



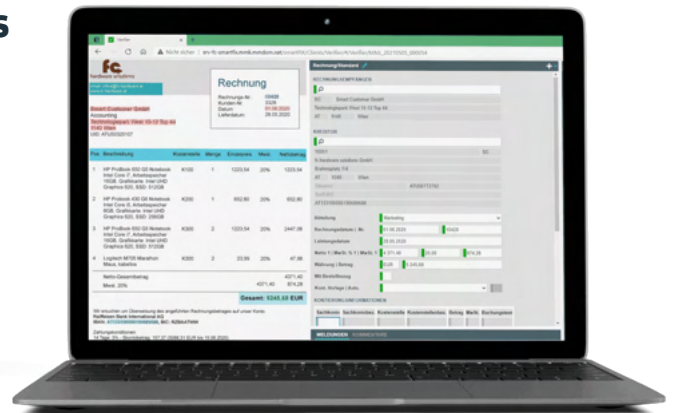
**We digitize document-driven  
business processes and create solutions  
that are a joy for the user**

Digital processing of incoming invoices  
(Travel) Expense reports  
Intelligent approval workflows  
ECM with SharePoint and Microsoft 365

# Digital processing of incoming invoices

## Digital invoice processing in 3 simple steps

1. Smart invoice receipt
2. Flexible approval processes
3. Seamless booking in ERP and archiving



- Automated processing through self-learning system, no creditor-specific effort
- Automated check for consistency of amounts, conformity and compliance requirements
- Intelligent extraction of all relevant invoice data including payment terms
- Reduction of effort and cycle times and honest focus on the user
- Seamless integration with Teams and Microsoft 365 with Single SignOn
- Open for all (e-)invoice formats: EDI, eb-Interface, XRechnung and similar formats can be processed directly



Also available for SAP users!



Digital processing of order confirmations with smart ORDER CONFIRMATION and of delivery bills with smart DELIVERY NOTE.



# (Travel) Expense reports

## Create expense reports easily in just a few clicks

Our solution reads invoices automatically, calculates expenses and exchange rates and creates a travel request or a complete expense report. During the following approval process users can easily communicate through the integrated chat.

Mobile, user-friendly and transparent in every step.



- Take a picture of your bills and add/save them directly via mail or drag & drop for the expense report you want to finish later
- Automatic extraction of all relevant billing and travel data, including country of travel, net amounts, exchange rates, etc.
- Smart template specifically for the travel dates. From request to report in one click.
- Overview and transparency for all users (managers, travel arrangers, employees, ...), integrated chat function
- Compliance with travel policies, e.g. with a focus on sustainable travel
- Automated and compliant accounting rules of all expenses and allowances

# Intelligent approval workflows



## Flexible and smart processes

Our solution for a digital, multi-stage and flexible approval process for the invoices in your company. With an intuitive user interface and integrated display of the invoice for a full overview of all information at every step.

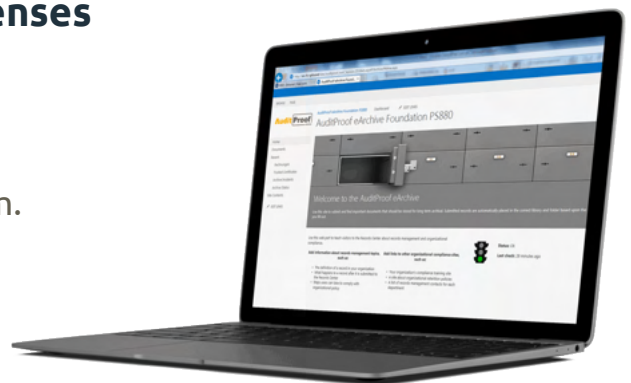


- Documented, direct communication for an easy tracking of internal processes
- Intuitive user interface, transparency and overview in all steps of the approval process
- Support for mobile devices for maximum flexibility, approvals can be given directly from a mail
- Automatic account assignment proposals for invoices, easy entry of splits of invoice amounts
- Inline calculations directly in the amount fields
- Customized extensions: individual features and customer-specific requests are possible

# ECM with SharePoint and Microsoft 365

## Unlock the full potential of your M365 licenses

With our ECM approach based on SharePoint or Microsoft 365 you do not need any additional document management system. The seamless integration into different business systems - Microsoft, SAP or other manufacturers - is easily possible.



- Rule-based document filing from different sources, automatically or interactively via dialog
- Seamless integration and efficient access to documents in the latest ERP context
- Revision-proof and evidential eArchive for compliant, electronic archiving
- For many common systems there are already ERP or system templates: SAP ECC, SAP S/4HANA, SAP Business One, MS Dynamics 365, IBM Maximo, and many more.
- Automated metadata is added from the business system, If necessary a manual editing can be done easily on the fly
- A simple design tool can be used to define the filing rules for the different documents



# What makes us stand out

## Easy and intuitive

Our workflow solutions are easy and intuitive to use and tailored to the end user - not restricted by the limitations of an ERP system or a rigid workflow engine.

## Best incoming invoice solution

Our commitment is to always offer the best incoming invoicing solution on the market and guarantee that we will constantly improve it with the input of our customers.

## SharePoint/Office 365

We enable business-critical document management projects on the basis of SharePoint /Office 365. Classic DMS or archive systems are therefore no longer necessary.

## Professional competence

We understand the business processes of our customer (DMS / ERP) and solve even complex requirements.

We are looking forward to getting to know you!



+43 1 997 2771-100



office@free-com.eu



[www.free-com.eu](http://www.free-com.eu)



Brahmsplatz 7/4  
1040 Wien  
Austria