iDocuments

Streamline, automate and simplify

Streamline, automate and simplify finance and business processes with iDocuments

Purchasing | AP invoice automation | Expenses | Workforce management

Purchasing · **Expenses** · **Services** · **ERP/ Finance System** · **Sales** · **Time** · **Workforce**
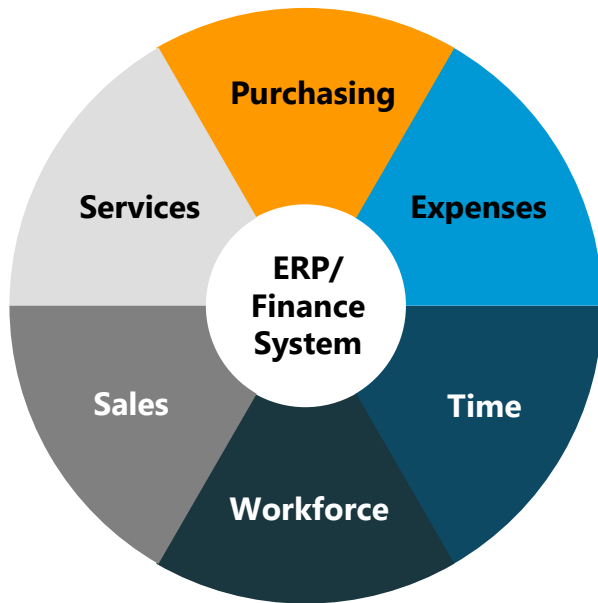
Maximise your ERP/finance system investment

iDocuments provides is a powerful suite of integrated finance, service and workforce processes management solutions that extend the reach and control of your ERP/finance system with agile solutions that can easily and quickly be deployed across your entire organisation via web browser or mobile device to whoever needs it.

iDocuments extends the reach and control of your ERP/finance system with seamless flow of information, removing the need for duplicate data entry.

With rapid and simple application deployment, iDocuments can be configured to meet your objectives and the changing requirements of your business.

Extend the reach and control of your ERP/finance system implementation

A platform for sound and efficient financial management

Eliminate paper and remove manual time-consuming, repetitive tasks from your organisation.

Replace them with automated processes that work faster, reduce costs and ensure compliance, to make your business more agile.

Many organisations waste time and money because they still rely on expensive manual and paper-based processes and disparate legacy software systems that don't integrate.

Such processes are inefficient and difficult to control and this inevitably leads to inconsistencies and costly errors. Without consistent and centralised processes control, visibility and compliance are impossible to manage.

With iDocuments you can drive efficiencies and cost saving by bringing all your finance and workforce processes into one easy to use portal that integrates directly with your existing ERP/finance system implementation.

Automate processes to stay competitive, deliver faster and more consistent services to your business and customers, gain insights into the business for strategic planning and be more responsive to changing requirements in your business environment.

Configure to your organisation's business rules, workflows and policies for business-wide control and visibility.

Visibility, control and efficiency business-wide

iDocuments features a powerful and flexible workflow engine with integrated document management, which allows you to define and manage approval steps to fit your existing approval rules; these can be defined by document type, approvers and functions.

The system provides each user with their own dashboard which displays their specific tasks and actions. A comprehensive audit trail provides traceability and audit reporting facilities and a suite of predefined reports and key metrics offers a comprehensive view of process actions more informed decision-making.

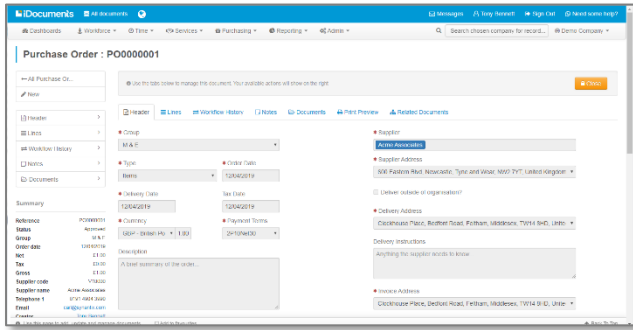| Multiple companies and applications | Dashboard, proxy-users and reports | Approval workflows and business rules | Audit trail and document tracking | On Premise, Cloud and Mobile |

Web & mobile
Purchase to Pay
Purchase to pay spend control

- Real-time budget and commitment checking.
- Streamline supplier approval and onboarding.
- Mobile approval app for Purchase Orders and Invoices.
- Manage recurring contracts.
- E-commerce purchasing catalogue.
- Prepayments management.
- Automated AP Invoice processing
- Supplier Portal.
- KPI analysis and reporting for real-time control and management information.

Control spend and improve cash-flow visibility with iDocuments Purchasing, an efficient, easy-to-use solution for purchasing of services and non-stock items. The solution covers the complete end-to-end purchasing process; requisitions, purchase contracts, purchase catalogues, purchase orders, goods receipting and purchase invoice.

An end-to-end purchase to pay solution that seamlessly integrates with your ERP/finance system.

Web & mobile

AP Invoice automation

Go paperless with 'No-touch' invoice processing
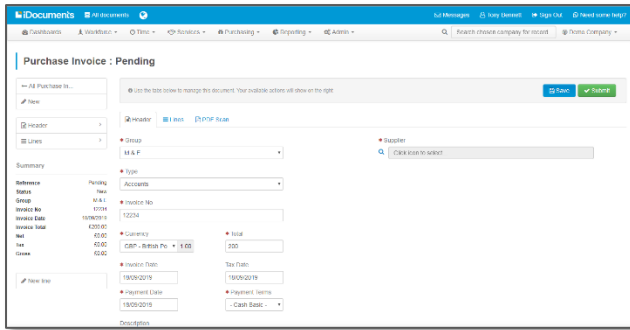
- Real-time visibility of commitments and accruals before they happen.
- Advanced OCR invoice capture automatically populates invoice data ready for processing.
- Automated 3-way invoice matching within your approval workflows, rules and policies
- Mobile invoice approval app
- Faster invoice processing improves cycle times and compliance with supplier terms.
- Comprehensive KPI reporting

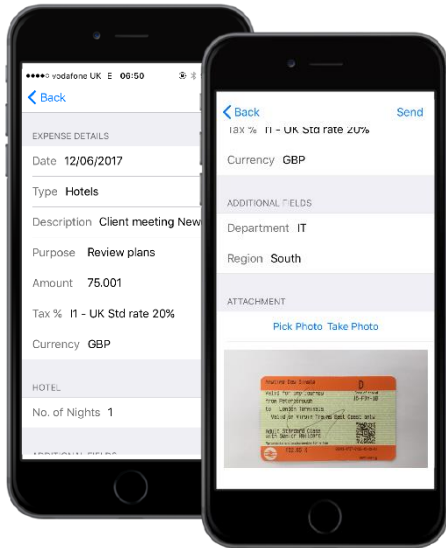iDocuments AP invoice automation is easy to implement, instantly reducing the workload, so your AP team can focus on the bigger picture.

AP invoice automation speeds up invoice processing, improves spend control, provides more accurate data and better cash flow visibility.

Approved invoices posted to your ERP/finance system ready for payment with a copy of the document attached.
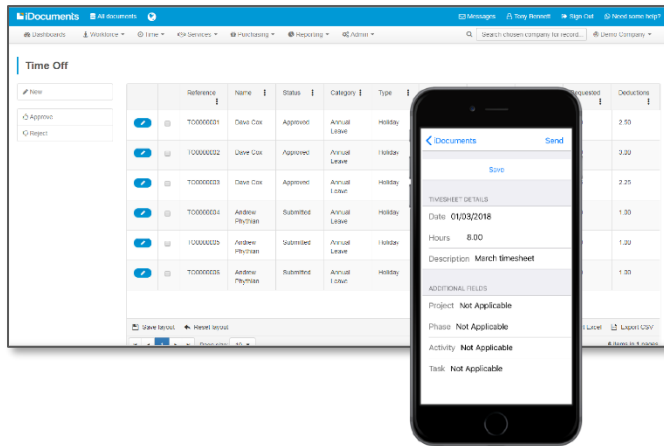
Web & mobile
Expenses
Streamline expenses

iDocuments web and mobile expense solution enables expense claims to be created, submitted, stored, reviewed, approved, and audited online using one complete solution.

Intelligent pop ups for items such as mileage, entertainment or subsistence claims and automatically calculates the amounts to be reimbursed, making easy for the user to submit expenses within policy, complete with attached receipts for the finance team to approve.

- Mobile app for expense entry and approval.
- Flexible approval workflow rules.
- Business entertainment expense recording for tax compliance.
- Configurable allowance and mileage rules and validation.
- Company expense policy and rules
- Corporate credit cards.
- Track project-based expenses.
- Expense analysis reports.

> No more spreadsheets, paper receipts or re-keying of data.

Web & mobile

# Time Tracking

Time and absence management

Making timesheet entry easy for your staff and contractors is vital in order to capture accurate and timely information.

iDocuments Time can be configured to capture time-based activity spent against your specified projects, clients, activities and tasks in a way that is not only simple, but also convenient for users and approvers, whether that is at their desk or on the move.

Enable your workforce to self-serve timesheet entry, book holidays and manage absence.

- Mobile app for time entry and approval.

- Schedule resources and pre-allocate spreadsheets

- Configured to your working patterns, roles, policies and analysis metrics.

- Capture Time data for analysis and budget reconciliation.

- Payroll and clocking system integration.

- Flexible approval workflows.

- Time analysis and reporting.
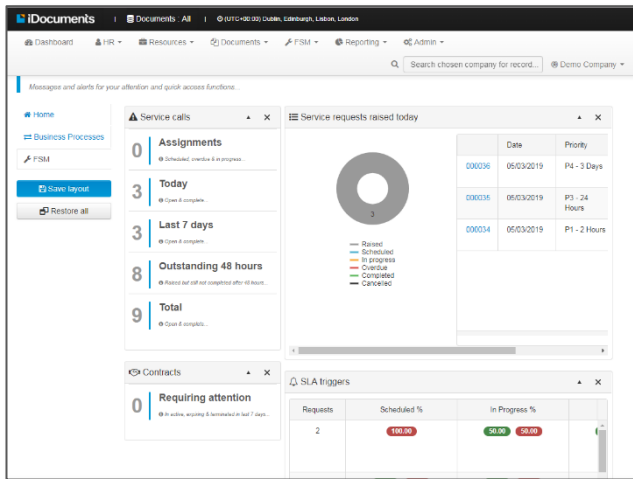
- Customer portal.

- Service agreements and contract management.

- Service requests and job scheduling

- Field users mobile app.

- Scheduling engine for automating recurring jobs.

- Distribute procedure and technical documents.

- SLA and performance reporting.

- Document management and version control

- Configurable documents and workflows.

- Automatic intelligent alerts and reminders.
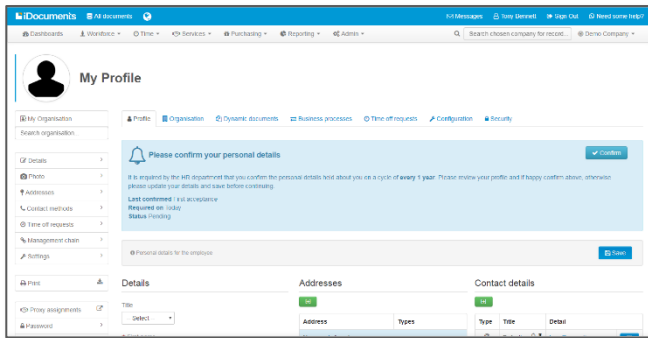
Web & mobile

Service Management

Automate service delivery

Engage with your customers and improve customer satisfaction with the iDocuments Service Management solution.

iDocuments allows you to simplify and streamline job scheduling by eliminating the paperwork and reducing manual administration and tasks. Service Requests can be automatically scheduled to the appropriate person based on skill set and availability. Service workflows automate job status and mandatory tasks such as documentation, which are automatically validated as they are completed.

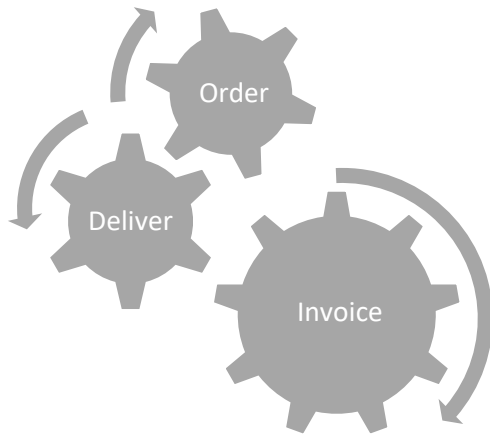Streamline service management, delivery and billing.

Web & mobile

Workforce HR

Efficiency and collaboration

Improve your workforce performance and simplify your systems by managing your workforce processes from a single, simple-to-use self-service platform; delivering compliance, efficiencies and performance gains.

iDocuments self-service portal gives your workforce ownership and visibility of their personal records such as personal information, skills, qualifications and attributes, making workforce related tasks much simpler for everyone.

- HR self-service for employees and contractors.
- Scheduling and rostering.
- Time-off management.
- Workforce management self-service portal.
- Processes and rules for employees, contractors and casual staff.
- Fully auditable compliance.
- Publication and controlled distribution of company documents, checklists and reports.
- Real-time analysis and reporting.

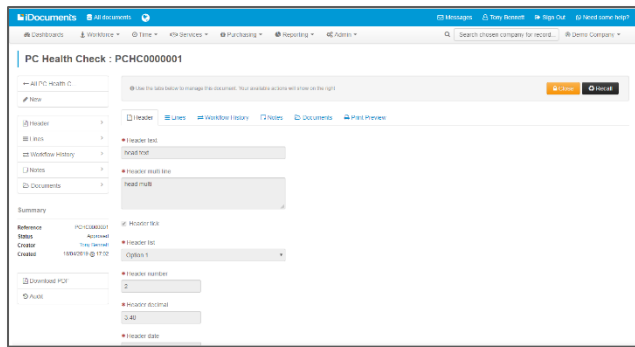Put your HR team at the centre of workforce life cycle process automation.

Web & mobile
Sales
Order to invoice and RMA

iDocuments Sales is a simple to use solution for creating and managing the sale quotation to invoice process. It enables employees to enter draft sales documents online and approvals to be managed using iDocuments rules-based workflow to route approval to the approvals to the right staff automatically.

iDocuments manages the entire sales process purchasing process, streamlining and automating the process of quotation, orders, deliveries, returns, invoices and credit notes.

- Sales quotation to invoice process.
- Return materials authorisation (RMA).
- Service delivery management.
- Customer portal and billing.
- Automatic alerts, notifications and reminders.
- Fully auditable compliance provides you with controls to reduce the risk of error.
- Real-time analysis and reporting.

Faster more accurate sales quotation to invoice process.

Web & mobile
Process Automation
Custom documents and workflows

Create user-defined workflows and associated documents that work dynamically with iDocuments and your ERP/finance system data. Process Automation gives you the flexibility to define your own workflow process and document templates, using our simple-to-use administration tool to create dynamic documents with the fields, mapping, rules and validation you define.

Process automation puts the user at the centre of the process, where document permissions and approvals are linked to a user's profile.

- No coding required – workflows and documents are configured using our easy-to-use interface.

- Track, access and audit documents for review & approval, global share & download, compliance completion & sign-off.

- Automatic alerts and notifications.

- Integrated document archive and reporting.

A powerful and flexible facility that allows you to create custom processes with built-in documents, workflows, and business rules.

iDocuments Connect

Integration with third-party systems

iDocuments API and other integration facilities provides the ability to quickly and easily connect to third party applications; eliminating re-keying of data and avoiding errors from manual processing.

iDocuments API and other integration provides seamless flow of information with a variety of industry specific solutions including:

- Food and beverage systems.
- Healthcare information systems.
- Time and attendance and clocking systems.
- Production systems.
- Warehouse management systems.

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