

Eagle AP Assist Overview

Eagle AP Assist makes it easy for anyone on your staff to record and process vendor invoices, replace manual data entry with optical scanning, automate the PO-linking step, and store images in a secure cloud-based system.

In this course, we describe the many benefits that you can derive from Epicor Eagle AP Assist and review some basic navigation features including the Viewer Toolbar, Header and Grid.

You can significantly reduce labor costs associated with entering and linking vendor invoices to purchase orders when using Epicor Eagle AP Assist.

With this tool, you can complete daily AP process in less time, and prevent invoices from languishing in someone's inbox.

By replacing manual data entry with OCR technology, your company's AP information becomes more accurate.

With these processes in place, you can free your senior accounting staff to focus on important, high-value tasks.

Management can make better-informed decisions and enhance vendor relationships with up-to-date, accurate AP data.

Finally, AP Assist lets you easily access, organize, and retrieve scanned AP documents from a secure, cloud-based document management system.

Eagle's AP Assist process flow is simple.

Once you have a scanned vendor invoice, the system uses OCR (optical character recognition) to convert and store the scanned information that Eagle Accounts Payable needs.

The AP Assist Viewer then automatically links the vendor invoices to the appropriate purchase orders.

Your staff reviews the data and confirms the links.

If the amounts on the Purchase Orders and Vendor Invoices are within your set tolerances, Eagle can automatically create the appropriate AP vouchers and authorize payment.

You can find the AP Assist Processing Viewer in the 'Purchasing & Receiving' menu in the Eagle browser.

You can open it from the Eagle Browser Launch Bar by typing 'VIEWAPA' or 'APA'.

The tool bar consists of buttons that provide a range of functionality in the viewer.

Pressing the 'Drill' button (F3 on the keyboard), or double-clicking a highlighted row opens 'Advanced Receiving' and displays the receiving document associated with the invoice.

The Change button allows the user to override the 'OK to Finalize' flag.

The system allows you to change this flag only if the status of the invoice shows 'Match' and is either 'Within Tolerance' or 'Not Within Tolerance'.

The Delete button prompts you to delete a highlighted row.

Please note, once you delete an invoice from the AP Assist Processing Viewer, there is no way to recover it.

You will need to re-import the invoice.

The 'Miscellaneous' button offers several options including: Session Refresh Settings, Import AP Assist File, View Invoice, Update Advanced Receiving AP Vouchers, and Advanced receiving which launches the MRV program

We cover these further in other Training On Demand courses.

The Header of the AP Assist Processing Viewer consists of only two Lookup combo boxes: Store; Vendor

If multiple stores exist on the system, you can select a specific store or 'All Stores' from the dropdown list.

Use the 'Vendor' dropdown to select a specific supplier.

The grid contains many data fields and has full Eagle grid functionality.

An important column contains the heading 'Status'.

The Status column shows if Eagle was able to match the scanned invoice to a receiving document and if the scanned invoice amount is within tolerance of the receiving document invoice amount.

Statuses include 'Match, Within Tolerance', 'Match, Not Within Tolerance', 'No Match Found', 'No Match, Already Invoice', and 'No Match, Has Sessions'.

We cover these further in other Training On Demand courses.

The Scanned Invoice displays 'View Invoice' as a hyperlink that you can click and open.

From here, it is easy to view advanced receiving data such as the 'PO Number', 'Sequence Number' and 'Session'.

Epicor Eagle AP Assist offers a smooth, easy-to-learn workflow and ensures that your AP reports reflect the latest invoicing activity from your vendors.

Contact your Epicor Customer Account Manager to learn more about the AP Assist product.

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