



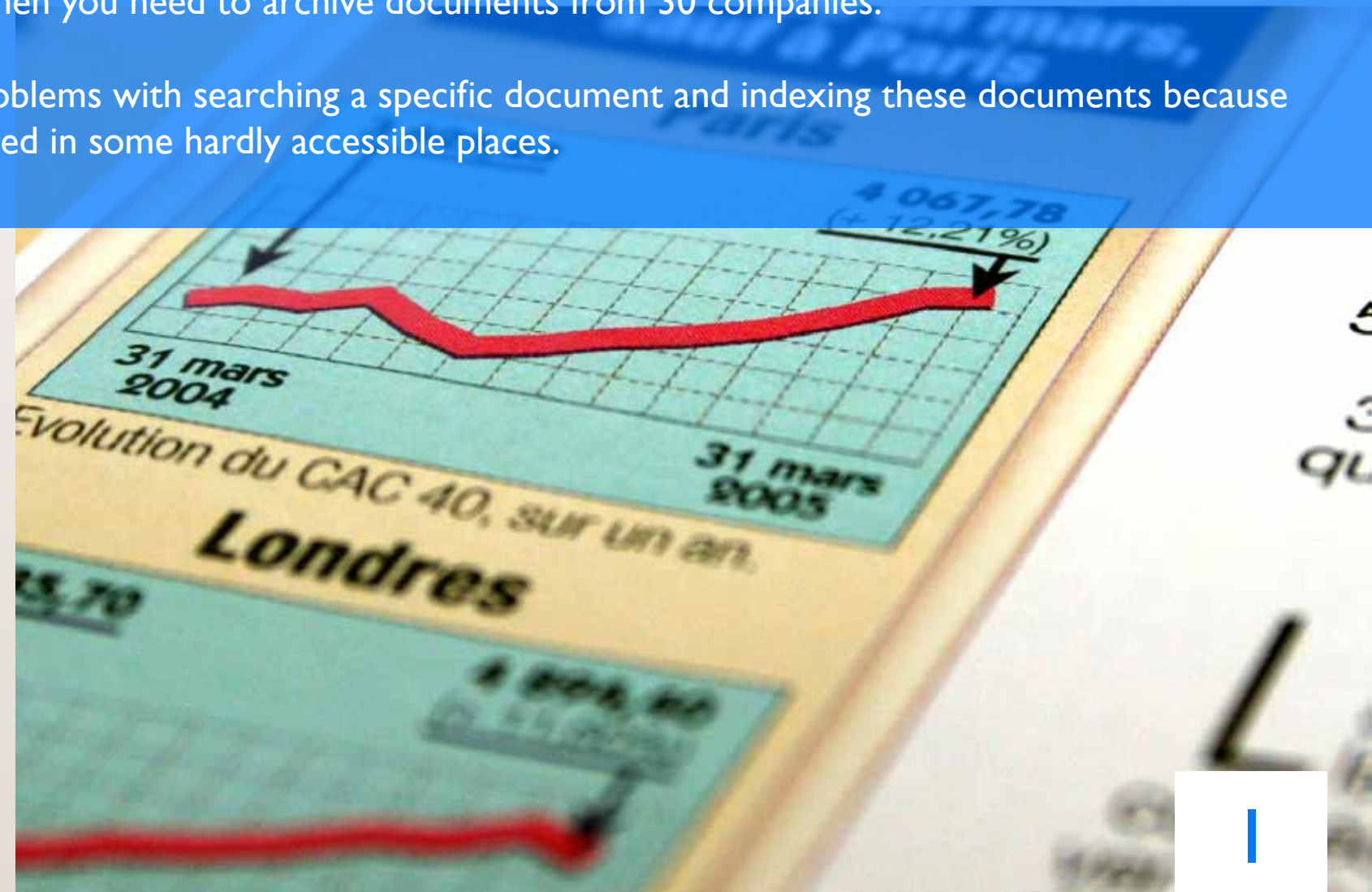
Raif ^{d.o.o.}

accounting services company

Raif d.o.o. company services to the leading finance and accounting for more than 15 years. At the time of creating this study there were about 30 various clients and from 1 to 15 employees.

The biggest problem during their activities is a bunch of documentation that their clients bring to them. That documentation stays in their archives. If you are working in a company you know how many documents you own and how much space it takes so you can imagine how it looks when you need to archive documents from 30 companies.

Besides the 'space problem' there were problems with searching a specific document and indexing these documents because sometimes important documents are stashed in some hardly accessible places.



SOLUTION

Except using a classic technology to mark the types of certain documents (*Table 1*), we've suggested an 'add-on' in a form of prefix on the label on the document which would mark a company - the owner of the document.

Table 1

document number	document type	document description	example
200	invoice	invoice	200-10-00001
300	report	report - pbz	300-10-00001
301	report	report - zagrebačka banka d.d.	301-10-00001
302	report	report - karlovačka banka d.d.	302-10-00001
400	bill of lading	bill of lading - own	
401	bill of lading	bill of lading - supplier	
500	proof of receive	proof of receive	

Table 2

document prefix	company name
0001-	company 1
0002-	company 2
0003-	company 3
0004-	company 4
0005-	company 5
0006-	company 6
0007-	company 7
0008-	company 8
...	...

With each company we had agreed that they mark their outgoing documents within a barcode in accordance with *Table 1* and *Table 2*. Afterwards we asked them to send their scanned documents in a electronic form to **Raif d.o.o.**

Smaller companies, mainly those with a smaller amount of documents, decided not to use barcodes. Instead they chose to rename their documents manually in accordance with *Table 1* and *Table 2* while most companies decided to use barcodes and **nameXpdf** software that automatically generates a **PDF** document from a scanned document image with a barcode on it.





CONCLUSION

Company **Raif d.o.o.** with this solution is given effective document management, greater commitment to their clients and they provide a fast and efficient services. With this solution cost of documentation transport is reduced, speed of putting their documents on record is increased and above all their operating costs are reduced.

