

# EMC Documentum ApplicationXtender for Accounts Payable

## The Big Picture

- Reduce operating costs by automating manual tasks to capture, organize, and deliver invoices, attachments, and other business-critical information
- Retrieve information via popular Microsoft Office desktop applications, including Microsoft SharePoint, to enhance the quality of decisions, increase customer service levels, and improve productivity
- Use Windows-based tools to centrally configure and manage application resources such as templates and repository parameters, storage devices, and business rules
- Leverage advanced workflow capabilities to speed approvals and improve process efficiency
- Integrate directly with EMC Centera for cost-effective retention, protection, and disposition of fixed content

## Automate invoice processing to facilitate on-time payments, improve productivity, and eliminate delivery and storage costs

Accounts payable (AP) is one of the most paper-intensive areas within your organization. Despite accounting system and ERP efficiencies and efforts to incorporate electronic invoicing, the volume of paper invoices remains steady—if not increasing—and AP departments struggle to effectively process these documents. Manual invoice processing extends cycle times and increases the risk of errors, and the invoice process can often touch individuals across widely distributed environments—creating costly and time-consuming invoice approval and payment authorizations.

Consider these common challenges:

- Requiring AP staff to manually enter invoice data from paper invoices exposes organization to data entry errors, high costs, and extended time delays. Effective AP departments utilize automated data extraction to eliminate manual data entry bottlenecks, improve accuracy, and reduce costs. By freeing staff from data entry, AP departments become more efficient and utilize free resources for higher-value tasks.
- Moving paper invoices from desk to desk—and often office to office—slows approval processes and introduces risk of documents lost in the shuffle. Automated invoice approval enables AP departments to quickly route invoices to employees and managers, reduce cycle times, and enable management functions to highlight invoices that are stalled during the approval process.
- One of the more significant benefits of automating AP processes is often hidden: slow, inefficient invoice processing and approvals often expose companies to late payment penalties. By employing automated invoice processing, organizations can complete approvals more quickly, eliminate the risk of late payments, and take advantage of early payment discounts.

Forward-thinking accounting departments employ electronic solutions that enable them to capture invoices as they are received, automate data entry and the approval processes, and manage invoices not just for billing purposes, but also for litigation and eDiscovery.

### Efficient invoice processing and management with EMC Documentum ApplicationXtender

With EMC® Documentum® ApplicationXtender®, accounts payable departments can capture, organize, route, deliver, and archive business-critical information such as purchase orders, invoices, and attachments, and more. ApplicationXtender is easy to implement, integrate, and manage, providing instant, role-based access to content from either a desktop interface or web browser. It is the market-leading document management solution for mid-size organizations and departments.

ApplicationXtender provides out-of-the-box capabilities that allow AP departments to quickly create “electronic file cabinets” to capture and store all paper-based purchase orders, invoices, and supporting documents in a digital format. Built on a central repository, ApplicationXtender enables quick access to information from a browser or desktop interface. Now, AP departments can deliver complete information and accuracy with cross-referencing capabilities for improved vendor relationships and customer service. Most importantly, invoices may be routed through the correct employees and managers based on pre-established corporate rules, enabling quicker and more informed decisions. Because invoice payment decisions can be achieved much more rapidly, companies have improved access to early payment discounts and can eliminate late payment penalties.

Based on an easy-to-use Microsoft® Windows® .NET-optimized system, ApplicationXtender can be quickly deployed through a network of value-added partners in the Microsoft environment. End users can easily access document management technology from familiar, easy-to-use Microsoft Office business applications, including Microsoft SharePoint®, with little to no training and limited requirements for IT departments. Accounts payable departments benefit from a unified platform that aggregates, manages and archives all paper and electronic information, and presents it via an intuitive user interface.

### **Time and cost savings**

EMC ApplicationXtender solution for accounts payable cost-effectively scans paper records of all kinds and stores them in an easily searchable electronic file cabinet. With the ApplicationXtender solution, dispersed company functions, such as finance, accounting, and records departments can manage hundreds of gigabytes of documents and scan tens of thousands of documents monthly.

All of the information—purchase orders, invoices, attachments, and other documentation—is stored, managed, and archived within ApplicationXtender. AP staff can easily share this information across geographically dispersed departments and can locate relevant information at their fingertips.

By making images of critical documents readily available, your organization can also eliminate delivery costs and time delays associated with shipping and carting documents from different locations. AP departments no longer have to pay to have files hauled back and forth nightly, and critical records can be viewed at any time—right from the desktop, browser, or even a SharePoint interface, from any location. In addition, eliminating the need to file and retrieve paper will save many person-hours, eliminating the need for several staff people and freeing up time for more value-added activities.

### **Beyond capture of paper invoices**

In addition to managing documents, ApplicationXtender features workflow management functions that enable organizations to automate processes and leverage automation to significantly reduce manual steps and improve cycle times. AP departments can benefit by automating manual data entry through automated data extraction and by applying business rules and routing to speed invoice validation and approvals. ApplicationXtender Workflow Manager is an easy-to-use, yet fully enabled workflow solution, featuring process and forms design, workflow management, and analysis tools. Workflow Manager enables solutions to fully control processes within the ApplicationXtender environment and to easily integrate with existing business applications. Workflow Manager offers complete capabilities for creating solutions designed to improve efficiency in document-based business processes.

ApplicationXtender has comprehensive integrations into third party applications, be it user interfaces, storage systems, record management capabilities, or even media conversion and distribution capabilities. For example, ApplicationXtender has integration for SAP, which enables SAP users to view documents that are stored in ApplicationXtender via their SAP environment.

ApplicationXtender also includes comprehensive retention management capabilities. Retention management functions enable organizations to easily configure document retention and disposition policies to mitigate risk and ensure that compliance goals are met. The policies can be easily defined and are automatically enforced in the background to ensure that documents stored within the electronic file cabinet are managed appropriately.

Beyond the ApplicationXtender retention policy management system, ApplicationXtender also integrates with EMC Centera®, the market-leading data archiving platform. ApplicationXtender administrators can easily configure retention policies without the need for separate management applications or interfaces, making this solution ideal for accounts payable departments, which need to enforce policies for information protection and compliance.

## Summary

Automating manual, paper-based invoice processing can enable accounts payable departments to streamline their invoice processing and approval processes. This enables organizations to take advantage of early payment discounts, eliminate late payment penalties, and improve productivity by automating manual processing steps. EMC Documentum ApplicationXtender provides an instant document management solution—from capturing to processing to delivering information. Organizations can not only eliminate vast quantities of paper, but save countless person-hours, increase productivity, and eliminate delivery and storage costs.

## About EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at [www.EMC.com](http://www.EMC.com).



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