



About ApprovalPlus

Common Problems

- » Invoices are often mislaid or lost.
- » Invoices aren't actioned or approved promptly.
- » Staff rely on memory or old versions of printed GL codes.
- » Unplanned budget blowouts occur.
- » Accounts Payable are unable to answer supplier queries.
- » Physical invoices take up valuable office space.
- » The expense of deploying your finance system to desktops of all online staff is prohibitive.

ApprovalPlus Solutions

- » An electronic copy of every invoice is created as soon as it is received.
- » Staff are easily able to action invoices immediately by simply clicking a link in the email.
- » Staff can see up-to-date budget and spend-to-date figures online, before they approve an invoice.
- » Accounts Payable can instantly look up any invoice online and find the information they require.
- » Physical invoices can be stored in cheaper off-site storage or destroyed altogether if your tax authority allows.
- » Line staff can see all the financial information they need in ApprovalPlus without the need to purchase additional licences from the Vendor.

Accounts Payable workflow solution

ApprovalPlus is the simplest, most innovative system available today for handling the workflow involved in processing supplier invoices. Easy to integrate with your finance system, ApprovalPlus enables invoices to be centrally scanned and routed electronically to staff for coding and approving, ensuring your accounts payable process is quick, efficient and cost-effective.

BENEFITS

Increased efficiency

ApprovalPlus enables each person involved in your accounts payable process to perform their job more effectively and accurately and in less time.

Improved control

The level of control ApprovalPlus provides at every step in your AP process will improve your audit trail ensuring accuracy of information for your auditors.

Reduced costs

The automation of your AP process with ApprovalPlus will decrease the task times and processing error rates involved in your AP process as well as reducing your storage costs, resulting in significant saving for your department and organisation.

Improved Supplier relationships

Suppliers will be paid on time and have their invoice queries answered accurately in seconds.

- 1 Can help reduce the number of user licences required for your finance system.
- 2 Provides quick, online access to invoices for all approved users in your business.
- 3 Can be integrated with most financial systems.
- 4 Requires minimal staff training.
- 5 Decreases paperwork and time to retrieve information.

Key features

- » Records costs against multiple GL codes and projects.
- » Scans and retains electronic images of all supplier invoices.
- » Enforces pre-approved delegation levels.
- » Maintains an audit trail for every step in the process.
- » Enables users to dispute invoices.
- » Supports delegation of duties.

OPTIONAL MODULES

Purchase Orders

Enable your staff to create and submit purchase orders for approval. The subsequent supplier invoice will then be automatically approved for payment if it falls within pre-defined tolerance levels.

ApprovalPlus can also be configured to load receipted purchase orders from your finance system for matching to supplier invoices.

Expense Claims

Provide your staff with a quick and easy way to submit claims for accommodation, travel and other expenses, whether they are in the office or working at a remote location.

APPROVALPLUS FEATURES

ApprovalPlus has an extremely user friendly interface with a modern look and feel. As a fully web based application, ApprovalPlus delivers the following features.

Workflow enhancements

- » Consolidated email reminders.
- » 'Urgent' email flag.
- » Optional consolidated email workflow.
- » Enhanced Preparer and Approver assignment.
- » Enhanced Approval Manager capabilities including pre-approver.

Entry features

- » Clear visibility and breakdown of tax components.
- » The ability to scan or attach any number or type of documents or images and build a document trail per invoice for document tracking history and audit.
- » Re-use of invoice numbers by suppliers.
- » Improved user navigation.
- » Speed entry functionality.
- » Scan only option for document storage.

Operational enhancements

- » Separate account breakdown for Preparers and Approvers.
- » Delegated authority levels deliver detailed assignment refinement options to supplier or individual GL account.
- » Delegated Authority document storage facility for tracking history and audit.
- » Enhanced Auditing.
- » Reporting delivered via Microsoft Reporting Services to ensure flexible and comprehensive reporting requirements are met.
- » Integration with JD Edwards.

Purchase Order match features

- » Purchase Order Matching at receipt line level.
- » Clear match and visibility of quantities, amounts and invoice numbers.
- » Un-match functionality.



CONTACT US

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