

Payables Workflow provides essential functionality for Sage Accpac ERP sites looking to automate and streamline their Payables process. Organizations can now input supplier Invoices (including scan) and have the document submitted to workflows for the required approvals.

Payables Workflow provides a sophisticated supplier invoice approval system for Sage Accpac ERP.

Key Benefits

- For organisations in multiple physical locations, removes the need for hard copy invoices to be distributed – streamlined approval process
- Allows Finance staff to quickly identify which approver an invoice is sitting with for approval, and follow up accordingly – streamlined approval process
- Significant reduction in the number of missing/lost invoices – reduced wasted time by Finance
- Report on invoices in the approval process, which can be used as the basis of monthly accrual entries – more accurate financial reports

Invoice Register

Supplier invoices are initially created into the Invoice Register; the screens are very familiar to the standard AP/PO Invoice Entry screens.

Once created in the Invoice Register the invoice is submitted into the workflow and routed for approval as per the customizable workflow definition.

Workflow Documents is integrated with Payables Workflow, so document scans can be easily attached at the point of entry and accessible throughout the approval workflow process.

Workflows

Multiple workflows are supported to cater for different approval flows within organizations.

Workflows route the Invoices to approvers, typically the cost center manager but there are many options including the current actioner's manager and also any specific users if necessary. Another example is the workflow can resolve the necessary approver at the authorization level based on the invoice value.

Delegated authority levels are supported; the workflow will ensure that any delegate has adequate approval authority.

Integration with Accounts Payable

Approved invoices can be immediately appended to an open AP Invoice batch from the final approval in the workflow.

Alternatively, a periodic batch process can be run that will create a batch from the approved Invoices in the Invoice Register.

Integration with Purchase Orders

Approved invoices are immediately inserted into the PO module after the final approval in the workflow.

Substitutions

The substitution facility allows users to nominate another user to carry out their approvals while they are on leave.

Web Approvals / Mobile Approvals

A Web based Approval Console is available (an additional service) that allows simple & easy remote access by workflow approvers.

Any approval actions via the browser-based Approval Console are effected instantly in the client's on-premise Sage Accpac ERP implementation via Web Services.

Support for direct access from mobile devices is also available; a brilliant solution for senior management on the move.

Availability & System Requirements

Editions: Standard, Advanced & Premium
Database: Microsoft SQL Server

Workflow & Cost Center
These are important settings that select the relevant workflow and define how the document will be routed

Invoice Register
Invoices are entered directly into the Invoice Register

Workflow Events
This tab provides tracking of the Invoice

Workflow Documents
The source document can be easily scanned and attached

The screenshot displays the 'PATEST - A/P Invoice Entry' window. At the top, there are fields for 'Invoice Number' (20120801-001) and 'Vendor Number' (5080). Below these are tabs for 'Document', 'Taxes', 'Terms', 'Optional Fields', 'Rates', 'Totals', 'Workflow Events', and 'Workflow Documents'. The 'Workflow Events' tab is active, showing fields for 'Workflow' (OPEX), 'Cost Center' (CDMM), 'Remit-To Location', 'Description' (Cleaning - August), 'Document Date' (01/08/2012), 'Posting Date' (01/08/2012), 'PO Number', 'Order Number', 'Distribution Set', 'Originator' (ACCTSPAY), and 'Document Total' (1,000.000). A table below shows line items with columns for G/L Account, Account Description, Description, Amount, Dist. Net of Tax, and Included Tax Amount. The table contains two rows: one for 'Office supplies' (6500-100) with an amount of 600.000, and another for '4 Hrs On-site Labour' (6500-200) with an amount of 400.000. At the bottom, there are buttons for 'Save', 'Delete', 'Submit', 'Credit Note', and 'Close'.

Pacific Technology Solutions has a long and successful history as a Sage Development Partner developing horizontal and vertical market products for Sage Accpac ERP.

Pacific Technology Solutions also provides advanced customisation services to Business Partners internationally, assisting Sage Accpac ERP to better fit customers' unique requirements.

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