

ONBASE

EXCEPTION REPORTS

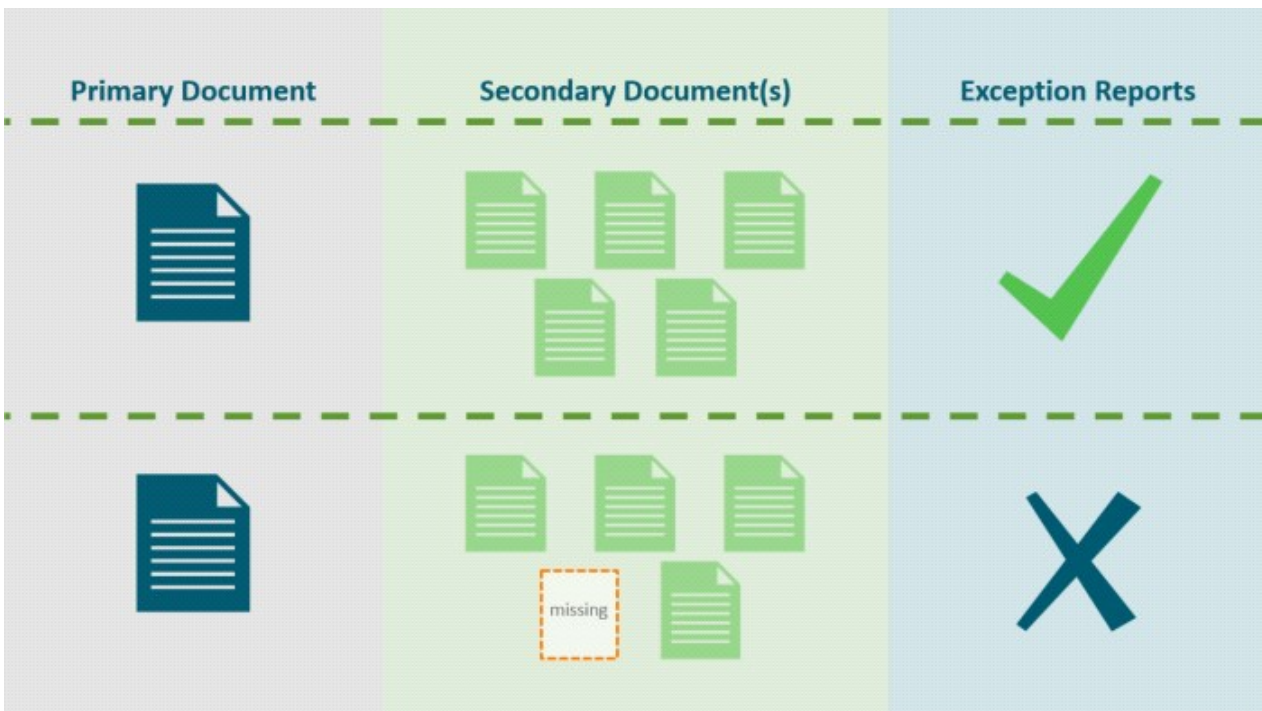
SUMMARY

Exception Reports provide information on missing, aging or expired content. Based on a predefined relationship between related documents, these reports provide assurance that all required and/or matched documents are stored and indexed properly. Through automation and validation features, Exception Reports allow an organization to streamline business processes and assistance in corporate compliance.

BENEFITS

- **Confirm the existence of required documents** by reporting on the completeness of defined record sets.
- **Identify broken transactions** through report generation of missing documents.
- **Validate record relevance** by automatically reporting on all aging and/or expired documents.
- **Promote data integrity** throughout the entire image repository by validating keyword values.
- **Rapidly audit the entire repository** through easy configuration and report generation.

DESIGN



Using a primary (or base) document, the system looks for secondary (or related) documents in the system. An exception report is then generated either verifying record completeness (all matched items exist) or identifying missing items, aging content and/or incorrect keywords.

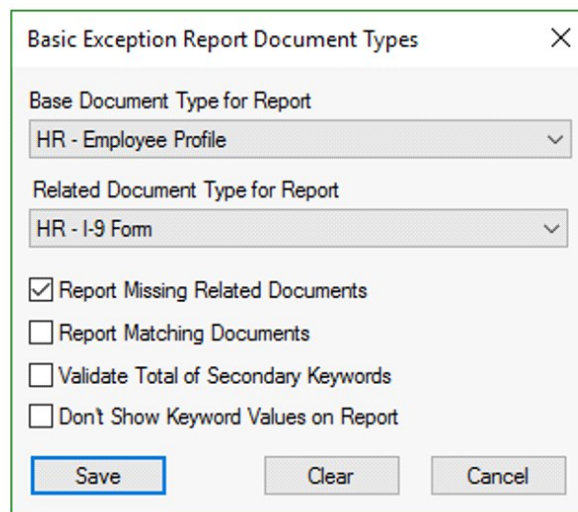
APPLICATIONS

- **Back Office Operations:** Human Resources departments can use Exception Reports to verify every employee has all required employment documents on file and that all records are complete. They can establish different requirements for each job role and report any missing items across the entire repository.
- **Verify Credentials:** Organizations that require up-to-date certifications or qualifications can use Exception Reports to verify that every employee has all required credentials. This allows the organization to proactively monitor employee certifications and alert them when they are up for renewal.
- **Financial Services:** Lenders can use Exception Reports to perform a file audit for record completeness across their entire repository. They can verify which loans are missing required documents or contain expired records. This is especially true with Commercial Loans where lenders are required to have the most up-to-date financial statements on file.

KEY FEATURES

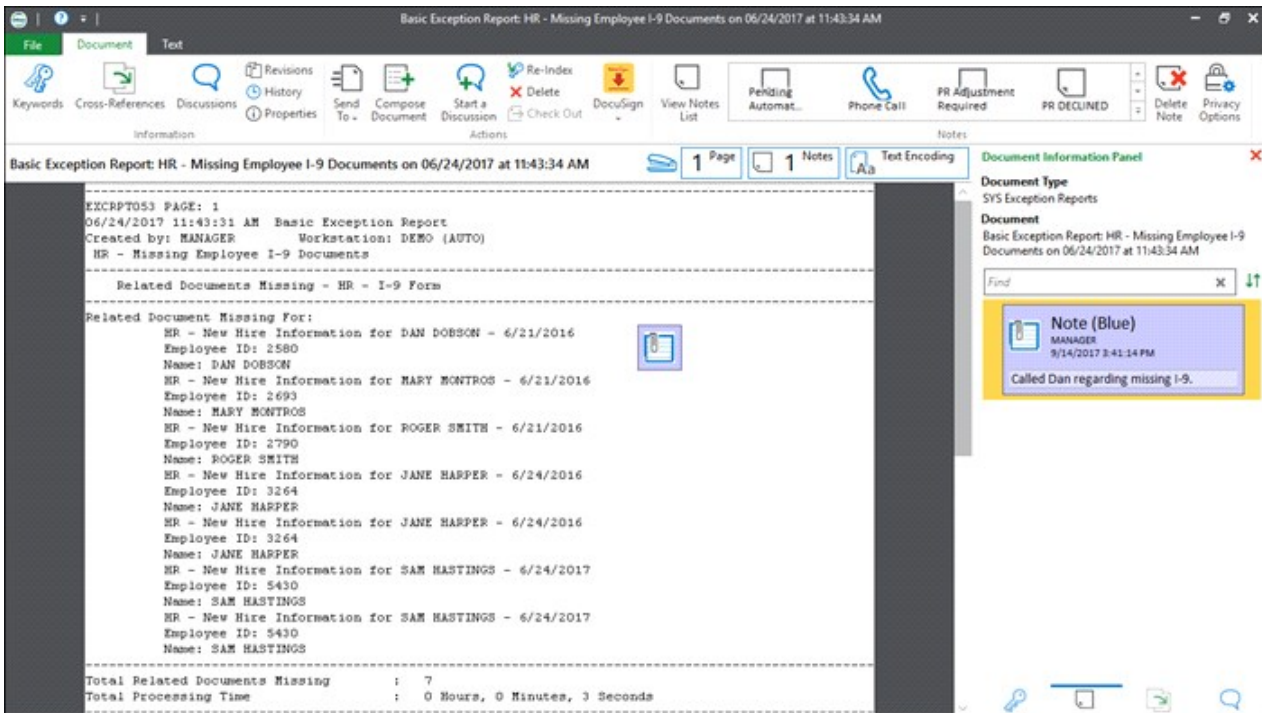
- **Report Missing Related Documents** lists all occurrences of missing items.
- **Report Matching Documents** lists all occurrences of matched documents (complete sets).
- **Validate Total of Secondary Keywords** compares sum of values on related documents to a value on a primary document.
- **Keyword Validation** compares shared keyword values on a primary and related Document Types.
- **Routing** automatically sends exception items to OnBase Envelopes or Workflow Life Cycles for review.

INTERFACE

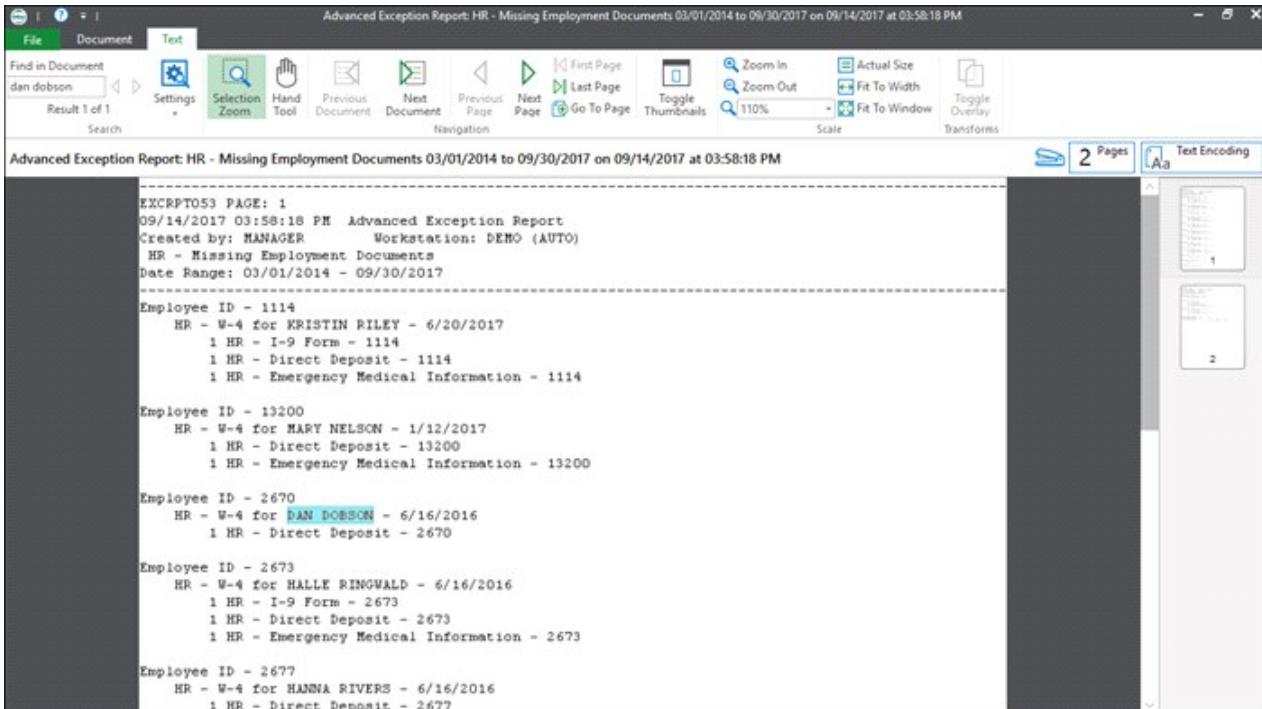


The screenshot shows a dialog box titled "Basic Exception Report Document Types" with a close button (X) in the top right corner. The dialog contains two dropdown menus: "Base Document Type for Report" set to "HR - Employee Profile" and "Related Document Type for Report" set to "HR - I-9 Form". Below the dropdowns are four checkboxes: "Report Missing Related Documents" (checked), "Report Matching Documents" (unchecked), "Validate Total of Secondary Keywords" (unchecked), and "Don't Show Keyword Values on Report" (unchecked). At the bottom, there are three buttons: "Save" (highlighted with a blue border), "Clear", and "Cancel".

Configuration of a Basic Exception Report



Basic Exception Report (with Notes) in Unity



Advanced Exception Report (with Text features, including Internal Text Search and text-based Cross-Reference) in Unity

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