

Expense Cycle Management

Streamlining the Payment Process

Every organization incurs expenses that must be paid. The complexity of this process directly correlates to the amount of goods and services purchased, the kind and number of vendors and the individual company's business rules for approving payments and collecting and maintaining historical information.

Because of its very nature, the payment cycle lends itself to automation with technologies such as workflow and imaging – two words normally associated with Business Process Reengineering (BPR), a term that strikes fear into user and IT communities. BPR by its very nature entails exceptionally long implementations with a substantial price tag. But with Computron's process templates, workflow technology seamlessly joins with business processes to streamline and automate the various stages of the financial transaction life cycle.



Fundamentally Different

Computron's workflow-based solutions focus on improving financial management through the use of process-centric tools. More than just mere workflow-enablement – whereby workflow technology is simply laid over a specific application – the process-centric approach couples the value of workflow with Computron's standard functional richness, allowing customers to deploy and manage world-class business processes.

With Computron's Expense Cycle Management (ECM) solution, organizations can decrease wait time (speed the process), reduce manual effort, and improve their control over the payment process, while increasing the overall productivity and quality of the organizational process. ECM is a complete application that integrates portions of Computron's financial modules with robust workflow technology.

The Value of ECM

Most organizations still rely on manual invoices and paper in the payment area. While the computer and financial software applications have helped considerably in streamlining this process, it is still cumbersome. With Computron's ECM, organizations can leverage the computer and technology to their full advantage and considerably shorten the transaction lifecycle while freeing up knowledge workers to deal with exceptions, as opposed to mundane transactions.

No More Paper Shuffling

Computron's ECM can do away with paper handling through the use of scanning and indexing. When an invoice arrives in the mailroom, it can be scanned into the Computron system and pertinent information indexed. This indexed information includes such data as the vendor, the invoice number, the amount, and date of the invoice. Then, based on your business rules, this invoice is electronically routed to the appropriate individual for approval or, if approval is unnecessary, routed for payment.

The image of the invoice is retained as electronic historical information, allowing a single repository, the computer, for the complete transaction life cycle. Computron's advanced features allow for appending electronic notes or attaching any of a variety of electronic objects to the image of the invoice, as well as providing a full audit trail of its route through the organization.

Definition Wizards

ECM provides two sets of Wizards that make the workflow definition simple. The Task Wizard allows the author to define the task specific parameters. For example, for a scan task, the task parameters include standard parameters (a specification of the kind of task in use), scan parameters (a specification of the scanning options associated with the task), and queue parameters (a specification of user interaction with the task).

An Outcome Wizard allows the author to select outcome parameters (what happens next), queue parameters (who it goes to and how), and the rules definition. This is where the author builds in or modifies what will happen to the item(s) in the queue once the task is completed and what business logic will invoke that outcome.

Integral Features

- **Scanning** -- Batch or individual; Scan & Index; Associated documents; Document import
- **Indexing** --Batch document indexing; Merge invoice; Split invoice; Duplicate checking; Return to scanning; Display images; Create letters/e-forms; List invoice documents; Index document linking
- **Pre & Post Voucher Entry** --Index & create voucher; Volume efficiencies; Recurring vouchers
- **Approvals** -- Approval table maintenance; Up to 5 approver levels; Critical voucher review; Time & amount tolerance
- **EFT Payments**
- **Evaluated Receipt Settlement**
- **Exception Handling**
- **Full On-line Inquiry**

Best of Both Worlds

In simple terms, Computron's ECM is a complete workflow application, versus a toolset. It comes delivered with many options to reengineer specific business processes. ECM allows your organization to reengineer Accounts Payable quickly and painlessly. Best of all, ECM provides for the concept of Continuous Process Reengineering (CPR). As your organization's business processes change, ECM provides the ability to redefine the payables process and tasks at the click of a mouse. Computron ECM - all of the gain, without the pain.

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About Computron

www.computronsoftware.com

Computron has a proven 30 year track record developing robust, high volume, scalable, secure and effective financial management solutions for more than 500 companies world wide. Headquartered in Lyndhurst New Jersey, Computron has offices in Australia, Europe, South Africa and the United States.

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