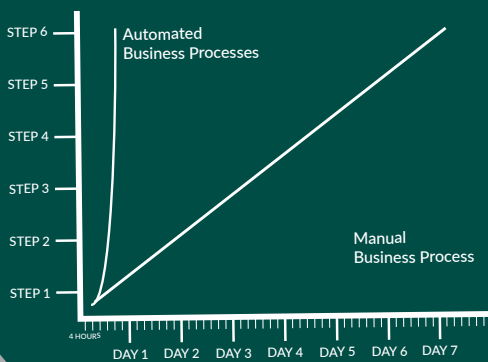


# What if you could more efficiently process every invoice?

## Manual Task Accounts Payable (AP) Processes

SUNDAY SUN	MONDAY MON	TUESDAY TUE	WEDNESDAY WED	THURSDAY THU	FRIDAY FRI	SATURDAY SAT	MARCH NOTES
	<ul style="list-style-type: none"> <li>• Mailroom sorts invoices and delivers to AP clerk.</li> <li>• AP clerk copies invoices for filing and hand keys data into accounting software</li> </ul>	AP clerk sorts invoices by amount and delivers copies to 1st level supervisor for signatures	2nd level supervisor signs higher \$ amount invoices	AP clerk records authorizations and prints checks	CFO signs checks and payments are mailed		

## MANUAL VERSUS AUTOMATED PROCESSES



## Automated AP Processes

**01** Invoices are received and scanned in the mailroom to kick off electronic workflow with PaperVision® Capture



**02** PaperVision® Forms Magic extracts invoice details, and then PaperVision® Automation Manager shares data to the accounting system



**03** PaperVision® Enterprise WorkFlow auto-routes invoices for approval based on transaction details.



**04** 1st level supervisor digitally approves while attending an off-site meeting



**05** 2nd level supervisor digitally approves from remote office



**06** CFO signs checks and payments are mailed out



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