



Accounts Payable Approvals

Empower your Accounts Payable:
Effortless integration, invaluable insights,
simple processing accuracy



Integrated within Microsoft Teams, enhanced with Power BI reporting, designed for you to save time.

Plus, **upgrade** options to automate the entire process and integrate with your current finance software.

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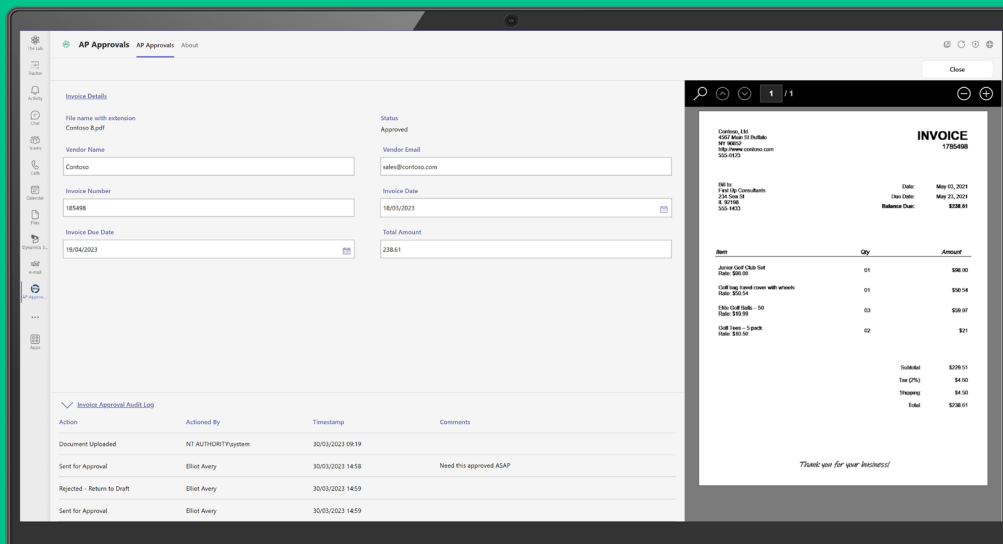
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What is Accounts Payable Approvals

This proprietary Microsoft 365 application helps organisations increase efficiency, accuracy and transparency in their invoicing process while reducing manual labour and cutting out costly errors.

Smart solutions

We have built a one-of-a-kind application housed within Teams that acts as a single storage repository for all supplier invoices, making your accounts payable workflow simple and productive.



UPGRADE: AI enhancements

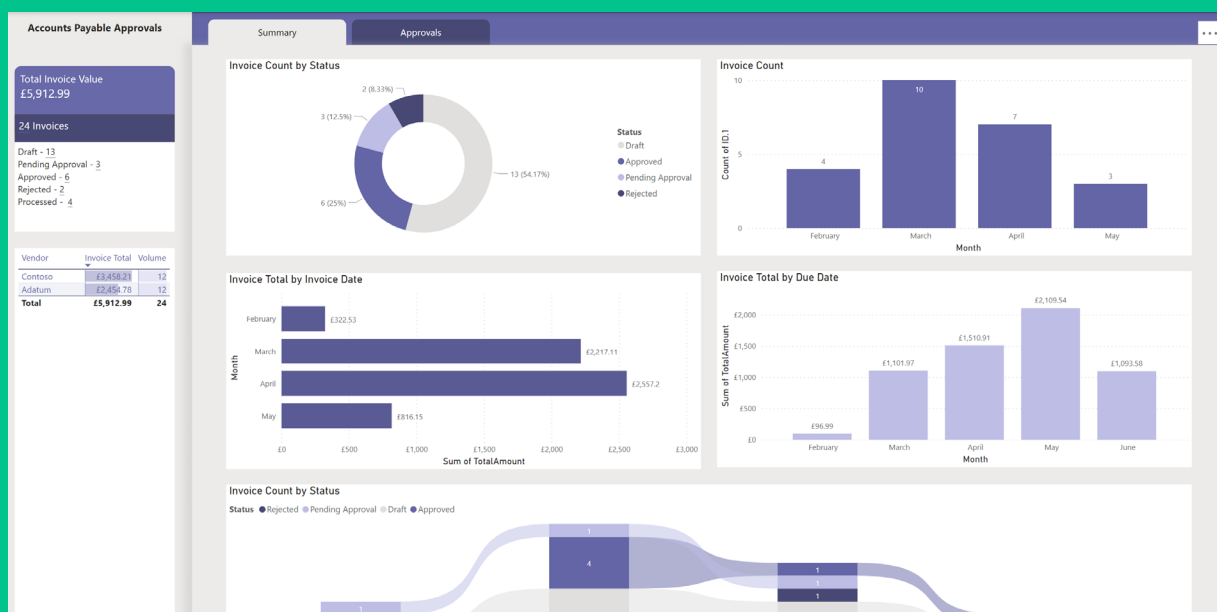
Using AI automation within the APA solution enables companies to streamline the Accounts Payable process by automating the extraction of key metadata from the invoice, as well as integrating into your current finance software.

The Impact

Learning and adopting a new application is time consuming and frustrating, but what if you could streamline your invoice processing while using an app that is already familiar?

APA is integrated within Teams, with the same Teams interface, to have the same look and feel, enabling you to quickly and intuitively navigate the solution.

Accounts Payable Approvals enables invoice documents to be analysed, actioned, and tracked - reducing manual effort and errors - and maximising employee time and productivity.



Key Features

✓ **Integrated with Microsoft Teams**

Our easy-to-use solution is seamlessly integrated with your existing Microsoft Teams platform. It also has the same 'feel,' formatting, and colours, making it a tool that is familiar and intuitive.

✓ **Dynamically build the Approval groups**

When invoices are sent for approval, specific groups can be created and selected to receive the invoice. All members of that group will be granted permission to that document. Once the approval decision is made, the permission will be removed.

✓ **Power BI reporting**

Significantly enhance the AP department's optimisation of resources and forecasting capabilities. With real-time insights and dynamic graphs, you can quickly access essential metrics, gain deeper insights into purchasing patterns, and streamline future planning. Power BI reporting improves visibility into liabilities and potential bottlenecks.

Key Benefits

- ✓ **Invoice Receipt and Storage:**
Invoices are automatically received via email, extracted, and securely stored in SharePoint, with full version control and audit capabilities.
- ✓ **Notification and Review:**
Finance team members are instantly notified in Microsoft Teams when new invoices enter the system, where they can view, analyse, and audit invoices in a unified view.
- ✓ **Automated Approval Workflow:**
Invoices are sent for approval, triggering an automated, four-stage workflow (sent, pending, approved, archived) within Teams, enhancing efficiency.
- ✓ **Approval and Tracking:**
Approvals are actioned and tracked within Teams, with each invoice's full history accessible at a glance, ensuring transparency.
- ✓ **Visibility and Reconciliation:**
The finance team has complete visibility of all invoices in various stages of approval. Rejected invoices can be returned with comments, streamlining communication.
- ✓ **Reporting and Insights:**
Power BI provides dynamic, self-interrogatable reports, enabling management to track metrics and make informed decisions about resource allocation and process optimisation.

How it works

Step 1. Invoices are received by email, automatically extracted and securely stored in SharePoint which is audited, permission-managed, and supports full document version control.

Step 2. The application is embedded directly into Microsoft Teams and allows your finance team to check invoices and manually assign key vendor information.

Step 3. Invoices are sent for approval triggering a workflow process of four stages: sent, pending, approved, and archived. Automated approval is initiated with no need to send documents or manually write emails.

Step 4. Get instantly notified of approval decisions which can be actioned within Microsoft Teams. Approval activities are recorded and displayed in-line with the corresponding invoice, providing easy access to the full history of each invoice at-a-glance.

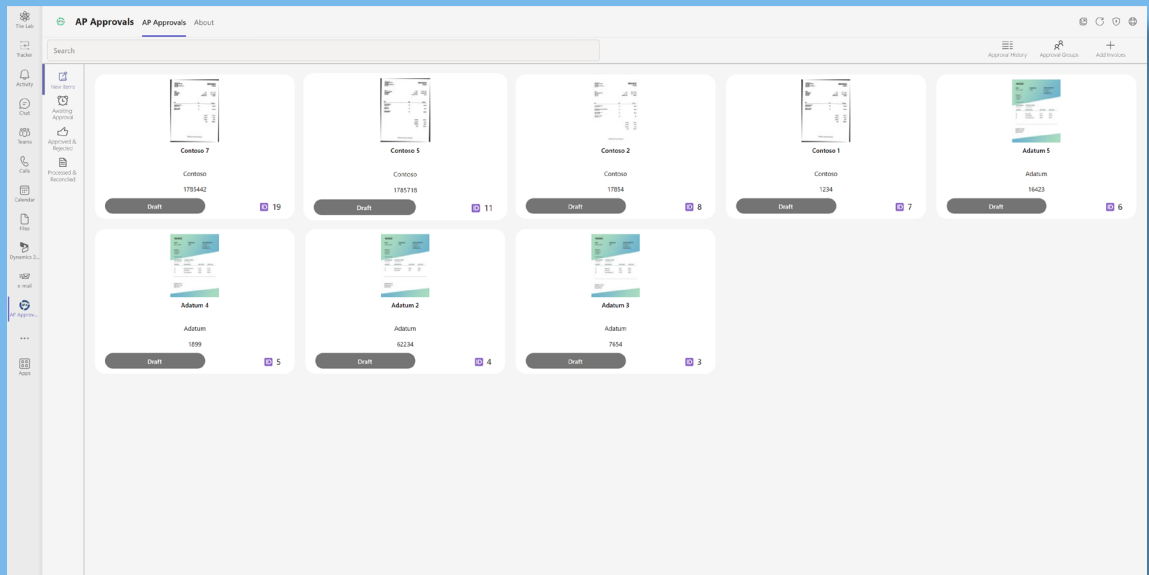
Step 5. The finance team have complete visibility of invoice documents in all approval states. Rejected invoices can be returned to vendor with comments directly from the application.

Step 6. Once items are approved and have been processed in the companies finance system, the finance team can reconcile the invoice by filling out key fields in the application. Before archiving the invoice.

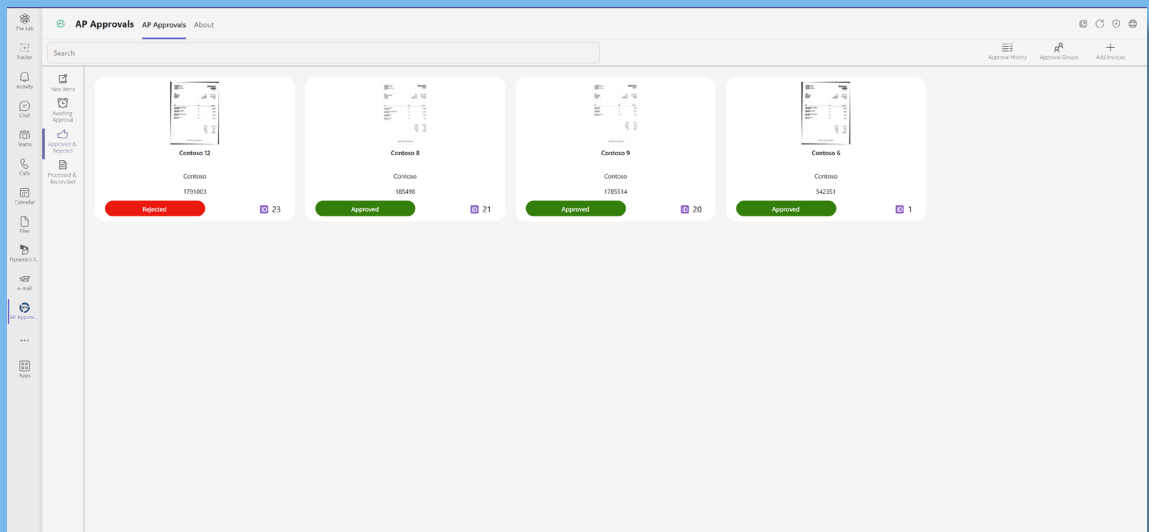
Step 7. Reports are provided using the Power BI platform which powers leaders to access dynamic self-interrogatable reporting. Track invoice volume metrics including: volume and value over time, volume and value breakdown by service account and approval duration. This allows management to make informed decisions in regards to future resource planning and identifying process bottlenecks.

Examples

New items:



Approvals:



Approval history:

A screenshot of the 'AP Approvals' application interface showing a table of approval history. The table has columns for File Name, Vendor Name, Processed Date, Processed By, and Approval Status. There are seven rows of data.

File Name	Vendor Name	Processed Date	Processed By	Approval Status
Adatum 1.pdf	Adatum	03/04/2023 09:23	Elliot Avery	Approved
Contoso 3.pdf	Contoso	30/03/2023 15:15	Elliot Avery	Rejected
Contoso 10.pdf	Contoso	30/03/2023 12:32	Elliot Avery	Approved
Adatum 7.pdf	Adatum	10/08/2023 15:53	Elliot Avery	Approved
Adatum 10.pdf	Adatum	30/03/2023 12:20	Elliot Avery	Approved
Adatum 11.pdf	Adatum	01/06/2023 11:15	Callum Pinfold	Approved
Adatum 12.pdf	Adatum	29/06/2023 11:14	Callum Pinfold	Approved

Technical Specifications



Entire application housed within the Microsoft Teams environment.



Multi-functional invoice software for the entire approval process.



Powered by Microsoft SharePoint, Power Automate, and Power BI.



Easy-to-navigate with filtering and search capabilities throughout the application.



Full visibility of documents in all approval states.



Approval history shown separately and in-line with invoice details.



PDF viewer from within the App enables users to view invoices with ease.



Ability to create and manage approval teams.

Pricing

We offer a **turnaround time of 7 days** for our standard package of APA. Contact us for more detailed pricing on AI and finance integration upgrades.

Your investment for
Accounts Payable Approvals is only

£4,995



Separate to this investment is our maintenance option, a 1-1 support package priced at £1247 per year.

Our Guarantee

We are so confident you will love Accounts Payable Approvals that we offer a a guarantee of paper to digital in 7 days.

From first contact until implementation, you will be operational within one week. In fact, many of our clients can be up and running in less than 7 days.

**Get in touch today for
your FREE demo**

Contact us

It's easy to streamline your entire invoicing process for maximum productivity, efficiency, and profit.

FAQ

Who is the product for?

Accounts Payable Approvals would benefit any Accounts Payable team that is struggling to keep on top of supplier invoice processing. The only requirement is that you have a Microsoft 365 licence.

How long will it take to implement?

We offer a guarantee of paper to digital in 7 Days.

What Microsoft licenses do I need?

Our Accounts Payable Approval platform is embedded in Microsoft Teams, and only requires that you have a basic Microsoft 365 license.

How does licencing work?

Unlike other solutions, your company will completely own the solution after investing; this is called a Perpetual Licence Model, and it's great news for you. Separate to this investment is our maintenance and support package priced at £1247/ year with a 1-year minimum commitment. This aspect of the costings is a Subscription Licence Model.

Why should I go with OfficeLabs' product over a competitor's?

We have designed the app to be simple and incredibly easy-to-use. The app is seamlessly integrated into your existing Microsoft Teams platform – with the same 'feel,' formatting, and colours – so it integrates effortlessly with what is already familiar for a stress free and intuitive experience.

Where is data stored?

Your data is 100% securely stored and housed entirely within your Microsoft 365 tenancy within SharePoint document libraries and lists. It's secured by your own internal Active Directory security policies.

How does the AI upgrade and Finance software integration work?

Integrating your current finance software and implementing AI for automation depends on the needs and size of your business. If you would like to discuss how much these options will cost and the benefits they will bring to your business, please contact us. One of our friendly experts will be happy to help and explain how we can help.

FREE Demo



Accounts Payable Approvals

Make the AP process simple and easy to navigate, while having a clear overview of the invoice journey.

Get in touch for our FREE demo.



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