Acumin

PRACTICE MANAGEMENT AND ACCOUNTING

BUSINESS PROCESS MANAGEMENT AND WORKFLOW

KNOWLEDGE INTEGRATION
DATA SYNCHRONIZATION AND MOBILITY
INFORMATION SECURITY
COMPETITIVE ADVANTAGE

ERP Solutions for LAW FIRMS
Acumin’s Business Process Management (BPM) and Workflow Suite is a seamlessly integrated solution designed to manage the complete lifecycle of key business processes. With its holistic approach, Acumin empowers people in an organization to drive process automation and continuous improvement. Each element in the suite is designed to meet the specific needs of BPM stakeholders in a company including management, process owners and users, IT teams and business analysts.

The Acumin BPM Suite is based on a set of components, designed to provide the firm with the tools to model, automate, manage and optimize their key business processes. Acumin combines its unparalleled business process tools with best practices that support both the firm’s enterprise-wide process improvement strategy and the need to optimize the daily workflow of users.

Following a step-by-step plan, Acumin accelerates a company’s performance through:

- **Modeling**: Mapping out your process and the ability to measure the investment required to execute the process.
- **Automation** - Transitioning your process to an evolved electronic platform where data is collected in web forms and is automatically synchronized with Acumin’s database for real-time access and inquiries.
- **Managing** – Gaining insight into your processes, the business data contained in those processes, and the effectiveness of the process participants.
- **Optimization** – Learning how to make your day-to-day business process more efficient, more cost-effective, as well as controlling data entry and application errors

“To improve is to change; to be perfect is to change often.”

– Winston Churchill
Business Process Management vs. Workflow...

What's the Difference?

**Workflow Software** is a simple automation tool for directing documents and tasks to the responsible users in a business process for further actions. It provides information and support for each step of the process and business cycle. Materials and documents pertaining to the process may either be physically transferred from one user to the next, or they may be maintained in a database or server with access given to the appropriate users at the appropriate time. In this system, alarms and triggers can also be set to alert executives and process owners when the tasks are overdue. This automated system of operations ensures that work is moved through the system in a timely fashion and is processed correctly by the assigned users.

Business Process Management Software takes a more structured approach in which workflow automation is only a piece of the puzzle. Using a dashboard interface, Business Process Management Software delivers greater visibility and control at a macro level. It integrates the workflow with various applications, technologies, and human-related tasks across vertical and horizontal boundaries.


Rules give the process owner the ability to set various parameters to manage incidents as needed, while alerts can be enabled to notify the appropriate users when tasks are approaching or are overdue. Moreover, a BPM Software Suite is a comprehensive set of tools that allows you to take your automated workflows to the next level; optimizing resources and focusing on gaining continuous efficiencies.

A BPM system should also include a variety of tools to allow your business to operate smoother and smarter in areas such as:

- Process Defining and Modeling
- Workflow Automation
- Process Management and Analysis
- Process Optimization
- Business Intelligence
- Activity Monitoring

Business Process Management (BPM) is growing rapidly as a discipline and technology for modeling, optimizing, and automating business processes needs to be adaptive.

Numerous analysts’ reports and customer case studies have shown that BPM yields impressive Return of Investment (ROI) and provides many significant benefits to organizations trying to compete in a global knowledge economy.

When it comes to delivering long term value on enterprise software, applications must be able to adapt in order to avoid costly replacements. BMP technology should be flexible enough to handle exceptions, manage change, and address the evolving requirements of the entire user community.
Acumin and Workflow

The Acumin and Workflow Suite are made up of a unique set of technologies that provides the ability to adapt to the workflow changes required by a growing organization. This gives your firm the agility to respond swiftly to organizational shifts, competitive threats, innovations in your industry, and governmental mandates.

The Acumin BPM Suite provides optimization throughout your organization. Each module is designed to fit the special needs of different stakeholders, including:

- Executives looking for visibility and control over key business processes.
- Process owners who want intuitive usability and the functionality to collaborate with colleagues. They also need a rich but code-free set of capabilities that allow them to conduct root cause analysis and then design and deploy process improvements as part of a BPM team.
- IT personnel that need a reliable, scalable, secure platform that supports rapid development, robust administration, and the ability to leverage the existing infrastructure.

Acumin provides management with reports and tools to evaluate the effectiveness of your workflow system by providing an unprecedented level of visibility and control to both business and support staff users including:

- Detailed, drill-down reports and business intelligence
- Insight into process effectiveness
- Quickly identify workflows in need of process improvement or process re-engineering
- Increase organizational productivity and quality
- Reduce costs

Create Your Process Model

The Acumin Process Mapping Tool gives your organization the ability to create workflow diagrams of your business processes providing graphics that are clean and easy to follow.

Workflow processes include:

- Payment Requests and Transfers,
- Client / Matter Creation,
- Conflict Clearing,
- Deposit Requests,
- Invoicing, Write Offs, Transfers and Deferrals,
- Expense Report Approval,
- Marketing Processes,
- Time-off, Vacation and Authorization.

Business Process and Workflow Modeling

Acumin’s powerful yet intuitive business process modeller helps bridge the gap between business and IT so processes can be designed and modeled in an effective, collaborative way.
The Acumin Difference

Acumin has several advantages in modeling and simulation including:

- **Integrated environment** – business processes and all the information captured in the design phase, is natively part of the initial design. Without requiring data transfer for process rebuilding, Acumin provides a turn-key solution so users can design unique workflow models without heavy IT resources.

- **Authorization, Approval, Revision or Rejection** of processes can be accessed by process owners directly in Acumin, Outlook or Acumin’s Web Portal using any internet enabled device.

- **“Out of the Box” Modeling and Reporting** - After modeling your process, you can get immediate feedback on cost analysis, task time, and modeling metrics such as balance and utilization.

- **Round Trip Optimization** – Acumin RTO features allow you to compare live Business Process Management Server data against your original modeling scenarios. These features play a vital part in your Continuous Process Improvement initiatives.

Acumin Workflow suite adapts to:

- **People** - the needs of those involved in making decisions and driving the workflow process,

- **Ecosystems** - the front-end and back-end systems in your company, and

- **Change** - the inevitable changes in roles, responsibilities, policies, procedures, regulatory requirements, and new or modified IT systems.

Acumin Process Management

Reports and Intelligence

Acumin provides management with reports and tools to evaluate the effectiveness of your workflow system by providing an unprecedented level of visibility and control to both business and support staff users including:

- Leverage Performance Management,

- Transform data into actionable information,

- Gain access to extreme insight, and

- Calculate profitability and “What-if” scenarios.
Dexco leverages over 35 years of experience to provide products, services and solutions around Enterprise Resource Management (ERP) including: Practice Management, Financial Accounting, Business Intelligence, Human Resource Management, Business Process and Workflow (BPM) that enhances the law firm’s ability to generate operational speed while heading in the right direction.

- Our solutions and services present to law firm users on the global level, a variety of access and presentation mechanisms that include portals, mobile platforms and other collaboration tools so as to transform the way people work effectively.

- Our work stems from the quiet confidence that comes from possessing deep expertise in the business of Law and that we have remained dedicated.

- Our level of commitment is evident when you work with us: We will provide a clear understanding of your business problems, our seasoned Dexco professionals will speak plainly, and we will offer outside-of-the box thinking with passion and commitment towards your success in every aspect of the initial engagement and beyond.

Acumin is a totally integrated ERP solution: Practice Management, Financial Accounting, Document Management, Human Resources and Business Intelligence solution designed specifically for law firms.

Firms can leverage its resources to optimize its competitive advantages with a cost effective and efficient solution. Acumin streamlines workflow and reduces administrative inefficiencies by effectively eliminating redundant functions.

Enterprise specific by design, the breadth and depth of Acumin allows for the deployment of an industry specific ERP platform adaptable to the firm’s strategic vision, business culture and clients’ needs.

Acumin allows for the deployment of a completely integrated solution that is adaptable to each firm’s business objectives, culture and specific user work habits.
Acumin Features and Options

General Features
- Non-modularized, single SQL database application providing limitless data flow
- Firm definable intuitive workflow tools
- Robust general ledger master account logic supported by a strong chart of accounts framework
- Enterprise definable configuration models
- Fixed Asset Management
- User defined options, preferences, personalized tool bars and favorites
- Trust Accounting including investment management and redemption
- Multiple firms, sites and profit centers
- Process based comprehensive accounting and trust management models
- Robust expense reporting and client disbursement tools
- General ledger budgeting and forecasting
- Foreign currency with unlimited currencies
- Information Management and reporting engine with extensive production and tactical level financial and management reporting options
- Comprehensive and flexible classification and grouping options for multiple reporting dimensions.
- Standard Report and Bill Format Package
- Uniform tasked base billing - UTBMS (eBilling)

Client, Contact Database and Conflict of Interest
- Comprehensive client, contact and matter management tools
- Enhanced Client / Matter Conflict Workflow
- Procedure based conflict and business interest management
- Client Verification and verification.

Practice Management, Time Entry and Billing
- Extensive billing management tools with flexible bill formats
- Intuitive practice management tools and toolbars
- Agenda with group calendar options
- Manage dates, tasks and to-do’s
- Request for Proposal Management
- Timers, favorites, nick-names and alias

- Attorney Web Portal (mobile time entry, expense reporting, member statistics & approvals)
- Microsoft Office integration
- Blackberry, iPhone and other PDA Integration and Connectivity
- Enhanced expense reports and petty cash
- Policy based electronic approval models
- Embedded marketing related functionality including mail list management.

Business Intelligence
- 4Business Acumin – Dashboard, visual deployment and analytics

Automated Workflow Automation Project
- Business Process Management and Automated Workflow (Approve, revise or deny requests from any internet enabled device)

Human Resources
- Human Resource Management

Acumin, a totally integrated multi-lingual ERP solution designed specifically for the business of law.

“We have been pleased with the professional relationship our firm has developed with Dexco and we look forward to continued success as the financial management aspects of law firms and the underlying software continue to evolve”.

– Gary Torgis
Executive Director
Aird and Berlis

Contact us today for more information or to schedule a demonstration
We can be reached at 800-349-7371 or at www.dexco.com – Dexco Corporation
About us

Dexco was established in 1974 and provides innovative ERP software solutions designed to help law firms and other professional services organizations maximize revenue.

Dexco Corporation is a privately-held company with headquarters located in Montreal, Quebec serving North America, the Caribbean, Mexico and Latin America, with an additional sales office located in Chicago, Illinois, and a sales and support center in Zurich, Switzerland.

Fostering a “no-limits” culture, our systems have evolved perennially leveraging advances in technology and best practice, enabling our clients to gain competitive advantage with our highly effective solutions and professional services.

Our team consists of experts with extensive experience in project management, process engineering, change management, accounting and technology. Utilizing these experiences, Dexco employs proven, best-of-breed technologies, tools and production processes and innovates and creates new tools when necessary.

Head Office
980 St. Antoine West
Suite 203
Montréal, Qc Canada
H4C 1A8
800-349-7371
info@dexco.com
www.dexco.com

DexcoEurope
Tannenweg 18
8408 Winterthur
Switzerland
International: +41(0) 43 500 4196