

ZeroTouch Invoice Processing

Automate Your Accounts Payable Processes

As organizations look to strengthen controls, drive out costs, and increase efficiencies, manual and time-consuming processes are an ideal place to start. ASPEN Accounts Payable moves you to a truly paperless environment for invoice processing. It incorporates industry-tested workflows, processes, and methodology that optimize both the controls and efficiencies of the AP process. It is delivered as Software-as-a-Service solution, freeing companies from the risks, hidden costs, high failure rates, and extended implementation timeframes of in-house systems.

Strengthen Controls

The improved visibility and instant access to invoices eliminates the chance of misplacing or losing paper, duplicating or overpaying invoices, or making late payments. Online notifications remind approvers that an invoice needs to be processed, ensuring they are sent to accounts payable sooner. Controls for Sarbanes Oxley compliance are also enhanced because all review information is saved with the invoice. This improves the audit review process as well because AP departments can quickly provide access to invoices based on internal and external audit requests.

Increase Efficiencies

AP staff productivity is dramatically increased so AP departments can handle growing invoice volumes without adding people or reassigning resources. The Straight Through Processing module processes as many invoices as possible without AP processor involvement. This frees up AP processors to work on invoices where there are matching exceptions or to handle more value-added activities.

In addition, they can spend less time responding to vendor inquiries because the vendor can view their invoice information through the Vendor Portal. The built-in best practices then speed invoice processing, giving you the ability to take advantage of more early-pay discounts.

Follow a Cost-Effective Approach

With ASPEN Accounts Payable, you are able to outsource the problem but control the solution. Because it is a SaaS solution, there's no software or hardware to buy, install, and maintain. In addition, there are no implementation fees for you to pay. Implementation can be completed in days, enabling you to quickly automate accounts payable and streamline the review and approval process to significantly reduce costs. You also don't have to worry about scanning and indexing because the solution includes the Invoice Virtualization Center, which works as a conversion center for scanning and data capture of invoices sent as paper, email, fax, or FTP. This ensures that you never have to touch a paper invoice again.

ASPEN Accounts Payable

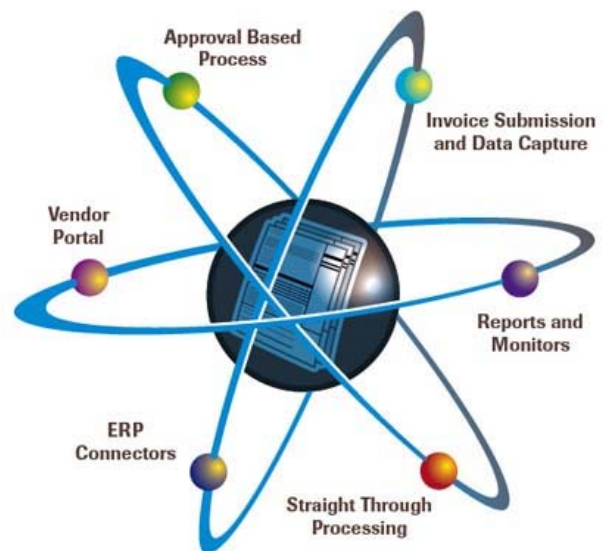
Streamlined Exception Handling

ASPEN Accounts Payable focuses on enhancing the exception process handling. This streamlines the AP processors role by providing the workflow tools and matching information necessary to resolve the exceptions in a timely manner.



Enhance Your Accounts Payable Processes with Select Modules

ASPEN Accounts Payable offers different modules of functionality that improve your AP processes. Straight Through Processing enables you to process as many invoices as possible without AP processor involvement. The automatic three way matching process matches invoice details to line item PO and Receipt data details. When exact matches, or matches within predefined tolerances, are met, ASPEN Accounts Payable auto matches the invoice, then completes the transaction using Straight Through Processing and passes the data directly to the ERP system. The PO Requisition system gives you the ability to generate POs and route them online for approval. Upon approval, POs are emailed to the suppliers so that paper is not being passed back and forth. Automated 2 way matching occurs between the PO and the invoice when it arrives.



Benefits of ASPEN Accounts Payable

Utilize ZeroTouch Invoice Processing

Never touch an invoice again. Invoices can be sent directly from the vendor to the Invoice Virtualization Center, where they are scanned, indexed and uploaded.

Boost Staff Productivity

Increase efficiency through reduced AP invoice preparation, staff and manager approval, and back-office processing times.

Add Security with Access Controls

Ensure documents are only viewed by authorized users.

Improve Vendor Support

Enhance interaction with suppliers and vendors by allowing them to access information about their invoices instantly on the Web.

Focus on Results, not Infrastructure

The Software-as-a-Service model minimize upfront investment and risk.

Eliminate Lost or Misfiled Documents

Capture invoices immediately online to eliminate misfiling or losing critical documents.

Enhanced Reporting

Take advantage of custom, analytical reports that can easily track invoice processing, user metrics, and more.

View Audit History Trails

All workflow actions are recorded, facilitating an efficient and accurate audit process. Compliance management is also less time consuming with automated processes.

Connect to any ERP System

Transmit data to and from your financial system with little or no effort from IT staff.

Reduce Process Errors

Prevent mistakes that lead to unproductive rework, time-consuming supplier inquiries and duplicate or late payments.

Automate Approvals

Straight Through Processing matches invoices without AP processor intervention to achieve a truly automated three way line item match.

Speed Approval & Payment Process

Route invoices electronically for faster approval and accelerated turnaround time.

Archive Systems delivers products and services that enable organizations to manage paper and digital documents. The company provides a bridge to a paperless future by uniting traditional records management with cloud-based Virtual File Room technology.