

The windream Invoice Management

The fully automated processing of incoming invoices



windream

MANAGING DOCUMENTS

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Efficient invoice processing from capture to release

Modern, IT-supported invoice management plays a central role in the everyday life of companies - regardless of their individual size. Whereas in the past incoming invoices were received as paper documents by mail, copied, stamped and forwarded to the departments involved, today modern, software-based IT solutions take over these

processes. They enable completely digital invoice processing with precisely defined business transactions, with significantly faster throughput times and with automated, secure storage in the electronic archive. Fast retrieval is just as much a matter of course as smooth data exchange with other specialist applications.





Saving costs and time through automated processes

With our intelligent software, you automate all recurring workflows related to your incoming invoices conveniently and quickly. The result: enormous time savings and significant optimization of your business processes. Specialized tools extract

and classify the relevant contents from invoices for you and transfer this information automatically to the Business Process Management solution windream BPM for further processing.

Centrally recorded - intelligently processed

With windream Invoice Management, you can process scanned invoices which have been received on paper before, as well as information which is already available in electronic form, e.g. PDF-files from e-mail attachments. In doing so, windream Invoice Management extracts invoice data like amounts, invoice numbers, invoicing parties etc. - even item data from the invoice document - and uses this information for indexing. Thus, invoices stored in windream or in the windream high-performance archive can be retrieved immediately without any loss of time.

By means of a plausibility check, it is determined whether the displayed information like invoice amounts, article descrip-

tions, quantity details etc. are correct. This is followed by a check by the employees of the departments involved. A responsible employee then finally approves the invoice.

In this context, the verification process can be handled dynamically, because approval is not only possible by the accounting or purchasing departments, but can also be defined individually. An automatic check of the invoice data against an ERP or merchandise management system is also optionally possible, provided that invoices with a purchase order reference are processed. In this case, you simply link an invoice to a previous order transaction.

Flexible and adaptable

Within the current process, you can select a responsible agent. Moreover, the individual steps of the workflow are not to be interpreted as a static concept, but can also be run through flexibly. This means, for example, that the further course of the workflow can depend on certain factors, such as a maximum invoice amount. If a defined maximum amount is exceeded, management can be involved in the approval process if necessary.

In this context, flexibility means that a workflow can be individually designed and adapted with the business process management system windream BPM in such a way that it exactly fulfills the internal requirements and wishes of a company.

Every process is reproducible without gaps

After final approval, the system automatically creates a complete history of the entire process in the form of a PDF/A file. It is directly linked to the respective invoice to which the history refers. This means that even at a later date, you can determine exactly which processor decided what and when. The process is thus logged seamlessly and can be reproduced at any time.



Data export for third-party applications

Via software interfaces, you can also transfer the data generated during the processing to other third-party applications, for example to an SAP system or to the Diamant

financial accounting software. Or you can simply export the data as CSV or XML files to make it available to other applications in this form.

Compliant in every sense of the law

Last but not least, the windream Invoice Management naturally also fulfills the requirements of the GoBD and § 14 of the

German Value Added Tax Act (UStG) regarding the issuing of invoices.

The advantages of windream Invoice Management at a glance

- ✓ Fully automated invoice processing with an extremely high degree of automation
- ✓ Enormous cost savings through increased efficiency, significantly shorter throughput times thanks to fully digital invoice processing
- ✓ Quick return on investment
- ✓ Complete transparency of the processes for the user
- ✓ Fast adaptation to individual requirements
- ✓ Complete documentation of all processes
- ✓ Fast search e.g. for supplier and invoice data
- ✓ Uncomplicated implementation
- ✓ Conforms to § 14 of the Value Added Tax Act (UStG)


Rely on the Technological Market Leader

If you plan to invest in an innovative, efficient and easy to handle ECM-system, or if you need further information on how to optimize your business processes concretely, we should get to know each other.

In the market sector of ECM-software suppliers, windream GmbH is the technologically leading manufacturer. With the windream ECM-system based on the patented Virtual File System technology (VFS), we have created an unrivaled tool for administering your complete company knowledge. Our software is easy to handle, effective, and future-proof. We have 20 years experience in successful software solutions development for enterprises of any size. Medium-sized companies and multinational corporations as well rely on our top quality products and on our technological know-how.

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