Invoice processing – at its best

PaletteInvoice
Product sheet

Key Features

→ Enhanced control

→ Full automation

→ Reduced costs

→ Simple, flexible and user friendly

→ Invoice approval by email or mobile

→ Supports multiple companies

PaletteInvoice revolutionizes the company's handling of supplier invoices with efficient and secure solutions. Internal control increases at the same rate as costs decrease.

With an automated process, the system can handle detailed matching, approval workflows, and account postings. With enhanced features, even greater efficiency can be achieved. If an invoice has an approved PO and a recorded delivery, the invoice can be approved automatically and recorded in the ERP. Only invoices with exceptions need to be manually handled. Managing invoices quickly and efficiently on the web, on a mobile device or directly through an email.

Automated invoice workflows with full control

With PaletteInvoice you will always have full visibility of the company's invoices including where they are in the workflow and what their status is. By continuously monitoring the progress of the workflow, the system ensures that invoices can't get stuck in the system, resulting in late payments.

You can search for and invite trade partners to be able to receive electronic supplier invoices, which is both simple and cost effective. Business rules can easily be set up in PaletteInvoice, automaing the entire invoice workflow – regardless if the invoice arrives as an e-invoice, scanned invoice or as an emailed PDF file.

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Based on the rules your business users define, the correct account postings will be added to the invoice, and it will be automatically transferred to the correct approval workflow. This minimizes manual user intervention – and is as simple as reviewing the invoice and a one click approval.

Palette even automatically adds workflow steps if additional approvals are needed based on authorization levels. Palette can also automatically match invoices against purchase orders generated from your ERP or created within our purchasing module. PO-matching can be based on amount or quantity. If invoices and PO's match and goods receipts are complete, these invoices can be automatically sent to your ERP system for recording. Palette's exclusive "Cascading Matching" can also match and automatically process incoming invoices against existing contracts. Contracts can also be leveraged to assist with recurring invoices such as utilities and rent.

In addition, virtually any data reference on the invoice or simply the vendor number can be used by the system to automatically post and route those invoices to appropriate workflows.

PaletteInvoice includes an extremely versatile reporting tool. Users can create and save their own favorite report for reuse. All reports support drill down to the detail level and with one click users can export the data to Excel. Our reporting module tracks data and trends that affect your AP process, e.g. bottle neck reports, invoice flow status, supplier balance, GRNI etc. Whether you want to drill down to view a single invoice or determine who is holding up your process, our reporting tool does it all.

User-friendly and accessible

PaletteInvoice has been developed with the end user in mind. It has a very friendly interface incorporating all the tools needed for your users to quickly and easily perform any tasks required to process invoices. Controls are available so that your specific business rules are followed. Invoices can be sent to users for investigation and credit memos can be easily be processed.

The system also checks against approval rules so that no incorrect approvals are permitted. The users in PaletteInvoice are linked to different roles. The roles are then assigned permissions which determine the experience of the user who is assigned to the role. Depending on the role's permissions, invoices can be reviewed and approved on a mobile device or directly in an email without the need to log into the system.

Support all companies and business needs

PaletteInvoice fits all types of businesses and needs. Support exists for building a solution with many companies in the same environment or in parallel environments, whether in the same country or spread across the world. It is easy to set the rules for how VAT, VAT codes, EU VAT, reverse VAT duty, construction and property sales are to be handled. Integration with more than 50 of the market's leading business systems can easily be set in place. Through this integration, download of basic data and delivery of current data can take place, such as preliminary recording, cancellation, accrual, order data, and order matching feedback.

Flexible and customizable

PaletteInvoice has a very powerful reporting tool that has a large variety of selection options. The selection can be saved as favorite report and reused at any time. The reports can also be exported into Excel for further processing. PaletteInvoice is a highly flexible system with unlimited possibilities to adapt to business needs.