

Speed Invoice Resolution and Approval with Transcepta Invoice Management Application

Key Capabilities

- Route and approve invoices with automated workflows
- Automate resolution of invoices that don't match a PO
- Complete or update GL coding of invoice items
- Generate email reminders to approvers with pending items
- Automatically return invoices to suppliers with the reason for rejection
- Maintain a verified audit trail that includes changes and comments to each invoice

Invoice workflows custom-tailored to your business

Automate approval, routing, and exception resolution with the Transcepta Invoice Management Application (IMA) intelligent workflow solution. 100% straight-through invoice processing can be achieved once you've moved to 100% PO-based invoices, but what do you do until you get there? Instead of manually coding, routing, and approving non-PO invoices, set up smart workflows that route invoices to an intuitive interface your team can use to quickly make adjustments. When adjustments are complete, Transcepta IMA sends the invoice for approval based on your organizational structure and predefined approval limits. Workflows are 100% custom-tailored to your business and will help increase efficiency and strengthen relationships with your suppliers.

Invoices that require adjustments are grouped for easy editing

Individual PO line items can be edited quickly and easily

transcepta
Invoice Management

Dashboard Suppliers Transactions **Parking Lot** Reporting Recruiting Technical Supplier Portal Dynamic Discounting

All Workflows 20
Non-PO Approvals 3
PO Approvals 4
GL Coding 12
Price Reconciliation 3
Qty Reconciliation 3

Paper Invoices Invoice #23823

Parked This invoice requires GL coding approval. [Cancel](#) [Save for later](#)

INVOICE

Company (Select)
Invoice Date 8/3/2017
Invoice Number 1002847
Payment Terms Net 30
Invoice Currency USD

Invoice Number 2311-A
Requester Email dforaday@visionoperations.com
Comments This invoice is for parts shipped.

Hendrickson Trucking

Bill To Vision Operations
135 Columbia Site #202
Escondido, CA 92056

Ship To Vision Operations
135 Columbia Site #202
Escondido, CA 92056

Remit To Hendrickson Trucking, Inc.
555 West Blvd
Ogdenville, MA 55092

Pool Number	Part Number	Description	Unit of Measure	Quantity	Price	Ext. Price	Total
498	006969-000L	End Bushing	Each	1	\$26.80	\$26.80	\$26.80
397	022962-006	1" Hardened Washer	Each	9	\$0.22	\$0.22	\$1.98
938	057977-000	Height control valve kit	Each	12	\$55.83	\$55.83	\$669.96
						Subtotal	\$698.74
						Sales Tax (3.2%)	\$0.00
						Shipping	\$0.00
						Misc Charges	\$0.00
						Total	\$698.74
						Amount Paid	\$0.00
						Amount Due	\$698.74

Add GL codes to line items from a predefined list

PO line items can be split by percentage or dollar amount

Assign GL codes to non-PO invoices

No more hours wasted manually pouring over spreadsheets to assign GL codes. When non-PO invoices are received, Transcepta IMA automatically routes them to the appropriate team members for coding and approval. Many invoices can arrive already coded, eliminating one of the most time-consuming parts of processing non-PO invoices. Use the built-in editor to quickly add your GL codes to any line item, or split line items across GL codes by dollar amount or percentage.

Edit PO line items with ease

Need to make adjustments to PO line numbers assigned on the invoice? No problem. Instead of rejecting the invoice and sending it back to the supplier to recode, your team can now quickly and easily make edits to PO line items to speed processing time.

Leverage a simple, intuitive interface

Transcepta IMA provides powerful functionality wrapped in an easy-to-use interface. To ensure that you are making use of all available features and functionality, Transcepta will help your team get up and running by setting up workflows to match your business needs.

Maintain an audit trail of changes

Transcepta IMA records every step in the approval process and creates an audit trail that can be used to verify the validity of your transactions. You can also view the integrated change log to get a detailed view of updates and comments to ensure all workflows are operating correctly.

Route invoices by budget authority, department, and org chart

Transcepta IMA gives you the flexibility to leverage customized invoice workflows in a way that makes sense for your business. Route invoices based on a variety of factors including budget authority, department, or org chart.

Instead of manually coding, routing, and approving non-PO invoices, set up smart workflows that route invoices to an intuitive interface your team can use to quickly make necessary adjustments.



Improve efficiency and speed invoice processing
with Transcepta Invoice Management Application

Contact info@transcepta.com to get in touch and learn how Transcepta IMA can help your team save time, reduce costs, and achieve straight-through invoice processing.