



Bar Code Integration Add-On



SCAN AND FILE KEY ACCOUNTING, HUMAN RESOURCES AND OTHER DOCUMENTS AUTOMATICALLY WHILE MAKING THEM SEARCHABLE BY DIFFERENT LOOKUPS

School accounts payable, finance and HR person rely upon organized, searchable, safe and easy-to-maintain document management of key records. Since 1994 CEO Image Systems has enabled schools to place your sensitive documents in a safe data repository where you may store them for long-term retention, controlled access and quick retrieval.

Our Bar Code Integration add-on extends the functionality of our Image Executive system by automating the document filing process.

Users of this add-on use a “cover sheet,” such as a check voucher which includes a bar coded value that can be associated with a particular type of transaction, for instance a check number. Other attachments like invoices, purchase orders, shipping documents, etc. are attached to the bar coded cover sheet.

As part of our integration the Image Executive system downloads associated data and document indices associated with the bar coded value from your school’s business system. Associated information for AP can include the payee/vendor, check date, check amount, general ledger distribution, etc.

By the click of a button you can file your scanned documents packets away. Simply, safely and securely.

Store Key Records with the Push of a Button

WHAT WE OFFER IMAGE EXECUTIVE CLIENTS WITH THE BAR CODE ADD-ON

A SAFE, SECURE, RECORDS ARCHIVE

We believe that a key Accounts Payable and HR documents should be separate from the school financial management and HR information system, not just for archival requirements but also for meeting document retention mandates.

EASE OF FILING DOCUMENTS

You simply hit a button and your documents file themselves in the CEO document archive. Simple as that!

FIND WHAT YOU ARE LOOKING FOR, ANY WAY YOU WANT TO FIND IT

By tagging your documents with multiple indices, you can find them by different search methods. Without CEO, you must know the exact location of the documents, which wastes time and increases frustration.



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What can CEO's Bar Code Module do for you?

FIND NEEDED DOCUMENTS ANY WAY YOU LIKE

When you "paperclip" a scanned document to a transaction in a business system, you can only find it if you know the associated transaction. With our Bar Code Module, you may locate stored documents through multiple search criteria.

KEEP KEY RECORDS STORED IN SECURE DOCUMENT ARCHIVES

Finance, HR and student systems are not meant to store important long-term documents. Organizations often change these systems over time, forcing an expensive document move when transitioning to new systems. With CEO your documents reside in a unified repository independent from your business systems.

FILE QUICKLY AND EASILY

Our Bar Code Module does all the work for you with regard to filing. Just click a button and your documents are placed into their desired filing location, tagged with the appropriate indices. It doesn't get any easier than that!

APPLY RETENTION DATES AUTOMATICALLY

To help you manage the lifecycle of documents which may be discarded after specific retention periods, you can automatically apply retention codes to your documents. This allows users to locate and perform permanent deletions upon AP documents, for example, that have exceeded their required retention periods.

SHORTENS AUDITS

No one likes the length of time and heightened anxiety of the audit process. With the assistance of our Bar Code Module, you will be able to locate any auditor-requested documents within seconds. This means your audit will run quickly and painlessly.



BAR CODE MODULE REQUIREMENTS

Pre-installation of CEO Image Executive software

Ability to print bar codes within your existing business system, through a 3rd party bar code printing or with preprinted bar codes.

File extract from your selected business system which includes key index information from your process transactions (see below) .

INTEGRATION TO YOUR BUSINESS SYSTEM

Working with your staff, we will construct a process by which our Image Executive system receives a regular download from your host system. This download will include critical information by which you wish to look up base transactions. For example in AP, you could index by check number, check date, amount, PO numbers, GL accounts, payee name and fiscal year.

CLOUD BASED HOSTING AVAILABLE

A COMPANY THAT WORKS FOR YOU

Since our founding in 1994, CEO Image Systems has focused on one thing only - utilizing our knowledge and capabilities to enable our clients to transform their records and document content into the digital age. Integrating our software with leading scanning hardware and business applications, we provide a full turnkey system for our clients, assisting in every aspect of the conversion process. Furthermore we provide responsive live technical support utilizing our own personnel. We have a multitude of reference clients available.