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Office Process Automation

We have all heard of being "lean" on the jobsite, but have you ever considered making your office "lean"? Many offices today are using software to automate their current business processes and make their company run more efficiently. Do you currently have loads of paper forms to manage when you hire an employee? What if you could direct that new hire to a link or portal, which would house and manage every onboarding form needed? How about those pesky certifications? Wouldn't it be nice to have a program that stores current certifications, tracks continuing education hours and alerts you and your employees before expirations and critical updates are needed? Software products such as Docuware and others can automate your HR departments.

One of the most unrealized areas of inefficiency is in the accounts payable process. Whether your invoices arrive in the mail or via email, these documents can be scanned or routed to a folder, which is actively "watched" by a program. The software recognizes the documents as invoices and then extracts the predetermined information such as date, amount, customer name, etc. and sends that data to your current accounting software to be recorded and paid. This automation lowers the average time to process an invoice from twelve minutes to approximately two minutes.

Most of these software packages come with added features that might include Optical Character Recognition (OCR) scanning, expense approval, storage and retrieval as well as a backup offering for disaster recovery. Before purchasing systems such as these it is recommended that you meet with a professional representative who will analyze your current processes and provide a proof of concept to all of your stakeholders. To learn more about Docuware and its benefits, please feel free to reach out to Donovanr@knightoffice.com for more information.

