

The webinar will start in just a moment.

Coffee is brewing, be right with you...



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AUTOMATION IN ACCOUNTING: AI MAKES DOLLARS AND SENSE

Marc Klein
Professional
Services Manager

Christian Bacote
Business Technology
Specialist

Michael Young
Strategic Sales
Executive

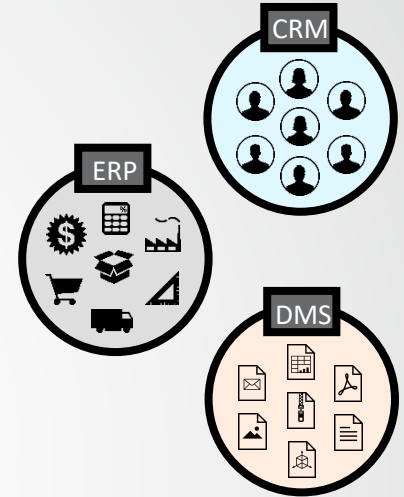
The Problems with manual AP processing

The
Process is Slow
and
Inefficient & Costly



- PAPER = high processing cost + NO control
- Paper invoices are hard to find and manage
- Receiving the invoice is the #1 AP bottleneck
- Accounts/payments aren't being reconciled in a timely manner
- Inability to meet increasing supplier demands for shortened payment times
- Inability to capture early payment discounts

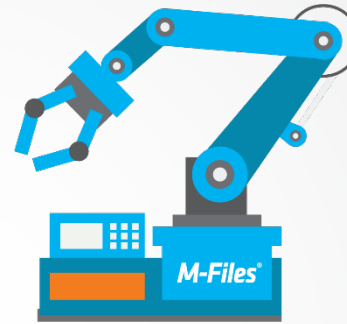
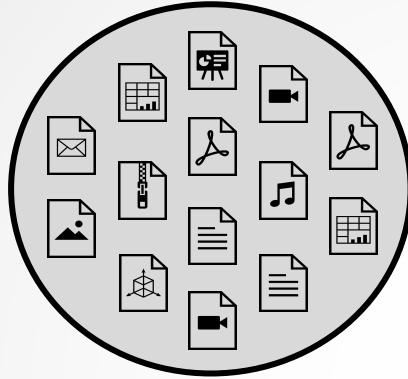
INDEPENDENT
SILOS
OF
INFORMATION



- Little or no visibility over the entire payables process
- Information is split across multiple systems and not working together
- Inability to meet new compliance and regulatory requirements
- Little or no control of format or quality of documents

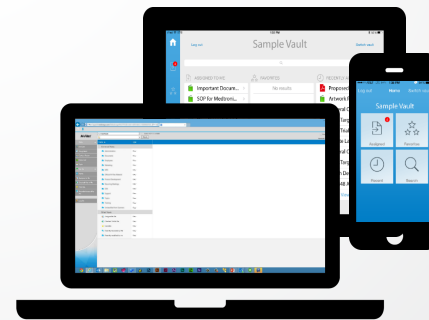
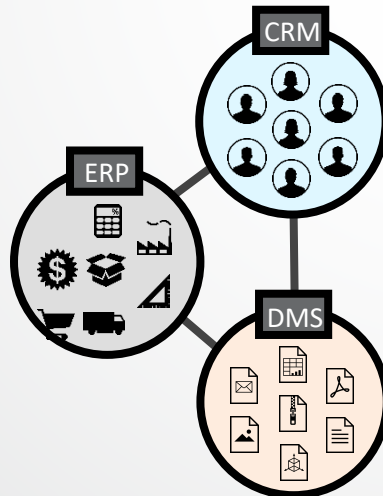
Our Solutions to the Manual AP Dilemma

Eliminate
The
Paper



Automate
the **Review** and
Approval Process

CONNECT
ALL OF YOUR
INFORMATION



Securely Access
Anything
From
Anywhere

Eliminate the Paper and Capture from Anywhere

► Multiple Capture Sources

- › Advanced Capture Adaptors
- › Third Party Capture Solutions
- › Any Scanner or MFP
- › Email and Fax
- › Server and Desktop Import
- › Third Party Applications (ERP, CRM)

► Reduce errors

- › OCR and Validation

► Save time

- › Reduced time vs manual input



PAPER DOC



SCANNER/MFP



EMAIL



FAX MACHINE



Intelligent Capture

► Capture paper documents

- Document Separation
- Document Classification
- Data Extraction (OCR) / Barcodes
- Line Item Capture
- Metadata Indexing
- Validation

► Send to ECM

- Automatic import and classification in M-Files

► Benefit from ECM features

- Access in Dynamic Views
- Automatic Permissions
- Workflow Integration

PAGE 1 OF 1

GRAINGER

6655 CRESCENT DRIVE
NORCROSS, GA 30071-2934

SHIP TO
VIRGINIA SPRINKLER
6375 REGENCY PKWY
NORCROSS, GA 30071-2340

BILL TO
MOG2005 00020385 1 AB 0317
WORSHAM SPRINKLER CO INC
10343B KINGS ACRES RD
ASHLAND, VA 23005-8059

020385

ORIGINAL INVOICE

GRAINGER ACCOUNT NUMBER 863704862
INVOICE NUMBER 9216305210
INVOICE DATE 10/23/2006
DUE DATE 11/22/2006
AMOUNT DUE 60.30

PO NUMBER: 7513163
CALLER: JEFF GORDON
CUSTOMER PHONE: (770) 242-6673
DELIVERY NUMBER: 6024360167
INCO TERMS: FOB ORIGIN

THANK YOU !
FEI NUMBER 36-1150280
FOR ANY QUESTIONS ABOUT THIS INVOICE OR ACCOUNT CALL 888-803-7320

| PO LINE # | ITEM # | DESCRIPTION | QUANTITY | BACK ORDERED | UNIT PRICE | TOTAL |
|--|--------|--|----------|--------------|------------|-------|
| | 4DYB1 | EYEWEAR, SAFETY, CLEAR MANUFACTURER # 11326 | 24 | | 2.37 | 56.88 |
| Red on Rec. A | | | | | | |
| <div>RECEIVED OCT 31 2006 VSC CORPORATION</div> <div>NOV 22 2006 VSC CORPORATION</div> | | | | | | |
| INVOICE SUB TOTAL | | | | | | 56.88 |
| TAX | | | | | | 3.42 |

NUMBER OF PKGS. 0 WEIGHT: 1.44
DATE SHIPPED: 10/23/2006

PAYMENT TERMS NET 30 DAYS. PAY THIS INVOICE NO STATEMENT SENT. PAYABLE IN U.S. DOLLARS.

AMOUNT DUE 60.30

PLEASE DETACH THIS PORTION AND RETURN WITH YOUR PAYMENT.

BILL TO:
WORSHAM SPRINKLER CO INC
10343B KINGS ACRES RD
ASHLAND, VA 23005-8059

REMIT TO:
GRAINGER
DEPT. 863704862
PALATINE, IL 60038-0001

863704862921630521010000060301000034210000000100000006112217

X ACCOUNT NUMBER 863704862 DATE 10/23/2006 INVOICE NUMBER 9216305210 AMOUNT DUE 60.30

FOR COMMENTS OR CHANGE OF ADDRESS, ENTER INFORMATION ON REVERSE SIDE.



PAPER DOC



SCANNED

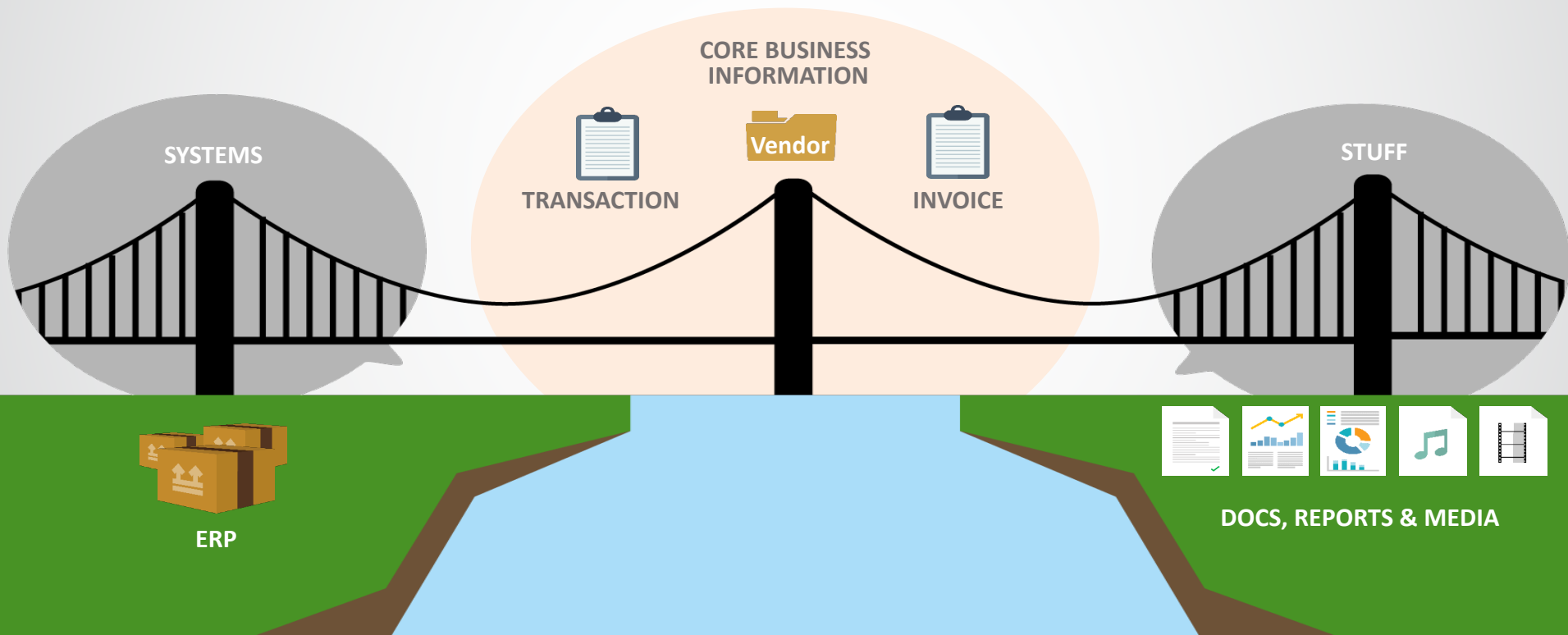


CHARACTER RECOGNITION (OCR)



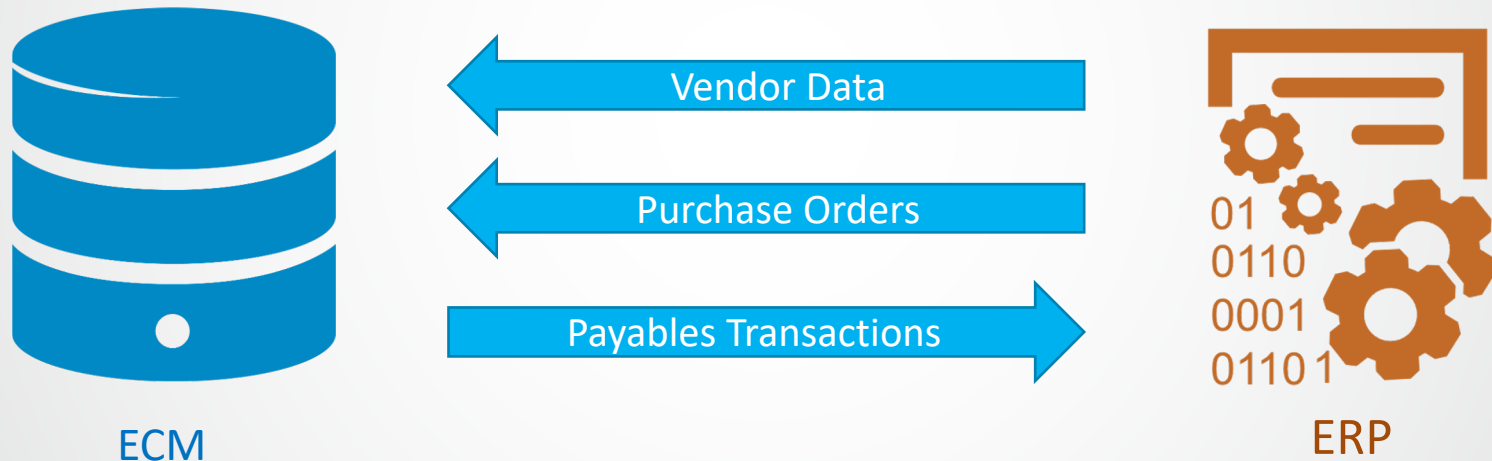
SAVED IN ECM

BRIDGING THE GAP BETWEEN **YOUR ERP** AND **YOUR DOCUMENTS**

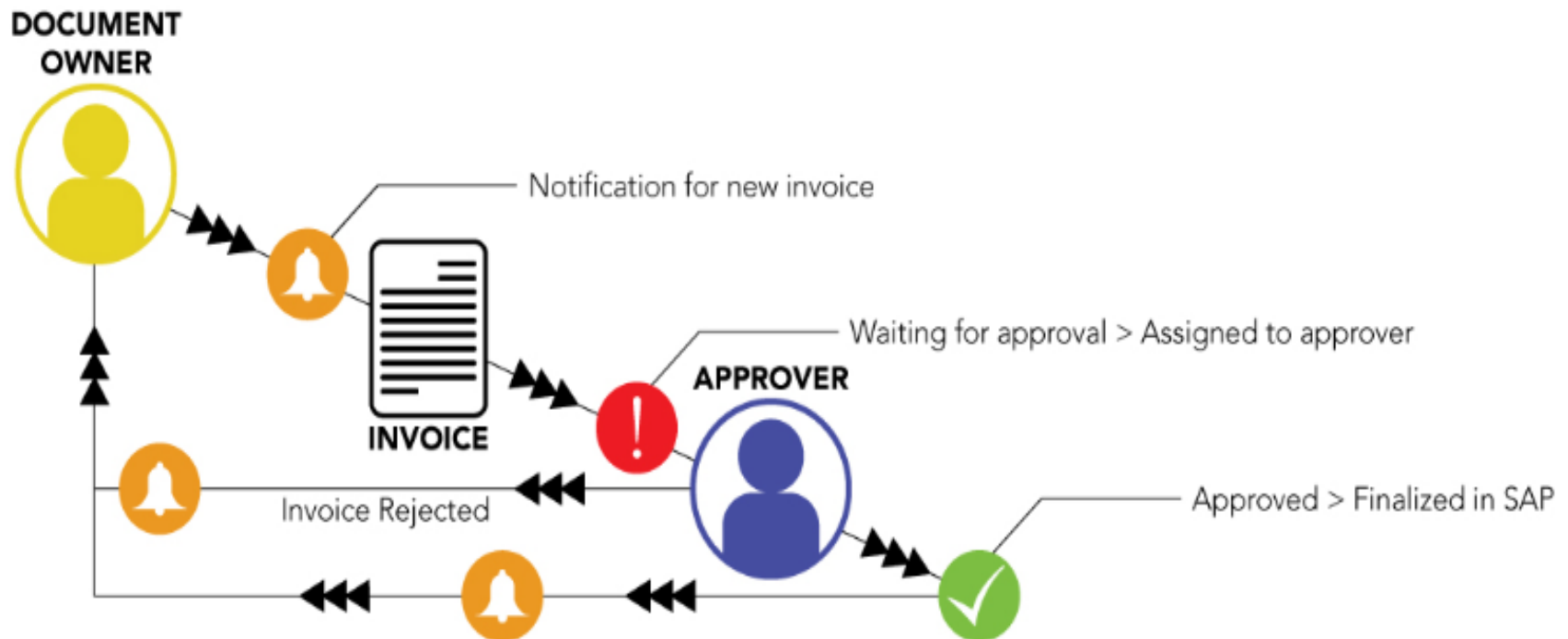


Two Way communication between an ECM and your ERP

ECM automatically keeps both systems in sync.

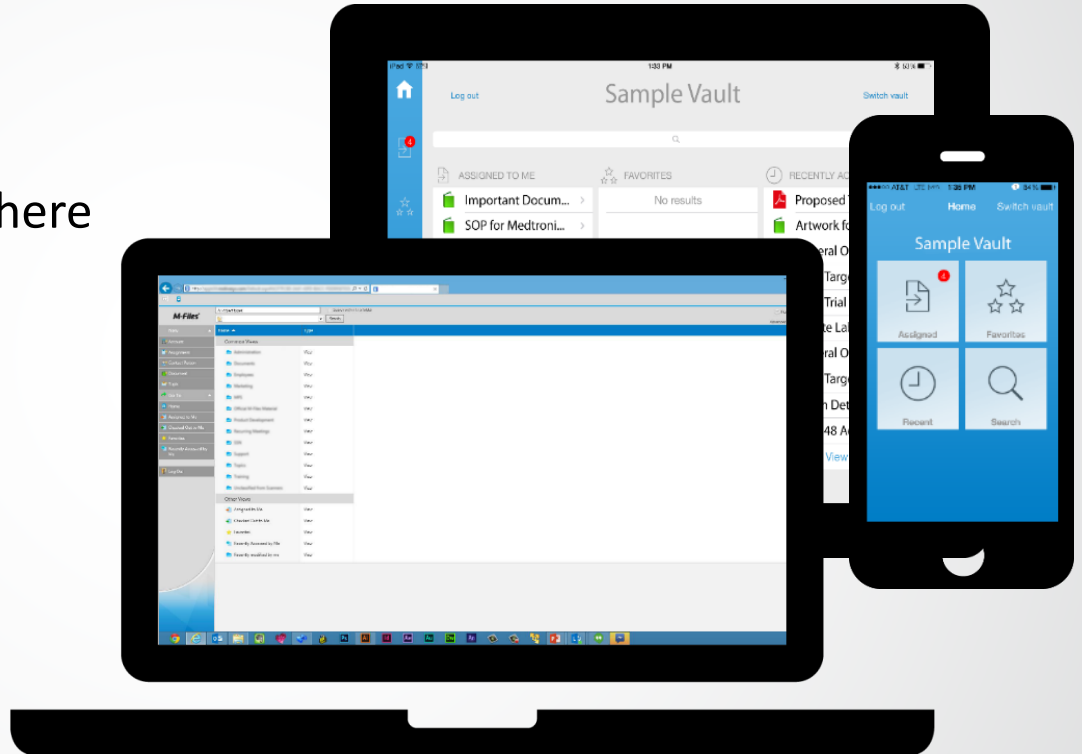
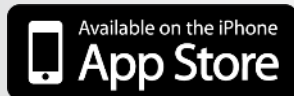


Automate the review and approval process



Access your data **24/7** from a **desktop, browser** or **mobile device**

- ▶ Native Mobile Apps
- ▶ Mobile Capture
- ▶ Manage Workflows Anywhere
- ▶ Offline Access
- ▶ Access from **any platform**



Flexible Deployment



Cloud



On-Premises



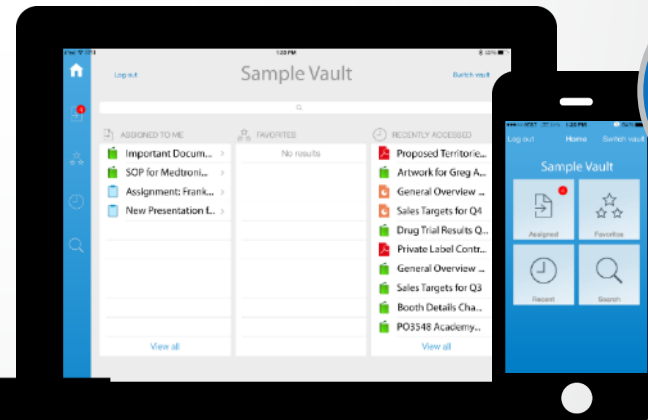
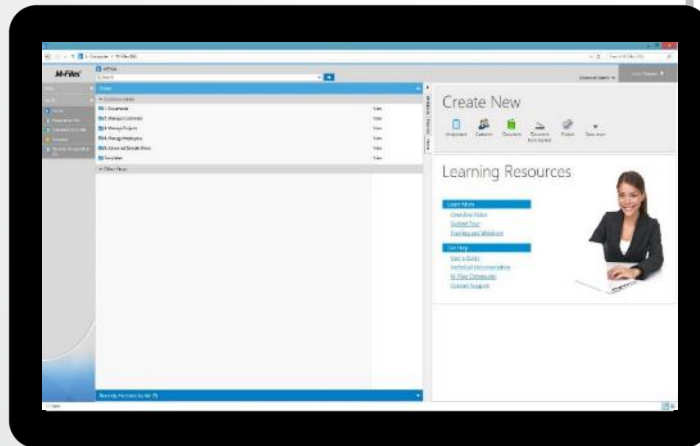
Hybrid

3

Options

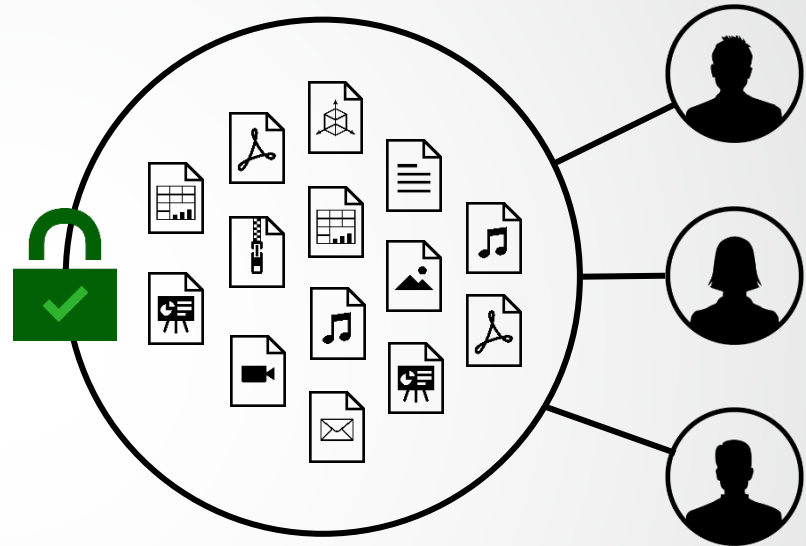
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Experience



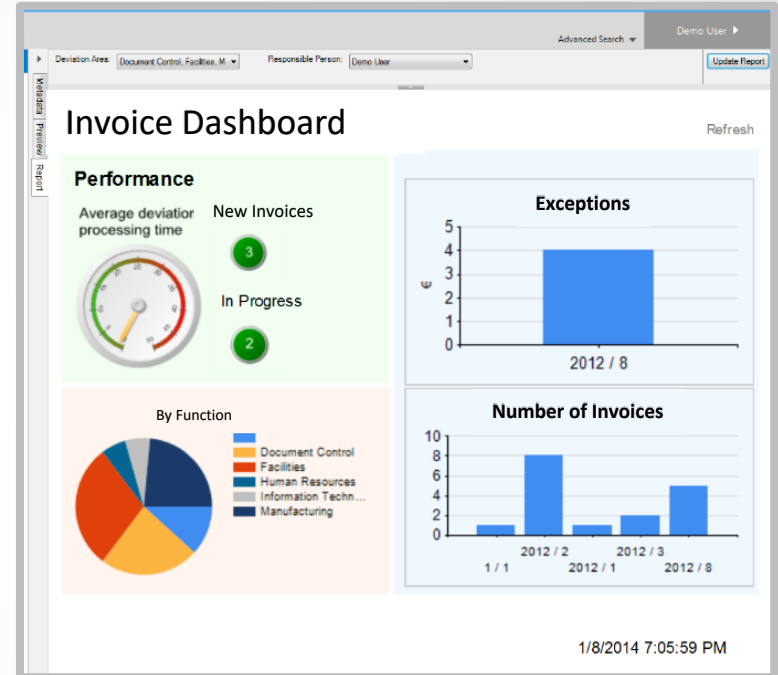
Ensure information is **protected and follows compliance guidelines**

- ▶ User & User Group Rights
 - › Per document
 - › Per document class
- ▶ Metadata-Driven Permissions
 - › Enables automatic changes to access permissions with any change in metadata, such as when A document is approved or project team members change
- ▶ Simple Setup & Administration
- ▶ Compliance
- ▶ Retention



Reporting & Business Intelligence

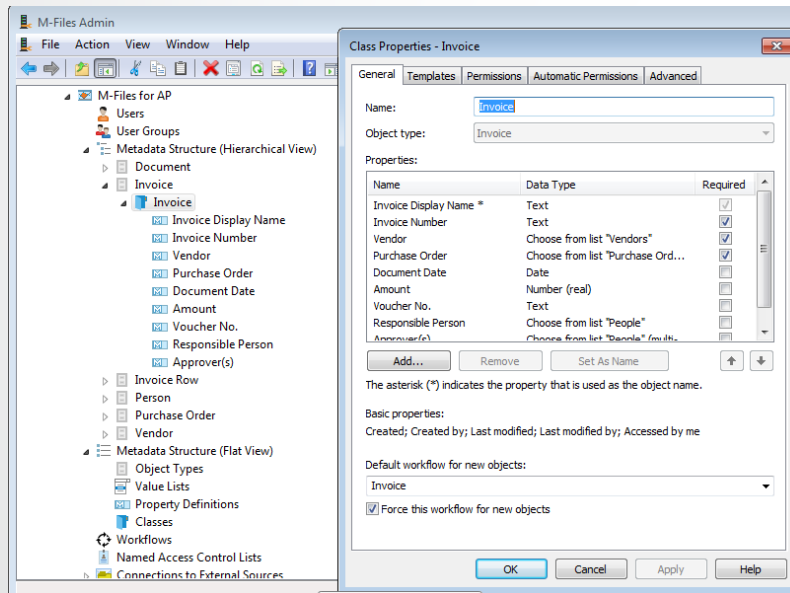
- ▶ Get insight into your operations
- ▶ View real-time statistical data about your content
- ▶ Make better decisions based on data
- ▶ View information from your ERP system



Flexible Configuration

► Configuration **Not** Customization

Configure the system for your specific payables approval business rules and role-based security



Manage Everything

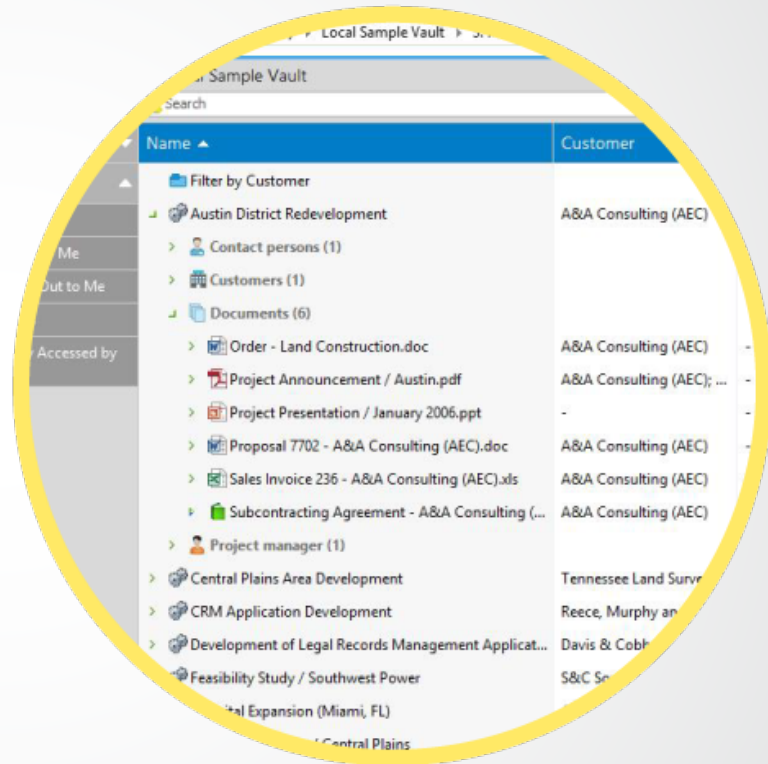
In addition to Invoices the ECM for AP solution is a repository for all of your related documents and content as well.

- Payments
- Shipping Receipts
- Statements
- Credit Memos
- Contracts/Agreements
- Insurance Certificates
- Purchase Orders
- Supplier Information
- Etc...



View Your AP Documents and Data Any Way You Want To

- ▶ Access to documents resembles traditional folder directories
 - Easy to use
- ▶ Define views based on document properties
 - One document can be found several ways
 - View by Vendor
 - View by Purchase Order
 - View by Date
 - View by Status
 - Etc....
- ▶ Views are centrally managed
- ▶ Anyone can create views specific to them

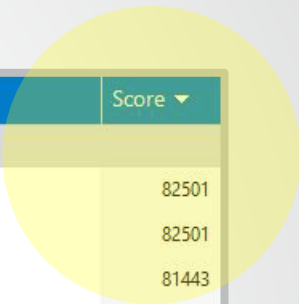


Traditional Folder Pitfalls:

- ▶ Files only have **one** location
- ▶ **Multiple copies** of files may be in different locations

Find Documents Instantly

- ▶ Search results are **ranked by relevancy**
 - How recently the document was created
 - How many times the document has been edited or updated
- ▶ Search **includes file metadata & contents**
- ▶ **Locates documents quickly** no matter how many items are in the vault



| Name | Score ▼ |
|---|---------|
| ▲ Documents (50+) Show more results | |
| ▶ Invitation to Project Meeting 2/2007 | 82501 |
| ▶ Order - Logo Design | 82501 |
| ▶ Invitation to Project Meeting 1/2006 | 81443 |
| ▶ Job Application, Pam Ryder | 81443 |
| ▶ Minutes / Project Meeting 1/2007 | 81443 |
| ▶ Invitation to General Meeting 2004 | 81348 |
| > Request for Proposal - Power Line #2.doc | 46517 |
| Word NDA Template.doc | 45582 |
| Word White paper - Metadata (text).doc | 44354 |
| > Word Job Application, Jonathan Lockhart.doc | 44338 |
| ▶ Training Plan | 44083 |
| ▶ Project Plan | 43309 |
| Word Job Application, Thomas Westwood.doc | 43168 |
| > Word Power Line Test Results.doc | 42930 |
| > Word Request for Proposal - Graphical Design.doc | 42694 |
| > Word Invitation to Project Meeting 1/2004.doc | 42501 |
| > Word Invitation to Project Meeting 1/2006.doc | 42501 |

An ECM for AP Will Help You

- Reduce paper handling and storage costs
- Eliminate lost or misplaced invoices
- Increase processing speeds and efficiency
- Improve accuracy and decrease processing errors
- Make documents quickly and easily accessible
- Improve on-time payments and early payment discounts
- Create auditable business processes with greater visibility
- Facilitate regulatory compliance



WHAT'S BREWING NEXT?

MANAGED IT
SERVICES: WHAT
TYPE DO I NEED?



Jeff Blount

vCIO

Patrick Judy

IT Solutions Specialist



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Q&A SESSION

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