A COMPLETE PORTFOLIO OF SOLUTIONS

Intelligent Data Capture

Intelligent Robotic Process Automation

Business Process Automation
i.e. AP, P2P Cloud platform

Document Management

Workflow Management

Helpdesk Management

Business Intelligence & Reporting

Roy Soper
Solution Consultant

KONICA MINOLTA

INTELLIGENT INVOICE PROCESSING PLATFORM

RETHINKING ACCOUNTS PAYABLE AUTOMATION

Giving Shape to Ideas

KONICA MINOLTA

AUTOMATING YOUR INVOICE PROCESSING

84%

Average time spent by processing professionals on transaction tasks

50%

Organisations having yet to adopt any automated Account Payable systems

Giving Shape to Ideas

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AUTOMATING YOUR INVOICE PROCESSING

5-8
days

The average length it takes to process an invoice according to AIIM

59%

Invoices ending up as a paper copy mostly printed prior to manual processing

Giving Shape to Ideas

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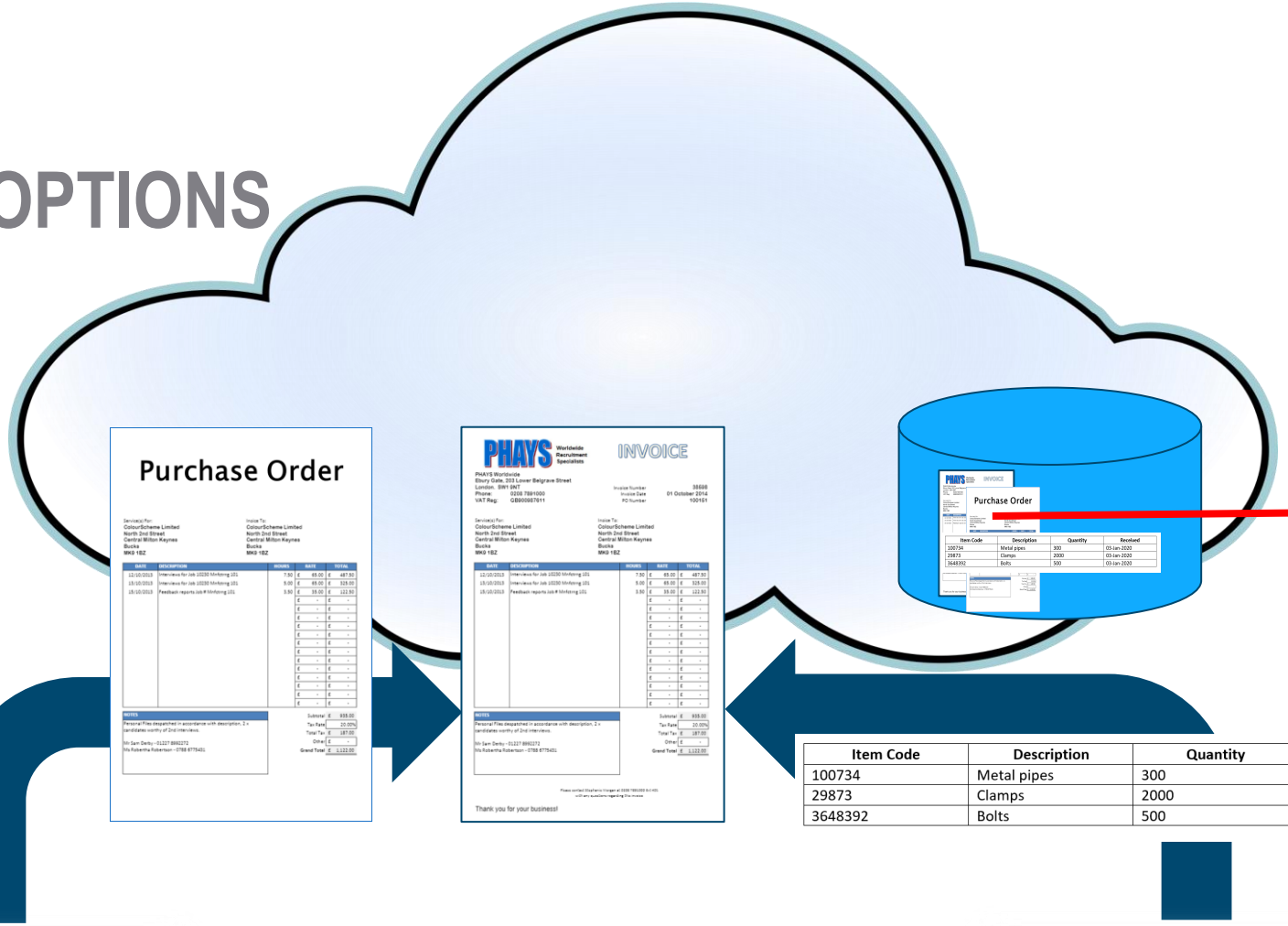
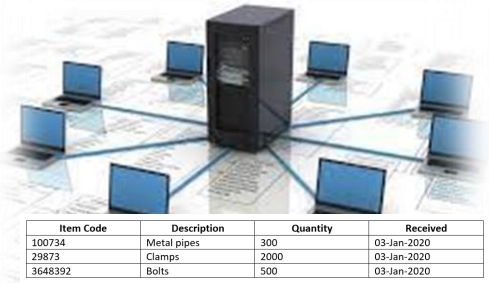
OUR INVOICE PROCESSING STEPS

Giving Shape to Ideas

PLATFORM OPTIONS

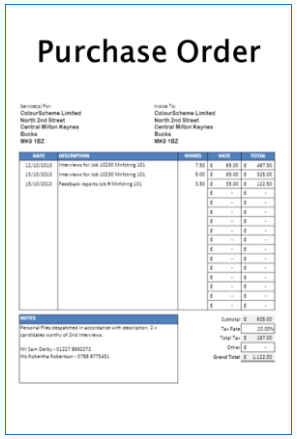


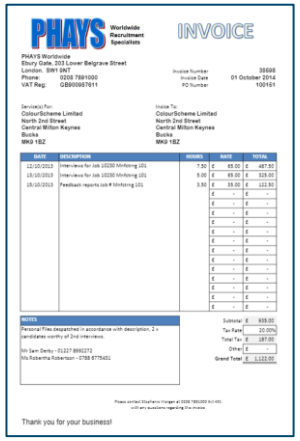
Item Code	Description	Quantity	Received
100734	Metal pipes	300	03-Jan-2020
29873	Clamps	2000	03-Jan-2020
3648392	Bolts	500	03-Jan-2020



Item Code	Description	Quantity	Received
100734	Metal pipes	300	03-Jan-2020
29873	Clamps	2000	03-Jan-2020
3648392	Bolts	500	03-Jan-2020

Match & data entry


Purchase Order


PHAYS Worldwide Recruitment Specialists

INVOICE

Thank you for your business!

Item Code	Description	Quantity	Received
100734	Metal pipes	300	03-Jan-2020
29873	Clamps	2000	03-Jan-2020
3648392	Bolts	500	03-Jan-2020

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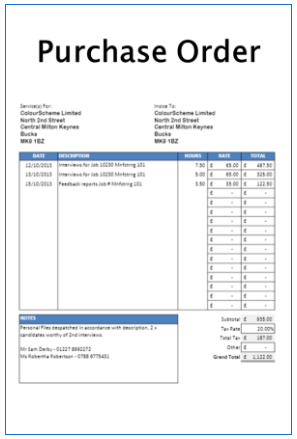
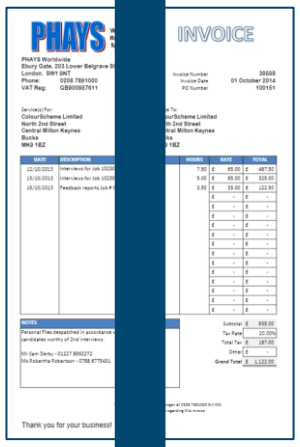
100%


Purchase Order


PHAYS

INVOICE

Item Code	Description	Quantity	Received
100734	Metal pipes	300	03-Jan-2020
29873	Clamps	2000	03-Jan-2020
3648392	Bolts	500	03-Jan-2020

Exceptions

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INVOICE

Invoice: 8457
02 Sep 2014

American Car Parts (UK) Ltd
79 Holmethorpe Avenue
Redhill
Surrey RH1 2NL

Tel: 01737 780 877 Fax: 01737 780 899
Vat Reg: GB788654113

INVOICE TO:
ColourScheme Limited
North 2nd Street, Central Milton Keynes.
MK9 1BZ

SHIP TO:
ColourScheme Limited
North 2nd Street, Central Milton Keynes.
MK9 1BZ

Early Payment Discount of 5% applies if paid within 10 days

Sales Rep.	P.O. Number	Ship Date	Delivery Note	Currency	Terms
Paul Smith	159458	02 Sep 2014	1231548	GBP	30 days

Quantity	Description	Product Code	Unit Price	Total
2	TW UG Pack TGP	89-399-761V12V	£ 10.95	£ 21.90
1	Exhaust system SS Rear twin pipe section	AC-1000988	£ 36.00	£ 36.00
			Net Total	£ 57.90
	VAT @ 20.00%		VAT Total	£ 11.58
			Gross Total	£ 69.48

Supplier Invoice

Invoice Number: 8457
Invoice Date: 02/09/2014
Division: British Division
Supplier Address: 79 Holmethorpe Avenue, Redhill, Surrey, RH1 2NL
Case Number: 275933
Invoice Type: Debit Invoice
Supplier: American Car Parts (acp000

Line Items — # PO Number | Ledger Code | £ Tax Code | Only Errors | + Add

PO Number	Description	Item Code	Unit Price	Quantity	Net Total	Tax Rate	Tax Total	Po Line No	Received Note Lines	Ledger Coding	Tax Coding
P00000040	TW UG Pack TGP	89-399-761V12V	10.95	2	21.90	20	4.38	1	R00000034-1	SAL, STOCK	UK, STANDARD-2
P00000040	Exhaust system SS Rear twin pipe section	AC-1000988	36.00	1	36.00	20	7.20	2	R00000034-2	SAL, STOCK	UK, STANDARD-2

Currency: British Pound
Calculated Net Total: 57.90
Invoice Net Total: 57.90
Status: Authorised
Capture Supplier:
Invoice Tax Total: 11.58
Received Date:
Posting Date:
Invoice Gross Total: 69.48
Base Net Total: 57.90000
Base Tax Total: 11.58000
Base Gross Total: 69.48000
Approval Txs:
Approval Index:
Invoice Mode: full
Invoice Hash:

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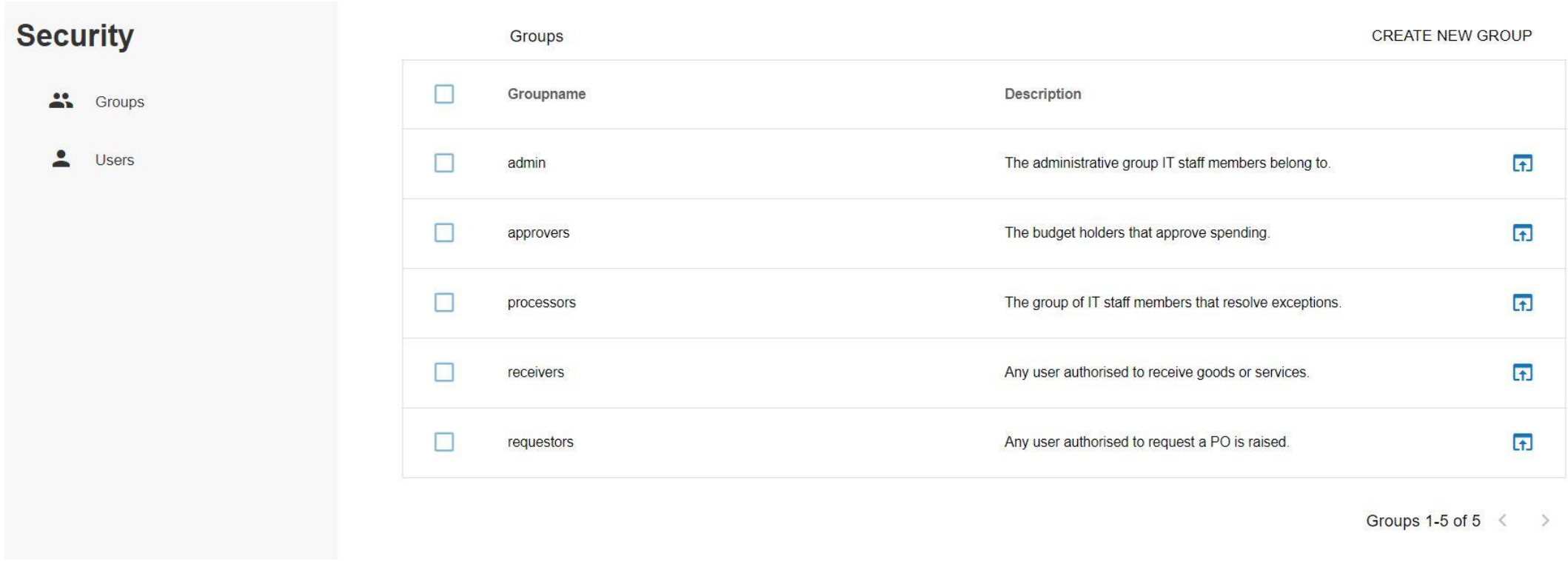
WHAT DOES THE PLATFORM ACTUALLY LOOK LIKE?

Giving Shape to Ideas

SETTING UP USER ACCESS AND SECURITY



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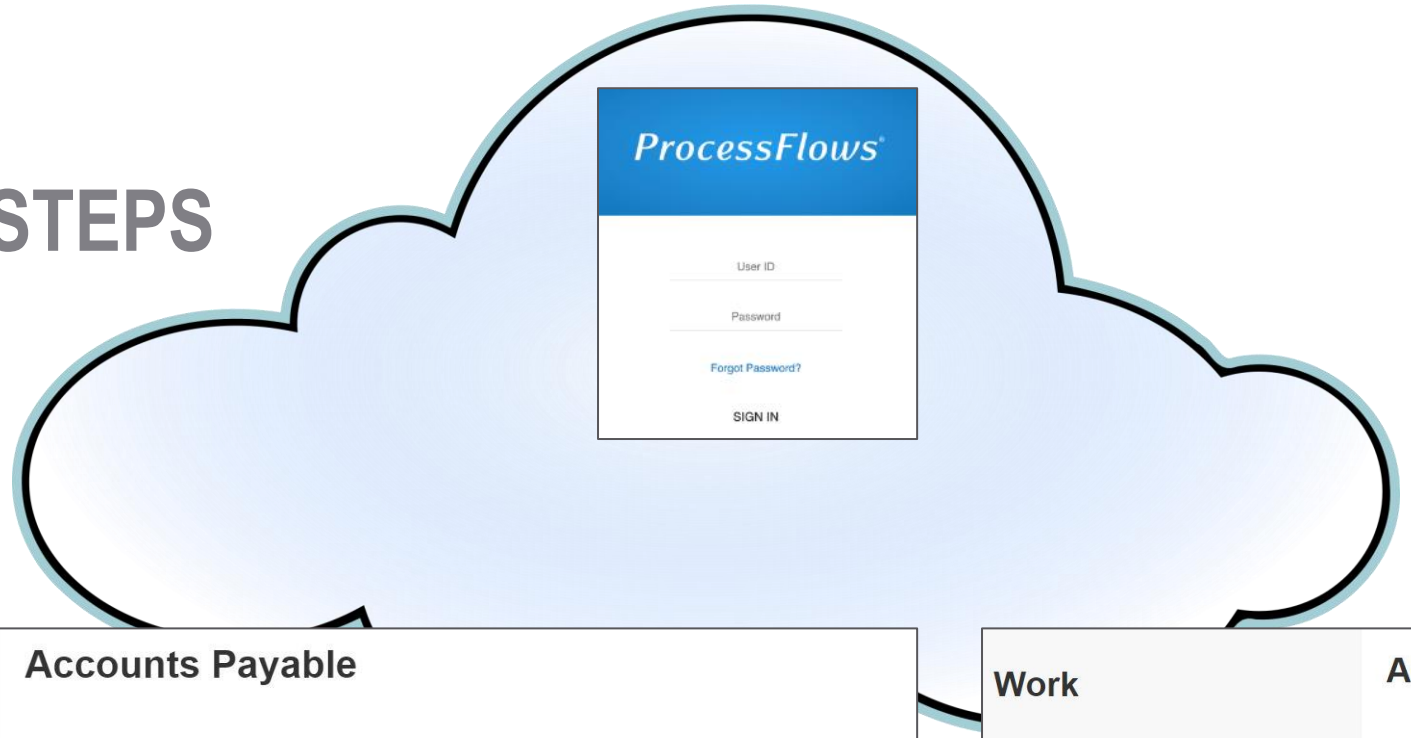
PLATFORM STEPS



Work

- My Queue
- Invoices Assigned To Me
- All Invoices
- Invoices Needing Attention
- Invoices Parked
- Invoices Disputed
- POs Assigned To Me
- POs All

Accounts Payable

0 Invoices Received Today	0 Invoices In Capture	2 Invoices Needing Attention
1 Parked Invoices	0 Disputed Invoices	0 POs Awaiting Approval

Work

- My Queue
- Invoices Assigned To Me
- POs Assigned To Me
- RNs Assigned To Me

Accounts Payable

0 POs Awaiting Approval	0 Invoices Awaiting Approval

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INVOICE APPROVAL CONTROL

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Invalid Invoice

This invoice has errors which either need to be resolved or the invoice rejected.

Available Actions:

- Revalidate
- Park
- Dispute
- Seek Approval
- Reject
- Close

INVOICE

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02 Sep 2014

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	VAT @ 20.00%		VAT Total	£ 11.58
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This invoice has errors which either need to be resolved or the invoice rejected.

Available Actions:

- Revalidate
- Park
- Dispute
- Seek Approval
- Reject
- Close

PROCESSING INVOICE | ORIGINAL INVOICE

Supplier Invoice

Invoice Number	Invoice Date	Division	Supplier Address
1000665	08/09/2016	British Division	135 - 138 Malling Street Southend-on-Sea Essex SS3 5TN

Case Number	Invoice Type	Supplier
275943	Debit Invoice	Peterson Protection Equipme

Line Items

PO Number | Ledger Code | £ Tax Code | Only Errors | + Add

PO Number	Description
	Shackle 60mm

Item Code	Unit Price	Quantity	Net Total	Tax Rate	Tax Total
10-SH-60	3.00	25	75.00	20	15.00

Po Line No	Received Note Lines	Ledger Coding	Tax Coding

- The Invoice Line Tax Total doesn't match the value calculated from the Line Net Total and Tax Rate (20.00).
- This Supplier is not authorised to Invoice without a Purchase Order.
- Ledger Coding field is empty

PO Number	Description
	Shackle 90mm

Item Code	Unit Price	Quantity	Net Total	Tax Rate	Tax Total
10-SH-90	4.00	50	200.00	20	40.00

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SETTINGS

Invoices

Initial Invoice Parking Period: 3 Days

The number of days to automatically revalidate unmatched invoices before flagging them as invalid.

Invoice Retention Period: Permanent

The period to retain invoices for after they complete processing.

Export Invoices: Disable Export

Does a fully processed invoice need to be exported to ERP?

Manual Validation: Select an Item

Decides if a manual validation will be performed before closing items

Purchase Orders

Self Approval: Disallow Self Approval

Does a user's authority extend to POs they have raised?

Supplier PDF Delivery: Requestor Only

Once a PO is authorised, who should the supplier version of the PDF be sent to?

PO Retention Period: Permanent

The period to retain Purchase Orders for after they complete processing.

Export Purchase Orders: Disable Export

Does a fully processed PO need to be exported to ERP?

Received Notes

Received Note Retention Period: Permanent

The period to retain Received Notes after they complete processing.

Export Received Notes: Disable Export

Does a fully processed Received Note need to be exported to ERP?

SAVE CHANGES

REPORTING – MONTHLY PAYMENT PERFORMANCE

Monthly Payment Performance

Monthly payment performance for three last years

Division UK

GENERATE

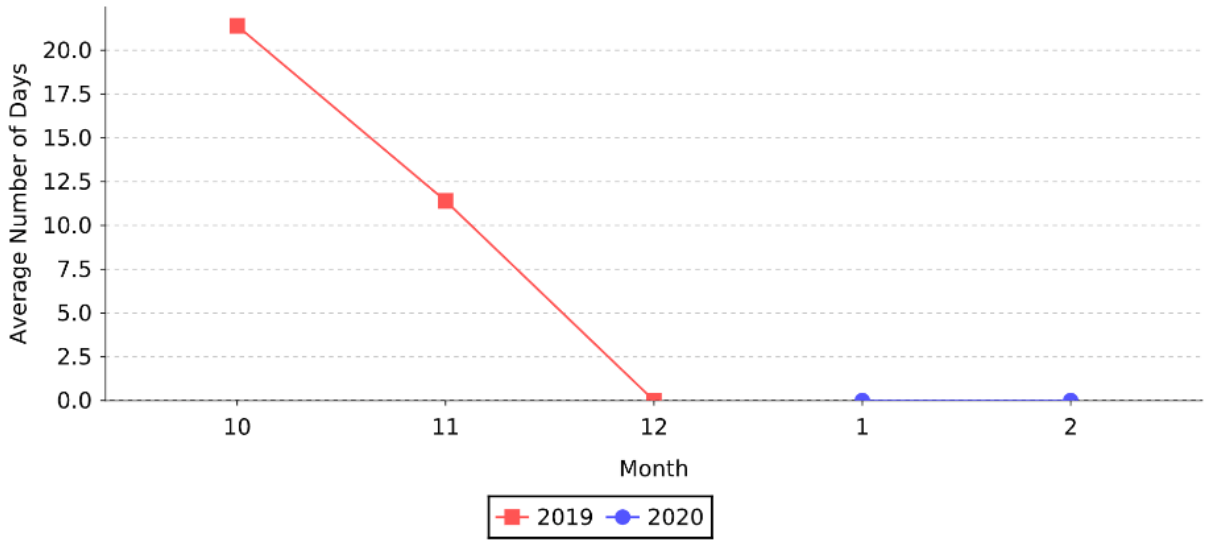
Close

Page: 1 of 2 Automatic Zoom

Monthly Payment

From: 01/01/2018

To: 31/12/2020



Page: 1

2019

Month	Number of	Average Days to	Total Net Value

REPORTING – OUTSTANDING INVOICES

Outstanding Invoices

List of outstanding invoices by division

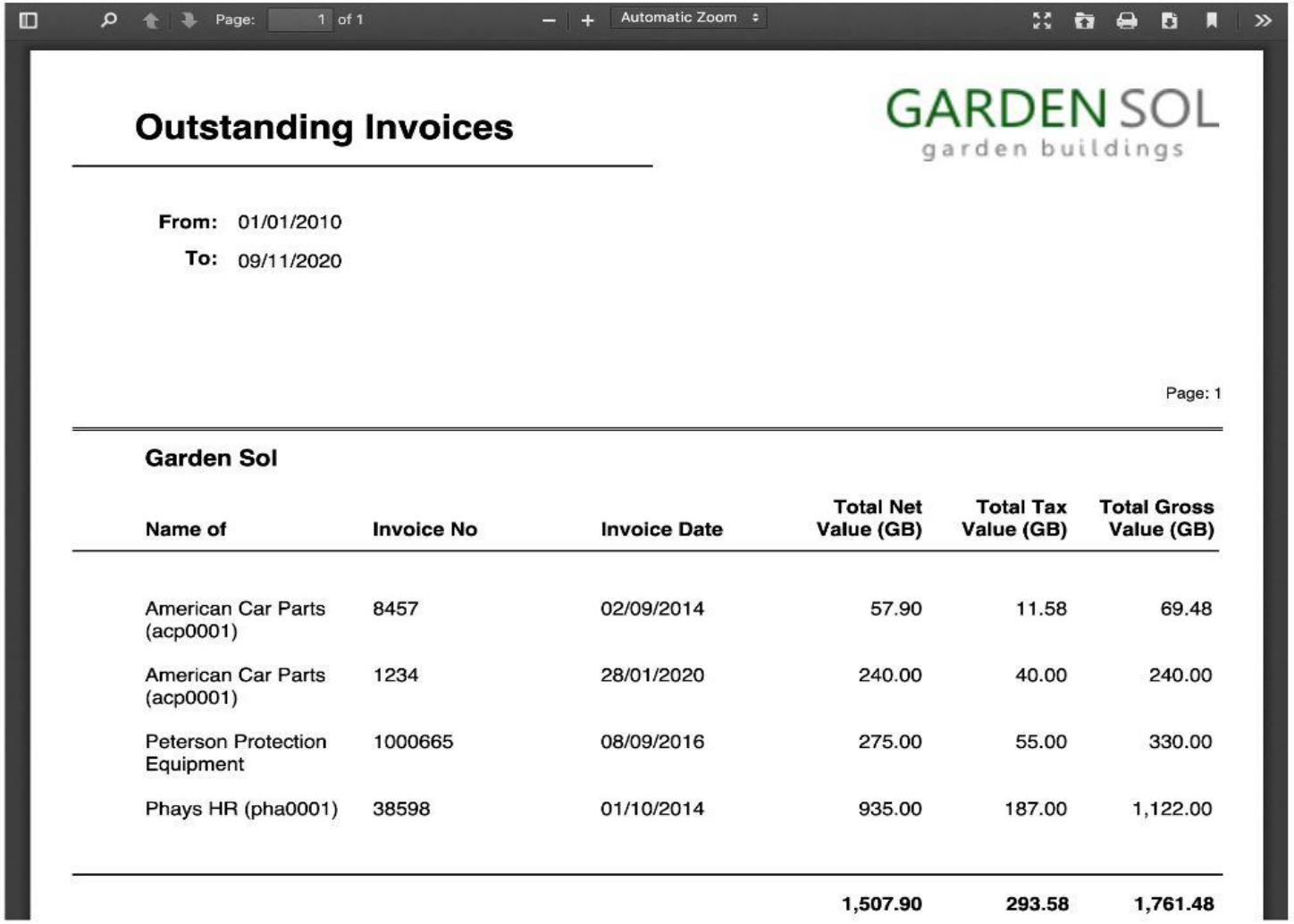
Start Date Jan 1, 2010

End Date Nov 9, 2020

Division UK

GENERATE

< Close



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INVESTIGATE CASES - FILTER

Investigate Cases

- All Invoices
- All POs
- Open POs
- All Receipts

All Receipts

All Received Notes.

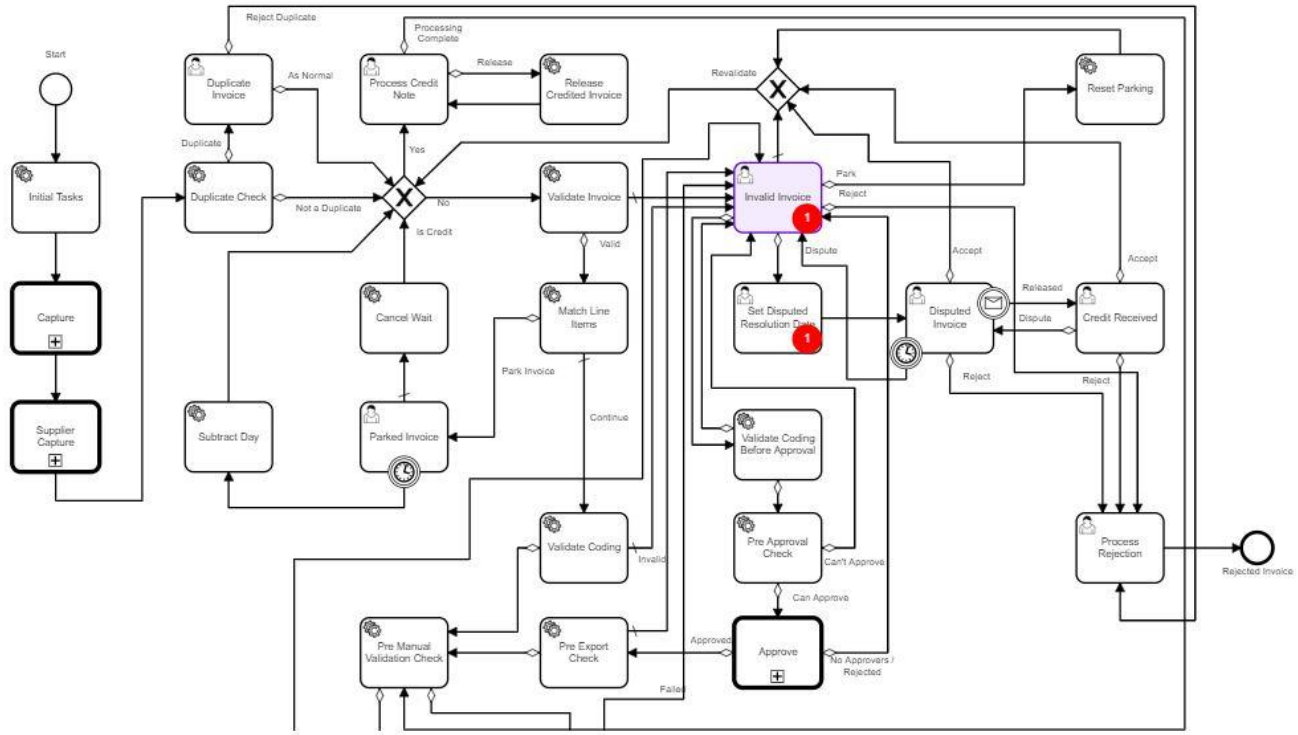
Cases FILTER

Case No.	Supplier	Received Note No	Status	Started	Completed
256235	American Car Parts	R00000030	Archived	09/01/2020	09/01/2020
108661	American Car Parts	R00000026	Archived	22/11/2019	22/11/2019
156820	American Car Parts	R00000027	Archived	08/12/2019	08/12/2019
85911	American Car Parts	R00000021	Archived	11/11/2019	11/11/2019
253008	American Car Parts	R00000028	Archived	08/01/2020	08/01/2020
106225	American Car Parts	R00000024	Archived	21/11/2019	21/11/2019
106635	American Car Parts	R00000025	Archived	21/11/2019	21/11/2019

PROCESS OVERVIEW – PURCHASE ORDERS

Overview

- Demo Reset
- Invoices
- Purchase Orders
- Received Notes



Selected Step Work Items

	ID	Task Type	Supplier	Invoice No.	Assignee	Created	Due	
☐	318043	Invalid Invoice	Phays HR (pha0001)	38598		28/01/2020	28/01/2020	

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RECORDS ENTERING

Records

- Approvers
- Currencies
- Delivery Sites
- Divisions
- Items
- Ledger Coding Fields
- Ledger Coding Values
- Suppliers
- Tax Coding Fields
- Tax Rates
- Tax Coding Values

Ledger Coding Values

The values available to use in the ledger analysis fields.

Records CREATE FILTER

Division	Field	Value	Name
UK	cost-centre	capex	Capital Expenditure
UK	cost-centre	FIN	Finance
UK	cost-centre	SAL	Sales
UK	nominal	capex-building	Building
UK	nominal	capex-software	Software
UK	nominal	STOCK	Stock

Records 1-6 of 6

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INTELLIGENT INVOICE PROCESSING PLATFORM

RETHINKING ACCOUNTS PAYABLE AUTOMATION

Giving Shape to Ideas