Goodbye Paper Hello Freedom

ORACLE® Gold Partner

Accounts Payable Automation with JD Edwards EnterpriseOne

Accounts Payable organizations that are paper based and manual in their processing of invoices lack efficiency, control, and visibility. This model for Accounts Payable creates a high cost of storage and processing invoices, long processing cycle times with missed early pay discounts, and an inability to make quick decisions due to poor access to information.

With IntelliChief, your Accounts Payable process can be transformed to maximize efficiency, lower invoice processing costs, increase visibility to invoices and increase the percentage of early pay discounts through automation. By capturing and archiving invoice documents and invoice data information in a secure centralized repository, and utilizing a workflow process that integrates all of these functions into JD Edwards EnterpriseOne and financial applications you are able to get control of an AP process that is otherwise costly, lacks visibility and is difficult to manage.

Capture

AP Automation with IntelliChief starts with Capture Enterprise. Capturing vendor invoices by scanning, email import, or other importing methods upon receipt of an invoice allows your Accounting/Finance team instant control, visibility, and access to information. And by capturing other documents related to vendor invoices (requisitions, purchase orders, receiving documents, vendor communications, and payment) you will be able to build a complete electronic document transaction record.

Beyond the capture of documents, IntelliChief's Capture Enterprise for AP Invoices solution allows for the extraction, verification, and validation of data on incoming invoices. Through IntelliChief Capture Enterprise you automate the functions like indexing, two or three way matching for PO based invoices, and voucher creation for all invoice types. This will this drastically reduce the cost of processing invoices, cycle time, and data entry errors. In addition, it will allow your Senior Accounts Payable staff the ability to focus on exception handling, analytics, and other more value added tasks.

Benefits: eliminate paper filing and storage; store related documents together instead of in separate silos; automate the manually intensive invoice matching process; eliminate manual invoice data entry; eliminate data entry errors; reduce the risk of lost or duplicate invoices; achieve higher percentage of early payment discounts; avoid late payment fees.

Workflow

AP Automation continues in IntelliChief with Workflow. Leveraging IntelliChief's powerful rules based workflow engine, vendor invoices can be routed between people, departments, and locations for the purposes of review, coding, approval, processing, and exception handling. PO based invoices that are fully verified, validated, and matched can be processed "straight through" to voucher creation without needing to be touched. But PO based invoices that do not match and/or fall outside of allowed tolerance can be routed within AP or to buyers, managers, or others responsible for handling these exceptions and getting resolution. Non-PO based invoices can be routed to those responsible for GL coding, review, and approval before voucher creation.
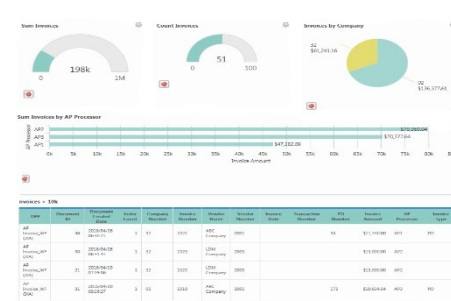
IntelliChief
Paperless Process Management
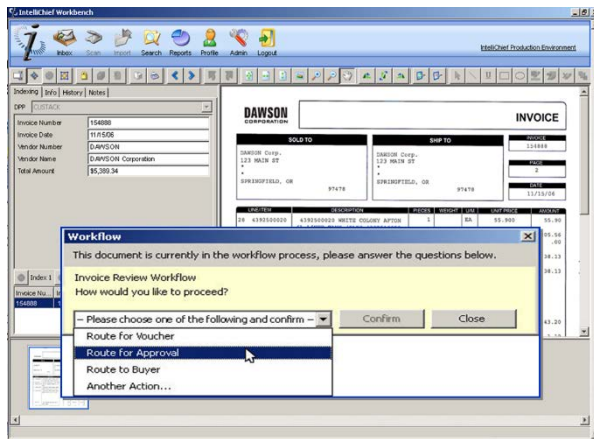
IntelliChief Workflow: Routing of invoices for review, coding, approval, exception handling, and processing.

Complete with notifications, escalations, and audit logs, IntelliChief workflow will ensure that business rules are adhered to while processing invoices timely, even if the invoice needs to be escalated. Instead of not having visibility to where an invoice is in the process, workflow provides the ability to see when an invoice was captured, viewed, routed, approved, rejected, etc. with a full date/time/user stamp history.

And with IntelliChief Analytics, reports and dashboards are made available to those who need it, in real time, to allow for data analysis and prompt decision making. In the paper world, invoice information not resident inside EnterpriseOne and Financial application is in fact outside your line of sight. But by capturing invoices and their data at the beginning of the process and leveraging workflow automation, Senior Accounts Payable staff now have visibility to open invoices, amounts, accruals, discount information, worker performance, and much more.

**IntelliChief Analytics: Real time reports and dashboards.**

Benefits: eliminate paper filing; instant tracking and visibility; process control; reduced invoice cycle times; achieve higher percentage of early payment discounts; connect remote locations/ workers instantly to the business process.

Storage and Retrieval

The IntelliChief Archive is the basic foundation of the IntelliChief solution, as it serves as the secure, central repository for the electronic documents that you capture. Documents stored in the archive are secured based on a number of factors to ensure information is accessed by the permitted users. Beyond being able to see a document, or group of related documents, security extends down to the various permissions of each user. Functions like printing, emailing, annotating, and redacting can all be granted based on the role of the user.

IntelliChief
Paperless Process Management
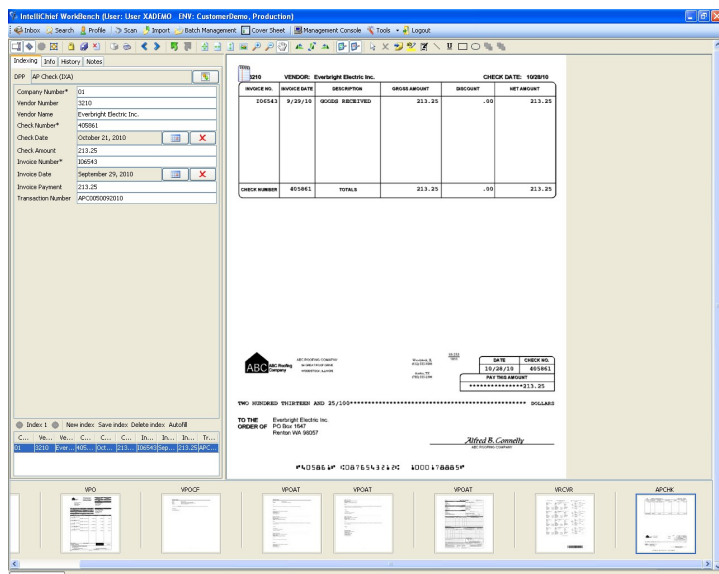
Document Retrieval: View a single document or a group of related documents.

With documents filed away in the IntelliChief Archive, they are able to be searched for and retrieved. Users have instant, real time access to documents when they need to research a vendor inquiry or provide sample transactions in audit sampling. From a robust search engine within the IntelliChief workbench, users can perform very broad or very specific searches for documents based on key data, data ranges, and more. Through a single search, an Accounts Payable Clerk, a Buyer in Purchasing, or the CFO can not only see an invoice in question but can at the same time drill down to any related document on the same screen at the same time without having to perform a new search or exit out of the existing window. And when preparing for an audit, the requested documents can quickly be retrieved and provided to an auditor electronically or as paper, without having to search through file cabinets or off site storage. Through a controlled user log in with limited access, you could even grant the auditor access only to the documents/information requested.

Benefits: elimination of paper filing cabinets and costs of offsite/remote storage; compliance with document retention policies; instant access to information; audit preparation.

Integration

The functions of Capture, Workflow, Storage, and Retrieval are all powerful components of the IntelliChief solution that are used to drive automation and a paperless Accounts Payable environment. But without Integration to EnterpriseOne and financial applications used by the business as its system of record, a solution is not truly complete. Through various deep and comprehensive ERP specific integration modules, and the powerful Integration Link and Import Link components, IntelliChief becomes a natural extension of an organization's financial application instead of a separate disconnected silo of information. Non-programmatic in nature, and regardless of the application or its platform, whether it's on premise or cloud based, IntelliChief will integrate for:

- Automatic and interactive look ups to Vendor, PO, Receipts, and General Ledger tables for the purpose of indexing, matching, and coding of invoices accurately.

- Automatic capture and indexing of financial system or EnterpriseOne-generated documents such as Purchase Orders, AP Checks/ACH transactions, etc.

- Automatic re-indexing of invoices with information not present at the time of initial capture, such as voucher number, check number, etc.

- Retrieval of a single document or group of related documents directly from any EnterpriseOne inquiry screen with a single key stroke or mouse click.

Benefits: access to information directly from EnterpriseOne and Line of Business Applications; non-programmatic integration; end user ease of use; data integrity; integrating to disparate systems and users; drill down to all documents in a transaction.

IntelliChief
Paperless Process Management

In summary, Accounts Payable processing does not have to be a costly, inefficient, and manual environment. By implementing the IntelliChief solution for Capture, Workflow, Storage & Retrieval with full EnterpriseOne and financial systems integration, your organization can turn Accounts Payable into a profit center. Considering the elimination of paper storage and handling costs, taking advantage of early pay discounts, negotiating better terms with your suppliers, and being able to analyze and control your process while making more informed decisions off of analytical data are the benefits of AP Automation that cannot be ignored.

IntelliChief is a scalable, enterprise class content management solution. Accounts Payable is often an entry point to an Enterprise Content Management (ECM) strategy due to its inherent paper based challenges and costs. Accounts Payable is only one function within the larger Procure to Pay process and the capabilities of IntelliChief can be expanded throughout that process (inclusive of purchasing and receiving) as well as into additional areas and processes on an enterprise scale throughout an organization.

Automated Solution: Accounts Payable Automation with JD Edwards EnterpriseOne and IntelliChief ECM.

IntelliChief
Paperless Process Management