

# Accounts Payable Automation

Accounts Payable (AP) is a key function that affects profitability and operations throughout your organization. Yet too often AP processes are slowed down with manual tasks, inaccurate data and exceptions. These are the issues that prevent AP from playing a bigger role in financial strategy.

Accounts Payable Automation solutions from Hyland address these challenges on multiple levels at every stage of the AP process. From the moment an invoice is received to when payment is released, our industry-leading technology improves data accuracy, simplifies approvals, ensures compliance with business rules and makes it easy to access supporting documents whenever and wherever they're needed.

## Capture data and get invoices into your system faster

AP Automation starts with capturing documents in nearly any language and currency, from any source—paper, fax, email attachments, XML and PDF—and extracting key data. After capture, extracted data is validated by matching it to back-end databases and transferred to your enterprise systems.

Advanced capture technology increases straight-through processing because it can accurately match extracted invoice data even when it isn't identical to back-end information. This allows you to handle even complex tasks, such as automating line-pairing of partial invoices to the corresponding purchase orders.

## Manage approvals to shorten the AP cycle

AP Automation simplifies and speeds up workflow within the AP department, as well as for invoices and documentation that must be routed for approval.

Real-time alerts notify personnel of documents awaiting action. You can monitor the status of items and reassign or escalate tasks to avoid bottlenecks. Workflow is easy for AP process owners to administer and modify. Rules and alarms can be centrally managed with intuitive, graphical tools that simplify designing new workflow or changing existing ones.

A web-based interface designed specifically for mobile devices gives approvers access to pending tasks, so they can approve, reject and comment on invoices from their tablet or smartphone.

## Access documents whenever and wherever they're needed

Content management for AP Automation connects users with the information they need when they need it. You gain instant access to all documents related to an invoice or a vendor, in the context of your ERP system, from any device.

Mobile access features let enterprise users review invoices without interfacing directly with the accounting business application. Approvers can view invoice header and line details, the invoice image, document attachments and comments added by other users.

## Build on your existing systems and IT investment

AP Automation works with the technology you already have—even multiple ERPs—so your IT strategy remains intact. It's true, deep integration that smoothly connects processes and documents with transactions in your ERP. This means you'll eliminate error-prone, time-consuming, manual tasks that often take place behind the scenes.

### AP AUTOMATION IN ACTION

