



AUTOMATE | STREAMLINE | ACCELERATE

ACI is an innovative leader in document & data management and business process automation. For almost four decades we have been helping organizations throughout North America, in both the private and public sectors, manage documents and data more cost effectively through the use of our innovative workflow solutions.

We provide a complete range of outsourcing and professional services including accounts payable invoice processing, accounts receivable remittance processing, mailroom management, document and data capture services and cloud-based retrieval solutions. Our team of dedicated professionals is focused on accuracy, integrity and customer satisfaction.

ACI serves a broad list of clients including many of Canada's top companies. Our client list is comprised of organizations in such diverse fields as financial services, manufacturing, retailing, communications, health care, education, public utilities and government. For more information about our products and services or for a demonstration please contact us:



 **REDUCE OVERALL ACCOUNTS PAYABLE COSTS BY UP TO 50%!**

INTRODUCING AP Assistant™- THE NEW STANDARD IN AUTOMATED INVOICE PROCESSING

If you are looking to save time and money by streamlining your Accounts Payable processes, ACI's **AP Assistant™** Accounts Payable Workflow Automation Solution is the answer you've been looking for. **AP Assistant™** is the most robust, end-to-end invoice processing solution available today. We've incorporated the most common and standard AP Automation Best Practices into **AP Assistant™** to give you a state-of-the-art AP tool that will get the job done quicker and much easier than ever before! **AP Assistant™** will permit you to:

- ✔ Achieve timely and accurate invoice processing
- ✔ Allow instant, secure access to information
- ✔ Seamlessly process both hard copy and digital invoices
- ✔ Automatically process purchase order and recurring invoices
- ✔ Access user-friendly workflow tools for non-PO invoice processing and exception handling
- ✔ Make quicker decisions – to expedite invoice approvals
- ✔ Save money by taking advantage of early-payment discounts and avoiding late-payment penalties
- ✔ Eliminate double-payments and data entry errors
- ✔ Maximize productivity to reduce costs
- ✔ Utilize powerful compliance and audit capabilities
- ✔ Gain greater overall information security

AP Assistant™ replaces many manual AP processes in ANY organization, such as:

- AP Invoice Receipt
- Data Entry
- 3-way Matching
- G/L Coding
- Exception Processing
- Hardcopy Filing & Retrieval
- Long-term Document Storage

Automated accounts payable workflow processing needs to take into account virtually every step that would be required manually. With AP Assistant™, your entire AP process – incorporating each invoice processing step you require – will be completely streamlined and automated, saving your organization valuable time while eliminating time-consuming manual processes.

Some of the ERP's AP Assistant™, has interfaced with include SAP, Microsoft Dynamics, Oracle, PeopleSoft, JD Edwards, Lawson, Baan, Sage 300 (formerly Accpac), 4th Shift, Capp Auto, Yardi.