

## DOCUMENT WORKFLOW

Automate workflow to optimise capture, matching, approval and posting activities to reduce processing time and take control of spend.

### BENEFITS

- Automate workflows to optimise matching, approval and posting activities to reduce the invoice processing time by 80%, and streamline exception handling.
- Improves supplier relations and reduces risk of late payment fees. Real-time visibility into AP workflows and bottlenecks.
- Streamlines the implementation process, based on best practice from 200+ implementations globally. Eliminates the burden of human error and keeps control of spend.
- Straightforward 1,2,3 step process, simplifying invoice processing. Spend and liability transparency for more accurate forecasting and month-end close.
- Opportunities for improvement in AP performance metrics related to quality, accuracy, and efficiency.
- Process differences between business units, entities, or ERP systems.

### PRIMARY FEATURES

**Empower Your Team:** Eliminates manual handling of invoices, freeing up AP teams to deliver on higher-value activities. Document workflow creates visibility across business units, locations, and systems to proactively manage spend.

**Technology Driven Improvement:** Document Workflow uses Machine Learning technology to automate the indexing and validation of invoices. Visualised dashboards provide insights into automation opportunities and process gaps.

**Cloud and Integration:** Cloud hosting and "out of the box" ERP integrations reduce IT resource demand.

**Enhances Data Quality:** Reduces errors through invoice capture validation and automated two or three-way matching.

### ARE YOU FACING THESE CHALLENGES?

Resource-intensive, expensive, and manual invoice process in place.

Lack of visibility over transactions and no control over spend management.

Month end accounts close takes too long - human errors, incorrect data, and poor reporting.

Multiple manual invoice touchpoints to manage exceptions and approvals.

Numerous ERP or accounting systems making integration and cross-system matching problematic.

### WHO BENEFITS?

- ✓ Accounts Payable
- ✓ Internal Audit
- ✓ Finance
- ✓ Procurement

### GLANTUS VALUE

1. Advanced Analytics
2. Improve Supplier Relationships
3. Automated Matching & Validation
4. Reduces Manual Effort
5. Global Experience