



iCompleatInvoice

SaaS invoice data extraction and approval automation platform

iCompleatInvoice is a “self-service” SaaS application that extends the functionality of your existing accounting software through a tight, real-time integration. It delivers a far more robust and compliant AP process, including improved fraud prevention, disciplined approval processes and provides Approvers and Finance teams with real time access to every invoice from the moment of capture, through to approvals and all historic information of supplier interactions, right down to every invoice. This machine-learning powered process **increases productivity between 60-90%** at an affordable cost.

Benefits



Comply with best practice & all tax regulations

With smart and digitised document management and approval tracking you can ensure full compliance with local tax regulations support (VAT / Sales Tax etc.), best AP practice process and paperless invoice processing legislation at an affordable cost.



Track invoices from receipt to approval

Track and control the exact status of every invoice transaction from the moment it is received. With full visibility of the workflow status of every invoice, you can instantly see who has it and even “nudge” them to keep the wheels turning.



Never lose or misplace an invoice again

Eliminate paper so no invoice can ever get lost or misplaced, this reduces the time wasted and dangers of duplicate invoices. All invoice queries are captured and owned by a single individual for faster resolution, enabling prompt payments of suppliers to negotiate higher credit limits and the best prices.



Gain real time visibility of your cash requirements

Real time cash requirement reports includes all invoices from the moment they are received, whether they are awaiting approval or already approved (posted to accounting software) but not yet paid, including payroll, VAT and PAYE/NI.



Speed up approval processes

Set up single, multistep and approval group workflows with automated reminders, to fully automate the approval process and enable approvals from any connected device or Compleat's free mobile app. Improve the approval process audit trail whilst achieving a simpler and faster process.



Improve supplier management

Get the best value from your suppliers by having all the relevant information immediately to hand, not locked up in the filing cabinet. Every invoice is captured as a PDF and header and line level information extracted for deeper analysis. Information is then available instantly for Finance and Management to review and control spend.



Streamline month-end accruals

Save a huge amount of time by accessing information through our real time dashboards and reports, which include month-end accruals for all invoices received, but not yet approved or that are under query, exportable to Excel with a single click.



Save money by eliminating errors

Remove all the weaknesses of paper-based approval process such as overpayments, late payments, duplicated payments and fraud. The automated invoice capture process includes invoice accuracy checks, duplicate invoice checks and bank account details validation. Every invoice follows the correct approval process prior to posting into the accounting software.

Features & capabilities

Paperless invoices

iCompleatInvoice automatically captures every invoice format including PDF, JPG or scanned, extracting header and line level information and validates VAT, bank details automatically to minimise risk of fraud.

Electronic purchase invoice workflow approvals

Create simple to sophisticated electronic approval processes that dynamically adapt based on multiple criteria, including invoice value. Speed up the approval process with full audit trail.

Exception management

Save between 60% - 80% of invoice coding and posting time by utilising our automated defaulting of department, GL codes (header and line level) and approval process, leaving only the exceptions to be managed.

Approval "push" notifications via mobile app and/or email

Simple electronic invoice approval process with automated alerting (via email / push notification to our mobile App) speeds up the approval process and will be very popular with all approvers.

Real time invoice status & cash requirements

Track the exact status of every invoice as soon as it's captured. Add notes, comments and flag invoices when they are under query for a real time view of what will require payment and when.

Embedded document management

The level of information held within iCompleatInvoice is detailed and granular, this provides the finance teams and budget holders with the most comprehensive and streamlined document management process available.

Dashboards and reporting

Comprehensive dashboards and reporting are selectively available to every user, delivering real time information to manage the processes, improve financial management and oversight and can be easily exported into Excel.

Learn more:
www.compleatsoftware.com



Start your 30-day free trial

iCompleat is designed to be 100% self-service, so you can take our solution live in as little as 30 minutes all by yourself. But if you would like us (or our growing number of accounting practices and accounting software resellers) to help take you through the implementation process, we would be delighted to do so.



COMPLEAT

About Compleat Software

Compleat Software is a leading provider of smart spend software available for businesses of all sizes. This powerful, modular software empowers businesses to eliminate paper, unite finance, procurement and budget holders and gain an accurate, real-time view of company finances and budget availability. Offering the next generation of purchasing and budget management automation at an affordable cost, this purchase to pay software delivers a single seamless, paperless process that incorporates e-invoicing, purchase invoice approval, purchase order and receipting, employee expenses, contract management with comprehensive dashboards and reporting for every user.

For further information, please visit www.compleatsoftware.com. Follow Compleat on Twitter, Facebook, and LinkedIn for the latest news & insights.

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