



MONITOR Web - EIM

What is MONITOR Web - EIM?

The Electronic Invoice Management (in short EIM) is a supplement in the MONITOR ERP system. EIM provides system support for scanning and managing the company's supplier invoices electronically. Now you can, with the web-based supplement called MONITOR Web – EIM, also handle the invoices on the web. This is a user-friendly system with many benefits!

Benefits with the MONITOR Web - EIM

Electronic management of invoices using the MONITOR Web - EIM makes the entire handling process simple, efficient and secure. MONITOR Web - EIM is fully integrated with the MONITOR ERP system which makes it a very powerful product for invoice management.

If the right prerequisites exist, the system will match the invoices automatically. The only thing you have to do is the final coding. You can also make your supplier invoice flow even more efficient by having the final coding performed automatically when the match is complete.

With the MONITOR Web - EIM you can choose whether you wish to match the invoice as a total or both as total and on row level. If there are discrepancies between an invoice and a purchase order, you can easily link the invoice to the correct purchase order, delivery and part (if you have selected to match on row level).

MONITOR Web - EIM is a web application that has been developed in Silverlight which makes the function act in a program-like way. This way we can offer more functionality and userfriendly ways to work than other solutions. It is even possible to install the program directly from the web browser to your computer. Since MONITOR Web - EIM is web-based it is possible for you to work with your invoices regardless of time and place. Another benefit is that you do not need to worry about maintenance and updates of machines and software.

How Does MONITOR Web - EIM Work?

When the invoice has been scanned and interpreted, the data is imported to MONITOR Web - EIM. (The scanning and interpreting functions are not provided by Monitor but are managed by a third party solution. We recommend OptoSweden.) Matching against the purchase order will take place automatically there, both as a total and on row level, if selected. If the system finds discrepancies larger than what you have entered in the settings, the invoice will be sent on an authorization round. You have the opportunity to create exceptions from the settings for specific suppliers.

If a complete match has been achieved considering exceptions and purchase limits, if any, the invoice can be sent directly to final coding.

If there are discrepancies, the system will primarily send the invoice to the person responsible for the supplier, secondary to the reference on the purchase order and thirdly to the company's main signer. If none of these links exist, an authorization list is created manually in MONITOR Web - EIM. During the work with the invoice you also have the opportunity to

change the authorization list by adding or removing signers. You can also forward the invoice to another signer directly from the inbox or from the invoice you have opened.

The signer receives the subject in the inbox and can from there go directly to the invoice. The invoices (expense invoices) that do not have a purchase order as a basis will be automatically sent for authorization.

When the last signer on the list has processed the invoice it will be transferred to the final coding. The adjustments made on the invoice during the authorization round regarding coding and price will automatically be loaded to the final coding and only have to be approved in order for the invoice to be authorized for payment.

Flow Description

Inbox

In the inbox all current invoices are displayed with comments, if any. Here you also find a button you can use to take the necessary measures.

| Case no. | Supplier name | Supplier invoice no. | Invoice date | Voucher date | Due date | Amount | Status | Signer |
|----------|--------------------|----------------------|--------------|--------------|------------|-----------|----------------------------|---------|
| 206 | Perssons Mekaniska | 10527 | 2014-08-13 | 2016-09-13 | 2016-10-02 | 12,500.00 | To final code | |
| 207 | Perssons Mekaniska | 10528 | 2014-08-13 | 2016-09-13 | 2016-10-13 | 6,500.00 | Authorization list missing | |
| 208 | Perssons Mekaniska | 10529 | 2014-08-13 | 2016-09-13 | 2016-10-12 | 7,500.00 | To authorize | MONGRNO |
| 210 | Perssons Mekaniska | 35015 | 2014-08-13 | 2016-09-13 | 2016-10-12 | 938.00 | To authorize | MONGRNO |
| 211 | Perssons Mekaniska | 10605 | 2016-09-05 | 2016-09-16 | 2016-10-05 | 500.00 | To final code | |
| 212 | Perssons Mekaniska | 10608 | 2016-09-08 | 2016-09-16 | 2016-10-08 | 6,688.00 | Arrival missing | MONGRNO |
| 213 | Perssons Mekaniska | 10611 | 2016-09-08 | 2016-09-16 | 2016-10-08 | 12,938.00 | Part missing | MONGRNO |

The Inbox in MONITOR Web - EIM.

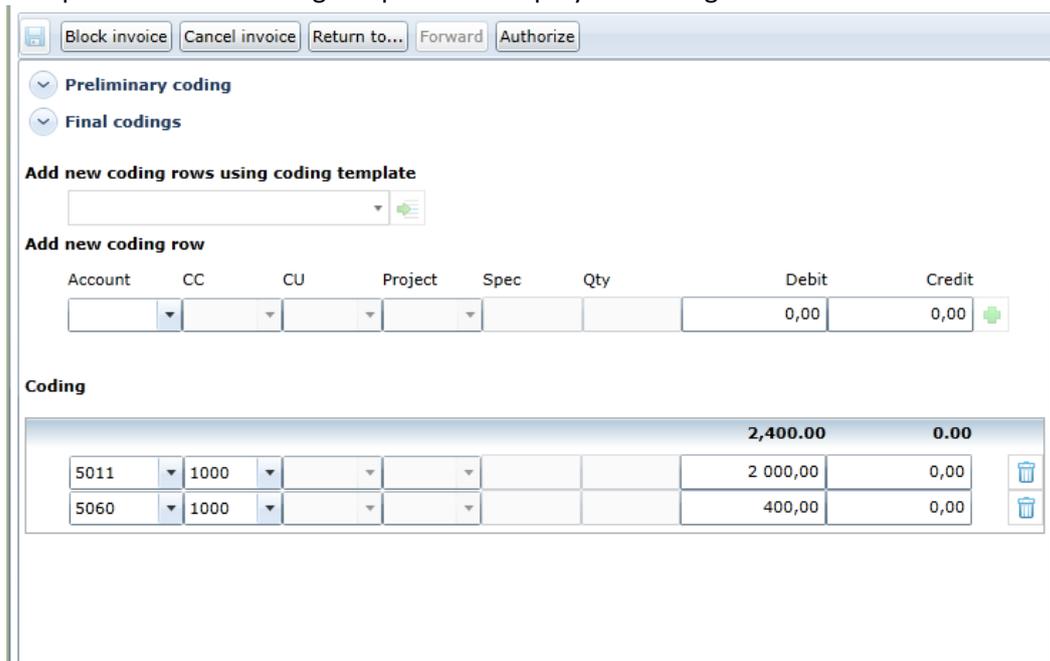
Link to Purchase Order

The link to the purchase order is easy and quick to make and can, if you wish, also be performed on row level. The selected invoice row is linked to the desired arrival row. It is possible to split arrival rows if you have received partial invoices from the supplier.

Link to purchase order in MONITOR Web - EIM.

Authorization of Invoices

In the authorization procedure you can code the invoice. When the signer has checked and approved his part of the invoice, the invoice will be sent to the next signer in the flow. It is also possible to use coding templates to simplify the coding work.



Block invoice Cancel invoice Return to... Forward Authorize

Preliminary coding
 Final codings

Add new coding rows using coding template



Add new coding row

| Account | CC | CU | Project | Spec | Qty | Debit | Credit |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|-------|--|
| <input type="text"/> | 0,00 | 0,00  |

Coding

| | | | | | | 2,400.00 | 0.00 | |
|------|----------------------|------|----------------------|----------------------|----------------------|----------|------|---|
| 5011 | <input type="text"/> | 1000 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 2 000,00 | 0,00 |  |
| 5060 | <input type="text"/> | 1000 | <input type="text"/> | <input type="text"/> | <input type="text"/> | 400,00 | 0,00 |  |

Under "Add new coding row", the coding is made which will then be displayed under the heading "Coding".

Final Coding

You have the opportunity to final code the invoice automatically when a complete match with an order is made. Otherwise you should final code the invoice after it has been authorized by everyone on the authorization list.