Accounts Payable (AP) Automation

Commented [JL1]: Suggestion: Add sidebars to the web page like the ones I have included in the margins.
By the way, what is the actual name of this service? "AP Automation" or "Invoice Processing Mailroom"? Should be consistent throughout.

Stop Wasting Time and Money

"It's worked in the past" is a phrase that may foretell impending doom for a company, particularly when it applies to the financial department. Times have changed. Today, cashflow is king, and running lean and mean is not just a suggested best practice by performance gurus but a requirement for continued success in the marketplace.

The older the enterprise, the more likely financial processes are stuck in manual tasks that are out-dated, inefficient and error-prone.

This means that continuing to shuffle paper invoices between Billing personnel and reviewers, acknowledgers, and approvers is not in your best interest. These old methods increase delays in final approvals and payment processing, and add unnecessary costs, late payment fees, and credit holds.

Modernize Your Invoice Processing Mailroom

To remain competitive, upgrade your processes for better efficiencies and performance. Modern financial tools can provide significant cost savings in invoice processing.

NEdocs provides daily automated AP invoice processing services to leading US and international organizations. These services promote less resource time for sorting mail, opening envelopes, and performing data entry.

Benefits of AP Automation

Your competitive success depends on streamlining AP processes for better efficiencies and cost-savings, while improving data integrity and reliability.

NEdocs' AP Automation solution, offered through a partnership with Blue Creek's Vision 360 Enterprise software, increases performance by:

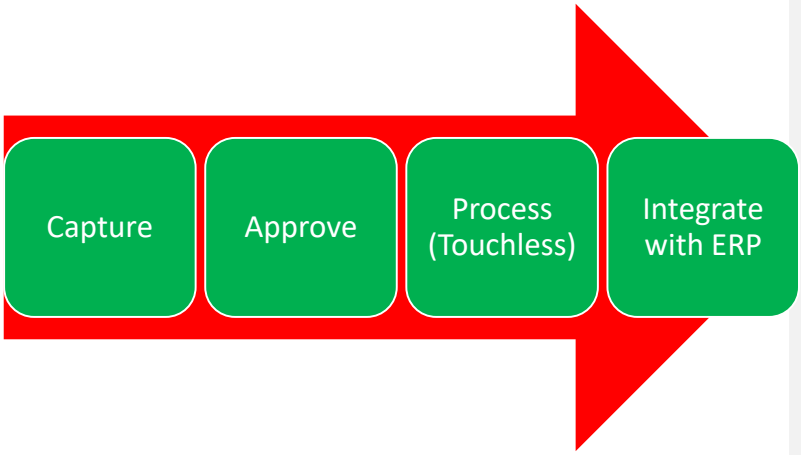
- Eliminating manual operations
- Reducing approval times
- Avoiding duplicate payments
- Achieving Single-Pain-of-Glass Visibility into invoices
- Managing invoices from anywhere
- Improving cash flow
- Reducing AP processing costs up to 80%
- Automatching invoices to POs
- Processing vendor discounts
- Eliminating error-prone processes
- Enforcing security, fraud prevention and compliance
- Integrating with an ERP System

See how NEdocs' Invoice Mailroom AP Automation workflow simplifies and improves your success.

Accounts Automation Workflow

How It Works

NEdocs's Invoice Mailroom solution incorporates Blue Creek Software's Vision360 Enterprise accounts payable automation software. Its workflow simplifies and improves your AP processing success.



Capture Invoices

Daily scan supplier invoices internally with existing equipment and/or mail to one of our service centers for conversion to secure digital invoices. Best-in-breed data capture technology cross-checking invoice data against your existing databases verifies captured data for high-level accuracy.

Approve Invoices

Automatically route supplier invoices for review and approval by the appropriate staff member, based on your specific invoice processing rules. (Invoices that exceed a user's approval limit are automatically escalated to the next authorized approver.) Invoices pass through a set of validation rules to ensure G/L coding is correct the first time. Auto-coding templates further enhance this process, eliminating any requirement to manually code an invoice.

Process Invoices (Touchless)

Purchase Order invoices are automatically checked against your PO database and receiving files when the invoice arrives. Utilizing a series of cascading matching rules, the Vision360 Enterprise system attempts to auto-match PO invoices. Invoices that mis-match are flagged

and sent to the appropriate personnel for review. (Non-PO invoices may require staff to review and approve.)

To provide full end-to-end process automation, synchronize vendor and invoice data with your ERP system (e.g., SAP, Oracle, JDE, PeopleSoft, Lawson, Infor, Dynamics GP, QAD, and Sage).	Integrate with ERP
Simplify data archiving and reporting. Supplier invoices are instantly available for immediate access and review by authorized users. Paper filing is no longer required. Use the Vision360 dashboard and reporting features to gain instant visibility into every invoice, to analyze key performance indicators and monitor invoice progress.	Archive & Report

Further Information

For further information or a demo of the AP Automation solution, call us today!