

Accounts Payable Management – 6 Easy Processing Steps

streamlining
accounts payable

Doc-link™ brings greater financial control to 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 AP invoices**
Collect 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 a company's paper process. Approvers "electronically stamp" the invoice with the appropriate status (such as, Approved, Disapproved, On Hold, etc). The stamp is tailored to each approver and enables critical information to be keyed into the stamp, such as GL distribution codes, or that which is automatically provided, such as the log-on of the approver, and the date and time of the approval. The approval stamp is a permanent notation to be put 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.

Seamlessly Integrated to Microsoft Dynamics - Great Plains, Solomon and Navision.

Microsoft
CERTIFIED
Business Solutions
Partner

The screenshot displays the Microsoft Business Solutions - Great Plains software interface. It features three overlapping windows:

- Payables Transaction Entry:** Shows voucher details for 'Blockies Corp' with a total amount of \$1,000.00. The payment method is set to 'On Account'.
- doc-link Document Viewer:** Displays a scanned invoice from 'ALTEC PRODUCTS, INC.' for 'DIVERSIFIED TITLE & ESCROW MASTERS #19 REGULAR E.T. WHESE'. The invoice includes a table with columns for P.O. NO., TERMS, REP, SHIP, SHIP VIA, FOB, and PROJECT. A table below lists items with descriptions, quantities, rates, and amounts. A total amount of \$1,000.00 is shown at the bottom right.
- doc-link Workflow - Accounts Payable:** A workflow window with a 'Send' button and a 'Launch' button. The status is 'Unprocessed' and the document ID is '163'.

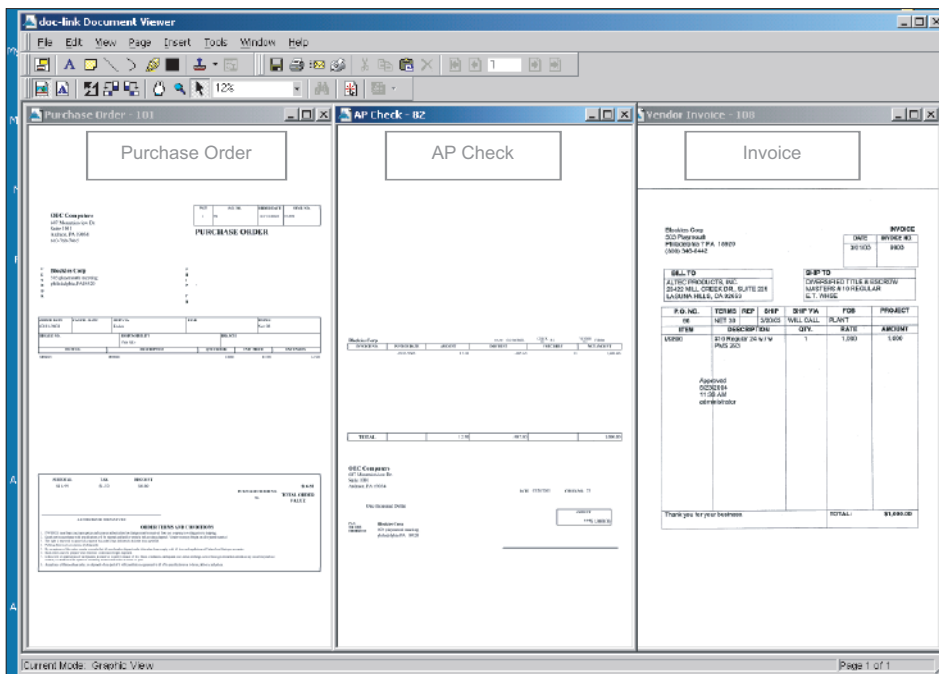
 **Altec**
enterprise
document
management

Doc-link has been proven to increase AP department productivity by up to 50%.



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 AP Entry Screen.

5 Automatic indexing and electronically filing of entered invoices
Once the invoice is entered within Microsoft Dynamics, the invoice image is automatically indexed with the invoice data and stored in the *doc-link* database. *Doc-link* also maintains all electronic "file copies" (i.e. the invoice is linked to its purchase order, the vendor, a project, etc.) eliminating the need to maintain and file the paper invoice.



6 Review invoices for payment from the desktop
Paying checks 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* as well as retro-indexes the check information (number and date) to all invoices paid by each check.

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 with annotations from the desktop to vendors and purchasing managers requiring resolution.
- Easily track all invoices currently in the approval and resolution process.
- Drill down from the Microsoft Dynamics accounts payable application to invoices, purchase orders, checks, delivery receipts, etc., using any of the accounts payable data, such as GL account, date range, and vendor number.

Data and Documents at the Desktop Simultaneously!!

Altec
23422 Mill Creek Drive
Suite 225
Laguna Hills, CA 92653

800-997-9921 x1235
949-727-1248
fax 949-597-1235

doclinksales@altec-inc.com
www.altec-inc.com