

ONBASE

IMAGE STATEMENTS

SUMMARY

OnBase Image Statements allows an organization to create consolidated documents comprised of a primary document along with multiple secondary supporting documents. These consolidated documents are stored in OnBase and can be electronically distributed, decreasing the processing expenses for an organization. Benefits are immediately realized by providing all supporting transactional documents to recipients and automating operational processes.

BENEFITS

- **Increases processing efficiencies** as a result of automating the statement or invoice process.
- **Reduces customer inquiries** by presenting all supporting transactional documents up front.
- **Provides easy retrieval of associated documents** by consolidating all primary and secondary documents into a new document.
- **Decreases processing expenses** by moving the statement or invoice process to a paperless environment.
- **Streamlines operational procedures** by eliminating redundant tasks.

DESIGN

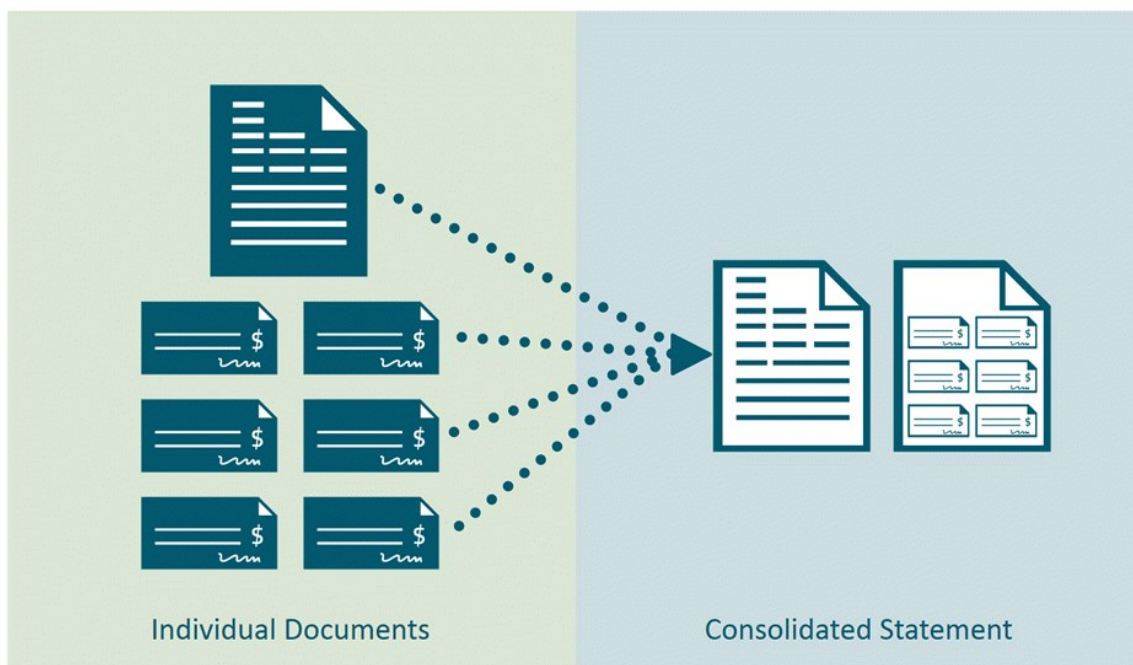


Image Statements associates a Primary Document Type with one or more Secondary Document Types to create a new Consolidated Document. This Consolidated Document can be archived into OnBase as a new Document Type for future retrieval.

APPLICATIONS

Financial Services: Central Operations and/or Service Bureaus can use Image Statements for statement processing of multiple institutions and account types. Complex statements can be rendered that contain a dividend check along with reports on investment growth and distribution.

Back Office Operations: Accounts Payable Departments can use Image Statements to generate and distribute payments to vendors or employees that contain all supporting documentation (e.g. timesheets, purchase orders, etc.) Accounts Receivable Departments can use Image Statements to generate and distribute invoices and statements for their customers that contain all supporting documentation.

Healthcare: Secondary payer billing can be conducted by attaching the EOB (Explanation of Benefits) from the primary payer to the claim for the secondary payer.

KEY FEATURES

- **Flexible configuration options**, including various print formats and layouts for both primary and secondary Document Types.
- **POSTNET barcodes** can be applied to rendered documents to facilitate mail sorting and resulting discounted postage rate from the USPS.
- **OMR marks** can be applied to rendered documents, aiding document folding and stuffing by automated envelope stuffer.
- **Overlays, Reconciliation Pages and Backside Images** can be used to eliminate the need for pre-printed paper stock.
- **Batch and ad-hoc statement rendering**, fitting organizational needs/environments.
- **Enclosures** allow mailings, form letters or notices to be included when rendered documents are distributed.

INTERFACE

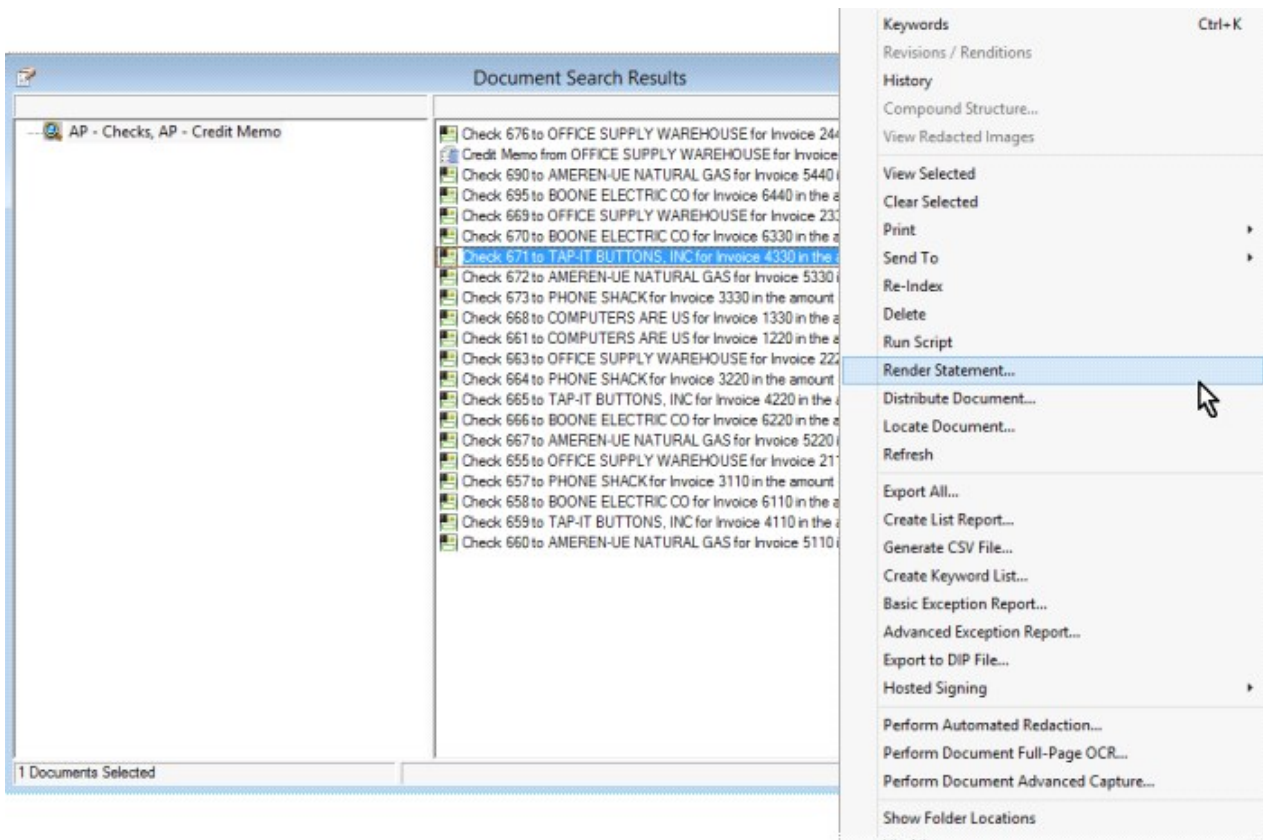
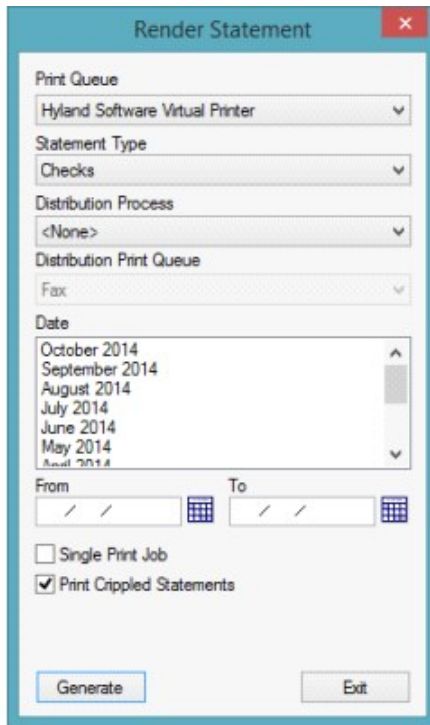


Image Statements can be rendered from a Right-Click Menu Option (Ad-hoc Render)



After selecting the Render Statement option, a user is presented with a Render Statement Dialog Box for easy statement rendering options

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