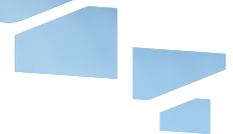# INVOICE
PROCESSING

⬦ Faster, more transparent and cost-saving:
Digitally capture, check and clear incoming invoices

**MANAGED
CONTENT SERVICES**

INSTANT INVOICE PROCESSING:
ALL-ROUND DIGITAL EFFICIENCY

Your company is receiving in any quantity purchase invoices on a daily basis. From their forwarding to the responsible departments to their approval and payment, this involves a time-intensive and frequently error prone process. From now you can on rely on an optimal solution for this task – by switching to Konica Minolta's digital invoice management.

Structured capturing for enhanced transparency

By digitally capturing all incoming invoices, you ensure that all purchase invoices are correctly mapped in the system. For the digitisation of paper originals, you can conveniently use your existing document scanners and multifunctional printers.

Intelligent readout and automatic distribution

Text recognition and intelligent algorithms ensure that all relevant invoice details (i.e. consignment, date, invoice number, etc.) are correctly read out and captured in the system. Forwarding to the responsible department or employee is automatic and instantaneous – same as the alignment of the information with the ERP system and the accounting department.

Faster approval workflows

A fast and correct billing run is ensured with specific rules defined in the system for the checking and approval of invoices. Users benefit from the clearly structured user interface that makes invoice processing simple and straightforward. Sub-verifications as well as adding comments to bills and receipts are also possible. All of this makes assignment stamps, original signatures and inter-office mail bags a thing of the past.

Transparent, traceable, revision-safe

Clearance procedures are seamlessly recorded so that every step in the invoice handling process is traceable. The status of each invoice can be called up with a single click, saving an enormous amount of time when searching for particular documents. All of this more than fulfils all requirements of auditing acceptability and compliance.

Cost benefits from speedy processing

Not just your employees benefit from the time saved with digital processing but also your budget: Pay invoices within the cash discount deadline and make sure to use this cost advantage regularly. Thanks to automatic reminders the internal invoice approval process is never delayed, which protects you against default interest payments or other charges arising from late payments.

Your benefits at a glance

- Structured digital capturing of all incoming invoices
- Faster invoice approval with electronic processes
- Safe and transparent thanks to access control, documented approval processes and revision-safe archiving
- Regular cost-savings with the deduction of cash discounts
- Perfect integration into existing ERP systems