intact iQ

Trax Accounts Payable Automation

TRAX Accounts Payable Automation is a complete document management software solution, designed to automate your accounts payable process.
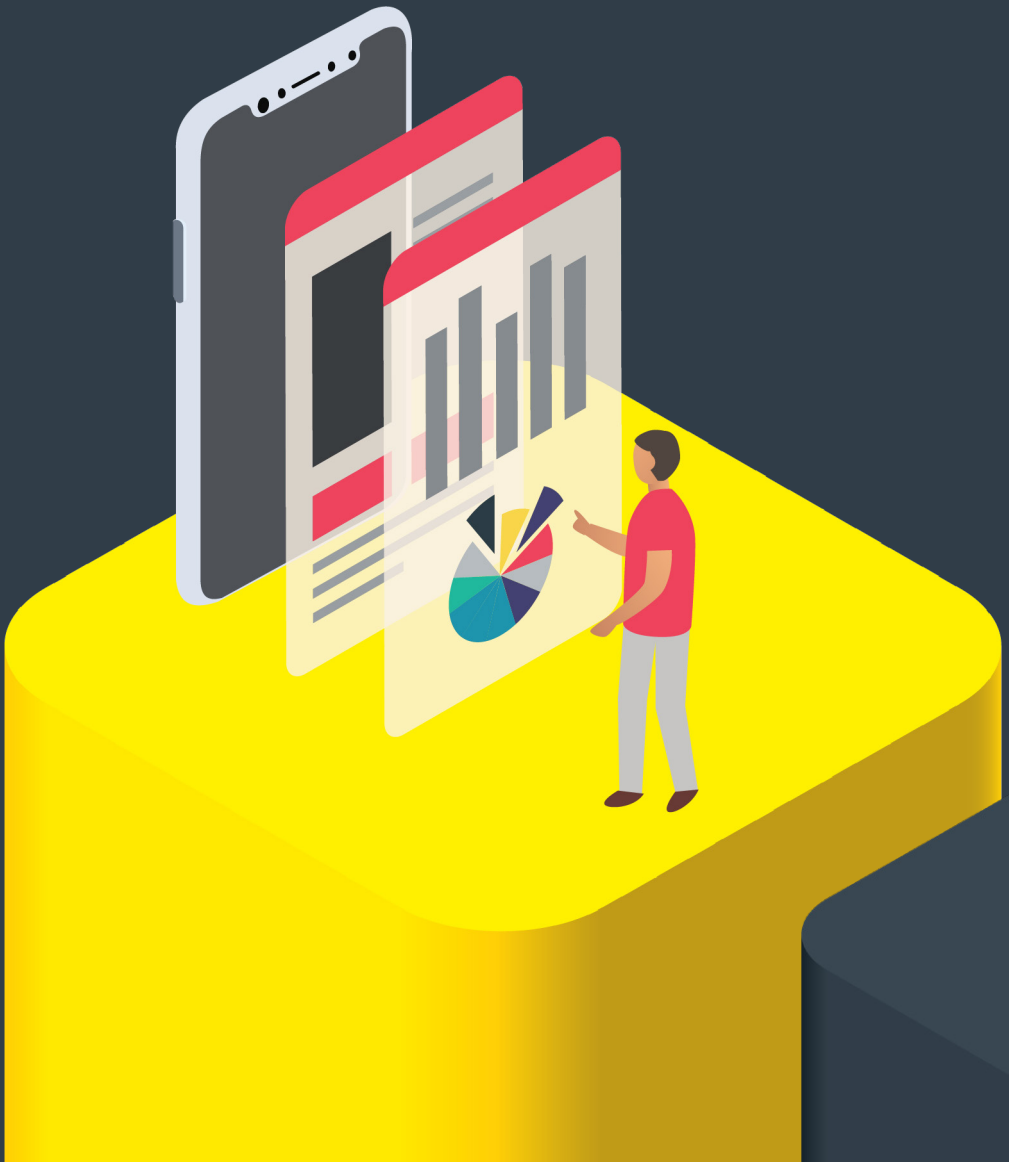
Streamline your accounts payable process with Intact iQ & Trax Accounts Payable Automation Module

As with most businesses, accounts payable is an area where paper and files are stored and pushed around for sign off and reconciliation. In today's climate, where staff are working remotely, getting access to all of the paperwork, such as purchase invoices, supplier delivery dockets & copies of purchase orders, can be a struggle.

HOW IT WORKS

Simply plug in the IQ Trax AP Module. Trax will import purchase invoices from emails automatically to the Trax inbox, and from here, will read the purchase invoices and match them to purchase orders. Trax can then send the purchase invoices to users for approval using the Approval Module so that purchase invoices can get signed off by the correct people and then import them into Intact IQ for the accounts team to post.

The Benefits

Access Documents from anywhere

All accounts payable documents, such as purchase invoices, are stored in Trax and are visible back through Intact IQ. Users can see all associated documents by simply pressing the Trax button within IQ.

Matching Purchase Orders

Trax AP will read purchase invoices and match the invoice with the correct purchase order in IQ. Trax will also display the purchase order details on screen allowing the user to confirm all details are correct.

The Benefits

Approval Process

Any purchase invoices needing sign-off or approval can use the Trax Approval Module, which will automatically assign the correct purchase invoice to the correct approver by automatically looking up the detail within Intact IQ. Trax can send the approver an email, with the purchase invoice details for them to approve.

Register Purchase Invoices in Intact IQ

Once approved purchase invoices will automatically go into Intact IQ into the Register, matched for posting or unmatched, allowing the user to amend before posting.

Use the power of the Trax Accounts Payable Automation module to streamline your accounts payable operation and drive further efficiency for your business.

For more information, please contact us at **info@intactsoftware.com**

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