

# BancTec AP Master™ Control

Enterprising solutions that keep business moving

**N**ow more than ever, gaining control of the accounts payable process is a top concern of CFOs. As the market becomes more competitive, it is critical to reduce the costs of the inefficient, labor intensive business processes that deplete company profit. Intensifying regulatory pressures are also heightening the need for tighter controls and process standardization. BancTec AP Master™ Control is a specialized solution that automates the entire receipt-to-pay cycle, enabling companies to reduce costs and gain superior control over their AP process. BancTec AP Master Control is designed to address the challenges that exist at every stage of the AP process by enhancing accuracy and oversight while reducing costly manual intervention.



## Increased Control

BancTec AP Master Control's advanced OCR and validation technology significantly reduces data capture error rates and eliminates repetitive tasks. Unlike many competitor products, BancTec AP

Master Control includes both header and line item purchase order matching for a more robust, 3-way match. BancTec AP Master Control is also fully configurable to your existing business processes. Customizable workflow functionality applies user-defined business rules to not only eliminate the chance of lost documents and ensure that invoices are sent to the correct individuals, but also to allow for routing optimization based on employee productivity, authority levels or other business preferences. On-screen work-lists notify employees and supervisors of important information including payment due dates and number of reminders received, and time constraints can be programmed in to allow for management notification, escalation or re-routing. In addition, while most AP automation products allow for only two-levels of approval, BancTec AP Master Control allows for extra approval levels based on your requirements. Most importantly, audit trails support regulatory compliance and encourage accountability by recording every stage of invoice handling and access, ensuring full document history is captured, including dates, times, edits and user information.

## Enhanced Visibility

Thanks to BancTec AP Master Control's e-Invoice functionality, electronic and paper invoices are processed together, are stored in the same electronic archive and can be viewed together on the user's web browser, creating a more streamlined process and providing a more holistic view. Employees can also monitor invoice status at any stage of the process, making it easier and quicker to respond to vendor queries. Managers can take advantage of BancTec AP Master Control's standard and ad hoc reports for increased visibility into cycle times, bottlenecks, employee productivity, workload balancing and analysis. They can also use the dashboard feature to get a real-time view of any stage of the process and take corrective action as needed.



## Features

- Advanced OCR and validation technology
- Intelligent image recognition
- Line-item and header 3-way purchase order, invoice and receivable matching capability
- Multi-level approval settings
- Customized, rules-based and user-defined workflow
- User authentication and full audit trail
- Report generator for customized reports
- Electronic invoice processing
- XML-based interfaces
- EDI-compatible input
- ERP adaptors and integration services
- Dashboard monitoring
- Secure, password encrypted archive
- Advanced BancTec integration and implementation services
- Standard training package



### Reduced Costs

By automating the full AP process, BancTec AP Master Control enables companies to improve accuracy rates, speed up invoice authorization and reduce process cycle times, eliminating many of the costs associated with invoice handling. Electronic routing, notifications and escalations streamline the approval process and increase efficiency. Implementing the BancTec AP Master Control solution increases employee productivity, allowing managers to re-allocate resources to higher value activities. In addition, with BancTec AP Master Control, companies can more accurately predict the amount and timing of their payables allowing them to reduce their working capital requirements and re-invest those funds in profitable projects. BancTec AP Master Control is a complete solution that helps companies reduce their cost per invoice through more efficient use of human and capital resources.

### Benefits

- Reduced cost per invoice resulting from improved payment accuracy, increased productivity and shortened cycle times
- Significant long term financial and process gains vs. point solutions
- Reduced working capital requirements
- Standardized AP processes improve financial control and audit readiness
- Increased visibility into outstanding liabilities, invoice status and AP process performance through tracking tools and metrics reports
- Reduced reliance on human accuracy when entering information into systems
- Reduced risks associated with lost or misfiled documents
- Audit trail and electronic archive support regulatory compliance

### Easy Implementation

As with any BancTec solution or service, customers are ensured full support during solution planning and roll-out, and throughout your relationship with BancTec. Implementation of BancTec AP Master Control includes an advanced training package to ensure all users are aware of the range of features and understand how to take advantage of the robust functionality to maximize efficiency and control. BancTec AP Master Control is fully compatible with over 50 ERP systems and has pre-built adapters to accelerate implementation times and reduce or eliminate the need for custom coding.

### The Best Choice

For businesses seeking a structured approach to reduce the high cost of invoice processing, BancTec AP Master Control is a complete AP solution that reduces invoice processing costs and increases process control through advanced 3-way matching functionality, customizable workflows, and robust reporting tools.

### About BancTec

BancTec helps clients around the world simplify the process of managing their information. Founded in 1972, the company provides a wide range of solutions for automating complex, high-volume and data-intensive business processes for clients in the financial services, manufacturing, government, services and utilities industries. BancTec's offerings include business solutions, business process outsourcing and infrastructure services.

### Find out more

For more information about BancTec AP Master Control, please visit us online at [www.banctec.com](http://www.banctec.com). To discuss your requirements, please contact us at 1-800-BANCTEC or at [inquiries@banctec.com](mailto:inquiries@banctec.com).

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