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EASYAPPS SERIES: EASYINVOICE

AUTOMATE ACCOUNTS PAYABLE INVOICING WITH EASYINVOICE

– Warren Norris, Managing Partner

The unexpected challenge:

Jennifer, in Accounts Payable (AP), decided to retire after 33 years with the company. The retirement party was fabulous, the cake was delicious, and the sparklers burned late into the evening. The next day, the business had a hangover. For years, they had processed AP the same way, with Jennifer being the engine, and now she had retired.

There were challenges – many invoices were late getting paid because they were stuck in the field, waiting for approval and proper accounting to cost centers or orders. Finance was holding their breath because they were not sure how much to accrue for the period. Lost or delayed invoices were prevalent for field marketing and service invoices.

What's the answer?

AP is a key area where many companies aim to cut costs, and automation is the solution. Each step of the AP process flow can be targeted for automation and improvement. After reviewing the P2P processes, the Controller saw an opportunity to leverage the organizational change to cut costs, minimize headaches, and streamline the process.

How do you automate for cost reduction and process improvement using hands-free capabilities, workflow, and mobile technology **while delivering results in weeks not years?**

Vendor invoices that come through the mail, email, or fax all require someone to touch them. Once touched, they must get approved and posted to SAP.

We advise our small and medium-sized clients to pilot a small, low-effort, high-results portion of the business.

An example: One of our client's biggest headache was transportation invoices. The problem was getting the hundreds of invoices matched to sales orders and approved. Improvements were needed to ensure timely payments to critical supply chain vendors.

The majority of the invoices arrived by email. The AP department had resources dedicated to reviewing the AP inbox and routing the invoices to the transportation managers for approval.



The process worked, but not efficiently. The inside joke was, "Well, that's just how we do things here!"

Titan's solution:

Let's take a look at our easyInvoice AP Automation solution! There are two approaches to AP Automation:

- 1 – AP Invoice Processing with Workflow
- 2 – AP Invoice Processing, Automated Interpretation (OCR), and Workflow

With easyInvoice, emails, faxes, or snail mail invoices are scanned and deposited into a shared folder. The sending email address triggers the AP workflow, creates the SAP incoming invoice transaction, and displays the vendor

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name, standard terms, and other related details of the invoice in the easyInvoice application.

The Delegation of Authority (DOA) structure contains the approvers and authorization levels. If an invoice requires multiple approvers due to either amount or spending type, i.e., capital expenditures (CapEx), the workflow can handle multiple levels of authorization.

True AP Automation includes hands-free processing. For hands-free processing, invoices are scanned directly from the email, network fax, and proposed in the AP Incoming Invoice transactions. Once the invoice workflow is approved, the invoice transaction is either posted or put on hold status for further review by AP.



The **workflow streamlines the process** to ensure that the invoices are visible, accurate and accounted for on a timely basis. Adding OCR capability provides scalability and reduces time spent on processing, reconciling, and period-end activities.

During the approval process, the invoice is routed according to the workflow rules and the DOA created for the vendor, invoice type and invoice amount. For example, if engineering needs to approve the invoice, the scanned invoice is emailed to the list of authorized approvers in that department. If the invoice amount exceeds an approver's authorized spending limit, the invoice is forwarded to the next level of authority. Each approval is logged and captured for reporting and audit purposes.

In our anywhere, anytime workplace, the invoice is routed to wherever you retrieve your email – laptop, smartphone or tablet.

Any authorized approver can accept, reject or modify the

process. The modification allows the approver to change the assignment of the invoice to a project, separate cost center or internal order.

EasyInvoice offers these additional features that enhance your digital journey and drive innovation, adding value for your business users:

- 1 – Dashboard and Work Queue that align with your KPI's
- 2 – Reporting and Analytics by Vendors / Users
- 3 – Notifications and Process Intelligence
- 4 – Integration to Procurement Processing

Automating Accounts Payable drives efficiency, accuracy, cost reduction, and scalability to your critical supply chain processes.

Getting Started with easyInvoice:

Are you ready to transform your workplace with automation? Titan's innovative easyInvoice AP Automation solution enhances the visibility of these processes and adds value to your business in weeks, not years. If you would like to see how Titan's easyInvoice can help you reduce your TCO of SAP, get in touch with us by visiting our website at titanconsulting.net or contact Warren Norris at 972.679.5183 or warren@titanconsulting.net.