metaviewer.
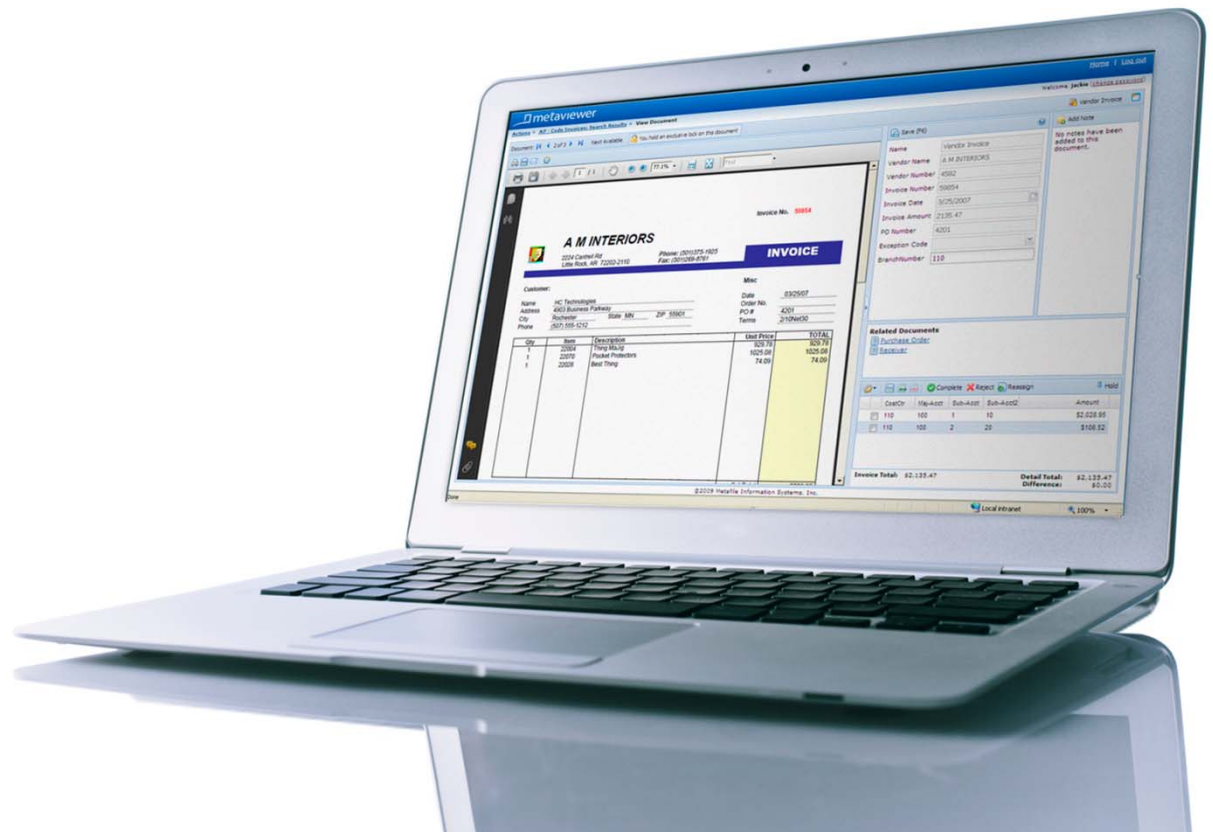From Source to Settlement

Welcome to Metafile

Solving document issues for over 30 years

Matt Akin

msa@metaviewer.com

800-638-2445 ex 300

Welcome to Metafile

Solving document issues for over 30 years

Matt Akin

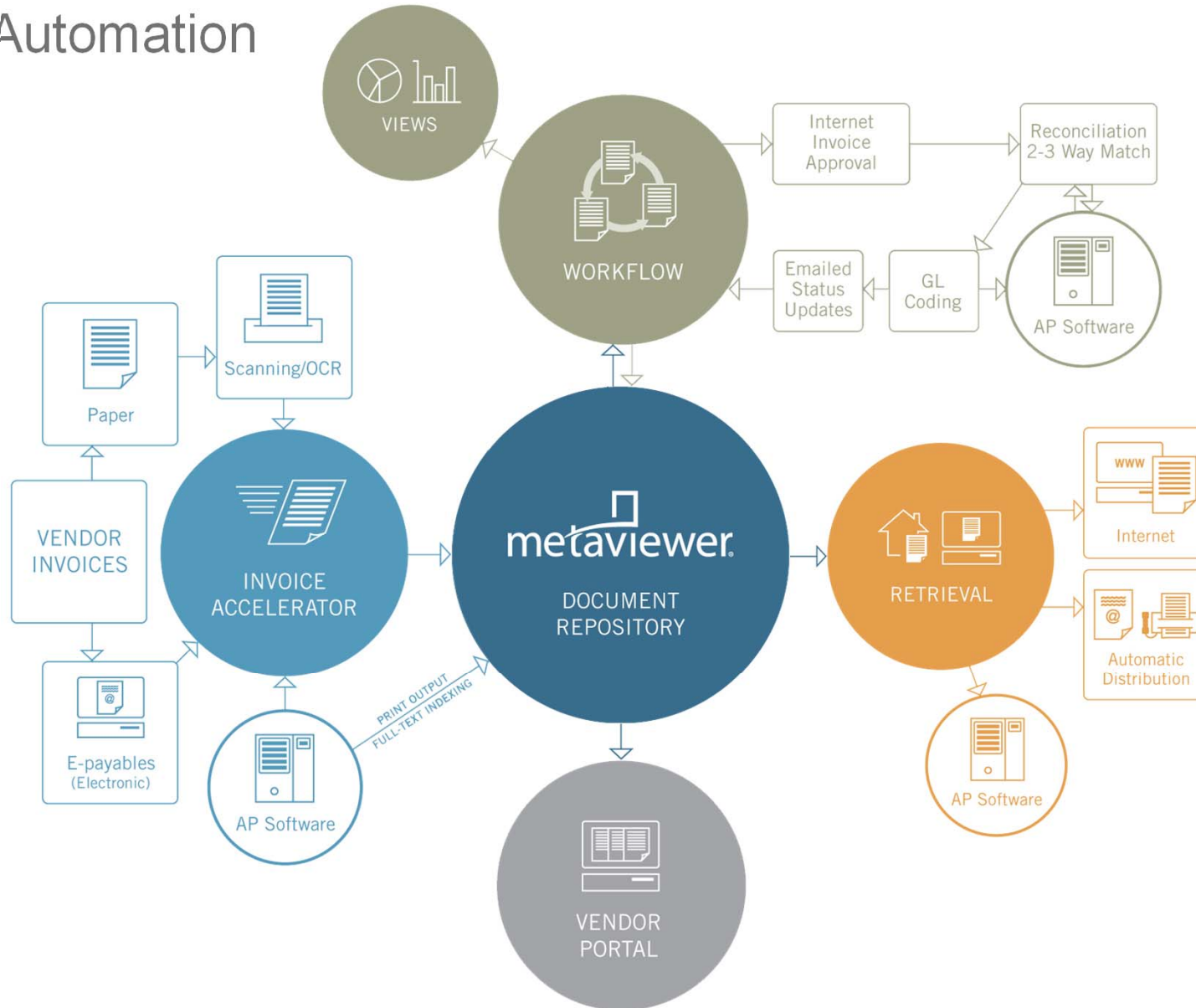msa@metaviewer.com

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Welcome to Metafile

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AP Automation

Full Text Indexing

- Searching for any word
  …within any document
  …anywhere in the repository

- Taken to the exact page you are looking for

- Automatically capturing documents with this capability

Reports

Emails

Print Spools
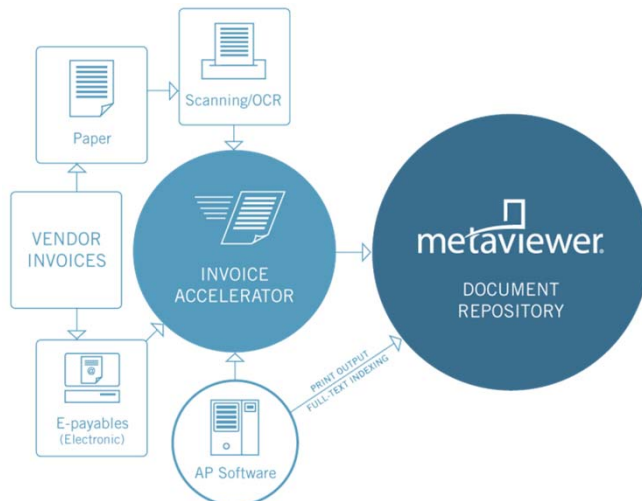
Files & Folders

Web Based Forms

AP Documents

Automated Indexing

- Automatic text extraction
- Easy to use Vendor Profile tool
- Structured or unstructured documents

MetaViewer Workflow

- **MetaViewer workflows for PO invoices**
  - Automated validation
  - Route to Buyers for discrepancies
  - Reconciliation view
- **MetaViewer workflows for non PO's**
  - GL coding – auto distribution
  - GL coding – approver assist
  - Approval limits and escalation
- **Upload Data to ERP**
  - No data entry
  - Matching
  - Finish payment
- **Graphical management views**
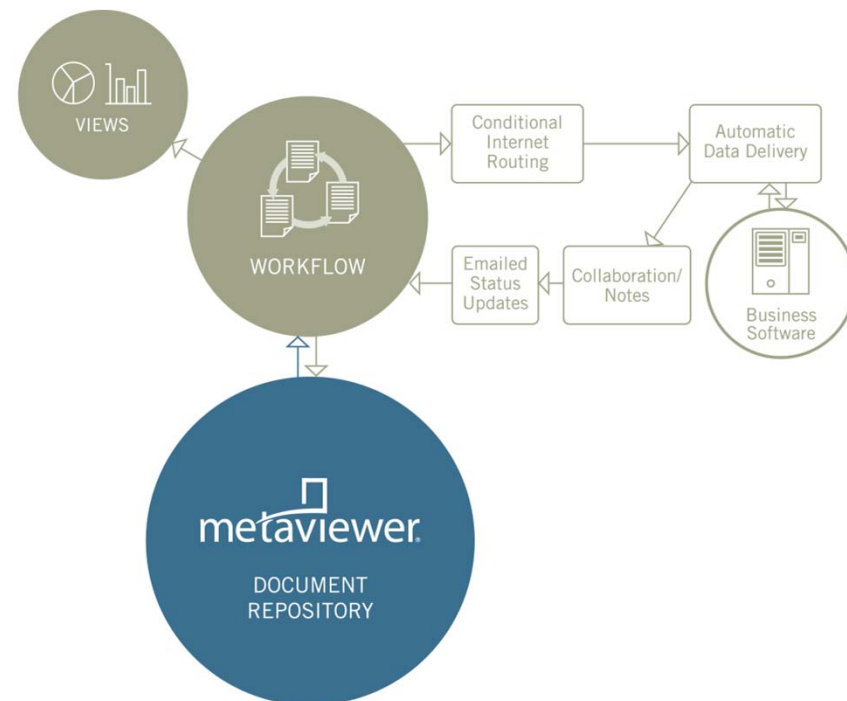
Email Notification

- Links to documents or workflow steps

- Attach documents

- Alert multiple people

- If a time threshold passes without action send an email to another person

- Notify vendors or customers

- Include variable data in the body of an email
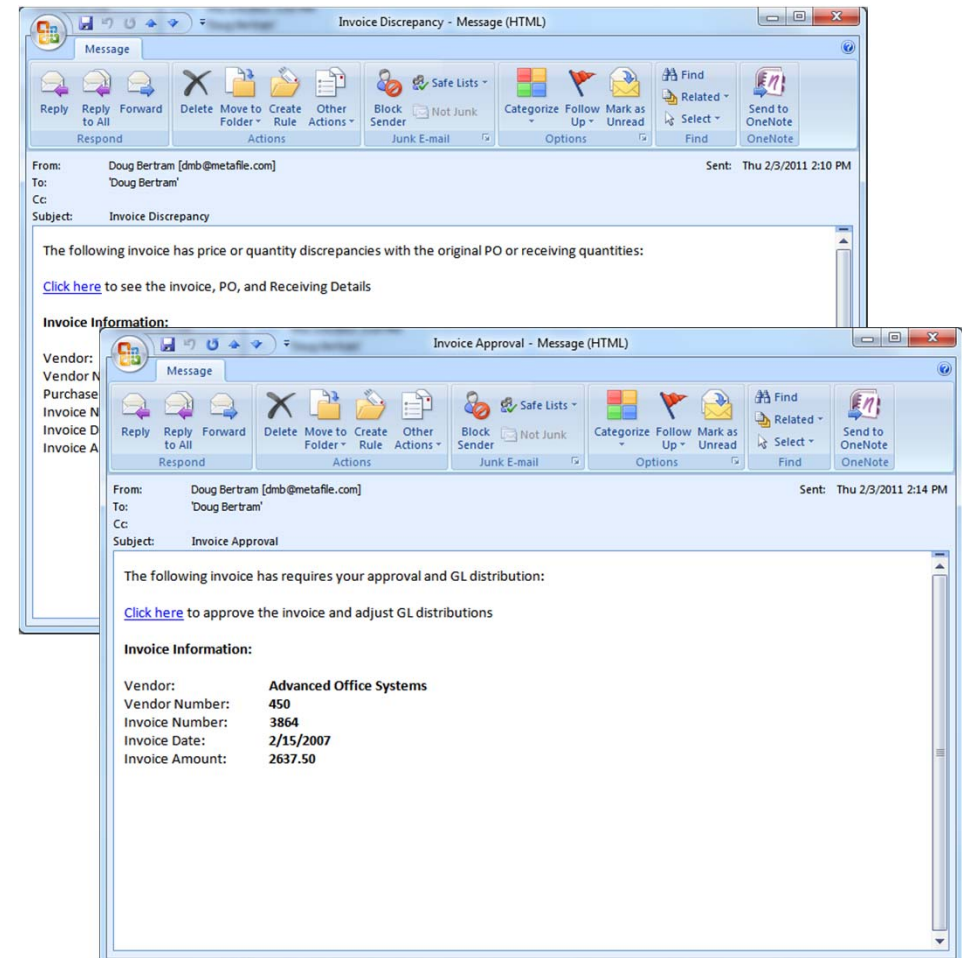
Upload Data to ERP

- Many tools to sync systems
  - Web services
  - eConnect
  - Data population
  - Flat file export / import
- Pass data anywhere
- Both directions
  - MetaViewer to Financial System
  - Financial System to MetaViewer
- Automated in real time

Matching Capabilities in Financial Systems

Matching Capabilities in Financial Systems

Documents Directly from Financial Screens

Visualizations

Visualizations

MetaViewer Reporting

- Performance metrics
- Department productivity
- Approver responsiveness
- Vendor performance
- Manage your department
- Justifies ROI

VendorView

- Vendor self service
- Invoice status
- Invoice upload / posting

Thank You!

What can we do for you?

Next steps?

Matt Akin
msa@metaviewer.com
800-638-2445 ex 300