

## INVOICE PROCESSING

- ✓ Convenient and efficient
- ✓ User-friendly interface
- ✓ Fully integrated AI and rule-based content recognition of incoming invoices, including item data
- ✓ Automatic assignment of all process participants
- ✓ Role-based permissions
- ✓ Advanced metadata search
- ✓ Automated workflow log

## REPORTING

- ✓ Dynamic lists and filter views
- ✓ Excel export
- ✓ Graphical reports with Power BI

## PROCESSES & WORKFLOWS

- ✓ Freely configurable, multi-stage approval process
- ✓ Ensures four-eye or multi-eye principle
- ✓ Escalation mechanisms to ensure compliance with deadlines
- ✓ Integrated proxy rules
- ✓ Automatic email notifications to meet deadlines
- ✓ Bulk email notification
- ✓ Generic invoice import interface
- ✓ Standard interfaces for ERP integration

## ARCHIVING

- ✓ Audit-proof archiving of all invoices and attachments
- ✓ Long-term secure storage with Microsoft 365