

# Accounts Payable in the Cloud

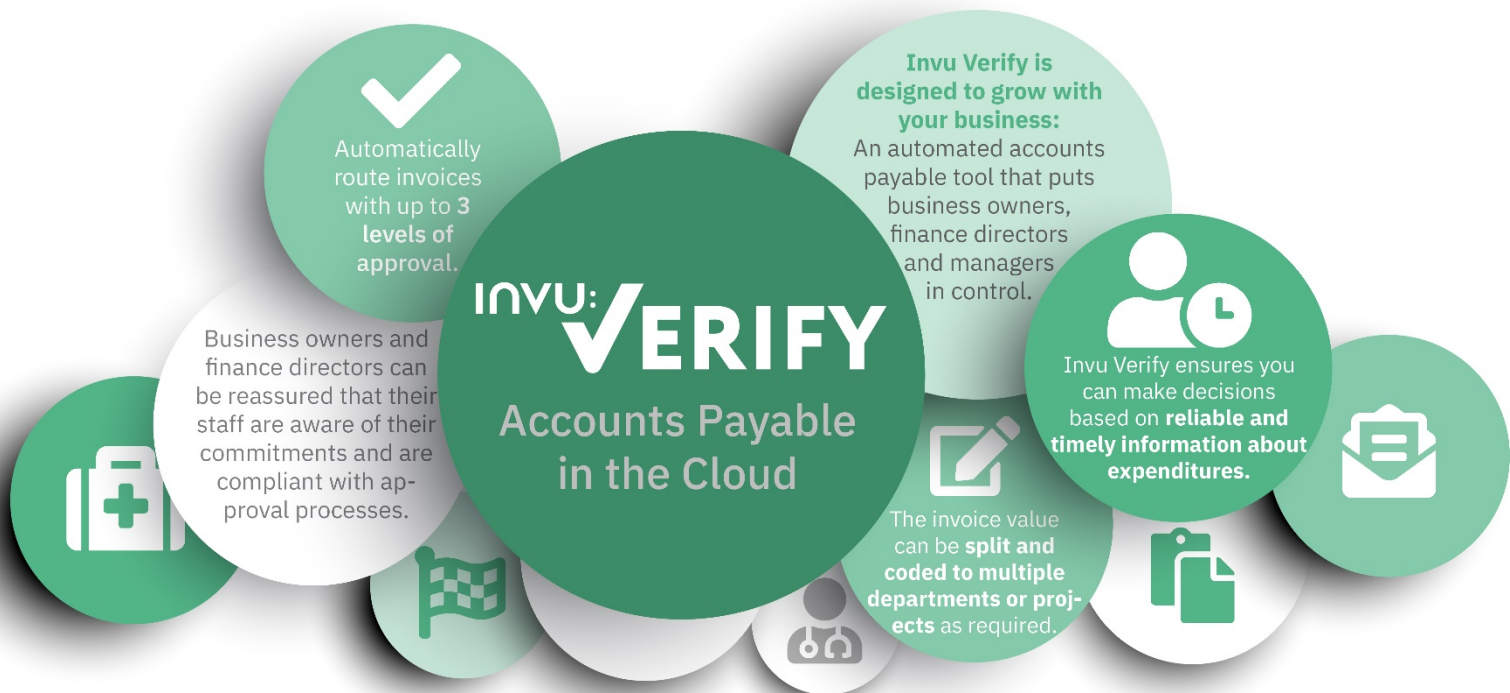
Automating and digitising Invoice Approval:  
Enabling your business to scale

Automated data capture combined with invoice routing and an easy-to-set up approval chain, speeds up invoice processing and provides enhanced visibility and control



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Invu Verify is a cloud-based automated Accounts Payable (AP) solution and service that brings visibility, control and efficiency to your organisations supplier invoice processing.

Invu Verify is targeted at companies whose business owners and finance directors recognise the need to automate and digitise their Invoice Capture and Approval process. This includes streamlining the authorisation process across the business allowing authorised users to remotely approve invoices and providing instant access to invoices stored in the Cloud.

Business owners and finance directors can be sure that each supplier invoice is consistently processed in accordance with company policy.

Invu Verify enables you to recognise liabilities in good time and ensures you are in a position to choose when you settle them. You manage the payments agenda rather than having to react to late payment demands.

### What does it do?

It extracts the relevant data from supplier invoices and credit notes (referred to in this product sheet as "transaction/s") and coupled with information from your finance system, drives electronic coding, approval and automatic posting to your Finance System.

### About Invu:

Invu develops Electronic Document Management (eDM), Accounts Payable (AP) and Purchasing solutions for a range of sectors, particularly those that 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?

There are two versions of the service available:

- **Basic:** for businesses that require data capture, invoice coding, posting and electronic invoice storage.

Or

- **Advanced:** for businesses that require all of the above plus distributed coding and approval based on either accounts, departments or Projects.

## Easy to Set Up

- Install the Sage 50 Connector (data upload is secure and automatic).
- Set up an email account for receiving invoices.
- Invite users (Verify will automate the process from here).
- Add approval limits (Up to 3 Levels).
- Allocate Users to Roles.
- Add reject reasons.
- Add currencies.
- **And you are ready to go.**

## Simple Operations

### Emailing transactions to Invu Verify

Suppliers can email transactions in a PDF format to your email address or scan & e-mail paper invoices directly from your photocopier or scanner.

### Capturing Transaction Data

Emailed transactions are automatically submitted to the data capture software which extracts key header information, including the supplier name, transaction number, due date, default nominal code, net, VAT and gross.

### Triage

Within seconds of capturing the transaction, the document and its details are available in the "Triage" stage. This enables user verification of the transaction data, validates the supplier data against Sage 50, and automatically checks for duplicates. Transactions may either be fully coded at this stage, or be assigned to the relevant department or project team for the optional "Receipt Check" stage and/or "Coding".

### Receipt Check

This is an optional stage between "Triage" and "Coding". If required, the assigned users confirm purchase order details and/or the receipt of goods or services match the transaction.

### Coding

For invoices not fully coded at the "Triage" stage. The nominal, department and/or project codes are shown on drop down lists sourced from Sage 50. The value of each transaction

can be allocated to multiple departments, projects or nominal codes as required.

### **Approval**

Once coded, the system will automatically route the expenditure on each transaction to the relevant approvers. According to the set-up, a transaction may either crawl each level or go directly to the relevant approval limit.

### **Review**

This final "Review" stage is optional for invoices coded at the "Triage" stage and required if not. It is typical for finance to complete this task, ensuring the coding is correct prior to releasing transactions for automatic posting to Sage 50.

### **Complete**

All transactions posted to Sage 50 are marked as "Complete" in Invu Verify. It is possible to view any transaction in Invu Verify directly from within Sage. A full audit trail is available in Invu Verify.

## **Additional features**

### **Synchronisation with Sage 50**

The primary source for all supplier, nominal account, department, project codes and cost code data is Sage 50. It is continually synchronised with Invu Verify.

### **Notes**

Notes can be added at any stage in the process and are mandatory for certain activities. These are visible throughout the entire process, and continue to be visible following transaction posting.

### **Rejecting and Deleting Transactions**

Transactions can only be deleted from the "Triage" stage. In the later stages, users can either send a transaction back to Triage for deletion, or reject it. Those that are rejected are put into a "Rejected" stage, and can either be reinstated back into the process, or closed off from processing. Deleted or rejected transactions are still visible in Invu Verify, including relevant notes and audit trails.

### **Audit Trail**

Invu Verify maintains a full audit trail through the transactions journey, showing who has worked on each transaction, any changes made, and who has accessed it, along with time stamps and notes.

### **Search and View**

It is easy to find and view all transactions in Invu Verify, including the stage each transaction is at and who is responsible for the next action. Documents can be found by searching by transaction number, company, supplier name, date, stage and value.

[Click here](#) to learn how Invu Verify can help your business