

Smarter AP - EZContentManager

Automated Workflow and Approval Routing with Structured Content Recognition

Organizations believe they've applied automation to their accounts payable process by scanning and emailing paper invoices. Although it's a start, all they've really accomplished is to digitize a paper process, then add an element for tracking invoices using email. This may get the bill to the approver electronically, but it does little to eliminate the task or time associated with it.

AP Automation without OCR and ROI of \$200K- \$500K!

- Receive scanned or e-Invoices then process regardless of source, format or location
- Information fields are checked for accuracy then routed to workflow approval
- Configurable workflows based on your business rules for increased processing speed
- Simultaneously EZCM indexes and archives invoices in one place for timely processing and instant retrieval

If you're not ready to invest in OCR technology right now, no problem. With EZCM you can add OCR later and grow with your investment.

“ACOM's Accounts Payable workflow presents a real-time view of invoices during the course of review, approval, and processing.”



PO and Non-PO Invoices

Accounts Payable handles both invoice types, automatically matching PO invoices to their corresponding purchase orders and using our unique technology powers automation and it's efficiency for Non-PO invoices.

EZContentManager's Sophisticated Workflow Engine

ACOM's Accounts Payable workflow presents a real-time view of invoices during the course of review, approval, and processing. EZCM invoice automation solution provides for invoices to be scanned or received electronically, then indexed, and stored in the EZCM centralized repository. Simultaneously the invoices are then routed electronically to the appropriate person for approval based on configurable business rules specific to your organization.

Depending upon each approval process, rules may be incorporated that alert you to

Frames Electrical
2233 Buzz Way
Chicago, IL 60634 P: 317 888 6665
F: 317 888 7777 evader@thames.com

PO No.: 2449
Cust.ID: Big House

invoice

Bill To:
Big House Supply
465 Squid Lane
Manchester, NH 03105
P: 603 773 0124
F: 603 555 6667
ATT: Carl Amari

Ship To:
Big House Supply
465 Squid Lane
Manchester, NH 03105
P: 603 773 0124
F: 603 555 6667
AP@carlamari.com

Date	Order No.	Sales Rep.	FOB	Ship Via	Terms	Tax ID
08/24/2014	6723445	Ella Vader	Destination	UPS L1	45	234-4434

Job
Megahertz Chair Project

Quantity	Item	Description	Discount	Taxable	Unit Price	Total
72	45667	2000 Volt Resistors	10%	N	302.42	\$19,583.86
48	TDC #3	Tie clamps	N	N	2.10	\$100.80
24 Pair	FT Covers	Foot covers	N	N	1.44	\$34.56

Riker Isle 43244 Location: D. Row

Subtotal:	\$19,719.22
Tax:	0
Shipping:	\$254.34
Miscellaneous:	
Balance Due:	\$19,975.56

1% 10 Net 30 - 1% discount if payment received within ten days otherwise payment 30 days after invoice date

Purchase Order Requestor

Vendor Based

Attention Department or Name

Balance Due: \$19,975.56

Invoice Amounts

duplicate invoices, route invoices to particular staff depending upon dollar amounts, route invoices based on matching exceptions, and perform workload balancing. Workflow alarms and notices accelerate approval times notifying users as invoices arrive and when they exceed specific time limits for review and approval

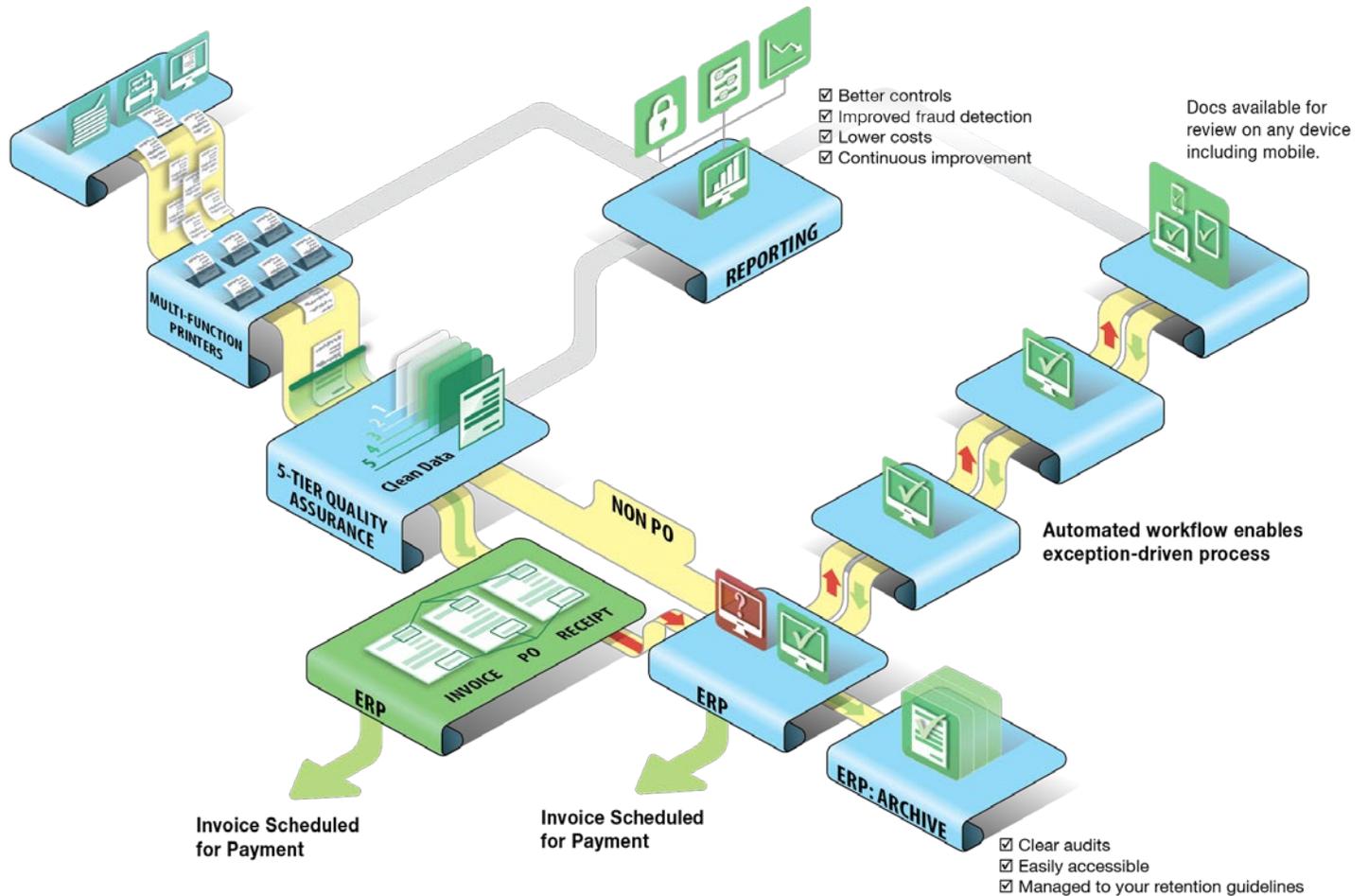
Your Workflow Process = Best Practices

ACOM helps you set up workflows that are based on your unique business requirements. Our powerful role-based rules ensure that invoice processes flows smoothly and efficiently. Invoices may be routed serially when you want a supervisor to sign off on specific invoices or in parallel when more than one approver is required. Fully adaptable to your environment and business requirements, you may easily

change a role, expand or restrict authority, or change routing procedures.

Approval, document retrieval and copy/distribution may be achieved by authorized users via web browser from workstation, remote computers or on mobile tablet devices running on iOS, Windows or Android platforms

“EZCM solves the company’s ongoing challenges of managing documents and information with greater speed, efficiency and accuracy.”



EZContentManager – The Added ROI Value

As the core component of ACOM's AP process and content management framework, implementation of each system includes EZCM, Enterprise Content Management. As a complete information management solution, EZCM solves the company's ongoing challenges of managing documents and information with greater speed, efficiency and accuracy.

This powerful information management solution enables your company to gain control of the documents and information that you need to run your business, with all of your critical information assets immediately accessible across the enterprise.

In addition to AP Automation, EZCM enables you to automatically classify documents, extracting data and intelligently launching them through their routing and approval processes for any department or function within the organization. Instantly available and manageable electronic information, generating clear audit trails with centralized visibility of all your business information in any area:

- Electronic Procurement Processing - Manage suppliers more effectively with accessible documentation.
- Human Resources - Make employee onboarding a smooth transition – for new hires and your staff.
- Employee Management - Track workflow, signatures and documents.

- Sales & Service Agreement Contracts - Simplify agreements with contract workflow.
- Legal Contracts - Make it easy to locate legal documents and case management documentation.

Stay Ahead of Competitors

AP Automation and EZCM enable you to maintain a greater competitive edge with immediate and secure access, management and control of all your business critical information:

- Respond to customer service inquiries and resolve issues in minutes instead of hours and days.

- Boost productivity with all of your organization's core document-centric information consolidated into one place - business users can find the documents they need, whenever they need them; from wherever they are.
- Control: Manage who has access to what information and what they can do with it... individually and right down to the document level.
- Easily track modifications to business-critical documents, when they were made and by whom.



FOR MORE INFORMATION,
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