

## DocuWare for Accounting

- A document management solution for finance and accounting teams looking to remove paper and manual tasks.
- Strengthen your financial processes through digitising and automating workflows.
- Provides full documentation of all business transactions.



# Speed up and strengthen financial processes

**Modern business has placed new levels of pressure on finance departments. At a moment's notice, financial leaders and their teams are expected to deliver key figures of the highest quality to gauge where the company stands in the market and keep close tabs on profitability and liquidity. Success can only be achieved if the core processes of accounts payable and accounts receivable are executed securely and error-free.**

Unfortunately, outdated paper and manual operations often block a company's path to agility: costs are recorded too late, approvals take too long, processing steps are not transparent, and bookings can't be completed because releases or documents are missing. In addition, critical information about business transactions is often lost in silos, isolated from data in the ERP and accounting system.

Digital storage and process automation with DocuWare will help your company leap beyond these barriers. Enterprise content management retains the valuable knowledge from documents and business processes in one system, makes it all available, and integrates it directly with an ERP.

It is a powerful ally for financial departments to remain legally compliant. And it gives you everything needed to generate meaningful analysis and comparisons to ensure resources are reliably allocated.

## Why DocuWare?

- Legally compliant storage
- Protection against data loss and fraud
- Quick (and mobile) capturing and authorising of invoices
- Transparent controls for a "more eyes, the better" approach
- Booking and records linked
- Automatic data exchange with SAP, Microsoft Dynamics, Quickbooks, Sage and other accounting programs
- Reliable ERP analysis through smooth accounting processes
- Cloud or On-Premises Solutions available



# Optimise your financial accounting

## 7 solutions for greater efficiency

### 1. Automatically captures documents

DocuWare brings transparency to the invoicing process: the software collects, sorts and stores documents of any format with the help of intelligent capturing/indexing features, and then distributes them to the right employees. This even works with mobile phones and business apps. Your accounting team is then able to stay on top of pending issues, plan based on accurate figures, and take advantage of early payment discounts.

### 2. Digitally directs invoice approvals

DocuWare automates and accelerates business processes through efficient workflows: tasks migrate immediately from one employee to the next or operate in parallel as needed. For example, if someone releases an invoice for payment, the data is automatically updated for the others involved. This process keeps flowing no matter where your colleagues might be – next door, in a different office, or on the road. The information is available at any time and is accessible from any place. Since all records as well as any correspondence involved in a business transaction is directly linked, everyone has everything they need on hand to make a decision.

### 3. Meets compliance guidelines

Strict retention and reporting requirements go hand-in-hand with accounting processes. From GDPR to Sarbanes-Oxley: DocuWare fortifies your company when it comes to audits and liability issues, smoothing the documentation process. Every document is securely stored according to legal requirements. Every business transaction can be tracked without gaps. A rights-based security system protects against unauthorised access and manipulation. Multiple encryption layers make sure everything remains correct and confidential.

### 4. Connects documents with financial accounting

DocuWare seamlessly integrates with SAP, Navision, Quickbooks and any other financial accounting systems. This makes it possible to store and search documents in DocuWare straight from the lead application. Additionally, you can take content from documents and feed it straight into your ERP or accounting program, such as record numbers, amounts, or account information. For example, DocuWare can read all of this when an invoice is captured. This data can then be exported automatically to avoid extra work, typing errors, and inconsistent data.

### 5. Provides more security

Anyone who needs to protect their documents from loss must invest time and money in risk management. This is true for paper archives as much as it is for a room full of servers. DocuWare is able to offer extra peace of mind with their cloud solution: multi-tiered backup measures and storage in a high-performance Microsoft Azure data centre provide the highest level of protection from theft, fire, flood and other catastrophes.

### 6. Gives you full control

When was an invoice recorded? Where is it right now? Who accessed it last? DocuWare makes every status in the life cycle of a document immediately visible – today and in years from now. Effective controls can be incorporated into everyday processes: for example, invoices above a certain amount are always provided to colleagues in management and accounting for a cross-check. Or decisions can be further secured by having multiple parties sign off on them, protecting against errors or embezzlement.

### 7. Information immediately available

DocuWare opens new research and analysis options: call up all invoices from a fiscal year in just a few seconds, search for specific invoices individually, or directly access a document that is linked to a booking from in your accounting program. With new documents or status updates, DocuWare automatically supplies you with information via digital workflows. Email notifications, task lists, and representative rules ensure that the flow of information never stops.

# Automate invoice processes and integrate them into your ERP

**Innovative accounting departments use DocuWare to rethink their processes, using this dynamic, digital knowledge and work platform to save time and money and significantly increase planning security. Especially when combining business documents with ERP data, even more strategic value can be achieved.**

## **Accounts Payable: Quickly record and book costs**

DocuWare transforms the Accounts Payable process by (1) capturing and automatically matching invoices to purchase orders, (2) leveraging customisable departmental workflows to manage the approval process and (3) posting the approved amounts back to the general ledger through pre-built ERP integrations. Use the system to avoid mistakes, reduce invoice handling, streamline approval processes, and eliminate manual entry. As a result, organisations can benefit from early payment discounts while recapturing valuable time for higher-level tasks.

**Process invoices promptly, keep track of due dates and status changes, and significantly improve cash flow management. The DocuWare A/P Solution:**

- Directly imports invoices to defined and easily searchable file structures
- Validates invoices for accuracy and uses DocuWare self-learning intelligent indexing to match invoices with related purchase orders
- Routes invoices in a multi-step approval process, which can be departmental specific and include split code billing for multiple approvals within the same invoice
- Handles exception-level approvals and reprocess rejected invoices
- Automatically posts approved invoice amounts directly back to the ERP system

## **Accounts Receivable: Speed up collections**

DocuWare directly links A/R processes with the documents and information from order processing. This makes it possible to generate invoices even faster, to immediately answer a customer's questions, and keep track of individual payment plans or special discounts.

**Ensure good customer relationships, early payments, and more liquidity through optimal receivables management. Your benefits with DocuWare:**

- Access delivery notes, performance reports or special agreements directly from accounting program, ERP etc.
- Automatic filing of outgoing invoices while printing or sending by email
- Easy transition to electronic invoicing
- Retrieve copies online for customer queries and forward them immediately by email
- Combine invoicing with release workflows – for example, for approving discounts

### Accounts Financial Audits: Score points with perfect organisation

Mobility and transparency are paramount for audits. DocuWare provides full and proper documentation of all business transactions. Not just booked records from the period being audited, but also email, letters or contracts connected with these records can be submitted in seconds to a tax authority or external auditors.

#### Keep calm and audit on. Your benefits with DocuWare:

- Legal long-term archiving of all accounting documents
- Access invoices and correspondence directly from accounting program
- Consistent verifiability of a process: From digital receipt to payment note, all processing steps are registered directly on a document
- Effortless searches of current and historical documents
- Easily provide all documents in digital document folders – including convenient built-in search functions
- Restrict access to documents to which auditors are entitled



For more information please contact one of our consultants:

**Toshiba Tec UK Imaging Systems Ltd**

**Telephone**

0843 2244944

**Email**

process.optimisation@toshibatec.co.uk

**Website**

www.toshibatec.co.uk



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