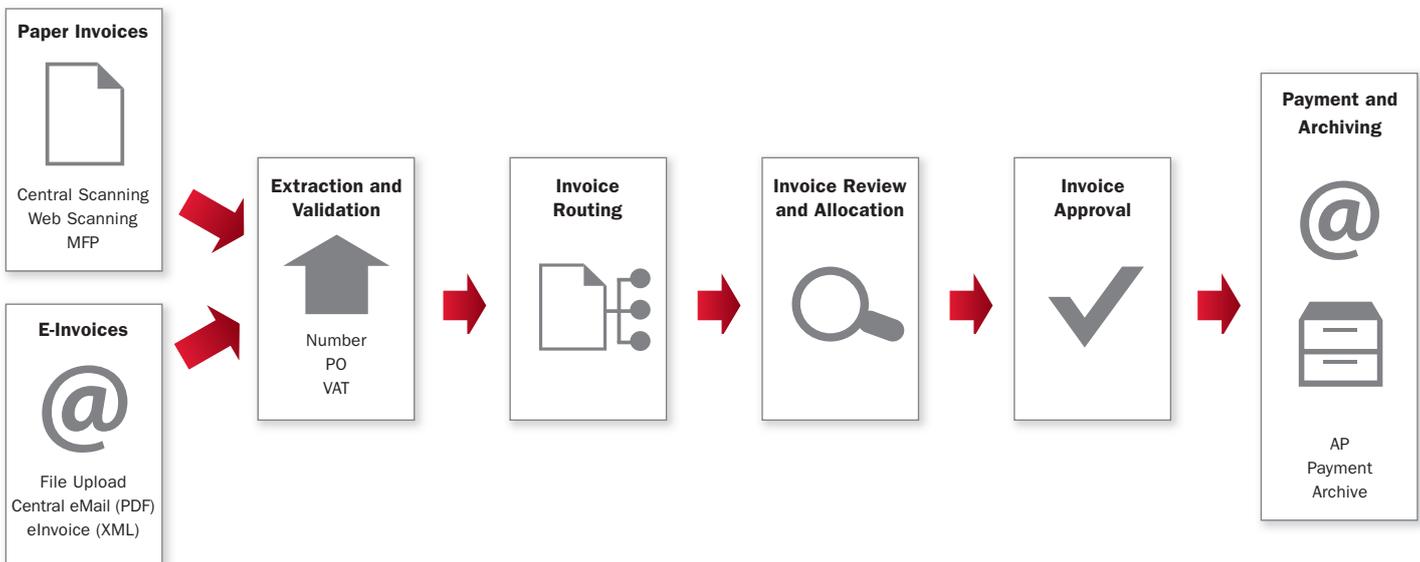




# Automated Invoice Processing for SAP

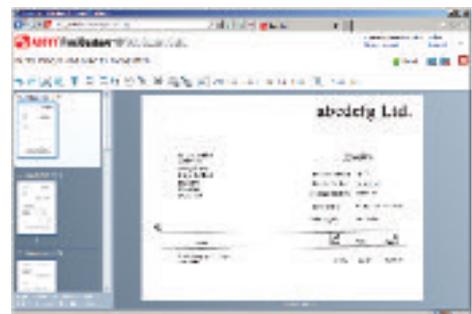
## Accelerated Invoice Processing and Approval for SAP

Tap the full potential of an optimised accounts payable process in SAP. Implementing an automated invoice processing solution greatly reduces error-prone manual data entry. Businesses are able to cut operational costs, improve efficiency of core activities and simplify monitoring and reporting.



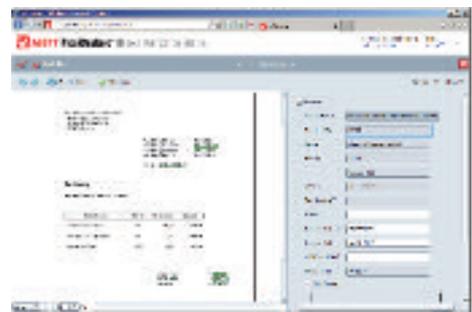
## Invoice Receipt and Capture

Capture invoices at the point of entry, whether centrally in a mailroom or finance department, or remotely in branch offices. Invoices, both paper and electronic, can be processed regardless of format or input channel: a scanned document, a PDF or from an email attachment. Electronic invoices that are sent to a customer's email inbox can be imported automatically. Mailroom invoice capture is carried out using thick clients, while decentralised capture from remote offices can be completed with the Web Capture Station and initiated directly from within SAP.



## Extraction and Validation

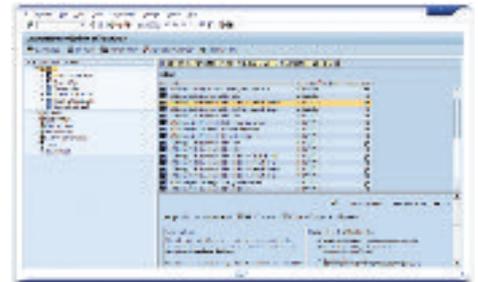
Invoices are classified based on supplier master data and business unit. According to language and country, legal conformity checks are performed and the invoice data is extracted. Rules-based validation and purchase order matching against data from SAP ensure the highest quality invoice data is sent on for processing. For invoice validation and coding, power-users from the AP department use a thick client for verification. Accountants or field workers can use the Web Verification feature to correct errors or mismatched invoice data.



# Automated Invoice Processing for SAP

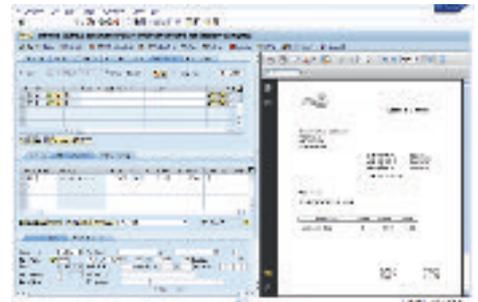
## Invoice Routing

Invoices are automatically routed to cost centre staff or budget owners for review and approval. Pre-defined SAP workflows ensure that the processing of invoices is in accordance with internal approval guidelines. By automating validity checks against purchase orders and reducing internal communication about invoice status, finance departments save valuable time and resources.



## Revision and Allocation

Optimised and best-practice approval workflows support business-rule routing, cost centre splitting, escalation and exception handling. The allocation of incoming invoices can be executed more effortlessly, quickly and flexibly. After choosing the correct value or the appropriate cost centre, the calculation of the corresponding tax value is determined automatically. All steps are accessible from within SAP.



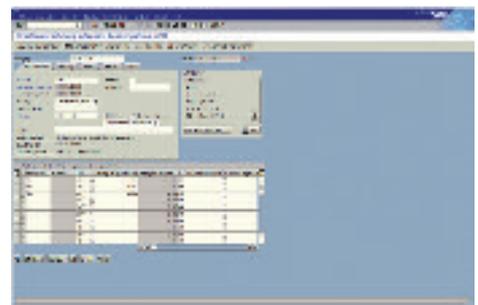
## Approval and Authorisation

Automating the invoice handling process accelerates approval and results in fast throughput. The automated routing of invoices allows a smooth handover to the appropriate budget owner or cost centre staff ensuring that the payment authorisation process is simplified and optimised for effective invoice management within SAP.



## Payment and Archiving

The last step in the process is payment and archiving. After allocation and approval of an invoice, the payment of the invoice is initiated automatically within SAP. All phases of the invoice processing workflow can be tracked and reviewed at any time, ensuring transactional transparency and compliance with regulations



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