



## Solutions for Accounts Payable Process Optimization

ScerIS is your resource for Accounts Payable Process Optimization (APPO). We help clients do more at lower cost, in less time and with fewer people. Substantial process improvements spanning the entire Purchase-To-Pay cycle are accomplished through automation of manual Accounts Payable (AP) workflows combined with the introduction of content management technologies. These process improvements can quickly position the organization to achieve strategic initiatives that produce even greater financial and business benefits and accomplish compliance requirements.

With the exception of payroll and profits, nearly every dollar of the organization's revenue passes through accounts payable, either in the form of purchases, contract obligations, tax obligations, utilities, HR benefits, customer refunds or other non-payroll expenditures. A significant portion of payables can qualify for cash discounts that lead to significant bottom-line improvements.

without the need to increase revenue or decrease costs. The ability to legitimately and consistently exploit discounts while concurrently avoiding late fees and duplicate payments produces a cash management benefit that flows directly to the bottom line. An impediment to this process and a major contributor to the overall cost and processing time for AP is the traditional and largely manual process of handling invoices and other payables documents across the organization. A ScerIS AP Automation solution, tailored to your internal requirements, can eliminate the majority of the manual processing effort and facilitate significant cost reduction and processing efficiencies that produce bottom-line improvements and an ability to better manage your cash requirements.

AP and the organization-wide impact of AP functional responsibility, done well, is a strategic advantage for organizations of all types.

## About Accounts Payable

For many organizations the concept of Accounts Payable and “strategic” don’t seem to belong together. Accounts payable is traditionally viewed as a cost center handling transactional activity. However, beyond transactional activity, AP has a functional responsibility for the controls necessary for an effective process. AP ensures that work is accomplished efficiently and error free, that source documents and related information are properly managed and preserved, and either establishes or recommends policies in this area.

In establishing policy, accounts payable processes often impact the whole organization. Accounts payable isn’t just about vendor invoices. It’s about Expense Reports, Employee/Other Reimbursements, Currency Conversions,

Returned Goods/DM Management, Check Requests and Customer Refunds to name just a few areas that affect others in the organization.

Accounts payable is a focal point of internal and external audit preparation and responding to IRS and state level income, sales/use and other tax inquiries.

As a key contributor in the Purchase-To-Pay cycle, Accounts Payable impacts management information, terms negotiation and the financial benefit of early payment discounts, vendor price negotiations, fraud avoidance, compliance and more. What was once considered just a department should now be considered an enterprise entity.

## AP Process Optimization Benefits and Statistics

AP Process Optimization solutions utilizing automation and tightly integrated workflows produce significant positive results:

- Reduce the cost of invoice processing by 65% to 92%
- Reduce the cycle time of invoice processing by 45% – 96%
- Achieve better cash management and ROI generally less than one year
- Improve regulatory compliance
- Eliminate lost invoices
- Automate invoice review with notification, alerts and escalation
- Reduce inquiry response time by up to 100% and eliminate call backs
- Eliminate duplicate invoice processing
- Eliminate late payment penalties
- Eliminate data entry errors
- Use analytics to proactively manage vendor relations
- Create visibility to liability exposure and provide for accurate monthly and year-end accruals
- More...

### Cost Reduction & Productivity

- Reduce labor and processing cost
- Reduce processing time by 45-96%
- Eliminate data entry & associated errors
- Identify and resolve supplier billing errors
- Less time responding to inquiries
- Improve supplier relationships & prevent service/delivery interruptions

### Visibility & Control

- Track/escalate documents throughout approval and discrepancy resolution cycles
- Faster closing cycles (auto posting to ERP)
- Complete & easily accessible audit trails
- Facilitate data analysis, reporting & compliance
- Cleaner, faster exception/issues resolution

### Cash Management

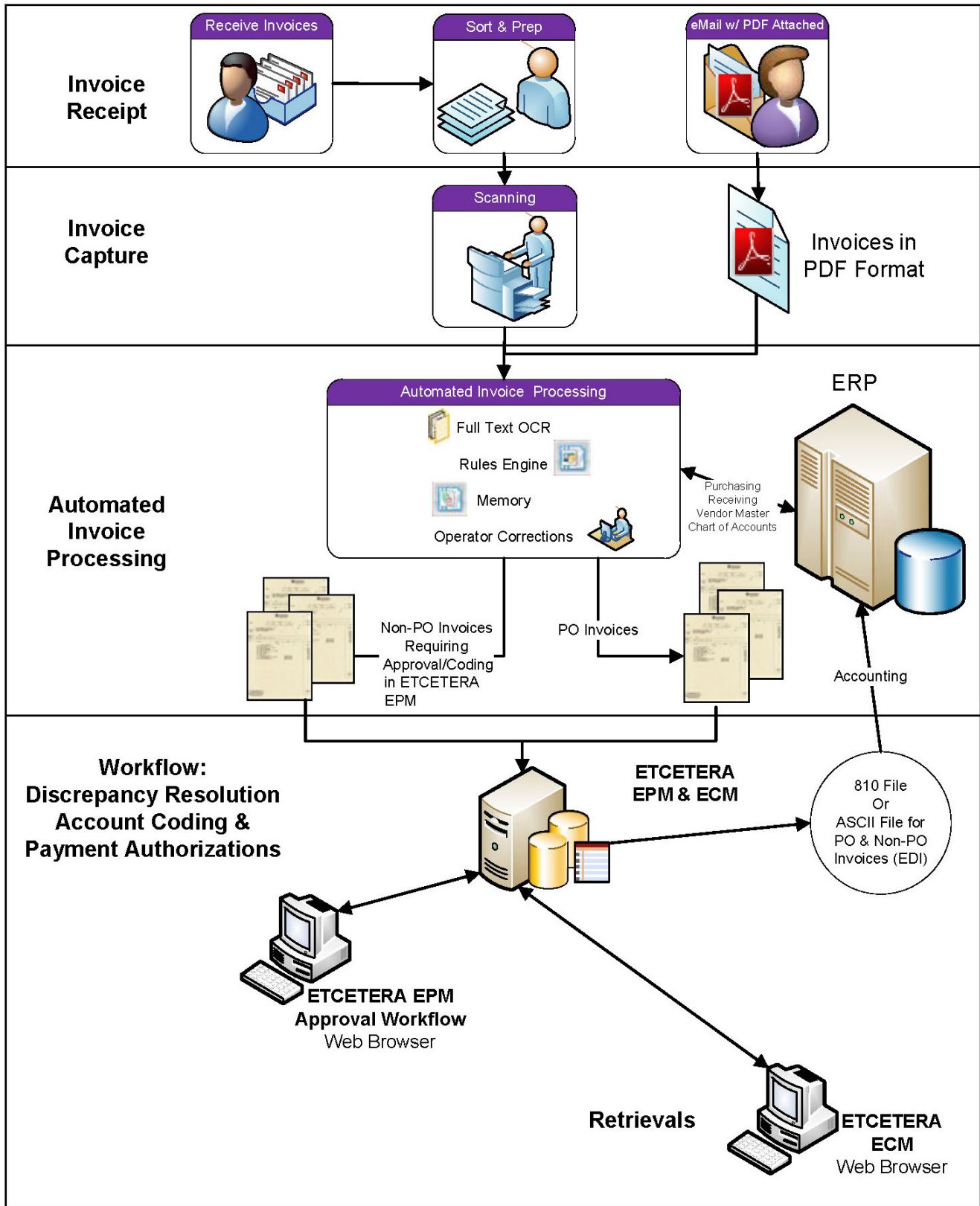
- Visibility to liabilities exposure
- Accessibility to discount opportunities
- No more duplicate payments
- Eliminate late payment penalties
- Negotiating leverage for future pricing and discount agreements
- Foreign currency payments support

### Data Preservation & Accessibility

- Complete, indexed & regulatory compliant documentation
- Secure records storage & easy retrieval to serve internal & external requirements
- No more lost/misfiled documents

# Sceris Automated Invoice Processing

## PO & Non-PO Invoice Processing



One example of an AP Process Optimization Workflow.

# Targeted AP Areas for Process Optimization – Sample Cases

## Vendor Invoice Processing – PO Invoices:

- Automatically extract all invoice data for invoices of any size or page count.
- Automatically validate vendor ID assignments in purchase orders using automated address block extractions with comparisons to master vendor files.
- Automatically evaluate terms on invoices versus purchase orders and apply organizational-specific rules for payment terms.
- Automatically perform 2, 3 or 4-way matches and validate line item detail receipts, unit price and part numbers, making corrections based on data available and master parts tables.
- Apply sales and use tax logic; vendor-specific and organizational rules to resolve discrepancies.
- Present any data not meeting processing rules to AP operator.

## Vendor Invoice Processing – non-PO Invoices:

- Automatically extract all invoice data.
- Automatically identify vendor ID using address block extractions and identification of vendor in master vendor table.
- Evaluate terms on invoices and apply organizational specific rules if re-assigning payment terms.
- Validate line item detail receipts and unit price and validate all math on the invoice; apply sales and use tax logic.
- Apply vendor-specific rules (such as freight prepaid, discounts expected, default account coding, etc.).
- Apply organizational rules to discrepancies.
- Present any data not meeting processing rules to AP operator.

## Expense Report Processing (two methods):

1. Use Capture and template-based extraction to automate the data capture and posting process.
  - Validate that employee is in vendor master table (or other table used).
  - Extract all data with applicable departmental or cross-department coding, validate presence of signatures.
2. Alternatively, replace spreadsheet and paper Expense Report forms with an online e-Form in the Workflow module – provide online access to employees for completion, routing and approval processes with an automated posting process to the ERP (including postings to payroll systems for organizations that reimburse employees through payroll adjustments).

Online processes provide for the ability to attach supporting document to online T&E forms.

## Check Request Processing (two methods):

1. Use Capture and template-based extraction to automate the data capture and posting process.
  - Validate that vendor/employee is in vendor master table (or other table used).
  - Extract all data with applicable departmental or cross-department coding.
  - Validate presence of signatures.
2. Alternatively, replace paper check request forms with an online e-Form in the Workflow module – provide online access to employees for completion including lookups to data sources (vendor master file, prior purchases, prices, etc.), routing and approval processes with an automated posting process to the ERP.

Online processes provide for the ability to attach supporting document to online e-Forms. Similar interfaces are implemented for Travel Advance Requests, Customer Refund Requests, Request Change in Account Coding, Returned Goods Debit Memo Requests, Request Expedited Payment, Request Invoice Copy, Request Check Copy, EFT Authorizations, Request Wire Transfer, Request for Lodging Exception, Mileage Logs and more.

## Vendor Statement Reconciliations (two methods):

1. Extract data from vendor statements using rules and memory
  - Reconcile open invoice, credit memo detail and open debits to paid, processed/pending payment invoices posted to ERP, and to invoices in the approval review process within the Workflow.
2. Automate the reconciliation process and produces report of only the exceptions that require further action/research.

## W-9 Processing and 1099 Reconciliations:

- Use data extraction to create W-9 database and management of W-9 records
- Use W-9 database to validate that vendor invoices have supporting W-9 on file prior to payment.
- Use W-9 database to identify all payments made that require 1099s and reconcile this to 1099s produced by ERP or use to produce 1099 forms.

## PCard Reconciliations:

- Use online filing of supporting documents by PCard users to validate PCard charges.



## AP Process Optimization & Automation

ScerIS AP Process Optimization Work Processes are supported by ScerIS technology platforms that are configurable to meet the unique requirements of each client and integrated to host applications.

Although the four primary components of the entire work process include CAPTURE, AUTOMATE, WORKFLOW and REPOSITORY, your needs may only involve 2 or 3 of these components based on your priorities for work process improvements.

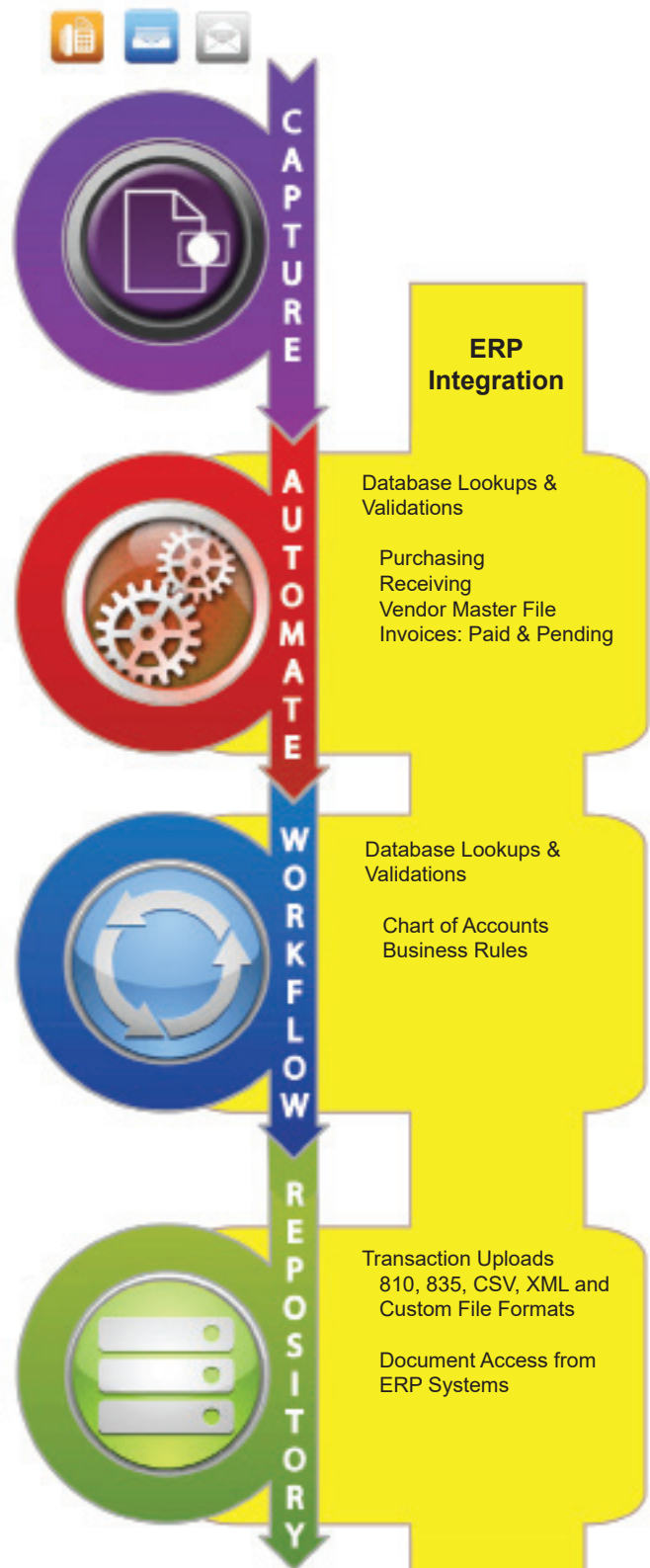
CAPTURE is inevitable. Whether your source documents are paper, attachments to emails, faxes or EDI files, one or more of these document sources will apply to the document types processed in your solution. Document types typically include any one or more of invoices, statements, vendor credit memos, freight pro-bills and airway bills, T&E expense reports and check requests and reimbursements of any kind just to name a few document types.

After CAPTURE you might have the requirement for automated data recognition and data validation, or you might go directly to online workflows for invoice coding and approvals or you might simply archive the captured documents into the electronic document repository. Automated data capture will extract data from source documents and validate according to your requirements.

Online workflows for invoice coding and approvals can also include online interfaces for T&Es, check requests, mileage reimbursements and other eForms, eliminating the cumbersome and costly processes associated with paper-based documents. The choices are always yours and ScerIS platforms are configured to meet your requirements and what you want to accomplish.

In determining your current needs and selecting the technology components required to fulfill those needs, always remember that ScerIS solutions are easily scaled, easily configured to accommodate other work processes (both within AP and throughout the organization) and functionality not a part of the initial solution can be easily added at any time as your requirements change.

Whether it's a phased implementation or a complete end-to-end CAPTURE, AUTOMATE, WORKFLOW and REPOSITORY project, the ScerIS AP Process Optimization Team will work with you to design the solution that's right for you for today while positioning you for the future.



## Capture

Content capture software from ScerIS provides easy-to-use yet highly robust functions that provide for automated document segmentation, image quality assurance, re-scans and inserts. Scanned documents release directly to automated workflows.

Use ScerIS production scanning interfaces with Kodak, Fujitsu, Canon and other manufacturer's scanners for high speed, high volume dedicated scanning, or alternatively use existing multi-function devices to scan invoices and other source documents.

For e-mail attachments, automatically extract attachments and place them into the workflow for Automation.

Document Sources include, but are not limited to:

- Paper
- Fax
- Emails with Attachments
- PDF/MPT
- EDI
- Internet

Documents Types include, but are not limited to:

- Check Requests
- T&E Expense Reports
- Travel Requests
- Customer Refund Requests
- Returned Goods - Debit Vendor Statements
- PCard/Credit Card Receipts
- W-9's

Document Prep  
Staple Removal, Page Alignment, Page Count  
Document Scanning  
High-Speed Scanners  
MFD (Multi-function Devices)  
Image Processing  
Deskew, Speckle Removal, Border Cleanup  
File Import  
Email Attachment Extraction  
Image QC



## Automate

Invoices and other source documents run through an automated production-oriented work process that automates data extraction from the invoice. This system utilizes a rules-based engine the first time a vendor's invoice is presented to identify your required data from the invoice. The system automatically memorizes the layout of vendor invoices for accelerated processing of future invoices.

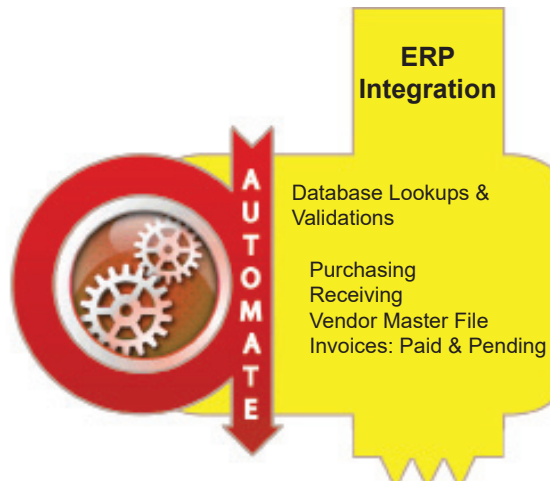
Running as a background process without operator involvement, the average time to capture and extract all invoice data is 1 – 2 seconds per page. Depending on the rules established for each implementation, data entry efforts can be reduced by as much as 97%.

Data is automatically validated to source data files such as an open purchase order, receivers and master vendor tables. All information submitted by the vendor is automatically corrected based on source data available, rules established for invoice processing, rules established for selected vendors, master product files, and paid and pending payment invoice files.

Invoices from new vendors are routed for AP exception processing. Operators only correct rules violations because all other data is pre-validated and system-corrected.

Invoices that are completely validated and don't require any further review are posted to your ERP system for payment according to your terms.

Invoice Processing  
Automated vendor ID Processing  
Duplicate Invoice Verification  
Rules-based PO-based Processing  
2-way, 3-way or 4-way Match  
Rules-based Non-PO-based Processing  
Statement Processing & Reconciliation  
T&E Processing  
Check Request Processing



## Workflow

PO-based and Non-PO-based invoices requiring further analysis or approval are submitted to work queues based on certain rules, such as placing PO-based invoices with discrepancies into the purchasing agent's work queue. Work is routed for additional review, account coding and payment authorization using electronic signatures. The existing chart of accounts is used for account coding.

Additional supporting documents, such as packing slips or documents available at remote locations are easily added to the workflow transaction and made a part of the workflow record.

The system tracks all stages of the approval process, allowing users to sign subsections of the workflow transaction and subsequent users to sign other nested sections. All signatures are Windows authenticated and bound to the review controls applicable to the signature.

AP can retain access to all work in process through reports, analytics and performance dashboards. Transactions requiring escalation can be automatically identified and the appropriate reviewers notified. Never lose another invoice document or miss another payment discount.

Workflow is used for other AP processing activity such as Check Requests, Expense Report submissions and reviews, Employee and Other Reimbursements, Customer Refund Authorizations and more – all utilizing a single interface that users are familiar with.

All completed work is packaged into posting files for the ERP system that require no further editing. Retrieve invoice, PO or receiver images directly from your ERP using the ETCETERA® API and related related documents functionality.

- Workflow Processing
  - Push, Rules-based or Hybrid
  - Notifications
  - Escalations
- Invoice Reviews
- Account Coding
  - Summary or Detail line, with splits
- Active Directories Integration
  - User Authentication & Permissions
- Online EForms with Workflow Integration
- Attach Supporting Documents to a Transaction
- Transaction History - Compliance Requirements



## Repository

All invoices are available online, often with just a single click. Data extracted during "Automate" and additional data captured during "Workflow" enables robust indexing for each invoice and approval transaction. Upon payment, check run data is used to further enhance indexing, cataloging of the invoices and retrieval of all related P2P content.

Robust search capability provides for generation of easily accessible lists of invoices for a particular vendor; date range; purchase order; fixed asset, department/account, product or other codes; or any combination of indexed values.

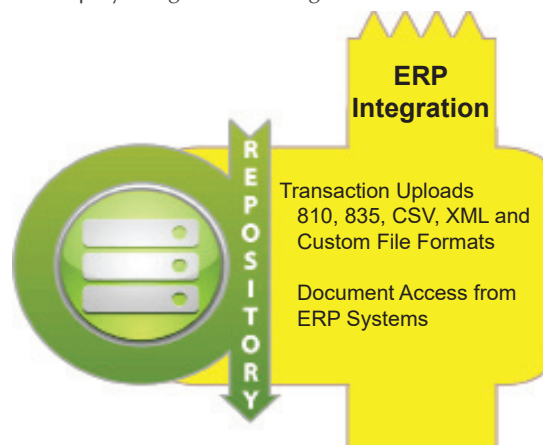
AP data is easily exported to Excel for further analysis.

Documents and their index values can be exported to self-contained, but still secure, "packets" for electronic distribution to users, customers, vendors, auditors or others.

Automated, easily accessible and secure document retention is achieved throughout the process.

URLs are used to enable host ERP applications to retrieve and display images with a single click.

- Storage of Documents by Document Class
- Meaningful User-defined Indexes for Targeted Searches
- Desktop Access to Invoices and Supporting Documents
  - Windows or Browser Clients
  - Tabbed Presentation
    - Organized by Document Class
- Active Directories Integration
  - User Authentication & Permissions
- User-defined "Views" for limiting access by Auditors
- Seamless Access from ERP Systems
- EDI File Creation and Detail Presentation to ERP
- Transaction History - Compliance Requirements



# Microsoft Partner

Gold Application Development



## About ScerIS

ScerIS is a resource to its customers for Big Impact solutions and services. Founded in 1993, the company's focus is to help customers retool business processes, automate people centric work, improve workforce productivity and utilize key performance indicators that help position them for increased profitability.

ScerIS is a resource to its customers in healthcare, financial services, business and government. Serving 16 major markets and over 100 industries, ScerIS provides Business Process Improvement Solutions, Business Intelligence Reporting and Data Analytics Tools, Mobile Workforce Solutions, Custom System Design, Implementation Services & Business Process Outsourcing.

ScerIS is the software developer of ETCETERA®, the platform for business process improvement, content management, business intelligence and data analysis. ScerIS also provides Managed Cloud Services, Professional Services and Outsourced Services rounding out its value to customers.



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