

About client

Bank CREDITAS a.s. offers its clients especially advantageous payment services and savings plans. It specializes in financing Czech companies, and offers some of the most advantageous foreign exchange conversions on the market.



“We have created an environment for streamlining work with invoices and orders, including approval processes. Strong emphasis was consulted on secure document archiving.”

Problem: conversion to paperless archives

The initial impulse for the change from paper to digital archiving was due to the unwieldy manner of recording and retrieving all tax documents received by the bank, both electronically and by mail, which can exceed 250 invoices received every month.

Another reason was to streamline processes, such as creating orders and supplier invoices, and approving payments, and further, to seamlessly link all of these elements into the bank's accounting system.

An key goal was to be able to export document scans to other Document Management Systems (DMS) in order to collate completely all documents for each individual supplier. And of course it was imperative to ensure maximum security of archived documents throughout these integrated systems.



Jakub Volčik
IT Consultant, EXON

Solution

- CREDITAS decided to implement the **ELO Document Management System**, including a **data extraction application** (DocXtractor).



Benefits

- The ELO Document Management System (DMS) features all-inclusive order creation, including the approval process, enabling a most efficient method of processing supplier invoices.
- Invoices are scanned in an automated process, where they are confirmed and uploaded to the archive. This includes pairing new items with an already placed orders, and all new actions are seamlessly linked to the main accounting system.

“We now have an absolute overview of the flow of all documents, and we can easily document the changes.”

- Internal communication between employees of discrete departments is streamlined. Access to documents is now possible from all branches and departments of the company that have established access rights.

“The most important thing is the maximum security of the archive.”

- **Management now has a comprehensive overview of the flow of all documents.** It is even possible to trace all actions and amendments taking place in individual documents. Altogether, this makes the processing of documentation in CREDITAS Bank not only more thorough but more transparent.