

BancTec AP Master™ QuickStart

Enterprising solutions that keep business moving

Drive down the cost of accounts payable processing with BancTec AP Master Quick Start, an end-to-end automation solution offering imaging, data capture, workflow, posting, reporting and archive functionality in an easy to implement, low cost package.

The average company experiences significant costs and profit drain from the labor-intensive processes associated with handling paper invoices, performing data entry and routing information through the AP system prior to payment. This does not even take into account late payment penalties, missed early payment discounts, duplicate payments and reworks. BancTec AP Master Quick Start allows companies to quickly reduce the high processing cost per invoice with minimal capital expenditure.



Reduced Cost Per Invoice

BancTec AP Master Quick Start enables companies to convert paper invoices into digital images using

industry standard scanners. The data is accurately captured with AP Master Quick Start's advanced OCR and validation technology, eliminating expensive manual data-entry tasks. Header line information is then matched directly to purchase orders, reducing the number of invoices to be individually reviewed and accelerating the process. When purchase orders do not exist, approval workflow tools can be configured to ensure the most efficient routing path is followed, maximizing employee productivity and further reducing the costs typically associated with manual routing. Automatic notifications, reminder messages and pre-programmed escalations help approvers prioritize work and remain aware of urgent tasks, promoting on-time payments and helping companies leverage early payment discounts. Secure electronic archiving, complete with audit trails, supports regulatory compliance and slashes the time needed to retrieve images and respond to vendor inquiries.

Minimal Expenditure

Specifically packaged and priced for easy implementation, AP Master Quick Start is BancTec's optimized AP automation solution that lets companies enjoy cost savings and streamlined efficiency across the entire AP process. BancTec AP Master Quick Start includes basic integration and robust user support. Because AP Master Quick Start is an end-to-end solution that addresses challenges across the entire receipt-to-pay process, customers can expect a greater return on investment than if they purchased a "point" solution. BancTec AP Master Quick Start provides XML output file for easy integration with client accounting systems. As BancTec's portfolio of solutions are fully compatible, customers wanting more advanced functionality in the future can easily upgrade to BancTec AP Master™ or BancTec AP Master™ Control.

Features

- Advanced OCR and validation technology
- Intelligent image recognition
- Purchase order matching
- Secure, password-encrypted archive
- User authentication and full audit trail
- Rules-based and user-defined workflow
- Easy to generate reports and queries
- Integration and implementation services
- User Training
- Eight Standard Reports
- XML Output file for accounting system integration



Benefits

- Reduced cost per invoice, improved payment accuracy, increased productivity and shortened cycle times
- Significant long-term financial and process gains vs. point solutions
- Reduced working capital requirements
- Low CAPEX and reduced operational costs
- Increased visibility into outstanding liabilities, invoice status and AP process performance through tracking tools and metrics reports
- Increased accuracy by eliminating manual data entry
- Reduced risks associated with lost or misfiled documents
- Audit trail and electronic archive support regulatory compliance

The Best Choice

For businesses seeking to reduce the high cost of invoice processing, BancTec AP Master Quick Start provides a complete, automated AP solution, reduces manually intensive processes, shortens cycle times and maximizes financial control, all at a competitive price.

About BancTec

BancTec helps clients around the world simplify the process of managing their information. Founded in 1972, the company provides a wide range of solutions for automating complex, high-volume and data-intensive business processes for clients in the financial services, manufacturing, government, services and utilities industries. BancTec's offerings include business solutions, business process outsourcing and infrastructure services.

Find out more

For more information about BancTec AP Master Quick Start, please visit us online at www.banctec.com. To discuss your requirements, please contact us at 1-800-BANCTEC or at inquiries@banctec.com.

BancTec, Inc. 2701 E. Grauwylar Rd. Irving, TX 75061
Telephone: 1-800-BANCTEC **Facsimile:** 972-821-4831
Email: inquiries@banctec.com

w w w . b a n c t e c . c o m