

AT A GLANCE

HandySoft provides solutions to accelerate and simplify Accounts Payable Processes.

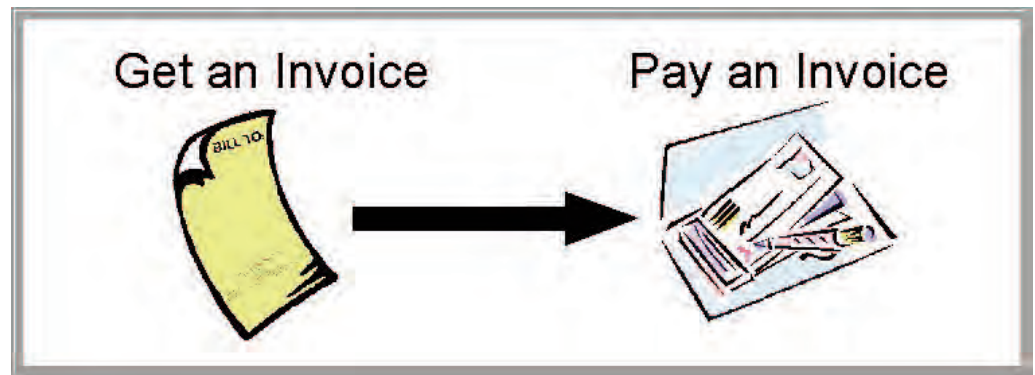
KEY CHALLENGES

- Manual, paper-based processes are inefficient, error-prone, and difficult to track
- Inaccessible or unavailable reports on payable status and process performance
- Long cycle times that lead to payment penalties, missed payment discounts.
- Legacy ERP systems with no workflow automation support.

HandySoft BizFlow[®]: AP Acceleration

The Challenge: Workflow Friction Undermines AP Productivity

Invoicing and Accounts Payables is a necessary evil. People need to be paid. But many organizations waste time and money during this process as a result of poor workflow and inadequate oversight. Consider the facts: filing a single paper invoice costs \$20, finding a misplaced document runs \$120, and re-producing lost documentation exceeds \$250.



NOT AS EASY AS IT LOOKS

Productivity challenges derive from manual processes prone to data entry errors, missing records, and payment penalties. These paper-based workflows lack clear visibility into work status completion, issue resolution, and personnel performance. The upshot: management headaches.

The Solution: BizFlow[®] for AP Acceleration

Using BizFlow[®] as the core to an AP Accelerator Solution, organizations can convert paper-driven invoicing and AP workflows into Web-based, SOX compliant applications.

Imagine: As invoices arrive, they are scanned. The imaging software recognizes key fields— Business Units, Invoice Numbers, Invoice Dates, Invoice Amounts, PO Numbers, Payment Terms, and Due Dates—and logs them along with an image of the document itself into a database or document management system. Listening in on these events, BizFlow[®] spots the new data and creates work items. As AP personnel arrive to work, they open their computers, sign-on, and go to work. A simple click opens the work item, where they can review data and enter additional information. Depending on organization rules (e.g., amount, customer), invoices get routed to the appropriate person— Director of Sales, Vice President of Marketing, Chief Operating Officer— for approval. Built in escalation rules, deadlines, and application interfaces ensure that invoices move through the organization quickly all the way to cutting a check.

Using BizFlow, one company eliminated clerks in three divisions, a savings of \$320,000 annually.



KEY BENEFITS:

- Reduce costs by automating routine invoices, check requests, and expenses
- Boost AP staff productivity without increasing expenses
- Receive real-time reports to quickly manage expenses
- Avoid late-payment penalties and early payment discounts
- Provide SOX compliance and accountability at the division and property level for bill payment

BizFlow® AP Acceleration

HandySoft provides BizFlow® AP Accelerator to more effectively and efficiently manage account payable processes. The whole solution combines BizFlow® with scanning, imaging, and data management systems.

Step 1—Organization receives invoices via mail, fax, e-mail, and XML. Scanning and imaging tools capture invoice data and images to add to a document management system.

Step 2—Looking for any new entries to the database, the BizFlow® Event Response Adaptor triggers a new work item within the BizFlow® work space.

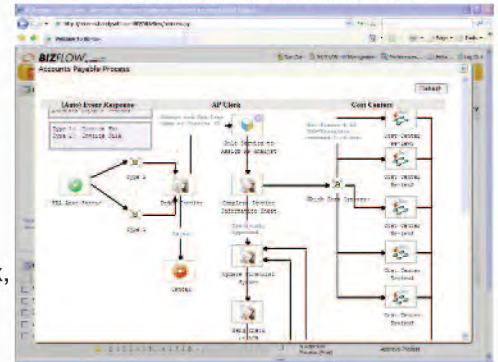
Step 3—Clerks manage and monitor their work within the BizFlow AP application. Herein they can initiate work, monitor work in progress, conduct analysis, and run reports. Both clerks and management will know workload, work status, and worker productivity. Within the BizFlow AP Accelerator are the rules, policies and procedures affecting routing, approvals, deadlines, and escalations.

Step 4—Integrating BizFlow® with the Accounting or ERP application automates payment processing. BizFlow® is currently used with JD Edwards, PeopleSoft, Oracle, Timberline, and Open Solutions.

Step 5—Cut checks.

Using the BizFlow® AP Accelerator, organizations get an enterprise ready application that is easy to use and quick to deploy. It is proven to save organizations time and resources. And it ensures compliance with SOX legislation.

ACCOUNTS PAYABLE PROCESS MODEL



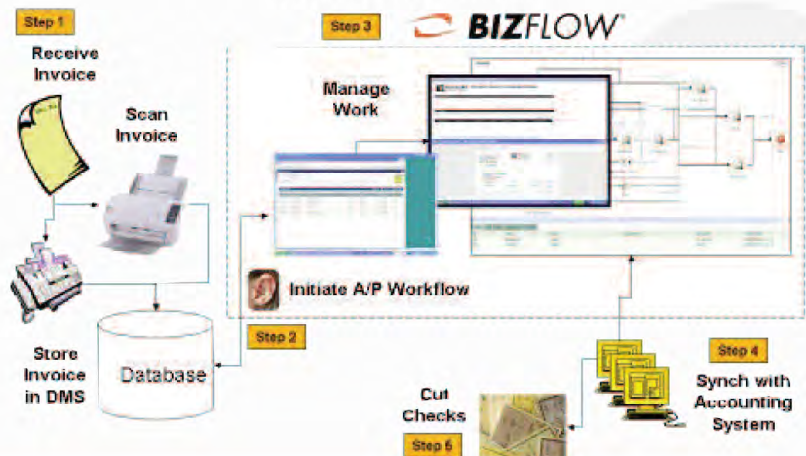
EXAMPLE ELECTRONIC FORMS

Company Name	Manager ID	Manager Name	Amount	Amount In
HandySoft Global Corporation	893009462	893009462	7,500.00	100%
	893009463	893009463	2,500.00	100%



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DELIVERING PRODUCTIVE PROCESSES...FASTER