

## DocuWare for Accounting

Solution Info



### Speed Up and Strengthen Financial Processes

Modern business has placed new levels of pressure on finance departments. At a moment's notice, financial leaders and their teams are expected to deliver key figures of the highest quality to gauge where the company stands in the market and keep close tabs on profitability and liquidity. Success can only be achieved if the core processes of accounts payable and accounts receivable are executed securely and error-free.

Unfortunately, outdated paper and manual operations often block a company's path to agility: costs are recorded too late, approvals take too long, processing steps are not transparent, and bookings can't be completed because releases or documents are missing. In addition, critical information about business transactions is often lost in silos, isolated from data in the ERP and accounting system.

Digital storage and process automation with DocuWare will help your company leap beyond these barriers. Enterprise content management retains the valuable knowledge from documents and business processes in one system, makes it all available, and integrates it directly with an ERP.

It is a powerful ally for financial departments to remain legally compliant. And it gives you everything needed to generate meaningful analysis and comparisons to ensure resources are reliably allocated.

#### Why DocuWare

- Legally compliant storage
- Protection against data loss and fraud
- Quick (and mobile) capturing and authorizing of invoices
- Transparent controls for a "more eyes, the better" approach
- Booking and records linked
- Automatic data exchange with SAP, Microsoft Dynamics, Quickbooks, Sage and other accounting programs
- Reliable ERP analysis through smooth accounting processes
- Cloud or On-Premises Solutions Available

# How DocuWare Optimizes Your Financial Accounting: 7 Solutions for Greater Efficiency

## 1. Automatically Captures Documents

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DocuWare brings transparency to the invoicing process: the software collects, sorts and stores documents of any format with the help of intelligent capturing/indexing features, and then distributes them to the right employees. This even works with mobile phones and business apps. Your accounting team is then able to stay on top of pending issues, plan based on accurate figures, and take advantage of early payment discounts.

## 2. Digitally Directs Invoice Approvals

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DocuWare automates and accelerates business processes through efficient workflows: tasks migrate immediately from one employee to the next or operate in parallel as needed. For example, if someone releases an invoice for payment, the data is automatically updated for the others involved. This process keeps flowing no matter where your colleagues might be – next door, in a different office, or on the road. The information is available at any time and is accessible from any place. Since all records as well as any correspondence involved in a business transaction is directly linked, everyone has everything they need on hand to make a decision.

## 3. Meets Compliance Guidelines

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Strict retention and reporting requirements go hand-in-hand with accounting processes. From GDPR to Sarbanes-Oxley: DocuWare fortifies your company when it comes to audits and liability issues, smoothing the documentation process. Every document is securely stored according to legal requirements. Every business transaction can be tracked without gaps. A rights-based security system protects against unauthorized access and manipulation. Multiple encryption layers make sure everything remains correct and confidential.

## 4. Connects Documents with Financial Accounting

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DocuWare seamlessly integrates with SAP, Navision, Quickbooks and any other financial accounting systems. This makes it possible to store and search documents in DocuWare straight from the lead application. Additionally, you can take content from documents and feed it straight into your ERP or accounting program, such as record numbers, amounts, or account information. For example, DocuWare can read all of this when an invoice is captured. This data can then be exported automatically to avoid extra work, typing errors, and inconsistent data.

## 5. Provides More Security

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Anyone who needs to protect their documents from loss must invest time and money in risk management. This is true for paper archives as much as it is for a room full of servers. DocuWare is able to offer extra peace of mind with their cloud solution: multi-tiered backup measures and storage in a high-performance Microsoft Azure data center provide the highest level of protection from theft, fire, flood and other catastrophes.

## 6. Gives You Full Control

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When was an invoice recorded? Where is it right now? Who accessed it last? DocuWare makes every status in the life cycle of a document immediately visible – today and in years from now. Effective controls can be incorporated into everyday processes: for example, invoices above a certain amount are always provided to colleagues in management and accounting for a cross-check. Or decisions can be further secured by having multiple parties sign off on them, protecting against errors or embezzlement.

## 7. Information Immediately Available

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DocuWare opens new research and analysis options: call up all invoices from a fiscal year in just a few seconds, search for specific invoices individually, or directly access a document that is linked to a booking from in your accounting program. With new documents or status updates, DocuWare automatically supplies you with information via digital workflows. Email notifications, task lists, and representative rules ensure that the flow of information never stops.

# Automate invoice processes and integrate them into your ERP

Innovative accounting departments use DocuWare to re-think their processes, using this dynamic, digital knowledge and work platform to save time and money and significantly increase planning security.

Especially when combining business documents with ERP data, even more strategic value can be achieved.



## Accounts Payable: Quickly Record and Book Costs

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DocuWare transforms the Accounts Payable process by (1) capturing and automatically matching invoices to purchase orders, (2) leveraging customizable departmental workflows to manage the approval process and (3) posting the approved amounts back to the general ledger through pre-built ERP integrations. Use the system to avoid mistakes, reduce invoice handling, streamline approval processes, and eliminate manual entry. As a result, organizations can benefit from early payment discounts while recapturing valuable time for higher-level tasks.

**Process invoices promptly, keep track of due dates and status changes, and significantly improve cash flow management. The DocuWare A/P Solution:**

- Directly imports invoices to defined and easily searchable file structures
- Validates invoices for accuracy and uses DocuWare self-learning intelligent indexing to match invoices with related purchase orders
- Routes invoices in a multi-step approval process, which can be departmental specific and include split code billing for multiple approvals within the same invoice
- Handles exception-level approvals and reprocess rejected invoices
- Automatically posts approved invoice amounts directly back to the ERP system

## Accounts Receivable: Speed Up Collections

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DocuWare directly links A/R processes with the documents and information from order processing. This makes it possible to generate invoices even faster, to immediately answer a customer's questions, and keep track of individual payment plans or special discounts.

### **Ensure good customer relationships, early payments, and more liquidity through optimal receivables management. Your benefits with DocuWare:**

- Access delivery notes, performance reports or special agreements directly from accounting program, ERP etc.
- Automatic filing of outgoing invoices while printing or sending by email
- Easy transition to electronic invoicing
- Retrieve copies online for customer queries and forward them immediately by email
- Combine invoicing with release workflows – for example, for approving discounts

## Financial Audits: Score Points with Perfect Organization

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Mobility and transparency are paramount for audits. DocuWare provides full and proper documentation of all business transactions. Not just booked records from the period being audited, but also email, letters or contracts connected with these records can be submitted in seconds to a tax authority or external auditors.

### **Keep calm and audit on. Your benefits with DocuWare:**

- Legal long-term archiving of all accounting documents
- Access invoices and correspondence directly from accounting program
- Consistent verifiability of a process: From digital receipt to payment note, all processing steps are registered directly on a document
- Effortless searches of current and historical documents
- Easily provide all documents in digital document folders – including convenient built-in search functions
- Restrict access to documents to which auditors are entitled

## According to Our Customers...

**»Our DocuWare system paid for its self once we were using it for accounts payable and quality control documentation. Our ROI improves every time we add a new process, such as our sales orders and invoicing. We are very happy with our investment in DocuWare.«**

Michelle Witman, Controller  
AquaPhoenix Scientific Inc., USA

**»We always wanted to be able to fully integrate our finance software with our electronic documents, but we could never achieve this with our old system. From day one we had complete integration between FundEZ and DocuWare and now we have no more need for paper.«**

Lou Costa, IT Director  
QSAC, USA

**»Overall, the number of documents we print has been reduced by 90% as electronic processes have been put in place. More significant than our cost or environmental savings is our ability to ensure orders are being processed in a timely manner and accounts payable invoices are being processed efficiently. Our Return on Investment was achieved in less than one year, but we saw immediate improvement in our customer service with our new ability to quickly place orders and address issues that may arise. DocuWare gave us real-time transparent processes and seamless information flow between departments. We are very happy with DocuWare and couldn't live without it.«**

Ian Nicol, Finance Manager  
Talbot Marketing, Canada



This document can also be found here:

<http://pub.docuware.com/en/docuware-for-accounting-new>

For more information please visit our website at:

[www.docuware.com](http://www.docuware.com)