

Case study: Digital audit & optimization of the incoming invoice processing

Special requirements to the invoice capture in SAP

NORDSEE-ZEITUNG



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The NORDSEE ZEITUNG receives approximately 80 invoices a day. The newspaper agency conducts the shared service for the Nordsee Medienverbund (bookkeeping). Prior to the optimization via the inPuncto Software for SAP, the post office marked every invoice with an incoming stamp.

The purchase department then conducted an audit (comparing order and invoice, auditing the GoBD). Afterwards, the invoices needed to be checked by respective departments to be released after. In the last step the department of finances captured the order and invoice in SAP.

„The whole manual capturing process costs a lot of precious time and is quite error-prone. That’s why we were looking for a solution to make this whole process easier.”,

Dennis Westphal says, head of the finance department. „It’s also very important to us to get informed via email about highly amounted invoices and to be able to transfer invoices with multiple invoice positions to an SAP chart via an Excel upload, so that we can further process the data automatically in SAP.”, Westphal explains.

The digital invoice capture with the inPuncto software for SAP helps the NORDSEE ZEITUNG to accelerate the incoming invoice audit.

The NORDSEE ZEITUNG used to operate with SAP R3. The following inPuncto products have been implemented: the client biz²DocumentControl for conducting the auditing and releasing processes of SAP documents, the scanner software biz²Scanner for capturing the incoming invoices, the mass processor biz²ScanServer for the incoming mail and document processing in SAP, and the document viewer biz²Explorer.

„We are very happy with the slim and intuitively operative add-ons by inPuncto, which lighten our daily workload immensely.”

Westphal explains. Paper-based documents of various kinds receipts are provided with a barcode on their first page.

After, the documents are scanned with the inPuncto biz²Scanner, which is connected to a multifunctional device via TWAIN-driver. The whole scanned pile will be then transferred to the biz²ScanServer.

The biz²ScanServer separates the scan pile first, conducts an OCR/ICR (free-form text recognition) and further reads invoice specific data. These values will be compared automatically with the SAP data, to determine the deliverers in SAP and the following advisor.

Through another incoming channel for emails with PDF invoices, a direct forwarding of emails to the mass processor biz²ScanServer is possible. The document attached to the email will be edited in a special scenario and a barcode will be generated in SAP. Through this channel, the NORDSEE ZEITUNG also processes so called credited entries, which will be connected to a booked receipt in SAP.

Special requirements to the invoice capture could be realised with SAP products by inPuncto.

Because the inPuncto software is adjustable to the individual and special requirements of the customer, we could also fulfil the wishes of the publisher:

For incoming invoices with an amount over 25 000 euros, a notification via email follows. Single data of invoices with many invoice positions can be transferred into an SAP chart via Excel and edited via automated workflow in SAP.

Visualisation of the payment run with the inPuncto document viewer

Another wish concerned the visualisation of the payment run, which could be realised successfully with the document viewer biz²Explorer.

To connect separately booked credited entries with pre-booked receipts, the scanner software biz²Scanner is used.

The NORDSEE ZEITUNG appreciates the integration of the inPuncto software in the already existing SAP system, which makes the purchase of expensive third-party systems unnecessary. Additional functions have been added to the existing SAP system, which the publisher required for the process of the incoming mail audit with and without an order.

„Another benefit of the inPuncto add-ons is the great time saving we have with the automated capture and audit of incoming invoices. And the invoice capture is almost faultless!“ Westphal summarizes.

The NORDSEE MEDIENVERBUND symbolizes the coalition of multiple regional companies in the media sector in the Elbe-Weser-area (newspapers, publishers, printers), as well as connected service companies, digitalisation and production, transport and distribution of media in different ways. Currently, nine companies and 1300 employees are connected.

The umbrella brand NORDSEE MEDIENVERBUND stands for performance and innovation, product and service quality, competence in every company and a social and ecological responsibility.

The NORDSEE-ZEITUNG is one of four newspapers in the umbrella brand. The NORDSEE-ZEITUNG GmbH is the leading newspaper for Bremerhaven and the area of Cuxhaven. The NORDSEE-ZEITUNG GmbH conducts the bookkeeping for the umbrella brand.

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Further information: [invoice audit of different kinds of receipts](#)



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