



## Solution Overview

Metafile's MetaViewer document management solution offers paper and electronic invoice capture, web-based workflow, real-time visibility, two- and three-way matching, and full ERP integration making MetaViewer a complete AP automation solution.

It supports AP and AR departments by automating workflow, and boosting transparency and accountability, leading to reduced costs, improved customer service, and increased vendor satisfaction.

MetaViewer works with NetSuite by capturing all AP documents electronically, which allows for seamless access to all document images directly from NetSuite screens. Document images automatically attach to NetSuite transactions with a simple URL link.

## Differentiators

- MetaViewer's Invoice Accelerator document capture solution with OCR automatically extracts data from scanned paper and PDF files. The automatic Vendor Identification feature speeds up invoice data capture and reduces or eliminates manual data entry.
- The browser-based interface allows processing and approval of invoices, eliminating third-party apps, and provides global access to documents.
- Available as an on-premise or cloud-based implementation, MetaViewer integrates with NetSuite through web services during the workflow process to populate and validate invoice and PO-related data directly from NetSuite.
- Automatically create complete transactions in NetSuite as invoices are approved and finalized.
- Provides managerial- and executive-level visibility to a previously paper-based blind spot.

## Key Features

- Eliminates manual data entry with paper and electronic invoice capture
- Uses web-based workflow
- Provides real-time visibility to the entire accounts payable process
- Enables retrieval of associated documents without leaving your NetSuite ERP solution
- Expands to AR, HR, and payroll to achieve complete paperless ERP

## Step 1 → Identify Customers

- Companies with 50 to 500 employees, processing a high volume of documents and needing to make their AP processes more efficient
- Businesses hoping to process more data using existing staff
- Companies with multiple locations where documents need to be captured and/or transferred between locations
- Organizations lacking visibility into their financial process and struggling with limited storage space

## Step 2 – What is Included in the Platform

- Automatic document capture and archival features to eliminate manual entry and filing of documents
- Electronic approval features for users
- Immediate data visibility for all incoming documents
- Real-time visibility into key components of company cash flow for executives
- Quick and easy access to documents along with multiple layers of security

## Step 3 → Schedule Implementation

- Perpetual on-site or hosted licensing are available
- Fast Track option enables a fully integrated solution implemented within 30 to 90 days. This includes an estimate of services, NetSuite integration, onboarding and training of users, and go-live assistance
- Solutions start at \$750 per month and require an estimated \$6,500 for implementation services
- "Built for NetSuite" verified

## Customer ROI

- Automated document management and workflow leads to productivity gains of up to 82 percent
- Workflow systems have reduced invoice processing times from 14.4 to 4.4 days
- Potential savings of hundreds of thousands of dollars by eliminating costs of paper, printing, shipping, and other related office supplies
- Capture early payment discounts

## Customer Pain Points

- Lack of executive and management visibility into the AP process
- Manually processing more than 500 vendor invoices each month
- Invoices require an approval process before payment, often causing slow processing times and late payment fees
- Accounts payable needs immediate access to vendor invoice data
- Inability to capture invoices automatically from a designated AP email account

## What's In It For You

- Reduce labor-intensive manual data entry and eliminate lost or misplaced invoices
- Immediate visibility into vendor invoices, incoming cash flow needs, and process bottlenecks
- Time savings due to improved approval workflow process
- Improved response time to vendors for approval and invoice payment status
- Minimize storage space and labor costs associated with archiving and retrieving invoices

**Keywords:** AP automation, Document management, Paperless AP, Workflow automation, Paperless ERP