



Purchase Invoice Solutions

How can Finance Scanning Solutions set me free?

Purchase invoices, credit notes and other documents can be scanned and linked directly with your finance system ensuring that all documents are securely stored and there's no need to keep all of that paper!

Automated Invoice approval processes can be seamlessly added to deliver greater operational benefits and drive greater efficiencies across the organisation.

How does it work?

When you receive a paper invoice, it can be scanned and identified using ICR (Intelligent Character Recognition) or logged manually depending on volumes.

A direct link is created between the invoice and your finance system allowing instant access at the click of a button. Once linked, the invoices can be automatically approved for payment or alternatively sent for approval to designated users.

Business rules are automatically followed during the approval process to include escalation procedures, timed actions and approval limits which are all configured in accordance with your organisation's requirements. This ensures early payment discounts are always met.

Users can search for invoices using a variety of fields (supplier reference number, supplier name, date, invoice value, and so on). All documents are stored securely within the system which manages security access rights, in addition to a full system audit trail.

The solution allows easy access to all of your finance documents, this paper-free approval system spells the end of misplaced invoices and the need for photocopying or faxing! It also relieves your finance team of the burden of filing and storing paper documents, dramatically saving space whilst increasing efficiency and productivity.

Technical specification:

- Windows Server: 2003
- Pentium 1GHZ / 512MB RAM min
- MSSQL, .NET Framework
- Computers running Windows XP Professional
- Any TWAIN-compliant image-capture device (optional).

set yourself free

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The Documotive range includes:

- Finance Scanning Solutions
- Integrated Housing & Tenancy Document Management
- Mailroom e-Post Office
- Expenses Claim Process
- Customer Dashboard
- HR File Management
- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time
- Removes the need to file hard-copy invoices
- Avoids the hassle of lost invoices
- Ensures payment terms are met
- Saves office space
- Increases efficiency
- Reduces risk
- Improves security
- Provides disaster recovery and business continuity
- Meets regulatory compliance.



Integrated Housing & Tenancy Document Management

How can Integrated Document Management Solutions for Housing set me free?

Scan and link all Housing & Tenancy files, Development files, ASB, Complaints, Health & Safety documents and Property records to your Housing Management System.

How does it work?

Every organisation has different needs. Working with your team, we will tailor a flexible solution for you. The system will allow you to categorise and store documents quickly & easily using the data already held in your housing system.

Once set up, outbound documents will be automatically sent to the correct property/tenancy files and inbound documents can be quickly attached to the relevant file with minimal data entry.

In addition documents can be automatically transferred between files during a void process ensuring that all relevant tenant or property information is maintained. The system can be set to handle former tenants as well as current tenants, providing a full solution for the management of live and legacy data. Users can search for documents using a variety of fields (tenant's reference number, property address, property ID, and so on) and the chosen documents are delivered directly to the desktop.

Standard features such as zoom, rotate, email and annotate are provided. All documents are stored within the system to provide a full audit trail. User roles can be set up to restrict access to document types in addition to restricting functions based on a user's role.

Full integration with your existing network security is standard to protect sensitive or restricted information.

Technical specification:

- Windows Server: 2003
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- Intelligent Data Capture from scanned forms and letters
- Document Hosting Solutions.

Benefits:

- Saves time
- Saves office space
- Eliminates the need for filing
- Never lose documents
- Provides all your information at your fingertips
- Increases efficiency
- Reduces risk
- Improves security
- Provides disaster recovery and business continuity
- Meets regulatory compliance.