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Webdocs Accounts Payable Automation Guide



Webdocs
Accounts Payable
Automation Solution



Webdocs Accounts Payable Automation Guide

AP Automation can have many different meanings to everyone, and effort level may be different for everyone as well depending on your industry and business systems. Over the past years automation has taken on a new meaning for many organizations on how they are hiring staff and using existing staff to handle manual and repetitive tasks to process invoice data, Workflow documents for approvals to the 2/3 Way matching process and even the secure storage for the invoices and supporting documentation for later retrieval to aid in compliance and regulatory efforts.

So, we would like to offer you a FREE consultation to talk about your AP Automation needs and how our overall automation strategy can help your organization at every level.

We will discuss how our:

- Capture Strategy
- Approval Strategy
- Storage Strategy
- ERP Integration Strategy
- Phased approach Strategy

Also, how we can help transform your organizations automation culture and show the business and users the true value of automation.

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Fortra's

Document & Forms Automation

Document & Forms Automation is proud to be part of Fortra's comprehensive portfolio. Fortra simplifies today's complex business landscape by bringing complementary products together to solve problems in innovative ways. These integrated, scalable solutions address the many challenges you face in streamlining your operations. With the help of Document & Forms Automation and other solutions, Fortra is your relentless ally, here for you every step of the way on your automation journey.

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How We Help You

Helping companies bring automation and efficiencies to their Accounts Payable business processes by streamlining the way companies Securely *Create, Capture, Manage* and *Distribute* their business documents, processes and business data

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Accounts Payable Stat:

Labor expenses typically consumes
62% of total AP costs

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Fortra's Webdocs Complete AP Automation Solution

AP automation can pave the way for user and departmental efficiency, lower processing costs, faster invoice approval times, increased accuracy, and enhanced visibility into invoice data, the wrong approach to automation can result in wasted employee time, high deployment and maintenance costs, and an inability to scale.

With the Fortra's Webdocs AP Automation Solution it not just about the solution it is also about the strategy. The Webdocs for AP solution offer the capability to work with your current ERP functionality like 2/3 Way matching or configure our solution to handle it. Webdocs for AP offers Intelligent Document Processing (IDP) to capture and process the incoming Invoice and supporting documents. Use the Integrated workflow for creating workflows/routes for documents that need to go into an approval process. The solution offers a single user interface (Inbox) for approvals and reviews that can integrate directly to your ERP and Line of Business Systems to pull and update data when documents are in a workflow. After the approval process the ERP/Line of Business Systems can be updated via an Export file, Staging database, Restful API's, or Automation BOT.

We make sure strategy is a large part of the process. Implementation, training, and solution expansion throughout the entire organization is key to bring extreme value to your organization.

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Benefits of Webdocs Accounts Payable Automation

- 1. Intelligent enabled invoice intake – Eliminates manual data entry of invoice data to reduce errors and save valuable time**
- 2. The ability to customize approval workflows and approve from anywhere**
- 3. Configurable business rules to enforces organizational and departmental business rules.**
- 4. ERP Agnostic - Flexible Integration options with your ERP and accounting platform. Webdocs Accounts Payable integrates with anything.**
- 5. Centralized secure repository for enforcing your security policies**
- 6. Detailed version and audit control on invoices and approvals**
- 7. An intuitive, easy-to-use interface**

The background of the slide is a dark, grayscale photograph of a desk. It shows several sheets of paper, some with faint text, and a pen lying on the surface. The lighting is soft, creating a professional and focused atmosphere.

The human value of automation

Automation is not about replacing staff with software. It's about streamlining routine tasks to focus your team on solving problems technology can't.

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Inside the Guide



- 1** Accounts Payable Automation
And Why It's Important
- 2** What Are Your Requirements
- 3** How We Help Companies with our
Accounts Payable Automation Solution
- 4** Fortra's Webdocs Accounts Payable
Automation Overview
- 5** What Are The Next Steps

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Inside the Guide



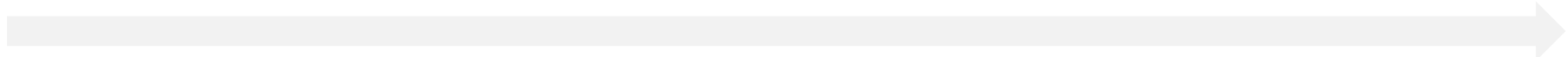
1 Accounts Payable Automation And Why It's Important

10 Benefits of Accounts Payable Automation

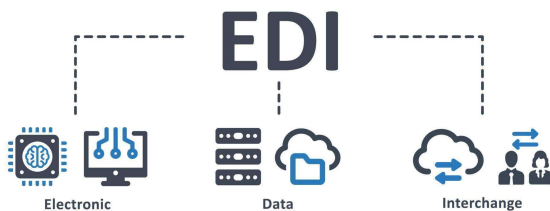
Top 10 BENEFITS

1. Times Savings
2. Low-Cost of Invoice Processing
3. Improved Accuracy
4. Enhanced Insights into the data
5. Fraud Protection
6. Increased transparency of data
7. Lower cost for document storage
8. Easier auditing
9. Business Systems Integration
10. Early pay discounts

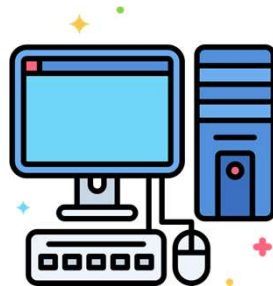
3 Pieces of Technology that has helped the evolution of Accounts Payable



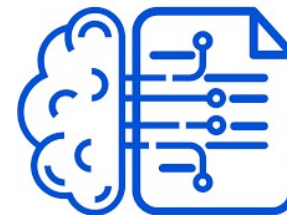
Electronic Data Interchange,
or EDI Systems:



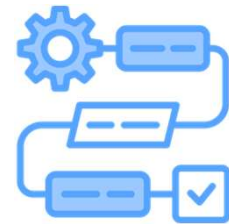
Personal Computers:



Automation:



Intelligent Document
Processing



Workflow

Current AP Business Challenges

#1 Problem – AP is an Intensive and Inefficient Manual Business Process

**Manual 2/3 Way
Matching**



**Lost or Misplaced
Documents**



**Manual Data Entry
and Document
Preparation**



**Manual Routing for
Approvals**

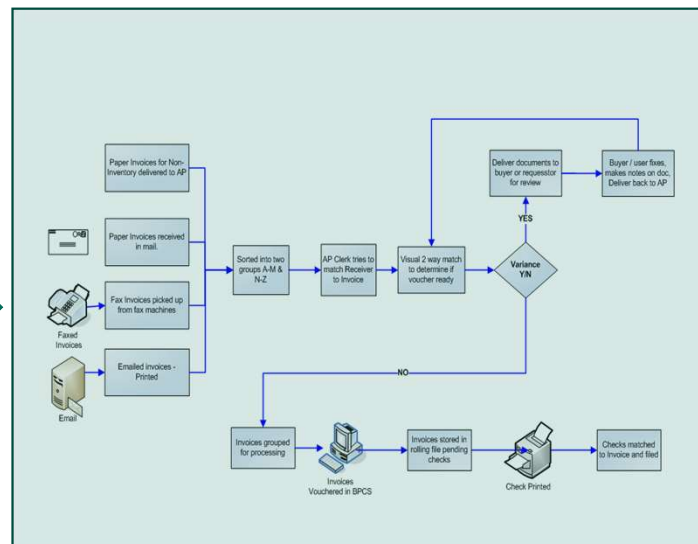


**Duplicate or Late
Invoices**



Fortra's Webdocs Accounts Payable Automation?

Incoming Invoices & Documents

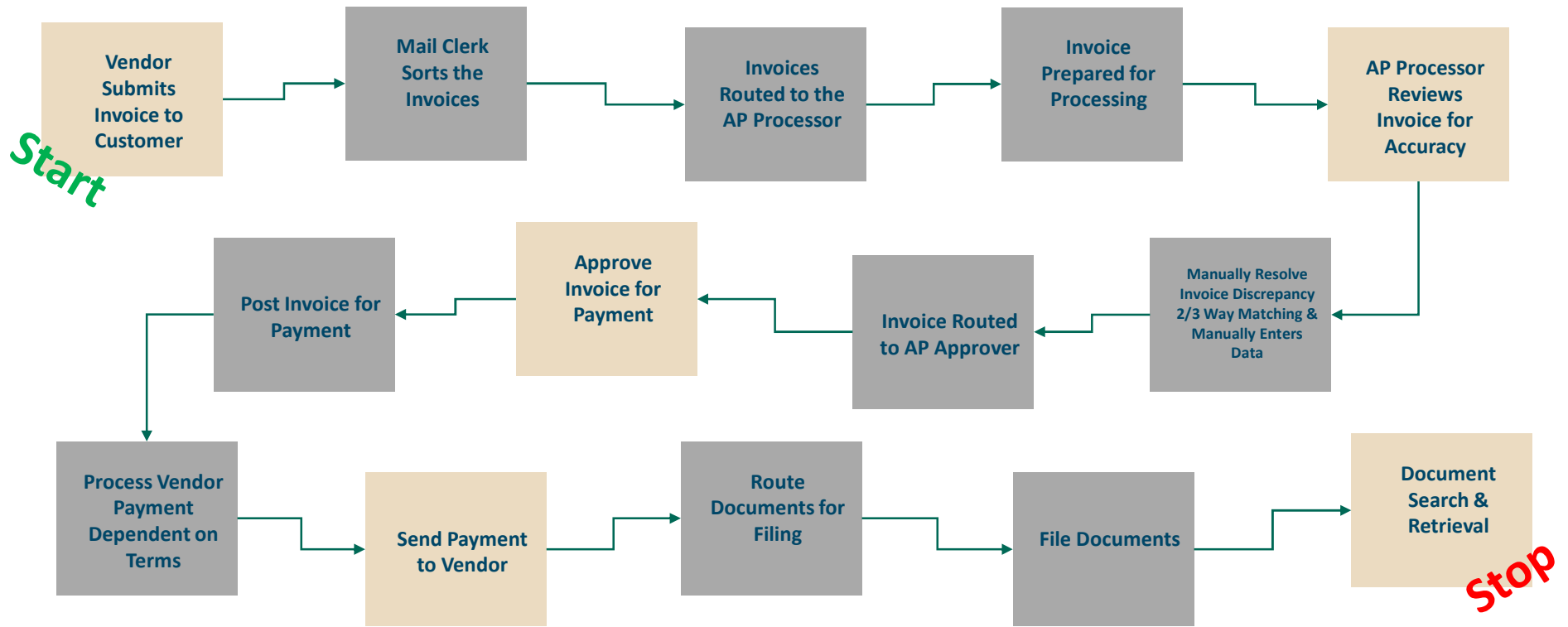


ERP Exports to Vouchering Process

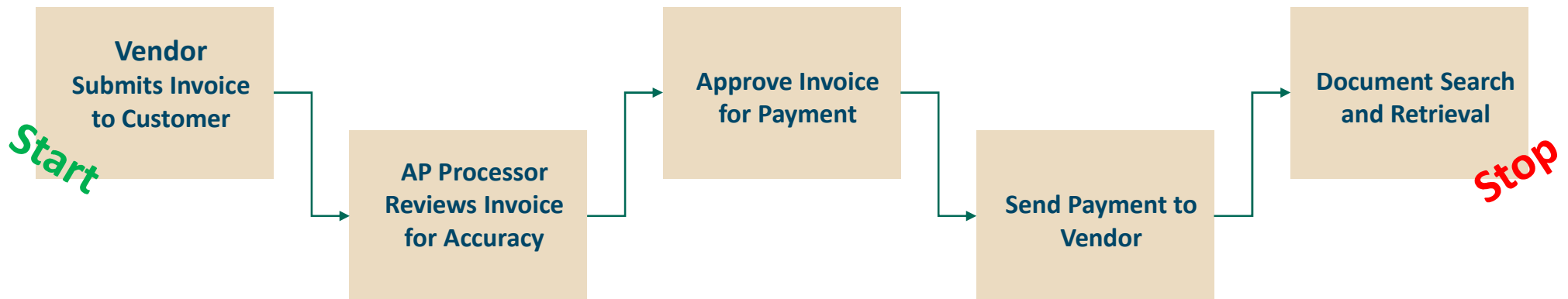


With Accounts Payable Automation there are some common elements to every AP Process like the way documents come into the organization and then passing the data to the ERP at the end of the process. But the most important part of the process is what is in the middle. And this part is always different dependent on the organization process and ERP/business systems. That is why the Webdocs Accounts Payable Automation Solution is a perfect fit for all organizations.

Current Process without Automation



Process with Automation



Manual, paper-based business processes will slow down any business. However, automating an ineffective business process will just make you more ineffective.

That is why we help you take the inefficient processes and improve them before we automate them.



Four Ways To Approach Process Automation

- 1. Move intelligent automation from efficiency to strategic value in your organization.**
- 2. Create a culture of automation leveraging strategy and scale.**
- 3. Focus on people and processes, not just technology.**
- 4. Focus on processes, not tasks.**

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Accounts Payable Stat:

Only 26% of businesses have achieved a data-driven culture

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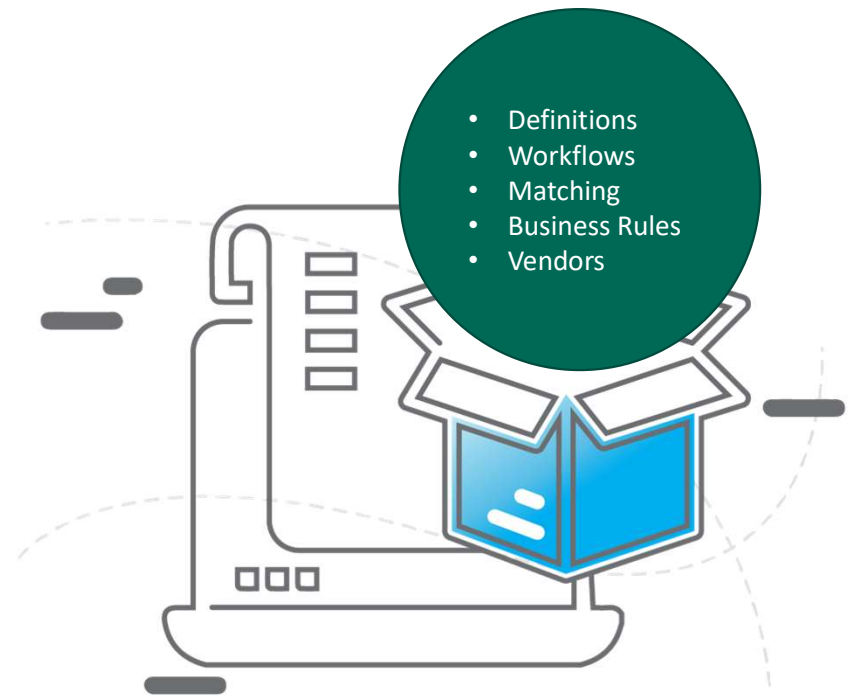
Inside the Guide



2 What Are Your Requirements



=



In most Accounts Payable projects, the heavy lifting is done up front. Definition creation, workflows, vendors document scanning and matching process configuration.

Requirements



- ▶ **How is the process working today?**
 - ▶ What is working?
 - ▶ What is not working?

Identifying AP Requirements

How do I know which level is right for me?

The requirements process can be broken down into 6 main areas:

1. Document capture
2. Data extraction requirements
3. Data validation
4. Routing/Workflow processes
5. Business rules
6. ERP updating

Requirements



Detail requirements criteria:

Variables:

- ▶ Incoming Document Volumes (Per Year)
- ▶ Percentage of Paper vs. Email
- ▶ Number of Processors
- ▶ Number of Vendors/Customers
- ▶ Integration/Validation Process to ERP
- ▶ Vouchering Process (If outside of ERP)
- ▶ Approval Process
- ▶ GL Coding Process
- ▶ Matching Process
 - ▶ 2 Way Match
 - ▶ 3 Way Match
- ▶ Data extraction Requirement:
 - ▶ Header/Footer
 - ▶ Line Item

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Inside the Guide



3 How We Help Companies with our
Accounts Payable Automation Solution

Customer Case Study



CASHFLOW STATEMENT

OPERATING	1,000.00
INVESTING	200.00
FINANCING	100.00
NET INCOME	800.00

+25.0



DOCUMENT MANAGEMENT SUCCESS STORY

Fast growth fueled need for document management; solution soon rolled out further



Background:

When the Barnwell House of Tires quickly grew its business, adding four new locations overnight, the influx of paperwork quickly overwhelmed this commercial tire business' AP and AR resources. They needed a document management solution that was easy to use to quickly meet the doubling of invoices and payables. They maximized their ROI by rolling the solution out to other departments, starting with human resources.

14
Locations

Handle all invoices electronically

6 Minutes

Saved per document, effectively reducing need for one employee

8
Hours

Saved each day, effectively reducing need for one AR employee

DOCUMENT MANAGEMENT SUCCESS STORY



Challenges

- Fast company **growth** resulted in untimely AP processes.
- Many **manual touchpoints** required for invoices
- Needed system to work across **multiple locations**
- Covid situation **reduced staff**, but paperwork was doubled

Solution

- Document storage is **optimized** and **centralized** through Webdocs.
- Invoices, orders, and quotes are **optimized** and **digitized** for easy retrieval.
- Entire AP and AR documentation is **accessible** across the organization from capture to retrieval

Results

- **ROI of EDMS** increased with rollout to other departments, most notably HR
- **Reduced time to pull up an invoice** from average of 10 minutes to average of 4
- Able to reduce AP staff by one person with **time savings** of EDMS
- **Expanded beyond AP/AR** to DOT/trucking files

Company Profile

Barnwell House of Tires, Inc., provides commercial truck and auto services such as rims powder coating, rims refurbishing, rims refinishing, 24-hour road service, after-hours service, industrial tires, farm tires, and other commercial auto services through 14 locations in Connecticut, New Jersey and New York.

Location:

Connecticut, New Jersey, and New York

Website:

Barnwelltire.com

“The solution’s recall ability saves a ton of time on the AP side and AR is blown away at how easy it is to recall information they need quickly and easily.”
-Dan Beyer, CIO

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Inside the Guide



4 Fortra's Webdocs Accounts Payable Automation Overview

Webdocs Accounts Payable Automation



Accounts Payable Automation for VAI S2K



Accounts Payable
Automation Solution

Invoice & Data
Extraction Workflow



Document Workflow

Secure Archive

Invoice Approval
Interface



ERP/Line of
Business
System
Integration

Fortra's Complete Accounts Payable Automation Solution

The Stages of the Webdocs Accounts Payable Automation Journey



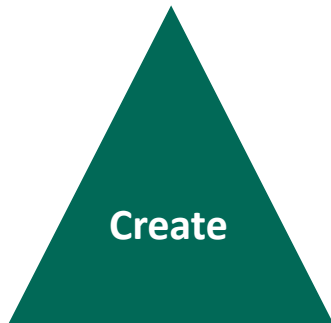
PO Creation and Approval Process



PO Creation and Approval Process (Optional)

Start the Accounts Payable Automation Process with PO creation and approvals.

You may already have a PO creation and approval process and if so, you are steps ahead of a lot of organization out there today. Forta's Webdocs for Accounts Payable solution has a module that can frontend the PO creation and approval process within any organization. It has an easy-to-use drag and drop citizen-based developer interface to create PO forms and the approval process for them. You can apply business rules for certain kinds of exceptions like departments, managers, locations and even amount based limits. The Forms solution is web based for both the design process and for the user access of the workflow inbox and forms.



Workflow
Forms
Rules
PDF Mapping
Settings

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Creation Date
3/6/2023

Client Services Purchase Order

Instructions

Sales Information:

First Name: _____ Last Name: _____

Email: _____

Sales ID: _____ Manager ID: _____

Client Information

Primary Contact Name: _____ Primary Contact Email Address: _____

Company Name: _____ Phone: _____

Client Services Order

Project Estimated Start Date: _____ Estimated Delivery Date: _____

Project Description

Project Details - click each attached document to view details (optional)

Client Services	Units	Unit Price	Amount
			0.00

Bid Type: _____ Total Amount: 0.00

By clicking the button below, you consent to the use of digital signatures.

[Sign this section](#)

Client Approval

Agreement

To signing this Software and Service Order ("SSO"), Customer represents and warrants that all information on this SSO is true and accurate. Customer agrees and understands that when accepted by Fortra, this SSO and the accompanying Software and Service Order Terms and Conditions, Software License, Support and Maintenance Terms and Conditions, and Professional Services Terms and Conditions which are all hereby incorporated into this SSO, will become a binding contractual obligation of Fortra and Customer. All fees for Services shall be paid 50% upon order. Fees and expenses for Professional Services will be invoiced semi-monthly and shall be payable upon invoicing. The fees listed herein do not include any wire fees and applicable taxes, which will be included on invoices.

Client Approval

I approve this PO and have signed below.

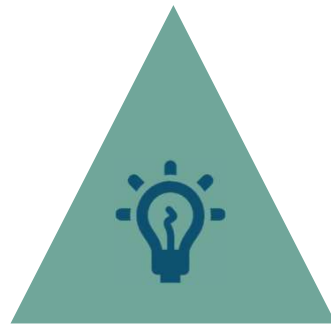
```

graph TD
    Start((Play)) --> PO[PO]
    PO --> Client[Client Approval]
    Client --> Sales[Sales Review]
    Sales --> Manger[Manger Approval]
    Manger --> Decision{TotalAmount is equal or mor...}
    Decision -- No --> Error((X))
    Decision -- Yes --> VP[VP Approval]
    
```

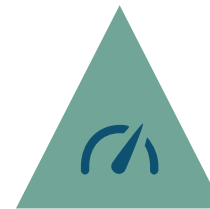

Fortra Webdocs Accounts Payable Automation Solutions

Webdocs Accounts Payable Automation

- Automated document capture
- Intelligent document classification and OCR data extraction
- Workflow management
- Secure archival
- Direct ERP integration
- Robotic process automation for automated manual user and server-based tasks (add-on)



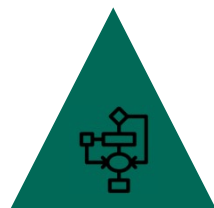
Intelligent Capture/OCR/Classification



Webdocs Invoice Manager



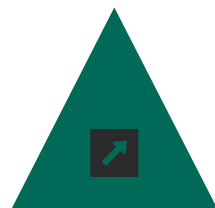
Webdocs Document Management



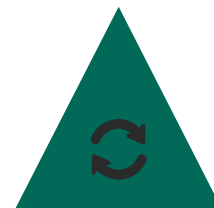
Webdocs Workflow



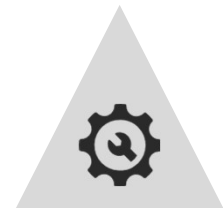
DeliverNow Windows Monitor



Interactive User Tool Document Capture



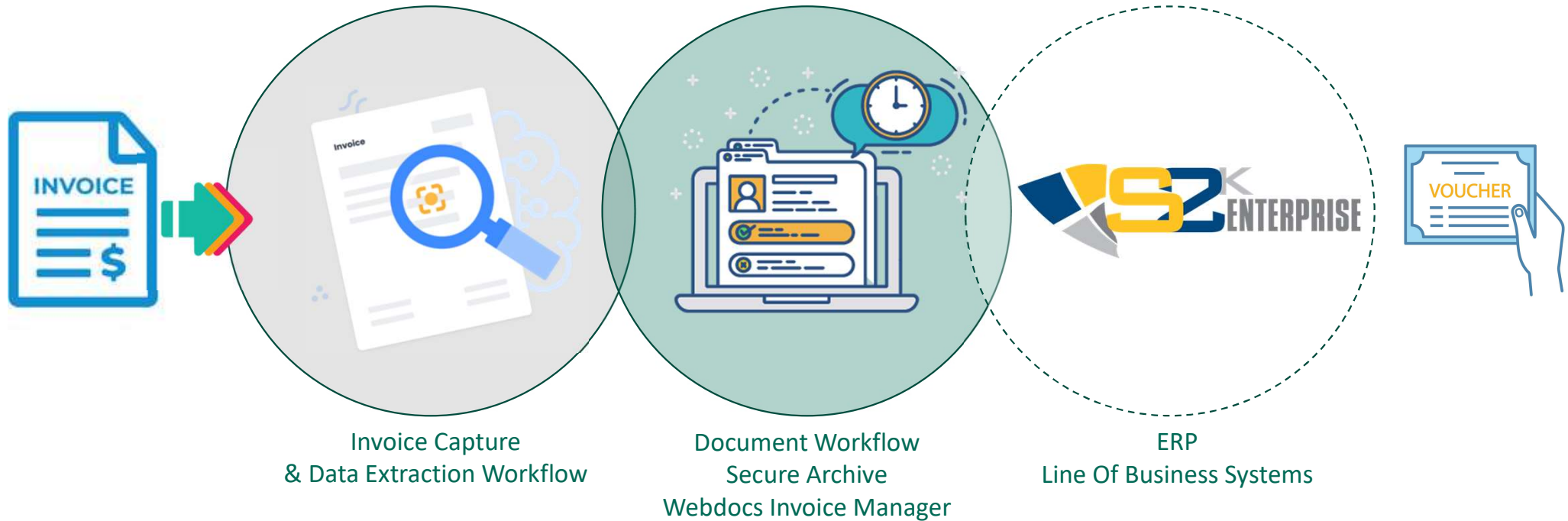
Restful API Integration



RPA - Robotic Process Automation
(Add-on Module to Increase Automation)

Core Solution Components

Webdocs Accounts Payable Automation



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Why?

Webdocs Accounts Payable Automation

Our solution not only supplements your AP process with our capture and Intelligent OCR and classification technology that is coupled along with our Webdocs secure repository and workflow for integrating directly to your ERP interface for document searches and document access via your web browsers, but it also give you a single configurable interface for AP Professionals and Approvers within your organization.

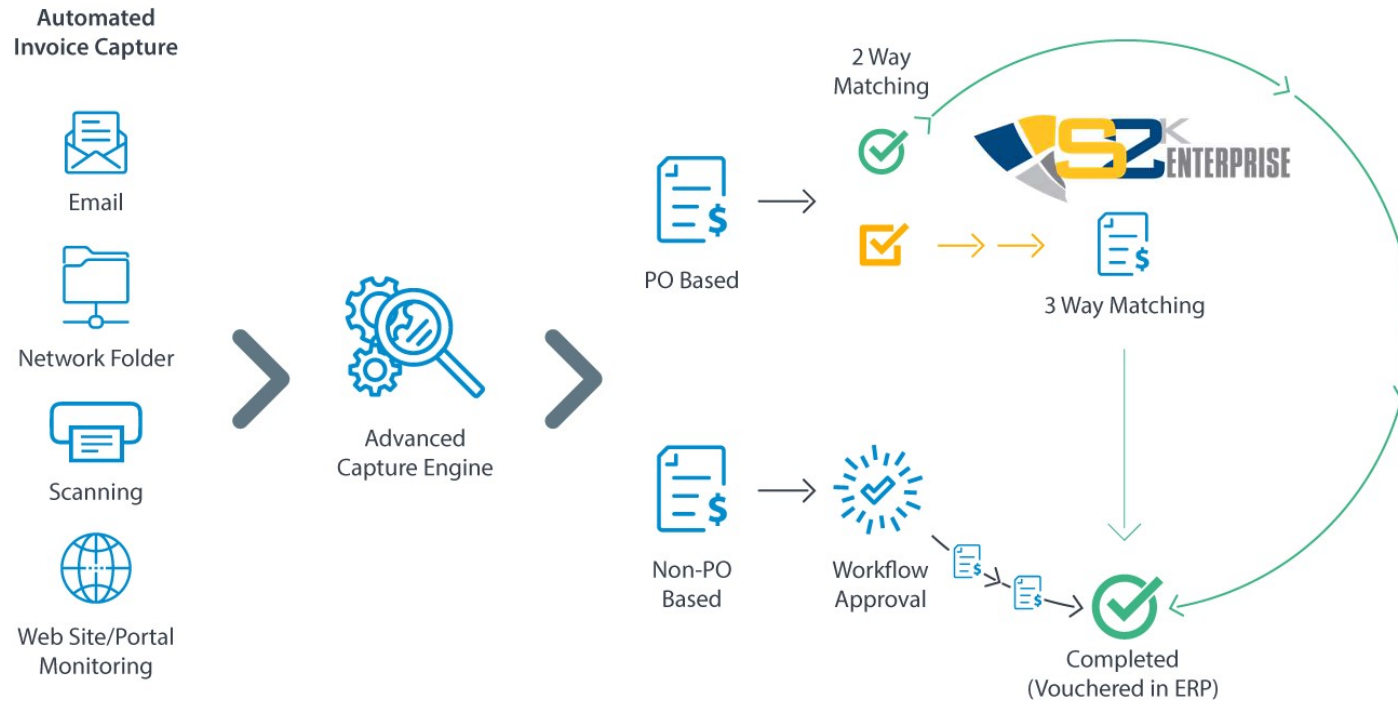
The AP complete automation package is primarily used when your ERP or Line of Business System is not configured or lack of functionality for doing the 2/3 Way Matching, Workflow Approvals and GL Coding for your AP Team or may not be working the way you need it to for your business and can't be changed or easily be changed.

The Webdocs Invoice Manager Services Platform is part of the Fortra AP Automation suite that gives you the best value in a solution because this allows the solution to be not customized to your business but configured to your business which allows you to have a packages solution that is expandable as the business changes.

You never know where your business is going and what the true needs are so with the Webdocs Complete Automation package you get it all and can configure it as you needed it.

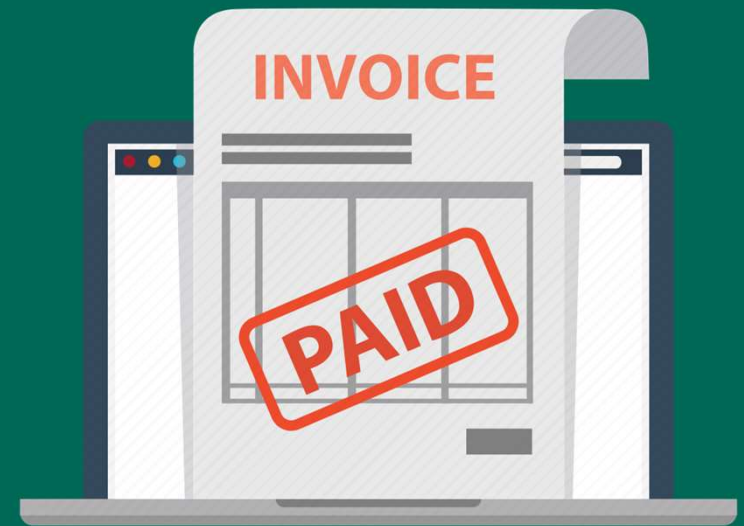
Accounts Payable Automation

Accounts Payable Automation (AP Automation) is digital document and process management for accounts payable. We're in the automation age, which means you can make life easier for your accounts payable and accounts receivable departments. You didn't hire these people just for data entry, chasing down invoices, manually matching POs, and envelope stuffing. Accounts payable automation with advanced capture and OCR capabilities gives your employees paperless invoice processing to save your organization time and money.



Accounts Payable Automation is more than just automating the capture of invoices

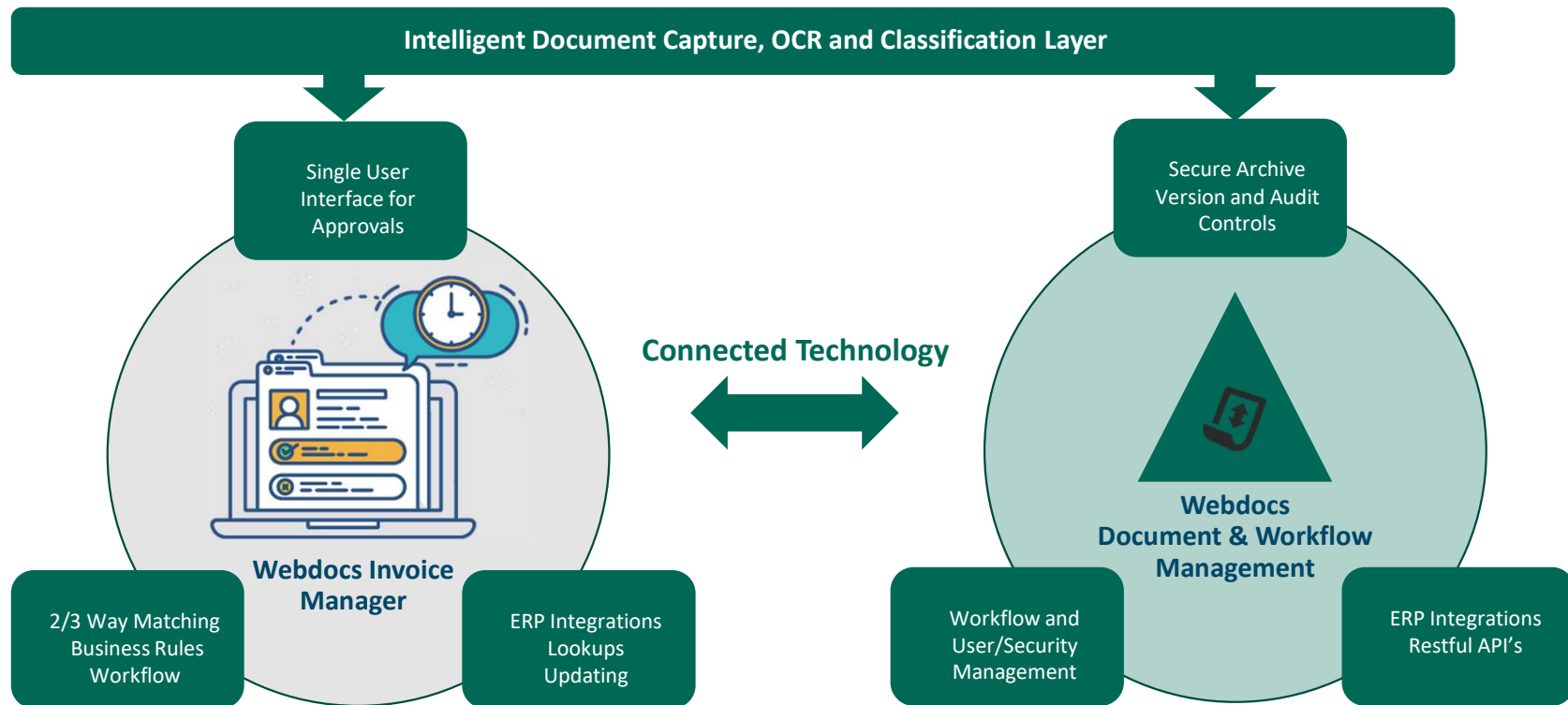
Some automation companies today would lead you to believe that AP Automation is just about the capture, data extraction and updating the ERP. Well, that is not the full story for over 90% of organization out there today. What about the approval processes, where workflow is needed to enforce and streamline the human factor. Then there is the matching part of the process that your ERP might handle but may not be doing what you want it to. There may be a need to do some fine tuning of the 2- and 3-way matching process. Then the last step of the process is you need more than just folders to store the invoices and supporting documentations in. You need a secure document management solution that can handle the secure storage so you can provide different access levels to different individuals or groups in the organization. The system needs to be able to handle the audit and version control and easy to use search interface or a way to access them directly from your ERP interfaces via integration capabilities.



Webdocs Accounts Payable Automation

Webdocs Accounts Payable Automation

Fortra Core AP Automation Technology



Documents Capture and Intelligent Processing



Way's You Can Automate The Document Capture Process



Email
Monitoring



Scanning



Network
Folder(s)



EDI
Transactions



Website
Monitoring via WebDav
and RPA BOTS

Automated Invoice Data Extraction & Document Classification Process



Advanced Capture Engine



Intelligent OCR and Document Classification

Put the end to manual data entry with
intelligent automation

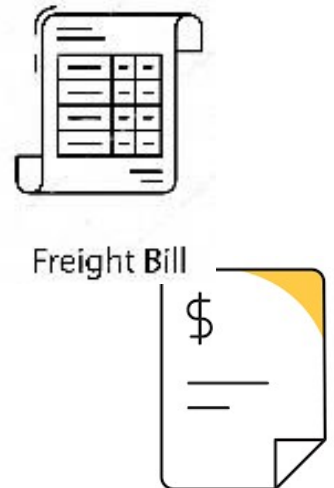


Solution: Intelligent OCR and Classification

Intelligent Document Capture or IDC is an automated document capture, classification, intelligent data recognition, and extraction smart process platform solution that gives your organization the ability to automate the document collection process, data extraction and document classification for your business users.

**Sample document types:**

- Invoices
- Purchase Orders
- Packing slips
- Freight bills
- CBP forms
- Receipts
- Surveys
- COA's – Certificates of Analysis
- Material Test Reports
- Transcripts
- Student records
- EOB's
- HCFA-1500
- UB-04/UB-92
- Mortgage Loan Packets
- Tax forms
- Insurance forms
- HR forms
- W-K9
- Claims forms
- Etc.



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Accounts Payable Stat:

IDP or Intelligent Document Processing can eliminate 60% to 90% of manual invoice processing tasks.

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What is Intelligent Based Document Processing?

Intelligent Document Processing (IDP) eliminates the manual capture and data entry intervention that holds AP departments back.

The technology captures any invoice or payables document, extracts invoice data with a high degree of accuracy, and digitally routes invoices for fast processing by downstream systems and processes – all without the need for AP departments to spend time and money setting up document templates.

A step above traditional template-based approaches to invoice processing, IDP brings judgement and decision making to complex, labor-intensive tasks such as invoice processing in AP departments.

Importantly, IDP can automatically extract meaning from both structured and unstructured invoice data, so the bulk of data within AP can now be leveraged for greater insights and usability.

IDP uses three technologies to eliminate manual intervention in invoice processing:



CORE INTELLIGENCE

Out-of-the-box intelligent data capture and advanced OCR engine for data extraction and classification.



DEFINITION CREATION

Use preconfigured or create customized definitions to easily capture data from any vendor invoice.



SELF LEARNING

Our solution gets smarter as it processes new documents or exceptions that don't pass, to improve accuracy.

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Accounts Payable Stat:

Structured data represents only about 20% of the data in a company.

Automated Capture/Intelligent Document Processing Technology

Drive Down Operational Costs – Drive Up Process Efficiencies and Profitability.

Our Solution

Fortra Intelligent Capture, OCR and Classification solution uses Smart Process Technology to help you control Accounts Payable invoice and other document processing costs. The Invoice Actions module captures invoices automatically, classifies them, splits them apart, extracts and validates the needed data. Then with our Webdocs for AP module you can route them to the appropriate staff. Exceptions are handled quickly; approvals and GL coding are managed electronically through a Webdocs AP workflow process. This dramatically reduces the time, costs and errors in the process.



Core Intelligence

Out of the box Intelligence for document classification and OCR data extraction



Definition Creation

Create customized definitions for your troublesome vendor invoices that don't follow the normal standards.



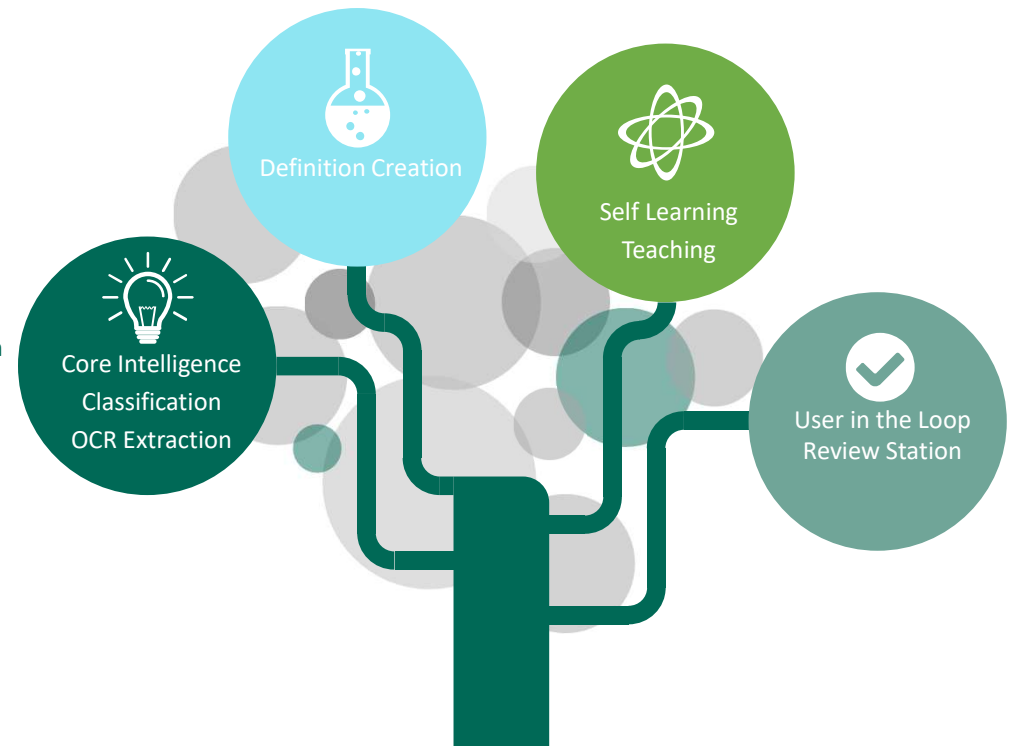
Self Learning

Users can teach the solution to get smarter as they process new documents or exceptions that don't pass.



User Review Station

Web Based or Client application to allow users to review and approve exception documents.

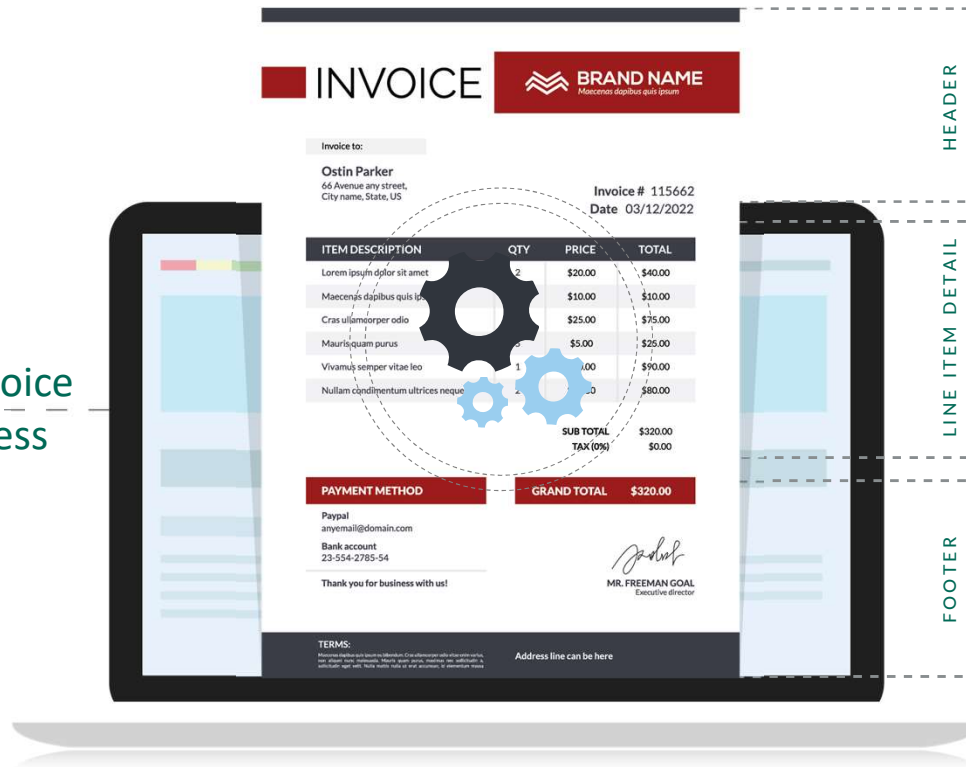


Invoice Actions – Order Actions – Remittance Actions – Claims Actions

Document Capture Process:

What's happening behind the scenes?

Automated Invoice Capture Process



Advanced Capture Engine

- Auto classification of documents (What kind of document is it?)
- Invoice splitting (if document contains more than one invoice)
- Image Cleanup
- Data OCR and extraction
 - Header/footer
 - Line item detail
- Data validation to ERP of data extracted
- Business rules applied to data
- Matching process

Workflow & Approvals



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AP Automation with “User in the loop” capabilities for exceptions and approvals.

“Not all solutions are created equal”

Automation process that use only RPA Technology lack some key features when users need to interact with the process or even more important the documents that are captured and need to be reviewed or even need to approved because it meet some kind of business rule condition.

The Webdocs AP Automation Solution has you fully covered with a complete automation solution. It can not only automate the frontend capture of the documents along with the OCR data extraction and automatic document classification it can also route invoices on user/business rules-based workflows for approvals and review process before the data is then updated into the ERP for final vouchering and payment processing.

Webdocs Invoice Manager



Webdocs Invoice Manager

Webdocs Invoice Manager is a configurable Accounts Payable Automation platform that offer the capability to configure to your business needs and requirements.

Webdocs Invoice Manager Admin

Invoice PO

Status	Modified	Branch Code	Invoice Type	Invoice Number	PO Number	Invoice Date	Invoice Amount
Awaiting Goods Receipt	2023-04-13 11:36:48.7323405	100	PO	12166	4561545	20221214	116.7
Awaiting Match	2023-04-13 11:31:07.9487615	100	PO	12166	4561545	2022-12-14T06:00:00.000Z	116.70
Awaiting Match	2023-02-16 08:24:21.9792130	100	PO	12166	4561545	2022-12-14T06:00:00.000Z	116.70
Awaiting Match	2023-02-16 02:19:33.6069917	100	PO	52166	7861545	2022-12-14T06:00:00.000Z	556.00
Awaiting Match	2023-02-16 02:35:41.1645649	100	PO	32166	1111545	20221214	5,726.76
Awaiting Match	2023-02-16 02:10:38.7294337	440	NE Non-PO	31-45754Z	1115667	20230213	1,523.86

Invoice count: 6

Invoice NON-PO

Status	Modified	Invoice Number	Invoice Date	Invoice Amount	Vendor Name	Amount Remaining
GL Coding In Process	2023-03-17 02:24:52.5437701	2199983	202010504	186.00	Safety Zone	186.00

Invoice count: 1

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Webdocs Invoice Manager Admin

Invoice PO

Status: Awaiting Match
Match Status: Goods Receipt Found

Type: PO
Invoice Number: 12166
Invoice Date: 12/14/2022
Invoice Amount: 116.70

Vendor ID: 12166
Vendor Name: HANCO HEAT CORPORATION
Vendor Phone Number: (873) 555-1455
PO Number: 12166
Branch: 100
Goods Receipt Entry? Yes

enetricon
Please Deliver to Accounts Payable
Invoice Number: 267480

Customer ALL210

Line #	Quantity	Unit	Description	Rate	Amount
1	1	EA	1/2 Repair Office	18.00	18.00
2	1	EA	Panel Change	18.00	18.00

Document Note:
Admin:2022-04-13 11:31:07: admin placed from on hold, accounts Payable VMW.
Admin:2022-04-15 11:33:11: Form approved by admin.
Admin:2022-04-17 10:24:52: Form approved by admin.
Admin:2022-04-15 10:26:10: admin placed from on hold, accounts Payable VMW.
Admin:2022-04-13 10:30:10: admin placed from on hold, accounts Payable VMW.

Line #	Item Details	Invoice Qty/Price	Total
1	17300-4310	1/18.00	54.00
	17310-4310 Foregman Culinary Torch	1/18.00	18.00

Subtotal: 54.00
 freight: 0.00
 tax: 0.00
 Grand Total: 54.00
 Amount Remaining: 61.70
 Approval Route:

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Webdocs Invoice Manager



**Webdocs Invoice
Manager**

Supported Feature:

- Web Browser Based Inbox
- Deduplication
- Supporting Document Viewing
- Matching Processes
 - 2 Way Matching
 - 3 Way Matching
- Notes/Memo
- Configurable Workflows/Approvals
 - Default is drop down selection
 - Automated routing can be configured
- Business Rules
- GL Coding Drop Downs
- Invoice or Line-Item Approvals
- ERP DB Connection Capabilities
- ERP Export to XML File or Database

HEADER

Webdocs Invoice Manager

Invoice PO

Invoice Number: 267480

Invoice Date: 12/14/2022

Invoice Amount: 116.70

Vendor ID: FANCO1

Vendor Name: FANCO WEST CORPORATION

Vendor Phone Number: (972) 598-1400

PO Number: 4341343

Branch: 100

Goods Receipt Date? No

FOOTER

Customer ALL70

Item	QTY	UOM	UNIT PRICE	AMOUNT
1	1	EA	116.70	116.70
				Total Invoice
				116.70

Customer Original Payment: Page 1/1

Document Notes

Admin (2022-04-12 11:30) Admin placed form on route, Accounts Payable W/M.

Admin (2022-04-12 11:28) Form approved by admin.

Admin (2022-04-12 11:28) Form approved by admin.

Admin (2022-04-12 10:28) Form approved by admin.

Admin (2022-04-12 10:28) Admin placed form on route, Accounts Payable W/M.

Line Items

Line #	Item Details	Invoice Qty/Price	Total
1	7710-4310 7710-4310 Sangreheart Cutaway T-shirt	1/116.70	116.70

Subtotal: 54.00

Freight: 0.00

Tax: 0.00

Grand Total: 54.00

Amount Remaining: 62.70

Approval Route

Note: Webdocs Invoice Manager comes with a base routing form in the standard and advanced package. If any customizations are made it will require a scope change to the current implementation package.

Webdocs Invoice Manager



WIM Base/Core Form Feature:

- Web Browser Based Inbox
- Deduplication
- Supporting Document Viewing
- Notes/Memo
- Configurable Workflows/Approvals
 - Default is drop down selection
- Business Rules ??
- Invoice Approvals
- 1 ERP DB Connection
- ERP Export to XML File or Staging Database

Webdocs Invoice Manager Invoice PO

Save & Exit Exit

Status: Awaiting Match
Match Status: Goods Receipt Found
Type: PO

Invoice Number: 12166
Invoice Date: 12/14/2022
Invoice Amount: 116.70
Vendor ID: FANC01
Vendor Name: FANCY HEAT CORPORATION
Vendor Phone Number: (973) 895-1450
PO Number: 4561545
Branch: 100
Goods Receipt Exists?: Yes

EBI To: ALL PHASE ELECTRIC SUPPLY (GED)
3020 W EMPIRE AVENUE
BURBANK, CA 91504

Ship To: ALL PHASE ELECTRIC SUPPLY CO.
3020 W EMPIRE AVENUE
BURBANK, CA 91504

Please Deliver to Accounts Payable
Invoice Number 267480

Customer ALL210

DATE	SHIP VIA	F.O.B.	Terms				
12/14/22	FEDX	SHIP, CA	2/10, 3/10, Net 30				
Purchase Order Number	Order Date	Expiration	Our Order Number				
00000000000000000000	12/14/22	30/9/21	20796				
Qty	Unit	E.O.	Bin Number	Description	Tax	Unit Price	Amount
1	EA	0	1914	14" Regulator Diffuser	8	18.95	18.95
1	EA	0	1920001	Flange Changer	8	11.64	11.64
						NonTaxable Subtotal	21.59
						Taxable Subtotal	0.00
						Tax (7.750%)	0.00
						Total Invoice	21.59

Customer Original (Reprinted) Page 1

Document Notes

Admin (2023-04-13 11:01): admin placed form on route, Accounts Payable WIM.
Admin (2023-04-13 11:01): Form approved by admin.
Admin (2023-04-13 11:28): Form approved by admin.
Admin (2023-04-13 10:55): Form approved by admin.
Admin (2023-04-13 10:32): admin placed form on route, Accounts Payable WIM.

Send Notes

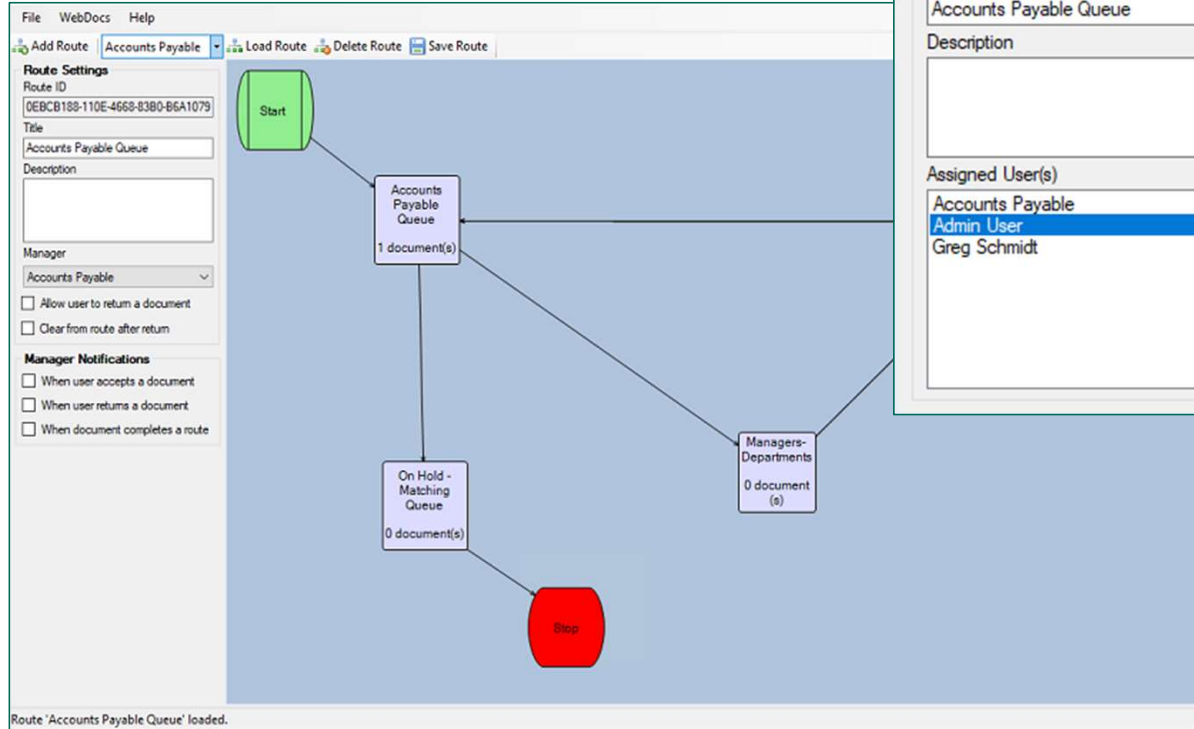
Line Items

Line #	Item Details	Invoice Qty/Price	Total
1	17310-4310 17310-4310 FancyHeat Culinary Torch	3.00 18.00	54.00
Subtotal:			54.00
Freight:		0.00	
Tariff:		0.00	
Grand Total:			54.00
Amount Remaining:			62.70
Approval Route:			

WIM Form, Copyright © Fortra v20.0.0

Webdocs Workflows and Approvals

Configurable Workflow and Approval Built into Webdocs. Use it across the entire organization.



Edit Route Step

General Information

Title: Accounts Payable Queue

Description:

Assigned User(s):
Accounts Payable
Admin User
Greg Schmidt

Step Options

- Notify recipient when a document enters this step
- Allow route completion from this step
- Allow completion of all routes that this document is on
- Allow transfer to another route from this step
- Allow user to edit document details

Expiration

Time Limit: 0 Minutes

Action: Nothing

Save Step Cancel

2-Way, 3-Way matching in accounting defined and why it is important to the operation of your business?

In an Accounts Payable process 2-way, 3-way matching is an important part of ordering and receiving associated with the accounting department. It's one of the checks and balances controls that accounts departments must verify and Invoice can be paid. And in a manual process it takes time, it's still worth the effort, because it helps to verify the accuracy of data. Now what if you could automate it so you only must deal with the ones that don't match or flag business rules. Next let's define what 2-Way and 3-Way matching is:

2-Way, 3-Way Matching in Accounting Defined?

If you work in Accounts Payable, you're already familiar with the idea of matching.

2-Way Matching

Two-way matching verifies that purchase order and invoice information match within your tolerances as follows:

- **Quantity billed** is less than or equal to **quantity ordered**
- **Invoice price** is less than or equal to **purchase order price**

3-Way Matching

Three-way matching adds a third criterion to verify that receipt and invoice information match with the quantity tolerances you define:

- **Quantity billed** is less than or equal to **quantity received**

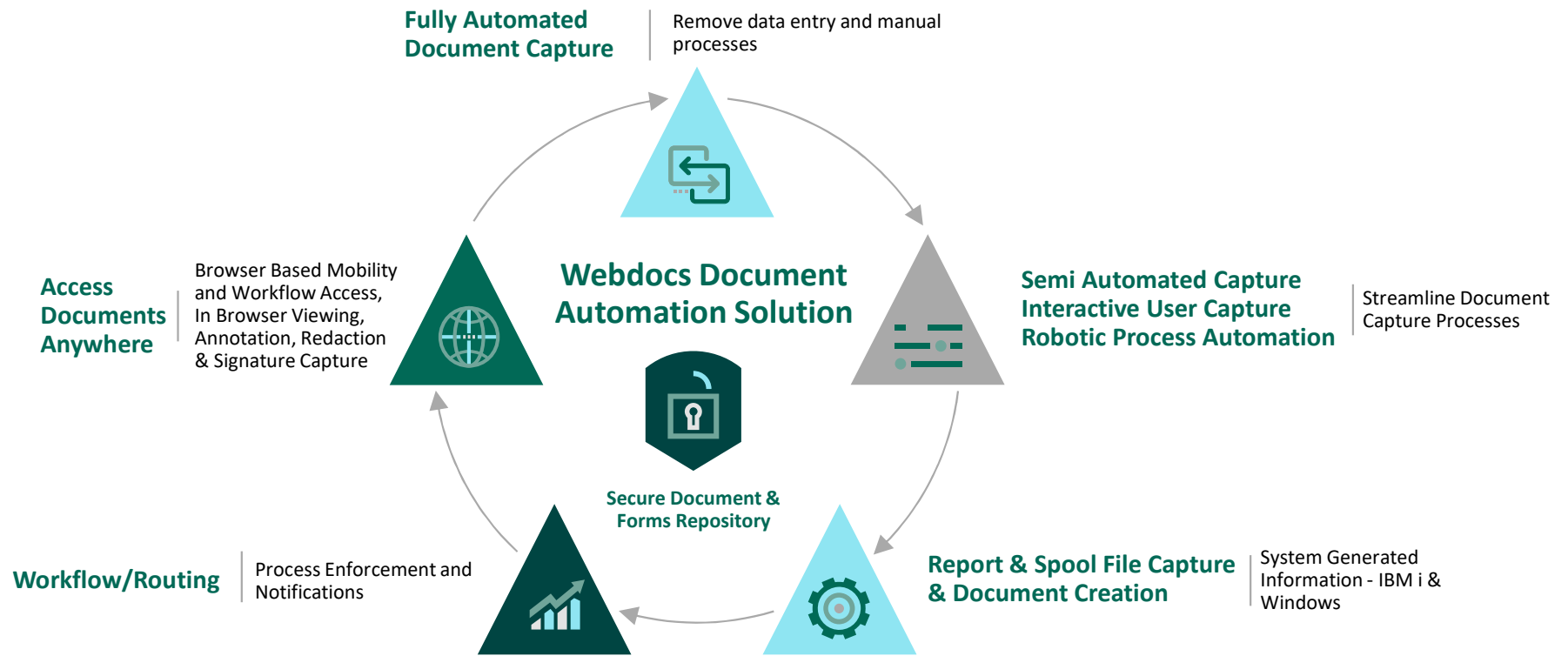
And don't forget to check with your ERP team to see if your current system is or can be setup for that. And if you are using your ERP to do 2/3 Way matching, we can still help supplement the process on the frontend data capture process to remove the manual keying of invoice data and even work with your ERP's matching process to give it more functionality that your process needs. Organizations today need solutions that are not just focused on capture and passing data to the ERP but can grow with them as the business needs change and offer detailed matching process and User interfaces for exception handling and approval workflows.

If your organization Accounts Payable department need help with streamlining the current matching process or need to implement and new process reach out to us to discuss your options with in the Fortra's [Webdocs Accounts Payable Automation](#) solution.

Secure Document Storage and Retrieval

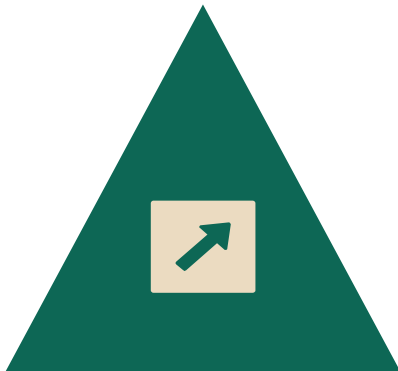


Secure and Manage Your Organizations Documents



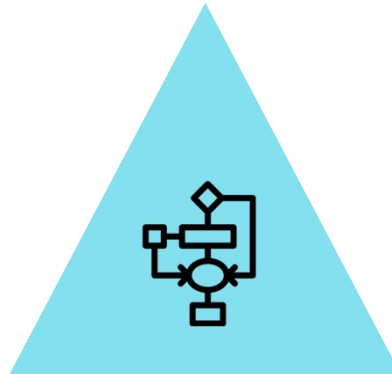
Webdocs Document Management

Document Capture



- Interactive User Capture
- Semi Automated Capture
- Full Automation Capture
- Restful API Application Integration
- RPA – Robotic Process Automation
- Forms Management

Document Workflow Enforcement



- Document Workflow/Routing
- Process Enforcement
- Notification/Reminders

Secure Document Access/Archive Centralized Repository



- Zero Footprint Browser access for Users
- Full secure access by User, Groups
- In Browser Viewing & Annotations
- Full Audit and Version Control

AP Documents - HR Documents - Shipping Documents - Safety Documents - Customer Documents - Government Forms - Supporting Documents

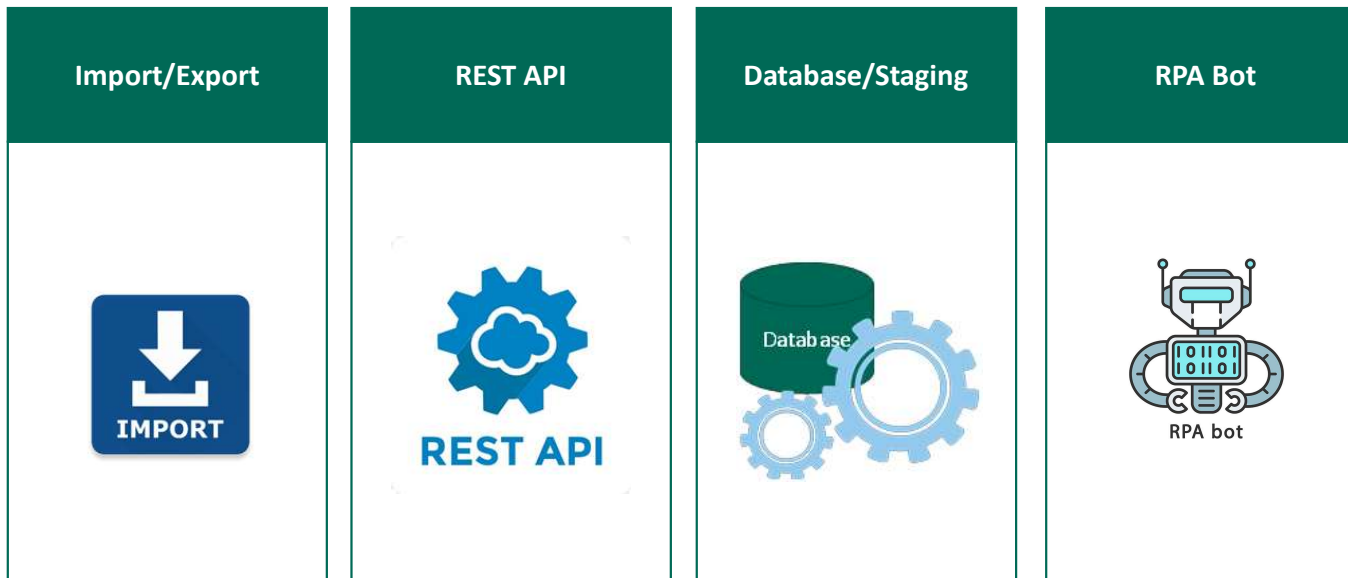
ERP and Line of Business Integrations



Webdocs Invoice Manager

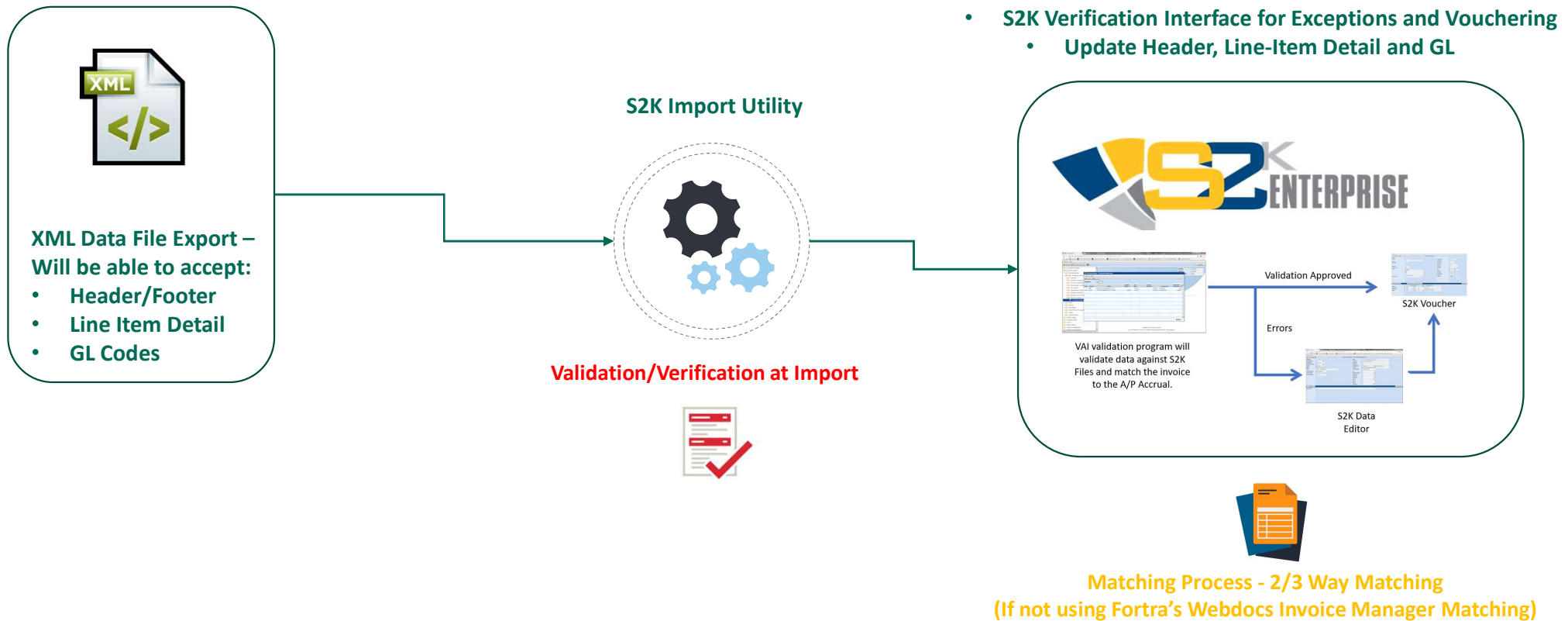
Integration and Export Capabilities

Webdocs Invoice Manager (WIM) ERP Data Integration Options (Standard Methods)



How The Updating of S2K Happens?

VAI S2K Import Process



- S2K Verification Interface for Exceptions and Vouchering
 - Update Header, Line-Item Detail and GL

Note: This Import utility works with version 6.0 and can be retro-fitted for 5.X Installs under the guidance of the VAI Services Team.

Accounts Payable Automation Process Steps

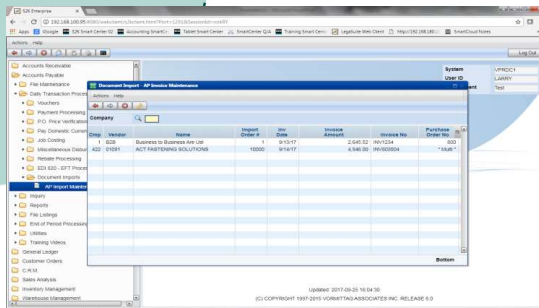
“Day in a life of AP in S2K”
Validation and Error Handling in your ERP



Export of Data
from Webdocs for AP



Validation
at Import Data



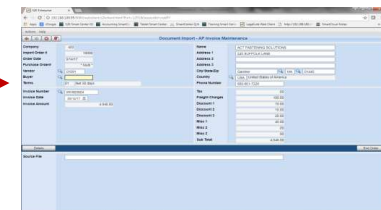
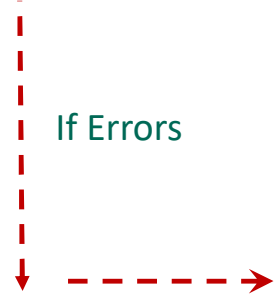
ERP validation program will
validate data against ERP
Files and match the invoice
to the A/P Accrual.

If Validation Approved



ERP Voucher
Interface

If Errors



Update Data Editor
Interface in ERP



FORTRA

Inside the Guide



5 What Are The Next Steps



THANK YOU

The Fortra Webdocs Accounts Payable Automation Team Hopes You Have Found This Guide Helpful In Your AP Automation Journey And Is Here To Assist You In Any Way Needed.

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