

DATA SHEET



Verbella Invoice Tracking Center

Key Benefits

- Immediate access to all liabilities, even prior to posting of invoices
- View the status of any invoice once scanned into the system
- Duplicate invoice determination
- View, print and email invoices directly from your desk; no searching for paper copies
- Tightly integrated into SAP, eliminating the need for third party administration
- Expedites non-PO approvals with workflow
- Handles PO-based exceptions with workflow
- MS Outlook and Mobile device integration
- Reduces audit compliance time with mass download functionality

The Verbella Invoice Tracking Center (ITC) provides SAP AP Automation, installed and functioning in three to six weeks, at an easily justified cost. The ITC delivers the most desired AP Automation requirements: visibility, duplicate checking, audit functionality, non-PO approvals and PO exception handling.

Exception Handling

Workflows can be configured for handling exceptions such as price variances, quantity variances, missing goods receipts, and for services purchase orders.

Approval Workflows

Approval workflows can be configured for single or multi-level approvals based upon your internal criteria.

Duplicate Checking

Duplicate payments will be a thing of the past with Verbella's duplicate checking functionality. No more double or triple payments due to multiple invoice submissions by your vendors. Once scanned into the ITC, invoices are compared to existing entries and the processor is alerted before further effort is wasted.

Invoice Tracking

Processors and managers can easily query and display all captured invoices in a dashboard view. All relevant invoice data can be queried against including: Vendor, Company Code, Amount, Fiscal Year, PO Number, Status and Posting Date.

Icon	Record Id	Status Text	Name 1	Vendor	Purch.Doc.	Doc. Date	Reference	D/C	Amount
⚠	000000265	Confirmed Duplicate	Verbella CMG, LLC	60028		06/08/2013	414	D	4,085.00
⚠	000000264	AP Review Prior Auto Routing	Securitas Security Services USA	60044		12/18/2009	E1579019	D	11.00
⚠	000000263	AP Review Prior Auto Routing	Prime Pharma Supply Inc.	60048		01/08/2013	12345	D	1,502.48
⚠	000000262	Waiting For Approvals	Nortel Networks Inc.	60023		07/23/2013	2496768	D	714.14
⚠	000000261	Possible Duplicate	Long-Lewis Hardware Company	60045		01/26/2014	S1697931.001	D	722.07
⚠	000000260	AP Review for Routing Input	Fujitsu Network Communications	60020	4500414738	07/29/2009	91021029	D	2,445.00
⚠	000000259	Possible Duplicate	Ebarasy worldwide LLC	60024		02/01/2014	35358	D	1,231.00
⚠	000000258	Possible Duplicate	Clearfield, Inc	60021		07/31/2013	INV0032014	D	606.57
✅	000000257	Document Posted	CDW Direct, LLC	60025		01/24/2014	PSM2025	D	1,770.56
⚠	000000256	Possible Duplicate	Avfuel	60027		07/23/2013	003082892	D	1,218.51
⚠	000000255	Possible Duplicate	ADI	60022		07/29/2013	V4XT1401	D	1,362.41
⚠	000000254	Possible Duplicate	Four Seasons Landscaping & Nursery	60026		02/14/2014	6767	D	58.03
✅	000000250	Document Posted	VK Enterprises	5557			1231232		1,470.00
⚠	000000249	AP Review for Routing Input							0.00

Sample tracking results dashboard showing some of the many available fields that can be queried.

