INFO ORGANISER

How to Care for Your Info

7 Simple Steps for Faster Business Filing

Imagine how you'll feel with ordered and centralised accounts payable filing

1. Receive Invoices by mail, email or delivery

2. Scan any paper to pdf. Drag and drop all digital files into Info-Organiser

3. Use predefined dropdown indexes to remove user error and capture all relevant file metadata such as Supplier Name, Invoice Number, PO Number, Date, etc

4. Easily apply Workflow Rules and Precision Searching to retrieve, view, approve and use invoices as needed

5. Add hotlink keys to Accounting software eg: to link invoice to journal number

6. *optional Include customised workflow approval processes linked to email alerts

7. *optional Use Smart Invoices form processing to auto-capture invoice data and complete indexes

Accurate Accounts Payable Solutions