Workflow Automation

Overview

Ever thought about how much time and money you spend waiting for information? Manually routing data and documents in and out of your organization is not just expensive - it's risky. Tasks that require an army in a paper-based world can be completed quickly and easily by a small team with Workflow Automation.
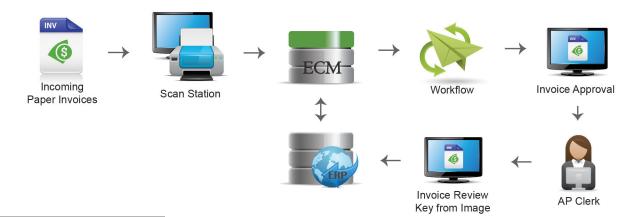
What is Workflow Automation?

More than just routing documents, Workflow Automation **automatically processes work based on a pre-defined set of rules** so you can focus on the job you were hired for - not chasing paper. Workflow enables users to **process work more efficiently, faster, and more accurately** than with traditional paper processing. From core process driven applications, to approving expense reports, or high volume remittance processing, workflow **streamlines cross-departmental and enterprise collaborative efforts** and **accelerates the completion of critical business tasks**. Just as importantly, the **documents and information within workflow processes are more safe and secure.** No more folders on desks, misplaced or misrouted files, or mysteriously lost data. **Only the right people at the right time have access!**

Key Benefits of Workflow Automation

- **Promote Business Process Improvements** to streamline and simplify critical business processes
- **Improves Customer Service** by ensuring higher quality processes and faster turnaround times
- **Reduces Costs** by freeing staff from low-value, manual tasks and increasing work output
- **Allows Better Process Control** with standardized working methods and audit trails
- **Promotes Accountability** with detailed auditable history to monitor security and employee performance
- **Supports Compliance Initiatives** with security and detailed audit trails

Sample Workflow | Accounts Payable Process Automation

Automated Invoice Approvals & Routing

Incoming Paper Invoices → Scan Station → ECM → Workflow → Invoice Approval → AP Clerk → Invoice Review Key from Image → ERP

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