shareflex®

INVOICE MANAGEMENT

DIGITAL INVOICE PROCESSING WITH SHAREPOINT & MICROSOFT 365

Shareflex Invoice supports your financial accounting along the entire process chain - from incoming invoices to processing and archiving.

Flexible, secure and efficient.

portal systems

shareflex®
INVOICE MANAGEMENT

EFFIZIENZ UND FLEXIBILITÄT

THE CORE OF SHAREFLEX® INVOICE is the freely configurable workflow for invoice verification and approval. The progress of the invoice is recorded throughout the entire process and subsequently filed with the invoice.

Thanks to the intelligent set of rules and the freely configurable workflow, the allocation to the respective invoice verifiers can take place automatically.

The clerks, responsible approvers and accountants receive their processes automatically and can thus concentrate on their core tasks.

THE CONVENIENT, role-based user administration controls user access to your invoice data and additional documents (e.g. quotes, delivery notes, emails) and can be easily administered by your IT administrators.
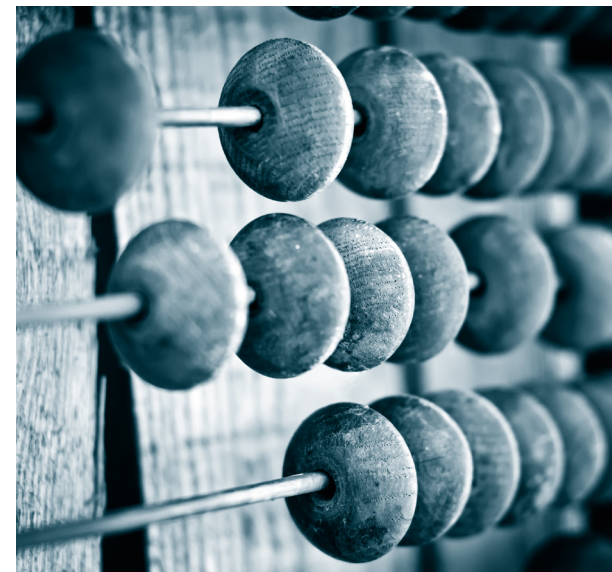
As a highly scalable infrastructure, Microsoft 365 and SharePoint provide the ideal basis for secure access to your invoices from distributed locations, from home or from mobile devices.

Whether scanned or directly from your email inbox, invoice data is universally readable and automatically recognised.

OUR SHAREFLEX® INVOICE SOLUTION fits seamlessly into your existing SharePoint environment, has standard interfaces for ERP integration and scales as your business grows.

Keep track of the current processing status at all times, reduce the cycle time of your invoices while meeting compliance requirements and never miss a discount deadline again.

Archive your invoices securely on your existing storage system or use the optional archive system.

FEATURE OVERVIEW SHAREFLEX® INVOICE

CONTACT

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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

WANT TO LEARN MORE ABOUT OUR FLEXIBLE
BUSINESS APPLICATIONS FOR SHAREPOINT
(ONLINE) & MICROSOFT 365?

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