

# DbAuthorise



## The Enterprise-wide Document Authorisation Module.

DbAuthorise is an enterprise-wide authorisation solution, which enables the entire approval process to be streamlined. Simplifying the approval process reduces administration costs and errors. The reduction in paper chasing combined with a fully comprehensive audit trail enables an increase in productivity, reduction in costs, improved company image and a fast return on investment.

## Time Savings

User-defined conditions enable the document to be sent electronically to the most appropriate recipient(s) for approval. The recipient can be taken from rules held in DbAuthorise or the ERP system; thus enabling documents to be automatically emailed to the appropriate people for approval.

Approval conditions may be based on the value of the document, the supplier or other key fields that utilise the rules most suitable for an individual organisation. For example, invoices under £100 are automatically authorised. Invoices over £100 but under £5,000 are sent to the originator of the purchase order for approval and invoices over £5,000 are sent to the originator and a second signatory such as the Financial Director.

DbAuthorise is seamlessly integrated with Version One's document imaging software, DbArchive. This enables the authorisation software to be linked to other related documents held within DbArchive - for example Purchase Orders and Goods Received Notes. Documents received in paper form are automatically scanned via DbCapture using advanced Optical Recognition technology and the data automatically made available for uploading into the accounting or ERP system.

## Cost Saving

DbAuthorise reduces the need for paper copies, document storage, printing and administration including filing, retrieving and moving documents. In addition, DbAuthorise boasts many less obvious benefits. As payment can be approved more efficiently, greater advantage can be taken of prompt payment discounts and better supplier relationships can be built, often resulting in better discounts and terms of trade. The payment process is much simpler and enables an organisation to have better management of cash flow and make fewer mistakes.

## Improved Efficiency

Document processing is streamlined. For example, invoices can be approved for payment or rejected in just a couple of mouse clicks. As documents are available to all relevant individuals there is no need to print, copy or pass documents from one department to another; an electronic copy of the document is automatically sent via email to the relevant people for approval. The invoice and relevant documents can be viewed from any authorised workstation on the network. Approvals are requested and responded to by email, enabling a full audit trail of the payment including comments.

## Reduce Administration

Electronic storage of documents enables immediate retrieval thus eliminating the need for time consuming filing and retrieving. Queries and disputes are reduced as linked documents and reports such as purchase orders, good received notes and remittance advices can be sent electronically to suppliers and internal contacts.

## Fast Payback

DbAuthorise users report substantial savings of time and money. Typically, DbAuthorise pays for itself in just six months.

DbAuthorise is even more cost effective when used with Version One's other document imaging and management modules: DbFax and DbBACS.

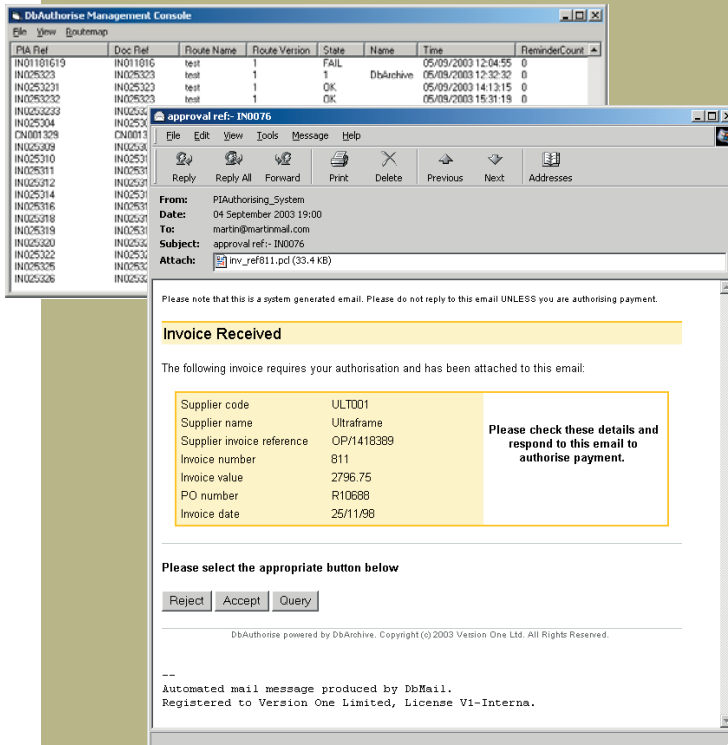
## Corporate Compliance

The audit trail within DbAuthorise helps organisations to achieve corporate compliance such as Sarbanes Oxley etc.



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## Management Console



Example of HTML approval email

The Management Console is an easy to use graphical interface that manages the approval process:

- View all documents by status.
- View all documents by current or final recipient.
- Select documents for view using DbQuery.

For each document

- View full details of the document.
- View the image.
- Send a reminder to the current owner.
- Reallocate the document for approval to another contact.
- Flag the document as approved or rejected.
- Change the approval and routing rules.

For the entire system

- Amend approval and routing rules.
- Temporarily amend a recipient e.g. when someone is on holiday.

## DbAuthorise offers the following:

- Authorisation is achieved through a browser client, workstation client or email.
- No ERP client is necessary at the authoriser's workstation.
- DbArchive is available on all Windows and UNIX platforms. DbAuthorise requires a Windows server.
- Once the document has been approved or rejected the system triggers the next stage of the process.
- Forwarded emails or additional notes may all be recorded within the system providing a full audit trail.
- Supports secure and seamless integration into all major Accounting and ERP systems.
- Supports barcodes for automatic document scanning.
- Routing rules are based on key 'tag' fields such as supplier, originator, or value.
- Completed transactions remain in the authorisation database until the data is purged. The document and its email audit trail always remains in the archive database.



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