

Document inefficiency in Business



It doesn't usually take long to spot inefficiency in most organisations.

A lot of it resolves around the processing of documents and the information they contain.

For both paper and electronic documents, many people are usually involved.

Checking, correcting, updating, distributing, reviewing, approving ...

The list of actions required can be extensive.

Imagine the benefit of being able to automate many of these actions and streamline the process.

There are some obvious examples in most organisations – which do you recognise?

Sales invoice processing

Product or service delivery confirmation can trigger the production of your invoice – and then deliver it by email, post, fax etc. depending on your customer's preference.

Supplier invoice processing

Automatically check that invoices received match the corresponding purchase order. Trigger the correct approval process based on the supplier or value. Once approved, trigger the payment and remittance process.

Confidential correspondence

Significant content identified in letters, documents or emails can trigger secure filing and routing to the correct people.

HR administration

What needs to happen when a member of staff leaves or a new one joins? Initiation of processes sequentially or concurrently will ensure consistency and compliance.

Review and approval

Trigger "approvals" at the appropriate time and track to completion within any process.

E.G. signing off an invoice, purchase requisition, authorising expenses or "signing" contracts.

Please email us at info@altmanIM.com to arrange a demonstration or discuss requirements.