Image Enabled Purchase Invoice Processing

AutoFORM Archive

Central / Remote

Post Open & sort supplier invoices

Scan

Regional / International

Open & sort supplier invoices Post

Scan

Auto Indexed
Eliminates duplicated
manual entry of existing data

New Documents for Processing

Automatic update
of Indexed Information

Main Application

Accounts Payable

Financial Software AutoFORM Archive

Windows 2000

View documents from web
browser or main application

AP Clerk
Change status and move documents to
supervisor, budget holder,
payment clearance or reject.

Documents are viewed on screen
to accelerate processing & approval

Accounts Payable

Financial Software AutoFORM Archive

Windows 2000

Dual display

AP Manager
Enables working from home.
No more hidden paper files.
Track work in progress. Run reports,
Improve supplier communications.

WEB **WAN**
Browser access

Reject

No PO, no POD, no GRN,
incorrect details,
duplicate Invoices.

Email / Fax

Efficient return of documents
to supplier with reasons

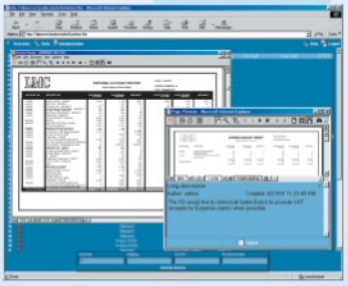
Save on postage and telephone calls.

Budget Holder

Review invoices via intranet/internet.
Manually authorize via the web
or in main application.

Reject

Add notes

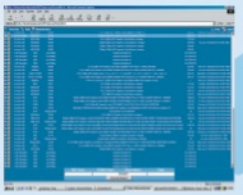


Authorized

Add notes

Automatic Authorisation

Using matched GRN's
or field status



Data exchange

Transactions
complete for payment

Cheque or BACS

Automated delivery of
Remittance Advice sent
by AutoFORM e-mail

Account Queries - View original documents

Access the original archived document
from your financial applications

View
Original Invoice
All Invoices from supplier
Purchase Orders
Delivery Notes
Return Notes

...and make an informed decision.

AutoFORM LaserNet

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efstechnology OUTPUT & DOCUMENT MANAGEMENT