

Sage PFW ERP

Streamlining Accounts Payable with *doc-link*™

Accounts Payable Management—6 Easy Processing Steps



doc-link™ Document Management Suite for Sage PFW powered by Altec, a Sage Endorsed Solution, brings greater financial control to 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.

1. Receive AP invoices

Receive AP invoices from vendors or remote offices by e-mail, 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 action (such as Approved or Disapproved). The approval stamp is a permanent notation applied 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.

The image displays three overlapping screenshots of the Sage PFW ERP software interface. The top-left window is titled "Voucher Entry" and shows a form for entering vendor invoice details. The top-right window is titled "Invoice in Process" and shows a scanned invoice with an approval stamp. The bottom window is titled "doc-link Workflow - AP Processing" and shows a workflow management interface with a table of invoice processing records.

Category	Status	Date	ID	Document Type	Pages	Inv No	Date	Total
Non-PO Invoices		9/19/2008 1:26:32 PM	40	Invoice In Process	1	773		
Non-PO Invoices		9/19/2008 1:26:33 PM	41	Invoice In Process	1	868		
Non-PO Invoices		9/19/2008 1:26:33 PM	42	Invoice In Process	1	50001		
Non-PO Invoices		9/19/2008 1:26:33 PM	43	Invoice In Process	1	80564		
PU Invoices		9/24/2008 8:51:20 AM	45	Invoice In Process	1	11202	11/04/2008	1000

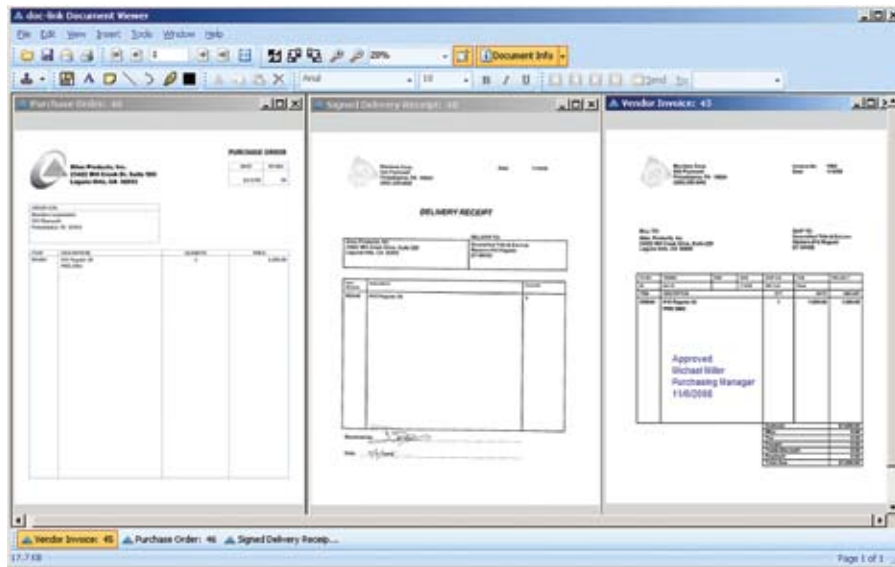


4. Voucher invoices

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 voucher invoices easily and quickly. Users can also review all supporting documents such as purchase order, receiver, and more from the voucher entry screen.

5. Automatically index and electronically file entered invoices

Once the invoice is entered within Sage PFW 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, such as vendor, date, and account or project. (see image below)



6. Review invoices for payment from the desktop

Payment 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).

Clerical and paper-intensive tasks are eliminated so processing accounts payable is significantly more productive. 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.
- E-mail 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.

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