



ORS speed social housing Group ahead with faster invoice payments

A large social housing group had a problem: development of their housing stock of 15,000 homes in West London and the South East was swamping their Finance Department with thousands of related invoices.

The company knew, from past experience, the immense time-saving benefits of scanning and managing documents. The housing group needed to take their electronic document management with ORS to a new level, by:

- ☐ Putting an end to lost invoices
- ☐ Finding and retrieving invoices quickly and easily
- ☐ Imposing greater financial control to track invoices and approve costs
- ☐ Allowing remote sites to approve expenditure

By allowing suppliers to send invoices direct to a PO Box, and sending the scanned invoice images direct to their accounting software, the housing group need never handle a paper invoice - and their suppliers are paid faster as a result!



With over 20 years experience within the Document Management industry, Optical Record Systems (ORS) are at the forefront of developing and delivering solutions, helping businesses manage and control their documents and data more efficiently.

ORS's range of tailor-made data management solutions enable our customers to significantly improve their business processes, reduce risk and allow their staff to concentrate and focus on their core activities and tasks.

ORS document management systems offer our customers a genuine **competitive advantage**, backed up by our commitment to provide a 100% quality service.

The leading provider of document management services



Social Housing Group: Building on Experience

This large London-based social housing group has used ORS to implement their electronic document management for several years, allowing document images to be efficiently stored and quickly retrieved.

The Group Finance Department saw the potential to incorporate scanned invoices into their existing purchase invoice processing system, to:

- streamline the approval process
- provide easier and faster resolution to supplier queries
- speed up invoice payment

ORS Invoice System Integration: A Two-Phase Process

ORS suggested an easy-to-implement two-phase solution:

1. A daily scanning services, allowing the housing group to send documents to ORS Digital Mailroom, to be scanned and sent back to them via a secure ORS ImageStream FTP connection. All invoice images are then reviewed and the work allocated to the finance team members. Invoices are coded, authorised and code checked, ready for the payment batch to be created in the company's SUN account software. Finally, once paid, the invoice images are available through the company's Civica PIP software for searching, review and future enquiry resolution.

2. In the second phase, ORS will bypass their paper-level involvement altogether, as suppliers submit their invoices direct to a dedicated PO Box number at ORS Digital Mailroom. All invoices are scanned, key data fields identified and read by industry leading OCR/ICR software. Both images and data are then returned to them via the ORS ImageStream FTP connection, and uploaded directly into the Civica PIP system.

Improved Supplier Invoice Processing With Faster Payments

The Company Finance Director for the Group is delighted with the results:

// *Having worked with ORS for over ten years we know that they have a honest approach to problem solving. Their scanning experience within the social housing sector and their digital mailroom service complements our Civica PIP software and has allowed us to deliver our vision of improved supplier invoice processing with faster payment.* //

**ORS is already helping many
of the UK's Housing Associations
meet their key objectives.**

Can you afford not to join them?

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