



# smartPayables

*end to end invoice processing!*

Redmap **smartPayables** removes the costly and error-prone manual handling of supplier invoices. Immediate return on investment is achieved by automated matching to purchase orders, automatic capture and upload of data to the Finance System, and web-based approvals workflow. **smartPayables** can reduce the cost of Accounts Payable processing by more than 50%.

In 6 simple steps **smartPayables** will process your invoices, seek appropriate approvals, update the General Ledgers and file your documents ... in most cases automatically.

## 1 CAPTURE

Capture invoices at the source and remove the need to post documents back and forwards to Head Office. Integration with email and fax servers means invoices can be directly captured without generating a paper document to process.

## 2 SORT

Invoices are electronically sorted to separate those which are pre-approved by Purchase Orders or by standing order (such as rent or utilities), and those which require management approval.

## 3 VERIFY

The invoices and the captured data are presented to the Accounts Payable clerk to confirm that the data has been captured accurately. Many customers choose to add additional information at this stage which is not available on the invoice such as store numbers or additional GL codes.

## 4 APPROVE

Those documents which require approval are routed to the appropriate manager for approval. These routing rules are customised to each client and are simple to manage. The manager simply clicks the link in the email and either approves the invoice or updates the status and routes as appropriate.

## 5 POST

All documents, once approved, are automatically posted to the General Ledgers. Don't waste your time manually keying and coding these invoices, let the technology do it for you!

## 6 FILE

Documents may now be found based on key pieces of information, such as vendor name or invoice number, or based on any word in the document. The search tool is web based which means anyone with the appropriate user permissions can search the documents from anywhere in the world.



CAPTURE



SORT



VERIFY



APPROVE

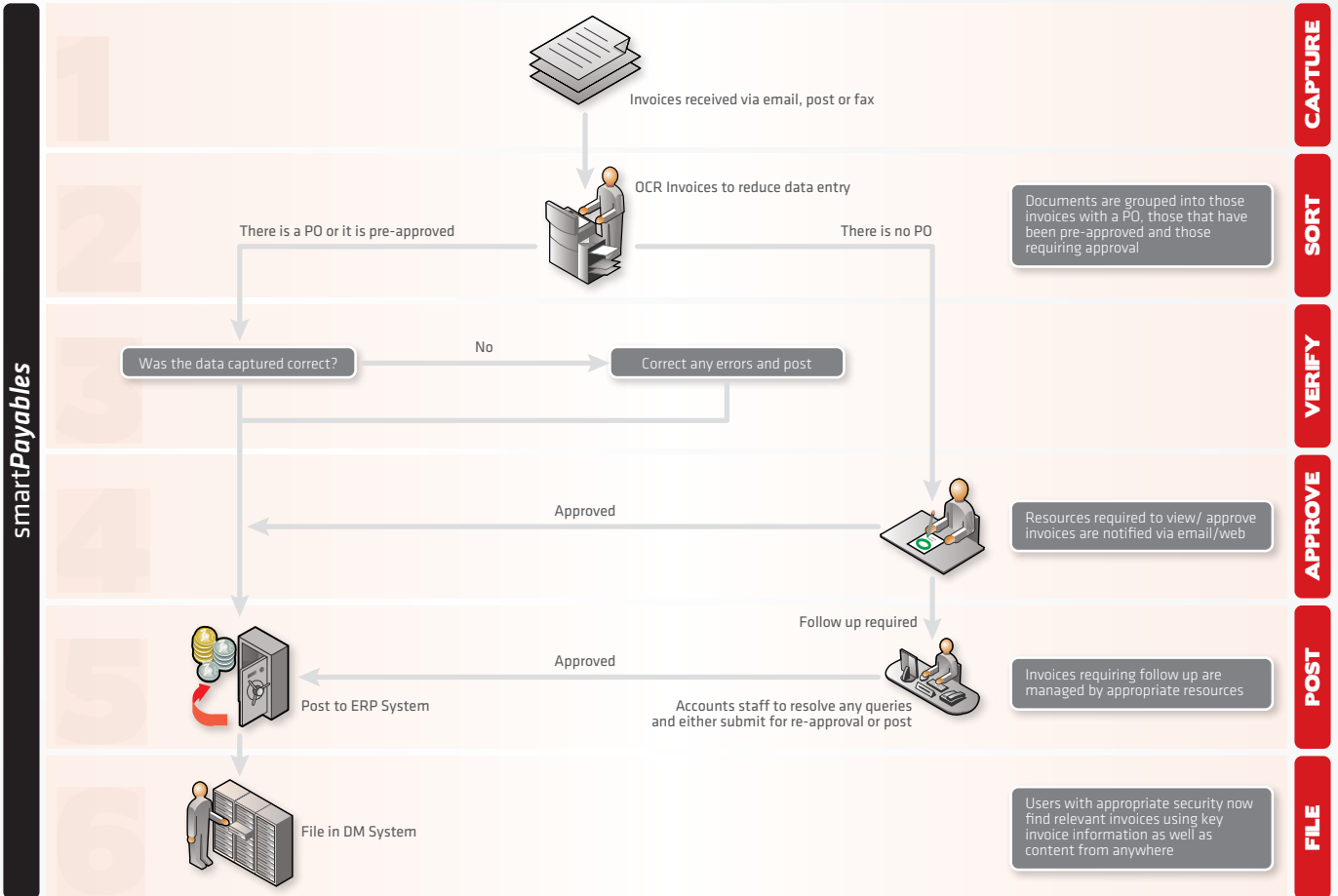


POST



FILE

# smartPayables generic workflow



Naturally the quality of the data extracted from the invoice is the key to the system. **smartPayables** manages a set of invoice 'signatures' which are updated on-the-fly as invoices are verified. The system is extremely simple to use for the accounts clerk and there is no more requirement for costly template designs from your solutions provider.

Posting data to the GL is a tedious task that is time poorly spent in your Accounts department. Once the invoices have gone through the Verify and Approve steps, ensuring that the data is accurate and the orders have been signed-off, **smartPayables** will automatically update the appropriate ledgers for you. Custom designed connectors for the industry-leading Finance & ERP systems mean that the extracted data is uploaded with no manual intervention.

Storing documents in a text searchable document management system with secure web access means that documents can be found in an instant. Integration with your Finance or ERP system means that documents can also be accessed directly from your existing business tools, minimizing change management required for staff and therefore improving your return on investment.

