

# Automated Accounts Payable Solution to Streamline Ultivue's AP Process

By adopting SquareWorks Consulting's Advanced Bill Management Bundle, Ultivue was able to make their vendor invoice upload and approval process more efficient.



Ultivue is a Cambridge-based biotechnology company focused on developing advanced technology and innovative research for personalized medical solutions. This young, venture-backed company grew quickly and looked for ways to make their AP process more efficient.

Soon after going live with NetSuite, Ultivue recognized the need to move away from managing their vendor invoice approval process using Emails and Excel. This legacy process risked invoices being lost, remain as unapproved with vendor payments getting delayed, or simply being forgotten which would put their vendor relationships at risk. The company had to take extra time out of their busy schedule to manually Email invoices to approvers and track approvals outside of NetSuite. One thing was clear: This process would not allow Ultivue to scale.

In order to bring significant efficiency to this process, Ultivue looked for a solution that could allow them to easily capture (Email or drag-and-drop) vendor invoices into NetSuite, followed by a paperless and auditable process where digital copies of invoices could be routed to invoice approvers in order for them to easily review and approve them with a single click.

## How SquareWorks Consulting Helped

Ultivue turned to SquareWorks Consulting to find a solution and chose to implement SquareWorks' Advanced Bill Management Bundle for NetSuite. This NetSuite-native bundle was a perfect fit for Ultivue's requirement to automate the approval process and save time when entering and processing Invoices in NetSuite. Christine Legal, Staff Accountant at Ultivue, highlights how they expected the bundle would help them: "Not having to save an email and manually combine it with the invoice would shorten the process itself. With SquareWorks' Bundle, we'd just drag the invoice into NetSuite, put all the information in on the front end, and easily send it for approval."

## Project At-A-Glance

- ▶ Personalized Assessment of Business and NetSuite Needs
- ▶ Project Planning and Project Management
- ▶ Assessment and Setup of Approval Requirements
- ▶ User Acceptance Testing Coordination
- ▶ Implementation and Go-Live

Ultivue and SquareWorks worked very closely to design the new process and evaluate how to transition from Excel and Emails to having a single source of truth (in NetSuite) for every vendor invoice approval, comments and tracking. In addition to the ease of use, Ultivue was particularly happy with the audit trail captured by the solution and how this was fully visible within NetSuite. "SquareWorks' Advanced Bill Management Bundle not only gave us immediate visibility into where things stood as it related to approvals but it also allowed us to streamline the communication with all Employees and speed up the process to get bills paid" said Christine, who headed the adoption of SquareWorks' Bundle for their Finance and Accounting Department.

## Implementation Execution

The implementation process took several weeks from the kick-off meeting to the deployment of the Bundle in Ultivue's NetSuite environment. SquareWorks lead the implementation project and during that time, the team at Ultivue was able to test the solution in their NetSuite Sandbox environment to ensure that the Bundle would work as expected.

As the testing process continued, Ultivue submitted feedback and proposed adjustments to the configuration of the Bundle, and their feedback was integrated into the final design of the solution. Once the solution was fully tested and a final sign-off was received, the Bundle was deployed and Ultivue started processing invoices in NetSuite through the new process.

## Final Implementation and Results

With the final solution implemented, Ultivue saw an immediate increase in the speed at which they got invoices processed. They now have strong audit trail and security, and the Finance team can spend more hours on other tasks in order to support the company's growth.

*"From day one, I was able to take on more work because Advanced Bill Management was able to automate the approval process. This automation was a huge step for us and now we can do more things for the company."*

**Christine Legal**, Staff Accountant, Ultivue

For more information about SquareWorks Consulting's Advanced Bill Management Bundle, please visit: <https://squareworks.com/netsuite-bundles/advanced-bill-management-bundle-for-netsuite/>