KOFAX

Kofax AP Agility

Investing in the automation of invoice receipt and AP workflow processes is the most effective response to addressing AP challenges and, according to independent analysts, the most frequently adopted strategy of best-in-class AP organizations. While laggards suffer high error rates and exception management costs, the leaders accept higher proportions of electronic invoices and can act in a timely fashion to capture early payment discount opportunities and avoid late payment penalties. Leaders also choose to consolidate people, departments, operations and systems into an integrated, end-to-end AP process.

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

Introducing Kofax AP Agility

Kofax AP Agility™ is an AP automation solution built on the Kofax TotalAgility® digital transformation platform that supports single or multiple ERPs and:

◆ Combines Kofax Invoice Processing Agility™ (capture), process management and analytics to address challenges impacting AP professionals

◆ Delivers timely and cost-effective benefits, minimizing the need to modify existing ERP applications
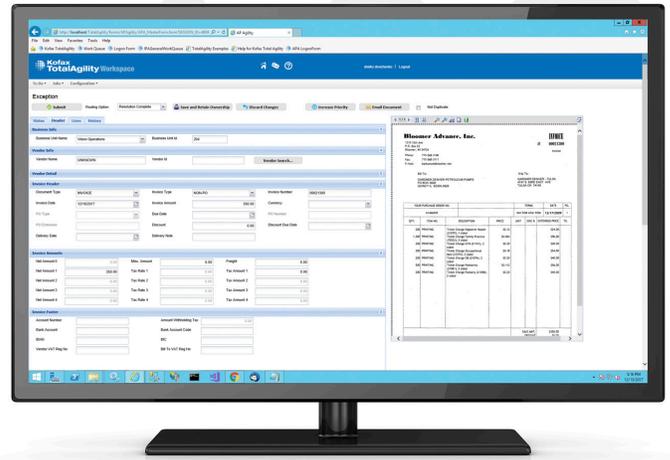
Kofax AP Agility is an automated accounts payable and invoice processing solution that enables organizations to capture early payment discounts and avoid late payments. Above: Invoice header form.

AP Agility delivers multiple layers of value for addressing these issues, including traditional paper digitization, information extraction, enhancing Accounts Payable processes, process automation, optimization and analytics, and granting full mobility to customers, suppliers and workforce.

Benefits include:

◆ **Improved information visibility:** Digitize invoices and other AP-related documents for archive and compliance purposes and for better visibility internally

◆ **Operational excellence:** Process information from invoices and other AP documents faster, more productively, more accurately and with better visibility for improved productivity and control at lower cost

◆ **Improved supplier relations:** Establish new levels of engagement and collaboration through information-rich AP process automation, optimization and analytics

◆ **Financial agility:** Increase the flexibility of financial operations by radically transforming and simplifying the information-intensive interactions that typify AP processes

Features

Integrated with Kofax Invoice Processing Agility for multi-channel capture, classification, extraction and validation of PO, non-PO invoices and credit memos. The solution includes extensive configuration options for extraction, classification, validation, 2-Way and 3-Way line pairing and exception handling. Additional user extensibility through TotalAgility and user interfaces.

Extensive role-based user management for creating administrators, resources and groups.

Supports single or multiple ERPs, communicating with the target ERP or ERPs through configuration guidelines for mapping, exporting and importing supporting ERP data. Oracle PeopleSoft and Infor Lawson ERP integration is provided.

Leverages TotalAgility work queue for displaying all work type assigned process activities and tasks.

AP workflows (TotalAgility processes) for processing all invoices validated by Invoice Processing Agility, calculating invoice due dates and discount due dates, and reprioritizing and processing exceptions, duplicates and cancellations.

- ◆ **Workflow customization** through TotalAgility Designer. Validation, coding, approval, exception handling and invoice exporting processes can be customized before or after the process, and in some cases replaced (e.g. for exception handling).

Allows the configuring and administering of **multiple organizational and business unit hierarchies**. An organization may have multiple business units to align with targeted ERP hierarchical structures.

- ◆ Users within the hierarchy are assigned roles and privileges (e.g. approval level amounts and assigning exceptions or escalations to other approvers). Vendor groups can be configured for business units.

General Ledger (GL) coding supports GL segment structures (e.g., company, division, unit, cost center and transaction type). A search form is provided to facilitate coding.

E-mail notifications can be configured for activities not completed within timeframes or for invoices in hold states.

E-mail review and approval includes hyperlinks to pending activities.

Integrated actionable analytics shows invoice processing time, invoice coming due, workloads and exceptions. Users have the ability to increase priority, escalate or reassign approvers.

Audit data is provided for all events impacting changes in business units.

Form field configuration for specifying by organization which fields are active on a form.

Discover more about AP Agility at kofax.com

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