

10 Ways DocLink Helps You Automate AP

Streamline your entire AP process from invoice capture to payment by going paperless and digitally storing all your documents with DocLink. With DocLink you can automate workflows for limitless visibility and control, and manage all your AP documents, data, and processes effortlessly from anywhere.

1 CAPTURE INVOICES IN ANY FORMAT, FROM ANYWHERE WITH SMART CAPTURE

Scan paper invoices and related documents directly from any scanner or MFP, and immediately capture invoices received via email or fax.

2 REDUCE MANUAL DATA ENTRY

Extract header, footer and line-item invoice data and share it with your financial applications using Smart Capture's advanced machine learning OCR technology.

3 AUTOMATIC 3-WAY MATCHING

Streamline 3-way matching of POs, invoices and receipts utilizing dynamic workflows and rule-based processes.

4 ELECTRONICALLY ROUTE INVOICES FOR PROCESSING AND APPROVAL

Create digital workflows to route and keep track of invoices through every step of the process.

5 ACCESS DOCUMENTS INSTANTLY FOR GREATER EFFICIENCY

Store and access all your documents, regardless of format for increased visibility of POs, packing slips, credit memos, payments and other related documents.

6 MAXIMIZE VENDOR DISCOUNTS

Improve payment turnaround time to meet vendor deadlines and take advantage of early payment discounts.

7 ELIMINATE PAYING LATE FEES

Streamline the invoice cycle to ensure prompt payment to vendors, improve vendor relationships and avoid late fees.

8 ENABLE INTERNAL SELF-SERVICE FOR AP-RELATED QUESTIONS

Eliminate endless information inquiries to your AP staff by giving employees access to DocLink as needed.

9 GIVE SUPPLIERS DIRECT ACCESS TO AP DOCUMENTS

Free your staff from relentless questions by providing suppliers access to invoice-related documents via a web portal.

10 PROVIDE AUDITORS WITH ACCESS TO REQUESTED INFORMATION

Simplify audits and alleviate the burden of spending hours/days/weeks searching for files by downloading needed documents or giving auditors direct access to DocLink.

Drastically reduce invoice processing times by 60% to 90% enabling AP personnel to take on additional tasks.