Powered by AI and Machine Learning

AP Invoice Automation

Eliminate manual processing of AP invoices, save time, reduce costs and improve efficiency.

iDocuments AP automation enables you to reduce manual and repetitive tasks, reduce costly errors, and importantly save time, allowing your AP team to focus on creating value for the business.

iDocuments is quick implement, easy to use, flexible, and importantly, enhances your existing ERP/finance system investment by tightly integrating with your financial systems and data.

- Eliminate manual processing of AP invoices.
- Web-browser interface, iPhone or Android phone app.
- Automated AP invoice data extraction with 'no invoice template' setup required.
- Line level data extraction from invoices.
- Integrated document archive
- Streamline, standardise and optimise invoice approval to your business rules and workflows
- Powerful automated 3-way matching
- Complete visibility for improved cash flow forecasting
- More efficient supplier management

Automated purchase order and receipt matching
Automated 3-way match of purchase invoices against purchase orders and receipts: enforce 'no PO no pay'. Exceptions, errors, 'no PO' and out of tolerance invoices are routed automatically for approval via iDocuments web application or mobile apps.

Capture
Machine Learning capture and extraction of header and line data from emailed AP invoices.

Validate
Automatic matching and validation of the invoice against supplier and open order.

Process
Automatic 3-way matching of invoices and routing of approvals where required to the correct person for authorization.

Integrate
Posting of AP invoices and credit notes directly to your ERP or finance system for payment and reporting.

Work anywhere

iDocuments is available as web-browser interface, iPhone or Android phone app.

CAPTURE

AI and machine learning powered technology enables accurate invoice data extraction and validation of information required to process the invoice, to line level, without the need to create supplier invoice templates.

Data is accurately extracted even if an invoice from a supplier has never been processed before. The system automatically builds its knowledge base for continuous improvement.

VALIDATE

Data is automatically validated to comply with your own business rules that have been defined and enriched by adding analysis and other information.

PROCESS

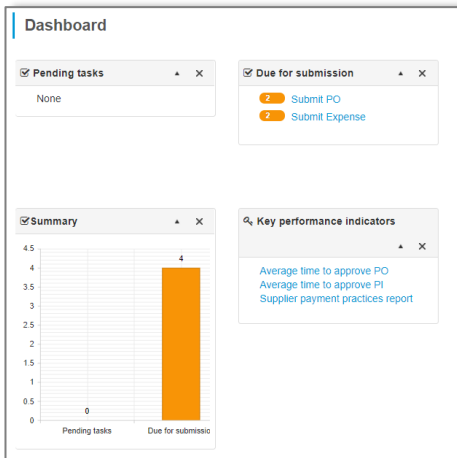### Automated purchase order and receipt matching

Automated 3-way match of purchase invoices against purchase orders and receipts: enforce 'no PO no pay'. Exceptions, errors, 'no PO' and out of tolerance invoices are routed automatically for approval via iDocuments web application or mobile apps.

Negotiate better supplier terms

With faster invoice processing and a comprehensive real-time audit trail, you can improve processing cycle times and compliance with supplier terms. You may even be able negotiate early settlement discounts, generating significant cash savings.

Straight-through processing

IDOCUMENTS APPLICATION FRAMEWORK

iDocuments incorporates a standard framework and set of tools that are designed to simplify day to day business activities, reduce manual and repetitive tasks and improve control and visibility.

Web browser-based user interface

A state-of-the-art web browser-based user interface makes the system easy to learn and simple to use so your team can focus on running the business.

Mobile apps

iPhone and Android phone apps allow budget holders, cost centre managers and other approvers to review and approve documents whilst on the move as well as enter expenses, timesheets and time-off requests.

Seamless finance system integration

One of iDocuments major strengths is its integration with your existing ERP or finance system which ensures consistent and accurate information and financial management reporting across your entire business.

Dashboard

iDocuments incorporate a flexible dashboard facility which can be personalised for each user. The dashboard provides users with details of tasks requiring their action and operational managers with a rich, accurate and timely view of their area of the business.

Archive and retrieve documents using *Smart Search*

iDocuments incorporates an integrated digital document archive with an intelligent Smart Search facility enabling authorised users to quickly locate documents and associated information.

Complete visibility

Real-time visibility of commitments and accruals before they happen for improved cash flow forecasting.

Maximise your existing ERP investment.

IDOCUMENTS APPLICATION FRAMEWORK - continued

Powerful workflow engine

The iDocuments workflow engine allows you to define rules for automatic routing of documents for review and authorisation by the correct budget holder or cost centre manager. Out of budget requests can be automatically directed to another approval path.

Automatic out of office workflow routing

Approvals are automatically re-directed when authorisers are out of office on holiday or on other absence.

Flexible business rules and application configuration

iDocuments business rules and configuration allow you map the system to your specific business needs, requirements, policies and information sources.

International reach

iDocuments is a multi-company, multi-language and multi-currency solution.

Automated alerts and notifications

Automatic alerts and notifications such as overdue approval reminders cut-out bottlenecks.

Audit trail and history

A full audit trail and history of all document transactions is maintained to provide comprehensive visibility and transparency.

Business ready KPI and analysis reports

The system is delivered with a comprehensive range of business ready reports to provide you with real-time information to help you manage your business and help you make better and more informed decisions.

Purchase Invoices → **iDocuments** Capture | Validate | Process → 90% → ERP → 10% → Manual process