Accounts Payable Automation

Streamline Routine Tasks and Fuel Your Organizational Growth

Accounts Payable processing is a universal challenge that businesses must look at from a strategic approach. By optimizing the payables department, you gain an advantage over your competition.

✔ Save time by removing manual tasks and digitizing and aggregating invoices regardless of how you receive them: mail, email, fax, EDI, FTP, letting your team be more productive

✔ Support a remote workforce allowing you to continue to work during a natural disaster, pandemic, or weather-related event

✔ Support and strengthen supplier relationships by empowering staff to respond and resolve inquires quickly

How Accounts Payable Automation from Square 9 moves your business forward

Enforces common practices and standards to accomplish more in less time with fewer errors

Provides real-time visibility into AP processes and enhances the accuracy of cash flow forecasts

Eliminates late fees, under-or overpayments, duplicate payments, or missed payments

Ensures compliance with the latest regulatory requirements to avoid legal fees and penalties

Optimizes your 3-way match by automatically indexing, routing, and processing the match to reduce delays and process more invoices

78% of businesses admit to paying invoices late – AP Association

OTA FINANCIAL GROUP

> Square 9's GlobalSearch solution has greatly influenced Accounts Payable tasks, including cash reconciliation and compliance processes. Responsibilities are being completed at a faster rate and employee time has been repurposed for more useful tasks. GlobalSearch saves us time, which in return saves us money.
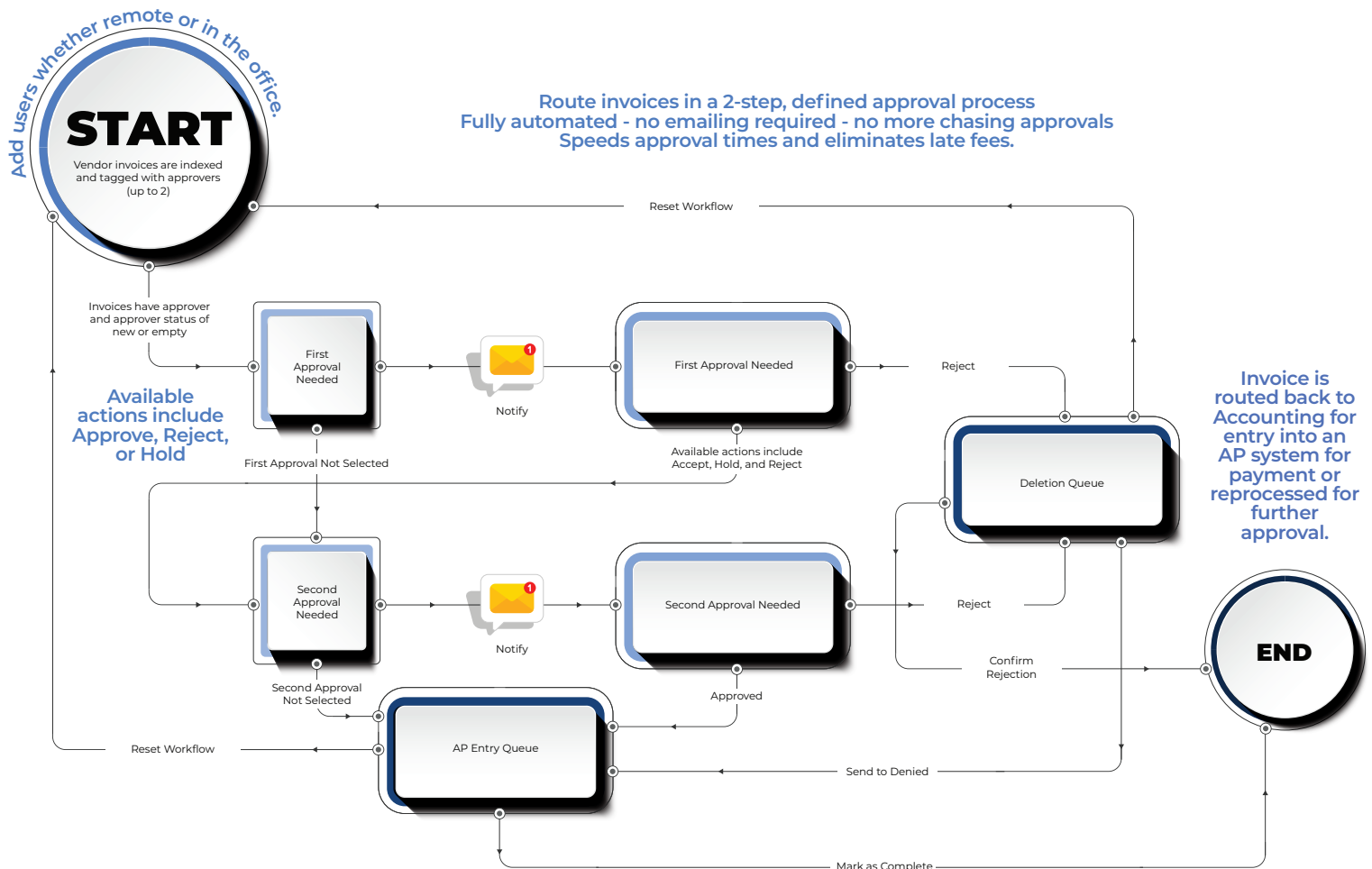
Dory Hayes, Accounts Payable Manager, OTA

Save Hundreds of Hours a Year By:

✔ **Digitizing Your Documents:** Use Optical Character Recognition (OCR) to assist with indexing and eliminate much of your tedious manual data entry.

✔ **Enhancing And Automating Your Workflow:** Ease the pain of Invoice Approval, Three-Way Matching, and other AP Tasks by automating processes like routing, matching, indexing, and distribution.

✔ **Integrating Your Financial Systems:** Automatically feed invoice data into existing financial systems like QuickBooks and Microsoft Dynamics.

Digital Transformation is now Quicker and More Affordable Than Ever With **Business Essentials** from Square 9 Softworks.

With Business Essentials, you can automate the approval of invoices in your organization with a prebuilt and ready to run workflow process downloadable from the Square 9 Solutions Delivery Network.

Add users whether remote or in the office.

START
Vendor invoices are indexed and tagged with approvers (up to 2)

Route invoices in a 2-step, defined approval process
Fully automated - no emailing required - no more chasing approvals
Speeds approval times and eliminates late fees.

Reset Workflow

Invoices have approver and approver status of new or empty

First Approval Needed

Notify

First Approval Needed

Reject

Deletion Queue

Invoice is routed back to Accounting for entry into an AP system for payment or reprocessed for further approval.

Available actions include Approve, Reject, or Hold

First Approval Not Selected

Available actions include Accept, Hold, and Reject

Second Approval Needed

Notify

Second Approval Needed

Reject

Confirm Rejection

Second Approval Not Selected

Approved

END

Reset Workflow

AP Entry Queue

Send to Denied

Mark as Complete

Discover what AP Automation can do for your organization.
Contact Square 9 at https://www.square-9.com/business-applications/ap-automation
Email us at info@square-9.com or call 203-706-4808

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