GREENTREE **4**
NEVER STAND STILL
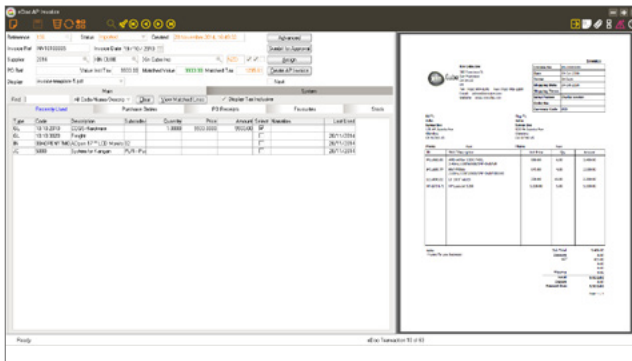
NEW CAPABILITIES

SCREEN
DESIGNER
ENTERPRISE SEARCH
WORKSPACE
GREENTREE4SALES
ENTERPRISE SEARCH
GREENTREE4SALES
FLEXI-FORMS
FLEXI-FORMS
FLEXI-FORMS
WORKSPACE
SCREEN
DESIGNER
eDOCS

Greentree®
PRIMED FOR BUSINESS

GREENTREE4 EDOCS | SLASH PAPERWORK, SAVE TIME AND MONEY

It doesn't matter what business you're in; you'll receive dozens, if not thousands, of business transactions each month. Using eDocs saves you hours by streamlining what it takes to receive, route, code and approve this everyday avalanche of 'paperwork'. It lets you churn through a high volume of processing, in seconds, without a second thought.

You also have the option of deploying the latest data extraction technology, enabling eDocs to automatically extract details off a PDF and copy it into your system without the need to be keyed.

Key Benefits

- Slashes processing time
- Faster coding than keying
- More accurate coding
- Paperless approval
- No-cost remote approval
- Never pay an invoice twice
- Visibility of document when it arrives
- Visible status updates
- Collapse month end (invoices in earlier)
- Document PDF effortlessly saved to file

eDocs displays the original invoice on the right with simple tick-box account coding on the left.

eDocs supplier invoices and credits

Receiving an invoice is one thing; getting it correctly coded and approved for payment is another. Research* tells us it costs an average of US$16.33 to manually process an invoice, US$5.65 if you automate it; Greentree4 eDocs not only slashes the time and cost involved in processing; it comes with a killer ROI that is quick and easy to calculate.

Collapse what it takes to process an invoice

eDocs is paperless; the invoice PDF is pulled electronically into your Greentree business engine from your email inbox and routed for coding and approval. It uses a simple screen to code and approve the document, with the original PDF displayed alongside. The whole process takes seconds and even the most technophobic manager will find eDocs just as easy as using a pen.

Coding couldn't be simpler: you simply tick the appropriate account codes – no more data entry - with the 'recently used' list making coding invoices from your regular suppliers even easier.

Remotely located coders and approvers also love eDocs because it is so fast, really accurate and there is no extra cost or effort involved in having to re-key, scan, post or courier a copy.

Drastically reduce your error rate

You'll never pay an invoice twice; eDocs checks for duplication not just based on the invoice number but on the date, value and size of the related PDF. You can also enforce two or three-way Purchase Order matching, so that invoices cannot be passed for payment unless a match is found.

Plus there are fewer errors because you can dictate which account codes are assigned to each supplier – for example an invoice from an office supplies company will only offer up the stationery-related codes you have decided are relevant, minimising the opportunity to make a mistake.

Far greater visibility

Get visibility of an invoice as soon as it arrives in an inbox. You will know exactly when it was received, who it was routed to (when) and who it is currently sitting with. No more invoices getting lost between coding and approval – you have full visibility and control.

And once the invoice is coded, approved and posted to the Supplier's account, the original invoice PDF is automatically attached and available for viewing – you get all your ducks in a row for no extra work.

eDocs Customer Remittance

This sub-module pulls remittance advices sent to you by your customers into Greentree directly from your email system, and allows you to mark which invoices are being paid (or partially paid) on which date. Not only does it give you visibility of what is being paid when, but once the payment comes through, you simply match your receipt to the remittance or create the receipt automatically during Bank Statement entry.

eDocs Supplier Statements

This function pulls your supplier statements into Greentree4 directly from your email inbox and allows you to reconcile invoices that have been correctly entered into your system.

It also enables you to route payment runs to approvers electronically (even if they're remote), providing the approver with complete visibility of the supplier statement, invoice PDFs alongside the invoice and purchase order approval details.

eDocs OCR

Turn your paper into data using this powerful Optical Character Recognition (OCR) technology. This highly accurate, Cloud-based, automated data extraction system removes the need for manual data entry and is very easy to use. It's especially useful for businesses that receive a large number of paper invoices or if you want to eliminate low-value work from your organisation.

When the invoice PDF is imported, an eDoc is created and the PDF is emailed for extraction of key information i.e. supplier, invoice number, date, value and PO number, to create a Greentree4 eDoc. This collapses the amount of time it takes to enter an invoice, eliminating paperwork as well as the risk of errors from manual data entry. The eDoc can then be coded, approved and reconciled within your Greentree business system just like any other emailed invoice.

Coming soon

- Expense Claims & Corporate Credit Cards

*Page 13: Aberdeen Research Report – Paper to Electronic Readsoft

"Ryman is a rapidly-growing business and eDocs has improved our workflow from the moment the invoice is received, to the time the supplier is approved, to paid."

Rebecca Payne, Accounts Payable Team Leader, Ryman Healthcare

YOU MAY ALSO BE INTERESTED IN:

- Workflow
- Financial Management
- Accounts Payable
- Approvals and Alerts

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For more information about **Greentree & ERP Software** please get in touch:

info@prerogative.co.uk

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