



# Workflow and Document Management Solution

## ContinuFlow Overview

February 2021

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# 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 Amount 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

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**A.C.E. Microtechnology, Inc.**  
8480 Bullock Lane  
Gainesville GA 30506

Display Invoice

**Invoice**

Page 1/1  
Invoice PCSOP07731  
Date 3/17/2020

Bill To: [REDACTED]      Ship To: [REDACTED]

Purchase Order No.	Customer ID	Payment Terms	Master No.
GP SUPPORT	<span style="background-color: black; color: black;">[REDACTED]</span>	Net 15	23,311

Quantity	Date	Item Number	Description	Unit Price	Ext. Price
0.25	3/12/2020	<span style="background-color: black; color: black;">[REDACTED]</span>	GP Support/Consulting Services	\$175.00	\$43.75
1.00	3/12/2020	<span style="background-color: black; color: black;">[REDACTED]</span>	CAS-03276-T050B8   Troubleshoot SmartList Security GP Support/Consulting Services	\$175.00	\$175.00
			Review and provide feedback to yolanda and Brenda on smartlist security issue.		
0.75	3/13/2020	<span style="background-color: black; color: black;">[REDACTED]</span>	GP Support/Consulting Services CAS-03276-T050B8   Meet with Yolanda to document user's issue.   Add SmartList to My Reports   Sent information to Yolanda	\$175.00	\$131.25
<b>Subtotal</b>					\$350.00
Tax					\$0.00
Freight					\$0.00

Custom Workflow to Meet Client Requirements

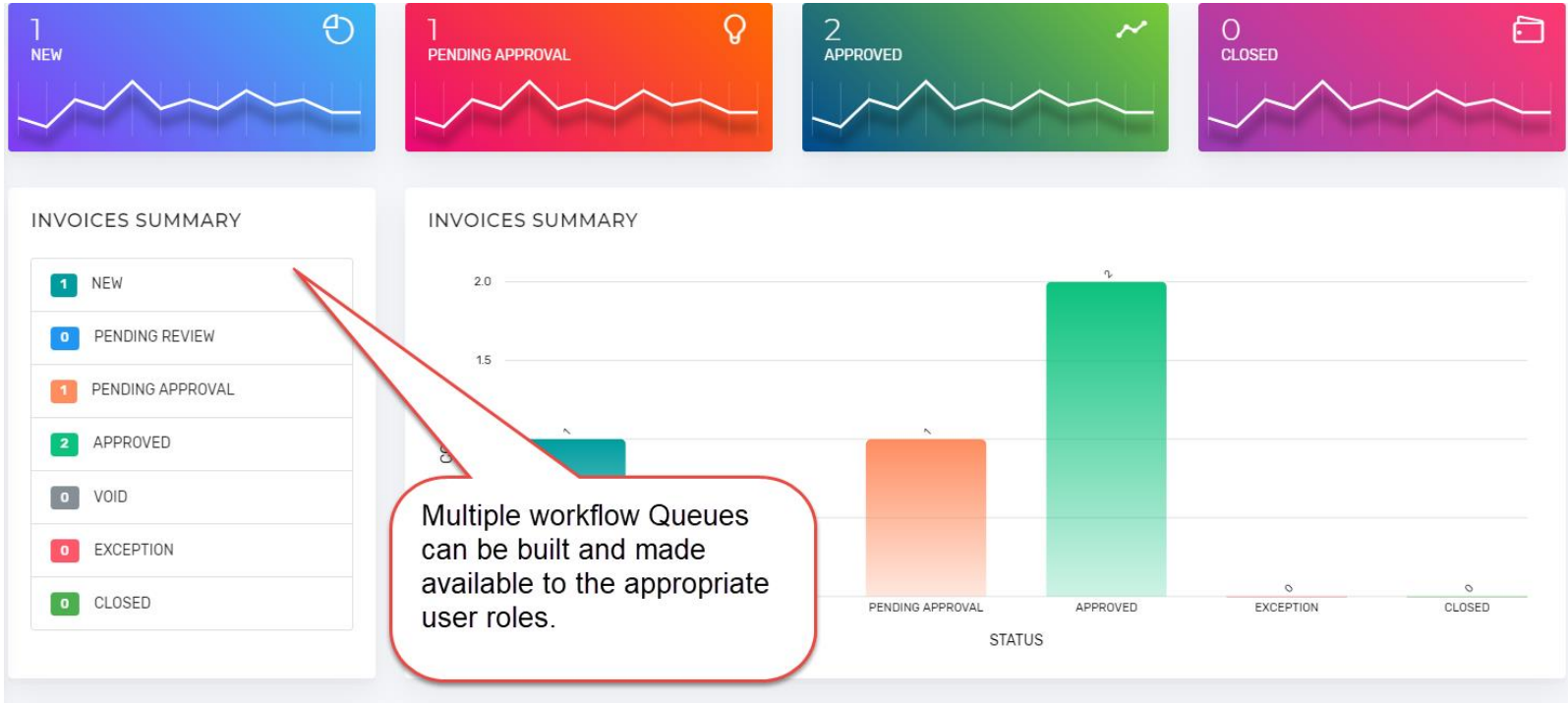
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Tools to Manage Invoice

Header    GL Code    Attachments    Upload



INVOICE NUMBER	INVOICE DATE	INVOICE AMOUNT
<input type="text" value="Invoice #"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="0"/>
CURRENCY	SERVICE PERIOD	INVOICE TYPE
<input type="text" value="USD"/>	<input type="text" value="Service Period"/>	<input type="text" value="INVOICE"/>
DESCRIPTION		
<input type="text" value="Desc"/>		
VENDOR		
<input type="text" value="Vendor"/>		
VENDOR ENTITY	VENDOR ACCOUNT #	EMAIL RECEIVED DT
<input type="text" value="Type"/>	<input type="text" value="Account #"/>	<input type="text" value="03/24/2020"/>

# Custom Workflow Queues and Dashboard














# Document Archiving and Online Retrieval

Sachin Shanbhag  

### DOCUMENT DETAILS - SEARCH Filter

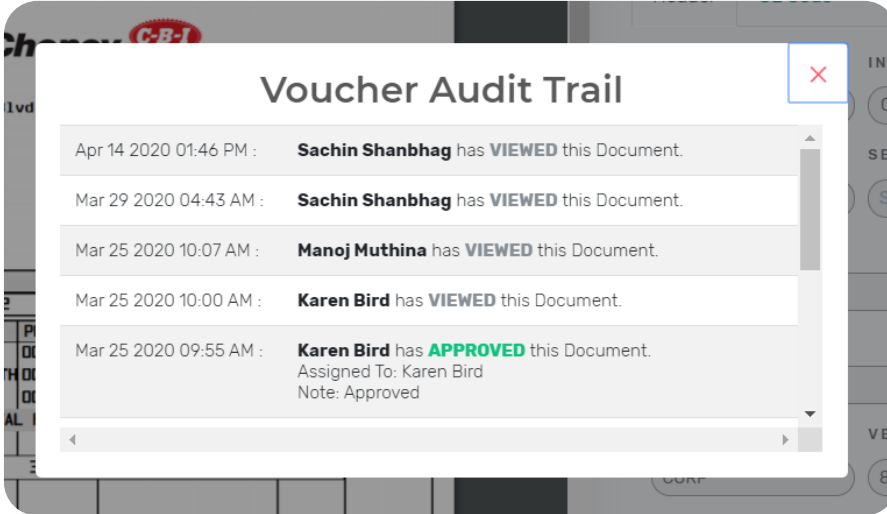
**TYPE** **INVOICE #** **VENDOR #** **STATUS**  
 INVOICE   ALL   

**INVOICE DT** **RECEIVED ON** **DESCRIPTION** **APPROVER**  
 Select a range  Select a range 

INVOICE#	AMOUNT	DESCRIPTION	RECEIVED DT	VENDOR#	VENDOR NAME	INVOICE DT	OWNER	APPROVER	STATUS	#
91991	\$100.00	ContinuFlow Demo: [REDACTED]	Mar 24,2020	9000	Cheney Brothers	Mar 15,2020	[REDACTED]	[REDACTED]	APPROVED	
1645671	\$99.68	FW: Mimeo.com 81204; Invoice 1645671; Date 3/4/2020	Mar 24,2020	3000	Mimeo	Mar 03,2020	[REDACTED]	[REDACTED]	APPROVED	
123	\$1,000.00	A.C.E. Microtechnology, Inc._PCSOP07737	Mar 24,2020	9000	Cheney Brothers	Jan 31,2020	Mrutyunjay Patil	Sachin Shanbhag	PENDING_APPROVAL	
		ACE Microtechnology, Inc. - Invoice	Mar 24,2020						NEW	

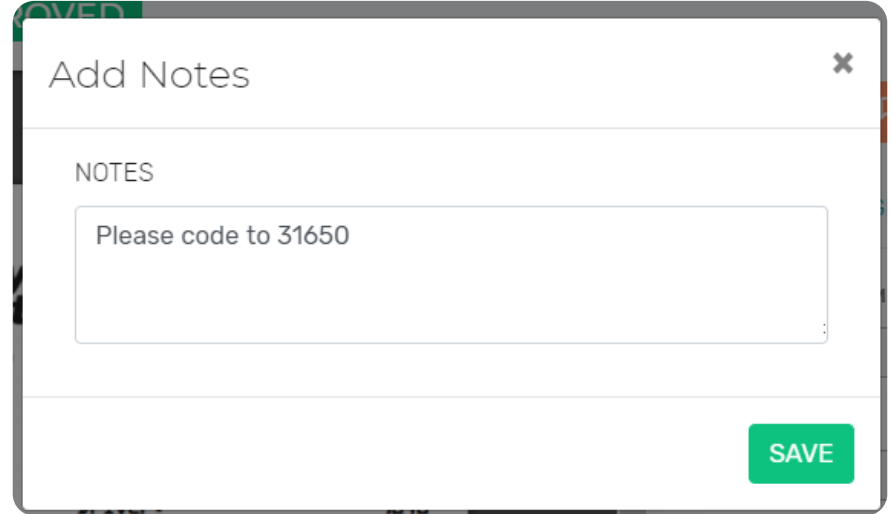
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# Audit Trail and Notes



**Voucher Audit Trail**

- Apr 14 2020 01:46 PM : **Sachin Shanbhag** has **VIEWED** this Document.
- Mar 29 2020 04:43 AM : **Sachin Shanbhag** has **VIEWED** this Document.
- Mar 25 2020 10:07 AM : **Manoj Muthina** has **VIEWED** this Document.
- Mar 25 2020 10:00 AM : **Karen Bird** has **VIEWED** this Document.
- Mar 25 2020 09:55 AM : **Karen Bird** has **APPROVED** this Document.  
Assigned To: Karen Bird  
Note: Approved



**Add Notes**

NOTES

Please code to 31650

**SAVE**