

DocumentManager

Finance departments often spend a lot of time and energy distributing, duplicating, storing and accessing paper-based invoices.

But with DocumentManager, users of bluQube have an electronic solution to help things run much more efficiently.

DocumentManager, a family of three separate products, helps you scan and store your documents in bluQube more quickly.

Whichever DocumentManager solution you decide is best for your business,

you're bound to enjoy greater efficiency – saving time, effort and paper. By automating some of office life's most time-consuming and laborious tasks, DocumentManager reduces the need for paper storage, and frees up staff resources – leaving everyone in a better position to focus on other challenges.

You can choose any of DocumentManager's three individual products; Scan, Collate and Capture depending on your particular needs.

Scan

Scan is a simple but effective step towards a more streamlined accounting system. It lets you convert your physical purchase invoices into electronic files, for easier management and storage. Invoices are immediately attached to the purchase invoice record in bluQube at the point of input saving you time and speeding up authorisation processes.

Collate

For a finance department processing a high turnover of invoices, Collate provides greater efficiency gains through bulk scanning of invoices. Not only can your scanned invoices be held against the relevant record in bluQube, but they are scanned as a batch, thanks to an advanced bar-coding system.

Capture

Building on the batch scanning benefit of Collate, Capture uses advanced optical character recognition technology to read the invoice header information and automatically populate the invoice record in bluQube. Capture completes various fields within bluQube at the point of scanning, including date, supplier details, net amount and gross amount, thus cutting down input time and reducing errors.

Summary of Key Benefits

- Scanned invoices are viewed directly from their invoice record at the click of a button.
- As they are stored in the database, there is no need to link invoice records to documents saved on the network. It's future-proof – documents aren't lost if changes are made to the network.
- Reduce physical storage of documents – you will have a greener office with less paper waste, and storage can be costly!
- Further savings on the cost of stationery and photocopying.
- No need to send paper invoices to managers for authorisation.
- Fast, simple and secure access to documents, right from your desk.
- Straightforward, but strong, authorisation safeguards.
- A comprehensive audit trail.
- Great customer service from the bluQube team.