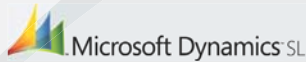
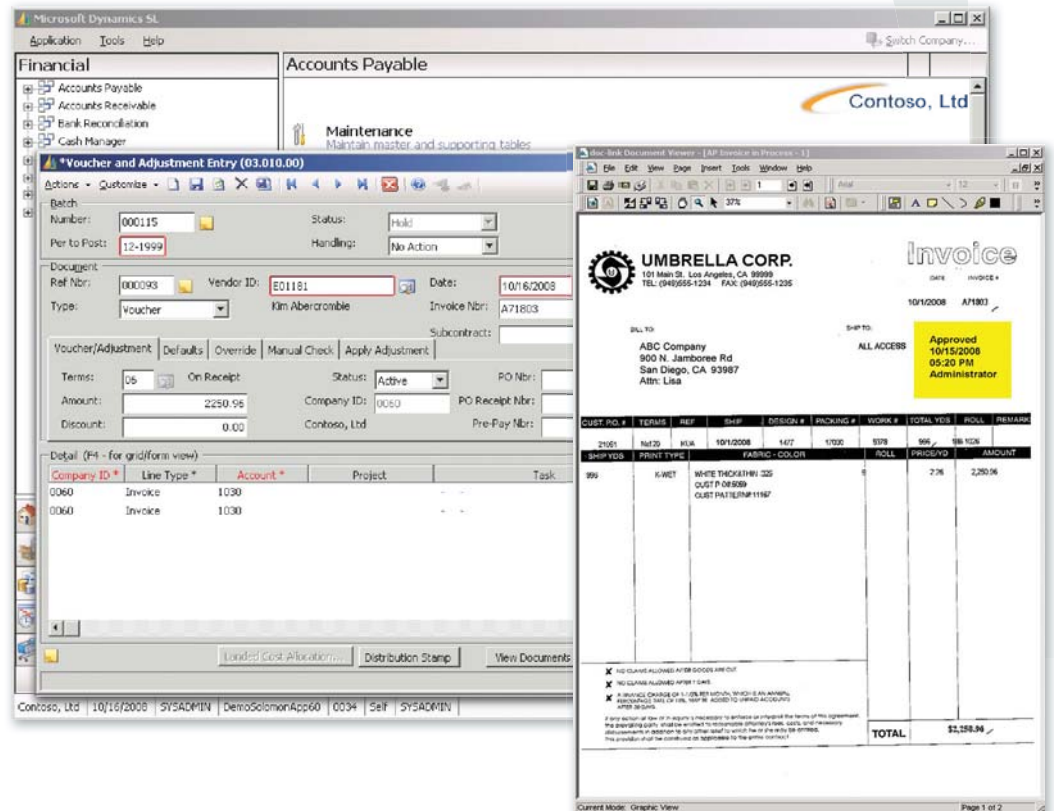


STREAMLINING ACCOUNTS PAYABLE WITH *doc-link*[™]

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 shows the Microsoft Dynamics SL Accounts Payable interface. The main window displays the 'Voucher and Adjustment Entry (03.010.00)' form. Key fields include: Number: 000115, Status: Hold, Per to Post: 12-1999, Handling: No Action, Ref Nbr: 000093, Vendor ID: E01181, Date: 10/16/2008, Type: Voucher, Kim Abercrombie, Invoice Nbr: A71803, Amount: 2250.96, Company ID: 0050, PO Receipt Nbr: [blank], and Pre-Pay Nbr: [blank]. A table below shows details for Company ID 0060, with two Invoice lines of type 1030.

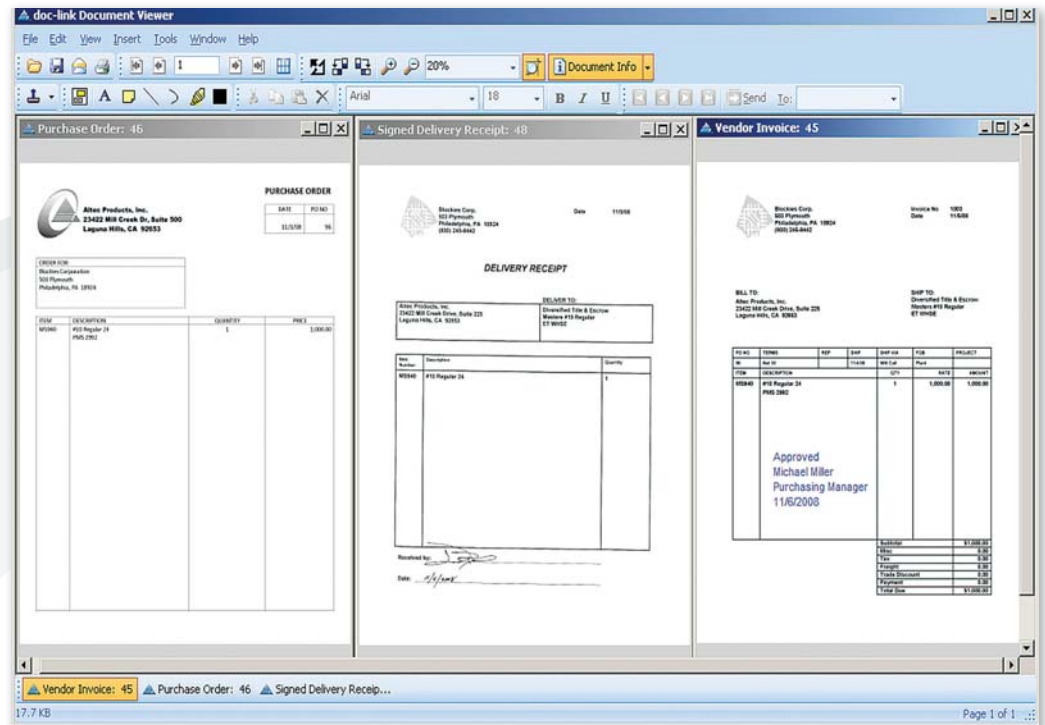
Overlaid on the right is a scanned invoice from UMBRELLA CORP. The invoice is dated 10/15/2008 and has an invoice number of A71803. It is addressed to ABC Company at 900 W. Jamboree Rd, San Diego, CA 92187, Attn: Lisa. A yellow 'Approved' stamp is visible, dated 10/15/2008 at 05:20 PM by the Administrator. The invoice table shows a single line item for 'WHITE TICKET/WHI 325' with a quantity of 276 and a total amount of 2,250.96. The total amount at the bottom right is \$2,250.96.

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® SL, 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 correspondending 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 SL accounts payable screens to view invoices, purchase orders, checks and delivery receipts.