

Document Management

Finance Pro

Financial departments need a centralised, secure system to manage both incoming and outgoing invoices while improving transparency, reducing errors, and ensuring regulatory compliance. Our Finance Solution is designed to manage the entire financial workflow, specifically focusing on bills payable (AP) and bills receivable (AR).



Finance Challenges



INEFFICIENT MANAGEMENT

Manual and inefficient management of bills payable (AP) and bills receivable (AR) leads to missed payments, errors, and delays.



COMPLIANCE RISKS

Risk of non-compliance due to inaccurate or incomplete records for audits and tax reporting.



INTEGRATION CHALLENGES

Fragmented systems that fail to integrate seamlessly, causing redundant data entry and increasing the chance for discrepancies.



LACK OF VISIBILITY

Lack of visibility into financial data, making it hard to track outstanding bills, overdue payments, or cash flow.



SECURITY CONCERNS

Security and privacy risks surrounding sensitive financial documents, making compliance with data protection regulations (POPIA, GDPR, SOX) challenging.



Our Solution

ItecDocs Finance Pro is an industry-leading Document Management System (DMS) designed to manage the entire financial workflow, specifically focusing on bills payable (AP) and bills receivable (AR).



BILLS PAYABLE & RECEIVABLE AUTOMATION

Automate the entire process from invoice receipt to payment, reducing manual effort and errors.

CENTRALISED DOCUMENT REPOSITORY

Store and organise all financial documents (invoices, receipts, contracts) in one secure, accessible system..



OCR & DATA EXTRACTION

Automatically extract relevant data from invoices and receipts using Optical Character Recognition (OCR) for faster processing and less manual entry.

APPROVAL & PAYMENT WORKFLOW AUTOMATION

Streamline approval processes for bills payable and receipts with customisable workflows that ensure timely payment and prevent bottlenecks.



COMPLIANCE & AUDIT TRAILS

Maintain an immutable audit trail for every document, ensuring transparency and simplifying compliance with regulatory standards like POPIA, SOX and GDPR.

REAL-TIME ANALYTICS & REPORTING

Gain insights into outstanding bills, overdue payments, and cash flow status through automated reporting tools.



Key Features & Benefits



IMPROVED EFFICIENCY

Automate manual processes involved in AP and AR workflows, freeing up time for financial teams to focus on higher-value tasks like strategy and decision-making. Reduce the time spent on tracking down invoices, payments, and receipts by centralising all financial documents in one easy-to-search system.



ENHANCED SECURITY & COMPLIANCE

- Secure cloud storage with encryption and multi-level security for financial documents.
- Built-in compliance tools ensure your financial workflows adhere to industry best practices and government regulations.



REDUCED ERRORS & FRAUD RISKS

- Automated data extraction ensures accuracy when processing invoices, reducing human error.
- Payment approval workflows prevent unauthorised transactions, minimising fraud risks.



BETTER CASH FLOW MANAGEMENT

- Real-time reporting and analytics give a clear view of the status of all receivables and payables, helping businesses better manage cash flow.
- Alerts for overdue payments or upcoming bills allow timely intervention to avoid late fees or missed opportunities.



+27 11 236 2000
info@itecgroup.co.za
www.itecgroup.co.za

MANAGED
BUSINESS SERVICES

