



Adest AP

Accounts Payable Document Processing Solutions

LESS PAPER, MORE PROFIT

**Processing 2,000 supplier invoices
per month could save €100,000 per year**

“An Account Payable division must be as cost efficient as possible. Adest AP reduces such costs by automating invoice capture and processing.”

ADEST Accounts Payable (AP) Solutions

Automating the AP process removes unnecessary costs, for example;

- Personnel spending unnecessary time;
 - Keying information (data entry)
 - Matching documents and line items
 - Distributing documents for approval
 - Tracking documents and their status
- Poor access to appropriate documents and files
- Cumbersome approval processes
- Increased payment cycle and penalties for missed due dates
- Poor visibility over and control of the purchase and payment process
- Misfiled and lost documents

Adest AP will:

- Remove unnecessary costs by automating the capture and posting of incoming purchase documents.
- Link (without software coding) to existing financial applications in order to electronically file and store purchase invoices, etc.
- Remove the requirement to distribute paper documents (or copies) outside of the accounts payable department.
- Electronically route relevant documents to key personnel in the approval process for authorisation.
- Automatically match documents, e.g. purchase orders with supplier invoices and / or other related AP documentation.
- Provide instantaneous access to all documents for immediate on-line query resolution and electronic distribution of copy documentation.
- Enable Web access to specific documents, i.e. self-service for internal or supplier query resolution.
- Centrally store and archive all your Accounts Payable documentation referencing hardcopy storage locations for legal admissibility and corporate compliance purposes.
- Provide audit trails for each transaction, linking to key documents for viewing (on screen), printing or distribution via e-mail.

Adest AP Key Features:

Usability

- Single or multiple user networked application with intuitive interface.
- Hundreds of scanners and multifunction devices supported.
- Unique invoice identification (including line items!).
- On-line HELP facilities for users.

Scaleable

- Accounts Receivable and/or other departmental document management requirements can be added as required.
- Remote user access capabilities as standard.
- No software limits on database file sizes or document numbers.

Architecture

- Windows™ based platform supporting 2000 and 2003 operating systems.
- Integration with Microsoft® Office™ applications and the Microsoft® Outlook™ e-mail applications.
- Up to 25,000 images (pages) can be stored on 1GB & Adest will support over 200 file separate file types, e.g. PDF, MS Excel, etc.

Flexibility

- Customised document exception reports provided, e.g. to identify documents processed versus document outstanding.
- Optional electronic routing of documents internally for workflow purposes.
- Automated document capture using Barcode technology.

Adest AP will automatically process:

- Purchase quotations and purchase orders.
- Goods received notes.
- Supplier invoices, credit notes and statements.
- Remittance advice notes.
- All supplementary documents and notes relating to the AP process.

Visit us at www.adept.com or call us for a presentation

Before Adest AP

- High staff and other costs usurped in documents filing, matching and processing
- Manual retrieval, re-filing and distribution of paper based files for query & disputes resolution.
- Supplier invoices paid late as a direct result of administration constraints
- Poor reporting on document reconciliation and overall department status
- Loss or misfiled documents (either temporary or due to a fire/flood)
- Pressure on valuable office space for document storage.
- No audit trails, reporting on incoming supplier query or resolution status

After Adest AP

- ✓ Increase productivity and reallocate staff by removing unnecessary data entry from paper.
- ✓ Manual matching & sorting eliminated
- ✓ Manual filing and photocopying eliminated
- ✓ Electronic storage of working documents
- ✓ Paper filing eliminated
- ✓ Electronic distribution of documents to screen for authorisation
- ✓ Automated document status updates
- ✓ E-mail (or e-Fax) distribution of copy documents to suppliers
- ✓ Documents processed quickly exploiting on-time payment discounts.
- ✓ Increased productivity amongst AP staff
- ✓ Faster and better query resolution
- ✓ Enhanced supplier relations
- ✓ Instant search and real-time retrieval of imaged documents
- ✓ Full electronic based audit trails and document history reports
- ✓ Audit reports and Adest exception reporting facility

Estimated cost of Invoice processing*

Manual process flow	Estimated cost	Estimated accumulated cost
Opening and sorting	€1	
Collecting, verifying and stamping	€11	€12
Manual in-house mail	€7	€19
Parking/preliminary booking	€7	€26
Manual in-house mail		
Validation and preliminary approval		
Manual in-house mail		
Final approval		
Posting/final booking	€10	€36
Manual in-house mail		
Payment and achieving	€12	€48
TOTAL		

* Example based on estimates of the Swedish Postal Authority

Substantial savings by automating invoice processing;

- Total cost of manual processing of AP invoices = €15 to €50 per invoice!
- Potential saving if the entire process is automated = 25% to 50%

Conservative Example;

Invoices per annum	Cost per invoice	Saving %	Saving per year (Profit)
10,000	€10	25%	€25,000 per annum
20,000	€15	25%	€75,000 per annum
30,000	€15	25%	€112,500 per annum

Visit us at www.adept.com or call us for a presentation



About Adest

Founded in 1994, Adest is a leading supplier and developer of Integrated Document Management (IDM) software solutions.

Our client base proudly extends across a broad spectrum of industry sectors that include Financial Services, Manufacturing, Logistics, Legal, Medical, Construction, Foods Processing, Wholesale, Retail, Accountancy, Insurance, Information Technology, Government bodies and departments.

To find out more about Adest, our products and how your organisation can benefit from a document management solution, please contact us at www.adept.com.

Adest AP - Accounts Payable Document Processing Solutions

Adest Ltd.
Block F2,
East Point Business Park,
Clontarf,
Dublin 3,
Ireland.

Head office
Tel: + 353 (0)1 6671355
Fax: + 353 (0)1 6671366

Email: info@adept.com
Web: www.adept.com