

# 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 documents from their desktop, 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

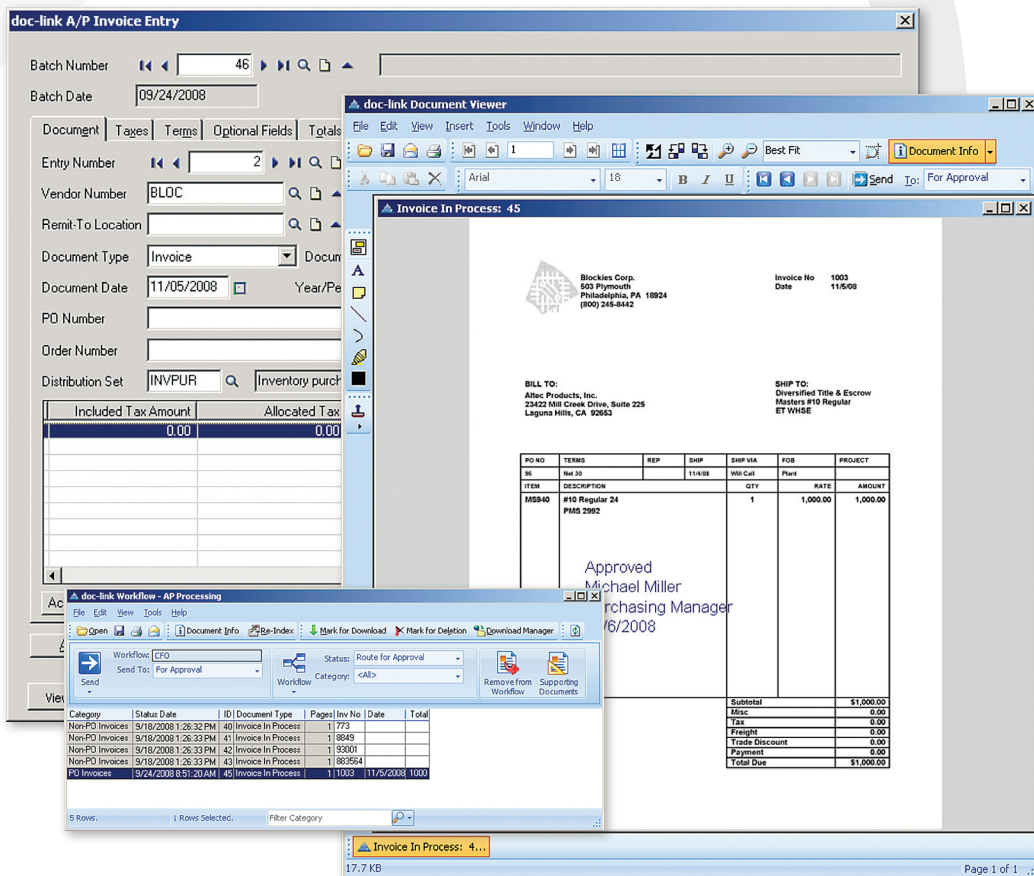
### Electronically approve invoices

Through workflow, vendor invoices can be sent to a manager's desktop electronically for approval. The approval process is configured to resemble a company's paper process. Approvers "electronically stamp" the invoice with the appropriate status (such as Approved, Disapproved, etc.). 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.

**sage**

✓ Endorsed Solution

ACCPAC



**doc-link A/P Invoice Entry**

Batch Number: 45  
Batch Date: 09/24/2008

Document | Taxes | Terms | Optional Fields | Totals

Entry Number: 2  
Vendor Number: BLOC  
Remit-To Location:  
Document Type: Invoice  
Document Date: 11/05/2008  
PO Number:  
Order Number:  
Distribution Set: INVPUR

Included Tax Amount: 0.00  
Allocated Tax: 0.00

**doc-link Document Viewer**

Invoice In Process: 45

Blockbuster Corp.  
603 Plymouth  
Philadelphia, PA 19024  
(800) 248-8442

Invoice No: 1003  
Date: 11/5/08

BILL TO:  
Altec Products, Inc.  
23422 Mill Creek Drive, Suite 225  
Laguna Hills, CA 92653

SHIP TO:  
Diversified Title & Escrow  
Masters #10 Regular  
ET WISE

PO NO	TERMS	REP	SHIP	SHIP VIA	FOB	PROJECT
15	Net 30		11/10/08	WHC#1	Free	
ITEM	DESCRIPTION	QTY	RATE	AMOUNT		
155940	#10 Regular 34	1	1,000.00	1,000.00		
	PASS 2992					

Approved  
Michael Miller  
Purchasing Manager  
6/2008

Subtotal: \$1,000.00  
Misc: 8.00  
Tax: 0.00  
Freight: 0.00  
Trade Discount: 0.00  
Payment: 0.00  
Total Due: \$1,000.00

**doc-link Workflow - AP Processing**

Workflow: CFG  
Send To: For Approval  
Status: Route for Approval  
Category: XALB

Category	Status	Date	ID	Document Type	Pages	Inv No	Date	Total
Non-PO Invoices	9/18/2008 1:26:32 PM	40	Invoice In Process	1	773			
Non-PO Invoices	9/18/2008 1:26:33 PM	41	Invoice In Process	1	8845			
Non-PO Invoices	9/18/2008 1:26:33 PM	42	Invoice In Process	1	93001			
Non-PO Invoices	9/18/2008 1:26:33 PM	43	Invoice In Process	1	88354			
PO Invoices	9/24/2008 8:51:20 AM	45	Invoice In Process	1	1003	11/5/2008	1000	

5 Rows. 1 Rows Selected. Filter Category

Invoice In Process: 4...

17.7 KB

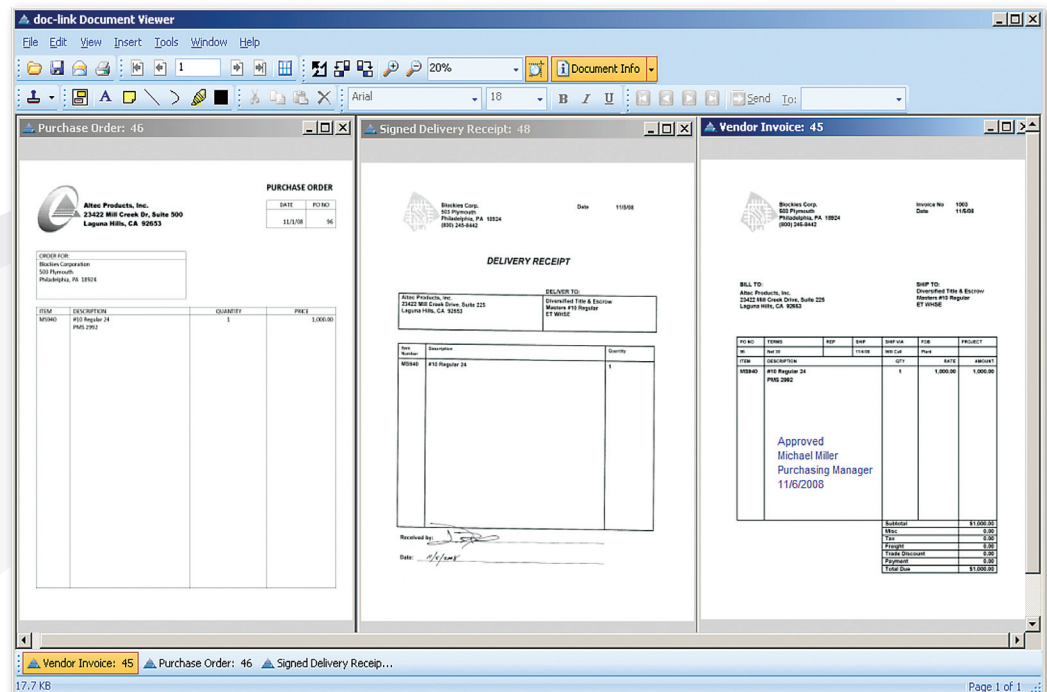
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## 4 Voucher invoices

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 voucher entry screen.

## 5 Automatically index and electronically file entered invoices

Once the invoice is entered within Sage Accpac, 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 vendor, date, account of project). (see image below)



## 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*. At the same time, the invoices are automatically indexed with the appropriate check information (number and date).

**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 requiring resolution directly from the desktop to vendors and purchasing managers.
- Easily track all invoices currently in the approval and resolution process.
- Drill down from the Sage Accpac accounts payable screens to invoices, purchase orders, checks and delivery receipts.