

INVOICE PROCESS AUTOMATION

FEATURE FACTSHEET

OpusCapita Invoice Process Automation is a SaaS solution for automating your invoice handling and managing your approval workflow with matching and postings.

VISUAL WORKFLOW

Work with a visual approval workflow like never before! See changes immediately and improve transparency with clear internal processes for high automation and compliancy.

TOUCHLESS AUTOMATION

Increase AP productivity and reduce manual work with a variety of options for invoice data refinement, automated postings and matching with POs, contracts, and more.

FLEXIBILITY & INTELLIGENCE

A wealth of automation possibilities at your hand allow setting when to use automation and when to fill the gaps manually - or with artificial intelligence. You decide.

Learn more:

opuscapita.com/solutions/invoice-process-automation

- ✓ SaaS from Microsoft Azure
- ✓ Responsive and scalable HTML5 UI
- ✓ TLS encrypted browser access for users
- ✓ Can also be accessed on mobile
- ✓ ~10 automatic version updates per year

OpusCapita Invoice Process Automation

My tasks | Invoices overview | Import | Contracts

Pending | Processed

Invoice	Comment (0/2000)	Approval flow
Musterkunden AG Hardware AG INV2-P2P180000088	19.10.2018 ▲ 6,10 EUR In clarification ?	Reviewers (Complete, All required) Inspe... ✓ 14.11.2019 12:34:15
Musterkunden AG Lelukauppa Oy 123456	22.11.2018 ▲ 2 832,16 EUR In clarification ?	Approvers (Incomplete, All required) Approver Andy
Musterkunden AG test2 2789	10.6.2019 ▲ 1 512,40 EUR Approve lines	
Musterkunden AG Panda Security Sweden Ab sdhdt	29.7.2019 ▲ 0,00 EUR In clarification ?	
Musterkunden AG Hardware AG VVtest123_4	9.1.2020 ▲ 124,00 EUR Approve	
Musterkunden AG 3T Ratkaisut Oy lasku_1	10.1.2020 ▲ 124,00 EUR In clarification ?	
Musterkunden AG Hardware AG VVtest123_5	9.2.2020 ▲ 124,00 EUR In clarification ?	
Musterkunden AG Hardware AG Invoice_007	5.3.2020 ▲ 124,00 EUR In clarification ?	
Musterkunden AG Hardware AG VVtest123_6	11.3.2020 ▲ 124,00 EUR In clarification ?	

Supplier: Musterkunde AG, Fabrikstraße 1, 81 - 220100 Mönche, BY, Max Mustermann, max.mustermann@opuscapita.com, 0201 123456, VAT ID: DE999999999, Registration No.: Obermerberg 198 34048, BfN Number: 13 3466784

Customer: Acme GmbH, Germany, Lindenallee 79 - 44137 Dortmund, DE, 447 0

Delivery Address: Acme GmbH, Lindenallee 79 - 44137 Dortmund, DE, 447 0, West-Product Management, 6th Floor, K. 205

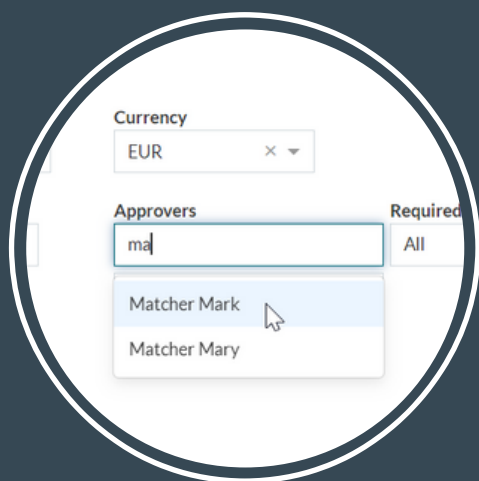
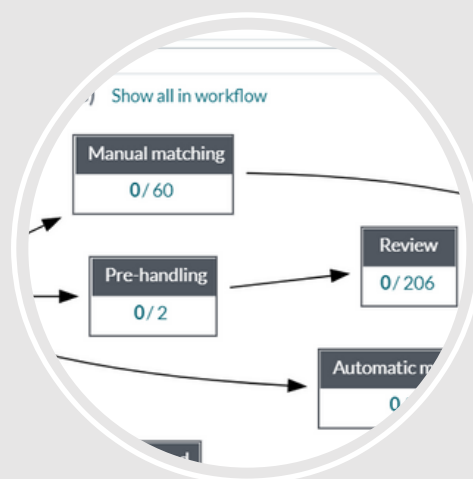
Posting difference: Net 0,00 EUR Gross 0,00 EUR VAT 0,00 EUR

Line No.	Description	Net amount	VAT amount	Gross amount
1		25,00	6,00	31,00
2		25,00	6,00	31,00
3		25,00	6,00	31,00
4		25,00	6,00	31,00

VISUAL WORKFLOW

SEE CHANGES IMMEDIATELY IN EDITING & VIEWING

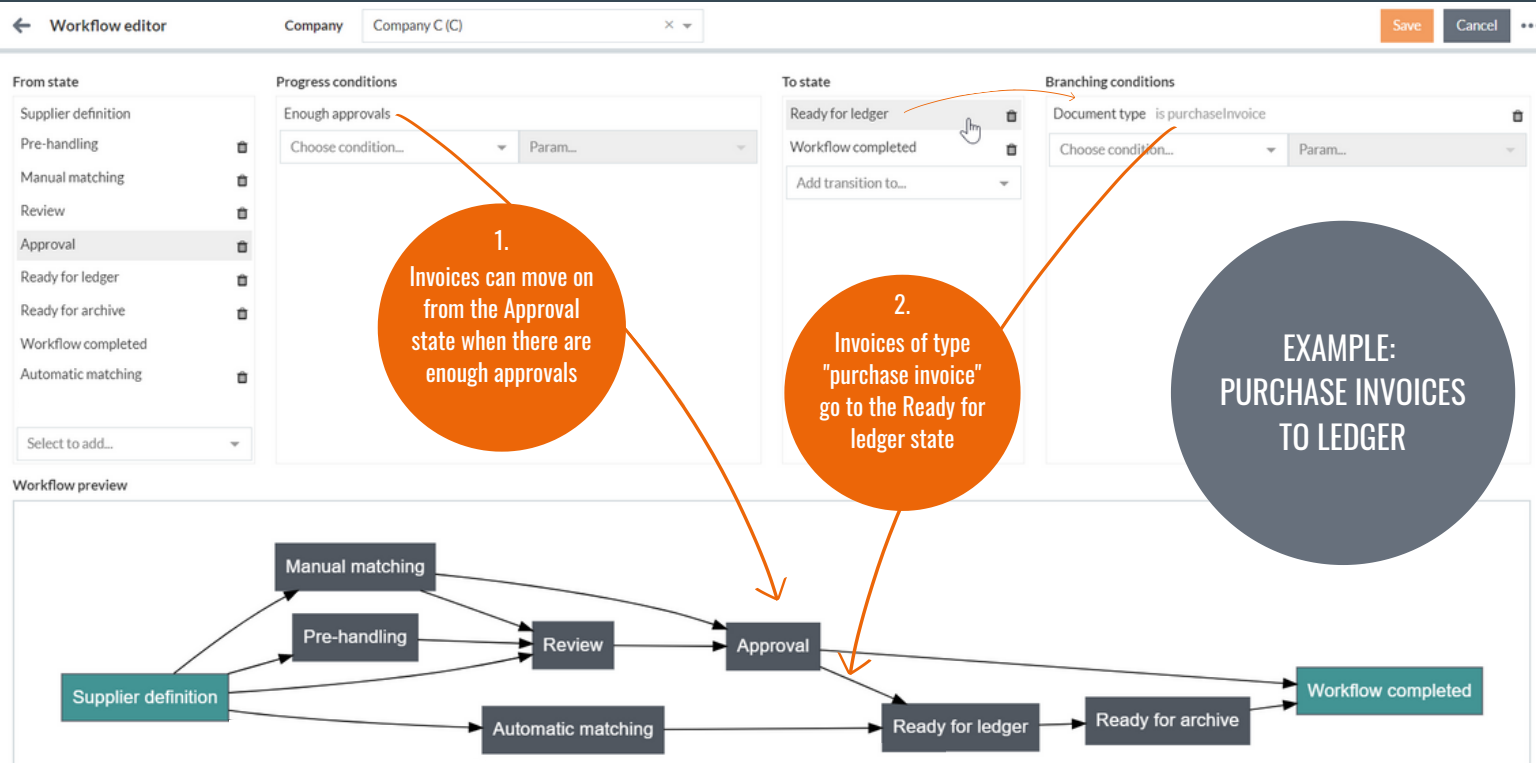
The visual and dynamic workflow management comes with a graphical overview that provides transparency, control and visibility to your invoice flow. You can see all the invoice states and how many invoices are waiting for user actions in each state. Moreover, managing the workflow is ever so easy as you dynamically see the impact of your changes on the overall workflow.



CLEAR APPROVALS

DEFINE WHAT IS REQUIRED PER INVOICE TYPE

Branching your approval flow allows you to set per invoice type, for example, progress conditions for what is required at each state. Reviews and approvals are managed by assigning users as approvers, reviewers, or notified users either via automation rules, from contracts, or case by case. The assignees automatically get an email when there's an invoice requiring their attention.





TOUCHLESS AUTOMATION

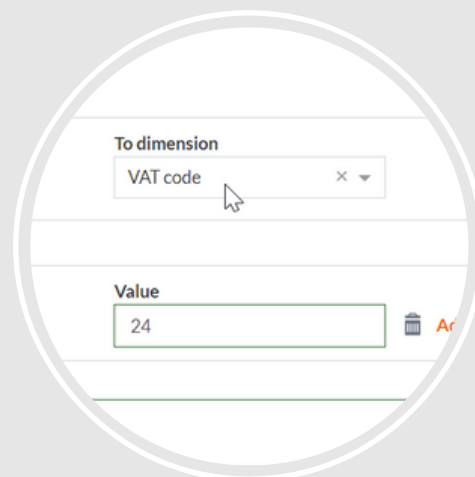
EMPOWER THE DATA IN YOUR INVOICES

With our versatile automation rules, any available piece of data is at your use - refining your invoice data only takes some pre-defining, after which the automation does the work for you. For example, if invoices come in with data such as the contract number in an inaccurate field, you can automatically copy the data to the correct field.

AUTOMATIC POSTINGS

SKIP THE MANUAL WORK FOR MOST INVOICES

Have the system set your default postings automatically, including VAT, cost center - or any other available data. Align with your company policies on which postings need to be reviewed and approved, and which cases can be directly moved to ledger. You can also set dependencies such as a given cost center always requires a given specifier before it can be approved.



Conditions

When

Field	Operator
GL account (posting)	equals
Value	
22	

Add condition

Then

Action
Set value
To dimension
Cost Center
Value
HKI

EXAMPLE:
COST CENTER SETTING

EXAMPLE:
MATCHING ERROR

Edit			
	Unit price	Unit price difference	Ch
	5 699,00	5 639,01	
	22,89		
	0,00		

Filter			
	Article ID	Unit price	T
	SS40007492	59,99	5
	910-002143	22,89	2

INVOICE MATCHING

GO BEYOND 3-WAY MATCHING

Make use of a variety of matching options, such as using header and line item level data for invoice and PO matching - in fact, you can use any available piece of data for matching. You also set the tolerances for when you want mismatches to be reported as errors, which then go to guided manual matching.

INHERITANCE

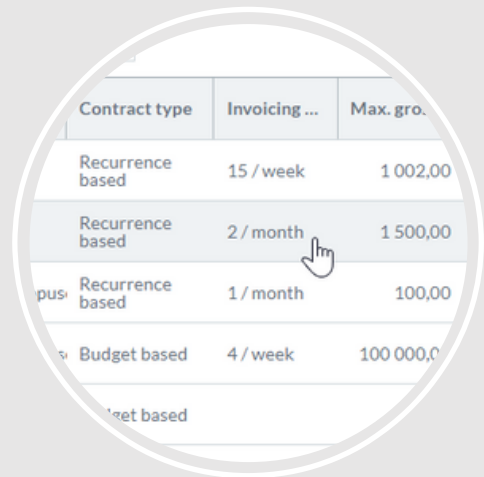
DEFINE ONCE, USE EVERYWHERE

For larger enterprises or groups such as store chains, it comes in handy to define the workflows, matching, postings, etc. only once and then inherit them for use for the sub-organizations. It also helps in the long run, as you don't have to maintain your definitions separately.

CONTRACT MATCHING

AUTOMATE RECURRING INVOICES

Recurring and budget-based invoices can be linked to an approved contract. Typically, the linking is based on the contract number and supplier, such as a rental contract and premise owner. Further, you can set the criteria and tolerances for when you want the invoice handling fully automated. For example, automate rent processing with a monthly recurrence and a 3% tolerance to the agreed rent amount to allow flexibility, for example, in case of index increases.



	Contract type	Invoicing ...	Max. gro.
	Recurrence based	15 / week	1 002,00
	Recurrence based	2 / month	1 500,00
pusi	Recurrence based	1 / month	100,00
si	Budget based	4 / week	100 000,0
	Recurrence based		

OpusCapita

Invoice processing that e-transitions you