Automated archiving of incoming invoices in SAP® - easy, adjustable and safe

How does the automated archiving of incoming invoices work?

1. The FI-official registers the SAP-FI document – as usual he manually transfers the invoice details into the SAP transaction.

2. When booking, the user is automatically asked to enter a barcode. He adds it to the original invoice (e.g. from a role with barcodes) and scans it via BCR barcode hand scanner pistol.

3. Later another member of staff scans the batch with the invoices.

4. Further processing is carried out completely automatically with the inPuncto-Software biz²ScanServer (document processing server for incoming mail).

5. In this scenario the barcodes of the separated invoices are read out—barcode value and image are transferred to SAP. Here the automatic allocation of the barcode to the "parked" SAP document and the archiving of the invoice image in the archive (e.g. biz²Archiver) are carried out.

6. If you are looking for an original invoice, you just directly call the attachment list from the corresponding SAP document (via "object services/attachment list").

Your benefits regarding scanning & archiving of incoming invoices with inPuncto software:

Faster
- No time-consuming searching for originals.

Better
- Audit-proof archiving via storage on wormable media.

Cheaper
- Small training effort.

Fields of application:

Accounting
- FI invoices (invoices without reference to the order, credit items of creditors),
- MM invoices (invoices with reference to the order, deposit invoices, deposit requirements, asset postings, inventory account bookings) etc.

Purchasing / Procurement
- Receipt or documents: order requests
- Purchasing documents: request, order, contract, delivery schedule, service entry sheet, etc.

Logistics & Productions
- any business relevant documents e.g. delivery notes, entry certificates, contract notes etc.

Engineering, personnel, management etc.

Configuration / Products
- biz²ScanServer (document processing server for incoming mail)
- optional: biz²Archiver (archive for SAP)
- optional: biz²Scanner (Scanner-Client for SAP)

Your inPuncto team:
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