

Director® Workflow: Accounts Payable

Use This Template to Streamline Your Accounts Payable Process



Accounts payable processing often entails a cumbersome series of tasks that depend on many pieces of paper. Director Workflow: Accounts Payable from Fiserv is a customizable template that streamlines this critical business function.

Director Workflow is a powerful tool for business processes. With Accounts Payable, you can tap this power to automate common accounts payable (AP) tasks. You're able to capture, route and track invoices and other documents electronically for maximum accuracy and efficiency.

Point-and-click configuration makes Accounts Payable easier to use than competing products that require extensive coding or integration. That means lower maintenance costs, a quicker ROI and capital freed up for other value-generating investments.

Payables Processing Made Simple

Director Workflow: Accounts Payable handles key processes with ease, helping you view an accurate picture of where money is going, and facilitating review and compliance.

Classifying Expenses

The Classification form receives data from scanned invoices and displays it in an easy-to-use format. Your staff then classify the line items, assigning them to the appropriate expense accounts. Vendor and expense account information are pulled automatically from an AP database and entered on the form. After approval, this data can be exported to Accounts Payable for Premier® (version 3.0 or later) or to Prologue™ Accounts Payable from Fiserv to create a payable automatically.

Allocating Invoice Totals

Accounts Payable provides a way to allocate an invoice total across multiple cost centers or locations. The Allocation form autofills the invoice number, amount, date and vendor information from the scanned invoice.

Key Benefits

Add Accounts Payable to the already powerful Director Workflow, and you'll bring increased efficiency and productivity to your payments processing:

- Automate routine tasks
- Speed up payables processing
- Encourage approval follow-through with built-in email reminders
- Track documents through the AP life cycle
- Facilitate review and compliance
- See a timely and accurate picture of the payables process



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Your staff enters the base invoice amount and the shipping, sales tax and use tax amounts, and then selects a payable profile. Line item amounts for each location are automatically calculated and displayed. Your staff maintains allocation types and percentages in the system.

Approver Setup

You can designate as many approvers as needed for specific types of invoices based on keywords in Director. Whether you're adding secondary approvers or setting up keyword-based routing tied to vendors and invoice amounts, all setup is handled through the Director client with no input required from back-office IT personnel.

Auto-Approval for Recurring Payables

Payments that are the same amount every month and are paid as a matter of course, such as a rental fee, can be set up for automatic approval. The Hot Check option enables quick storage of these expenses, whether invoiced or not, for future reference.

Check Reconciliation

Accounts Payable also monitors check payments in your core AP application and links appropriate check numbers to the original invoices and related forms. This simplifies research for check reconciliation purposes.

Companion Applications

Other Director products can complement the Director Workflow: Accounts Payable template to make it even more powerful.

Director Outlook Integration works with Director Workflow to index emailed invoices, and to route and approve them directly from Outlook instead of logging in separately to Director applications.

A Versatile Suite

The Director suite consists of more than 30 related products designed to facilitate efficiency and cost savings, business process automation, compliance and executive reporting. The growing family of Director products includes:

- Director Advanced Capture
- Director Check Imaging
- Director Document Distribution
- Director Document Imaging
- Director Document Tracking
- Director Mobile Access for iPad
- Director Office Business Applications
- Director Outlook Integration
- Director Process Automation
- Director Records Management
- Director Secure Image Presentment
- Director Workflow: Accounts Payable

These and other Director applications provide flexible solutions that can help you manage content more effectively. The suite is completed and enhanced by an array of support and consulting services to help you use Director to the best advantage.

Director Advanced Capture uses zonal optical character recognition (OCR) technology to identify keyword values on invoices, saving time and effort over manual indexing.

Director Mobile Access for iPad enables users to access their workflow queues and perform tasks, such as approving invoice payments, from remote locations. Custom queries facilitate invoice history access and check reconciliation.

Connect With Us

For more information about Director Workflow: Accounts Payable, call 800-872-7882, email getsolutions@fiserv.com or visit www.fiserv.com.



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