

Document Imaging & File Management

Spitfire provides fully integrated document imaging and file management capability. You now have an easy way to file, share, manage, and track anything from drawings to contracts to AP invoices and even any scanned handwritten documents.

Document Imaging

Spitfire provides fully integrated document imaging capability within the Project Management System and also embedded directly within Microsoft Dynamics SL. This includes single image scan, batch scanning for high volume documents, and full text OCR for searching any document based upon embedded text. Any project or accounting related document may be easily scanned and attached to a transaction or cataloged independently for future retrieval. You may also attach any other file, such as Word docs, JPEG, PDF, or CAD files or spreadsheets. This provides an easy way to file, share, manage, and track anything from drawings to AP invoices and any handwritten documents. Scanned images have comprehensive annotation capability including text, highlights, sticky notes, audio, freehand scribble, pointers, images, stamps, rulers, hyperlinks and more.

Batch Scanning for AP Invoices

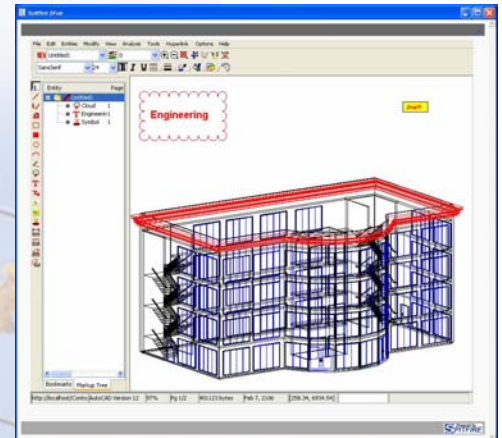
Be sure to check out Spitfire's enhancement for AP. Our high-volume Batch Scanning viewer allows you to click through your scanned AP Invoice as you enter your voucher in Microsoft Dynamics SL; now entering your vouchers and routing them to project managers for approval is one integrated process.

Versatility Plus: –

Anything originating as a paper document can be scanned into the system utilizing either single scan or batch scan methods,

OR anything originating as an electronic file, such as Word docs, JPEG, PDF, XLS, E-Mails, CAD files,

OR ANY other type of file can be catalogued in the system with full index and search capability.



Web Based On Line Collaboration

You may have a drawing, contract, pay request or any other document that requires discussion with individuals at other locations. With a simple internet connection, you can invite others into a collaborative viewing session where then everyone is literally on the same page – viewing the same document in real time with everyone having markup capability – a real convenience and time saver.

- As each document enters the system it is run through an OCR (Optical Character Recognition) engine so that embedded text searching is then available for document searching and retrieval.
- Attach scans/files to accounting transactions or project documents, or catalog and index them for independent retrieval.
- Check-in/Check-out functionality for protection of "in process" files
- Full automatic version control with history – each version is audit trailed with a date/time stamp and the user who entered the file
- Integrated CAD / File viewer supports all popular 2D & 3D CAD formats and virtually any other file type, and provides comprehensive annotation and highlighting capability including text, highlights, sticky notes, audio, freehand scribble, pointers, images, stamps, rulers, hyperlinks and more.
- All Images/Files are stored directly in the SQL Database as Binary Objects (BLOBS) for maximum integration, security, and data integrity.

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High Volume AP Batch Invoice Scanning

For high volume Accounts Payable processing, Spitfire offers a Batch Scanning solution. This solution allows AP invoices to be scanned into the system in batches rather than individually. Furthermore, since the scanned invoices can then be viewed on screen during AP Voucher entry, the entry process and routing of specific vendor invoices for project manager approvals become one integrated process.

Doc Control button on the Microsoft Dynamics SL forms is a direct link to attached image file that can be routed to project manager for approval.

***Voucher and Adjustment Entry (03,010,00)**

Batch Number: 000114 Status: Posted Total: 429,776.05
 Per to Post: 12-1999 Handling: No Action Control: 429,776.05

Document Ref Nbr: 000092 Vendor ID: VT0110 Date: 12/1/1999 Invoice Nbr: 12/1/1999
 Type: Voucher City Supply Invoice Nbr:

Terms: 05 Due in 30 Days PO Nbr: Pre-Pay Nbr:
 Amount: 429,776.05 Status: Active Discount: 0.00 Company ID: 0050 SF Demo Contoso, L

Company ID	Line Type	Account	Project	Task
0050	Invoice	4030		
0050	Invoice	4030		
0050	Invoice	4030		
0050	Invoice	4030		
0050	Invoice	4030		
0050	Invoice	7270		
0050	Tax	7412		

Scan Viewer

File View Options Help

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 2501 78TH STREET
 80 DUE LANE
 DEER HORN IA 50546

THE WASHINGTON GROUP - WASH DC
 720 3RD STREET
 DEER HORN, IA 50539

DATE	DESCRIPTION	AMOUNT	DEBIT	CREDIT
07 4	VIC RIF FERRISAL LEGAL	132.00		
07 8	VIC BAK RENOVATEL CUP	169.40		
07 10	VIC RIF RENOVATEL CUP	236.25		
07 12	VIC BAK RENOVATEL CUP	290.55		
07 14	VIC BAK RENOVATEL CUP	267.31		
07 16	VIC BAK RENOVATEL CUP	26.45		
07 18	VIC BAK RENOVATEL CUP	242.74		
07 20	VIC BAK RENOVATEL CUP	267.31		
07 22	VIC BAK RENOVATEL CUP	174.50		
07 24	VIC BAK RENOVATEL CUP	503.48		
07 26	VIC BAK RENOVATEL CUP	151.22		
07 28	VIC BAK RENOVATEL CUP	163.43		
07 30	VIC BAK RENOVATEL CUP	236.40		
07 31	VIC BAK RENOVATEL CUP	412.43		
07 32	VIC BAK RENOVATEL CUP	307.70		
07 34	VIC BAK RENOVATEL CUP	113.67		
07 36	VIC BAK RENOVATEL CUP	341.40		
07 38	VIC BAK RENOVATEL CUP	252.94		
07 40	VIC BAK RENOVATEL CUP	39.43		
Subtotal				30967.37

Subtotal: 30967.37

IN YOUR ACCOUNT IS CURRENT AND THE BALANCE IS DEBIT

DEBIT	CREDIT	AMOUNT
	CASH	
	ACCOUNTS PAYABLE	
	FREIGHT	
	SALES TAX	
	AMOUNT	

The batch invoice viewer allows AP Clerks to rapidly click through pre-scanned invoices. Data entry is easier and each invoice is safely stored in your Microsoft SQL database.