DOCUMENT MANAGEMENT

INVU:

Retrieving documents, the cost of misfiling and outright document loss all contribute to increased overheads, additional effort and poor service.

Invu Document Management offers a wide range of solutions to help with the heavy influx of documentation within your organisation. Invu can streamline your communications and records by reducing your reliance on paper documents, easing your information flow and providing all your information at your fingertips.

What are the benefits?

Enhanced customer service - quick access means better service all round

Enhanced document distribution - share documents in a controlled fashion, keep tabs on processes and minimise delays

Save storage - reduce paperwork, reduce filing

Save money - slash hidden costs with enhanced efficiencies

Save time - all your documents instantly at your fingertips

Designed as a scalable solution, Invu Document Management works with your existing Microsoft and business applications as a core part of your processes. Documents can be imported electronically from MS Office, emails imported and paper documents rapidly scanned in. Once within the safety of Invu documents can be routed between users, processed, classified, audited and securely stored.

What else can Invu offer?

In addition to our core Document Management solution we offer a number of add-on modules to help solve a wide range of business problems. These include **Invu Email Manager**, a powerful way to ensure that business emails stay locked into your organisation. **Invu Capture**, a comprehensive and versatile document processing solution offering intelligent accurate data extraction from a full range of documents. And **Invu Workflow**, which acts as the bridge between your line of business applications and your document repository. Documents can be automatically routed between departments and authorisers to handle different process stages.

For more information visit: www.invu.net/dm

"Taking Invu on has created a domino effect – there's a queue of other departments waiting to have it."

Adactus Housing Group

FIND THE BEST SOLUTION FOR YOUR BUSINESS

ACCOUNTS PAYABLE

PURCHASE ORDER PROCESSING

DOCUMENT MANAGEMENT

ACCOUNTS PAYABLE

The benefits:

Stronger internal controls of finance management

Lower invoice processing costs
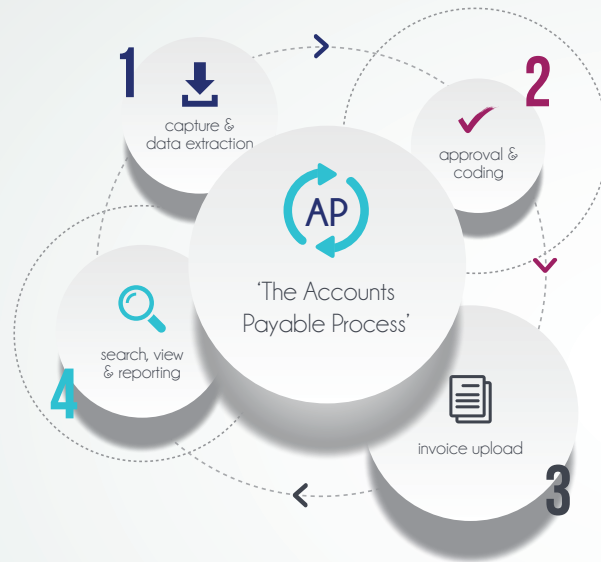
Reduced invoice processing cycle times

Ability to scale the business without recruiting additional resource

Improved supplier relationships with better internal visibility of invoices

Less time responding to invoice queries

Fewer late payments

Invu offers a fully automated Accounts Payable (AP) solution to bring **visibility**, **control** and **efficiency** to your organisations invoice processing. Invu's AP solution is about recognising liabilities in good time and being in a position to choose when you settle them. You set the payments agenda rather than having to react to late payment demands.

1 capture & data extraction

2 approval & coding

AP
'The Accounts Payable Process'

4 search, view & reporting

3 invoice upload

What does it do?

Using invoice capture & data extraction tools our solution can automatically pull information from invoices to drive an electronic and automated invoice payment process.

Why is it unique?

> Invu's AP solution is not just an invoice processing solution, it also comes with a full document management product which can be used in other departments such as HR, Operations, Legal and Marketing and will integrate with a wide number of business software applications

> It is designed specifically for mid-sized businesses and organisations

> It is designed to work with any ERP system and therefore can be retained if you change your ERP provider

VISIBILITY. CONTROL. EFFICIENCY.

PURCHASE ORDER PROCESSING

The introduction of a purchase order driven system has long been the Finance Directors Holy Grail for control and efficiency in purchasing and accounts payable systems. The process should be all about the items to be purchased and not the purchase order. The key to employee engagement, operating efficiency and financial control is setting the approval at the line item level and then the purchase order can serve its true purpose as the means and not the end in the purchasing process.

What does it do?

Invu Purchasing is an end to end purchase order processing solution based on line item level approvals that is designed to deliver an efficient straight-through process, providing user compliance through engagement, and thereby, control over spend.

Requisition
Reporting
Approval
Exception Handling
PO Raising
'The Purchase Process'
Invoice Matching
Receipt
Invoice Capture

Why should you choose it?

> It has been purpose built tablet ready, browser based and with ease of use in mind

> Full Document Management available

> The shopper is in control, and can place the order post approval

> Approval is at the line item level by the budget holder or their delegate

> The approval decision is made with full budget data available ensuring management control over budgets

> Local and central users have full visibility of commitments versus budget

> Accurate accruals

> One system, no spreadsheets

PC or Tablet – You Decide

Invu Purchasing has a modern, adaptive web UI and was designed from the start with both PC and touch devices in mind making it intuitive to use, reducing the training requirement for users. With no client install, the solution can be made available to all users with almost no IT effort. All common browsers and versions are supported as well as Android and IOS devices.