

CONSTRUCTION IMAGING  
SYSTEMS  
3993 Sunset Avenue  
Rocky Mount, NC 27804

Phone: 252.937.2426  
Fax: 252.937.8426  
E-mail: [info@construction-  
imaging.com](mailto:info@construction-imaging.com)

## Invoice Router

### Invoice Router solves Construction Office Problems

Many construction companies are drowning in paper, especially in AP where hundreds or thousands of invoices are handled for processing. Traditional paper processes require multiple copies of an invoice be made which creates even more paper. Using a document imaging quality scanner, invoices can be batch scanned centrally or remotely and electronically routed to approvers. Approvers can conveniently view their waiting invoices from their computer, add cost codes, validate cost codes, attach notes, and automati-



cally select the status (i.e. approved, under inquiry, disapprove) and route the invoice back to AP. AP enters information from the invoice into the accounting system, and the invoice is filed in the imaging system as a byproduct of the entry. The invoice process is complete and checks are ready to be generated to pay vendors. The status of invoices is known at all times and AP can respond to vendor inquiries promptly. While viewing an AP screen, a click of a button will pull up all associated images. The Invoice Router

revolutionizes how you work and solves your biggest A/P problems by allowing companies to scan all invoices and electronically route them for approval.

### Invoice Router Offers Return on Investment

The lost time invested in handling paper processes is time lost to the company's productivity and bottom line. The Invoice Router streamlines the approval process so efficiently that the invoice approval cycle is typically reduced from three weeks to three days. Paper storage requirements are costly and often create havoc when trying to manually retrieve a needed document. Invoice approval is complex and burdensome and often requires faxing, overnight delivery, and postal mail delivery to approvers. Invoices get lost, misplaced, misfiled, or ignored resulting in slow processing and late fees. Vendor relations and corporate profitability are hampered. Costs are controlled, vendors are happy, and resources can be allocated to other areas of the business.



### Important Features

Because the Invoice Router is configurable, it is designed to work with your current processes. Configurable indexes allow immediate access to documents securely by any authorized user. Up to 24 indexes may be associated with a single invoice which allows dynamic queries for fast retrieval. Setting up routing rules is simple but powerful. Invoices may be routed for up to five levels of approval by dollar amount. Rubber stamps or annotations may be applied to an invoice put on hold by a project manager. Optional modules designed to work with Invoice Router deliver additional robust features. A tight integration between the Invoice Router and construction accounting packages delivers a robust and dependable means of capturing invoice data by pre-population and the elimination of double keying. Invoice Router continually improves AP processes and provides a robust document management solution—a total solution that will deliver a fast return on your investment!