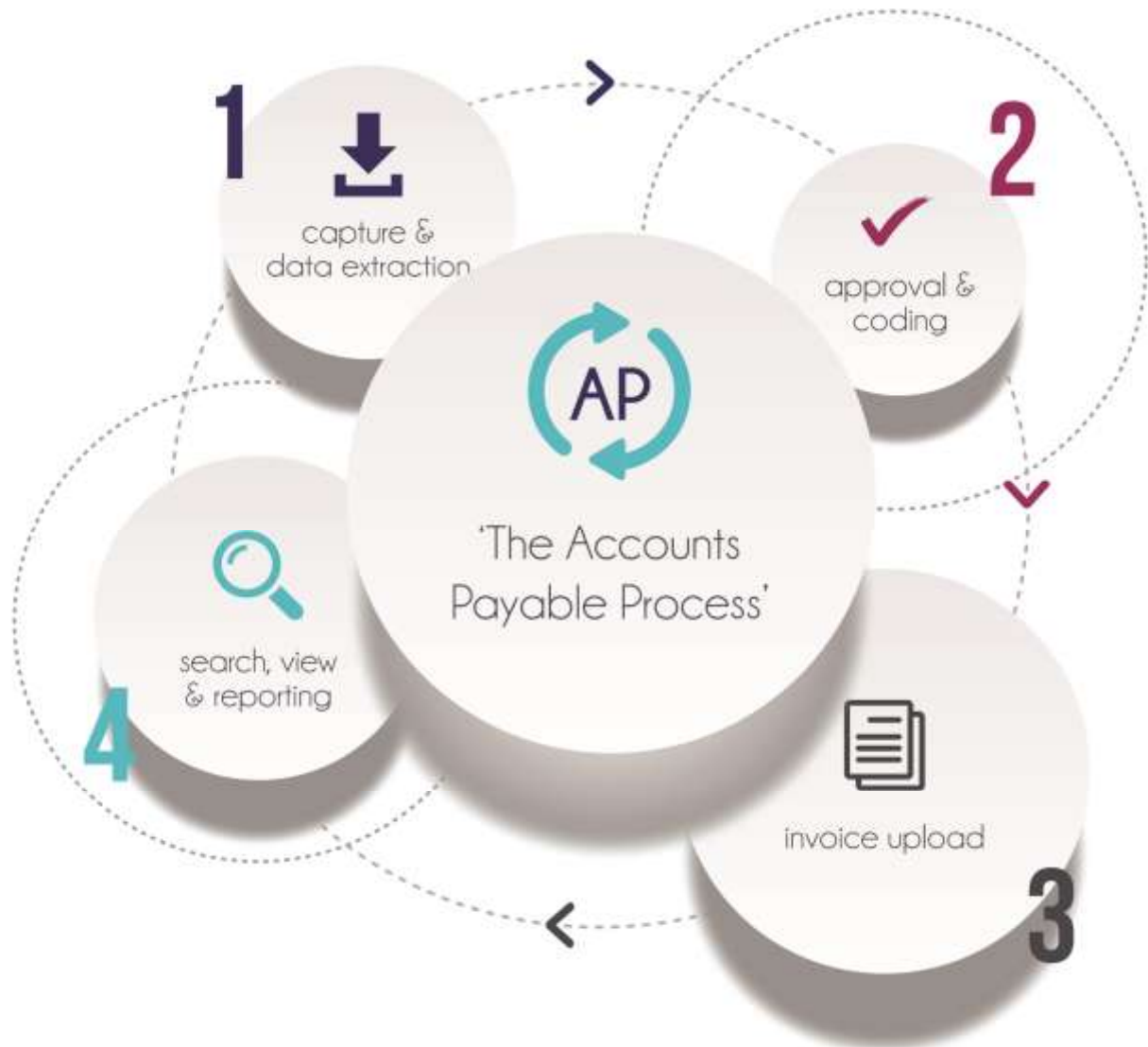# INVU: VERIFY

Invu Verify for Sage 50

Automated Accounts Payable in the Cloud

Using automated invoice capture our solution can extract information from supplier invoices and credits and drive an electronic coding, approval and posting process.

INVU: VERIFY

The Accounts Payable Process

1. capture & data extraction
2. approval & coding
3. invoice upload
4. search, view & reporting

AP

Invu: Verify is an automated Accounts Payable (AP) solution, provided using software as a service to bring visibility, control and efficiency to your organisations invoice processing. Invu: Verify enables you to recognise liabilities in good time and ensures you are in a position to choose when you settle them. You set the payments agenda rather than having to react to late payment demands.

What does it do?

Using automated invoice capture to extract information from supplier invoices the solution drives an electronic, coding and approval and posting process.

About Invu:

Invu develops Electronic Document Management (eDM), Accounts Payable (AP) and Purchasing solutions for a range of sectors, particularly those which are highly document dependent or where compliance is important. Invu's comprehensive product suite encompasses document and content management, purchasing, workflow, document automation and collaboration solutions.

What is included in the service?

The service is offered in two levels:

- Basic: for businesses that require capture and have a simple accounts department based approval process
- Advanced: For more complex approval structures enabling the allocation of departmental roles to a set of user defined rules for approval levels.

Easy to set up

Once the Service is provisioned, set up is easy with automatic upload of your Sage 50 supplier and nominal ledger details. Both single and multi-company is supported along with multicurrency capabilities.

The set up process is simple

- Install the Sage50 Connector. The data upload is secure and automatic
- Add your users. Invu:Verify will invite them by email when you are ready
- Basic settings:
    o Assign AP users to the "triage" (capture validation and coding)
    o Assign senior finance staff to the "Review" role (if required)
- Advanced approval in addition to the basic settings for departmental tasks:
    o Up to 4 levels of approval limits (coder and 3 approvals)
    o The roles (code and approval above plus a receipt check role) are assigned by department in a matrix using a simple drag and drop for the required users
    o Configure your currencies and rates (for approval levels only)
- Configure your own invoice reject reasons and you are ready to go

Note: To be able to receive invoices in Invu Verify you need to provide an e mail account for supplier invoices.

Simple operations

Receiving invoices from suppliers

You can either ask your suppliers to e mail invoices in a PDF format to your chosen e mail address or scan paper invoices and mail them to this address, providing a consistent single process and audit trail. Most photocopiers support scan-to-email.

Capturing Invoice data

Invoices submitted to the email address are automatically submitted to the Verify capture software that extracts key header information.

Triage

Within seconds of capturing the invoice, the document and header details are in the Verify "triage" stage which enables user verification of the invoice data. The user can then code the invoice or forward it to one or more departments where applicable.

Departmental Receipt check

Users in this role can forward the invoice for coding and/or approval. If the goods or services have not been received, the user can reject the invoice back to the triage stage and provide a comment.

Departmental Coding and Approval(s)

Approval limits (low, medium and high) are set system wide, however each is assigned up to 3 approval roles that can be defined for each department (see set up above). The approval can be set to crawl each approval level or just jump to the approver with the relevant budget level.

Review (Finance)

Once an invoice is approved it is passed to the final review stage to ensure the invoice is valid and the departmental coding is correct.

Automatic Posting

The connector module will automatically post all the approved invoices and credit notes into the finance system and record the transaction reference into Invu:Verify.

Additional features

Synchronisation with Sage 50

Supplier and nominal codes can be continually updated via Sage 50. New suppliers are processed first into Sage 50 and then their details become available in Invu:Verify

Email notifications:

Email notifications can be per invoice or, more often, a once or twice daily digest of new items. If there is no new task for them, they receive no email. These notifications are configured during set up.

Notes

Notes can be added at any time in the process and are required if an invoice is rejected or there is a request to recode an invoice.

Purging invoices and credit notes

Invoices and credit notes that are rejected can be purged from the system if they are not to be processed. (Note: Once an invoice has been purged, it is completely removed from the system. The only way to recover is by resubmitting).

Audit trail
Invu:Verify maintains a full audit trail through the invoices journey, including edits, notes and all actions taken.

Search and view

Invoices whether in-flight or completed and posted can be swiftly found and viewed in Invu:Verify. If your finance system supports hyperlinks or UI customization invoices can be viewed right from your Finance application's transaction enquiry screen.