

# Financials and Accounting



## Documents a Click Away

- invoices
- packing slips
- quotes
- purchasing contracts
- accounting reports
- contracts
- purchase orders
- checks
- credit memos
- sales reports
- remittance advices
- receivers
- refunds
- proposals
- expense reports
- work orders
- e-mail
- vendor correspondence
- services contracts
- receipts
- spreadsheets
- voucher requests
- price increase notices
- faxes
- documentation

## Realize the Potential of Your Financial Application

**Samhita**, a comprehensive and user-friendly framework that can quickly and cost-effectively leverage your technology investments enhancing your existing business process by storing documents, vouchers and invoices, linking them to the appropriate records. Making information accessible with a single click from your existing software application enhancing work processes in areas such as accounts payable, procurement, customer service, compliance and many others.

### Samhita at your service

#### Accounts Payable

**Samhita** allows you to streamline invoice processing by removing common paper-related bottlenecks. Samhita lets staff bind receipts and invoices electronically to their respective transactions in your accounts payable software and access those documents instantly from a central repository. A strong workflow ensures routing of items through the approval cycle more efficiently

#### Procurement

**Samhita** lets you centralize your procurement documents and processes with a single electronic repository. Retrieve invoice information and processing status in real time to quickly answer vendor inquiries. Rapidly resolve discrepancies by reviewing POs and invoices simultaneously to keep the approval cycle moving smoothly.

#### Account Receivable

**Samhita** provides access to customer information directly from your desktop to answer payment and other inquiries. Enhance customer service and satisfaction, eliminating the paper chase and time-consuming callbacks. Fax, print or e-mail requested documents when needed without having to leave your desk.

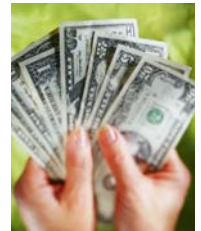
#### Expense Management

**Samhita** allows you to capture employee expense receipts via fax and e-mail. Samhita links receipts directly to expense transactions in your business application, accelerating the reimbursement process and improving employee accountability.

#### Compliance

Ensure the integrity of your corporate financial records with Samhita's secure electronic repository, which minimizes the risk for lost, misplaced, mishandled or orphaned receipts. Readily audit employee expenses and provide accurate documentation when needed for regulatory requirements and in support of compliance initiatives.

"Companies spend 6 – 15% of the annual revenue handling documents, and 85% of all archived documents never leave the filing cabinet."  
Cap Ventures



"Document mismanagement claims:  
❖ 40% to 60% of office workers time  
❖ 20% to 45% of labour cost  
❖ 12% to 15% of corporate revenue"  
Gartner

### Benefit Summary –

- ❖ Streamline accounts payable processes
- ❖ Strong workflow stimulates faster approval decisions allowing timely payouts
- ❖ Long term document accessibility and protection from unauthorized alteration and access
- ❖ Flexible integration of Samhita with existing business application justify IT investments
- ❖ Samhita deploys rapidly and easily, showing immediate returns on your investments

#### **DBSentry Corporation:**

We are an innovative group of professionals who believe in the electronic document management. We always strive to innovate solutions to problems related to document management technology. Our main goal is to improve our client's ability to better manage, create, search, and index their documents leveraging existing business applications.

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