



Benefits

- Secure web-based solution
- Ability to handle any invoice volume, no matter how large or small
- Automates inefficient manual processes
- Validates invoice accuracy before your staff processes them
- Provides real-time visibility into invoice status
- Provides an audit trail for every invoice
- Maximises your ability to take early payment discounts
- Integrated workflow rules follow your business process and can be changed at the business user level
- Integrates with your existing ERP systems
- Eliminates errors due to duplicate invoices, incorrect PO numbers or unauthorised vendors
- Dramatically reduces processing time over manual processing
- Alerts to available discounts
- Fast deployment - in as little as 8 weeks

1300 557 672

www.converga.com.au

Paperless Accounts Payable

Finally, an off-the-shelf Accounts Payable solution tailor made for your needs

There's no software or hardware to buy. No installation or license fees – only a secure online solution ready to be implemented in your business today.

Converga Paperless Accounts Payable (PAP) is the perfect solution to deliver full, real-time visibility into your accounts payable function. It allows you to acquire invoices via paper, EDI and fax as well as via forms and portals. Our entry channel technology validates each inbound invoice with either 2 or 3-way match to ensure the invoice is accurate and authorised. Integrated workflow rules then route invoices to the correct people for review and approval. Exception processing is escalated as necessary. Checklists ensure your process is followed. Processed invoices can be posted to one or more back-end systems in real-time, eliminating the need to batch invoices into other systems. Full search, auto archiving and retention rules simplify compliance and storage.

Converga PAP supports a variety of popular invoice formats including EDI, forms, e-invoices, email, fax, imported files and scans. No need to worry about duplicates or possible fraud, Converga PAP's entry channel intelligence matches all the inbound invoices against purchase orders and integrated processing rules ensure they are handled according to your rules and chain of command. Converga PAP allows your AP team to do their work without spending time researching, manually matching and validating invoices.

Invoice acquisition, validation, processing, posting and reporting - it's all in the box. Converga PAP has all the benefits of a custom solution without the cost or pain of implementation. Our real-time status indicators make it obvious at a glance which invoices are the highest priority, have issues, or require further attention before processing. The full visibility into your payables allows you to maximise your available discounts and pay invoices just-in-time to optimise cash flow.

Works with your ERP system without changes

Converga PAP's seamless integration with ERP systems ensures even the most complex AP environment can still be accessed through a single, user-friendly interface. Everything your AP team need is just a click away -speeding their ability to process and shortening your training time.



Environmentally Friendly

Our PAP solution will not only save you time and money, it's also environmentally friendly. A Life Cycle Assessment (LCA) of PAP shows that for every 1 million invoices, up to 800 tonnes of CO2 and 3200 trees can be saved if the invoices are processed digitally.

Converga has a growing number of programs and initiatives across the organisation which reflect our commitment to the environment, such as an accredited Environmental Management System consistent with AS/NZ 14000:2004 and Gold Partner status in the NSW Government 'Sustainability Advantage Program'. Our PAP solution is endorsed by Rainforest Rescue and we actively participate in forest regeneration programs on behalf of our clients and staff.



Paperless Accounts Payable

Invoice status - in real-time

Your AP team often have dozens or hundreds of invoices in process. With Converga PAP, they always know which are the most critical, which require further processing and can prioritise the workload to meet business needs. Vendors can check payment status online at any time.

Powerful three-way matching

As invoices enter the system, Converga PAP automatically performs a three-way match of the invoice against the vendor invoice, relevant purchase order and receiving report. This reduces risk of errors and fraud and is handled before the invoice is even routed to the payment processor.

A solution that works with your existing process

Unlike most AP solutions that want you to control your workflow, Converga PAP's rules-based system works the way you do and is fully configurable by business users. No programming is necessary, changes are made through intuitive pull-down configuration menus.

Maximise internal controls

Each document contains a full audit of every workflow step and action taken, including date and time stamp, system or user identification and confirmation of email communication relating to the document. Integrated accountability aids in regulatory compliance and reduces potential for errors or fraud.

Roles and permissions are configured in accordance with your organisational requirements, and provides the ability to delegate authorities to enable coverage for staff planned or unplanned leave.

Eliminate lost documents and search time

When the paper is eliminated, so is the time spent looking for lost invoices and requesting reprints. With electronic payables, it is instantaneous to find an invoice and all supporting documents. Converga PAP eliminates the lost document problem once and for all.

Turn your AP department into a 24-hour operation with Vendor Self-Serve

The Vendor Self-Serve module is a complementary product to Converga PAP allowing vendors to submit and check status on invoices 24-hours a day.

Ready to learn more?

Contact us today at 1300 557 672 or email hello@converga.com.au.

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