

FLOW

Flow automates workflow to optimise matching, approval and posting activities to reduce invoice processing time, and streamline exception handling.

WHAT IS FLOW?

Flow enables AP teams to start with data - instead of data entry - to amplify the benefits of process automation. Flow digitises each step of the accounts payable process from invoice receipt to approval for payment.

The process is initiated with the capture of invoice details needed to validate, match, code, and approve for payment release. Necessary data fields and information to be captured are tailored to client business rules and controls.

ARE YOU FACING THESE CHALLENGES?

- Difficulty in achieving high accuracy rates with document capture tools.
- Outdated paper documents, outdated automation, manual approvals, or multiple channels to receive invoices.
- Robotics Process Automation (RPA) limited to specific tasks and not scalable to end to end processing.
- Multiple ERP or accounting systems making integration and cross-system matching problematic.

HOW WE FLOW

Flow uses Intelligent OCR to capture data from invoices and continuously learns each time an invoice is presented. Data is compared against vendor master, goods received, and purchase order systems, to validate upfront and prevent downstream errors. Automated two-way or three-way matching is performed and configured, based on your preference, for straight through processing or defined approval controls. Flow can be configured to create and monitor exception queues for defined criteria such as missing PO's or no matching vendor. AP Team members' actions are logged at each step of the process to provide full audit transparency from invoice receipt to approval.

AT A GLANCE

BENEFITS

- 80% reduction of invoice processing times, using defined workflow rules and system processes.
- Liberates AP teams by eliminating routine, monotonous, manual tasks enabling team members to deliver on higher value activities.
- Reduces errors by using automated, 2 or 3-way matching information validation.
- Automates indexing and validation of invoices.
- Cloud hosting and "out of the box" ERP integrations reduce IT resource demand.

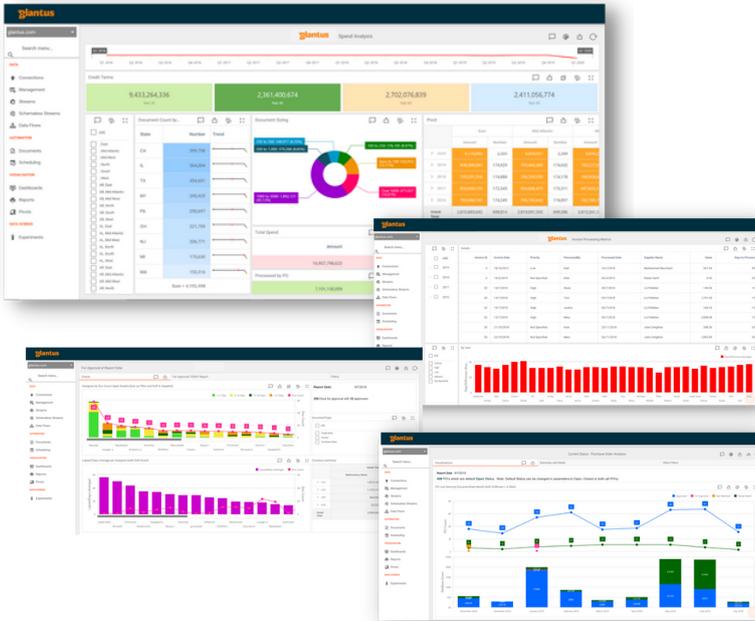
INSIGHTS GAINED

- Real time visibility into your P2P workflow and bottlenecks - find and solve problems quickly and easily.
- Flow delivers quality, accuracy, and efficiency on P2P performance metrics.
- Highlights innovative automation opportunities and process gaps, using interactive dashboards to query by business unit, ERP system, or supplier.



DASHBOARDS AND REPORTS

Flow provides you with complete visualisation of performance metrics, including AP efficiency, quality, and exception monitoring. Dashboards with drill downs to invoice details are provided to highlight processing status, call out bottlenecks, and highlight risks of overdue payments.



Flow uses intelligent workflow processes to give you complete automation, insight, and control over your spend and reduces efficiency costs by up to 80%.

HOW DOES GLANTUS BRING VALUE TO YOU?

- Straight through processing with business rules you set up and control.
- Automated, upfront information validation to prevent error introduction.
- Purpose built workflow rules and system processes to increase efficiency.
- Elimination of manual filing, lost invoices, and constant tracking of invoice status.
- Mobile enabled workflow and approvals to support 'work from anywhere'.



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