Advanced
Business Solutions

Exchequer Document Manager – drive efficiency across your entire organisation

Exchequer Document Manager is ideal for organisations looking to centralise their company documents and processes into one efficient, secure and universally able environment, dramatically improving user access and document security.

> "The invoice handling had previously been done via a completely manual system. This was difficult to control. We chose Document Manager because of its simplicity, flexibility and scalability for workflow and document management and because of its ability to integrate fully with Exchequer."

Designed to grow with your organisation, Exchequer Document Manager is a highly scalable solution, suitable for a single department, or across your whole organisation.

It enables organisations to respond quickly to requests and allows the automated delivery of all accounting documents including invoices and statements in a secure read-only format, either by fax or email.

Maximum visibility/minimum vulnerability

Exchequer's Document Manager is your central force, capturing, indexing and securely storing all your business-critical documentation, making it easily accessible to share with authorised users and at the same time, protecting it from outsiders.

There is no limit to the amount of documents saved and if a high level of security is important, user access rights can be easily administered.

Streamline your business

Exchequer Document Manager helps businesses digitise and streamline their existing document processes to increase efficiency and reduce paper usage.

Fully integrating with your Exchequer accounting and business solution, Document Manager gives you the power to deliver huge and immediate efficiency gains because it makes the source documents that support financial analysis and decision making, such as purchase orders, instantly and universally accessible.

Document Manager's highly configurable workflow tools will enable you to free your business from inefficient and unreliable paper-based processes, providing you with instant access to documents, real-time approvals and collaboration across departments and sites.

Benefits

1. **Save time retrieving and tracing documents** – valuable information from anywhere in the business is instantly available at the touch of a button

2. **Reduce printing, storage space and costs** – eliminate hard-copy files

3. **Centrally manage and control all company information** – information is available to all business users 24/7

4. **Secure access to authorised users** – back-up of documentation for audit trails

5. **Improve efficiency and reduce administration costs** – remove the risk of losing or misfiling important documents

Drive efficiency and reduce costs

Time and energy previously wasted searching for paper invoices, receipts and other documents, is eliminated with dramatic improvements in productivity. Customer queries can be immediately dealt with, improving your customer service and saving your staff time.

With Document Manager, photocopying, fax and mail costs are wiped out, cashflow accelerates through increased speed of processes, and office space required for your paper storage is eliminated, further reducing your overheads.

Exchequer

Speed up overdue payments and automate cash collection

With Exchequer Document Manager, there is no need to spend time posting documents, making copies of sales invoices or digging out original orders. The process is completely automated, meaning your finance staff can focus on actively chasing payments.

All inbound and outbound documents are processed electronically, enabling faster order and invoice approval through online invoice presentation.

Furthermore, document workflows will enable your users to quickly cross-reference documents to identify discrepancies and resolve disputes.

Standard functions/modules include

- Scanning
- Administration
- Search
- API integration
- Import tools
- Auditing
- Check out/check in
- Version control
- Enhanced administration
- Screen scrape
- Desktop scanning
- Advanced annotations

Optional functions/modules include

- Workflow
- Batch Scanning

Key features

- Centrally manages document security
- Link documents and folders with existing systems
- Compliance with freedom of information and data protection legislation
- Powerful document search
- User-definable workflow for approving payments
- Cross-references invoices with GRN/PO details for accuracy
- Complies with HMRC regulations, admissibility of data in courts

The implementation of Exchequer Document Manager, fully integrated into your business and finance solution, can quickly produce significant efficiency and productivity gains with a relatively short payback period.

Exchequer

To find out how Exchequer could transform your organisation, please call **0844 815 5600** or visit **www.exchequer.com**