

# STREAMLINING ACCOUNTS PAYABLE WITH *doc-link*<sup>™</sup> ACCOUNTS PAYABLE MANAGEMENT – 6 EASY PROCESSING STEPS

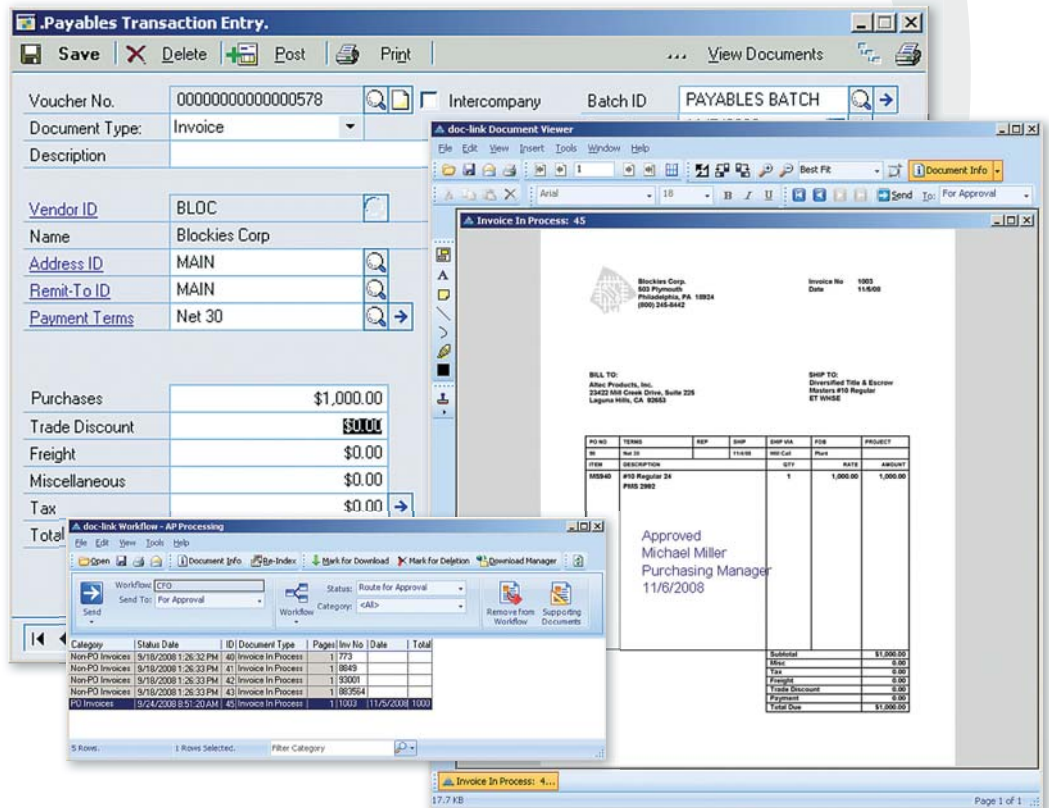
*doc-link* brings greater financial control of managing payables processing from receipt of vendor invoices to voucher entry. With *doc-link* users can match purchase orders, receivers and vendor invoices directly from the desktop for quick reconciliation and resolution. Users are also able to electronically view the invoice and supporting document from their desktops, streamlining paper matching processes.

- ## 1 Receive supplier invoices

Receive AP invoices from suppliers or remote offices by email, fax, electronic file transfer or mail. All mailed invoices are scanned.
- ## 2 Assign to AP processor queue

All captured supplier 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 authorize invoices

Through workflow, supplier invoices can be sent to a manager's desktop electronically for approval. The authorization process is configured to resemble a company's paper process. Approvers "electronically stamp" the invoice with the appropriate action (i.e. Approved, Disapproved, etc). The approval stamp is a permanent notation applied directly on the invoice image providing an unalterable audit. Once authorized, the invoices are sent electronically through workflow to the appropriate processing queue in AP.

The screenshot displays the Altec software interface for Accounts Payable Management. It features three overlapping windows:

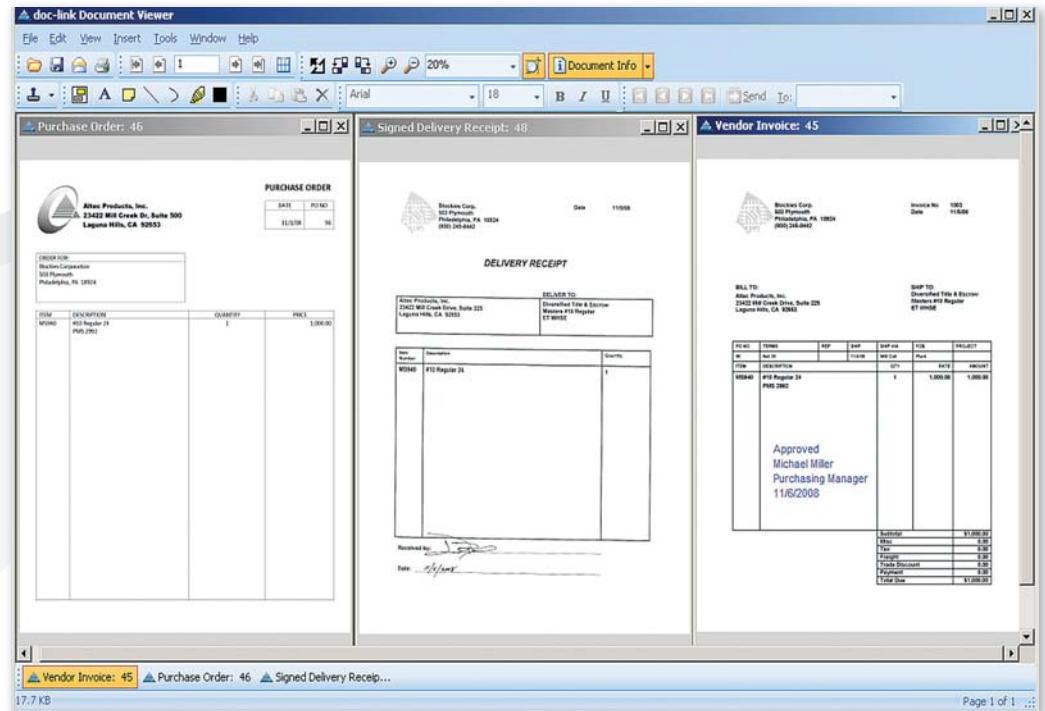
- Payables Transaction Entry:** Shows fields for Voucher No. (0000000000000578), Document Type (Invoice), and Vendor ID (BLOC). It includes a table for Purchases with a total of \$1,000.00, and a Total field showing \$1,000.00.
- doc-link Document Viewer:** Displays a scanned invoice from Blockies Corp. (Invoice No. 1003, Date 11/6/08). The invoice includes a table with columns: PO NO, TERMS, REP, SHIP, SHIP VIA, FOB, PROJECT, IN, and AMOUNT. The total amount is \$1,000.00. An approval stamp is visible: "Approved Michael Miller Purchasing Manager 11/6/2008".
- doc-link Workflow - AP Processing:** Shows a workflow table with columns: Category, Status, Date, ID, Document Type, Pages, Inv No, Date, and Total. The table lists several invoices in process, including one with ID 45 and a total of 1,000.00.

## 4 Enter supplier invoices

Each accounts payable clerk receives authorized invoices electronically from managers. A side-by-side view of the invoice entry screen and the invoice image enables AP clerks to easily and quickly enter invoices. Users can also review all supporting documents such as purchase order, receiver, etc. from the invoice entry screen. (see images on previous page)

## 5 Automatically index and electronically file entered invoices

Once the invoice is entered within Microsoft Dynamics® GP, 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 supplier, date, account or 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 the corresponding EFT or check. When the payments are approved, *doc-link* automatically captures the remittance advice or check and stores it in *doc-link*. At the same time, the invoices are automatically indexed with the appropriate payment information (number and date).

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

- Get invoices and purchase orders to authorizers' 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 suppliers and purchasing managers.
- Easily track all invoices currently in the authorization and resolution process.
- Drill down from the Microsoft Dynamics GP accounts payable screens to view invoices, purchase orders, checks and delivery receipts.