



SIMPLIFYING
BUSINESS
PROCESSES

HELLO AND WELCOME

**Every organisation,
regardless of sector
and size, strives
for efficiency and
optimum productivity.**

The reality is, by using automated processes in finance, HR and payroll, organisations can save valuable time and money.

V1 has developed dynamic document management and imaging solutions to enable organisations to improve their processes and ultimately deliver bottom line savings. As well as making real business sense, their solutions support organisations' environmental agendas.

V1 have created tailored solutions for finance, HR and payroll departments that can be integrated into all major accounting and ERP systems.

FINANCE



Dedicated to working with organisations across all sectors to improve efficiency and make significant cost savings, V1 has created tailored solutions specifically for finance departments.

Accounts Payable

Using their wealth of expertise in software development and business processes, V1 work with organisations in the public and private sectors to remove the challenges posed by paper-based working.

By using their automated document management and imaging solutions, organisations are assured of greater control, visibility and compliance.

For teams dealing with supplier invoices, daily issues come in the form of:

- ▶ Time-consuming data entry
- ▶ Misplaced documents
- ▶ Delayed invoice authorisation
- ▶ Inefficient filing systems
- ▶ Expensive and non-secure document storage

Accounts Receivable

Paper-based financial processes are time-consuming, costly and require extensive storage space, which can pose a security risk.

Our customers are increasingly seeing the benefits of switching to an automated document management and imaging solution in all accounts receivable processes.

Using V1's solutions, you can:

- ▶ Automatically brand your documents to create a professional look and feel
- ▶ Ensure swift delivery of sales invoices via email to ensure prompt payment
- ▶ Create electronic statements for issue to customers
- ▶ Scan proofs of delivery, contracts and timesheets to avoid disputes
- ▶ Enhance overall cash flow by improving access to information in credit control

Automated Payments

Providing highly secure, easy to use ways to pay your suppliers is crucial for any business.

You can achieve peace of mind by using the secure cheque printing solution and BACSIP payments system. Using these means of payment you can increase cash flow, reduce administrative costs and improve security and efficiency.

Making a tangible difference to your business processes

V1 are dedicated to working with organisations across all sectors to improve efficiency and make significant cost savings.

As well as making great business sense, their solutions support organisations' green agendas.

The solutions focus on the following core areas:

- ▶ Document archiving
- ▶ Automatic data capture
- ▶ Document authorisation
- ▶ Output management

Putting it into perspective

Analysts from Gartner Group report that typical invoice processing costs are between £4 and £25 per invoice, but in some cases are as high as £50.

- ▶ V1's data capture solution reduces the time taken to key invoice data **by up to 80%**
- ▶ The document archiving solution reduces filing and retrieval time **by up to 95%**
- ▶ The authorisation solution removes the need to send physical documents, allowing a saving of approximately **60% per invoice.**

HR & PAYROLL

Chasing HR paperwork is time-consuming and inefficient. Having an automated system in place is essential and leaves you to focus your efforts on appointing the best people and ensuring they remain loyal and motivated.

V1's HR document management solution covers the entire 'recruit to retire' process, providing secure storage for all stages of the employee lifecycle.

This includes:

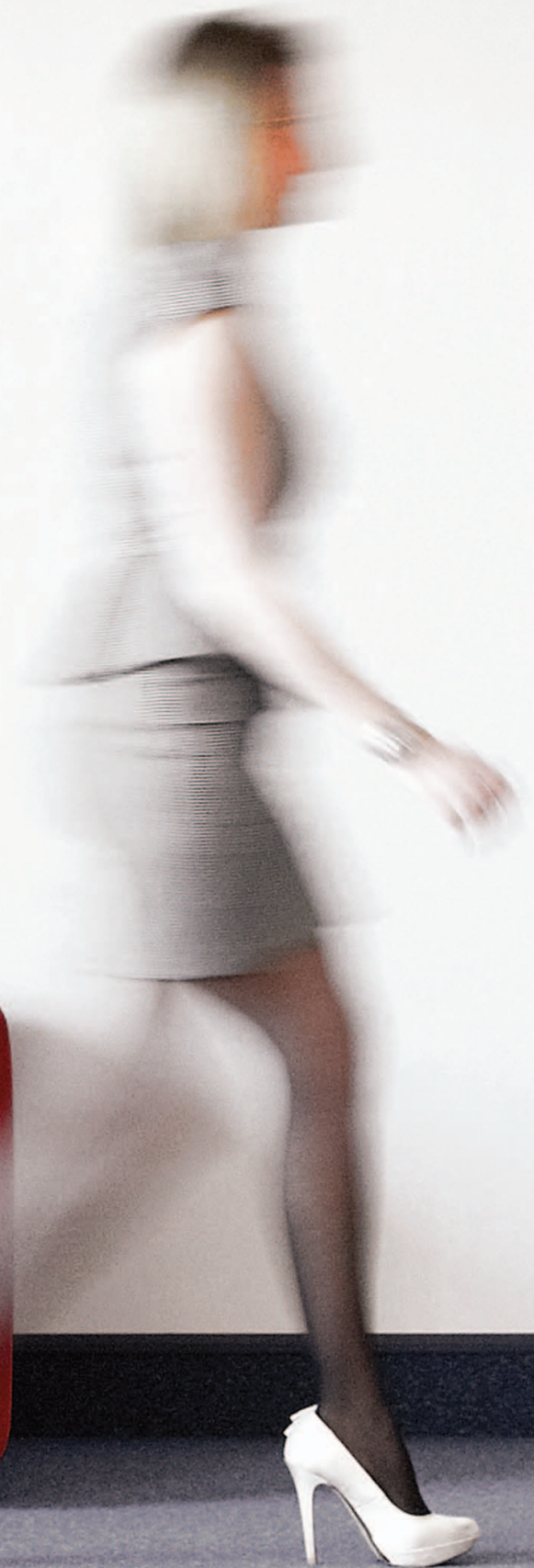
- ▶ New starter documents such as contracts, offer letters and CVs
- ▶ Review documents
- ▶ Disciplinary and grievance documents
- ▶ Payroll information
- ▶ Leaver documents such as termination agreements and pension information

We appreciate that confidentiality is of paramount importance when handling HR issues, so V1's solution ensures restricted access to sensitive information.

HR customers benefit from instant access to employee files as well as long-term storage of records in accordance with current legislation.

If a personnel query is raised at any point, the solution ensures you are able to quickly and easily access the corresponding documentation with the click of a button.

People are the lifeblood of your company so it's vital you recruit and retain outstanding talent, while ensuring you comply with the latest legislation and reporting requirements.



YOUR EXPERIENCE

Great relationships thrive on honest and open ways of working. V1 uses the following approach to outline how their solution can work for you.



Discuss

In our discussions with you we will seek to find out whether V1's solutions can solve the challenges you face in your organisation and how we can work together to improve your business processes.

Scope

It is really important we grasp a thorough understanding of your objectives and the scope of work.

It's now time to start homing in on your existing processes.

Consider

In this phase of the cycle we will focus on the way you operate, giving consideration to your existing processes.

We will also start to think about how we will apply our technology to create the best solution to meet your needs.

Solve

We will create a proposal for you, which is likely to be accompanied by a demonstration of the solution.

We take a collaborative approach and will assist you by presenting a business case to communicate the return-on-investment.

Action

If you decide you would like to invest in a V1 solutions from Sapphire, you will start to see the benefits in your business processes.

Our close relationship with V1 means we're with you every step of the way to review your situation and ensure you have a first class experience with us.



Get in touch to see how V1 from Sapphire Systems can benefit your business

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