

TRANS ACT AP

Invoice capture, approvals and coding workflows – no capital investment and immediate savings



**FIND THE
HAPPY IN AP**

AP CAPTURE

- Stand-alone or as complement to AP Workflow
- Makes workflow work
- Identifies business unit and first approver
- Automates approval routing
- Exceptions processed via online tool

AP WORKFLOW

- Hierarchical warrants/authorities for coding/approvals
- Notifications, reminders, escalations, stale invoice routing
- Non-transactional document handling
- Posting grid, line item detail
- Audit trails, reporting
- Full EDI capabilities
- Vendor portal
- Audit trails, reporting
- Document archival

AP EXPRESS

- No project effort required
- No IT involvement
- Easy starting point, add modules later
- Key From Image (KFI)
- Push routing, archival, reports

WE ARE DIFFERENT, BETTER

- o Capture that really makes workflow work
- o Workflow that saves you money from day one
- o Express options for quick-start, minimal cost deployments
- o Meticulous passion for process
- o Exclusive application-specific capture
- o Economy of skill and scale
- o Over 80,000 transactions and 20 million keystrokes per day
- o Modular, flexible components
- o 99.5% SLA accuracy and same day turnaround
- o HIPAA privacy culture
- o Twice annual SAS-70, Type II Audits
- o SOX compliant
- o World-class technology...of course
- o No hardware, no software, no capital investment
- o Risk-free

SCAN ONE offers a valuable collection of innovative web-enabled solutions and capture services that automate paper-intensive healthcare and financial transactions. Scanning, data capture, and automated workflow services are delivered through the TransAct solution suite.

With a deeply integrated culture of privacy, a combination of people, processes, and technology, and over twenty years of experience, Scan One has earned their customer's trust and confidence in handling critical documents and data. Scan One eases the challenge of paper tasks, expedites vital decisions, and transforms business processes.

SCAN·ONE



BUSINESS PROCESS ENGINE

Makes paper behave like e-Invoice
Normalizes data
Default routing
Vendor resolution
Business unit resolution
Data-driven online routing
Duplicate invoice tracking
Validations
Aliasing reduces vendor name, address exceptions
Handles special customer rules



AUTOMATION ENGINE

PO LINE MATCH

Designed for modern ERPs | auto-matches without human intervention
PO line number identified and validated during capture process
Matches item/part number, unique price, description
Normalization | unit of measure, pricing

AP CODING SERVICES

Vendor code default | assigned via vendor number and/or business unit
Saved template | completed coding/ approval with saved distribution for future invoices
Category | vendor category coding by dedicated team

AP AUTO-APPROVE

For recurring invoices
Based on vendor name/number, business unit
Approvers submit request online
Maximum dollar amount
Frequency
Term, duration