



# **AGRESSO**

## Invoice Manager

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You need **AGRESSO**



# AGRESSO Invoice Manager

-automated workflow and document archiving

**AGRESSO Invoice Manager automates the workflow and electronic archiving of purchase invoices, incorporating email alerts to prompt personnel into action. Departmental efficiency is vastly improved through the facility to combine certain tasks, such as creating an archive, performing the bookkeeping and distributing a document for approval. AGRESSO Invoice Manager optimises the workflow, especially where movement of documents between locations would otherwise create a delay. The bottom line is significant cost savings; late payments are avoided, early payment discounts can be exploited and archiving costs for hard-copies are significantly reduced.**

## What is AGRESSO Invoice Manager?

AGRESSO Invoice Manager is a new module in the AGRESSO Web Services suite, which is totally integrated with the AGRESSO Office modules for back-office processing. Through a user-friendly interface users can access their data via a web browser, at any time and from any location. Elements of the process involved include:

- The incoming invoice is scanned and allocated a registration number.
- AGRESSO enables supplier specific invoice layouts to be defined so that in the process of scanning, details can be interpreted automatically, saving time during registration. Such, Optical Character Reading (OCR) is particularly useful where transaction volumes are large.
- The invoice can be pre-registered using a split screen where the user can see both the structured AGRESSO data in one half and the scanned invoice in the other.
- The invoice is distributed for authorisation electronically according to simply defined, but sophisticated rules, which ensure proper controls are maintained.
- Automatic routines can notify the authoriser that new invoices have arrived. This notification is either by email, with a hyperlink to AGRESSO Web Services, or via an entry in their own Task List in Web Services, where they can approve or reject each invoice. Furthermore, automated processes send

reminders and/or escalate to a senior person if the approval task is not performed in a timely manner. This ensures minimum circulation times for documents.

- Once the invoice has been approved, the invoice is posted to the ledger

## Functionality

Product features offer the following functionality:

- Standard off-the-shelf workflow support for automating and optimising the business flow for purchase invoices
- Scanning and digital document archiving
- Import of XML invoices
- User definable, flexible and sophisticated workflow distribution rules based on general ledger analysis and amount limits. These enforce the authorisation process in a way that prevents user override.
- Multiple authorisers can be required for a single invoice. If the GL analysis does not find predefined rules, manual distribution of the invoice is possible
- Use of web-based screens for the approval, rejection or redirection of invoices
- Hyperlinked email or Web Services Task List notification to authorisers that new invoices have arrived for authorisation
- Redistribution of invoices incorrectly distributed
- Email notification where an invoice has been rejected

- Ability to define temporary authorisers to cover periods when permanent authorisers are absent.
- Automatic approval of purchase invoices matched to purchase orders
- Management of undistributed items
- Graphical workflow enquiry gives a clear view of the location and status of a given invoice
- Creation of automatic reminders according to user-definable parameters
- User defined escalation rules
- OCR reading of structured invoice data facilitates invoice registration
- Bar code support for linking multi-page invoice documents

## Benefits

Research has shown that companies that automate their workflow process can significantly reduce costs or increase internal capacity. Some of the benefits of AGRESSO Invoice Manager are:

### Improved circulation time

AGRESSO Invoice Manager optimises the workflow within a business as well as between subsidiaries and the main office. This is particularly true where movement of documents between remote locations would otherwise create a time delay. Decreasing the circulation time of documents with AGRESSO Invoice Manager reduces processing time, avoids late payments, takes advantage of early payment discounts, speeds VAT reporting and recovery and improves business efficiency. It is time-consuming to send documents by post or messenger and they are vulnerable to loss or delay. AGRESSO Invoice Manager minimises loss and delay by maintaining a central archive and by sending an email or Task List notification with the scanned image attached, when an invoice needs to be authorised.

### Devolved responsibility

AGRESSO Invoice Manager effectively supports the distribution of such roles as authorisers and book-keepers in remote locations. This frees staff at the head office or in the accounts department to perform tasks that add more strategic value. Additionally this may mean savings in rent and wages.

### Elimination of errors

The registration screen presents an image of the document and prompts for bookkeeping information, comments and simplifying the registration pro-

cess and reducing errors. Invoice Manager also eliminates the need to transcribe information that authorisers have written by hand on the documents, thereby saving time and reducing errors. OCR reading of structured invoice data into the registration screen further eliminates manual transcription errors.

### Easier decision-making

The authoriser is presented with all the information necessary to either authorise, reject or re-direct documents with comments or queries. Easy shared access to documents Documents are archived electronically with location-independent shared access, on demand. Reduced copying costs Traditionally it has been common for each person handling a document to take a copy in addition to the one held in the central archive. This costs both time and money. Companies using AGRESSO Invoice Manager will, in many cases, see a reduction in costs related to document handling of up to 30 per cent.

### Improved archive management

AGRESSO's electronic archive efficiently replaces the large volumes of paper documents that are required by law to be accumulated and stored over several years, allowing an organisation to make more effective use of space and save storage costs. In many countries legislation now reduces the number of years 'invoices required to be stored in paper form, if electronic media is available.

### Effective financial control

The workflow distribution rules ensure that invoices are distributed to authorisers in line with company policy acting as a quality protection mechanism. This process ensures that controls are maintained, so corporate funds can be used with maximum effectiveness.



## Web server technology overview

In addition to the core modules delivered in AGRESSO Office, AGRESSO Web Services provides a full-featured Web interface to the additional Web applications provided in AGRESSO Business World. From within the Internet Explorer 5 (IE5) Web Browser, access to the Web applications will be made from either an organisation 's own private network infrastructure, or via Open or Virtual Private Networks over the Internet. The point of entry to these applications will be AGRESSO Web Services.

The Web Browser communicates to the Internet Information Server using http or https and utilizing XML and DHTML. The Internet Information Server communicates with both the Database Server and the COM+Application Server, using OLE DB, DCOM and XML. Active Server Pages with embedded VB Scripts communicate with the COM+components, which in turn control most of the business logic of the portal. The COM+Application Server communicates with the Database Server using OLE DB and ODBC. (The Internet Information Server and the COM+server can coexist on the same server environment.) Virtually unlimited scalability can be achieved by establishing an IIS /COM+Application "Server Farm". The above technologies have been developed and optimised for Microsoft 's DNA architecture and Microsoft 's Windows 2000 Server platforms.

Invoice Manager is a key element of Agresso`s total electronic solution for procurement. If you are interested in this, please refer to the AGRESSO eProcurement brochure, available on [www.agresso.com](http://www.agresso.com)