

## **konducta**

Invoice Authorisation



## Introduction

### Do you have difficulty managing invoices coming into your organisation?

Do you find yourselves with:

- Too much paper
- Paper invoice storage and retrieval issues
- Lost Invoices
- A time-consuming and labour intensive authorisation process
- Authorisers off-site or on holiday
- Delays in supplier payment
- A large number of supplier queries

If so we can help. We can provide an automated electronic invoice authorisation solution that is proven and able to integrate with your existing systems.

**KONDUCTA Invoice Authorisation** is a product designed to help customers control the processing of purchase invoices. The product is a flexible workflow-based tool which can be configured to suit any organisation.

#### Key Features:

- Invoice scanning initiates process by creating new invoices
- Invoice is referenced to the existing accounts system and coded either by the authorisor or by accounts payable clerk
- Export of invoice data into Accounting/ERP system
- Web/browser or existing e-mail based authorisation process
- Multiple authorisors, authority level checking
- Full audit trail of process
- Fulltext searching for invoices at any time in the future
- Creation of a 'log' for each invoice, consisting of notes, attached electronic files, e-mail etc.
- Flexible report writer with standard reports
- Retrieval and viewing of invoice images from the Accounting/ERP system

#### Who are we?

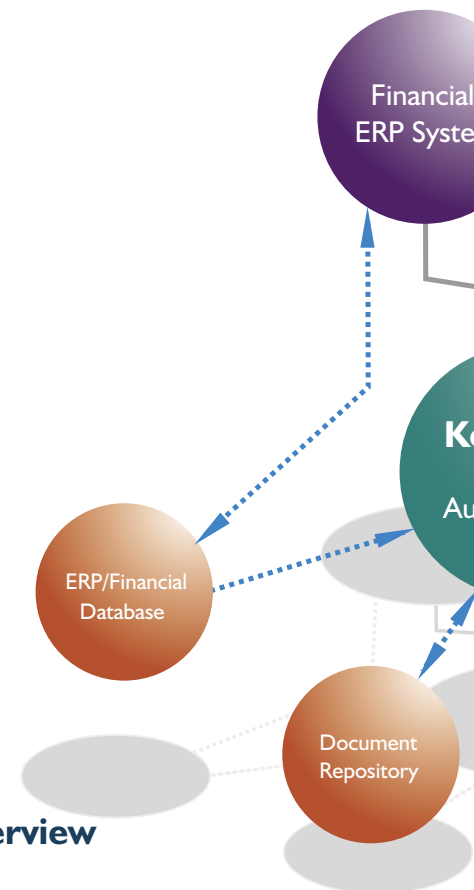
Kontrolla Ltd brings together 50-plus man-years of specifying, delivering and supporting IT solutions.

#### Why do we need electronic invoice authorisation?

The organisations that are most likely to benefit have some or all of the following characteristics:

- Substantial number of authorisors (50 or more)
- A structured approval process for Purchase Invoices
- Substantial invoice volumes (20,000 plus per year)
- Geographically dispersed authorisors, in multiple locations
- Purchase a substantial quantity of services
- Have multiple purchase processes
- A strong need to control cashflow

## Facilities Overview



#### Initiate the process

Typically incoming invoices are printed by suppliers' accounting systems and in some cases are even handwritten. These need to be scanned and create a task - an authorisation task. If you receive some invoices electronically we can read these directly.

#### Code the invoice

The task of coding the invoice is carried out in different ways depending on the company's processes. Examples of the variation in process (all supported by **KONDUCTA Invoice Authorisation**) are:

- Coding by Accounts Payable
- Coding by authorisors
- Coding by designated staff, then passed to authorisors
- Partial coding

After coding, the invoice must balance – i.e. Gross = Tax plus sum of line item net values.

#### Export invoice data into Accounting or ERP system

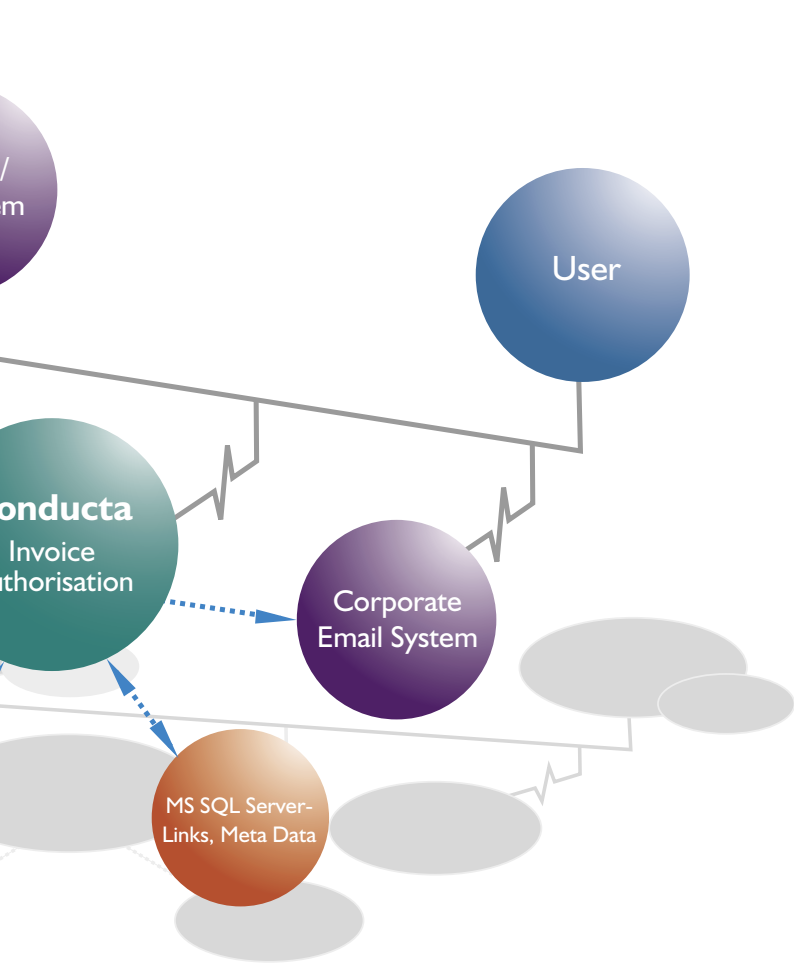
At some point the collected invoice data must be entered into your Accounts or ERP system. The mechanisms for doing this vary, but include CSV or Excel import, EDI import or an import file specific to the system in question.

#### Authorisation process

The authorisation process varies from organisation to organisation. **KONDUCTA Invoice Authorisation** provides a variety of scenarios as standard. Typical scenarios include:

- Authorise progressively through increasingly senior staff
- Authorise according to value
- Authorise according to Cost Centre or department
- Distribute to multiple authorisors for multiple cost centres
- Combinations of above

The mechanism for controlling authorisation is crucial. The first step is to e-mail an authorisor with an instruction to review and approve the invoice. The authorisor then either runs a local program to carry out the authorisation or authorises via a web browser, thus requiring no software locally on his/her PC. Invoice images are not attached to the initial e-mail - they are retrieved when the authorisor is ready to process them.



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## Invoice Authorisation

### Business Benefit

#### The main benefits of implementing **Konducta Invoice Authorisation** are:

- Greater operational efficiency with faster paperless processing
- Improved control of the process ensuring better cash management
- Greatly increased efficiency where authorisers are geographically dispersed
- Electronic audit trail for every invoice
- Better service to suppliers
- Reduction in time spent dealing with suppliers queries

#### There are real tangible cost savings too:

- Space reduction through reduced filing requirement
- Reduction/elimination of photocopying, printing, postage costs
- Better staff utilisation
- Additional efficiency accessing documents after authorisation.

We can assist companies with their Return on Investment (ROI) calculations, and reference many real, successful implementations that have delivered significant business benefit.

To discuss further - please contact us by phone/ e-mail as noted overleaf.

#### The invoice "file"

From the point where a "New Invoice" is created, a file is built up in much the same way as a traditional paper file. The users can take full advantage of additional facilities:

- Add notes at any time
- Add electronic files (e.g. Spreadsheets, Word processing files, E-mail)

All information about a particular invoice and its authorisation is immediately accessible. This includes the coding, the authorisation, all notes and files, the invoice images.

#### Fulltext search and retrieval

A very powerful capability is the creation of a customer-defined invoice database which contains searchable indexes. This database can be searched on a keyword basis - a very powerful capability, allowing virtually instantaneous location of the invoice images and key information (Invoice Number, Invoice Date, Supplier, Gross etc.). This is an invaluable tool when dealing with supplier enquiries.

#### Reports

Standard reports are provided to assist in the control of the Invoice authorisation process - these include:

- Tasks outstanding by authoriser
- Tasks by account code, with status
- Tasks with full history

Additional reports can be created as required.

#### Retrieval via Accounting or ERP System

Retrieval of the document images via the accounting system is a very useful feature which is accessible, well beyond the completion of the Invoice Authorisation process itself. The ease with which this facility can be implemented depends on the accounting system in question. Some systems have very strong facilities to enable access to linked external databases (such as an image database) whereas others have limited capability.

#### Configure to fit the customer's process

**Konducta Invoice Authorisation** is built upon a generic workflow tool - Konducta Workflow, which allows configuration of the Invoice Authorisation to suit the customer's exact process. As noted earlier - customers have differing requirements for coding or the authorisation process itself.





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