

Sage 300 ERP

Streamlining Accounts Payable with Sage 300 ERP Document Management™

Accounts Payable Management – 6 Easy Processing Steps

Sage 300 ERP Document Management brings greater financial control to payables processing from receipt of vendor invoices to voucher entry. With Sage 300 ERP Document Management, users can match purchase orders, receivers and vendor invoices directly from the desktop for quick reconciliation and resolution, streamlining paper matching processes.

1. Receive vendor invoices

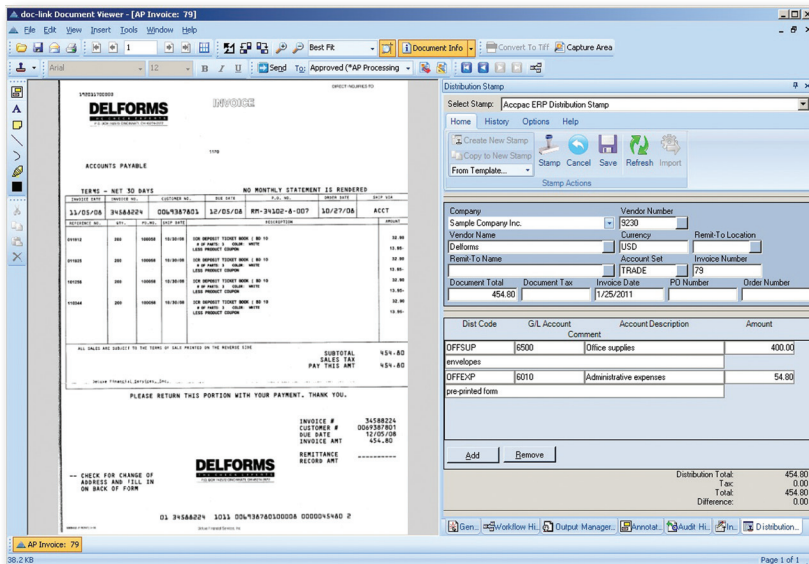
Receive AP invoices electronically from vendors or remote offices by e-mail, fax or electronic file transfer. All mailed invoices are scanned into Sage 300 ERP Document Management for electronic processing.

2. Assign to AP workflow queue

All invoices are then electronically distributed or assigned to an AP individual's workflow queue. Invoices can be pre-indexed for easy retrieval during the approval process. The Sage 300 ERP Document Management GL Smart Form can be utilized here to GL code the invoices before being routed for approval.

3. Electronically approve invoices

Through Sage 300 ERP Document Management's workflow, invoices are sent to the appropriate manager's desktop electronically for approval. The Approver can not only electronically stamp the invoice with the appropriate action (i.e. Approved, Disapproved, etc.), but can also use the GL Smart Form to enter and/or approve GL account code distributions. All of these actions are fully audited. In addition, approvers can easily pull up and view all supporting documents, such as purchase orders, receivers, etc. Once authorized, the invoices are sent electronically through workflow to the appropriate workflow queue in AP.



Approvers can use the GL Smart Form to enter and/or approve GL account code distribution.



4. Enter vendor invoices

Each accounts payable clerk receives approved invoices electronically from managers. With the click of a button, the information from the GL Smart Form can be imported into Sage 300 ERP to automatically create the voucher. Or, the voucher can be entered into Sage 300 ERP while looking at the invoice image on the screen.

5. Automatically index and electronically file entered invoices

Once the invoice is entered within Sage 300 ERP, 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 or project).

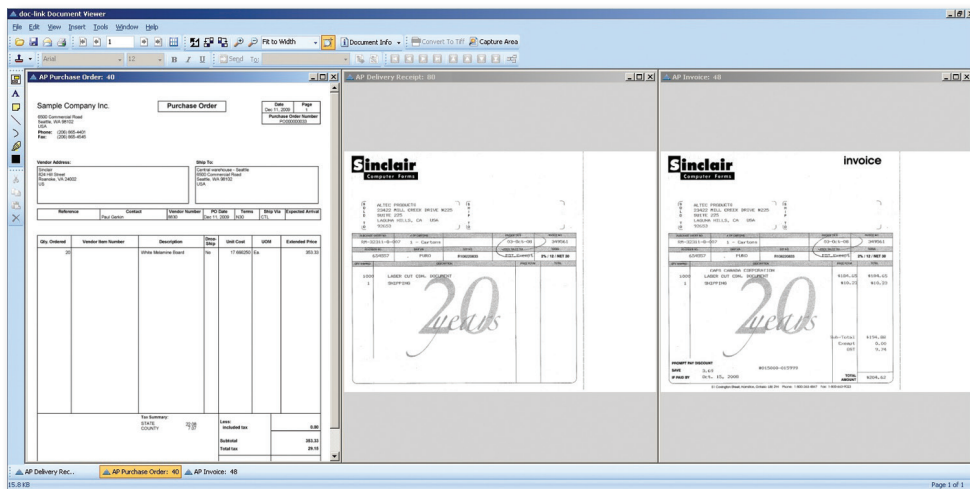
6. Review invoices for payment from the desktop

Payment is easier and faster with Sage 300 ERP Document Management. The check signer or authorizer can review invoices and checks for signature, or have the documents printed on a MICR check printing system from the desktop. When the checks are approved and printed, Sage 300 ERP Document Management automatically captures the check and stores it in Sage 300 ERP Document Management. At the same time, the invoices are automatically indexed with the appropriate check information (number and date).

Productivity increases with Sage 300 ERP Document Management

Companies experience a significant productivity increase with Sage 300 ERP Document Management processing as the clerical and paper-intensive tasks are eliminated. With Sage 300 ERP Document Management, users can:

- Electronically process invoices and purchase orders through the proper channels in real time, without wasting time and money mailing, faxing, copying or manually moving documents.
- Electronically “rubber stamp” invoices and purchase order approvals.
- Access vendor and GL account information to code and authorize invoices without accessing Sage 300 ERP
- Import approved coding into Sage 300 ERP with the press of a button.
- E-mail or fax documents requiring resolution directly from the desktop to suppliers and purchasing managers.
- Easily track the status of all invoices currently in the authorization and resolution process.
- Drill down from the Sage 300 ERP accounts payable screens to view related documents.



Users can easily pull up and view all supporting documents such as purchase orders and receivers.