

Workflow—Enterprise Content Management

Application Overview

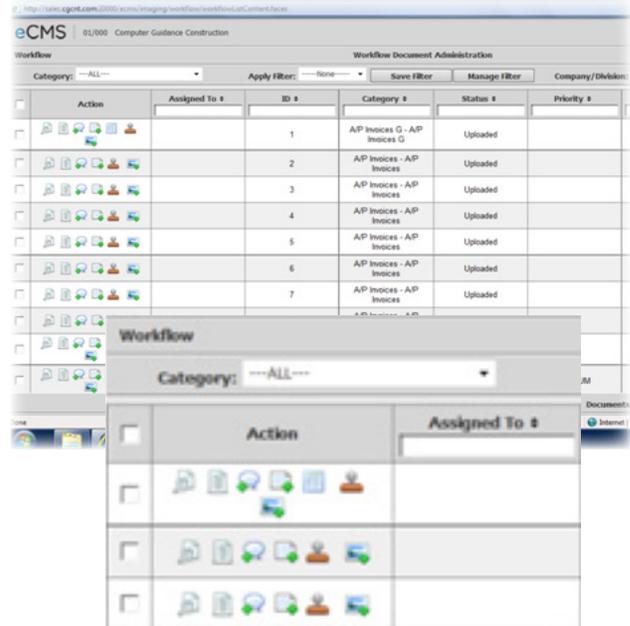
build for profit

Computer Guidance's Workflow is part of the eCMS Enterprise Content Management suite seamlessly integrated with the financial and project management applications as they manage the lifecycle of a company's documents and content. The Workflow application enables you to share business documents facilitating review and approval of critical documents and forms, empowering improved decision-making and expediting the processing of financial transactions. The Workflow application is a powerful tool for your organization to ensure real-time collaboration and coordination of activities across all areas of your business in a secure and controlled manner.

With tremendous flexibility built in the application, you can create business logic to balance accounts payable amounts during approval before proceeding with the transactions. In addition, you can set approval amounts per user and per category and can easily establish business processes that follow your company's policies and procedures. Pre-established workflows can follow corporate calendar and approval hierarchy allowing you to bypass potential delays due to company holidays, non-business days, personnel absence or other criteria.

Workflow can also provide a significant productivity gain in the subcontract processing. With the Workflow application, you can pre-establish total subcontract amounts per vendor and time period, and the application prevents overpayments to the subcontractor. In addition, you can conveniently track subcontract performance and associated payments with the ability to track percent completion, retention and associated amounts against the total. Retention invoices are maintained and released through the workflow.

The Workflow application, as with other applications with Computer Guidance's Enterprise Content Management offering, leverages the same security configurations as eCMS. Therefore, workflows are protected and cannot be changed without established eCMS user rights.



Application Highlights

- Workflow administrator functionality
- Ability to change workflow on demand
- Coding Table validation and configuration
- Enhanced workflow log for status review and history
- Search capability through all categories through Workflow Inquiry
- Integrated with Batch Upload, Imaging, eForms Archival and other eCMS applications
- Automated index archival by associating the document to the an eCMS function

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Features

Benefits

Ability to change workflow on demand and reroute the document to another workflow	Automated business processes for improved productivity
Ability for workflow administrators to forward documents	Audit trail for greater risk management
Up to 10,000 workflow scenarios per category and subcategory	Strengthened internal controls for or to protect sensitive information
Expanded document log to include additional steps such as changing user indexes with before and after values, association, and more	Standardized business processes for greater financial control
Ability to pre-establish time-out processing to include the corporate calendar and approval hierarchy	Proactive decision-making as a result of built-in alerts and prompts
Ability to reject and send documents back to any previous approver	Improved communication and collaboration
Ability to restrict data entry into specific fields per specific user	
Coding Table Validation and Configuration	<div data-bbox="878 892 1503 1297" data-label="Complex-Block"> <p>Coding Table Validation and Configuration</p> <ul style="list-style-type: none"> ▪ eCMS prompts to alert for delay in approving, amount exceeding balance or approval amount ▪ Pre-defined list of values ▪ Line item approval where document will not pass final approval unless each line item is approved ▪ Negative number support ▪ Ability to view Coding Table after association for reference </div>
Flexible document assignment to a workflow based on first letter of an index, such as job name, user name or vendor	
Accounts Payable Import automatically checks for duplicate invoice numbers	
In-depth tracking capability through history logs	
Advanced-role-based security merged with eCMS security	
Redesigned user interface for improved user experience, including the addition of new launch points and viewpoints of Enterprise Content Management application throughout all eCMS screens	

Along with Workflow, Computer Guidance offers a comprehensive suite of Enterprise Content Management applications providing the tools for the management of the complete document lifecycle. Enterprise Content Management applications work cohesively and seamlessly together as they enable contractors to capture digital and scanned documents from multiple sources, attach them to any record in any application and utilize those documents as part of common workflows.

The Workflow application was designed to automate and regulate the flow of your organization's scanned, digital documents and associated business processes across the organization so you improve productivity and efficiency. Workflow also plays a significant role in strengthening your internal controls by protecting sensitive content and placing standard procedures in place for greater risk management. This is supported by a forms archival system, dynamic indexing and role-based security that provide a comprehensive Enterprise Content Management solution to meet your daily business needs.

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