

## HR documents managed by FileBound:



Images of paper documents



PDFs, Word docs, Excel spreadsheets, presentations



Email and attachments



Print spool files



Web content



Video files



Audio, wave or voice mail files

## FileBound Delivery Options

### On-Site



#### FileBound® On-Site™

*In-House Document Management*  
Premise-based solution licensed for unlimited or concurrent users.

### On-Demand



#### FileBound® On-Demand™

*Hosted Document Management*  
Complete document management without the up-front capital requirements.

### Express



#### FileBound® Express™

*Instant Document Management*  
Easy to implement plug-and-play network appliance.

## Control the Process – Control the Costs

### Automating Back Office Operations Delivers Results



Your back office operations may not be where you make your profits, but it is certainly where you can lose them. The more efficient any bank is at operating its business, the greater the percentage of revenues that will contribute to the bottom line.



## Streamlined Accounts Payable

FileBound provides affordable process automation to directly improve your results. AP automation has been proven to have a direct impact on cycle times, processing costs, and forecasting.

FileBound allows you to tighten your AP controls to instantly improve the way you capture, approve, pay and resolve discrepancies with vendor invoices. FileBound systematically applies your policies and rules to provide the accuracy and consistency you demand. Automation reduces mistakes by verifying the accuracy of transactions from the initial order all the way through receiving, invoicing, and payment. Tight AP controls reduce payment mistakes and result in increased cash flows and reduced costs.

FileBound is designed as an end-to-end solution that maximizes results. Invoices are captured at the beginning of their life cycle and matched to templates that point to the data that needs to be extracted for processing. This data can be matched to the original PO and can result in automatic advancement for payment.

FileBound provides the automation tools you need to improve your Accounts Payable processes.



*Invoices are recognized and data extracted*



*Logic is configured and used to process invoices*

Discrepancies or non-PO invoices are routed for approval. At the end of the approval process, the invoice data can be passed directly to your accounting system for payment processing, eliminating duplicate data entry costs and errors.

### Accounts Payable challenges FileBound solves:

- Reduces cycle times
- Reduces the risk of duplicate payments
- Increases visibility of incomplete or incorrect invoices
- Provides scalability
- Reduces basic human error
- Increases predictability



*Analytics provides data for improved management*



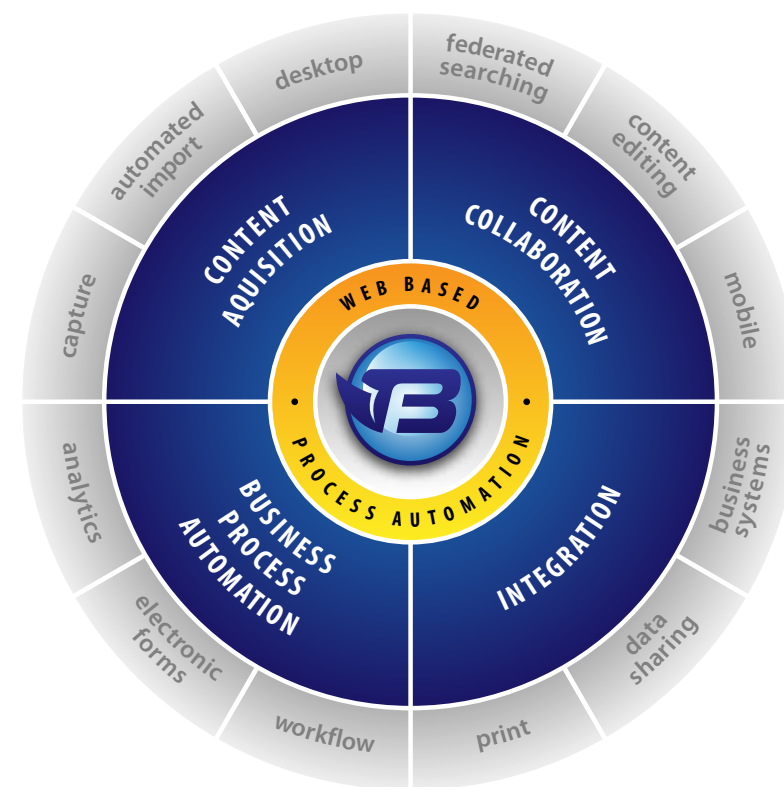
*Invoices are instantly available when needed*

## Solutions for Today's HR Challenges

In today's environment, scalability, cost containment, compliance, and transparency are all simultaneously real challenges that most HR departments face. The only practical way to address all of these is through an affordable automation solution. FileBound has the solutions you need.

The right solution begins with the ability to capture all of the different types of documents you encounter in your HR operations. These include paper documents, MS Office documents, emails, faxes, and electronic forms. FileBound provides the tools you need to automate the initial processing of all these document types.

Once captured, FileBound applies configured rules for filing, routing, and processes the HR documents. Sensitive documents and files can be easily protected to provide the security and compliance you need by restricting access, changes, and document output to only authorized users. All access and activity within the system is tracked and reports can be generated for regulatory compliance.



**FileBound provides the process automation capabilities you need for your HR processes – most notably:**

### Web-Based Application Processing

Applicants can complete forms and attach additional documents directly from your website. This content is automatically stored in FileBound under the applicant's ID, and the file, along with instructions, is routed to users based on configured rules for processing.

### Employee On-Boarding

FileBound helps automate the on-boarding process by routing required forms and content to the new employees, creating requirements checklists, delivering notifications, and systematically reporting file deficiencies for regulatory compliance.

### Benefit Change Requests

FileBound allows you to build E-forms that can be routed to employees for change requests. Process logic automatically routes requests for management approvals. All of the change request activities and approvals are tracked within the system and available for audit reporting.

### Performance Review Processes

FileBound allows you to build review forms, checklists, and automatically initiates notices based on dates.

### Time-off Request Forms

Employees can complete request E-forms which automatically initiate an approval workflow process and provides notifications back to the employee upon approval.

Innovation in automation, the answers HP-FileBound provides for progressive HR operations today and tomorrow! To learn more, contact us today.