

Invoices at your Fingertips

SearchExpress/Invoice Document Imaging lets you use your browser to approve and search your scanned invoices and supporting documents. No more sifting through filing cabinets and drawers of paper to find what you are looking for. Then, if you need to email or print the invoice, it's just a click of your mouse.

SearchExpress/Invoice Document Imaging reduces paper handling and improves the efficiency of research and problem resolution by creating a searchable database with attached images of invoices and supporting documents.

Here's One Way SearchExpress/Invoice Document Imaging Can Work:

Your Accounts Payable (A/P) department receives invoices by mail, fax, or email.

You scan the invoices with SearchExpress.

The invoices can be automatically routed based on content, e.g., the Vendor name or Ship-to name or Ship-to address on invoices can automatically determine to whom the invoice is routed for approval.

Each manager uses their web browser to see an "inbasket" of all invoices that await their approval. This can be done over intranet or the Internet.

The managers can indicate their approval by clicking the Approved button after reviewing the scanned invoice. They could also enter a cost code. The cost code is the General Ledger account to which the A/P invoice is to be expensed or capitalized. A given invoice can be expensed to multiple cost codes.

You can make searchable annotations (notes) to documents, and let everyone view your annotations, or you can specify particular users who can view your annotations. This helps you collaborate with others.

Document Imaging is now very affordable!

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Instead of keying your invoice data, you can let SearchExpress Zone OCR the data and export the data from SearchExpress to your A/P system.

To export the data to your A/P system, the A/P department can use their browser to see all approved invoices that have yet to be entered into the A/P system, and export the data to your A/P system.

To search for invoices, you use your browser and type in the vendor name, invoice date, invoice number, check number, or other identifying information. User ID and password security is provided to ensure authorized access.

Also, you can search directly from any software application. For example, if you are in your A/P software, Microsoft Office, or email, just highlight the invoice number and press a function key to perform a SearchExpress search and display the scanned invoice.

Document imaging is now very affordable. You can store twenty million scanned pages on a \$250 one terabyte hard drive. That's 8,000 pages a day for ten years.

Good scanners are now also affordable. You can get a 25 page-per-minute (PPM) scanner for less than \$1,000, and a 60 PPM scanner for less than \$2,000.

SearchExpress is so easy to install and use that most of our clients do not need any on-site installation and training. However, we would be pleased to provide on-site training and consulting, if requested.

Document Imaging is now very affordable!

We guarantee your satisfaction. We always offer SearchExpress Document Imaging software with a 30 day money-back guarantee.