



Increase control by automating accounts payable

By automating accounts payable you get full control of your supplier invoices, from their arrival through to being booked and paid for. You control who should approve, how long it can take and the amount. Save time and money by digitizing your invoice processing today!

How it works

Invoice information is automatically captured and distributed to your organization according to your rules. You can follow the invoice during the whole process, see the invoice status, and if needed send a reminder to approvers. When the invoice is posted and authorized it is sent to the ERP for payment, quite often within the same week it arrived.

Benefits

- Save time and money by minimizing manual work
- Process invoices quickly wherever you are
- Comply to company rules and authorization policies
- Secure and structured process

PaletteInvoice – increase control while decreasing costs

Palette gives you full control of your invoices, where they sit in the organization and what status they have. Receive e-invoices in any format or automatically scan and interpret paper invoices. Preset matching rules decide how the invoice is processed in your organization, saving a tremendous amount of time and limiting touch points.

Invoices matched to a contract, requisition or purchase order is automatically sent to the ERP for payment. Deviations or invoices that do not match are approved by email, mobile or tablet.

Functions:

- 100% matching
- Approve anywhere, anytime
- Flexible and agile due to a role-based workflow
- Automatic workflows updated by triggers
- Control of rules and authorizations
- Advanced VAT processing
- Powerful reporting tool for follow up and analysis

Automatic matching for 100% of the invoices

Palette uses the purchase order number, contract number, reference or any other information on the invoice to generate an approval workflow and facilitate coding. Invoices that match a purchase order or contract within a set tolerance are sent to payment. Deviations referring to deliveries, price or any other reason are sent to the appropriate approver for manual validation. The approval workflow determines who approves the invoice and how it is being routed within the organization for coding and authorization.

The reference on the invoice can be used for routing and to ensure a high level of automation. Palette matches references to lists of possible references used by the supplier. Coding can be performed based on a contract, purchase order or generated by the system during matching.

Approve anywhere, any time

With the intuitive interface, it's easy for anyone in the organization to process invoices via smartphone, tablet or computer. Do the account postings or authorize invoices with a few clicks wherever you are. Or approve the invoice in an email generated by the system.

Flexible and agile due to role-based setup

To minimize administration and increase flexibility, Palette is built on roles instead of users. Approval rights and authorization is set by role, as well as what the role can and should do. A distinct benefit using roles is the ease of adding new employees or applying staff changes to the system by adding individuals to a role instead of creating new users. Everything is inherited from the role and historical data is accessible to the new person. You can also add a temporary user for your role during a specific time (for example vacation or leave of absence) ensuring all invoices are processed in a timely manner.

Automatic workflows updated by triggers

The approval workflow is automatically generated by your rules and the invoice information and events triggered by the system. Those events might be coding, connecting a project, and marking for re-invoicing or accruals. Everything is automated to minimize manual efforts.

Control of rules and authorizations

A coded, reviewed and approved invoice is automatically transferred to your ERP for booking and payment. Before that the system is checking that the invoice is 100% coded, valid accounts have been used, it is signed on all the rows needed and roles with sufficient authorization rights have signed the amount.

After that the system is checking business rules from the ERP such as: coding principles, the invoice date is not within a closed period, the invoice is not a duplicate invoice number from the same supplier etc. Business rules from the ERP system is applied to Palette via the integration and when the invoice is paid, the payment date can be sent back to Palette.

Advanced VAT processing

Palette supports VAT processing by calculating multiple tax principles like reversed tax as well as deductible VAT based on templates from VAT codes and coding principles frequently used by the Real Estate and Construction industry.

Powerful reporting tool for follow up and analysis

In Palette you have several reports available. You can search for invoices that are being processed, as well as Invoices booked and paid for. You get access to the invoice image, coding, approval workflow, comments (if saved on the invoice), where the invoice is, how many invoices each role has, invoice status etc. You can also add comments and attachments to a booked invoice.

To further optimize your process, you can analyze bottlenecks and act accordingly.

Benefits using PaletteInvoice

With Palette you get full control of your invoices. The solution automatically governs what your organization can do and when and how it should be done.

- Access to a global e-invoicing network and multiple data capture solutions
- Automatic matching saves time for everyone involved
- Role-based setup according to your business rules minimizes the administrative time spent and increases control and flexibility in a structured and secure way
- 100% matching minimizes invoice processing to only spend time on deviations, enabling your organization to focus on other tasks
- Manual work is minimized due to advanced logic and tasks performed by the system
- The intuitive user interface is appreciated by everyone involved



Contact us at
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information.