

If our latest Lunch & Learn already feels like a lifetime ago, look no further. Here the main takeaways from **Out With The Old, In With The Approved: Your Year In iCompleat Starts Here**. Think less lunch hour, more coffee break.

Invoices Extracting gives you visibility of invoice processing

Behind this tile in iCompleat, you see what's been received by Capture, what's in progress, and how long processing took, so you're never left wondering where an invoice is.



Intelligent PDFs speed up extraction significantly

Invoices sent as text-based PDFs are read and extracted far faster than scanned images. Encourage suppliers to send intelligent PDFs to reduce processing time.



Supplier mapping only needs to happen once

When a new supplier's invoice arrives, map their email domain to the correct supplier record. iCompleat remembers it, saving you the same step every time.



Supplier defaults automate coding & submission

Once a supplier is mapped, set default account codes, currency, tax, and workflow. iCompleat can then auto-code, match, and submit invoices with no manual input required.



Visual indicators keep you on top of exceptions

Icons for attachments, notes, bank detail mismatches, and credit notes are all visible at a glance in the invoice tray, so exceptions get caught before they cause problems.



Manual matching bridges the gap when automation can't

If an order number hasn't been captured automatically, use **Find a PO** to locate and match the purchase order manually, then import the PO lines to carry across all coding.



Attachments & notes keep everything in one place

Add delivery charges, attach quotes or delivery notes, and leave notes for colleagues - all within the invoice, and accessible throughout the approval process.