Integration Insider
Volume 2, Issue 2

IDT
putting paper in its *place*

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The snow is melting. Chicagoland is thawing. And could it really be true that weekend temperatures are expected to be in the 50s? Celebrate this welcomed, albeit likely short-lived, "heat wave" by reading this month's Insider with ideas to help heat-up your business.

Read on to get some inspiration on how you can make your financial information come to life with "Financial Management: Discovering Hidden Value." Discover the three costly chokepoints in paper-based transactions in "Driving Efficiency in Accounts Payable Processes." And learn how integrating imaging and ERP and other line of business systems can save time and money, improve service and make life easier.

Happy Reading,
The IDT Team

The IDT eStore is coming.
More info next issue!

Attend Microsoft Business Solutions Demo Days.
March 1 - 15

Free download:
"Choosing an Integrated Document Management System"

Put it to Work

Financial Management: Discovering Hidden Value
Courtesy of Microsoft Business Solutions
Need some inspiration on how you can make your financial information come to life? Download this white paper to learn ways to achieve greater control and operational efficiency. Find out how other companies are using their financial information proactively and how you can get the most out of yours while improving your bottom line.

Excerpt:
"Financial information is at the core of your business. Whether it's information relating to production, sales or service—at headquarters, or at a subsidiary—it has an effect on the bottom line. Yet, it is often the case that this vital data is out of reach and scattered in the information systems used by different areas on the business. Many companies deal with this today by manually consolidating the data stored in various systems. This not only wastes time, but also compromises the validity of the information."

Read more.

Driving Efficiency in Accounts Payable Processing
Courtesy of Optika, Inc.
What are the three costly chokepoints and other tactical challenges that paper-based transactions cause? Don't know? Read this white paper to find out and discover opportunities for overcoming them.

Excerpt:
"Companies that want to be successful in times of economic challenge and change need to embrace technology advances to drive operating efficiencies within their organization. It is important to remember that improvement doesn't necessarily mean wholesale changes to your existing infrastructure. Your challenge as a manager is to be open to new technology when warranted, but also to exploit existing technologies like ERP applications, by adding functionality that will help these systems and the people that use them, operate at peak efficiency."

Read more

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Ask the Expert

Question: "How can I speed up data entry in my Great Plains System?"

Answer (con't from last issue): Last month, we offered several tips and tricks to use in order to help make manual data entry a more efficient process within Microsoft Great Plains. This month, we offer the ultimate way to accelerate your data entry – **eliminate it!**

By integrating your Great Plains System – or just about any ERP System – with document imaging you can automate common accounting processes, such as data entry and purchase order matching. This integration can also help you realize the full benefit or return from your financial system technology.

Other benefits of integration include:

- Managing and storing business critical, AP transaction content in a cost effective and secure manner such that it can be retrieved instantaneously at the desktop, and recovered in the event of a catastrophe.
- Efficiently routing paper invoices through front end coding and approval processes and ensuring timely data entry into financial systems.
- Providing a secure mechanism for internal and external parties to inquire about transaction status, review transaction content, and collaboratively resolve discrepancies with minimal AP processing disruption.
- Streamlining the processing and approval of vendor invoices and associated transactions and improve communication between all participants, resulting in reduced costs and improved customer and vendor service.

To learn more about the integrating imaging with your ERP system and how it also benefits the other areas of your business, give us a call at 630.875.1100 or send us an e-mail.

In the meantime, take a look at Optika Acorde Payables for Great Plains here.

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News & Events

IDT and the College of American Pathologists Receive the Esteemed "Uniting for Success" Award at the Optika International Summit 2004
Integrated Document Technologies, Inc., (IDT), is pleased to announce that they and one of their customers, the College of American Pathologists, have been honored with the Optika® Success Drivers "Uniting for Success" Award, presented earlier this month at the Optika International Summit 2004 in Colorado Springs, Colorado. This annual award recognizes the Optika/Partner/Customer partnership and joint solution that has had the most positive impact on the customer's business.

Read more

Optika's Acorde Records Management Achieves Department of Defense Certification
Optika® Inc. (NASDAQ: OPTK), a leading Enterprise Content Management (ECM) provider of imaging, workflow, collaboration and records management software, today announced that its Acorde Records Management (RM) solution has been tested and is now certified as

being compliant with the U.S. Department of Defense (DoD) 5015.2 standard (STD) for Records Management Application (RMA) software.

Read more

Microsoft® Business Solutions' "Demo Days" are coming
Attend Demo Days, March 1 – 15th and discover how Microsoft Business Solutions' products can extend your current solution—helping you save time, reduce expenses and boost employee productivity. There are 34 information-packed Web demonstrations available. Demo Days is your exclusive opportunity to learn more about MBS solutions—and even see them in action.

Get the full schedule of events here!

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