

Document Management with Workflow

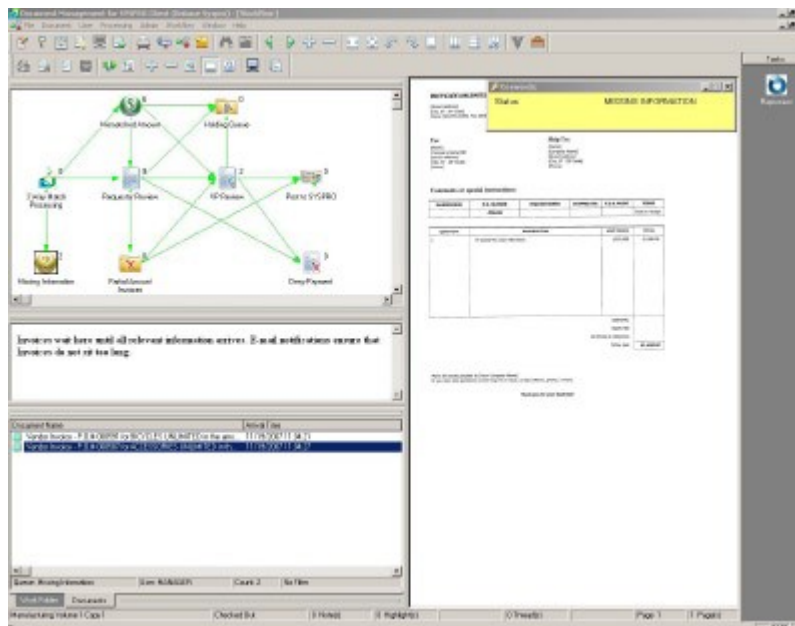
Perform business processes quickly, consistently and with less human interaction by configuring document-centric electronic workflows that can route documentation according to pre-defined rules or ad-hoc decision opportunities.

The Value of Document Management with Workflow

- ▶ Workflow can be automatically initiated by invoices being scanned, faxed, e-mailed or received by electronic data Interchange (EDI)
- ▶ AP documents are consistently processed in less time than traditional paper-based operations, enabling your organization to reduce costs and take advantage of available vendor discount deadlines
- ▶ Load balancing abilities
- ▶ Simultaneous notifications
- ▶ Alternative routing logic
- ▶ Ad-hoc workflow tasks
- ▶ Create instant access to unstructured documents from within various SYSPRO screens, minimizing time spent retrieving information
- ▶ Eliminate the need to search for paper documents by storing documents
- ▶ Provide an inherent document trail for unstructured documents
- ▶ Protect and verify the integrity and security of all documents
- ▶ Minimize the need for physical storage of business documents, saving money on facilities costs or allowing storage resources to be directed toward more valuable usage of physical space
- ▶ Improve responsiveness to customer and vendor inquiries

Matching Document Management with Workflow to your business

- ▶ Allow for the capture and management of unstructured documents such as Vendor Invoices and Proof of Delivery Notices
- ▶ Capture, store and retrieve electronic documents or paper documents that have been scanned, as well as other types of media
- ▶ Automatic indexing from auto-filling index fields
- ▶ Supporting documentation can be automatically cross-referenced, allowing users to double click from one document and retrieve a related document
- ▶ Provide a central document repository that can be accessed by authorized users to easily access information from across business locations
- ▶ Ensure that business processes are followed
- ▶ Provide a clear audit trail
- ▶ Timers for follow up and processing ensure prompt attention to your business needs
- ▶ Approval processes based on your particular business rules



Integration

- ▶ Document Management with Workflow integrates with the Purchase Order and Accounts Payable modules
- ▶ Could integrate with any SYSPRO module