

AP Invoice Automation for SAP Business One

Faster and more efficient processing of AP invoices.

Reduce time and effort with paperless OCR and AP invoice processing for SAP Business One

Extend the reach of SAP Business One to streamline AP operations

iDocuments AP Invoice automation enhances the investment in your SAP Business One system by providing an automated solution that can be accessed by everyone in your organisation, via web or mobile device; that way, authorised users may access and approve AP invoices anywhere.

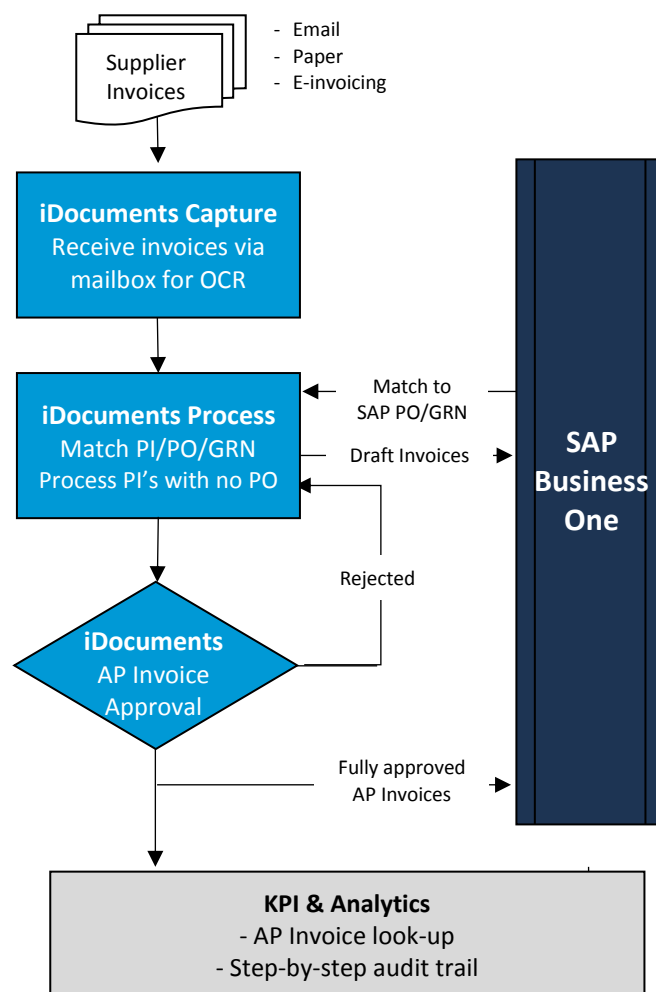
Faster invoice processing, reduced administration and cost savings

Invoice capture, together with a budget and business rules and a powerful and flexible workflow engine; allows you to streamline, standardise and optimise your invoice approval process. This dramatically reduces manual administration and processing costs, increasing accuracy and speeding up the payment process, allowing you to enjoy benefits such as increased profits and early payment discounts.

Improve cash flow forecasting

Improve control with visibility of commitments and accruals before they happen, direct from iDocuments; providing you with more timely and accurate cash flow and financial reporting.

Once the AP invoice information is in iDocuments you can access it automatically, at any step of the process. Invoice records include supporting documentation, related PO's, GRN's, process notes and audit history.



Improve invoice cycle times and compliance to pay suppliers on time

Invoice capture automation ensures your payments are timely and compliant; reducing the risk of error and fraud with payment regulations and audit reporting.

Optical Character Recognition (OCR)

Our in-built OCR Invoice capture automatically captures your invoices and populates the AP system with invoice data ready for processing.

iDocuments integrates directly with SAP Business One to pull in purchase orders and GRN's for automated 3-way matching to invoices, and routes them to the right person for approval before automatically posting to your SAP Business One supplier payments.

Accurate and timely financial reporting

Improve financial reporting, budgeting, planning, forecasting, reporting and analysis with more accurate and timely information.

Key Performance Indicator (KPI) analysis and reporting provides real time control and management information to help you run your business more effectively.

iDocuments AP Automation Key Features

AP INVOICE RECEIPTING AND DATA CAPTURE

- Receive electronic invoices directly from suppliers into iDocuments ready processing – capture invoices as emailed PDF's or scan paper invoices
- Optical Character Recognition (OCR) engine to extract key data.
- Automatically capture the date AP invoices are received for accurate process reporting.
- Match invoice to supplier
- Validate to avoid duplication of invoices and duplicate payments

PROCESS

- Straight-through processing using rules engine.
- Automatic 3-way matching.
- Process purchase order, non-purchase order and recurring invoices.
- Exception handling – out of budget, tolerance rules and exception workflows.
- No purchase order 'Trace Invoice' function.
- Regional and local variations: tax rates, date formats, currencies and character sets.
- Credit notes.
- Real time budget checking.

APPROVE

- Powerful and flexible workflow engine with audit trail of invoice process events.
- Automated exception and 'no purchase order' workflow approvals.
- Automatic email notifications and task list for approvals.
- Out-of-office delegation of authorisation to proxy users.
- Simple to use mobile app allows approvers to authorise AP invoice anytime and anywhere.

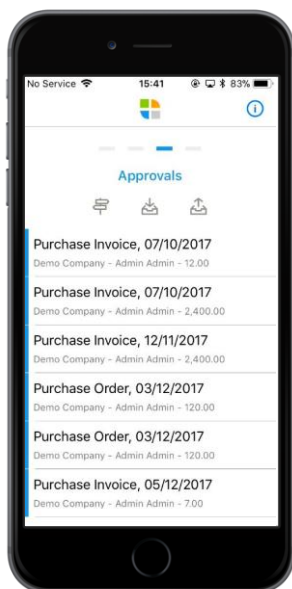
INTEGRATE

- Real-time integration with SAP Business One removes the need for duplicate data entry.
- Extend the reach and capability of SAP Business One by providing affordable, easy-to-use, web-based access to all employees who require access.

MEASURE AND ANALYSE

- AP activity, payment status and accruals
- KPI reports.
- Comprehensive step-by-step audit trail.
- Supplier portal – suppliers can self-serve data on invoice payment status.

iPhone and Android mobile apps provides authorisers and budget holders with anytime and anywhere control and visibility.



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