



### With ApprovalPlus you can:

- Reduce the Risk of Fraud
- Remove the Paper Mountain
- Achieve Process Automation
- Have Accurate Commitment Tracking
- Enhance Audit Compliance
- Strengthen Financial Controls

### Does your organisation:

- Forward invoices in the internal mail for approval?
- Have multiple staff involved in coding and approval of invoices?
- Require staff to hand-write codes and signatures on supplier invoices?
- Operate from multiple locations?
- Have an out-of-date Delegated Authorities list?

**If you answered yes to one or more of these questions then ApprovalPlus could be an ideal solution to support your business.**

#### ApprovalPlus Invoice Module

The ApprovalPlus invoicing module forms the core of the ApprovalPlus solution. Invoices are entered and an image of the invoice is captured ready for coding to one or more General Ledger accounts. Invoices can then be approved, rejected or disputed as required.

- Invoices are received by email or post. Physical invoices are scanned and key details entered (e.g. the supplier's name, amount of the invoice).
- Purchase order related invoices are matched to the purchase order. Once matched they are approved for payment.
- For invoices with no purchase orders an email notification is automatically sent to a "preparer" for coding to the correct GL account.

- Once coded an automatic email notification is sent to the appropriate approver(s) requesting approval.
- Escalations and delegations ensure a rapid approval cycle and that no invoices are overlooked.

#### ApprovalPlus Purchase Order Module

The ApprovalPlus Purchase Order module enables staff to create and submit purchase orders for approval. The subsequent supplier invoice can then be matched to the Purchase Order and then automatically approved for payment if it falls within pre-defined tolerance levels.

ApprovalPlus can also be configured to load receipted Purchase Orders from your finance system for matching to supplier invoices.

- Easily create and approve purchase orders in ApprovalPlus or import purchase orders from your Finance/ ERP solution.
- The approver receives email notification that a purchase order needs approving.
- Simple one click approval.
- Easy receipting and matching functionality.

#### Credit Card Module

The ApprovalPlus Credit Card module allows the import of credit card transactions from your card supplier for coding, description entry and approval for payment.

#### Optical Character Recognition (OCR)

OCR information can be imported into ApprovalPlus to automate the load of invoices or Purchase

Order matches. Even the default of the person to prepare, the General Ledger code and the Approver can be defaulted for you. A third party service is available for the physical receiving of mail, scanning and OCR with information loaded to ApprovalPlus automatically, PO matches attempted, or Invoices routed automatically. This is Automation at its best!

#### Project Management Module

The ApprovalPlus Project Management module allows for approval of project/ capital spending, through to management of Purchasing against an approved fund, and finally reporting comparing approved amounts to actual invoices.

# ApprovalPlus Key Benefits

## Strengthen Financial Controls

ApprovalPlus will allow you to tighten the controls on organisational spending. This includes the ability to set delegated authorities per business unit, authorise purchases before placing the order, and allow for separation of duties.

## Enhance Audit Compliance

With ApprovalPlus you can track who has authorised invoices, monitor changes in delegated authorities, ensure each invoice has been compared with delegated authority checking rather than a sample check, and have a strong audit trail for transactions.

## Accurate Commitment Tracking

Keeping Track of your company's purchasing commitments is easy with ApprovalPlus. Use the standards reports to see what is in progress, or to accrue commitments at month end.

## Process Automation

Remove the manual pushing of paper around your organisation, avoid losing paper in the internal mail, or lost on manager's desks. ApprovalPlus also automates the communication to remind users of tasks, and triggers the completion of a process automatically when someone in the business completes a task.

## Remove the Paper Mountain

Handling large numbers of paper invoices often means storage boxes, shelves with files that have to be put away manually and often high costs to send away or retrieve information. ApprovalPlus allows for online storage of your invoice documents, saving time and money, as well as providing easier access to information for your business users.

## Reduce Risk of Fraud

Having tight controls, clear audit trails, better visibility of information and allowing for checking of other's work reduces the opportunity for fraud being initiated.

## Other Benefits

- Provides quick, online access to invoices for all approved users in your business.
- Requires minimal staff training.
- Decreases paperwork and on-site storage requirements.
- Provides transparency at every step in the process.
- Comprehensive view of invoice status.
- Accrual provides accountability.
- Information at your fingertips.
- Can be integrated with most financial systems.

# ApprovalPlus Invoice Module

- The paper invoice is scanned and the image stored in ApprovalPlus (electronic invoices can also be loaded directly into ApprovalPlus) by the invoice originator.
- The Approver or Approvers either approve or reject this invoice. ApprovalPlus will wait until all approvers have approved their part of the invoice before the invoice is considered approved for payment.
- All approved invoices are batched ready for exporting to the finance system for payment.
- The Preparer assigns the invoice to one or more GL codes within their delegated authority. Only GL accounts that have been authorised for this business user can be used. Optionally the invoice can be coded to one or more project, asset or sub-account depending on the rules defined. The business user then selects one or more Approvers from a list of valid Approvers who have the appropriate authority to approve this invoice.



# ApprovalPlus Purchase Order Module

- The purchase order is entered by the Purchase Order Originator and coded to one or more GL codes within their delegated authority. The purchase order lines can be quantity based (for products) or amount based (for services). Optionally the invoice can be coded to one or more project, asset or sub-account depending on the rules defined. The Purchase Order Originator selects one or more Approvers from a valid list that have the delegated authority to approve the purchase order.
- The Purchase Order Approver or Approvers either approve or reject the Purchase Order.
- The Purchase Order Originator places the order with the Supplier. Email, fax, phone or by post are valid methods of communicating a Purchase Order to the supplier.
- The supplier delivers the goods or performs the service.
- The delivery of the goods or performance of the service is recorded in ApprovalPlus by the Receiver (either the Purchase Order Originator, or an inwards goods store person).
- The invoice is received from the Supplier – this can be in paper or electronic form.
- The paper invoice is scanned and the image stored in ApprovalPlus (electronic invoices can also be loaded directly into ApprovalPlus) by the Invoice Originator.
- The Invoice Originator matches the invoice to one or more purchase orders and receipts (usually the purchase order number(s) will be listed on the invoice, however searching for a purchase order is possible also). If required additional lines can be entered that are not matched to a purchase order (e.g. Freight/insurance, or additional items for which a purchase order was not raised). ApprovalPlus will perform '3-way matching' by matching the invoice, receipt and purchase order.
- If all invoice lines match (within tolerance) to the purchase order(s) then the invoice will be marked as approved and will be batched and exported to the finance system. If tolerances are exceeded, then this invoice will be sent to the original purchase order approver(s) to approve or reject any variance. Additional (non-matched) lines will also be sent for preparation and approval.



**PO originator**  
PURCHASE ORDER ORIGINATOR

- 1 Click 'New Purchase Order' and enter the supplier number, or search for the supplier name.
- 2 Click the save button, then click on the PO line.



or







# approval plus

## Procure to Pay Automation

Strengthen  
Financial  
Controls

Enhance  
Audit  
Compliance

Accurate  
Commitment  
Tracking

Process  
Automation

Remove  
the Paper  
Mountain

Reduce  
Risk of  
Fraud

## Customer Quotes

“Managing supplier invoices for several companies has its complexities however using ApprovalPlus allows Marley to have one instance of ApprovalPlus to manage invoices for all three separate finance systems. ApprovalPlus is what has made the transition to a central management of Accounts Payable much easier, we couldn’t have done it without this system.”

**Marley**

“The Council’s target of an eight day turnaround for their invoice approval process prior to implementing the solution, (which typically became eight to ten days per month) has been dramatically reduced to just three days per month”

**Dunedin City Council**

“It’s so intuitive and easy to use that users required only a few hours of training. Managers love it, particularly those who travel frequently, they receive emailed approval requests and can log in and approve remotely or alternatively they can easily delegate their approval while they are away”

“I don’t often get excited about new solutions but I am really excited about what it has done for our business. It’s a great solution”

**Juken New Zealand**

“ApprovalPlus has resulted in immediate savings in storage and postage costs. We expected ApprovalPlus would make a difference to costs, and it has done so already. Ravensdown are now rolling ApprovalPlus out across the organisation

and gaining the benefits from automation of their Procure to Payment process.”

**Ravensdown**

ApprovalPlus - It’s so simple!

“The feedback from staff has been extremely positive, with a frequent comment being ‘IT’S SO SIMPLE!’

“Users like the fact that they can access invoices directly from their email by simply clicking on a link. They also like being able to see their invoices forever - in the past they only had access wto the latest invoices.”

**Statistics New Zealand**

“Our users often comment that ApprovalPlus is an easy system to use on a daily basis, with a fresh and well thought out user interface. Navigation features within the system such as the ‘To-Do’ list makes for quick and easy processing of tasks”

“Having some flexibility in how Delegated Authorities can be set up is great. The ability to assign approval amounts for Capital or Operating costs, or even specific amounts for individual general ledger codes or suppliers allows us to manage spending in a better way”

“Auckland Airport appreciates that Fusion5 listens to customer requests for enhancements, and make changes to the system to improve ApprovalPlus as part of their ongoing support of the product”.

**Auckland Airport**

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