

document management.
Easy. Fast. Smart.

docSTAR™ AP Solutions.



Do more with less... with the docSTAR Solution for Accounts Payable.

The Accounts Payable (AP) process can be streamlined with docSTAR - allowing for a more productive and efficient department with irrefutable auditing. docSTAR securely scans and stores your paper documents as well as critical electronic files. You'll have quick and easy document retrieval without ever leaving your desk!

With docSTAR:

- ★ Streamline invoice routing.
- ★ Reduce manual errors.
- ★ Controlled access to files anytime, anywhere.
- ★ Improve operational efficiency.
- ★ Reduce costs with faster processing.
- ★ Improve vendor relations and customer service.
- ★ Instantly locate documents and invoices.
- ★ Retrieve, view, print and email documents from any computer.
- ★ Eliminate demand for physical space.

visit us at www.docstar.com



Streamline AP Processes

With docSTAR businesses can streamline and simplify existing AP processes. docSTAR converts paper documents such as vendor invoices, Bill of Lading (BOL), Purchase Orders (PO), expense reports and others into digital files.

By converting paper into digital files at the time of their arrival, the entire life cycle of the document can be easily and cost-effectively managed with docSTAR.

With docSTAR:

- ★ Review complete electronic AP documentation packages for easy approval.
- ★ Reduce time required to complete tasks.
- ★ Allow multiple users access to the same document at the same time - no worries about managing original documents and multiple copies.
- ★ Reduce manual errors with consistent, accurate filing.
- ★ Improve invoice verifications.
- ★ Ensure procedures and approvals are followed with automatic routing and processing.
- ★ Increase early payment discounts and eliminate late payment penalties.

Reduce Compliance Worries

Let docSTAR help ease the burden of regulatory compliance and retention requirements.

With docSTAR:

- ★ Reduce the storage burden of complying with record keeping and destruction regulations such as Sarbanes-Oxley Act, Generally Accepted Accounting Principles (GAAP) and others.
- ★ Enforce document retention policies.
- ★ Guarantee file integrity with docSTAR Authentication, which time and date stamps every image.
- ★ Automatically secure and replicate documents.
- ★ Monitor document access and retrieval with **Audit Trail**.

Improve Customer Service

Respond to inquiries instantly rather than wasting time looking through file cabinets. Customer service will improve, the staff will be more efficient and paper costs will be minimized.

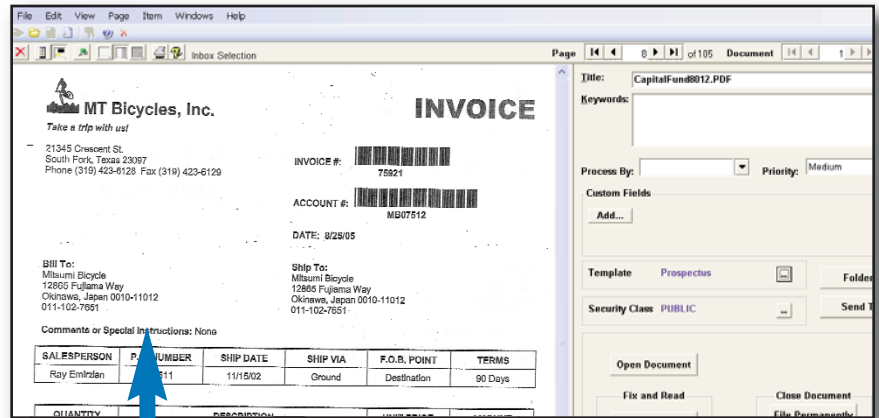
With docSTAR:

- ★ Instantly find any document right from your desktop.
- ★ Email documents to vendors while still on the phone.

Increase Operational Effectiveness

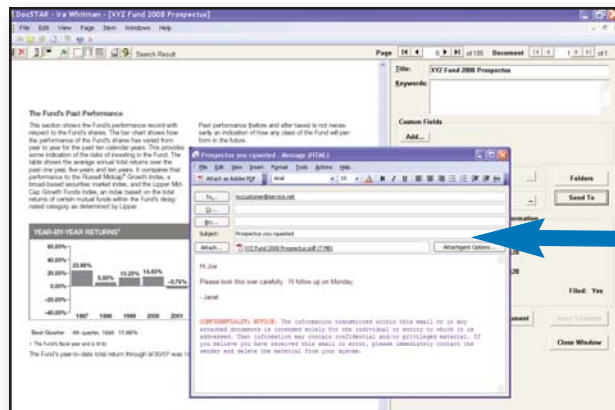
Storing documents and electronic files in docSTAR ensures the safety and security of all your files in the event of a disaster.

docSTAR Ease of Filing



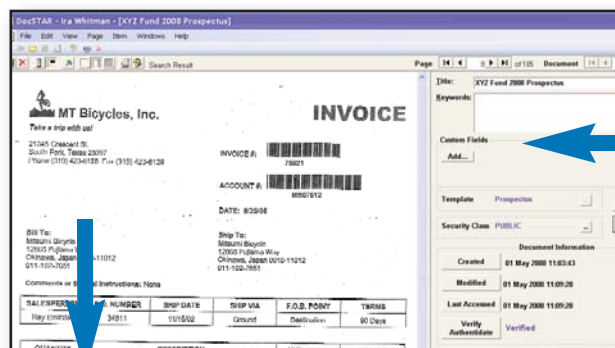
docSTAR converts paper documents into digital files and saves them into the **safe and secure** docSTAR system. Use your existing scanner to scan directly into docSTAR.

Improve Customer Service



Retrieve & Email
docSTAR allows users to quickly retrieve documents and instantly email them to clients.

Easy Viewing and Customization



docSTAR can be customized based on your requirements.

All documents appear in a familiar and intuitive interface for easy viewing.