

Basware Bespoke

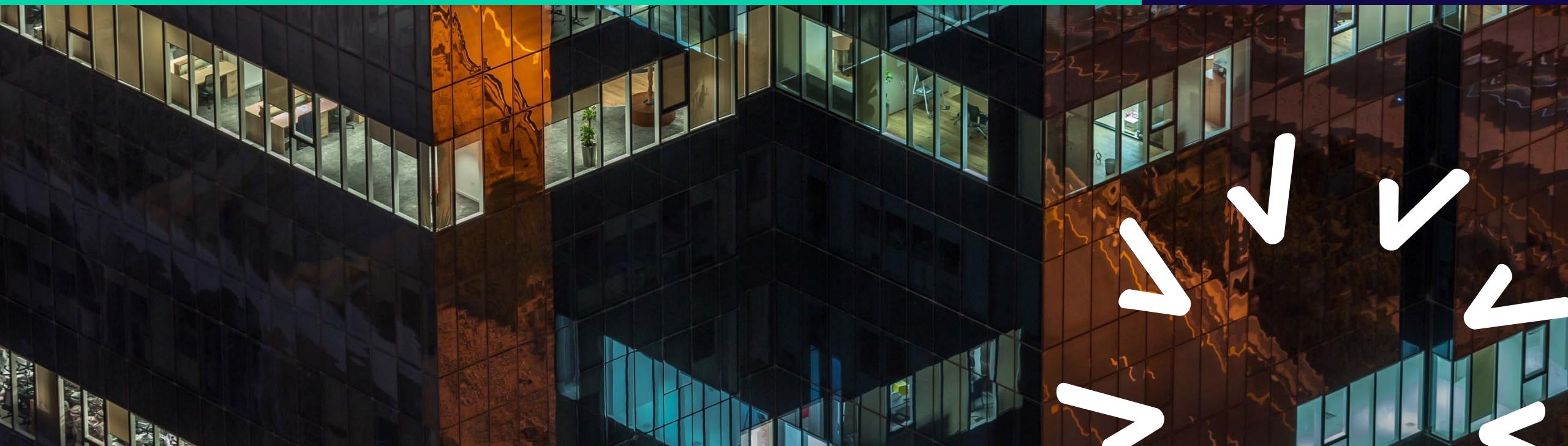
AP Automation deep-dive session

November 9, 2023



5 features you should enable in Basware AP Automation today

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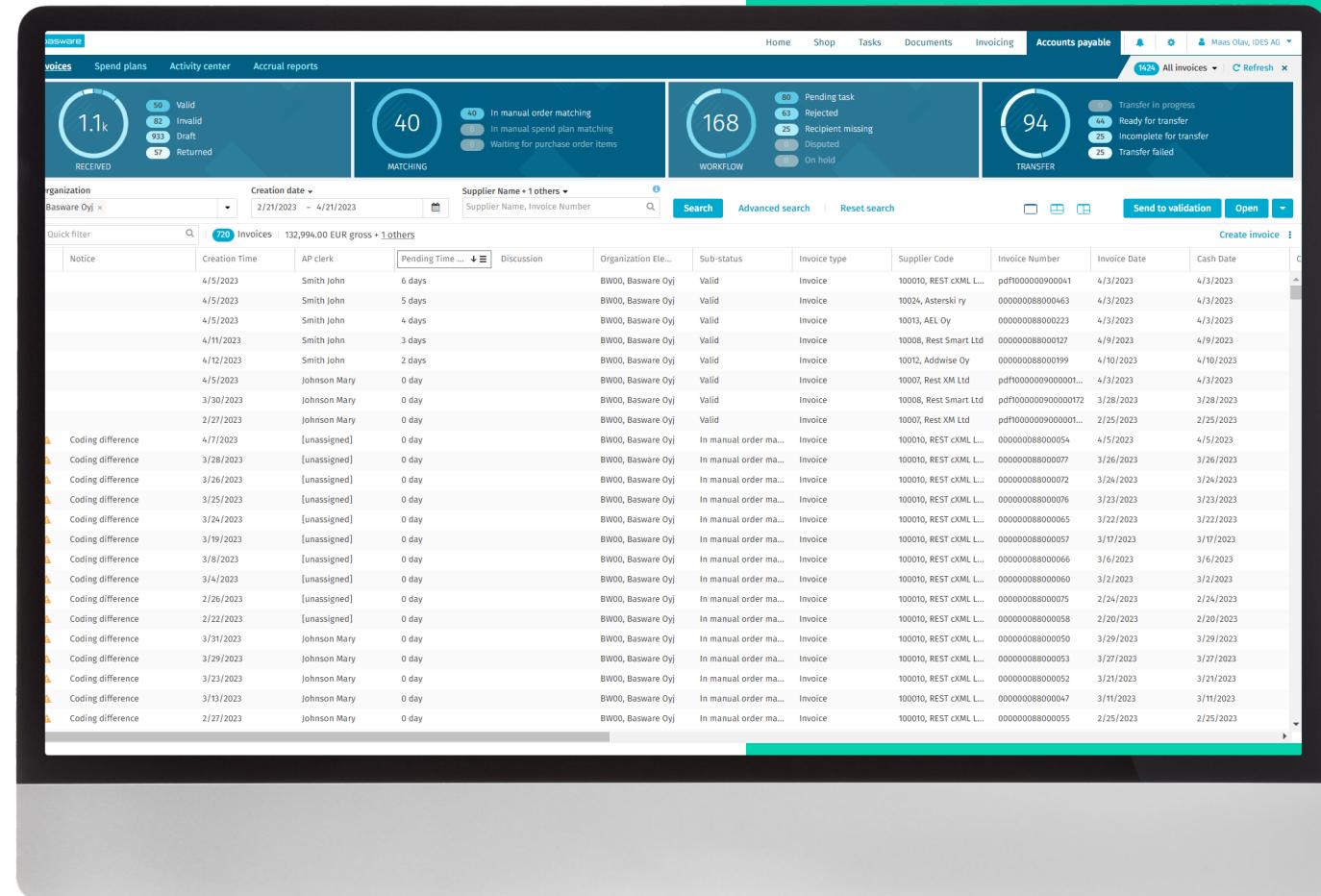
AP workload management

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Distribute workload flexibly and prioritize the right documents to meet SLAs

- Flexible distribution of invoice workload among the AP teams to get dedicated backlog queues
- Real-time info to AP managers on how the backlog is progressing and if action is needed for redistribution
- Pending time provides real-time insights to the AP clerks on which invoice documents should be prioritized to meet KPIs

Increase efficiency and keep your SLAs





Tools for power users

Enable a desktop-optimized view for your business users to be more efficient in processing their invoice tasks

- Select the list or split view to work on your pending tasks
- Create the view and define the fields you need to process your tasks efficiently.
- Create coding rows using a set of available coding solutions like SmartCoding or template
- Let users enjoy this experience on their own or enable it company-wide

The screenshot displays the basware desktop application interface. At the top, there's a navigation bar with tabs: All (29), Purchase requisitions (4), Purchase orders (0), Goods receipts (10), Spend plans (2), and Invoices (13). Below the navigation bar is a search bar labeled 'Quick filter' with a magnifying glass icon. A dropdown menu is open over the search bar, showing options: 'Pin column', 'Autosize this column', 'Autosize all columns', 'Reset all columns', 'Show tool panel', 'Hide column', and 'Header review'. This dropdown is highlighted with a red box. To the right of the search bar, there's a header section for an invoice from 'Acme USA' to 'Mabor Inc.' with details: Invoice Number * 20200113, Invoice date * 9/17/2021, Payment term name * 30 Days Net - 2%, Reference number 097, and Currency code EUR. Further down, there's a 'Products' table with one item listed: Product 1, Vendor item code 00001, Item code description Computer, Quantity 1, TAX % 10, Unit price 30.00, and Unit EA. The total is 30.00. On the right side of the screen, there's a sidebar with sections for 'Check the following info messages. View all', 'Discussions', 'Related documents', 'Workflow', 'Attachments', 'Images', and 'Open image'. At the bottom right, there's a 'Coding' section with a table titled 'Coding 2' containing two rows of data. The first row has Account Code 1030, Cost Center Code 1100, Sales, and Net Total 30.00. The second row has Account Code 1300, Cost Center Code 1990, Accounting, and Net Total 30.00. There are also 'Actions' buttons for each row. The entire interface is framed by a large purple circle containing the number '2' in white.

Increase efficiency for
your business users



Matching deviation handling

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Empower your procurement to handle small price difference on high value purchases

- Prevent small price differences from ending up high up in your approval chain due to high-value purchases
- Empower your procurement team to handle small price differences themselves
- How to get it? Define your approval limits to empower your teams

Increase efficiency for your business users

The screenshot shows the Basware Accounts Payable software interface. At the top, there are four circular dashboards: 'RECEIVED' (1.1k), 'MATCHING' (46), 'WORKFLOW' (169), and 'TRANSFER' (94). Below these are sections for 'Invoices' (1,100.00 EUR GROSS), 'Supplier Name, Invoice Number' (Deviation), and 'Header data' (Invoice Automation Inc.). A specific invoice for 'Invoice Automation Inc.' is selected, showing details like 'Invoice number' (111111111111), 'Payment term code' (0010, Within 10 days Due net), and 'Net total' (1,100.00). The 'Coding' section at the bottom displays a table of deviations:

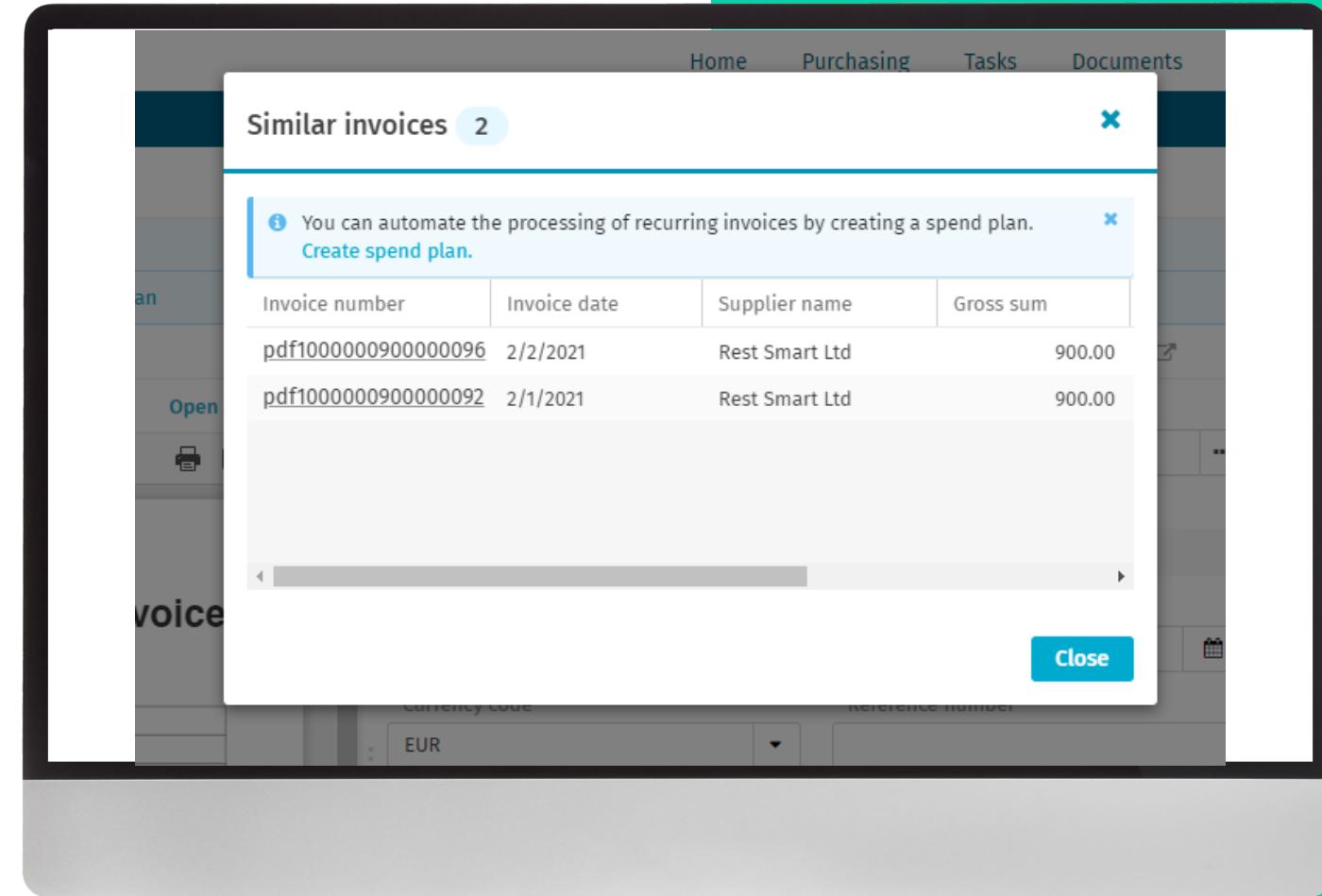
#	Row status	Recipient	Latest reviewer	Latest approver	Account Code	Deviation total	Cost Center Code	Project Code	Profit Center Code	Profit Center Name	Latest Comment	Net Total *	Net Total (Company)	Actions
1	System approved				180800, Other pay...	0.00	030, FIN FPS Sales	BW				1.00		
2	System approved				180800, Other pay...	0.00	030, FIN FPS Sales	BW				122.00		
3	Pending	Lock Marko			180800, Other pay...	20.00	030, FIN FPS Sales	BW				114.00		
4	Pending	Lock Marko			180800, Other pay...	50.00	030, FIN FPS Sales	BW				92.00		
5	Pending	Deer John			180800, Other pay...	30.00	040, FIN Serv Desk FPS	BW				771.00		

Recurring invoice settings

Improve your automation rates by knowing your recurring spend

- Define your parameters for the pattern recognition of your recurring invoices
- Stay informed of the potential to automate the recurring invoices
- Get your recurring spend under control by enabling Spend Plans

Increase your automation rates and spend under control





SmartCoding

Reduce touches and speed up coding of non-PO invoices

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- SmartCoding is an advanced **machine learning-based (ML) solution** that generates coding proposals for non-PO invoices based on the coding history of a supplier's invoices
- **Efficiency:** TOP 5 proposals and confidence indicators guide users to make the best and most efficient decisions.
- **Control:** AP teams have control over how and when SmartCoding is used.
- **Increased data quality:** More accurate and consistent usage of your coding dimensions

Save time on coding non-PO invoices

The screenshot shows the basware Invoices module interface. A modal window titled "Smart coding proposals" is open, displaying a grid of five proposed coding entries. Each entry includes an account code, cost center code, tax code, and a confidence percentage. The entries are:

Account Code	Cost Center Code	Tax Code	Confidence (%)
1730, External events	1120, Logistics	S24	81%
1880, Product Marketing	1130, Engineering	S06	84%
1350, Electrical Repair	17027, Security	GST	95%
1320, Green County Services	1100, Sales	S0	<1%
1780, Public relations	1080, Legal	S05	<1%

Below the grid, there are two radio button options: "Overwrite selected row's dimensions" and "Append a new row after existing rows". The "Append a new row after existing rows" option is selected. At the bottom of the dialog, there are "Cancel" and "Proceed" buttons. The main application window in the background shows various tabs like Home, Shop, Tasks, Documents, Procurement, Invoicing, and Accounts payable, along with a sidebar for organization and a footer with payment term and currency information.

Thank you



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