shareflex®

INVOICE MANAGEMENT

DIGITAL INVOICE MANAGEMENT WITH SHAREPOINT & OFFICE 365

Shareflex Invoice supports your financial accounting along the entire process chain — from invoice receipt to processing and archiving.

Flexible, secure and efficient.

portal systems

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INVOICE MANAGEMENT

EFFICIENCY AND FLEXIBILITY

THE CENTERPIECE OF SHAREFLEX® INVOICE is the freely configurable workflow for invoice verification and approval. The history of the invoice is logged throughout the entire process and then stored with the invoice.

Due to the intelligent set of rules and the freely configurable workflow, the allocation to the corresponding invoice auditors can be done fully automatically.

The accounting clerks, the responsible approvers as well as the accountants receive their processes automatically and can therefore concentrate on their core tasks.

THE CONVENIENT, role-based user administration controls user access to your invoice data as well as additional documents (e.g. offers, delivery notes, emails) and can be easily managed by your IT administrators.

The Microsoft SharePoint Server —being a highly scalable infrastructure — provides the optimal basis for secure access to your invoices from distributed locations, the home office or even mobile devices.

Whether as a scan or directly from the email inbox, invoice data can be universally captured and automatically identified.

OUR SOLUTION Shareflex Invoice fits seamlessly into your existing SharePoint environment, has standard interfaces for ERP integration and scales with the growth of your company.

Always maintain a clear overview of the current processing status, reduce invoice processing times while meeting your compliance requirements and never miss discount deadlines again.

You can easily archive your invoices audit-proof on your existing storage system or use the optional archive system.
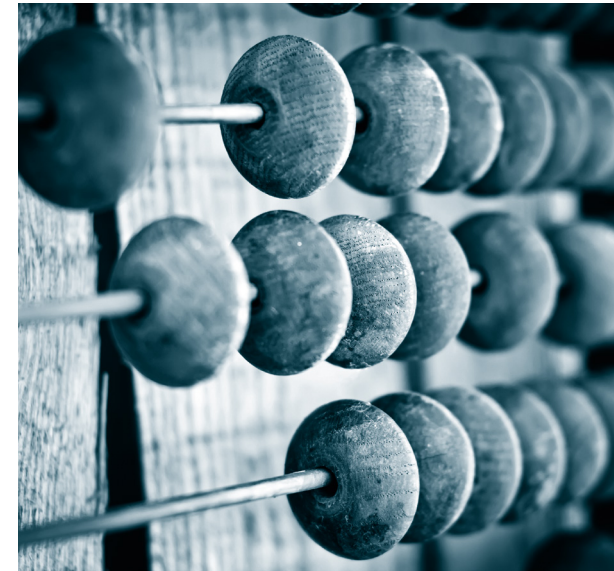
THE MOST IMPORTANT FEATURES AT A GLANCE

INVOICE PROCESSING

- Convenient and efficient
- User-friendly interface
- Automatic document recognition/OCR
- Automated assignment of all process participants
- Role-based permissions
- Advanced meta data search
- Automatic workflow log

PROCESSES & WORKFLOWS

- Freely configurable, multi-stage release process
- Escalation mechanisms to meet deadlines
- Integrated substitution rules
- Generic interface for invoice import
- Standard interfaces for ERP integration

ADDITIONAL FEATURES/MODULES

- Processing of ZUGFeRD invoices without separate module for document reading/OCR
- MS Outlook integration for automatic absence detection
- Mobile invoice approval via email

REPORTING

- Lists, groupings and graphical views
- Excel export
- Automatic email notifications to meet deadlines
- Collective notification via email

ARCHIVING

- Audit-proof archiving of all invoices and attachments
- Archiving on existing storage or archive systems

CONTACT

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WOULD YOU LIKE TO LEARN MORE ABOUT
OUR FLEXIBLE BUSINESS APPLICATIONS FOR
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