

# Invoice auditing of any document type – full transparency & security over the processes!

*easy, adjustable and safe*



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## How does the invoice auditing of any document type in SAP® work?

- 1 A barcode is added to the first page of invoices of a wide variety of document types (e.g. with/without reference to the order, credits, down payment requests, etc.).
- 2 The entire batch is scanned (e.g. via biz<sup>2</sup>Scanner). When you are using document scanners you have the possibility of the "light" quality management, this means checking the scan quality, completeness, order of the pages, possible scanning and adding, deleting pages, etc.
- 3 When you are using multi function devices the entire scan batch is transferred via e-mail or share to the biz<sup>2</sup>ScanServer for the batch processing.
- 4 The document processing server – biz<sup>2</sup>ScanServer – separates the scan batch and carries out an OCR/ICR (freeform, market-leading recognition library) in this scenario and reads out invoice-specific data (header data, invoice items, etc.).
- 5 The values are synchronized with the SAP master data in order to determine the supplier in SAP and thus the next person in charge.
- 6 For each invoice the SAP-workflows are started - depending on the document type, depending on the process definition the members of staff receive their tasks. The separated invoice is archived in the archive (e.g. biz<sup>2</sup>Archiver).
- 7 The member of staff opens a message in his inbox (Outlook, SAP Business Workplace or Cockpit) and thus starts the user-friendly workflow tool biz<sup>2</sup>DocumentControl. The SAP-workflow-tool offers an integrated view on data, e.g. releases, comments, accounting information etc.
- 8 The officer in charge processes the invoice, as a first step a validation is carried out for example. After he has finished his work the invoice is forwarded to the next officer(s) in charge via SAP-workflow.
- 9 In further steps the invoice is "completed" according to its characteristics and the defined process logic/signature regulation and released.
- 10 A wide variety of roles (like e.g. "factually correct", "quality of the material/work", financial releases by corresponding responsible) are considered.
- 11 If all releases/approvals and process steps have been completed, the transaction for the booking is triggered according to the document type via SAP-workflow.
- 12 History and invoice cockpits are additional features of the solution.

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## Your benefits with the solution invoice auditing of any document type:

### Faster:

- On the basis of clear process rules in SAP the processing of a wide variety of document types is automated
- Acceleration of the system by the possibility of (overwritable) pre-assignments
- Faster communication/traceability and thus intervention into and control of invoice processes
- On the system side processes are initiated according to relevant invoice criteria. Values that have been read out OCR/ICR-technically are already checked against SAP.

### Better:

- Security: Increase of the security in the handling of a wide variety of document types in SAP
- Automated approval process: invoices are sent automatically to all people involved in the process (FI-/CO-experts, managers, members of staff without SAP, etc.) via SAP-workflow, so they can give their approval

- Logging without any gaps: Our solution that has been certified by auditors meets all legal requirements. The software displays each step, each member of staff and each action in the archive as a history and links these with the invoice. Thus the transparency and the audit security are increased.

### Cheaper:

- Reduction of the process costs by up to 50%
- Small need for adjustment for specific requirements (e.g. roll-out to other countries/ other booking areas, etc.)
- And many more

### Configuration / Products:

- biz<sup>2</sup>Scanner (Scanner-Client for SAP)
- biz<sup>2</sup>ScanServer (document processing server for incoming mail)
- biz<sup>2</sup>DocumentControl (workflow tool for SAP)
- optional: biz<sup>2</sup>Archiver (archive for SAP)

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