

An innovative solution based on Lifecycle Interaction Platform



InvoiceIN Processing

The simple and intelligent solution for recognition, forwarding, checking, accounting and release of your purchase invoices

The manual processing of purchase invoices is a time consuming and costly process: stamp, record, approve, archive, authorize and release for payment – all prone to error. The status or location of an invoice is also often unclear. InvoiceIN Processing automates the workflow making processing your invoice flow faster, less costly and more accurate. And say goodbye to spoof invoices.

How?

In preparation of the web-based approval and accounting process, invoices (paper, e-mail with PDF or XML invoices) are intelligently read and recognised by InvoiceIN Processing. The system automatically extracts the required data. Any missing data is completed either manually or through tables. Following analysis invoices are either added to an approved queue or sent to the responsible processors via an electronic workflow for further checking. The booking data is exported to your financial accounting system.

This let's your staff concentrate on the important stuff.

Our solutions:

► InvoiceIN Processing

Electronic Invoicing

Electronic Signature

Web Surveys

Interactive HR processes

Smart Expenses

Experience ease of use

The screenshot displays the InvoiceIN Processing interface. On the left, there are input fields for 'Status' (set to 'Gereg'), 'Factuursort' (set to 'Factuur'), 'Verstuur' (set to 'D15, Locum Benelux BV'), 'Leverancier' (set to '30810, Klusbedrijf PieWi, Goudriaan'), 'Factuurgegevens' (Factuurnummer: 86532, Factuurdatum: 03-11-2017), and 'Ondersnummer(s)'. Below these are 'Bedragen' (Total: 9,129.45, Currency: EUR) and 'BTW Details' (9,129.45 - 7545.00 = 21%). A note states: 'Het factuurbedrag binnen 30 dagen na factuurdatum over te maken op L.n.v. PieWi onder vermelding van het factuurnummer.' On the right, a table shows the invoice breakdown:

		€	€
1		725.05	725.05
1		635.00	635.00
Subtotaal		€	7,545.00
Korting			
BTW 21%		€	1,584.45
Nog te voldoen		€	9,129.45

Multilingual Capabilities

Enable both UK and cross-border easy processing.

1

Intelligent Invoice Recognition

InvoiceIN Processing reads incoming invoices regardless of format (paper, PDF, XML, UBL, etc.). It finds and recognizes the relevant information and automatically extracts the required data.

3

Lucid Invoice Display

The standardized overview preserves the image of the original invoice as well as the data forwarded to Financial Accounting.

The screenshot shows the 'Factuurnummer' field with the value '2016-0151'. Below it, the scanned image of the invoice is displayed, showing the header 'Factuur 2016-0151' and the supplier 'Klusterbedrijf PieWi'.

2

Rapid Result Verification

The character recognition software is extremely accurate; any ambiguous characters can easily be corrected if necessary.

The screenshot shows the 'Klusbedrijf PieWi' invoice display interface. It features a header with the company name and logo, followed by a table of invoice details. The table includes columns for 'Factuurnummer', 'Factuurdatum', 'Factuurbedrag', 'BTW', and 'Totaalbedrag'. The data is as follows:

Factuurnummer	Factuurdatum	Factuurbedrag	BTW	Totaalbedrag
86532	03-11-2017	7,545.00	21%	9,129.45

The InvoiceIN process starts with scanning paper invoices and/or the reading (of e-mails with) invoice files. InvoiceIN Processing reads and interprets the digital invoice files, regardless of format (PDF, XML, UBL, etc.). Invoice data is intelligently recognized (based on generic logic) and not based on supplier templates.

If generic logic is insufficient, our Scan and Read module offers the possibility

train a specific field for that supplier. This is subsequently automatically recognized.

Invoices will then enter the approval process. A workflow activates employees with each their own specific tasks and authorizations. If an employee has questions about an invoice on screen, he can send an e-mail from the invoice, consult a contract or contact a colleague ad-hoc. All actions and communications are registered per invoice.

InvoiceIN Processing digitizes the invoice process from receipt of the invoice to release for payment. You get control of the entire process.

Transparent Invoice Processing

The invoice register shows an automatic overview of all invoices, including the current status in the process. Easy-to-use filtering and sorting functions make it possible to find the desired information quickly.

[illegible]

6 Communication

During the approval process, you can communicate optimally about an invoice by sending an e-mail from the invoice. You can pose an ad-hoc question or make a comment. All communication is clearly defined and structured.

Flexible Invoice Release

InvoiceIN Processing enables incoming invoices to be automatically forwarded (to the appropriate cost centre, for example) or to be sent to a manually selected recipient.

Repetitive actions can be profiled instantly during the approval process. It's not necessary to define this activity in advance. The user can decide per invoice if a certain action for a specific supplier invoice is standard or constantly changing. By profiling repetitive actions invoices are processed faster with fewer mistakes. From the register it is also possible to generate CSV reports. The data is exported as it appears in the register.

InvoiceIN Processing is web-based and available to every authorized employee – regardless of their location. That means you always have real-time insight into the current status and location of an invoice, whenever wherever. With convenient filter and sort functions you can easily retrieve an Invoice. With InvoiceIN Processing, your invoicing process becomes transparent, efficient and clear.

Summary

All aspects of invoice processing are available in InvoiceIN Processing:

- Works with most accounting systems
- Take control over your invoice process and save time, space and costs;
- Recognition of paper and electronic invoices (paper, PDF, XML, HTML, UBL, etc.) based on intelligence and not based on time-consuming templates for each supplier;
- E-mails with an invoice file can be imported automatically;
- Digitize your invoice processing in one efficient and transparent workflow;
- History of the supplier can be viewed on the spot;
- Error Reduction through profiling and automatically applied rules;
- All actions and communications from the invoice are registered per invoice
- Completely web-based, anytime, anywhere real-time insight into the status and history of each invoice;
- Of all digital invoices a detailed audit trail is maintained;
- With convenient filter and sort functions you can easily retrieve an Invoice from the digital archive; Easy integration with any back office application (ERP and / or financial).

- In addition InvoiceIN Processing can easily be extended with:

Electronic ordering for a digitized procurement, including: purchase requisition procedure, creating and sending orders, matching between purchase order and purchase invoice;

Link & Match orders from 3rd party applications and invoices;

Electronic expense claims for your employees with the option to process the same as external credit invoices or through the salary process (optional including an app to claim (credit card) expenses directly).

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