

# Your guide to accounts payable automation

Transform your process with Sage AP Automation

Sage Accounting software allows organizations to move key business processes into the cloud, giving them more flexibility and freedom in how they work. The next step after cloud adoption, for most businesses, is automation.

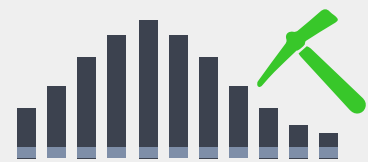
The impact of automation can be felt throughout an entire organization, not only cutting operational costs, but also improving customer service levels, shifting corporate culture to empower employees, and facilitating strategic decision-making through better data capture and visibility.

## Automation transforms accounts payable

In accounting departments, the accounts payable (AP) team has to tackle the most repetitive, manual work and is rarely seen as a strategic center within the business. Only 15 percent of businesses\* see their AP department as a valuable collaborator, and one third don't see accounts payable as a strategic operation at all, despite the high amount of data that circulates through the department each month.

However, AP automation can improve this outlook. Automation all but eliminates data entry, minimizes delays and errors, and increases job satisfaction, as AP staff can reallocate their time from mundane manual tasks to more valuable accounting work. Better yet, AP automation opens up a data gold mine for businesses, which can be leveraged in strategic financial decision-making.

The AP department has a data goldmine to tap into for strategic financial decision-making.



The impact of automation can be felt throughout an entire organization.



\* Ardent Partners, ePayables: Eyes on the Prize, 2016

## How Sage AP Automation works

Sage AP Automation is built to delight by automating your entire AP process, from purchase to payment. Invoices are entered with guaranteed accuracy and stored securely in the cloud, saving you time as we take care of the data entry.

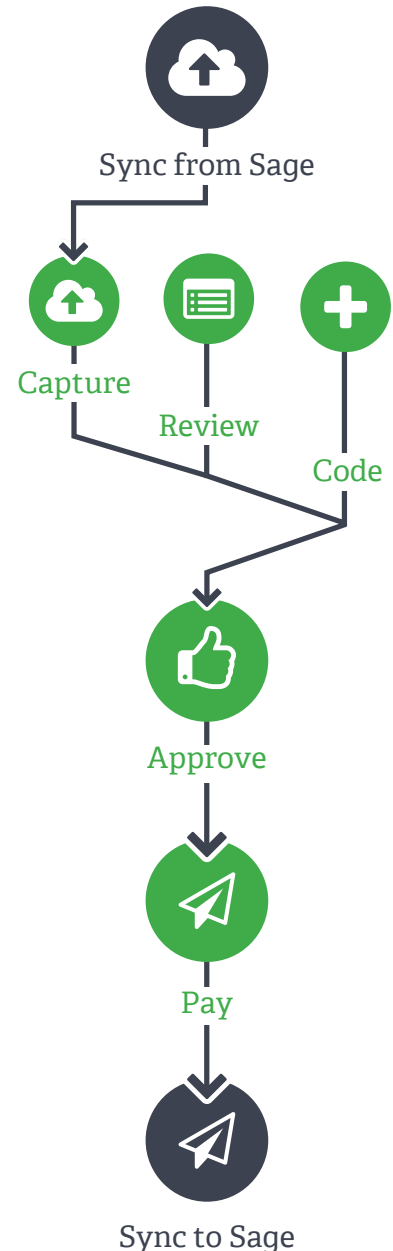
By managing approval workflows and internal controls in Sage AP Automation, you ensure that your coded invoices are automatically routed to the correct approvers and that every user only has access to the specific modules they need, based on your unique organizational structure. Since all your invoices are stored in the cloud, approvals can be completed from any location.

Bring actionable AP insights into the boardroom with custom reports, saved searches, and data filters. Your internal and external audits can be tackled quickly and accurately, while account reconciliation and variance analysis can be done without having to dig through files. You can even improve forecasting by having all your AP data current and centralized.

The payments module in Sage AP Automation allows you to pay vendors directly from within the application via virtual credit card, EFT/ACH, wire or automated checks. Through our virtual credit card rebate program, you also have the opportunity to earn money by simply paying your bills.

## Integrating with Sage

Sage AP Automation integrates seamlessly with Sage 50c (Canada Edition), Sage 50c (US Edition), Sage 100c, Sage 300c, and Sage 500 through our sync tool. While our dedicated Implementation team will be there to guide you through every step, the implementation process is a simple process overall. We'll walk you through the set up and installation of the sync tool and run tests to ensure that everything is working and ready to use.



For organizations that process invoices for multiple entities or companies, our sync tool is designed to connect to single or multiple Sage databases. A profile for each Sage database will be created within our sync tool, and once connected, the data transfer happens directly through the tool.

From each Sage database, we receive the following information: Vendor list Chart of account list, and payments. We also attach payment information to Invoices in Sage AP Automation. Finally, from Sage AP Automation, we send all approved AP transactions into Sage, ready for you to manage inside of your Sage software.

## The benefits of AP automation

### **Eliminate data entry**

Your team is busy. Leave the data entry to us and focus on strategic tasks that impact your organization's bottom line and help you grow faster.

### **Access from anywhere**

Securely access and approve invoices for one or multiple companies online from any device, anywhere in the world.

### **Approvals your way**

Empower your team with configurable approval channels based on custom fields like invoice amount, vendor, and more for maximum efficiency.

### **Making you money**

With our virtual credit card rebate program, you make money while paying directly from Sage AP Automation. Release a payment, get cash back—it's that simple.

### **Pay for what you use**

Have as many users as you'd like and pay only for the invoices you process. We align your AP across all companies and departments.

### **Here to help you**

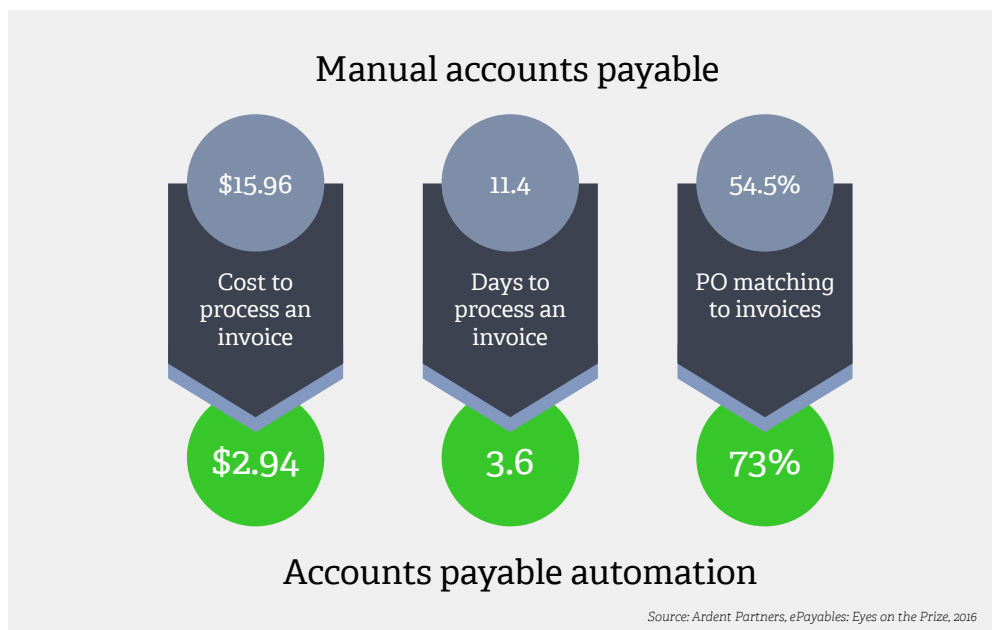
You always have access to our live support team who are there to help you get the most out of Sage AP Automation.

## How AP automation saves you money

How much money are you paying to process your vendor invoices right now? It's probably much more than you think. On average, a single invoice can cost businesses up to \$15.96 to process<sup>2</sup> manually when you take into account the combined price of labor, materials, printing, and postage. Automating the AP workflow drastically reduces that cost to \$2.94 on average.

Time saved is also a significant factor, as manual AP processes can take approximately 11.4 days to complete, as the AP team spends massive amounts of time and energy entering data, coding invoices, chasing down approvals through emails and phone calls, and paying vendors with printed checks. Automation cuts that processing time down to just 3.6 days. Think about how long it take you to pay your vendors. The math always works out better when you add in AP automation.

With Sage AP Automation, the more invoices you process, the more your per-invoice cost decreases, as we bill monthly based on your invoice volume. Check out our pricing chart for details.



## Pricing tiers

The standard setup fee of \$3000 will be waived for all Sage customers.

Set-up		Under 250 invoices*	250 - 500 invoices	500 + invoices
\$3000	\$0 for Sage 50 Sage 100 Sage 300 Sage 500	<b>\$1.60</b> each	<b>\$1.50</b> each	<b>\$1.40</b> each

\*Minimum monthly charge of \$32.00 for 20 invoices and under

## Connect with Sage AP Automation

Take advantage of all that Sage AP Automation has to offer and transform your business. Implement the AP automation solution that's built to delight, and elevate your AP team's potential.

Ready to automate?

Contact an AP Specialist today to get started:

[sage@beanworks.com](mailto:sage@beanworks.com)