

DocStar ECM AP Automation



Product

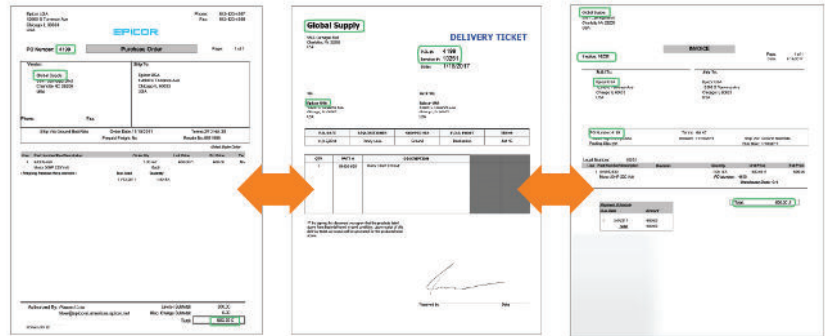
DocStar® ECM AP Automation

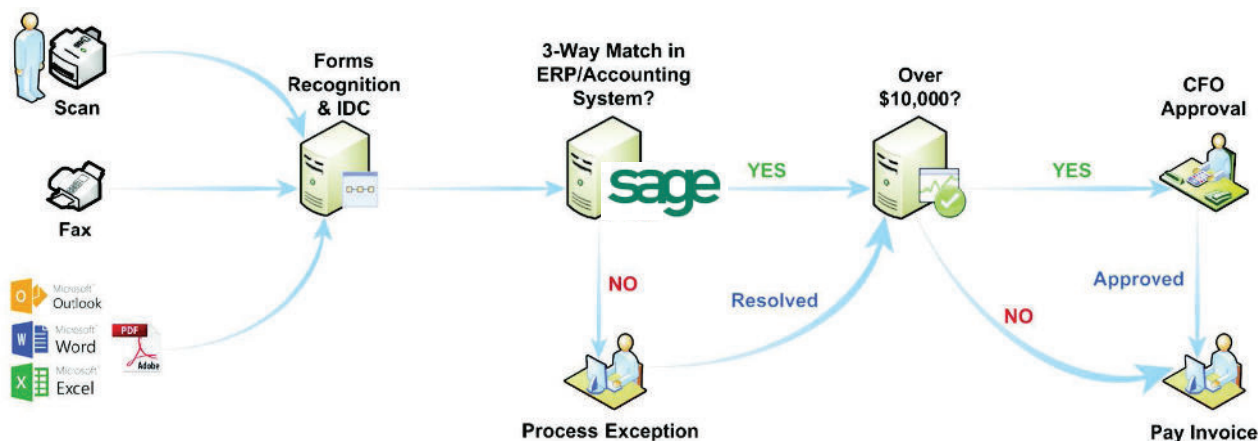
Benefits

- ▶ Dramatically reduce Cost Per Invoice processing
- ▶ Increase productivity
- ▶ Reduce or eliminate late payments
- ▶ Invoice approval anytime, anywhere
- ▶ Improve vendor setup and management
- ▶ Enhance visibility and control of the AP process
- ▶ Focus your team on higher-value goals

Simple, streamlined, smart

If your AP team is spending countless hours performing routine tasks associated with entering and manually processing invoices, you're not alone. But it doesn't have to be that way. With DocStar AP Automation, your AP team will be empowered to work smarter with real-time access to invoices—on any device and from any location around the globe. Processing is faster, approvals are faster and payments are faster—increasing the efficiency along the entire Procure-to-Pay process.





Three-way match

DocStar ECM captures and automatically processes your AP invoices from multiple inbound sources, including existing document scanners or multi-function copiers. Invoices are automatically routed for two-way and three-way matching workflows and approvals.

Intelligent data capture

Instantly recognize and extract key information from inbound vendor invoices. Using industry leading OCR technology, combined with highly sophisticated processing algorithms, DocStar AP Automation achieves the highest possible levels of automation accuracy.

- ▶ Automatically capture and process vendor invoices
- ▶ Improve accuracy with automated data matching
- ▶ Speed procure-to-pay processing time

Advanced workflow

At its core the DocStar AP Automation solution benefits from one of the most powerful workflow engines available balanced with an easy to use graphical workflow designer.

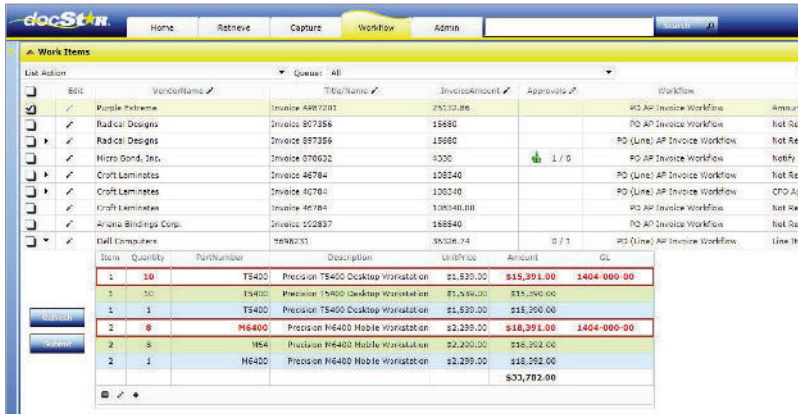
Yet all this technology results in a highly intuitive solution for your team. We've done the hard work, so you don't have to.

- ▶ Automatically perform two- or three-way matching
- ▶ Easily approve AP Invoices anytime, anywhere
- ▶ Integrate with your Sage® system

Ensure compliance

Let DocStar help ease the burden of regulatory compliance and retention requirements. Consistent and secure, DocStar AP Automation ensures that your organization is following the recommended procedures you've established.

- ▶ Ensure records retention compliance
- ▶ Monitor document access and activity with audit trails.
- ▶ Guarantee file integrity with DocStar authentication, which time and date stamps every image
- ▶ Electronic document storage ensures safety and security of all files in the event of a disaster
- ▶ Gain greater business insight with full reporting tools
- ▶ Improve vendor relations
- ▶ Respond to vendor inquiries instantly rather than wasting time looking through file cabinets. Vendor relations will improve, and staff will be able to focus on more important tasks
- ▶ Instantly find any invoice and its supporting documentation
- ▶ Quickly e-mail documents to vendors while still on the phone
- ▶ Save on costs associated with paper access and distribution

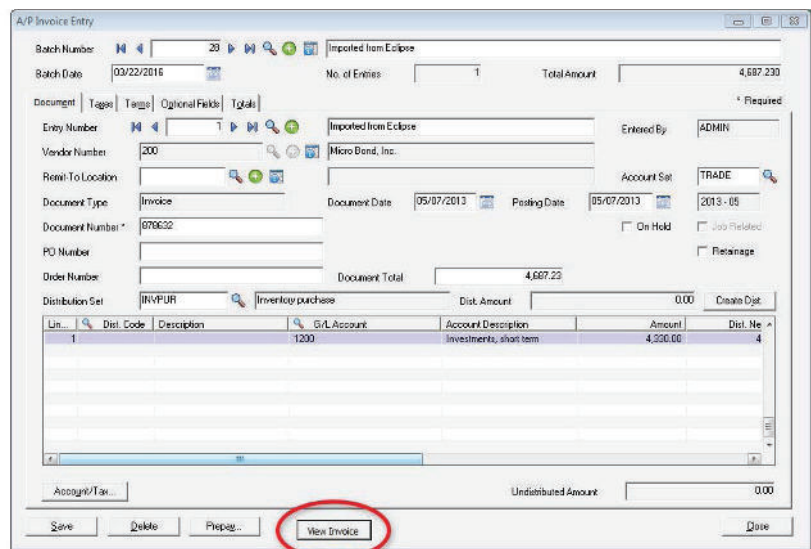


Streamline AP invoice review

Easily receive and route invoices for approval by managers. Built-in alerts and integrated ECM allows filing and retrieval of documents right from within Sage. E-mail alerts combined with one-click approval stamps streamline the entire process.

Sage integration

Integrated ECM allows filing and retrieval of documents right from within Sage.



About DocStar

Founded in 1996, DocStar is an award-winning developer of document management software, enterprise content management, and automated accounts payable solutions. Available in the cloud or on premises, DocStar empowers organizations to gain control over documents, improve records retention, and increase operational efficiency to support business growth. More than 8,000 organizations in North America trust DocStar to increase productivity and automate processes to reduce transaction cycle times.



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