

The MySoft logo is located in the top left corner, featuring the brand name in white text on a blue rectangular background. The background of the entire advertisement is a collage of business-related images, including a man in a suit, a hand holding a tablet, and various icons representing business processes like invoices, a calculator, and a person at a computer.

MySoft®

The text 'MySoft ERP' is displayed in a large, bold, dark blue font, centered within a white-bordered hexagonal frame that overlaps the background images.

MySoft
ERP

BPA

BUSINESS PROCESS AUTOMATION

Automate your business process and accelerates your work gets done more cost-efficient, streamlined, error-proof, and transparent.

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Business Process Automation (BPA) Module

Business process automation (BPA) is the use of technology to automate repeatable, day-to-day tasks. It accelerates how work gets done more cost-efficient, streamlined, error-proof, and transparent. With automated processes in place, organizations save time and ensure best practices are implemented to improve overall business operational efficiency.

Streamlined Work Process

Business process automation ushers in a streamlined workflow that is unhampered by menial, manual, and time-sucking tasks.

You gain greater accountability over who is doing what. More insight into how well processes are functioning. And you're able to eliminate wasteful activities to clear a path for higher productivity.



Standardized Operations

Automation eliminates the human error that is at the root of so many inefficiencies in your business. It also standardizes your work processes and allows operations to function with more predictability - meaning, consistent outcomes can be expected.

This consistency breeds trust in your customers.

Focus more on sales and generate revenue!

Automate your business operation, lets the system do all the administration tasks, allowing your workers to have time more focus on looking more sales and building customer relationships.

Key Benefits To Your Business

Productivity

The foremost benefit that these software bots provide is the increase in productivity. This becomes possible because of two reasons,

- Efficiency gets a massive surge as these software programs work without getting tired, and does not commit any sort of mistakes.
- The software does not miss any deadlines provided the information required is correctly fed in the system.
- The completion of the assigned workflow becomes accelerated as the response time quickens to instantaneous.

Accessible and elastic

Being software, there is no chance of the human problem of achieving proficiency in a single subject. The software can be programmed to complete any type of job and it can perform the interlinking of two different jobs also. Business process automation can assist you to complete a lot of interrelated jobs.

Cost reduction and increased profit

Moreover, as the number of workers is reduced after the implementation of Business Process Automation; the company can save money on the overhead. Able-minded workers could be assigned to solving more complex yet unnecessary problems rather than wasting time behind a mundane repetitive process.

Additionally, the workers who were attached to these repetitive works could now be engaged in other high value and complex projects. Such a division of duties can be beneficial in the financial and work sectors. The workers feel their increased value and are subjected to a deeper sense of fulfilment.

Precision and reliability of data

There is a popular adage, "machines do not make mistakes". This ensures better compliance with the existing laws and an audit trail. The inadvertent human error has less chance of occurring and the output of the process is guaranteed consistent.

Why Business Automation Process?



Baker Tilly Malaysia's Case Study

Accelerated sending reminder letter speed by more than 80% faster!

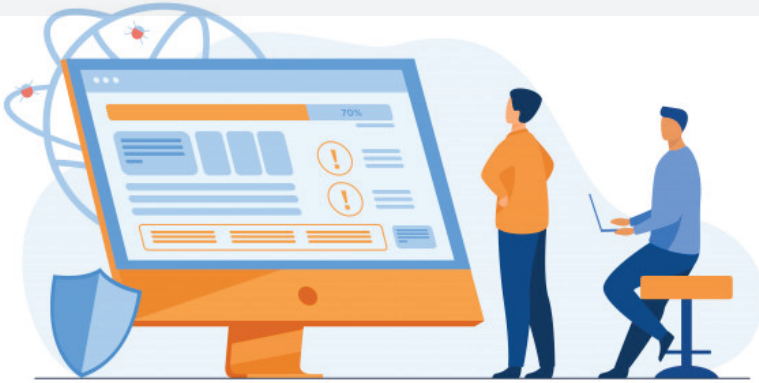
Baker Tilly ranks among the largest accounting and business advisory firms in Malaysia, with 50 Partners & Directors, 8 offices across Malaysia and a staff force of over 800 professionals.

Baker Tilly Malaysia using MySoft's Business Process Automation to improve its payment collection by automating the payment reminder emailing process to clients week-by-week. It allowed them to focus more on delivering the quality consultancy and advisory services to clients, let's the system handling the payment reminder automatically at the back.

Automate Your Business Process

Email is an important business tool to facilitate communication between suppliers and customers, but issuing email manually is time-consuming. Business Process Automation Module allows you to

email all the commercial documents automatically by batch and receive the reply from the customer, supplier, or approval person and auto-update the information back to MySoft ERP.



Auto-update customers or suppliers' feedback

MySoft's Cloud Server receives the email recipient's reply and auto-update the received feedback back to your MySoft ERP.

Improve communication with customers and suppliers.

Send the commercial documents to the right recipient on-timely basis and improve the company's professional image by using auto-generated email.

Improve cash collection

No more manual statement preparation. You can now automate the e-statement generating and sending for payment reminders more frequently.

Why Automate Email Sending Is Important?

International Private School's Case Study:

Email credit notes to 1,400 students within 5 minutes!

During the Movement Control Order (MCO) from 18 March 2020 until 12 May 2020, many unessential service providers including schools and colleges are temporarily closed due to the COVID-19 pandemic in Malaysia.

One of MySoft's customer who is education service providers, Paragon Education Sdn Bhd, was struggling to issue credit notes manually to 1,400 students due to the unperformed tutor services during the MCO. It was supposed to take 2 days to complete the whole processes, now they can accomplish the tasks within 10 minutes by automating their credit note generating and emailing it to 1,400 students with the Business Process Automation.



Start Your Business Automation Process With MySoft

Save more on administration cost

Increase the worker's value and a deeper sense of achievement by focusing on solving complex tasks. Let the system do the administration tasks at the back automatically.

- Let the system take care of the repetitive tasks
- Generate and email the commercial documents within minutes
- Bulk Payments with bank
- Support environmental friendly by delivery electronic commercial documents.

Automate accounting process

Reducing your accountant's repetitive jobs by letting the business automation process the customer's payment information collection and auto-update it back to your MySoft ERP.

- Email invoice & credit note efficiently.
- Update customer's payment information through online and auto-generate official receipts.
- Automate customer receipt matching process from the received customer's payment information.

Broadcast marketing email

Increase your company's presence by keeps on broadcasting your sales promotion and building customer relationships by sending season greeting cards.

- Send sales promotion announcement.
- Broadcast company or state's holiday notice.
- Send seasonal greeting cards.
- Improve your CRM

Improve the purchase process

Automate your purchase order sending process and auto-update supplier's feedback into your purchase order quick view.

- Automate purchase order sending process
- Supplier reply to your purchase order's in the email
- to your purchase order quick view

Improve sales process

Auto-generate the right sales documents on-timely basis. Email the sales documents to the right person while also cc to the manager automatically.

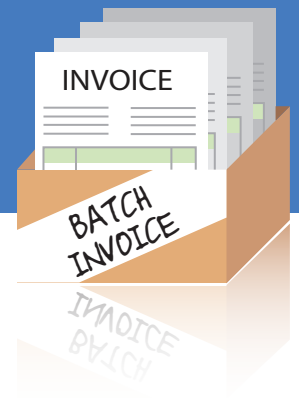
- Email sales quotation and sales order on-timely basis.
- Automatic Carbon Copy (CC) the sales order to the Manager.
- Reduce the mistake of sending the invoice to the wrong person.
- Enhance the company's professional image.

Increase commercial documents monitoring

Controlling your company spending and monitoring your sales selling price by checking and approve all the commercial documents before the worker sending it out.

- Top management approval for Sales Order, Material Requisition and Purchase Requisition
- Ensure the details are keyed correctly
- Choose to purchase with the lowest selling price
- Ensure the selling price are above than the cost price
- User audit log – Top management approval history

Batch Invoice Generate



Memorise & Recall

Memorise the repetitive invoicing details and helps eliminate the repetitive data entries by recalling it out for the customers who are sharing the same invoicing details.

Automate the process of generating invoices in a batch

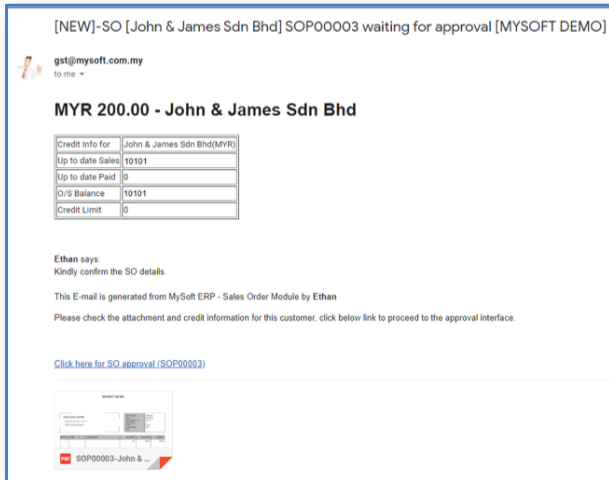
Generating the recurring invoices based on the customer's category, salesman, analysis code, or job code with the memorise & recall functions. Greatly improve your workers' productivity by issuing invoices on timely-basis.

Each batch generated invoices are editable

MySoft ERP provides you the convenience of system auto-generate the batch invoices within seconds. Each of your customers might have their unique terms & conditions or requirements, your worker can edit the generated invoices' details then email out to customers fast and easily.

Invoice Quick View							
Date	Invoice No	Salesmen	Customer	Customer Name	Your Ref No	Amount	Balance
08/05/2020	IN00005	0	A003	KTM Transport Bhd		500.00	500.00
08/05/2020	IN00004	0	A002	Noor Batik Sdn Bhd		500.00	500.00
08/05/2020	IN00003	0	A001	A&B Corporation Sdn Bhd		500.00	500.00

Email Top Management Approval



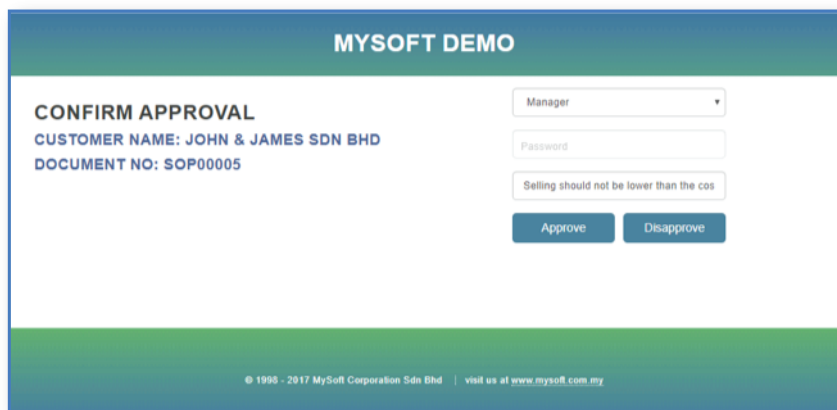
Increase the control of commercial documents

Ensure all the commercial documents (sales order, material requisition, and purchase requisition) are proceed to process with top management's approval.

Reduce the unnecessary department's spending

Increase the monitoring of the procurement department's purchase activities. Ensuring the materials and goods are purchased at the lowest selling price with top management's approval.

Purchase Requisition Quick View						
Voucher No.	Date	Supplier Name	Amount	Status	Authorised by	Authorised On
PR00005	05/05/2020	SAM & SAM FOOD SDN BHD	2,262.00	APPROVED	Manager	04/05/2020 16:46:46
PR00004	05/05/2020	SAM & SAM FOOD SDN BHD	5,566.00	APPROVED	Manager	04/05/2020 16:46:45
PR00003	04/05/2020	SAM & SAM FOOD SDN BHD	200.00	APPROVED	Manager	04/05/2020 16:46:20
PR00002	04/05/2020	SAM & SAM FOOD SDN BHD	3,330.00	APPROVED	Manager	04/05/2020 16:46:16
PR00001	04/05/2020	SAM & SAM FOOD SDN BHD	2,322.00	APPROVED	Manager	04/05/2020 16:46:15



Monitoring product's selling margin

Top management verifies every single sales order created by workers and ensuring the product's selling price is above the cost price.

User Audit Log						
User ID	Module Name	Voucher No/Code	Action	Log Date	Remark	ERP Version
Manager	SOP	SOP00005	SEND EMAIL	05/05/2020 12:18:39	gst@mysoft.com.my : [NEW]-SO [John & James Sdn Bhd] SOP00005 waiting for approval	10.101.264
Manager	Sales Order	SOP00005	CREATE	05/05/2020 12:18:21		10.101.264

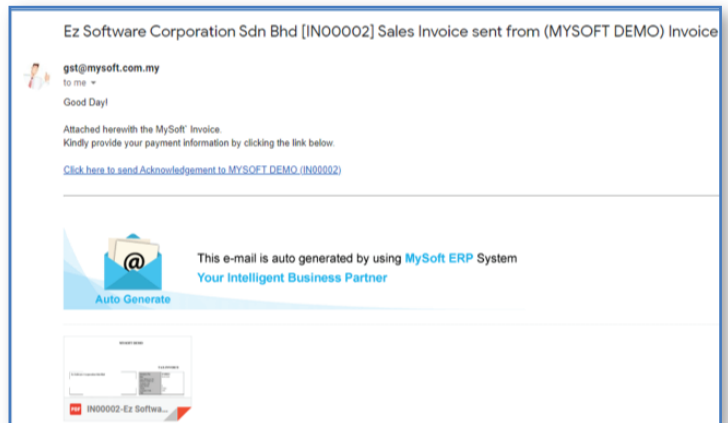
Details user audit logs

All your workers activities including commercial documents creation and amendment; Top management email approval history will be recorded into system automatically.

Improve The Communication With Customers And Suppliers

Feedback's link attached in the email

Recipient received the electronic documents with a corresponding document link attached into the email.



MYSOFT DEMO

ACKNOWLEDGEMENT
 CUSTOMER NAME: -EZ SOFTWARE CORPORATION SDN BHD
 DOCUMENT NO: IN00002

Customer self enter their payment information

Reduce your admin workload by allowing customer self enter their payment information into the attached link.

MYSOFT DEMO

CONFIRM ORDER
 SUPPLIER NAME: -SAM & SAM FOOD SDN BHD
 DOCUMENT NO: POP00001

Supplier confirm the Purchase Order

Send the purchase order to the supplier. Supplier can confirm your purchase order through the attached link.

Invoice Quick View

Date	Invoice No	Customer	Customer Name	Amount	Balance	Currenc	Email Sent	Ack. Remark	Ack. Ref. No	Ack. Amount	Ack. Date
05/05/2020	IN00002	C001	Ez Software Corporation Sdn Bhd	5,000.00	5,000.00	MYR	05/05/2020 12:38:35	Katherine-The bank-in-slip will be	CIMB20200505	5000	05/05/2020 12:55:46

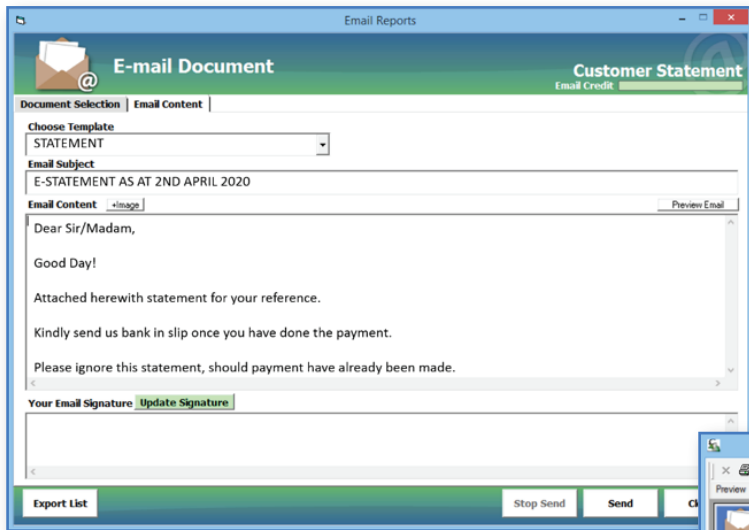
Payment information auto update into MySoft ERP

Your MySoft ERP will auto collect and display the feedback into the quick view screen.

Broadcast Commercial Document

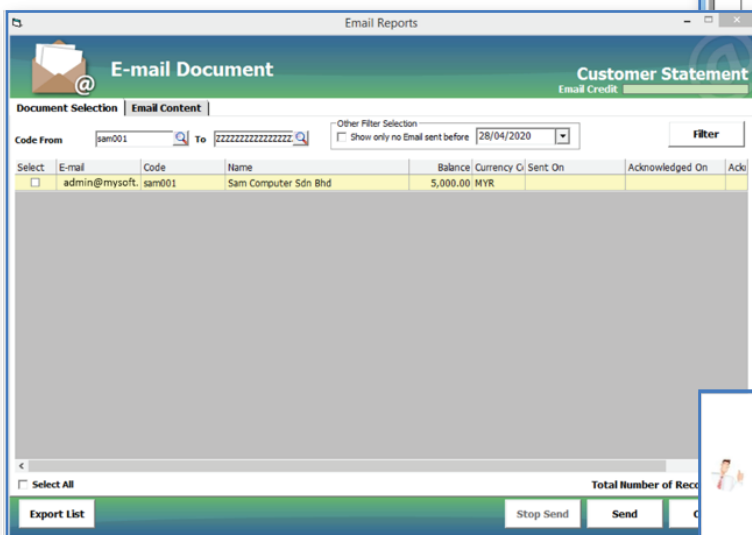
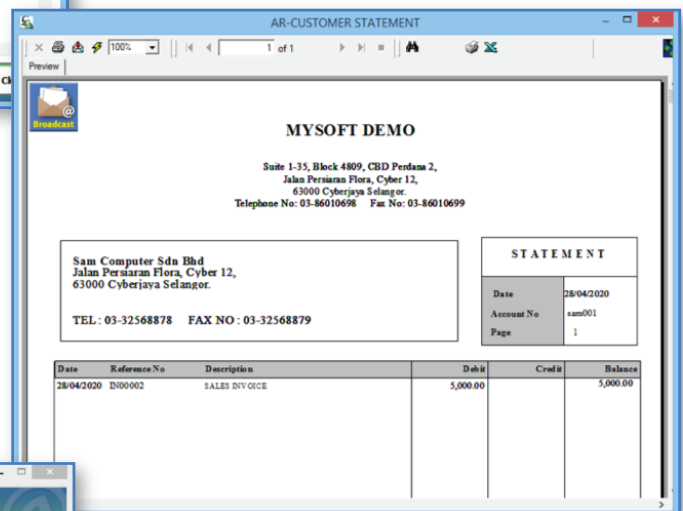
Save unlimited email templates

User customizable email templates. You can save multiple email templates and send the email corresponding with the commercial document type



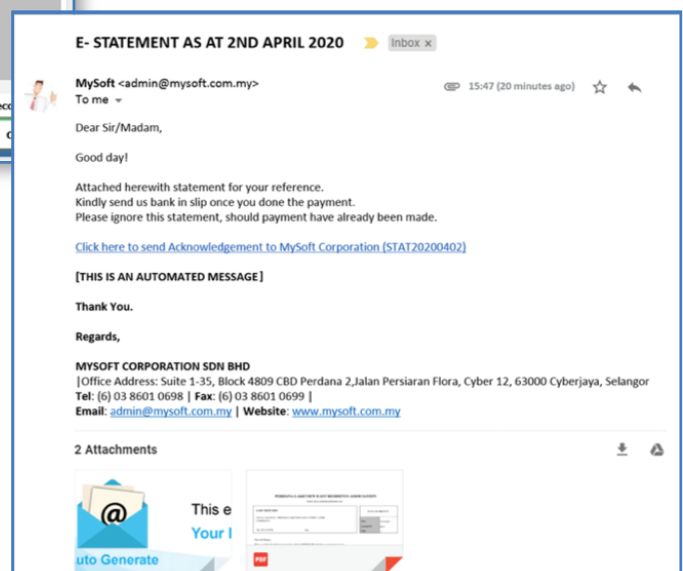
Automate commercial documents broadcasting

Save your time from download and attach PDF in each email. Automate your whole process by just broadcasting it to the right person.



Increase the company's professional image

Automate your email sending process, customers receive the company's standardized email with documents and reply's link attached.





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