ACCOUNTS PAYABLE
AUTOMATION

Account Payable (AP) government professionals know all too well the challenge of process bottlenecks or vanishing critical information. Manual processes take time. Paper takes up valuable real estate. And your people are overwhelmed trying to simplify, streamline and organize all the incoming invoices.

Patterson Pope can implement a scanning workflow that automates your AP invoice processing. Document scanning expedites invoice processing and improves visibility into your accounts payable processes. Automating the invoice management process can improve accounts payable throughput while reducing the average processing cost per invoice.

Advantages of AP Automation

By automating the invoice management process, government accounting teams can enjoy several important advantages:

- » Improved efficiency with the invoice processing cycle powered by AI and Machine Learning
- » Fewer errors and greater data quality
- » Reduced human interaction with each invoice
- » Greater accountability with easy, yet secure access to electronic data
- » Reduced costs by recapturing labor from low-value tasks

- » Enhanced visibility with a full process reporting dashboard
- » Promoted accountability by providing detailed auditable history to monitor security and employee performance
- » Enforced consistent business practices, reducing process variance and associated risk

Leverage a centralized program to better manage your processes from purchase order to payment notification. Here's how:

Improve invoice cycle time.

- » With the benefit of invoice automation, your team can consistently process invoices faster and more efficiently. We've seen invoice processing speed increase by as much as 5X!

Reduce process costs.

- » Not only can you reallocate accounting resources to projects more important to your office's success, but you can also take advantage of early payment discounts and eliminate vendor's late fees.

Reduce footprint.

- » Document scanning saves space and helps you meet sustainability goals by reducing paper processes.

Enforce control to reduce risk.

- » Removing manual data entry can improve data quality and reduce time spent on invoice exceptions. Automating the process also avoids lost and duplicate invoice issues while your office gains tracking capabilities to determine document handling trends.

Enhance process visibility.

- » Foster stronger supplier relationships by ensuring vendors are paid promptly. Simplify PO and invoice reconciliation to ensure materials and supplies keep flowing as expected.

A Case in Point

Carteret County government offices were entirely manual. All AP processing was done using paper invoices. Everything was manually entered into their system with handwritten coding and signatures required. This process had worked for decades but wasn't feasible when the county's AP team was unable to work in their offices.

Patterson Pope installed OnBase Workflow as the county's single enterprise information platform for managing content and processes. After learning the office's roles and responsibilities and mapping out the workflow currently in place, our process streamlining experts developed an automated replacement.

Entire steps in the previous process were removed to cut the workload for the AP team. The AP Invoice Processing solution uses document scanning and import as well as eForms allowing for electronic coding, autofill and database lookups against a master directory. Working with Carteret's employees, Patterson Pope further optimized processes by providing a framework of rules to efficiently route electronic documents and data.

With the workflow promoting effective approval management across multiple lines, the solution significantly decreased document processing time to increase staff productivity. Together, this business process optimization:

» Facilitated business transactions by presenting all related documents and data to the user, with greater accuracy and fewer errors

» Increased efficiency with the avoidance of decision-making delays and workflow bottlenecks

» Allowed relevant data to be presented in a self-service dashboard for real-time analysis

» Provided a faster turnaround and higher quality processes, which have led to improved interactions with supply chain partners

With alternative solutions, Carteret County would have required to fit its processes to what was offered. Patterson Pope offered a tailored approach with the solution built from scratch to meet Carteret's needs – with the flexibility to tweak the workflow processes along the way.

Want to learn more? Contact us now for a free assessment.