

Document Logistix AP Approval Workflow

A web-based Invoice Approval and Coding Workflow; configurable for your business rules with different processes for PO and non-PO Invoices. The workflow can be configured to reflect your existing business processes.



Web Browser Platform

Browser-based for easy access from multiple browsers including: Internet Explorer, FireFox, Safari, and Google Chrome from both Mac and PC platforms.



Technology

Built using the latest MS technology to ensure a future proof solution that integrates with current and future business applications. Uses Silverlight 4 for presentation to ensure optimum performance, security and scalability as well as a rich and intuitive user interface. Can be deployed on either 32bit or 64bit Microsoft infrastructure.

The database services are provided by Microsoft SQL Server 2005 or 2008 (optionally Express). Microsoft Internet Information Server (IIS) version 6 or 7.



Email

Email notification when an Invoice requires approval with an embedded hyperlink taking the user directly to the Invoice.



Active Directory / Single Sign on

Users with Active Directory integration can make use of single – sign on.

Non Active Directory users can also be defined, typically to provide access from external organisations.



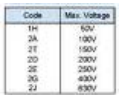
PO / Non-PO

Approve invoices with or without corresponding Purchase Orders. Match invoice line items with corresponding Purchase Order line items.



Header / Line Items

Ability to approve header values only or to approve at line item level.



Nominal Coding

Capture additional coding detail during the approval process including: Cost Centres, Department Codes, Ledger Codes and Tax Rates.

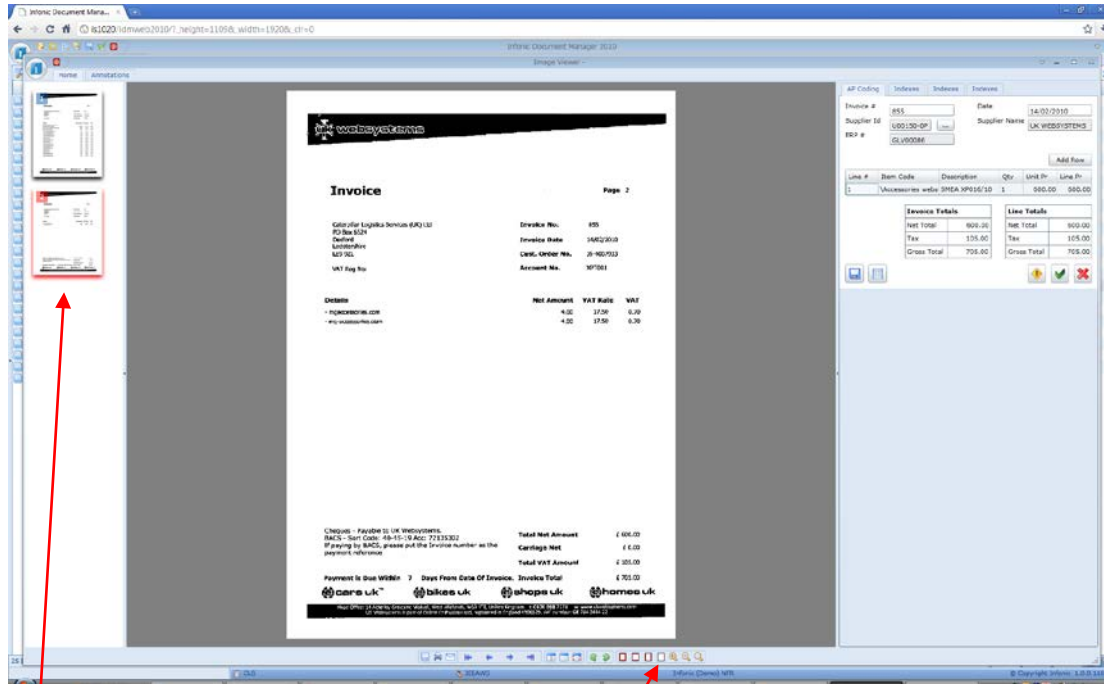


Approval Types

Approval options for :

- Single approver determined by the Purchase Order
- Single approver manually selected by an AP clerk
- Multiple approvers, sequential or parallel
- Approval limits for different users

Invoice View

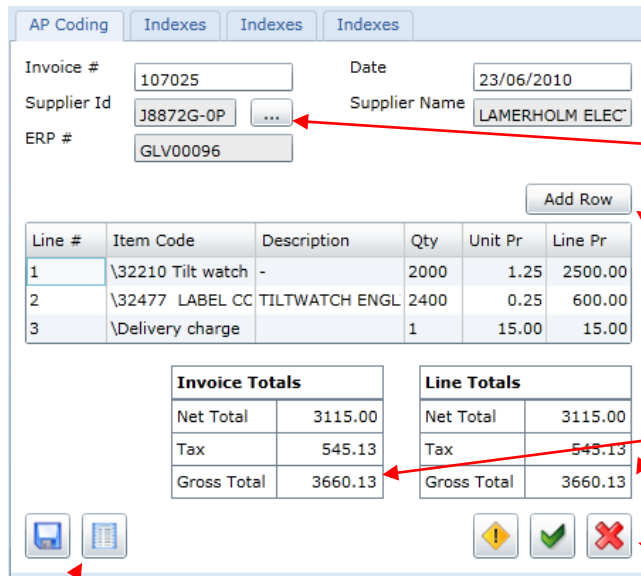


Thumbnail selection for multi-page invoices.



Toolbar for image manipulation, save, print, email, page selection, flip/rotate, size and magnify.

Approval and coding panel.



Displays coding for each line with sum of line items and Invoice total.

Change or correct header details like supplier or invoice number.

Different types of users can be allowed to add/remove line items, perform coding or simply approve.

Approval can only happen when line item totals match invoice total.

Approve, reject or escalate the invoice.

Audit of who has 'touched' the invoice, details of what was changed and when.

Add rows by either entering the data manually or selecting from Open Purchase Order or Received Items (requires master data from ERP/Finance system).

Coding a line item.

Line #	Item Code	Description	Qty	Unit Pr	Line Pr
1	\MISC. TONER CA	FOR ALL PRINTER	1	1001.12	1001.12
Del Note # <input type="text"/>					
PO Number <input type="text" value="J6-3014482"/> PO Line <input type="text" value="1"/> Unit Price <input type="text" value="1"/>					
Requisitioner <input type="text"/> Planner <input type="text"/>					
Tax Code <input type="text" value="S - STANDARD RA"/> Tax Amount <input type="text" value="175.20"/>					
Dept <input type="text" value="NA"/> Cost Centre <input type="text" value="69250"/>					
GL Code <input type="text" value="J0000692502243 - SUPPLIES - OFFICE"/>					

Where Open Order / Delivery information from the ERP/Finance system exists this can be 'referenced' to minimise data entry.

Price and quantity checking can be performed to ensure invoiced pricing does not exceed ordered price, and that goods have actually been received, within configurable tolerance parameters.

Reduce data entry by referencing data from the ERP/Finance system.

Browse and pick from receipted items to correspond with the invoice line.

Browse and pick from Open Purchase Order details that correspond with the line.

Goods Received

Filter: Item Code Delivery Note # PO Number

Item Code	Outst	Delivery Note #	Deliv	PO #	PO Li	Receiver	Location
\5200043 REINFOR	4	61540407	1	J6-3014092	1	1654	HH
\8620184 CE BULLE	10	61540407	2	J6-3014092	2	1654	HH

OK Cancel

Reasons

ReasonDialog

Reason

Message

OK Cancel

When an Invoice is rejected or escalated a reason code and description can be entered. The list of reasons is configurable and the requirement to enter can be optional or mandatory.

Approver selection can be automatic (based on PO data) or manually selected.

More than one approver can be chosen with the option to configure either parallel or sequential approvals.

When an invoice is 'Escalated' for approval an email notification is sent with a hyperlink to take the user to the Invoice approval application and display the invoice.

Selecting an approver.

Escalate

Filter

- Joe Nicholas
- Joerg Kucharnowsky
- John Appleby
- John Brindley
- John Logue
- John Stewart
- John X Martin

Approvers Required

OK Cancel



System Requirements

Database Server	Microsoft SQL Server 2005 or 2008 2GB RAM minimum
Storage	Any device presenting an SMB-based File Share with Active Directory permissions management. Budget 1GB per 20,000 A4/Letter size pages (assuming an average of 50Kbytes per page for a scanned image at 200 dpi monochrome).
Core Services Server	Microsoft Windows Server 2003 or 2008 (32bit or 64bit) 2GB RAM minimum .Net Framework 3.5
Web Server	Microsoft Internet Information Server version 6 or 7 2GB RAM minimum .Net Framework 3.5
Web Clients	Web Browser with Silverlight 4 support. At time of writing one of: Internet Explorer 7 or 8 (PC) FireFox 3 (PC and Mac) Safari 3 or 4 (Mac OS 10) Google Chrome 4 (PC) 512 MB RAM .Net Framework 3.5 for PC (required for Printing, Scanning and check in/out)

For smaller installations it is possible to deploy all Server components on one physical server although one CPU core per process is recommended.

Finance / ERP Data Requirements

Data required from the ERP/Finance system for reference purposes, including:

- Supplier Data
- GL Coding data (Cost Centres, Departments, Ledgers)
- VAT Codes / Rates
- Currencies
- PO Header / Footer (optional)
- PO Line items (optional)
- Receipt data (optional)

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