



Supporting Documents

Proven Scanning Success

- Faxing invoices for scanning and entry increased efficiency of processing invoices sent to the stations
- Customers mailing invoices to DIT for scanning decreased manual entry at Delta
- Scanning invoices manually entered at Delta increased visibility

What other ways could Scanning Boost Efficiency?

- Surveyed paper-intensive processes in AP other than invoice processing
- Scanning offer opportunity to add better controls
- Delta and BearingPoint collaborated to find solutions

Petty Cash

- Petty Cash Summary generated to replace Petty Cash envelopes
- Supplier Profile created for each Petty Cash Owner
- Petty Cash Owner faxes Summary and receipts to DIT
- Petty Cash Invoice appears two days later

Advantages

- ✓ Petty Cash Receipts no longer lost in Company Mail
- ✓ Quicker reimbursement means lower Petty Cash Funds
- ✓ Stronger audits and controls
- ✓ Increased visibility for monitoring expenditures

Clearing House Processed Invoices

- Worldwide employees needed access to Clearing House processed invoices
- Inefficient to manually copy and mail invoice copies around the world
- Original processed invoices needed to remain on file at Delta Headquarters in Atlanta

Special Requirements

- Tracking system created scanning Clearing House processed invoices
- Inventory of processed invoices sent with each batch for scanning
- DIT scans reports and returns processed invoices to Delta
- DIT verifies processed invoices received are returned to Delta

Advantages

- ✓ Worldwide Employees have access to reports
- ✓ User friendly NetView is accessible on the web
- ✓ No more copying and sending paper reports
- ✓ Report copies can be downloaded and stored to attached to email messages

What's Next?

- BearingPoint and Delta are working together to add General Ledger Account Reconciliations scanning
- Time spent making copies for audits will be eliminated
- Storage and retrieval will be improved