



## Advanced Exchequer Document Manager Drive efficiency across your entire organisation

Advanced 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.

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 archiving of all accounting documents including invoices.

### 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 but 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.

### Benefits

- > Save time retrieving and tracing documents – valuable information from anywhere in the business is instantly available at the touch of a button
- > Reduce printing, storage space and costs – eliminate hard-copy files
- > Centrally manage and control all company information – information is available to all business users 24/7
- > Secure access to authorised users – back-up of documentation for audit trails
- > Improve efficiency and reduce administration costs – remove the risk of losing or misfiling important documents

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

### **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 dramatically reduced, cashflow accelerates through increased speed of processes, and office space required for your paper storage is eliminated, further reducing your organisations overheads.

### **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 searching for 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.

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.

### **Standard functions/modules include**

- > Scanning
- > Administration
- > Search
- > API integration
- > Import tools
- > Version control
- > Enhanced administration
- > Desktop scanning
- > Advanced annotations

### **Key features**

- > Centrally manages document security
- > Link documents
- > Compliance with freedom of information and data protection legislation
- > Powerful document search
- > Complies with HMRC regulations, admissibility of data in courts

# Document Manager - OCR Module

Intelligent Optical Character Recognition (OCR) technology delivers significant productivity savings for Exchequer users. The OCR module automates the capture of data from supplier invoices and filing in the Advanced Exchequer Document Manager Solution.

The Advanced Exchequer OCR module seeks to improve the efficiency of the Accounts Payable function by automating the processing of paper and PDF invoices.

Incoming paper invoices are scanned on receipt using the Exchequer Document Manager solution. The documents are processed using smart OCR technology to identify the sender and match to a supplier in the Exchequer system. Invoice layouts for each supplier are learned and remembered for future processing. The data is then extracted from invoices and validated against the Exchequer information and analysed for consistency. The operator can check and correct all data before transactions are posted into the Exchequer ledger.

Once an invoice is accepted, Exchequer is updated live and the document image is automatically filed in the Exchequer Document Manager for future retrieval and reference.

Where suppliers submit their invoices in PDF format, there is no need to print and scan the documents. PDFs can be automatically picked up from a shared folder and processed in an identical fashion to scanned paper invoices.

The Exchequer OCR module is an add-on for the Exchequer Document Manager solution.

The Exchequer Document Manager solution stores all documents securely in the database and links them to the relevant transaction and business partner. Suppliers' delivery notes, certificates and other supporting documents can be scanned in with the invoices or separately using the Exchequer Document Manager solution.

## Productivity

- > Use industry-leading OCR technology to save time on data entry
- > Facilitate centralised purchase transaction processing for economies of scale
- > Capture invoices and credit notes earlier

## Compliance

- > Automate the archiving of invoices in the Exchequer Document Manager solution
- > Satisfy auditors and tax authorities

## Reduce errors

- > Dramatically reduce the amount of manual keying and potential for human error
- > Additional error checking highlights invalid order numbers
- > Recognition of supplier details highlights duplicated suppliers in the purchase ledger

## Cost savings

- > The reduction in invoice processing costs and document retrieval costs means that Exchequer OCR typically pays for itself within just six months.
- > Scan invoices on receipt and transmit electronically, saving on internal postage
- > Eliminate photocopying for query resolution, use less stationery
- > Handle queries through email
- > Accept PDF invoices and avoid printing and scanning
- > Archive invoices electronically to avoid physical storage

With EDI and XML invoicing still not a viable option for many suppliers, most businesses continue to receive a substantial number of paper invoice.

## More information

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