

Mobile AP Approval Application: Managing Invoice Payments on the Go

Esfer's mobile accounts payable (AP) automation application delivers faster invoice processing, improved efficiency and on-the-road accessibility for employees who approve vendor invoices prior to payment.

Benefits at a glance

- 24/7 access to electronic invoices from anywhere
- Quick resolution of exceptions and approvals
- Less time needed to process vendor invoices
- Excellent supplier relationship

Application Overview

Esfer's AP automation application enables mobile users to approve invoice payments from their Apple® iPads, iPhones and iPod touches while on the go, speeding up the entire process.

The application is available for free on the Apple App Store™. Once installed, users can connect to the application to view invoices pending for approval and manage approvals as their application administrator activates the right to do so.

Login to the Esfer on Demand account is done using a secure Internet connection, ensuring that company data is kept secure.

How to Get Started

1. **Download and install** the application to your Apple device.
2. Ask the administrator to activate the **permission to use the app** (otherwise the application will be in read-only mode).
3. Log onto the application **using your current login** to the Esfer Accounts Payable account.
4. **Start approving invoices** from your Apple device!

With the Mobile App, Esfer on Demand Users Can:

- View the list of vendor invoices awaiting approval, or those on hold
- View invoice images as they were received by the accounting department
- Instantly access key invoice data (e.g., supplier name and total amount), as well as any comments from previous approvers
- Approve, put on hold, or return an invoice to the previous approver or the accountant, with the option of leaving a comment at each step

