

V-one Docs™ - The Paperless Style of Document Management

Documents are the most important means of communication for any organization. Documents represent information, knowledge, evidence and sharing.

Typically, documents are generated and received in dozens a day for a small-sized business while the count may reach a few hundreds in the case of a large business.

Here are few examples of a variety of documents managed by a large business in the course of their day-to-day affairs:

OPERATIONS

Process Function	Sales	Purchases / Operations	Reporting	References
Finance & Accounts	Invoices, Bills of Exchange, Bills of Lading, Shipping Bills/LRs Bank Guarantees, Letters of Credit	Bills Payable, Receipts, Delivery Challans, Purchase Orders, Proposals	Financial Statements, Performance Reports, Audit Reports, Directors' Reports, Compliance Filings	Work Completion Reports, Indents, Quotations, Policy documents, Budgets
Materials	Packing Lists, Delivery Challans, Issue Vouchers	GRNs, MRs, Issue Vouchers, Purchase Orders	Bin Cards, Stores Ledgers, Physical Verification Reports	Indents, Quotations, Process documents
Sales & Logistics	Sales Orders, Price Lists, Product Catalogues	Delivery Schedules, Production Schedules, QC Reports	Market Share Reports, Sales Reports, Fulfillment Reports	Delivery Challans, Invoices, Stock Statements
Production	Production Plans, Bill of Materials	Daily Production Logs, Machine Logs, Indents	Consumption Reports, Wastage Reports, Production Reports	Drawings / Designs, Specifications, Process documents

STAFF FUNCTIONS

Function	Managerial Workflow	Reporting
HR	Performance Metrics, Training Reports, Recruitment Proposals, Employee Records	Productivity Reports, Compliance Reports, Payroll Reports
Quality Control	Checklists, Test Metrics	Inspection Reports, Clearance Certificates
Corporate	MOA, AOA, Certificates, Registrations, PRs, Circulars, Awards	Market Reports, Credit Ratings

Document Lifecycle:

Document Origin: Internal generation in different file types and receiving external documentation through different modes like email, surface mail, fax. Physical documents are often scanned for quick sharing..

Document Screening / Reviews: Both internal and external documents are reviewed for content approval, identifying action items and assignment of tasks..

Communications / Approvals: Decisions like approvals/rejections/acceptances, suggestions, comments are attached to documents through process flows..

Archival / Retrieval: Records of approved content / actions are stored for reference and trail of due diligence.

Managing documents the V-one way!!

- + Organize to suit your working fashion
- + Generate and post documents online
- + Share and access with speed and without copies
- + Correlate documents for an integral view
- + Secure with central storage electronically
- + Control information flow with access rules
- + Track a document's history automatically

Contact us for ordering a specific solution:

E-mail: sales@sankhya.com
 Vizag =) Tel: +91 891 664 2666 Fax: +91 891 664 2665
 Chennai =) Tel: +91 44 2822 7358 Fax: +91 44 2822 7357

Sankhya Technologies India Operations Private Limited (STIO)
 # 10-1-27, IV Floor, Sampath Vinayaka Temple Road
 Visakhapatnam 530 003 India

Managing Key Documents in a large scale manufacturer enterprise having multi-location presence