# Scan&Doc – Value AddOn Solution

Scan&Doc solution created by Full Speed Systems within NetSuite for intelligent and efficient processing of supplier invoices and credit notes. Scan&Doc reduces manual and repetitive entries for accounts payable processes, eliminates sources of errors, and increases efficiency and visibility from receipt of vendor invoice to payment. FSS NetSuite Scan & Doc supports the following processes:
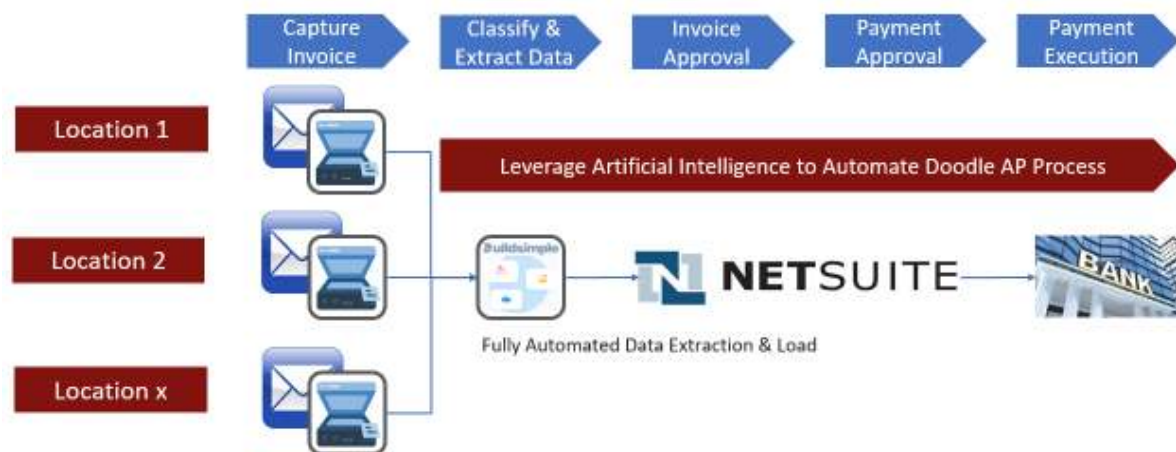
HOW IT WORKS

Digitalisation and automation of your business processes

Scan&Doc enables the automation of invoice processing from receipt of invoices, through capture, to data filling and payment. Both, digital and physical documents, can be processed quickly and without errors using Scan&Doc. By scanning the documents and the subsequent fully automatic data extraction, all relevant data is captured and automatically loaded into NetSuite for invoice processing. This minimises errors through human interaction and massively reduces the time required to enter the invoices. Scan&Doc enables you to have a smooth payment procedure with minimum personnel and time expenditure.

Automated invoice capture

Scan&Doc recognises various file formats such as PDF, TIF and JPG, as well as multiple languages, which guarantees smooth data processing. You send your vendor invoices directly to the NetSuite Scan&Doc solution by e-mail. We use image and text analysis to read the important information from your invoice. It does not matter whether the text is structured or unstructured. The data are getting loaded into NetSuite for further processing once they have been extracted.

You can verify the invoice, load accounting information from last invoice, assign invoices to an order and/or create supplier from a single place.

Transparency

The Mapping Page, which was developed by FSS, provides an overview of the data loaded from the invoice and allows changes to be made, individual settings to suppliers or payment terms to be adjusted.
The status of the invoice documents can be seen on the dashboard, reminders for individual documents can also be set up.

Split-screen function

The split-screen function is used to identify individual documents in a multi-page dossier and automatically split them into individual documents according to your needs.

Payment Process

The reminder dashboard displays due invoices, thus avoiding delays and reminder fees. After payment, documents are automatically and uniformly filed.

YOUR ADVANTAGES

Efficiency & Error Reduction

The automation allows data classification, extraction and load into NetSuite. Repeating work and errors through human interaction for entering invoices into NetSuite will be reduced to a minimum.

Simplified & Automated Processes

Scan&Doc supports the following processes in your NetSuite environment:

- Data entry
- Order allocation
- Supplier creation
- Payment process
- Document storage

Regular Updates

FSS continuously drives innovation, in projects and for the AddOn solutions. We improve our solutions based on the feedback of users, legal requirements and/or new technologies that become available. Users of Scan&Doc will benefit from continuous updates that they can adapt on their pace.