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Factsheet

XFT Invoice Manager

www.xft.com/en/product/xft-invoice-manager

About XFT Invoice Manager

Automate Invoice Processing in SAP

Your team most likely has to deal with countless incoming invoices every single day. These invoices come from many different sources. Some are digital, some are printed. While some are incomplete, there are multiple versions of others. Checking, posting, and documenting everything takes considerable time and is prone to errors. But there's no other way… or is there?

XFT Invoice Manager enables you to process all incoming invoices in one place. Relevant data and documents from your SAP systems, as well as scanned and electronic invoices, all flow into a central cockpit. You work in your familiar SAP environment for all processes from data entry to posting and approval. You can post most documents automatically and collaborate efficiently across departments thanks to integration with your main accounting system.

Overview of Features

Data Input and Validation

- Flexible, open data input for a wide range of input channels: IDoc, scanner (OCR), ZUGFeRD, XRechnung, to name but a few
- Automatic validation of incoming data against data in SAP (purchase order data, vendor master data, goods receipt data, and so on)
- Automatic check for repeated invoice receipt/duplicates
- Once data transfer is complete, the following options are available:
  - Automatic posting
  - Automatic triggering of processing and approval workflows, for example, for price or quantity variances
  - Manual processing

Invoice Receipt Monitor and Workflow Processing

- Processing of FI and MM invoices (invoices with and without a purchase order reference), credit memos, payments, and so on
- Central cockpit for the invoice verifier
- Clear display of all current invoices together with a status overview
- Extensive selection options; users can define custom views and select data using variants

- Automatic monitoring of cash discount deadlines and due dates for net payment; the remaining days and status traffic lights are displayed
- Central processing interface with direct comparison between the invoice data and SAP purchase order and goods receipt data (system default). Invoice items can be generated or added from the system default via drag and drop.
  Assignment of invoice items to goods receipts for goods-receipt-based invoice verification.
- Enhancement of account assignment and tax data
- Colored (red) highlighting used to display variances and error messages
- Direct link to the original scan of the invoice
- Direct link to the related vendor data, goods receipt data, and purchase order data in SAP FI/MM
- Direct link to SAP standard posting transactions (MIRO, FB60, FB01, among others) including prefilled process data
- Display of all active approval and processing workflows for an invoice and its invoice items
- Release and cancellation of SAP invoice documents
- Linking of invoices (invoice/credit memo, down payment/final invoice)
- Note function
- Documents (for example, communication with the vendor) can be assigned to the process directly from the local mail client (Outlook) or file system via drag and drop
- Vendor communication, for example, return letters and return debit letters
  - Document creation using SAP Smart Forms or XFT Document Composer
  - Document sending with MS Outlook
- Numerous evaluation and reporting functions

Workflow and Automation

- Automated, rule-based posting of invoices with a purchase order reference (can be restricted to individual company codes/vendors in Customizing)
- Standardized MM scenarios for price and quantity variances, as well as missing goods receipt
- Standardized FI scenarios for account assignment and approval
- Automatic or manual workflow start with predefined agent determination rules:
  - Requester from the purchase order item
  - Buyer in the purchasing group
  - Person responsible for cost center, WBS, or order
  - Amount-dependent release limits
- Clarification of variances before and/or after posting (year-end closing)
- Automatic posting after workflow approval
- Individual information and approval processes (ad hoc workflows)
- Monitoring of open workflows with e-mail escalation procedures
- Mobile access to workflows with SAPUI5 or classical access with SAP GUI
- Workflow history (access to completed workflows)

Dashboard and Reporting

- Evaluation based on invoice processes, such as:
  - How many invoices can be/were posted with cash discount?
  - How many open invoices are in the system?
  - FI/MM distribution (with/without PO reference)
  - My top vendors (by number of invoices/sales)
  - How many variances (price, quantity, and so on) has a vendor caused?
  - How many processes were posted automatically (for one vendor)?
  - How many invoice processes are there for one cost center/WBS element/order?
- Evaluation based on workflows, such as:
  - How many workflows are still open?
  - Average duration of a clarification cycle?
- Dashboards in SAPUI5 and classical reporting in SAP GUI
- Simple and flexible creation of custom evaluations

Compliance and Audit Compliance

- Data and documents do not leave the SAP system
- Use of the SAP authorization concept
- Complete logging of all processing and approval steps
- Generated PDF logs are stored in the archive
- Linking of all documents related to a process with the posted document (original invoice, workflow and activity logs, manually added documents)
- Invoice release with electronic signature (optional)

System and Architecture

- Scalable: Several ERP posting systems can be connected to a central invoice receipt monitor
- Certified SAP add-on – 100% compatible with SAP ERP and S/4 HANA
- No additional infrastructure necessary
- Integrates seamlessly into the existing system landscape (SAP applications, XFT Purchase Manager, XFT Contract Manager, XFT Confirmation Manager)
- Implementation in the XFT standard system purely by configuration
- Extensive functional enhancements using existing options

Would you like to learn more about our products or see what XFT Invoice Manager can do for your business? Contact us today for a live demo!

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