IBM Information Management **software**

Document Access Systems Field Check Register

Partner Solution

■ **Target Industries**
Energy and Utilities
Insurance

■ **Business Application**
Accounts Payable

■ **Products**
IBM FileNet Business Process Manager
IBM FileNet Content Manager
IBM FileNet eForms
IBM FileNet Records Manager

DOCUMENT ACCESS SYSTEMS
Enterprise Content Management

Business Challenge

Organizations with extensive field operations are often required to make spot payments of company funds for a wide variety of purposes, including fees, licenses, minor services and damages. One solution is to issue company checks to field personnel, granting them the authority to sign checks as appropriate.

With multiple check writers issuing hundreds of checks on a monthly basis, capturing the required accounting information from the field and rapidly moving transactions through the approval and authorization process in a timely and controlled manner can be a monumental task.

Field operation-intensive businesses require solutions that can automatically apply controls to the payment of company funds for field issued checks; quickly and efficiently record field issued checks; document authorized expenditures before checks are presented for payment; and simplifies the process of recording checks for field personnel.

Solution

Document Access Systems' (DAS') Field Check Register solution is content-driven and leverages the IBM Enterprise Content Management (ECM) suite of products.

With Field Check Register, IBM FileNet eForms is used at the front end of the process to capture required content including payee contact information, check amount and the purpose for the check. Supporting documentation such as invoices and quotes are then attached to the eForm and it is linked to the organizational databases.

IBM FileNet Business Process Manager uses the content of the transaction to initiate the accounts payable process, securing the required approvals, obtaining final authorization, and recording the check in the electronic register. Each step of the approval and authorization process is captured by IBM FileNet eForms, which routes the check documents to required approvers and obtains secure digital signatures in compliance with accounts payable procedures.

Integration with organizational databases simplifies the approval and authorization of field checks and ensures routing to the approver with appropriate authorization level. With IBM FileNet Business Process Manager, the organization can search the database at any time during the process for chain of approval and authorization limits.

The Field Check Register forms are automatically stored in the IBM ECM repository as fully searchable records. The forms are then made available for documentation and audit requirements, and are also made available for records management and archive policies and procedures.

Value Proposition

DAS is an IBM Software ValueNet Business Partner that has been successfully implementing ECM-based solutions, such as the Field Check Register, for more than 13 years.

Some areas where a significant return on investment will be achieved through the use of the Field Check Solution in conjunction with IBM ECM include:

Opportunity Cost Reductions:

- Integration of the field check process with ECM and records management can reduce costs associated with audit and compliance

- Faster cycle times improve process control, reducing fraud and exposure to abuse

Labor Cost Reductions:

- A user-friendly interface increases the productivity of field personnel

- Faster cycle times streamline the accounting process and improve the productivity of accounting personnel. For example, with Field Check Register, an organization can reallocate one full-time equivalent employee for every 500 field checks processed per month.

Company Description

Document Access Systems (DAS) is a nationally recognized, award-winning provider that has successfully implemented nearly 300 ECM solutions since 1991. The company's approach is first and foremost client-driven, with an ongoing emphasis on providing its clients with quality products and services at a fair price. DAS is dedicated exclusively to the Enterprise Content Management marketplace, and empowers clients in a broad range of industries to solve their individual business problems.

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