

# Omtool™ Suite for Vendor Invoice Processing and Disbursement Management

- AccuRoute® Document Capture and Handling Platform
- Image-In™ Queue Document Processing
- AccuRoute Web Client for Image Viewing and Approval
- ObjectArchive™ Electronic Archive
- Integration Kit

## Suite Benefits

- Electronic invoice routing and processing greatly improves productivity
- Dramatically reduces manual intervention
- Anywhere, anytime attorney access for approval process
- Removal of physical barriers
- Increased document accessibility
- A "greener" document workflow process



## The Paper-Intensive Challenges of Vendor Invoice Processing in a Law Firm

At every interaction with a client on a specific matter, law firms like you are tasked with increasing pressures to deliver accurate client billing while maximizing billable hours. Time spent on processing invoices and related client costs can distract from higher-valued tasks such as direct client interaction. Managing invoices and the disbursement of these expenses is a labor-intensive process that can be streamlined to increase cost recovery, accelerate billing cycles and corresponding time to revenue, and ultimately improve firm-wide access to disbursement information.

For years, Omttool has been providing its AccuRoute document capture and handling software platform to law firms of all sizes, worldwide. Omttool is once again expanding this product line with complementary products to enable:

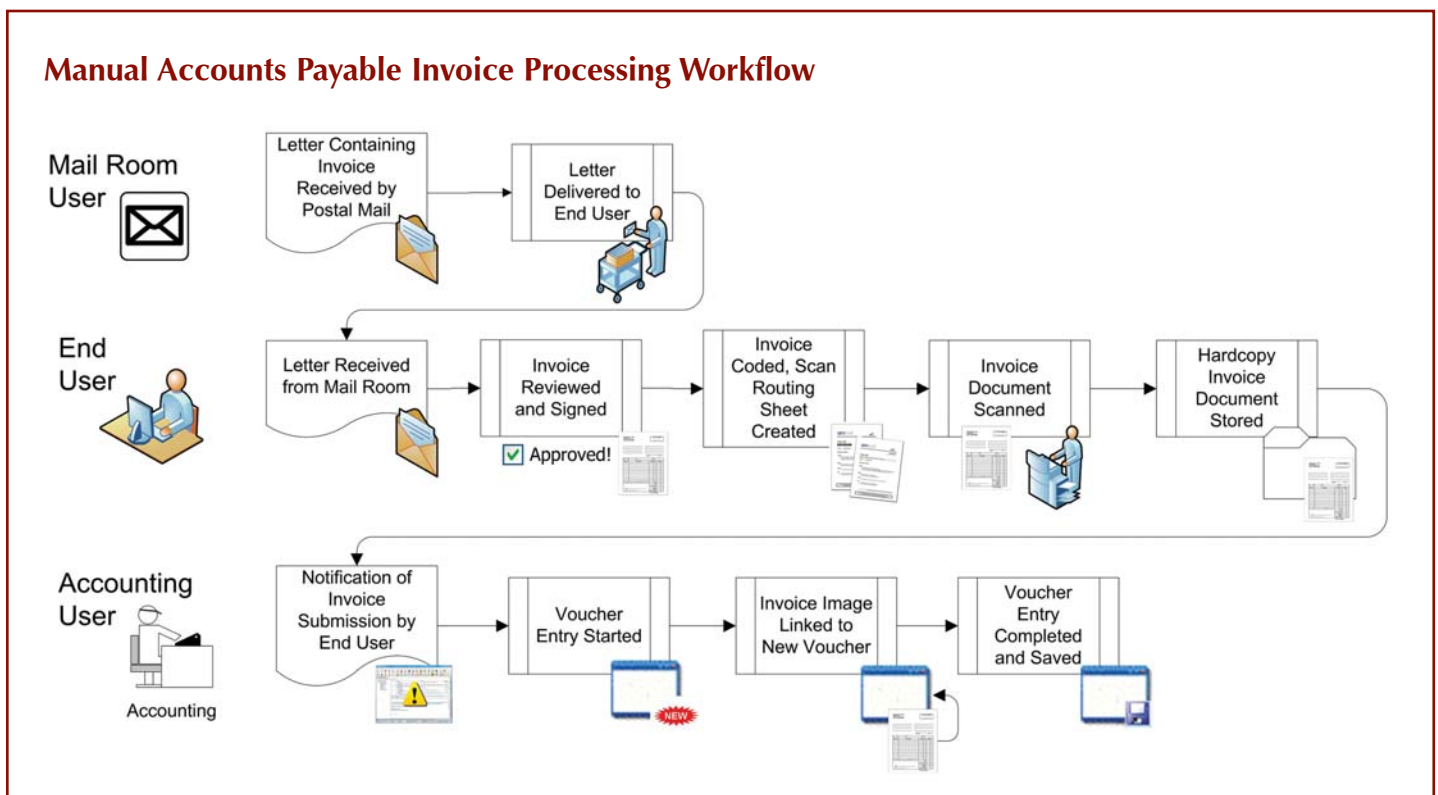
- Vendor invoice capture (image/scan) at the point of processing (by attorney or accounting department)
- Invoice-specific collection of information (client and matter billing codes, date, billing category, etc.) to process along with the image and route electronically

- A streamlined electronic workflow to move invoice and related information quickly through approval cycles and into standard financial systems such as Elite and ADERANT
- Image archiving while also maintaining a connection to the billing system for continuous and immediate access for the life of the client

## From Mail Room to Financial System Integration: The Omttool Suite for Invoice Processing and Disbursement Management

Today, a very manual and paper-intensive process exists within a firm to process invoices and attribute them correctly to the respective clients and matter (image below).

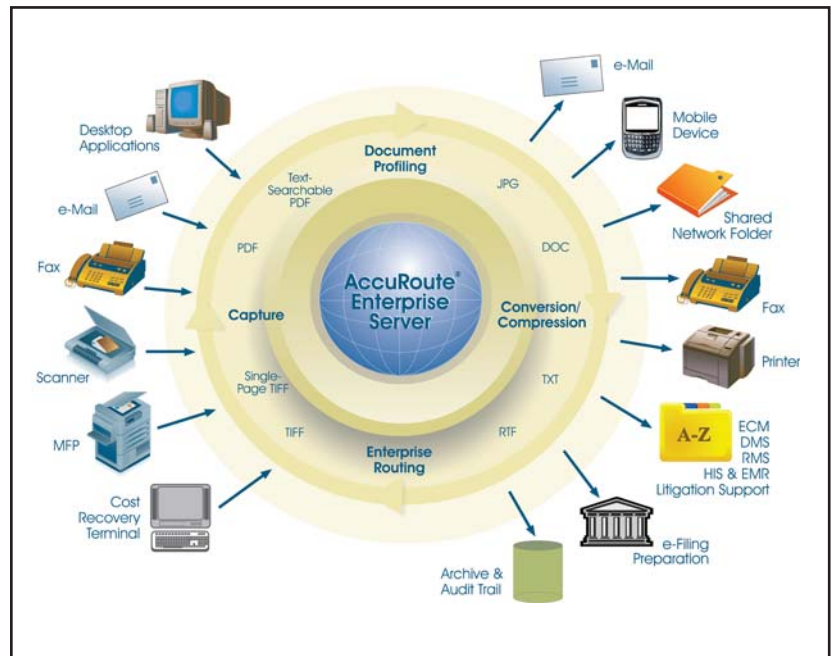
This process is now more effective, streamlined, and efficient with the adoption of Omttool's products for integrating invoices from the point of receipt into the financial system currently implemented within a firm.



## AccuRoute® - The Distributed Document Capture and Handling Platform

This Omtool Suite is based on AccuRoute, our flagship document handling platform that captures, converts, processes, and distributes paper and electronic documents within and outside an organization. AccuRoute lets you:

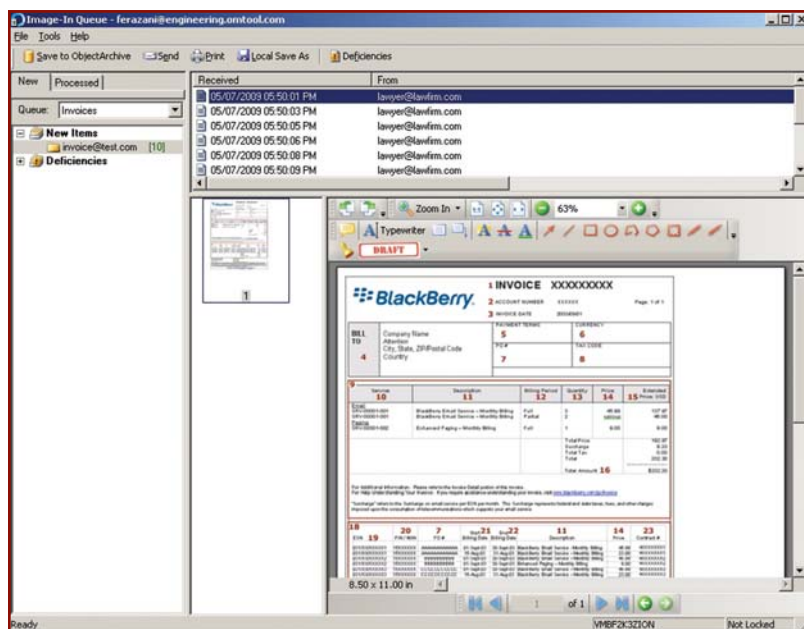
- Capture paper and electronic documents for efficient document handling with distributed user access.
- Achieve compatibility with any network-enabled scanning device, including a scan-enabled digital printer, copier, fax, or multi-function peripheral (MFP).
- Convert paper and electronic documents into a variety of file formats including a text-searchable PDF, TIFF, JPEG, DOC, XLS, RTF, and TXT file.
- Combine paper and electronic information to create "mixed-mode" documents. This is especially important when some information is received by paper and supporting invoices are received electronically.
- Compress documents up to 80 percent of original file size, reducing electronic transmission (band width) and storage requirements.
- Specifically for financial system integration, convert invoices to PDF and route images to Image-In Queue for processing along with related client, billing, and invoice-specific data captured electronically.



## Image-In™ Queue - Managing the Approval Cycle Invoice by Invoice

Image-In Queue is the electronic document delivery component of this Omtool Suite that is the central dispatching point for invoices and required approvals. For example, instead of manually delivering an invoice to an attorney for approval and then returning to accounting to obtain a voucher number, Image-In Queue can automate the approval process. After capturing ("scanning") invoices with AccuRoute, you can deliver those scanned images to the approving attorneys and again to accounting for processing.

Image-In Queue eliminates lost or misdirected documents because they all get routed through one central location. There's no need to make multiple copies or manually deliver documents. Image-In Queue can simply send the selected documents to all authorized recipients - automatically. What's more, there are no hardcopies to file - you can keep them all in one central, image-centric electronic archive.

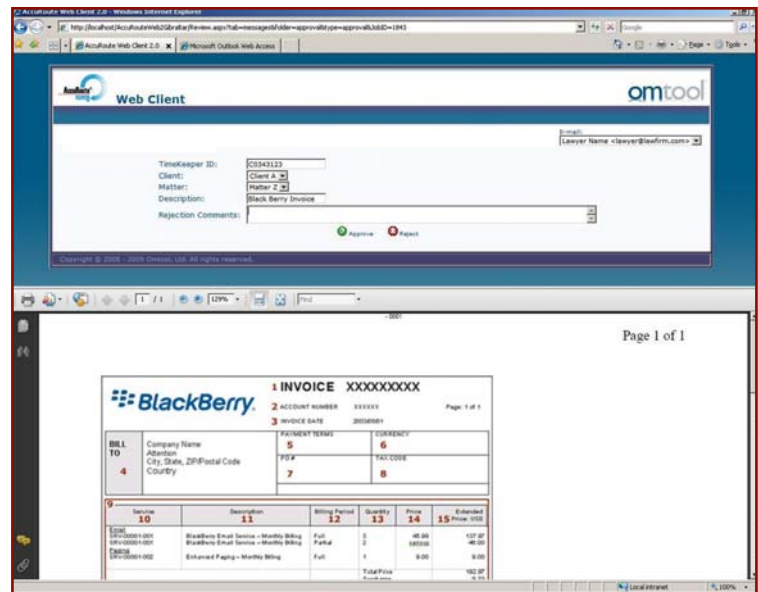


## AccuRoute Web Client - Viewing and Electronic Approval of Invoices

Whether at the office or working remotely, attorneys can review and approve their invoices through the AccuRoute Web Client which provides a clear view into the invoice approval process. This "viewer" provides constant access to current and archived images should you need them in the future for reference.

## ObjectArchive™ - Image Archive for Electronic Invoices

This high-performance file system stores the invoices, documents, forms, images, and other client billing documents you capture (scan) electronically. With ObjectArchive, you have immediate access to the documents, invoices, and records you need, where and when they are required. Invoice images may be viewed through the AccuRoute Web Client or through a direct link from the firm's financial system.



## The Omtool Suite for Invoice Processing and Disbursement Management

Today, you can expand your AccuRoute infrastructure to efficiently capture, distribute, approve, archive, and ultimately manage, your firm's invoices and other client-billing related documents. As a result, you will increase time to revenue, increase productivity, and have confidence in a reliable electronic archive system to store of all your billable documents.

## About Omtool, Ltd.

Omtool, Ltd. is a leading provider of document capture and handling solutions that simplify the integration of paper and electronic documents into enterprise information management systems. Its flagship product, AccuRoute, streamlines the capture, conversion, communication, and archiving of paper and electronic documents, enabling fast, secure, and simultaneous distribution to multiple destinations in multiple formats. Available at any network-enabled scan device or from a user's desktop computer, AccuRoute provides faster, more efficient workflows, while reducing costs, complexity, and risk. Omtool solutions are used worldwide by businesses in document-intensive industries that demand secure handling, integration, and tracking of documents in full compliance with a range of regulatory requirements.

Omtool, Ltd., *Corporate Headquarters*  
 6 Riverside Drive, Andover, MA 01810  
 Tel: 978.327.5700  
 Fax: 978.659.1300  
 Sales: 800.886.7845

*Omtool Europe, Ltd.*  
 25 Southampton Buildings, London WC2A 1AL UK  
 Tel: +44 (0) 203 043 8580  
 Fax: +44 (0) 203 043 8581  
 E-mail: salesuk@omtool.com

[www.omtool.com](http://www.omtool.com)