

An example of how *doc-link*™ streamlines accounts payables

Doc-link brings greater financial control to managing payables processing all the way from receipt of vendor invoices, managing the approval process and voucher entry. With *doc-link*, users can match purchase orders, receivers and vendor invoices directly on the desktop for quick reconciliation and resolution. *Doc-link* workflow allows documents to be electronically routed, approved and managed for efficient voucher entry. Providing greater control, workflow and electronic approval eliminates the need to physically move invoices from remote sites to centralized accounts payable processing. When the invoice data is updated in the accounting system, the invoice image is automatically indexed in *doc-link* to the accounts payable check. Users are also able to electronically view the invoice back-up file at the check signing time – eliminating any paper matching processes. Likewise, department managers can drill down to document detail when reviewing monthly financial statements.

***Doc-link* has been proven to increase accounts payable department productivity by up to 50%!**

Side-by-Side Modules - View and use *doc-link* along side your accounting system directly on your desktop. When the data entry is complete, you can process the document by automatically indexing the document into *doc-link* and update the accounting system with one entry.

Side-by-Side Modules include:

- Accounts Payable
- Billing/Invoicing
- Order Entry
- Payroll

Accounts Payables Management Processing Steps

1 Receive invoices from vendors or remote offices by fax, EDI, electronic file, or email.

2 Collate your loose invoices into multi-page documents, pre-index to locate during the approval process, and assign them to a user for approval while viewing the invoices. Assigned processor queues (representing a company location, a vendor or a miscellaneous queue) are created by individuals given "supervisory" status or secured functions.

streamlining
accounts
payables



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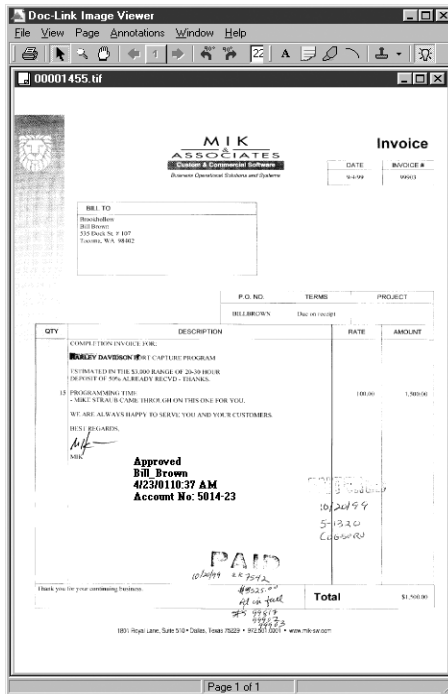
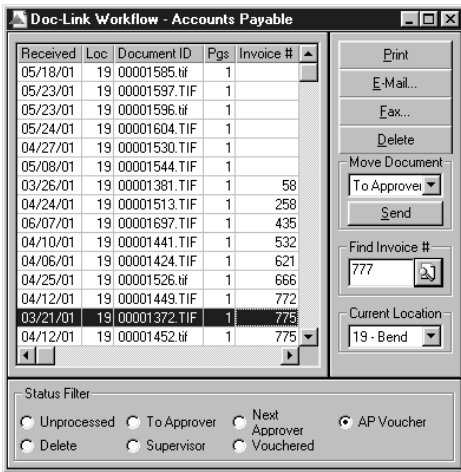


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Users can view the invoice while entering data, review the purchase order or all of the back up documents simultaneously for auditing. Invoices without discrepancies can be processed immediately, or the user can request assistance electronically by:

- * Move invoice to proper individual for "rubberstamp" approval
- * Move invoice to supervisor with "sticky note"
- * Email invoice to vendor or employee for resolution
- * Fax invoice to vendor or employee for resolution
- * Move invoice to pending queue awaiting resolution with note
- * Delete invoice, which forwards invoice to supervisor for review
- * Print copy of the invoice

With *doc-link's* electronic approval process, remote sites can easily approve invoices for payment, provide distribution coding or make permanent notations directly into the invoice image. Workflow provides electronic movement of documents so that the invoice status is known at any given time.



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The accounts payable check is printed and electronically captured. The invoice index is updated with the check number allowing both documents to be retrieved and viewed.

5

The check signer or authorizer can review the invoices on their PC while signing checks.

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Auditors and department managers can drill down to invoices by account number within date range for instant review.

Doc-link eliminates all document handling and physical movement of purchase orders, invoices and back up documents creating a paperless environment!

side-by-side
A/P module



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