



# Welcome to Metafile

Solving document issues for over 30 years



Matt Akin

[msa@metaviewer.com](mailto:msa@metaviewer.com)

800-638-2445 ex 300



# Welcome to Metafile

Solving document issues for over 30 years

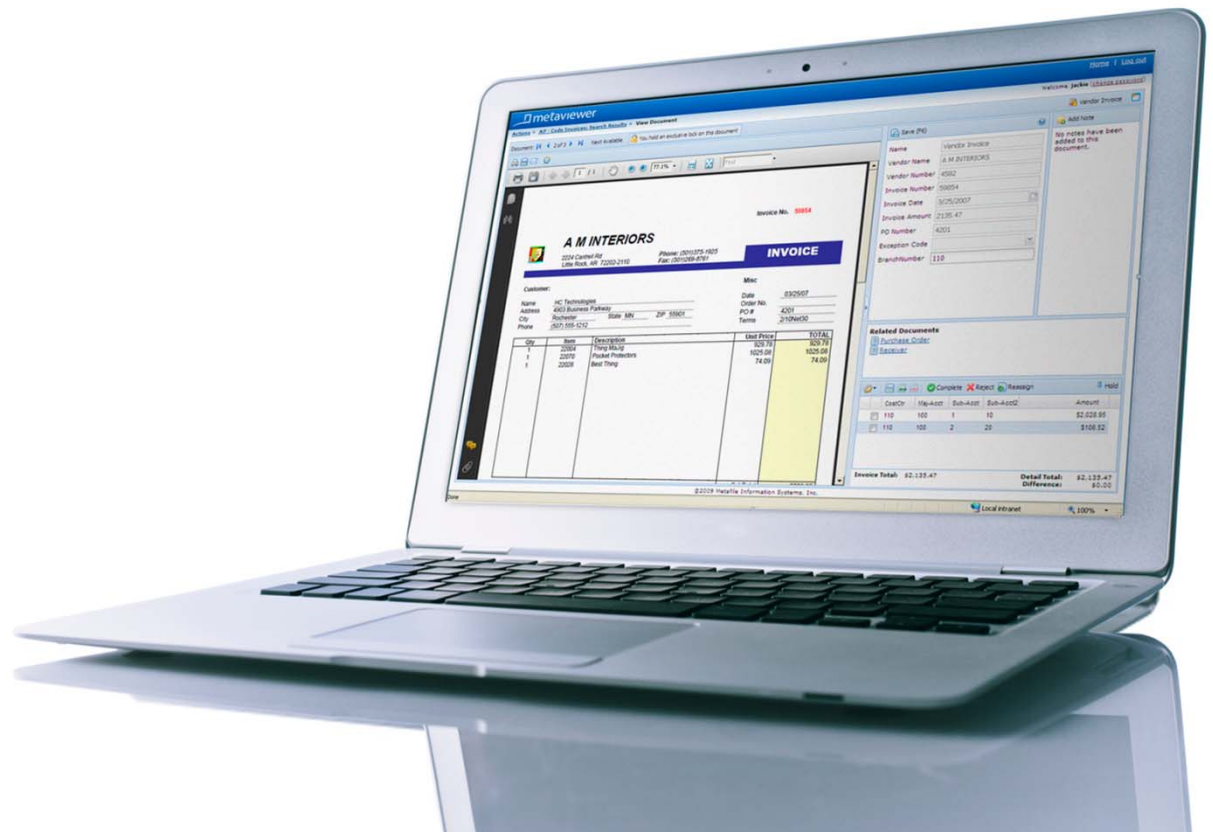


Matt Akin  
[msa@metaviewer.com](mailto:msa@metaviewer.com)  
800-638-2445 ex 300



# Welcome to Metafile

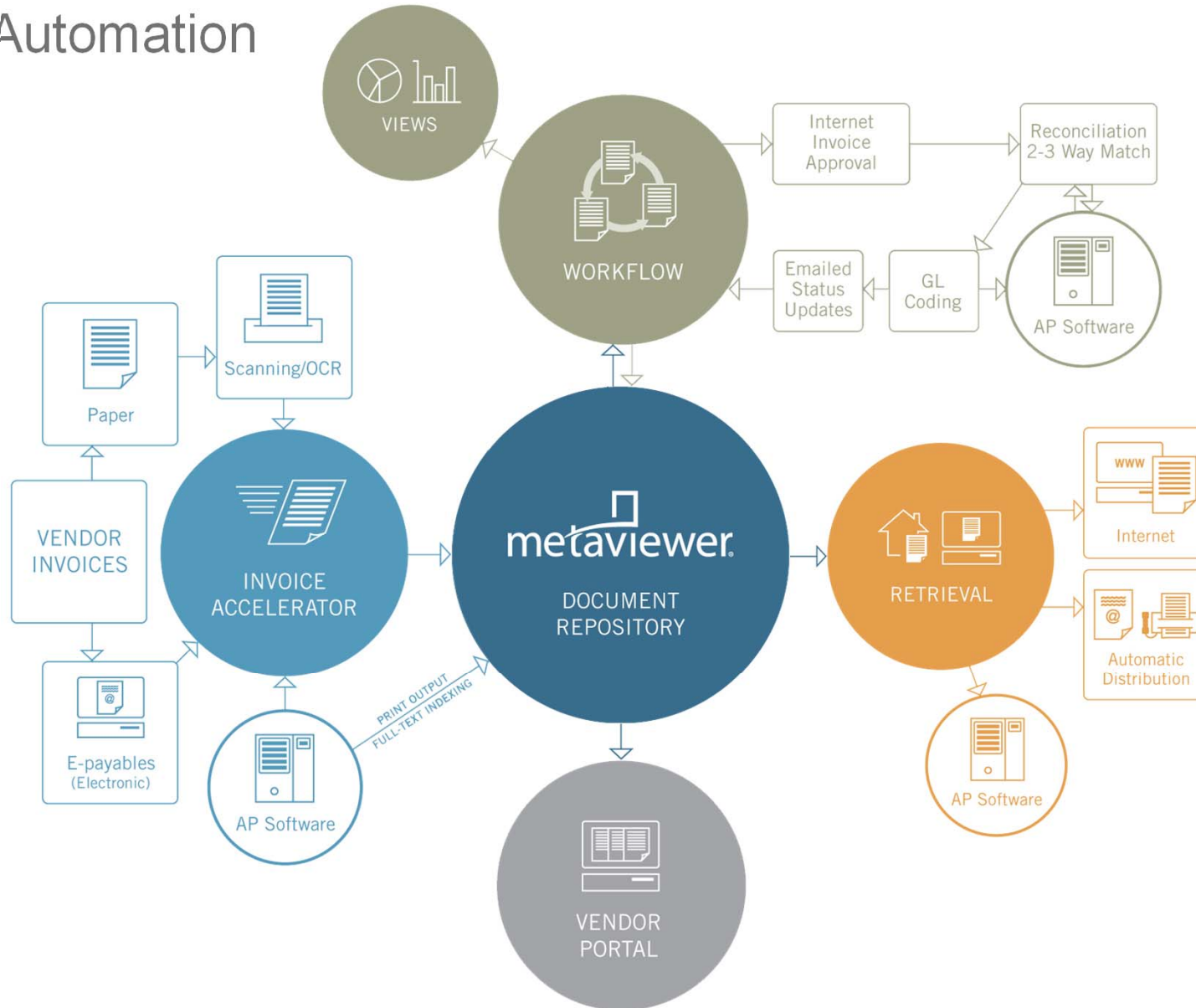
Solving document issues for over 30 years



Matt Akin  
[msa@metaviewer.com](mailto:msa@metaviewer.com)  
800-638-2445 ex 300



# 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**

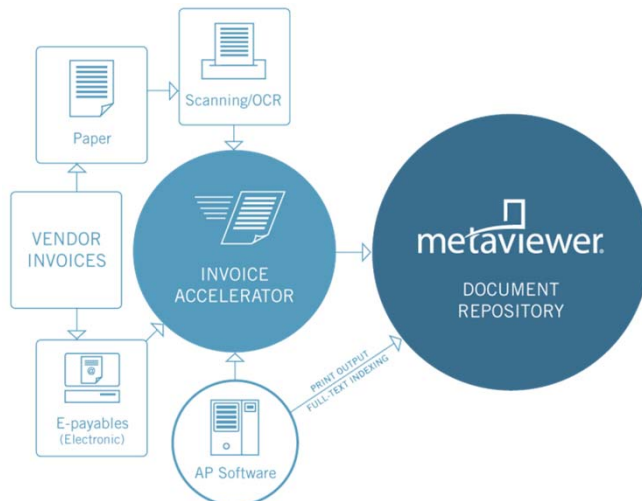


**AP Documents**



# Automated Indexing

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



**Invoice No. 5862**

**Widgets & Gidgets**

1234 W Highway 5  
Mountain View, AR 72560

Phone: (501)269-3840  
Fax: (501)269-8761

INVOICE

---

**Customer:** HC Technologies      **Misc**

Name: 4903 Business Parkway      Date: 02/08/09  
 Address: Rochester      Order No. 765908  
 City: State MN      ZIP 55601      PO # 67307  
 Phone: (507) 555-1212      Terms 2/10Net30

Qty	Item	Description	Unit Price	TOTAL
1	25628	Best Thing	993.89	993.89
12	25622	Best Thing	466.53	5598.36
26	25623	Ma Favorite Product	1010.67	26284.26

**EXPENSE STATEMENT**

Employee Number: 400

Employee Name: Jane Doe

Location\*: Orlando, FL

Work Description\*: Show

Date: 3/14/2008

Date	Description	Miles	Miles x Rate**	Rentals & Gas	Tolls & Parking	Meals***	Lodging***	Phone	Other	DINERS CLUB	
										Meals	Other
3/9/2008	Lunch		\$0.00			\$5.78					
3/9/2008	Hotel Shuttle		\$0.00		\$32.00						
3/10/2008	Parking		\$0.00		\$9.59						
3/11/2008	Parking		\$0.00		\$9.59						
3/12/2008	Dinner		\$0.00			\$17.64					
3/13/2008	Breakfast		\$0.00			\$5.50					
3/13/2008	Airport Parking		\$0.00		\$64.00						
3/13/2008	Mileage	146	\$73.73								
3/13/2008	Hotel		\$0.00				\$800.52				
			\$0.00								
			\$0.00								
			\$0.00								
			\$0.00								
			\$0.00								
			\$0.00								
<b>Category Totals</b>			\$73.73	\$0.00	\$115.18	\$28.92	\$800.52	\$0.00	\$0.00	\$0.00	\$0.00

(For accounting use)

PR Date: \_\_\_/\_\_\_/\_\_\_

Amount: \_\_\_\_\_ Account: \_\_\_\_\_

Travel \_\_\_\_\_

Meals \_\_\_\_\_

COS Travel \_\_\_\_\_

Phone \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Notes

\*If report contains more than one location, customer, or activity, please place information in description area in table.

\*\*Sheet calculates mileage rate which is set at: **0.505**

\*\*\*Do not include items which are paid for with Diners Club Card, see Diners Club category for these items.

Subtotal \$1,018.35

Subtract Advance \_\_\_\_\_

**NET DUE \$1,018.35**

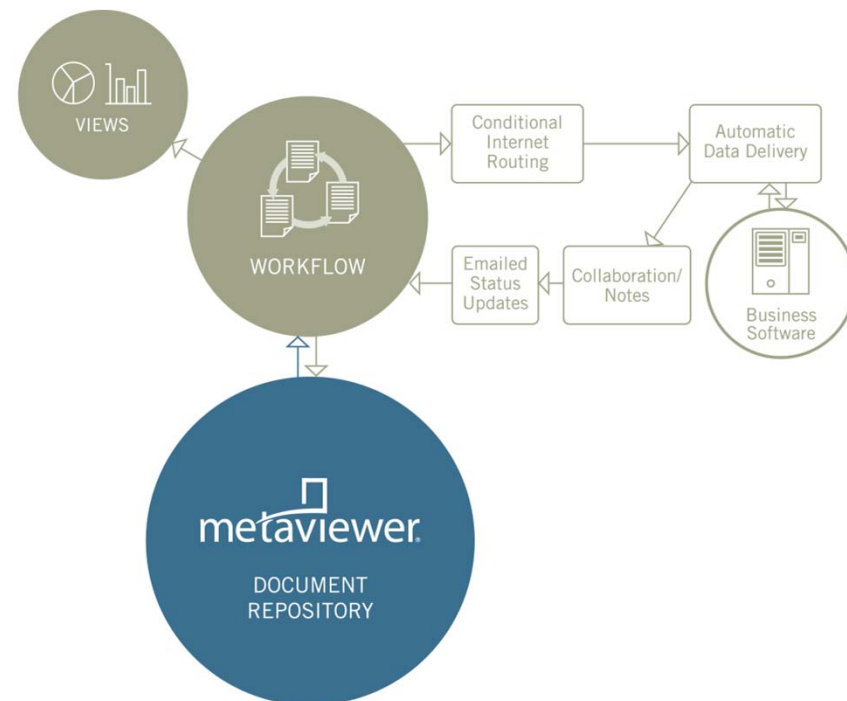
**\$1,018.35** Total Reimb

Revised 1/1/08



## MetaViewer Workflow

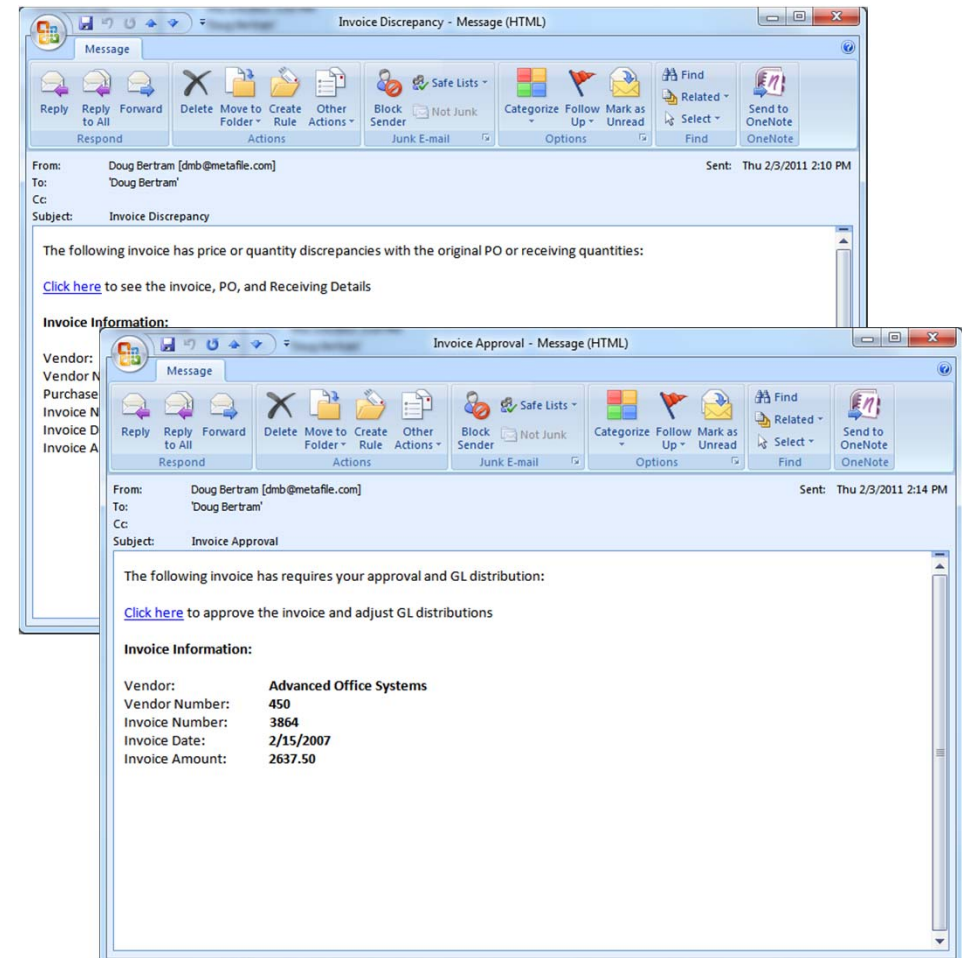
- **MetaViewer workflows for PO invoices**
  - Automated validation
  - Route to Buyers for discrepancies
  - Reconciliation view
- **MetaViewer workflows for non PO's**
  - GL coding – auto distribution
  - GL coding – approver assist
  - Approval limits and escalation
- **Upload Data to ERP**
  - No 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

The screenshot shows a software window titled "Journal (1 - dat)". It has a menu bar with "File", "Edit", "Tools", "Command", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a table with columns: "Name", "Journal number", "Description", "Posted", "Log", and "In use". The table has five rows of data, with the last row highlighted in blue. To the right of the table are several buttons: "Lines", "Validate", "Post", "Approval", and "Print (b)". At the bottom of the window, there is a status bar with the text "Invoice register" and "USD dat usr".

Name	Journal number	Description	Posted	Log	In use
Inv_R	GLJ-000036	Invoice register	<input type="checkbox"/>	<input type="checkbox"/>	
Inv_R	GLJ-000047	Invoice register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Inv_R	GLJ-000055	Invoice register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Inv_R	GLJ-000059	Invoice register	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Inv_R	GLJ-000060	Invoice register	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# Matching Capabilities in Financial Systems

Lines that match

M	Item number	Quantity	Invoice unit price	PO unit price	Invoice net amount	Expected PO net amount	Line price variance amount	Price variance percentage	F
✓	BattPen	100.00	0.89	0.89	89.00	89.00	0.00	0.00	
✓	RM-Metal/1	200.00	12.95	12.95	2,590.00	2,590.00	0.00	0.00	
✓	F-2500-C	2.00	12.50	12.50	25.00	25.00	0.00	0.00	
✓	B58-25W	25.00	1.20	1.20	30.00	30.00	0.00	0.00	

Price Match

	Invoice: 123		Purchase order: VPO-000011
Unit price:	0.89	✓	0.89
Price unit:	1.00	✓	1.00
Purchase misc. charges:	0.00	✓	0.00
Discount:	0.00	✓	0.00
Disc. pct.	0.00	✓	0.00
Multiline discount:	0.00	✓	0.00
Multiline discount %	0.00	✓	0.00
Net amount:	89.00	✓	89.00
Net unit price:	0.8900	✓	0.8900

Line Detail

	Invoice quantity:		Total packing slip matched:
	100.00		100.00
		...	✓

Invoice totals	
Balance:	2,261.80 USD
Total discount:	0.00
Misc. charges:	0.00
Sales tax:	472.18
Round-off:	0.00
Invoice amount:	2,733.98
Total price variance amount:	0.00
Compared misc. charges:	0.00 ...

Quantity Match

Display all invoice lines (filter may apply) or only invoice lines with matching discrepancies

USD dat usr



# Matching Capabilities in Financial Systems

Lines mismatch

Price Mismatch

Invoice matching details (1 - dat) - Purchase order: VPO-000006, A. Datum Corporation, Purchase order: VPO-000006

File Edit Tools Command Help

Price matching errors exist. Quantity matching errors exist.

Vendor: A. Datum Corporation  
Invoice: 999

Show all lines (filter may apply) Show only lines with matching discrepancies Inventory

M	Item number	Quantity	Invoice unit price	PO unit price	Invoice net amount	Expected PO net amount	Line price variance amount	Price variance percentage	Price
!	FT-36W	11.00	9.89	8.89	54.40	48.90	5.50	11.26	

Price

	Invoice: 999		Purchase order: VPO-000006
Unit price:	9.89	!	8.89
Price unit:	2.00	✓	2.00
Purchase misc. charges:	0.00	✓	0.00
Discount:	0.00	✓	0.00
Disc. pct.	0.00	✓	0.00
Multiline discount:	0.00	✓	0.00
Multiline discount %	0.00	✓	0.00
Net amount:	54.40	!	44.45
Net unit price:	4.9455	!	4.4450

Invoice totals

Balance:	44.60	USD
Total discount:	0.00	
Misc. charges:	0.00	
Sales tax:	9.81	
Round-off:	0.00	
Invoice amount:	54.41	
Total price variance amount:	5.50	
Compared misc. charges:	0.00	...

Quantity

Invoice quantity:	11.00	
Total packing slip matched:	10.00	... !

Display all invoice lines (filter may apply) or only invoice lines with matching discrepancies

USD dat usr

Quantity Mismatch



# Documents Directly from Financial Screens

**Journal voucher (1 - dat) - Journal: Inv\_R, journal number: 000206\_003, Journal type: Invoice register**

File Edit Tools Command Help

Balance: Journal: 0.00 Total debit: Journal: 215.18 Total credit: Journal: 215.18  
Per voucher: 0.00 Per voucher: 215.18 Per voucher: 215.18

Overview | General | Dimension | Cash discount | History | Invoice information

Date	Voucher	Account	Invoice	Transaction text	Debit	Credit	Sales tax group	Item sales tax group
5/15/2006	00005_IRG	3019	05_2006	Computer Accessories		250.00		SPB

Orders  
Invoices  
Packing Lists

**Invoice** | **Payment** | **Sales tax**

Approved by: TIL Method of payment: USD\_CHK Sales tax amount: 0.00  
Terms of payment: M30 Payment specification: Corrected sales tax amount: 0.00  
Due date: 6/30/2006  
Payment ID: Currency: CAD Cash discount: 0.00  
Tax exempt number: Triangulation: Cash discount date:  
Purchase order: Exchange rate: 86.0700 Discount amount: 0.00  
Enterprise number: Secondary exchange rate: 0.0000  
Cross rate: 86.0700  
Calculation method: USD - CAD

Third-party bank  
Account identification:

Posting date USD dat usr



# Visualizations

metaviewer Home | Log out

Welcome, Karen ([change password](#))

**Total Available Discount Dollars : \$95,100.51**  
**Open Certified Invoice Amount Totals : \$265,121.67**  
**Open Matched Invoice Amount Totals : \$120,652.31**

### Open Invoices by Discount Date

2009-05-14 14:38:54

Discount Category	Count	Percentage
Under 3 days	1231	14%
3 to 7 Days	2156	24%
Over 7 Days	5263	60%

### Vendor Invoice Processing Steps

2009-05-18 16:39:20

Processing Step	Count
Dbl Blind Fail	1
Station Cert	6
Accel Val	3
Dbl Blind	2

### Accounts Payable Archives

[Reporting Search](#)  
[Search AP Packets](#)

### Open Invoices

[Search Invoices](#)

### Visualization Direct Access

Local intranet 100%



# Visualizations

metaviewer Home | Log out

Welcome, jerry (change password)

---

### Open Invoices

⚠ Current disputed invoices : 4  
⚠ Purchase Orders not invoiced within 30 days of request date : 22

#### # by Due Date

Days Until Due	Count
Overdue	0
0-7	42
8-14	65
15-21	50
22+	33

#### \$ by Due Date

Days Until Due	Amount (\$)
Overdue	\$0
0-7	\$55,000
8-14	\$75,000
15-21	\$15,000
22+	\$10,000

#### # by Owner

Owner	Count
Wayne N	32
Veronica M	35
Sally W	15
Matt T	10
Jerry O	42
Gary H	50
Fred M	12

#### Capture Method

Method	Count	Percentage
EDI	32	16%
Electronic	85	44%
Paper	72	38%

---

### Completed Invoices

ⓘ Average days to process invoice : 6

#### Avg Days to Process

Month	Avg Days
Feb 08	9
Mar 08	8
Apr 08	10
May 08	12
June 08	9
July 08	9
Aug 08	7
Sept 08	8
Oct 08	6
Nov 08	6
Dec 08	7
Jan 09	5

#### Num Invoices Processed

Month	Count
Feb 08	125
Mar 08	100
Apr 08	115
May 08	175
June 08	85
July 08	95
Aug 08	115
Sept 08	100
Oct 08	125
Nov 08	115
Dec 08	145
Jan 09	145

**Invoices**

[Assign Invoices for Approval](#)

[Search Invoices](#)

---

©2006-2008 Metaviewer Information Systems, Inc.



# MetaViewer Reporting

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

**Vendor Performance Report**

---

4321

Top 10	
Vendor	Comp
3058	Wilson
1523	Glenn
5665	Stings
3656	Plung
2114	Crock
3186	Erzatz
3245	Engin
1235	AAGA
6594	Spark
3255	Wood

Bottom	
Vendor	Comp
4321	XYZ C
8503	ABC C
3251	Johns
3248	Jobst
4112	Widge
6813	Paper
5423	Triple
2927	Mortg
3225	Jifty C
3259	Nation

**Productivity Report**

---

AP Clerks - Invoices per Hour

Employee	Volume	Invoices per Hour
Jan	330	15
Bill	282	13
Henry	516	23
Joan	182	8
Sam	355	16
Alex	372	17

AP Clerks

Employee	Volume	Invoices per Hour
Jan	330	15
Bill	282	13
Henry	516	23
Joan	182	8
Sam	355	16
Alex	372	17

Approvers - Days to Process

Sam	2
Bruce	1
Aaron	3
Chris	12
Kerry	2
Susan	9

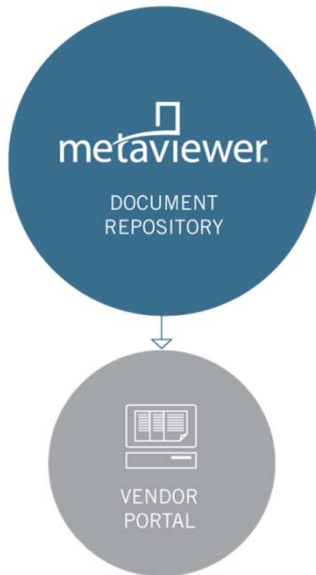
Approvers

Employee	Volume	Days to Process
Susan	143	9
Kerry	99	2
Chris	127	12
Aaron	115	3
Bruce	134	1
Sam	143	2



# VendorView

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



MetaViewer  
http://sew7800/mve/home

HC Technologies  
Vendor Network

Welcome, Vendor (change password)

Welcome to the HC Technologies Vendor Network!

Locate Invoice  
Invoice Number  Search

View Invoices By Status  
[Open Invoices \(9\)](#)  
[Rejected Invoices \(1\)](#)  
[Recent Invoices](#)

©2005,2009 Metaviewer Information Systems, Inc.

HC Technologies  
Vendor Network

Home > Invoices > Search Results

Search Results

Modify Search... [Status:Open]

Showing Documents 1 - 9 of 9 Refresh Show: 20 per page

Vendor Name	Vendor Number	Invoice Number	PO Number	Invoice Date	Invoice Status	Due Date
Widgets & Gidgets	3213	2301	69980	5/8/2009	In Review	6/8/2009
Widgets & Gidgets	3213	2358	70584	5/8/2009	In Review	6/8/2009
Widgets & Gidgets	3213	2301	69980	5/8/2009	In Review	6/8/2009
Widgets & Gidgets	3213	2358	70584	5/8/2009	Received	6/8/2009
Widgets & Gidgets	3213	2199	69969	5/7/2009	In Review	6/7/2009
Widgets & Gidgets	3213	2199	69969	5/7/2009	In Review	6/7/2009
Widgets & Gidgets	3213	2182	69925	5/5/2009	Approved	6/5/2009
Widgets & Gidgets	3213	2182	69925	5/5/2009	In Review	6/5/2009
Widgets & Gidgets	3213	2136	32670	2/8/2007	In Review	3/10/2007

Showing Documents 1 - 9 of 9 Refresh Show: 20 per page

©2005,2009 Metaviewer Information Systems, Inc.





Thank You!

What can we do for you?

Next steps?



Matt Akin

[msa@metaviewer.com](mailto:msa@metaviewer.com)

800-638-2445 ex 300