

ACCOUNTS PAYABLE

Leverage existing data in your ERP software to automatically and accurately index documents. View documents next to their captured details and stop spending time on tedious data entry.



SELF-SERVICE DOCUMENT ACCESS

Assign security permissions so employees only have access to specific documents. Searchable via desktop and mobile, these documents will no longer be lost in filing cabinets or offsite storage.



TIMELY APPROVALS

Eliminate approval delays and late penalties. Approvers can respond through the DocLink client, email, and even mobile devices. Reminders are sent automatically for overdue items.



ELIMINATE FILING & MINIMIZE DATA ENTRY

Regardless of how a document comes into your business, safely capture and index its data automatically. Our solutions get that information through email, fax, scan, barcode, and optical character recognition (OCR).

“We can now process an ever-increasing volume of invoices and payments without hiring another accounting clerk, saving us \$40,000 annually.”

DocLink brings greater financial control to managing payables processing from receipt of vendor invoices to payment. Users can match purchase orders, receivers, and vendor invoices directly from the desktop for quick reconciliation and resolution.

STREAMLINED APPROVALS

Approvers can approve, deny, and add notes to invoices; enter and approve GL account codes with ease; and view all supporting documents from anywhere.

AUTOMATED PROCESSING REDUCES HUMAN ERROR

- >> Receive supplier invoices in any form
- >> Assign to AP processor queue
- >> Electronically authorize invoices
- >> Approve and code invoices appropriately
- >> Automatically index and electronically file invoices
- >> Review for payment from the desktop or mobile