



Accounts Payable Solution

Document Management streamlines approval and payment processes

Recognized as one of the most paper-intensive areas of an organization, accounts payable (AP) departments are the gatekeepers to vendor information. Effectively managing all the incoming paper from invoices, purchase orders and bills of lading as well as supporting documentation such as W9 forms, packing slips and government forms is crucial to the bottom line of any organization.

Top management expects AP departments to run a tight ship. The ability to efficiently handle, route and track the large volumes of paper under these circumstances is a challenge. Document management systems are easing the everyday pressures AP departments face to accurately determine cash flow statements and Days Payables Outstanding (DPO), quickly payout invoices, better handle vendor inquiries, improve customer service and meet regulatory compliance.

Westbrook **Fortis** content and document management software helps organizations to increase staff productivity through efficiencies gained by automating approval processes. AP departments can use **Fortis** to secure and manage documents, speed completion of AP transactions, and minimize compliance risk.

How Fortis Can Help in Accounts Payable

Manage Paper Load - **Fortis** can capture, index and store paper and electronic documents such as invoices and statements into one centrally located system allowing accounting personnel to share, secure and properly manage sensitive information. To aid in document capture and quality, **Fortis** offers Optical Character Recognition (OCR). AP clerks can manually or automatically capture index data such as a vendor ID or order number for reference/retrieval purposes to documents. With automatic indexing, AP departments can reduce data entry errors.

Collaboration & Compliance - **Fortis** users can view, annotate, and edit documents for collaboration. Pre-set permissions control user activities on documents. An audit log feature tracks changes and activities on documents. This enables AP departments



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
- Improves cash flow

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

to be prepared for audits as well as preserve and secure documents in a central repository to meet compliance requirements. Accounting managers can reduce the risk of misplaced/lost files and fines.

Finding Information – **Fortis** users can also search and retrieve any document through full-content or index data searches enabling AP clerks to retrieve vendor information and all related supporting documents in minutes.

Fast Decision Making – **Fortis** streamlines complex processes such as paying an invoice or processing a purchase order with automated Web-based workflow. Mobilize documents and effectively route them electronically for review and approval. Set up out-of-office delegation to ensure decisions aren't delayed. AP managers can help reduce operating costs by

eliminating faxing or mailing paper copies, shorten cycle times and decrease Days Payable Outstanding.

Integration with core applications – **Fortis** allows integration with existing business applications such as accounting/financial systems to efficiently synchronize and exchange index information, link purchase orders and related documents with accounting and logistics transactions. AP professionals can reduce time spent on 3-way matching and speed payment delivery.

Access over the Web – **Fortis** allows authorized users to access the **Fortis** repository from anywhere via the Internet. Documents can be searched, reviewed and annotated without leaving customer service, finance, accounting or manufacturing dashboards or portals.

Fortis for Accounts Payable

Fortis provides one document management backbone that integrates with your administrative and business systems.

Accounts Payable Applications

Fortis is in use successfully in virtually every task/activity handled by the accounts payable function. Some of the applications of **Fortis** in accounts payable include:

- Purchase Order Authorization
- Invoice Payment Release
- Credit Card Usage Verification
- General Ledger Management
- Expense Reports
- Account Withdrawal Confirmation
- Vendor Identification

Scalable Solutions

Fortis is used by a wide range of AP organizations in various industries, from small regional businesses to divisions of major organizations.

- Standard Oil, CT
- Hometown Bank, MO
- NCI Building Systems, TX
- Marshall County Hospital, KY
- Floyd County, GA
- Thielemann Construction, TX
- Indian River State College, FL
- Kingston & Associates Marketing, ID

Integrated Document Management

Fortis provides a full range of document management capabilities:

- Image capture and OCR
- Versioning and archiving
- Records management and retention
- Security and management
- Viewing and annotation
- Disaster recovery

Invoices, Purchase Orders, Bills of Lading

Fortis is used to capture and track bills of lading/shipping forms and signed delivery documentation matching them with orders and invoices.

Vendor Records

Fortis provides a secure repository for capturing, archiving and retrieving vendor identification. Store W9 forms, complaint forms and payment submission guidelines.

Compliance

The **Fortis** repository monitors access, modification and disposal of documents in compliance with HIPAA and Sarbanes-Oxley regulations.

Approval/Payment

Fortis automates the capturing and approval processes of invoices and employee expense reports for faster payment delivery.

Integration

Fortis integrates with core applications such as accounting/payment systems as well as multi-function capture/scan devices, OCR "front-end" systems (Kofax) and email and fax systems.



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