

## Unlock the savings potential in your invoice and settlement processes

Settlement Manager automates and streamlines receiving, matching and invoicing processes, reducing settlement errors and the cost of payables processing. Transforming your invoice receiving from paper to electronic and automating the receipt of goods and services directly from purchase order data, you'll realize significant efficiencies without losing crucial controls. This powerful Web-based solution also seamlessly integrates with existing ERP systems and financial applications to provide comprehensive source-to-settle automation.

## Integrate order, receipt and invoice data

Settlement Manager allows your organization to accelerate the payables process by tightly integrating order, receipt and invoice data. This data integration reduces the need for manual and redundant data entry, resulting in fewer entry errors. Employees can easily navigate between order, receipt and invoice documents, which reduces both time spent verifying that orders have been received and time needed to reconcile and process invoices. Accelerating receiving and payables processing means your organization can take advantage of prompt payment discounts and avoid late payment penalties.

### WITH SETTLEMENT MANAGER YOU CAN:

- Receive electronic invoices from all of your suppliers
- Accelerate processing of receipts and invoices
- Avoid error-prone manual data entry with automated invoice creation
- Effectively manage invoice creation and tracking through activity dashboards
- Realize prompt payment discounts for goods and services
- Reduce the risk of late payment penalties, duplicate payments or overpayments
- Minimize the risk of payment for goods not received, damaged or returned

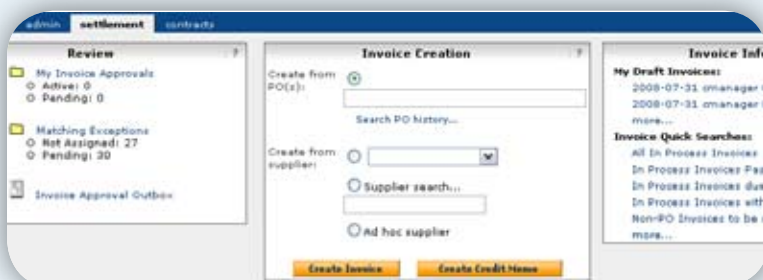
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## Automate receipt creation

With Settlement Manager's receiving capabilities, employees can track the receipt as well as return of goods and services. As items are received, returned or cancelled, users generate an electronic receipt document. Receipts are automatically populated with purchase order data, so

employees can easily reference order information while minimizing the need for data entry, such as shipping method, tracking number, or quantities.

With quantity receipts, Settlement Manager maintains a running total of goods received, returned or cancelled – a total that it presents when employees create subsequent receipts for the same order. This helps reduce the risk of payments for under-received, damaged or over-shipped items. Users can also create receipts for services. For example, as services are provided throughout the year against an order, employees can create cost receipts to track the services delivered.





## Receiving

- Create quantity receipts for goods by receiving, returning or cancelling all or a partial quantity of items
- Electronically link receipts to purchase orders, automatically populating them with original data
- Enable both centralized and distributed (desktop) receiving
- Annotate receipts by adding notes and attaching documents at the receipt or line item level



## Administration

- Approve and manage user profiles including system access and role-based permission settings
- Automate the invoice approval workflow, shortening cycle time and reducing billing errors
- Visualize high priority areas and important performance metrics with a settlement activity dashboard



## Invoicing

- Receive electronic invoices via Web-based EDI, cXML, Supplier Portal and other electronic means
- Efficiently enter paper invoices and credit memos into forms designed for high throughput
- Create electronic invoices by converting (flipping) a purchase order into an invoice, automatically populating invoices with purchase order data
- Capture non-PO invoices for recurring expenses such as utility or cell phone bills
- Match invoices with flexible formats; 3-way (PO/receipt/invoice) or 2-way (PO/Invoice, PO/Receipt, or Invoice/Receipt)
- Speed processing with rule-based auto-matching that minimizes manual intervention
- Enable configured matching tolerances that align with your specific business processes
- Track and record receipt of partial invoices
- Modify invoices by editing discounts, tax, and shipping and handling at the invoice or line item level. Also, split accounting by dollar, quantity or percentage
- Track invoice status by marking as in-process, payable, paid or cancelled
- Annotate invoices by adding notes and attaching documents
- Search previous orders via a repository of past invoice activity
- Better manage invoice activity and review statistics with user dashboards

## Streamline invoice management

With Settlement Manager's invoice capabilities, organizations can increase the efficiency and accuracy of their payables processes. Supplier invoices are delivered electronically directly into Settlement Manager, streamlining your settlement process. Multiple supplier invoice connection protocols, including cXML, Web-based EDI and Web-portal, are supported to maximize electronic invoices over paper receiving. SciQuest also enables and maintains electronic connections with suppliers so that your team can focus on core activities, such as managing invoices.

Similar to receipts, the system pre-populates invoice documents with purchase order data, which eliminates redundant data entry, reduces the risk of data-entry errors and creates the baseline within the application. Employees quickly see whether orders or invoices are within your organization's payment thresholds, which expedites the settlement process and helps reduce the

risk of duplicate payments or overpayments. Non-PO related invoices such as recurring bills and services can be captured and reconciled against governing contracts to ensure appropriate payments. High throughput invoice entry forms are also available to capture paper invoices from smaller suppliers that don't support electronic invoicing.

Settlement Manager can be integrated with your existing ERP system and financial applications. Using the Settlement Manager module and its permission-based capabilities, your authorized employees can easily change the status of invoices and notify the ERP or financial system that invoices are active, payable, paid or cancelled.



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