



## Accounts Payable Workflow Presentation

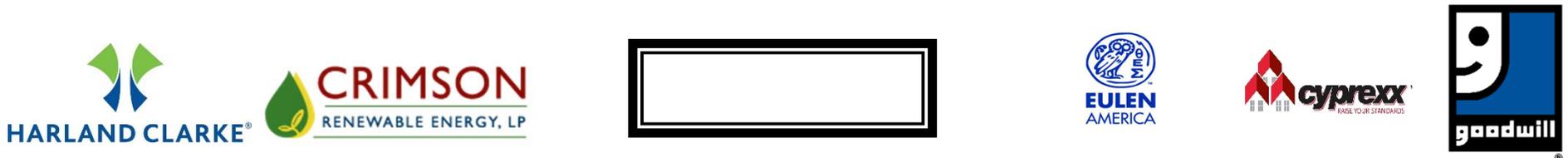


The image features a man in a grey suit and blue tie, shown from the chest up in profile, holding a tablet. The background is a light blue gradient with numerous small, white, 3D letters floating around. The word "AccuImage" is written in a large, white, serif font in the upper right corner.

# AccuImage®

- **31 years in Business**
- **Service over one third of the largest companies**
- **in Silicon Valley with locations around the US**
- **Installations worldwide; US, Europe, and Asia**
- **AccuImage writes own Software**
- **Provide entire range of solutions**

## Accuimage Customers



# The Cost of Doing Nothing

## Lost Invoices

- Vendor stoppages
- Poor vendor relations
- Negotiation issues

## Data Inaccuracies

- Manual data entry errors

## Slow Payment Process

- Same problems as lost invoices
- Missed discounts

## Problem Resolution

- Time spent on responding to vendor calls
- Time spent on low-value tasks



## Routing Paper Invoices

- Costs of Moving Paper
- Inefficiencies (time lost)

## Handling Paper

- Costs of filing, pulling & searching files

## Approvals & Purchasing Control

- Purchase orders created after receipt of invoice
- Circumventing controls

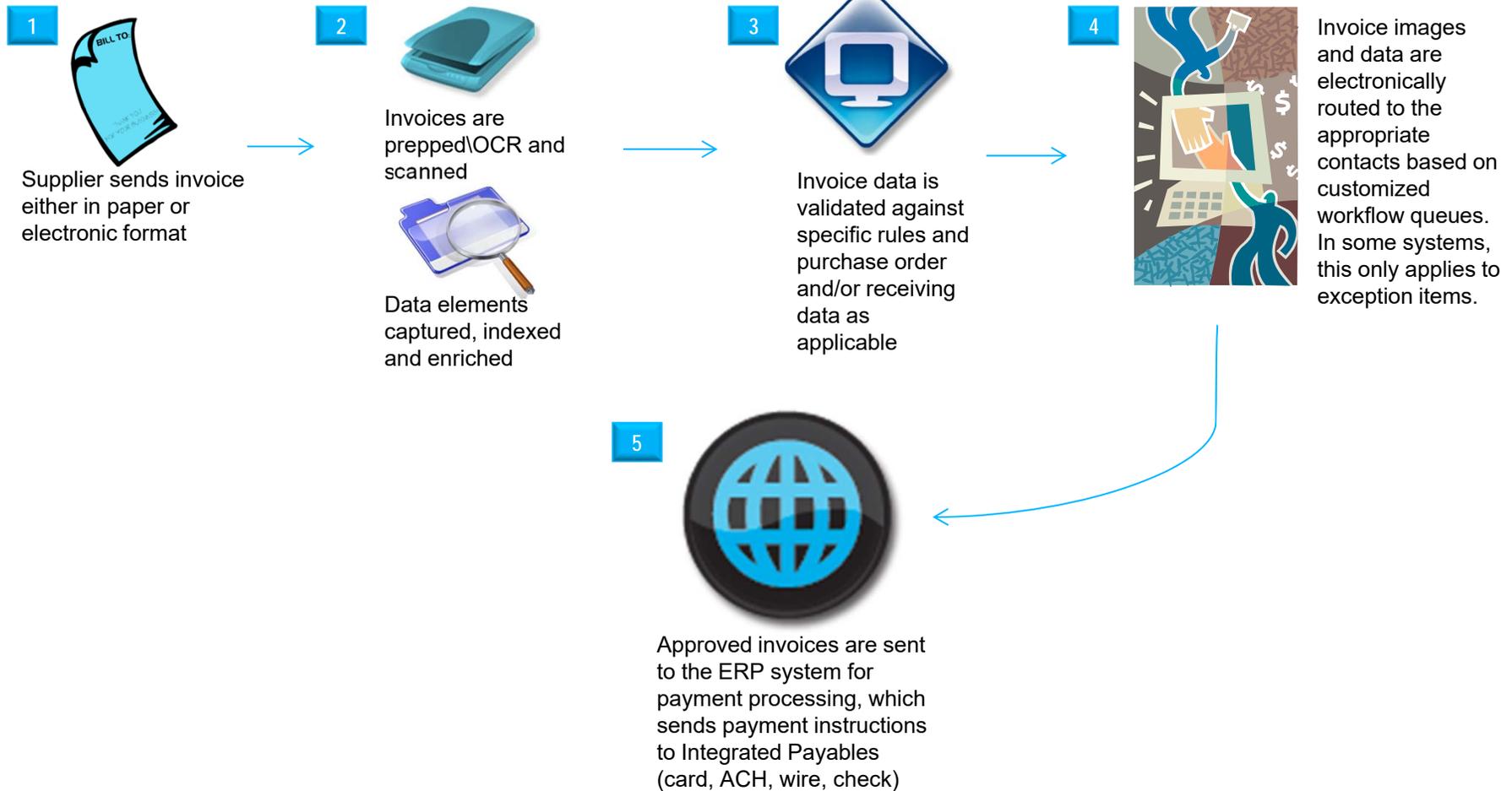
# A/P Automation Savings

Invoices per Month 12,000  
Invoices per Year 144,000

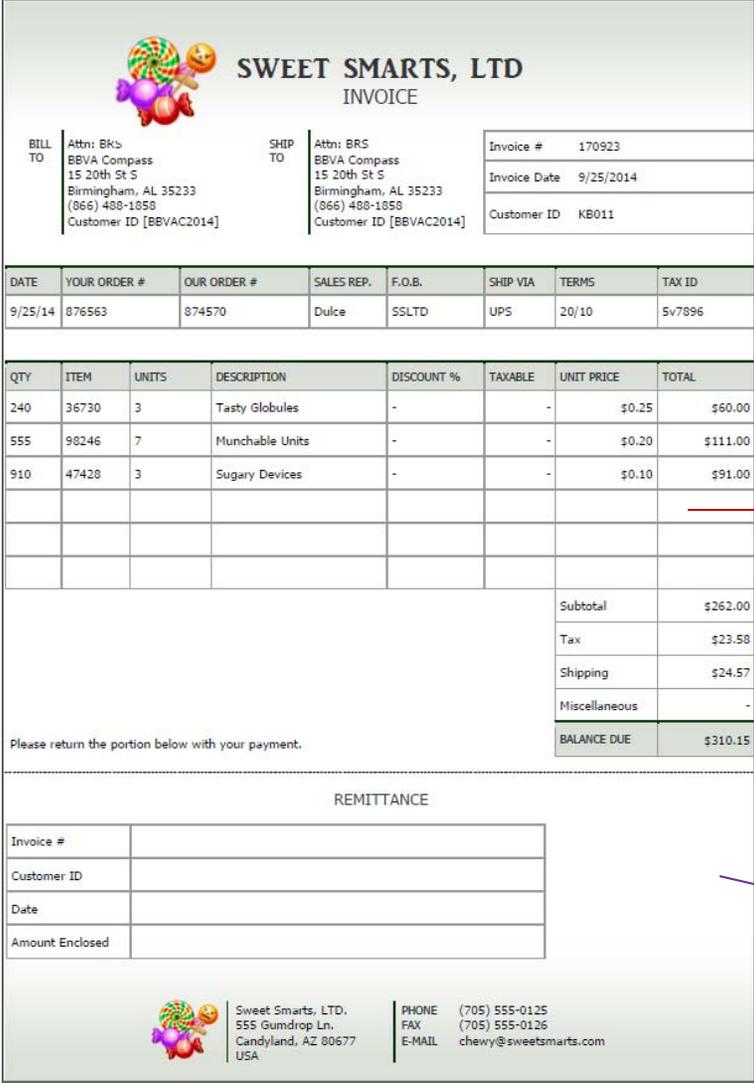
	Invoice Automation	Average	All Others
Cost per invoice	\$1.25*	\$14.21	\$17.61
Annual Cost	\$180,000	\$2,046,240	\$2,535,840
<i>Invoice Automation Savings</i>		<b>\$1,614,240</b>	<b>\$2,103,840</b>

\* Cost per invoice shown is an all-in cost that includes both bank fees plus internal costs to review invoice exceptions

# How A/P Automation Works



# How A/P Automation Works



**SWEET SMARTS, LTD**  
INVOICE

**BILL TO** Attn: BR's  
BBVA Compass  
15 20th St S  
Birmingham, AL 35233  
(866) 488-1858  
Customer ID [BBVAC2014]

**SHIP TO** Attn: BRS  
BBVA Compass  
15 20th St S  
Birmingham, AL 35233  
(866) 488-1858  
Customer ID [BBVAC2014]

Invoice #	170923
Invoice Date	9/25/2014
Customer ID	KB011

DATE	YOUR ORDER #	OUR ORDER #	SALES REP.	F.O.B.	SHIP VIA	TERMS	TAX ID
9/25/14	876563	874570	Dulce	SSLTD	UPS	20/10	5v7896

QTY	ITEM	UNITS	DESCRIPTION	DISCOUNT %	TAXABLE	UNIT PRICE	TOTAL
240	36730	3	Tasty Globules	-	-	\$0.25	\$60.00
555	98246	7	Munchable Units	-	-	\$0.20	\$111.00
910	47428	3	Sugary Devices	-	-	\$0.10	\$91.00
Subtotal							\$262.00
Tax							\$23.58
Shipping							\$24.57
Miscellaneous							-
<b>BALANCE DUE</b>							<b>\$310.15</b>

Please return the portion below with your payment.

REMITTANCE

Invoice #	
Customer ID	
Date	
Amount Enclosed	

 Sweet Smarts, LTD.  
555 Gumdrop Ln.  
Candyland, AZ 80677  
USA

PHONE (705) 555-0125  
FAX (705) 555-0126  
E-MAIL [chewy@sweetsmarts.com](mailto:chewy@sweetsmarts.com)

## Key data elements

1. Vendor Name
2. Vendor Number
3. Invoice Number
4. Invoice Amount
5. Invoice Date

## Purchase Order Matching

1. Valid PO # (Validation file)
2. Line Item Detail
3. Matching (Quantity, Price, Receipt)

## Reference Matching

1. Validate data to initiate workflow
  - a. Name
  - b. Zip Code
  - c. Division
2. General Ledger Coding by Field
  - a. Company
  - b. Department / Cost Center
  - c. Account
  - d. Additional Information

# How A/P Automation Works

## Online Invoice Routing and Approval

Invoices are usually routed via automated workflows, but users also have the ability to manually forward invoices to approvers who may not be in the configured approval chain.

Approvers can view site on mobile devices.

The screenshot shows an email interface with the following content:

**New Invoice to Approve** | Inbox x | Work x

**Aryzta AP Workflow** | 4:01 PM (0 minutes ago)

to me

Hello,

Attached please find an invoice for your approval. Select a handling option below.

Invoice Data:	
Vendor Name	Naturetech, LLC.
Invoice Date	8/15/2012
Invoice Amount	\$7,552.20
Comments (if any)	

**Your Response (Click On Your Decision):**

**Approve** (green button)

**Re-Route** (yellow button)

**Reject** (red button)

Emails include an attachment of the original invoice

Out of Office settings allow for enabling alternate approvers on a temporary basis.

When user selects a specific action for the invoice, the instruction is captured in real-time and sent back to the system for processing. Users can include comments with their decision.

The screenshot shows a web browser window with the following content:

**AUTOMATIC INVOICE APPROVAL FORWARDING (AUTO-FORWARDING)**

You may use this form to setup auto-forwarding of invoice approvals to others while you are away. Any new invoices received will be forwarded to the person you specify. You should clear out any invoices in your bucket prior to leaving as these will not auto forward.

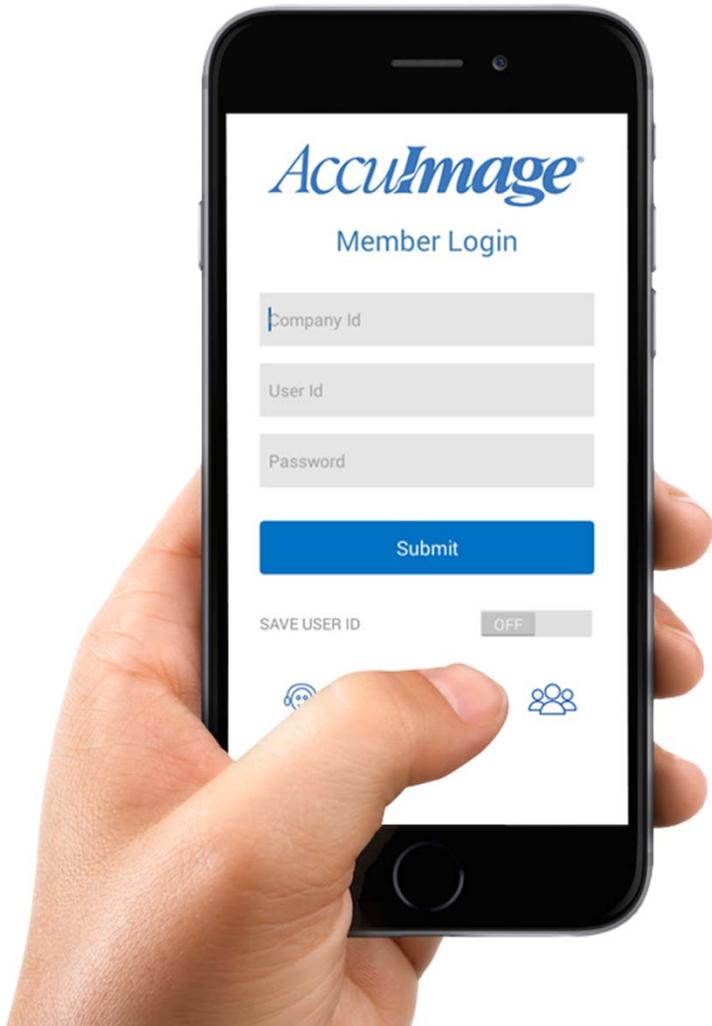
The following is a list of your current Auto Forward settings (if any).

To add a new Auto Forward for a particular date range, click the Add button.  
To update an existing Auto Forward, click the Update button.  
To delete an existing Auto Forward, click the Delete button.

**ADD** **UPDATE** **DELETE** **CLOSE**

FORWARD\_EMAIL\_ADDRESS | START\_DATE | END\_DATE

# AccuImage Workflow APP



## Features of App

- Approve, Review, Reject
- View History
- View Past Approvals and Rejections
- Upload Supporting Documents

# Vendor Portal

## Invoice Status for *McKesson Medical*

Provider Name: McKesson Medical-Surgical MN Supply, Inc.  
Provider ID: V-00005338

- [Processing \(4\)](#)
- [Payment Issued \(1\)](#)
- [Rejected \(2\)](#)
- [All Invoices \(31\)](#)

# Your System Security

## ***7 x 24 Hour IT Support & On-Site Customer Support***

- Network Security
- Database Password Encryption Security
- Intrusion Prevention System (IPS)
- Vulnerability Scanning
- Patch management
- Network Auditing
- Every document encoded into a secured “WRA” file, resulting in no unauthorized user access.
- All data password-protected with 256 bit encrypted pass keys; password is never stored on the client machine.
- HTTPS/SSL technology to protect passage of documents and data over the internet.
- We are SSAE18, and security shield certified for security.



# World Class Tier IV Internet DataCenter (IDC)

- Fully Redundant, N+1
- 83,000 square foot facility
- 30,000 square foot datacenter
- 30 inch raised floor
- 1.25 Seismic Importance Rating
- Comprehensive Mechanical and Electrical Building Monitoring
- Full backup to failover data Azure site recovery

