

## Electronic Invoice Approval

Finance & Accounting

*The approval of purchase order related and non-purchase order invoices has traditionally involved a protracted paper chase in many organisations. This can lead to many issues, including loss of visibility in the process and mislaid documents, for example. In turn, this can have an impact on responses to supplier enquiries and on prompt payment targets.*

### Integrated Business Solutions

The Integra Invoice Approval System (IAS) has been introduced as a new sub-module to allow the electronic approval of invoices.

The business process enhancements will enable users to save time and money, as well as allowing organisations to improve prompt payment statistics.

### Operation

The system allows invoices to be registered in Integra as normal, and the user then decides if the invoice needs to be approved.

Using IAS in conjunction with either the Integra Attachment Manager (IAM) or a third-party corporate document management system, organisations can streamline the invoice approval process.

If the invoice requires approval, an email can be sent automatically to the approving officer.

Here the user can electronically approve, reject or hold the invoice and insert comments without needing to log into Integra.

Where an imaging solution exists, the approver also has the option to view the scanned image of the invoice from within the email system and assign relevant general ledger codes if this has not been completed at registration stage.

Summary Results			
Type	Value	Status	Date
Supplier Invoice	215.5	OK	01/01/2010
Supplier Invoice (VAT)	415.5	OK	01/01/2010
Supplier Invoice	201.5	OK	01/01/2010
Supplier Invoice (VAT)	401.5	OK	01/01/2010
Supplier Invoice	481.5	OK	01/01/2010
Supplier Invoice (VAT)	981.5	OK	01/01/2010
<b>Total</b>	<b>314.5</b>		

  

GL Code			
Code	Description	Value	Percentage
100000	Bank of Ireland	100.00	31.8%
100001	Bank of Ireland	100.00	31.8%
100002	Bank of Ireland	100.00	31.8%
100003	Bank of Ireland	100.00	31.8%
100004	Bank of Ireland	100.00	31.8%
100005	Bank of Ireland	100.00	31.8%
<b>Total</b>	<b>314.5</b>		

Upon approval, the invoice will be automatically passed for payment.

The solution includes full reminder processing, where the user is reminded that they have not processed the transaction.

The system will also incorporate escalation routines in the event that the transaction is not approved within the required timescale.

Some of the features of IAS include:

- Ability to enter and validate nominal ledger codes online;
- Ability to interact with email;
- Automatic reminder processing;
- Automatic escalation;
- No physical invoices issued for approval;
- Ability to reject and hold transactions;
- Links to document management software;
- Full audit trail;
- Handles both purchase order and non purchase order transactions.

### Features

- Automatic escalation
- Easy to use
- Flexible
- Full audit trail
- Links to document management software

### Business Benefits

- Eliminate late payments fees and associated stock & stamp costs
- Decrease costs associated with manual invoice handling and data entry
- Gain control of and visibility

