

A cloud-based solution to help you electronically approve, receive, process, and archive all records relating to AP claims submitted by government departments.

Key Features



AP Claims Submission and Approval

- ✓ Department staff logs into portal, selects AP claim submission workflow, Fills AP voucher form, attaches all supporting documents and submits to department head for approval.
- ✓ Department heads get an e-mail stating that an AP approval is pending
- ✓ Department Head logs into the portal, clicks on the workflow item, reviews submitted amounts. He can electronically sign the Voucher and then forward the workflow task to Audit department. (He could send it for rework if something is not accurate)
- ✓ All submitted claims are received as tasks by Auditor
- ✓ Auditor reviews the electronic Voucher package and puts an electronic signature and sends it to Audit staff for processing.
- ✓ Auditor Dept.staff then pushes signed voucher & document package to a digital file cabinet. Workflow is then completed



Processing Claims

- ✓ After the cut-off date for claims submission, AP Clerk queries for all approved claims submitted for the payment period
- ✓ Enters key data from each claim into AP financial system **OR**
- ✓ If integration with financial system is subscribed, an export file is created. This is then submitted to the financial system for automatic payment data entry
- ✓ Each of the Claim Voucher will be tagged as processed or Paid
- ✓ Claims are processed in financial system following current protocol
- ✓ After payment each voucher in File Cabinet can be updated with Check#, payment date or any other details



Records Storage and Archival

- ✓ All claim vouchers, invoices, receipts, payment data is stored in one digital file cabinet
- ✓ Departments can use this as a digital storage for the paper that needs to be archived
- ✓ Departments can access this file cabinet at any time
- ✓ Inquiries on payments can be answered by digital searches and mailing of proof from



Benefits

- ✓ Eliminates the need to physically store paper documentation
- ✓ Meet all retention mandates efficiently
- ✓ Quickly respond to inquiries with less resources
- ✓ One single system to manage all claims documentation
- ✓ You can access AP documents from any financial software using a single click
- ✓ The entire process of claims processing becomes digital increasing departmental efficiency, responsiveness, accountability and transparency