



## AP Workflow



Vaultview's AP Invoice Workflow is a turnkey accounts payable workflow automation solution that is prebuilt and rapidly deployed eliminating the need for a deep business analysis and custom workflow. With a unique business design section guide, you can easily create fully functional workflows and can also be quickly enhanced with new features to meet your changing business needs.

### Create & Manage Workflows—IT Department Free

The magic of AP Invoice Workflow is that users have a simple interface that provides full control of the AP workflow process.



Vaultview AP Workflow is a completely web-based invoice processing solution that:

- Reduce payment cycle time from weeks to hours
- Significantly increase on-time payments and maximize early payment discounts
- Processes invoices with POs, expense vouchers, recurring payments, and expense accruals
- Breeze through audits with world class document management functionality
- Eliminate 99% of the paper in the approval process - Go Green!

### Features of AP Invoice

- Simple interface
- Process integrity
- Users roles & permissions
- New rules & departments
- Email notifications
- Commenting
- Flexibility
- Design customization
- Auditing
- Two-way integration with your financial system

### Benefits for Users

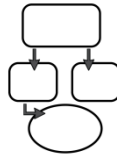
- Quickly create, manage & delete workflow tasks
- Ensure every process step is completed or sends alerts
- Easily set up user access rights to ensure security
- Quickly add new workflows
- Receive timely alerts
- Add comments for the next level(s) of approval to view
- Accept, reject or reassign single or bulk workflow tasks
- Customize the look and feel
- At every step, see who reviewed the workflow, when an action was performed and any notes/comments (whether human or system-generated); audit information is attached to the invoice
- Image-enable your ERP/accounting back-end with streamlined invoice processing



## AP Invoice Workflow: Three Simple Steps



Map out all users and decision makers throughout the organization



Incorporate business rules, escalation scenarios and exceptions are handling



Complete a dry run, incorporate changes, train users, and deploy

The screenshot shows the VAULTview interface with a navigation sidebar on the left and a main content area. The sidebar includes options like My Inbox, History, Correspondence, Reports, PO, Rules, Permissions, Workflows, and Roles. The main content area features a toolbar with buttons for Approve, Own, Reassign, Refresh, and Terminate Workflow. Below the toolbar is a table with columns for Vendor Name, Invoice Number, Invoice Amount, Invoice Date, Description, Vendor Type, and Owner. The table contains several rows of invoice data, with some rows highlighted in yellow.

| <input type="checkbox"/> | Vendor Name   | Invoice Number | Invoice Amount | Invoice Date | Description       | Vendor Type | Owner   |
|--------------------------|---------------|----------------|----------------|--------------|-------------------|-------------|---------|
| <input type="checkbox"/> | TIGER INC     | 4124AX         | \$857,045.00   | 06/26/2013   | COMPUTERS         | TECHNOLOGY  |         |
| <input type="checkbox"/> | MOVING UP     | 25412AX        | \$75,454.00    | 06/05/2013   | CHAIRS AND TABLES | FACILITIES  |         |
| <input type="checkbox"/> | INTEL         | 45000          | \$54,235.00    | 06/05/2013   | EQUIPMENT         | TECHNOLOGY  |         |
| <input type="checkbox"/> | JOHN BROTHERS | 45451AX        | \$451,877.00   | 06/05/2013   | BIG COURT CASE    | CORP LEGAL  |         |
| <input type="checkbox"/> | INTEL         | 6541AX         | \$98,522.00    | 06/04/2013   | FLOPPY DISKS      | TECHNOLOGY  | wdehart |
| <input type="checkbox"/> | ECM TOOLBOX   | 74214 AX       | \$25,000.00    | 06/04/2013   | GREAT SOFTWARE    | TECHNOLOGY  | wdehart |

### Workflow Group Inbox

*This is a screen shot of an Inbox of workflow tasks that are waiting to be processed or have been "selected" by a system user and who is processing the workflow task and/or document.*

## About Vaultview

Vaultview is a robust, scalable, web-enabled or on-premise enterprise content management solution that delivers fast, secure access and improves business processes.

Clients need powerful capabilities to integrate documents with data and employee activities. docTEAM Workflow combines the power of Tronitech technology with the same ease of use and affordability you expect from the docTEAM Imaging Suite.