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Accounts Payable Automation
with GlobalSearch®

Elevate Accounting Productivity in Your Office with GlobalSearch Enterprise Content Management

Get Connected

Extend Your Access

Keep Business Moving

Accounts Payable processing is a universal challenge for every company that has bills to pay. Automating AP processes with a document management solution enables Accounting departments of all sizes to become more streamlined and cost effective.

Accounts Payable Automation with GlobalSearch ECM

Challenges

- High costs for manual vendor invoice processing
- Continuous risk of misplaced or lost documents
- No visibility into status of vendor invoice approvals
- Risk of missing early-pay discounts

Solutions

- Significant cost savings driven by efficient processes
- Compliance with the latest regulatory requirements
- Increased visibility throughout the process
- Improved supplier relationships
- Streamlined three-way matching process

Key Benefits

Eliminate Manual Data Entry

Users can scan paper invoices into GlobalSearch with Optical Character Recognition (OCR) assisted indexing to eliminate a high percentage of manual data entry.

Streamline Invoice Approval

GlobalSearch handles the routing, matching, approval and distribution of both purchase orders and invoices, streamlining AP tasks while providing real-time visibility into the course of processing.

Automate Three Way Matching

GlobalSearch allows records to be submitted digitally, automatically indexing, routing and processing for the three-way match of invoices, purchase orders and packing slips.

Financial System Integration

As invoice data is captured, GlobalSearch can automatically feed that information into an existing financial system, such as QuickBooks® or Microsoft Dynamics®.

Are you ready to take the next step? Schedule A Demo Today!

Simplifying Business. Simplifying Life.

Gain Accurate and Immediate visibility Into Company Cash Flow with GlobalSearch Enterprise Content Management

- **Get Connected**
- **Extend Your Access**
- **Keep Business Moving**

GlobalSearch eliminates risks in Accounts Receivable processing, boosting company-wide productivity and streamlining order distribution.

Accounts Receivable Automation with GlobalSearch ECM

Challenges

- ✖ Slow, manual data entry of orders into the system
- ✖ Difficulty producing signed proof of delivery receipts
- ✖ Delayed cash receipts for open invoices
- ✖ Improper document maintenance & records retention

Solutions

- ✔ Reduce order processing costs through data capture
- ✔ Provide quick, easy access to POD information
- ✔ Reduce Days Sales Outstanding
- ✔ Increase levels of cash flow through prompt payments
- ✔ Ensure records retention compliance

The key to receiving customer payments quickly is being able to prove you delivered what was ordered and when it was received by. AR Automation with GlobalSearch streamlines this process.

Key Benefits

Capture
GlobalSearch allows users to quickly batch scan, email, drag and drop or use a capture workflow to import AR documents directly into document management software.

Distribution
Once a sales order enters the system, it can be automatically routed to the appropriate departments for approval and processing.

Customer Service
Users can immediately access all customer related documentation like account information, purchase orders and invoices outstanding.

Tracking
Easily track a customer's credit and payment terms by instantly pulling up all documents sharing that client's customer number.

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Improve Profits by Automating Paper Processes with ECM

Affordable, easy-to-use and reliable, GlobalSearch Enterprise Content Management software transforms auto dealerships into highly efficient, virtually paperless organizations

> GlobalSearch not only solved our paper storage problem, it also boosted the productivity of our technicians. Vehicle repair histories are now available at their workstations and they are 20% more productive. Maintenance and repairs are completed more efficiently and cars are returned to their owners faster, so GlobalSearch has improved customer service as well.

— **Richard Grant, Service Director, Carrera Motors**

Where is GlobalSearch Used?

- Vehicle Deal Jackets
- Finance & Insurance
- Warranty Acceptance
- Records Retention
- Auto Body & Repair Centers
- Inspection Forms & Estimates
- Work Repair Orders
- Parts Invoices

How is GlobalSearch Unique?

- Anywhere, Anytime Document Access
- Granular Document Security
- Full Feature Document Editing
- User Initiated Document Workflows

How will GlobalSearch Drive Efficiency in your Auto Dealership?

- Deal Jacket scanning for automated filing with the use of barcode recognition
- Streamline document routing, accelerating the Accounts Payable process
- Improved customer service levels with immediate access to vehicle history reports
- Providing fast, dealership-wide access to documents
- Easily search and locate customer information in seconds
- Decrease administrative labor costs by eliminating paper-based filing

Are you ready to take the next step? Schedule a demo today!

Eliminate the Documents that Slow Down Deliveries

Manage documents more efficiently across locations with GlobalSearch Enterprise Content Management software – transforming your deliveries into virtually paperless processes

> Our improved efficiency with GlobalSearch is saving us a great deal of time, and this translates directly into costs savings. We estimate that the Accounts Receivable team is saving 25 hours each week using GlobalSearch and the supervisory staff is well over $20,000 in labor costs savings annually.

— *Barbara Palen,*
Accounts Receivable Supervisor,
Bozzuto's Inc.

Where is GlobalSearch Used?

- Bills of Lading (BOL)
- Proof of Delivery (POD)
- Drivers Log
- Account Management
- Accounts Payable
- Accounts Receivable
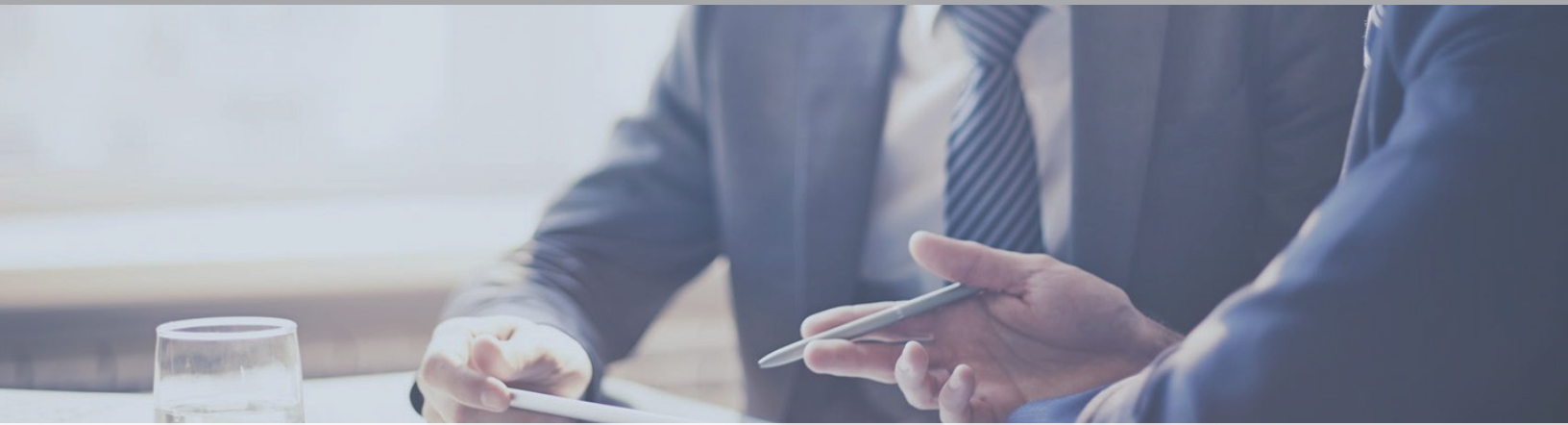- Contracts Management
- Human Resources

How is GlobalSearch Unique?

- Supports Easy Adoption For All Users
- Anywhere, Anytime Document Access
- Granular Document Security
- Full Feature Document Editing
- User Initiated Document Workflows

How will GlobalSearch Deliver Efficiency within your Distribution Company?

✔ Decrease administrative labor costs by eliminating paper-based filing

✔ Provide fast, company-wide access to documents, locating delivery information in seconds

✔ Automated pick ticket, invoice and purchase order matching

✔ Improve POD processes with streamlined capture from your office equipment

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Eliminate Costly Inconsistencies in Managing Paper-Based Processes

GlobalSearch allows users to administer insurance information in less time, with less resources, speeding up processes and keeping clients happy

> When a client calls and we need to find a document, I can often retrieve it in just a few seconds and then email it to them while we're still talking. It's very satisfying to hear them exclaim 'How did you get that so fast?' I estimate that GlobalSearch is saving our firm the cost of one full day per week and more than $14,500 in cost savings annually because that valuable time is now being utilized to perform other tasks.

— **Mary Bishop, Senior Client Manager, Construction Risk Partners**

Where is GlobalSearch Used?

- Policy Forms
- Enrollment Applications
- Claims Records
- Change Requests
- Benefits Packages
- Accounts Payable
- Accounts Receivable
- Human Resources

How is GlobalSearch Unique?

- Supports Easy Adoption For All Users
- Advanced Technology Platform
- Streamlined Administration
- Value Driven Price Point
- Anywhere, Anytime Document Access

How will GlobalSearch Deliver Efficiency within your Insurance Agency?

✓ Manage policyholder insurance cards, coverage policies and preprinted forms electronically

✓ Decrease administrative labor costs by eliminating paper-based filing

✓ Streamline business processes and provide fast, company-wide access to policy information

✓ Automate internal policy management and enforce document-based business rules

Are you ready to take the next step? Schedule a demo today!

Reduce Costs and Boost Productivity by Eliminating Paper Processes

Easy-to-use and reliable, GlobalSearch ECM can be scaled across an entire facility, increasing productivity and profitability with immediate access to business information

" GlobalSearch streamlined and automated critical processes across our organization, including sales & marketing, warehousing, quality control, purchasing, accounting, information technology and other business functions. Since then our business has grown ten-fold. I estimate our savings with GlobalSearch is at least half a million dollars annually at this point and getting higher. "

— *Marc F. Alter,*
Vice President of Technology,
Seal Dynamics

Where is GlobalSearch Used?

- Work Orders
- MSDS
- Commercial Invoices
- Packing Lists
- Export Declarations
- Accounts Payable
- Accounts Receivable
- Human Resources

How is GlobalSearch Unique?

- Supports Easy Adoption
- Advanced Technology Platform
- Streamlined Administration
- Value Driven Price Point

How will GlobalSearch Deliver Efficiency within your Manufacturing Company?

✔ Eliminate paper-based filing costs and provide fast, company-wide access to your documents

✔ Streamline and enforce business processes with workflow automation

✔ Locate order, vendor or product documents immediately with keyword searching

✔ Drive revenue producing opportunities by including promotional messaging on AR invoices

✔ Combine dynamic generations of pick tickets and BOC's with shipping labels

✔ Reduce preprinted, multipart forms with variable data printing

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Human Resources Automation with GlobalSearch®

Streamline your Human Resources Department with GlobalSearch Enterprise Content Management

- **Get Connected**
- **Extend Your Access**
- **Keep Business Moving**

GlobalSearch Enterprise Content Management streamlines paper intensive HR processes including employee onboarding, PTO requests, benefits enrollment and more.

Human Resources Automation with GlobalSearch ECM

Challenges

- ✖ Repetitive information on multiple employee forms
- ✖ Records are subject to frequent changes
- ✖ Follow-up activities need to be scheduled
- ✖ Insurance information bound by HIPAA compliance

Solutions

- ✔ High degree of capture automation at a low cost
- ✔ Automate post hire activities
- ✔ Ensure HIPAA compliance with secured HR repository
- ✔ Access HR records through your mobile device
- ✔ Repurpose data into existing business applications
- ✔ Eliminate fines by government agencies

As a potential employee moves through the hiring process, GlobalSearch allows pertinent HR information to be automatically captured off a web based employee demographic form, repopulating data elements into other required onboarding forms, avoiding repetitive data entry.

GlobalSearch can effortlessly manage all paperwork within an employee's lifecycle, from hire to retirement. This includes:

- Applications & Onboarding Forms
- Performance Reviews
- Benefits Enrollments
- PTO Requests
- Expense Reports
- Employee Departure Documentation

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