

## Streamline Invoice Processing, Increase Cost Savings and Gain Greater Visibility

### Maximize Efficiencies with Automation

The costs of processing paper invoices accumulate rapidly with every single page. Add dispute resolution and the expense goes even higher. **Apptricity Invoice** automates manual processing while providing comprehensive reporting and analysis capabilities that can dramatically reduce your expenses.

The solution also has the ability to boost your return on investment (ROI) by facilitating additional cost savings through the strategic use of vendor discounts, duplicate invoice detection and integrated three-way matching against purchase orders (POs) and receiving documents. Another benefit is happier staff, because *Invoice* frees personnel for more critical activities.



### Dramatic Improvements

Your organization can realize dramatic cost and efficiency improvements:

- Reduce processing costs by up to 67 percent through the combination of automation and comprehensive reporting and analysis capabilities
- Increase vendor discounts by up to 500 percent with discount expiration notices and timely reports
- Reduce late payments
- Eliminate manual file searches with electronic document retrieval
- Decrease turnaround time for invoice processing and payment by as much as 65 percent

### Go Beyond Just Scanning Documents

Document scanning can convert paper to a digital image, but *Invoice* stores that image, routes it for approval, matches it to POs and prepares it for payment. Our solution saves time, money and valuable accounts payable (AP) resources by taking what is traditionally a tedious process and streamlining it:

- Automates invoice processing from creation to settlement
- Reduces paperwork and operating costs
- Automatically moves the invoice through all necessary stages
- Enforces your corporate policies while eliminating the need to do so manually
- Generates reminders to anyone holding up the process

### Enhance Performance with an Ideal Architecture

Like all Apptricity solutions, *Invoice* is built upon an advanced service-oriented architecture (SOA) framework that uses common components and open standards to streamline processes and deliver enhanced business performance. The framework promotes cross-platform adaptability and implementation flexibility. The elimination of information silos provides greater information exchange throughout the enterprise.

Our proprietary technology integrates easily with existing enterprise resource planning (ERP) software and legacy systems for speedy implementations. You can also seamlessly integrate other Apptricity solutions as needed to further extend process automation across your enterprise.

## Automate, Streamline and Save

*Invoice* verifies incoming invoices by automating rules compliance, detecting duplicate invoices and conducting three-way matching for the PO, receiving documents and invoice. Automation accelerates the workflow by facilitating critical activities:

- Electronic routing for approvals and a permanent audit trail of transaction history
- Automatic dispute resolution and invoice escalation based on company-defined thresholds
- Pre-payment and post-payment audit capabilities
- Seamless integration with existing payables, customizable according to your business needs

The system supports options for electronic data interchange (EDI), optical character recognition (OCR), manual entry and spreadsheets. Spreadsheet functionality allows users to create recurring invoices with line items and distributions prior to receipt from a vendor. Electronic, scanned and fax-to-image documents are automatically attached to the digital transaction.





## Simplify Processing from Start to Finish

*Invoice* runs on any application server, operating system or Web browser. The solution streamlines and simplifies the invoice management process.

**Receive invoice:** You can scan, upload or manually enter invoices through a secure website that is unique to your organization. The solution supports spreadsheets, email and an optional OCR feature. Vendor submission via our supplier portal is customizable according to the needs of your business.

**Apply business rules:** The system applies your organization's predefined business rules, enforcing compliance with corporate policies and freeing AP personnel from the task of manual reinforcement. If needed, our powerful rules engine can enforce rules down to the line item level and even the line-item distribution level for general ledger (GL) accounts. Invoices are verified against POs and other documents.

**Route for approval:** Configurable, built-in workflow routes invoices to managers for approval and re-routes denials. Escalation is triggered according to your pre-set timelines. Optional workflow deviations allow managers to either approve an invoice immediately or approve and forward it to another person, providing temporary options outside the boundaries of workflow enforcement.

**Perform audit:** Exception and rule-based audits can be performed before or after processing, providing real-time visibility and a permanent transaction history.

**Process payment:** The solution forwards approved payments to your accounts payable system. Notifications of payment are submitted to suppliers, capturing early payment discounts and reducing disputes.

### Supplier Portal Option for Apptricity Invoice

For added value, we offer an optional supplier portal to complement the *Invoice* solution.

### Bridge the Supplier Gap, Increase Visibility and Improve Order Fulfillment

Apptricity's Supplier Portal option bridges the gap between your organization and suppliers. Linking you with the vendors that supply your business, the solution improves visibility and reinforces communication in the order fulfillment process. A unique, secure website enables you to expedite order delivery and submit timely payments.

### Automate and Enhance Supply Chain Collaboration

Fast, paperless purchasing and invoice payments combine with smooth, effective collaboration for a more efficient supply chain. Automation and increased visibility put you in control while the solution streamlines and coordinates supplier activities in important areas:

- Enhances collaboration with vendors by automating transactions and communication in a centralized Web location
- Facilitates the electronic transmission of purchase orders, non-purchase orders and service requests to your suppliers
- Receives instant exception notifications from vendors regarding fulfillment capabilities and delayed shipments
- Reduces the amount of time spent tracking supplier shipments, inventories and payment status changes
- Enables you to solicit your vendors for larger discounts due to early payment

The supplier portal empowers decentralized personnel by enabling them to generate and transmit purchase orders, view open orders and invoices, and learn about inventory conditions. Decentralized staff can also receive real-time communication from vendors regarding shipment status and their ability to fulfill orders.

#### About Apptricity

Apptricity Corporation provides mission-critical supply chain management and spend management solutions to small, midsize and global enterprises and government organizations worldwide. Apptricity software and solutions mobilize any enterprise with unprecedented levels of real-time information and business intelligence so management has visibility into every action and transaction within the enterprise and among its partners, customers and suppliers. Powered by the Apptricity JetStream platform, our solutions enhance legacy enterprise applications and extend the value of information technology investments. Our platform enables us to address the universal objectives of business, government and the military with accelerated business processes and command visibility.

For more information, visit <http://www.apptricity.com>.