

INVU:

Invu Accounts Payable

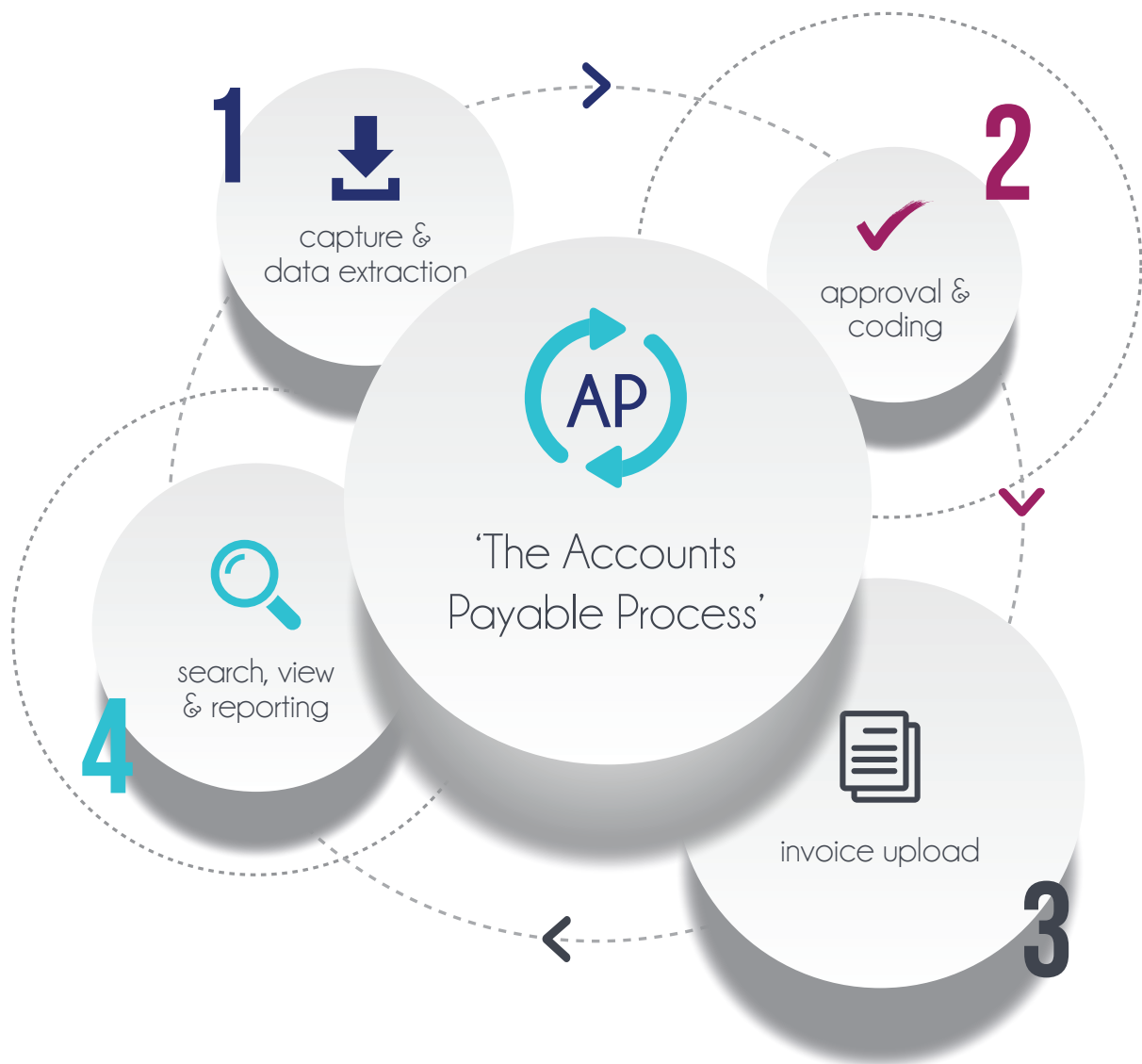
A fully automated Accounts Payable solution

Using invoice capture & data extraction tools our solution can automatically pull information from invoices and other financial documentation to drive an electronic and automated process.



INVU:

Invu Accounts Payable



What is the product?

Invu offers a fully automated Accounts Payable (AP) solution to bring visibility, control and efficiency to your organisations invoice processing. Invu's AP solution is about recognising liabilities in good time and being 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 invoice capture & data extraction tools our solution can automatically pull information from invoices to drive an electronic approval and posting process.

Proud to partner with:



What is included in the package?

Invo Invoice Capture: PDFs, Scanning & Data Extraction

Invo Invoice Capture is the “Front Door” for the whole Accounts Payable process and is designed to efficiently capture all new invoices in the business, extract the key invoice data and ensure all data is valid, so that the following process can be automated based on that data. This is all carried out by an Accounts Payable clerk who then releases the invoices into the workflow.

Capturing Invoices:

Invoices can arrive to many parts of a business by post or as PDF attachments via email. Invo Invoice Capture can be configured to load invoices in from any or all of:

- Local Scanner: The AP clerk can scan invoices directly into the product
- Photocopier or Network folder: The product can watch a network folder and bring in invoices that may have been scanned on photocopiers around the business
- Email: Invoices sent to a specific email address can be auto-loaded into the product which also provides an audit link between the email and the Invoice

Invoice Data Extraction:

Where possible, data is automatically extracted from the “captured copy invoice” (*without* the need for a template per Supplier) to both speed up and make more rigorous the data entry. Most rules are driven using the data from the finance system: Suppliers, Purchase Orders (if used), VAT codes and more. Invo’s AP solution also allows for multiple purchase ledgers. Rules governing data quality ensure the data is *right* before progressing to workflow. For example: gross and net of VAT values are checked. These rules and data fields can easily be extended to customise the solution for a specific customer’s needs. All invoices can be reviewed, amended or corrected by the Accounts Payable clerk before releasing the invoice to workflow.

Export to Document Store:

Invo Invoice Capture will release the document to the Invo Document Management System for storage and workflow as a text searchable PDF with all the extracted data alongside. Again, the export can be customised easily to deliver the data to other systems at the same time or to improve inter-system audit.

Workflow: Invoice Approval and Coding

The problem in the paper world is that you don't know where the process is at unless you know where the paper is. The Workflow module drives the process electronically so that you know who each invoice is sat with, why and how long it has been sat there, at both the transactional and report level if required. No need for paper or the rubber stamp!

Workflow Design and Execution – embodying your specific Invoice process:

The Invo Workflow engine will send your invoice on a custom prescribed journey to ensure that invoices get processed and authorised in line with your Coding structure, authorisation levels and organisation structure. This way the software drives and audits the flow, not the people. When a person needs to do something, a task will be assigned to them.

Email notifications and Web browser User Interface:

In most cases, all users need to know about the solution is the email notifications they receive with hyperlinks and the simple interactions on the web browser user interface they see after clicking. 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 get no email.

Coding Task:

The coding task is a special task in workflow that enables one or more users to assign budget codes and any additional codes as required to an invoice. The module is very customisable and allows for:

- User list: Controls who will be chosen to code the invoice based on the invoice data
- Code columns: Any number of coding columns can be presented and the rules for which codes will be selected for each column can be controlled based on the invoice data and the already chosen columns
- Data driven: For each coding line, the assigned user or codes will drive who sees the next task
- 2 stage coding: Coding can be done in two stages by two different people if required where the process involves:
 - Separation of Coding work from Authorisation
 - Partial coding by first person and coding completion by second person
- Validation: Ensuring that all coding is correct, the validation will look over all the coding lines' data to ensure it conforms with the specified rules

Invoice Approval Task:

Following coding, workflows usually send the invoice on to people for further approval based on authorisation level and department or cost centre (as defined by the customer). This task can be configured with several outcomes, but is usually binary e.g. approve or reject (with a reject reason and note). Workflow can drive several stages of escalation or leap to the right person with the right level as required.

Notes:

Notes can be added to an invoice at each stage in the workflow. Notes do not affect the workflow, but can provide useful additional context for approval and processing.

Audit Trail & Reports:

The workflow activity is audited so that full visibility of where *all* in-process invoices are, and how long they have been there, can be seen on a mouse click.

Release for Posting:

All invoices completing workflow are queued in a database for posting into the finance system (see next section). This allows Finance to deal with batches of approved invoices on a regular and frequent basis.

"The Invu solution has made a real difference to the finance department. It gives us complete transparency and enhanced control – we have far greater awareness of all invoices and commitments."

Lambert Smith Hampton

Integration: Invoice Posting/Matching:

Posting:

The Invu Invoice Integration module provides the ability to deliver the approved invoices into your Finance system in a controlled and audited manner. Invu will work with any Finance system to achieve effective integration. Out of the box integration is available for Sage 50 and Sage 200 systems, Microsoft Dynamics NAV, Aareon QLF and many more.

Transaction reference/Paid date:

Once the invoice is posted (and later paid), this key data is pulled back from the Finance System and stored in Invu. This allows all Invu users to see the end-to-end essentials of an invoice's progress without needing to be a user of the Finance system, improving visibility within the business.

Matching (Purchase Order/Receipt/Invoice):

Both 2-way and 3-way matching are fully supported.

"A supplier calls and, not only do we know when the invoice was received, we know who has it for approval, where it has been and the reason why it is not approved - all at the touch of a button."

Adactus Housing Group

Invu for Sage

As a Sage Developer Invu has introduced solutions specifically designed for Sage 50 and Sage 200.



The **Invu for Sage 50** solution provides Invoice Scanning & Capture, online approval and coding as well as Sage 50 posting and reporting - A complete solution that improves control, visibility and efficiency. The Sage 50 module specifically provides:

- API data extraction from Sage 50 for capture lookups
- An integrated posting tool for posting a batch of invoices into Sage 50



Invu for Sage 200 integrates with your Sage 200 system to compliment your existing working practices such as invoice approval and invoice coding. The Sage 200 module specifically provides (all API integrated):

- Data extraction from Sage 200 for capture lookups
- An integrated posting tool for batch posting of expense invoices into Sage 200
- An integrated posting tool for batch posting of PO invoices into Sage 200
- Ability to manually post or match invoices by showing and pre-populating the standard Sage data entry screens with the invoice data
- Integrated user experience: Hyperlinks and buttons on Sage forms to display invoices, POs and GRNs based on the selected context



Search, View & Reporting

Throughout the process and afterwards, access to invoices is important. Invu's Document Management solution is an ideal repository for your documents and allows them to be instantly retrieved. Searches can be done on both the invoice data and the OCR'd (Optical Character Recognition) content of invoices - it is as easy as using Google. Also key is the ability to have oversight of the whole process with reports giving never before seen insight into the invoice approval process.

The invoices are stored in Invu with all of the meta-data or key indexes extracted or added during the capture process, as well as being updated through the workflow process. Where possible, with the use of the Integration module, user defined searches are added to the screens. This allows users to view documents directly from within their screens, thus alleviating the need to open additional software for searching. As part of the initial implementation, required search locations are identified and set up prior to first use of the system.

Audit Trail

There is a full audit trail of the Accounts Payable process, this includes not only every process transaction, it also includes every time a user views a document, even if they take no action. The Invu solution also pulls back the payment date and transaction ID from the Finance system into the Document Management system. This also makes it more economical for a wider range of staff to have access to this data.

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.

