



## FlexiWorkflow™ and eInvoice

FlexiWorkflow, the approval workflow module, and eInvoice Add-On, the electronic invoice processing extension for FlexiWorkflow, are parts of FlexiFinancials suite of accounting applications. Today, companies are looking at ways to move to a paperless environment and automating as much as possible. FlexiWorkflow and eInvoice Add-On, together with FlexiImaging, are helping companies to execute on this vision.

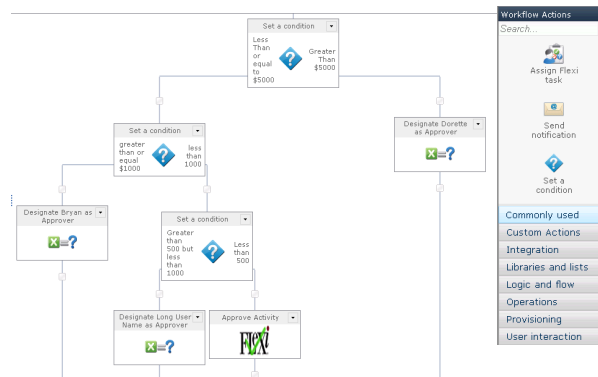
FlexiWorkflow delivers a simple way to define and to manage routing of accounting documents through an approval process and store them for historical references. FlexiWorkflow is based on Microsoft SharePoint technology and has such innovative features as drag-and-drop Visio-like designer, email- and browser-based approvals, and tracking of bottlenecks.

eInvoice Add-On provides a simple interface to capture a payable item. It is an ideal interface for users who are accustomed to working with a full accounting package but need to communicate payable transactions for their business units.

FlexiImaging is a framework tying content management systems and FlexiFinancials together.

### Flexible Workflow Approval Routes

- Drag and Drop Routing Rules
- User Defined Decision Trees
- Multi-user Approval Tasks
- User Defined Message Templates
- Enforce Safe Looping Workflows
- Long Term Delegation
- Workflow Scheduling Controls
- Process-Specific Approval Forms
- Send Notifications
- Invoking Other Routes
- Deploy Business Process Changing by Simply Saving Flowchart



### Approval and Disapprovals Made Easy

- Flexible Notification Preferences—email, SMS from a PC or iPhone/smartphone
- Notification Methods Defined by User for business hours and after hours
- Approval or Disapproval via e-mail messages and from any portal device
- Automatic Out of Office Delegation
- Time-delayed automated Delegation or manual Delegation
- Approval Forms can be viewed in a Browser or Windows Client
- Attach Supporting Images and Documents at any time during the process
- Add Notes anywhere and they will be updated in Flexi
- Change Information on Approval Forms such as GL account distribution

### Workflow and Security Management

- View All Pending Approvals
- View Approval Times
- Diagram of Approval Steps
- Automatic Escalations and Reminders
- Integrated Windows Authentication
- Access controls Down to Individual Items
- User, Group and Org Structure Data from Active Directory

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## FlexiWorkflow and eInvoice

### eInvoice Add-On

- Browser-Based Invoice Form
- Validation against FlexiPayables Rules
- Invoice Images
- Broad Reach Across Enterprise
- Enter All or None of Invoice Data
- Customizable Views of Historical Data
- Record Invoice and Approvals Based On
  - receiving e-mail from a vendor
  - receiving an image from a scanner
  - entering data in a browser
  - entering invoices in FlexiPayables

### FlexiImaging

- Unlimited Files
- Full Content Management of SharePoint
- Support of other imaging systems
- Including Files in Approval Requests
- Seamless Access from Flexi Applications
- Linking Additional Items by Updating Business References
- View Images within FlexiFinancials
- Standardized Framework to Integrate Various Imaging Solutions

### FlexiWorkflow Integration with FlexiFinancials

- FlexiPayables
  - Invoice Approvals
  - Employee Expense Approvals
  - Recurring Invoice Approvals
  - Prepaid Invoice Approvals
  - Payment Approvals (planned)
  - Vendor Approvals (planned)
- FlexiPurchasing (planned)
  - Requisition Approvals
  - Purchase Order Approvals
- FlexiLedger (planned)
  - Journal Approvals
  - GL Account Approvals
- FlexiControl (planned)
  - User Approvals
- FlexiReceivables (planned)
  - Invoice Approvals
  - Customer Approvals

### Seamlessly Integrated with Other Flexi Modules

Store information in a full content management system and seamlessly access it in FlexiFinancials. Online Inquiries allow you to drilldown and drill around from other modules.

FlexiPayables  
FlexiLedger  
FlexiAssets

FlexiPurchasing  
FlexiProjects  
FlexiControl

### About Our Technology

Flexi's open, non-proprietary architecture is based on the latest Microsoft standards and tools. It supports industry standard databases such as Oracle and Microsoft SQL Server and allows for easy integration through Web services. The Flexi applications utilize Microsoft SharePoint to provide browser based, enterprise-wide content portal and workflow capabilities.

### About Flexi Software

Founded in 1991, Flexi develops, markets, and supports FlexiFinancials, workflow-driven enterprise accounting solutions for companies in select industries including Banking, Insurance, and Financial Services. Flexi distributes its products directly and through strategic partnership agreements. Through many successful deployments Flexi has a proven track record of low cost of ownership, ease of use and improved business processes.