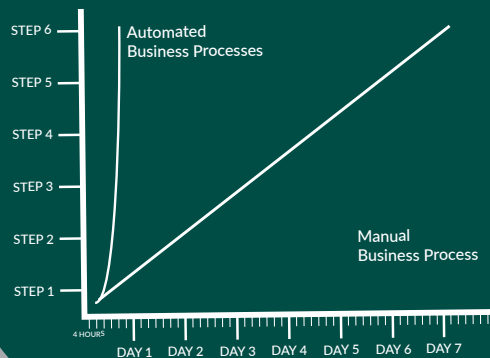


What if you could more efficiently process every invoice?

Manual Task Accounts Payable (AP) Processes

| SUNDAY SUN | MONDAY MON | TUESDAY TUE | WEDNESDAY WED | THURSDAY THU | FRIDAY FRI | SATURDAY SAT | NOTES |
|---------------|--|--|--|---|--|-----------------|-------|
| | <ul style="list-style-type: none"> Mailroom sorts invoices and delivers to AP clerk. AP clerk copies invoices for filing and hand keys data into accounting software | 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



Any Document. Anywhere. Anytime.®