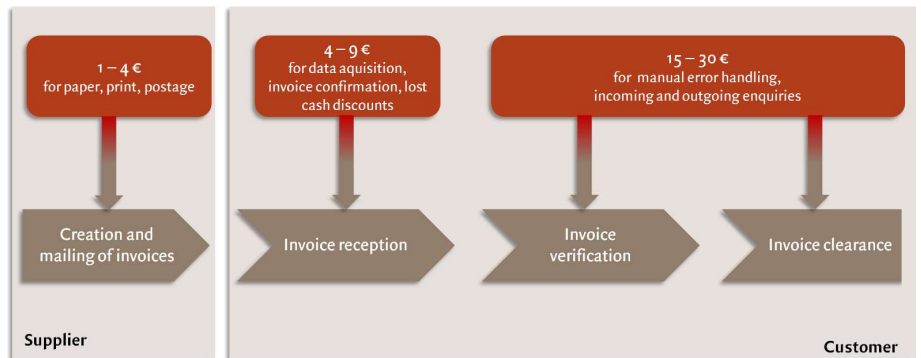


## Automated invoice management with inubit

Exchanging invoices between business partners produces not only high costs for material and transport, but generates high process costs, too, due to numerous media breaks and long processing times. Particularly high costs emerge on the receiver's side from the exchange of paper invoices.

With the integrated process-oriented solution of inubit, all processes regarding incoming and outgoing invoices can now be automated.



Typical invoice costs

## Automated invoice receipt process – cost-efficient processing of incoming invoices

Companies receive incoming invoices via different ways of communication (EDI, signed PDF, paper, fax,...). To ensure an efficient process chain, it is indispensable to consolidate the different ways of inbound for the accountant and to join them into one well-defined process. inubit supports the companies by providing interfaces for all standard formats and ways of transportation.

The “Paper2Process” solution provides invoice data from paper documents in downstream processes and systems for further processing and provides the following functionalities:

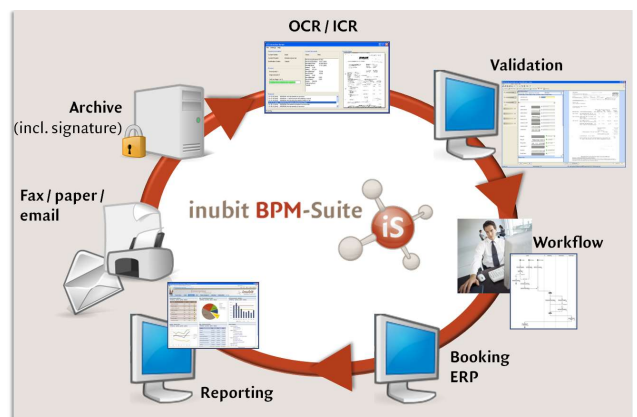
- Identification of a business case (invoice, credit note, etc.) and the business partner
- Grouping of invoices (multi-page invoices)

- Very high recognition quality when extracting data via intelligent character recognition (ICR)
- Validation of extraction result
- Comparison and completion with data from internal systems
- Manual enhancement of data via workflow if needed
- Automated forwarding of structured data into downstream processes (clearing process, invoice reception book)

The automation of the registration and the complete downstream

process not only reduces a multitude of possible mistakes, but first of all avoids slow and error-prone paper circulations in the company and a possible loss of cash discounts.

Integrated automation of paper receipts



## Workflow-based clearance process over central invoice reception book

One of the most time-consuming administration processes in companies is the approval process for incoming invoices.

With the inubit process package for “workflow-based invoice management”, the process of invoice receipt and the required approval process are mapped

completely electronically, executed by a workflow and can be extensively analyzed. All this is based on invoice documents, which are received in different ways and recognized in their data structure. For easy processing of the received invoices, the central invoice reception book is provided. This is where the struc-

tured invoice data and the electronic image of the original document are forwarded.

By default, the invoice reception book provides various functionalities, which can be individually customized according to the specific requirements.

## Functionalities of the central invoice reception book

### Survey of invoice receipts

- Assignment of invoice documents to cost center manager
- Filter options on the individual states of invoice documents
- Display of the approval states
- Display of the original invoice documents
- Time-dependent status report since invoice receipt
- Import option for new invoice documents

### Approval by the accounting department

- Survey of the assigned invoice documents (with filter options)
- Detailed view of the individual line items of the invoice
- Option to assign a comment to the invoice

- Assignment of general ledger accounts and cost centers
- Approval of the complete invoice or approval on line item level
- Option to declare the invoice as clarification case, to save comments and to send it via e-mail to the person in charge

### Approval by the cost center manager

- Survey of the assigned invoice documents (with filter options)
- Option to assign a comment to the invoice document
- Option to declare the invoice a clarification case, to save comments and to send it via e-mail to the person in charge
- Approval of the complete invoice document or approval on line item level

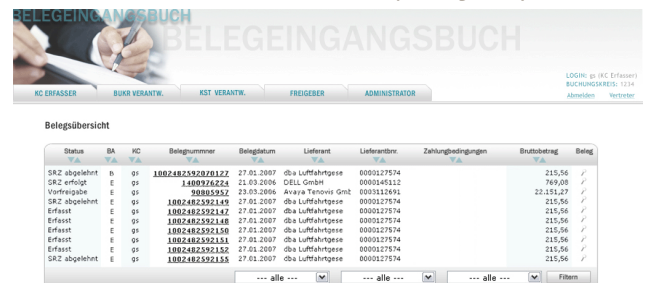
ment or approval on line item level

- Automatic approval of the invoice, if all positions have been approved by the responsible manager

### Further functionalities

- Automatic export of approved invoice documents to the ERP system or manual approval in the invoice survey
- Integrated user management (roles, passwords, e-mail, addresses . . .)

User-friendly receipt overview



Status	BA	IC	Belegnummer	Belegdatum	Lieferant	Lieferantbr.	Zahlungsbedingungen	Bruttobetrag
SRZ abgelehnt	h	01	1882482529278122	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
SRZ erfolgt	E	01	1488976224	21.03.2006	DELL GmbH	000145112		769,08
Vorrückgabe	E	01	30805252	23.03.2006	Akava Textiles GmbH	0001312691		22.151,27
SRZ abgelehnt	E	01	18824825292149	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
Erfasst	E	01	18824825292142	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
Erfasst	E	01	18824825292148	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
Erfasst	E	01	18824825292150	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
Erfasst	E	01	18824825292151	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
Erfasst	E	01	18824825292152	27.01.2007	Oba Luftfahrtgese	0000127574		215,56
SRZ abgelehnt	E	01	18824825292155	27.01.2007	Oba Luftfahrtgese	0000127574		215,56

## Dispatch of invoices – efficient processes by electronic signature and automated sending

Most of the time, suppliers are required by their customers to send electronically signed invoices in order to save high and recurring handling costs.

inubit supports this process with the solutions for electronic signature and electronic data interchange.

The inubit process package for embedding electronic signatures into processes, while taking into account all legal regulations und general conditions, enables electronic mass signature of all electronic messages, independent of the used IT systems.

Based on the inubit BPM-Suite, this inubit solution allows the trouble-free integration of the electronic signature into the most diverse system landscapes.

The numerous system connectors support a multitude of ERP systems (e.g.

SAP, Navision, Axapta) up to self-developed systems (data exchange through flat files). This also applies to different archive systems.

Thus, inubit provides the flexible realization of all scenarios, irrespective of used formats (PDF, EDIFACT, TIFF etc.)

and protocols including the archiving of used signatures as regulated by law.

Thanks to the implicit documentation of processes, the companies are on the safe side in legal terms and can implement GOBS-, GDPdU- and SOX-compliant processes.

