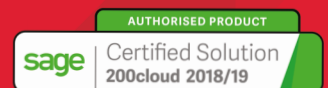




PaperLess
accounting the PaperLess way™

**Invoice Processing Software With
Built-In Online Invoice Approval**

**Full Document Management Automation
That is Rapidly Becoming The Top Choice
of Thousands of Sage Users**

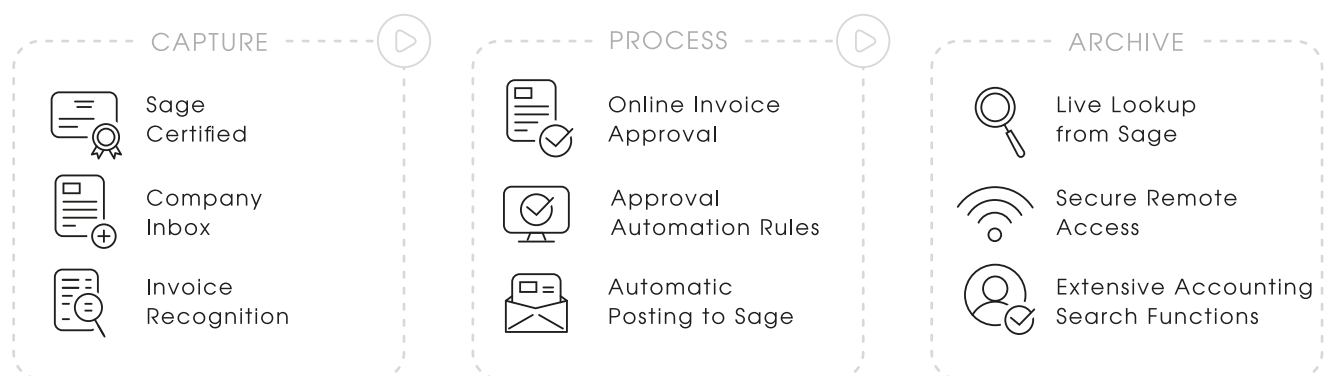


PaperLess is much more than just a simple Document Management Solution

Thousands of Sage users across UK and Ireland are already benefiting from the automation levels delivered by PaperLess Software. A powerful software solution created by Sage Platinum Developer Partner, PaperLess Europe, that goes far beyond what traditional document management systems offer.

Going PaperLess is much more than simply scanning documents, storing them in a folder or trying to manually manage your invoices in your accounts department email inbox. Going PaperLess is fully automating invoice processing and invoice approval routines by bringing together Automatic Invoice Recognition, Automatic Matching and Closing of Purchase Orders, Online Invoice Approval, Live Lookup of Invoices from Within Sage and Full Automation of Emailed Invoices, all this seamlessly integrated with your Sage accounting package.

PaperLess is much more than just scan-to-archive



Thousands of Sage users are already automating document management processes and speeding up invoice processing routines by accounting the PaperLess way. Here is what some of them have to say:

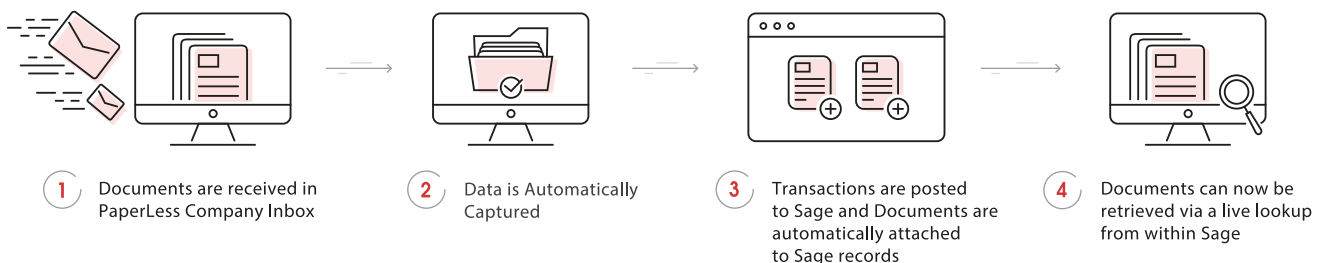
- *“...the time spent prior to installing PaperLess on processing invoices was lengthy with manually inputting the supplier, description, nominal code and values for each invoice. Invoice recognition does all this for you at a click of a button.”*
Kurt Roberts, ACCA MAAT Management Accountant for CPL Training Group Limited
- *“...save £10,000 every year with staff as well as to save employees time spent on processing invoices”*
Colin Mayrs, Blair's Caravans Managing Director
- *“the main change is that we have a central filing system that can be accessed by everybody without the need to (mis-)file paperwork, and greater control of both the Sales and Purchasing systems.”*
Paul Adams, from JACOB
- *“The approvers in our business enjoy the ease of use of the system as well as having instant online access to all invoices relevant to them. The approval process for approvers is simply a click of a mouse!”*
Alan Lynch, Fitzgeralds Woodlands House Hotel Financial Controller
- *“PaperLess is a great system to use as it is a lot faster than approving the pile of paper”*
Nicholas Reyes-Ramirez, Everyman Media Group's Finance Assistant
- *“The efficiency of the purchase ledger function has increased substantially since implementing PaperLess with increased control of documents and audit trails being the biggest advantages.”*
Christine Cram Micronclean's Purchase Ledger Controller

PaperLess is the Choice of Thousands of Sage users ... Here is why!

For many businesses the task of searching for documents and sending them to colleagues is a costly and time-consuming exercise. Important documents can be lost, defaced, torn or left under a pile of other paperwork. PaperLess is proven to be a cost-effective investment for many types of businesses. The combination of ease of use, innovation and flexibility makes it a valuable tool for your management and staff. Where time was previously lost searching in dusty files, copying, distributing or manually pushing a document from desk to desk, PaperLess has swept aside these headaches with easy to use searches and one-click forwarding.



Inbox Automation Processing



Why go for a Sage Certified Solution?





The certification of PaperLess for Sage gives Sage users the recognition by Sage UK of the quality of the document management solution developed by PaperLess Europe, ensuring that PaperLess' solution offers unique automation levels, all seamlessly integrated with Sage accounting software. This means that when implementing PaperLess software, Sage users can rest assured that they are implementing a solution recognised and certified by Sage itself.

Automatic Invoice Recognition, Automatic Posting of Accounting Data into Sage, Automatic Matching and Closing of Purchase Orders, Online Invoice Approval with Automatic Management of Disputes and Live Look-Up of Documents directly from within Sage are all powerful features of PaperLess Software extensively tested and certified by Sage.

- ✓ Reduce Manual Data Input and Speed Up Invoice Processing Routines with PaperLess Automatic Invoice Recognition
- ✓ Scan Documents Directly to Sage accounting lines
- ✓ Live Lookup of Documents from Sage accounting lines
- ✓ Speed Up Invoice Approval Processes with PaperLess Online Invoice Approval for Sage
- ✓ Automatic Matching and Closing of Purchase Orders
- ✓ Full Automation of Emailed Invoices with PaperLess Company Inbox
- ✓ Secure Online Access
All You Need is an Internet connection to process, approve and retrieve all your accounting documents.



PaperLess « Capture · Process · Archive »










- 1  Invoices are received via email and/or scanned into PaperLess to be automatically processed
- 2  Data is automatically captured by PaperLess Automatic Invoice Recognition
- 3  Invoices are sent for approval via PaperLess Online Invoice Approval or directly posted to Sage
- 4  Invoices are now linked to the corresponding transaction and can be retrieved via a live lookup from within Sage



Capture > Process > Archive

is more efficient than Scan-to-Archive and will save you more than 50% of your management time and manual labour costs, ensuring a much quicker and higher ROI.

Standard Document Processing

- 1  Invoices are received via email and/or post and manually sorted
- 2  Emailed invoices need to be printed, sent for approval and manually signed by people approving them
- 3  Documents delivered by hand to the different people than need to approve them
- 4  Accounts team chase individuals to get documents approved and look for documents lost during the approval process
- 5  Approved documents are eventually received
- 6  Manual processing of documents with data entry into Sage
- 7  Scanning documents to store them digitally
- 8  Manually file the digital document and type in a digital identifier code to make it possible to retrieve the document
- 9  Digital document is stored without any link to the corresponding transaction in Sage

Accounting the PaperLess way

Founded in 1997, PaperLess has developed an in-depth knowledge and understanding of the efficient management of document workflows and is now installed in

over **1,700** businesses in Europe.

PaperLess is proven to be a cost effective investment for many types of businesses. The combination of user-friendly software, innovation and flexibility makes PaperLess a valuable tool for your business and staff management.



PaperLess

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