neodocs

AUSTRALIAN DEVELOPED AND SUPPORTED SINCE 1998

AUTOMATE BUSINESS PROCESSES

▶ Automate Accounts Payable   ▶ Automate Deliveries POD   ▶ Automate DMS   ▶ Automate Output Document Management

AUTOMATING ALL BUSINESS PROCESSES

Companies run on paper. From accounts payable, contractual agreements, delivery, invoicing and communications – paper is fundamental to the functionality of any company. However, the manual handling and management of these important documents presents a host of challenges, both logistically and in the ever-evolving marketplace. NeoDocs does away with paper-based business processes, and substitutes it with a centralised, automated and transparent digital document management system.

Increase customer service and lower cost.

NeoDocs replaces cumbersome paper juggling and inefficient manual processes, automates all repeatable business activities involving document management, distribution, approvals and delivery.

This enables organisations to standardise and streamline document-based activities, while managing and tracking their progress with a simple comprehensive Web Interface application.

- ▶ It's easy and affordable
- ▶ One Software Package automates all companies' processes
- ▶ Saves money and the environment
- ▶ NeoDocs integrates with existing ERP/Applications
- ▶ Cloud and/or on site server install

BENEFITS OF AUTOMATING MANUAL PROCESSES WITH NEODOCS

Profitability

Cost, speed, efficiency and accuracy of information all feed into an organisation's ability to develop profitable and loyal business relationships with customers and suppliers. By automating document workflow tasks organisations can eliminate operational waste and improve bottom line results.

Cost Savings – Eliminate paper, become efficient and environmentally friendly at lower cost!

The manual processing of documents, paper, toner, printers, fax machines, postage, filing cabinets and storage space are significant factors driving cost in document-intensive organisations, regardless of size.

NeoDocs software negates these costs by eliminating the inefficiencies and manual labour associated with paper-based document management. Further, it cuts the time and resources needed to support audits and compliance, driving down company expenditure.

Improved Response Times – Save Money and Time

Organisations that rely on manual procedures add days or even weeks to their processes. This fuels the cost of business operation. Drastically decrease operational time with NeoDocs.

With NeoDocs, tasks are automatically assigned, delivered, monitored and escalated to ensure they are completed in a timely manner. Such control ensures that each task is completed with appropriate solutions while no documents are lost, ignored or deleted.

NeoDocs software enforces accountability and empowers users to quickly receive, analyse and correctly act upon time-sensitive information and tasks. As a result, internal and external field-staff can communicate seamlessly and provide rapid and accurate responses to customers and partners in changing business conditions.

Security and Compliance

Heightened privacy concerns and tightened regulations such as Sarbanes-Oxley (SOX), Domestic and International Organisation for Standardisation (ISO) require organisations to automate and improve business processes, archiving and records management capabilities.

An automated business process software solution provides a secure and standardised environment for customer, supplier and other vital business information. This minimises the privacy and regulatory risks associated with manual document handling by enabling organisations to better control, manage and monitor who, where and when information and tasks were acted upon present and historically.

THE BENEFITS OF USING NEODOCS

- ▶ No more paper.
- ▶ Fast, cost effective and easy implementation for small business to large enterprise.
- ▶ Increase customer service and lower cost.
- ▶ No modifications to existing applications.
- ▶ Works with within existing processes. ERP, HR, legal, CRM software.
- ▶ Unique integration for outgoing and incoming documents. A complete turnkey solution.

- ▶ Intelligent workflow software allows e-documents and e-forms to operate internally and externally to your organisation. Field operations, field workers, customers, suppliers, partners etc. can be part of your document workflow processes.
- ▶ Use tablets app and smartphones app to auto capture information, view, approve, track and workflow.
- ▶ Wholly Australian developed and supported.

NEODOCS SOLUTION CENTRE

MOBILITY APP – A DELIVERY SOLUTION

Using any portable device, smartphone or tablet NeoDocs' Proof of Delivery app (POD) streamlines delivery management. Using integrated technologies the POD service captures signatures and images to digitally fill, view, approve and automate delivery workflow internally and externally, with direct integration into companies ERP/Applications.

ACCOUNTS PAYABLE AUTOMATION

NeoDocs Accounts Payable system integrates into a company's existing financial software. It automates and prioritises all Accounts Payable, supplier invoices, Expense Invoices and PO matching line item processing – eliminating the need to manually handle documents, saving companies time and money.
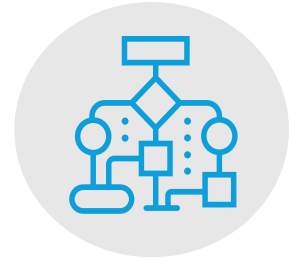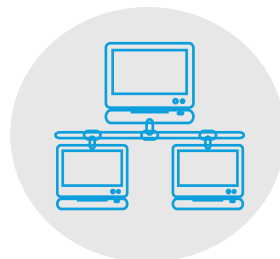
DOCUMENT WORKFLOW

NeoDocs Workflow system automates business document processing. By handling revisions and approvals internally and externally, NeoDocs eliminates the need for paper and printing while providing safety and transparency in the workflow of important documents.
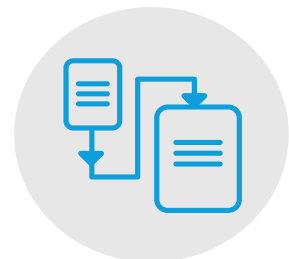
ARCHIVE DOCUMENT MANAGEMENT

NeoDocs centralises all information. Electronically archive all your documents with various level of authorisation depending on department and employees.

COMMUNICATION SOLUTIONS

NeoDocs automates communications from any company applications. Invoices, documents and contracts can workflow automatically in any format as required by your customers and partners.

OUTPUT DOCUMENT MANAGEMENT

The NeoDocs Builder lets you design your own documents and forms. NeoDocs Server connects directly to the ERP software automatically merges the data with your designed forms and outputs to any device. Printers, email, fax, archive and web site.

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