iPOWeb Overview

iPOWeb is your virtual Support Center, all of our solutions – Human Resources and Payroll (HRWeb), Accounting and Finance, Business Intelligence, Administration and Specialty Services - are housed here. This easy to use and organized collaborative workspace is where we deliver our work product, virtually working right next to you. The sheer functionality and uniqueness of iPOWeb is best summarized by its five key elements: Document Imaging (scan & fax), Knowledge Management (documents, content, search & retention), Business Process (workflow), Collaboration (projects, documents and meetings) and Business Intelligence (managed & ad-hoc reporting and ad-hoc query analysis).

Benefits Extend Throughout Your Organization

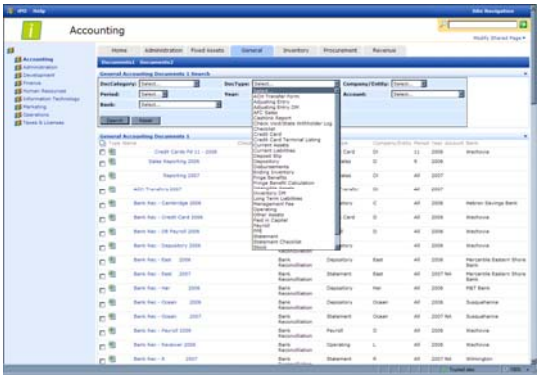
Users easily learn to depend on iPOWeb. Grant multiple levels of employee access based upon credentials you define. Looking for a particular source document? Search thousands of documents in seconds. Know the status of a vendor invoice instantly or the number of days to process by step. Quickly run reports, view a dashboard and get the information you need.

Easy to Use

iPOWeb has been designed for ease of use. Even people intimidated by technology find iPOWeb simple to navigate and quick to learn. See your business like you've never seen it before and make better decisions as a result. Find out how today's sales volume in your Des Moines location compares with the Midwest district, or last year's same-day sales. See how much you spend on marketing on the East Coast, which invoices have been paid this month, and which haven't—right now! Look deeply into your company's business intelligence.

The Power to Make Decisions

All of your administrative data, including HRWeb, is in ONE place, accessible instantly, 24/7, through iPOWeb, our secure extranet site. We handle the processing and you approve invoices and new hires, make vendor and employee inquiries or analyze cash flow, any time it's convenient for you. Plus, other company personnel have everything they need to perform their jobs, customized to their needs.



IMPROVE PERFORMANCE REDUCE COST CREATE VALUE

Document Imaging

Document Imaging captures information, codes it for retrieval, integrates seamlessly with all of our business process solutions and stores it indefinitely in document libraries within iPOWeb. Imaging saves you time and money while safeguarding your information.

Eliminate the Need for Storage Space

We scan and index all your documents, storing the source image and related information for retrieval and processing. Scanned documents are available indefinitely, eliminating the need for physical storage space.

Save Time

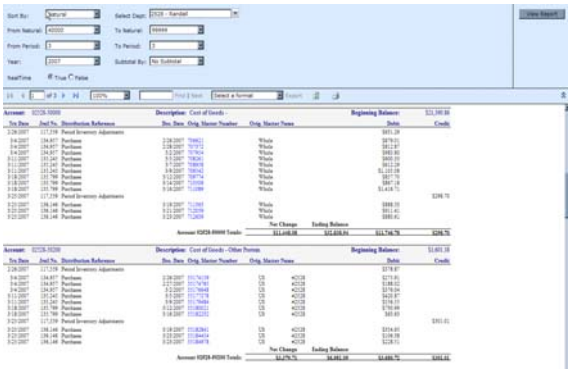
Consider the amount of space your invoices, payroll documents, bank statements, and other source documents consume. Think about the additional time it takes when you have a question about a line item in your general ledger and you have to retrieve the source document. With Document Imaging, instead of boxes and file cabinets full of paper documents, your documents are maintained within iPOWeb. They reside in document libraries, indexed for easy retrieval. Not only can you store and quickly find documents, when incorporated with our other solutions, documents can be linked to reports and files for a completely integrated solution.

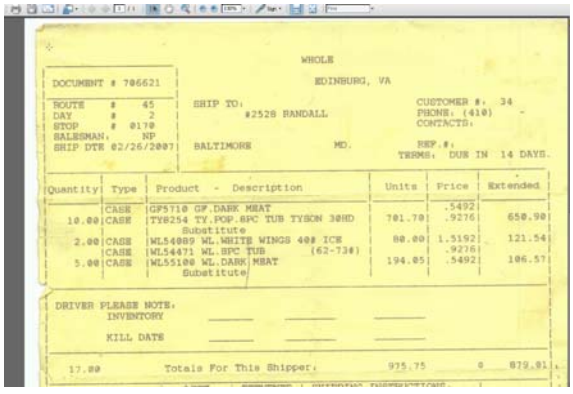
Faxing is an Option

An alternative to sending your documents for scanning is to submit via fax. Our secure and efficient process retrieves your fax, instantly routes it to the appropriate processor, indexes the image and stores it in a document library.

Secure Access

iPOWeb is your complete document repository solution. Users have access to the document libraries based on credentials, ensuring security right down to the individual document. The images are generally retained in a .pdf format making it easy to access from anywhere you have an internet connection.





MORE SERVICES, LESS EXPENSE

Knowledge Management

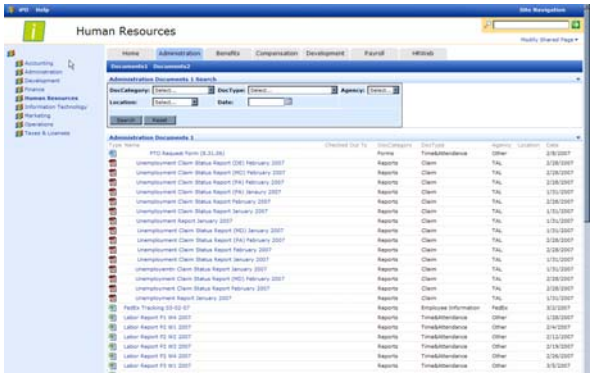
iPOWeb provides you with one depository for all of your documents, everything that you use with a few clicks of the mouse, easily within reach from anywhere you have an internet connection. Better yet, you have access to a dynamic Knowledge Management solution without the huge expense of creating one from scratch, providing access to users throughout your organization and giving them the information they need in an organized and secure environment.

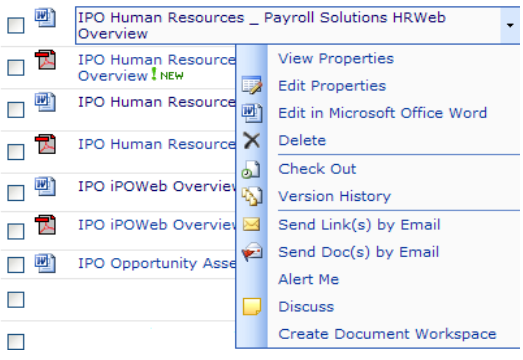
Overwhelmed by Volume of Documents?

When there are literally thousands of documents and spreadsheets or other materials in individual department sites or across various department sites one can become easily overwhelmed and frustrated. iPOWeb eliminates the frustration of looking for information with its ability to find documents. Powered with complex search and retrieval capabilities, IPOWeb includes index-based searching, full text search, Boolean and thesaurus support. iPOWeb is truly an easy to use, easy to navigate Knowledge Management Solution!

Worry Free Storage and Retrieval

Word processing documents, spreadsheets, financial statements, scanned images, presentations and more, iPOWeb provides a place to easily store and retrieve documents. You also have the ability to “check-out” a document, ensuring that only one person is making changes at a time. Audit trails and compliance are built in every step of the way.





PARTNER WITH ONE PROVIDER

Business Process

One of the most powerful aspects of iPOWeb is the functionality of business process and our workflow technology. Workflows replace heavily administrative processes that you have been accustomed to doing without the aid of technology, for instance, routing invoices for approval. Each workflow is tailored to support your business rules and can be adapted to include role based approvals, can be tied directly into other business applications, and is fully auditable.

No More Missing or Misrouted Documents

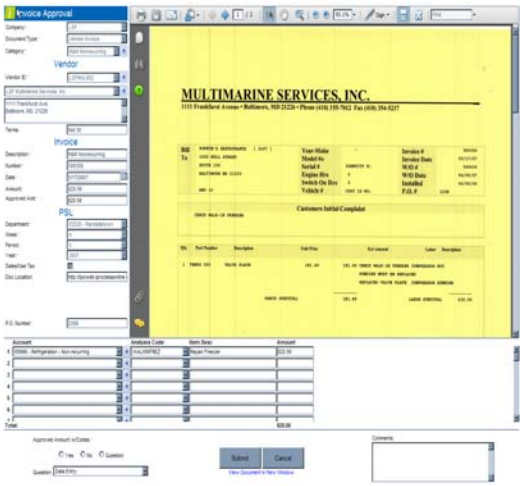
Once an item is entered into the workflow process, it cannot be eliminated along the way. This ensures process compliance and eliminates the common excuses for missing a deadline or losing a piece of paper.

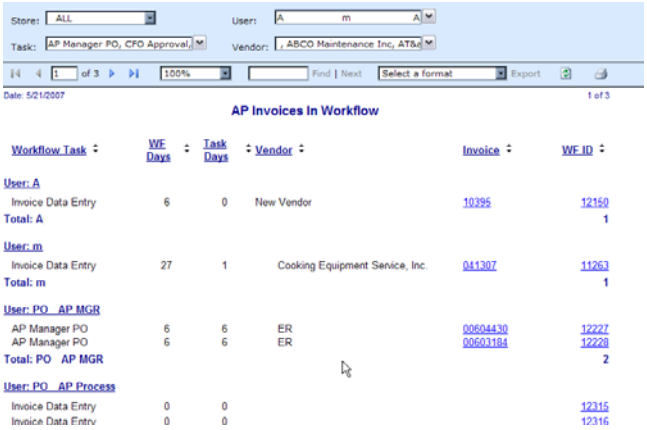
Approvals Along the Way

Role based approvals are set and workflows are routed according to your business rules. Users access iPOWeb and take action against the workflow, whether it's an approval, question, rejection, or providing additional information. Users can see documents supporting the workflow, scanned images also appear (i.e. invoice, purchase order, etc.). Everything is right at the user's fingertips.

Visible

Our workflow reporting system shows not only where an item is in the workflow, but who has it, how long it's been in the workflow system, how long it's been sitting in the current task as well as other relevant information. For items with supporting documentation, there is drill down capability that allows the scanned image of the document to be opened directly from the link within the workflow report.





24/7 ONLINE ACCESS TO YOUR COMPANY INFORMATION

Collaboration

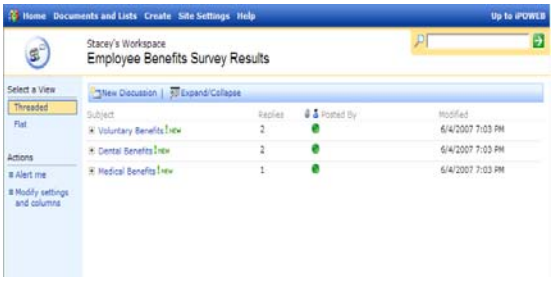
Every aspect of iPOWeb is designed to be conducive to collaboration. Whether it's updating the same document with information coming from 5 different department heads or working together on a project and sharing multiple documents or presentations, iPOWeb can handle it.

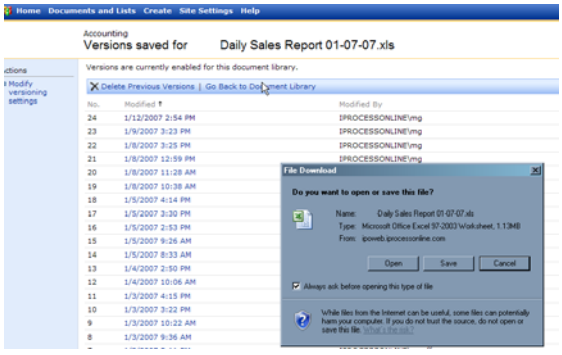
Document Version Tracking

When sharing documents, it's critical from an assurance perspective that changes be tracked. iPOWeb does this for you. Every time a document is modified, a version of the document prior to any changes being made is saved. iPOWeb tracks the person making the modifications and allows you to drill down to the document at that point in time.

Project Workspaces

If a project comes up and you've got people involved who don't all sit in the same office, iPOWeb makes it extremely convenient to get together in client-designed project sites which can be created "on-the-fly" as needed. These project sites are really at your control and can contain not only documents that you wish to share, but also tasks to be completed, pictures, links to other sites (both on iPOWeb and external), links to members of the site, as well as threaded discussions. It's everything you need to carry a project from start to finish!





INNOVATIVE, INTEGRATED AND ACCESSIBLE

Business Intelligence

The iPOWeb portfolio of business intelligence solutions enables effortless access to the information vital to the success of your company. Once you've defined what the data is and where it will come from (other than that already being processed by iProcess Online), we'll work with you to take the data and deliver it to you in any number of formats. iPOWeb is capable of managed reporting, ad-hoc querying and reporting, data warehousing, multidimensional data warehousing and reporting, and data mining.

Basic Reports with Advanced Features

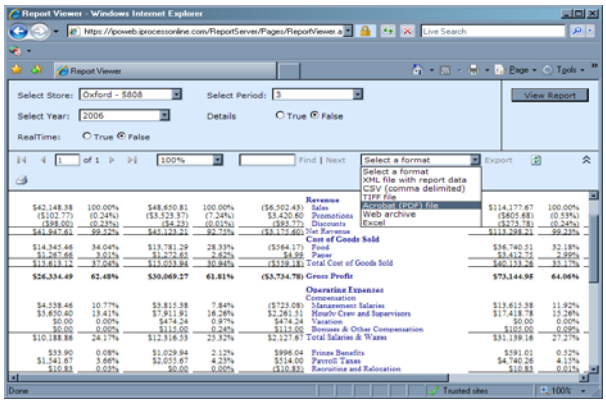
Something as simple as a general ledger allows you the ability to drill down to the vendor detail as well as the scanned image of the invoice.

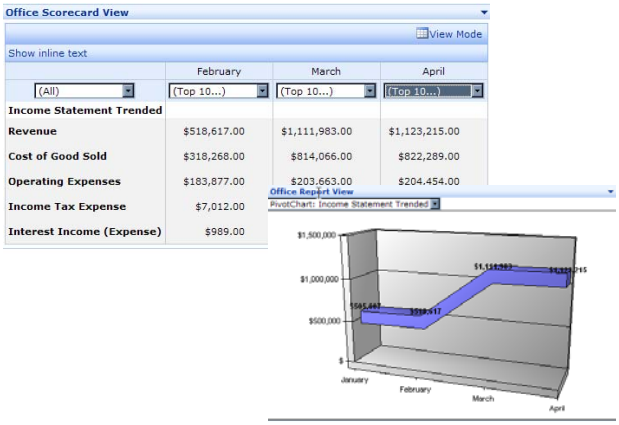
Reporting Based on Your Needs

Reports can be generated based on certain criteria contained within, such as a unit or division or a month or year. These same reports can also be easily exported to a number of different formats such as an Excel worksheet or a .pdf file.

Scorecards and Dashboards

In addition to the traditional financial type reports, there are also other more dynamic type reports available. These include scorecards, pivot tables, charts, graphs, and other files. However you'd like to see the data is how iPOWeb will give it to you.





GUARANTEED COST SAVINGS PLUS SO MUCH MORE