AP AUTOMATION
IS ON THE MOVE
How to Integrate
AP Applications
on Mobile Devices
KOFAX

Extend AP Automation Benefits to Mobile Devices

Smartphones and tablets are everywhere: They can transform accounts payable interactions.

This guide provides implementation advice, real-world use cases and information about software solutions that extend AP Automation benefits, such as increased productivity, enhanced visibility and optimized cash management to mobile devices:

1. Invoice capture & data extraction
2. Receipt submission to expense reporting
3. Trailing documents
4. Discrepancy resolution
5. Approval workflows

Reduce Costs & Increase Process Responsiveness

Financial executives, managers and process owners can improve processes, increase productivity and reduce risk and error by integrating mobile devices with automation of processes such as:

Invoice Capture

Invoice Review & Approval

Travel & Expense Submission

Real-time Alerts

But first!

Ask the Right Questions

How will integrating mobile:

1. Strengthen or weaken internal controls?
2. Impact security?
3. Increase the quality of information?
4. Create opportunities for errors?
5. Deliver comparable functionality to the desktop user experience?

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Find the Right Answers

Integrate mobile with powerful AP automation solutions that:

1. Use robust internal controls guided by embedded best practices in the end-to-end automation of financial processes.
2. Limit human interactions with—and control who can access—confidential data.
3. Improve the quality of extracted data compared to manual keying, resulting in fewer processing exceptions.
4. Reduce errors and operational costs with touchless processing for document entry and data extraction.
5. Provide seamlessly integrated workspaces specifically designed for every type of user.

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Know Your App Implementation Options

Development costs,

user experience,

and time to market,

hang in the balance.

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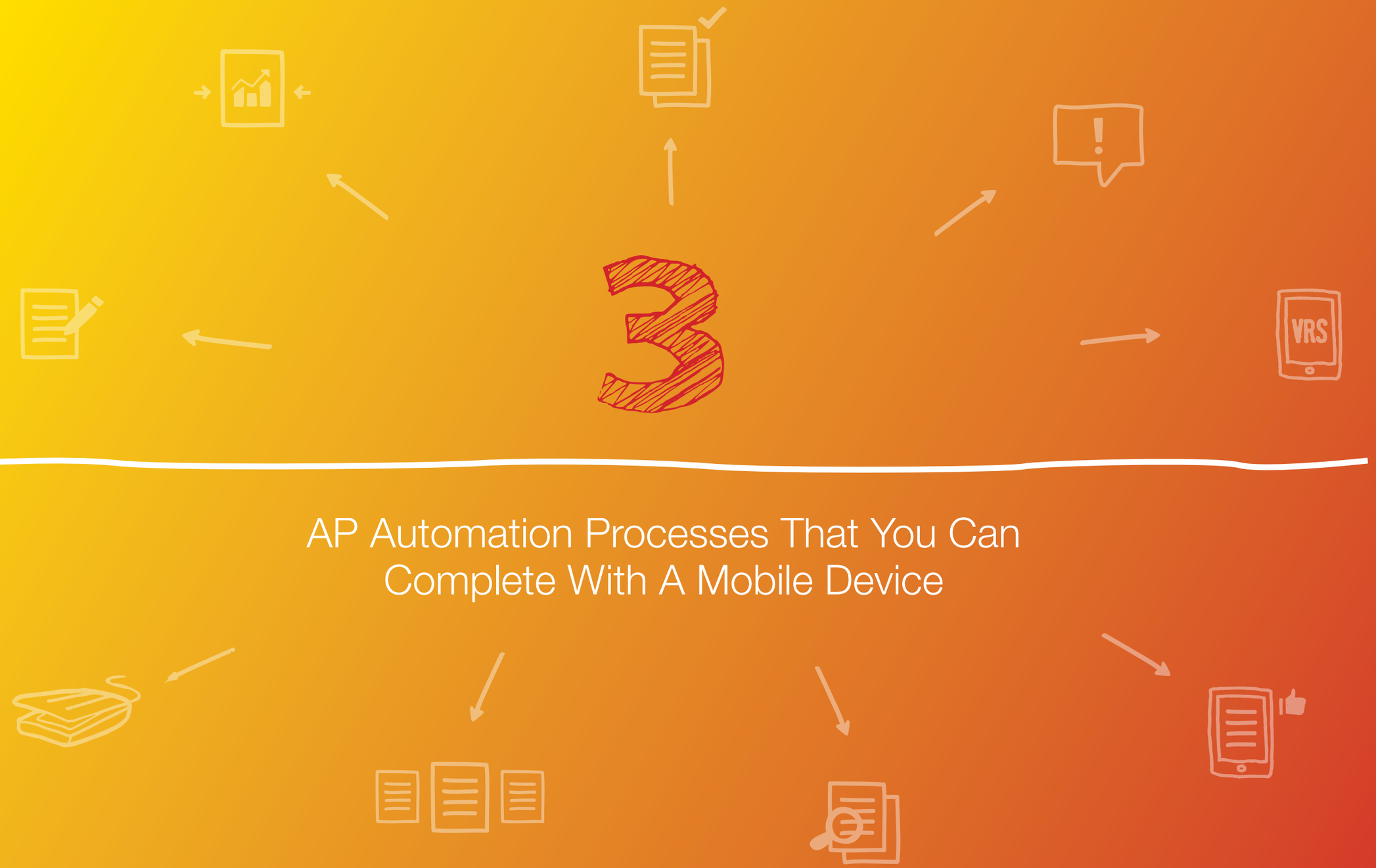
Implementation Options

Benefits		Drawbacks
Operate in the same environment and user interface as consumer apps Very fast and available in app store	Native Apps	Expensive to develop
Browser-based Standard development platform	Web-Based Apps	Not offered in app store
Combine native components and standard certification process for respective mobile platform *(iOS or Android, for example)* Native “wrapper” around a browser Available in app store	Hybrid Apps	



AP Automation Processes That You Can Complete With A Mobile Device

1
Information Capture

Scan critical AP documents (invoices, shipping receipts, expense reports and more).

Ensure images captured by mobile devices are high quality and process-ready with image perfection software.

Translate text and index data using an optical character recognition engine.

Integrate data into workflows with the same processes used to capture data from an email, PDF or invoice digitized by an office scanner.

2
Expense Receipt Management

Receive alert from AP automation software that receipt needs to be submitted to accompany a previously created expense report.

Click hyperlink that launches information capture sofware and turns on mobile device camera.

Capture all receipts and use image perfection software.

Review all receipts in AP automation solution.

ERP is updated in real time.

3
Approving an Invoice

Select invoice from list of pending items.

View original invoice, including annotations.

Zoom, scroll, highlight and annotate as necessary.

View action history associated with invoice.

Approve, reject or forward invoice for additional processing.

Getting Automated: Browser-Based

Browser-based solutions for Android and iOS enable enterprise users to participate in the entire AP process, including:

1. Approve
2. Reject
3. Return to AP
4. View associated documents
5. Annotate
6. Audit
7. Prioritize

A browser-based solution needs to ensure adherence to security and compliance standards and seamlessly pushes fixes, upgrades and enhancements.

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Getting Automated: Native

Information capture applications enable mobile devices to capture images of documents, photographs and data and then integrate that content into other enterprise applications and repositories. Being able to capture the information from virtually anywhere minimizes latency and speeds transactions.

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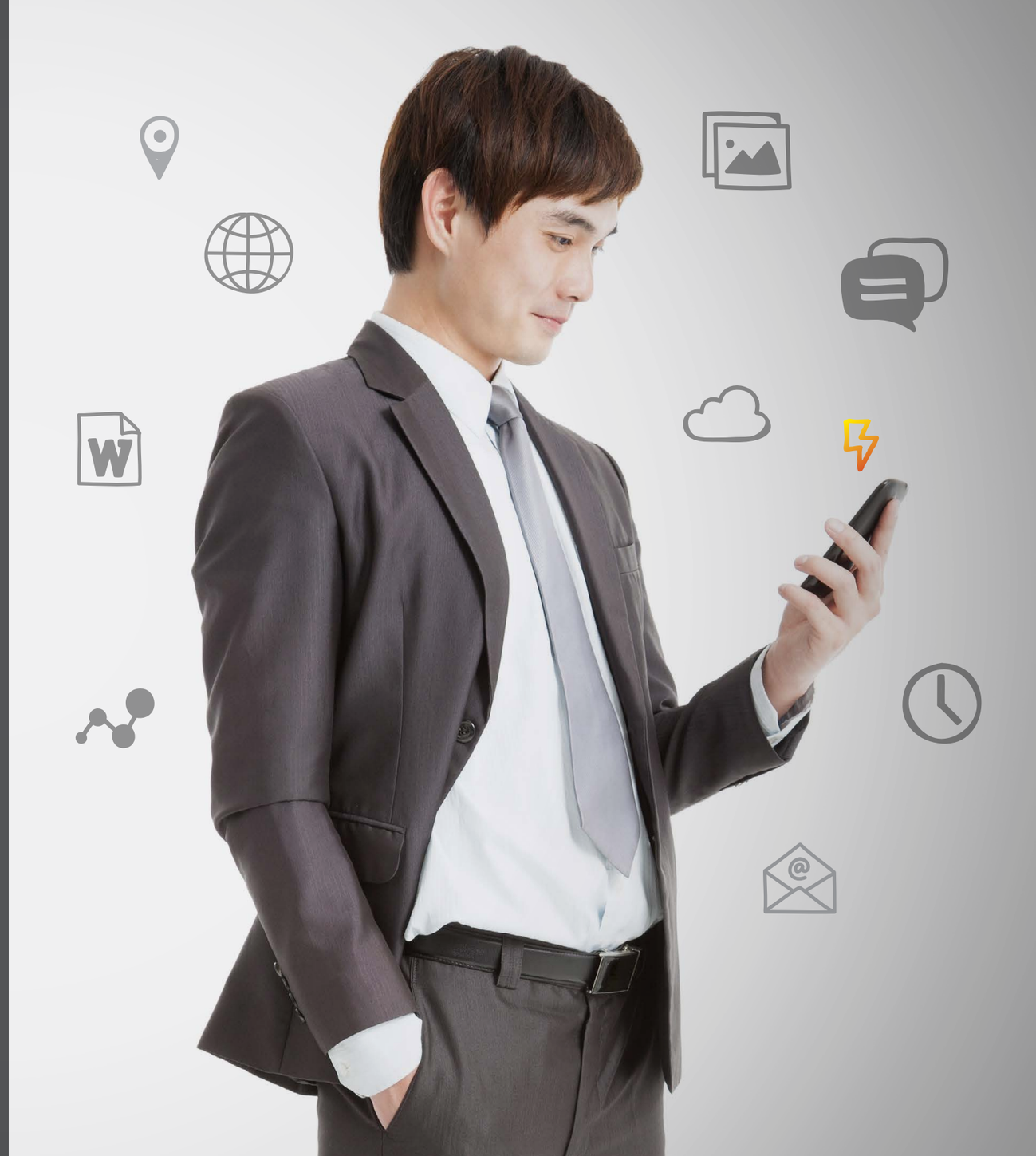
Manage AP Processes Anywhere

Kofax automates AP operations of hundreds of major organizations to significantly reduce cycle times and costs while optimizing process control and cash flow management.

Our solutions provide:

1. Industry-leading multichannel capture
2. Invoice processing and data entry automation
3. Best-practice workflows for discrepancy processing, resolution and accounting details
4. Real-time ERP integration
5. A self-service supplier portal

Learn more about Kofax AP Automation solutions.



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Kofax is a leading provider of smart process applications that simplify and transform the First Mile™ of customer engagement. Success in the First Mile can dramatically improve the customer experience, greatly reduce operating costs and increase competitiveness, growth and profitability. Kofax software and solutions provide a rapid return on investment to more than 20,000 customers in financial services, insurance, government, healthcare, supply chain, business process outsourcing and other markets. Kofax delivers these through its direct sales and service organization, and a global network of more than 800 authorized partners in more than 75 countries throughout the Americas, EMEA and Asia Pacific.

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