

Easy Invoice Scanning and Approval

SearchExpress/Invoice scanning and workflow approval software is used to scan and OCR invoices, route invoices for approval, and search invoices and related documents, to save time and reduce costs.



What's It Used For

SearchExpress invoice scanning software lets you scan, OCR, workflow, approve and search your invoices.

No more sifting through filing cabinets and drawers of paper to find what you are looking for. Then, if you need to email or print the invoice, it's just a click of your mouse.

SearchExpress invoice scanning software reduces paper handling and save staff time by creating a searchable database with images of invoices and supporting documents.



Make Documents Omnipresent

In addition to searching from your desktop PC, you can search from your iPad, iPhone or Droid.

This means you can access your documents wherever you are, including while you are out in the field.

With SearchExpress, when a vendor calls regarding the payment status of an invoice, you can instantly see where the invoice is in the approval and payment process, saving time for AP personnel.

You just search and instantly find a document. Then, if you need to email, fax, or print a document, it's a click of your mouse.

Here's One Way SearchExpress Can Work

You scan invoices received by mail.

You save emailed invoices directly to SearchExpress, without printing or scanning them, by using a Save-to-SearchExpress menu item in Outlook.

You can route the invoices to different managers, by choosing the manager's name from a pick list.

Each manager uses their web browser to see an invoice approval workflow "inbasket" of all invoices that await their approval. This can be done over intranet or the Internet.

The managers can indicate their approval by clicking the Approved button after reviewing the scanned invoice. They could also enter a cost code.

SearchExpress can share data with your AP system. For example, when you pay an invoice, SearchExpress can read the Date Paid and Check Number from your A/P database and write this data to the SearchExpress database.

To search for invoices, you use your browser and type in the vendor name, invoice date, invoice number, check number, or other identifying information.

Approved can be stamped on the image of fully-approved invoices.

Duplicate invoices can be blocked.

Search directly from your A/P software, including Oracle eBusiness, PeopleSoft, and Quickbooks. Just highlight the invoice number to search and display the scanned invoice.

www.searchexpress.com