

MarkView Email Import

Automates the Capture of Inbound Email Attachments

MarkView Email Import integrates documents sent as inbound email attachments into the MarkView Financial Suite to further streamline the Accounts Payable and Expense Management processes. Attachments, such as expense statements and invoices, are automatically received by MarkView Email Import, converted into images and saved in the system. Any document captured in this way can be routed, annotated, and updated online as part of the ERP-related content managed by the MarkView Financial Suite.

Benefits of MarkView Email Import

With the ability to seamlessly handle email attachments, MarkView Email Import:

- Saves time and money, and further improves the controls environment by eliminating the manual handling, printing and scanning of email attachments. Incoming email attachments are routed and electronically filed in the MarkView Financial Suite, can be configured to automatically trigger specific workflow processes, and are sent automatically (based on user defined business rules).
- Is easily configured to handle multiple email addresses as well as automated reply templates based on region and language so that communication is completely automated.
- Integrates seamlessly with Oracle and SAP so that all invoices, regardless of original format, are managed and stored consistently.

Incorporating Email Based Communications into Financial Business Processes

Financial process automation depends upon secure online access to all related business information and documents. The MarkView Financial Suite of products enables any business document, regardless of source or format to be captured, stored, processed by OCR, accessed by authorized users, and utilized as part of best practice financial processes. MarkView Email Import specifically automates the handling of inbound email attachments as well as the routing of those attachments to the appropriate individual in the organization.

Gathering Information to Improve Visibility, Costs and Controls

Documents emailed between local and remote offices, or directly from suppliers, generally represent a significant volume of information. MarkView Email Import streamlines this important communications channel by eliminating the need for clerical support to receive, review, print, scan, and route this information.

With MarkView Email Import:

- The Accounts Payable group provides an email address to their group.
- The supplier sends an email with a PDF or TIFF attachment to Accounts Payable (this attachment can be any number of pages in length).
- MarkView Email Import, which has been configured to accept attachments from multiple email addresses, determines the appropriate workflow step for processing.
- Personalized responses based on the email account to which an attachment was sent can be configured. This allows the administrator to set up different email accounts for different suppliers, languages, etc., eliminating the need for any clerical intervention.
- Because there is no limit to the number of email addresses that can be configured for this solution, MarkView Email Import eliminates the need for any clerical intervention, resulting in reduced overhead, increased accuracy and cost control, improved visibility into expenditures, and faster processing for payments.

Distributing Information Automatically

Each email address monitored by MarkView Email Import is associated with a specific set of categorization information. Therefore, when a supplier sends a document to one of these addresses, the MarkView Financial Suite automatically routes the document to the appropriate workflow based on that information. As an option, and with the help of Kofax Professional Services, MarkView Email Import can be configured to allow any documents entering the system as part of an exception process to be automatically routed to the appropriate place in the workflow.

Features of MarkView Email Import

- Inbound document attachments are captured directly into the MarkView Financial Suite, and associated business processes, without operator intervention.
- Process workflows can be automatically initiated by receipt of an inbound email.
- Confirmation emails are automatically sent to the email's originator.
- All emailed documents are tracked and managed online.
- Fully integrated and certified with the Oracle E-Business Suite and SAP ERP.
- No services or training required to install and setup MarkView Email Import.

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About Kofax

Kofax plc (LSE: KFX) is the leading provider of document driven business process automation solutions. For more than 20 years, Kofax has provided award winning solutions that streamline the flow of information throughout an organization by managing the capture, transformation and exchange of business critical information arising in paper, fax and electronic formats in a more accurate, timely and cost effective manner. These solutions provide a rapid return on investment to thousands of customers in financial services, government, business process outsourcing, healthcare, supply chain and other markets.

Kofax delivers these solutions through its own sales and service organizations, and a global network of more than 1000 authorized partners in more than 60 countries throughout the Americas, EMEA and Asia Pacific.

For more information, visit www.kofax.com.

