

## OVERVIEW

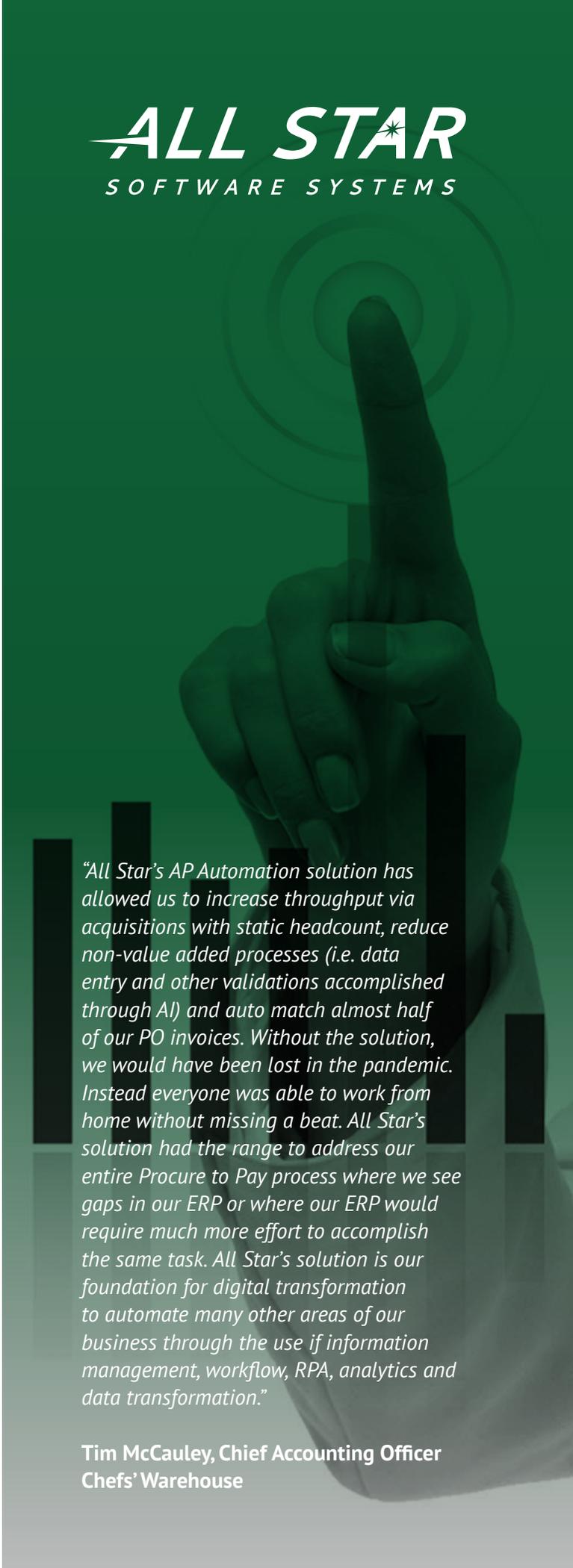
# ACCOUNTS PAYABLE AUTOMATION

Level Research reveals the average cost of manually processing an invoice can be as high as \$30, versus \$3 with an automated Accounts Payable (AP) invoice processing solution. The payback period for investment in an AP Automated Solution is short, typically ranging from 6 to 18 months on average. A proven problem with proven solutions, AP invoice automation is a low-risk/high value investment.

The top pressures driving AP improvements are consistent across organizations of all sizes and types:

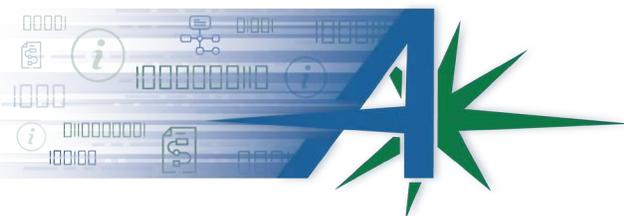
- Management directives to lower costs
- Lack of visibility of invoices and AP documentation
- Costly errors, duplicate invoices and rush invoices
- Issues with managing paper-based AP documents
- People-intensive and unproductive workflows
- Poor ability to proactively manage cash
- Weak controls that allow unacceptable risk of fraud productivity, and more through real-time and interactive analytics
- Near-instant document retrieval

**ALL STAR**  
SOFTWARE SYSTEMS



*"All Star's AP Automation solution has allowed us to increase throughput via acquisitions with static headcount, reduce non-value added processes (i.e. data entry and other validations accomplished through AI) and auto match almost half of our PO invoices. Without the solution, we would have been lost in the pandemic. Instead everyone was able to work from home without missing a beat. All Star's solution had the range to address our entire Procure to Pay process where we see gaps in our ERP or where our ERP would require much more effort to accomplish the same task. All Star's solution is our foundation for digital transformation to automate many other areas of our business through the use of information management, workflow, RPA, analytics and data transformation."*

**Tim McCauley, Chief Accounting Officer  
Chefs' Warehouse**



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### **BENEFITS**

Businesses will revolutionize their invoice processing with capabilities that promote operational excellence, real time visibility and internal/external collaboration...

- Eliminate up to 90% of the time it takes to process an invoice
- Elimination of 80%-95% of data entry
- Automation of the approval, coding, matching, and exception processes of various invoice types
- Promotion of “touchless” processing
- Insight into bottlenecks such as invoices paid without approval, automation efficiency, user productivity, and more through real-time and interactive analytics
- Near-instant document retrieval

### **OUTSOURCE OR IN HOUSE**

The first question you should ask yourself is if you even want to be a part of this process. Outsourcing the automated capture of invoices means you don't touch a piece of paper or an email attachment.

- Paper invoices can be sent to a P.O. Box where they will be picked up and scanned for you
- Electronic invoices will be emailed to dedicated email addresses where they will be imported
- Captured invoices are managed in a secure facility and trained staff go through a quality control process to transfer them to an data entry process performed by our team or your team

### **THE SILOS OF AP AUTOMATION**

There are many functionality silos to an AP Invoice Automation software solution. These silos can be provided as a complete end-to-end solution, or they burst out depending on what you already have in place. Augmenting your existing systems with certain silos can bring just as much success as an end-to-end solution.

There are many choices within each silo to be thought about and determined based on your AP Invoice automation preferences. As a provider of multiple products within the various silos (capture, data entry, workflow, storage/retrieval, analytics, mobility, engagement/collaboration), All Star can also choose from the various products to add further options based on functionality or price.

Multiple silos, multiple options within each silo, and multiple products per option give you the most flexibility to implement the appropriate solution now and for the future.

### **WHERE CAN THE SOLUTION LIVE**

You have a choice of where the system is implemented based on your architectural preference.

- Your data center (on premise or in a hosted environment)
- Private Azure cloud environment
- Public cloud / SaaS environment

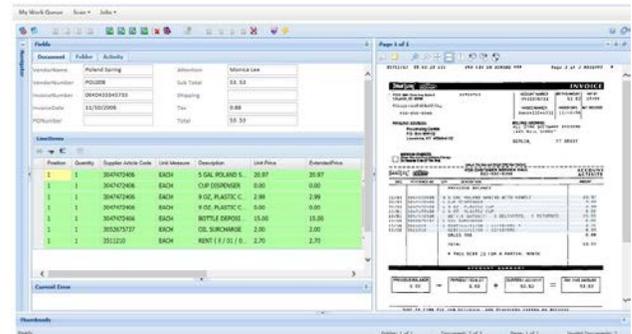
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### INVOICE CAPTURE

An invoice capture solution can scan paper but also use automated import robots monitoring all possible incoming swim lanes (email attachments, fax, portal submissions, portal downloads, EDI).

- Scanning process can be done using multi-function devices to email addresses or network folders
- Or use the software scan module with a scanner connected directly to the user's workstation to provide the cleanest image possible which in turn provides the best data extraction possible
- Normalize incoming invoice files and attachments to consistent formats
- Capture the attachment, the email body, or both, and in whichever order you prefer
- Error reporting and original invoice backups are also configurable in the tool
- Check requests, quick pays and pre-approved invoices submitted with required data (proper enforcement of data validations in the eForm logic), and supporting documents



Users entering data into ERP are now just validating fields based on the defined extraction confidence, the calculation validations and validations against the ERP system

### DATA EXTRACTION AND THE ELIMINATION OF DATA ENTRY

The technology used for this phase of the process is designed to extract and validate data without the use of a template per vendor since every vendor has a different invoice layout.

- Looking for formats of data (i.e. dates, amounts, your PO number, addresses, etc.)
- Uses keywords around the data establishing higher confidence for artificial intelligence to consider
- Utilize a connection to the Enterprise Resource Planning (ERP) system to validate data like vendor and PO number
- User only validates the fields that fail the confidence thresholds per field
- Goal is to validate the data extracted AND make sure the data going into workflow/ERP is clean
- Corrections in validation use machine learning to ensure artificial intelligence is refined to provide better extraction results going forward

### Capture



Capture any document or transaction regardless of the source

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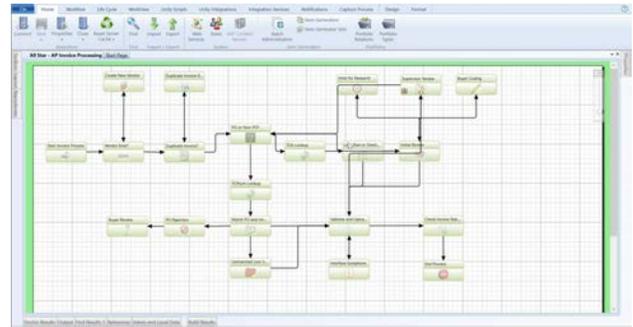
### WORKFLOW

Once the data has been validated, the invoice can now be sent into workflow. With this transition to workflow, another big question needs to be satisfied. Where does workflow take place and what parts of the workflow occur where. Three options to consider are below.

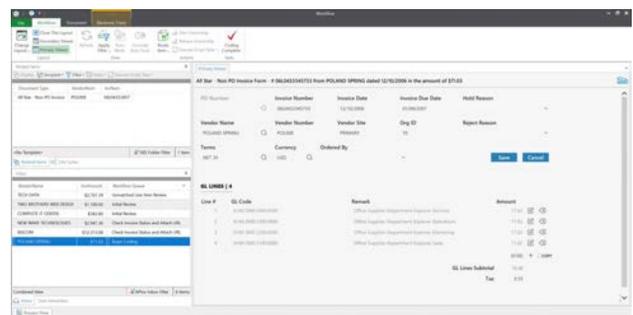
- All workflow is performed outside of the ERP system and the ERP system is used as the system of record and to pay the invoices
- Workflow inside of ERP with tools that can be plugged into the ERP interface to replace the native workflow tools with a simpler or more functional tool
- Workflow inside of ERP using the native ERP workflow tools

Once the workflow tool is selected, common functionality below can be configured. Manual tracking, follow ups, and AP quarterbacking are immediately eliminated

- Auto Code or route to appropriate users for coding (Non-PO)
- 2-3-4 way matching (PO)
- Route invoices to the appropriate users for exception handling or additional approvals.
- Notifications (to users and vendors) based on various thresholds such as time in queue
- Escalations based on out of office calendars or the amount of time in queue



Flexible workflow to meet your processing requirements for any transaction with over 300 out of the box rules and actions.



All the information and tools a user need when working on an invoice...worklist, data, documents, logic, actions, history and dashboards. All accessible from power user, web portal, eMail, mobile and dashboard user interfaces with the click of a checkbox.

### STORAGE AND RETRIEVAL

Users with appropriate access privileges will be able to search and retrieve the documents.

- Search for documents based on any of the data associated with the invoice
- Create a virtual folder structure for users to point and click through based on invoice data
- ERP integration to retrieve invoices from within the ERP interface

### ANALYTICS AND DASHBOARDS

All Star's solution will provide a single user interface with all the metrics pertaining to an invoice from the time the invoice was received to the time the invoice was paid.

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This eliminates management from having to learn multiple complex tools to find data and also eliminates the need for custom reports.

- Capture dashboards include more than
- 40 pre-defined metrics related to capture performance, human operators, software performance, and system throughput
- Workflow dashboards with interactive charts, graphs, scorecards, maps, heat maps, and more
- Monitor performance and trends in real-time
- Drill down from a graph to a data grid and to the invoice for a complete history of that invoice
- Dashboards across multiple systems to see the entire life of an invoice (capture and data extraction processes, workflow processes, and ERP system of record)

## MOBILITY

Mobile applications can extend the capture, workflow, and retrieval tools to a mobile device. All Star's mobility solution supports Windows Phone, Android, iPhone, and iPad.

- Capture invoices into the same process as the invoices from scanning or email attachment import
- Eliminate 99% of the time for an invoice to arrive for processing
- Image enhancement will create a readable black and white image with the smallest file size possible avoiding the myriad of mistakes derived from "taking pictures" with mobile devices
- Review and approve invoices
- View related documents like the original invoice and the purchase order

- User tasks like approval, rejection, routing, adding notes, and adding supporting documents
- Initiating a check request, quick pay or pre-approved invoice

If you choose to use your ERP workflow, the Mobility solution can help eliminate spending time and resources trying to mobilize ERP.

- Monitor the ERP transactions and inject into workflow so users can review and approve transactions from their mobile devices
- ERP workflow is still driving the transaction
- Solution complements ERP workflow to help mobilize the transaction

## ENGAGEMENT/ COLLABORATION

The methods at which you engage with your vendors is critical to your higher value target goals for your accounts payable team. Web-based tools allow vendors to interact with documents, data, and workflow. You get transactions quicker with all with proper enforcement of data validations to ensure clean.

- Web portal for vendors
- Submit new invoices
- Research existing invoices
- Submit inquiries
- Submit vendor master updates
- Graphical dashboards representing the total invoices in process, the status of the invoices, and the total dollar amount of the invoice by queue or by status

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Collaboration is best described using the new vendor setup scenario. If an invoice comes in and the vendor is not yet setup in the ERP system, All Star's workflow can identify the invoice as coming from an unknown vendor.

- Send the vendor required setup documents with secure email and file sharing
- Email with one link will to open a web folder with the required documents that need to be completed and a second link for vendor to upload the completed documents to
- When required documents arrive, the invoice is taken off hold and placed into active workflow
- The supporting documents are used to setup the vendor in the ERP system and associate the newly created vendor ID to the active invoice in workflow

## INTEGRATION

The All Star AP invoice automation solution can integrate with any line-of-business or ERP system. This integration will enhance your existing software investment in ERP and infrastructure. The definition of "integration" within an AP invoice automation solution relates to

- Master data usage
- Data validation
- Creating invoice transactions in the ERP system

Methods of integration depend on the what is available from the ERP system.

- Disconnected file synchronization to and from ERP are imported and exported typically in TXT, CSV or XML format
- ODBC integration where data to and from ERP is staged in ODBC compliant database tables
- Web services integration where data to and from ERP is sent back and forth via web services available from the ERP system
- API integration where data to and from ERP is sent back and forth via APIs available from the ERP system

All Star has successfully integrated with ERP systems like SAP ECC, SAP S4/HANA, SAP Ariba, Oracle Fusion, Oracle eBusiness Suite, Oracle JD Edwards, Oracle Peoplesoft, Oracle NetSuite, Workday, Infor, Microsoft Dynamics, Lawson, Sage and many more.

**ACCELERATING** Business

