**appzen**

# Automate Worktag assignment with seamless invoice processing for Workday AP

Improve invoice processing efficiency by 40% or more with Autonomous AP

## Simple, real-time invoice automation

Manually assigning Worktags on a non-PO-backed invoice is a human-intensive and complex task. It requires a deep understanding of the financial layout of the business. Both people and automation systems make mistakes. For example, they might place a purchase that should be listed as "computer supplies" in the "office supplies" category. However, automation systems can't learn from their mistakes. Humans must make corrections—assuming they catch the error.

The AppZen Mastermind platform improves your Workday invoice automation using artificial intelligence, built specifically to help you process invoices, expenses, and card transactions. Mastermind is at the heart of our Autonomous AP solution. It processes 40% or more of your invoices from data extraction to PO matching to the assignment of Worktags and accounting. It can even handle compliance auditing. And it does all of this in real-time.
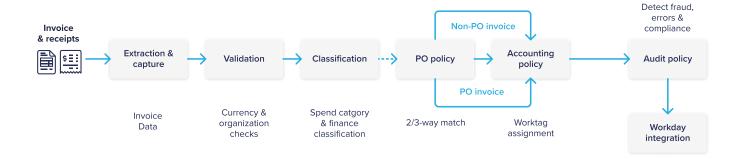
Our solution works with Workday to read, understand, and process your invoices. It does so from start to finish, or from spend to pay, without any human contact needed. It confidently handles every invoice it receives to determine whether it's ready to pay. And if it comes across anything new that it doesn't understand, it can learn from you, within the workflow, with just a few examples.

Autonomous AP was built with Workday operations in mind, making the AppZen-Workday data integration simple and straightforward. It transfers master data and transactional data using API calls and our proprietary Workday Connector.

# The AppZen-Workday workflow

The steps of the AppZen-Workday integrated workflow begin as soon as a supplier emails you an invoice or receipt.

**Invoice & receipts**

Extraction & capture → Validation → Classification ⟶ PO policy → Accounting policy → Audit policy

Non-PO invoice
PO invoice

Detect fraud, errors & compliance

Workday integration

Invoice Data — Currency & organization checks — Spend catgory & finance classification — 2/3-way match — Worktag assignment

The entire invoice workflow includes the following steps, as illustrated in the diagram above.

**Invoice data extraction and capture**
When the supplier emails an invoice to your AP inbox for processing, the extraction and digitization process begins. Autonomous AP extracts the invoice header and lines from the PDF using Mastermind's artificial intelligence software.

**Document validation**
Next, it validates the document. It confirms the currency on the invoice and the organization, based on the company hierarchy provided by Workday.

**Classification**
It then determines the spend category and finance classification from the context of the invoice. It enters the appropriate spend category as defined by the source Workday system.

**PO policy and PO matching**
The system confirms whether a purchase order is needed. It uses historical data like spend category, supplier, amount thresholds, and more. This information is collected from Workday, but is not actually processed by Autonomous AP; it's used only for training the AI models in the workflow.

If no PO number is found but your policy states there should be one, Autonomous AP sends out an automated request for a PO. The AP processor can either tell the system that it does not need a PO or manually enter one to begin the matching process. You can also set up automated searching to find the correct, open PO. AppZen then handles 2-way or 3-way matches to further streamline the process.
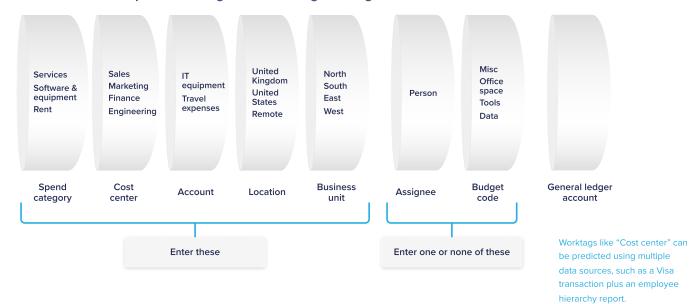
Autonomous AP removes manual work as it handles essential steps in the process, reducing the potential for errors, fraud, and waste.

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## Accounting policy and Worktags

Autonomous AP correctly predicts the spend category for each line of the invoice. This allows it to automatically assign any related Worktags. Worktags such as "Cost center" can be predicted using multiple data sources, such as a Visa transaction plus an employee hierarchy report. Supplier invoice metadata can be reviewed by the AP processor.

### A sample accounting structure using Worktags



| Spend category | Cost center | Account | Location | Business unit | Assignee | Budget code | General ledger account |
|---|---|---|---|---|---|---|---|
| Services Software & equipment Rent | Sales Marketing Finance Engineering | IT equipment Travel expenses | United Kingdom United States Remote | North South East West | Person | Misc Office space Tools Data | |

**Enter these**

**Enter one or none of these**

Worktags like "Cost center" can be predicted using multiple data sources, such as a Visa transaction plus an employee hierarchy report.

Autonomous AP can handle the assignment of Worktags or segment prediction, even without a PO as a reference. Mastermind independently predicts and assigns accounting and cost center segments based on historical data and information extracted from invoices. Custom data sets, such as an employee ID that maps to a specific location or cost center, can also be used to accurately predict the cost center and Worktag.

## Audit policy

Mastermind's AI models have been built to find fraud and non-compliance in your invoices. For example, Autonomous AP can identify invoice duplicates or debarred suppliers. An exception appears if an invoice doesn't meet your PO policy. This alerts the AP processor to take action on the invoice or override the exception.

## Efficiency and cost savings

Getting the most out of your invoice auditing solution means fully automating the process from the moment an invoice hits your inbox all the way to "OK to pay." Mastermind's intelligent prediction of Worktags for non-PO invoices saves you hundreds of hours in manual entry and error correction. AppZen's ability to process invoice spend quickly, easily, and error-free gives you the confidence of knowing your data is accurate from the moment it's pulled from your AP inbox.

These efficiency gains also allow you to pay suppliers more quickly. Rather than overdue notifications from your suppliers, you can maintain healthy business relationships with your vendors. This also affords you the opportunity to capture early payment discounts, lowering costs even further.

Contact us today for a demo and see how using Autonomous AP and Workday together can optimize your invoice processing.

**About AppZen**

AppZen is the leader in autonomous spend-to-pay software. Its patented artificial intelligence accurately and efficiently processes information from thousands of data sources so that organizations can better understand enterprise spend at scale to make smarter business decisions. It seamlessly integrates with existing accounts payable, expense, and card workflows to read, understand, and make real-time decisions based on your unique spend profile, leading to faster processing times and fewer instances of fraud or duplicate spend. Global enterprises, including one-third of the Fortune 500, use AppZen's invoice, expense, and card transaction solutions to replace manual finance processes and accelerate the speed and agility of their businesses. To learn more, visit us at www.appzen.com.