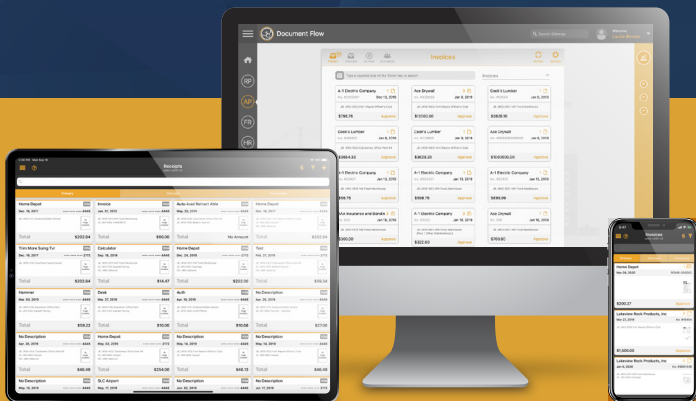




hh2 | Document Flow[®]

AP Routing and Approval

hh2 Document Flow[®] provides the capture, routing, coding, and approval of invoices, credit card transactions, and reimbursements, all in the cloud. hh2 created Document Flow for the mobile workforce with a full-featured website for desktop computers and dedicated mobile apps for smartphones and tablets. Document Flow supports various customization and configuration options, including an advanced proprietary workflow engine to route all your documents to the correct people for approval.



Available on:   



Easy User Experience



Customizable Workflows



Accounting Integration



100% Cloud-Based



Unlimited Users



Low Price

Invoice Acquisition

Use multiple methods to acquire invoices with hh2 Document Flow easily. Configure your desktop scanners and copy machines to save searchable pdf formatted scans to a networked folder monitored by our Integration Client. Scan an AP email inbox for incoming invoices. Upload invoices using a web browser. Or manually capture invoices using our built-in document scanner inside the app. hh2 has you covered for all your invoice acquisition needs.

Intuitive Invoice Coding & Approval

Distribute invoices to different jobs, commitments, commitment items, cost codes, categories, expense accounts, AP accounts, or tax groups. Route each distribution up its own approval path, based on job, group, or specific management pathways. Create as many custom approval paths as your company needs to get the right eyes on each expense as it comes in.



Credit Card Transaction Coding

Acquire, code, and approve credit card transactions with hh2 Document Flow. Employees scan credit card receipts and code them at the point of purchase with our native iOS and Android apps. Document Flow uses advanced character recognition (OCR) to convert hard copies into searchable text. Automatically associates receipts with credit card transactions imported directly from the bank.

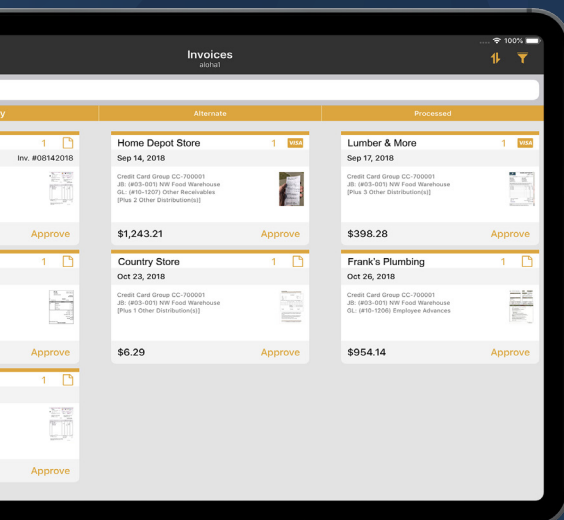


Optimized for the Device

hh2 Document Flow is 100% in the cloud; that means your employees can access AP routing data using a desktop browser, smartphone, or tablet. Our native apps for iOS and Android, developed specifically for each type of device, enable your employees to use Document Flow anytime, anywhere, whether or not you have an internet connection.

Optical Character Recognition

hh2 Cloud Services uses advanced optical character recognition (OCR) to increase the accuracy of the entered data and speed up the entry time for documents. Scan invoices and receipts anywhere, on any mobile device. hh2's advanced OCR converts hard copies into searchable text automatically. Unparalleled accuracy eliminates hours of poring over converted text to double-check translation accuracy. At the end of the process, hh2 Document Flow syncs with your accounting system to ensure that every document lands error-free right where your financial staff needs it: in your accounting database.



Payment Applications

hh2 Cloud Services now handles payment applications as a feature of Document Flow. Subcontractors can electronically submit pay apps through hh2's vendor portal. Cloud-based pay applications provide consistency and accurate calculations that can be updated throughout progress billing by simply updating dollar amounts or percentages on the schedule of values line items. With integrated supporting documentation, compliance, and hh2's workflow engine, all stakeholders can freely collaborate throughout the billing life of even the most complicated construction jobs.

Call us at **877.442.9327** or
Register for a FREE demo at:
www.hh2.com

