DocuWare

DocuWare for Invoice Processing

Break free from paper and data entry. Automatically process all incoming invoices.

DocuWare for Invoice Processing completely automates your invoice process, from data capture to approval to generating a transaction record for posting directly to your accounting or ERP system.

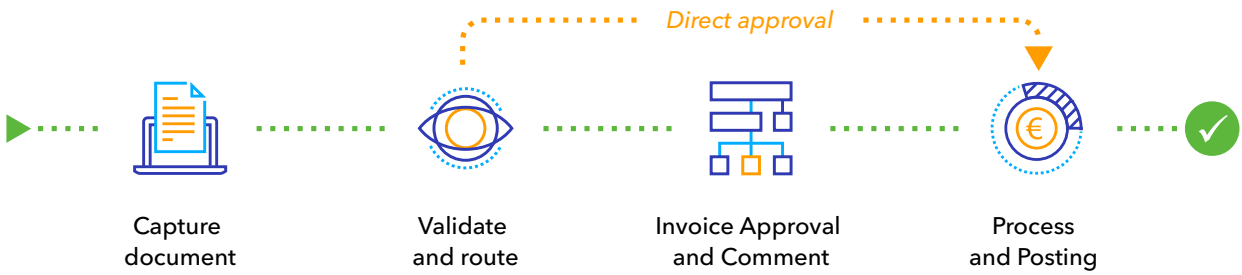
It combines modern process expertise with our zero-compromise cloud and mobile applications to eliminate the waste of manual processes and refocus your team on strategic, profit-driving projects.

According to APQC[1], organizations pay up to $12.50 to process an invoice. Delays and headaches are not surprising when you consider the stream of paper and electronic invoices in different formats, with different accounting details, demanding far too much manual input. But this can be solved.

Now you can:

- Automatically digitize and read incoming invoices and match them to purchase orders
- Approval workflows to accelerate the process based on your business rules
- Review and approve invoices via any mobile device
- Record approved and GL coded invoices back to your accounting or ERP system through a simple export process
- Maintain a secure, organized and searchable invoice archive for audits and budget planning

Get up and running *in just days* when you move to **DocuWare for Invoice Processing**.



[1] American Productivity & Quality Center

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Automating invoice processing

DocuWare for Invoice Processing provides a rapid path to headache-free invoice management and long-term business value.

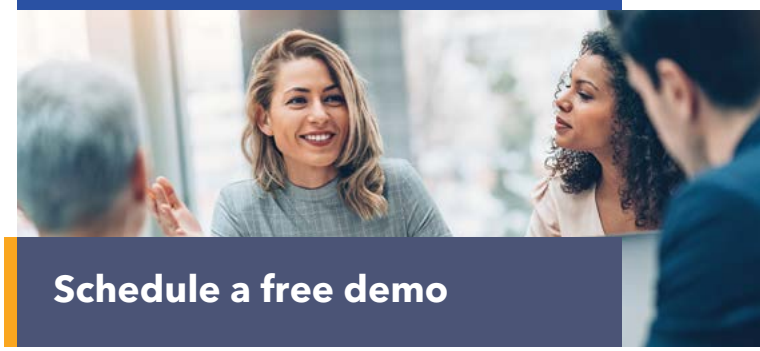
Start by digitizing all paper invoices and then trigger approval workflows based on your business rules to ensure accurate and rapid processing. Automatically checks mandatory data, purchase orders, duplicate invoices, and onboards new vendors quickly. Integrates directly with your accounting or ERP system to eliminate duplicate data entry and manual errors.

The solution delivers many productivity benefits:

- **Capture, sort and archive invoices** from any device or any format (scanned paper, email, mobile captures and more) in an easily searchable file structure.
- **Extract details** from all invoices, easily enter your GL accounts and cost centers and automatically match to corresponding POs with DocuWare Intelligent Indexing.
- **Remove manual touch** with automatic approvals based on vendor-related QuickMatch or 3-way match.
- **Route invoice approval requests** based on amounts, vendor name or cost centers including multi-levels. Configurable workflows uphold approval policies while automating information to decision makers.
- **Generate transaction records** for your ERP system eliminating double data entry and greatly reducing errors.
- **Automate the vendor** onboarding process.
- **Eliminate searching** for purchase orders, shipping documents and information necessary for processing.
- **Record notes** directly on the invoice image with annotation functionality.
- **Maintain compliance** and a complete audit trail with transparent approval history, automatic document filing and encryption.
- **Integrate** with SAP Business One, SAGE, Microsoft Dynamics, QuickBooks and other systems to archive and find documents directly from the ERP.
- **Process invoices promptly**, take advantage of early pay discounts and gain deeper control over your cash flow management and build better vendor relationships.

DocuWare is best-in-class

- True multitenant SaaS solution built on Microsoft Azure for high reliability, scalability and security
- Built for converting manual, paper-centric processes into fast digital workflows
- Known for ease of use and straightforward implementation
- Subscription model eliminates upfront investment and provides an immediate ROI
- Extensive experience with digital transformation for invoice processing



Schedule a free demo

Microsoft GOLD CERTIFIED Partner

CSA cloud security alliance

SAP® Certified Integration with SAP NetWeaver®

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