AP-EAS

The best kept secret in accounts payable!

AP-EAS is the simplest, most innovative system available today for handling the workflow involved in processing supplier invoices. Easily integrated with your finance system, AP-EAS enables invoices to be centrally scanned and routed electronically to staff for coding and approving, thus ensuring your accounts payable process is quick, efficient and cost-effective.

AP-EAS will:

Boost efficiency: Every person involved in your accounts payable process will be able to do their job more effectively and accurately, in less time.

Improve control: Your auditors will be impressed with the audit trails and level of control available at every step in your accounts payable process.

Reduce costs: Decreasing task times, processing error rates and storage costs will save your department and company significant dollars.

Improve supplier relationships: Suppliers will be paid on time and have their invoice queries answered accurately in seconds.

And it gets better! AP-EAS also…

- Reduces the number of user licences required for your finance system
- Provides quick, online access to invoices for all approved users in your business
- Can be integrated with most financial systems
- Requires minimal staff training
- Decreases paperwork and on-site storage requirements

Key Features

- Records costs against multiple GL codes & projects
- Scans and retains electronic images of all supplier invoices
- Enforces pre-approved delegation levels
- Maintains an audit trail for every step in the process
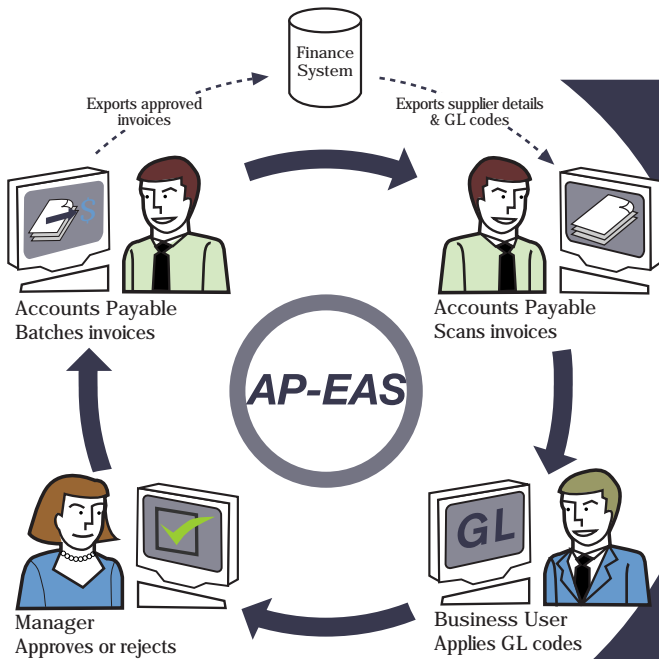- Enables users to dispute invoices
- Supports delegation of duties

Optional Modules

Expense Claims – gives your staff a quick and easy way to submit claims for accommodation, travel and other expenses, whether they are in the office or working at a remote location.

Purchase Orders – enables your staff to create & submit purchase orders for approval. The subsequent supplier invoice is then automatically approved for payment if it falls within pre-defined tolerance levels.

Does this sound familiar?

It could be so much better with AP-EAS…

Invoices often get mislaid or lost altogether.	An electronic image of every invoice is created as soon as it is received.
Staff don't action or approve invoices promptly.	Staff find it easy to action invoices immediately simply by clicking a link in their email.
Staff have to rely on memory or old printouts when assigning GL codes.	Staff can see up-to-date GL codes directly in AP-EAS.
Unplanned budget blowouts occur.	Managers can see up-to-date budget and spend-to-date figures online, before they approve an invoice.
Accounts Payable can't answer queries from suppliers.	Accounts Payable can instantly look up any invoice online and find out when it is due to be paid.
Physical invoices take up valuable office space.	Physical invoices can be stored in cheaper off-site storage or destroyed altogether if your tax authority supports this.
The expense of deploying your finance system to the desktops of all line staff is prohibitive.	Line staff can see all the financial information they need in AP-EAS and so don't need to have user licences for the finance system at all.

Finance System

Exports approved invoices

Exports supplier details & GL codes

AP-EAS

Accounts Payable
Batches invoices

Accounts Payable
Scans invoices

GL

Business User
Applies GL codes

Manager
Approves or rejects

But don't just take our word for it.

"AP-EAS has enabled us to centralise and streamline our accounts payable processes and to improve the speed with which we can pay our suppliers. It has made a significant difference to our business".
David Walsh, CFO, NZ Racing Board

"We believe the investment we have made in AP-EAS will be paid back many times over by the reduced costs incurred in reworking the AP invoices as was required in the manual process".
David Robertson, Accounts Payable, NGC

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