

DocStar ECM AP Automation



Product

DocStar® ECM AP Automation

Benefits

- ▶ 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

Capture, Route, Approve, Integrate

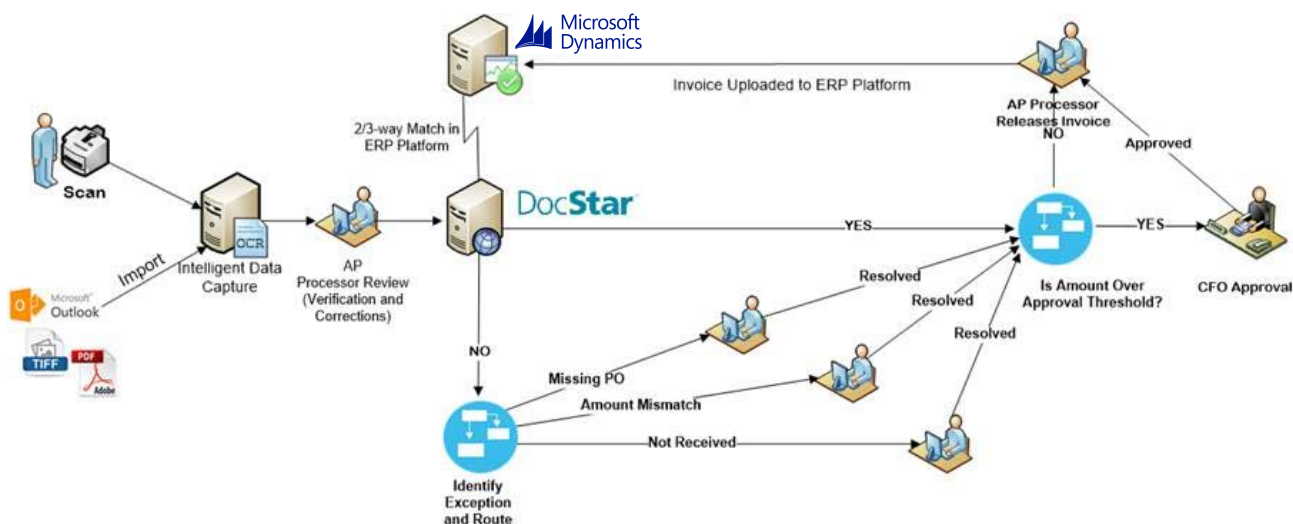
Remember when you had a pager vs. your current Smart phone? You'll think the same way about your current AP process once you've switched from paper to smart AP Automation. You won't believe the transformation.

Is your AP team spending countless hours performing routine tasks to simply enter and process your AP invoices? Your Accounts Payable process will be dramatically improved with DocStar. You'll quickly switch to a whole new way of automatically and securely capturing, indexing, routing, approving, and integrating AP invoices with your Microsoft Dynamics® GP system. Empower your team to focus on higher value goals by reducing your procure-to-pay processing time with DocStar.

The image displays three document screenshots arranged horizontally, connected by orange arrows pointing from left to right. The first document is a 'Purchase Order' from EPICOR, dated 11/20/11, with a PO Number of 4150. The second document is a 'DELIVERY TICKET' from Global Supply, dated 11/20/11, with a P.O. # of 4150. The third document is an 'INVOICE' from Global Supply, dated 11/20/11, with a PO Number of 4150. The arrows indicate the flow of information from the Purchase Order to the Delivery Ticket, and then to the Invoice, which is used for three-way matching.

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 Microsoft Dynamics GP 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.

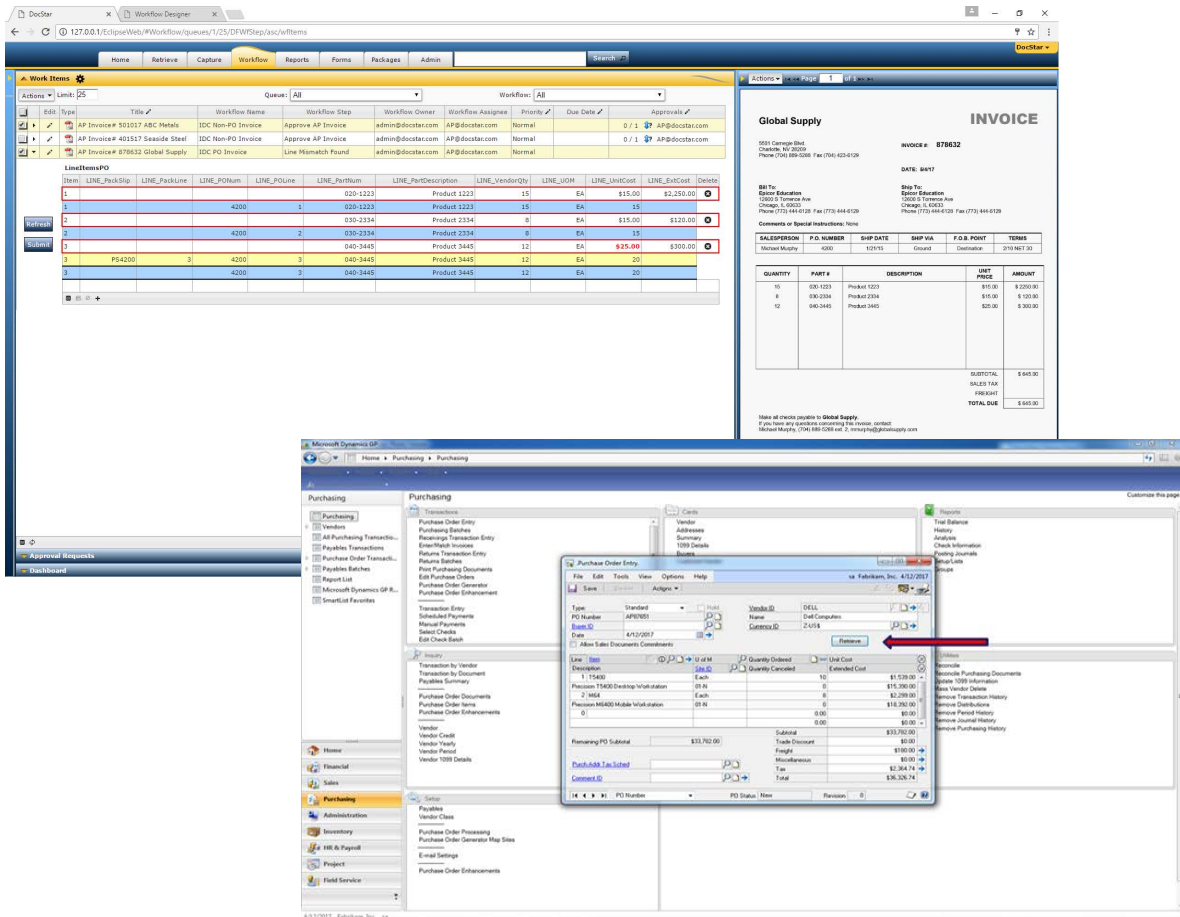
- ▶ Instantly find any invoice and it's supporting documentation
- ▶ Quickly email documents to vendors while still on the phone
- ▶ Save on costs associated with paper access and distribution

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 Dynamics GP. E-mail alerts combined with one-click approval stamps streamline the entire process.

Microsoft Dynamics GP integration

Integrated ECM allows filing and retrieval of documents right from within Microsoft Dynamics GP.



About DocStar

Helping businesses translate vision into action for more than 20 years, DocStar delivers a flexible and innovative enterprise content management and process automation platform. Easy to implement and use—both in the cloud and on premises—DocStar proven technology and global process expertise empowers organizations to operate at peak performance, navigate change, and grow.



Contact us for more information on DocStar products and services

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