



Cloud Financials Electronic Document Management

Drive efficiency across your Finance department through automated Supplier Invoice Processing and integrated Document Management.

Automated Supplier Invoice Processing

Processing supplier invoices is extremely time-consuming and expensive. In addition, delays in invoice processing can result in reduced supplier discounts and late payment penalties.

Cloud Financials automates and streamlines the processing of supplier invoices, centralising the deposit of financial documents into a secure, easily accessible repository. Accounts Payable (AP) PDF invoices are received in a designated email in-box and efficient processes enable their automatic deposit into the document archive. At the same time, the overall AP data entry process is triggered and staff have secure access to the relevant documents for all stages of data entry, approval and enquiry. This dramatically improves user access, productivity and document security.

Integrated Document Management

In today's increasingly competitive world, it is imperative that businesses maximise their efficiency in all areas. For any organisation to operate at optimum levels, information must be securely stored and immediately accessible. An important element of this is the ability to automatically store, and seamlessly retrieve, images of documents as they were sent out, or received, from financial applications.

The Cloud Financials Document Management solution can also help businesses convey a professional image to their customers and suppliers through the documentation they produce and distribute.

Save time and money

Reduce late payment penalties

More efficient data entry contributes to a more productive business

Increase ability to realise prompt payment discounts

Easy, universal retrieving and tracking of documents

Valuable information from anywhere in the business is instantly available at the touch of a button

Reduce printing, storage space and costs

Eliminate the costly hard-copy storage of paper invoices and other documents.

Centrally manage and control all company information

Information is available to all business users as required

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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

Speed up overdue payments

With Cloud Financials, there is no need to spend time mailing documents, making copies of sales invoices or digging out original orders. All business documents can be electronically stored and easily retrieved at the touch of a button.

Benefits include:

- > Reduce storage space requirements
- > Professional document output
- > Cost savings in production of documents
- > Quicker access to documents, greatly reduced process costs
- > Assured security balanced with accessibility
- > Minimal impact on network traffic
- > Save time and money by reducing data entry
- > Quick to implement
- > Tightly integrated into Cloud Financials
- > Get a fast return on investment

More information

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