P2's IDEAS iApprove is a workflow application providing a comprehensive capability to manage and approve vendor invoices, purchase orders and requisitions. Momentum based, iApprove is designed to encourage document flow through the process.

The iApprove web components work in tandem with the IDEAS client/server solution. Invoices are initially registered in IDEAS, images and other electronic documents are attached and approval routing is selected. Invoices approved in iApprove are immediately eligible for payment through IDEAS Accounts Payable. iApprove also includes a central client/server based administration function for approver set up, status inquiry and reporting and other central functions.

Benefits

- Improves productivity of managers and staff.
- Reduces invoice processing costs.
- Reduces cycle time.
- Improves service to internal managers and to suppliers.
- Reduces financial audit effort and cost.
- Provides instant access to invoice information.

Features

- Approval
  - Review and approval modes.
  - Serial or parallel approvals.
  - Reject option with rejection reason code.
  - Validation of approver financial authority.
  - Approver PIN verification.
  - Reviews document data and supporting materials.
  - Reviews document image.

- Edits collaborative comments and messages.
- Re-route option.
- Notification.
- Establishes email notification and reminder text, and elapsed time for remind.
- Disables selected approvers for notification.
- Automatic email notification to approver.
Features Continued

• Tracking
  ◦ Completes notification, routing and status tracking.
  ◦ Unresolved rejection tracking.
  ◦ Flexible approval status reporting.
  ◦ Administration.
  ◦ Establishes approver codes, defines approver types, sets authority limits.
  ◦ Defines profiles by dept, project, other.

• Document Registration and Attachments
  ◦ Selects approvers individually or by profile.
  ◦ Scans document image.
  ◦ Attaches any number of additional documents of any file type.

Multi-level approval hierarchy with unlimited levels.

Integrated Document Management function to store images.
Record collaborative comments for subsequent review.
Full visibility into document approval status.

Contact P2 Energy Solutions, enquiries@p2energysolutions.com, for more information or for a demonstration.

EMPOWERING THE PEOPLE WHO POWER THE WORLD