iGuana iDM Invoice Processing and Approval Solution

Processing paper invoices often presents a big challenge for companies. Registering invoices, posting them to a company's ERP system or accounting software and managing the subsequent approval process usually translates into time-consuming, predominantly manual work. As a result, companies experience unnecessary, yet substantial, losses in productivity and incur costs, such as forgoing early-payment discounts, that could otherwise be easily avoided.

Our Solution

With the iGuana iDM Invoice Processing and Approval Solution you will be able to scan all invoices directly into iGuana iDM. Your accounting staff will be able to post scanned invoices from their ERP screen and initiate an automated invoice approval process. With a press of a button you will be able to access all archived invoices through your ERP's familiar user interface and view an individual invoice's status at any point in time. This means that next time your supplier contacts you to inquire about the status of a particular invoice, you will be able to easily locate the archived invoice and see what stage of approval the invoice is at (e.g. paid, pending approval, etc.) with a few simple clicks.

iGuana iDM can help you substantially shorten your invoice processing and approval times. As processes become more transparent, liquidity planning can be significantly improved.

Invoice Scanning

Once a paper invoice is delivered, it is scanned directly into iGuana iDM by a responsible member(s) of your staff. Through integration with your ERP, the scanned invoice becomes available for viewing directly via your ERP's familiar user interface. Users review the invoice and post it to the ERP directly from their ERP screen.

Invoice Recognition and Data Extraction

iGuana iDM offers optional invoice recognition functionality based on powerful free form recognition and data extraction. Supplier name, invoice number, date, amount and other details are extracted and invoice posted to your ERP or accounting software.

Invoice Archiving

All scanned invoices are indexed and archived in iGuana iDM in a legally compliant, revision-proof format. Users can easily retrieve invoices on demand using a powerful index search function.

Invoice Approval

iGuana iDM can automate your invoice approval process in two ways: approval routing or approval workflow. Full audit trail is available to track all tasks performed by users on a particular invoice. You can also approve invoices on the go using the iGuana iDM mobile application.

iGuana

iGuana NV
Leuvensesteenweg 633 C
1930 Zaventem, Belgium
T: +32 (0)2 70 90 100
F: +32 (0)2 70 90 115

iGuana BV
Verlengde Poolseweg 16
4818 CL Breda, Netherlands
T: +31 (0)162 421 021
F: +32 (0)2 70 90 115

iGuana SA
Rue de l'Industrie 20
8399 Windhof, Luxembourg
T: +352 27 39 32 1
F: +32 (0)2 70 90 115

iGuana Ltd
Sotiri Tsangari Street 4
1095 Nicosia, Cyprus
T: +357 22 11 94 76
F: +32 (0)2 70 90 115

www.iguana-dms.com
iguana@iguana-dms.com