

# Invoice processing and purchase-to-pay optimisation -

*easy, affordable and safe*



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How does the **purchase-to-pay** for SAP<sup>®</sup> work?

- 1 All incoming invoices / receipts can be scanned in the batch. It is not necessary to sort the single invoices beforehand.
- 2 A barcode (if necessary also a specific barcode) is added for the clear separation of paper invoices.
- 3 For electronic invoices / receipts is no barcode necessary.
- 4 The invoices can be scanned locally with a document scanner (e.g. via biz<sup>2</sup>Scanner) or via multi-function device. Central and decentralized (e.g. in various locations) scan scenarios are supported.
- 5 In addition to paper invoices, PDF invoices, XML-files (e.g. IDOC's on basis XML/EDI) are processed.
- 6 Our software server for the entire mass processing (biz<sup>2</sup>ScanServer) is configurable for a wide variety of scenarios.
- 7 Integrated modules like barcode, image enhancement, OCR/ICR/XML, conversion and many more are set for the corresponding scenario in your company.
- 8 The scanned document batch is processed according to the scenario or via the specific barcode, share and input channel.
- 9 In invoices the invoice-relevant values are read out via market-leading "Freeform OCR/ICR" and pre-validated to existing SAP values "in the background".
- 10 Depending on the invoice type the specific process is triggered in a target-oriented way (who is responsible for this, which signatures are necessary, which transaction is used – FB60, FV60, MIRO, MIR4/7 and many more).
- 11 The entire purchase to pay process is structured according to the characteristics of the invoice (and thus according to the necessary releases and signatures) via SAP workflow.
- 12 All actions are logged without any gaps and become part of a workflow history (additional PDF on the invoice).
- 13 Thanks to the invoice cockpit / dashboard you can monitor all invoices, you can intervene, make new allocations, inform and validate.
- 14 At the same time invoices are archived audit-proof in SAP.

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## Your benefits through the optimization of the purchase to pay process with electronic invoice processing:

### Faster

- Quick access to original documents and integration of management reports.
- Absence management and escalations are clearly structured – no loss of time.

### Better

- Full overview over all invoices and their status in present time.
- Generation of a history for each process.

### Cheaper

- Compliance with payment terms for all invoices.
- Reduction of reminder fees.
- Increase of cash discounts received.

## 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)

