greenform Nova

CUSTOMER GUIDE · NOVEMBER 2026

What counts as a business process.

GreenForm Nova is priced per active business process, not per workflow, form, screen or report. You pay for the outcomes Nova delivers, and everything needed to deliver each outcome is included in that one process. Use this guide to estimate your process count before we agree it.

What a business process is

A business process is one complete, end to end business function with its own purpose, triggers, users, rules and outcome. A department is not a process: one department usually runs several. We use three tests:

Purpose	Independence	Triggers
What business outcome does it deliver? A different function, with its own users and rules, points to a separate process.	Can it run on its own? If it can start and finish without being a step inside another process, it is separate.	What starts it? If several different business events can start it, it is its own process.

What is included in one process, and what counts separately

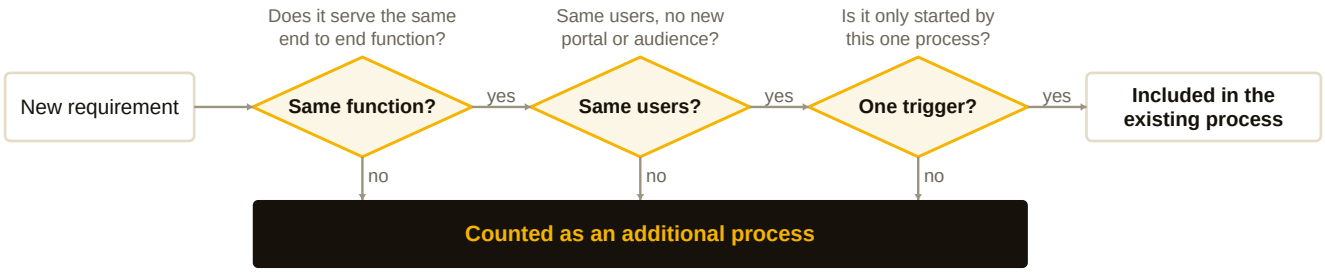
Included within one process (no extra charge)	Counted as an additional process
Multiple workflows that serve the same function	A distinct function with its own purpose, users and rules
All forms, approval routes and escalations used in that function	A portal for a different audience, such as a Creditors Portal added to Accounts Payable
Business rules, validations and integrations that support the function	A process that can run on its own, even if it often follows another
Reports, dashboards, documents and records for the function	A completely new or materially separate business function introduced later

Worked examples

Business area	Process	Count	Why it is counted this way
Finance	Accounts Payable	1	Invoice capture, approvals, rules, ERP integration and reports all serve one end to end function
Finance	Creditors Portal	1	Added later for suppliers: a different audience with its own purpose, users and rules
HR	Recruitment	1	Requisition to appointment is one function
HR	Employee Onboarding	1	Can be triggered by recruitment, promotion, transfer, role change or a disciplinary outcome
HR	Disciplinary and Warning Management	1	Its own rules, stakeholders and outcomes
Total		**5**	Adding a new form or approval step to Accounts Payable would not change the count. Adding Leave Management to HR would.

Check your own count

Run each new requirement through the three questions. A single **no** means it counts as an additional process.



How your process count is agreed

1. You list the business functions you want Nova to support. **2.** Meniko maps each one against the three tests and proposes a count. **3.** We review grey areas together and agree the final count before work starts. **4.** If you later add a new or materially separate function, we confirm it with you as an additional process before it is built.