Intelefile
INTELLIGENT E-FILING

"The approval module is another way that Intelefile will revolutionise the way small businesses operate."

"The Head Office can now be part of a regional office's invoice approval process."

Rickie Sehgal
CEO, Transputec Computers Plc

Intelefile provides a secure low cost online invoice management system that includes an outsourced data entry service.

The customer scans their invoices and transmits the images to Intelefile's servers, where specific data is extracted by us and the resulting data and images loaded into an online invoice management system for online access.

The customer can then allocate the invoice to a user or a group for single or multistage approval and completion over the internet.

Invoice processing in the SME community is traditionally an inefficient and time consuming function that is still performed manually.

The process usually involves a hardcopy of the invoice being circulated around the office for authorisation before the invoice can be processed in the accounting system. Lost invoices, delays in authorisation, lack of an audit trail and multiple copies of invoices are all commonplace with this practice.

Intelefile replaces the manual process with an electronic equivalent using the internet and user work queues to manage invoice authorisation and escalation without disruption to the business.

- Original hardcopy invoices do not leave the Finance department where they are scanned.
- Invoices are electronically allocated to individuals or groups for the authorisation.
- Authorised approvers have work queues that clearly list the invoices they need to approve.
- Approvers can reallocate or share approval responsibility with a colleague or group.
- An audit trail tracks every step in the process.
- Invoices can be approved from any internet enabled computer, avoiding disruption and delay when staff are out of the office.
- Clear reporting provides details of approval status across the organisation.
- Fully customisable multi-step approval process.

records management society **VeriSign™**

Now you can track every work item in the company and report on delays and overdue actions...

Configurable workflow	Customisable multi-step workflow with no restriction on number of approval steps.
User work queue	Each user has their own work queue into which invoices are allocated to them. The user queue dynamically changes as the work item are processed.
Group queues for flexible working	Each user can be a member of one or more groups. Members of the group can view all the work items in that group queue and select any of the work items for approval. The group queue dynamically changes as the work item are processed.
Re-allocate	Users can Reallocate Approval authority if, for example, an invoice has been incorrectly assigned to them.
Share	Users can share responsibility with another user if required.
Keep	Users can put the transaction on hold by using the Keep function.
Normal or Urgent priority	Users have the option of selecting the priority level whilst approving the invoice.
Release	Users can release the invoice to the next stage in the work flow with this function.
PIN code authorisation	Each user has a unique PIN code required for approval.
Notes	Users can add notes for each step of the process.
Audit trail	Complete audit trail of all activity including assignment of authorisation responsibility at each stage.
Key information displayed	Key data extracted is displayed on the approval form.
Alerts and Warning	Users are able to see work items in their queue that have exceeded their due date.
Multiple sites can feed invoices into one approval system	Multiple regional offices can add invoices into a single Intelefile database, allowing one approval system to be used across all locations.
Remote approval	Approvers can approve invoices from any location that has an internet enabled computer - reducing processing delays caused by business trips or other absence.

Scan Supplier Invoice. Allocate to a specific user or group.

User's Work Queue show items allocated to them. Approve, Reallocate & Keep.

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