



## Electronic Invoice Management – another Visma service

*Visma's scanning services and proprietary electronic invoice management system will make your business more efficient. Electronic invoice management facilitates your day-to-day operations, lowers your costs and frees up your human resources for other tasks. All your invoices are verified, certified and paid on time, while built-in checks ensure greater security.*

### **We scan your invoices**

Because we scan your invoices at our office, we can maintain control of their flow. We sort and scan your invoices as soon as they arrive in the post. We then interpret and validate them before sending them on for further processing.

### **Electronic certification in the Visma system**

Visma's online system checks the accuracy of your invoices and manages their certification. The system determines who is to certify each invoice based on the criteria that you have specified. In addition, comments concerning the invoice may be entered and documents may be attached.

### **Physical and digital storage**

Visma stores your invoices both physically and electronically in accordance with current accounting legislation. The invoices are readily accessible through an electronic filing system that offers many different search options. People who certify invoices can see both their own and those that belong to parts or all of your business.

### **A Nordic solution**

Visma can offer you a Nordic solution for scanning and electronic invoice management, including supplementary services. You will be assigned an accounting consultant in each country, as well as a contact person for your entire Nordic solution.

### **You don't have to invest in systems or organisation**

With Visma's electronic invoice management service, you don't have to invest in systems, operation, maintenance, integration, backup or organisation. What's more, we can take care of your entire accounts payable ledger, either as a service from our office or onsite at your business.

### **Advantages of electronic invoice management**

- You don't have to make copies of your invoices
- You have a better overview of where your invoices are in the process
- You have greater access to your invoices
- Your invoices are processed much more quickly
- Fewer errors occur
- Your monthly accounts are easier to prepare
- Coding is simplified
- Your invoices can be monitored more easily

### **Supplementary services**

We offer the following supplementary services in addition to scanning and our online invoice management system

- Subsidiary ledger management
- Allocation to accounting periods
- Fixed assets register
- Reporting

The Visma Services business area is the leading Nordic supplier of accounting and payroll administration services. Our clients range from small family businesses to housing cooperatives, retail chains, medium-sized companies and global corporations.

For more details, go to  
[www.vismaservices.se](http://www.vismaservices.se)

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