

GDO Invoice Management

grace: digital office

Powered by **ELO**
Digital Office



State of the Art Invoice Management

Invoices are a large part of the business day to day. Whether electronic or paper-based, it's important they are processed in a timely manner. From recording and verification, to cost allocation and approval, through to final booking and initiation of payment, invoice management requires integration into existing ERP systems and procedures to ensure a smooth process.

Automation of incoming invoices streamlines the process, ensuring the correct invoice is delivered to the appropriate team member and department. GDO Invoice Management reduces the time employees spend manually processing traditional invoices, which also reduces costs, risk and complexity.

GDO Invoice Management ensures incoming invoices are processed in full and the retrieved data is automatically transferred into existing ERP systems. Our invoice dashboard provides a clear overview of all incoming invoices, allowing for a range of evaluation and reporting functions.

Invoices and receipts are captured and classified automatically and passed onto the correct employee according to established workflows. This provides improved control over accounts payable cycles, ensuring no invoices are forgotten.

GDO Invoice Management is adaptable to your method of invoice processing, ensuring an effective solution regardless if they're recorded directly into a central location, scanned by department or by accounting.

Designed for your needs:

Grace Digital Office's solution can be rolled out quickly and with minimal investments. You don't need to be a large organisation to enjoy the benefits of Invoice Management. In fact, it has the most benefits for small and medium sized enterprises who struggle to employ full-time dedicated book keepers and account keeping staff.

We help them to do more in less time, in turn helping you to keep your overheads down.

The Grace Digital Office advantage:

- » Reduce effort required to record invoices, and therefore throughput overall format
- » Process costs are reduced while increasing process and data quality
- » Role and user- based access to protect data
- » Discount and liquidity losses are no longer a concern
- » Transparency is created within the company via an up-to-date workflow overview
- » Accompanying correspondence, such as receipts or emails can be filed against a related transaction
- » Find invoices quickly concern
- » Transparency is created within the company via an up-to-date workflow overview
- » Find invoices quickly and comprehensively

Benefits:

Structured invoice Management:

- » Fast and efficient invoice processing regardless of format
- » Timely invoice processing and approval
- » Transparency across invoice processing
- » Integration of cost objects and centres

Invoice and deadline monitoring:

- » Compact view of relevant information in real-time
- » Cash flow management optimisation
- » Cost reduction with improved processing quality
- » Convenient liquidity management and cost control function

Integration and legal requirements

- » Revision controlled and compliant invoice management
- » Seamless integration with standard ERP systems
- » Supports invoices with or without order



For more information on how Grace Digital Office can help you, call 1300 164 614 or information@grace.com.au

Always more.

grace:

Grace Digital Office

Powered by **ELO®**
Digital Office

Grace offers an integrated solution encompassing the digitisation of documents from any medium for on demand access from any location, at any time via our data centre

Your Grace Digital Office will give you one central hub for managing data and documents, providing intelligent solutions to support your daily business processes. Grace Digital Office is an open architecture suite of world-class technologies providing storage, scanning, process improvements and compliance for the digital transformation of businesses. processes.

Grace's partners are 'best-of-breed' technologies, including ELO® Digital Office, which is one of the world's most successful document and records management developers.

Together, we have integrated the ELO® product suite into our solution ensuring a seamless experience for our customers.

The strong Grace and ELO® partnership provides our customers with the benefit of world leading technologies with Australian expertise.

iSearch

iSearch features numerous functions to help you find the information you need even faster, such as a range of intelligent filters for narrowing down the possible matches.

And, as soon as you start to type a search term, iSearch automatically displays suggestions related to the search term you entered as well as synonyms.

The search function in our solution not only looks up the metadata or keywording information, but also searches the full text contents of the actual document. The software then presents you with the most relevant information at a glance, so you can focus on your core business.

Business Solutions

With the Grace Digital Office in place we will be laying the groundwork for your success. Grace Digital Office helps you build the foundation for growing your business thanks to fast search functions, however, can be further enhanced with multiple tools for collaboration, automation and workflow and a range of different clients and mobile apps.. Your Digital Solutions Specialist will be able to show you how any of the Business Solutions can be included in your Grace Digital Office.

