

EXECUTIVE SUMMARY

- Oil and Gas
- Private sector
- Enterprise-grade solution
- Complete compliance and automation solution for Accounts Payable
- Ensures integrity of A/P Process while improving accuracy, reporting, and timeliness
- Key benefits:
 - ⇒ Project cash flow accurately
 - ⇒ Supplier relationships improved
 - ⇒ Less manual data entry
 - ⇒ High priority items are managed/prioritized
 - ⇒ Multiple approvals can happen in parallel
 - ⇒ Accelerated workflow
 - ⇒ Integration with core financial system

Business Case

A large Oil & Gas organization decided to implement a company-wide Enterprise Content Management (ECM) solution. This firm contracted ARC Business Solutions to perform a high-level ECM Strategy Consulting engagement. During this engagement, ARC concluded that the customer could benefit significantly from the business process improvements and better information management practices offered by an enterprise-wide ECM implementation.

ARC also identified a number of high-priority opportunities within the firm where ECM technology would be most successful and offer compelling ROI. At the top of this list was an Accounts Payable Invoice processing solution. The customer decided go ahead with the implementation of the AP Invoice solution, with a view to continuing a company-wide ECM initiative upon successful completion.

The overall objectives for this project were:

- Install and configure EMC's Documentum and Captiva software solutions
- Implement a specific Accounts Payable invoice processing solution based upon these software tools
- Train end-users and IT staff in the use of the new technology
- Provide support for the new environment on a continuous, as-required basis

Business Solution

- In-depth business analysis for the Accounts Payable invoice processing solution, including:
 - ⇒ Detailed As-Is and To-Be process flow diagrams
 - ⇒ Determine the final metadata requirement for invoices
 - ⇒ Determine the final imaging participants and process
- Provide a final, detailed Requirements Document
- Provide a final, detailed System Design and Architecture Document
- Provide a final detailed Project Schedule and Plan
- Install, Configure, and Test Documentum (latest version, currently 6.1)
- Install Documentum in 3 environments: Development, Test and Production

Business Solution

- Documentum components installed and/or configured:
 - ⇒ Documentum Content Server
 - ⇒ Documentum Repository on Oracle 10g
 - ⇒ Documentum Administrator
 - ⇒ Documentum Webtop
 - ⇒ Documentum Application Developer
 - ⇒ Documentum Workflow Manager
 - ⇒ Apache Tomcat v5.5.20
- Install, Configure and Test Captiva InputAccel (latest version, currently 5.3)
 - ⇒ Install Captiva InputAccel in 2 environments
 - ◆ Test/Dev
 - ◆ Production
- Captiva InputAccel components installed and/or configured:
 - ⇒ InputAccel Server
 - ⇒ InputAccel Modules
 - ◆ Administrator
 - ◆ Scan / Rescan
 - ◆ Image Enhancement
 - ◆ Index
 - ◆ ScanSoft OCR
 - ◆ Documentum Export
- Install, Configure and Test 2 scanning workstations
- Customizations— Captiva InputAccel
- User Acceptance Testing (UAT)
- Training
- Support

ARC Business Solutions

ARC operates out of 4 regions in Canada—Edmonton, Calgary, Toronto and Regina - and services a broad base of private and public sector clients. Service delivery is focused in four main technology solution verticals: Systems Delivery, Enterprise Content Management, Mobile Solutions and Managed Services; with industry expertise in energy, financial services and public sector.



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