Invoicing process

Invoicing AS IS systems: Legal software + Excel

Input data for invoicing shared via Email
- Data Inputs in non standard Email format
- 9 assistants preparing data for invoicing
- No existing template for Data Inputs
- No generic email address
- No tracking mechanism for open/pending items
- 80% of rework due to missing information
- 250+ emails between assistant and Finance

Data manually copied to Excel file 1

Daily manual download of exchange rates from CNB and copy to Excel file 2
- Date copied manually from Email to Excel file
- 2000 fields to be updated manually on monthly basis
- Risk of manual update of exchange rates

Manual update of exchange rates based on Excel to the system

Draft invoice prepared in Excel file and shared with assistant for approval
- 200 invoice drafts prepared on monthly basis
- 200 draft sent via Email
- Draft printed out and signed manually by Managers
- Risk of editable Excel format for final invoice

Draft invoice approved and final invoice shared with the client

VAT reporting manually in Excel file 3
- Data filled out manually

Archiving
- Documents printed out
- Missing digital final invoice in Finance

Invoicing TO BE systems: Legal software+Excel automation/templates

Excel Template for Input data
- One Excel Template for assistants and Finance
- Automatic formulas and other funcions added
- Manual and automatic drop down fields defined
- Tab for each assistant created
- Statuses for open and approved items
- Share Point or Shared Drive used
- Locked sheets for Finance

Excel Template controlled and updated

Exchange rates downloaded automatically from ČNB
- One Excel Template used and updated
- Automatic script downloads exchange rates
- Risk of potential exchange rate error eliminated
- Efficiency improved

Automatic upload of exchange rates to the system

Draft invoices prepared automatically in Excel Template
- Draft created semi-automatically in Excel Template
- Digital signature enabled
- Tracking of approved/not approved items
- Non editable final invoice format

Draft invoice approved and shared with the client

Input data for VAT reporting automatically transferred
- Data transferred semi-automatically to VAT reporting file

Archiving
- Documents printed out
- Missing digital final invoice in Finance

Invoicing TO BE systems: Legal software + ERP

Input data from Aderant transferred to ERP
- Interface granted between Aderant and ERP system
- Automatic data transfer on regular basis
- Data import to ERP system
- API connector & Integration possibilities

Data controlled and updated

Exchange rates downloaded automatically from ČNB

Automatic upload of exchange rates to the system

Draft invoices prepared and sent for approval via system workflow
- Draft invoices created in the system
- Invoices sent to approval via system workflow
- Invoices approved via workflow
- Invoices sent to the customer from the system

Draft invoice approved and shared with the client

Input data for VAT reporting in the system

Digital archive