



## The FileBound Difference

### Unlimited User Licensing

**With FileBound, everyone who needs access to your document management solution gets it.** FileBound provides this unique model so organizations can make adoption decisions according to the value users, departments or functional areas derive from the solution without user licensing constraints.

### Hosted, On-Site or Appliance

**FileBound is the right solution delivered the way you need it.** FileBound offers the broadest delivery options available. Everyone needs document management and with FileBound, you can choose to adopt it as a hosted solution using the FileBound On-Demand service. Or, implement it as a simple network appliance with FileBound Express. Or, license the solution and install FileBound on your IT infrastructure.

### Integrated Electronic Forms

**FileBound streamlines your business processes.** FileBound offers unique electronic forms capabilities to extend the value of the solution beyond your organization. With FileBound, configure forms for access by customers, vendors or website visitors to share or request information, submit applications or place orders. These forms and data become an on-ramp to automatic management, routing and processing.

### Configurable Workflow

**FileBound provides process control, reporting capabilities, scalability, and most importantly, cost-savings.** Most business processes are labor intensive and prone to human error. With FileBound that all changes. Using FileBound workflow you can configure your processing rules one time and the solution applies them consistently, every time a new item enters the process.

### Unlimited Customization Options

**FileBound can be deployed right out of the box or customized to meet specific needs.** FileBound is designed to become an integrated piece of your operational system. Built on our very own .NET object model, FileBound offers a customized user experience to meet your needs, including custom user interfaces, web portals, add-on functionality, one-click access or data sharing between FileBound and core systems.

Control the process – control the costs.  
FileBound AP delivers results.



FileBound provides the affordable solution you need to meet the challenges of managing, controlling, and processing your accounts payable documents.



## Streamlined Accounts Payable with FileBound.

The main mission of any accounts payable department is to pay vendors, services providers, and employee expenses based on the established rules of the organization and the agreed upon payment terms. The challenge is to only make payment when the transaction is complete, all the paperwork is in order, and all of the rules have been satisfied. FileBound provides the right solution to streamline accounts payable processes and meet these challenges head on.

FileBound allows you to quickly apply document management technology to your accounts payable processes



to gain control and add automation for cost savings, quality management and scalability. FileBound is designed to be an end to end solution that maximizes results. By capturing documents at the beginning of their life cycle you eliminate many of the challenges associated with managing paper documents. Captured documents enter an automated workflow for all of the approval decision making and conflict resolution processing. The value of workflow is that rules, roles, and deadlines get configured once and automatically applied over and over again. This takes the human element out of the decision making process which reduces errors and collapses the time it takes to process documents.

### Accounts Payable Challenges FileBound Solves:

- Reduces the risk of making costly duplicated payments
- Provides a process that addresses incomplete or incorrect invoices
- Allows for accepting discounts as a result of improved process cycle times
- Reduces vendor relationship issues due to lost invoices or late payments.
- Provides organizational scalability which allow for varying volumes and growth.
- Reduces basic human error
- Provides predictable operational costs for better planning and budgeting
- Reduces organizational risks and provides disaster recovery and a continuity plan

### Proven Results

FileBound for AP has been implemented with proven results in organizations of all sizes. With FileBound's integration capabilities existing software investments are enhanced.

Our solutions add instant automation and improved efficiencies in the following accounts payable functions:

- Invoice processing
- Exception handling
- Vendor management
- Expense Report processing

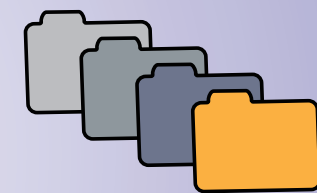
### Accounts Payable Workflow Example



Invoices can be sent to FileBound in many formats and methods.

Invoices are scanned or imported into FileBound and routed to begin the AP (approval process).

**FileBound**<sup>®</sup>  
Document Management Solutions



Invoices are indexed by:

- Vendor Name
- Invoice Date
- Division
- Amount



Invoices with discrepancies or in need of another level of authorization are routed to the CFO for resolution and final approval

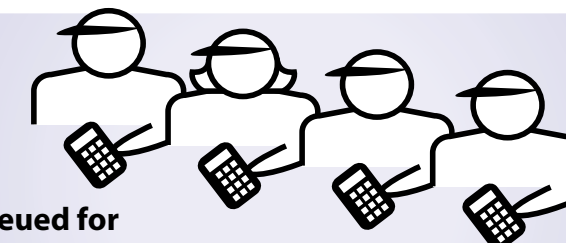


Invoices over \$10k must get secondary approval via an AP Supervisor.

Invoices are routed to appropriate division for reconciliation against PO and receiving documents.



IT  
Sales  
Production  
Administration



Approved invoices are queued for first available AP clerk to code into their internal accounting application.

Contol No. / GL code is added to Index field in FileBound for future integrated retrieval.