Overview
of
Document Management and Tracking System
for
Distributors

INNOVATIVE SYSTEMS & SOLUTIONS, LTD.

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System Benefits

- Immediate cost reduction and improved response times
- Reduce paper storage and processing
- Eliminate manual filing/retrieval of customer invoices, bills of lading
- Provide superior customer service with instantaneous access to information
- Eliminate inventory shrinkage while on delivery routes
- Identify missing BOLs on a daily basis

Process Overview

Document Types loaded into DMS

- Invoices to Customers
- Bills of Lading "BOL"
- Invoices from Vendors
- Checks
- "free form / Ad-hoc" scanning

Barcode & Scanning Process

Invoices to Customers & Vendors

1) ISS Rform:
   a) Print stream generated from in-house accounting system is parsed.
   b) Key data (Invoice/Order #) from print stream is used to create a barcode value, which it then adds to the printout originally formatted by accounting system to use as a cover page.
   c) Metadata (DMS searchable fields) for this document types include: Customer #, Customer Name, Date, Total $, Page #, Route #, Invoice (Order #) and is also extracted and stored as well.

2) ISS MetAppend:
   a) Cover page is scanned back in followed by relevant documents using a document scanner
   b) These multipage scans are split by cover page using barcode recognition and imported to Document Management System (DMS) with associated metadata, extracted from the original print stream.
   c) Audit Reports are generated to list documents/images imported to DMS (Invoice ID, # of entries, amount, total amount)

Checks

a) Print stream generated from accounting system to print checks with barcode on check stock is parsed.
b) Key data (Check #/Payee) from print stream is extracted to create a barcode value, which is then added on the back of the check printout with duplex option, or alternately, a cover page would be printed concurrent with the check run, drawing stock from a separate tray.
c) A voided copy of the check with barcode will be printed as well and routed to an A/P folder for backup documentation
d) Metadata (DMS searchable fields) include vendor name, vendor payee, check number and check amount are extracted for upload into DMS
e) These multipage scans are split using barcode OCR and loaded with the associated metadata originally captured from the print stream into the DMS.

Cancelled Checks from Bank

a) Cancelled checks returned by the bank are scanned upon receipt and are stored in the DMS with associated MetaData
b) Metadata includes vendor payee, check #, amount, date

Bills of Lading

a) BOL received from drives are scanned in at end of day via document scanner
b) These multipage scans are split using barcode recognition and imported to Document Management System (DMS) with associated metadata, extracted from the original print stream.
c) Audit Reports are generated to list documents/images imported to DMS (Invoice ID, # of entries, amount, total amount), with exception reports showing which BOLs are missing.

"Freeform / On-Demand Ad-Hoc" scans

a) Subfolders & custom fields are set up in the DMS
b) ISS Image Capture and document scanner are used to scan and index these documents
c) Index fields include folder name, document type, and date
d) .PDF scans are OCR'ed for full searchable text

Document Retrieval

All document searching and printing will be through the DMS web interface.