

# CERTUSPACT™

## Invoice Processing Costs

### DIRECT LABOR COSTS

- Receipt of mail
- Open mail/envelopes
- Sort mail
- Distribute mail
- Verify bill from and bill to parties
- Check for invoice duplication
- Check for shipment duplication
- Check for charge or line item duplication on additional invoices
- Check valid charge descriptions for line items
- Ensure the latest rate agreement is available or at hand in order to determine the rates applicable for the shipment date
- Check whether peak season rates are applicable
- Check the invoice for correct rates, ex: origin and destination, service level, service type, volume rule, rate basis etc.
- Perform arithmetic calculations for applicable rates
- Check whether all required documents are attached to the invoice
- Index and file or scan documents for retrieval later on
- Check whether required reference values are attached and that they are valid references. Ex: Purchase Orders all start with PO12....etc.
- If an error is discovered communicate via, phone, e-mail or fax with the carrier and request a credit note or an explanation of the discrepancy
- Get the invoice approved for payment by relevant person
- Perform general ledger allocation

### INDIRECT LABOR COSTS

- Prepare cash requirement reports
- Prepare check payment and remittance detail of approved invoices
- Print checks and insert remittance advices and checks in envelopes
- Apply postage
- File check and remittance copies
- Reconcile issued and paid checks
- Reconcile weekly or monthly payable reports between bank and AP report
- Respond to invoice status queries from suppliers
- Provide proof of payment to suppliers
- Maintain supplier files, names and remit to addresses

### CAPITAL/EQUIPMENT COSTS

- Data processing hardware
- PCs, laptops terminals, printers
- Telephone, EDI, fax, e-mail
- Postage metering equipment
- Imaging equipment for document management

## Invoice Processing Costs

### POSTAGE & SUPPLIES

- Postage and envelope costs
- Check and remittance materials
- Printer cartages
- Other forms and supplies

### ADMINISTRATIVE COSTS

- Supervisory overview of the different departments. AP and IT process
- Any software programming required for feature enhancements
- System maintenance
- System support
- System documentation
- Software depreciation
- Staff training AP and IT
- Furniture, fittings and fixtures
- Occupancy cost. Lease or depreciation
- Utilities
- Taxes
- Insurance, employees and premises

### OTHER COSTS

- Communication costs between operations and providers
- Banking fees