efficiencies and closer relationships with their suppliers. ©Basware 2017

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