

AP Automation

Streamline your accounts payable processes and file your invoices, purchase orders and contracts electronically.

Impact Your Bottom Line

Capture data from vendor invoices automatically. InStream's AP solution will dramatically improve the way your company processes incoming invoices. You will lower costs, process invoice information faster with less staff and take advantage of more early-pay discounts. No matter how many invoices you process—or where you process them—it will minimize manual data entry and automatically capture and deliver accurate invoice data into your financial, enterprise content management, enterprise resource planning and document management systems.

With AP automation, managing your AP process gets easier, too. It's easier to find past invoices with accurately indexed images in your document management system. Accounts payable clerks can focus on higher value-added tasks, such as resolving vendor invoice discrepancies. It becomes easier to monitor and control processing and payments with timely and accurate data delivered automatically. Your entire AP department will accomplish more in less time.

Are your paper-based accounting processes dragging you down?

Are you looking for a way to streamline your accounts payable processes and file your invoice, purchase orders and contracts electronically? InStream has the solution: AP Automation is a combination of invoice processing automation and efficiency-based features within our document scanning and capture application that allow you to breeze through scanning invoices, capturing invoice information, posting data and archiving invoices for later access.

We provide solutions for every budget, that can easily be expanded once an organization gets digital invoice processing underway. With AP Automation, you can automatically collect invoice information, such as vendor, invoice number, total and date. You can easily enter or correct data with just the click of a mouse.

Once complete, AP Automation provides more than 60 connectors to industry document management systems. Exporting invoice data is also a breeze with our data export migrations.





Features & Benefits

Any device, Any Document, Any Time. InStream provides invoice processing at its simplest, and all its capabilities are available utilizing dedicated scanners or any network scanning device (copier, fax, digital sender, MFP) to provide document imaging and AP automation. Accelerate your scanning through InStream's flexible, scalable, powerful data capture.

Improve cash flow cycle management

At the end of each month, you accrue fewer payables at month-end because automation has removed many of the delays associated with getting data into your financial systems for approval.

Increase invoice data accuracy

Inaccurate invoice data means that AP clerks have to investigate the error, correct it and possibly reprocess payments. AP Automation automatically delivers the most accurate data possible.

Capitalize on early pay discounts

Your accounts payable process moves faster without sacrificing control, allowing you to capitalize on early-pay discount terms.

Reduce manual data entry costs

Automated data capture eradicates up to 75% of an often-hidden labor cost—data entry. Once manual data entry is nearly eliminated, the improvements in speed and effectiveness are dramatic and obvious.

Shape it around your business rules

InStream's AP solution can match the vendor's terms against what is stored in your database. Discrepancies can flag the data field for review by an AP clerk or supervisor—or automatically replace it with the correct terms tied to that vendor.

Automate accounting distribution of your line-items

InStream's AP solution can automatically assign general ledger codes to your invoice line-item charges, either via default vendor code, or by matching codes from corresponding purchase order data in your financial system. For faster manual code distribution, it can provide a quick-reference drop-down list.

Deliver accurate invoice data faster

It enables flexible data exchange with almost every accounting or ERP system including SAP using SAP Certified Integration. With accurate invoice information delivered faster, your organization can start the approvals process sooner.



Let's See that ROI

InStream's client averaged 1,500 invoices per month and calculated their cost to process an invoice was \$3.69. This includes costs to retrieve/open mail, data entry and shredding. InStream was able to complete replace their invoice processing with our AP Automation system at a cost of \$2.50 per invoice.

Previous cost:

Monthly Cost = \$5,535

Yearly Cost = \$66,420

With InStream's AP Automation:

Monthly Savings = \$1,785

Total Yearly Savings = \$21,420

Monthly Savings



Yearly Savings



Understand Your Invoice Cost

Monthly invoice volume	3000
Time to open invoices/mail per day (hours)	2
Time to data enter per day (hours)	16
Time to file, pull and re-file per day (hours)	2
Time spent per day looking for invoices (hours)	1.0
Hours rate for person opening invoices	15
Hourly rate for ap clerk	18
Average hourly rate of people looking for invoices (include management time)	40
Benefits and taxes burden	45%
Estimated cost of lost discounts per year	\$ 1,000.00
Cost per year for ap storage (including moving to and from storage, rent, taxes, etc)	\$ 2,000.00

	Per Invoice	Annual
Cost to open invoices	0.302	10,875.00
Cost to data enter	2.900	104,400.00
Cost to file	0.363	13,050.00
Cost to locate	0.403	14,500.00
Cost of lost discounts	0.028	1,000.00
Cost of storage	0.056	2,000.00
Total	\$ 4.05	\$ 145,825.00

Industry Average Cost Per Invoice: \$4.00 - \$14.00



Is AP Automation for You?

Of course it is! Streamlining your accounts payable processes, filing invoices, purchase orders and contracts electronically has never been easier.

So what are you waiting for? InStream can start helping you, your employees and your entire accounts payable department today. Call or email for any additional information you would like to receive or questions you may have that need to be answered.

Who Are We?

InStream's Document Management is the imaging leader and first choice for all paperless office solutions, providing innovative document management solutions that enable companies to scan, store, retrieve, and use information more efficiently, accurately, and securely. Leveraging decades-long business partnerships with such well-respected companies such as Kodak, Canon, and EMC, InStream's helps organizations efficiently manage documents and data, saving them money and increasing the efficiency of their workplace.

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