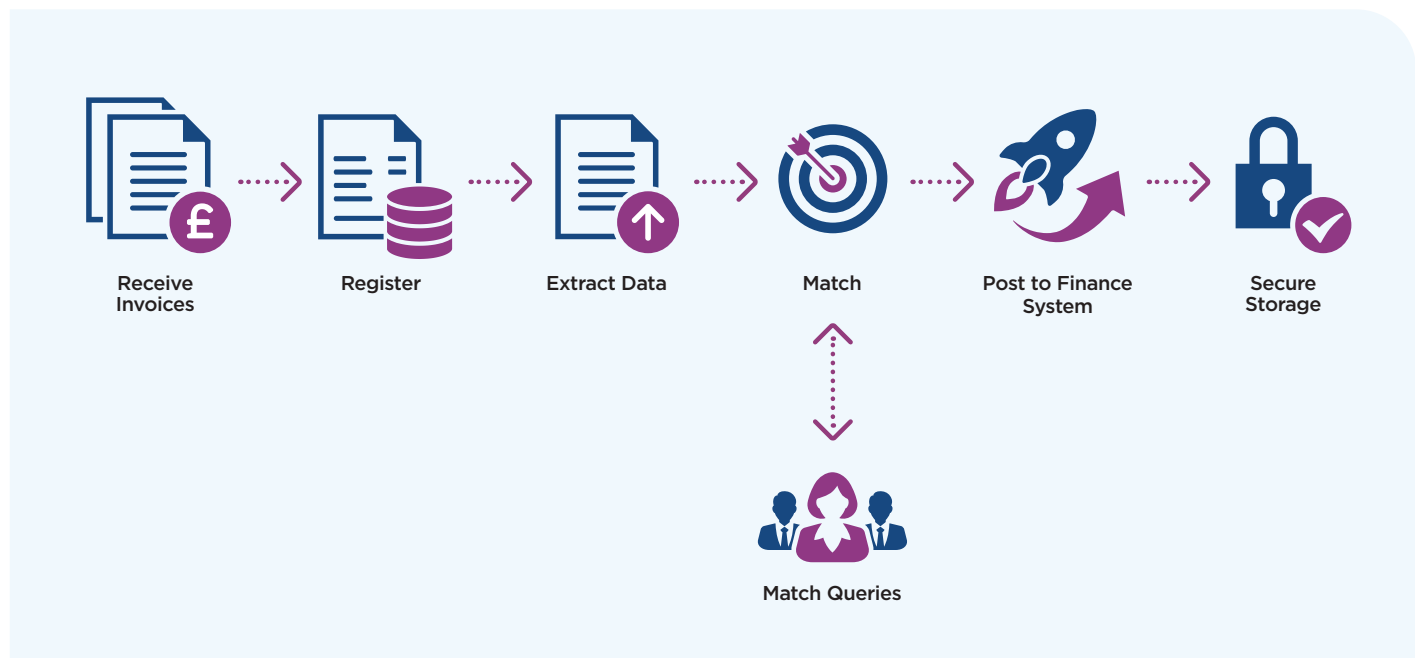# Automated Invoice Matching

Documation's invoice matching solution processes invoices across departments, companies and continents, in multiple languages and currencies.

Invoice matching is a vital control for avoiding unauthorised payments but it is time-consuming and costly. Documation's automated invoice matching software provides the way forward.

Receive Invoices → Register → Extract Data → Match → Post to Finance System → Secure Storage

Match ↕ Match Queries

The Documation invoice matching solution automatically performs invoice verification and 2 or 3-way matching, posting successful invoices straight to your finance system and providing the tools to deal with exceptions quickly and easily. Tools for fine tuning the matching process and pinpointing non-compliant suppliers and users mean that you can achieve a constantly improving match rate.

Improved efficiency & faster processing bring lower costs, timely payments, increased discounts and better supplier relationships along with no losses caused by duplicate payments.

Highly automated matching also means less time handling and chasing match exceptions, allowing the AP team to focus on value-add such as improving supplier compliance and giving business users advice and tools to resolve problems at source.

Go paperless

Invoices and Credits are received in electronic format direct from suppliers, through our portal or virtualised from paper. Data is extracted and validated ready for matching with minimal or no manual effort.

Touchless, straight through invoice processing

Successful invoices are received, matched and posted direct to your finance system with no manual intervention using your rules and tolerances with the flexibility to cater for specific requirements. Processing rules can, for example, be varied based on company, business unit, supplier or order type to gain maximum automation levels while still staying in control.

Simplify exception handling

Invoices which fail to match are automatically routed to AP or directly out to the business for resolution by receipting, manual matching or rejection.

Automated match re-attempts ensure invoices are released for payment as soon as problems are resolved.

Analyse and improve

Comprehensive BI data is available showing supplier and invoice statistics, process efficiency, and bottlenecks to help you continuously improve straight through processing. GRNI and other reports are also available to supplement reports from your finance system.

Features

+ Fast Data Capture
+ Fast Document Capture
+ Powerful automated matching
+ Automatic registration & posting
+ Full audit trail
+ Integrates with all finance systems
+ Comprehensive Controls
+ Full visibility of processes and transactions
+ Document Access 24/7
+ Built in reporting tools
+ Built in compliance to business rules

Benefits

+ Lower transactional costs
+ Reduced manual intervention
+ Eliminates duplicate payments
+ Enforced controls & adherence to matching/business rules
+ Frees up AP team to work on more value added tasks
+ Improved productivity
+ Shorter process cycles allowing:
    - Timely payments
    - Adherence with HMRC business payment practices and performance
+ Increased matching accuracy
+ Reduced carbon footprint with removal of paper based processes
+ Enables access to early payment discounts
+ Improves analytics and reporting to support continual process improvement

Documation

Who are we? Documation is a certified ISO 27001 compliant, leading provider of finance process automation software, delivering services and solutions to businesses and organisations in the UK, Europe and around the World.

As a company we have nearly 30 years' experience of supplying solutions across markets and industries, offering a portfolio of solution templates for common business areas, from our Invoice Management Solution for Accounts payable to Purchasing, Remittance delivery and more.