

# Example: RPA in Invoice Processing

**Background:** Large companies often receive thousands of invoices from suppliers every month. Processing these invoices manually is time-consuming and prone to errors. It involves verifying the details, checking for duplicates, matching invoices with purchase orders, seeking approvals, and then initiating payments.

## How RPA is Applied:

### 1. Data Extraction:

- The RPA bot starts by scanning incoming invoices, whether they arrive via email or other channels.
- It then extracts the relevant information from these invoices, such as supplier name, invoice number, date, total amount, line item details, etc.

## Validation and Matching:

- The bot checks the extracted data for completeness or errors.
- It matches the invoice against corresponding purchase orders or delivery receipts in the system to ensure they align.

## Duplicate Check:

- The RPA bot searches the database to ensure the invoice hasn't been processed already, thereby avoiding duplicate payments.

## Approval Workflow:

- If everything matches, the bot can either: a. Automatically approve the invoice for payment if it's below a certain amount. b. Route it to the appropriate department or person for manual approval if it's above a threshold or if there are discrepancies.

## Initiation of Payment:

- Once approved, the bot can initiate the payment process by entering the necessary details into the company's payment system.

### **Notifications and Reporting:**

- The bot can send out notifications to relevant stakeholders about the status of the invoice processing.
- It can also generate regular reports about the number of invoices processed, amounts paid, discrepancies noted, etc., and send them to the finance team.

### **Benefits:**

1. **Speed and Efficiency:** What used to take hours or even days can now be accomplished in a fraction of the time.
2. **Accuracy:** RPA bots drastically reduce human errors, ensuring more accurate invoice processing.
3. **Cost Savings:** Automated invoice processing can lead to significant cost savings in terms of manual labor and error rectification.
4. **Scalability:** As the volume of invoices increases, RPA bots can easily scale to handle the added workload without requiring a proportional increase in resources.
5. **Audit and Compliance:** RPA ensures a consistent process that can be audited, and it maintains a clear record of actions, assisting with compliance requirements.

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