


AP Automation Benefits for AP Managers & Their Team



AP
Manager

BEFORE Automation

Accounts payable is the hub of all transactions. As the accounts payable manager, you and your staff deal with paper-based processes and manual tasks that take up a lot of time.

Before implementing an accounts payable automation solution, here is how you might spend your day.



Indirect Materials

Indirect material invoices, purchase orders (POs) and goods receipts each have their own set of file folders. You manually go through these 3 files in alphabetical order to locate POs and shipping receipts for the invoices you have.

You review “stranded” POs and goods receipts to find out why they haven’t been invoiced, or if they were paid without the PO and shipping receipt.

Manually Matching

In most organizations, matching usually takes about 15 minutes of file shuffling and amount-checking for each and every invoice.

Once you have finished matching, you go into your email program and start following up on emails you have sent to employees and vendors.

Email for Everything

You scan in new invoice activity that has to be investigated. Once you follow up on the emails that you have already initiated above, you now start new email threads about exception invoices.

To do this, you scan the invoice in order to attach it to an email and start another conversation you will follow up on.

The follow-up could be reminding the email recipient that they need to respond, or it could be looking up a past response to print in order to attach that response to the invoice packet for audit purposes.

BEFORE Automation

Keying Invoice Data

You manually key in invoice information to the ERP when you have a 3 way match, or an email that you have printed that provided the authorization to post the invoice into the ERP.

You then turn to another set of paper files – called Posted Not Paid. This is where you place the invoices that have been keyed into the ERP and are now waiting for payment to be made. Once the payment is made, you file them in their final location as a payment batch, or attach them to the check.

Direct Materials

Now you shift your focus to the direct materials side. You have a different invoice file for all of your direct material invoices. They will not be matched to a hard copy PO or goods receipt because they have all been received into inventory. You have to match these manually.

You use a Received Not Invoiced (RNI) report, crossing off lines as you match them. These invoices must be matched in the ERP at the line level, matching on both their tiered pricing and delivered quantities.

The best method is to make the first pass and match as many invoices as possible, enter them into the ERP, and rerun the RNI report. The RNI report will be updated with only the remaining unmatched receipt lines.

Mismatched Invoices

You do this until all that is left are mismatched invoices. You scan the mismatched invoices and email them to either employees within the company or to vendors to help determine what the issue is.

Many of the processes you're involved in are manual – manually keying invoice data, using spreadsheets to keep track of invoices, and depending on email and phone calls to get invoices approved.

That is time spent that can be reduced with automation.

Compliance Issues

Coworkers will do things like use a blacklisted company. There is no procedure in place to stop users from purchasing from vendors that were not on the approved vendor's list.

This means that the first place the transaction for the blacklisted vendor becomes visible is in AP during the approval process – where it is too late.

The vendor has either sent the goods or provided the service, and the invoice has been sent to AP. It's too late to correct the situation and use an approved vendor.

AFTER Automation

Once AP automation has been implemented and integrated with your ERP or accounting system:

- You have visibility and self-service reporting from departments and subsidiaries. You are no longer dependent on spreadsheets.
- You're not searching through file cabinets. AP staff gain time from not having to file, un-file and re-file at each step.
- You gain the confidence of management and your vendors.
- Month end activities and report gathering is coming from a place where all of the data is accurate and exportable.
- The process has removed non value added manual tasks.
- You have visibility into both the transaction status and history, so that if a credit hold situation occurs you immediately have access to the problem.

- You have metrics available to watch the productivity of your AP staff. This allows you to have confidence in your team and to address areas of improvement when you see the need.
- You are no longer the person that has to do other tasks that fall into the gap called 'someone has to figure it out' before the information can be used.

Rillion Solution Stack

Rillion AP Automation

- Invoice Data Capture
- Invoice Processing
- Approval Workflow
- Searchable Archive
- Auditing

Rillion PO Matching

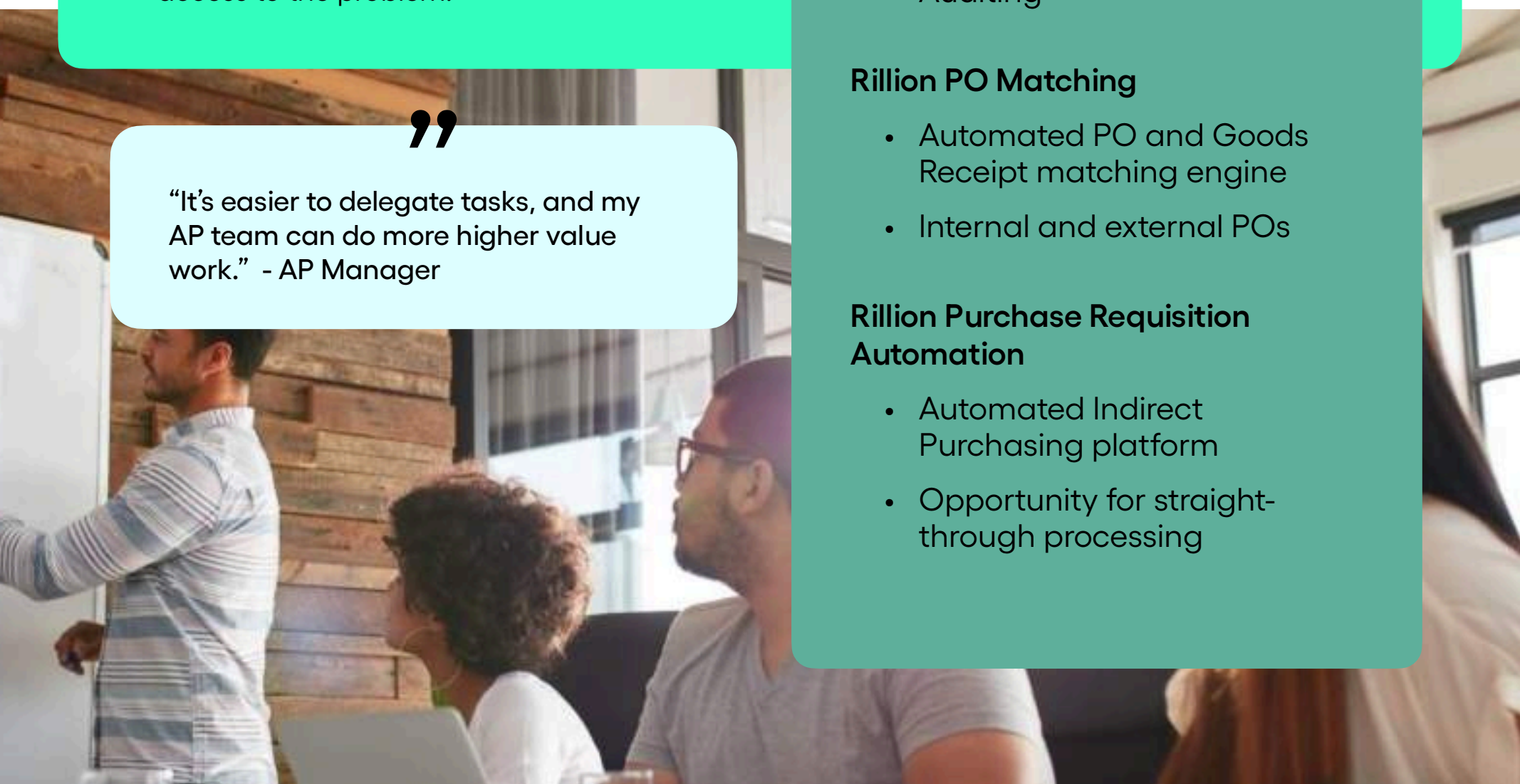
- Automated PO and Goods Receipt matching engine
- Internal and external POs

Rillion Purchase Requisition Automation

- Automated Indirect Purchasing platform
- Opportunity for straight-through processing

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“It's easier to delegate tasks, and my AP team can do more higher value work.” - AP Manager



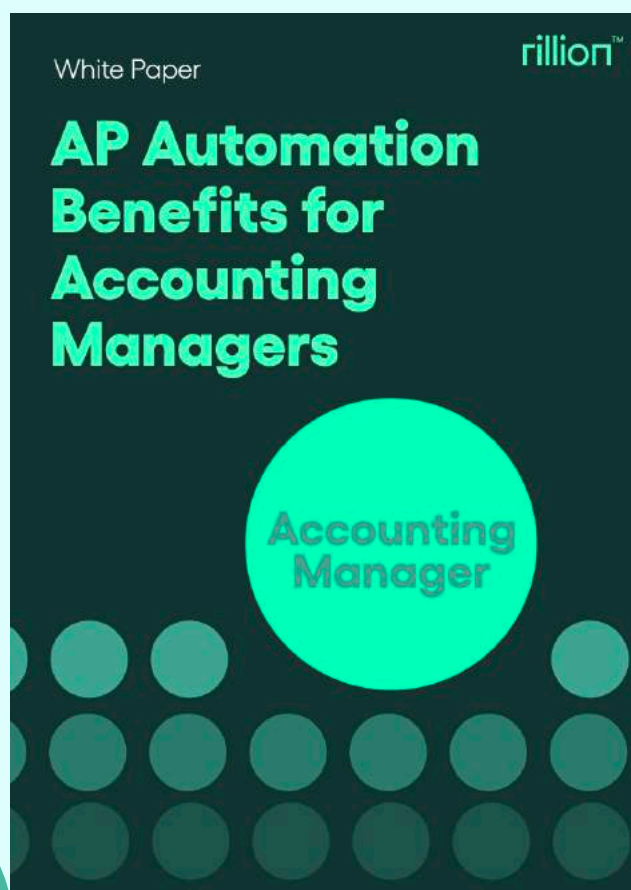
AP Automation Benefits for Every Role

Our series on AP Automation benefits for different roles shows how Rillion's Accounts Payable Automation solution can make a qualitative difference – no matter where you engage with the accounts payable process.

The series highlights how technology can impact all of the people purchasing and invoice processing touches, empowering roles in the organization with transparency and accountability.

These scenarios also illustrate the importance of a solution that has the flexibility to match the culture and complexity of the AP process. Many organizations have variables such as multiple locations, multiple ERPs, multiple currencies, and separate business processes.

In other words, exploring the day to day “before and after” user experience that all the roles AP touches. Which translates into saved time and reducing the need for more resources.



AP Automation Benefits for AP Managers

Integration

The data integration process can often seem overwhelming. Our industry standard Rillion Integration Engine alleviates this burden with powerful integration capabilities built into a straightforward, easy-to-use graphical user interface.

Rillion has over 2,500 installed clients globally, all connected to one or more ERP, purchasing, or accounting system. The Rillion Integration Engine interface offers several options to facilitate communications and data sharing between Rillion and your business system.



[Schedule a Consultation](#)

★★★★★
"Easy to Use."

Ap Automation with Rillion saves time, lowers costs and improves efficiency for over 3,000 clients worldwide.

96%
User Satisfaction Ratings

To learn more, visit rillion.com
AP Automation for your peace of mind - we got this!