Core Associates

A Guide to Eliminating Data Entry

How to accomplish more in less time, with TimberScan and Core Cloud Systems

Core Cloud Systems

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Say Goodbye to Data Entry for Good

Gain entry point validation while eliminating paper-based processes, redundancies, and data entry. Core Associates offers a way to do more with less in these six areas.

For over ten years, TimberScan® has automated accounts payable processes including data entry, document management, approvals, and reporting for thousands of Sage 300 CRE. Core Cloud Systems (CCS) takes company-wide forms data and manages it in the cloud. Now with various system integration capabilities, TimberScan and CCS work together to completely eliminate manual processing and data entry from your business.

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1. Simplify the Acquiring Process

While standard drag and drop functionality makes it simple to obtain invoices from any source, TimberScan's included **Email Monitoring** feature automatically saves attachments from emails in designated inboxes. The optional **Acquire Automation** feature takes the saved invoices–even separates multi-invoice documents–and sends them straight to AP entry! **TimberScan Capture** turns images into coded invoices using OCR (optical character recognition) technology. Capture helps eliminate the need for data entry by recognizing key invoice elements from images, including scanned documents and numerous file formats, to code and populate TimberScan invoices.

2. Automate AP Workflows

Designed specifically for Sage 300 CRE users, **TimberScan** automatically routes invoices to the correct approvers who can bypass, reject, or hold invoices to shorten the AP processing cycle. Simply identify an approval workflow, assign it to invoices based on the criteria you set, and you're done! Conduct approvals from anywhere with the included **TimberScan Go** mobile app. Users can auto-sync approved dollar amounts and other fields from TimberScan and Sage 300 CRE with CCS solutions to avoid potential errors associated with re-keying and to save time reconciling between systems.

3. Keep Time and Payroll in One Place

Track and document time worked–from anywhere–with **CCS Mobile Time Entry**! Use pre-built timesheets OR customize them for various methods of time keeping to meet business requirements. Once timesheets are submitted, administrators can evaluate and approve them using custom grids in CCS. Administrators can also push approved time to Sage 300 CRE Payroll data entry. Project-intensive businesses enjoy the time and cost savings CCS offers in simplifying the, typically, complex process of payroll. Additional customizations are available such as automatic routing of timesheets to TimberScan AIM or reporting billing information to accounts receivable team members.

4. Get Connected Doc Management

TimberScan includes **Advanced Image Management (AIM)**, which allows users to store documents in their native format with virtually any extension (.tiff, .xls, .pdf, .doc, .jpeg, and more) while syncing with Sage 300 CRE and CCS. Powerful content management features allow users to store, categorize, and search directly from TimberScan. Once documents or invoices are submitted from CCS, they can be automatically stored and indexed in TimberScan AIM. Forms can be modified or created from scratch using **CCS eForms.** All TimberScan instances include one CCS eForms license at no charge!

5. Expense On-The-Go

With pre-built forms ready-to-go, get your mobile employees recording expenses in the field in no time. As part of **CCS Credit Card Reconciliation & Expense Reporting**, users can snap pictures of receipts and enter costs right on their own devices. AP and other finance personnel can review, approve, return for correction, or process expenses directly from CCS to optimize workloads and help put an end to data-related redundancies. This CCS solution lets users collect receipts and reconcile transactions using downloaded statements then sends an invoice automatically to TimberScan for an unprecedented processing experience.

6. Sync Materials Management with AP

CCS Mobile Purchasing & Receiving solution is a web-based purchasing and materials management solution that automates and mobilizes inventory-related business functions. Request materials, receive goods, make transfers, consume, and much more with CCS, right from a mobile device. Optional enhancements include per diem, equipment time, production, and billing support tracking. Transactions can flow from TimberScan directly to CCS eliminating the need for double entry. Even sync commitments to both TimberScan and your ERP system for a total experience that is unmatched in the marketplace.

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Top-Rated Products

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sage | Construction and Real Estate Development Partner

With seamless integration, TimberScan is the leading AP Invoice processing and document management solution designed exclusively for Sage 300 CRE 300 CRE and Sage 300 CRE 100 Contractor. Save time, money, and go paper-free with the powerful automation and simplicity of TimberScan.

Acquire Invoices and Other Documents → Get Data using Optical Character Recognition → Automatically Route for Approval → Final Review (Get exceptional reports & view docs/attachments right from Sage!) → Sync and view in Sage 300 CRE

Core Cloud Systems

Core Cloud Systems, CCS, manages company-wide forms data, and connects seamlessly to TimberScan. Use adjustable, pre-built templates to hit the ground running, and easily modify workflows to revolutionize and streamline your business processes. From materials management to payroll, get rid of data entry and operational redundancies with CCS.

Get Social With Us

"Our AP process is now easier and more reliable. Everyone in our company loves TimberScan."

-T. Hoffman, CFO

Core Associates, LLC is the proud maker of industry leading AP workflow, invoice approval, and document management solutions. Core Associates is a charitable and growing business that offers an excellent operational environment for its talented workforce. As a certified development partner for digital accounting and construction platforms such as Sage 300 CRE 300 CRE and Acumatica, Core Associates provides exceptional services along with quality software that is continually innovating based on the evolving demands of the market. The Core Associates product portfolio includes hosted, mobile, and cloud-based applications—namely TimberScan, AcumatiScan, and Core Cloud Solutions— serving more than 30,000 users, worldwide.

888-666-CORE **www.core-assoc.com**

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