



Purchase Requisitions

Raise purchase requisitions for automated approval routing.



Purchase Orders

Enter purchase orders for automated approval routing.



Contracts

Set up and manage recurring service and maintenance contracts.



Procurement Catalogue

Consumer-style buying experience.
Ensure 'on contract' spend.



Goods Receipts

Automated 3-way matching of Invoices against PO and receipts.

Purchasing

Intelligent spend control: less time spent on purchasing, improved control and visibility.

iDocuments provides your business with a powerful, flexible and integrated purchasing solution that streamlines, automates and simplifies the entire purchase to pay process.

Real-time budget and compliance checks

iDocuments automatically checks that the requested spend is within budget. If the spend on a purchase order is outside the approved budget, then a request can be automatically routed to the correct person for authorisation.

Accurate commitment and accrual reporting

The receipting process can be defined for goods and services, allowing iDocuments to automatically accrue the correct liability. These receipts are used as part of the automated AP invoice 3-way matching process when the supplier's invoice is received.

Accounting system integration and financial reporting

iDocuments integrates with your existing ERP or accounting system to ensure seamless flow of data and consistency of information. This includes mapping of suppliers, chart of accounts, currencies, exchange rates and analysis fields. Analysis rules can be mapped to those in your finance system to ensure accurate financial reporting by, for example, cost centre and project.

On-contact spend and use of approved suppliers

iDocuments Procurement Catalogue enables your procurement team to control and manage purchasing.

Supplier onboarding and verification

New supplier requests can be submitted by users and routed through pre-defined approval workflows, enabling you to carry out the necessary verification and checks.

Contract management

iDocuments allows you to set up and manage recurring service and maintenance contracts.



Work anywhere

iDocuments is available as web-browser interface, iPhone or Android app.



Complete visibility

Real-time reporting and process audit for complete purchasing transparency and sound financial management.

IDOCUMENTS APPLICATION FRAMEWORK

iDocuments incorporates a standard framework and set of tools that are designed to simplify day to day business activities, reduce manual and repetitive tasks and improve control and visibility.

Web browser-based user interface

A state-of-the-art web browser-based user interface makes the system easy to learn and simple to use so your team can focus on running the business.

Mobile apps

iPhone and Android phone apps allow budget holders, cost centre managers and other approvers to review and approve documents whilst on the move as well as enter expenses, timesheets and time-off requests.

Seamless finance system integration

One of iDocuments major strengths is its integration with your existing ERP or finance system which ensures consistent and accurate information and financial management reporting across your entire business.

Dashboard

iDocuments incorporate a flexible dashboard facility which can be personalised for each user. The dashboard provides users with details of tasks requiring their action and operational managers with a rich, accurate and timely view of their area of the business.

Archive and retrieve documents using *Smart Search*

iDocuments incorporates an integrated digital document archive with an intelligent Smart Search facility enabling authorised users to quickly locate documents and associated information.

IDOCUMENTS APPLICATION FRAMEWORK - continued

Powerful workflow engine

The iDocuments workflow engine allows you to define rules for automatic routing of documents for review and authorisation by the correct budget holder or cost centre manager. Out of budget requests can be automatically directed to another approval path.

Automatic out of office workflow routing

Approvals are automatically re-directed when authorisers are out of office on holiday or on other absence.

Flexible business rules and application configuration

iDocuments business rules and configuration allow you map the system to your specific business needs, requirements, policies and information sources.

International reach

iDocuments is a multi-company, multi-language and multi-currency solution.

Automated alerts and notifications

Automatic alerts and notifications such as overdue approval reminders cut-out bottlenecks.

Audit trail and history

A full audit trail and history of all document transactions is maintained to provide comprehensive visibility and transparency.

Business ready KPI and analysis reports

The system is delivered with a comprehensive range of business ready reports to provide you with real-time information to help you manage your business and help you make better and more informed decisions.

