

**Case study:** Automated invoice processing for the plant manufacturing

Pay invoices and save costs

**Caverion**



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### Pay invoices and save costs

The classic manual invoice processing is not only time-consuming but also significant processing costs arise. Consequently, it was also the aim of Caverion to process receipts more efficiently and therefore to save time and money. It was looked for a tool that not only automatically and transparently illustrates the entire process but rather fulfills the specific requirements of the plant manufacturing. The complexity of this branch needs a 100 per cent invoice audit.

„ ...we looked for a partner who adapts his solution to the processing of document types like prepayment requests, part payments and security deposits“ “

The increase of the cash discount gain at the processing of 125.000 receipts per year was, in addition, an important aim.

The Caverion GmbH from Weilimdorf nearby Stuttgart (Germany) among others develops in the amount of facilities engineering for offices, industrial facilities, airports, powerhouses, hotel complexes, conference centers in its nationally establishments. With its 1.800 employees, the company worldwide campaigns and economizes a sales in the amount of 480 million Euro.

At the same time, the Caverion group offers a comprehensive service from a single source - from consulting via building through to business and management of buildings and plants. Today, 125.000 receipts per year result from the various business relations of the plant manufacturing specialist, including the receipts of all 10.000 suppliers.

### Solution for specific document types

Originally, there merely existed a scan system which was applied after the booking of the invoices to electronically archive them. Till the booking, the processing purely happened by hand. In doing so, the procedure varied in decentralize and central processing of invoice receipts at the about 15 establishments. Being foreseeable that the number of the up to that time 80.000 receipts per year would significantly increase in case of an acquisition of another company, there was no way around the introduction of an electronic solution. Since Caverion already worked with SAP, it was obvious to have a look at the solution of the provider from Walldorf: "However, the SAP standard solution proved itself as not likely to constitute our specific requirements of the plant manufacturing.

That is the reason why we looked for a partner who adapts his solution to the processing of document types like prepayment requests, part payments and security deposits", Thomas Henig, leader invoice audit and creditor accounting at Caverion, reports.

As a result, in addition to the spatial proximity, the flexibility and competence for the development of the requested functions was especially crucial to rely on the automated invoice processing by inPuncto.

Because of the high number of receipts, the invoice data should be read out automatically via OCR. In addition to that, it was ensured with the automation of the entire workflow that all information and remarks of an account were available for their audit and release. Here, in light of a variety of single processes in building industry, many details have to be regarded: "Formerly, important evidences were also marked with a post-it. But they easily get lost by handing invoices back and forth. However, since the complexity of our branch needs a 100 per cent invoice audit, we cannot allow ourselves that in doing so anything is overlooked or important evidences like for example of an invoice shortage because of deficiencies or not rendered outputs only arrive after the booking and payment.

That is why it exists no blind booking at Caverion", Thomas Henig continues. Especially for the case that various projects have to be concluded with a company, deficiencies have to be documented and appropriate evidences for the auditors have to be accessible.

### Higher velocity and transparency

Furthermore, because of fiscal reasons, it should be remarked on an invoice if the amount decreases because of bonus agreements. For that, the transfer of the corresponding information of the master data had to be guaranteed through a SAP connection and an appropriate report button had to appear if the validator audits the receipt. Also, it should happen a mechanical audit of the signatures including the authorization of the signer. With its digital workflow solution, Caverion nowadays possesses a tool that covers all these requirements and brings more velocity, transparency and overview to the processes of the processing of the invoice receipt.

Through the complete integration in SAP and a comprehensive orientation towards the business logic defined in SAP, the redundant care, management and audit of data, authorizations etc. are omitted.

### Doubled gain of cash discount

By the introduction of the digital workflow solution, today, the position of the invoice resp. the person who is processing the invoice at the moment, is comprehensible for every participant of a project - from the bosses to the accounting. After having read it in, the way of the invoice is controlled by the profit center. By reference to the order number, the transfer to the respective consultant, auditor and to the accounting happens automated and exact to the second. As a result, the fastest possible processing is made. "The extraordinary performance of the solution has to be highlighted. Like that, we doubled our gain of cash discount to 3.000.000 Euro through an essentially more efficient procedure.

„ ...pay invoices and save costs so to speak - what more could one want“

In doing so, nearly 50 percent few personnel was needed at a significantly increased quality of work", Thomas Henig reports and attests the solution an almost 100 per cent secure procedure. This is reached through the OCR capture, the audit of the identified faults and through the validator and the final audit made by the accountants.

Like that, faults can nearly not appear any more. "By means of the high data quality we accomplish a daily payment run. Only few companies do so. But, in fact, at a correct handling of the payment aims we therefore reach the highest gain of cash discount and gain of liquidity", Henig says. The automated expediting system in addition contributes to this with its optimized and adapted escalation scenarios. Like that, employees and their bosses are notified at a certain amount of the invoice price if the loss of the cash discount threatens and the invoice was not processed yet.

The fiscal quality of the accounting was also highly improved through the gain of time at the processing. Furthermore, the current fiscal changes that appeared during the introduction were immediately regarded at the implementation stage. Thomas Henig complements: "Also the simple handling delighted us. Like that, our accountants could handle the solution already after a short time, so that our employees were trained by our key user. The solutions also appealed the establishments beyond the financial management. All are highly motivated and no one wants to go back to the manual processing. Content employees, an efficient workflow and an optimal usage of the possibilities of cash discount - pay invoices and save costs so to speak - what more could one want."

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Learn more:

Electronic processing of invoices

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