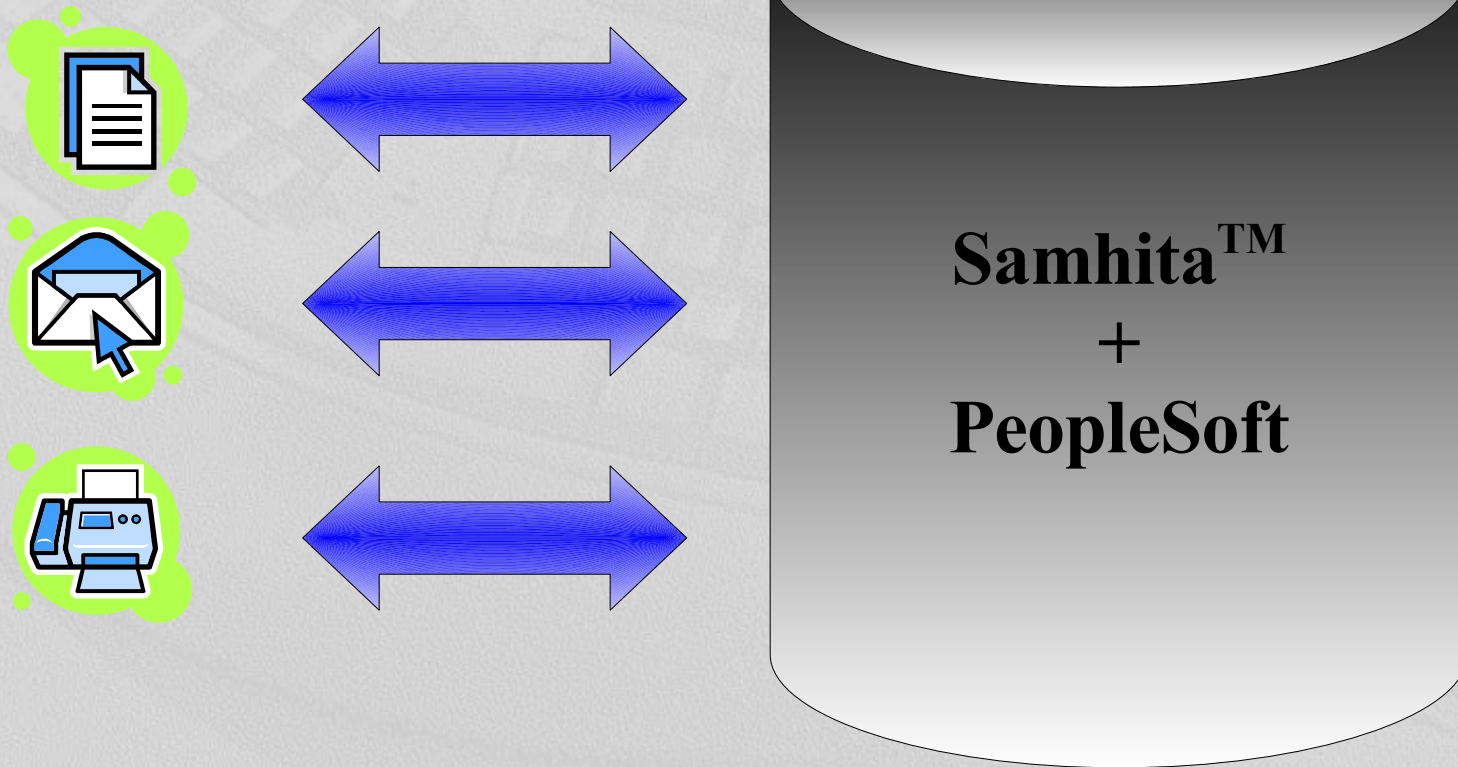


Samhita™

Document Management + Workflow



Samhita™ for PeopleSoft AP

PeopleSoft Accounts Payable Management

“The major barrier to increased use of electronic payments continues to be the lack of integration between an organization’s electronic payment and accounting systems.”

Association of Financial Professionals: Member Survey, September 2000

“Obsessing over processes and getting them right is the only way a company can survive, especially now that the new economy has left early childhood and grown into a gangly, unpredictable adolescent.”

Michael Hammer, “Reengineering the Corporation”

Definition: Accounts Payable (AP) Integration

AP integration is the ability to electronically exchange information to the level of detail that business practices require between an AP process and any Electronic Invoice Presentment solution. The goal is to streamline payables processing and improve the exchange of payment detail information.

Benefits of AP Integration

- Reduce Cost
- Streamline AP Processes
- Improve Strategic Vendor Relationship

Benefits 1.0: Reduce Costs

- ❖ AP integration can help reduce costs related to the following:
 - Personnel
 - Archiving

Benefits 1.1: Reduce Costs: Personnel

Business Benefits

Increases efficiencies in:

- Handling invoices
(adjudication, approval routing, invoice processing)
- Preparing checks
- Reviewing suspect items

Operational Benefits

Reduces:

- Handling paper invoices
- Reviewing suspect items

Benefits 1.2: Reduce Costs: Archiving

Business Benefits

- Provides the ability to store invoice and payment data electronically
- Facilitates more economical data searching, analysis and dispute management

Operational Benefits

Reduces:

- Fees, time equipment and storage space for paid invoices

Benefits 2.0: Streamline AP Processes

- ❖ AP integration helps to streamline the following processes:
 - Approval Routing
 - Cycle Time

Benefits 2.1: Streamline AP Processes: Approval Routing

Business Benefits

- Automates the invoice processing cycle internally
- Enables more timely decision making
- Ability to customize and automate business rules

Operational Benefits

- Creates visibility in the approval chain
- May provide an ability to automatically route and escalate
- Lowers the incidence of lost / delayed invoices and payments within the organization

Benefits 2.2: Streamline AP Processes: Cycle Time

Business Benefits

- Facilitates taking advantage of incentives due to faster receipt & adjudication
- Provides ability to better manage cycle time

Operational Benefits

- Automation reduces cycle time and resources
- More efficient use of equipment

Benefits 3.0: Improve Strategic Vendor Relationship

- ❖ AP integration improves a company's strategic vendor relationship, including:
 - Dispute Resolution
 - Communication

Benefits 3.1: Vendor Relationship: Dispute Resolution

Business Benefits

- Reduces response time through process automation
- Improves communication

Operational Benefits

- Reduces paperwork associated with adjudication
- Streamlines dispute process
- Minimizes resources needed to process disputes

Benefits 3.2: Vendor Relationship: Communication

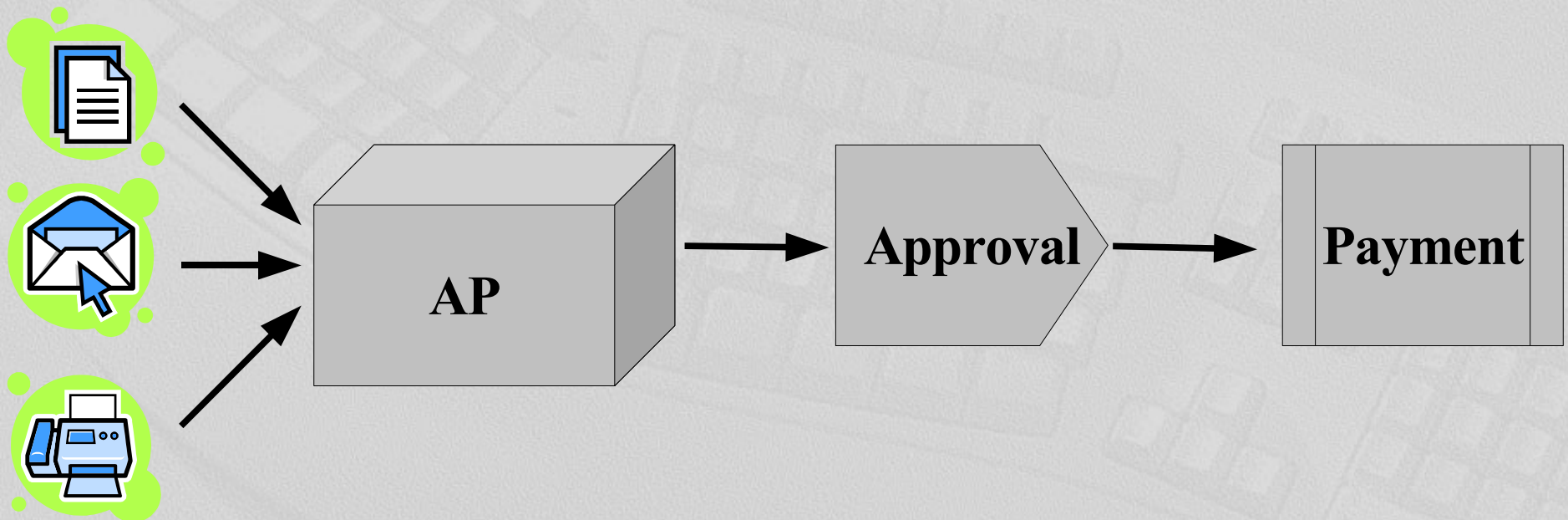
Business Benefits

- Strengthens business relationships
- Generates additional opportunities to offer value added services

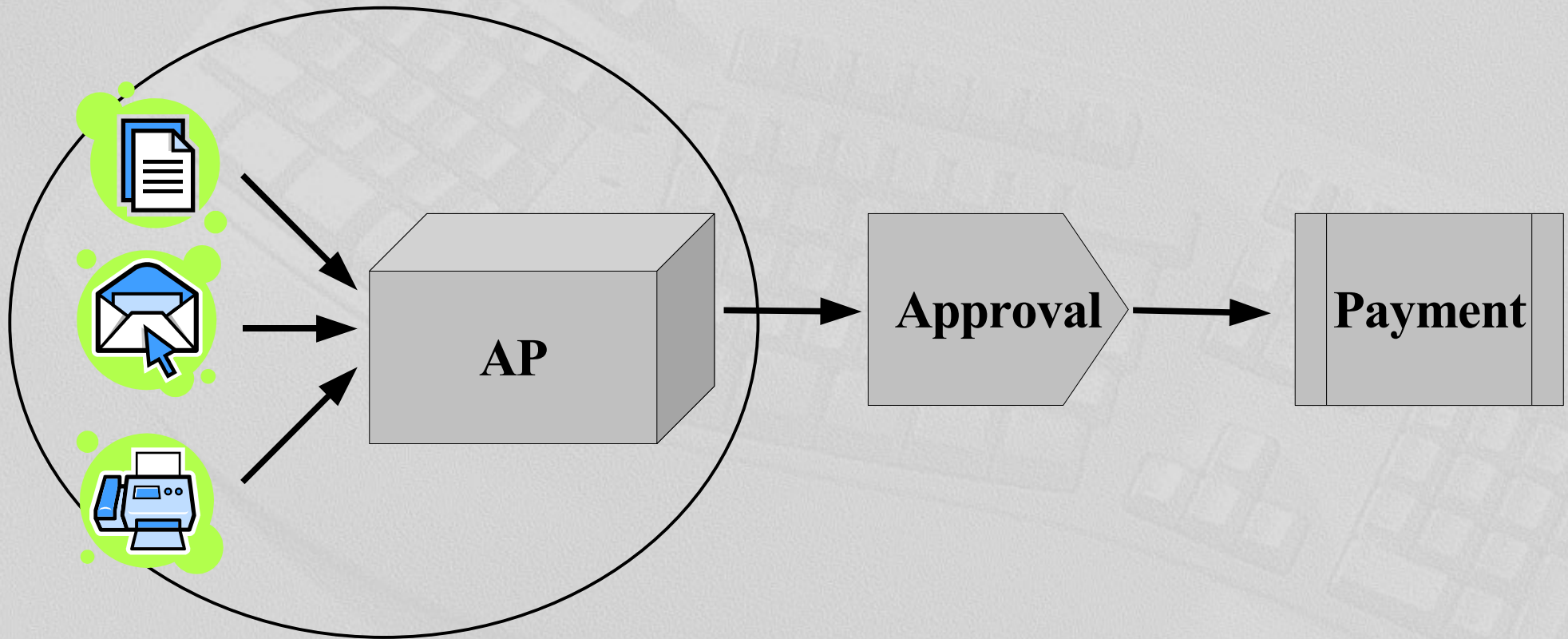
Operational Benefits

- Optimizes workflow and approval processes, including adjudication
- Provides a means for quick and comprehensive auditing capabilities

Samhita™ + PeopleSoft: Best Practice Processes



Samhita™ + PeopleSoft: Streamlined Invoice Capture



Samhita™ + PeopleSoft: Document Management and Imaging



Receive Paper
Invoices



Scan



Single Step Data Entry

Samhita™ + PeopleSoft: Data Entry

Regular Entry - Mozilla Firefox Beta 1

File Edit View Go Bookmarks Tools Help

PeopleSoft

Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help

Menu

- ▼ Add/Update
 - Regular Entry
 - Quick Invoice Entry
 - Complete Register Voucher
- ▶ Maintain
- ▶ Approve
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- ▶ Review Accounts Payable Info
- ▶ Archiving
- ▶ Reports
- Accounts Payable Center
- ▶ Vendors
 - ▶ Manager Self-Service
 - ▶ General Ledger
 - ▶ Set Up Financials/Supply Chain
 - ▶ Demand Planning
 - ▶ Inventory Policy Planning
 - ▶ Supply Planning
 - ▶ Customers
 - ▶ Partners
 - ▶ Products
 - ▶ Catalog Management

Voucher

Find an Existing Value Add a New Value

Business Unit: OCFO

Voucher ID: NEXT

Voucher Style: Regular Voucher

Short Vendor Name:

Vendor ID:

Vendor Location:

Address Sequence Number: 0

Invoice Number:

Invoice Date:

Gross Invoice Amount: 0.00

Estimated No. of Invoice Lines: 1

Add

Samhita™ + PeopleSoft: Data Entry

Regular Entry - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Address Go

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

Menu

- ▼ Add/Update
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- ▶ Inventory Policy Planning
- ▶ Supply Planning
- ▶ Customers

Invoice Information Payments Voucher Attributes

Business Unit: OCFO

Voucher ID: NEXT

Voucher Style: Regular

Vendor:

Name:

Location:

***Address:**

Invoice Number:

Invoice Date:

Misc. Amount:

Freight Amount:

Sales Tax:

Total: **0.00**

Balance: **0.00**

Tax Exempt Flag

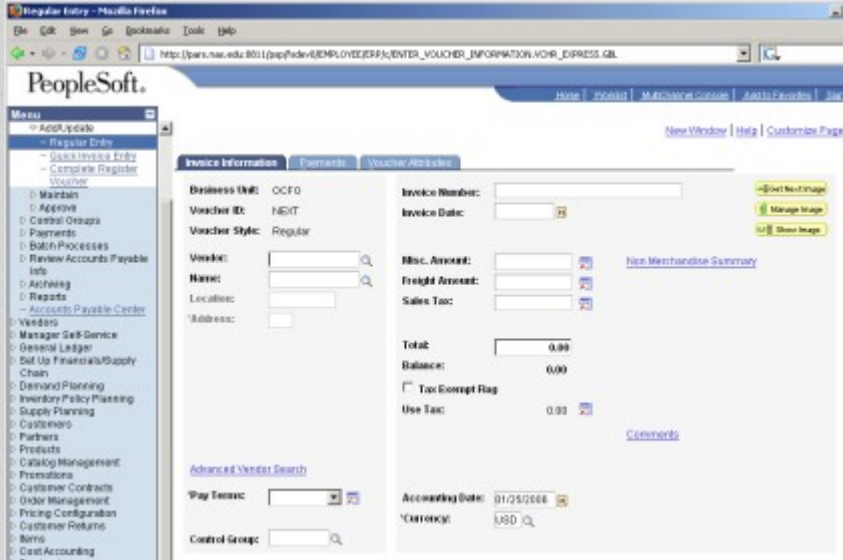
Use Tax: **0.00**

[Non Merchandise Summary](#)

Get Next Image Manage Image Show Image

javascript:saveWarning('TargetContent',null,'_top','http://pars.nas.edu:8811/psp/fsdev8/EMPLOYEE/ERP/?cmd=logout') Internet

Samhita™ + PeopleSoft: Data Entry



Adobe Reader - [nisco_august.pdf]

File Edit View Document Tools Window Help

Open Save a Copy Print Email Select Text 109%

Need to create PDF documents?

Invoice

DBSentry Corp.
2251 Pimmit Dr.
Apt. 932
Falls Church, VA 22043

Date	Invoice #
8/31/2005	116

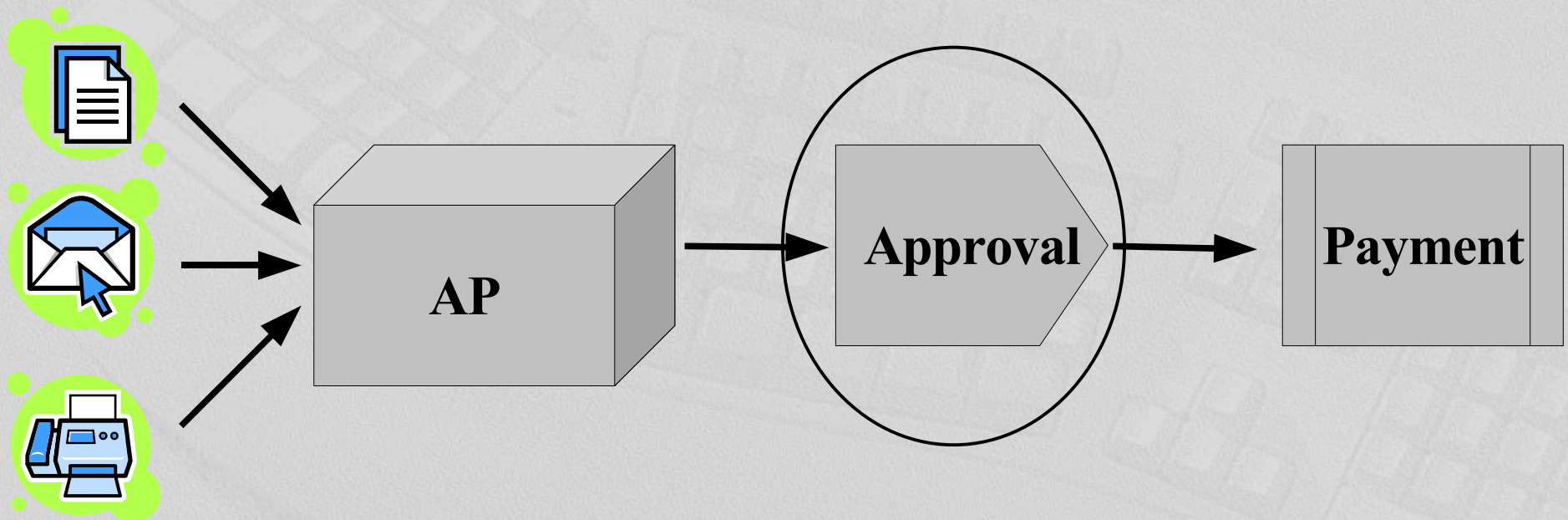
Bill To

NISCO
Hemang Sanghavi
11250 Waples Mill Road
Suite 305 ~ South Tower
Fairfax, VA 22030

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Qwest Sysadmin		5,500.00

Samhita™ + PeopleSoft: Voucher Approval



Samhita™ + PeopleSoft: Voucher Approval

Approve Voucher - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address Go

PeopleSoft. Home Worklist MultiChannel Console Add to Favorites Sign out

New Window Help Customize Page http

Menu

- Approve
 - Approve Voucher
 - Request Voucher Batch
- Control Groups
- Payments
- Batch Processes
- Review Accounts Payable Info
- Archiving
- Reports
- Accounts Payable Center
- Vendors
- Manager Self-Service
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- Set Up Financials/Supply Chain
- Demand Planning
- Inventory Policy Planning
- Supply Planning
- Customers
- Partners
- Products
- Catalog Management
- Promotions
- Customer Contracts
- Order Management

Approval Line Information Charge Information

Unit: OCFO **Invoice:** 888899990004 **Vendor:** Wyndham Bristol Hotel
Voucher: 00005393 **Date:** 01/15/2006 **ID:** 0000000007 [Show Image](#)

Approval Information		Voucher Details	
<input checked="" type="radio"/> Pending		Total:	299.00 USD Immediate Pay
<input type="radio"/> Approved		Sales Tax:	0.00
<input type="radio"/> Denied		Freight:	0.00
		Use Tax:	0.00
		Entered VAT:	0.00

Details Customize Find View All First 1 of 1 Last

Remit SetID	Remit Vendor	Name 1	Name 2
NAS	0000000007	Wyndham Bristol Hotel	

Internet

Samhita™ + PeopleSoft: Voucher Inquiry

PeopleSoft. Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Menu

- ▼ Maintain
 - Voucher Build Error Detail
 - Consigned Item Errors
 - Close Voucher
 - Delete Voucher
 - Document Tolerance Exceptions
 - Voucher Maintenance Search
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- ▷ Demand Planning
- ▷ Inventory Policy Planning
- ▷ Supply Planning

Summary | **Invoice Header** | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Voucher Style: Regular **Business Unit:** OCFO **Group:**

Entry Status: Postable **Voucher ID:** 00005393 **Budget Status:** Valid Budget Check

The voucher contains 1 invoice line.

Vendor		Invoice	
Vendor ID:	0000000007	Invoice No:	888899990004
Name:	WYNDHAM-001	Invoice Date:	01/15/2006
Vendor Location:	REMIT	*Pay Terms:	IMMEDIATE
Address Seq:	1	Misc Amt:	
	Wyndham Bristol Hotel	Frght Amt:	
	950 Dixon Road	Sales Tax:	
	Toronto, Ontario	<input checked="" type="checkbox"/> SUT Exempt	
	Canada, M4W 5N4	Use Tax:	0.00
		Gross Amt:	299.00
		*Currency:	USD

Save | Return to Search | Next in List | Previous in List | Refresh

Summary | Invoice Header | Invoice Lines | Chartfields | Scheduled Payments | Error Summary

Done | Internet

Samhita™ + PeopleSoft: Process Monitor

PS Voucher Status - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://xnrc80.nas.edu:7777/samhita/psVoucherStatusListAction.do

Home Logout

Samhita Document Manager

Welcome, PSFIN

Report Bug

Voucher List PS Report

Search:

Status: InQueue From Date: To Date:

Zone: PSF_NAS

	Document Name	Current Status	Inqueue Date	Inprocess Date	Processed Date
<input type="checkbox"/>	sunrocket_invoice.pdf	InQueue	02-Mar-2006		
<input type="checkbox"/>	corpus_002.pdf	InQueue	02-Mar-2006		
<input type="checkbox"/>	pcg001.pdf	InQueue	02-Mar-2006		
<input type="checkbox"/>	corpus_001.pdf	InQueue	02-Mar-2006		

Page 1 Of 1

Done

Samhita™ + PeopleSoft: Process Monitor

PS Voucher Status - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

http://xnrc80.nas.edu:7777/samhita/adapterRelayAction.do

Home Logout

Samhita Document Manager

Welcome, PSFIN

Report Bug

Voucher List PS Report

Search:

Status: From Date: *

Zone: ToDate: *

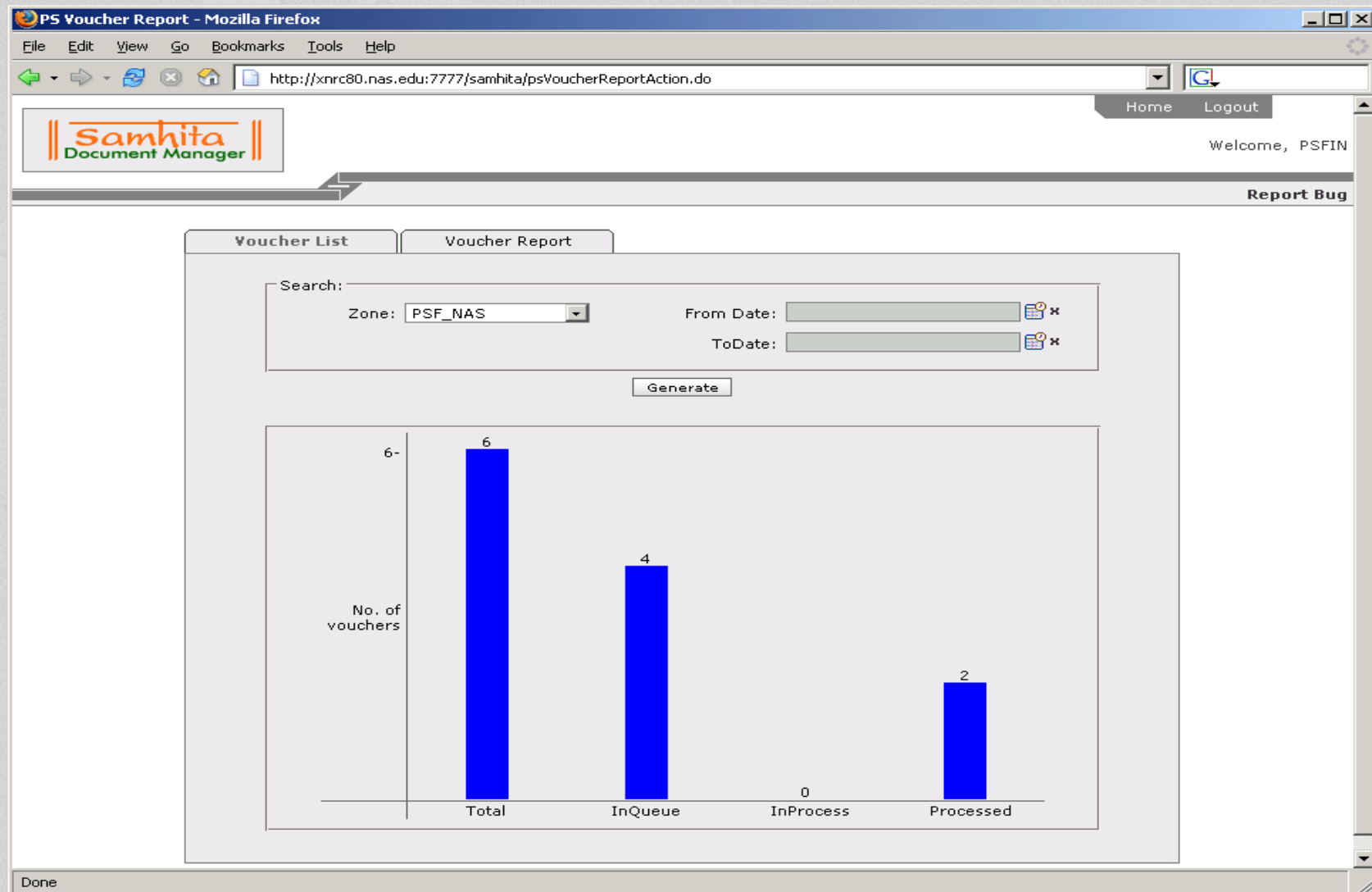
Reset →

	Document Name	Current Status	Inqueue Date	Inprocess Date	Processed Date
<input type="checkbox"/>	00005839.pdf	Processed	21-Feb-2006	21-Feb-2006	21-Feb-2006
<input type="checkbox"/>	10G AS std one.pdf	Processed	21-Feb-2006	21-Feb-2006	21-Feb-2006

Page 1 Of 1

Done

SamhitaTM + PeopleSoft: Process Monitor



SamhitaTM + PeopleSoft: Conclusions

- ❖ Streamlined invoice handling
- ❖ Reduced audit costs, fees and penalties
- ❖ Reduced document storage costs
- ❖ Ability to take early payment discounts
- ❖ Avoid late penalty and finance charges
- ❖ Reduced document transport, copy and lost document costs.
- ❖ Compliance with statutory regulations
- ❖ Improve strategic relationship with vendors
- ❖ Pre-built best practice workflows.