Organizing documents

The software winweb-food helps with the complicated organization of the flood of documents. The first experiences at Timm Fleisch & Wurst-manufaktur are positive.

Delivery bills, invoices, article passes, analysis values, condition agreements - the flood of documents in everyday business is very extensive. Winweb Informationstechnologie from Aldenhoven near Aachen helps with an extension of its industry-specific ERP software: In the integrated document management system (DMS), all documents can be organized quickly, easily and clearly - thus ensuring document-secure storage in accordance with the legal requirements for digital storage.

First, certain types of documents with defined attributes are stored in winweb-food as basic data and used in subsequent programs for evaluation or further processing, among other things. 'In this way, for example, documents marked as article passports can be specifically evaluated, made obligatory for suppliers or provided with validity dates,' explains Martin Schummers, Head of Quality Management at Winweb. Furthermore, there is the possibility to add own document types or to mark mandatory documents.

Bundled data

Electronically received documents are read from the e-mail inbox, imported and attachad to the associated documents. For example, e-mail invoices from suppliers are read from the mail program via electronic invoice receipt and, depending on the settings, assigned directly. At Timm Fleisch- und Wurstmanufaktur in Oberhausen, Managing Director Christian Timm has already introduced this part: 'We were one of the first to test the new system and it works: it does what it's supposed to do and is easy to use.'

The company in the Ruhr region, founded in 1956 as a classic butcher's store, has developed over the decades into a business that, despite all the modernization and automation in production, builds on traditional artisanal recipes. After moving into modern halls in 2012, production processes and development as well as new products in the convenience sector were on the agenda at Timm.

Tradition meets digitization
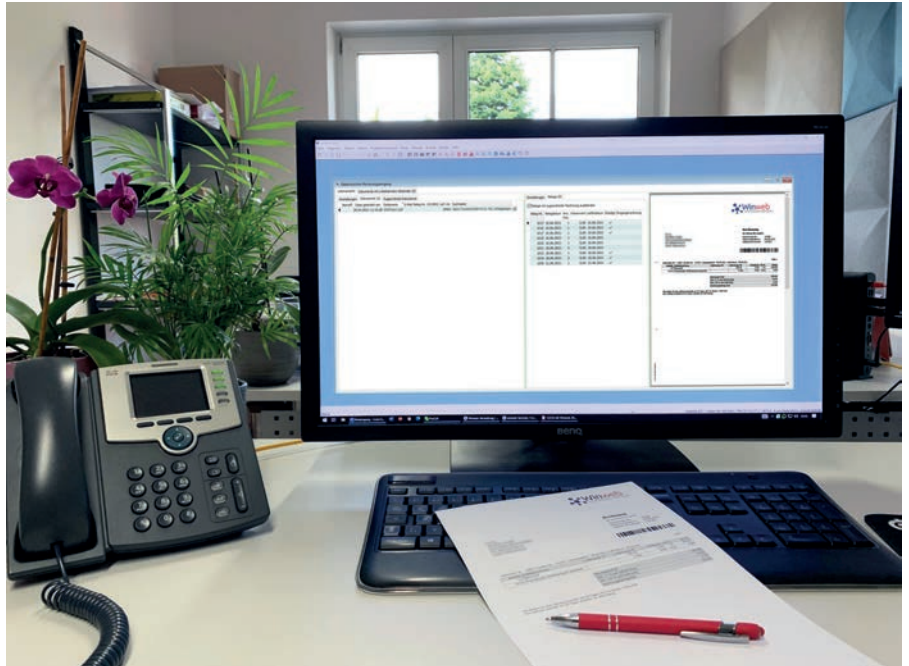
The product range continued to develop and constantly adapt to the demands of the market. In recent years, for example, the demand for portioned, calibrated or pre-prepared products has become ever greater, for meat as well as for sausage products. In line with the company mot-

Via the Barcode printed on the invoice, the document is directly assigned: to the respective document or customer, to the batch or whatever has been previously defined.

to 'Traditional craftsmanship and expertise combined with modern technology', digitalization is also anything but a foreign word at Timm.

Back to the software solution: Scanned documents are also quickly assigned to the correct documents via barcode recognition. Anyone who wants to sign and digitize delivery bills created from winweb-food can print a barcode on them. This is recognized during scanning and assigned to the appropriate documents in the DMS with a click. 'For this, each delivery bill does not have to be scanned individually, winweb-food also recognizes the documents in a scanned batch and separates them accordingly,' says Martin Schummers. In this way, all documents can be assigned to any location in winweb-food, such as quality reports to batches. For documents that do not originate from winweb-food, the barcode can be printed out and affixed to the document by printing a label. Even receipts such as telephone or electricity bills can be recorded in the DMS.

Electronically imported files are displayed on the computer and assigned to the appropriate documents fully automatically.

Document-secure storage
Text recognition and search are also helped: OCR text recognition runs software over the documents, so that incoming invoices are correctly attached to the documents in a fully automated manner and invoice verification is pre-assigned. The DMS viewer also offers a variety of filter options to search for documents: Selection by costumers and suppliers, by the date or document types, etc. Missing mandatory documents can also be found this way.

All in all, the DMS ist a ray of hope in the complicated organization of the flood of documents and ensures that documents are stored in compliance with legal requirements. Christian Timm is looking forward. 'We haven't tested the invoice verification tool yet, but I want to be the first to have that, too, to see what it's like – I'm excited,' he laughs.

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