INFO ORGANISER

How to Care for Your Info

7 Simple Steps for Faster Business Filing

Make filing fun using Simple Invoice Automation – yes, we said fun

Simple and Fast Invoice Automation

1. Software creates templates from your standard payable invoices

2. Configure Info-Organiser to match data to forms

3. High speed scan all invoices or standard forms (or drag and drop from email)

4. Capture standard fields like supplier, invoice, employee or client data

5. Fast check and verify into Info-Organiser

6. Autosaves template into memory for future use

7. Easy access Workflow Rules and Precision Searching to retrieve, view, approve and use docs as needed