AP WORKFLOW
ECM Toolbox

ECM Toolbox's AP Invoice Workflow is a turnkey accounts payable workflow automation solution that leverages **EMC and Digitech** document software and the **ECM Toolbox** workflow engine.

The magic of AP Invoice Workflow is that users have a simple interface that provides full control of the AP workflow process.

ECM Toolbox's AP Workflow is a completely web-based invoice processing solution that:

- Reduce payment cycle time from weeks to hours
- Significantly increase on-time payments and maximize early payment discounts
- Processes invoices with POs, expense vouchers, recurring payments, and expense accruals
- Breeze through audits with world class document management functionality
- Eliminate 99% of the paper in the approval process—Go Green!

Benefits for Accounts Payable User

- Quickly create, manage & delete workflow tasks
- Ensure every process step is completed or sends alerts
- Easily set up user access rights to ensure security
- Quickly add new workflows
- Add comments for the next level(s) of approval to view
- At every step, see who reviewed the workflow, when an action was performed and any notes/comments (whether human or system-generated); audit information is attached to the invoice
- Image-enable your ERP/accounting back-end with streamlined invoice processing

Features of AP Invoices

- Simple interface
- Process integrity
- Users roles & permissions
- New rules & departments
- Email notifications
- Commenting
- Flexibility
- Design customization
- Auditing
- Two-way integration with your financial system

AP Invoice Workflow: 3 Simple Steps

Map out all users and decision makers throughout the organization
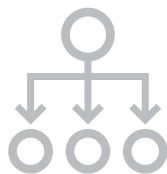
Incorporate business rules, escalation scenarios and exceptions are handling

Complete a dry run, incorporate changes, train users, and deploy

Workflow Group Inbox

This is a screen shot of an Inbox of workflow tasks that are waiting to be processed or have been "selected" by a system user and who is processing the workflow task and/or document.

About ECM Toolbox

ECM Toolbox provides software solutions that add value for document management systems, with special expertise in extending the functionality of ApplicationXtender (AX) from EMC and Digitech. Our solutions have been created by software developers, integrators and value-added resellers (VARs) having special expertise with enterprise content management (ECM). Our partners saw a need that is not being provided within AX and ECM Toolbox is the distribution center for these apps and plug-ins. We provide a shopping mall experience for end-users that need more functionality out of their document management system and for resellers who would like to add these solutions to their product and service portfolio.