

document management.  
**Easy. Fast. Smart.**

# docSTAR™ AP Solutions.



## Do more with less... with the docSTAR Solution for Accounts Payable.

The Accounts Payable (AP) process can be streamlined with docSTAR - allowing for a more productive and efficient department with irrefutable auditing. docSTAR securely scans and stores your paper documents as well as critical electronic files. You'll have quick and easy document retrieval without ever leaving your desk!

### With docSTAR:

- ★ Streamline invoice routing.
- ★ Reduce manual errors.
- ★ Electronic invoice approval anytime, anywhere.
- ★ Improve operational efficiency.
- ★ Reduce costs with faster processing.
- ★ Improve vendor relations and customer service.
- ★ Instantly locate documents and invoices.
- ★ Retrieve, view, print and email documents from any computer.
- ★ Eliminate demand for physical space.

visit us at [www.docstar.com](http://www.docstar.com)





docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

### Streamline AP Processes

With docSTAR you can streamline and simplify existing AP processes. docSTAR converts paper documents such as vendor invoices, Bill of Lading (BOL), Purchase Orders (PO), expense reports and others into digital files. At the time of their arrival, the entire life cycle of the document can be easily and cost-effectively managed.

#### With docSTAR:

- ★ Review electronic AP document packages for easy approval.
- ★ Reduce time required to complete tasks.
- ★ Multiple users can access documents at the same time - no more managing original documents and multiple copies.
- ★ Reduce manual errors with consistent, accurate filing.
- ★ Ensure compliance procedures and approvals are followed with automatic routing and processing.
- ★ Increase payment discounts and eliminate payment penalties.
- ★ Manage employee distribution of workload based on attendance and productivity

### Reduce Compliance Worries

Let docSTAR help ease the burden of regulatory compliance and retention requirements.

#### With docSTAR:

- ★ Reduce the storage burden of complying with record keeping and destruction regulations such as Sarbanes-Oxley Act, Generally Accepted Accounting Principles (GAAP) and others.
- ★ Enforce document retention policies.
- ★ Guarantee file integrity with docSTAR Authentication, which time and date stamps every image.
- ★ Electronic document storage ensures safety and security of all files in the event of a disaster.
- ★ Monitor document access and retrieval with **Audit Trail**.

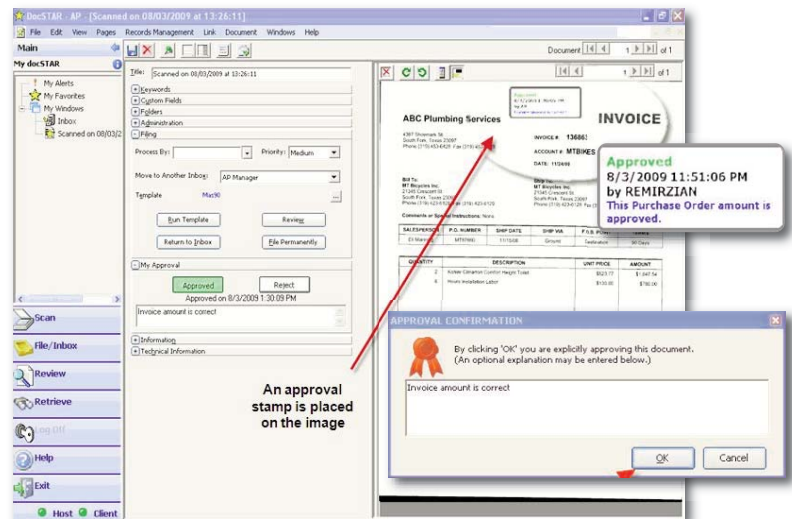
### Improve Customer Service

Respond to inquiries instantly rather than wasting time looking through file cabinets. Customer service will improve, the staff will be more efficient and paper costs will be minimized.

#### With docSTAR:

- ★ Instantly find any document right from your desktop.
- ★ Email documents to vendors while still on the phone.

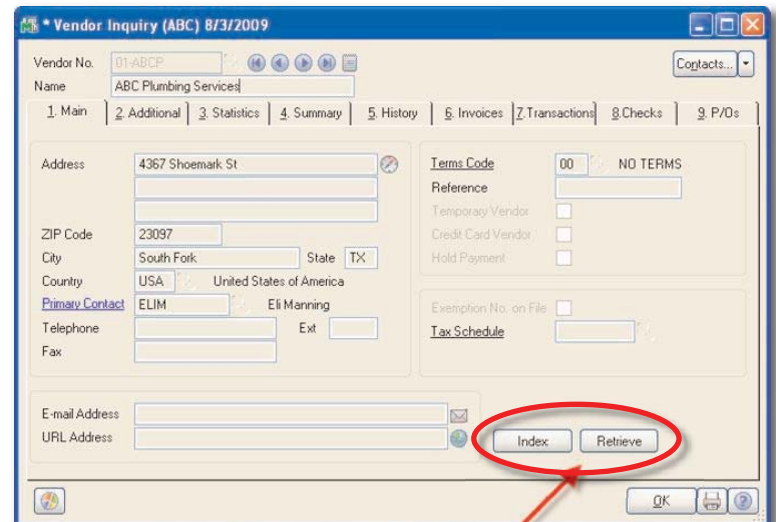
### AP Invoice Approval



An approval stamp is placed on the image

Easily receive and route documents, such as invoices, for approval by managers. Built-in and email alerts combined with approval stamps and approved document icons streamline the entire process.

### Accounting Software Integration



Easy integration and retrieval from accounting software.