



# Automated Invoice Processing; simple as that!

## Our solution: Easy Invoice

Easy Systems offers workflow-solutions in the purchase to pay processes of your organisation. Easy Systems is specialized in invoice automation.

### EASY INVOICE

The traditional process for invoice processing is often complicated and offers no management tools. Mistakes are made and efficiency is low. Easy Systems is the right choice for managing your invoice process.

Our easy and user-friendly digital invoice processing application Easy Invoice provides you with the perfect solution. Easy Invoice is the invoice portal which is linked to your financial (ERP) application. With Easy Invoice you will increase your efficiency, reduce your costs and save both time and money. With this web-based solution approving and monitoring your invoices is easy.

Easy Systems has experience with a diversity

of leading financial (ERP) software systems, including MS Dynamics, SAP and Exact.

### UNIQUE SELLING POINTS

- ✓ Fully web-based;
- ✓ Limited investment costs;
- ✓ Fits the existing processes in your organisation (configurable);
- ✓ Integration with all financial- and ordersystems;
- ✓ Standard integration templates;
- ✓ Fits the existing processes in your organisation
- ✓ Supplier information central in the financial application;
- ✓ Approval on invoice or line item level;
- ✓ Invoices will never get lost again;
- ✓ Automatic process checks (reminders etc.);
- ✓ Personal digital archive;
- ✓ Automated Ordermatching of purchase orders

**SUITSUPPLY**

25.000 invoices yearly  
Exact Globe



**EULER HERMES**

40.000 invoices yearly  
SAP



10.000 invoices yearly  
Custom ERP



# Your Solution in 5 Steps



Digitalize the invoice with a MFP or a dedicated scanner.

## STEP 1: SCANNING

The paper invoices will be digitalized with Easy Recognition. The OCR application will extract the invoice data, both from paper and PDF, automatically from the invoice.



Upon data validation, invoices are circulated to budgetholders.

## STEP 2: CODING

The invoice will be coded and booked by someone from the financial/ administrative department. This step can be automated by using the available templates. Once the data is validated the invoices will be circulated through the organisation to the responsible budget holders.



Approve, return the invoice with a remark, redirect the invoice or put on hold. Every budgetholder has his own digital archive.

## STEP 3: APPROVAL

Budgetholders receive an e-mail with an URL. When they click the URL their worklist will appear in Easy Invoice. Through this web-application it's possible for the budget holder to check and approve his invoices. The budget holder can approve the invoice, return the invoice with a remark to the Accounts Payable Administration, redirect the invoice or set the invoice on hold.



Approved invoices will be transferred to the financial system.

## STEP 4: PAYABLE

After approval the invoice will be transferred to your financial (ERP) system and set out to get paid. The invoice image is visible in your financial system.



Invoices are archived and easily retrieved.

## STEP 5: ARCHIVE

Invoices are automatically archived and can be easily found within the digital archive of Easy Invoice. This saves a lot of time in physically archiving and retrieving.