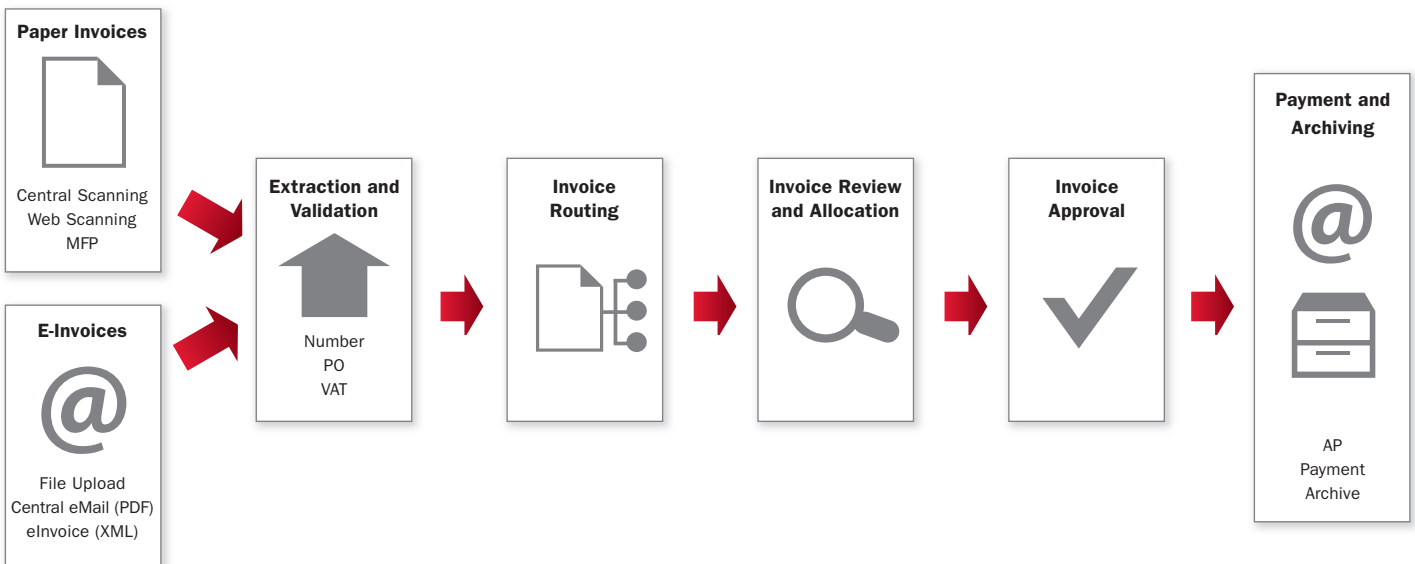ABBYY®

# Automated Invoice Processing with Integrated Workflow

Accelerated Invoice Handling from Arrival to Archiving

Tap the full potential of an optimised accounts payable process. Implementing an automated invoice processing solution greatly reduces error-prone manual data entry. Businesses are able to cut operational costs, improve efficiency of core activities and simplify monitoring and reporting.

Paper Invoices

Central Scanning
Web Scanning
MFP

E-Invoices

@

File Upload
Central eMail (PDF)
eInvoice (XML)

Extraction and Validation

Number
PO
VAT

Invoice Routing

Invoice Review and Allocation

Invoice Approval

Payment and Archiving

@

AP
Payment
Archive

Invoice Receipt and Capture

Capture invoices at the point of entry, whether centrally in a mailroom or finance department, or remotely in branch offices. Invoices, both paper and electronic, can be processed regardless of format or input channel: a scanned document, a PDF or from an email attachment. Electronic invoices that are sent to a customer's email inbox can be imported automatically. Mailroom invoice capture is carried out using thick clients, while decentralised capture from remote offices can be completed with the Web Capture Station.
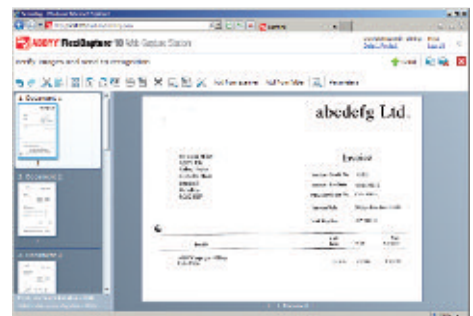
Extraction and Validation

Invoices are classified based on supplier master data and business unit. According to language and country, legal conformity checks are performed and the invoice data is extracted. Rules-based validation and purchase order matching ensure the highest quality invoice data is sent on for processing. For invoice validation and coding, power-users from the AP department use a thick client for verification. Accountants or field workers can use the Web Verification feature to correct errors or mismatched invoice data.

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Automated Invoice Processing with Integrated Workflow

Invoice Routing

Invoices are automatically routed to cost centre staff or budget owners for review and approval. Pre-defined workflows ensure that the processing of invoices is in accordance with internal approval guidelines. By automating validity checks against purchase orders and reducing internal communication about invoice status, finance departments save valuable time and resources.

Revision and Allocation

Optimised and best-practice approval workflows support business-rule routing, cost centre splitting, escalation and exception handling. The allocation of incoming invoices can be executed more effortlessly, quickly and flexibly. After choosing the correct value or the appropriate cost centre, the calculation of the corresponding tax value is determined automatically.

Approval and Authorisation

Automating the invoice handling process accelerates approval and results in fast throughput. The automated routing of invoices allows a smooth handover to the appropriate budget owner or cost centre staff ensuring that the payment authorisation process is simplified and optimised for effective invoice management.

Payment and Archiving

The last step in the process is payment and archiving. After allocation and approval of an invoice, it is automatically sent to the ERP, or any other finance system, for payment and archiving. All phases of the invoice processing workflow can be tracked and reviewed at any time, ensuring transactional transparency and compliance with regulations
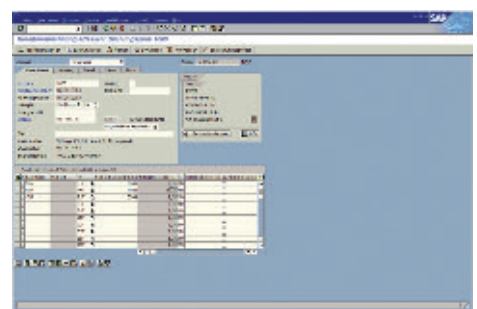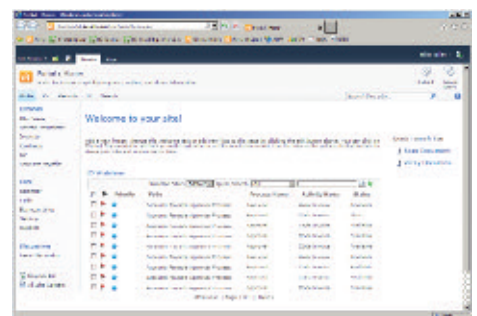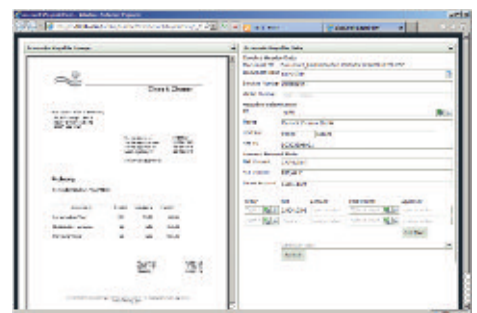
ABOUT ABBYY

ABBYY is a leading provider of text recognition and document conversion technologies and services. Its versatile product portfolio for document processing and information retrieval is available on various platforms and devices. ABBYY offers a broad range of solutions designed for specific business and industry needs. Organisations all over the world rely on ABBYY offerings to optimise their paper-intensive business processes. More information on www.ABBYY.com

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