

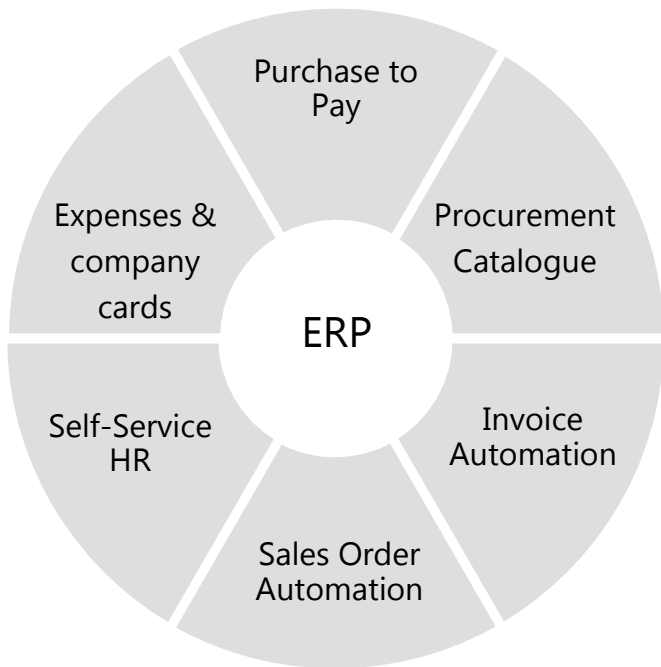


Web | Mobile | Cloud

A woman with long dark hair, wearing a light-colored blazer over a white shirt, is smiling and holding a black tablet. In the background, three other business professionals are blurred, suggesting a busy office environment.

Streamline, automate and simplify

Integrated **Purchasing, AP Invoice, Expenses, Sales & Self-Service HR** solutions: providing control and visibility across your entire business.



Streamline, automate and simplify

Visibility, control and compliance business-wide

With iDocuments you can deploy process automation within your business rules and policies across your entire organisation via web browser or mobile device to whoever needs it, wherever they need to be.

Improve efficiency and save money

Meet the objectives and changing requirements of your business, with rapid and simple application deployment, and seamless integration with your ERP.

Multiple companies and applications



Dashboard, proxy-users and reports



Approval workflows and business rules

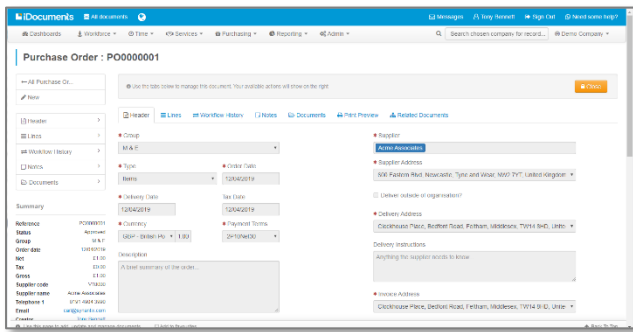


Audit trail and document tracking



On Premise, Cloud and Mobile





Purchase to Pay (P2P)

Gain control and visibility of spend.

- Real-time budget and commitment checking.
- Streamline supplier approval and onboarding.
- Mobile approval app for Purchase Orders and Invoices.
- Enforce compliance with no PO no pay policy
- Manage recurring contracts.
- E-commerce purchasing catalogue.
- Prepayments management.
- Automated AP Invoice processing.
- Supplier Portal.
- Delivery document archiving.
- 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 receiving and purchase invoice.

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

Create your own procurement platform for employees, customers and suppliers.

iDocuments purchasing catalogue provides an online portal containing pre-approved products and services to enable you to establish tight control over purchasing and budgets and gain greater visibility of spend.

Catalogue Management

Enable procurement teams to control products available to buyers, update product information, preferred suppliers, prices and discounts and the addition of new items; ensuring all purchases are made within your rules.

Increase supplier adoption by giving them access to update their product details and add new products.

Financial Compliance

Sophisticated automated budget checking and spend control, procurement rules and purchasing best practice.

e-Procurement catalogue

Manage your own in-house multi-dimensional catalogue.

Budget Management

The system automatically ensures that the spend is within budget.

Approvals can be routed to appropriate budget owners for better decision making.

- Budget overspend workflows
- Out of budget workflows on purchase orders

Visibility of spend

Real-time visibility of requisitions and orders against budget.

- KPI purchasing reports
- Additional standard purchasing and budget reports

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

Intelligent AP invoice processing

iDocuments carries out automatic 3-way matching within your approval workflows, rules and policies. Invoices are automatically processed for payment or referred for approval.

- Invoice capture Email (multiple-format files) or OCR scan
- Intelligent data extraction: automated document classification & data verification
- Line level data extraction to PO line level
- Automated 3-way match
- Automatic posting or route to approver
- Business rules engine: enforce no PO no pay
- Mobile invoice approval app
- Reduce errors & prevent fraud
- Affordable: no charge per invoice
- Fast to implement; rapid payback

Automated Invoice Processing

Automate AP and drive continuous improvement.

No template setup

Using AI-powered and machine learning technology iDocuments automates invoice data extraction even though it has never seen an invoice from that supplier before, with 'machine learning' knowledge base for continuous improvement.

Invoice integration and analytics

- Automatically link invoices to transactions in your accounting system.
- Match invoices to orders and receipts created in third party systems.
- Automated supplier onboarding.
- Standard KPI reporting for key purchasing performance analysis.

Capture

Match

Approve

Pay



- Mobile app for expense entry and approval.
- Expense receipts - photograph expense receipts to automatically generate a claim.
- Flexible approval workflow rules.
- Configurable allowance and mileage rules and validation.
- Company expense policy and rules
- Corporate credit cards – capture receipts and match to credit card transactions
- Track project-based expenses.
- Travel requisitions and pre-approvals
- Expense analysis reports.

Expenses & company cards

Web and mobile expense management.

simplify the process of capturing, submitting and approving expenses; saving your workers time, reducing administration costs and improving performance.

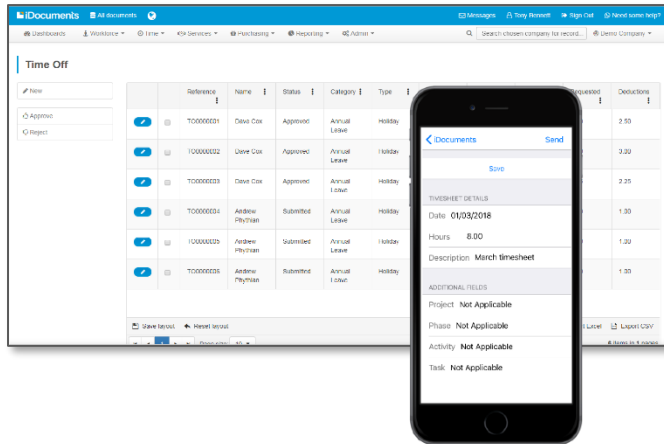
Capture expense analysis details according to your rules and tax compliance

Users are automatically prompted for details of items such as mileage, travel and hotels in line with your tax rules and expense policies.

Mileage claims

Use the integrated map facility to calculate and verify business mileage.





Time Tracking

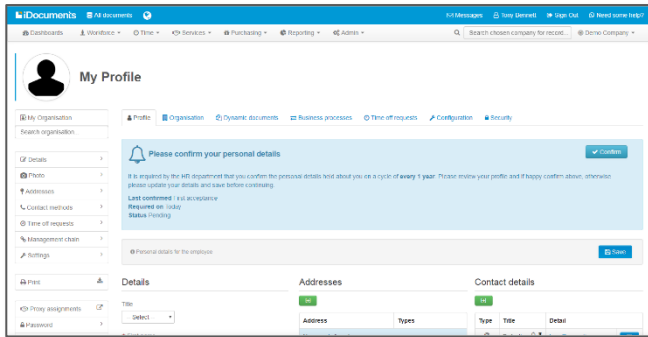
Accurate time tracking for office and remote workers.

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.

- Mobile app for time entry, holiday and absence submission and approval.
- Schedule resources and pre-allocate spreadsheets
- Configured to your working patterns, roles, policies and analysis metrics.
- Time analysis by project, client etc and journal posting to ERP.
- Payroll integration.
- Flexible approval workflows.
- Flexible reporting and analysis.
- Time billing by project, client etc.

Web and mobile time tracking for internal costing, projects, activities and tasks.



HR self-service for employees and contractors

- Personal details, documents and contracts
- Personal development and training
- Time-off requests
- Timesheets
- Expenses
- Interactive directory and organisation chart

HR management

- Dashboard
- Web and mobile approvals
- Onboarding & Offboarding
- Compliance and document management
- Appraisal & Review management
- Real-time analysis and reporting
- Payroll

Self-Service HR

Facilitate employee access to HR data and resources: drive efficiency and ensure compliance.

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.

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

Fast, accurate and fully automated 'no-touch' sales order processing.

- Receive inbound Purchase Orders by email.
- Automatically extract data from the customer order up to **99.9% data accuracy**.
- Match captured data to customer account and product lists.
- Automatically create Sales Order from captured data.
- Create delivery documents and Sales Invoices.
- Sales Returns approval and Credit Notes
- Flexible & Scalable
- No need for costly EDI set up or technical resources.

Sales Order Automation

Shorten processing time and cost and improve accuracy.

iDocuments Sales Order Automation captures inbound customer Purchase Orders and automatically creates Sales Orders, delivery documents, Sales Invoices and Credit Notes with no keying of data.

Sales Orders and other sales documents can be automatically routed to the appropriate person for approval via web interface or mobile apps.

PO Capture

Data Extract

Process

Sales Order

ERP

The screenshot shows the iDocuments Smart Forms interface. The main area displays a 'Worksheet' with a table of document records. The table has columns for Reference, Status, Creator, Created, and Customer. The records are as follows:

Reference	Status	Creator	Created	Customer
W50000002	Draft	Tony Bennett		
W50000003	Approved	Tony Bennett		
W50000004	Approved	Tony Bennett		
W50000001	Approved	Tony Bennett		
W50000005	Approved	Tony Bennett		
W50000014	Approved	Tony Bennett		
W50000010	Closed	Tony Bennett		
W50000017	Draft	Tony Bennett		

The interface also includes a sidebar with navigation options like 'New', 'Approve', 'Request', and 'Print PDF(s)'. The top navigation bar shows various system menus and user information.

iDocuments Smart Forms

Create documents, checklists and workflows to automate your business processes.

Create user-defined documents that work dynamically with iDocuments and your ERP data, giving you the flexibility to define the fields, rules and workflows you need.

- Attach documents
- Capture photos from mobile camera
- Automatic process alerts and notifications
- Automated document renewal alerts
- Comprehensive audit trail and reporting
- Archive and retrieve documents using Smart Search
- Ready-to-use Smart Form templates for key business processes such as:
 - HR
 - Purchasing
 - Service management
 - Strategic management
 - Compliance

Configure iDocuments Smart Forms with the fields, mapping, rules and workflows you define for business processes, such as;

- Document review and approval
- Global document share and download
- Compliance completion and sign-off

Mobile app for iPhone & Android: work online and offline with automatic data synch.

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iDocuments