



Optimised Workflow Software

Accounts Payable

Intelligent document workflow solution

www.sharp.co.uk

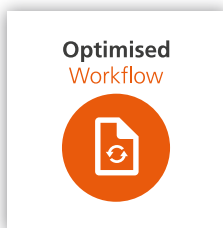
SHARP

Be Original.

Automate processes and take control.

Businesses of all sizes, operating in a variety of industry sectors, have to process and store huge amounts of information; more than ever before.

There is now increased pressure on critical business functions to operate more efficiently and effectively. This is especially true for your accounts payable department.



Eliminating inefficient processes, by streamlining and automating them, is a proven way of maximising productivity. As part of our suite of Optimised Software Solutions, we've developed a workflow solution that makes processing invoices easy.

Invoices can be scanned and managed by a customised, automated workflow that will keep everything on track.

Our Optimised Workflow Software manages the whole process by automatically checking invoices against purchase orders and delivery notes, and removing error prone manual comparison. Workflow triggers and alerts keep key users up-to-date at every stage in the life of an invoice - from receipt, through to approval and payment.

Multiple benefits

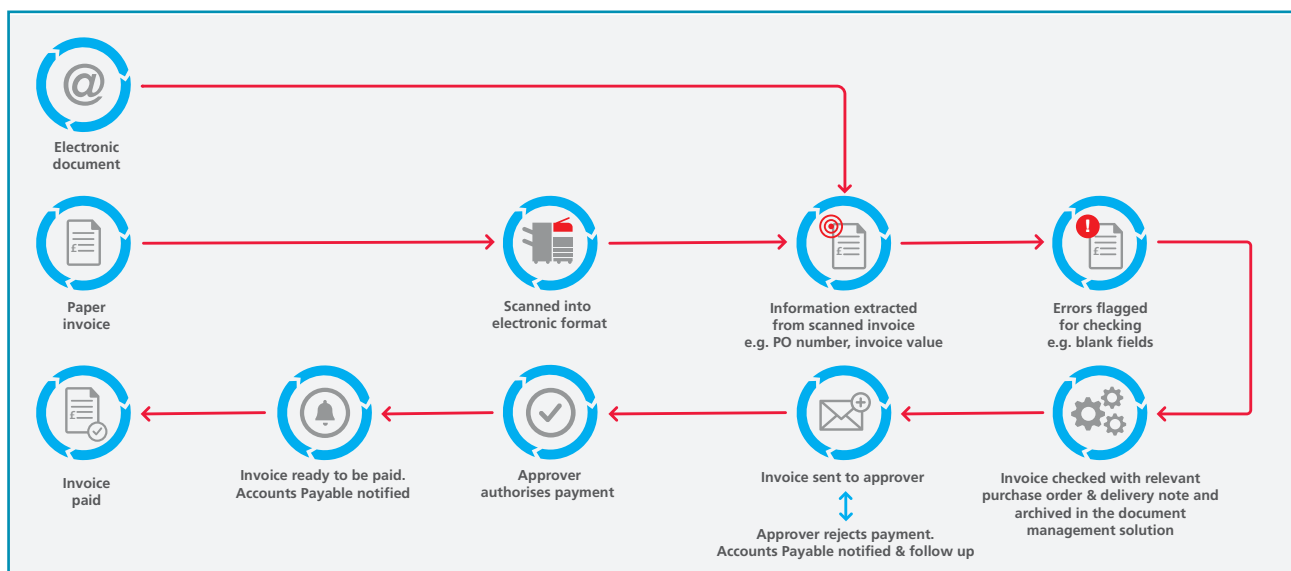
As well as helping you eliminate inefficiencies from your accounts payable department by automating manual processes, you can also remove potential problems like lost invoices, missing paperwork, late payment or non-compliance.

Plus, invoices that have been scanned and stored in the system are safe and secure; your data is fully managed and invoices can be accessed easily when required.

Optimal efficiency

Your accounts staff will no longer be weighed down by a reliance on paper, which is costly to work with and to store. Your suppliers will be reassured that they will be paid on time. And because everything is stored electronically, queries can be dealt with faster, building better supplier relationships.

Your accounts payable team will operate more effectively and will feel more in control of its workload. This can help boost staff morale as your department will be running smoothly and making a maximum contribution to your business.



Build simple workflows for increased efficiencies.

Process invoices quickly and easily.

Processing invoices can be time consuming but with our Optimised Workflow Software you'll have more time to focus on core activities.

Optical Character Recognition (OCR) is used to extract key information such as supplier name, invoice total, and VAT amount from your stored invoices. Thanks to smart tagging and machine learning, OCR templates are easy to setup and accuracy is improved over time.

Processing invoices manually costs between £2 and £4 per invoice and reduces employees productivity by 50%.*

Getting invoices into the system is quick and easy. There's no need for any manual data entry, and the system works with both hard copy and electronic invoices.

Our Optimised Workflow Software can perform validation checks on the information extracted during the OCR process to ensure that line items add up to the invoice total amount or that the VAT amount is correct, for example. It can also extract key data, such as supplier name and invoice number, and check they correspond with valid purchase orders.



Set customised alerts to ensure approvals are always dealt with.

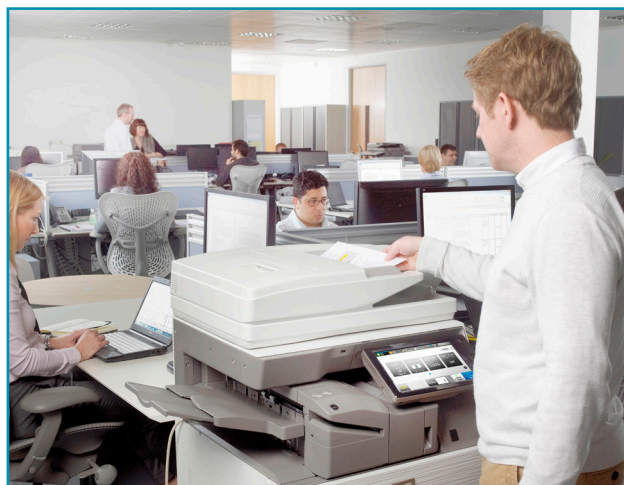
Store and retrieve

Once captured, your invoices are indexed with the key data extracted by OCR and then stored securely in a Document Management System alongside other relevant documentation, such as purchase orders and delivery notes.

Storing the invoices securely in a central repository means they can be quickly and easily retrieved to help you deal with queries as they arise. You can search for specific information by keyword, which is much faster than searching for paper invoices in filing cabinets.

Business rules

Business rules for invoice approval can be defined and applied uniformly, with associated workflows and triggers. For example, if the nominated invoice approver is not available, the system will not allow an invoice to go ignored. Instead an alternative approver will receive an automated alert notifying them of the need to check the status of the particular invoice.



Store and scan invoices electronically for greater security and more robust processes.

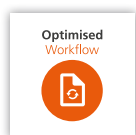
Welcome to Sharp

Sharp Information Systems Europe (SISE), a division of Sharp Electronics Europe, offers a comprehensive portfolio of award-winning document management and display solutions to help organisations transform the way they engage with information. Sharp's industry-leading MFPs and high volume systems sit at the heart of integrated applications for digital transformation.

Sharp's proprietary Open Systems Architecture (OSA) technology transforms MFPs into powerful information portals, seamlessly integrating to the cloud and third-party business applications. Sharp Cloud Portal Office is an award winning document management and collaboration system designed to help small- to medium-sized businesses drive growth, improve efficiency and reduce costs.

By facilitating the transition to new equipment, methods and processes, Sharp Optimised Managed Services help improve how businesses interact with information through enhanced digital workflows and more collaborative working.

Sharp also offer a range of display solutions that include video walls for immersive entertainment, digital signage and innovative interactive touchscreens for engaging presentations. Through its sales and support service Sharp helps its customers create, manage, visualise and share information, inspiring ideas from technology.



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