Business Processes Transformed!

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PAPER**SAVE**®

Efficiency. Simplified.

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Reason #1 to Kick the Paper

<u>Become More Efficient</u>

- Eliminate the 20-30% of your day spent filing, searching and retrieving documents

- Eliminate the 1 our of 10 Lost or Misfiled documents

- Information is just a click away

- Improve Customer Service

- Reduce Audit Preparation Time

- Cost Considerations

  o Question – How much does it take to file a document? $20

  o Question – How much does it cost to fill a 4 drawer lateral file cabinet? $25,000

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Reason #2 to Kick the Paper

Streamline & Automate Paper Based Processes

- Automate the 2 and 3 way paper matching process
- Automate workflow processes
  - Streamline process
  - Insight to document in workflow
- Automate "filing" with Scan First Capture Method
- Automate Transaction Entry, Reduce Keystrokes!

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Reason #3 to Kick the Paper

Connect and Collaborate

- Connect Employee and Remote Offices

- Distributed capture, employees can scan documents from remote locations, eliminating shipping costs and transportation delays.

- Approval of documents across locations is made simple with PaperSave's electronic workflow process.

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Obvious Starting Point is AP. Why?

Paper Intensive Process

Riddled with Overhead Costs

Cost to File
Cost to Maintain Filing System
Cost to Transport Documents btw Locations
Time to Field Vendor Inquiries
Overhead Costs to Pay Invoices

Eliminate Data Entry
Automate Filing
Reduce Monthly Close

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Operational Areas for Consideration

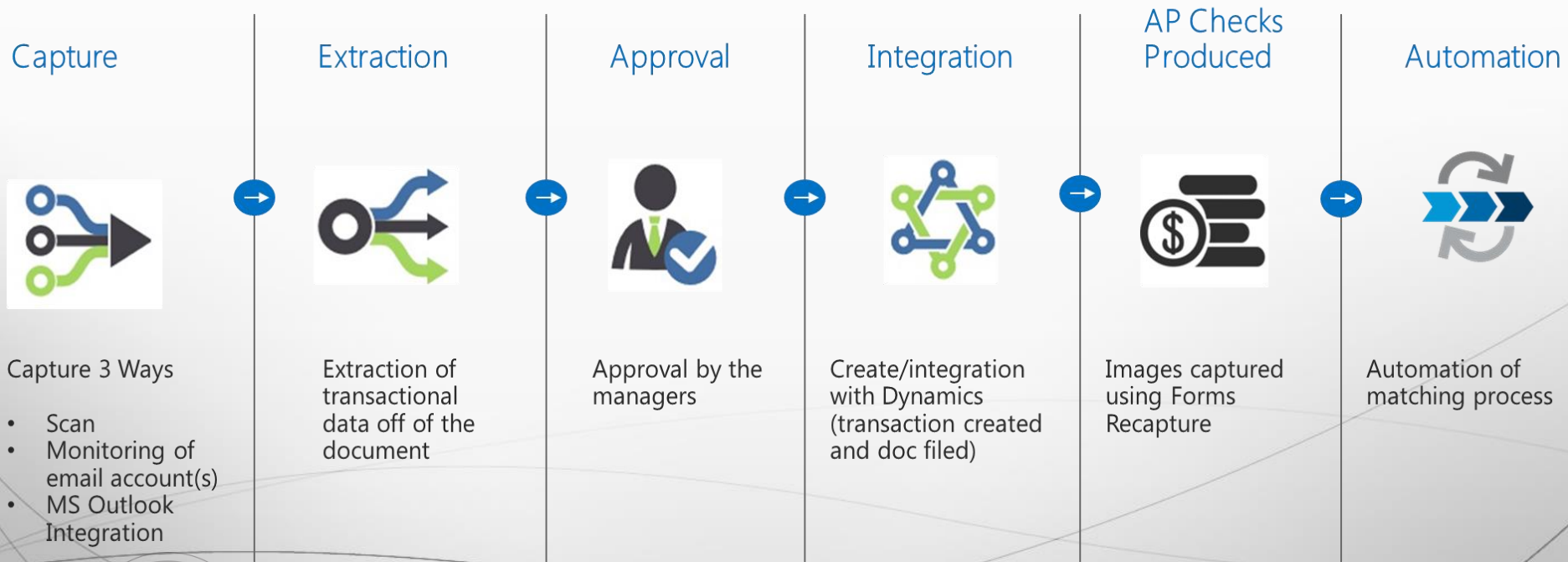| Financial	Sales	HR	Other
JE Backup Bank Statements Investment Statements Petty Cash Receipts	Contracts Correspondences Sales Orders Pick Lists Delivery Tickets Cash Receipts Other Collections Docs	I-9s W-4s Certification Benefits Renewals Vacation/Sick Requests Reviews	Reports Legal
Streamline monthly close and audit	Focus Customer Service, not Chaos	Focus on People, not Paper! Ensure regulatory compliance	

PaperSave - document management & workflow across your operations

Product Demonstration - Document Management
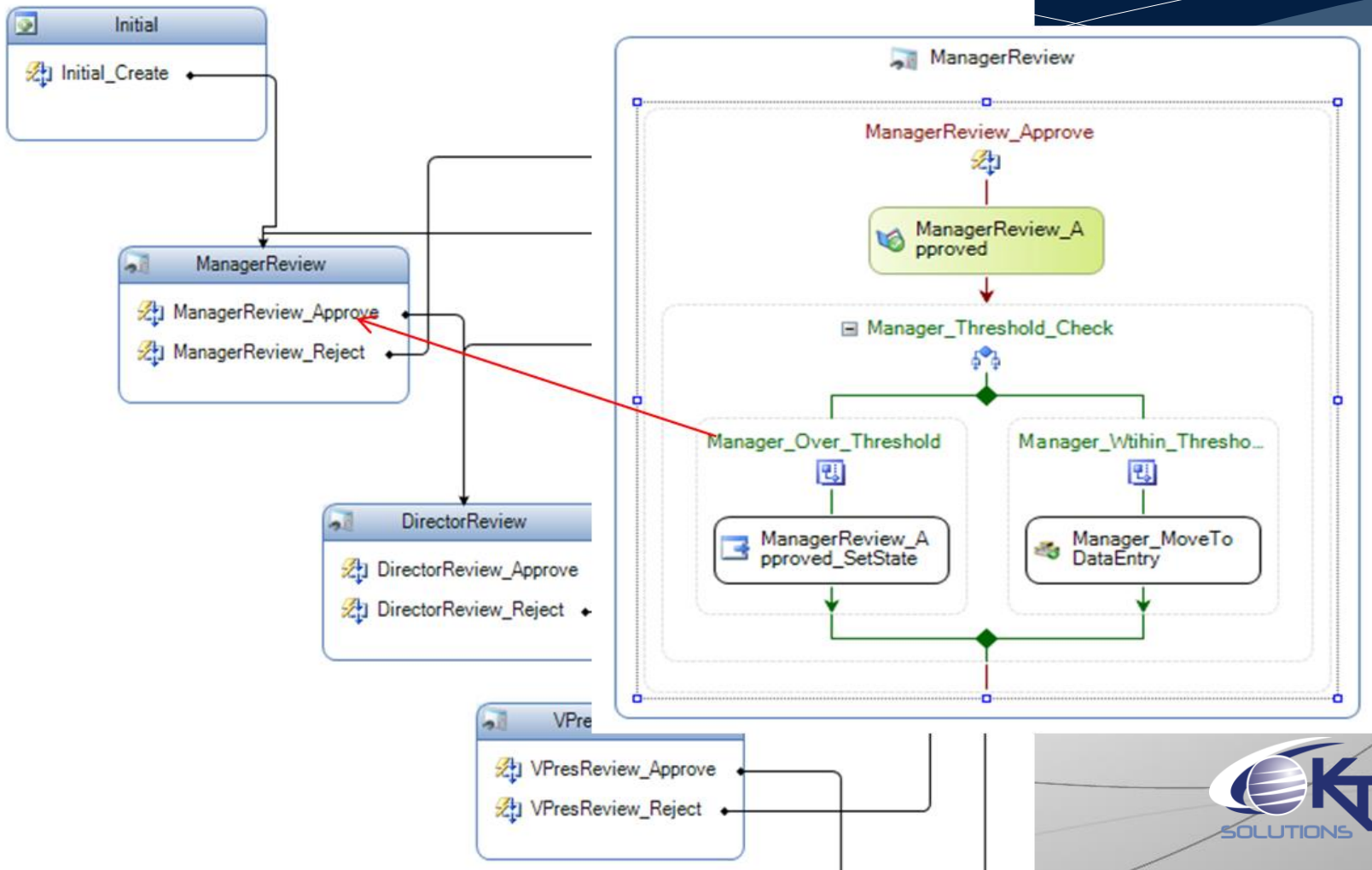
Accounts Payable

Capture	Extraction	Approval	Integration	AP Checks Produced	Automation

Capture 3 Ways

- Scan
- Monitoring of email account(s)
- MS Outlook Integration

Extraction of transactional data off of the document

Approval by the managers

Create/integration with Dynamics (transaction created and doc filed)

Images captured using Forms Recapture

Automation of matching process

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Electronic Workflow Process

Workflow Roles

Distributed Capture

- Scan
- Insert Documents Electronically

Approvers

- Access Documents from Email Alert
- Workflow Queue Explorer
- Approve from Mobile Device

Process Management

- Address bottlenecks before they become bottlenecks

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Electronic Workflow

Key Benefits

- Reduce procurement to pay cycles
- Insight to documents in process
- Eliminate transportation cost from remote locations
- Works off on native HTML browser versus underlying technology like Silverlight (easy deployment)
  - IT loves this

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Sales Order Processing

Capture

Capture 4 Ways

- Scan
- eFax
- Monitoring of email account(s)
- MS Outlook Integration

Integration

Create Sales Order record with Dynamics and Automate the 'Filing process'

Automation

Automation of matching process as documents are collected through the fulfillment to the Cash Receipt

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Financial, HR, Legal and Beyond!

Other Flexible Capture Methods

- Scan Now
- Scan Later
- Office Integration
- Outlook Integration
- Drag and Drop
- Attach a File
- File Manager Integration

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Document Management

9 Capture Methods Key Benefits

- Flexibility allowing users across operations to work with the system based on their process and preferences
- No supplies or additional materials needed
- User Defined Meta-Data to ensure system is used consistently across users

Document Retrieval

6 Ways to Search & Retrieve Documents

- Drill Down from a Record

- Query Integration

- PaperSave Search on User Defined Meta-Data

- Content Search (OCR)

- PaperSave Web

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Document Retrieval

Key Benefits

- Instant Access

- Flexible Search and Retrieval Methods

- Manage individual and groups of documents efficiently

- Ensure Regulatory Compliance (HIPPA, PCI, FMLA, etc)

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Conclusion

Considering Going Paperless?

Why stop with a solution that only focuses on a fraction of organizational documents and processes?

Increase Efficiency, Collaboration and Cost Reduction across your operations!

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Thank you for your time!

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