

## Services Specification



*Recordsforce's SSAE 16 Attested Auto-AP™ Solution eliminates manual data entry and auto-mates your accounts payable invoice processing!*

### Auto-AP™ Benefits:

- *No capital expense*
- *Eliminate mail handling labor*
- *Eliminate manual data entry*
- *Greatly reduce entry errors*
- *Gain early-pay discounts*
- *Avoid late-pay surcharges*
- *Eliminate paper invoice management*
- *Improve transparency*



### Here's how it works:

1. Invoices are received by Recordsforce via: US Mail, email, and fax.
2. Paper invoices are converted to digital images.
3. The scanned & digitally received invoice images are processed and electronically extracted utilizing AutoAP.
4. The extracted data is verified and scrubbed for accuracy.
5. The verified invoice data is securely delivered to you and can be imported into your ERP, Workflow or ECM Document Management System.

### Invoice images can be handled one of several ways:

- Placed on our FileBound On-Demand electronic content management system for simple look-up or can be added to a FileBound Workflow for approval processing
- Placed on your FileBound In-House system, or other third-party repository
- Placed in your accounting system, if eligible.
- Provided to you via CD-ROM, or other computer storage device.