

### AT A GLANCE

**Overview:** *Power Office* solution for purchase and expense reimbursement

**Customer:** Public Health Agency

**Industry:** Health Care

**Customer profile:** public health agency accounting department

**Key Challenge:** paper-based manual purchase and travel expense process made invoice payment and travel reimbursement time-consuming for a resource-constrained accounting team

**Aestiva's Solution:** *Aestiva Purchase Order and Travel and Expense* packages plus integration services.

### Results:

- Fast and accurate PO and travel expense process
- Time-savings for staff
- Eliminated paperwork headaches
- Financial control: ability to pull reports instantly and see spending vs. budget
- Easy integration with MAS accounting software
- Sarbanes-Oxley (SOX) compliant audit trail
- Convenient browser-based system

"I would certainly recommend Aestiva to other companies. If they want a simple-to-use system, with features like email approvals, audit tracking, then this is a great system to use".

Accounting Manager

## Health Agency Loves Its Prescription for *Aestiva Purchase Order and Travel & Expense*

### THE CHALLENGE

Before Aestiva, it was nearly always a headache for this public health agency's accounting department to find out the status of a Purchase Order. The department managed about 2,000 purchase transactions per year from over 500 vendors, and the travel expenses of employees using paper forms and manual sign-offs. Purchase Orders (POs) and travel expenses needed signature approval, but often were not returned on time. It took many phone calls by accounting to get POs completed. Duplicate paperwork added other complications.

The agency decided to automate its process. It researched the market for purchasing and expense management software products and vendors. Some systems had too many screen, making it hard for users. The accounting department required a solution very easy to learn and use. After finding **Aestiva**, and taking an online demo, the agency immediately saw how it could improve its operations using **Aestiva Purchase Order** and **Aestiva Travel & Expense**, two Power Office-based packages.

### THE AESTIVA SOLUTION

The **Aestiva Purchase Order** package is a complete application for streamlining the purchase process. It enables companies to manage the purchase requisition process effectively, efficiently and correctly - from requisition requests to their approval, from order placement to receipt of goods, to invoice matching and payment.

The **Aestiva Travel and Expense** package is a similar system that can manage the entire request-to-pay cycle for business travel. Aestiva's Production Department integrated the two packages together so the agency could benefit from both packages. The business impact was big, including:

- **Slashed** processing time for POs and travel expense reimbursements.
- Saved 20 hours per week of accounting staff time.
- **Boosted cost-control and accountability:** accurate, up-to-the-minute information on spending with just a few mouse clicks lets department managers stay current on their expenses and better manage their budgets.
- **Magnified expense visibility throughout the organization** now deters against wasteful purchases and makes them easier to spot.
- A search-able database of POs and expense reports with drill-down to line item details lets the firm make smarter buys based on past pricing and deals.

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## HEALTHY RESULTS

### Happy Travelers

Travelers now use an electronic **Expense Request** form before they travel. The pre-travel online form is routed to a traveler's supervisor for approval. After travel is completed, employees use an **Expense Report** form to request a reimbursement for their out-of-pocket expenses. The system conveniently auto-transfers data from the pre-travel form to the post-travel form so travelers do not have to re-type data to submit their expense reports. Once an expense report is electronically approved, data is exported to the organization's MAS 90 accounting system so reimbursement payments can be authorized and recorded.

### Fast and Efficient Purchase Management

According to the agency's Accounting Manager "We are more efficient due to the Aestiva system." Not only has the accounting department saved around 20 hours per week that was previously spent handling paper PO requests. The system has also sped up the time to process POs and expense reports - making it easier for business travelers and managers outside accounting.

### Happy Accounting

"Aestiva has changed our accounts payable process," says the agency's Accounting Manager. Before the system, accounting could not easily track invoices it received against its POs and payments. The system enables "three-way matching" between each Purchase Order, Invoice, and receiving record. It can administer the entire Create-Approve-Send-Receive-Pay cycle. Delivery, invoice and payment status is marked against each purchase order so users can see what orders are received, partially received, paid, partially paid, or due for payment.

### Management Reports Are A Snap

Before, Aestiva, it was extremely labor-intensive to create reports from data contained in scores of paper POs being processed any given week. Now the firm can search virtually any field in its PO archive and generate a large variety of reports with a few mouse clicks in seconds.

### Happy Auditors

The agency's users and auditors can now quickly see actual invoices on the computer instead of getting bogged down searching for paper files. The system includes an audit trail of accept, deny, approval actions and flows, including adjustments. It also includes important security, notification, SOX compliance, management, and reporting features.

### An Automatic Work Flow Process

Email "next-action" notifications, rejections, and approvals to purchasing managers and accounting staff now make the firm's purchase and travel approval process easy for the accounting department, and a cinch for users. "Our Department Budget Directors are held more responsible for signing off on POs," says the Accounting Manager. "It is also easier to keep the process moving because we can see where a PO is being held up," she adds. A workflow engine in the software manages the routing of requisitions and POs in and outside of the accounting department.

### Easy Implementation

Because **Aestiva Software** products are 100% browser-native and installed on standard servers, users easily access the software using virtually any type of desktop or laptop (Windows, Mac, Linux, PDAs) with a browser connected to the server via the Internet or Intranet. The software is easily installed and with minimal IT support and is maintenance-free. Unlike some purchasing management systems, it does not require special software to be loaded and maintained on user desktops.

## THE BOTTOM LINE

Thanks to Aestiva, the health care agency's invoices get paid faster and its employees are paid for out-of-pocket travel costs quickly. Department budget managers now have a better grip on their budgets, and the organization has better control of its costs. Best of all for accounting - it accomplishes far more, far faster, and has a vastly easier job doing so.