

VISIEBOX

Conveniently archive incoming receipts with the Late Scan module.



Late-Scan-Modul

Receipt input via late scan function

In our day-to-day consulting work, we experience how the digitalisation of incoming documents causes problems for companies. The demands in the different areas are so different that it is never possible to please everyone.

With the Late Scan Module, we address those areas that process the document data before the document is scanned. This is the case, for example, with incoming goods.

The employee can conveniently link the document during the entry of the SAP transaction or subsequently by scanning a barcode.

The tool takes care of archiving and file linking for you.

ADVANTAGES:

Time-saving

Fast and prompt recording directly at receipt.

Less effort

Mass processing instead of individual scans and the least possible work when filing receipts.

Quickly learned

No additional access, separate tools or complicated training. Your employees can get started straight away.

Avoidance of input errors

By capturing by scan, file linking errors are virtually eliminated.

SMART PROCESSES

First the work, then the archiving.

The module allows you to treat documents as if they were already known to your system when entering the SAP transaction. So you don't have to run to the scanner for every document or call up an SAP transaction again to link a file.

We will briefly explain how the module works using the example of a goods receipt. However, this procedure can be realised with any paper document.



Trigger e.g. goods receipt

You receive a delivery incl. delivery note and start processing the goods receipt.



Assign barcode

To assign the barcode, simply stick any barcode from your barcode roll onto the delivery note.



SAP transaction

The next step is to enter the goods receipt in SAP. Unlike before, the module in your SAP asks you to scan the barcode of the receipt via a pop-up.



Archiving

At the end of the day, you take the storage batch with the posted delivery notes and process it via mass scan. The module splits the scanned batch and automatically archives the individual documents to the corresponding SAP document.

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