Workflow and Document Management Solution

ContinuFlow Overview

February 2021

Custom Workflow Queues and Dashboard

Software Platform to Support AP and Accounting Solutions

1. Data Capture Capabilities (email, scan, upload, etc.)

2. Digital Document Management

3. Customizable Workflow

4. Portal and e-Forms

5. Rapid Deployment and Scalability

6. Integration with F&A Systems of Record

Cloud-Based SaaS Solution

Licensed based on monthly usage / consumption

Key Features

Access / Security Administration

- Multi-Factor Authentication for user Login available

- Browser-based access via Chrome or IE

- Customizable user settings by role

Document Ingestion

- Automated Email Integration (both attachments and email body)

- Batch Scanning and Upload

- Additional files can be uploaded manually

Dashboard

- Customizable to display of Key Reporting Metrics (Invoice Amoun Summary, Aging, etc.)

- Document / Record Search and Query

- Access to Available Workflow Queues

Key Features

Search Features:

Ability to search invoices from the below criteria, with the results available to download to excel. Customizable Search data can be added per clients' requirements.

- Invoice Number
- Vendor Number
- Company
- Status

- Invoice Date
- Received Date
- Description
- Approver

E-Form Invoice:

- Customizable Form for Self Service Entry of Documents (invoices)

More Features

Customizable Workflow Queues/Statuses

Master Data Integration:

- Vendor Master
- Chart of Accounts
- Payment / Check Details

Outbound Integration:

- Customizable Invoice file Import into AP systems of Record
- URL integration to Render Invoice Images within ERP

Standard and Customizable Reports:

- AP Aging
- Spend Reports
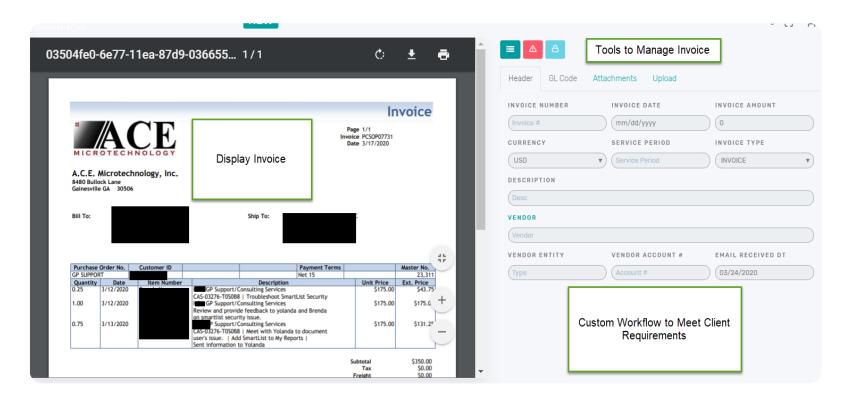- Accrual Reports

More Features

Invoice Processing / Indexing:

1. Header and Line Level Detail including GL Coding
2. Supporting Documentation can be attached
3. Email Approvals can be attached
4. Notes dialog box allows for comments.
5. Exception Flagging with Notes and Workflow
6. Audit Trail includes all views or actions on the invoice.
7. Duplicate Identification Logic

Approval Workflow:

1. Customizable, Multi-Level Approval
2. Configurable, Auto-Routing Logic based on GL Coding, Invoice Amount, etc.
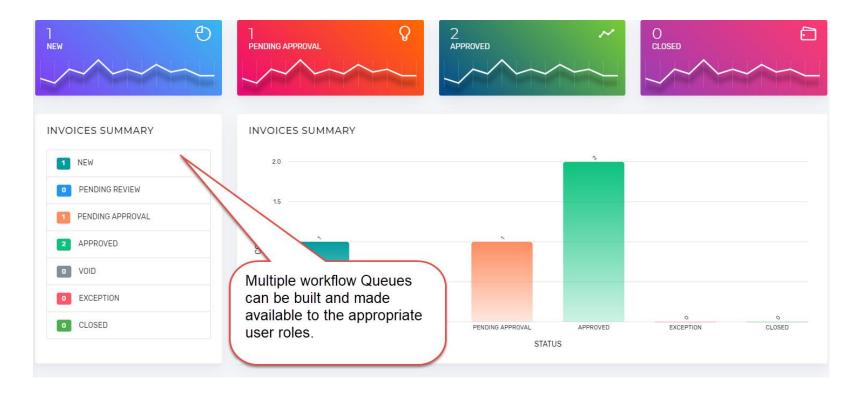3. Role Based Security to Separate Indexing and Approval Rights
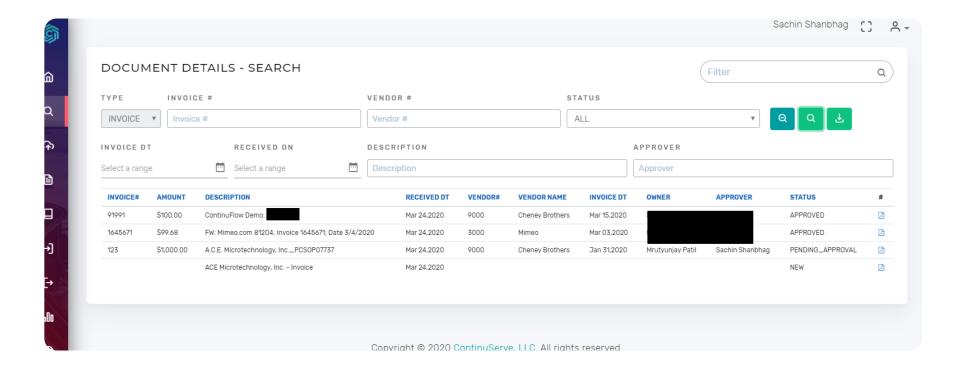
Customizable Document Management Platform

Custom Workflow Queues and Dashboard

Multiple workflow Queues can be built and made available to the appropriate user roles.

Document Archiving and Online Retrieval

Audit Trail and Notes