Financials

Scanwatcher

Simplify the processing of scanned invoices and other documents and link scanned images to TechnologyOne Financials records in one easy process.

Clicking on the 'Image View' option in Financials displays the Scanned Image attached to the transaction

Both the Executive Information Enquiry (EIE) and the XL One Report Writer allow drill down to transaction level detail

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Key features and benefits

ScanWatcher uses a simple and automated process to batch scan paper in-house with any brand or model of MFD (multi functional device such as an all-in-one digital copier, network printer and scanner) or scanner with automatic saving to the proper directory. The operator can scan the paper without knowing anything about the files (what to name the image, where to save it to, etc).

Many TechnologyOne customers use Scanwatcher specifically for scanning AP invoices. It can be used in conjunction with Auto Invoicing Matching to fully automate the process of matching invoices to received purchase orders.

Scanwatcher enables image files to be easily backed up, protecting your information and eliminating issues and downtime caused by missing paper files. A document reference can be added to your data entry documents in seconds, and ScanWatcher's excellent document workflow ensures no double handling or complicated processes.

Manage all incoming documents

ScanWatcher will scan source documents and link the images to the specific records they relate to in Financials, making it ideal for queries, approvals or audits. In fact, ScanWatcher can scan any type of paper file and create a direct link to almost any existing software application. Scan client files and automatically link them to TechnologyOne's CRM solution, or scan incoming

correspondence and automatically save it to the recipient's folder to view and process.

Automated Indexing

ScanWatcher uses barcode technology for the automatic naming of scanned images, which makes indexing paper documents easy, accurate and fast. The scanned images of your paper documents can automatically be linked to your TechnologyOne Financials records.

Automated Processing with any MFD or scanner

Images can come from any in-house MFD or scanning machine of any brand or model.

This process requires no integration with whatever scanning machine you have, and takes only minutes to set up and start using.

Simplify document workflow

The paper document is first referenced into whatever application you are using by the owner of that document at the time it is being processed. This is done using a pre-printed barcode label attached to the first page of a document, and entering the barcode number into a reference field in the Financials data entry screen.

The document is scanned on any type of scanning machine then automatically picked up by ScanWatcher, processed into multi-pages if required, automatically renamed then saved into your image directory for access by Financials.
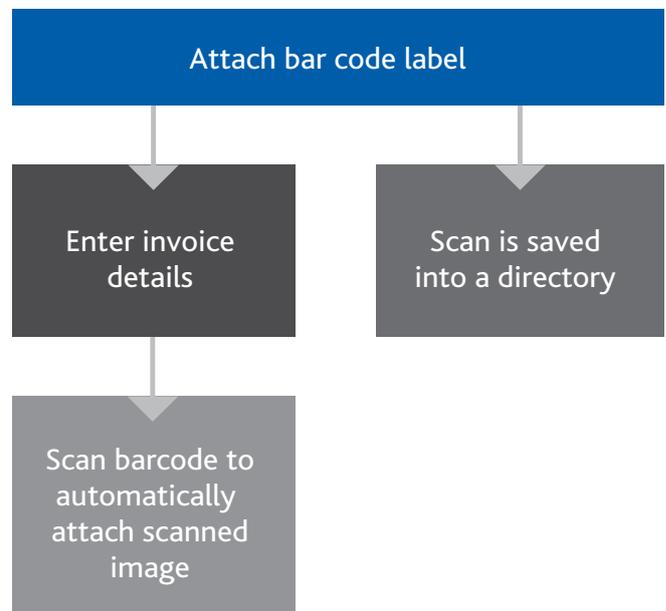
No double handling or complicated processes

Once the document user has finished referencing the document into Financials, no further processing is required. The operator of the scanning machine does not need to know anything about those documents. ScanWatcher will automatically process and save them to the right place.

Opening an image

To view an image, open the relevant window in your Financials, click one button, and the image will open. You can then view, print, email, or fax the image. You are able to perform a query in seconds, instead of hours or days. No more searching through boxes of paper, no more paper storage in the office, no more lost files or lost information.

Document workflow

Attach bar code label

Enter invoice details

Scan is saved into a directory

Scan barcode to automatically attach scanned image

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