



Accounts Payable Automation

MetaViewer's add-on solutions help you cut costs and enable more efficiencies in Accounts Payable.

Add-on: Payment Batch Approval



The MetaViewer Payment Batch Approval add-on compliments the MetaViewer AP Automation solution and provides a more efficient, automated approval process for payment batches.

Companies using a manual payables process can benefit from implementing an AP Automation solution to reduce errors, eliminate delays, increase efficiency and streamline the approvals process for these payments.

During a manual payables process invoices are posted to the financial system (ERP) and then a payment batch is created within the ERP. Checks and invoices are then printed and physically given to approvers for final approval and signature.

The Payment Batch Approval add-on enables AP staff to electronically assign payment batches to a designated approver for review. Approvers receive a notification to indicate a payment batch is ready for approval.

Approvers can then accept or reject individual invoices within the batch and send back to the AP clerk to complete the payment process (i.e. cutting checks, EFT or making a credit card payment). Most ERP's accommodate these forms of payment: Check, EFT, and credit card.

This add-on solution is currently available for Microsoft Dynamics GP, AX, and D365 Finance and Operations.

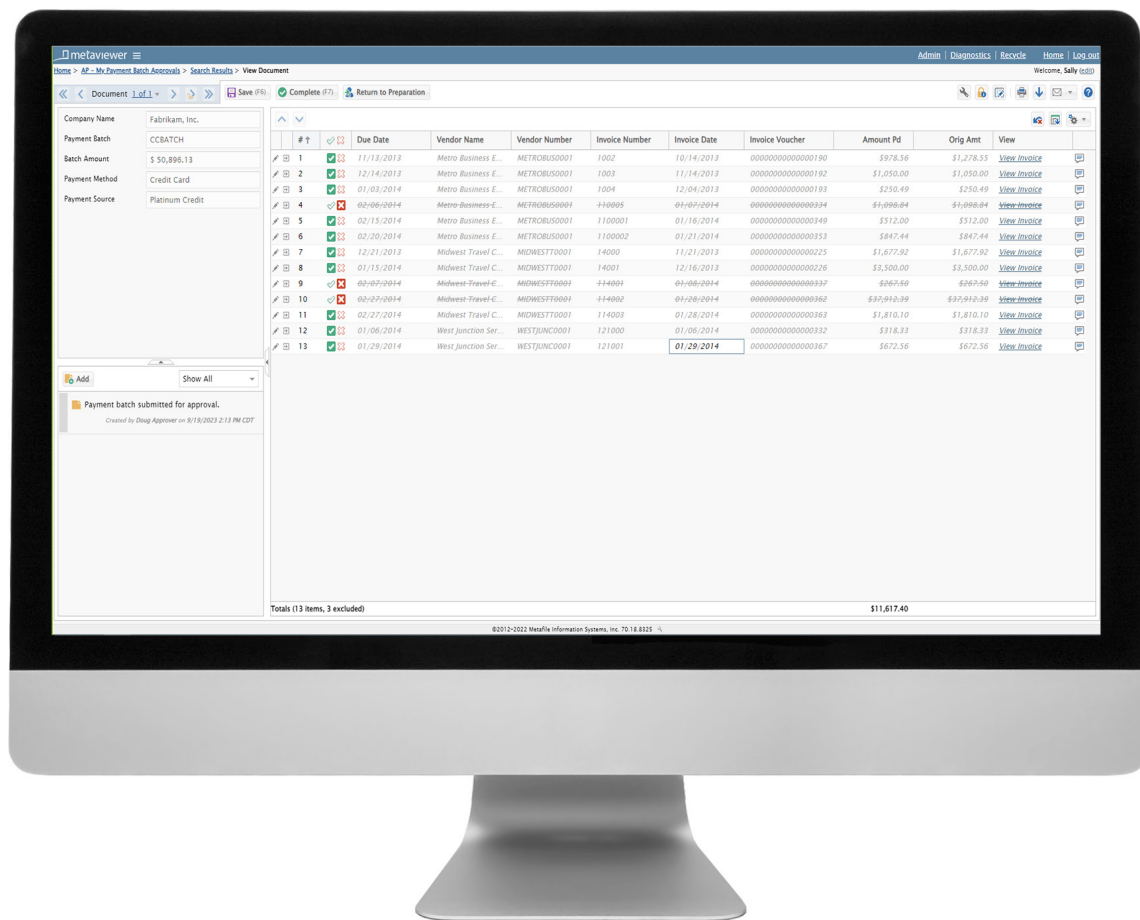
**Is it time to automate
your processes?**

Talk with an expert today.

Contact us

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MetaViewer Payment Batch Processing

- 1 An AP clerk creates the payment batch in the ERP based on posted invoices requiring payment in a specific timeframe.
- 2 Within MetaViewer, the clerk selects the payment batch and sends it for approval.
- 3 Approvers review and either accept or reject specific invoices within the payment batch and returns to the AP clerk.
- 4 The AP clerk compares the approved and rejected invoices to the original batch and makes the adjustments accordingly and completes the payment batch. The batch is archived for future retrieval.
- 5 The AP clerk completes the payment batch allowing payment on the approved invoices.

