Greentree®
PRIMED FOR BUSINESS

# WORKFLOW
## with 3D Live

APPROVALS
&ALERTS

AUTOSCAN

BUSINESS
PROCESS
MANAGEMENT

BUSINESS
PROCESS
MANAGEMENT

WORKFLOW
DESKTOP

AUTOSCAN

APPROVALS
&ALERTS

DATA
IMPORT
MANAGER

DATA
IMPORT
MANAGER

WORKFLOW
DESKTOP

## Key Benefits

- Secure Storage of Documents
- Easy Access to Archive Documents
- Improved Productivity
- Reduce Storage and Filing Space
- Reduce Costs
- Improved Information Sharing
- Enhances electronic approvals
- Environmentally Friendly

Is your organisation buried under a pile of paperwork? Document management is an essential function of any business and paper-intensive businesses frequently face significant cost and security issues in relation to inefficient document management processes. Electronic document management eliminates associated storage and access costs and ensures vital documentation is stored in a secure environment.

Greentree AutoScan provides for electronic storage of source documentation such as accounts payable invoices, proof of deliveries, customer orders, staff resumes etc, fully crossed referenced to the relevant database record. AutoScan can deliver your organisation vital productivity advantages with an automated approach to document archive and distribution.

## USING GREENTREE TO REDUCE COSTS AND IMPROVE CASH FLOW

### Reduce the hidden costs of paper-based document storage

The hidden cost of space devoted to paper-based record filing can affect your organisation's bottom line. AutoScan stores your documents electronically reducing the commercial area your company devotes to storing or 'warehousing' paper, representing considerable cost savings.

## Improve administration productivity with easy access to data

AutoScan allows staff to quickly and easily access and distribute source documents without searching through cumbersome paper trails and physical files.

Company productivity can be increased by saving the time and effort devoted to document retrieval tasks, putting vital data at user's fingertips.

## Improve company cash flow with enhanced processing of financial records and documentation

With enhanced information sharing across your business and timely access to documents and transactions, through electronic document storage and management, your organisation can improve its response to customer queries, and the processing of financial records and documentation to increase critical company cash flow.

## Improve document security and data integrity

AutoScan provides additional security for your organisation by utilising Greentree's advanced security features. Only authorised staff can access specified records guaranteeing the security of your business intelligence. AutoScan ensures the integrity of your files and eliminates the need for the transfer of physical documentation from file to desk, minimising the opportunity for paperwork to become lost and sensitive information released to unauthorised personnel.

## Improved document recovery systems

The loss of records and organisational archives could result in a devastating impact on your business. AutoScan's electronic storage means you can create digital files that can be backed-up to ensure that vital company information is not threatened by physical events.

## Better taxation and statutory compliance

Governments the world over require retention of records for longer periods and in more detail. Especially with the increasing requirements for corporate accountability the need for comprehensive record keeping has become paramount. AutoScan will give you the ability to produce source documents on demand, even many years after the fact.

## Electronic Approvals

Greentree's powerful approvals system allows any business record to be automatically routed to any number of people for approval. With AutoScan, Greentree provides an instant view of the source documentation to the approver at the click of a button.

## Saving our Environment

We all know the importance of focusing on a sustainable approach to our environment, and with the major reduction in paper that Greentree allows through our AutoScan and eReporting facilities, your administration can do it's share towards saving our environment.



"Greentree AutoScan is fantastic. We scan all our documents and everything just sits in the system. It's very easy to access and great for paperless archiving."

**Stuart McKay,** CFO, Kaipara Limited

"Greentree AutoScan has saved us a significant amount of time as staff are able to log in from anywhere and access vital AP documentations."

**Mervyn Williams,** Finance Director, Rocky Bay

## INTEGRATION WITH OTHER GREENTREE MODULES

Greentree's modular system builds upon and integrates with all other modules to ensure that every drop of business intelligence is extracted from every transaction right across the business – nothing goes to waste. This Translates into aggregated business value and you need only purchase the modules that best fit your business.

AutoScan integrates with all Greentree modules to optimise data storage and retrieval in a 'live' environment.

### AutoScan integrates in real-time with Greentree modules:

· Financial Management

· Supply Chain & Distribution

· Job Costing

· Manufacturing

· Customer Relationship Management

· Human Resource Management

· Service & Asset Management

· eBusiness

## KEY FEATURES

### Bulk scanning of documents

AutoScan allows for the bulk scanning and batching of documentation.

### Automatic barcoding

Source documents are barcoded, either with automatically generated barcodes by Greentree, or pre-printed bar codes, and then once scanned in bulk, are processed by AutoScan.

### Automatic database record link

The technology in AutoScan automatically identifies the barcode on each page of the source documentation, separates the image and attaches it electronically to the related Greentree business database record.

### Document register

AutoScan allows source documents to be registered upon receipt by your organisation so that they can be managed and tracked from the moment they arrive, right through until final coding, approval and processing.

# WHY GREENTREE?



MKNAIG
THE
CMLOPEX
SIMPLE we³

More with the power of three

## MANY SOFTWARE PACKAGES COME WITH ADD-ONS, COMPROMISES AND HALF-HEARTED SOLUTIONS.

Greentree believes you need the reassurance of business software that is both comprehensive and integrated, breaking down barriers and powering you to get on with business.

Responsive and flexible, Greentree provides you with a wide variety of modules and sub-modules rarely found in other packages. You switch on the pieces you need, effectively matching the system to fit your business. As your business evolves, Greentree grows with you.

Exploit its accuracy in business metrics; challenge its capability to deliver insightful information.  Greentree eradicates long, complicated tasks and effortlessly manages change, to help grow business potential.

Whatever the need, Greentree gives you choices that are cost-effective and proven. Thousands of companies, large and small, have at their fingertips Greentree's simple, smart thinking that empowers better decisions, better prospects.

And, with a partnership network that spans many countries, Greentree is totally accessible. Your unique needs will drive the way Greentree and its partners respond to you. If the only thing missing from this equation is your business, then get in touch – after all, three heads are better than one.

## GET READY TO BE PRIMED FOR BUSINESS.