

# Kontrolla Import

## Direct Import

No printing or scanning

## Efficient processing

Invoices are available for processing with minimal effort

## 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



Kontrolla Import allows users of Kontrolla companion products – Konducta and Kollecta – to process documents received electronically. For example purchase invoices attached to e-mails in a designated mailbox can be imported.

Once imported, Kontrolla Import can then automatically classify the documents into queues based on content.

Once documents are ready they may be exported to Konducta or Kollecta and at the same time a unique reference is generated. This value may be entered into the corresponding record in an accounting or procurement system, thereby establishing a link to the document for subsequent retrieval.

## Feature summary

- Import invoices in PDF and other formats from E-mail attachments
- Import invoices in PDF and other formats from network folder
- Automatic classification into queues based on content
- Export to companion Kontrolla products Konducta and Kollecta
- Generates unique references to link to accounting and procurement systems
- Option for bulk conversion of indexed repositories

#### Technical Support

Kontrolla import, like all Kontrolla software products is offered with full technical support by the software author

#### System requirements

Windows 7, 8, 10, 11

## Companion Kontrolla products



#### Kollecta

Kollecta is an established document management system used extensively by Kontrolla customers. Kollecta provides a platform to store and retrieve purchase invoice images and allow customers to link those images to accounting, reporting and procurement systems for instant retrieval. Kontrolla Import extends this facility to incoming electronic documents attached to e-mails or stored in a network folder.

#### Konducta

Konducta is an established workflow system. It is used to control business processes such as authorisation of orders or invoices. Kontrolla Import extends this facility to create workflow tasks from incoming electronic documents attached to e-mails or stored in a network folder.



Strelley Hall  
Nottingham  
NG8 6PE  
United Kingdom  
Tel +44 115 9061231  
info@kontrolla.com  
www.kontrolla.com