



Omnidox AP Manager/  
Invoice Processing

## Rapid return on investment assured

Reap the rewards from reduced invoice processing costs. Omnidox AP automated services from Box-it could revolutionise your efficiencies in processing supplier invoices from receipt to payment, and save your business money.

Box-it has decades of experience in providing invoice processing services to companies looking for cost-effective outsourced solutions. Many companies and organisations are realising the benefits from investing in Omnidox AP, an outsourced automated invoice processing service built on award winning technology from Box-it.

With a proven track record for reducing invoice processing costs by some 60%, Omnidox AP services from Box-it continues to transform the way many Finance departments receive, process and pay supplier invoices.

From electronic and/or paper receipt, through to intelligent data capture, validation and query management and resolution workflow, we provide an effective automated solution hosted in our secure Omnidox Cloud that enables you to streamline your processes, free up your resources and reduce your costs.

It is not just cost-savings either. There are many management and operational benefits to be gained too from Omnidox AP, through greater control, tracking and accuracy, as well as better supplier interaction. These tighter controls play an important part in helping to combat fraud, while providing the tools for improved forecasting, budgeting and spend analysis. Better business intelligence leads to better performance.

Delivering rapid ROI - often in less than a year, Omnidox AP invoice processing services from Box-it help you to work smarter, not harder.



## Omnidox AP Manager for Invoice Processing

Experience the many benefits of improved financial management by investing in outsourced Omnidox AP/Invoice Processing services from Box-it. It is a totally integrated document management solution that pays for itself time and time again. Here are some compelling reasons for using our services:

- Proven to reduce supplier invoice processing costs by over 60%
- Streamline your end to end processes including tracked payment authorisation
- Eliminate costs associated with mailroom post handling and printing of invoices received by email
- Improve quality by reducing errors
- Reduce time spent handling supplier chase ups
- Take advantage of supplier discounts and eliminate late payment fees
- Help combat fraud
- Strengthen internal controls
- Improve Spend Analysis, Budgeting and Forecasting
- Focus your time on 'exception' processing for invoices that need intervention
- Cloud based, work from any location 24/7 with internet access
- Pays for itself in less than 12 months

### The process explained

Your suppliers send us your invoices directly either electronically or by post. Paper invoices are digitised at our secure scanning centre. Once scanned paper is held for 90 days then either securely destroyed or committed to long term storage in one of Box-it's nationwide document storage centres.

Digital invoices created by the scanning process and those received electronically from your suppliers are fed into our AP automated capture and verification work flow. Using the latest automated data capture technology, combined with highly trained staff, we capture invoice header and line item data. We match the captured data to data supplied by you. Master Vendor Lists are used to add your vendor code to the invoice data; PO data provides us with the ability to reconcile the value of the invoice and if you also supply goods received data we can validate using this as well and add the GRN ID to the data file. Matched and Unmatched invoices along with the invoice data (including Vendor ID and status against the PO) are all uploaded to Omnidox, our Cloud based invoice query management and (optional) authorisation system.

## Omnidox Electronic Document Management

Omnidox is Box-it's secure Cloud based platform for electronic document and work process management. Through Omnidox, we provide Finance professionals and invoice authorisers with a wide range of tools to enable maximum efficiency and productivity, whilst fully matched invoice data can be exported straight into your payments system. Omnidox work management includes:

**Exception work-queues** – for your unmatched invoices requiring intervention or rejection.

**Coding work-queues** – featuring a range of integrated tools to help quick and efficient coding.

**Search and retrieval of archives** – processed invoices can be quickly located and retrieved.

**Authorisation work-queues** – comprising matched invoices awaiting first or second level sign-off.

**Email alerts** – notifies invoice authorisers when they have invoices to review.

**Data integration** – based on your rules, Omnidox will export invoice data to your accounts payable system ready for payment. Optionally we can build direct connectors through a real-time Web Services interface.

**Supplier portal** – Omnidox can provide direct (restricted by supplier) access to invoice status information so that your supplier can track the status of their invoices.

**Management Information dashboards** – reports providing a range of useful management information such as:

- Invoice Status
- Volumetrics and Turnaround
- Supplier Compliancy/Non-Compliancy Performance
- Accruals
- Spend Analysis

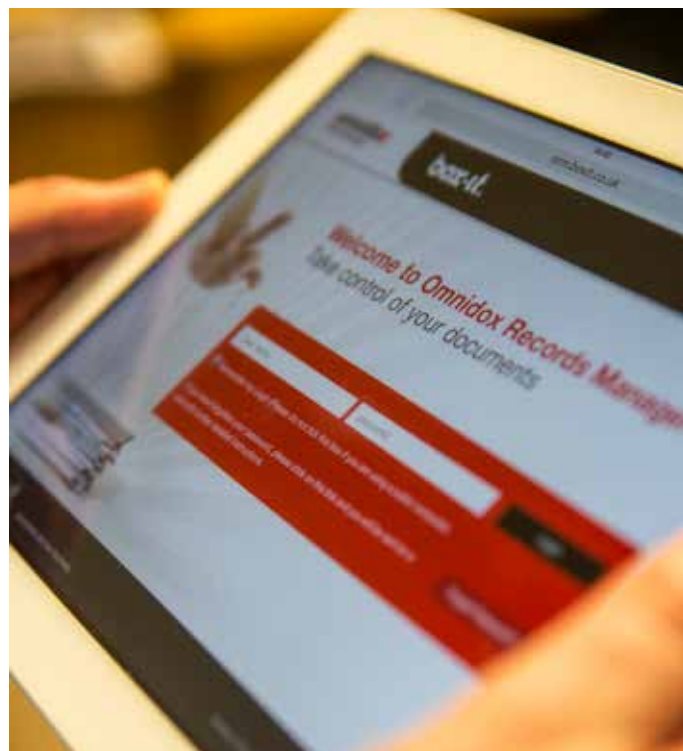
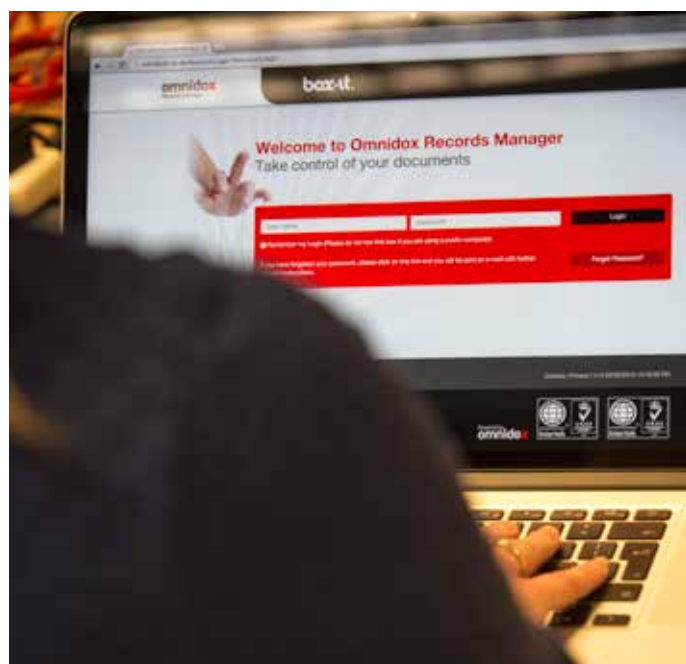


Omnidox for Accounts Payable removes all paperwork for invoice handling from the office and saves you admin time currently taken with organising and filing invoices once the processes are complete. But why stop there? Why not clear your office of all those historic invoice files, and other paperwork too?

## Secure Nationwide Document Storage

Our secure document storage services are used by businesses of all sizes, from small private enterprises to large corporations and public sector organisations. Many are reaping the benefits from storing their documents with Box-it, through:

- Improved utilisation of office space and better productivity
- Improved management of paper and digital documents
- Improved search, retrieval and traceability of archived records
- Improved processes for compliant document lifecycle management



We also provide a range of complementary services aimed at reducing your basic file administration tasks including:

- Cataloguing
- Retrieval
- Confidential Destruction Services
- Archive Box Supplies
- Online user access to archived paper files through **Omnidox Records Manager**

## Omnidox Records Manager – Taking Control of Physical Archives

Our document storage clients can conveniently manage their physical archives online, from any location with Omnidox Records Manager, our web based portal developed by Box-it. Omnidox Records Manager gives one single 'centralised' view of your archives stored at one, or multiple locations, allowing you to manage them online, at box and file level. User-friendly, it can be configured to suit your business requirements and has powerful search, retrieval and reporting functionality. It forces good practice and provides all the tools for compliant document lifecycle management.

## Local service, national reach

Our knowledgeable, friendly personnel at your nationwide Box-it regional office are on hand to help with those urgent and non-urgent requests, as well as any general enquiries you may have. We are proud of our reputation for excellent customer service. Wherever you are based, Box-it has the facility offering document management solutions within easy reach.



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