

Pitch the paper clips.



MetaViewer and Microsoft Dynamics® come together for the one fully integrated paperless ERP solution.

Go beyond the electronic filing cabinet to paperless ERP.

Your Microsoft Dynamics solution has improved the overall effectiveness of your financial and human resource management. You may have noticed, however, that the volume of paper being produced, stored and recycled continues to grow.

MetaViewer's 100% paperless ERP solution—fully integrated with Microsoft Dynamics—brings order to the growing chaos using a highly efficient and fully visible process to manage the capture, workflow and storage of your documents. With MetaViewer, you'll experience dramatically increased control of your business information and processes at significantly reduced cost.

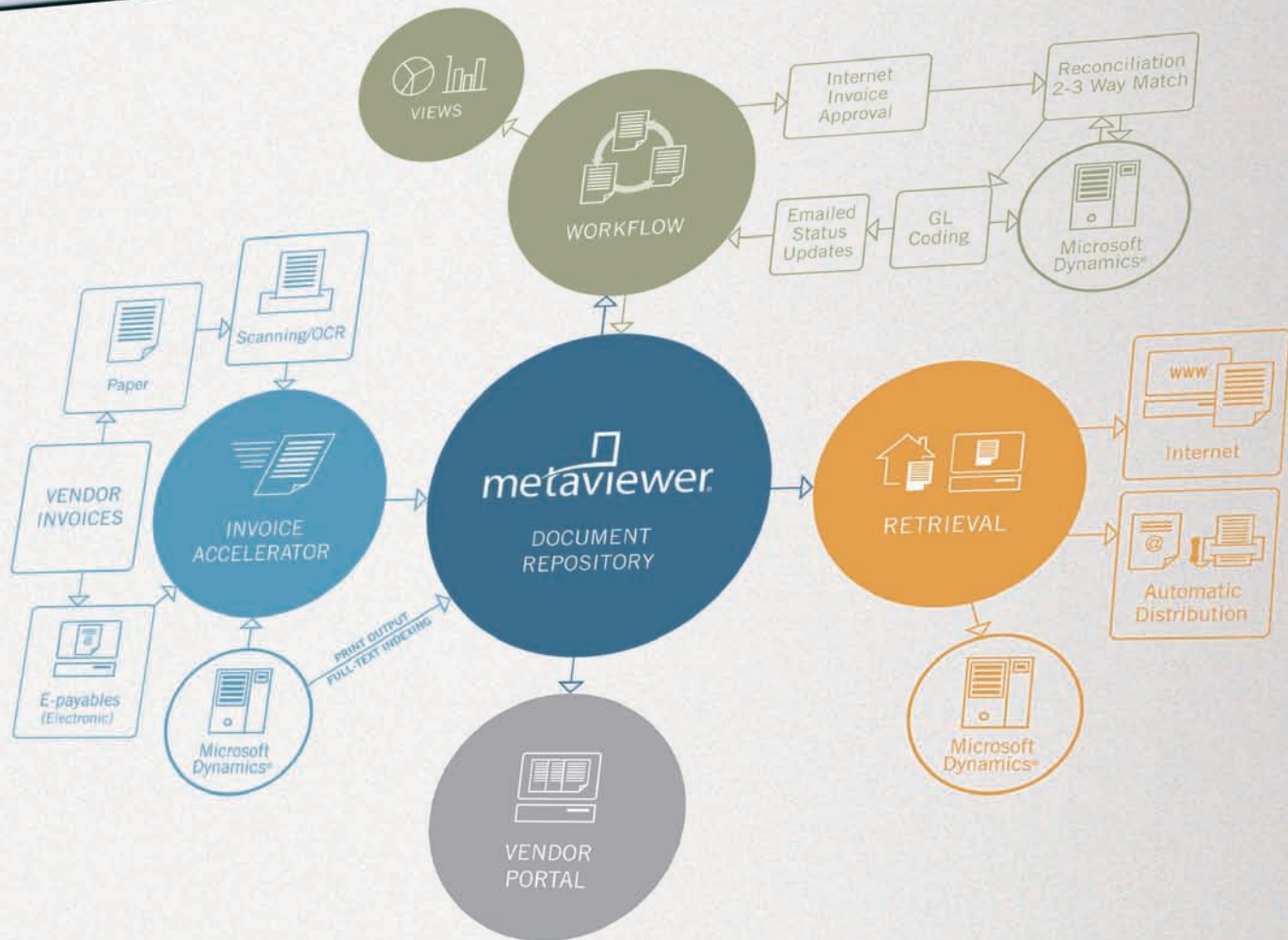
Fully automated document capture. MetaViewer's invoice and order capture make it easy for suppliers and customers to provide you with electronic invoices and bypass the scanning process. For invoices and other documents that continue to be received in paper format, MetaViewer employs powerful document recognition technology and full OCR integration to capture every detail and all but eliminate manual data entry.

Fully intelligent workflow. Documents are routed automatically for review and approval based on your defined business rules. Workflows are adjusted based on key criteria such as due date, invoice amount, workload and time-in-queue.

Fully visible end to end. MetaViewer lets you monitor your financial process from end to end in real-time. No more blackouts due to paper-based processing. Using the MetaViewer Web portal, your vendors, channel partners and customers enjoy direct online visibility to their documents and status updates, providing immediate answers to their questions and fewer phone calls to your staff.

Fully integrated with Microsoft Dynamics. No need to learn a new platform. You'll find a MetaViewer button on your Dynamics screen that takes you directly to all your financial documents—indexed, cross-referenced and organized by transaction “folder” according to your standard business processes. As you process documents in MetaViewer, jump to the specific record in Dynamics with a similar button on the MetaViewer screen.





Jane pitches the paper clips.

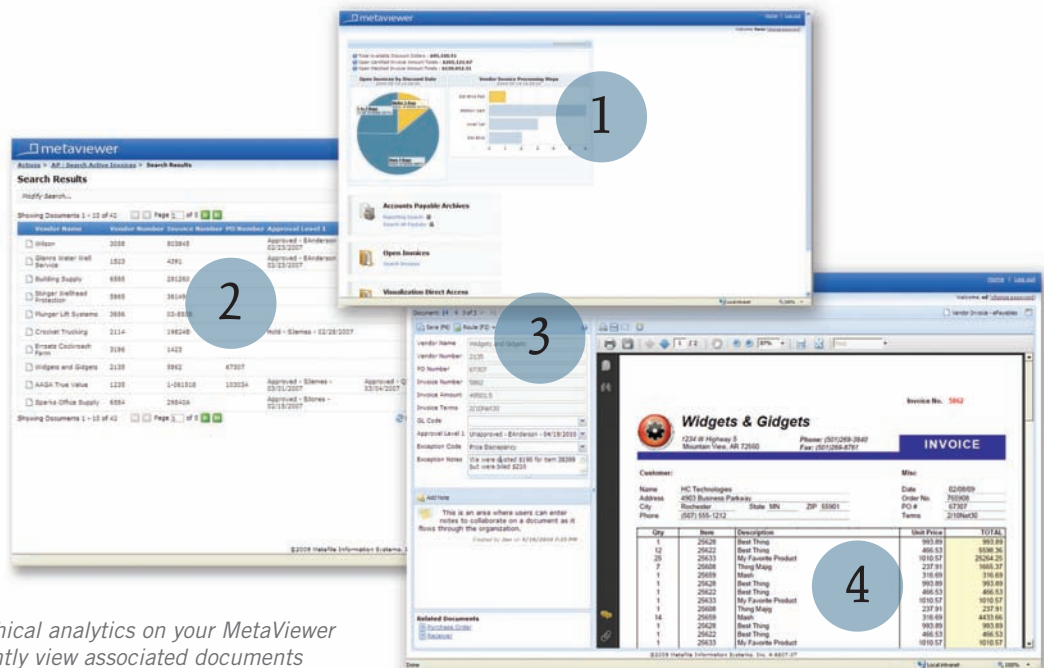
She experiences the increased efficiency of paperless invoice capture, automated workflow and real-time visibility.

MetaViewer improves the quality of your accounts payable process and reduces the cost of processing by providing greater efficiency, visibility and control. From purchase order to payment to archive and back, MetaViewer manages and tracks every step of every transaction, giving you a complete, real-time picture of your entire AP process.

No more manual entry or document indexing. MetaViewer reads your documents in whatever format they're received, whether electronic or paper. The system captures everything, both basic and line item details, and responds automatically to the vendor with an acknowledgement email.

Documents organized automatically by transaction. MetaViewer matches and links all documents related to a specific transaction, from purchase order to invoice, and GL codes these documents to integrate with your Microsoft Dynamics application.

Fully automated, Web-based workflow. Documents needing approvals are routed automatically to the appropriate individuals—and you'll know where each document is, as well as causes of delay or issues of concern, so you can better manage the process.



- 1 Include real-time, graphical analytics on your MetaViewer home screen and instantly view associated documents by clicking a specific bar or slice.
- 2 Search by any account or transaction variable to immediately retrieve all related documents.
- 3 Hit Route to send a disputed invoice to the appropriate manager and notify the vendor via an automatic email.
- 4 Predefined fields and line item detail are captured automatically and entered into Dynamics using the MetaViewer Invoice Accelerator.



She enjoys the seamless functionality of MetaViewer to further unlock the benefits of Microsoft Dynamics.

MetaViewer enhances your Microsoft Dynamics AX, GP, NAV and SL solutions by adding integrated eInvoicing, workflow and document imaging. MetaViewer combined with Dynamics automates your Accounts Payable, Accounts Receivable and HR processes. View all the associated documents and reports from within your Dynamics application. Call Dynamics with a click of a button from within MetaViewer and be presented with the exact transaction in Dynamics. Automatically post GL coding data from the invoice directly to Dynamics with no data entry or errors.

1 A MetaViewer button is easily integrated into all appropriate Dynamics screens during the MetaViewer implementation.

2 With a single click, you can choose the exact type of document you wish to view or select all documents matching the current Dynamics record to retrieve the entire transaction folder arranged by document type.

3 All the information you need to efficiently process these transactions is immediately available online. The appropriate documents can be viewed, printed, emailed, routed or processed further. MetaViewer truly becomes an extension of your Dynamics environment.



Bill does the math.

Compelling ROI and newfound visibility is something every financial executive can appreciate.

According to a study from Prism International, an average of 2%–7% of documents are misfiled, resulting in handling costs of \$120 per document. Executives and their staff spend 150 hours per year looking for these misplaced documents.

At an average of six square feet per file cabinet, the floor space required to accommodate paper storage represents another “invisible” and ongoing cost to the organization.

Independent research from organizations such as The Aberdeen Group, IOMA and PayStream Advisors has shown productivity gains of as much as 82% in companies that automate with document management and workflow.

Average Invoice Processing Cycle

Organizations with paper-based system only	29.8 days
Organizations with full AP automation	4.8 days

Source: Aberdeen Group. *The E-Payables Solution Selection Report: A Buyer's Guide to Accounts Payable Optimization*; October 2010.

Reduce Costs

- Eliminate lost discounts
- Boost the number of invoices processed per employee
- Decrease dispute resolution time
- Reduce errors and discourage fraud
- Expose and filter out wasteful spending

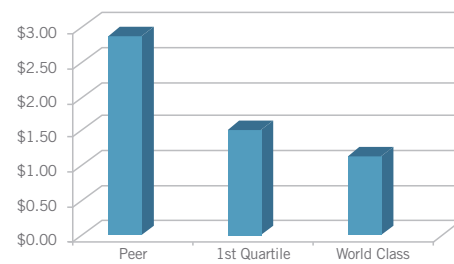
Provide True Executive Level Visibility

- Eliminate paper-based “blind spots” in your financial processes
- Real-time dashboards provide instant analytics of your current financial situation
- Easily drill down to specific transactions and documents with a single click
- Identify performance issues and bottlenecks, anticipate problems and avoid surprises



- 1 Color changes in a custom chart indicate that a critical threshold has been reached.
- 2 Click on a segment of a chart or graph to view related documents.
- 3 Key metrics are tracked on an ongoing basis.

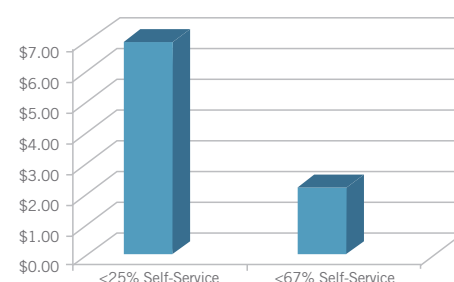
Cost Per Accounts Payable Transaction per invoice line item according to level of AP automation



The Hackett Group, Purchasing Operations and Accounts Payable Benchmark

Automating the AP process identifies costs right down to the line item level.

Impact of Supplier Self-Service on Inquiry Response Cost



The Hackett Group, Purchasing Operations and Accounts Payable Benchmark

Providing vendors with easy access to key documents and status updates can significantly reduce AP service load while improving vendor satisfaction.



Fewer fires for Jim.

He finds MetaViewer amazingly easy. Integration is all but automatic. MetaViewer blends with the existing environment in perfect harmony.

Plug it in. Turn it on. Can it really be that easy? The short answer is “yes.” MetaViewer is built on the same Microsoft platform and fits seamlessly with the existing IT environment. MetaViewer is the only paperless AP solution fully integrated with all Microsoft Dynamics ERP and financial modules (AX, NAV, SL and GP). MetaViewer automatically archives any document or report generated from your Microsoft Dynamics solution, providing instant access to all associated information, regardless of their source.

- Hit the MetaViewer button in Microsoft Dynamics to view a transaction and instantly retrieve a copy of the purchase order, invoice, receiver and ACH statement.
- Capture reports, checks and correspondence produced by your Microsoft Dynamics financial solution.
- Automatically index scanned paper documents using information from your ERP databases.
- Automatically post invoice and GL information directly to your Microsoft Dynamics solution.
- Automatically email invoices produced in Dynamics ERP to your customers.



MetaViewer Paperless ERP is available three ways:

MetaViewer Online. Software as a Service. MetaViewer in the cloud. No server issues. No back-up concerns. Always the latest version. Available anytime, anywhere, at a fixed monthly fee.

MetaViewer Subscription on Premises. All the benefits of our hosted solution, we just implement it in your data center instead of ours. Low monthly fee, administered by MetaViewer experts.

MetaViewer Licensed Software. You purchase the software. MetaViewer experts provide the implementation and ongoing support services and enhancements for a painless transition to the benefits of paperless ERP.



MetaViewer + Microsoft Dynamics



To learn how MetaViewer can significantly improve your Microsoft Dynamics solution and experience Paperless ERP, contact your sales representative or visit www.metaviewer.com.

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