



Eliminating Low-end Digital Disruption Automating the Accounts Payable Process for Sage 200 Users

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Disrupting the Accounts Payable Process

"Low-end digital disruption" occurs when the rate at which products improve exceeds the rate at which customers adopt the new performance.

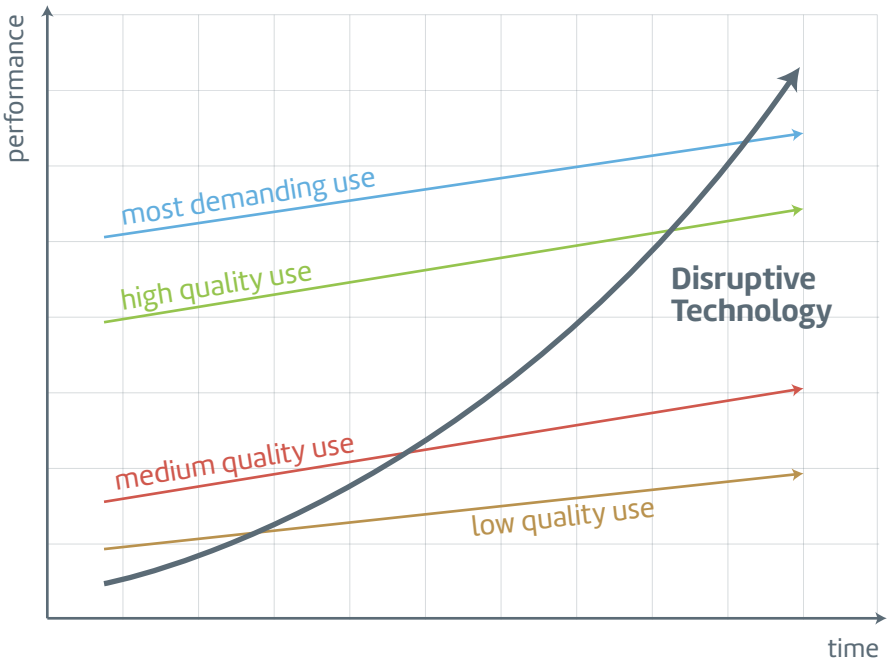
The Accounts Payable (AP) function is a leading example of this phenomenon. The AP process remains primarily a manual and paper intensive process for most businesses. This is despite the fact that software technology, specifically designed to automate the purchase requisition to purchase invoice payment process (i.e. Purchase to Payment process, aka P2P), has been available for over a decade.

Reports indicate that the low rate of adoption has historically been primarily as a result of two key factors:

1. The prohibitive cost to Small and Medium sized Enterprises (SME's) of automation technology within the AP and P2P functions
2. The lack of embedded automation technologies within exiting financial applications and Enterprise Resource Planning (ERP) system

However, the good news is that recent disruptive technology, specifically designed for SMEs, is now bridging this chasm by addressing these two key issues head-on.

The Influence of Disruptive Technology Over Time



Removing the AP Barrier for Sage 200 Users

P2P incorporates the AP process from the point a company (or individual) makes a request to purchase goods and/or services through to issuance of an approved Purchase Order (PO). This includes receipt of goods (sometimes referred to as GRNI – Goods Received Not yet Invoiced) and then subsequent processing of supplier invoices to the point of full and final payment being issued to the supplier.

For most companies, this is typically a manual and paper-based process. While some organisations may scan and electronically archive their invoices as images, and others may have automated certain procurement functions, research has told us that few have actually automated the supplier invoice process.

The AdestAP product is specifically designed, within the Sage 200 application itself, to enable both 2-Way & 3-Way (Invoice to PO/GRNI) matching of Purchase Order based supplier invoices and straight through processing of Non Purchase Order supplier invoices via workflow.

This removes ALL technical barriers and digitally transforms the Accounts Payable process for any business using Sage 200 for the accounts processing.



Manual AP Processing

Traditional AP processes incorporate unnecessary costs and loss of productivity through manual functions such as:

Lack of control over spending

Purchasing from unapproved suppliers and using unchecked pricing means additional costs and unproductive time spent rectifying issues such as loss of supplier discounts and missed opportunities for negotiating better payment terms.

Inaccurate purchase requisitions being sent to suppliers

Incorrect products and/or services being supplied, unnecessary time spent dealing with resultant queries, and payments requests means that the time taken to manually rectify and process an invoice is lengthy, inefficient and damages supplier relations.

Manual data entry and filing

Printing invoices received via email, filing hardcopy invoices, re-printing and re-filing of paper invoices is commonplace within most AP departments. Manual processing is therefore labour intensive, as well as a costly waste of time and effort. Key personnel are usurped with unproductive and inefficient manual AP functions.

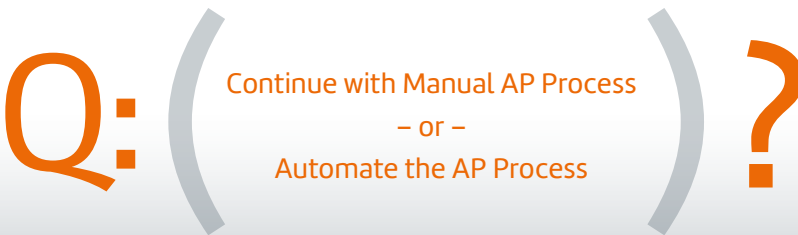
Manual AP Processing

Manual matching of invoices to GRNI and PO data

Having to physically match each supplier invoice to the corresponding purchase order and/or goods received confirmation is a process always prone to human error. Manual retrieval, cost assignment, code allocation and identification of duplicate invoices further reduce control, as well as adding unnecessary costs.

Limited business reporting, intelligence and visibility

Physical filing and manual processing of supplier invoices means no end-to-end audit trail. No audit trail means a lack of key visibility on each supplier invoice status and an inability to generate key business intelligence through system-based reporting. Paper-based systems remove the ability for businesses to access key data such as accruals, payment status, approval status, etc, all of which limits budget management and timely month-end management reporting.





I. Purchase Requisition Management

Non-purchase order spend can relate to any business section, but typically includes areas such as utilities, marketing, stationery, ad hoc services, etc. Without a purchase requisition, or pre-approval to purchase goods and/or services, many companies lose control over their costs. Furthermore they end up approving supplier invoices without budget control or pre-approval against planned expenditure.

Non-purchase order invoices must also be retrospectively assigned appropriate and correct nominal, department and/or project codes, etc. Designated budget holders are not aware of unallocated spend and additional costs until it is too late to rectify these issues efficiently.

An automated procurement requisition process introduces control, visibility and structure to the function of purchasing as follows:

Automated AP Solutions

I. Purchase Requisition Management

Identify the correct supplier

Users have access to the correct, approved and preferred suppliers. Pre approved & preferred suppliers are clearly presented to users, enabling them choose the correct supplier when raising a purchase order request.

Authorise the correct spend

Every purchase requisition can be processed so that any purchase request is correctly coded and fully authorised by budget holders prior to a Purchase Order being issued to a supplier. This means full visibility over potential company spend by user, department, supplier, etc.

Realise the savings

Once created, the system electronically manages the entire goods receipting process and any secondary approval process via a Web interface eliminating costly manual processes including paper copy distribution (for approval and physical sign off).

Automated AP Solutions

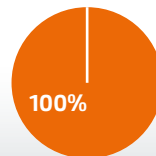
II. Intelligent Capture and Digital Management

All purchase invoices received are automatically “read” via intelligent capture processing and then immediately system managed throughout the entire accounts payable cycle, i.e. from receiving the invoice to getting each invoice efficiently paid.

All paper based invoices and/or soft copy invoices received via email (or other digital formats) are then immediately filed electronically and registered, ready for further automated processing depending upon the invoice type and status.

Purchase Order invoices are auto-matched to purchase orders and goods receipted (See Section 4). Non-PO invoices are passed for online approval and auto-coding before being electronically updated and/or posted to financial/accounting/ERP applications

Electronic invoice processing combined with system controls and features such as customised user screens, enhanced security, invoice header (& line item capture) and web access means significantly less manual work, shorter overall processing time, decreased costs and early notification of error.



**100% Elimination
of Manual Filing and Keying**

Automated AP Solutions

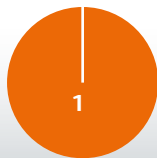
III. Automated Invoice Approval Processing

Comprehensive workflow means automated and dynamic invoice approval management. This places control in the hands of the process managers, thereby enabling faster and more accurate checking, auto-verification and auto-coding of supplier invoices. This reduces query time and enables straight-through invoice processing.

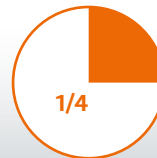
Each captured invoice follows both a generic and dynamic workflow process as required:

1. Generic set of workflow tasks, e.g. a check for duplicated receipt of invoices, automated filing of documents, auto-registration and audit trails
2. Dynamic workflows, e.g. routing and notifying key approvers of invoice and/or payment approval requests for specific invoice types or for those under a query status. All invoices are therefore processed in accordance with the defined hierarchical approval structure

Audit trails, approval history, invoice status reporting are key elements that ensure companies can maintain control and compliance with AP policy and procedures throughout the payment cycle. Each invoice is therefore tracked enabling reporting and immediate identification of issues and trouble spots.



**Manual Invoice
Approval Time**



**Automated Invoice
Approval Time**

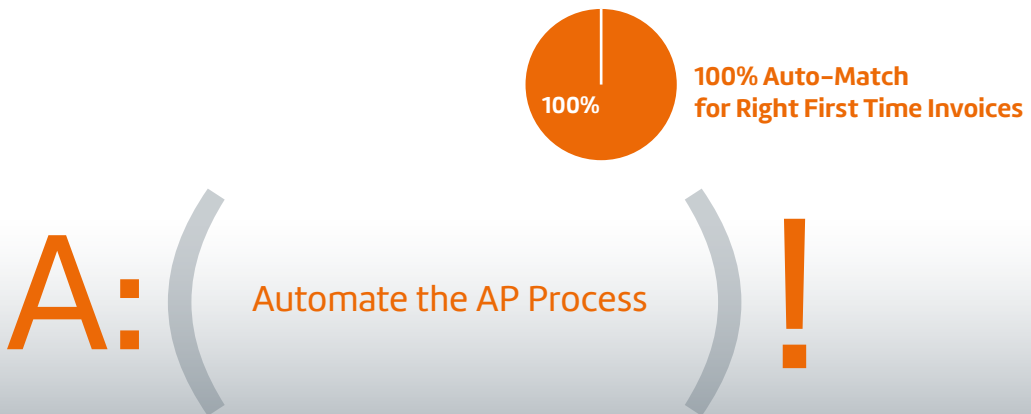
Automated AP Solutions

IV. Automated Invoice Matching

Automated Matching of purchase invoices to purchase orders (2-Way) and/or goods received information (3-Way) is essential for accurate accounting and accruals. Furthermore system based auto-matching means existing “Right First Time” match rates are directly transformed into a straight through process, i.e. 100% of these invoices are matched automatically and can be sent directly for payment.

3-way automated matching of supplier invoices within the Sage 200 application

Auto-matching also immediately identifies issues and exceptions such as incorrect pricing, invoices being issued prior to the goods and/or services being received. All of which increases the productivity of staff processing supplier invoices by passing exceptions to the correct person(s), commonly outside of the AP department, to resolve.





Conclusion

Businesses can no longer afford to ignore the requirement to automate the AP process. Competitive pressure to reduce costs and improve efficiency means longer processing times and a lack of control and visibility. All issues closely associated with manual processing and functions that must be eliminated from any growing business.

Automated supplier invoice processing is now an essential function of any accounts payable process. With more and more suppliers sending invoices by email or seeking to send e-invoices, it is necessary for every business focused on growth to automate in order to remain competitive and flexible.

The benefits of e-invoicing and automated invoice processing are clear: efficiency savings of over 75% and significant cost reductions through control and visibility over the entire purchase-to-payment cycle.



About Glantus

Glantus focuses on eliminating manual processes from the accounts (payable and receivable) function by developing visionary, innovative, yet simple to use software solutions. Cloud based or on premise (or via mobile devices), it is our customers' choice where and how they use our software.

Glantus, founded in 1994, provides solutions to thousands of users internationally. As a result we have accumulated vast expertise in the development, specification and implementation of automated supplier invoice processing and Purchase to Payment solutions.

We simply remove inadequate, antiquated, inefficient, costly, manual and unprofitable processes by creating a platform for seamless automated accounts and related business processing.



What We Believe

Continual development of new and better software products increases our customers' productivity through greater efficiency and productivity.

By analysing every process from requisition to payment against our 'straight through' mind-set and methodology we can offer a software platform for successfully automating our customers' business processes.

Every transaction can be automated; therefore, our customers can get more done, more efficiently, and with greater job satisfaction.

We can make each customer we work with more competitive; this is how we help companies perform better and increase profits.

Some Customers





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