

# PROXESS® Business Tools

The PROXESS Business Tools include a range of individual tools: With PROXESS automatic email dispatch, you can digitally send your outgoing invoices to customers via e-mail and at the same time archive them automatically in conformity with standard accounting principles. The PROXESS Job Server makes it possible to automatically process DMS background orders. XRechnung and ZUGFeRD formats can be processed with PROXESS and multipage Tiffs or PDF files can be split automatically.

## PROXESS automatic email dispatch

The analog dispatch of printed invoices is time-consuming and extremely costly: from materials through postage to the time invested. All of this can be avoided by sending an electronic invoice via e-mail. Automatic email dispatch also improves your liquidity, because your customers receive your electronic invoice within seconds. This reduces the time between invoicing and receipt of payment while meeting all the statutory requirements.

The standard accounting principles published by the Federal Ministry of Finance are the basis for the requirements for digital invoices. Traditional printed invoices and electronic invoices are treated in the same way. For pre-tax deductions, an electronic invoice must meet several requirements: Just as with a paper invoice, all of the mandatory information for an invoice must be included. The content of the electronic invoice must also be comprehensible and intelligible for employees. The invoice must be issued, sent, received and processed in an electronic format, and the authenticity of the origin and its intactness must be guaranteed. It must also include all invoice characteristics/required information for the value-added tax deduction, and the invoice recipient must have agreed to receive the invoice electronically in advance.

When the electronic invoice is sent, the invoice created in the ERP or accounting system is initially archived as an outgoing document in PROXESS. At the same time, an e-mail with the PDF invoice is sent to the invoice recipient specified in the ERP/accounting system and a copy of this e-mail is automatically archived in PROXESS along



- Cost reduction and liquidity increase through automatic dispatch of the eBilling
- Convenient control and monitoring of administrative program routines
- Flexibility through the processing of ZUGFeRD and XRechnung invoice formats
- Variable scan process by splitting multipage TIFF/PDF files into individual documents

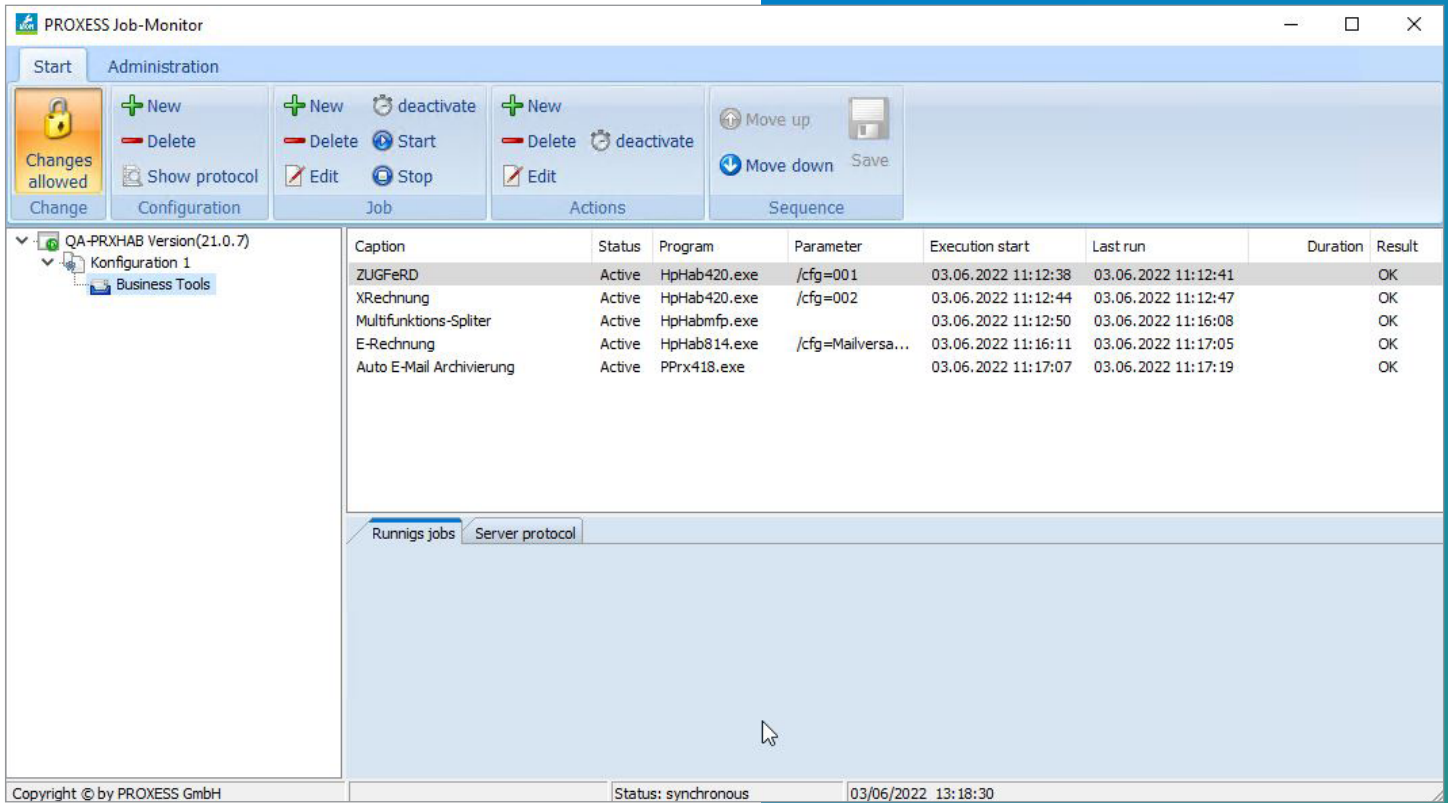
with the outgoing invoice. This way you kill two birds with one stone: the customer receives the PDF invoice at the desired e-mail address and at the same time the invoice is archived in PROXESS in conformity with standard accounting principles.

## PROXESS Job Server

The PROXESS Job Server enables automatic processing—which is either time-controlled or initiated via triggers—of specified jobs or routines such as

- Automatic e-mail archiving
- Import of documents and index data
- Import of master data
- Securing of MySQL databases

The PROXESS Job Server processes the specified jobs in the background as a service. All program activities are logged, and data can be issued to arbitrary e-mail recipients upon request.



You can monitor and manage the activities of the Job Server with the integrated PROXESS Job Monitor. It can be performed on any random device with a connection to the PROXESS server or on the server itself. The Job Monitor itself doesn't perform any tasks; it is used for the configuration and logging of the Job Server service.

## PROXESS ZUGFeRD/XRechnung

This function makes it possible to archive and process XRechnung and ZUGFeRD invoice formats. By default, XRechnung invoices are based on an XML format; ZUGFeRD invoices are issued in the PDF/A-3 format with an embedded XML file.

The program enables the rapid, accurate and automatic indexing of incoming electronic documents in these two formats. The extracted index data and corresponding document can then be automatically and directly imported into PROXESS.

## PROXESS MFP

Documents scanned as multipage Tiffs or PDFs are retrieved from a defined directory and split into individual

## Functions at a glance

- Automatic dispatch of eBilling including archiving in PROXESS in accordance with the law
- Archiving and indexing of incoming ZUGFeRD or XRechnung invoices
- Configuration and execution of DMS routines/jobs in the background, including monitoring tool
- Multifunctional splitter to separate multi-page TIFF/PDF files into individual documents (PROXESS MFP)

documents based on specified barcode recognition or by separating detected text characteristics. The execution can be set up via the Job Server as a background program or made by the user online.