

AP ASSIST



AP ASSIST—FROM MANUAL ENTRY TO AN EASIER PROCESS

Do you spend too much time manually linking scanned accounts payable (AP) invoices to purchase orders and creating AP records for payment? Are your skilled employees spending too much time on this process instead of focusing on higher value-added tasks? A daily task like linking scanned invoices and creating AP records should be a simple and easier process that any employee can complete. And now, with Activant AP Assist, it is.

When you scan each invoice, AP Assist uses OCR technology to capture the information and place the data into a template. After you verify that the information is correct, press go, and AP Assist automatically drives the data to your Activant Document Management system and into the correct vendor folder. It then links the invoice to an existing purchase order (if there is one).

While AP Assist is linking the invoice to the purchase order, it is also automatically creating an electronic document that will easily flow into your accounts payable system.

This eliminates the need to manually rekey the payables information into your accounts payable system.

The result? The time it takes to link each invoice and create the corresponding AP record decreases dramatically, which can free up your most knowledgeable AP employees to accomplish higher-level tasks. And, instead of the invoices sitting in someone's inbox for hours, AP Assist enables the person who opens the mail to complete the scanning and linking process right away. What took hours to complete—from opening the mail to creating the record—now takes minutes... or even seconds.

Since AP Assist eliminates the manual entry associated with linking each invoice to a purchase order and creating the AP record, the possibility for data entry errors and mistakes (e.g. linking to the wrong purchase order) decreases dramatically. You can count on AP Assist for the most up-to-date and accurate views of your accounts payable.

BENEFITS

- Save on labor costs—no more double entry or manually linking documents
- Increase accuracy by reducing manual entry errors
- Assign new, value-added projects to knowledgeable staff
- View more up-to-date information concerning your accounts payable



KEY BENEFITS OF AP ASSIST

Significantly Reduced Labor Hours to Complete Daily Process

- Eliminates manual linking and data entry associated with receiving AP invoices
- Cuts an entire step from the process—invoices no longer sit in the inbox for hours
- Helps you save two minutes per invoice—with over hundreds of invoices, that translates into significant labor savings

Increased Accuracy from Eliminating Manual Entry

- Drives data to the document management system and into the correct vendor folder every time
- Links to the correct purchase order
- Accurately fills in the entries necessary in the Activant AP system

The Right Staff for the Right Job

- Enables you to assign new, value-added projects to knowledgeable staff
- Helps employees unfamiliar with accounts payable, handle the inputting process with ease
- Eliminates the bottleneck often associated with scanning and linking—anyone can complete this step now!

Confidence in the Numbers—Finally!

- Enables the most up-to-date view of your accounts payable
- Allows you to make better, informed decisions with a current, accurate AP report
- Paves the way for building better vendor relationships—you are now armed with the latest information on paid and unpaid invoices

AP Assist is available for use with the Activant Falcon® and Activant ECS Pro systems.

ABOUT ACTIVANT

Activant, a leading technology provider of business management solutions serving small and medium-sized businesses, offers customers tailored proprietary software, professional services, content, supply chain connectivity and analytics. Activant's systems are designed to help customers increase sales, boost productivity, operate more cost-efficiently, improve inventory turns and enhance trading partner relationships.

To learn more about this or other Activant products and services, please call 800.688.9606.



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