



SageLink

Automating Purchase Invoice Processing



SageLink

AUTOMATING PURCHASE INVOICE PROCESSING

Supplier invoices are a pain: they represent money flowing out in all directions.

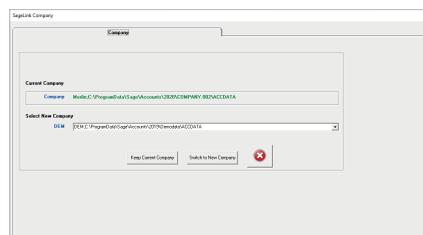
Your purchase ledger operations are at the mercy of the suppliers, each one having his own way of doing things. Thus there is an infinite variety of formats – hard copy and electronic – and each one has to be coded into your Sage accounting system, then filed away in a manner that enables it to be found at a later date. How do you file electronic invoices with hard copy? The answer is usually to print out the electronic ones so they can be filed with the paper – or even if you have an electronic document management system that avoids this, you still have the irksome job of indexing everything, duplicating much of what you did in Sage.

DocuStor SageLink provides the answer – eliminates duplication, handles both electronic and paper together, and best of all, **completely automates the process**. All from a simple clear user interface.



MULTI COMPANY

Like Sage itself, SageLink can handle multiple companies and direct data to the correct accounting set by advanced ODBC link connected to the database within Sage. Before opening the main interface you are asked to select the company, which then ensures the correct settings:



ONE SIZE DOES FIT ALL

It doesn't matter whether scanned hard copy, or electronic in a variety of formats – just put them into the designated input folder and click the button.

This is where SageLink has the real **WOW!** factor. A template is made for the invoice design for each supplier to allow the correct information to be “read” and recorded. The first thing SageLink PI does is “read” every page of every document looking for VAT number which it matches up with the Sage record. (Supplier not VAT registered? No worries: enter telephone number or bank account into Sage record – something unique.) It then groups them by supplier and runs the template, automatically capturing the data for update of Sage. If you wish it, you can set the process to stop for certain suppliers before uploading so you may inspect the data and enter additional information – e.g. a particular supplier might have a number of optional nominal codes applicable.



What about a new supplier or one that is not of sufficient frequent use to justify setting up a template (although it really is very easy)? No problem here either, no template and SageLink PI will present each one separately and you can enter the data manually and, where appropriate, use the point and click facility to grab it automatically.

Having processed all the invoices in a batch, the documents go up to the DocuStor archive, fully indexed and instantly retrievable, your Sage purchase ledger is updated.

RETURN ON INVESTMENT

It costs in the region of £30,000 per annum to employ the lowliest of office staff, so their productivity is of crucial interest. Early installations indicate a 90% manpower saving over conventional data entry and archiving – and that's without the time that is saved looking for documents. This represents a very significant improvement in use of manpower and offers a fast return on investment.



Merlin DMS Ltd
Mandora House
Margaret Louise Road
Aldershot
GU11 2PW

01252 336363
info@merlindoc.com
merlindoc.com