



READSOFT®  
**DOCUMENTS**  
FOR INVOICES

**Do you know what is happening  
to your incoming invoices?**

# REPORTER – Instant access to all the information you need about your incoming invoices process

With REPORTER, you don't need to wait for IT experts to set up new reports. Just select the subject you are interested in at the moment, and click to delve down as deep as you like along any parameter. You will get the answer in a clear, easy-to-evaluate graph – and you will get it at once.

## ”What gets measured gets done”

- Relevant and valuable business information.
- Important for planning of an efficient invoice process.
- Decisive for continuous follow up, finding bottle necks and optimization of the invoice process.
- Efficient use of resources, leading to savings in time, cost and effort.

## Business as usual

- You can bookmark any report you regularly require for instant access.
- You can export directly to Excel.
- You can easily print your reports.

## Trend analysis

- REPORTER will handle very large volumes of information, which means that you have an excellent tool for trend analysis.
- You can delve down from an overview to any desired degree of detail, instantly.
- You can (and probably will) make a lot of selections by association. You see something that catches your eye and you follow the lead to find out more.

## Get used to instant answers even to new questions

### Any report on the fly

REPORTER provides vital information for process planning and improvement, and provides an audit trail to support compliance with the Sarbanes-Oxley act.

### Associative data mining

This is the main advantage of REPORTER. You can select any combination of parameters and get an updated report immediately.

When you make a change in the selection settings of one parameter, the settings of all the others remain as before. This means that you can “turn

a subject on its head” and look at the data from many viewpoints.

Thus the normally time consuming and complex efforts to create reports are effectively eliminated.

### Easy to access and to use

REPORTER is web based and consequently easily accessed from any location.

The graphical interface is intuitive, where simple clicks will take you from a high perspective to increasing levels of detail – and back.

”Easy to learn” means fast roll-out and low training effort, and all personnel from management to production can benefit from the results

The screenshot displays the REPORTER web interface with several key features highlighted by blue callout boxes:

- Select any bar for more details:** A bar chart showing data over 31 days.
- Select any process for specific details:** A table with columns for 'Scan', 'Interpret', 'Verify', and 'Transfer', showing 'Total In' and 'Total Out' values.
- Select any previously saved report type from the drop-down list:** A 'Select Bookmark' dropdown menu with options like 'Add Bookmark' and 'Remove Bookmark'.
- Save the current report type for future immediate access by “Add bookmark”:** A 'Clear selections' button and a 'Current selections' panel.
- Select time interval:** A 'Year' dropdown menu set to 2008, and a 'Month' dropdown set to Oct.
- Select pie chart parameter:** A pie chart showing a distribution of data.
- Select pie section for details:** A 'Supplier name' dropdown menu with 'International Microwave C.' selected.

At the bottom right, it says "Powered by QlikView".

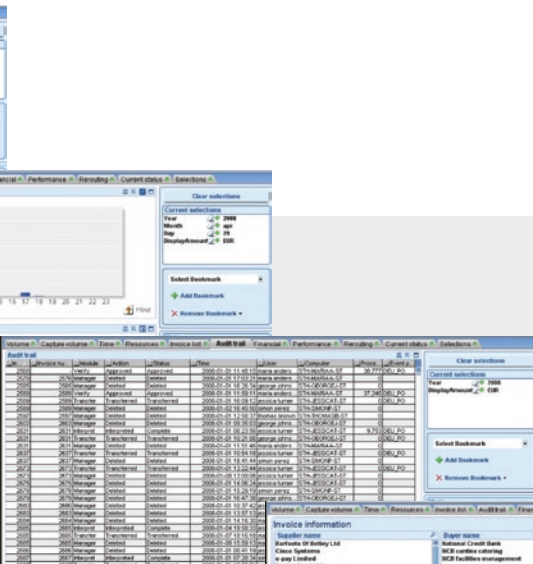
*The web-based REPORTER is an easily accessible and efficient tool to help boost your productivity, keep track of documents and costs, and to provide all the accurate real-time information you may require as a basis for good business decisions.*



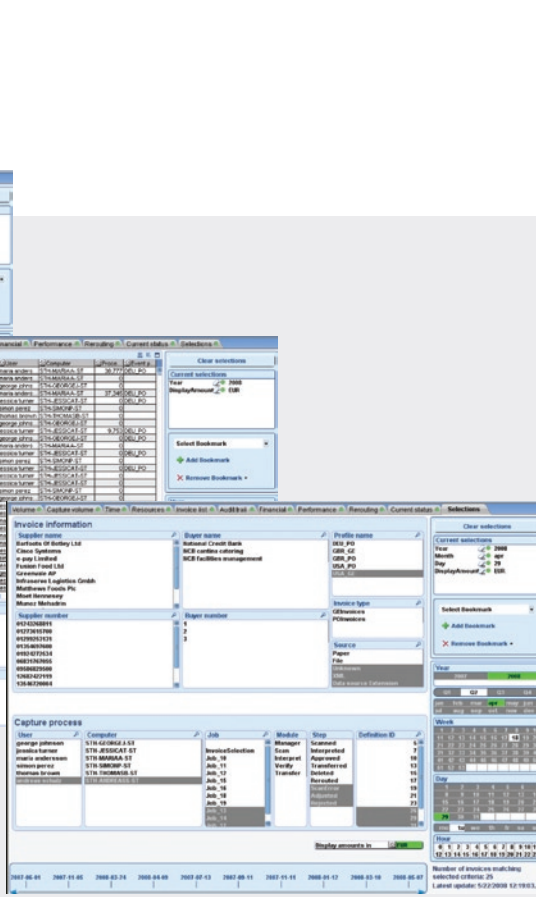


Resources

Time



Audit trail



Selections

**Business benefits:**

- Instantly creating any graph, diagram or table in terms of time, resources or your choice of production parameters.
- Displaying any required level of detail.
- Delve down by simply clicking the item of interest.
- Covering all parts of the invoice process from input to financial system feed.
- Keeping all information from the invoice process up to date and accessible.
- Improved cost control.
- Increased efficiency.
- Remote management.
- Useful production statistics at once.
- Showing whether the system is operating up to its capacity.
- Pinpointing the origin of any problems that have occurred.
- Instantly accessible detailed information on production units.

**Imagine pinpointing production bottlenecks in a matter of minutes**

**Like this:**  
 You open the Volume report and find a dip.  
 Selecting the period and looking at the suppliers, you find that one is dominating.  
 Select this supplier and change view to Performance. (The supplier remains selected.) You find that the level of completed invoices is rather low.  
 Change view to Invoice list (the supplier remains selected) and open an invoice. It doesn't look that good.  
 Contact the supplier to suggest improvements.  
 Minus one bottleneck.

**Or like this**  
 In Capture volumes you see that a significant number of invoices are deleted in Verify.  
 Select this scope, switch to Volumes and look at users. You find that the deleting is primarily done by a single person. Select this user, expand the time axis and you see that the volume of those invoices was started more than a month ago.  
 Audit trail shows that the time for deletion is "immediate".  
 The manager contacts the user...  
 Minus one bottleneck.

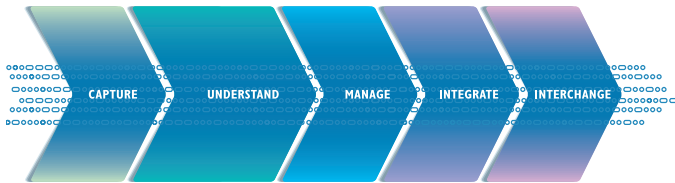


# Increase your business efficiency with tools from the leading provider of Document Automation.

## The benefits are substantial and immediate.

### ReadSoft—always at the forefront of innovation

We take pride in being the innovators of our business. Our Research & Development team is a major part of our company and we spend a substantial part of our revenue on inventing and improving new technology, according to our customers' needs.



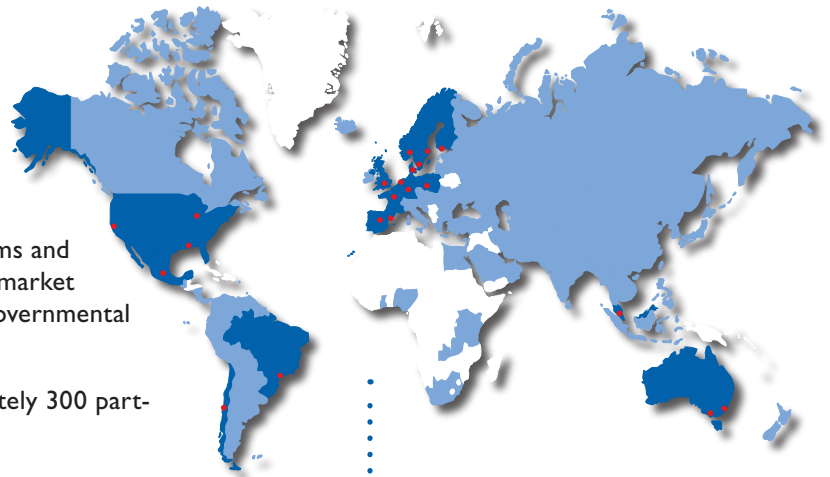
### ReadSoft DOCUMENTS – a modular software platform

This full-scale system incorporates five Automation Areas: Capture, Understand, Manage, Integrate and Interchange. It is based on a flexible structure can be adjusted to fit your specific business requirements.

ReadSoft also offers a range of business solutions based on the ReadSoft DOCUMENTS platform. These are pre-configured solutions for automating a specific document type or business application. A business solution includes tailored services such as consulting, training and support. Today, we offer business solutions for Forms, Invoices, Mailrooms and Document EDI.

### ReadSoft in a nutshell

- Market leader with more than 5 000 customers worldwide, including both global enterprises with cross-organizational systems and local companies specialized in a particular market or industry, as well as a large number of governmental bodies.
- Operations in 16 countries and approximately 300 partners providing expertise in 70 countries.
- Listed on the Stockholm Stock Exchange since June 1999.
- Fifteen percent of revenue is invested in Research & Development every year. Close collaboration with various research institutes.
- Close partnerships with prestigious global partners like Intenia, IFS, IXOS, Siemens Business Services, SPSS. Cooperation with consulting firms such as Cap Gemini Ernst & Young, CSC, Atos Origin, KPMG, IBM Business Consulting Services and WM-Data.
- Delivers software in several languages.
- Voted “Best of AIIM” 6 times at the world’s largest document management convention, AIIM, in the United States.



# READSOFT®

Document Automation Powering Your Business Efficiency.

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