

SIS NW INC. ACCOUNTS PAYABLE SOLUTION

The Common Problem When Processing Payments:

- The cost to process a paper invoice is high: between \$5.00 - \$20.00.
- Mistakes are often made when manually capturing data from an invoice.
- Managers don't have enough visibility into the status of payments.
- Delays or mistakes in the processing of an invoice can result in lost discounts.

SIS NW Inc.'s Accounts Payable Service Solution:

- SIS NW Inc. services streamline the processing of invoices, saving you substantial money.
- SIS NW Inc. opens and scans incoming mail, then captures information from invoices so that the routing of invoices for review, G/L coding, and approval is smoother and faster.
- Improves the accuracy of invoice information using a combination of strong technology and quality assurance. Captured elements include; Vendor Name and Number, Invoice Date, Invoice Amount, PO Number, and Line Item Detail.
- Uses strict quality and process controls, such as segregation of duties and validation of each step, to mitigate mistakes.
- Offers options for processing checks and other mail documents.

Key Software Features

- Integration into typical office accounting systems
- Automated 2 or 3 way invoice matching
- Automated payment approval routing based on amount
- Automated escalations
- Automated duplicate invoice checking
- Exception handling
- Non-P.O. invoice handling
- General Ledger coding
- Tracking and reporting
- Automatic archiving
- Easy attaching of archived invoice images into ERP system
- Dashboard to see what needs attention, giving better insights and actionable data.

Is SIS NW Inc. Accounts Payable Service a fit for you?

1. Does your business process at least **1,000 invoices each month?**

If YES, outsourcing with SIS NW Inc. can save you money.

2. Do you currently have a process to ensure that data from invoices is captured accurately?
3. Does the person who pays invoices also manage receivables?
4. Does this person experience **at least two interruptions on any given day** during scanning, filing and/or data entry time?

If YES, SIS NW Inc. can mitigate your staff mistakes:

- Documents are permanently lost.
- Invoices are misidentified or lost.
- Data errors are made, such as the incorrect payment amount, wrong G/L code, etc.
- Prompt payment discounts are missed. Some scans are not legible.
- Fraud/Embezzlement of money occurs.

With SIS NW Inc., cost savings are substantial in terms of saved labor time and storage of paper – while improving the handling of your accounts payable tasks.

Ask us about a free demo to see if this service is for you.

About SIS NW Inc.

We are the Northwest's most trusted service provider for office automation solutions. We create positive change to your office operations by providing high quality scanning services and eliminating outdated processes or other cumbersome methods that result in unnecessary mistakes, costs, and hardship. We offer high assurance customer services for office workflow automation using the best up-to-date technology. Your business runs smoother, faster, and simpler.