

OpusCapita® Sales Invoices

A comprehensive solution for processing and sending sales invoices



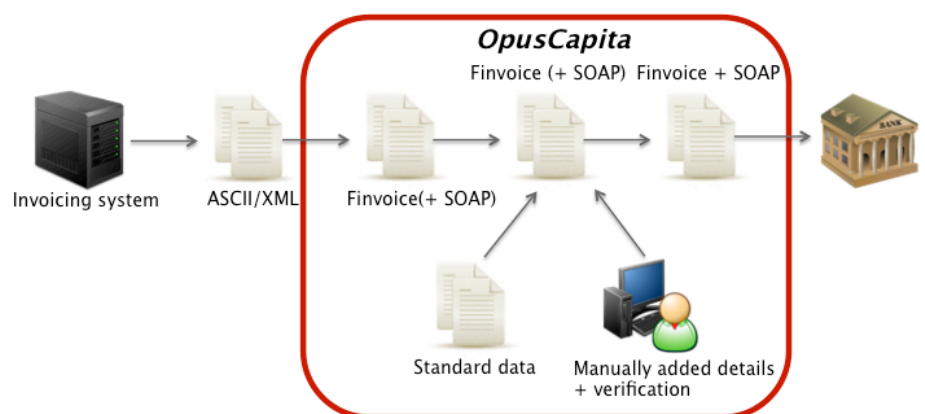
Sending electronic invoices is simple

Sending sales invoices in electronic format is easy and it can be performed at the same time as you send banking materials. In practice, the sending of electronic invoices takes place as follows: OpusCapita collects the materials formed by the invoicing programs and transmits them to electronic invoice operators. Before transmission, the electronic invoice material may need to be converted into the material formats required by the receiving banks and operators. The program transmits the electronic invoice material to a bank, operator or company internal electronic invoice operator, which will forward the invoices. From one log you can easily monitor how the transactions triggered by the sent invoices and basic electronic banking materials are progressing.

Compliant with other systems

OpusCapita's solutions are compliant with sales invoicing systems. When needed, OpusCapita also takes care of material conversions. If the invoicing system you are using is unable to produce electronic invoice

By offering electronic sales invoices you will provide better service to your customer, while improving your company's profitability and competitiveness. Invoice recipients will also benefit, because their work will become easier and quicker. When an electronic invoice is transmitted promptly, you will receive payments quicker and the whole cash management process will be more efficient.



OpusCapita®
Benchmark in Cash Flow Automation

material, you can easily produce it with a specific Sales Invoices application add-on. You are free to choose the most suitable bank or electronic invoice operator as your partner.

Electronic invoices are easily sent to consumers

With OpusCapita you can also send electronic invoices to your private customers. Your company's private customers may receive invoices as e-invoices in their online bank, if they wish. Paying invoices from an online bank is simple and secure. E-invoices also allow you to offer a functional solution to customers who currently still use direct debiting. The Finnish direct debiting system will be terminated after the introduction of SEPA. SEPA direct debiting significantly differs from the current direct debit-

ing method and several banks recommend e-invoicing as the replacement.

OpusCapita retrieves reception messages and, when necessary, also transmits the invoicer's messages, in which case your company will be informed of all the new private customers accepting electronic invoices.

Sending electronic invoices to private customers (in Finland)

1. An invoicer sends his own information (invoice message) via his own bank to the chosen banks.
2. A private customer informs his online bank that he is willing to accept electronic invoices.
3. The invoicer retrieves the customers' reception messages by using OpusCapita and updates the customer information in the invoicing system.
4. The invoicer sends the recipient's invoices in electronic format to the bank.

OpusCapita distributes electronic invoices

You can distribute outgoing sales invoices to operator- or bank-specific folders, for instance, on the basis of a certain piece of invoice data. If your company has a lot of internal invoices, you can split the sales invoice material into internal and external electronic invoices. After separating the internal invoices, only the external ones will be sent to the electronic invoice operator.

Electronic invoices are environmentally-friendly

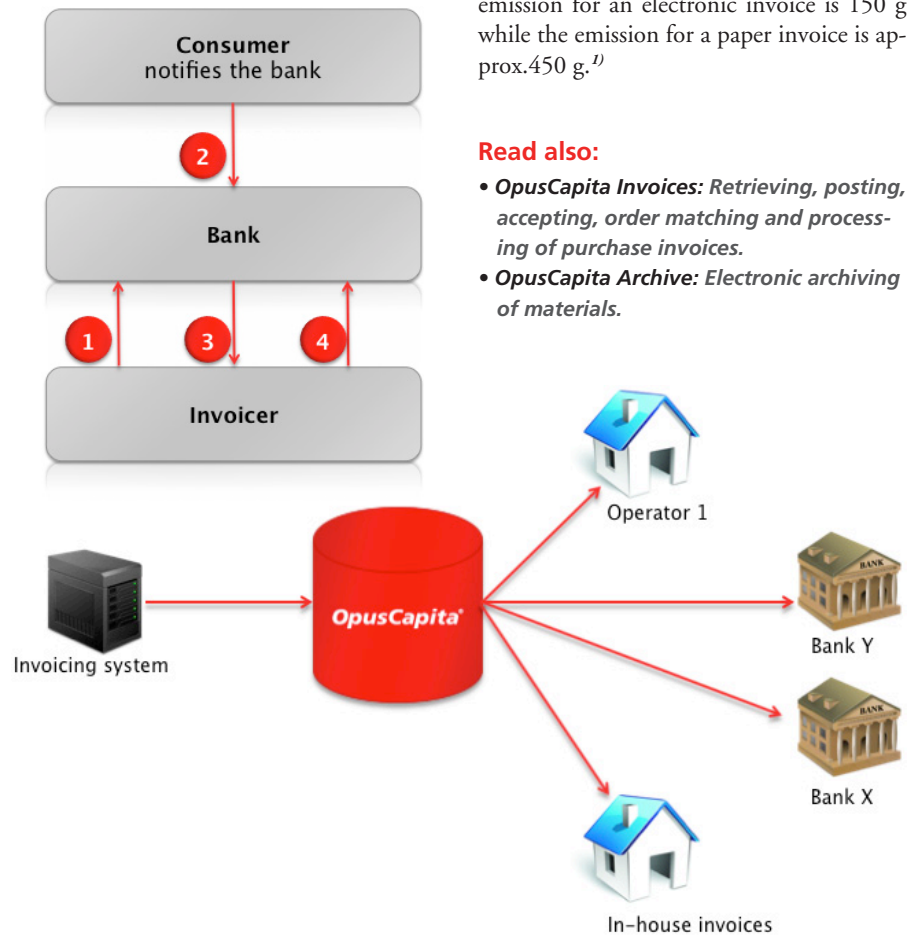
By adopting electronic invoicing you will make an environmentally-friendly decision. If we focus on the work, distribution and archiving tasks connected to the invoicing process, studies have shown that the CO2 footprint is smaller for electronic invoices than for paper invoices. The difference between electronic and paper invoices is significant, as the minimum CO2 footprint emission for an electronic invoice is 150 g while the emission for a paper invoice is approx. 450 g.¹⁾

Read also:

- **OpusCapita Invoices:** Retrieving, posting, accepting, order matching and processing of purchase invoices.
- **OpusCapita Archive:** Electronic archiving of materials.

Benefits:

- **Better service for your customers by offering genuinely electronic invoices.** Your customers will benefit from the advantages of electronic payment processing, while you will be independent of banks or operators. Compare and freely select the most suitable and inexpensive alternative.
- **Automation decreases unnecessary work and errors.** More time is saved for planning and other productive work.
- **Your customers will receive your invoices more quickly.** Incoming money will be in your company's account more rapidly.
- **Electronic archiving of sales invoices is uncomplicated.** Sales invoices can be easily stored and searched from the electronic archive.
- **You will be making a responsible environmental decision that will save invoicing costs.** The amount of paper will be reduced and transporting paper invoices will no longer lead to CO2 emissions or costs.
- **A secure choice.** You will benefit from OpusCapita's 27 years of experience in corporate electronic banking and cash management processes.



¹⁾ An electronic invoice's 150 g and a paper invoice's 450 g of carbon dioxide correspond to driving one and three kilometres in a private car. Federation of Finnish Financial Services research study: "Environmentally-friendly Electronic Invoice".