PAYABLES AUTOMATION MANAGE-

Invoice Capture | Approvals | Workflow Automation | GL Account Coding

As a comprehensive ERP solution, Centerprism fully addresses AP Automation with a comprehensive solution that includes Invoice Capture, Approvals, Workflow and GP Account Coding. Using the Centerprism ERP, payable invoices can be captured from 3rd parties using a variety of tools including PDF parcing and Excel downloads. Once new invoices are downloaded, your team can track approvals using Centerprism integrated CRM and Workflow. Invoices can then be coded and submitted for payment.
Centerprism incorporates a patented, integrated spreadsheet view of your GP database called PrismView™. With PrismView™ users can view a list all Payable Invoices that can then be grouped, filtered, and analyzed using built-in calculation tools. An Invoice Inquiry drill down can be launched with a simple 'click'. PrismViews can be customized by adding or removing columns from the view using Field Chooser™ a drag n' drop editing tool.
Ten (10) pre-defined PrismViews are included, examples: Payables Due, Payments Applied, Cash Requirements, & Aging.

Workflow Automation

Workflow automation for Payables allows your team to build a multi-step, rules-based invoice approval and tracking system that will eliminate the manual tasks associated with invoice management. Your business will process invoices faster and save money on labor.

- Unlimted WorkFlow IDs can be created.
- Single screen view of all WorkFlow IDs along with all corresponding Rules and Assigned Approvers.
- Supports combined Email & Text messaging.
- Allows for Tiered dollar amount approvals.
- Conditional & Required Approvers supported.
- Time Limited Assignments supported.
- Workflow Calendar available.
- Automatic Rejection of Overdue Tasks.
- Allow approvers to delegate tasks.
- Approver Escalation supported.
- Automated Reminders.
- Workflows can be temporarily inactivated.

GL Account Coding

Centerprism provides users a one-step method for assinging GL Accounts to Payable Invoices using Single screen GL Account Coding Window. Within this view, Invoices can be grouped by Doc#, Doc Date, Vendor ID, Transaction Description, Approval Status, Vendor Catagory, or Sub Department.

- Invoice filtering available by Vendor ID, Doc # or PO #.
- Assign GL Accounts by custom defined groups.
- Intercompany Coding supported with Company ID lookup and filtering built in.
- Auto build Batches for Payment processing.
- Payables Batch ID lookup display allows grouping and filtering by columns such as Transaction Quantity, Batch Dollar Amount Totals, Posting Date, CheckBook Id, and Comments.
- GL Account Lookup display allows grouping and filtering by columns such as Account Description, Category, and Department.
- All Views and Lookups have a built-in Field Chooser that allows for easy adding or removing columns.
- Past Due Date Alert is shown in Red.

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Invoice Capture

Centerprism provides the ability to capture 3rd party invoices and import them into the Centerprism application software thereby eliminating manual entry. This is accomplished using the capture tool that adjusts itself depending on the type of file, such as PDF, Excel, or other formats. All key invoice fields are included from the invoice as if it was hand entered.

- Single Screen View of all Captured Invoices which can be grouped or filtered by the following fields: Captured Date, File Source, Document #, Document Date, Due Date, Approval Status, Vendor ID, Transaction Description, or Document Amount.
- Captured date & File Source tracked.
- Built in File Mapping Tool for common files.
- Excel, CSV, XML, Text, formats supported.
- Built in PDF parcing Tool for PDF files.
- Email Capture Tool which tracks Email Addresses.
- Captured Emails Windows displays all attachments.
- Sub-total Invoice document Amounts by any field.
- Email Subject line included in the capture.

Approvals

Centerprism provides functionality that allows the user to control invoice payments using a rules-based Invoice Approval workflow tool. Every step of the approval process can be tracked using a AP Invoice Approval Status window with drill down capability to the individual invoice management log.

- Approval Activity Status includes: Request, Hold, Reject and Approve.
- Request/Approval Activities can be tracked using a single screen window that allows grouping and filtering by the following fields: Created by, Original Request (date/time), Last Edited (date/time), Employee(s) Assigned, Activity Status, Description & Employee #.
- Each Request/Approval Activity can contain individual notes, additional attachments, and a priority indicator for urgent requests.
- All Request/Approval Activities are part of an overall CRM solution that combines other critical communications for that vendor.
- Approval Requests can be launched from anywhere.

A study by the Aberdeen Group reports that organizations reported between 40% and 60% savings by implementing the right invoice automation tool. SOA compliance recognizes that automation is a cost-saving tool needed by most companies.

*CPA Journal 2005; SOA is Sarbanes-Oxley Act.

About Centerprism

Centerprism delivers a low cost, fully integrated software application dedicated to reducing Enterprise Resource Planning (ERP) complexities for small to mid-sized businesses. This all-in-one product replaces multiple software solutions often cobbled together to accomplish the same business objectives.

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