

Agave Partners

Fast Track To The Good Stuff

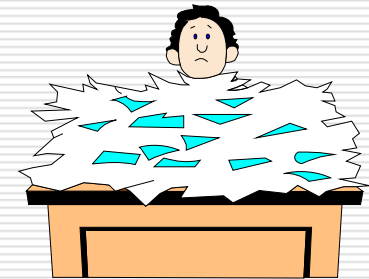
Outsourcing Process Tasks

Accounts Payable-

Prime for cost saving

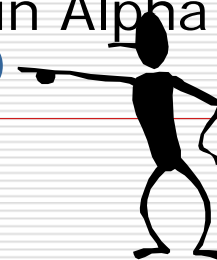
Accounts Payable Overview

- ❑ \$30K to \$35K annual before benefits
- ❑ + Benefits + Computer + Cubicle + HR
- ❑ Process task- tied to hard copy docs
 - Primarily matching numbers
 - Entering data
 - Paying bills
 - Filing documents
- ❑ Overhead, not Core to creation of value



Typical AP Process

- Match
 - PO + Receiver (packing list) + invoice
 - Is it something we ordered? Was it delivered? Were we charged the right amount?
- Obtain Approval- email or call requester
 - If no PO, or if different from order
- Post and Attach
 - Data enter, set up matched docs as support for creation of check
- Create Checks, Submit for Approval
 - Check signer review of check run in total and detail for individual checks
- Mail Checks, File Documents
 - Stuff envelopes
 - File Check and Hardcopy back up in Alpha order by vendor (**hopefully NO misfiling**)

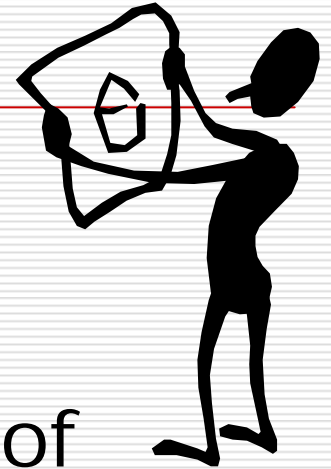


Outsourced Process Flow

- ❑ Bills sent to outsourcer
- ❑ Documents PDF'd – Data Entered – outsourcer
 - **Key: Electronic Document and File!!**
- ❑ Matched with related docs on file by outsourcer
- ❑ Email Distribute to budget mgr for approval WITH electronic doc attached- **Client action same as in house**
- ❑ Check run report to signer with approval and docs attached – Electronic- not a pile of documents.
- ❑ Checks prepared and mailed to vendor- outsourcer
- ❑ CD of electronic docs delivered, and available on line. Hard copy stored offsite for doc retention.
- ❑ Cost \$15K to \$18K or **50% of in house base**

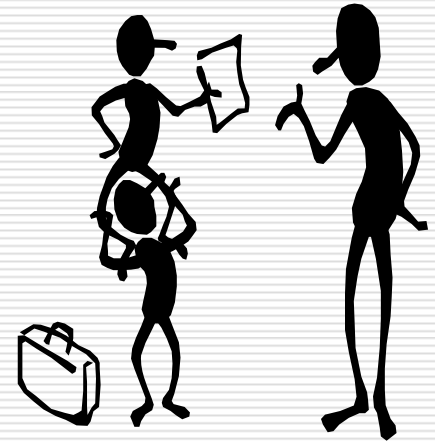
Summary

- ½ the cost
- Same approval process
- Electronic files and distribution of documents- (hard copy still available);
- Separation of duties, Ability to scale
- Easy to implement
- Same Reports, control, and approval



Summary for CPA service provider

- ❑ White label implementation with **YOUR LOGO**
 - you review and forward detail reports just like current process
- ❑ Your staff get a promotion-
 - ❑ staff hours focused on Knowledge based decisions an client review
- ❑ Data Integrity quality goes up
- ❑ You make more money:
 - ❑ mark-up and charge your rates
 - ❑ pay outsourcer as subcontract service

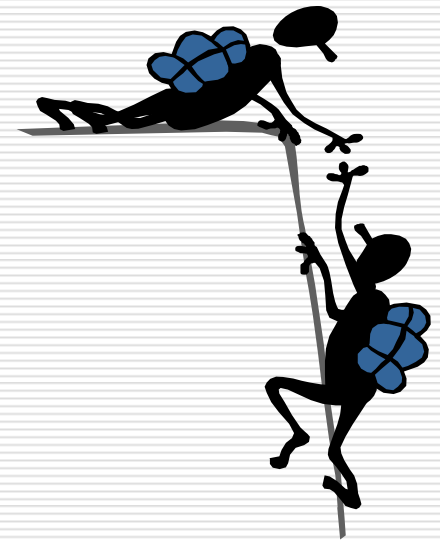


Contacts and References

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Check Run report

- ❑ Shows Vendor and Approvals
- ❑ PDF support attached
- ❑ Shows \$ spent as check approved
- ❑ Example attached:

Acme Inc 11:38 PM

Unpaid Bills Detail 01/22/2008

All Transactions

Type	Date	Num	Due Date	Aging	Open Balance	Manager to Approve	Invoice Approval Status	Mode of Approval	Approved for Payment	Total Approved Amount	Actual Invoice
Access Communications											
Bill	01/18/2008	12618	01/18/2008	4	235.44	Jeff Karnes	Approved	Email-Approved	Yes	235.44	
Total Access Communications										235.44	
Banner & Witcoff, Ltd											
Bill	01/11/2008	1673137	01/21/2008	1	2,030.00	Jeff Karnes	Approved	Email-Approved	No	235.44	
Total Banner & Witcoff, Ltd										235.44	
Blue Cross of California											
Bill	01/10/2008	020080110801	01/10/2008	12	9,497.00	Debbie reize	Approved	Pre-Approved	Yes	9,732.44	
Total Blue Cross of California										9,732.44	

Email approval request

- Email to Budget manager
- Electronic PDF of doc is attached
- If difference or issue- note is sent by Outsourcer to Vendor
- If OK then added to Check run report- next slide