

A/P Imaging Module

Vendor Invoice Management Made Simple

Accounts payable slows down when the documents behind each payment are hard to find.

If vendor invoices and supporting records are buried in paper files, inboxes, or disconnected folders, your team spends more time searching than moving work forward.

Orion's A/P Imaging Module replaces scattered documentation with a secure, fully digital workflow inside Orion. Vendor invoices, receipts, and supporting documents stay connected to the right transactions, so your firm can find what it needs faster, validate costs with confidence, and keep A/P moving without the paper chase.

Easier Access. Less Hunting.

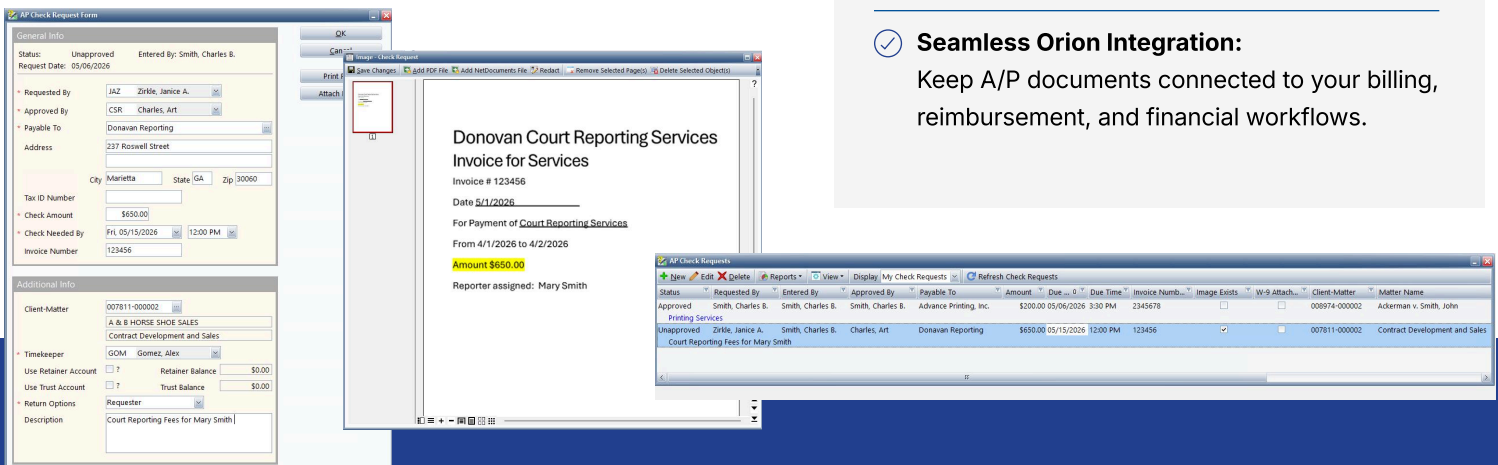
No more digging through emails, folders, or paper files to find the documents behind a payment. Orion's A/P Imaging Module keeps vendor invoice images and supporting records in one secure digital workflow.

- Store vendor invoice images, receipts, and supporting documents digitally
- Retrieve records quickly during A/P review, billing, or client inquiries
- Reduce missing documentation and paper-based delays

Documents stay easy to find and review, so your team spends less time searching and more time moving payments forward.

Orion's A/P Imaging Module Features Include:

- ✓ **Vendor Invoice Image Capture:**
Attach scanned invoice images to A/P vouchers or check requests as expenses are entered.
- ✓ **Client and Matter Requirements:**
Require invoice images based on client, matter, or billing thresholds to meet e-billing and client requirements.
- ✓ **Prebill and Billing Alerts:**
Receive alerts when required images are missing during prebill or bill preparation.
- ✓ **Flexible Image Handling:**
Attach images at the distribution level, remove pages, and redact details when invoices span multiple clients or matters.
- ✓ **Drill-Down Document Access:**
View invoice images from Matter Status, Vendor Status, GL Account Status, and other Orion inquiry tools.
- ✓ **Seamless Orion Integration:**
Keep A/P documents connected to your billing, reimbursement, and financial workflows.



Clear Documentation. Fewer Surprises.

Client billing requirements are harder to meet when documentation is missing. Orion alerts your team when vendor invoice images are required and lets users attach them as expenses are entered.

- Attach invoice images to A/P vouchers or check requests
- Get alerts when client, matter, or threshold rules require documentation
- Respond faster when invoice documentation is requested

With requirements visible upfront and records easier to track, your team can avoid last-minute searches and save time.

Verified Costs. Greater Control.

Costs are harder to verify when the supporting documentation is missing or difficult to access. Orion links vendor invoice images to the right client, matter, and expense details so billing teams can validate charges before invoices go out.

- Link vendor invoice images to client and matter expenses
- Preview supporting documents during billing review
- Redact or remove pages when invoices span multiple clients or matters

That clarity helps attorneys confirm charges sooner, answer billing questions faster, and finalize invoices with fewer delays.

Explore the Benefits

- ✓ **Faster Review and Processing:**
Easy access to documentation helps keep A/P and billing workflows moving.
- ✓ **Fewer Missing Documents:**
Digital storage keeps receipts, invoices, and supporting records easy to find.
- ✓ **Lower Administrative Overhead:**
Less paper, storage, and manual handling reduce unnecessary work.
- ✓ **Clearer Cost Validation:**
Linked documentation helps reviewers understand what each payment supports.
- ✓ **Stronger Financial Control:**
Complete records and greater visibility into spend support more confident decisions.

Orion's A/P Imaging Module

Bring clarity to every payment without adding more manual work.
When the paper trail gets messy, Orion keeps A/P clear and connected.