

# documentdata group



"Simplifying your documents, securing your data"



## The Business Development Team

Many of you will have spoken to the girls in the past and we felt it would be nice for customers to be able to put a face to the voice!

This is our fantastic team Debbie Hunter, the Business Development Manager is pictured standing on the left with Claire Tennick on the right and Karen Patrick seated. The girls are the first point of contact for many customers. They will help to get an overview of your current business process and arrange a suitable appointment date for further consultation with one of the sales team. Please get in touch if we can help!

Tel: 08451 805 805

We are exhibiting at Lanarkshire Business Week Events:

- Lanarkshire Business Show: Weds 1<sup>st</sup> March @ Ravenscraig Sports Facility 9am-1pm
- Hub South West Supplier Showcase: Fri 3<sup>rd</sup> March @ Rutherglen Town Hall 9.30am-1.30pm

Both events are free to attend. We would be delighted to welcome you onto the stand



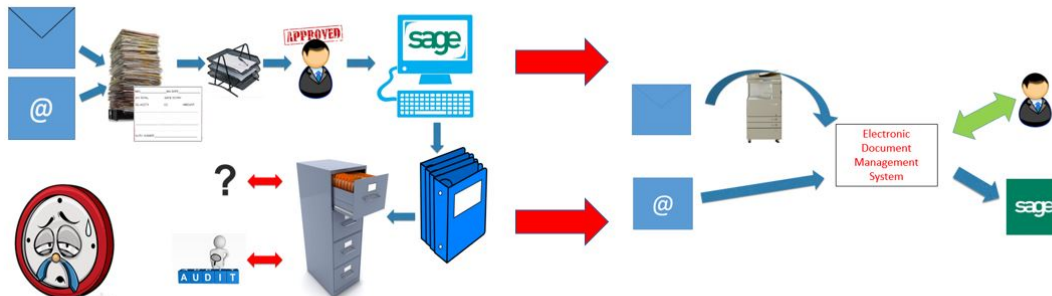
## The Accounts Payable Process

**BEFORE:** An Invoice Processing headache which is time consuming and very labour intensive. The manual processing of invoices, chasing payment approvals and filing cabinet storage makes future retrieval difficult.



**AFTER:** An automated Accounts Payable System. Invoices are scanned or linked straight from email. Payment approval is achieved via a built in workflow process and once complete all invoices can be uploaded to the finance package.

**Our FREE Audit typically shows savings from day one!**

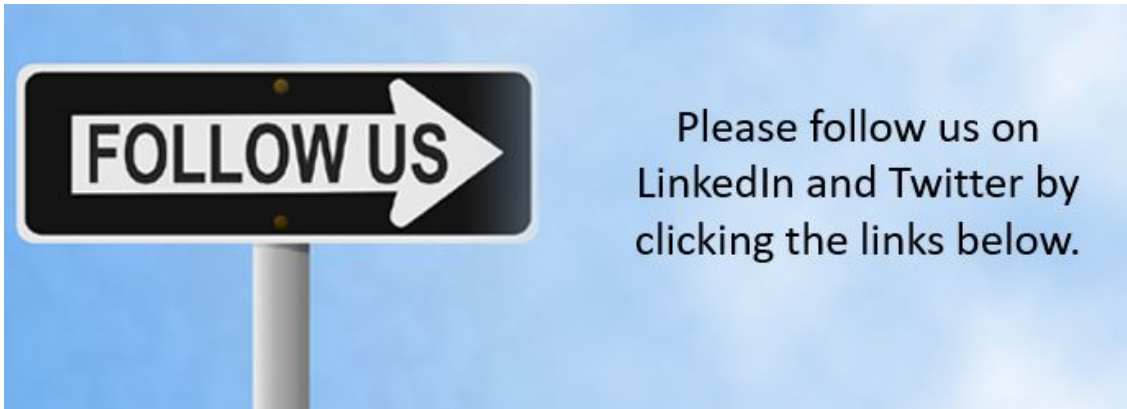


### Benefits of an Automated Accounts Payable System:

- **Cost & Efficiency Savings:** less time spent on manual processing, fewer errors, less time searching for documents
- **Control & visibility of cash flow** through faster access to payment information
- **Better supplier relations:** improved visibility can reduce

lost discounts and exposure to late payment penalties

- **Higher worker satisfaction:** cutting the number of time consuming and repetitive tasks.
- **Improved Transparency** thanks to more complete audit trails thus fewer lost documents.



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