

How Laserfiche Works for Accounting

- ▶ Access all your information from a single application
- ▶ Automate and simplify manual processes, including A/P processing
- ▶ Integrate existing accounting and ERP applications with your document repository

The IAPP (International Accounts Payable Professionals) estimates the average cost by a company to pay an invoice—in time and resources—is more than \$10 per invoice. That's not counting the costs of missed early payment discounts, late fees, lost invoices, dozens of calls, e-mails and faxes.

Maintaining organized, up-to-date records can be tedious and cumbersome when you're relying on paper storage and manual business processes. Laserfiche enterprise content management (ECM) enables your enterprise to efficiently manage information by automating resource-intensive capture and routing processes—making information more available, so you make better use of the software packages you already have.

Automate A/P Processing

From purchase orders and invoices to expense reports and receipts, Laserfiche allows authorized staff access to information, instantly. Whether you're dealing with scanned documents, e-mails, spreadsheets or PDFs, they're located in a central, secure repository that authorized staff can access, instantly and simultaneously.

With Laserfiche, you streamline the entire accounts payable process—from document creation through document management, routing, approval, collaboration and even records retention scheduling—by automating time-consuming manual processes.

- ▶ **Capture:** Automate document scanning, identification and classification with Laserfiche Quick Fields.
- ▶ **Routing:** Automatically route invoices to assigned A/P staff members, who receive notification via e-mail that invoices are available for review.
- ▶ **Review and Approval:** Review relevant invoices in Laserfiche. Using a drop-down menu, A/P employees approve or deny payment. Workflow then routes the invoices back to the technicians, who cut the checks.
- ▶ **Auditing:** Track all activity within the Laserfiche repository for greater visibility into—and control over—the way A/P-related tasks are performed.
- ▶ **Storage:** Store invoices and related documentation in Laserfiche for easy retrieval. With integration, make A/P documents immediately available through other applications, without toggling back and forth.
- ▶ **Archival:** Automatically classify and file documents, including automatically calculating and assigning cutoff and eligibility dates, with DoD 5015.2-certified transparent records management functionality.

Integrate With Existing Applications

With Laserfiche, your staff can retrieve and work with documents from the applications they already use, including accounting software, ERP packages, and more—eliminating tiresome toggling between applications.

Laserfiche's open architecture speeds integration with existing applications—while programming tools and prepackaged modules limit costs and minimize the burden on IT staff.

- ▶ Simplify integration with programming tools and pre-packaged modules for ERP, Microsoft® SharePoint® and other popular back-office systems.
- ▶ Trigger Workflow activities from third-party applications like your ERP system or accounting software.
- ▶ Provide Laserfiche's document imaging and archival capabilities from your organization's Web portals, including Microsoft SharePoint sites, to improve information organization and access enterprise-wide.

Automate Essential Business Processes

Reduce time spent on labor-and time-intensive document handling. With Laserfiche, you promote information sharing and effective collaboration while automating essential business processes, so your staff spend time on productive activities.

- ▶ **Accounts Receivable:** Lower collection costs by having all relevant information immediately available, or provide a public portal to improve customer relations and satisfaction.
- ▶ **Expense Reimbursement:** Scan and distribute paper receipts and expense reports, accelerating the reimbursement process—while putting your organization's spending history at your fingertips.
- ▶ **Procurement Processing:** Manage collaborative RFP documents from creation to submission while accessing all project documents from a single location.

Meet Legal, Regulatory and Audit Requirements

Safeguard your sensitive information and ensure your information's integrity with Laserfiche's comprehensive security controls. Granular, role-based security allows you to adjust access to the needs of your organization, so document accessibility is never compromised.

- ▶ Provide secure, single-sign-on access to your repository with support for Microsoft Active Directory®.
- ▶ Limit access by user, role, folder, document and/or data field.
- ▶ Promote compliance with Sarbanes-Oxley requirements with DoD 5015.2-certified transparent records management tools that provide central control over records, without interfering with your line of business.
- ▶ Maintain round-the-clock vigilance over who is accessing, printing or e-mailing records—or trying to—with Audit Trail tracking.

Eliminate Manual Data Entry

Laserfiche Quick Fields capture and processing tools provide production-level document processing capability to further simplify the capture and management of unstructured information.

- ▶ Transfer files from network directories, fax servers, multifunction peripherals and digital cameras.
- ▶ Extract data from forms to automatically create document names, populate template fields and sort and file documents.
- ▶ Retrieve data from your accounting application or ERP package to automatically populate template fields, validate data entry and check metadata capture.
- ▶ Expedite business operations by permanently stamping archived documents with notations such as Faxed, Paid and Received, or with custom text and images.

The Next Step: Please call (800) 985-8533 or e-mail info@laserfiche.com for more information.

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