

File Stream DOCUMENT MANAGEMENT INVOICE APPROVAL CUSTOMISATION

Purchase Invoice
Arrives

Book into IRIS
Exchequer
(PIN000001 number
issued)

Print Bar Code
Label and stick
onto Invoice
(Print button in
Exchequer)

Invoice placed
On-Hold /
Unauthorised
(Can't be posted or paid)

Scan Invoices into
File Stream
(Barcode separates
Invoices)

Index by PIN No. and other
Header Fields.
(File Stream reads Barcodes)
The documents then
automatically enter the File
Stream Workflow

Step 1: Send
Invoices for
Authorisation
(via e-mail from File
Stream)

**Step 2: Authorised
Invoice Notification
response arrives by
email and is handled
by the File Stream
Scheduler**

File Stream sorts invoices as Approved
or Rejected and directs them
accordingly through the workflow.
Approved documents are automatically
stamped in FS and taken Off-Hold in
the accounts software
(Can now be posted and paid)

Rejected Invoices are
emailed to specified
staff member(s) for
action and again the
accounts package
updated accordingly.

Who authorised / rejected
each invoice plus any
comments made are all
captured by the File Stream
Workflow History