

# **kollecta**

Document Management



# Product Overview

## kollecta Document Management

Managing paperwork in the finance department can be onerous and time consuming. Even businesses with a relatively low volume of paperwork find their finance teams spend a disproportionate amount of their day on low-value added activities such as filing, photocopying and looking for paperwork. To help reduce the levels of low-value activities carried out by the finance team, users need look no further than Kollecta Document Management. It's specifically designed to reduce administration overheads, streamline processes - and save money

y.



### Effectiveness and Efficiency

Kollecta Document Management extends the core functionality of your procurement or accounting system by enabling documents such as invoices and goods received notes, to be scanned, stored and viewed directly from the system via a

#### Web Browser.

The business case for document management broadly falls into

two areas:

- (i) increased efficiency and cost savings; and
- (ii) enhanced security and process control.

Storing documents electronically means that the need to manually distribute or copy paperwork is eradicated. What's more, information is instantly available - so staff spend less time searching for documents - and information is made available to the business in a secure and tightly controlled manner.

The benefits of storing incoming documents electronically are well recognised and include:

#### Increased Efficiency and Cost Savings:

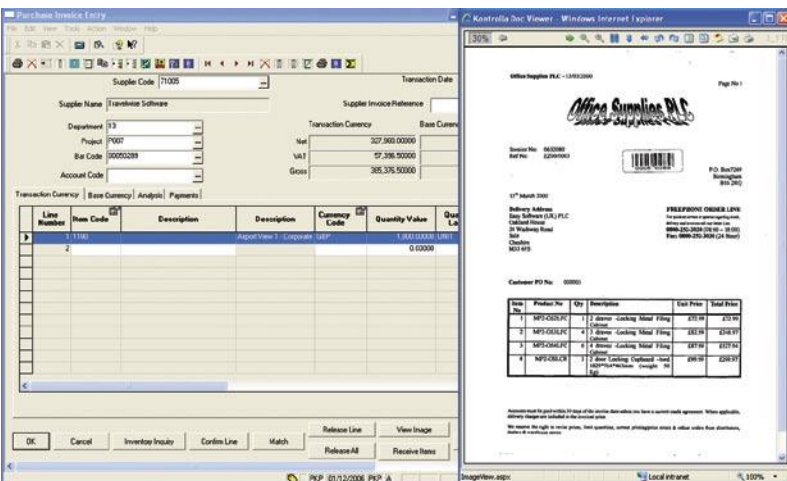
- ▶ Time spent filing, distributing and photocopying is dramatically reduced.
- ▶ Full Integration with your procurement or accounting system allows finance users to view documents at the press of a button
- ▶ Less floor space is taken by filing storage and costs associated with office consumables such as copier paper, filing products & storage are noticeably reduced.
- ▶ Search and display facilities from any location via a standard web browser mean staff outside finance can now access information

#### Increased Security and Compliance:

- ▶ Better security - only staff with the relevant authority can access documents.
- ▶ Legally admissible, fully auditable and acceptable to the authorities.
- ▶ Enhanced disaster recovery position with fall back servers and backups

### How does it Work?

**Intelligent Scanning and Linking:** Kollecta Document Management is a unique offering that includes tight integration with leading systems including SunSystems, Vision, SunSystems Procurement. The solution works with any quality scanner and includes intelligent OCR (Optical Character Recognition) technology that enables automatic indexing during document scanning. A variety of scanning and indexing techniques may be used.



The automated process is shown in the diagram below:

**Step 1**

Incoming documents (e.g. invoices) are coded in the usual way. A bar-code sticker is adhered to the first page of each invoice. The barcode number is entered alongside the coding. The data is typically held in a user-defined field.

**Step 2**

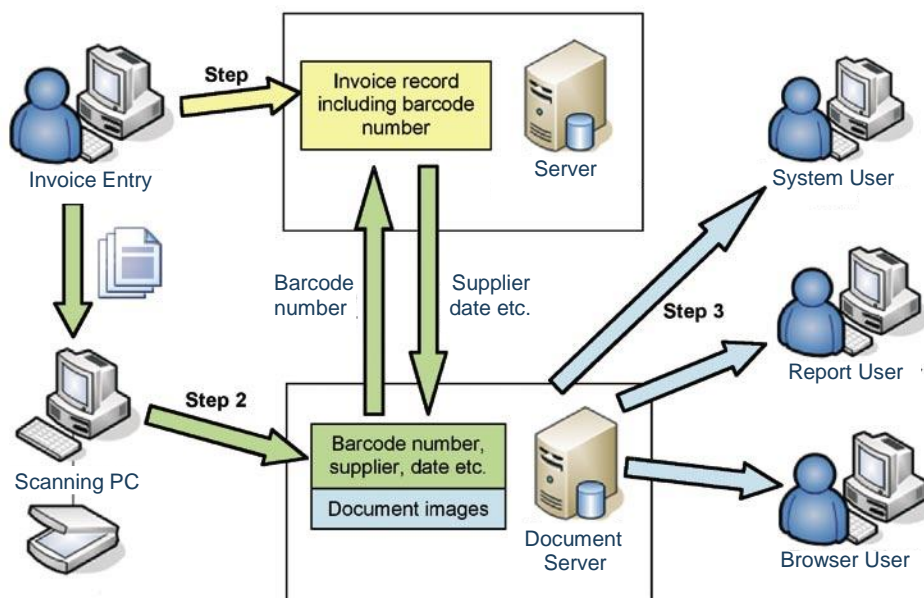
Invoices are later scanned. The scanning software automatically recognises the bar-code number on the image and searches for that bar-code number in the database. When found, the document is automatically 'linked' with the procurement or accounting system.

**Step 3**

Thereafter the document can be viewed by selecting the 'Display Images' button or, for non-finance users - via a standard web browser.

This process is inherently robust - and it's scalability means that whether your business needs to process 1,000 or 100,000 invoices per annum this can be easily and cost-effectively managed.

### Barcode linking to Accounting System



**Features:**

- ▶ Bar-code linking for automatic document linking to your procurement and accounting system
- ▶ Minimal data entry for high speed indexing
- ▶ Documents may be searched for and displayed using a standard web browser ensuring general business users can access information
- ▶ Robust security ensures only authorised personnel access information
- ▶ Extendable to include document centric approval facilities

**Technical Specifications:**

- ▶ Can run on the same server as procurement and accounting system (assuming sufficient disk space and performance)
- ▶ Windows 2000/2003, XP, Vista, Microsoft SQL Server
- ▶ Internet Explorer 5.5 or higher

### Extending Document Management throughout the Business

For businesses that require a company-wide system, Kollecta Document Management can be extended at a later stage to incorporate many other financial and business documents, for example:

- Inland Revenue documents
- Staff, Client & Supplier Contracts
- Licence and Legal Agreements
- Pay Slips and Payroll Data
- Sales Quotations
- HR documents
- Sales Invoices
- Purchase Orders

Furthermore, by adding integrated workflow technology, companies can enable documents - such as invoices - to be distributed and approved electronically. Here, a full audit trail is retained - giving finance full visibility of all actions taken on invoices. For more information about document management & electronic approval processes please contact Sysco on +44 (0)2890 508550



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