



...experience the commitment™



Workpay™

THE CGI ADVANTAGE

CGI provides a comprehensive range of services and solutions designed to generate bottom-line results for the oil and gas industry.

We serve more than 450 petroleum companies and trust management organizations worldwide. Our enterprise software solutions, information management consulting services and business process outsourcing services help you to improve and integrate the processes vital to the management of your information assets — land, production and financial accounting.

Our expertise is based on an unsurpassed concentration of technical and financial resources dedicated to designing petroleum management solutions based on best industry practices; scalable solutions that take growth and future needs into account; and more than 25 years of oil and gas experience.

Our expertise ensures the success of all your projects—from implementing software designed by our experts, to delivering solutions in an ASP environment, to performing non-core back office accounting functions.

How effective is your payables process? Do you miss early payment discounts or even due dates? How much time does your AP team waste every day just in locating and retrieving documents from file cabinets? Are you ever surprised by invoices that are due yesterday?

Manual invoice processing is time consuming and expensive. On average, an invoice takes 6.8 days to process and \$15-50 to move through the cycle. It has to be sorted, registered, keyed into a computer and archived, all by hand. Each step adds to the cost. Additionally, delays are not unusual (somebody might be absent or too busy), and an invoice might even be misplaced or lost.

CGI's Workpay™ system effectively manages invoice processing using workflow and imaging tools. This system, integrated with the Artesia™ and Horizon™ systems, will significantly improve your business processing cycle.

WorkPay™ incorporates Vanguard System's IMS/21 Document Management System and IMS Workflow solutions. Workpay provides greater management control of the accounts payable process through custom reports, tighter security considerations and customizable workflows that mirror your internal approval processes. In the age of Sarbanes Oxley, it has become increasingly important to maintain meticulous records of all financial transactions.

Benefits

- Improve visibility to invoiced costs
- Lower costs through early payment discounts and decreased late payment penalties
- Eliminate duplicate payments
- Gain an auditable business process
- Provide operations with easy access to full cost detail
- Improve invoice retrieval time
- Increase productivity of accounting staff

Features

- Prioritizes invoice based on due date
- Sets approval levels based on dollar amount, supervisory level, department, assigned geographic areas, etc.
- Sends email notifications of invoice approval request
- Attaches supporting documents and comments to the invoice
- Automatically re-routes invoices based on availability and responsiveness
- Allows supervisors to view various user in-boxes and other 'to-do' items
- Maintains historical invoice line item data, approval information and comments
- Easily configures approval rules
- Automatically updates invoice line item transactions into the Artesia™ / Horizon™ Account Payable batch processor
- Expedites coding by allowing data entry personnel to view invoice image and coding screen simultaneously
- Accesses the Artesia™ / Horizon™ database while entering invoice data for accounts, properties, vendors, etc.
- Generates cash commitment report

To learn more about CGI Workpay™ or other CGI solutions and services, visit www.cgi.com/oilandgas or contact us at:

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CORPORATE PROFILE

At CGI, we're in the business of satisfying clients. For more than 30 years, we've operated upon the principles of sharing in our clients' challenges and delivering quality services to address them. As a leading IT and business process services provider, CGI has approximately 26,000 professionals operating in 100+ offices worldwide, giving us the competitive advantage of close proximity to our clients.

Through these offices, CGI offers local partnerships and a balanced blend of global delivery options—including onshore, nearshore and offshore expertise—to ensure clients receive the combination of value and expertise they require.

CGI defines success by exceeding expectations and helping clients achieve superior performance.