

AP Automation Solution



AP Automation can save up to 80% of your AP department's current operating expenses.

Whether an organization receives 10 or 10,000 invoices per day, invoice processing and departmental approvals can be highly manual and time-consuming, not to mention the challenges managing invalid invoices or deemed exceptions. Accounts Payable (AP) Automation can save you up to 80% of your AP department's current operating expenses.

Octacom AP Automation employs invoice capture and workflow automation leveraging our services and Odiss™ AP Software to streamline and improve invoice management from invoice collection to exception management and approval workflows, all the way to interaction with your ERP software. Whether you require solely cloud capture of invoice data or a full end-to-end outsourcing and automation model, Octacom's AP Automation Solution can be catered to your specific needs.

Octacom Advantage

Average cost per invoice for AP Automation and Imaging Services



CUSTOMER SITE

\$22⁷⁵



OCTACOM SITE(S)

\$1²⁵



AP SOFTWARE PROCESS



Arrival and Extraction

- › Handles all invoice formats including paper, email, fax, web/mobile upload, EDI and electronic invoices via vendor portal
- › Captures header and line item data on incoming invoices, followed by indexing and quality control, automatically learning form and data layouts
- › Extracts additional invoice data and confirms matching with master data received via ERP integration



Control and Approve

- › Automatically posts invoices to ERP to facilitate straight through processing, to Odiss™ workflow for approval or to an exceptions queue for management if data issues are identified or rules breached
- › Distributes workload to AP staff based on client-selected parameters
- › Performs coding and approval
- › Provides analytics and reporting



Vendor Portal

- › Communication portal, with dispute resolution
- › Invoice status search functionality
- › PO info accessibility
- › Direct invoice submission
- › Vendor master change process



Cloud Archive

- › Secure cloud archive stores invoice images, process information and audit logs of workflow actions taken
- › Store and retrieve data and images with ease
- › Fulfills audit and compliance requirements
- › Time-series based analytics and reporting

Octacom AP
Automation
is fueled by

odiss™

AP SOFTWARE

Odiss™ AP Software has been optimized over the past 20 years of document management software experience at Octacom, and features:

- › Direct upload and indexing capabilities
- › Vendor portals for invoice submission and invoice tracking
- › Exception portal and handling for invalid or return-to-vendor scenarios
- › Flexible departmental or organizational approval workflows
- › Integration with various ERPs
- › Secure and compliant archive
- › Reporting and analytics

odiss™

Search Invoice Number, Status, etc...

Invoice Date dd / mm / yyyy

Search by Filter

Search

APPROVAL WORKFLOW

EXCEPTIONS

ARCHIVE

VENDOR LOCKED

VENDOR MAINTENANCE

USERS

AUDIT

Approval Workflow

+ Add Document

Edit

Export

Showing 8 - 8 of 8 results

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INVOICE #	PAYMENT METHOD	INVOICE STATUS	AP CLERK	ASSIGNEE	INVOICE DATE	DUE DATE
<input checked="" type="checkbox"/> 123456	Debit	APPROVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 678910	Credit	RECEIVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 111213	Debit	APPROVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 141516	Credit	APPROVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 171819	Credit	PENDING	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 20122	Debit	PENDING	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 231425	Debit	RECEIVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY
<input type="checkbox"/> 261728	Credit	APPROVED	AP CLERK	Approver User	DD MM YYYY	DD MM YYYY

Results per page 8



99.9%

24 HOUR TAT

DATA ACCURACY

Our Clients

Octacom powers the accounts payable department for some of North America's largest enterprises:



Our Integrations

Octacom's end-to-end system integration eases use and enhances functionality across all of our digital solutions:



**Please inquire for
additional ERPs**



Contact us to learn
about the AP Solutions
and Services that are
right for you!

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ABOUT OCTACOM

Octacom is an enterprise software and services company focused on document and data management solutions. Founded in 1976 and headquartered in Richmond Hill, Ontario, Octacom specializes in document management and workflow automation software as well as document imaging services, and leverages its proprietary Odiss™ Document Management Software to provide a robust, secure and cost effective solution to clients globally across a wide range of industries. Odiss™ AP Software is a core pillar of the Octacom platform.

We understand that our products and services have to work in dynamic environments alongside other software across many divisions or branches. We provide a robust implementation and training program with our solutions. We look forward to the opportunity to present our business process automation solutions to your organization.