



xSuite Invoice

# Accounts Payable Invoice Automation

**Objective: Maximizing your touchless rate**

## Intelligent invoice processing

The digitalization and automatic processing of incoming invoices is today standard practice in the business world; only in rare cases do companies still manually forward incoming invoices for verification and approval.

This is because digital invoice workflows enable companies to streamline their work processes, reduce cycle times, increase clarity and improve measurability. But the technology can take things further still.

xSuite Invoice is at the cutting edge of business process automation. Its e-invoicing technology, facilitates consistent e-invoicing via structured formats (such as XML or EDI), as well as even closer integration with purchasing and accounting processes.

## Simplified invoice workflow

xSuite Invoice is a powerful software solution able to process all types of incoming invoices, irrespective of their format (paper, e-mail, PDF, EDI, XML, etc.) or the channel they arrive by. It also allows e-invoicing portals to be used to receive invoices.

The software is easy to customize, enabling the invoice verification process to be tailored to your company's requirements. It supports both, invoices with PO reference (MM) and without (FI), and offers native integration with the SAP PSM and SAP PSCD public sector modules. Moreover, in addition to facilitating any number of verification steps, xSuite Invoice allows users to release invoices by individual item. With it, you'll be able to accelerate your processes by an average of 50%.

## A comprehensive process

Invoice provides you with all the components necessary for effective, digital incoming invoice processing. Its AI-supported document capture function allows you to scan your invoice documents and have all invoice-relevant data automatically read. If invoices arrive in machine-readable formats, the system transfers them directly.

Invoice then subjects the transferred data to plausibility checks using ERP master and transaction data, thus guaranteeing you high data quality. Via an interface, it not only transfers the invoice images and data to the ERP system (e.g. SAP ERP or SAP S/4HANA), but also checks that they are complete. Here, it facilitates the audit-proof storage of invoices via SAP ArchiveLink or CMIS. Moreover, it automatically initiates the verification and approval process for parked or posted documents.

*"xSuite has truly transformed our AP department. Processes that would take up to several weeks in the past are now completed with just one click. We're able to manage our cash a lot more efficiently because we can now identify bottlenecks quickly and take action right away."*

*Daniel Boivin, Team Lead ERP Expertise at Boralex*

### **An user-friendly application**

Invoice processing involves a variety of people (for verification, approval, completion) from across purchasing, accounting and the respective specialist departments. To accommodate this, Invoice allows users to select the channel by which to access the system.

This, for example, means:

- Intuitive web access for the verifier, even without SAP login
- Single click release for the cost center manager via the Fiori app
- Full access to all functions, detailed evaluation options and the possibility to jump directly into SAP transactions from within the SAP GUI for AP staff

Connecting other ERP systems to xSuite Invoice is of course also possible. This is done via the web client.

### **Automated touchless posting**

It makes sense to ensure that as many invoices as possible contain a purchase order reference, since these can be processed much more quickly and easily than those without a purchase order reference. If all necessary approvals are issued during the requisitioning process, then additional approval will not be necessary during invoice processing. Where this occurs, it is possible to have all steps up to and including posting performed automatically in the background (known as touchless posting). Here, the system deploys comparison mechanisms such as three-way matching to secure the process against both errors and fraud attempts.

### **Advancement through artificial intelligence**

AI technologies (machine learning, deep learning) can take business processes to a whole new level, complementing rule-based approaches to increase automation and offer users more support in their daily work.

Examples of invoice processing steps that use AI include account assignment proposals, vendor and company code recognition, and agent determination (for approval and completion). Where invoice processing still requires document capture, AI-supported, self-learning software can be integrated.

Artificial intelligence moreover offers extensive evaluative and predictive scope. xSuite's Prediction Server enables users to create deep learning-based predictions, for example about the number of invoices expected during a certain period, and about average and total invoice amounts, including the corresponding graphics.

## Recurring invoices

Invoices relating to specific periods of time (e.g. invoices for rent or utilities payments) are processed as recurring documents in SAP. In xSuite Invoice, users can easily create, process and verify such recurring documents. These appear in the invoice receipt ledger, where they can be tracked and, if necessary, edited. xSuite Invoice logs all invoice processing transactions, allowing users to access them even after many years.

## Analyzable processes

xSuite's Invoice solution also comes with an evaluation tool that facilitates detailed analyses of invoice processing procedures. The tool offers a multitude of possibilities. You can use it to discover untapped optimization potential and to measure your own specific KPIs. You can also use it to measure performance, assess cash discount losses per vendor, perform individualized comparative data analyses (monthly, quarterly and annual), and much more besides. The system then presents the results of your analyses in clearly structured diagram form.

The screenshot displays the xSuite Invoice Monitor interface within a web browser. The main window shows the 'xSuite Interface - Satz 0000001296' with fields for 'Saldo: 0,00 EUR', 'Satzart: FI (FI Rechnungen)', and 'Buchungskreis: DE01 (xSuite Group PM)'. Below this, there are tabs for 'INFORMATION', 'KOPFDATEN', 'POSITIONSDATEN', 'ANHÄNGE', 'TEXT', and 'PROTOKOLL'. The 'KOPFDATEN' tab is active, showing 'Grunddaten' with fields for 'Prozess ID: 23667', 'Belegdatum: 07.12.2021', 'Buchungsdatum: 27.12.2021', 'Betrag: ', 'Währung: EUR', 'Steuer rechnen: ', 'Steuerbetrag: ', and 'Referenz: 012/2021'. A 'Zahlung' button is at the bottom left. On the right, a PDF receipt titled 'Rechnung (PDF): XSUITE' is displayed, showing the 'cube' logo and contact information for 'Cube GmbH'. Below the main window, a smaller window titled 'xSuite Rechnungseingangsbuch' shows a table of incoming invoices.

Skontoform	Typ	BUK	Satznr	Process ID	Anhang	Belegnr	FI-Belegnr	Name	Rolle	Werkstern-Test	Fälligkeits	Lieferant	Guahr	Status	Anhang	Betrag	Kontost	E gr	Sachb	ZahlBed	Beschri
SC	DE01	8455						Cube GmbH			09.03.2022	1000100299				795,50			0003	14 Tage	
SC	DE01	8384						Büromaschinen Meier		W Warteschritt	27.02.2022	10040				654,50			0003	14 Tage	
SC	DE01	8255																			
SC	DE01	8245						Cube GmbH			19.01.2022	1000100299				119,00			0003	14 Tage	
SC	DE01	8244						Cube GmbH			19.01.2022	1000100299				795,50			0003	14 Tage	
SC	DE01	8243														119,00					
FI	DE01	8238	23620				1700000017	Helix AG	ACAG	DE01: Zahlungsfreigabe 1700000017 von Helix AG	21.04.2020	1000100291	2021	S		119,00	K				
FI	DE01	8194	23522				19000000530	Prism Limited Germany	AVAG	DE01: Prüfung 19000000530 von Prism Limited Germany	08.12.2021	1000100318	2021	V		7.348,25	K				
FI	DE01	8193	23520				19000000529	Prism Limited Germany	AVAG	DE01: Prüfung 19000000529 von Prism Limited Germany	08.12.2021	1000100318	2021	V		7.348,25	K				
MM	DE01	8191	23510				5105605785	Prism Limited Germany	LABEL	DE01: Release document 5105605785 from Prism Limited Germany	08.12.2021	1000100318	2021			119,00					
MM	DE01	8190	23506				5105605784	Prism Limited Germany	LAVAG	DE01: Prüfung 5105605784 von Prism Limited Germany	08.12.2021	1000100318	2021			119,00					
FI	DE01	8189	23518				19000000528	Prism Limited Germany	AVAG	DE01: Prüfung 19000000528 von Prism Limited Germany	08.12.2021	1000100318	2021	V		7.348,25	K				
MM	DE01	8183	23443				5105605727	Prism Limited Germany			02.12.2021	1000100318	2021			1.109,08		001			
MM	DE01	8182	23440				5105605726	Prism Limited Germany			02.12.2021	1000100318	2021			1.109,08		001			
SC	DE01	8181						Cube GmbH			01.01.2022	1000100299				795,50			0003	14 Tage	
FI	DE01	8180	23649				19000000534	Cube GmbH	AVAG	DE01: Prüfung 19000000534 von Cube GmbH	01.01.2022	1000100299	2021	V		795,50	K		0003	14 Tage	
FI	DE01	8136	23524				19000000531	Büromaschinen Meier	AVAG	DE01: Prüfung 19000000531 von Büromaschinen Meier	24.12.2021	10040	2021	V		194,21	K		0003	14 Tage	

- 01 Validation in SAP Fiori, with the relevant values highlighted  
02 Example of an incoming invoice ledger in SAP

### Invoice portals for real e-invoicing

E-invoicing does away not only with paper, but also with error-prone methods of reading invoice data. The lower the number of paper invoices received, the lower the need for manual corrections during capture and the higher the level of invoice processing automation. One way that companies can drive up the use of e-invoicing is to set up a supplier portal able to digitally handle all communication and document exchange activities with their suppliers.

### Deployment models, supported systems, certifications

xSuite's Invoice solution is optimized for the efficient processing of invoices in SAP. The SAP-integrated solution has the latest certifications for SAP Netweaver, SAP S/4HANA and SAP S/4HANA Cloud. Via the SAP Business Technology Platform, the solution is also perfectly suited for SAP S/4HANA Cloud.

### It doesn't get more variable than this

xSuite Invoice can be connected to a wide variety of ERP systems via a web client. Moreover, users can opt to use the software as a cloud, hybrid or on-premises solution

## YOUR BENEFITS

- Receipt and processing of e-invoices
- Shorter processing times
- Optimized cash discount utilization, avoidance of reminder fees
- Improved liquidity planning
- Validation, account assignment, verification, approval: all in one client
- Incoming invoices ledger, duplicate check, escalations
- Item-related account and cost center assignment with parallel item verification

- Flexible release table for defining verification and approval rules
- Company-wide access with complete transparency
- Functionality on mobile devices
- Option to connect to any ERP system
- Web-based application

### Special SAP features

- A fully SAP-integrated and SAP-certified solution
- Procure & Pay (P2P): Connection to xSuite Procurement

### Select the package that best suits your needs

xSuite Invoice is available in 2 different versions. Which one you select will depend on your specific requirements.

If you opt for the basic “Essentials” package, you can upgrade it an any time. You can of course also extend your package by adding applications (purchasing solutions, order processing, archiving, etc.) as you need them.

Product & Functions	xSuite Invoice Essentials	xSuite Invoice Premium
Accounts Payable Automation	✓	✓
Data capturing	✓	✓
Workflows	✓	✓
Interfaces	✓	✓
Standard Reporting	✓	✓
E-Invoice	\$	✓
Prediction Server (KI)		✓
Recurring Documents		✓
Reporting API*		✓
Process Analyzer		✓

\*in preparation