



## Where should I hold my training class?

“Should we send people to a training class or hold classes at our own facility?”

This is a very important question. Let's explore the pros and cons for each.

### On-site training:

- **PRO:** Holding training classes at your facility means you only pay travel expenses for the trainer, not multiple people on your team.
- **PRO:** Students are not away from their families in the evenings.
- **PRO:** You can bring others to class temporarily to provide input and answer questions.
- **CON:** Disruptions! Because you are still on site, it's very likely a student will be distracted or called away to deal with job-related issues.

### Training at Apptricity:

- **PRO:** Students can concentrate on learning because there are limited outside distractions.
- **PRO:** If a specific question arises, Apptricity can quickly bring in an expert.
- **PRO:** Classes are open to other customers, allowing students to collaborate, problem-solve and network with other professionals from a range of industries.
- **CON:** There are travel costs for the students attending class.

Whether you choose to bring our training programs to your location or enroll your employees in training at the Apptricity corporate offices, all classroom certification training is provided by education professionals who ensure that the learning is enjoyable, valuable and results-producing.

## Save Time and Money by Automating Invoices

Does your organization struggle with manual processes and paperwork in triplicate when trying to get money from your customers? Do you wish you could organize, streamline and have accountability in this messy invoice process?

Now you can maximize efficiencies with Apptricity Invoice Management. This convenient solution saves valuable time while increasing your cost savings, streamlining processes and providing the visibility you need. Complete with comprehensive reporting and analysis, the system reduces administrative expenses by automating manual procedures such as the processing of paper invoices. Dispute resolution — another extremely labor-intensive process — is also automated. You save even more with vendor discounts, duplicate invoice detection and three-way matching against purchase orders (POs) and receiving documents.



## Why Apptricity Invoice Management?

Automation enables you to simplify and streamline processing:

- Easily capture non-PO invoices and route them through your workflow
- Use configurable rules, a self-service vendor portal, and built-in auditing and reporting to better enforce corporate spending policies
- Go paperless with document capture using scanning, fax-to-image, email, optical character recognition (OCR), file transfer and Web-based invoices
- Take advantage of discount opportunities by escalating invoices with special payment terms
- Save time with automatic approval escalation based on your business rules

## Apptricity University Q1 2015 Training Classes

**Apptricity Asset Management 7.0**  
Functional and Administration Training

- February 25-26, 2015
- March 25-26, 2015

**Apptricity Expense Management 6.0**  
Functional and Administration Training

- February 10-12, 2015
- March 3-5, 2015

**Apptricity Invoice Management 6.0**  
Functional and Administration Training

- February 17-18, 2015
- March 17-18, 2015

**Hurry, seating is limited!**

**Register Now**

**Call (214) 596-0601 to schedule any of our classes  
for on-site or customized training.**