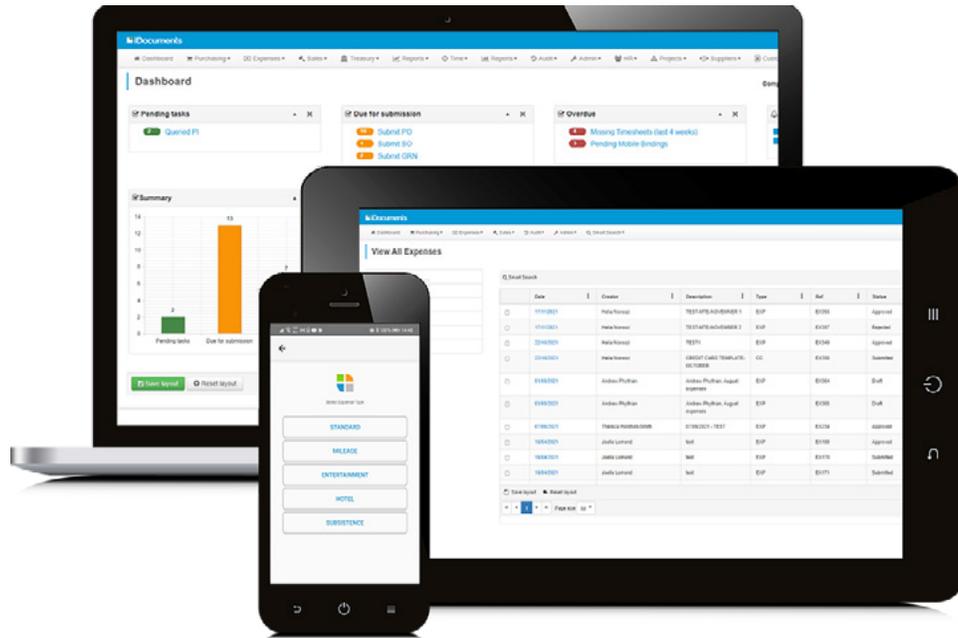# iDocuments
Expense Management

Vision33

Regain control of business expenses.

Before factoring in operating costs like managing paper receipts, data entry, and policy compliance, companies can spend upwards of 10% of their company budget on employee and travel expenses.

iDocuments Expense Management is a powerful SaaS application that automates the expense process from end to end. Using a mobile app, users can capture an expense as soon as it's incurred. Users can also submit, save, review, and approve expense claims and reconcile company credit card transactions via the app or browser interface.

With iDocuments Expense Management, you'll:

Regain control of expenses

Give finance users end-to-end visibility of expense claims before they're submitted, enabling accurate month-end accruals.

Drive policy compliance

Regain control of and ensure compliance with expense policies. Configure the system to identify non-compliant expense entries, per diems, and fraudulent claims.

Reduce administration time

Accelerate expense claim processing with online claim submission, receipt capture, and workflow-driven approvals with exception handling.

Say goodbye to paper

Capture expense receipts electronically by using a mobile phone camera to photograph receipts and invoices.

Synchronize data across systems

Automatically code and post expenses to other systems, including ERP, finance, or payroll, to ensure accurate reporting.

Get instant insights

Track and analyze business expenses and spot trends with out-of-the-box and custom-built reports and personalized dashboards.

Automate the employee expense claim process from start to finish

Capture   Capture expenses when they're incurred.

Submit   Submit expenses into user-defined workflows for management approval.

Validate   Validate compliance with company expense policies, mileage rates, rules, and subsistence allowances.

Accurately code expense claims by limiting GL codes to groups or individual users.

Approve   Manage exceptions and route expenses and travel requisitions for approval in accordance with business rules.

Post   Automatically create and post transactions to your ERP system to facilitate employee reimbursement.

Manage company credit card expenditures

Import   Import company credit card statements.

Capture   Capture and upload receipts from your mobile device.

Match   Match receipts to credit card statements.

Analyze   Code credit card transactions to GL codes and dimensions.

Submit   Submit expense claims via the mobile app for approval and posting to the ERP system.

> *Goodbye, spreadsheets, paper receipts, and data entry. Hello, efficiency, compliance, and cost savings.*

Key Functionality

iDocuments Expense Management is powered by The Saltbox Platform, delivering robust functionality and agility.

✔ **Intuitive web interface and mobile app** Submit and approve expenses on the go.

✔ **Google Maps integration** Validate mileage, simplify calculations, and prevent fraudulent expense claims.

✔ **Powerful, configurable workflow engine** Apply your own business rules and logic to workflows to ensure compliance, control costs, and streamline approval cycles.

✔ **Capture expense receipts electronically** Upload pictures of receipts to the mobile app.

✔ **Integrate with any ERP, accounting, or financial management software** Ensure consistent and accurate data and financial reports.

✔ **Flexible configuration** Configure the solution that best supports your policies, processes, and systems.

✔ **Personalized dashboards and out-of-the-box analysis reports** Analyze business performance with 24/7 access to your personalized dashboard and reports.

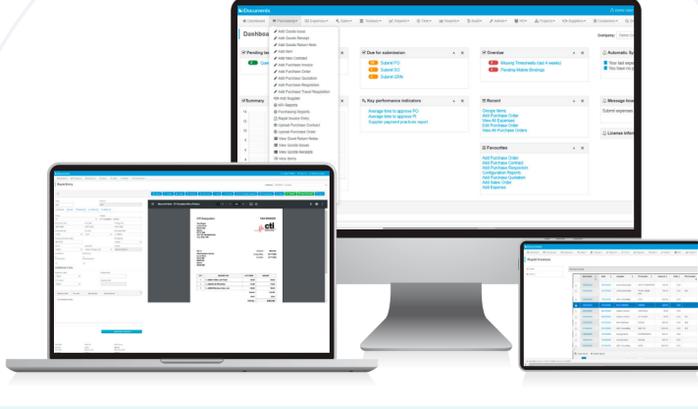✔ **Support for multiple entities, languages, and currencies** Conduct business globally.

A Trusted Partner

Vision33 solves customer business challenges through the promise of technology and the value it delivers. We partner with organizations in the public and private sectors to understand their vision and help them attain it with the right blend of strategy, consulting, and technology. Vision33 is consistently recognized by the industry for its notable growth and dedication to helping customers achieve success.

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Take charge of business spending.

After payroll, the biggest expense companies face is the cost of goods and services.

iDocuments Purchase-to-Pay (P2P) empowers companies to take charge of business spending. It seamlessly integrates with ERP and accounting systems to automate the purchasing process from start to finish, transforming hours, if not days, of manual effort into automated work flows, freeing up resources for more strategic initiatives.

With iDocuments P2P, you'll:

Control spending and ensure compliance
Implement intelligent work flows that automate approval processes, manage exceptions, and systematically validate transaction compliance.

Expand visibility, gain insights
Empower every line of business to track and analyse spending against KPIs and spot trends with out-of-the-box and custom-built reports and personalised dashboards.

Maximise existing technology investments
Seamlessly integrate with core business systems such as ERP and accounting solutions and eliminate costly licenses for non-essential users.

Strengthen vendor relations
Fast, efficient purchasing processes lead to vendor trust and favorable outcomes such as prompt payment discounts, increased lines of credit, and greater satisfaction.

Reduce total cost of ownership (TCO)
Pricing is based on the number of users, which eliminates transaction costs and reduces TCO.

Reduce operating costs and boost efficiency
Streamline and accelerate the end-to-end purchasing process to shrink transaction costs and free up staff to focus on more strategic initiatives.

Eliminate expensive errors
Eliminate manual data entry and costly mistakes while protecting your data's integrity with ERP integration, OCR, and automated work flows.

How It Works

Purchase requisitions
- Empower your entire team to create and submit purchase requisitions for approval
- Convert approved requisitions to purchase orders
- Control spending by limiting access to GL and item codes by individual or group

Purchase orders (POs)
- Seamlessly consolidate and convert requisitions to POs
- Import POs from spreadsheets
- Approve POs using powerful work flows before issuing them to suppliers
- Archive backup documentation for easy access to historical records
- Email POs to suppliers
- Track PO history
- Clone existing POs

Goods receipt
- Capture and match goods received to purchase orders
- Enhance management of accrued liabilities with greater visibility of Goods Received Not Invoiced
- Manage return of goods to suppliers

AP invoices
- Receive PDF AP invoices via email, capturing details down to the line level
- Automatically match invoices to POs and goods receipts
- Automatically approve invoices with a 3-way match on submission
- Route AP invoices for approval where no PO or 3-way match exists
- Process supplier credit notes
- Automatically apply GL and analysis codes to AP invoices before posting transactions to ledgers

> " iDocuments P2P transforms hours, if not days, of manual effort into automated workflows that facilitate collaboration, deliver systematic control over spending, and validate compliance.

Key Functionality

iDocuments P2P is powered by Vision33's The Saltbox Platform, giving your business robust functionality and extreme agility.

Integrate with any ERP, accounting, or financial management software
Ensure consistent and accurate data and financial reports.

OCR data capture engine
Leverage artificial intelligence (AI) and machine learning (ML) to improve processing speed and achieve greater accuracy.

Financial and KPI reports
Access a library of out-of-the-box financial and KPI reports to extract and present critical purchasing data.

Powerful, configurable work flow engine
Apply your own business rules and logic to work flows to ensure compliance, control costs, and streamline approval cycles.

Personalised dashboards
Analyse business performance with 24/7 access to your personalised dashboard and reports.

Intuitive web interface and mobile app
Review and approve purchase requisitions, orders, and AP invoices anywhere, anytime, on any device.

Support for multiple entities, languages, and currencies
Conduct business globally.

Smart Search
Quickly locate requisitions, POs, goods receipts, and AP invoice documents with a Google-style text search.

Out-of-the-Box Reports

iDocuments P2P provides a robust set of out-of-the-box financial and KPI reports that provide visibility into purchasing spend. Report data can be exported to spreadsheets for financial analysis.

Popular reports include:

Purchase invoice details
Displays standard invoice details, including status, for all invoices captured by iDocuments.

Purchase invoice accruals
Displays unapproved invoices to help you forecast future spend.

Purchase invoice awaiting GRN
Displays invoices that have been received but have an outstanding GRN.

Purchase order details
Displays standard PO details, including status, for all POs processed by iDocuments.

Client Spotlight

COMMUNITY

Based in Essex, England, Community Foods supplies a wide range of natural and organic dried foods for retail, wholesale, and foodservice customers.

> " Organic foods supplier Community Foods slashed accounts payable time by 95% with iDocuments.
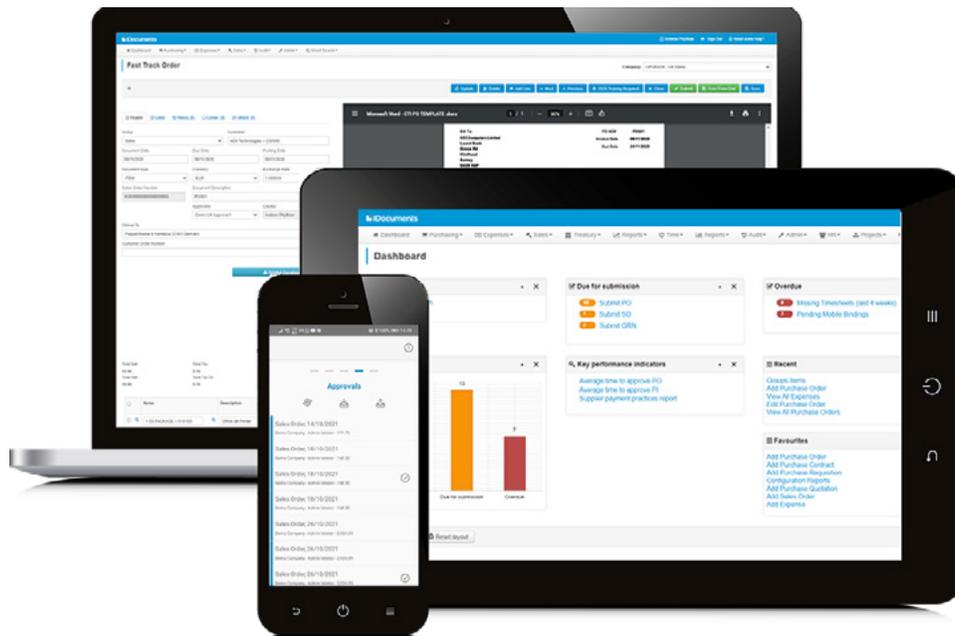
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iDocuments
Sales Order Automation

Vision33

Decrease order processing time, increase profitability, and strengthen customer relations.

Inbound sales orders are the lifeblood of every company, but correctly processing them takes time and attention to detail.

iDocuments Sales Order Automation (SOA) empowers companies to automate the receipt and processing of inbound sales orders via email, freeing up sales teams for more valuable initiatives. SOA uses artificial intelligence (AI) and machine learning (ML) to automatically capture, validate, and process incoming order data at the header and line levels, eliminating the need to manually enter countless sales orders and their associated line items.

With iDocuments Sales Order Automation, you'll:

Reduce order processing time
Automatically receive, capture, and convert emailed purchase orders to sales orders, freeing up staff to sell more.

Increase profitability
Decrease order processing costs and consistently enforce order management practices such as limiting discounts to protect margins.

Strengthen customer relations
Give customer satisfaction a boost! Powerful OCR technology improves order accuracy and processes orders faster than manual, error-prone data entry.

Accelerate time to value
Eliminate costly EDI setups and benefit from a proven implementation methodology that ensures rapid ROI.

Get instant insights
Track and analyze order status with both out-of-the-box and custom-built reports and personalized dashboards.

Maximize existing technology investments
Integrate with core business systems, synchronize the data that flows between them, and eliminate costly, non-essential software licenses.

How It Works

Receive → Capture → Validate → Process → Post → Archive

Receive Receive inbound purchase orders by email as PDF attachments and automatically acknowledge receipt.

Capture Automatically capture order data, including line-level detail, using AI and machine learning.

Validate Match customer account, product, and pricing details with data stored in your ERP and in accordance with business rules and policies.

Process Manage exceptions and route orders to the correct person if approval or manual intervention is required.

Post Automatically create and post a sales order to your ERP, CRM, or other internal systems.

Archive Archive orders once they've been processed.

Key Functionality

iDocuments Sales Order Automation is powered by The Saltbox Platform, delivering robust functionality and agility.

✓ **Intuitive web interface and mobile app** Review and approve draft sales orders anywhere, anytime.

✓ **Integrate with any ERP, accounting, or financial management software** Ensure consistent and accurate data and financial reports.

✓ **Smart Search** Quickly locate sales order documents with Google-style search.

✓ **Flexible configuration** Configure the solution that best supports your policies, processes, and systems.

✓ **Powerful, configurable workflow engine** Apply your own business rules and logic to workflows to ensure compliance.

✓ **Support for multiple entities, languages, and currencies** Conduct business globally.

✓ **Personalized dashboards and out-of-the-box analysis reports** Analyze business performance with 24/7 access to your personalized dashboard and reports.

✓ **OCR data capture engine** Leverage artificial intelligence and machine learning to improve processing speed and eliminate manual data processing errors.

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