



V1
Document
Management

V1 AUTHORISE DOCUMENT AUTHORISATION

V1 Authorise is an authorisation solution which enables document approval processes to be streamlined. The reduction in paper chasing combined with a fully comprehensive audit trail enables an increase in productivity, reduction in costs and a fast return-on-investment.

V1 Authorise Mobile extends the benefits by enabling remote workers to quickly authorise documents on their mobile phone or tablet computer whilst on the move.

Time Savings

User-defined conditions enable the document to be sent electronically to the most appropriate recipient(s) for approval. The recipient can be taken from rules held in V1 Authorise or the ERP system; thus enabling documents to be automatically emailed to the appropriate people for approval.

Approval conditions may be based on the value of the document, the supplier or other key fields that utilise the rules most suitable for an individual organisation. For example, invoices under £100 are automatically authorised.

Invoices over £100 but under £5,000 are sent to the originator of the purchase order for approval and invoices over £5,000 are sent to the originator and a second signatory such as the Financial Director.

V1 Authorise is seamlessly integrated with V1's document imaging software, V1 Archive. This enables the authorisation software to be linked to other related documents held within V1 Archive - for example purchase orders and goods received notes. Documents received in paper form are automatically scanned via V1 Capture using advanced optical recognition technology and the data automatically made available for uploading into the accounting or ERP system.

Cost Savings

V1 Authorise reduces the need for paper copies, document storage, printing and administration including filing, retrieving and moving documents. In addition, V1 Authorise boasts many less obvious benefits. As payment can be approved more efficiently, greater advantage can be taken of prompt payment discounts and better supplier relationships can be built, often resulting in better discounts and terms of trade.

The payment process is much simpler and enables an organisation to have better management of cash flow and make fewer mistakes.

Improved Efficiency

Document processing is streamlined. For example, invoices can be approved for payment or rejected in just a couple of mouse clicks. As documents are available to all relevant individuals there is no need to print, copy or pass documents from one department to another; an electronic copy of the document is automatically sent via email to the relevant people for approval. The invoice and relevant documents can be viewed from any authorised workstation on the network. Approvals are requested and responded to by email, enabling a full audit trail of the payment including comments.

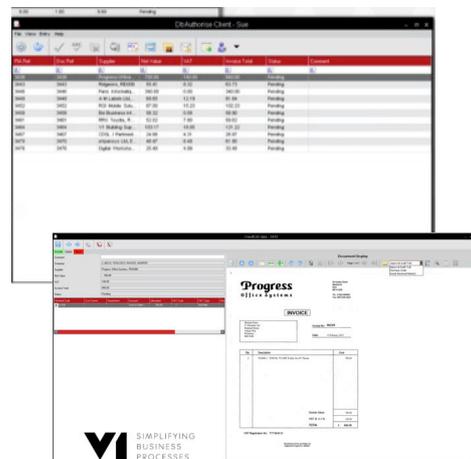
Reduce Administration

Electronic storage of documents enables immediate retrieval thus eliminating the need for time consuming filing and retrieval. Queries and disputes are reduced as linked documents and reports such as purchase orders, goods received notes and remittance advices can be sent electronically to suppliers and internal contacts.

Fast Payback

V1 Authorise users report substantial savings of time and money. Typically, V1 Authorise pays for itself in just six months.

Management console



Corporate Compliance

The audit trail within V1 Authorise helps organisations to achieve corporate compliance such as Sarbanes Oxley etc.

V1 Authorise provides an easy to use graphical interface to manage the approval process:

- ▶ View all documents by status.
- ▶ View all documents by current or final recipient.
- ▶ View full details of the document.
- ▶ View the image.
- ▶ Re-allocate the document for approval to another contact.
- ▶ Flag the document as approved or rejected.
- ▶ Temporarily amend a recipient e.g. when someone is on holiday.

V1 Authorise Mobile

- ▶ Receive approval notifications on a mobile device (Blackberry, iPhone, iPad, Android etc.) with document image attached.
- ▶ Accept or reject documents whilst on the move.

Example of approval notification



Get in touch about how V1 can benefit your business:

T 01625 856 500 E hello@WeAreV1.com

www.WeAreV1.com