



The New Standard in Enterprise Content Management

SpringCM Solution Data Sheet

ACCOUNTS PAYABLE



KEY BENEFITS OF SpringCM's ON-DEMAND ACCOUNTS PAYABLE SOLUTION

- Rapid solution delivery – just a matter of days and weeks, not months
- Reduce the cost and time to process invoices
- Improve processing efficiency and reduce errors
- Enhance financial control and visibility
- Reduce discrepancies and exceptions
- Capture additional prompt payment discounts
- Avoid late payment penalties

SpringCM SECURITY FEATURES

- SSL: 128-bit RSA encryption
- VeriSign certified
- SAS 70 TYPE II-certified data center

ABOUT SpringCM

SpringCM delivers enterprise-class content management software as an on-demand service with fully integrated capture, document management and workflow.

NEXT STEPS

www.springcm.com

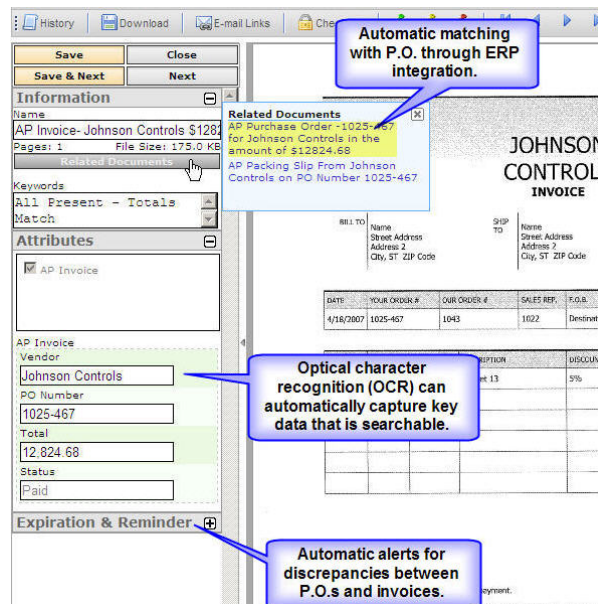
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Accounts Payable Solution: Enabling New Levels of Efficiency in Invoice Processing and Exception Handling

The ability to automate and efficiently manage invoices can improve employee utilization, cut operating costs and enable more efficient use of cash. According to studies conducted by the International Association of Payables Professionals (IAPP), the cost to process an invoice manually can range from \$15 to \$30 or even more. And a recent Aberdeen study revealed that automating the payables process reduced that operating cost by as much as 91 percent. These companies spent 30 percent less time responding to vendor inquiries and have 12 percent fewer late payments.

SpringCM can help your organization achieve these results with our Accounts Payable Solution. It addresses the tough AP challenges you face such as:



- High cost to process each invoice
- Lack of visibility into your company's obligations
- Inability to quickly find specific invoices and related documents
- Duplicate payments and erroneous payments
- Frustration with the process, causing staff turnover and repetitive training
- Too many manual or ad hoc procedures causing errors and audit nightmares

SpringCM's Accounts Payable Solution provides instant access to invoice and P.O. information and streamlines invoice processing and exception handling.

- Difficulty collecting distributed receipts or generating approvals from remote participants
- No visibility into the status of invoices or how each staff member staff is performing

Because SpringCM is delivered as a Web-based service, you never have to worry about buying hardware or installing and maintaining software. The solution is so easy to configure and implement that you can be up and running in a fraction of the time it takes for on-premises software.

Accounts Payable and Invoice Processing

Key Features of the SpringCM Solution

Invoice Capture:

- Convert paper invoices to digital images at the point of receipt
- Capture inbound faxes and e-mails automatically, reducing the possibility of errors and lost invoices
- Scan in batch or single-document scanning mode from different locations using your existing scanner(s)
- Streamline searching with built-in optical character recognition (OCR)
- Use intelligent data recognition and auto-indexing to eliminate manual data input, saving time and the reducing the possibility of errors
- Improve accuracy and reduce errors with built-in data validation
- Support both single-page and multi-page invoices

Invoice Storage, Organization and Retrieval:

- Create attributes groups to classify invoice information by vendor, type, location or any other attributes you choose
- Use a pre-defined folder structure to keep invoices organized for quick access
- Maximize productivity by easily accessing documents from within your ERP/accounting application
- Find documents instantly using index values or full-text search
- Retrieve all the documents related to a transaction at the touch of a button

Invoice Approval Automation and Other Processes:

- Assign invoices manually or establish automatic alerts and reminders to streamline the process
- Speed processing with workflow timers
- Enable viewing of the entire transaction with single-click access to all related documents
- Improve accuracy and processing speed with two- or three-way matching

- Easily view each invoice by processing status (e.g. — new, pending, pay, paid)
- Create a separate process for non-P.O. invoices

Exception Handling:

- Set automated escalation procedures based upon vendor, invoice amount or other attributes
- Streamline transaction processing by routing exceptions based upon flexible business rules
- Use eForms to quickly resolve vendor disputes
- Send notifications and reminders to keep transactions from stalling
- Efficiently balance workloads with queue management
- Prioritize invoices according to your specific business needs
- Save your valuable team member resources by using secure Web-based vendor access for checking invoice status and resolving disputes

Activity Monitoring and Performance Reporting:

- Use the process metrics dashboard to monitor payment status
- Create and enforce best practices with preconfigured status reports
- Achieve even greater levels of productivity with Advanced Workflow and process activity monitoring
- Visualize and improve your processes with user-friendly map diagrams
- Reduce the costs of compliance with the workflow audit trail

Integration With Your ERP/Accounting System:

- Use single-step data entry (SSDE) to save valuable time – input data once to update both systems
- Provide access to invoices and all related documents from within the accounting system
- Integrate your accounting system through Web services or SOA
- Save steps in the process by automatically notifying the accounting system to pay invoices

SpringCM SYSTEM REQUIREMENTS

- Internet Explorer 6 or 7; Firefox 2
- Expensive hardware - Not needed
- Expensive software - Not needed
- Expensive system administrators - Not needed
- Expensive upgrades - Not needed



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