

Document BPO Services

SERVICE OFFERINGS:

- Document Scanning
- Indexing & Metadata Extraction
- Data Entry & Validation
- OCR Conversion
- Integration w/
Core Business Applications

USE CASES INCLUDE:

- **ACCOUNTS PAYABLE**
 - Invoice Header Data Extraction
 - Line-item Details
 - G/L Coding
 - ERP Integration
 - **MORTGAGE**
 - Loan Document Identification & Indexing
 - Custom Stacking Orders
 - Documentation Checklists
 - Cross-document Data Extraction & Validation
 - **HUMAN RESOURCES**
 - Personnel File Processing
 - Claims Processing
 - Lockbox/Remittances
 - Outsourced Mailroom
 - Permit Applications
 - Bills of Lading
- ...and more!

Outsourced Document Processing

Leave the Paper Pushing to Us.

With a combination of top-notch technology, industry-leading equipment, and a rigorously trained team of operators, we can help your company reduce the burden of paper-handling and manual data entry.

Our Business Process Outsourcing (BPO) services allow our clients to streamline labor-intensive document processes of any type or complexity. By outsourcing document indexing and data extraction, you can improve turn-around times without sacrificing accuracy or security.

Our consultants can work with you to evaluate your current operations and identify opportunities for process improvement, outsourcing, and automation.

REDUCE EXPENSES

CUT COSTS RELATED TO MANAGING IN-HOUSE

Improve efficiency and knowledge worker productivity by making data instantly and effortlessly available and searchable without committing the time, space, and infrastructure of managing a dedicated in-house team.

SAVE TIME

LEVERAGE THE EFFICIENCY OF OUR EXPERTS

Our dedicated team works multiple shifts per day to deliver your data in a timely and cost-effective manner. We are able to comply with time-sensitive business processes and ongoing service level agreements (SLAs) – as quick as 6-hour turn-around times.

REDUCE RISK

MAKE AUDIT PREPARATION PAINLESS

Preparing for an audit? Send your documents to us! We can quickly and efficiently identify and index the documents and extract the data that your compliance team or auditors are seeking.

FOCUS RESOURCES

DO WHAT YOU DO BEST

Chances are, you're not in the business of document scanning or data entry. By outsourcing document processing, your company and your colleagues can stay focused on delivering value to your customers, instead of spending YOUR time and resources on what WE do best.

Contact Us for a Quote

(800) 940-0940 | info@mts-software.net

www.mtssoftwaresolutions.com



SOFTWARE SOLUTIONS
FASTER, SMARTER WAYS TO DO BUSINESS

Your Documents & Data are in Good Hands

The most innovative scanning and indexing technology is backed by strict internal processes to ensure the quality and accuracy of your conversion projects.

EXPERIENCE:

- 30+ years of document imaging
- Infrastructure to handle jobs of any size
- Top-of-line hardware & software

SECURITY:

- SOC 1-SSAE 16 Type II Certified
- 100% custody & 100% on-shore
- Two-level entry (key pad & card)
- Surveillance cameras
- DOD-compliant encryption
- 3rd-party certified network monitoring
- Employee background checks & non-disclosure agreements

QUALITY:

- Document image validations
- Industry-leading data cleanup
- Double-key index accuracy

RELIABILITY:

- Document inventory verifications
- Disaster recovery systems
- In-house scanner maintenance

CONVENIENCE:

- Flexible pricing options
- Start to finish project updates
- Web-based Job Tracking Portal



PROJECT ASSESSMENT

The first step of any scanning project is to review the details & requirements including source document format, types of files to be scanned or imported, number of images, time frame, location, etc.



DOCUMENT PREPARATION

We accept paper in all conditions...stapled, with paperclips, covered with post-it notes, and more. At this step, we prepare the paper for scanning and can even capture the content of your post-it notes.



SCANNING

Our full-time scanning services team uses production-level document scanners and industry-leading scanning software to produce accurate image results as efficiently as possible.



IMAGE ENHANCEMENT & VALIDATION

Quality control is important to us and occurs at every step of the process. At this step, we have a team dedicated to verifying the image quality and confirming the accuracy of the associated data.



CUSTOM INDEXING

A dedicated document indexer performs an additional review for image quality and assigns index values (metadata) to each image for easy and efficient search and retrieval.



DELIVERY OF DOCUMENT IMAGES & DATA

We offer various options for delivering the digital files including CD/DVDs, Secure FTP, Encrypted Hard Drive, and import and/or integration to business systems.



STORAGE, DESTRUCTION, OR RETURN

Depending on the preference of the client, we can facilitate long-term storage, secure destruction, or return delivery of your documents.



SOC 1-SSAE 16 Type II Certified

We take the trust and confidence of our customers very seriously. Our participation in routine SOC audits is a best practice to assure our customers and prospects of the integrity of our internal processes.

Simplify → Streamline → Accelerate

MTS SOFTWARE SOLUTIONS provides technology and services that simplify, streamline, and accelerate core business processes.

With **OVER 30 YEARS OF EXPERIENCE** helping clients to better manage documents and data, we offer the knowledge, tools, and talent to improve productivity and profits at your organization.