



“Give me a quick overview!”

Although many corporate processes have been shifted to electronic processing, letter mail is still primary choice when it comes to b2b communication. Powerful solutions for capturing and processing incoming invoices are in great demand.

### Media Discontinuity in the Inbox

Capturing and posting incoming invoices is an activity that requires a lot of effort from your staff members. At the same time, the matching process with commercial systems such as SAP or Navision requires a high skill level of your employees as regards complex software products. This results in various sources of error.

### Automated Capturing of Incoming Invoices

Using powerful, error-tolerant scanning techniques, incoming documents can be captured as soon as they are received, without the need for manual reworking and independent of paper format.

### Digital Invoice Processing

Many common error sources can be

Business communication is still dominated by letter post even today. In many companies, incoming invoices are still processed manually. There is great potential in automating these processes.

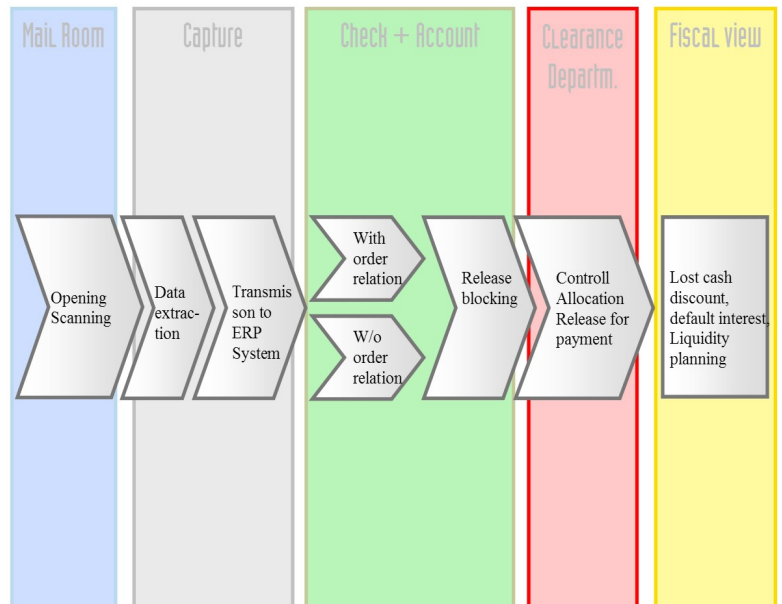
eliminated by means of automatic invoice categorization, the extraction of data relevant for accounting purposes as well as by the validation of data through comparison to

data from leading systems (e.g. SAP). Documents that have been incorrectly identified and those including logical mistakes are delivered to a clearing unit.

### Process Integration

A major potential in invoice manage-

ment lies in the comprehensive integration into the business processes of the respective company. Different scenarios such as the booking procedure into a leading system such as SAP R/3 with or without a respective order reference are a matter of course just as the connection to technical drawings or the automatic



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### Automated, digital processing of invoices.

- Categorization and read-out of header and position data
- Factual and calculative verification
- Booking into financial accounting system

### Benefits

- Decreasing cycle times
- Saving process-related expenses
- Increasing transparency

### Control factors

- Financial accounting system used
- Number of invoices
- Proportion of invoices with and without order references
- Supplier portfolio (ABC-categorization)
- Central/local verification or capturing
- Auditor with/without access to financial accounting system/ERP system



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generation of files.

## Competitive Advantages through Optimized Processes

Item	WF-Status	WF-Wert	Skonto	Präfer	Freigab. Std.	St.	St.	Betrag	Freid./Zab.	Wsk	Kras	Zab.
1980000922	COMPLETED	579321	ARAGON	Mehrere				241,20	2003	K	CDG e. K.	
1980000924	COMPLETED	579334	ARVEN	Mehrere				116,00	2003	K	CDG e. K.	
1980000925	STARTED	579433	HW_CSDPT	BAUER				116,00	2003	K	CDG e. K.	
1980000926	COMPLETED	579484	ARAGON	ARAGON				116,00	2004	K	Schäfer Shop GmbH	
1980000928	COMPLETED	579557	ARAGON	ARAGON				180,00	2003	K	CDG e. K.	
1980000930	COMPLETED	579559	ARAGON	ARAGON				180,00	2003	K	CDG e. K.	
1980000931	COMPLETED	579544	BUCHHÄLTER	BUCHHÄLTER				116,00	2003	K	CDG e. K.	
1980000932	COMPLETED	579683	BAUER	BAUER				116,00	2003	K	CDG e. K.	
1980000933	COMPLETED	579683	BAUER	BECK				348,00	2003	K	CDG e. K.	
1980000934	COMPLETED	579683	BAUER	Mehrere				348,00	2003	K	CDG e. K.	
1980000935	STARTED	579700	BAUER	Mehrere	1-stufig			348,00	2003	K	CDG e. K.	
1980000936	COMPLETED	579700	BAUER	Mehrere	1-stufig			348,00	2003	K	CDG e. K.	
1980000937	COMPLETED	579740	BUCHHÄLTER	Mehrere				58,00	2003	K	CDG e. K.	
1980000938	COMPLETED	579770	BAUER	Mehrere				82,00	2003	K	CDG e. K.	
1980000939	COMPLETED	579888	BAUER	Mehrere	1-stufig			116,00	2003	K	CDG e. K.	
1980000940	COMPLETED	579888	BAUER	Mehrere	1-stufig			116,00	2003	K	CDG e. K.	
1980000941	COMPLETED	588384	BAUER	BAUER				232,00	2003	K	CDG e. K.	
1980000942	COMPLETED	588641	BAUER	BAUER				232,00	2003	K	CDG e. K.	
1980000943	STARTED	588681	BAUER	BAUER	1-stufig			232,00	2003	K	CDG e. K.	
1980000944	STARTED	588705	ARAGON	ARAGON				174,00	2003	K	CDG e. K.	
1980000945	STARTED	588705	ARAGON	ARAGON				174,00	2003	K	CDG e. K.	
1980000946	STARTED	588621	FLATTER	FLATTER				195,00	1001	K	H-Lux GmbH	
1980000947	STARTED	588729	FLATTER	FLATTER				116,00	1001	K	H-Lux GmbH	
1980000948	STARTED	588765	BAUER	BAUER				116,00	2003	K	CDG e. K.	
1980000949	STARTED	588705	TERMINATOR	TERMINATOR				116,00	2003	K	CDG e. K.	
1980000950	COMPLETED	588922	ARAGON	ARAGON	BAUER			116,00	2003	K	CDG e. K.	
1980000951	COMPLETED	588922	ARAGON	ARAGON	ARVEN			182,00	2003	K	CDG e. K.	
1980000952	COMPLETED	581014	AVEMER	ARAGON	ARVEN			124,12	2003	K	CDG e. K.	
1980000954	COMPLETED	581043	ARAGON	ARAGON	ARVEN			124,12	2003	K	CDG e. K.	
1980000955	STARTED	581183	AVEMER	ARAGON	ARVEN			232,00	2003	K	CDG e. K.	
518555789	COMPLETED	554504	-	-	-			1.873,50	1001	K	H-Lux GmbH	
518555984	COMPLETED	556906	-	-	-			1.391,00	1001	K	H-Lux GmbH	
518556812	COMPLETED	557002	-	-	-			1.400,00	1001	K	H-Lux GmbH	

Fig. 2: All processes can be supervised in a well-arranged “cockpit”.

### Starting situation

- mostly a manual process
- circulation of invoice copies with notes
- little/no impact on cycle times
- lack of transparency
- difficulties in case of approvals spanning more than one site
- complicated access to invoice in circulation or in archive
- check re. completeness and quality hardly possible

The use of electronic capturing and processing of incoming invoices makes it possible to conduct logical verifications through the connection to leading systems. The early electronic availability allows, for example, for simultaneous accounting and content verification. All information regarding a process or customer can be found at the same place – independent of its origin.

The quality in this highly sensitive area can be considerably improved. At the same time, cycle speed is increased and positive effects such as cash discounts can be realized.

The process transparency and the departments' capability to provide information is improved. In this way, the appreciation of internal and external customers is increased. This is not only reflected in a prompt monthly balance. And due to the high share of bookings that take place without the need for

manual intervention, a rapid ROI is realized!

### Objectives

- Increase in transparency
- Reducing process-related expenses
- Increasing cash discounts
- Minimizing default interest
- Optimized support of cash flow planning

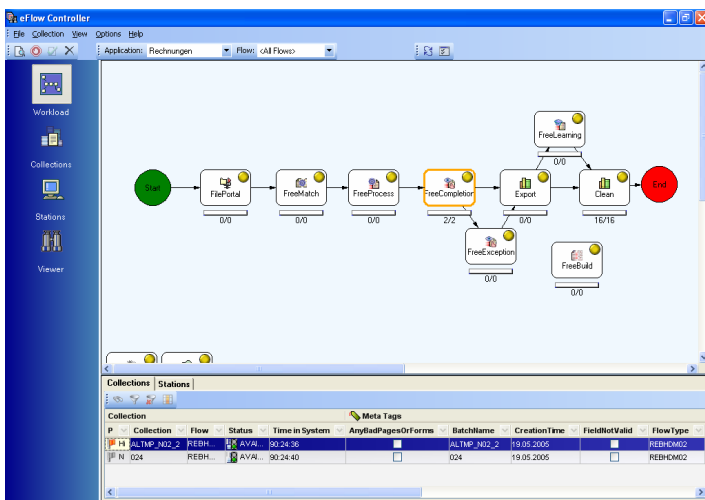


Fig. 1: The data transfer is defined in the interface between the capturing system and the ERP system.

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### Advantages of d.velop solution

- rapid invoice circulation
- savings in process expenses
- increasing transparency
- finished standard product leads to rapid implementation
- high planning and process security
- makes working across sites possible
- access to invoices even from outside the financial accounting department
- rapid ROI

### Contact

Do you still have questions? Then please do not hesitate to contact us:

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