



doc-link™ for Sage

Accounts Payable Bundle

The Accounts Payable Bundle comes with pre-configured Workflow and integration to automate the AP approval and voucher entry process, as well as pre-configured email notification when workflow documents are ready for review. Pre-configured Auto/Retro Index is also included.

User Licenses Included:

- 5 Repository Users
- 1 Integrated Workflow User
- 5 Non-integrated Workflow Users
- Additional licenses may be purchased to work in conjunction with the Accounts Payable Bundle.

Base Features:

- Robust image repository
- Automatic ERM capture of business documents and reports, journals and registers
- Capture documents from MS Office with the *doc-link* integration for Word, Excel, PowerPoint and Outlook
- Scan and index external paper documents
- Simple yet powerful document retrieval
- Ad hoc routing of documents by fax and email
- Extend information from accounting systems to virtually anyone in the enterprise
- Simplified implementation and minimal disruption to business processes eases *change* into the enterprise

Accounts Payable Bundle – Added Features

- Provides standardized workflow routing of vendor invoices for approval
- Integrated to voucher entry screens for automatic indexing that provides broad and deep retrieval functionality
- Retrieval of *doc-link* documents directly from integrated Sage accounts payable windows
- GL Smart Form for approval of GL account distributions and import into Sage application (available for Sage MAS 500 and Sage Accpac ERP)
- Email notification of documents waiting to be processed
- Pre-configured Auto/Retro Index functionality