

## Receive a **50-70% reduction** in costs associated with processing A/P documents

Accounts Payable processing is traditionally paper intensive, time consuming and expensive. Invoices, payments, purchase orders and statements are often sent via email, fax or regular mail.

*How do you efficiently get all of this data into an AP system?*

By integrating an imaging system with your existing business applications you can capture and manage the information, keep it easily accessible and route it to the appropriate individuals for approvals.

Delays in processing can mean lost vendor credits or discounts AND lost revenue to you - plus higher overhead costs!

**Comsquared's Accounts Payable process automation solutions can help you tighten cost, ease workloads and take advantage of prompt pay discounts to improve the bottom line.**

- **Immediate Return on Investment** – By applying an imaging and workflow solution to Accounts Payable, our customers typically realize a return on their investment in 6-12 months.
- **Lowering Processing Costs** – Image-based processes typically cost 30% less than the same paper-based processes. Electronic solutions provide network access to documents; eliminating copying, faxing, mailing, filing and storage costs.
- **Process Automation** – Electronic routing, tracking and online approval of invoices and voucher packets enable Accounts Payable departments to increase efficiency.
- **Business Rules** – Automated application of business rules allow personnel to focus on exception processing.
- **Increase Efficiency** - Voucher paperwork is automatically matched and filed electronically for easy access, eliminating piles of paper on desks and the manual matching of paper.
- **Prompt Pay Discounts** – Automated collection and processing of both paper and digital invoices, and their supporting documents, accelerate the AP entry process allowing management adequate time to manage the prompt pay decision.
- **Reporting** – Gain management control with employee productivity reporting.
- **Leveraging Existing Technology Investments** – Comsquared's commitment to open standards ensures effortless integration with existing IT systems.
- **Improve regulatory compliance and audit response capabilities** – Comsquared's products insure unquestionable compliance with regulatory agency guidelines. Security, protection and audit-trail proof is at the foundation of all Comsquared's solutions.



## PAPER AFFECTS YOUR BOTTOM LINE

*US based companies spend...  
\$25 to \$35 billion processing  
(filing, storing and retrieving) paper.*

- Information industry estimates show that a typical worker will take **12 minutes** to process a single document.
- **Nine** of these 12 minutes are spent searching for, retrieving and refiling the document.
- Only **three** minutes are spent using the information.

With Comsquared Systems' *UNIsearch*<sup>®</sup> A/P module, you can electronically capture, process and store A/P documents like purchase orders, receivers, and invoices, in a single electronic voucher, all the while providing timely activity reporting and management control.

