



4 process INVOICE



PRODUCT OVERVIEW

VALUE ADDED

FUNCTIONAL DESCRIPTION

SYSTEM MAPPING



4PROCESS | INVOICE

Disorder, as well as a lack of clarity regarding invoices to be paid, can lead to unnecessary extra work for the respective clerks, as well as to loss of cash discounts due to payment targets not being met.

The 4process | Invoice solution counteracts precisely these problems. Invoice release processes are **automated**, and the current status of invoices becomes **clearer** as they are stored **centrally or decentrally**. Invoices can be released **as quickly as possible**, as this can also be done via **smartphone**. Due to the central overview of the documents, you can get a view of the **current** status at any time.

VALUE ADDED

4PROCESS | INVOICE

A solution fully integrated with your SAP ERP system for digital invoice receipt processing.

Technical details:

- Existing master data, input help and entry screens are fully supported
- Technical installation can be done remotely by importing via transport
- Available as of SAP ERP ECC 6.0
- Completely integrated in SAP ERP
- Simple and cost-effective customer enhancements through specially developed user exit technology

+ AUTOMATION

- Automatic invoice approval processes

+ OVERVIEW

- Transparency through the 4process invoice cockpit

+ TIME SAVING

- Tools to speed up processing

+ SMARTER SOLUTION

- Reminder and approval of an invoice by e-mail

PHASES FROM INVOICE RECEIPT TO POSTING

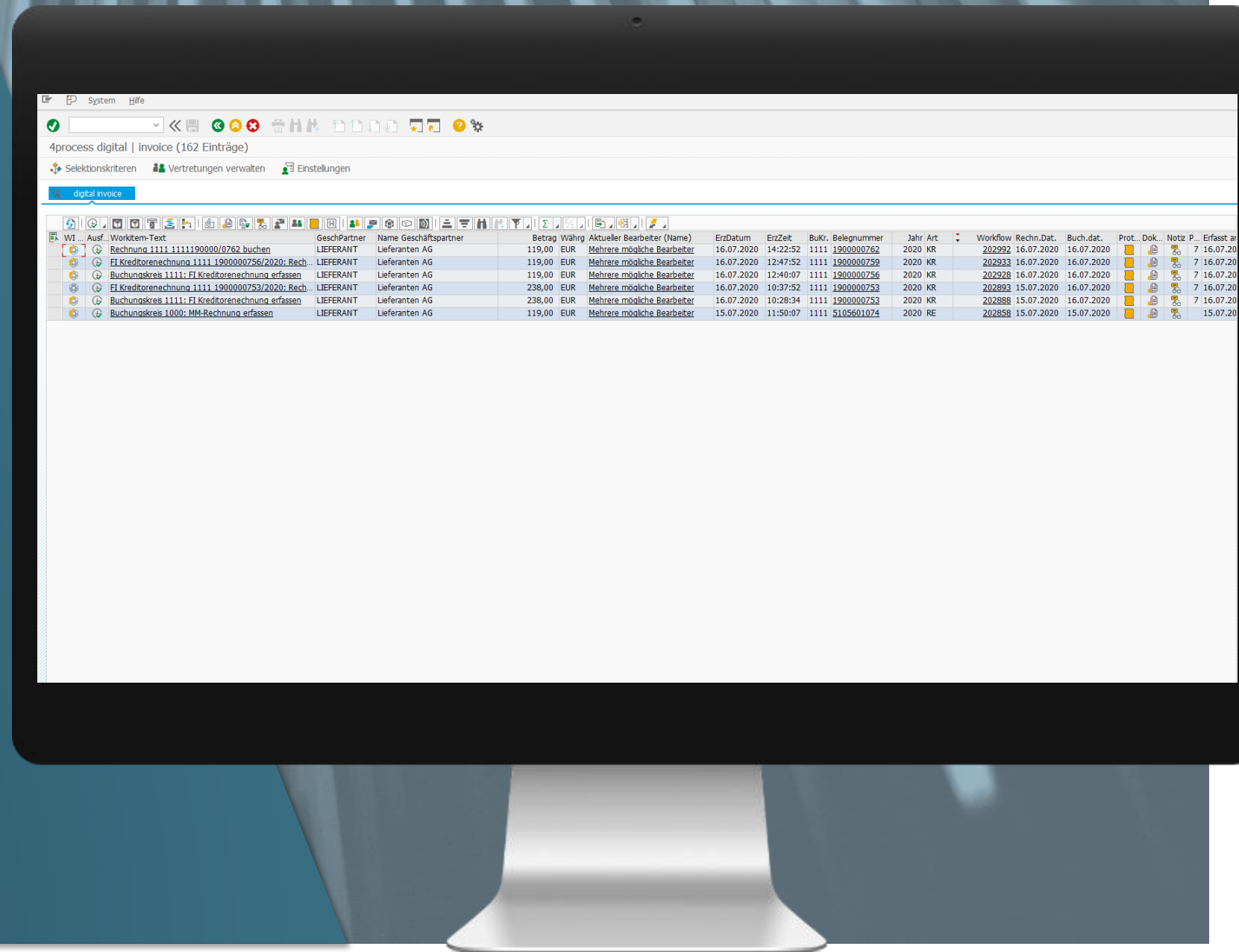
1. Upload and archive the invoice document and, if applicable, the data via e-mail, inbox, OCR, fax, eDocument or manual upload.
2. Pre-entry or verification of the transmitted data.
3. Checking and confirmation of the invoice for factual correctness and, if necessary, completion of the account assignment.
4. Individually customizable release stage after all document header/item data of an invoice.
5. Posting of the invoice in SAP standard transactions or also by a so-called "dark posting".



INVOICE COCKPIT

Your central entry point to electronic invoice processing:

- Overview of all open and closed invoices
- Real-time overview of the current processing status
- Administrative intervention on individual invoices
- Access and maintenance of substitute regulations
- Central access to notes/ logs/ agent history/ documents
- Evaluation of key figures such as discounts, due dates, etc.
- Mail dispatch from SAP



SYSTEM MAPPING

INVOICE RECEIPT

- After incoming mail, the invoices are scanned centrally or decentrally and already stored in the archive at this point.
- When they are stored in the archive, a new approval process is automatically started. After the start, the invoice data is captured.

The screenshot displays a software interface for invoice processing. The main window is titled "Buchungskreis 1111: FI Kreditorenbuchung erfassen". It contains several sections:

- Belegkopf:** Includes fields for "Grunddaten" (Zahlung, Saldo 0,00), "Kreditor" (SCHUHWERK), "Rechnungsdatum" (14.07.2020), "Betrag" (1.190,00), "Steuerbetrag" (0,00), and "Umrechnungskurs".
- Grunddaten:** Includes "Buchungskreis" (1111 Projekt AG), "Referenz" (97715519), "Belegart" (KR Kreditoren Rechnung), "Periode" (00), "Wahrung" (EUR), "Steuerkennz." (V1 Vorsteuer Inland 19%), "Nettoerfassung" (checked), and "Kostenstelle".
- Partner Information:** "Schuhwerk GmbH", "An der Wiese 12, 10115 Berlin", "info@schuhwerk.de", "USt-Id.Nr: DE209581039", "IBAN: DE8210050000000427900", "SWIFT/BIC: BELADEVXXX", "Landesbank Berlin - Berliner Sparkasse".
- Positionen:** A table with columns: Postnr, Hauptbuch, Bezeichnung Sachk., Positionsbetrag, St, Text, Kostenst., Bezeichnung, Kostenstelle, Zuordnung, FigSt., Fr., Bschl, S., KKs. One entry is visible: Postnr 1, Hauptbuch 405200, Bezeichnung Verbr. Bürobedarf, Positionsbetrag 1.000,00, St V1.
- Notiz:** A text area containing "----- Andreas Steinhöfer (ASTEINHOFER) | 14.07.2020 | 15:40:16 -----".

On the right side, there is a preview of the invoice document. The document header includes "SCHUHWERK GMBH" and "Rechnungsnummer: 97715518". The document body contains a table of items:

Pos.	Inv	Material	Bezeichnung	Menge	Einh.	Einzel Preis	Betrag €
0010	M031801	Schuh 38324 G- 41	Unsere Materialnummer: 1005138 Liefertermin bis: 12.06.2020	1	PAK	25,19	25,19
0020	M031802	Häftschuh 77424 G- 39	Unsere Materialnummer: 1005044 Liefertermin bis: 12.06.2020	1	PAK	75,36	75,36
0030	M031803	Sandale 80205 G- 39	Unsere Materialnummer: 4005462 Liefertermin bis: 12.06.2020	1	PAK	45,36	45,36

Summary values: Nettowarenwert 145,75 €, Mehrwertsteuer 19,00 %, Bruttobetrag 164,75 €. Zahlungsfrist: 14 Tage 9%, 30 Tage 2%, 90 Tage netto.

SYSTEM MAPPING

FACTUAL EXAMINATION

- The factual invoice verification can take place either in the form of a goods receipt, or a manual release plus the entry of the respective account assignment lines.

The screenshot displays the SAP S/4HANA interface for invoice verification. The main window shows the 'Sachliche Prüfung' (Factual Examination) for invoice number 1111 1900000749/2020. The 'Belegkopf' (Document Header) section includes the following data:

- Grunddaten:** Zahlung | Saldo 0,00
- Belegnummer:** 1900000749
- Kreditor:** SCHUHWERK
- Buchungskreis:** 1111 Projekt AG
- Referenz:** 97715519
- Rechnungsdatum:** 14.07.2020
- Belegart:** KR Kreditoren Rechnung
- Buchungsdatum:** 14.07.2020
- Periode:** 07
- Betrag:** 1.190,00
- Währung:** EUR
- Steuerbetrag:** 0,00
- Steuerrechnen:**
- Steuerkennz.:** V1 Vorsteuer Inland 19%
- Umrechnungskurs:**
- Nettoerfassung:**
- Kostenstelle:**

The 'Schuhwerk GmbH' details are shown on the right:

- Address: An der Wiese 12, 10115 Berlin
- Contact: info@schuhwerk.de
- USt-Id.Nr.: DE209581039
- IBAN: DE8210050000000427900
- SWIFT/BIC: BELADEXXXX
- Bank: Landesbank Berlin - Berliner Sparkasse

The 'Positionen' (Items) table is currently empty. Below it, a 'Notiz' (Note) field contains the text: 'Andreas Steinhofer (ASTEINHOFFER) | 14.07.2020 | 15:42:09'. At the bottom, the status bar shows '* Ze 2, Sp 1 - Ze 3, Sp 1' and 'Ze 1 - Ze 4 von 4 Zeilen'.

On the right, a PDF invoice from 'SCHUHWERK GMBH' is displayed. The invoice details are:

- Rechnungsnummer:** 97715518
- Rechnungsdatum:** 28 Juni 2020
- Rechnungsbetrag:** 1832,00 €
- Leistungsdatum:** 29.06.2020
- Umsatzreferenz:** Herr Flu
- Steuerreferenz:** Herr Flu
- E-Mail:** info@schuhwerk.de

The invoice includes a table of items:

Pos.	Matr.	Bezeichnung	Menge	Einh.	Einzel Preis	Betrag
0010	M001801	Schuh 8832/4 Gr. 41 Unsere Materialnummer: 1005138	1	PAK	25,19	25,19
0020	M001802	Liefertermin bis: 12.06.2020 Materialschlüssel: 40-39	1	PAK	71,26	71,26
0030	M001803	Sandale 8039/3 Gr. 39 Unsere Materialnummer: 4004462 Liefertermin bis: 13.06.2020	1	PAK	43,36	43,36

Summary values from the invoice:

- Nettowert: 15,00 €
- Mehrwertsteuer: 143,74 €
- Betrag: 158,74 €

Payment terms: 14 Tage 3%, 20 Tage 2%, 50 Tage netto.

SYSTEM MAPPING

INVOICE APPROVAL

- The invoice approvals are used to confirm the invoice amount and the entered account assignments.
- These approvals can be performed directly in SAP or by email and thus from your smartphone.

The screenshot displays the SAP invoice approval interface. The main window shows the invoice details for 'Freigabestelle 1 1111 1900000749/2020'. The 'Belegkopf' section includes fields for 'Belegnummer' (1900000749), 'Kreditor' (SCHUHWERK), 'Rechnungsdatum' (14.07.2020), 'Betrag' (1.190,00), and 'Steuerbetrag' (0,00). The 'Buchungskreis' is set to '1111 Projekt AG' with 'Referenz' 97715519. The 'Währung' is EUR and the 'Steuerkennz.' is V1 Vorsteuer Inland 19%. The 'Schuhwerk GmbH' details are shown on the right, including the address 'An der Wiese 12, 10115 Berlin' and contact information. The 'Positionen' table shows one position with a quantity of 40 and a net amount of 1.000,00. The 'Notz' field contains the text 'In Ordnung!'.

On the right, a preview of the invoice document is shown. The document header includes 'SCHUHWERK GMBH' and the invoice number '97715518'. The document body contains a table of items:

Pos.	Matr.	Bezeichnung	Menge	Einh.	Standard	Betrag
0010	M021801	Schuh 88834 Gr. 41 Unsere Materialnummer: 1002138	1	PAK	25,13	25,13
0020	M021802	Hallochuh 77528 Gr. 39 Unsere Materialnummer: 1100044	1	PAK	75,26	75,26
0030	M021803	Sandale 80519 Gr. 39 Unsere Materialnummer: 405042	1	PAK	45,36	45,36

The document also shows a summary table with columns for 'Nettowert', 'Mehrwertsteuer', and 'Bruttobetrag'. The net value is 142,75 €, the tax is 27,60 €, and the total gross amount is 170,35 €. The payment terms are '14 Tage 3%, 30 Tage 2%, 90 Tage netto'. The document footer includes contact information for Schuhwerk GmbH and a QR code.



4 process
INVOICE

bayernets
energie transport systeme

BEINBAUER
GROUP

HALLER Gruppe

HEYCO

KELLER

KRAIBURG
Gummiwerk KRAIBURG GmbH & Co. KG

ZAW
Donau-Wald



Zweckverband
Abfallwirtschaft
Donau-Wald



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