Sage Accpac ERP

Streamlining Accounts Payable with *doc-link*™

Accounts Payable Management—Six Easy Processing Steps

doc-link™ Document Management Suite for Sage Accpac powered by Altec brings greater financial control to payables processing from receipt of vendor invoices to voucher entry. With Sage Accpac *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 view the invoice and supporting documents electronically from their desktop, streamlining paper matching processes.

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 preindexed 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.

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 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 (that is, by vendor, date, account or project). *(see image below)*
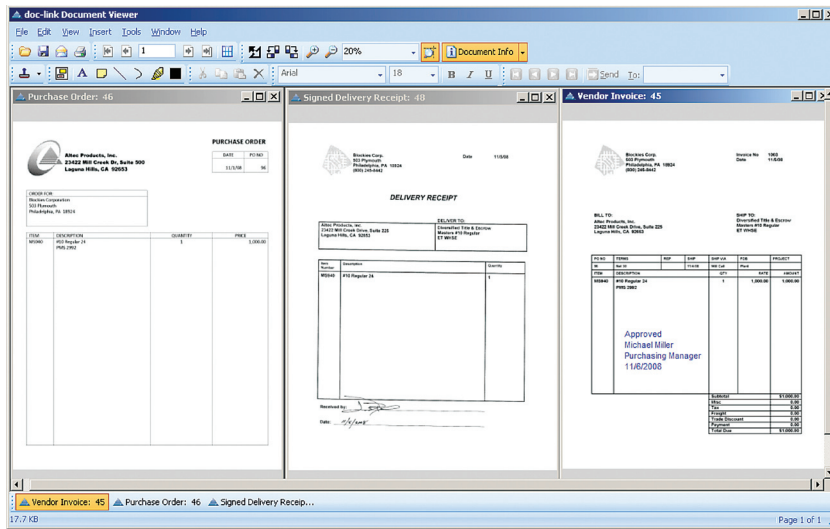
6. Review invoices for payment from the desktop

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).

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 "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.
- Drill down from the Sage Accpac accounts payable screens to invoices, purchase orders, checks, and delivery receipts.

13888 Wireless Way I Suite 120 I Richmond BC V6V 0A3 I tel. 604-207-9480 I fax. 604-207-3620

www.SageAccpac.com I www.SageNorthAmerica.com