

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

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

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

ARCHIVING

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

REPORTING

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