

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**
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 a company's paper process. Approvers "electronically stamp" the invoice with the appropriate status (i.e. 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 automatically provided, such as the log-on of the approver, 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 AP i.e. Approved, Not approved, etc.

sage
software

Seamlessly
Integrated to Sage
Software

Seamlessly Integrated to MAS 500, MAS 200, MAS 90 and Platinum for Windows by Sage

The screenshot displays the Sage software interface. The main window is titled "Enter Vouchers [Batch: APVO-0000100]*". It features a menu bar with options like File, Edit, View, Page, Insert, Tools, Window, and Help. Below the menu bar, there are fields for "Type" (Invoice), "Voucher" (0000000407), and "Vendor" (BLK Blockies Corp). The interface is divided into sections: "Header" (Vendor, Remit To, Purchase From, Contact, Invoice Date, Receipt Date, Reason, Comment), "Detail" (Bank Account, Separate Check, Hold Payment, Shipping, Terms, Payment Terms, Due Date, Discount Date), and "Totals" (Amount). A "doc-link Document Viewer" window is open, displaying an "AP Invoice in Process - 51". The invoice details include: Blockies Corp (503 Plymouth Philadelphia 7 PA 18620), INVOICE DATE (3/01/03), INVOICE NO. (9903), BILL TO (ALTEC PRODUCTS, INC. 23422 MILL CREEK DR., SUITE 225 LAGUNA HILLS, CA 92653), and SHIP TO (DIVERSIFIED TITLE & ESCROW MASTERS # 10 REGULAR E.T. WHSE). A table lists the invoice items:

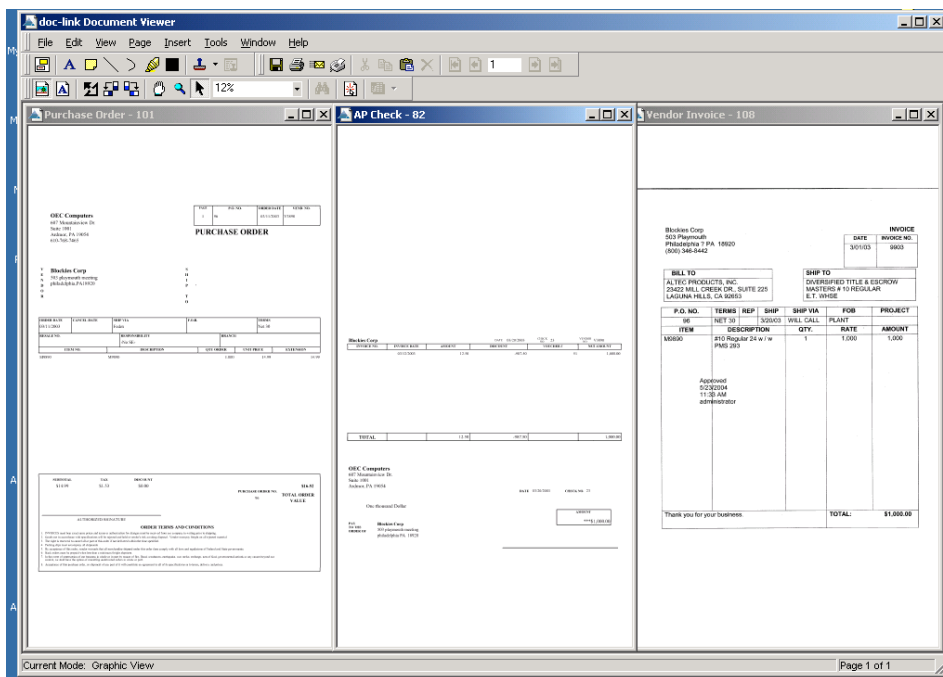
P.O. NO.	TERMS	REP	SHIP	SHIP VIA	FOB	PROJECT
96	NET 30		3/20/03	WILL CALL	PLANT	
ITEM	DESCRIPTION	QTY.	RATE	AMOUNT		
M0890	#10 Regular 24 w / w PMS 263	1	1,000	1,000		
				Purchasing Mgr		
				10/13/2004		
				4:39 PM		
TOTAL:					\$1,000.00	

A "doc-link Workflow - Purchasing Mgr" window is also visible, showing a status of "Approved" and a "Send" button. The workflow is set to "Purchasing Mgr" and the document ID is 54. The status bar at the bottom indicates "Current Mode: Graphic View" and "Page 1 of 1".

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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 Sage Software, 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-indexing" the check information (number and date) to all invoices paid by each check.

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 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 Sage Software 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.

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Data and Documents at the Desktop Simultaneously!!