Document release

Approve supplier documents centrally and efficiently

Process overview: Document release

DeepBox

Accounts payable

01 Document receipt

02 Inclusion of the document in the release portal

03 Processing based on defined workflows

04 Document release
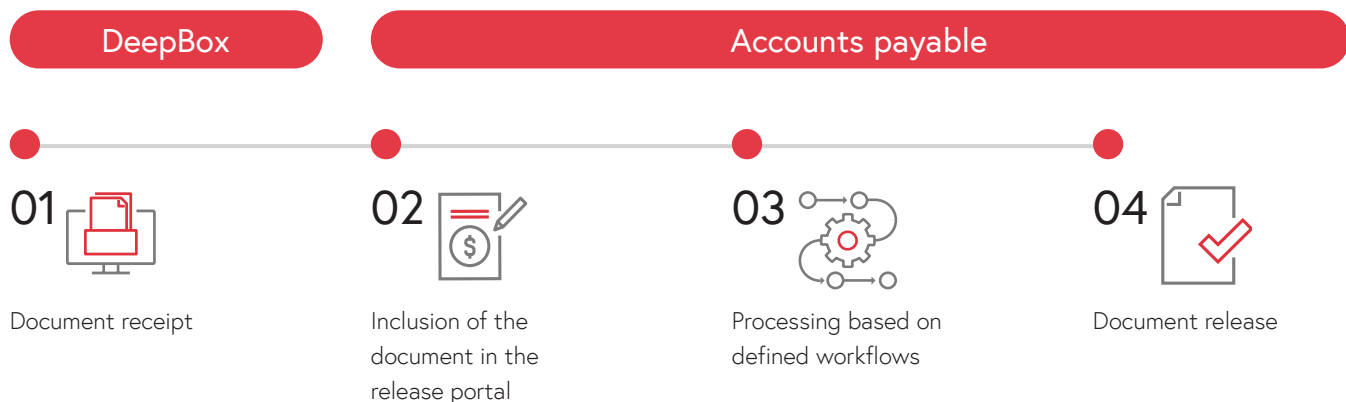
The user-friendly release cockpit enables a centralised overview and efficient implementation of all necessary document releases in Accounts Payable. By creating dynamic workflows and integrating the organisational structure, the release process is simplified and accelerated.

Open supplier documents are released centrally and digitally in the MyAbacus. All necessary releases can be viewed and carried out in the release cockpit. The location and status of a document is also clearly visible. If the supplier has sent an incorrect invoice, it can be rejected directly in the release process and returned to the supplier by e-mail with a note.

Workflows for dynamic processes
Defining workflows enables a dynamic and automated release process. This means, for example, that a release by the ordering party, the head of department and the financial administrator is required for amounts of CHF 10,000 or more, or that an invoice up to CHF

200 is released automatically. In addition, the technology DeepO recognises project invoices and automatically assigns them to the person responsible for the project. The automatic evaluation and selection of the appropriate workflow further simplifies the process.

Integration of the organisational structure
Integrating information from the organisational structure stored in Abacus makes it possible to avoid redundancies and save valuable time. The release authorisation and substitution are defined via the organisational roles. This means that changes to the personnel structure are automatically reflected in the various workflows without the need for manual adjustments.

ABACUS
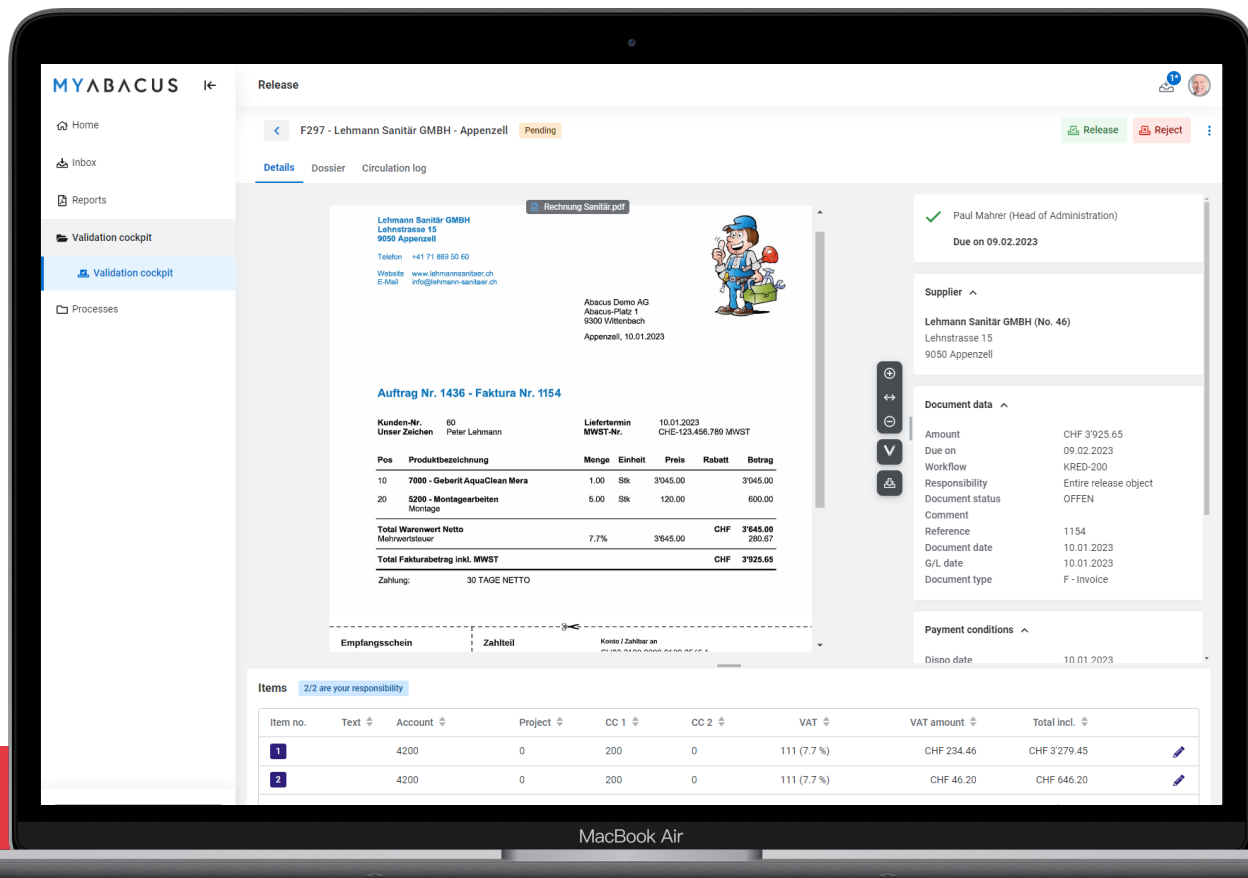
Your benefits

- Customisable workflows allow you to adapt the release process to your needs.
- By integrating the organisational structure, changes to the personnel structure are automatically taken into account and manual adjustments are minimised.
- The DeepO technology recognises the document information using artificial intelligence and thus supports the selection of the appropriate release workflow.

More information can be found under: **abacus.ch/en/document-release**

ABACUS