Outsourced
Electronic Invoice Processing

Want to make processing invoices more efficient?

Go Digital –
Make Life Easy For Yourself

- **Scan to Process not Scan to Archive**
- **Convert Invoices to digital format & process them easily and quickly**

Concentrate on Business Development Not Business Administration

- Reduced administrative overhead
- Reduced storage space requirement
- Improved processing cycle
- Improved supplier relations
- More flexibility in working practices, location independent working etc.
- Lower unit cost of processing

Dajon Data
Management

The benefits of outsourcing with Dajon vs. In-house Solution

IN-HOUSE SOLUTION:

- Purchase costly scanning equipment and software solution
- Re-train and re-deploy existing accounts payable staff to scanning operation
- Ongoing costs associated with maintenance and support of hardware and software
- Valuable office space occupied by un-necessary equipment, paper storage and people

OUTSOURCING WITH DAJON:

- Reduction in Accounts Payable headcount
- No up-front capital expenditure
- No ongoing maintenance overhead
- Reduced management task enables increased focus on core business activity
- Accounts payable function retains full control
- Increased efficiencies mean direct cost saving vs. alternatives
- Supports transition to fully electronic invoices and other documentation in the most painless way
- Full externally managed audit trail

The Dajon Process

PAPER PROCESSING

- Documents arrive at Dajon IP centre via PO Box, Courier or Dajon collection vehicle
- Electronic receipt issued to supplier copied to client Accounts Payable team same day
- Paper documents/invoices sorted and classified into batches ready for scanning
- Incorrect documents [documents fail to meet clients defined business rules] are rejected and notification sent to supplier and client accounts payable department by e-mail. Original documents rejected at this point returned to supplier by post.

DATA PROCESSING

- Intelligent OCR processing of vetted invoices to extract data at header and line item level
- Automatic and Manual checks and balances plus correction where necessary by expert operators

DATA VALIDATION

- Checks typically for; valid P.O., approved supplier, correct values for line items, sub totals, totals, VAT and correct item descriptions, date, period etc.
- Rejections once again notified to supplier and client accounts payable team via e-mail

ACCOUNTING PROCESS

- Invoice data exported to client accounting system (removing the need for key entry)
- PDF or TIFF images and/or extracted data work-flowed between client approvers using Dajon's workflow software
- Line items from single invoices split and routed to separate departmental approvers if necessary
- Suppliers automatically notified of progress at each stage avoids time answering payment queries

STORAGE AND DESTRUCTION

- Processed documents and invoices placed into temporary storage at Dajon secure archive facility until client approval and payment process is complete
- Documents and invoices securely shredded and re-cycled on receipt of final approval from client authority

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