



## Accounts Payable Solution

### Document Management streamlines approval and payment processes

#### Gaining Strategic Advantage from the Accounts Payable Function

Effective management of suppliers, vendors, and supply chains is at the heart of gaining competitive advantage for most enterprises. A key element of those activities is the accounts payable process, which involves accounting, finance, cost center managers, supplier partnerships, and just-in-time manufacturing, and distribution.

While ERP and other business automation tools have addressed financial procedures, the accounts payable process remains, for many organizations, surprisingly paper-bound. It is in many cases a bottleneck and an ongoing target for business process automation.

The reason? It is the incoming paper: invoices, bills of lading, quality/testing signoff, and similar documents. The efficient handling and routing of the large volumes of paper pose a

workload challenge for many organizations. Westbrook **Fortis** document management software effectively captures and manages accounts payable documents and relates them to accounting transactions, gaining additional efficiency.

More than 500 organizations in over 15 industries have adopted **Fortis** to attack and solve this business process bottleneck.

#### A/P Business Process Automation with Fortis

**Fortis** is an end-to-end document management solution. It electronically captures all payable-related documents, routes them to speed up the receiving and approval business processes, links these documents seamlessly to line-of-business applications, such as ERP systems, stores the documents for audit and compliance, and retrieves them for efficient customer service.

#### Hanson Pipe and Precast, Dallas, TX

- Manages invoice production, accounts receivables and payables with **Fortis**.
- Integrates **Fortis** with enterprise ERP system.
- Addresses business processes involving 90 remote locations.
- Achieves business process, storage, and retrieval improvements.
- Improves cash flow.

#### Brake and Equipment Warehouse, Minneapolis, MN

- **Fortis** accounts payable solution in place for eight years.
- Archives and retrieves invoices; 300-500 new documents per day; 800,000 total documents.
- Storage space saving; ability to find and retrieve information effectively.

#### Jay R. Smith Manufacturing, Montgomery, AL

- **Fortis** accounts payable solution in place for 10 years.
- Manages orders, engineering drawings and data, and financial reports.
- Adds 30,000 documents to the repository monthly.
- Achieves significant storage cost savings.
- Biggest strategic advantage is immediate access to business information.

#### Trek Bicycles, Waterloo, WI

- Captures invoices; integrated repository with JD Edwards.
- Adds several hundred invoices per week.
- Achieves improved business processes.
- Archives and retains documents for audit and compliance.

### Benefits of the Fortis Accounts Payable Solution

- Reduced time and manpower for the receipt, filing, and retrieval of invoices.
- Streamlined, faster, and more predictable invoice approval processes.
- Improved efficiency and effectiveness in handling vendor inquiries.
- Better management of DPO (days payable outstanding) to achieve business, finance, and supply chain goals.
- Incremental benefits in achieving ERP business process goals.
- Reduced cost for invoice and paper storage.
- Improved audit performance.
- Regulatory compliance.

## Fortis for Accounts Payable

### Mobilize vendor documents for strategic advantage

Key elements of the **Fortis** accounts payable solution include:

Capture paper and electronic documents, key index information (i.e., vendor ID and order number) as well as complete content OCR for searching.

Manage images and electronic documents in unchangeable format, efficiently and securely, for retention, audit, and compliance. Approve workflows to mobilize documents and effectively route them electronically for review and approval, across business functions and locations. (**Fortis Approvelt**)

Integrate information with line-of-business applications to efficiently synchronize and exchange index information, linking purchase orders and related documents with accounting and logistics transactions. (**Fortis Imagelt**)

Integrate with line-of-business user interface, so that documents can be searched, reviewed and annotated without leaving customer service, finance, accounting or manufacturing dashboards or portals. (**Fortis Web**)

Search and retrieve any documents through integrated full-content search or index search. Eliminate lost or misplaced files or documents. Create audit trail for all document activities within **Fortis** to establish business responsibilities, facilitate audits, and ensure regulatory compliance.

**Fortis** integrates with other components of a document management solution for accounts payable, including:

- Multi-function capture and scan devices to convert documents from paper to electronic images.
- Automated capture, index, and OCR “front-end” systems, such as the Kofax solution for high-volume invoice pre-processing.
- Document integration systems, that integrate receipt of email and fax as an effective way of integrating vendors and remote offices into the **Fortis** repository.

