

EMC Documentum WorkflowXtender for Accounts Payable



Streamlining the Accounts Payable Process

The Big Picture

- Allows you to quickly identify bottlenecks and assign resources and work as needed
- Provides pre-packaged workflow to help your organization get up and running quickly with minimal effort
- Increases efficiency of business processes and enables you to quickly address changing business needs
- Realistically represents how people work together to accomplish tasks in real world conditions

Organizations are under increasing pressure to reduce costs and improve efficiencies. The manual and paper-based processes used today to manage the majority of accounts payable transactions are inefficient, they're time consuming, and they result in unnecessary costs. To drive business value for maximum return on investment, enterprises need automated workflow to streamline their business processes, eliminate delays and bottlenecks, and maximize productivity.

A collaborative workflow model improves AP efficiency and productivity

EMC Documentum WorkflowXtender® for Accounts Payable is a pre-packaged solution that provides automated workflow management of documents and processes for the accounts payable (AP) organization. Together with EMC Documentum ApplicationXtender®, this solution provides complete management of AP documents while automating the routing of routine AP tasks. WorkflowXtender for Accounts Payable improves throughput and productivity of AP personnel, thus improving business efficiency for competitive advantage. Individual users can view and manage their tasks from within the ApplicationXtender client.

WorkflowXtender for Accounts Payable helps organizations improve AP efficiency and productivity by automating the flow of information through the enterprise. With its unique collaborative model for workflow, combined with the power of ApplicationXtender content management software, WorkflowXtender for Accounts Payable can significantly increase the enterprise's overall business efficiency. WorkflowXtender for Accounts Payable is an integral part of the ApplicationXtender product suite.

Powerful administration

- Allows you to monitor, administer, control, and track performance metrics for all AP processes so you can quickly identify bottlenecks and assign resources and work as needed
- Increases efficiency of business processes by providing work reassignment to address changing business needs
- Provides a customizable reporting system for management and performance monitoring
- Enables administrators to view status of user inboxes for supervisory review and for reprioritizing of existing work

Quick installation

- Enables organizations to be up and running quickly with minimal effort by providing a pre-packaged workflow application for accounts payable

Flexible and extensible workflow solution

- Accommodates additional user requirements by easily extending AP processes
- Supports sequential, parallel, conditional, rendezvous, and rule-based routing, as well as built-in process negotiation and exception handling

Collaborative work management

- Allows AP users to collaborate and negotiate “real world” conditions during the workflow to realistically represent how people work together to accomplish tasks
- Increases productivity with automatic reminders of due dates, including follow-ups for replies, past due alerts, and escalation
- Allows you to view current, pending, and completed work, as well as work history, within ApplicationXtender or WorkflowXtender core products

About Documentum software from EMC

Documentum software from EMC Corporation includes enterprise content management solutions that enable organizations to unite teams, content, and associated business processes. With a single platform, EMC Documentum software enables people to collaboratively create, manage, deliver, and archive the content that drives business operations, from documents and discussions to e-mail, Web pages, records, and rich media. For more information, visit www.emc.com/documentum



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