

Streamlining Accounts Payable Processing

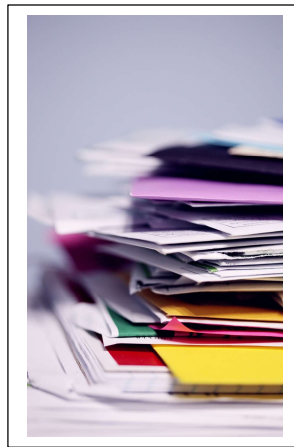


OPTIMA BIS

OUTPUT
PROGRESS
TALENT
INTEGRATION
MENTORING
ACTION

UNLOCKING
YOUR BUSINESS
POTENTIAL

Case Study: Streamlining Accounts Payable Processing



Situation

A business operating for over 20 years was experiencing growing pains due to strong commercial growth. As the volume of supplier invoices increased, the existing **manual** accounts payable process became too cumbersome for the team. Tasks such as photocopying, coding, obtaining approvals, manual data entry, filing, and processing payments were becoming overwhelming and inefficient.

Action

- The existing process was mapped, revealing **four manual touchpoints** for processing each supplier invoice.
- Unpaid invoices were physically circulated around the office for manager approval, causing delays and inefficiencies.
- A review of the **existing accounting system** identified a low-cost solution that enabled invoices to be received via email, automatically coded, and electronically directed to the appropriate manager for approval.

Outcomes

- ✓ Eliminated manual tasks – The new automated system removed the need to print, stamp, process, and manually approve invoices.
- ✓ Streamlined approvals – Invoices now enter the system automatically, alert the team upon arrival, and are coded and visible to managers for online approval.
- ✓ Increased efficiency – Once approved, invoices are allocated for payment with **pre-set payment terms**, eliminating unnecessary delays.
- ✓ Freed up resources – The team could now **focus on higher-value tasks** that directly benefited clients, rather than being bogged down in administrative work.

By automating the accounts payable process, the business improved efficiency, reduced errors, and **avoided the need for additional resources**—allowing it to scale operations smoothly without adding unnecessary costs.