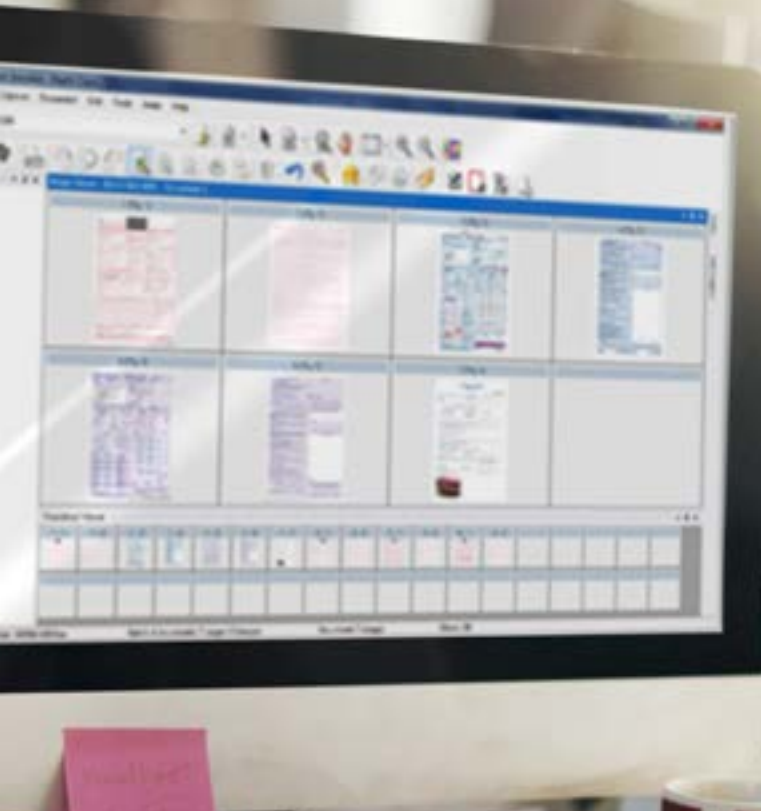


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**Simple Invoice Filing  
for Small Business  
from Alaris**

# INVOICE PROCESSING IS A KEY BUSINESS PROCESS

Invoicing is crucial for organisations of any size. But the invoice process is often problematic and slow which can lead to a slowing of payment collections and transactions, and negatively impact cashflow. But if an organisation can get the invoice process right, it will pay off for them, literally, as cashflow will likely improve.

## WHAT MAKES IT SO SLOW?

Within many small businesses, invoices are scanned as a PDF file and then routed to the person responsible for processing. Manual data entry is slow and increases the risk of data errors. In addition, the lack of consistency afforded by manual renaming often results in customer data being spread over several folders. For example, when the customer name is “Smiths Ltd”, “Smiths & Sons” or “Smith and Sons”, the invoice is easily misfiled. **This is where Alaris scanners and software can assist.**

### IMPROVING THE PROCESS WITHOUT BREAKING THE BANK

Whilst there are many large-scale solutions to resolve this for enterprise businesses, the cost of such a solution is unrealistic for a small business to consider.

A large black rectangular area containing the word "Alaris" in a white, sans-serif font, centered horizontally and vertically.

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## Simplify invoice filing

With the Alaris invoice filing solution for small business, the process is setup to capture and route documents based on the document index information. From the document and a lookup function it determines which customer the invoice is related to, and then completes the company's internal ID reference. After the company and invoice number (for example) are identified the operator has to confirm these fields and fill in any manually required details (such as stock or non-stock item). This 'click to key' procedure saves time and money in transcribing information.

Furthermore, the file is saved to the customers repository (Files server / Sharepoint / etc) in a strictly regulated manner so that documents cannot be misfiled or lost, while keeping a consistent filing structure.

Batches of hundreds of invoices can be scanned at once and the system will split them into the relevant number of pages and automatically removes blanks, before presenting the entire batch to an operator to verify.

### BENEFITS OF THE ALARIS SOLUTION:

- Reduce time capturing and finding scans
- Reduce time spent renaming files
- Reduce risk of misfiling

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## Conclusion

Though a large-scale enterprise solution is not viable for small business, with the 'Alaris invoice filing solution for small business' smaller companies can still bring benefits to their business. By reducing manual data entry, Alaris scanners and software minimise data entry errors, speed up filing, and provide consistency in the naming and filing of documents, all of which can save time and money for small business.

**To learn more:** [www.kodakalaris.com](http://www.kodakalaris.com)

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