

# Accounts Receivable

Invoice clients faster, more accurately and reduce the time to collect receivables

AR

## SOLUTION DESCRIPTION

Through the use of Imaging, Document Management and Workflow technologies, organizations can capture work tickets and delivery statements, route the documents through a workflow process to the AR department and upload information into the billing system. Invoices along with their supporting documents can then be automatically issued to clients as well as stored for future reference.

### Data Extraction

Easily and automatically extract important information from supporting documents.

### Workflow

Collect all supporting documents and pair them with the invoice automatically. Generate invoice packages and distribute them by predetermined methods (email, fax, web, mail).

### Dispute Resolution

Settle invoice disputes with easy and complete access to all supporting documents. Share these documents with clients, or give them access to a self serve portal. Reduce days outstanding by verifying information quickly and increase customer service by justifying all invoices.

### Search

Retrieve documents from either the billing system or a customized search engine. Cross reference invoices with contracts, purchase orders and other client documents. Find documents in seconds.

### Audit Trail

Maintain a full audit trail of the entire process for every invoice and supporting document in the system.

### Reporting

Monitor invoice assembly cycle times, efficiency, pending receivables and numerous other statistics. Know what your clients require for invoice acceptance and monitor for shortcomings.



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## ISSUES ADDRESSED

- Inefficient transportation of supporting documents to the head office
- Lost documents (resulting in un-invoiced, lost revenue)
- Delays in getting invoices to clients (inefficient gathering of supporting documents)
- Double billing for services
- Cumbersome data entry and data entry errors
- Resource distraction (customers calling for supporting documentation)
- Resource retention (knowledge workers versus data entry)
- Invoice disputes

## BUSINESS VALUE

- Drastically reduce the time it takes to send invoice to clients
- Remove bottlenecks in the AR process
- Automate the storage and retrieval of documents
- Address client requests for supporting documents in real time
- Establish auditable internal processes for visibility, control and accountability
- Create opportunities to speed up client payments
- Reduced costs related to: imaging, document storage and client queries
- Connect invoice documents to the billing system



Imagine uses Document Management and Imaging Solutions to simplify the way documents move throughout organizations™

Contact Imagine to discuss this solution further and book a demonstration

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