V1
Document
Management

V1 DASHBOARD
KPI AND AUDIT REPORTING

V1 Dashboard is a real time reporting module giving visibility and control of accounts payable processes. The high level graphical display coupled with powerful drill down facilitates a culture of continuous process improvement resulting in increased efficiency, reduced errors and improved supplier relationships.

V1 Dashboard presents a range of at a glance key performance indicators (KPI) relevant to the processing of invoices and related documents within the V1 solution. Powerful trend analysis shows the effects of external business factors as well as internal processes.

The high level graphical views are coupled with powerful drill down to allow finance and AP managers to monitor, sense and respond immediately to events so they can optimise financial processes.

▶ **Committed Costs**
Organisations with control over their committed costs are better placed to manage both cash flow and budgets. The V1 dashboard can show the value of invoices captured but awaiting posting for payment. Powerful drill down, export to Excel and in situ image viewing allow for excellent visibility and control.

▶ **Invoice Approval**
V1 installations specified with the V1 Authorise solution will enjoy KPI reporting showing invoices grouped by age and authoriser. This at a glance view coupled with multi-level drill down allows instant visibility and allows tactical and strategic action to be taken. Where the finance system is configured to do so, it is also possible to capture the payment date based on the invoice date and the terms agreed for that supplier. Invoices approaching the payment date may then be prioritised to benefit from potential discounts related to payment terms.

▶ **Invoice Capture**
The effectiveness of the invoice capture solution is dependent on a variety of internal and external factors. V1 dashboard allows month on month trend analysis of invoices which are processed with or without user intervention. The dashboard allows drill drown into the suppliers generating the invoices which are causing the most issues. This allows the root cause to be addressed – be that external factors such as the supplier not quoting a purchase order number or internal factors such as template optimisation.

► Document Analysis

Ongoing document throughput may be analysed by user to record the number of scans carried out by each user. Trend reports show daily fluctuations in incoming documents whilst trend reports show the split of incoming documents by capture method. This allows departments to monitor the effectiveness of transitioning suppliers to email invoicing as opposed to paper invoicing which results in further efficiencies.
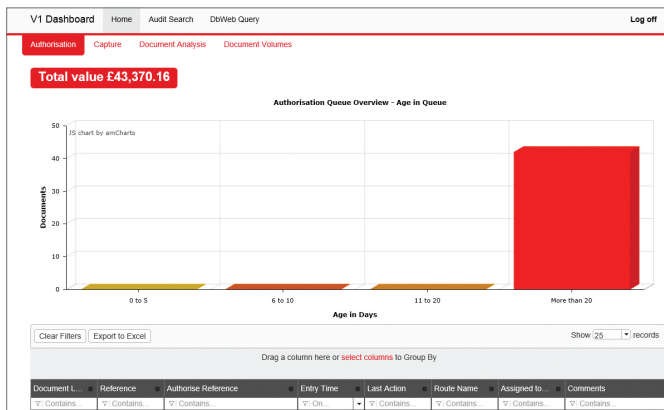
► Document Audit

Users of this module also benefit from detailed audit reporting. This allows tracking of actions on a document by document basis – from capture, through authorisation or any query resolution to export to the finance system. This audit is both available in the context of a specific document being viewed and searchable by user, date and action. Combined with the built in export to Excel function, this allows for further trend analysis of document centric actions.

► Ad Hoc Reports

This module allows customers who have specific reporting requirements which may combine document management data with data from procurement and finance systems benefit from a configurable menu allowing reports created by V1 or a third party to be navigated to in a consistent and user friendly manner from menus within this module.

► Data Warehousing

The V1 Dashboard module leverages powerful data warehousing in accordance with best practice for such reporting. One further benefit is that the reporting data warehouse is made available to parties who may already have a suite of reports within their ERP and wish to incorporate reports referencing V1 document processing data.

Key Features:

- ► At a glance dashboard
- ► Drillable reports
- ► Trend analysis
- ► Modern browser interface

Key Benefits:

- ► View financial commitment
- ► Identify bottlenecks
- ► Make process changes
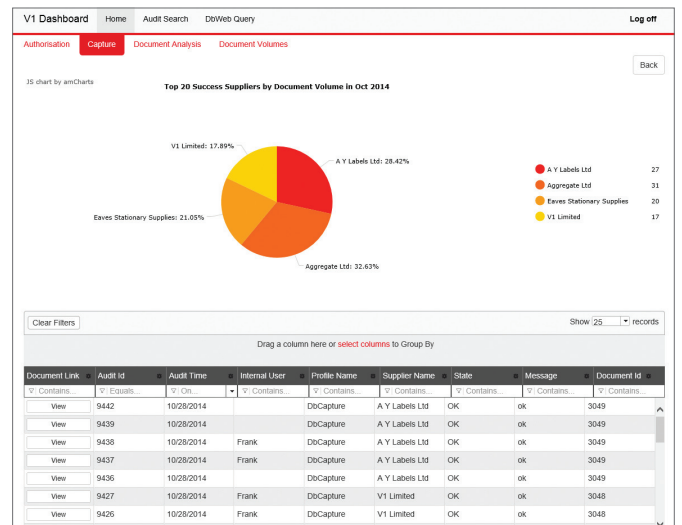- ► Track results
- ► Be proactive

Get in touch about how V1 can benefit your business:

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