

COMPLEAT



Invoice Capture & Accounts Payable Automation





Contents

<u>What does this do?</u>	3
<u>High level overview</u>	3
<u>Digital Invoice Capture</u>	4
<u>e-Invoice capture & delivery</u>	4
<u>Invoice supported formats</u>	4
<u>Invoice header & line level data extraction</u>	4
<u>Invoices delivered into Accounts Payable Daybook</u>	5
<u>Simple pricing</u>	5
<u>Accounts Payable Automation</u>	6
<u>How do we achieve this?</u>	6
<u>Automated General Ledger coding</u>	6
<u>Powerful intelligent & dynamic approval workflows</u>	7
<u>Other features include</u>	7-8
<u>Why do you need Accounts Payable Automation?</u>	8

**Empowering businesses to
achieve the extraordinary.**



COMPLEAT

What does this do?

Invoice capture & Accounts Payable Automation extends the capabilities of your existing accounting / ERP software to the next level.

It addresses all of the challenges of hybrid working & distributed workforce & saves everyone involved in the process a huge amount of time - delivering a productivity gain of between 65% - 95%!

It also delivers a far better, fully visible & more robust way of working than any manual process, including the removal of duplicate payments & minimizing the threat of fraud.

This ensures that you are able to pay your creditors on time, quickly resolving queries that could interrupt supply, while delivering automated accruals for faster month closes & cashflow reporting.

High level overview

The first step of automation is making it easy & convenient to remove all of the paper from the very outset of the process.

All invoices are digitally captured & automatically delivered into our accounts payable “daybook” as the starting point, ready for manual or full automated general ledger (& associated) coding.

From the moment the invoice is captured, finance have total visibility, oversight & control of the status of every invoice through out its entire life cycle.

The capture & coding activity is followed by a powerful digital approval workflow capability that can be undertaken from any device to speed up the approvals process.

Once fully approved, the transaction is automatically posted into the accounting software, with a full audit trail.

Nothing can ever be lost or misplaced, cutting down internal queries & making all of the vendor credit control calls simple.

The time savings go far beyond just removing the invoice posting activity - it saves time across the entire process for everyone involved, both inside & outside of the finance department - everyone wins.

What follows is a deeper dive into the capabilities & associated benefits of these applications.





Digital Invoice Capture

Our digital invoice capture technology leads the market, combining advanced AI & Machine Learning technologies with OCR that ensure the highest level of accuracy, with the minimum of work for our customers.

Delivering paperless purchase invoice automation

Every company is allocated a unique email address at deployment to access our e-Invoicing Portal.

Simply ask your vendors to send their PDF invoices direct to this address, or if you prefer, still send them to you & you can then “bulk” forward these emails to the Portal.

Finally, for paper invoices, simply bundle them up together, bulk scan & forward the consolidated PDF to the Portal & we take care of it from there.

Invoice supported formats

We process invoices in any language & in any currency, across multiple document formats which include: PDF, doc/docx, xls/xlsx, & htm/html.

Invoice header & line level data extraction

Unlike most providers of invoice capture services, we deliver both the invoice header & the invoice line level information for every invoice we process.

There are multiple benefits of this approach, but the four primary ones are:

- It radically simplifies fully automated coding across multiple general ledger account analysis to save more time
- It enables auto-approval workflow allocation at invoice line level to ensure the correct approval process is undertaken every time
- It is a fundamental requirement if / when you automate the purchasing process, as line level matching for orders, receipting & invoices is impossible (or very tedious!) without it.
- Our customers gain access to granular line level information for everything they buy, being the foundation stone of driving down vendor costs through improved spend intelligence.

COMPLEAT

Invoices delivered into accounts payable daybook

Each invoice transaction is delivered directly into our “Digital Daybook” ready for processing, so no invoice can ever be lost or “misplaced”, plus:

- Fully extracted invoice header & line level information
- A PDF copy of the invoice
- All associated attachments from the emailed invoice
 - The text from within that email
- Automated duplicate invoice check to stop duplicate payments
- Automated bank account detail capture & validation against information within the accounting software vendor account to reduce the risk of fraud.

Plus everything you need to manage the entire accounts payable process:

- Every invoice accurately delivered into one single location
- Providing immediate visibility, access & total oversight of each & every transaction throughout its entire life cycle
- Supported by a comprehensive audit trail of every step
- Retained for a minimum of 7 years to meet audit requirements

Our superior technology has removed the common requirement for staff to individually check each invoice received for accuracy & completeness & then make all the corrections before they can start processing it.

Simple pricing

Our advanced technologies allow us keep this simple, so you always know what you are going to pay with no hidden surprises.

Our customers pay a single fixed fee per invoice processed, irrespective of

- Language & currency
- Number of invoice pages
- Number of invoice lines
- Including no additional costs for a new vendor onboarding

Get in touch

Whether you want a demo, or just to ask some specific questions, use the button below to contact us in whichever way you prefer.

Contact us





Accounts Payable Automation

Every business will increase their productivity through automation.

The level of that productivity gain (between 65% - 95%) only depends on how much of our accounts payable automation functionality you make use of, either initially or over time.

How do we achieve this?

Through better design & technologies!

We have built in advanced “defaulting” capabilities for both general ledger coding & approval workflow allocation to remove almost all repetitive actions.

Not only does this save a huge amount of time, but it also ensures consistency in the way invoices are processed, removing errors for more accurate accounting.

Automated General Ledger coding

A significant proportion of general ledger coding is a repetitive & unproductive task with the same coding being applied (whether at invoice header or line level) every time.

We make it very easy to automate these processes:

- For a given supplier
- For specific invoices
- For each & every line of their invoices
- Using our very powerful but easy to understand set of coding rules

Once applied, these invoice will arrive, be automatically & correctly coded & ready for the approval workflow allocation without human intervention.



COMPLEAT

Powerful intelligent & dynamic approval workflows

Most organizations have multiple approval processes, built up over time to serve many purposes, adding complexity to the process. We remove those complexities by:

- Reducing the number of approval workflows required to a minimum with each workflow step being dynamically applied based on each invoice profile
- Leveraging our “build in” defaulting intelligence to manage the “exceptions” within each workflow.
 - e.g. number of approval steps required based on invoice value, with each invoice automatically triggering the correct number of approval steps within a single workflow.
- Automatically “defaulted” the correct approval workflow for a vendor, or invoice & even at invoice line level information.

We then take these powerful capabilities further with parallel approval processes, where two or more people need to approve a single invoice (e.g. cross departmental approvals) prior to taking the next approval step.

The approvers all receive their approval notifications at the same time & when the last approval is completed, the transaction automatically takes the next appropriate step.

The combination of auto general ledger coding & workflow allocation removes the need for these invoices to be touched by accounts payable & concurrent approvals can reduce the approval time by 50% or more over the old “sequential only” approval methodology.

Other features include

- Unlimited number of approval steps for complex approval processes
 - Ensures every approval takes the appropriate (& audited) steps
- Automated invoice vendor bank account capture & validation against the vendor information within the accounting software
 - Highlighting potential fraud at the outset
- Automated email notifications to approvers, with approvals undertaken from any device, including our dedicated approval app
 - Automated approval reminders & “nudges” to speed up the process
- Approved & deny status with comments
 - Simplify the management of invoice queries
 - Add additional attachments (e.g. supplier quotes for overcharging)
 - Delivering faster resolutions



COMPLEAT

- Improving vendor relationships
 - Timely payments
 - Faster resolutions of queries
 - Removing potential disruptions of critical supplies
- Automated out of office status & delegation of approvals during their absence
- Full audit trail of each approval step for each user, date & time
 - Including bi-directional posting audit trail to accounting software
 - Simplifying the auditing process
- Comprehensive dashboards & reporting provides
 - Total oversight with drill down to specific vendors & their invoices
 - Highlighting the status of each
 - Simple real time accruals for unapproved invoices
 - Faster month end closes
 - More accurate cashflow requirement projections
 - Export to Excel for more granular analysis & reporting

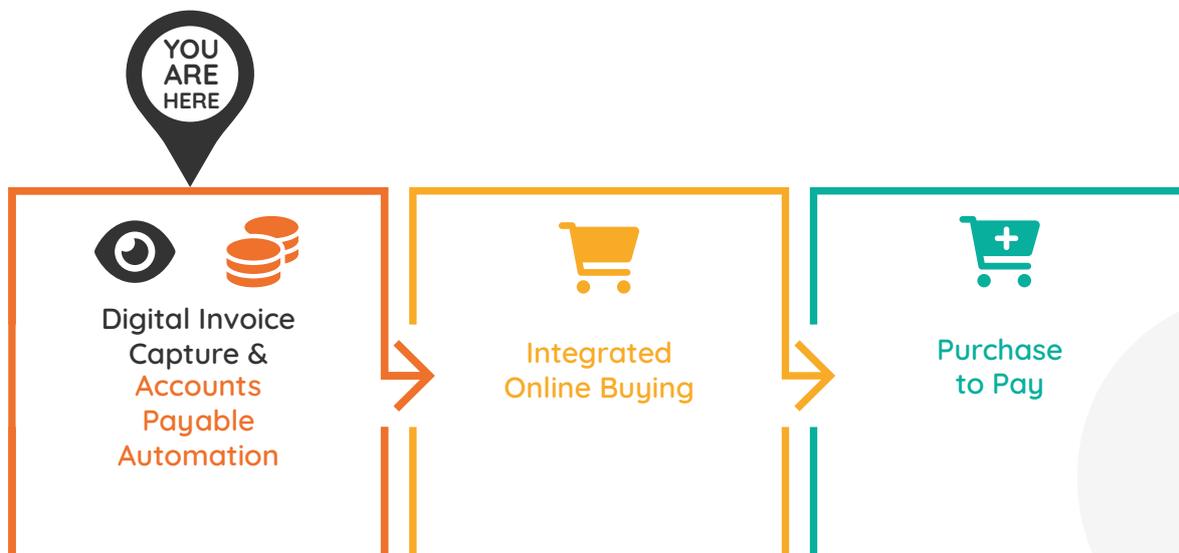
Why do you need Accounts Payable Automation?

Every manual accounts payable process works, so why change?

The simple answer is because it is a very easy & quick “win” for the business, freeing up a considerable amount of time that can then be spent on more valuable activities.

It is not a question of whether every business will make this change, it is just a matter of when.

Want to learn more about Compleat’s products?



COMPLEAT

Empowering businesses to
achieve the extraordinary.

Contact Compleat [here...](#)

Compleat-ly social