Kollecta – Electronic Document Management

Eliminate cost

No copying, posting, storage in filing cabinets

Efficient processing

Invoices images are available for processing

Super-fast retrieval

Documents are retrieved via your accounting or procurement system at the touch of a button

Secure

Secure storage of documents in central, managed repository

Kollecta Document Management extends the core functionality of your procurement or accounting system by enabling documents such as invoices and goods received notes, to be scanned, stored and viewed directly from the system via a web browser.

Linking the documents to your procurement or accounting system is achieved by the use of barcodes (see next page)

Increased Efficiency and Cost Savings:

- Time spent filing, distributing and photocopying is dramatically reduced.

- Full Integration with your procurement or accounting system allows finance users to view documents at the press of a button

- Less floor space is taken by filing storage and costs associated with office consumables such as copier paper, filing products & storage are noticeably reduced.

- Search and display facilities from any location via a standard web browser mean staff outside finance can now access information

Increased Security and Compliance:

- Better security - only staff with the relevant authority can access documents.

- Legally admissible, fully auditable and acceptable to the authorities.

- Enhanced disaster recovery position with fall back servers and backups

Feature summary

- Provides a managed and searchable repository of documents

- Linked documents viewable with the click of a button from your accounting or procurement system

- Rapidly deployed – application runs in users' browser

- Supports companion Kontrolla product - Konducta

- Manages documents not yet linked to ensure all documents are processed

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Kollecta invoice linking using barcodes

Office Supplies PLC

Invoice No: 0632080
Ref No: EZ00/0003

0005 0289

P.O. Box7269
Birmingham
B16 2RQ

13ᵗʰ March 2014

FREEPHONE ORDER LINE
For quickest service or queries regarding stock,
delivery and invoices call our Order Line.
0800-252-2020 (08:00 – 18:00)
Fax: 0800-252-3030 (24 Hour)

Step 1

A bar-code sticker is adhered to the first page of each purchase invoice, as shown to the left. The barcode acts as a unique reference to the invoice. It also acts as a separator during scanning – making the scanning process particularly efficient

Step 2 – Scan before processing

Invoices are then scanned and the scanning software – Kontrolla Capture - automatically recognises the bar-code number on the image. The documents are stored in Kollecta. When invoices are processed the barcode is entered as part of processing. A background task runs regularly and links documents as soon as they have been processed in the accounting or procurement system.

Step 2 – Scan after processing

During processing the barcode number is entered for each invoice. Invoices are then subsequently scanned and the scanning software – Kontrolla Capture - automatically recognises the bar-code number on the image and searches for that bar-code number in the database. When found, the document is stored in Kollecta and is automatically 'linked' with the procurement or accounting system.

Step 3

After linking the document can be viewed at any time by selecting a 'Display Images' or 'View' button which is readily configurable in modern accounting and procurement systems.

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