



KONICA MINOLTA



# FINANCE AND ADMINISTRATION

It can be daunting to put technology at the service of efficient financial management: how do you manage documents – invoices, purchase order, etc. – so often received on paper, exclusively in digital format?

Besides requiring manual input, paper approval processes are more prone to delays, misplacements, and data recording errors.

Manual processes are also not only more expensive, but they also make it more difficult to secure your financial data and keep documents confidential.

## THE SOLUTION FOR YOUR FINANCE AND ADMINISTRATION DEPARTMENT

Waidok is a document management solution which allows you to manage the entire lifecycle of all types of documents, ensuring that you are compliant with regulations and document security. It also allows you to work wherever you are and automatizes your business processes.

**An intuitive platform, user-friendly and easy to use.**

## KNOW HOW YOU CAN USE WAIDOK IN YOUR DEPARTMENT

### DIGITIZATION OF REGISTER

No more manual data entry. OCR technology makes it possible to use mobile systems to capture and upload data instantly.

### DIGITIZATION OF INVOICING PROCESSES

Centralize document approval processes, which involve several people, on a single platform.

### ADMINISTRATIVE CALENDAR

Send notifications and reminders to those involved of all deadlines relating to their documents.

### COMPLIANCE

Documents are only available for consultation or editing by authorized people, in compliance with security standards.

## BENEFITS

### WHY WAIDOK®?



#### Invoice Management

Say goodbye to manual invoicing. With automated invoicing, you can give your teams more time, reduce errors and cut down on the amount of paper used.



#### Greater process control

Gain efficiency and speed in financial processes with approval workflows, and a competitive edge in updating data.



#### Guaranteed security

A digital platform ensures a much higher level of security for your documents than paper files.

**WAIDOK**

**REQUEST  
YOUR DEMO  
NOW**