



## CompleatCapture

### Automated invoice data extraction and processing

CompleatCapture digitises all your supplier invoices at source removing all of the work they generate within the “end to end” accounts payable process. When combined with automated purchasing and/or invoice approvals, it reduces the costs and processing times of the accounts payable process by up to 90%, whilst simplifying the approval process for the entire management team and providing real-time visibility of every invoice.

**Technology:** Whilst Compleat still uses our OCR technologies for processing scanned paper invoices, over 95% of our customer’s invoices are digitally captured directly from their suppliers, mostly as emailed PDFs. Digital invoice processing is replacing OCR because they are much faster, much more accurate, increases fraud protection, delivers optimum best practice compliance and requires zero human intervention.

### Your benefits

#### Capturing all the invoice information

CompleatCapture automatically captures the invoice image plus all associated documentation for future reference.

When combined with our purchase ordering module, the captured invoice automatically undertakes a fully automated 2 and 3-way match. Non-matching invoices are passed to finance for review.

#### Improve invoice approval visibility, speed and efficiency

The exact status of every invoice is visible to everyone that needs to know from the moment of capture, whether with finance, awaiting approval, under query, approved but not paid and paid.

An invoice can never get lost, all duplicate invoices are captured to stop double payments, supplier credit control calls become incredibly simple and senior management can maximise the strength of supplier relationships both in terms of the prices you pay and the credit limits you negotiate.

#### Document management

eCompleat delivers comprehensive document management capabilities as the data being held includes the invoice information, all department and general accounting analysis, who approved it, when it was approved and when it was paid.

#### Maximise data accuracy

CompleatCapture delivers a 99.99% accuracy for PDF / digital invoice transactions. The Compleat e-invoicing portal can process any invoice format with 97% of all invoices being processed within 60 minutes. All data is validated to ensure accuracy and consistency.

#### Comply with HMRC and MTD legislation

CompleatCapture fully complies with HMRC legislation for electronic invoicing and retains the data for a minimum of 7 years. It also complies with the Make Tax Digital legislation starting on 1 April 2019 by maintaining a full digital audit trail of the VAT handling for every invoice.

#### Increase fraud protection

CompleatCapture includes over 20 fully automated supplier and invoice validation processes including bank account and sort code checks against the information held in your accounting software, supplier VAT number, supplier email address and expected invoice formats to significantly reduce the risk of fraud.

## CompleatCapture

### Automatic supplier on-boarding

Compleat e-Invoicing as a Service includes the entire new supplier on-boarding process so you won't have to do this work.

Once a supplier is on-boarded, our portal will automatically process all invoices from that supplier without intervention, for all of our customers. At the time of writing (August 2018), Compleat have over 20,000 on-boarded suppliers and are adding between 1,000 and 1,500 additional suppliers per month.

### Processing all invoice formats including language and currencies

CompleatCapture will process every invoice format including (but not limited to e-invoices (EDI), OCR output documents, PDF, Word, Excel, .htm or .html, ZIP files or scanned documents.

It can also handle multiple invoices within a single PDF / ZIP file, single and multiple pages, foreign language and foreign currency.

## Get the COMPLEAT advantage

We offer a powerful modular software suite specifically designed to overcome financial and budget management challenges that totally transforms corporate spend management.



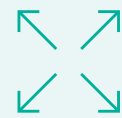
### Security

Users are allocated a security profile that controls access, ensuring everyone only has access to the appropriate information and processes.



### Mobile

Information at your fingertips, from any connected device. Information is power and instant access creates more effective people that make smarter, better-informed decisions.



### Integration

Simple integration with your existing accounting/ ERP software. We extend the capabilities of your existing ERP using our out-of-the-box connectors - included in the price of our software.



### Dashboard and reporting

Get the full view of spend during transaction entry and analyse trends and variances with pre-defined reports and dashboards.



### Document management

The next generation of document management, including sophisticated search of all digital resources for every user.



### Modular design

Each Compleat module can be deployed independently. Available in the cloud or on-premise.

# COMPLEAT

Compleat Software is a leading provider of smart spend software available for businesses of all sizes. This powerful, modular software empowers businesses to eliminate paper, unite finance, procurement and budget holders and gain an accurate, real-time view of company finances and budget availability. Offering the next generation of purchasing and budget management automation at an affordable cost, this purchase to pay software delivers a single seamless, paperless process that incorporates e-invoicing, purchase invoice approval, purchase order and receipting, employee expenses, contract management with comprehensive dashboards and reporting for every user.

For further information, please visit [www.compleatsoftware.com](http://www.compleatsoftware.com). Follow Compleat on Twitter, Facebook, and LinkedIn for the latest news & insights.

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