

MULTIVIEW WORKFLOW

Multiview Workflow (WF) is a powerful, flexible product that it is easy to use and implement—no need for your IT department to be involved! Workflow enhances your control and oversight of all internal control functions by providing a visual medium for the setting up and monitoring of all your authorization and review processes. Multiview WF is fully-integrated “out-of-the-box” with the Multiview Financial Suite, so you can easily enhance Accounts Payable, Purchase Order, Invoicing, or Order Management. You can even implement Multiview Workflow around your existing ERP systems! The Multiview Workflow Web interface makes it available to anyone in your organization .

ENHANCE PRODUCTIVITY WHILE YOU IMPROVE CONTROL

Multiview Workflow gives you two huge benefits in one package: enhanced productivity and improved control. Managing business transactions that need review or approval becomes faster, easier and more secure!

- **Speed up processing.** Multiview Workflow automatically routes data electronically from person to person for data capture, review and approval. Documents (e.g. invoices, purchase orders, spreadsheets etc.) move at the speed of light, not at the speed of your office mail.
- **Reduce errors.** Workflow always knows the next step in any process, and ensures that the right process is followed. There is no need for manual intervention, and hence no opportunity for human delay or error - business rules within Multiview manage the process!
- **Improve control.** Workflow replaces decisions that your staff already make manually. Using Workflow those decisions become enforceable and auditable.
- **Save money.** Because Workflow uses electronic communications, it allows you to save money on paper costs and document storage.
- **Plan effectively.** Using Workflow, you always know your historical and upcoming workloads—including what’s overdue—which allows you to allocate your staff and resources better, without surprises.
- **Save time and effort.** Workflow is seamlessly integrated with the Multiview Financial Suite, so you are “ready to go” in a heartbeat, with no intervention from your I.T. department required.

ADAPT QUICKLY AND EASILY TO CHANGES IN YOUR BUSINESS

Multiview Workflow is organized around positions, rather than individuals. This way, personnel changes (transfers, vacations or departures) never disrupts the underlying system of internal control. Delegation is a snap, and change is not an issue. WF also accommodates complex work models that allow you to define systems that function effectively in the real world—your world.

- **Work in an intuitive, easy-to-use environment.** Setting up and modifying approval paths is done using visual diagrams. These graphics can be modified through an easy-to-use drag-and-drop user interface.
- **Accelerate work.** Multiple parallel paths can be established to accelerate approvals and processing. This “first out of the gate” approach reduces lag times.
- **Avoid bottlenecks.** When individuals are out of the office, alternate positions can be defined to automatically fulfill their assignments. Important tasks will no longer languish in an inbox.
- **Implement new processes easily.** Workflow provides an easy-to-use versioning mechanism, that allows you to set up and assess a new control or process. Then you decide exactly when and for whom it will be activated.
- **Enhance teamwork.** Workflow easily accommodates collaborative processes, by allowing for the definition of multiple sets of routing and tracking. This capability reflects the non-linear way that teams work.
- **Reduce confusion.** Alternate paths can be quickly defined to reroute approvals and reviews when special circumstances warrant. Sudden illness or special leave can be taken in stride.

Multiview Workflow enhances your control and oversight of all internal control functions. It provides a visual medium for the setting and monitoring of all authorization and review processes.

EXTEND YOUR ORGANIZATIONAL REACH

Multiview Workflow allows you to include users from outside the finance department in a controlled fashion.

- The Web interface to Workflow allows you to extend access to anyone in your organization who has a Web browser, without the involvement of IT personnel.
- Any person in your organization that you authorize can use Workflow, without the need to access your financial system.

COMPLY WITH REGULATORS AND AUDITORS

Multiview's Workflow product is rich in functionality to help you maintain an effective, well-documented system of internal control, and to address the concerns of regulators and auditors. A sample of control points includes:

- Secure process definition and modification ensures that only authorized personnel can define or modify the system of internal control.
- Separate approval paths mean that special handling can be defined for material or high-risk transactions.
- Automatic audit trails on every transaction mean you have a full tamper-proof historical record of every process change.
- Online data availability and rich reporting functionality put information at your fingertips and allow you to review and track process change activity.



GET UNPRECEDENTED INFORMATION ACCESS AND REPORTING POWER

Workflow comes seamlessly-integrated with the Multiview Financial Software suite. Real-time inquiry coupled with a host of reporting options allow you to manage your business as never before.

- You have online access to up-to-date information about everything in Multiview, so you always have latest, complete financial picture. Spend your valuable time doing analysis, not accounting.
- Benefit from a full suite of standard reports, as well as ad hoc inquiry using our integrated tools.

ENJOY SEAMLESSLY-INTEGRATED, ADAPTIVE SOFTWARE

As part of the Multiview Financial Software suite, Workflow gives you a single point of entry that guarantees consistent information, and eliminates reconciliation problems. The Multiview suite provides you with an adaptable, integrated and comprehensive financial data warehouse. Our product is ready to be data mined by your end users, yet requires no IT involvement.

The genius of Multiview is in the simplicity; the power is in the adaptability. Our exceptional design can support your organization's growth, without the usual growing pains. Multiview's products reflect the best practices of over two decades of evolution, and the feedback of thousands of Multiview users.

TOP-NOTCH SERVICE AND SUPPORT

As a Multiview customer, your call goes directly to your dedicated Customer Support representative, who understands your business and needs. This personal service, combined with the fact that our Customer Support accountants have 50+ years of accounting and Multiview experience, results in 98% "first call" resolution.

IMPLEMENTATION GUARANTEE

Our 60-day guarantee means you can be up and running in a heartbeat!