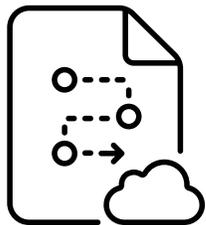


Accounts Payable streamlines workflow by digitizing paper processes

HP Intelligent Workflows



After a decade of impressive growth, an Accounts Payable (AP) team struggled to keep up with managing the volume of documents circulating between regional offices. AP department employees were crowded by cabinets and boxes of documents. The company realized that manual, paper-based processes were not efficient and sometimes resulted in lost or delayed payments.

“HP Intelligent Workflows has become the trusted tool everyone goes to and utilizes. We never imagined that user adoption could go so smoothly, and we couldn't do as good a job without this technology. I'm sure we'd need twice the number of people on our team if we didn't have HP Intelligent Workflows.”

- Accounts Payable Manager

Success story | Accounts Payable

The challenge

- The AP department managed thousands of invoices per month
- Invoices had to be manually transferred via mail or in person throughout the office
- Manual approvals resulted in bottlenecks and made organization and tracking nearly impossible
- Lost and delayed documents occurred frequently
- Managing multiple regions became untenable—invoice processing needed scalability

The solution

- Seamlessly integrated the HP Intelligent Workflows solution with the company's existing software used for its CDK Global enterprise resource planning
- Created electronic forms with automated workflow
- Set up system to automatically route incoming invoices to the central AP department electronically
- Enhanced security and increased accessibility by moving to storage within the solution
- Analytics and dashboard provided process visibility and management

“We achieved everything we were looking for with HP Intelligent Workflows. We got rid of paper and made the documents available to everyone in the field. The workflow aspects of this solution have worked well, and we haven't had to spend a lot of time on administration of it. It's just been working for all of these years.”

– IT Director

Business outcome

- Automated workflow capabilities eliminated a significant amount of manual work, cutting new hiring needs in half
- Provided better support for multiple regions—making it easier for them to locate and retrieve documents
- Set up automatic notifications to kick off approval workflow processes
- Digitized and stored documents in HP Intelligent Workflows' system for more efficient management
- Full auditability—auditors are provided temporary secured access to complete their research

What's next

Staff continue to find ways for HP Intelligent Workflows to help them boost productivity.

After seeing the AP department's success with HP Intelligent Workflows, other business areas are adopting the solution to improve their processes, including:

- Accounting reports
- Receivables and credits
- Journal entries

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