

ASPEN 360™

Invoice Automation

Incorporate Customized Business Rules to Automate AP

ASPEN 360 AP-SmartRouting Edition (AP-SRE) is a complete invoice automation solution that combines accounts payable best practices with ZeroTouch imaging and workflow to electronically route invoices for approval. It enables you to incorporate customized business routing rules to streamline the AP process, increase efficiencies, and improve productivity.

How ASPEN 360 AP-SmartRouting Edition Works

ASPEN 360 AP-SmartRouting Edition (AP-SRE) integrates AP best practices with your customized business rules to automatically route the invoice to the requestor for approval and coding. The invoice routing then follows your delegation of authority rules so there's no need for an approver to determine where the invoice needs to be routed to next. Once it has received final approval and has been reviewed by the Accounts Payable department, AP-SRE transmits the data into your ERP or AP system for payment .

Invoice Submission and Data Capture

Vendors are able to send invoices in any number of methods, including paper, email, fax, EDI810, eInvoicing and more. AP-SRE receives the invoices and data in any format the vendor currently transmits and converts it to electronic format. The document conversion and data capture occurs through one the IVC or through any other third party document conversion service of your choice. A combination of OCR and manual data

entry is used to capture the predetermined invoice data. Invoice fields which OCR cannot identify are then verified for accuracy by a user. Quality Assurance then corrects any data discrepancies that OCR is unable to validate. This combination of quality controls and reviews ensures the IVC achieves the highest possible levels of accuracy.

Invoice Routing and Approval

AP-SRE's SmartRouting technology streamlines the movement of invoices throughout the approval process by automatically routing invoices to the appropriate person. This eliminates the need for the approver to determine where the invoice needs to be routed next. These rules are controlled by your designated admin user. Once an invoice is approved within AP-SRE, required invoice data for payment is transmitted at predefined intervals back to the ERP or AP financial system. AP-SRE is ERP and accounting system agnostic; its proprietary Business Connectors will allow data transmissions to and from your financial system.

ASPEN 360™ AP-SmartRouting Edition

Automatically Route Invoices to the Right Approver

AP-SmartRouting Edition's invoice routing follows your delegation of authority rules so there's no need for an approver to determine where the invoice should be routed to next.

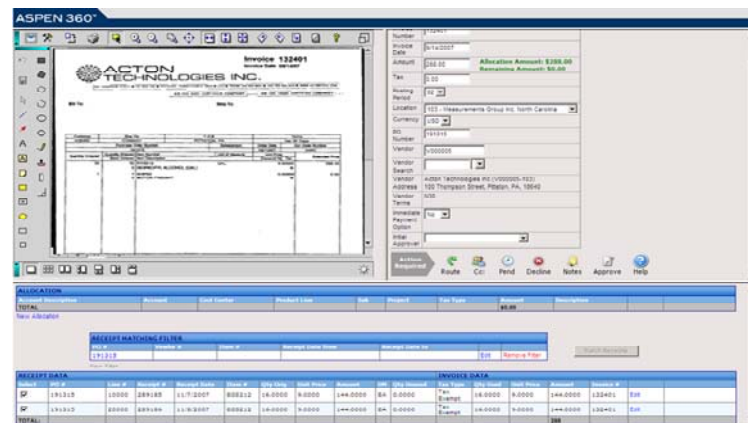


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Streamline Your Invoice Approval Processes

With ASPEN 360 AP-SmartRouting Edition (AP-SRE), you are able to:

- Automate the routing of your invoices using your delegation of authority rules
- Take advantage of pay-as-you-go subscription services
- Utilize the Invoice Virtualization Center or e-invoicing to move AP to a truly paperless environment
- Moves AP to a truly paperless environment for invoices
- Support unlimited users through a scalable solution
- Eliminate additional investments in infrastructure
- Seamlessly upgrade to straight through processing as needed



ASPEN 360 AP-SRE's approval screen displays the invoice image, index fields, and allocation amounts.

Features of ASPEN 360 AP-SmartRouting Edition

Invoice Virtualization Center

The IVC offers a full service document conversion center for prepping, scanning and indexing documents.

Workflow Integration to Your ERP or AP Systems

Approved invoice data is transmitted to the ERP or AP system. Data such as vendor address book data, PO data, receiving data and GL chart of accounts data is transmitted from your ERP or AP system to AP-SRE.

Delegation of Authority

Users only need to click the approve button to route up the hierarchy if higher approval is needed. Additionally invoices cannot be sent to AP without the proper signoff.

Search and Retrieval

Using the indexed fields allows users to quickly search for and view documents and index data.

Document Profiling

Profiling allows you to restrict access to documents by any of the indexed fields. This permits information to be made available at the company, department, or role level.

Reports and Monitoring

All document query results can be exported to Excel. In addition, the audit history tracking displays all document viewing, editing and indexing information.

Administration

User administration is controlled by point and click navigation. Features can be granted by individual user, group association, or user role.

Image Enable Applications

Instantly retrieve invoice images right from your AP financial system by linking to the AP-SRE image repository as you drill down within your application.

Audit RE-View

Access can be restricted to allow only specific subsets of documents to be viewed by auditors or external users.

Annotations

Features include highlighting text, affixing notes, blocking out confidential information, affixing a time/date stamp, and more.

Unlimited Users

Unlike server-based enterprise solutions, AP-SRE provides unlimited access to users and can be administered remotely from any Internet connection.

24/7 Access

With multiple cutting-edge Data Centers focused on always providing secure and dependable access to client content, AP-SRE provides 99.9% uptime.