



PROCENSUS



VENDOR INVOICE MANAGEMENT

STREAMLINE THE RECEPTION AND PROCESSING OF YOUR SUPPLIER INVOICES, FOR GREATER CONTROL OVER YOUR COSTS AND IMPROVED PROCESS EFFICIENCY.



WHO IS IT FOR?

Companies that are already using SAP.



FOCUS

Financial Area (Account payable processes).



MAIN BENEFITS

- Automated reception and processing of invoices, resulting in significant time savings.
- Efficient access to digitalised invoices held in a secure long-term archive.
- Higher visibility and more control over processes.
- Improved timeliness of payments.
- Closer cooperation with suppliers and, as a result, more advantageous negotiation of terms and prices.
- More effective administrative processes, thanks to workflows based on best practices and responsible profiles.

THE MAIN FEATURES OF THE SAP VENDOR INVOICE MANAGEMENT BY OPENTEXT ARE:

- It uses the SAP OpenText technological platform, which includes the following functions: digitalisation, capture of digitalised invoice information (pre-classification), validation and routing to the recipient in the financial area by means of SAP Workflow.

- It can be used to monitor and control the entire invoice approval circuit, streamlining and simplifying the process of building workflows. It also offers a cockpit for monitoring and launching invoices automatically.

- Integration with the SAP MM module (for invoices associated with a purchase order) and the SAP FI module (for invoices not associated with a purchase order).

- Simple handling of exceptions: processing options based on profiles, flow confined to 16 configurable profiles for problem resolution, configurable screen with best practices and solution options for processing exceptions, collaboration documented by SAP Workflow, to ensure all participants are involved in the process, full process history.

VENDOR INVOICE MANAGEMENT PROCESS FLOW

INVOICE RECEPTION (MAIL/FAX)



PREPARATION

INTERPRETATION OF THE INVOICE



CONVERSION

INVOICE CONTROL



MONITORING

COLLABORATION



WORK FLOW

INVOICE POSTED



CONTROL

PAYMENT



ACCOUNTS PAYABLE

DIGITALISATION

INTERPRETATION

PROCESSING OF ALL INVOICE RECEIVED

CLARIFY EXCEPTIONS

RESOLVE EXCEPTIONS

PAYMENT

FILING

CONVERSION

INVOICE REGISTERED AUTOMATICALLY

COMMENTS

INVOICES REGISTERED AUTOMATICALLY

EXCEPTIONS PROCESSED

DIGITALISATION

FINANCIAL AREA

simplify your business. together.

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