

# OpusCapita Invoices

The most modern purchase invoice processing software on the market

OpusCapita Invoices is a comprehensive next-generation solution for electronic processing of purchase invoices. The easy-to-use software has been developed on the basis of best practices, enabling efficient and effortless purchase invoice processing.

All your company's purchase invoices can be processed electronically with the Invoices software, regardless of whether they were originally paper invoices or genuine electronic invoices.

## Processing of paper invoices

Paper invoices can be processed electronically after scanning. Either scan the invoices yourself, or leave it up to an external service provider, and retrieve the invoices in electronic form.

Various functions can be automated such as defining the acceptance flow, approving recurring payments, invoice posting and matching invoices with orders. The retrieval and transfer of invoices for payment, to the ledger or to the archive, can also be automated.

OpusCapita is the only operator-independent system on the market. We look after the technology and formats - you can select the most suitable and affordable operator or bank for your company.

## Efficient purchase invoice processing

The Invoices software offers the highest level of usability. Purchase invoices circulate in the software in accordance with each company's processing procedure. The main user can easily track each invoice as it moves through each phase of the process. Because the process and its status are transparent, any bottlenecks in the process can be dealt with immediately.

## Role-based invoice processing

An acceptance flow is defined for invoices indicating the persons to whom the invoices are sent for checking, approval, or just for information. The person who is defined as a checker or approver is informed of invoices that require processing by email. Users can view and process both their own invoices and the invoices of persons for whom they have been designated as substitutes.

## Order-based invoice processing

Order-based purchase invoices are matched directly with the purchase orders, if necessary. They can also be matched automatically by using pre-defined rules. The matching of invoices to orders can also be implemented on the purchase order side of the system.

## Versatile reporting tool

The Invoices program conveniently provides reports at both invoice and posting levels. Invoices can be grouped according to due date or supplier. Reports can be saved as ready templates, and importing them into Excel is a breeze.

## Invoices effortlessly for payment or to the purchases ledger

Processed invoices are transferred to the purchases ledger or directly for payment. In addition to transferring invoice payment information to the purchases ledger, it is also possible to transfer the invoice postings, which are then forwarded from the ledger to bookkeeping. Finally, all invoices and attachments can be transferred to the electronic archive. The OpusCapita Archive is an integrated solution for archiving electronic invoices.

## A safe solution

OpusCapita is a safe solution for the electronic processing of invoices. As the viewing of invoices is restricted to holders of user rights, the data is available only to persons entitled to it.

## Compatible with other systems

OpusCapita is compatible with many financial administration systems. OpusCapita has comprehensive experience of integration with different financial administration and ERP systems, and of deliveries in challenging environments. Solutions can be adapted to the needs your organisation and can be scaled for even large corporate environments.

# OpusCapita

Benchmark in Cash Flow Automation

## Express For a quick start

- Especially well-suited for companies that want to take a first step towards electronic purchase invoice processing. It's a right choice also for those requiring quick and cost-effective deployment of invoice circulation.
- The version includes one connection point from where electronic invoices are retrieved.
- You can also include paper invoices in the circulation by scanning them.
- Comprises the main basic functions, such as purchase invoice circulation, inspection, acceptance and absence management.
- Interfaces for both payment and the archive are possible.
- Available both as a service (cloud) and as an on-premises delivery.

## Standard For basic needs

- Well-suited for most companies, especially those that want to post purchase invoices and increase the degree of automation in the electronic processing of invoices.
- The solution comprises the retrieval of electronic invoices from one or more connection points. The versatile automation makes it possible, for example, to execute interfaces, post purchase invoices and define the invoice acceptance flow.
- Interfaces with supplier register and chart of accounts are possible.
- Interfaces with the purchases ledger or for payment, and with bookkeeping, and with the archive are possible.
- Available both as a service (cloud) and as an on-premises delivery.

## Ultimate For demanding needs

- Especially well-suited for companies that require a high degree of automation and the most versatile features for the processing of expense- and order-based purchase invoices.
- A flexible solution for demanding environments.
- The solution comprises complete features for the electronic processing of expense invoices, as well as a matching function that allows order-based purchase invoices to be matched with orders automatically or manually. The solution also includes versatile interfaces with other systems.
- Available only as an on-premises delivery.

### Read also:

#### OpusCapita Sales Invoices

Electronic sales invoices for entities and consumers.

#### OpusCapita Archive

- electronic data storage.

#	Status	Payer	Supplier	Due date	Gross amount	Currency	Cash discount due	Cash discount	Voucher
		Alpha Ltd	1415 Abronia Ltd	27.9.2011	935,85	EUR			35
		Alpha Ltd	054939912 Accohanoc Ltd	23.9.2011	2 120,00	EUR			32
		Alpha Ltd	054939912 Accohanoc Ltd	21.9.2011	10,00	EUR			33
		Alpha Ltd	054939912 Accohanoc Ltd	21.9.2011	20,00	EUR			36
		Alpha Ltd	Ltd Accohanoc	21.9.2011	50,00	EUR			16
		Alpha Ltd	14756079 Absentee Ltd	20.9.2011	130,00	EUR			37

## Benefits

- Top-level usability makes work enjoyable - the program is easy to use and efficient.
- The user-friendly process view allows you to easily track your invoices. This will help you pay invoices on time and benefit from any cash discounts.
- Purchase invoices can be found effortlessly with a new quick search function and an invoice process that can be defined for each user company.
- Efficient checking and approval of purchase invoices due to role-based nature of the system.
- Automation reduces unnecessary work and errors.
- The solution is independent of banks and operators.
- Electric invoice processing is environmentally friendly.

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Benchmark in Cash Flow Automation

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