

Heads-Up for AP!

Any invoice, any time

Automation for the whole AP process

The problem with AP

Heads-Up for AP delivers a better cost effective solution

[The need to pay on time](#)
[Approvers & paper everywhere](#)
[The potential for liability](#)

Manually keying data from forms and documents into business systems is time-consuming, costly and error prone, with high potential for compliance or privacy violations due to operator error.

[The CAYLX Heads-Up solution](#)

Heads-Up for Accounts Payable is an automated processing platform based on commercial off-the-shelf products (COTS) from Cardiff Software, the world leader in process automation solutions.

Forms and documents come in all different formats, shapes and sizes and most of them are generated outside of your enterprise and outside of your control. Before they can be processed, they must be sorted. Based on their content, Cardiff TeleForm intelligently identifies form and document types of varied structures and formats, using a robust suite of identification methods, and automatically sorts

scanned documents into 'virtual piles' for further processing without any human intervention. Once captured, the Heads-Up process will pass the invoice to the chosen approvers via the internet.

Heads-Up for Accounts Payable uses Cardiff TeleForm to improve the capture process, and significantly improve accuracy and throughput. Cardiff TeleForm is the only comprehensive solution to combine world-class capture with intelligent form and document processing, successfully integrating people, paper and processes.

Heads-Up for Accounts Payable uses LiquidOffice to distribute invoices for approval and, delivers the data and images to their final repositories.

[Heads-Up Features](#)

- Rapid automatic data capture
- Automatic matching of Purchase Order to Invoices
- Unlimited GL Coding
- Email notification to Approvers
- Automatic / Approver allocations
- Integration to any ERP system to provide validation against supplier codes and delivery of invoice data
- Real time view of status of all invoices
- An off-the shelf solution that can be tailored to your exact requirements



With over 20 years of experience in the sphere of Information Management, the team at CAYLX has a 100% success rate in the design, development, implementation and support of applications that allow organizations to reduce costs while streamlining business processes.

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Heads-Up Cost Benefits

The Heads-Up data capture component is generally regarded as approximately 30% more efficient than keying from paper, and that's even before applying the recognition capabilities of TeleForm.

Additional benefits accruing from a Heads-Up implementation include:

- No more invoice photocopying
- AP staff will be free of the laborious task of data entry, and therefore better able to respond to in-house and creditor queries
- Finance Managers will be able to know what is potentially accrued before it is approved and keyed to the Accounts Payable system, resulting in improve cash flow
- Invoices are visible to all the day the are received, hence providing more timely financial reporting
- Audit control complies with legislated procedures for financial management.

Heads-Up Ease-of-Use

- Approvals are performed via the web with the user's browser
- Images of each invoice are displayed right there, where an approver needs to see them
- Using the power of the TeleForm evaluation engines, data capture is minimised. In many cases, no data entry at all is required, as invoices are captured automatically
- No more piles of paper to be copied and filed. Once scanned, the originals are no longer needed!

About LiquidOffice

LiquidOffice is a powerful, Web-based software solution for creating, deploying and automatically managing the routing, tracking and approval processes for electronic forms.

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