

# ACCOUNTS PAYABLE AUTOMATION: A Snapshot of Esker's Cloud-Based Solution

To help make paper-free accounts payable (AP) a reality for organizations of all sizes, Esker offers a best-in-class alternative to manual AP invoicing designed to minimize costs, improve efficiency and reduce IT resource requirements. Esker's Accounts Payable automation solution is delivered as a cloud service for quick deployment and fast results, combining robust functionality in an affordable package.

## What Are the Benefits?

Based on Esker customer results, typical benefits achieved by organizations using Esker's Accounts Payable automation solution include:

- Up to 65% faster AP invoice processing speeds
- Data entry accuracy rates of over 99%
- Return on investment realized in 3-6 months
- As much as 40-60% lower purchase-to-pay costs
- 100% visibility into every invoice via a full audit trail and key performance indicator (KPI) dashboards for monitoring and reporting
- Improved supplier relationships and increased supplier self-service via a convenient online portal
- Elimination of duplicate payments
- Support for shared services center (SSC) initiatives



## Key Solution Features

### Analytics & dashboards

Invoices are visible at each stage of processing to make every users' actions more strategic and value-added.



### CFOs get insights into:

- Organizational spend overview
- AP cash flow
- AP process metrics
- Days Payable Outstanding (DPO)

### AP Managers get insights into:

- Spend visibility
- Spend by category, volume and supplier
- Accrual reporting
- Payment KPIs
- Process efficiency

### Cost Center Owners / LOB Managers get insights into:

- Requests pending approval
- Budget control and forecasts
- Spend analysis and trend

### Invoice receipt

Invoices are received and routed to the AP specialist verification queue in Esker's Document Manager web interface.

- Inputs and file formats include: scan, fax and email with Microsoft Word, Microsoft Excel, TIF, JPEG and PDF attachments
- Invoices received by fax, email, file transfer or via the supplier portal are automatically routed to the right person(s) queue for review based on predefined criteria

### Invoice validation, coding & verification

Manual data entry and coding tasks are now automated (e.g., entering vendor name, vendor number, vendor invoice number, invoice data, amount, etc.). The solution also offers:

- Automatic verifications (e.g., "possible duplicates" of vendor information, taxes, invoice balance, etc.), which AP specialists can double check against master data to negate or correct
- 3-way match verification that automatically checks for the corresponding POs and goods receipts when a PO-related invoice arrives
- Coding templates to apply predefined account allocation for a vendor or type of purchase so that AP data entry and coding is minimized during non-PO invoice processing
- Access to the list of cost center and general ledger (G/L) information or PO number to correct/update prefilled information
- Touchless processing, whereby certain invoices can be set up for automatic processing and management that requires no human intervention

### Invoice approval & exception handling

**Payment Approval**

Approval Mode Request approval first, then post

Line 1 - 3/3

Step	Approver	Approved
Approver 1	Mark CCOwner	<input type="checkbox"/>
Approver 2	Christine Manager	<input type="checkbox"/>
Approver 3	Alice Manager	<input type="checkbox"/>

**Comment**

**History**

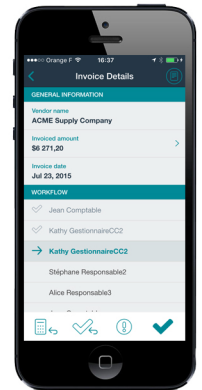
- 15/10/2014 16:41:37 - Put on hold (Waiting for good receipt) by Mark CCOwner. waiting for GR
- 15/10/2014 16:41:34 - Payment approval requested by John AP Specialist

Based on predefined criteria such as invoice total, vendor name or exception type, the invoice is automatically sent to the appropriate workflow path. Following an email prompt, approvers can click on a link to a validation interface where invoices can quickly be approved, rejected or put on hold. Should an invoice be sitting on someone's worklist for too long, an email reminder will be automatically sent to escalate the approval process. As a business evolves, it can easily set up new workflows using the workflow designer graphical interface.

### Mobile invoice approval app

Available 24/7 from Apple® or Android™ devices, Esker's mobile invoice approval application equips users with on-the-go approval capabilities to:

- View invoice lists
- View invoice images
- Instantly access key data
- Review coding before approving
- Approve, hold or send back



### Invoice image archiving

The image of the invoice is stored in the Esker archive along with all processed information, workflow steps and processing data for the desired retention period. Users can conveniently access the archived document and data from the links in their ERP invoice record or using the multi-criteria search engine available in the Esker application.

### ERP integration

Esker's Accounts Payable solution directly integrates with the main ERP systems on the market either via formatted output files or dedicated connectors. The application includes retries and troubleshooting mechanisms so that invoices are correctly integrated in the target application.



For any company operating with paper-based and manual processes, I strongly suggest they implement a system like Esker. It brings huge improvements, drives efficiency, and just makes it so much easier to do AP.

Worldwide AP Process Owner, Maxim Integrated

### Compliance monitoring

The modifications history feature helps users quickly identify who did what, when and where in the event questions about an invoice arise.

### Supplier portal

Esker enables a company's suppliers to access an online portal where they can directly submit invoices and other related documents, check invoice statuses and communicate with their AP team via a chat tool.

**Conversation with TMC Truck Leasing**

John Davis: Write a message...

6/5/2015

John Davis: Let me double check this and send you the corresponding credit note asap. 12:28:57 AM

Eric Requester: The price for the laptop does not match our records. 12:28:34 AM



The great thing about Esker is, you don't have to be a gigantic company to benefit from it. Our footprint is relatively small and we've gained enormous value already ... with more to come.

CFO, Austin Powder Argentina

### On-demand / on-premises

Esker's Accounts Payable solution can be easily deployed as a cloud-based service or on-site. All of the functionality is built into a single platform, minimizing operational complexity, and can integrate with a wide range of ERP/business applications without any additional hardware or software requirements.

### Shared services center support

Esker's Accounts Payable solution is easily scalable and consolidates even the most complex of AP operations without disruption, allowing businesses to easily support their shared services center initiatives.

## Support & Training

Esker provides two days of training for end-users and administrators. In addition to testing sessions with users, Esker training is adapted to different user profiles and usages of the Accounts Payable solution. This includes daily AP team use and administrative use, and in-depth knowledge on application features.

To improve automatic data recognition, Esker offers technical training and support on the solution's specific features, such as Teach functionality.

Following go-live, all users have access to Esker Solutions Support during core business hours.

## Solution Add-Ons

Beyond the Esker's baseline Accounts Payable solution, users can choose from optional add-on features to meet specific requirements, each available for a flat fee, including:

- **Automated table replication:**
  - Vendors
  - Cost centers and G/L accounts
  - Approver rules

- **Additional workflow rules** (on top of default provided rules)
- **Recognition teaching**

*Consult Esker for other custom requirements*

## Why Esker?

Esker is a worldwide leader in cloud-based document process automation software. Users benefit from years of experience in delivering the capabilities that customers want — built into a solution that's ready to produce fast results and high value for any company with minimal cost and effort.

To protect critical information, Esker's global on-demand production centers are monitored 24/7 year-round and designed for dependable data confidentiality. Esker's top priority is secure and traceable processing of documents and messages.



### SSAE 16 & ISAE 3402 compliance

Esker is proud to have earned SSAE 16 and ISAE 3402 Type 1 and Type 2 compliance for its on-demand automation solutions (following an audit conducted by A-lign™). This validates that Esker's internal controls, processes and procedures for on-demand customers have been formally reviewed and are in accordance with the SSAE 16 and ISAE 3402 guidelines.



### HIPAA & HITECH Act compliance

Esker has successfully completed a thorough security assessment of its on-demand automation solutions against the published safeguards and breach reporting requirements of the HIPAA and HITECH Act. This evaluation demonstrates that Esker's processes, procedures and controls for handling ePHI are in compliance with industry standards.