Workflow tool for document release processes in SAP®: biz²DocumentControl-
comfortable, fast and safe!

A slim and comfortable addition to your SAP workflow for the document release!

How does the workflow tool for document release processes work?

1. Example of the incoming invoice process:
   - A workflow is started automatically in SAP for each incoming invoice.

2. The employee receives the task in his inbox (SAP Business Workplace, Cockpit or e-mail), opens it and thus starts the workflow tool biz²DocumentControl.

3. On the right side the user sees the original invoice and on the left relevant data fields like invoice date, supplier, etc. with values that have already been filled in.

4. He validates the invoice, if necessary he proposes an account assignment, etc.
   - Clicking on "done" forwards the invoice to the next person in charge (or several people in charge).

5. The next person in charge fulfills the next step- e.g. allocation to an account and issues his electronic release.

6. If all releases and information is available, the invoice is booked automatically.

Your benefits regarding the workflow tool for document release processes:

Faster:
- Shortened processing time
- Fast authorization process thanks to deep automation of the procedure

Better:
- Maximum of audit-safety and legal compliance
- Software can be adjusted to the customer processes

Cheaper:
- No user-dependent licensing
- Usage in the SAP-GUI, via e-mail with SAP connection and offline
- Ergonomically simple, fast-and-easy-to-learn tool

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workflow-management-tool
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