



SER

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DOXIS

Automated invoice processing

Doxis Intelligent Invoice Automation



**Strategy
& Challenges**

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We would not be able to perform in Accounting as well as we do today if we had stuck to the old processes.

Our goal was to shorten invoice processing times and to have a more efficient and audit-proof structure. We achieved this thanks to SER. A real win for the company and, most of all, for the employees.

Gundolf Hallmann, Area Manager of Finance and Accounting
bofrost* Dienstleistungs GmbH & Co. KG

Strategic tasks

Automated invoice processing saves on time and costs

Invoice processes are the lifeline of all business operations – without them, suppliers would have no revenue and customers would receive no goods and services. Yet invoice processing is a time-consuming and costly task, as a large percentage of invoices come in paper form or as paper-like documents.

These documents need to be captured, assigned to a supplier, checked for correctness, validated – if possible, with existing orders – and internally released.

There is an enormous amount of potential in the automation of these steps – potential that you can tap with Doxis.



Your benefits at a glance

Cost savings: Companies save on average about 50% on each automatically processed invoice.

Deadline fulfillment: Reliably meet deadlines for early payment discounts and payments thanks to faster processing times, an up-to-date invoice ledger, and automated alerts of approaching deadlines

Cost transparency: Create total cost transparency for liquidity planning without unpleasant surprises from overlooked invoices or incorrectly posted entries

Less effort: High-performing verification and validation mechanisms dramatically reduce the amount of manual verification work and allow you to focus on more important cases.

Quality assurance: A high-quality and transparent invoice verification process – always traceable because processing steps are fully documented.

Compliance: Legal and corporate retention regulations are fulfilled – ensuring audit-proof archiving.

Electronic invoice processing creates transparency

Budget managers maintain an up-to-date overview

Invoice processing as a strategic task

Strategically speaking, automated invoice management makes sense when you see that it both optimizes cash management and increases transparency and the ability to provide information to invoicing parties, employees and management. In global companies, invoices need to be available across all departments and countries.

This applies to all related documents, from offers and orders to correspondences and contracts. Every person who is supposed to verify and release invoices needs to have direct access to these documents. This is absolutely decisive for productivity. In legal disputes, it is imperative for business. From a compliance perspective, companies must ensure the traceability of their invoice processing in addition to audit-proof archiving and compliant document retention.

The 3 most important benefits of automated invoice processing



01 Better invoice status monitoring (process transparency)

02 Faster payment turnaround times

03 Better traceability for the audit trail and in case of litigation

Source: AIIM 2017

The rise of the electronic invoice

With the introduction of uniform electronic invoice standards for public contracts in Europe, electronic invoices are on the rise. The most common format used in Germany and France, Factor-X, is compliant with EU standard EN 16931-1-2017, which aims to simplify cross-border invoicing.

Regardless of format, one thing is clear here: The number of electronic invoices will grow. A modern invoice processing solution already factors in this trend and supports multiple electronic invoice formats – from PDFs to pure data streams such as EDI.

Best practice solution

Doxis Intelligent Invoice Automation

Doxis Intelligent Invoice Automation is the ideal solution for managing the daily flow of invoices quickly and easily with automated processing, both with and without a purchase order reference. All inbound channels are covered – from mail, fax and email, to electronic data exchange formats. Context-related and process-related invoice information is available immediately upon receipt, without interruptions in the user experience. No time is wasted on transportation or waiting periods. Labor-intensive and time-sensitive tasks connected to inbound invoice processing can be handled efficiently, in the highest quality, and on time.

Depending on your organization, invoice reading and verification can take place either decentrally or centrally as a shared service at one location for the entire company. That way, you can manage all inbound invoices across the entire company. Your employees have departmental and country-wide access to all information for which they have authorization. Every posting transaction is linked to the corresponding release processes and the related correspondence. This ensures traceability, transparency and accountability.



Automated invoice processing amortized for almost half of the companies already after 6 months.

Source: AIIM 2017

Faktur-X and other Invoice standards

Doxis can also work with electronic invoice standards including Faktur-X, XRechnung and other EN 16931-1-2017-compliant formats. The XML invoice data can be processed automatically without any need for manual input. Doxis transfers all fields from the inbound data format that are relevant for downstream invoice processing, e.g. invoice recipient, supplier, document number and order data.

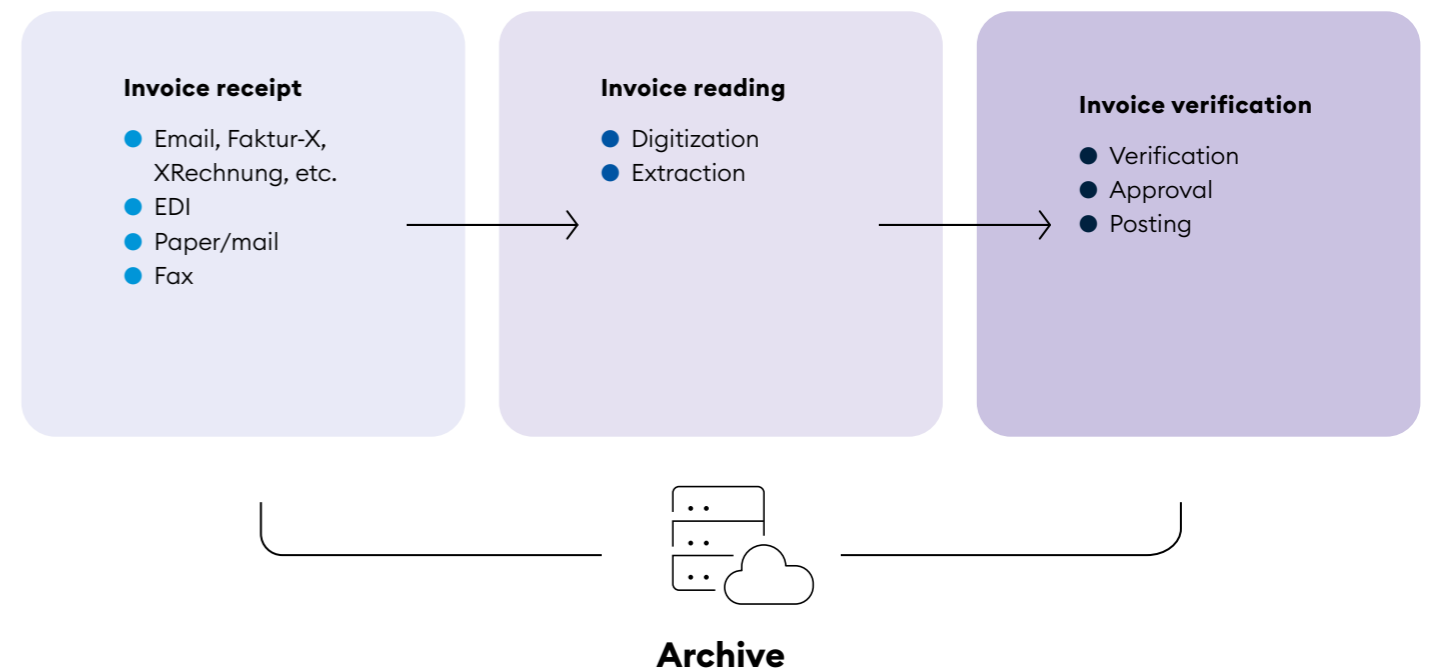
DOXIS



From invoice receipt to audit-proof archiving

From invoice receipt to capturing and validating all data, from company-wide verification and approval to audit-proof document archiving: The Doxis solution brings together all necessary functionalities and is fully integrated into leading ERP and accounting systems such as SAP, Dynamics NAV and AX, Infor, Oracle, Diamant, Sage and many more.

Doxis Intelligent Invoice Automation



Good reasons for Doxis

01

Ensure complete invoice receipt

Doxis covers every inbound channel across all media – from letters, faxes and email to electronic data exchange formats (e.g. Faktur-X, XRechnung, EDI).

02

Keep a clear overview

Doxis offers automated, daily processing of vendor invoices (supplier invoices) – with and without a purchase order reference – as well as partial invoices and collective invoices.

03

Avoid mistakes

Validation mechanisms, consistency checks, and master data/invoice data verifications with the ERP system cut down on the effort involved in verifying and releasing invoices.

04

Minimize risks

Using authorization profiles, Doxis identifies who is authorized to approve an invoice or to which authorized person the invoice should be forwarded.

05

Provide information at all times

Through the invoice ledger, Doxis provides an overview of all inbound invoices and shows the processing history.

06

Deploy globally

Doxis supports numerous languages, currencies and tax rates, facilitating company-wide and international deployment.



Automate processing steps

Doxis automates invoice processing – from classification and text recognition to extraction and validation and, finally, posting.

07

Reduce costs, increase performance

Automated inbound invoice processing and the deployment of Doxis as a shared service for multiple locations reduces costs and raises performance.

08

Guarantee compliance and traceability

Doxis logs all process steps, thereby ensuring traceability in invoice processing and the verification process, and thus fulfilling compliance requirements.

09

Manage tasks with flexibility

Doxis offers deputy rules and supports group workbaskets and mobile approval processes per smartphone or tablet.

10

Ensure seamless integration

Doxis seamlessly integrates into SAP and can exchange data with any accounting or ERP systems thanks to standardized interfaces.

11

Create transparency

Doxis contains preconfigured data reports and diagrams that give a current overview of invoice processes and flag improvement potential.

12

Invoice processing

Doxis Intelligent Invoice Automation – flexible, modular and high-performing

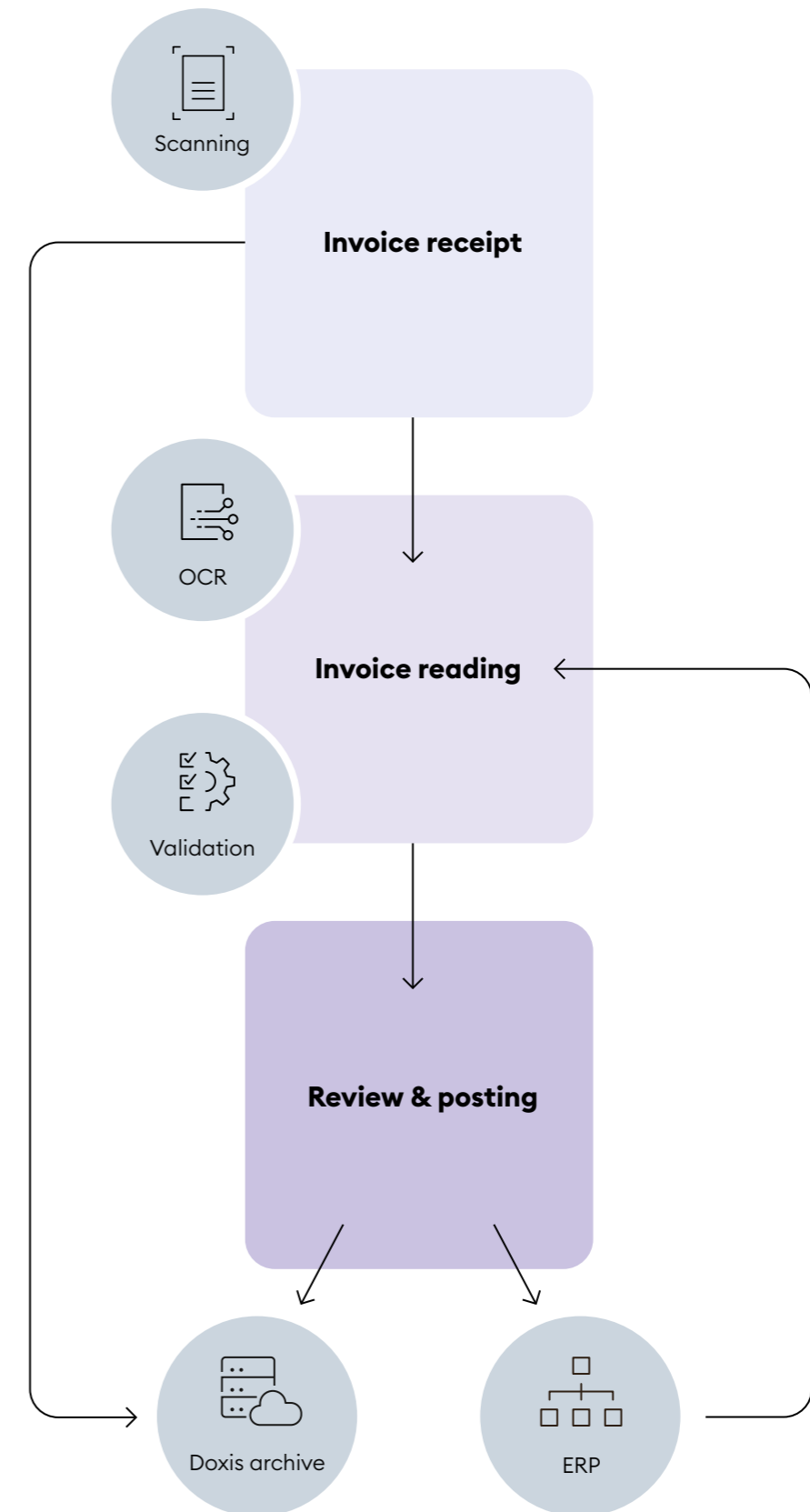
Doxis Intelligent Invoice Automation has a modular set-up. The solution comprises three modules – invoice receipt, invoice reading and invoice verification – which can be implemented separately or in combination. For invoice verification, there is a stand-alone solution that can be integrated into any ERP system or one that is already directly integrated into SAP. Doxis Intelligent Invoice Automation flexibly adapts to your deployment scenario and integrates seamlessly into your existing application landscape.



Highlights

- Completely automated, from invoice processing to automated posting (for invoices with a purchase order reference)
- Supports all common inbound invoice channels, including electronic invoices
- Streamlined set-up for automated inbound mail

Automated inbound invoice processing



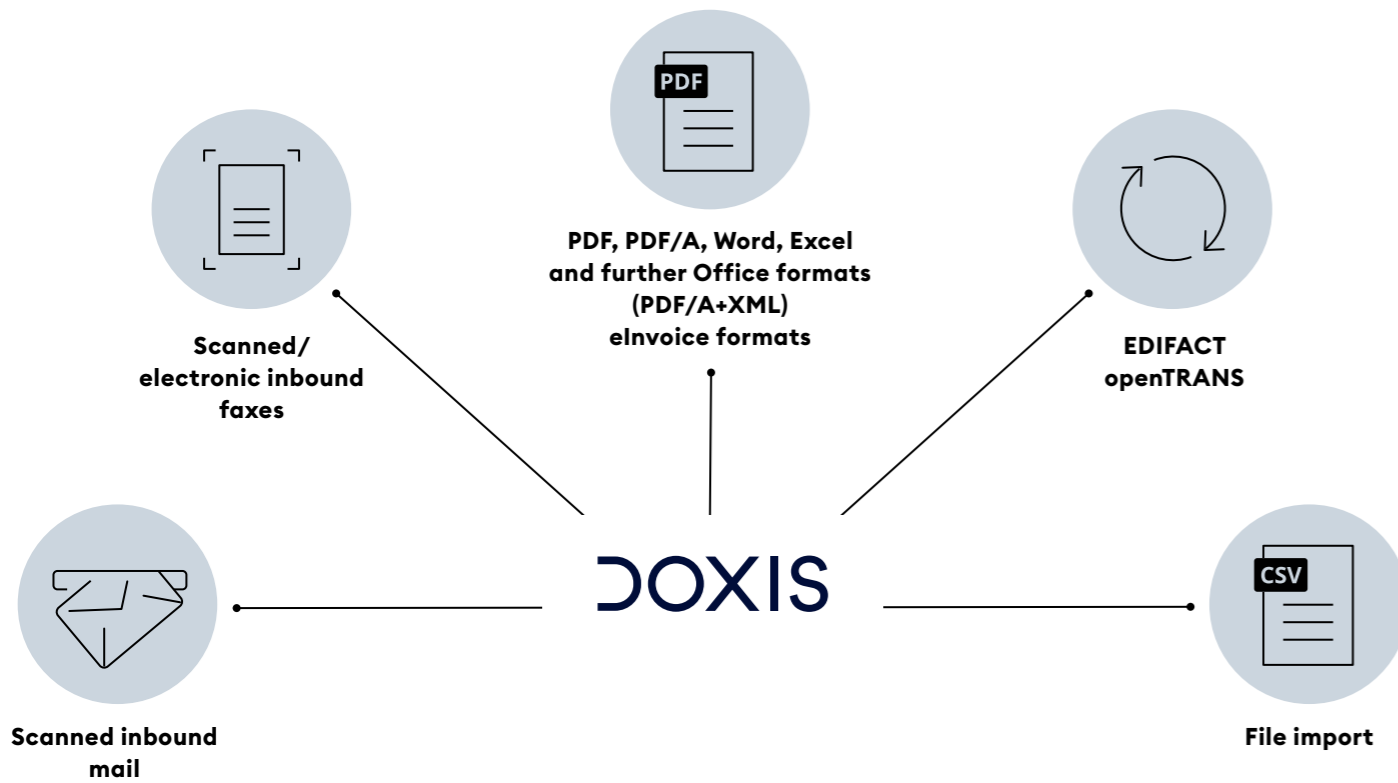
Invoice receipt

The right interface for every inbound channel

The process chain starts with scanning inbound paper invoices and capturing all electronic invoices. Doxis has the right solution for every inbound channel and all common file formats. Doxis Intelligent Invoice Automation handles cost accounting and supplier invoices with and without a purchase order reference, as well as partial invoices. All documents are available for downstream processing with no interruption in the user experience.

Flexible capture scenarios

Doxis supports a broad range of capture scenarios: from scanning in departments to dispersed scanning across numerous subsidiaries or sales offices to centralized inbound mail processing and the related bulk document capturing process. Convenient, user-friendly functions for batch processing make sure that invoice capturing runs smoothly and efficiently.





Highlights

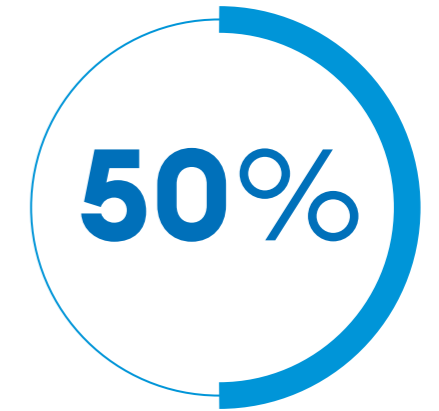
- Grows dynamically with your requirements: scalable and high-performing, also for large installations with multiple scan centers
- Flexibly extendible: from hundreds to millions of invoice documents daily
- Compatible with scanners from all leading manufacturers

Invoice reading

Process invoices faster while reducing the error rate

In many companies the lion's share of inbound invoices are still captured completely by hand. Business partners have to be assigned and master data of new suppliers must be manually entered. Each invoice line item must be captured and, if needed, compared line for line with existing orders – it's time-consuming and prone to error.

For these reasons, Doxis Intelligent Invoice Automation aims to automate and speed up manual work as much as possible while also minimizing the error rate. Doxis Intelligent Invoice Automation feeds captured documents from invoice receipt into the four-step reading process:



50% of invoice recipients capture invoice data manually – even data from electronic invoices.

Source: ibi Research 2017

The flowchart shows three circular icons in a row, connected by arrows. The first icon is labeled "OCR" and contains a document with a circuit-like pattern. The second icon is labeled "Extraction" and contains two interlocking gears. The third icon is labeled "Validation" and contains a document with checkmarks and a gear.

Extraction and validation

The purpose of extraction is to automatically read all invoice information necessary for further processing. This includes, for example, supplier master data, the invoice number, and the invoice date and line items.

Doxis Intelligent Invoice Automation takes a generic approach here, combining various extraction methods. From the start, Doxis automatically recognizes the majority of the inbound invoice documents.

Various validation mechanisms

To check the quality of the read data and to catch errors early on, Doxis Intelligent Invoice Automation utilizes various validation and verification mechanisms. Verifying the completeness of the required information according to tax laws and regulations is one of the fundamental features of Doxis.

Beyond this, Doxis validates the supplier master data with the connected ERP system (e.g. SAP), compares the invoice recipient with the preconfigured company code, and then checks the invoice for consistency and plausibility using total formations and check-digit procedures. For invoices with a purchase order reference, the line items are automatically validated against the order in the ERP system.

Audit information required by tax law

Doxis automatically checks invoices for mandatory information, such as

- the complete name and address of the invoicing party and the invoice recipient
- the date
- the tax identification number of the invoicing party
- the VAT identification number

Doxis can perform similar checks based on other applicable laws and regulations.

Validation

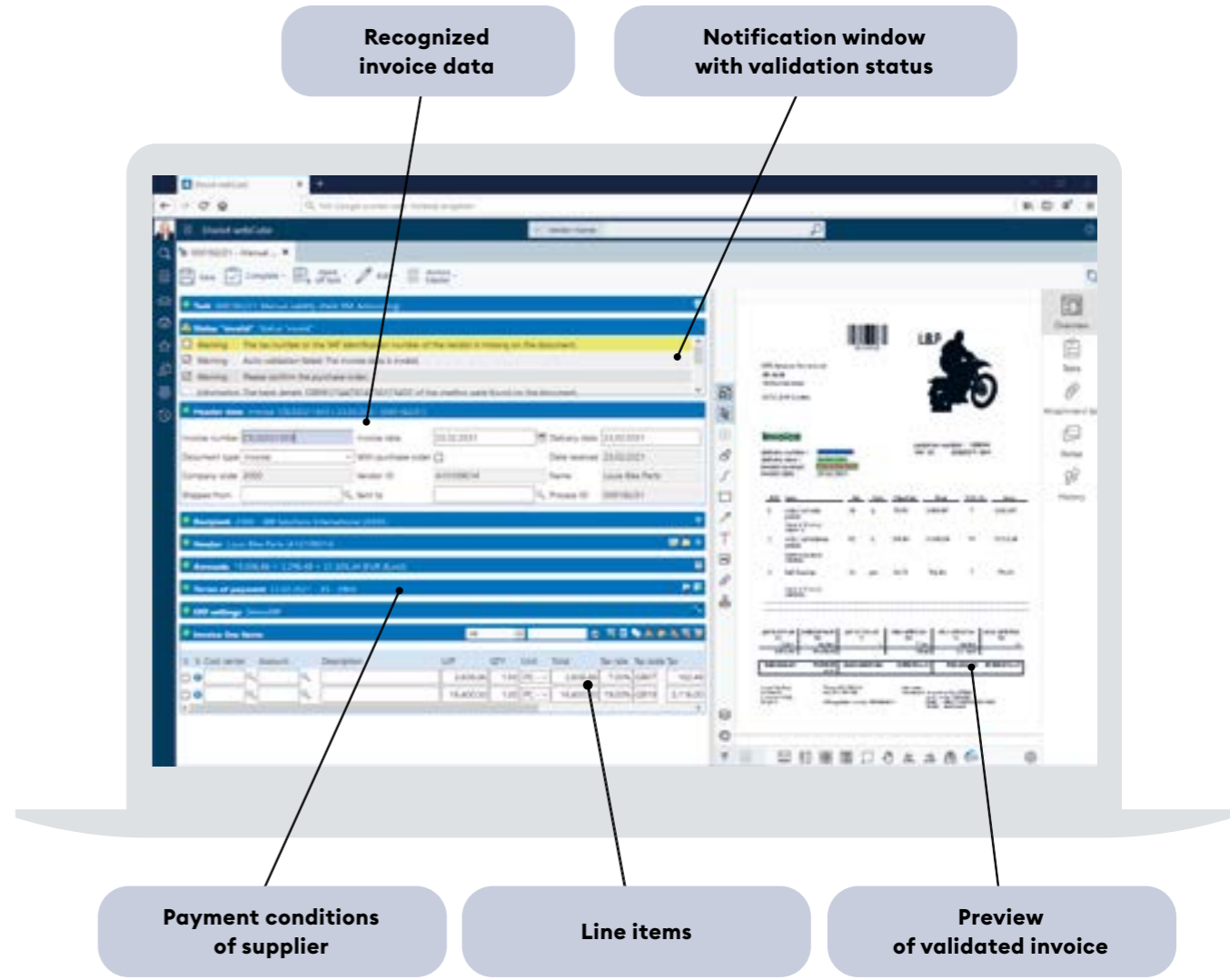
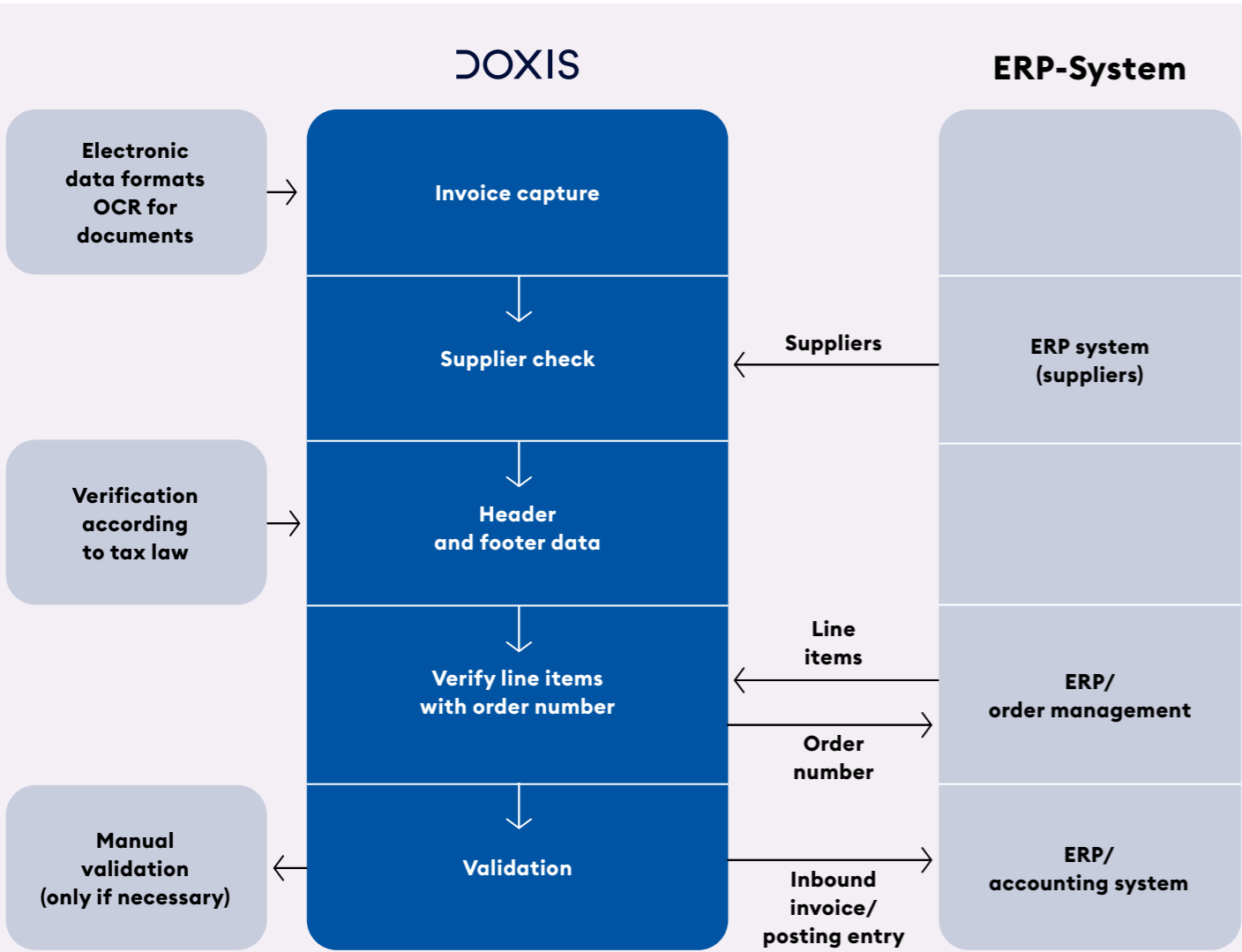
All documents and their validated information are passed on to the ERP system for verification or direct posting.

Documents that deviate from the order, that lack information or are not readable, or where the header data does not match up with the ERP system are forwarded by Doxis for manual validation. There, the missing or incorrect information can be added or corrected.

Documents can also be randomly checked for accuracy. In post-processing, all information can be viewed, verified and – if necessary – modified or supplemented.

Simple and easy handling

Clear dialogs make it easy for users to quickly get started, which fosters rapid user acceptance. Colored highlighting and practical searches for suppliers and invoice recipients help considerably when it comes to finding errors and making corrections.



Invoice verification

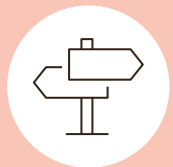
Invoices with and without a purchase order reference that have successfully passed through all validation steps are then sent to invoice verification. All electronic invoices not requiring extraction and validation also land here. Doxis supports various verification and release scenarios – there is the right release process for every company and organizational structure. It covers everything from the typical separation of duties to highly intricate, multilevel release structures with simultaneous verification at line-item level.

Two variants form the technical basis for this: An ERP-neutral solution that is based on Doxis's own workflow components, and a solution that is fully integrated into SAP and uses the SAP business workflow. Regardless of which solution is used, a verification process is automatically initiated for each inbound invoice.

Highlights



- Two variants: Invoice verification with any ERP and accounting systems or directly integrated into SAP (optionally with SAP Fiori dialogs for verification and release)
- Mobile invoice release independent of time and location
- Audit-proof archiving in line with compliance regulations



Assignment



Content-based verification



Release level 1



Release level 2 (optional)



Automatic posting

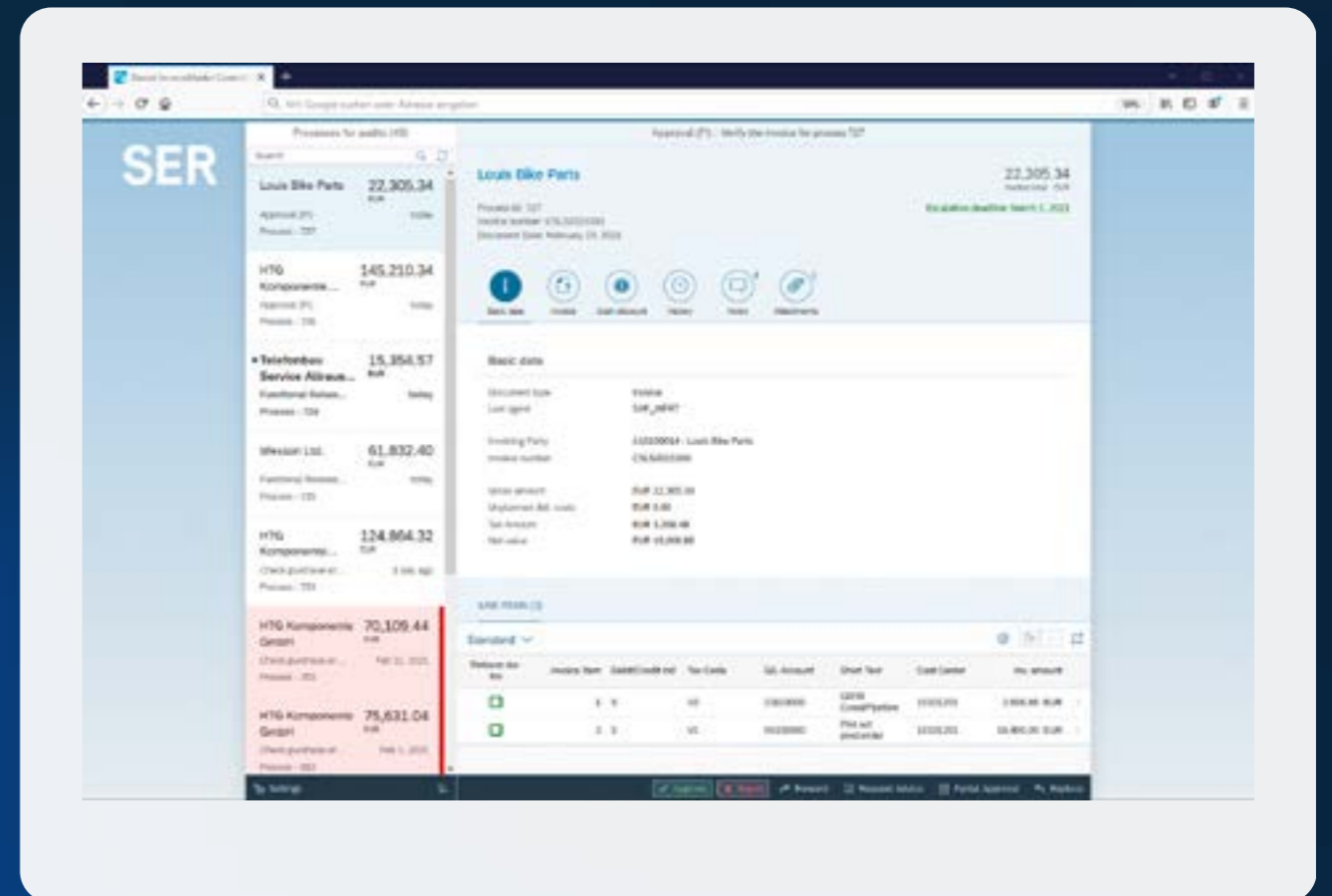


Release for payment

Create clarity with the invoice ledger

An invoice ledger helps you to gain a clear overview of all inbound invoices and their processing status – in Doxis and/or integrated into SAP. Each invoice process can be viewed at any time; the related documents are only a few clicks away.

The invoice ledger provides a current overview in SAP or directly in Doxis Intelligent Invoice Automation. It allows users to perform status checks and to oversee all invoice processes. User-friendly search, filter and sorting options enable you, for example, to quickly find invoices based on their workflow status, for a specific supplier, or for a defined time period.

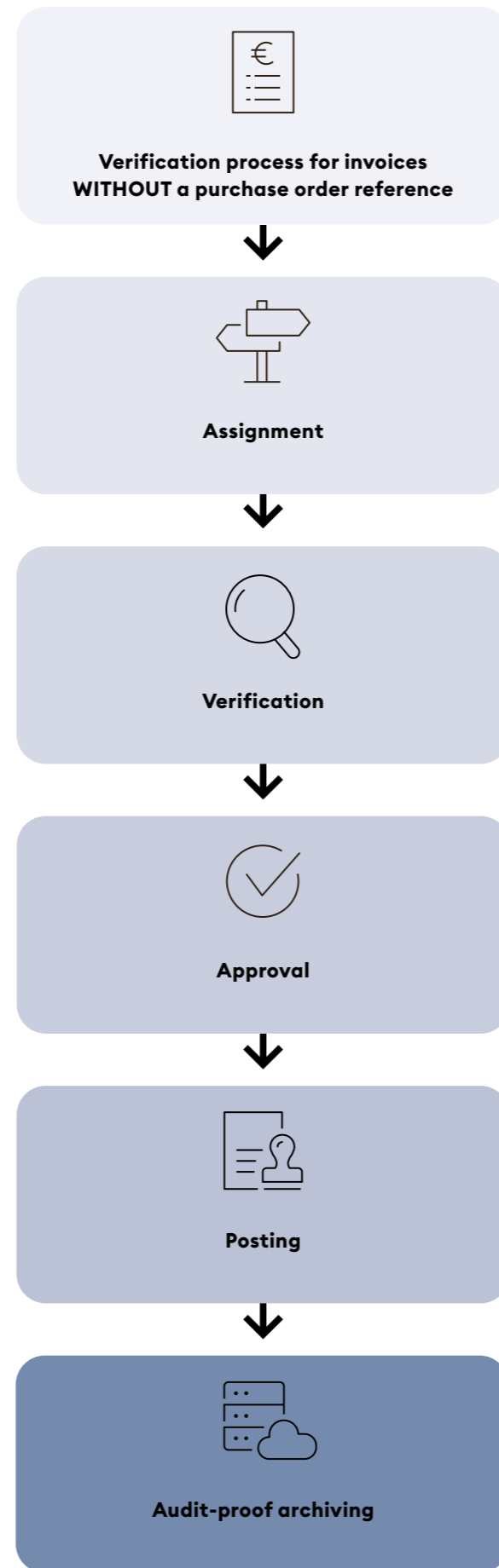


Verification of content and calculations

Invoices without a purchase order reference

Verifying invoices without a purchase order reference involves checking both the content and calculations. Doxis supports various scenarios, ranging from a verification of content and calculations by one user, to a verification in several consecutive steps by different users (separation of duties principle), to a parallel verification at line-item level through multiple users. Since procurement and resource planning lack or have only incomplete information for invoices without a purchase order reference, the verification has to be conducted by the department or the employee who initiated the order. The accounting department first handles the initial account assignment. Based on this, Doxis then automatically identifies the users listed in the system and the corresponding verification process – simultaneously or sequentially. In the verification process, the total invoice can be broken down into cost centers, accounts, orders, etc.

The flexible workflow functionality in Doxis covers numerous exceptional situations: These include group workbaskets, deputy rules, the option of giving back tasks to accounting or delegating to individuals or groups in the company, or requesting additional approvals, and much more. Because all steps are meticulously logged, a complete overview is provided in the form of a processing history. This ensures constant transparency and documentation of all processing steps.

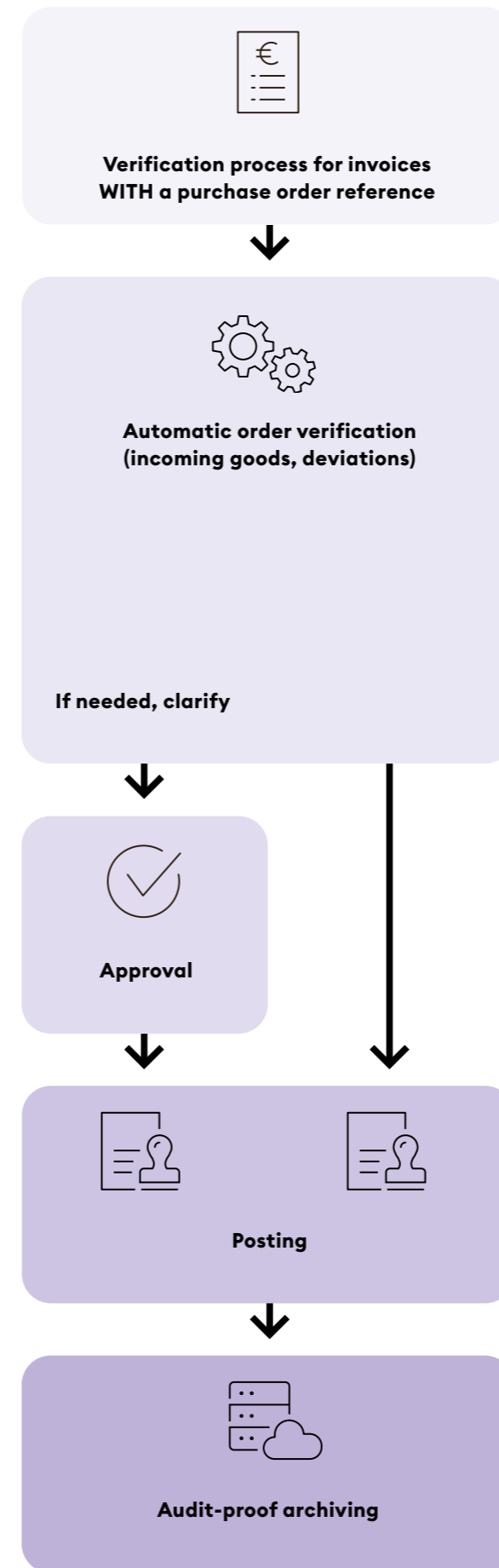


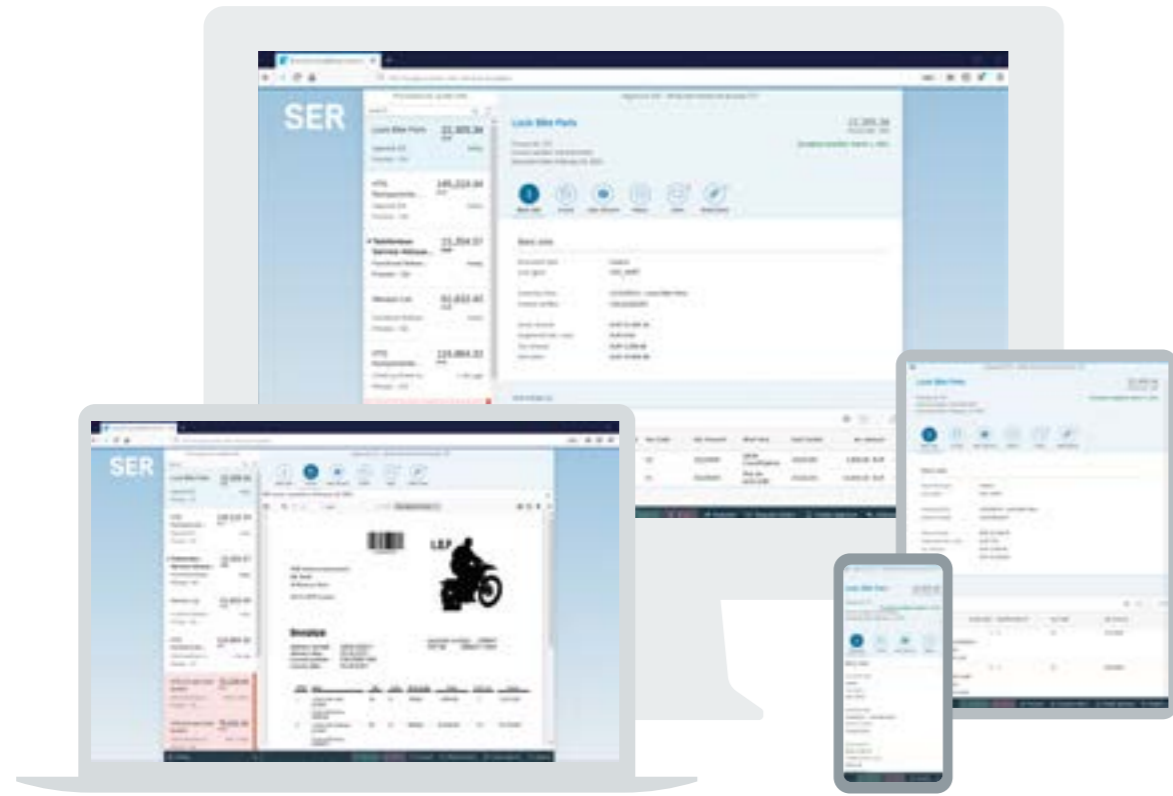
Invoices with a purchase order reference – The target: automatic postings

Invoices with a purchase order reference can be processed completely automatically. In a first step, Doxis automatically compares the invoice line items with the related order and any incoming goods. If there are no deviations (“delivered as ordered”), the invoice can be posted fully automatically without further visual inspection (automatic posting).

It’s only necessary to take further invoice verification steps if, for instance, volume and price deviations between the invoice and the order are identified. Depending on the type of deviation, Doxis forwards the invoice for inspection to procurement or goods management. It is even possible to configure how special cases should be handled. Users can choose from several ways to push along invoice verifications: The buyer can, for example, initiate a new verification of incoming goods at any time if they are only delayed. Missing order data can be manually added in this step. This includes account assignments, cost centers, project numbers, etc.

If required, Doxis can also forward all invoices with a purchase order reference for approval. In the last step, the accountant releases the payment.





Release and approval

Doxis automatically identifies the person responsible for releasing invoices which have been verified for content and calculations. This can be done through individual authorization profiles, for instance according to the organizational hierarchy combined with defined release limits, or dependent on the assigned cost centers. It's also possible to set up a release according to the separation of duties principle, triggered according to a specific sum or based on your specific criteria.

If multiple colleagues are responsible for approving invoices, they can do so either successively or simultaneously, e.g. if there are different cost centers for each position. Alternatively, group workbaskets can be assigned specific sum limits for the approval, which would enable role-based assignments.

Releases in a business context

The decision to release an invoice frequently requires further information. Especially when dealing with large sums, it's often important to have on hand documents related to the invoice, e.g. contracts, orders, delivery notes and correspondences. In Doxis, you can retrieve these kinds of documents even while on the go in just a few clicks. This enables you to consistently make sound decisions.



70% of the respondents admit that the original purchase requisitions, supplier correspondences, supporting documentation and contracts are not easy to find.

Source: AIIM 2017

Mobile invoice release

Those responsible for releasing invoices can manage this task conveniently while on the go. This way, invoice processes don't have to come to a halt only because the decision-maker is out of the office. Mobile users can release invoices via the apps for current mobile operating systems or directly via email and a web-based release interface. Of course it's also possible to use locally installed Doxis clients or the SAP interface for releases.

Companies using SAP as their ERP system can involve users in invoice processes via a user-friendly Doxis Fiori app. The app can be used per internet browser via the SAP Launchpad from anywhere. It adjusts dynamically to the user's screen size – whether it's a smartphone, tablet or workstation.

Posting, archiving and analyzing

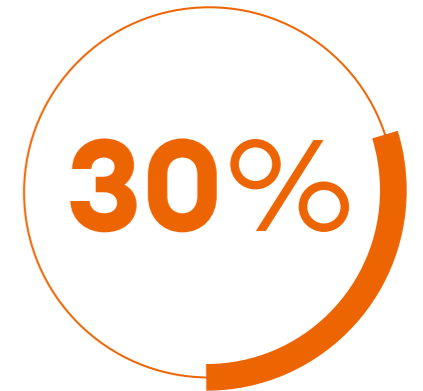
Automated and manual posting

The automated invoice process is complete when the captured posting data is transferred to the accounting/ERP system and for downstream archiving of the entire process instance. The posting procedure can be completed manually or automatically. Invoices with a purchase order reference that have been verified for content and calculations are automatically posted and passed on for payment. For manual postings, all outstanding invoices to be posted are sent to, for example, a group workbasket or a clearing house for final verification and posting.

Audit-proof archiving

Finally, the entire processing history is filed together with the invoice that was already archived in an audit-proof way upon receipt. Posting-relevant data and the workflow history are archived in addition to the document. As a result, the entire process for automated capturing, assignment, verification, and posting of inbound invoices is transparently documented and archived in an audit-proof way.

The invoice documents are stored according to legal, corporate and industry-specific compliance guidelines and available at the click of a button at any time – also from the accounting/ERP system.



30% of companies do not archive the digital originals of their electronic invoices and thus fail to comply with retention policies.

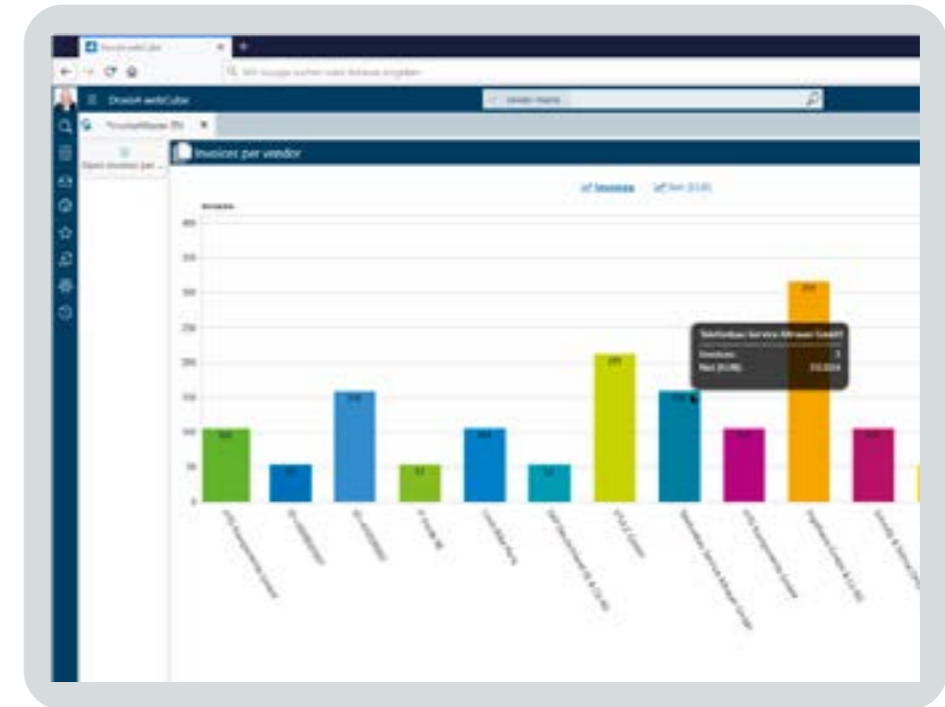
Source: ibi Research 2017

Optimize invoice processes

Graphical analysis at the click of a button

Discover your top suppliers, best-selling products, cash discount losses and processing times with the inbuilt data analytics of Doxis Intelligent Invoice Automation. In just a few clicks, generate content-based reports from inbound invoice processing in Doxis to deliver a current overview of business processes and flag improvement potential.

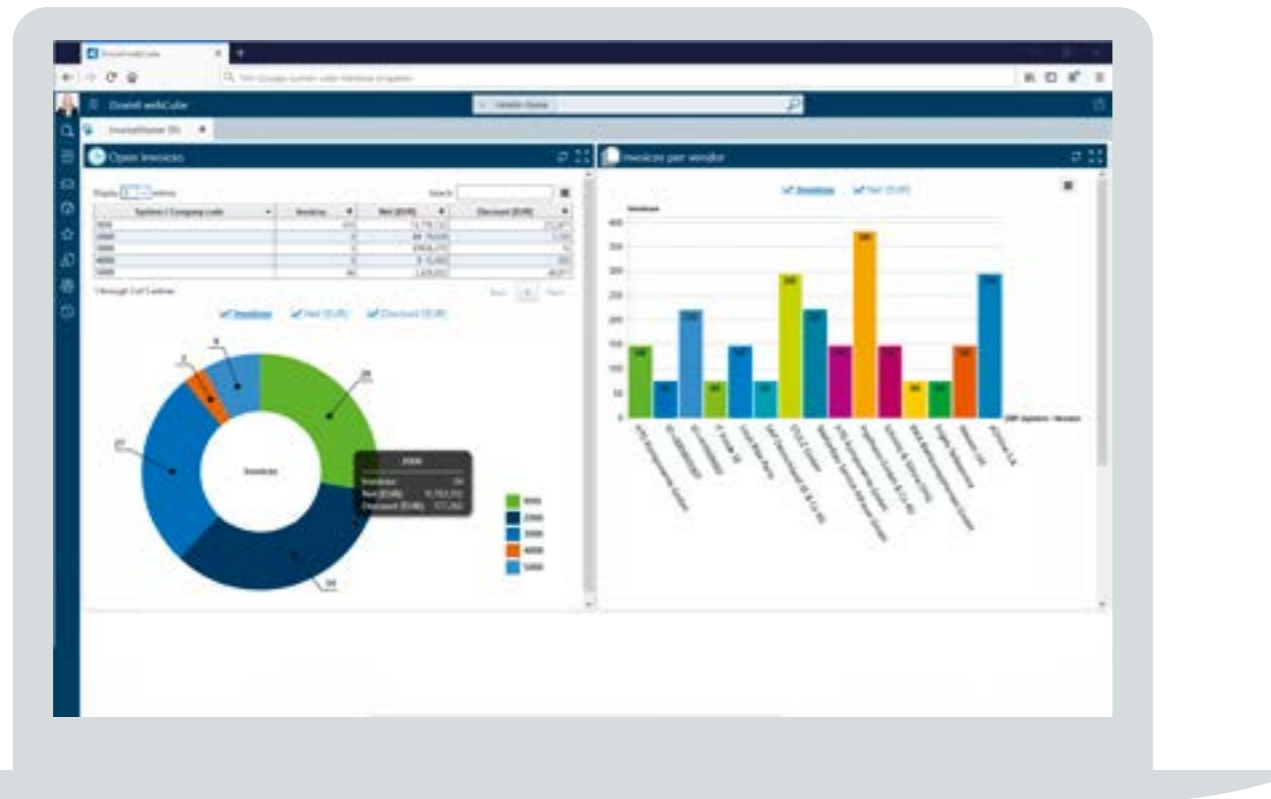
The answers are not only valuable for internal processes. Data on invoices from individual suppliers can help when preparing for negotiations with a vendor on electronic invoice delivery, or where buyers want to negotiate new conditions, to name just two examples.



Clearly preconfigured

How effective is inbound invoice processing? Where are the bottlenecks? For which invoices is there a risk of losing a cash discount? How high is the automatic posting rate for invoices with a purchase order reference? Doxis provides preconfigured reports to answer the most important questions businesses need to know. The reports offer information for specific time periods about invoices, suppliers, processing times and cash discounts. In addition to the tabular values, Doxis also provides clear and intuitive charts for different analyses.

The reports increase the transparency of inbound invoice processing and of the involved business processes. In this way, Doxis also helps to optimize operative processing to improve control and more efficiently process invoices in general.



Company-wide information management

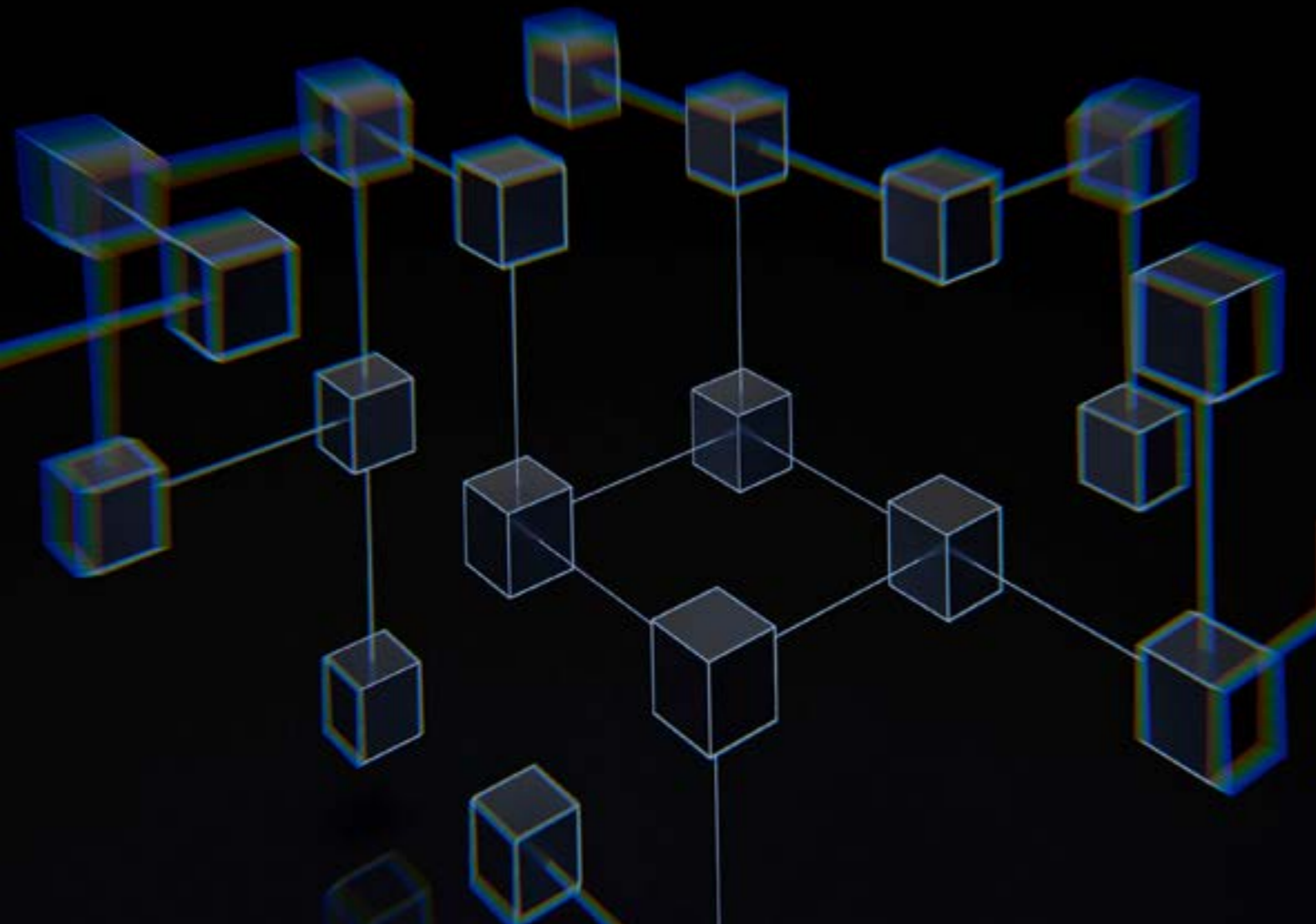
ECM strategy

Collaborate better, grow together

Automated invoice processing is the first step: It gives you and all users direct access to all relevant documents during invoice verification. Verification and release processes are structured, transparent and rapid. Company-wide intelligent inbound mail processing is yet another big leap forward. Capture, back up and route all mail, faxes and emails arriving at your company and place the information they contain in the right business context. Paper documents and electronic formats are handled digitally in uniform processes;

interruptions in the user experience are a thing of the past. This step is an essential piece of the digitalization puzzle for your company.

Doxis offers a whole host of other solutions for your company all based on one platform. Add components on demand – for all departments and locations – and grow them dynamically with rising user numbers and document volumes. Your company will be ideally prepared to handle any challenges that come its way.



Doxis's value added for your entire enterprise

Electronic files

For purchasing, sales, accounting, production & development, management, legal and many others

Invoices & mail

Automated processing

Contract management

Across all departments

Digital processes

Across all locations & departments

Virtual project rooms

For internal & external users

Company-wide archive

Secure & uniform access

12 languages

Global information management



Why choose the SER group?

Our motivation

At the SER Group, we believe people can achieve great things together. With Doxis, we want to help you achieve your goals. Your information forms the basis for this. Share it with colleagues and partners to streamline collaboration and facilitate smooth-running communication. Enhance your invoice processing expertise and that of your employees across the entire company. Experience this return on information first hand, with Doxis.

go.sergroup.com/automated-invoiceprocessing

Knowledge is used to its full advantage when the maximum number of people benefit from it. That's why we want to share our experience with you: Together we will shape your digital future!

Want to learn more? Please feel free to contact us or write an email: info@sergroup.com

We are happy to advise you on the selection and implementation of your document and process management solution

As a vendor with over 35 years of experience in consulting and implementation, we offer the know-how and software suited to your company and its challenges.

Contact us.

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