

Fox Collaborative Planning

With Sarbanes Oxley now with us it is imperative to have excellent audit procedures in place. The Invoice Matching system delivers this and more allowing easy interrogation of coded invoices and removing miss-coding issues.

Your Invoice Coding Simplified

An overview of the Invoice Matching system, how it speeds up coding, improves auditing and reduces errors to deliver a simple, paper free 'one click scan and match' invoice coding system.

How the system works

All of your invoices are received into one email account by PDF or similar and if not paper copies are scanned at one hub onto PDF and loaded on the system. An email is then sent to the signatory to let them know they have an invoice to be coded.

- If the signatory isn't named on the invoice then a retailer or department can be named
- If the invoice isn't for the first contact they can pass it on to anyone else in the business for them to code
- If there is a dispute with the invoice it can be brought up straight away

The next stage of the process is to code the Invoice. This is as simple as the recipient clicking on the link in the email which opens the PDF for them to view.

- If they are happy with the details they drag it to the Trade Investment (Ti) they have previously set up or to an accrual or cost centre

They are then asked for the total to code as it may be that the cost needs to be split between Departments or Retailers.

- If it's the full amount the system closes off the Ti and updates SAP
- If not the user is asked who codes the rest of the invoice with the system then mailing them to code the rest of the invoice

If an invoice isn't coded within 7 days (the number of days can be changed) a further email is sent to the signatory as a reminder.

How do the tools help?

- **We add process** – Invoice Matching delivers a process and a timeline for coding invoices.
- **The Database** – Stores all of your invoices in PDF format. All invoices that need to be viewed for historical auditing are in the database speeding up audits and removing on site storage issues
- **Instant worldwide access** – No need to wait for internal mail, budget holders or approvers who are travelling. Documents can be approved anywhere with internet access
- **No more missing documents** – Scanned documents will be available with all allocation details, current status including any comments
- **Help eliminate coding errors** – G/L number, cost centre and internal order numbers are supplied by the system removing the need for knowledge of them. Fast accurate matching of payments to projects using drag and drop
- **Full audit trail** – For built for each event as the documents are processed including who, what and when with comments