



# Pacifictch PAYABLES WORKFLOW

**PAYABLES WORKFLOW PROVIDES ESSENTIAL FUNCTIONALITY FOR SAGE 300 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 REQUIRED APPROVALS.**

## Sage 300

Payables Workflow provides a sophisticated supplier invoice approval system for Sage 300.

### 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.

### Main Benefits

- » For organizations in multiple physical locations, removes the need for hard copy invoices to be distributed – streamlining the approval process and saving on wasting paper
- » Allows Finance staff to quickly identify which approver an invoice is sitting with for approval, and follow up accordingly
- » 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

**BUILDING ON  
BUSINESS  
PERFORMANCE**



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### 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 300 implementation via Web Services.

Support for direct access from mobile devices is also available providing an excellent workflow solution for management on the move.

### AVAILABILITY & SYSTEM REQUIREMENTS

300 Editions:  
**Standard, Advanced and Premium**

Databases:  
**Microsoft SQL Server**

**Required Modules:**  
**GENERAL LEDGER**  
**ACCOUNTS PAYABLE**

**Integrated Modules (optional):**

- PURCHASE ORDERS
- INVENTORY CONTROL
- PROJECT & JOB COSTING
- WORKFLOW DOCUMENTS (Pacifitech)

**Workflow Documents**

The source document can be easily scanned and attached

**Workflow Events**

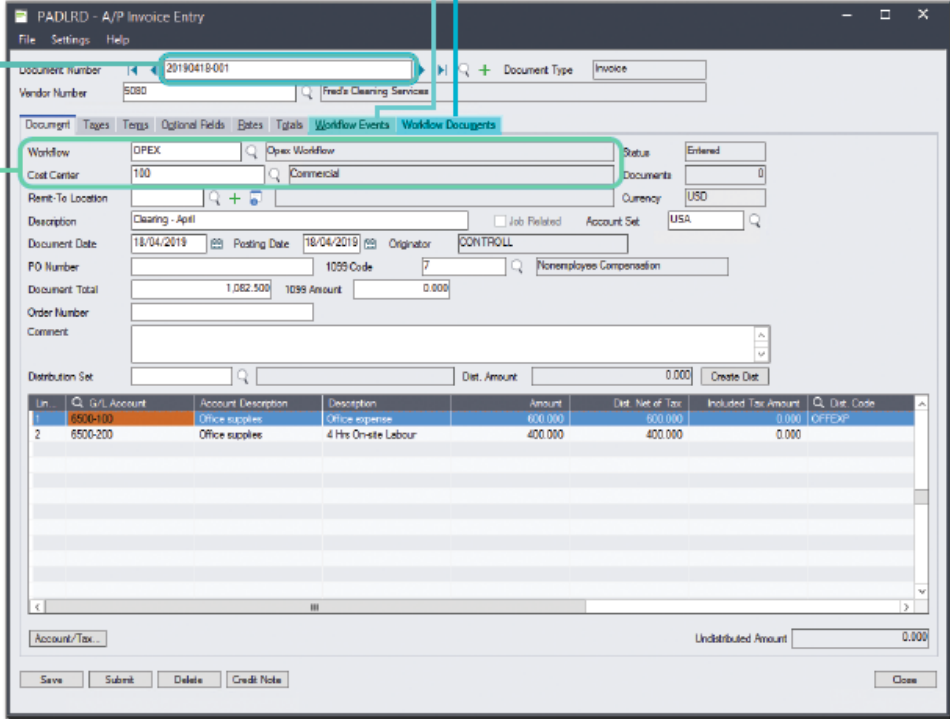
This tab provides tracking of the invoice

**Invoice Register**

Invoices are entered directly into the Sage 300 AP Invoice Entry

**Workflow & Cost Centre**

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



## Sage Tech Partner



Pacifitech has a long and successful history as a Sage ISV Development Partner, developing Sage 300 solutions that enhance the functionality and capability of Sage 300. Pacifitech is a Sage Intacct MPP and is developing innovative solutions for Sage Intacct. Visit our website [www.pacifitechsol.com](http://www.pacifitechsol.com) for further information on products and services that Pacifitech provides to the Sage communities around the world.

- Top Revenue Tech Partner** – Sage Africa/ME 2022
- Top Development Partner** – Sage Australia/Pacific 2021 | 2020 | 2015 | 2014
- Sage Global Development Partner of the Year** – 2009
- Top Development Partner** – Sage Asia 2008