Accounts Payable Solution for a Large Inbound Marketing Firm

Implementing an Efficient Solution

A leading marketing services client was processing invoices from approximately 800 separate vendors every month in their accounts payable team. The incoming invoices are from US based vendors as well as vendors located in Singapore, Australia, Ireland and Germany.

The ARDEM accounts payable team was hired to process these incoming invoices. The payable process included the initial receipt and review of the invoice, verification of the vendor invoice data in the accounts payable system, entry of data from invoice into the payable system, assignment of appropriate expense accounts to the invoice, and, the routing of the invoice to the appropriate internal approver(s). ARDEM is responsible for the overall management of the processing of these invoices and must complete the processing as per service level agreements, in a timely manner.

Initial Review

During the initial review, the invoices are reviewed for their accuracy. Specific data fields, such as Purchase Order (PO) number and Department are confirmed based on the description of goods received, or the services received. Because the vendors span multiple countries, the currency listed on the invoice is cross referenced with the currency specified on the purchase order to ensure consistency. Any exceptions are required to be identified and resolved by contacting the business approver.

How Does Accounts Payable Automation Improve Invoice Processing?

- ARDEM uses a combination of advance machine learning and AI technologies to integrate with your current systems

- Paper invoices can be scanned and run through OCR software, allowing it to become searchable for easy extraction

- Invoices can be uploaded onto our secure cloud platform allowing multiple parties to view and edit data quickly and efficiently.

Extraction and Verification of Data

The data from the invoice is entered or verified in Concur accounts payable system. During this step, the vendor information is confirmed, specifically the remit to address. Along with this, the purchase order is entered based on the type of goods sold. ARDEM is responsible for tracking the spend on specific PO #s and flagging any PO where the spend amount is likely to be exceeded upon payment of the invoice. ARDEM is required to process capital (asset) expenses based on separate rule set as compared to ordinary (general) expenses. ARDEM is required to identify and assign the correct department code to the expense based on use of look up tables of end-users and departments. In order to determine the correct expense department and code, ARDEM must determine what has been invoiced, is it a capital asset expense or an ordinary expense, is it a product type, or service expenditure. Also, based on dates provided and total cost of invoice, it is determined if the item is a pre-paid expense or a previously incurred expense.

Routing of Invoice to Approver

The final step is the assignment to the appropriate business approver. Once it is confirmed that the data is correct in Concur, ARDEM assigns the invoice for approval to a specific individual based on the department that was expensed.

Management of Invoice Processing

ARDEM is responsible for timely processing of vendor invoices for our client. This requires both meeting weekly, monthly and quarterly deadlines as well as timely resolution of any exceptions.

Here at ARDEM, we combine automation, methodology, and deep industry knowledge to provide customized Invoice and Accounts Payable Solutions to increase efficiency.