



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

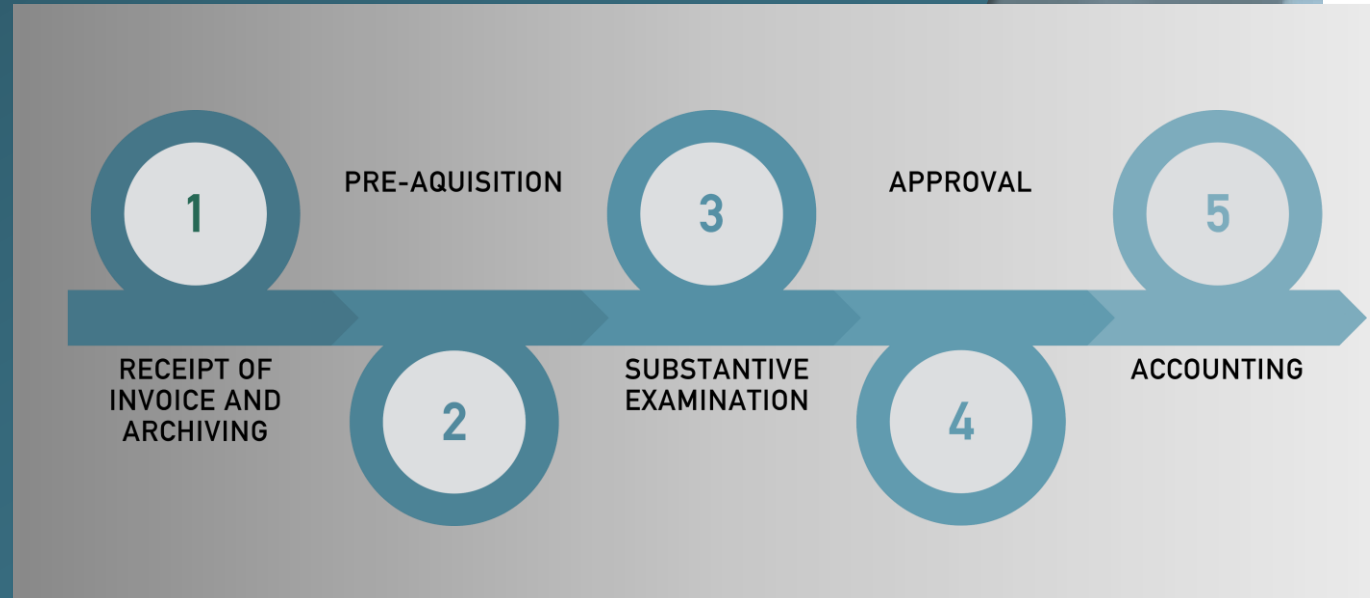
- Tools to speed up processing

+ SMARTER SOLUTION

- Reminder and approval of an invoice by e-mail

PHASES FROM INVOICE RECEIPT TO POSTING

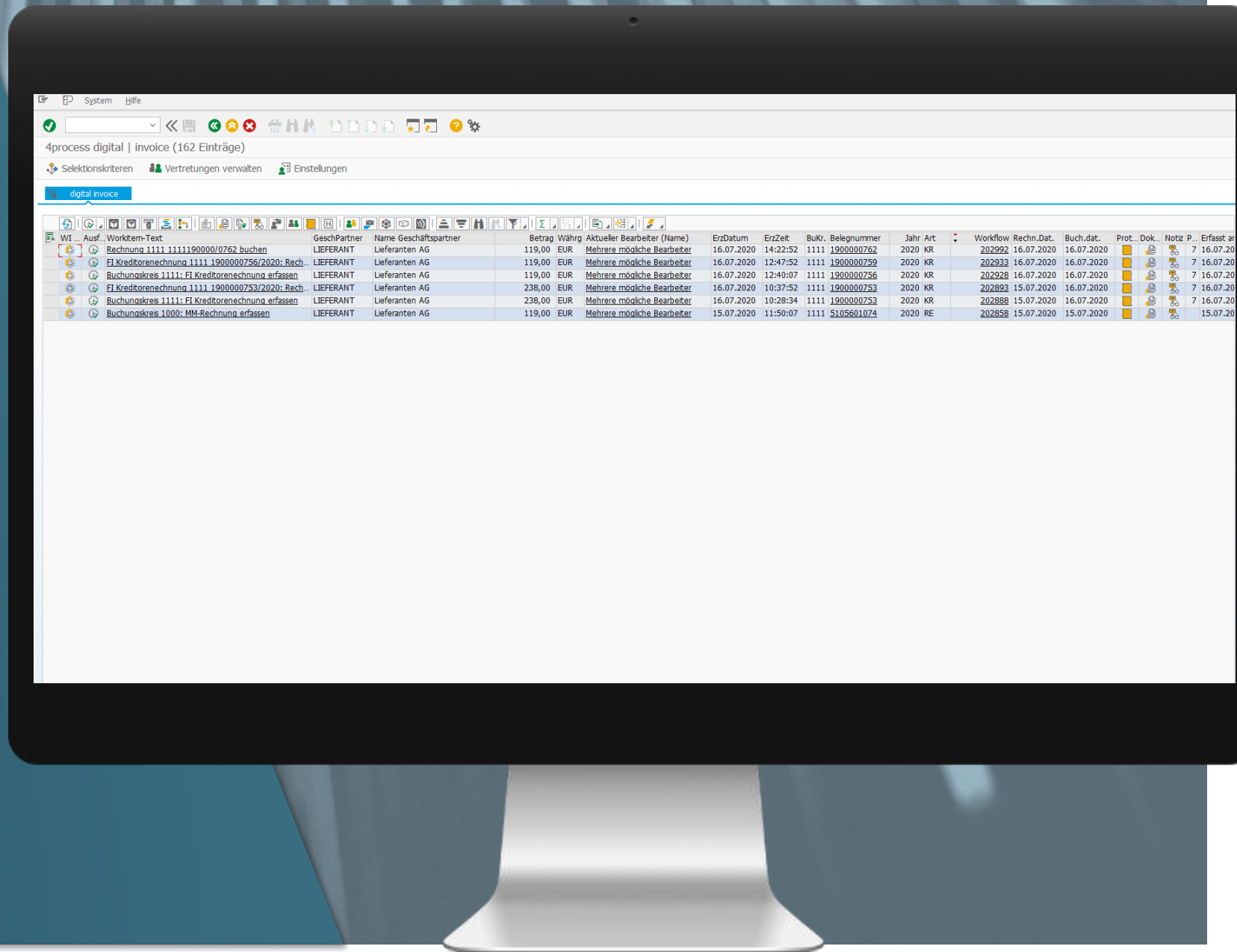
1. Upload and archive the invoice document and, if applicable, the data via e-mail, inbox, OCR, fax, eDocument or manual upload.
2. Pre-entry or verification of the transmitted data.
3. Checking and confirmation of the invoice for factual correctness and, if necessary, completion of the account assignment.
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 processing invoices. The main window is titled 'Buchungskreis 1111: FI Kreditorenbuchung erfassen'. It contains several sections:

- Grunddaten:** Includes fields for 'Zahlung' (checked), 'Saldo 0,00', 'Belegnummer', 'Kreditor' (SCHUHWERK), 'Rechnungsdatum' (14.07.2020), 'Betrag' (1.190,00), 'Steuerbetrag' (0,00), and 'Umrechnungskurs'.
- Belegart:** '1111 Projekt AG', 'Referenz' '97715519', 'Belegart' 'KR Kreditoren Rechnung', 'Periode' '00', 'Währung' 'EUR', 'Steuerkennz.' 'V1 Vorsteuer Inland 19%', 'Nettoerfassung' (checked), and 'Kostenstelle'.
- Positionen:** A table with columns: PostNr, Hauptbuch, Bezeichnung Sachk., Postionsbetrag, St, Text, Kostenst., Bezeichnung, Kostenstelle, Zuordnung, FigSt., Fr., Bschl, S., KKs. One entry is visible: PostNr 1, Hauptbuch 405200, Bezeichnung Verbr. Bürobedarf, Postionsbetrag 1.000,00, St V1.
- Notiz:** A text area containing 'Andreas Steinhöfer (ASTEINHOEFER) | 14.07.2020 | 15:40:16'.
- Right Panel:** Shows a preview of the invoice document for 'SCHUHWERK GMBH'. It includes the company logo, address, contact information, and a table of items with columns: Pos., Inv, Material, Bezeichnung, Menge, Einh., Einzel Preis, Betrag. The total amount is 145,75 €.

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.

Sachliche Prüfung 1111 1900000749/2020

Belegkopf

Grunddaten | Zahlung | Saldo 0,00

Belegnummer: 1900000749 | Buchungskreis: 1111 Projekt AG
Kreditoren: SCHUHWERK | 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 | Steuerkennz.: V1 Vorsteuer Inland 19%
Umrechnungskurs: | Nettoerfassung:
Kostenstelle: |

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

Positionen

Id	PosNr	BuKr	Upr	Position	LFnr	BS	S/	Positionsbetrag	Betrag	Hauswähr	St	Hauptbuch	Kostenstelle	Text
0000	1	1111		2	40	S		1.000,00	1.000,00	V1		405200	1000	Schuhe

Notiz

Andreas Steinhofer (ASTEINHOFFER) | 14.07.2020 | 15:42:09

* Ze 2, Sp 1 - Ze 3, Sp 1 Ze 1 - Ze 4 von 4 Zeilen

SCHUHWERK GMBH

Schuhwerk GmbH - AN DER WIESE 12 - 10115 BERLIN
4proceed AG
2146 Andreas Steinhofer
Dr.-Erich-Böckler-Strasse 3A
94036 Passau

Rechnungsnummer: 97715518
Rechnungsdatum: 28. Juni 2020
Kunden-Nr.: 188322001
Leistungsdatum: 29.06.2020
Unsere Referenz: Herr Fluß
Telefon: +49 4022 976237
E-Mail: info@schuhwerk.de

Lieferbedingungen: E/W Berlin

Pos.	Matr.	Bezeichnung	Menge	Einh.	Einzel Preis	Betrag €
0010	M001801	Schuh 8832/4 Gr. 41 Unsere Materialnummer: 1005138 Liefertermin bis: 12.08.2020	1	PAK	25,19	25,19
0020	M001802	halbschuh 7262/4 Gr. 39 Unsere Materialnummer: 1100044 Liefertermin bis: 12.08.2020	1	PAK	71,26	71,26
0030	M001803	Sandale 8032/3 Gr. 39 Unsere Materialnummer: 400442 Liefertermin bis: 12.08.2020	1	PAK	43,36	43,36

Nettowert
Mehrwertsteuer
Betrag

110,00 €
14,75 €
145,75 €

Zahlungstermin: 14 Tage 2%, 20 Tage 2%, 50 Tage netto

Wir bedanken uns für Ihre Bestellung!
Besuchen Sie unsere Angebote auf Facebook, Youtube oder unserer Website!
www.facebook.com/schuhwerk GmbH

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Bank für 1883220000000427900
IBAN: DE8210050000000427900

Verbind. Manfred Fluß, Dr. Axel Krieger
Vorstand der Adresse: Herr Axel
Dr. Axel Krieger, Dr. Axel Krieger

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), 'Buchungskreis' (1111 Projekt AG), 'Referenz' (97715519), 'Belegart' (KR Kreditoren Rechnung), 'Periode' (07), 'Währung' (EUR), and 'Steuerrechn.' (checked). The 'Positionen' table shows one position with 'Id' 1, 'PostNr' 1111, 'BuKr.' 1111, 'LfdNr.' 2, 'BS' 40, 'S' 5, 'Menge BME' 1.000,00, 'Positionsbetrag' 1.000,00, 'Betrag Hauswähr' 1.000,00, and 'St. Hauptbuch' V1 405200. 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 company logo. The invoice details are as follows:

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	71,26	71,26
0030	M021803	Sandale 80519 Gr. 39 Unsere Materialnummer: 405042	1	PAK	45,36	45,36

Summary values:
Nettowert: 142,75 €
Mehrwertsteuer: 27,69 €
Bruttobetrag: 170,44 €
Zahlungstermin: 14 Tage 24h; 30 Tage 24h; 90 Tage netto



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



Nikolaj Khablo
Diploma in Business Informatics
Manager Sales and Marketing



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