

# Fed Up with Filing?

## Fed Up with Chasing?

## Fed Up with Paper?



The paperless finance office does exist!

Go to <http://www.datumplc.com>

Every business experiences the pains and costs associated with the processing of invoices. Industry research now shows that as much as 86% of all invoices are still received on paper which is why 70% of invoice processing costs is in the document handling and data entry.

## Paper...

invoices can be hard to locate... In the simplest form they are approved and filed, but often they sit at the bottom of in-tray's, they go missing in the internal or external mail or worse still they are thrown away by mistake. Paper is also notoriously difficult to move around an organisation, particularly those with multi site offices. Remove this pain and gain full document traceability, reporting and digital invoice approval using integrated Document Management and Workflow.



## Paper...

based document distribution, archive and retrieval is costly in terms of time, physical storage, copying and printing. Combine this with the obligation of maintaining your finance records for up to 6 years, storage space becomes a premium. Why not ease the burden by using Document Management to seamlessly integrate with your Sage finance system and gain instant document access regardless of location.

## Paper...

handling of invoices slows down the approval cycle adding to management cost and often making it impossible to take advantage of any early payment discounts. Statistics show that only 44% of companies are able to process invoices within one week, and almost 25% need more than three weeks to process invoices. Companies can face hefty charges from customers and/or trading partners for late payments on invoices. Why not improve your financial performance, and streamline business process by using workflow for approval management

# KnowledgeWorker® For Finance

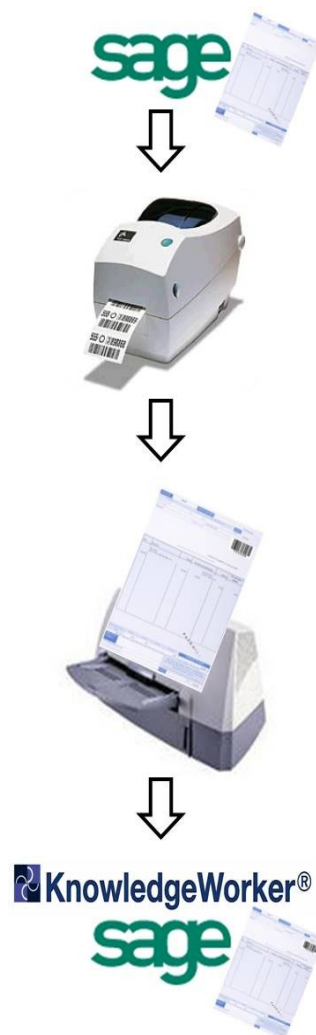
Increase operational efficiency and streamline your business processes. Capture, Route, Store and Retrieve your invoices and transaction documents instantly via your existing Sage system and eradicate the time spent chasing and handling paper!

## Invoice processing made simple...

- **Capture** the invoice image and its data using a Scanner, MFD, Fax, email or your Sage accounts system.
- **Route** the invoice automatically to the appropriate user for invoice approval and track its workflow status.
- **Store** all invoices and related transaction documents (whether, image, word, excel, email or attachment) in a central and secure repository.
- **Retrieve** invoices and related transaction documents quickly and directly from your Sage system.

## Key Benefits

- Easy and intuitive to use.
- Maintain financial control, improve customer service and deal with all queries swiftly and effectively.
- Reclaim valuable office space by removing filing cabinets.
- Minimise paper outputs, copying whilst reducing your companies carbon footprint.
- Comply with regulation for finance record retention
- Reduce administration and storage cost for document filing and handling.
- Available On-Premise or as a Cloud solution



## Interested?

For more information on KnowledgeWorker Document Management for Sage please go to [www.datumplc.com](http://www.datumplc.com). Alternatively you can email us at [info@datumplc.com](mailto:info@datumplc.com) or call us on 01438 347110.

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