

DOCUWARE ACCOUNTS PAYABLE PROCESSING-DAPP



KEY FEATURES

- Flexible Workflow.
- 3-way matching.
- Audit Trails.
- Ad-HOC Reporting.
- Integration with accounting/ERP System.
- Recover quickly from disaster.
- Automatic Document capturing.

KEY BENEFITS

- Paperless environment.
- Early Payment discounts.
- Cost and time reduction.
- Enhance productivity.
- Resolve Process bottlenecks

DAPP is built upon the Docuware ECM platform. DAPP captures paper and electronic invoices and automatically matches them to purchase orders, provides customizable workflow to manage the approval process, and then posts the approved amount back to the general ledger through pre-built ERP integrations. Traditionally, Accounts Payables would manage all of these processes manually, including:

- Data entry
- Line-by-line reviews of the numbers such as matching POs to invoices and delivery
- Filling out paper documents

PRODUCT OVERVIEW

Structured Workflow	Engage employees and others productively using Dynamic business rules to assign tasks to different staff.
Intelligent Capturing	Customer information is captured by data extraction from Documents, Regardless of the channel (Call Center, Web / Portal, Mobile, Branch, Paper, Fax, Combination).
Smart rules	To control who has rights to certain documents

DOCUWARE ACCOUNTS PAYABLE PROCESSING

DAPP captures paper and electronic invoices and automatically matches them to purchase orders, provides customizable workflow to manage the approval process, and then posts the approved amounts back to the general ledger through pre-built ERP integrations.

Get rid of paper, avoid clerical errors, reduce invoice handling, streamline approval and eliminate manual entry.

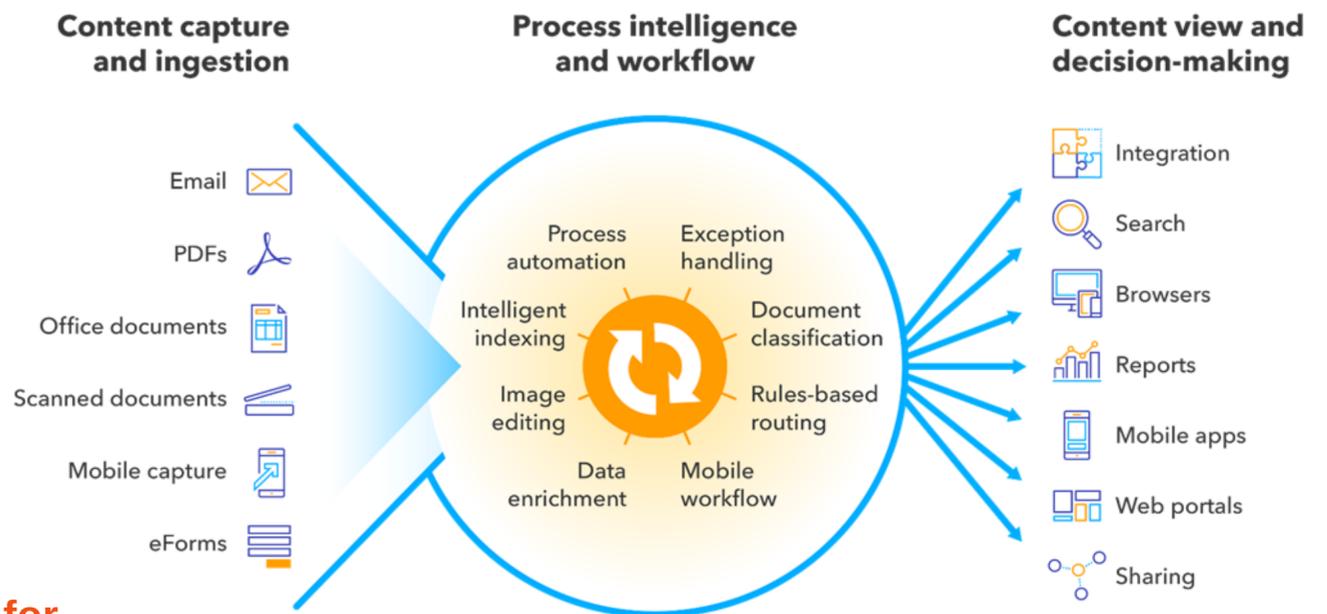
Most importantly: recapture valuable time for higher-value tasks.

DAPP JOURNEY

By automating portions of the AP process, you can establish a fast and straightforward method for proactively eliminate unhelpful complexity and to fund beneficial costs through the reduction of bad ones.

QUICK WINS FOR YOUR BUSINESS

- quicker time to value.
- operational efficiencies from day one.
- more control during disorderly times.



Our DocuWare system paid for itself once we were using it for accounts payable and quality control documentation. Our ROI improves every time we add a new process, such as our sales orders and invoicing. We are very happy with our investment in DocuWare.

~ Michelle Witman, Controller
AquaPhoenix Scientific Inc., USA

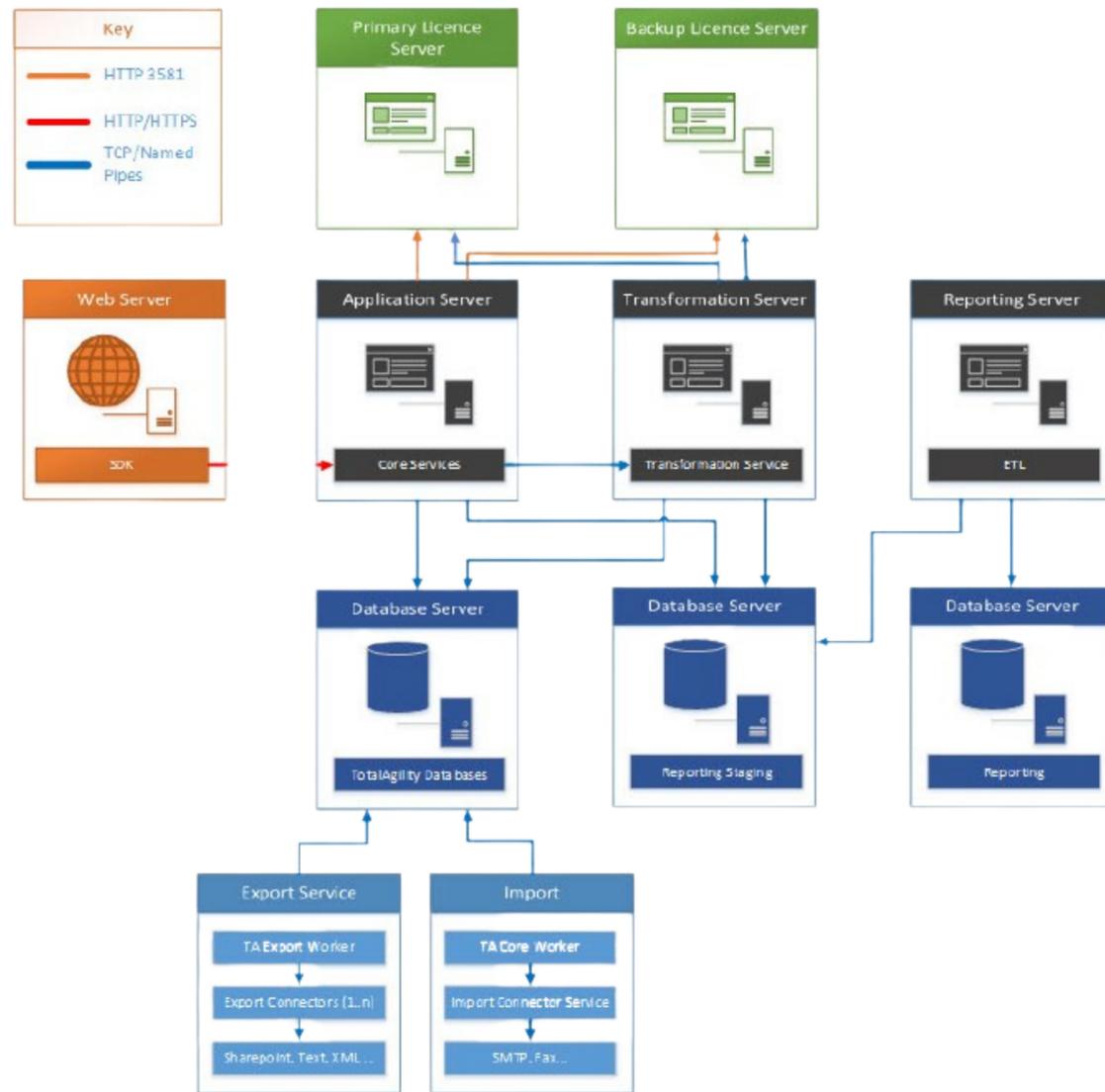
ACHIEVE A NEW PACE IN PAYABLES

- Directly import invoices to defined and easily searchable file structures.
- Dynamically handle exception-level approvals and reprocess rejected invoices.
- Automatically post approved invoice amounts directly back to the ERP system.
- Route invoices in a multi-step approval process, even supporting split code billing for multiple approvals.
- Validate invoices for accuracy and use DocuWare self-learning intelligent indexing to match invoices with related purchase orders.

DOCUWARE ARCHITECTURE

DOCUWARE installation includes the components in the Logical Architecture diagram. Many components communicate with each other as shown in the Logical Architecture diagram.

DOCUWARE Logical Architecture



SCALABLE ARCHITECTURE

The architecture lets you scale your environment using standard load balancing technologies

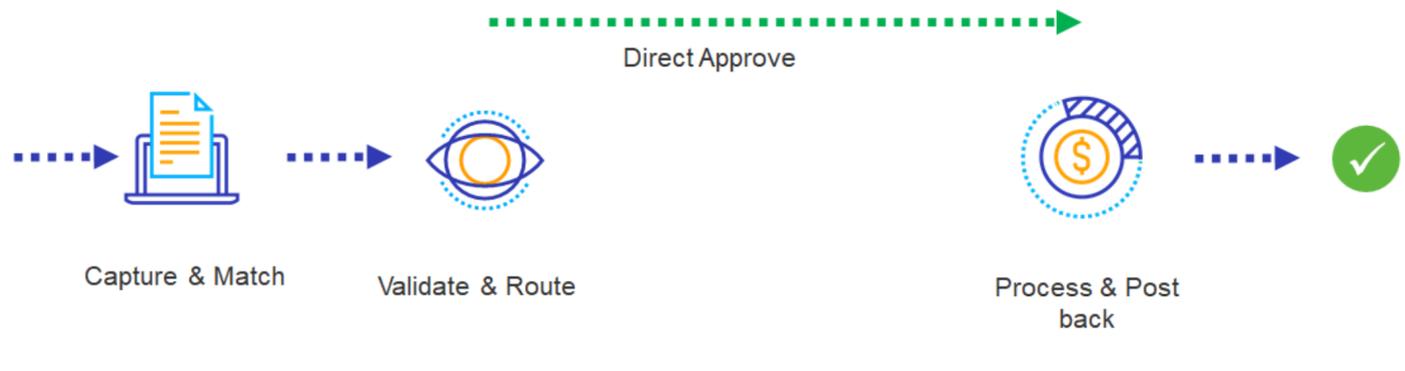
DEPLOYMENTS

covering various deployments for an on-premise, on-premise multi-tenancy or Azure environment

DOCUWARE MINIMUM REQUIREMENTS

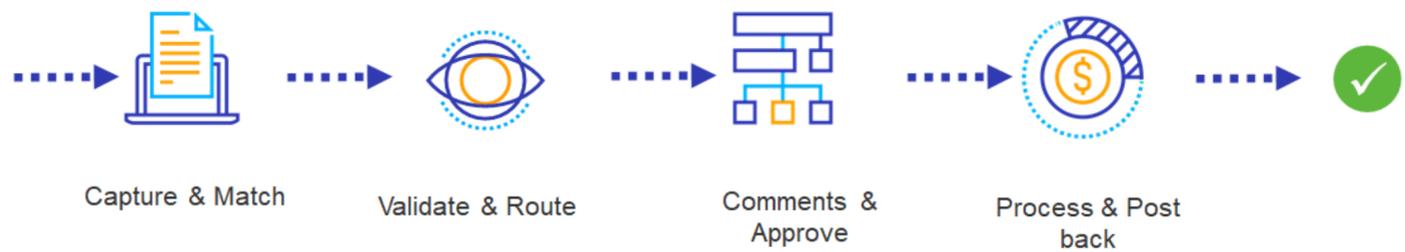
Processor Type	x64 Processor: AMD Opteron, AMD Athlon 64, Intel Xeon with Intel EM64T support, Intel Pentium IV with EM64T support
Processor Speed	x64 Processor: 2.6 GHz or faster
Memory	8 GB
MS Windows server	2012 and above, running A relational database such as MS SQL Server 2016 and above
Client	Windows Client application running Edge, Chrome or Safari browser

BEST PRACTICE SOLUTION



PROCESS IMPROVEMENT

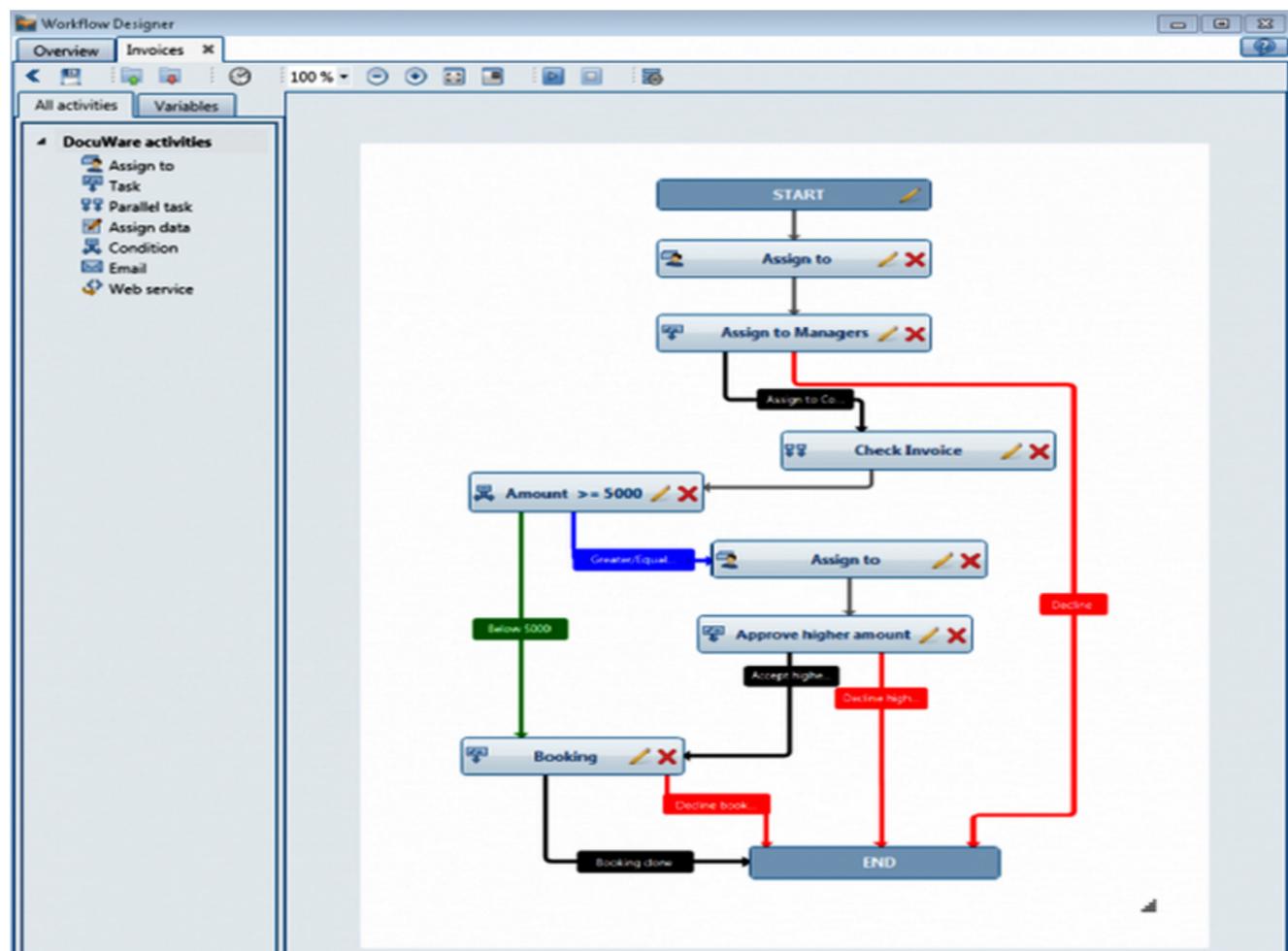
Docuware graphical workflow designer enables continuous improvement of AP process



DOCUWARE WORKFLOW DESIGNER

CUSTOMISED APPROVAL PROCESS

Docuware graphical workflow designer enable non-IT users to easily customize the approval cycle



ABOUT ITEC

in 1991 Image Technologies (ITEC) was established in Amman to become a leading provider of Electronic Document Management (EDM), Business Process Management (BPM) and Customer Communication Management (CCM) Solutions.

Since the launch of its operations, ITEC expanded its network of regional partners to include Bahrain, Kuwait, KSA, Oman, Qatar, UAE, Yemen, Iraq, and Palestine. in addition to a fully operational office in Bahrain.

Over the years, ITEC has garnered a reputation for offering high quality solutions to commercial and governmental clients on the both the e-Document and e-Process fronts, thus delivering and added value that goes beyond clients expectations and help them improve their business.

WHAT SETS US APART

Our long standing and rich experience, which is entirely dedicated to e-Document and e-Process solutions, empowers us with exceptional talent and technical expertise to deeply understand our clients needs.

our relationship with our clients goes beyond a mere client-vendor relationship to a true partnership. each and every project is dealt with an individual basis. i.e., each client is provided with the service and solutions that best suit their own business objectives and environment.

We conduct our business with uncompromised honesty and transparency, which goes beyond the lifespan of contractual commitments and is driven by our commitment towards maintaining the exceptional reputation we have garnered throughout the years.

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