Dataline*group*

Accounts Payable Automation for SAGE

Solution Overview
V01.01

sage

About Dataline

Since 1987 the Dataline Group has been at the forefront of making accounts management easy for organisations across the Asia Pacific region.

We believe in providing the best, most efficient solutions to our clients: whether that is designing and building our own services or partnering with some of the world's leading accounts processing suppliers to bring their products and services to local markets.

The Challenge for Your Business

In the drive for greater profitability, today's organisations, whatever the size, are under constant pressure to find better, more cost-effective ways of doing business.

Solutions need to offer the maximum automated outcome while providing scalability, compliance and enriched features that can keep pace with the organization in an ever-changing business environment.

Dataline has made efficiency easy for over 350 companies
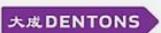
Overview – What is it and What are the Benefits?

Accounts Payable Automation delivers cost savings and improved efficiency, enabling your staff to focus on expense reduction rather than on data capture. Low value tasks such as duplicate invoice management, supplier consolidation, manual processing and reporting are obsolete when you integrate your AP functions with the Dataline Payments Portal. Specifically, the Dataline solution:

- Speeds up the AP processing and payment cycles and removes a considerable amount of paper from the workplace, including archives
- Synchronises invoices, suppliers, account codes, job codes, tax codes etc
- Has proven mechanisms for identifying and managing exceptions
- Promotes transparency through liability reporting, inbuilt compliance and auditing controls
- Delivers flexibility through 24x7 online access for approvals and reporting, plus anytime access from any connected device
- Removes duplicate data capture by synchronising your database with the Portal.

Accounts
Payable Solution
for SAGE

How the Solution Works?

Customer invoices are routed to Dataline's APA+ secure platform for smart scan capture of the data required for your accounting system.

Invoices are received as email attachments that are sent to a dedicated Accounts Payable email account. Once the invoices are automatically scanned, any invoices that require data validation will be processed by Dataline's bureau processing centre, rather than the customer having to manage the process. This ensures that the customer receives the highest level of accuracy providing true automation.

All metadata and images of the invoices are delivered to the APA+ web portal ready for approval. Portal users review and approve/match invoices, which are then automatically uploaded into SAGE ready for payment.

Dataline's *APA+* platform removes the burden of manual payables processing

Invoices Emailed

Scan Data Extraction

Invoice Approval

Processing – Emailed Invoices

Dataline will provide an email account for the customer. The email collection process requires that customers send invoices as follows:

1. Invoices are to be sent as email attachments in either PDF or TIFF format to the Dataline provided email address.

2. Each e-mail attachment is considered to be a separate invoice. An attachment can include invoice-related attachments within the same PDF or Tiff image file. If customers wish to send multiple invoices in one e-mail attachment, they must do so by including a blank separator page. This page must appear at the start of each new invoice document.

3. All invoices will appear in the Dataline portal as black and white images and there is no requirement for invoices to be received as searchable PDFs.

Companies can automate their emails to forward invoices to the Dataline cloud. With regards to hard copy invoices, invoices can be scanned on a standalone scanner or multifunction device and e-mail the resulting image output to Dataline.

Commence your digital transformation journey with AP Automation

Intelligent Scanning

All invoices will be scanned in customer-specific batches using our Invoice Capture Software. Each customer has its own profile, ensuring the segregation of customers' invoices.

The data extraction process includes a verification task. Dataline operators view and manually rectify data fields which the scanning solution couldn't validate, ensuring the highest level of accuracy.

Documents that are not invoices or bills will be captured as exceptions and returned by placing the scanned copy of the document on a dedicated exception queue in the Dataline portal. Documents that are clearly identified as "Tax invoice/Statement" will be processed as invoices or will be placed on the other document exception queue.

Information Retention and Destruction

Dataline will keep all emails and copy of documents for 30 days and will then securely destroy them.

Long-term invoice archival of images and data is provided by Dataline, storing invoice images in the Dataline portal for 7 years.

All of Dataline's data is stored in the most secure on-shore servers that are trusted by Dataline's clients that include major banks and government organisations.

Dataline's cloud servers are approved by the Australian Prudential Regulation Authority (APRA)

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Exception Management

Dataline provides enhanced exception management capabilities through our invoice processing web portal (cloud offering). Invoice images and data are uploaded to the Dataline web portal after scanning, data extraction and validation.

The web portal allows users to view invoices (extracted data and original images) and manage the entire invoice process. The portal provides a complete transaction history for each invoice, providing up to date status reporting as invoices progress through the system.

Validated invoices are placed on their corresponding supplier queues for further processing. Invoices which fail validation are placed on exception queues for review. Finance staff review and modify invoices in exception queues and manually place invoice onto supplier queues for further processing.

The portal does have full workflow, which can be enabled by configuration settings

Invoice Workflow and Approval

The Portal provides a sophisticated on-line receipting (inventory items) approval process for invoices including full Inventory Item, GL account and job code coding.

Where invoices processed by the service are Purchase Order (Item) related they are receipted in the portal against the item order created in SAGE and then routed for on-line approval.

Where invoices received by the service don't have an associated inventory order item, they are allocated to an approval process workflow and then routed for on-line approval. Customers can configure these approval process workflows. This can be based on a user dollar limit tolerance (i.e. delegated authority) or predefined approval workflows that supports multiple users.

The system is designed to provide an elegant but rich user experience

Reporting

Dataline provides customers with standard management reports, which are in CSV format for viewing in Excel. These reports are a part of the base service, with additional reports provided as a customisation where needed.

The standard management reports are:

Liabilities Report – run daily, detailing outstanding invoices in the portal that have not yet been exported to SAGE. This is used to calculate accruals where required

Outstanding Invoices - run weekly, detailing invoices that are awaiting authorisation and itemising which approver the invoice is currently assigned to.

Dataline can provide additional reports as customization where needed

Help Desk Support

Dataline provides a help desk for the entire invoice processing service. Dataline's standard Help Desk service levels are as follows:

1. Email support during business hours (8:30 to 19:00 AEST), to a dedicated support email address.

2. All help desk queries raised will be tracked and monitored in the Dataline help desk ticketing system.

The help desk will only provide technical support with regards to the service offered, limited to questions relating to:

- The invoice collection process i.e. e-mail issues

- Data fields extracted and any exceptions

- The Dataline Portal

- Data synchronization
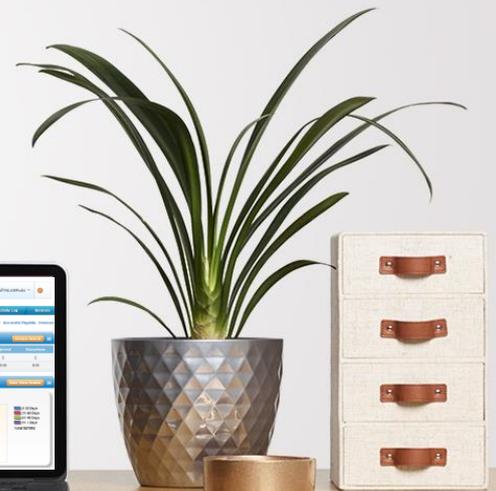
Dataline also provides phone support during business hours

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