



## Powerfully Simple Accounts Payable

Never open mail, enter data, or chase down an invoice again.

DocufreeAP is a turnkey cloud-based invoice capture and workflow management solution that provides Accounts Payable with everything they need to automate the way invoices are received, processed, and managed.

### Welcome to Effortless AP.

Buried in paper and emailed invoices that require data entry? Constantly responding to vendors or resolving exceptions? Zero visibility into where an invoice is at any given time?

**Become a transformation hero and say goodbye to manual processes with DocufreeAP.**

DocufreeAP eliminates time-consuming and error-prone manual activities in Accounts Payable by automating every step in the invoice management process –from invoice capture, data entry, and matching to approvals and exceptions.

### How It Works.

With DocufreeAP, every invoice is automatically captured, coded, matched and validated with guaranteed accuracy. Pre-approved invoices pass straight through the approval process while all other invoices are routed to authorized approver(s) based on your business rules. Once approved, the invoices flow directly into your Accounting or ERP systems.

It's "touchless" Accounts Payable with error-free invoices, instant approvals, and real-time visibility into your AP process.

### The Benefits:

- No more paper or mail
- No more hand-keying or data errors
- No more missing invoices or delays
- No more vendor calls or emails
- Faster processing times
- Exceptions are handled quickly
- Same day approvals from anywhere
- Improved widespread collaboration
- Consistent discount captures
- Accurate on-time payments
- Real-time visibility into cash flow and AP process performance
- Increased compliance and fraud prevention

## One AP Automation Platform. 3 Easy Steps.



**We *capture*** invoices and extract the data.



**You *approve*** & access them from anywhere.



**We *post*** to your AP or ERP systems.

- ✓ 100% accuracy guarantee
- ✓ 100% paperless from day one
- ✓ Zero risks - no hardware, software, or ongoing IT maintenance costs
- ✓ Easily scales as you grow
- ✓ Simple and easy to use
- ✓ Integrates with virtually any Accounting or ERP system



*“Everyone has something to love with DocufreeAP. The CFO, the CIO, the stores. And, of course, the workflow improvements for me.”*

**Alison Hamilton**

Director of Merchandise Accounting  
PGA TOUR SuperStore

**Highlighted Functionality:**

**Multi-Channel Capture**

Get a fax number, P.O. box, email address, and desktop scanner to capture all of your incoming invoices. Employees can scan or upload supporting documents from anywhere, anytime.

**100% Accurate Data**

The data from each invoice is automatically captured, extracted and then reviewed and validated by our subject matter experts for 100% accuracy.

**“Touchless” 2 & 3-Way Matching**

Our automated 2-way and 3-way matching provides “touchless” straight through processing.

**Approval Workflows**

Non-PO invoices requiring approval are automatically routed to approvers based on your business rules, or to ad-hoc approvers on-the-fly. Reminders and alerts are sent to keep the process moving.

**Exception & Dispute Resolution**

Disputed invoices with exceptions can be annotated and instantly returned back to vendors for quick resolution.

**Seamless Integration**

Docufree automatically posts approved-to-pay invoices directly to your Accounting or ERP system.

**Reporting & Interactive Dashboards**

Audit, analyze and track process performance and cash flow with instant visibility into AP data.

**Online Vendor Portal**

Our self-service portal delivers real-time status updates on invoices, eliminating vendor calls and emails.

**Document Management & Storage**

Easily store, access and manage documents and keep up with your record retention requirements—in AP and all of your departments. Docufree provides one platform for document management and workflow automation across your entire organization.

**Internal Compliance**

Get consistent, standardized processes, robust access controls, and a full audit trail.

Life in AP just got a whole lot easier. →

**About Docufree**

Docufree is a document management and business process automation solutions provider. Since 1999, our customers have relied on us for a suite of integrated products and services that make paperless possible. Our Path to Paperless solution combines document scanning, secure document cloud and digital mailroom services that allow you to get rid of your boxes, fire your file cabinets and stop paper at the source for good.

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