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Infoma

ePortal

The solution for consistent digital administrative processes



**CITIZEN SERVICES 24/7
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VINCI 
ENERGIES

Convenient services for all

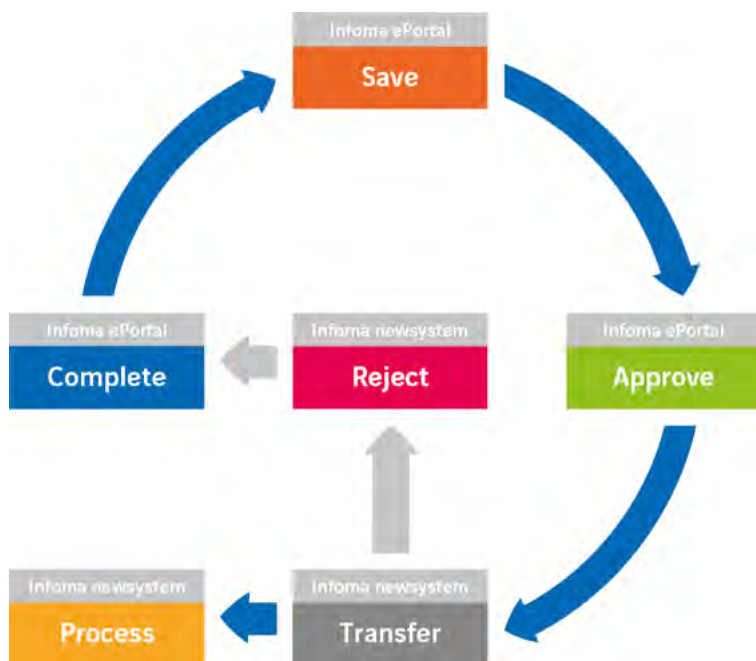
The services offered by the Infoma ePortal – from ordering to electronic requests for additional funds – also allow decentralized users from specialist departments to actively and efficiently take part in digital administrative processes related to financial accounting.

Digitization continues to influence and characterize local governments – while also offering great opportunities to successfully master the challenges of the future. It is associated with strategic goals, such as standardization and consistent digital processes that form the basis of comprehensive administrative modernization and digital citizen accessibility.

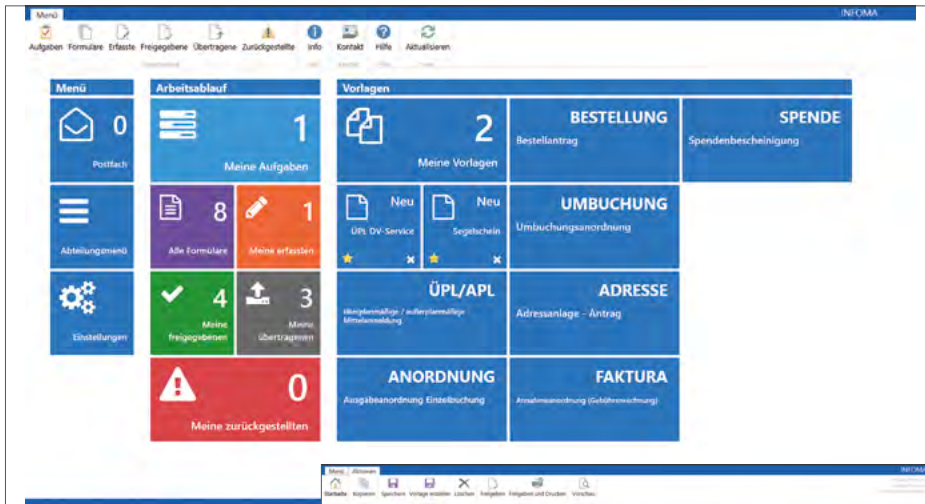
However, most administrations only have a low level of digitization in processes related to financial accounting. Many users are only integrated into these processes through paper-based pathways. But you can effectively change this – with the Infoma ePortal.

The portal environment, based on Infoma newsystem, delivers convenient services for users from all departments, even if they do not work in the ERP system but still need to use digital administrative processes. This means all users can be integrated into the processes, even those working in decentralized locations such as nurseries, schools, and other facilities with internet access. The Infoma ePortal maps these processes digitally, creating simpler and faster workflows. This has advantages for both administrations and computing centers.

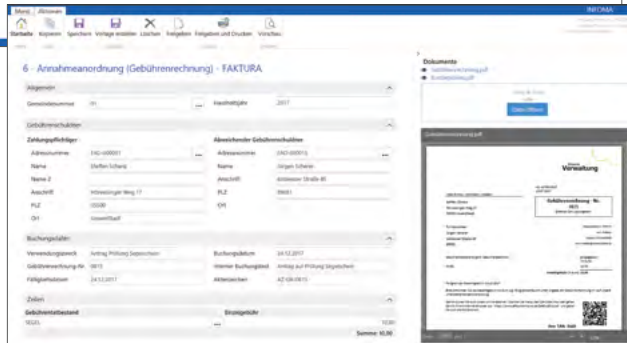
Consistent digital processes provide the biggest benefits, especially when combined with Invoice workflows and eInvoice managers and electronic files.



A form's journey – from Infoma ePortal to Infoma newsystem



Infoma ePortal home page



Infoma ePortal invoicing with voucher

Infoma ePortal

Digitally maps administrative processes in financial accounting, replacing paper- or Excel/ Word-based internal processes. Convenient services are available for areas like ordering, billing, purchasing, checkout displays, approval workflows, key product book figures, and extraordinary/ additional outlays.

The optimally pre-configured web interface tailored to the process allows even decentralized users to easily and efficiently execute individual steps, for instance to approve requests, create notifications of charges, or clarify unallocated incoming payments. Workflow-controlled, inter-departmental processing is completed using customer-specific forms / form server requests. Both on site operation and operation through the German Microsoft Cloud are available.

BENEFITS

- ▶ **Overarching**
 - Integrates all employees from specialist departments
- ▶ **Scalable and flexible**
 - User-based subscription model without investment costs
- ▶ **Paperless**
 - Replace manual, internal paper- or Excel / Word-based requests with new digital forms
- ▶ **Cloud-capable**
 - Perfectly suited for on-site operation or operation in a data center
- ▶ **Future-proof**
 - Ongoing continued development through the permanent addition of practical, relevant administrative processes

HIGHLIGHTS

- ▶ **Simple**
 - Fast start-up with templates provided
 - Little user training required
- ▶ **Flexible**
 - Forms and user interfaces can be customized for administration
 - Process design closely tied to local process and procedural organization
- ▶ **Comprehensive**
 - Process-controlled digitization of routine tasks
 - Ideal extension for to Infoma newsystem financial accounting
- ▶ **Automated**
 - Pre-configured web interface tailored to the process, for instance to approve requests, create notifications of charges, or clarify unallocated incoming payments



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