



INVOICECHECK® “Your Bill Processing Solution”



A Look At How InvoiceCheck® Works For Accounts Payable

The InvoiceCheck® program is installed and configured in your accounting department on one or several PC's. There are no outsourcing or costly EDI functions. The program is then configured to your chosen accounting system(s) and your chart of accounts and cost centers are imported.

InvoiceCheck receives and processes your **consolidated electronic billing information** from your chosen vendor(s). No more paper invoices! The electronic information can be received on a CD, via email or file transfer directly from the vendor or by retrieving the information from the vendor's website.

The electronic billing information is imported into the configured InvoiceCheck® program which then reviews the header information to ensure that the detail information matches that provided in the invoice header. Once the variances are taken care of, the invoice detail is verified.

Verifying invoice detail determines if the vendor has added any new accounts or charge codes. These exceptions are highlighted in the program and can be either allocated or removed before continuing. Once all the exceptions have been handled, invoice processing can continue.

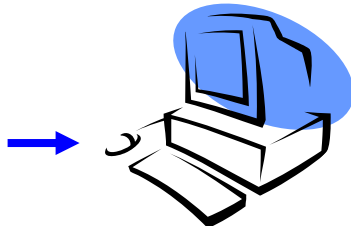
One of the highlights of the InvoiceCheck® program is the **automatic cost allocations** that take place once the exceptions have been handled on the electronic invoice. Charges are automatically allocated to cost centers and chart of accounts based on your system configuration. Allocations can consist of fixed dollar amounts, charge code types or percentages. Combinations of these three allocations are also available. At the push of a button, thousands of lines of coding can be automatically allocated saving time and money for your Accounts Payable department.

InvoiceCheck® creates data in the form of journal entries which are then exported to your accounting system(s). The detail provided to your accounting system can be as much or as little as you choose.

The reporting capabilities of the InvoiceCheck® program allows for **customized reports** as well as over 70 built-in reports. Operations personnel can have read-only access to obtain important statistical and quantitative information. Reports are also Web-accessible.



Information is obtained electronically from the selected vendor.



InvoiceCheck® verifies the electronic data and searches for exceptions. Allocations are made automatically to cost centers and chart of accounts. Journal entries are created for export to your accounting system.



Journal entries are uploaded into your accounting system from the InvoiceCheck® program.



Vendor payments are created from your accounting system.



Financial and operational reports are available from the InvoiceCheck® program. Web-based reporting is also available.

Frequently Asked Questions

Q: How long has InvoiceCheck® been in use?

A: The InvoiceCheck® program has been in use for over 10 years. The previous version was called CUBS.

Q: How do you handle audit requirements for electronic billing verification?

A: InvoiceCheck® contains a data archive feature which automatically stores any electronic billing information imported to InvoiceCheck® and any journal entries exported from the program. This information is stamped with an electronic signature that can be used to verify the authenticity of the archived data.

Q: Can I change how InvoiceCheck® is set up to process invoices?

A: Yes. InvoiceCheck® has a number of features that can be configured in-house by your administrator.

Q: Can I export data to other tools?

A: Yes. Data can be exported to Excel spreadsheets as well as other tools.

Q: Does InvoiceCheck® support different currencies?

A: Yes, we support multiple currencies.

Q: How are valid cost centers and chart of accounts maintained?

A: Cost centers and chart of accounts can regularly be imported into the InvoiceCheck® program to ensure up-to-date information.

Q: How long does it take to process an invoice?

A: After the first month, an invoice with 1000 accounts can be processed in under an hour.

Q: How much invoice detail is sent to the accounting system?

A: Journal entries can be as detailed as the information provided by the vendor.

Q: Can I utilize more than one accounting system?

A: Yes, InvoiceCheck® can handle not only more than one accounting system, but also numerous organizations, divisions and companies within a corporation.

Save 10% of your invoicing costs in the first year of using InvoiceCheck®

Accounting System Interfaces

- *Dunn & Bradstreet*
- *Envision*
- *MUGS*
- *Oracle*
- *PeopleSoft*
- *QbyteFA*
- *Platinum*
- *SAP*

Contact us for information on other accounting systems



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For further information, please contact:

CRISP Technologies Inc.
#100, 3015 5th Ave NE
Calgary, Alberta, T2A 6T8
CANADA

Phone: +1 403 668 0426
+1 403 204 2729

Fax: +1 403 543 0004

CRISP Technologies USA
5048 Cerromar Drive Suite 300
Naples, Florida 34112
USA

Phone: +1 618 407 7000

Fax: +1 208 474 3133

CRISP Technologies International
La Passoa, 80 Route de Biot
Valbonne 06560
FRANCE

Phone: +33 4 93 40 26 76
+33 6 23 45 71 84