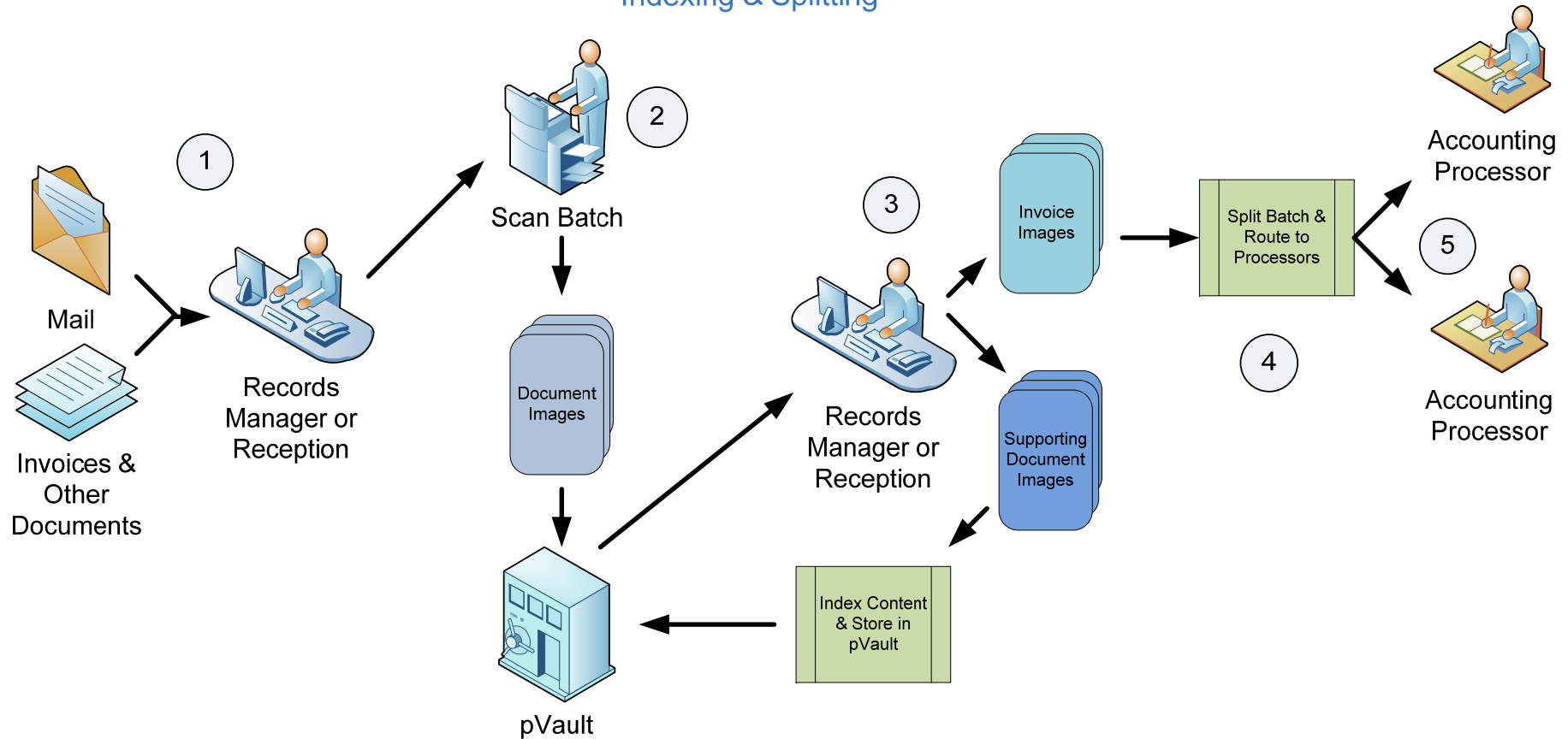


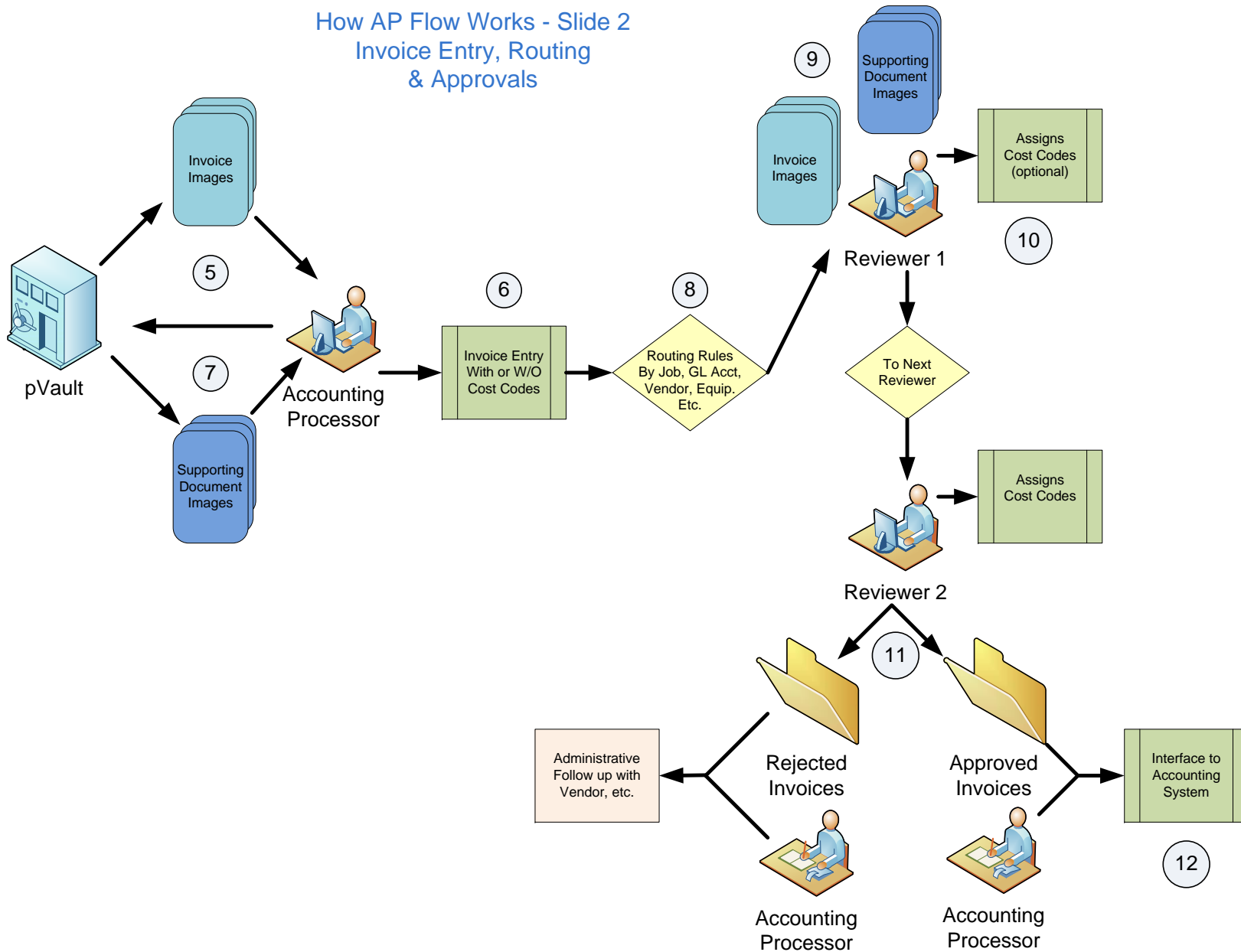
How AP Flow Works - Slide 1 Batch Creation, Indexing & Splitting



1. Records Manager, Receptionist or Mail Room clerk receives daily mail, including invoices, packing slips, PO's, correspondence, etc. Removes staples and clips, prepares documents for scanning. Note: No pre-sorting of documents is required .
2. Paper documents are scanned and saved into a batch image file for subsequent processing in pVault.
3. Batch image file is quality controlled and processed. Supporting documents such as PO's, packing slips, etc. may be indexed into pVault database for subsequent matching and attachment to invoices. Additionally/alternatively, indexing of supporting documents may be done by Accounting Processors.
4. Image pages are separated/aggregated by breaks to define invoice documents and page length. Invoices may be assigned to one or multiple Accounting Processors.
5. Each Accounting Processor receives a batch of documents into their queue for processing and forwarding to reviewers.

Use PDF page arrow above to see Slide 2

How AP Flow Works - Slide 2 Invoice Entry, Routing & Approvals



5. Invoices are forwarded to Accounting Processor's queue.
6. Accounting Processor enters known invoice data in Paperless AP Entry, may leave cost coding for Reviewer to complete.
7. Accounting Processor can match and attach supporting documents (PO's, Packing Slips, Lien Releases, etc.) for reviewer to examine with invoice.
8. Routing rules automatically direct invoices to appropriate reviewers for approval. Ad hoc and custom routing processes also supported.
9. Reviewer receives email notification of invoices for his review. Logs into system, sees invoices and supporting documents.
10. Reviewer approves, rejects, adds cost codes, notes to invoices. If approved, goes to next reviewer on route together with notes and supporting documents.
11. Subsequent reviewers may approve, add/change coding if needed, reject back to Accounting Processor with reason for rejection.
12. Invoices approved through the route are fully coded, ready for Accounting Processor to upload to Accounting system, no further keying required.