

Invoice Workflow 4.0



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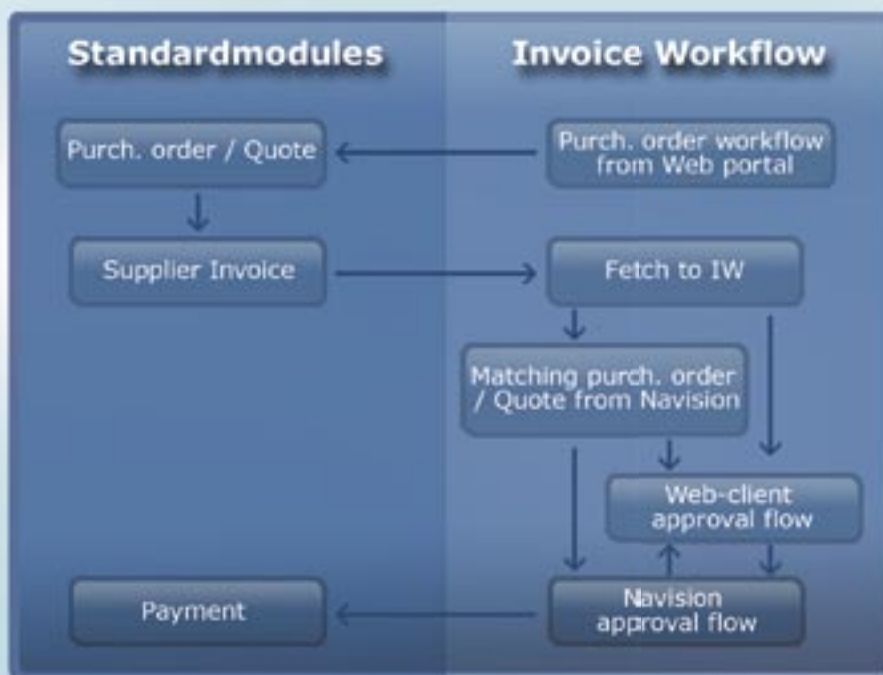
Partner

General

The Invoice Workflow solution is an add-on software to the vendor module in MBS Navision. This solution provides the optimal document flow as the purchase order process is an integral part of the system.

The Invoice Workflow solution consists of a basic module to which you can add a Web Portal and a purchase order-line matching function. The Web Portal comes in a basic, an advanced, and a web order version.

If the system is fully utilised the Invoice Workflow can be used to file purchase orders digitally, to approve and enter purchase orders as well as reconciling between purchases orders and invoices. In addition there is the possibility of approving, entering and creating invoices via the Web Client. This option allows control over the purchase orders process to rest with the individual buyer or approver – regardless of their location.



Invoice Workflow can easily be implemented. If the company already uses Navision it is simply a question of adding a new function. In addition the framework will be familiar to the experienced Navision user.

Invoice Workflow is an all-round and flexible solution. Adding the Web Portal means that you are not dependant on accessing Navision. Invoice Workflow is user friendly and you can access documents via a browser. This allows approval of purchase orders in a timely manner.

The Web Portal

The Web Portal supplements the Invoice Workflow. Users normally not given access to Navision are given access to approve and enter purchase orders. The Web Portal is accessed via an internet browser. The Web Portal can also be extended by a Web Order function which provides the option to create purchase orders directly from the Web Portal.

The Web Portal provides the ability to view the original purchase order when approving or entering. When a document has been scanned into the Invoice workflow it can be accessed directly via the Web Portal. Interaction between users approving and entering is ensured by the facility to add comments to the purchase orders. These comments can be accessed both from the Web Portal and Navision.



Web Ordering

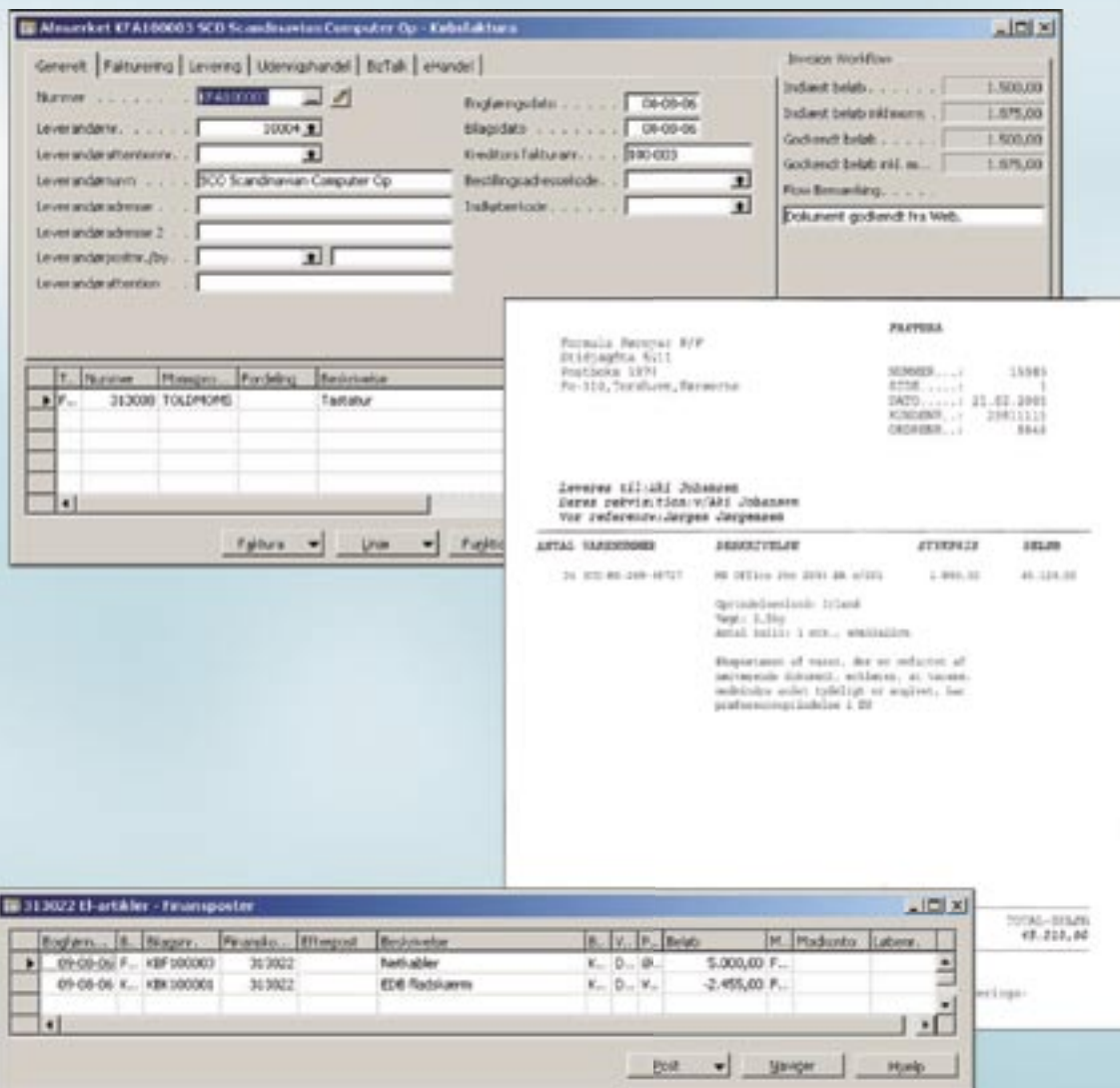
The Web Portal extended with Web Ordering still provides the possibility to create purchase orders and requisitions directly from the Web Portal.

Information on vendors and products can be accessed from Navision, and the approval procedure for Web Ordering has been integrated in the existing flow in Invoice Workflow.

Digital Archive

A key benefit from the Invoice Workflow is the possibility to access scanned purchase orders. Documents can be scanned by third-party hardware and software. The scanned information can then be downloaded into the Inbox which functions as the administration basis in Invoice Workflow.

Documents created in Navision's purchase module and electronic invoices (based on OIOXML) can also be downloaded into the Inbox in Invoice Workflow. All scanned documents are filed digitally and can be accessed from both Navision and the Web Portal.



Approval Procedure

Invoice workflow is based on a function which makes it easy to distribute responsibility for approval and entering of purchase orders. It is possible to control who is given access to the entering and approval functions from the Inbox. This responsibility can be given to users in Navision or on the Web Portal.

The concept of the approval procedure is based on allowing both individuals and groups to approve purchase orders. Compulsory approvers can also be added to invoices.

In addition a replacement function has been built in to ensure flexible approval and entering procedures. A replacement user can take over rights and responsibilities from another user for a certain period of time. This can be quite useful when users are away on sick-leave or holiday.

Inkuberte Dokumenter

Flow Status	Dokument...	Magtype	Person...	Faktura nr.	Godkendt...	Ordre nr.	Erhvervs...	Periode...
Igang	Web	Faktura		130611		106025	21-02-06	21-0
Igang	Færdig	Faktura	KFAI00003	100-003			00-00-06	09-0
Igang	Igang	Faktura	KFAI00005	100-006			00-00-06	09-0
Igang	Igang	Ordre	KOR100002	100-027		KOR100002	00-00-06	09-0
Igang	Igang	Krednota	KKN100002		100-202		00-00-06	09-0
Igang	Web	Faktura	KFAI00008	100-130			14-00-06	16-0
Igang	Web	Faktura	KFAI00009	100-011			14-00-06	16-0
Igang	Web	Ordre	KOR100011	100-004		KOR100011	00-00-06	21-0
Igang	Igang	Faktura	KFAI00006	100-006			00-00-06	09-0
Klarmeld	Færdig	Faktura		106024 510142787		106024	22-00-06	22-0

Kategori: Klar Igang Afslut Alle

Flow Status	Magtype	Nummer	Flow Type	Flow Nummer	Indført beløb...	Godkendt bel...
Klarmeld	Ordre	106024	Gruppe	BOG	12.512,20	12.512,20

Status
 Antal kaldninger: Dokument
 Antal godkendt:
 2 Godkendt

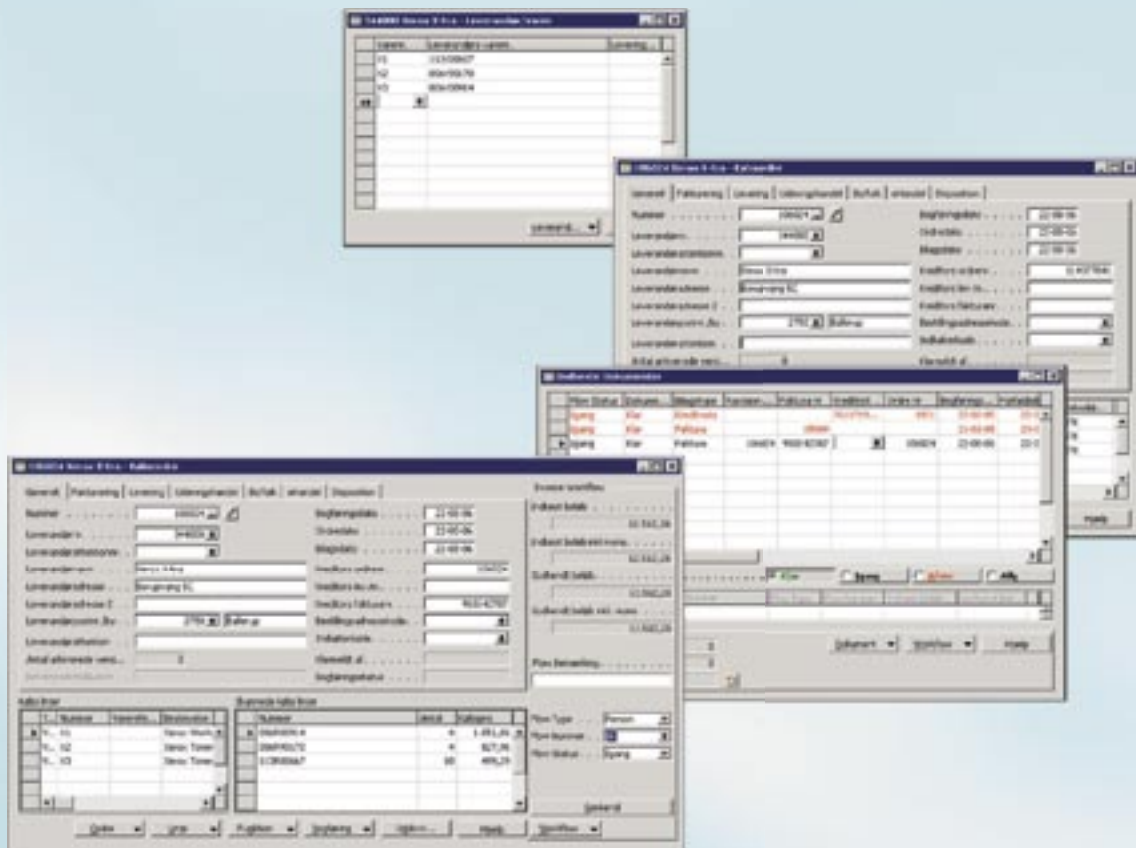


Inbox

Indikator	Flow	Godkendt	By sendt
Klarmeld af JH	Flow Status	Igang	Klarmeld
Klarmeld af JH	Dokument Status	Igang	Færdig
Klarmeld af JH	Flow Type	Person	Gruppe
Dokument - godkendt	Magtype	Ordre 106024	Ordre 106024
Klarmeld af SUPER	Dokument Status	Klar	Igang
Klarmeld af SUPER	Bekræft. Måne	12.512,20	12.512,20
Klarmeld af SUPER	Bekræft. Måne	12.512,20	12.512,20
Klarmeld af SUPER	Navision bilagene		106024
Klarmeld af SUPER	Periodestart	20-04-06	22-00-06
Klarmeld af SUPER	Erhvervsdato	20-02-06	22-00-06
Klarmeld af SUPER			

Reconciling Purchase Orders

Invoice Workflow provides the option to scan or create purchase orders in Navision and then carry out an automatic reconciliation between the purchase order and received invoice. This significantly increases efficiency in the purchase orders process.



Vendor Control and Overview

Invoice Workflow provides an overview by taking advantage of the existing relation between entries within Navision. In addition to this overview scanned documents can also be viewed in the creditor entries.

Further, pre-registration of invoices gives the possibility to see the flow from the Inbox. This provides an excellent overview for the financial controller.

E-mail based Follow-up

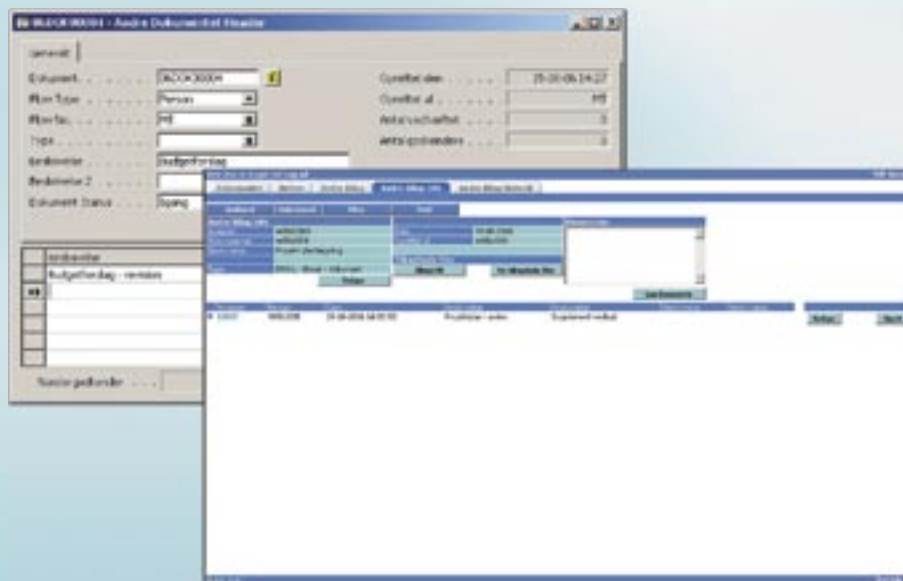
Electronic information regarding invoices and reminders can be sent to all approvers. This function helps ensure on-time payments.



Other Documents

Invoice Workflow has a function called "Other Documents". This function uses the existing flow lay-out and provides the possibility to send other invoices or documents for approval in flow.

The function has been integrated with the Web Portal so that it is now possible to send documents, such as budget and project plans, or other documentation, for approval to all approvers in Invoice Workflow.



Invoice workflow in MBS Navision – where else?

Why change work procedure?

Traditional routines are labour-intensive
Trivial work routines
Demoralising assignments
Costly administration

Invoice Workflow – advantages

More efficient invoice processing
Reduction in expenses
Improved finance management

Rationalisation – how?

Reduced processing time
Faster invoice processing
Greatly improved entering
Fewer errors – less corrections
Automatic follow-up
Cost cuts
Improved operation in accounting department
More efficient flow in the entire organisation
Trimmed finance management

Accounting Department – improvements

Time-saving in sorting and forwarding
Digital archive (no red tape)
Quick dealing with questions and enquiries
Effective error correction via log

Improvements in other departments

No sorting or forwarding
No shadow book-keeping
A comprehensive overview of your invoices (all filed digitally in one place)
Effective trouble shooting and reporting of errors
No loose ends

Finance management - improvements

Instantaneous view of the creditor mass
Effective liquidity management
Up-to-date reporting (realised/budget)
Quick termination of accounting periods
Payment on time: no default interest
Agreements on cash discounts

Return of investment

Investment returned within 1 - 2 years

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