



Document Output & Distribution

Electronic Payments

Laser Check Printing

Customized Purchase Orders, Invoices, Statements

Self-Service Electronic W-2s

Positive Pay

Bank Reconciliation

Automated Electronic Delivery of Customized Documents

Paperless Pay

1099s, W-2s & 1095-Cs

Integrated Document Imaging & Workflow

Software Solutions Designed for Business Users

Document Output, Imaging & Workflow Automation



MHC Document Express™

Document Customization Made Easy

MHC Document Express imports enterprise resource planning (ERP) data files and supplementary data to create customized documents and transaction output. MHC's solutions allow organizations to keep ERP and business systems standard while delivering custom-designed output that matches their unique business requirements.

Payroll Checks
and Advices

Benefit Forms

AR Invoices

AP Checks

Pressure Seal
W-2s

Other Common Uses

- 1099s
- T4s
- Dunning Letters
- Statements
- Delivery Documents
- and more...

Purchase Orders

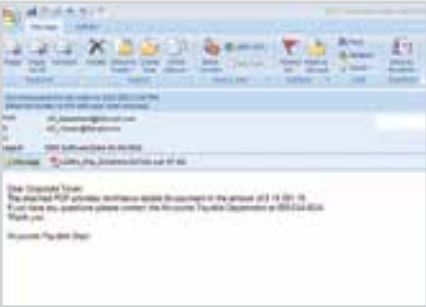
Item	Description	Quantity	Unit Price	Total Price
1	1099S	1	89.7500	89.75
2	1099MISC	1	89.7500	89.75
3	1099C	1	89.7500	89.75
4	1099D	1	89.7500	89.75

Reliable Document Distribution

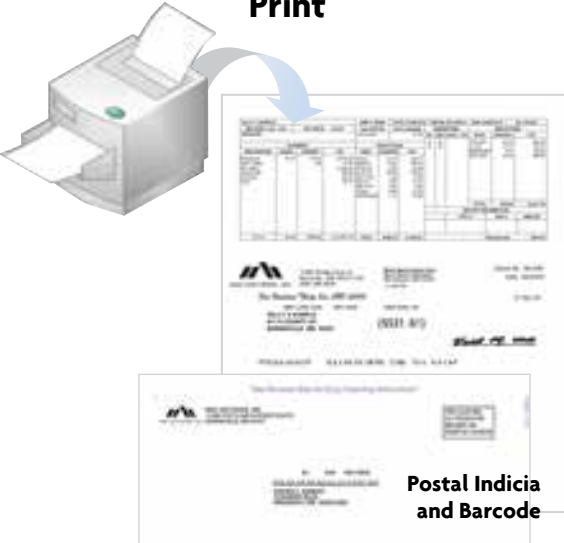
MHC Document Express allows your organization to distribute documents based on your specific document delivery rules and requirements. Email, print and fax are just three of many options for getting customized documents to the people who need them.

Control over distribution processes is in your organization's hands. Have specific messages that need to be communicated along with your documents? Customize the subject and message area for email distribution, or customize terms & conditions and cover pages for fax distribution. Want added security for emailed documents? Encrypt sensitive documents before emailing them to recipients. The solution is configurable to meet your organization's unique needs.

Email




Print



Postal Indicia and Barcode

Fax



Secure Distributed Printing

For organizations that require centralized control of check processing with distributed locations, MHC offers the economical Secure eCheck Courier™ software solution.

- Enables full control at a central site with complete audit trail
- Ability for remote sites to dictate print time
- Eliminates distribution costs



Streamlined Fraud Prevention Programs and Electronic Payment Solutions

MHC interfaces with over 100 financial institutions to deliver fraud prevention and financial transactions.



POSITIVE PAY

Leverage bank fraud prevention services. MHC Software's Positive Pay solutions enable seamless integration with bank programs that help you better protect your business assets.

- Retrieves void check information from your ERP or business system
- Concatenates multiple accounts into a single transmission, saving on transaction costs
- Formats file for bank-required layout and transmission
- Securely creates and transmits the file in one step, complying with audit requirements
- Provides reports and notifications to designated personnel
- Offers compatibility with a library of bank formats

BANK RECONCILIATION

Achieve greater visibility into payments and transactions by automating the reconciliation process with your ERP or business system. Increased visibility yields greater control.

- Retrieves file from financial institution
- Formats the paid check file into the correct layout and prepares the file for upload into the ERP or business system



ELECTRONIC PAYMENTS



Effortlessly match bank format requirements while keeping ERP and business systems standard, combining payments and increasing savings.

- Formats file for NACHA Standard (CCD(+), PPD, IAT, CTX)
- Securely transmits the file using each bank's standard transmission method with encryption
- Provides automatic email notifications to treasury or internal departments
- Delivers remittance detail via EDI (child support, 820 remittance detail), email, fax or web post
- Supports both domestic and international electronic payments



Turn your Accounts Payable department into a profit center

Electronic card payments not only save Accounts Payable organizations time and money but can also generate revenue. MHC can ease electronic card payment processing by:

- Reducing implementation time and Total Cost of Ownership for payment system support
- Increasing security and reducing risk for errors by eliminating manual processes
- Offering comprehensive auditing for better visibility into electronic payments

ELECTRONIC CARD PAYMENTS



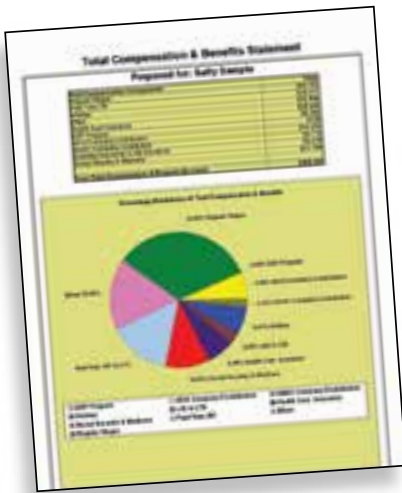
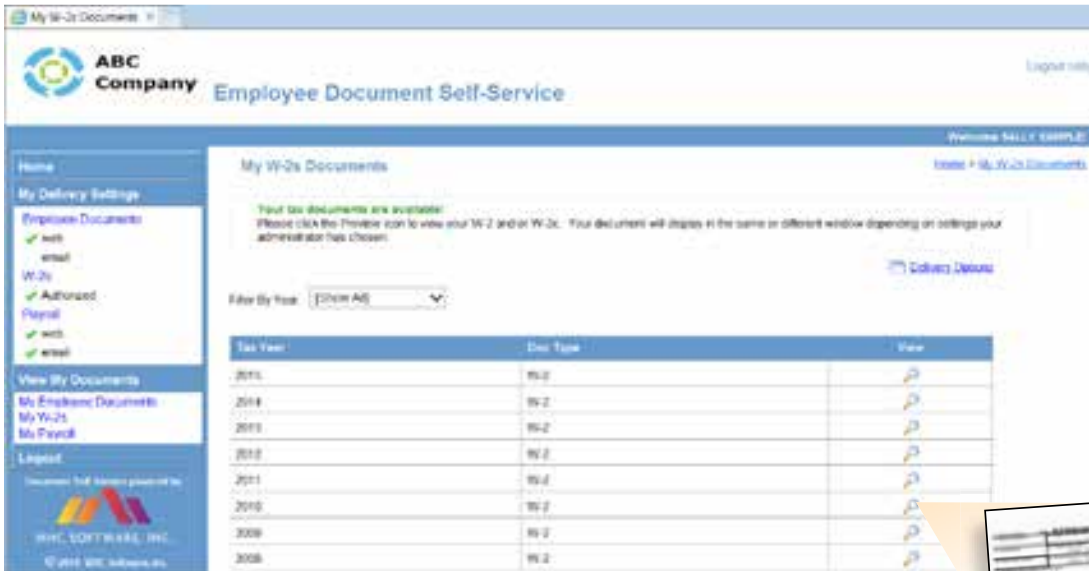
Easily leverage P-card/ePayables solutions no matter what card provider or card type your AP department uses. MHC interfaces with ERP and business systems to provide:

- Secure and audited data translation
- Proper formatting of payments to meet financial institution's payment input format requirements
- Secure transmission of payment to financial institution
- Delivery of electronic remittance to vendors

MHC Document Self-Service™

Extend Employee Self-Service Functionality

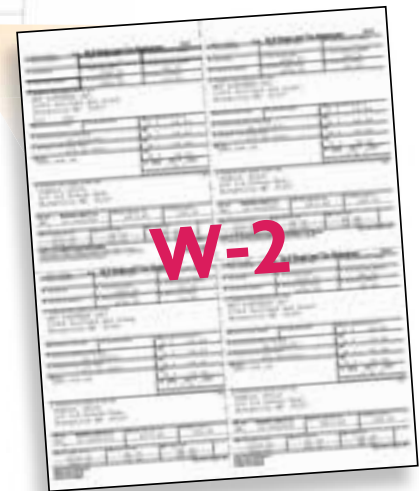
MHC DOCUMENT™
SELF-SERVICE



EMPLOYEE DOCUMENTS



CUSTOMIZED PAY STUBS



ELECTRONIC TAX DOCUMENTS

Including:

- ✓ W-2/W-2c
- ✓ 1095-C
- ✓ 1098-T
- ✓ T4/T4A

MHC Document Self-Service enables Human Resources and Payroll professionals to process and deliver employee-specific documents electronically.

- ✓ Employees access MHC Document Self-Service via an employee portal or a standalone website
- ✓ Solution can be configured to authenticate users against a customer-specified source
- ✓ The software emails document availability notifications to employees and offers secure email delivery for non-tax documents
- ✓ Solution eliminates calls for reprints and empowers employees to own their documents
- ✓ Employees view/print/save their past and present employee documents at their convenience
- ✓ System tracks and audits employee and administrative actions

Distribute Documents Electronically

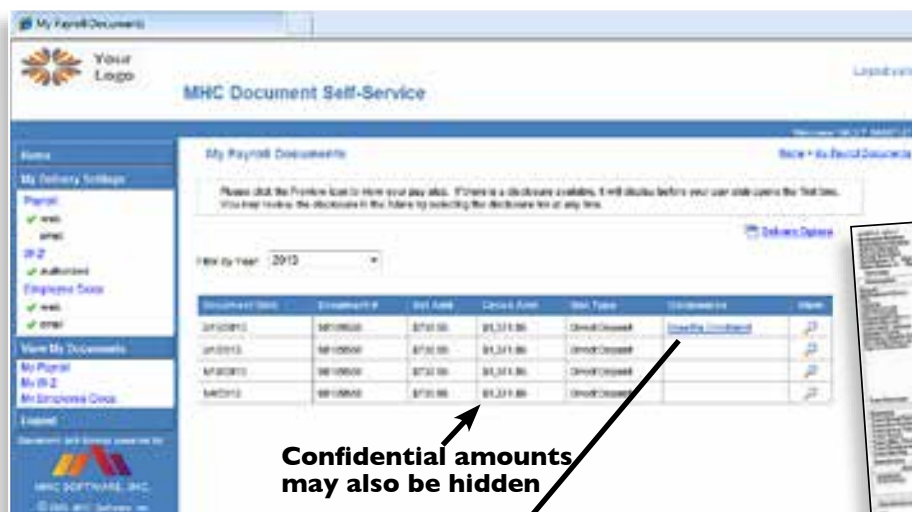
Empower employees with self-service access to employee-specific documents.



Sample Employee Documents

- Benefit Forms
- Salary Letters
- Compensation Forms
- Promotion Documents
- Mandatory State Tax/Payroll Documents

Eliminate payroll document printing and distribution costs with online and/or email delivery.



Keep your ERP standard yet provide a customized pay stub



Confidential amounts may also be hidden

XYZ Company is now offering employee paid voluntary benefits. Employees can enroll through ABC Corporation. Benefit counselors will be on-site **September 4th – 7th** to meet one-on-one with each employee to explain these new optional benefits and also go over your current coverage. Here is an overview of the benefits: [20XXVBen.pdf](#). Please click <http://123.com/abc> to sign up online for an appointment. It is required that each employee receive the information and decline in writing if deciding not to take part. We hope you find value in these new offerings!

Sheet	Navigation	View
4/4/2013 3:29:41 AM	Send Legend	
6/30/13 3:29:41 AM	Open by Payroll Documents	
6/30/13 3:29:41 AM	Send Details Document Disclosure Request	
6/30/13 3:29:41 AM	Download Payroll Documents	
6/30/13 3:29:41 AM	Log in account disabled - sally	
6/30/13 3:29:41 AM	Account = 302 - 05.1.14E - 30000 P.T.	

MHC Image Express™

Empower Users to Make Informed Decisions



Fast, Secure Retrieval

Documents are retrieved instantly using MHC Image Express. Authorized users retrieve document images either via your ERP or business system or via a standard web browser. MHC's Dynamic Image Drill™ enables authorized users to quickly retrieve document images when performing inquiries via ERP forms.

MHC Image Express systematically identifies index values on ERP forms and allows authorized users to access the specific document image or images matching the data. Customers can choose the integration points where image access should be enabled.



Invoice #	Invoice Amt
214847	5110.58
214868	330.69
214903	11,97.30
215027	1,100.71

Allow users to access document images without interrupting their work – no need for file cabinets or other system logins

Document Info

Index Fields

- Company # 1
- Vendor # 102
- Vendor Name Vasko Solid Waste
- Invoice # 214868
- Invoice Amount 330.69

Notes and Attachments

- gina 8/26/2013 3:49:58 PM
- Vendor called upset with
- apple 8/26/2013 3:48:34 PM
- Analysis.xls
- admin 8/26/2013 3:47:16 PM
- Audited by internal audi

Related Documents: [View Payment](#), [View PO](#), [View Pack List](#)

With a single click, authorized users can view document images and then access any related documents, giving full visibility to a transaction lifecycle.

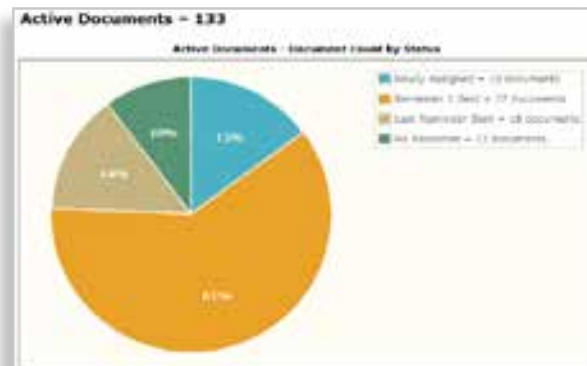


Maximize Productivity Across the Enterprise with Workflow

Tired of paper documents being lost, stalled or misrouted?

MHC's flexible, automated workflow processing options save organizations significant time and money.

MHC Image Express Workflow provides flexible and easy-to-use routing and approval functionality. Authorized administrators utilize processing and productivity reports to manage workflow throughput and maximize efficiencies, while resources throughout the organization benefit from increased visibility and empowered decision-making.



AP invoice workflows can optionally be enhanced with OCR software to initiate automation earlier in the AP process and maximize visibility.

The screenshot shows a workflow interface for an invoice. The invoice is for "SCRAP METAL RECOVERY" located at "14978 Junk Road Drive, Afton, MN 55201". The invoice number is "No. 2006-373". A dropdown menu is open, showing the following options:

- Approve
- Request more information
- Disapprove
- Add GL coding, notes and supporting documents
- View document history

GL Distribution

2 Rows found.

Company	Accounting Book	Account	Subsidiary	Amount	Activity	Account Category
1 - Metro Medical	3002 - Emergency Room Exp	5044 - Utility Expenses	0	79.00		
1 - Metro Medical	3000 - Emergency Room Exp	3016 - State Tax	0	9.95	(24700) - Parking Garage Contributions	4023 - Equipment
				Total Amount	79.95	
				Invoice Amount	79.95	
				Remaining Difference	0.00	

Buttons: Save, Cancel

Simple. Economical. Powerful.

MANAGE Cash Effectively

DECREASE SG&A Spend

OPTIMIZE Decision-Making



“The support we have received from MHC has been invaluable in getting these initiatives up and working. For the record, we would be very pleased to be a customer reference for MHC.”

*John Brenton
Manager
Business Information Systems
Algoma Central Corporation*

Algoma Central Corporation

Challenge

- Had many offices, working on consolidation, information sharing and invoice approvals
- Needed electronic access to employee files

Solution

- MHC Document Express™
- MHC Image Express™
- Integrated solutions for Finance, Procurement and Human Resources

Benefits

- Easy document retrieval from many Infor Lawson forms, reducing administrative costs and increasing throughput
- Quick indexing of education, competency, certification review information, grievances, disciplinary action documents and more
- Optimized decision-making across finance and HR functions

Realized ROI

- Project was paid for **within the first year**

Designed to Deliver Value.

State of New Hampshire

Challenge

- Multi-touch, slow accounts payable processes

Solution

- MHC Image Express™ Infor Lawson-integrated document management, coupled with MHC Document Express™

Benefits

- Decreased AP processing costs
- Increased visibility of payables
- Expedited payables processing timeline
- Reduced environmental impact

Realized ROI

- MHC Image Express paid for itself within 7 months

“Using the MHC Image Express software in conjunction with our Lawson AP module, we have been able to gain efficiencies in processing, auditing, approving, transportation, storage, research and interactions with our vendors. The solution was relatively inexpensive and simple to deploy and to train. The feedback from every type of user has been extremely positive.”

*Ellen Chase-Lucard
AP Business Process Specialist
Department of Administrative Services
State of New Hampshire*

“Internal audits are now painless with Image Express. What used to take me an hour now takes five minutes.”

*Sue Mitchell-Mercier
Starkey Accounts Payable Manager
Starkey Hearing Technologies*



Starkey Hearing Technologies

Challenge

- Starkey faced thousands of paper invoices getting transferred manually and slowly via a multiple touch, interoffice mail process to support non-PO invoice approval requirements

Solution

- MHC Image Express™ Oracle E-Business Suite-integrated document management, coupled with MHC Document Express™ for AP payments
- MHC Image Express™ Workflow with validated GL coding and automated invoice submission into Oracle E-Business Suite

Benefits

- Authorized resources are able to view and track AP invoice documents and corresponding AP checks online from any geographic location in seconds, saving time and money internally and resulting in vendors who are paid more timely, enabling better Starkey business relationships
- Invoice approvers view invoice images in one click and can approve documents in a fraction of the time it used to take, while the system audit trail tracks every user action
- Electronic invoice routing has enabled more accurate accruals and improved cash flow
- AP department eliminated one FTE while taking on additional work

Realized ROI

- The project paid for itself within the first 18 months



Superior Service and Support

MHC is committed to delivering high performance software solutions and maintaining our reputation for outstanding service and support. Customer satisfaction is the cornerstone of our comprehensive maintenance plan. We strive to keep our customers forever by ensuring that our software is compatible with their ERP changes and business needs.

Our support plan covers:

- Software changes required by an ERP upgrade
- Software upgrades and improvements
- Software support
- Software training – unlimited by web/phone

Customers Ask. MHC Answers.

www.mhcsoftwareinc.com

800-588-3676

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