

STREAMLINING ACCOUNTS PAYABLE WITH *doc-link*TM

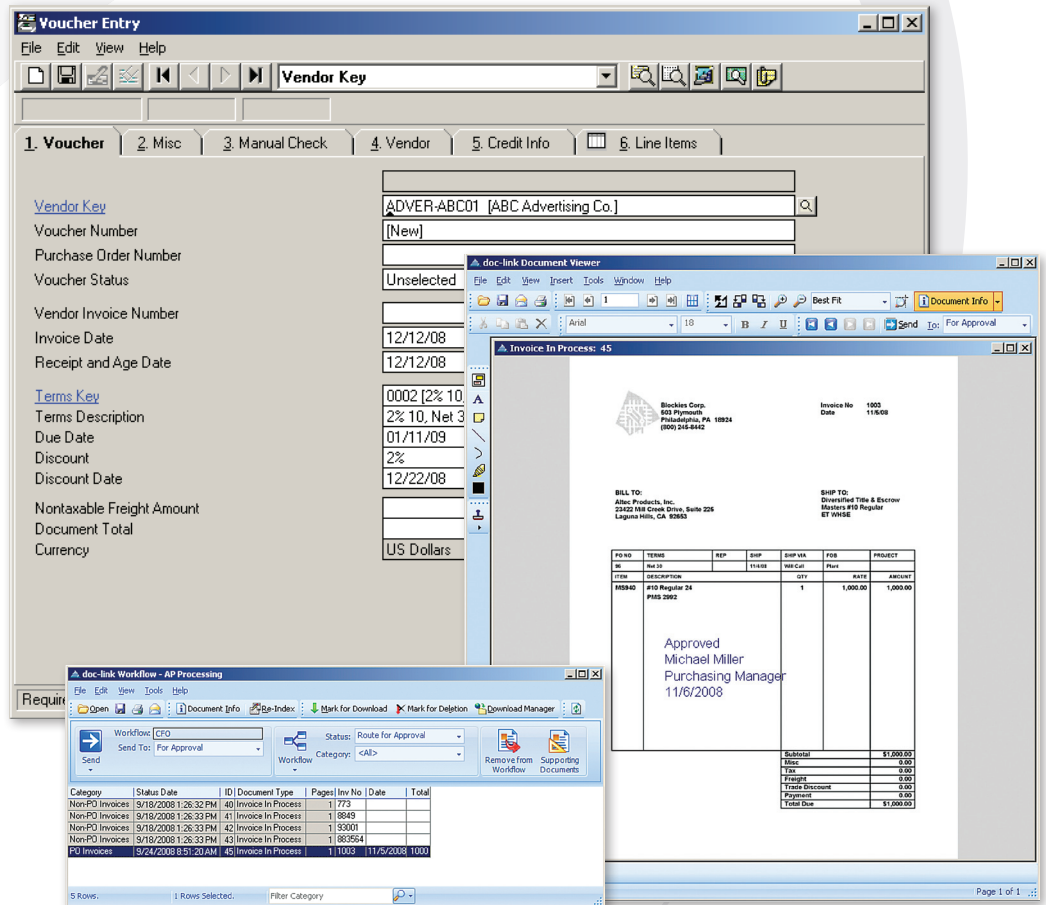
ACCOUNTS PAYABLE MANAGEMENT – 6 EASY PROCESSING STEPS

doc-link brings greater financial control of managing payables processing from receipt of vendor invoices to voucher entry. With *doc-link* users can match purchase orders, receivers and vendor invoices directly from the desktop for quick reconciliation and resolution.

- 1 Receive AP invoices**
Receive AP invoices from vendors or remote offices by email, fax, electronic file transfer or mail. All mailed invoices are scanned.
- 2 Assign to AP processor queue**
All captured vendor invoices are electronically distributed or assigned to an AP individual's processor queue. Invoices can be pre-indexed for easy retrieval during the approval process.
- 3 Electronically approve invoices**
Through workflow, vendor invoices can be sent to a manager's desktop electronically for approval. The approval process is configured to resemble a company's paper process. Approvers "electronically stamp" the invoice with the appropriate action (such as Approved, Disapproved, etc.). The approval stamp is a permanent notation applied directly on the invoice image, providing an unalterable audit. Once approved, the invoices are sent electronically through workflow to the appropriate processing queue in accounts payable.



Sage PFW ERP



Voucher Entry
Vendor Key: ADVER-ABC01 [ABC Advertising Co.]

1. Voucher | 2. Misc | 3. Manual Check | 4. Vendor | 5. Credit Info | 6. Line Items

Vendor Key: ADVER-ABC01 [ABC Advertising Co.]
 Voucher Number: [New]
 Purchase Order Number: [Unselected]
 Voucher Status: [Unselected]
 Vendor Invoice Number: [Unselected]
 Invoice Date: 12/12/08
 Receipt and Age Date: 12/12/08

Terms Key
 Terms Description: 0002 [2% 10
 2% 10, Net 3
 Due Date: 01/11/09
 Discount: 2%
 Discount Date: 12/22/08

Nontaxable Freight Amount: [Unselected]
 Document Total: [Unselected]
 Currency: US Dollars

doc-link Document Viewer
 Invoice No: 1003
 Date: 11/08

doc-link Workflow - AP Processing
 Status: Route for Approval
 Category: <All>

Category	Status	Date	ID	Document Type	Pages	Invo No	Date	Total
Non-PO Invoices	8/18/2008 1:26:32 PM	40	Invoice In Process	1	1773			
Non-PO Invoices	8/18/2008 1:26:33 PM	41	Invoice In Process	1	1849			
Non-PO Invoices	8/18/2008 1:26:33 PM	42	Invoice In Process	1	19007			
Non-PO Invoices	8/18/2008 1:26:33 PM	43	Invoice In Process	1	182954			
PO Invoices	9/24/2008 8:51:20 AM	45	Invoice In Process	1	11003	11/05/2009	1000	

Approved
Michael Miller
Purchasing Manager
11/6/2008

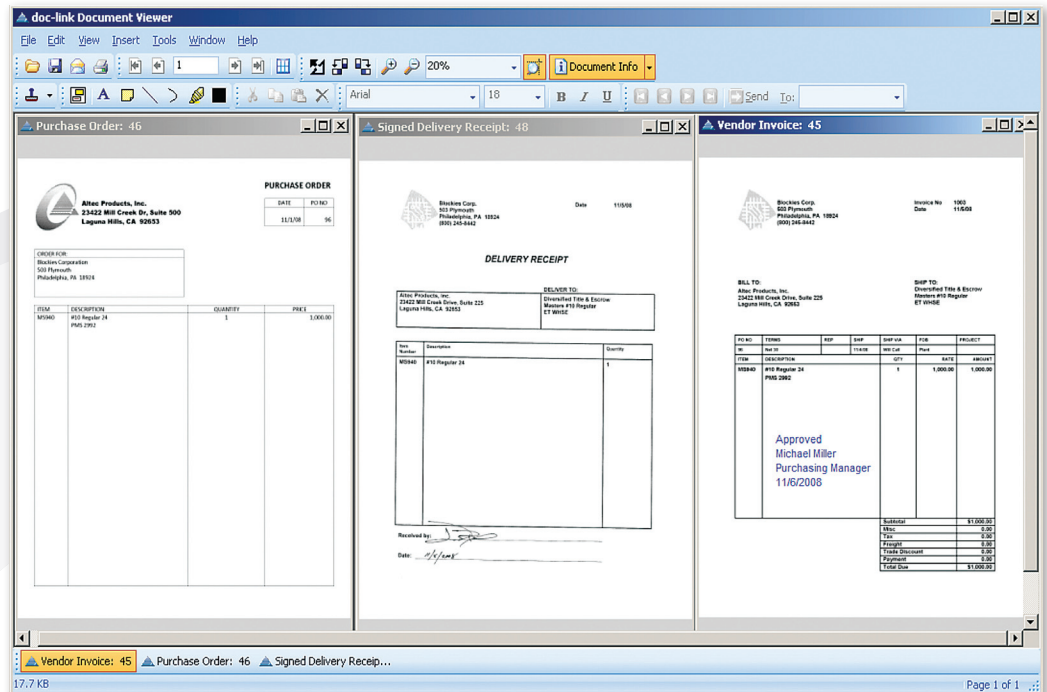
PO NO	TERMS	REP	QTY	SHIP VIA	FOB	PROJECT	
10340	#10 Regular 24		1		1,000.00	1,000.00	
	#10 2002						
Subtotal							\$1,000.00
Misc							0.00
Tax							0.00
Freight							0.00
Trade Discount							0.00
Payment							0.00
Total Due							\$1,000.00

4 Voucher invoices

Each accounts payable clerk receives approved invoices electronically from managers. A side-by-side view of the voucher entry screen and the invoice image enables AP clerks to easily and quickly voucher invoices. Users can also review all supporting documents such as purchase order, receiver, etc. from the voucher entry screen.

5 Automatically index and electronically file entered invoices

Once the invoice is entered within Sage PFW, the invoice image is automatically indexed with the invoice data and can be retrieved using any of the index values, eliminating the need to file multiple copies (i.e. by vendor, date, account of project). (see image below)



6 Review invoices for payment from the desktop

Payment is easier and faster with *doc-link*. The check signer or authorizer can review invoices and checks for signature, or have the documents printed to an Altec MICR check printing system from the desktop. When the checks are approved and printed, *doc-link* automatically captures the check and stores it in *doc-link*. At the same time, the invoices are automatically indexed with the appropriate check information (number and date).

Companies experience a significant productivity increase with their accounts payable processing as the clerical and paper-intensive tasks are eliminated. With *doc-link*, users can:

- Get invoices and purchase orders to approvers' desktops without mailing, faxing, copying or manually moving documents.
- Electronically "rubber stamp" invoices and purchase order approvals.
- Email or fax documents requiring resolution directly from the desktop to vendors and purchasing managers.
- Easily track all invoices currently in the approval and resolution process.