

Web-based system for Payables Management

DocuPeak provides a robust document management solution to manage even the most complex payables business processes and the related documents.

Store all Related Documents

Beyond supporting a complex process for payables management, DocuPeak Payables Management is a repository for related documents as well.

- Invoices/Bills
- Invoices
- Payments
- Item Receipts
- Credit Card Statements
- Contracts/Agreements
- Insurance Certificates
- (etc.)

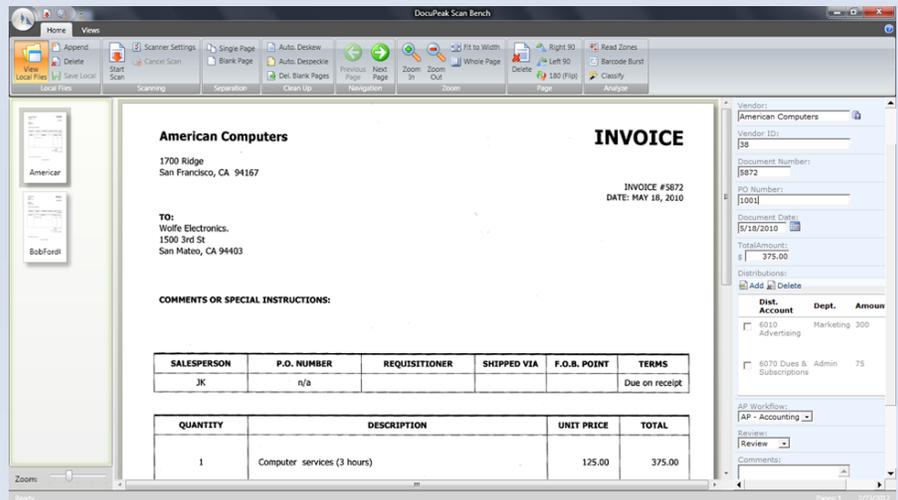
User Roles

User roles are configurable in DocuPeak to provide access to documents and applications. For the Accounts Payable workflow set up within DocuPeak you can define the next action taken for the payable process and by defining end user roles, the menus and data views are customized for each user. Access and privilege to modify data fields can be defined to each end user by using the DocuPeak Users Role capability. DocuPeak can rapidly be configured to meet your custom Accounts payable workflow requirements with no programming.

Paper and Electronic Documents Linked To Your Accounting Systems Accounts Payables Transaction

DocuPeak Payables Management system provides a robust document management solution when applied to even the most complex payables business process. Using DocuPeak, an organization can create a distributed payables workflow and document management solutions that:

- Provides front end capture utilities for accounts payables documents (i.e. bills, invoices, etc) in both paper or electronic formats
- System is configured for your specific payables approval business rules and role-based security
- Provide customized end user views that interact with a document throughout the approval workflow
- Integrate all documents to the associated transaction within existing accounting system account codes and customer names for lookup and auto-indexing



Accounting System's Accounts Payables Transactions are Linked to Your Supporting Documents With Documents

DocuPeak supports numerous methods for capturing payables documents and data. The steps are simple:

- Log into DocuPeak via a web browsers
- Scan in paper documents using DocuPeak Scan Bench remote scanning software
- "Zonal" Optical Character Recognition (OCR) is used to read key index data fields from scanned documents
- Connect to DocuPeak from your desktop and drag and drop files with file name indexing rules
- External business systems can add documents via DocuPeak Web Services (SOA)

Benefits of DocuPeak Payables Management

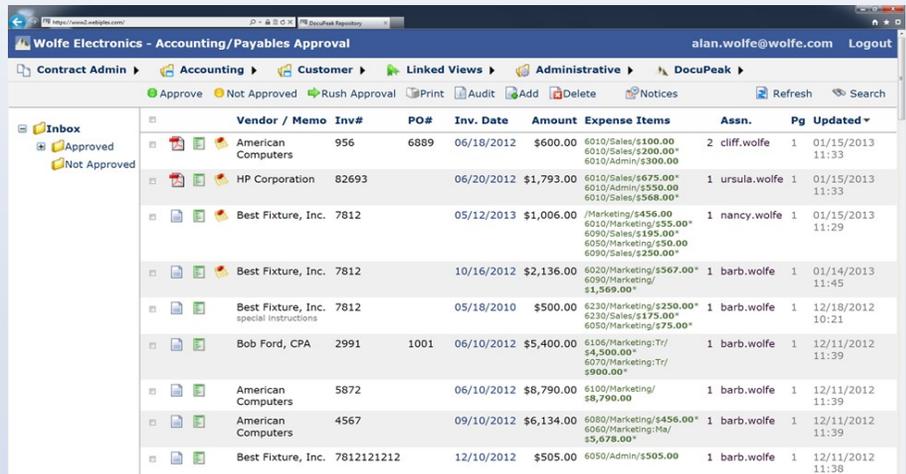
- Saves your business time by simplifying the workflow process of complex payables management processes
- Increases staff productivity and accountability of payables process
- Allows management to oversee the entire workflow process
- Stores the full history of your payables process, from invoice entry, approval and final payment
- Safeguards your documents at all times as DocuPeak is backed up to a secondary location so you are always protected
- Your ROI continues to grow the more the system is utilized for automating your payables process
- DocuPeak employs Rapid Application Development thus your platform can grow with your business and be utilized to automate other internal business processes

“DocuPeak’s Payables Management application is a next-generation system to improve your staff efficiency and provide a paperless audit trail linked to your accounting system”



Assigning Transactions to an “AP Approver”

DocuPeak has nearly an unlimited number of ways to assign work to users within roles. These include assigning work with a simple round-robin approach within a group of users, to sophisticated database lookups based upon index information on a document. DocuPeak offers various ways an assignment can be automated and because it’s a custom solution, we customize it to fit your business needs.



	Vendor / Memo	Inv#	PO#	Inv. Date	Amount	Expense Items	Assn.	Pg	Updated
	American Computers	956	6889	06/18/2012	\$600.00	6010/Sales/\$100.00 6010/Sales/\$200.00* 6010/Admin/\$300.00	2 cliff.wolfe	1	01/15/2013 11:33
	HP Corporation	82693		06/20/2012	\$1,793.00	6010/Sales/\$675.00* 6010/Admin/\$550.00 6010/Sales/\$568.00*	1 ursula.wolfe	1	01/15/2013 11:33
	Best Fixture, Inc.	7812		05/12/2013	\$1,006.00	6010/Marketing/\$456.00 6010/Marketing/\$55.00* 6090/Sales/\$195.00* 6090/Marketing/\$50.00 6090/Sales/\$250.00*	1 nancy.wolfe	1	01/15/2013 11:29
	Best Fixture, Inc.	7812		10/16/2012	\$2,136.00	6020/Marketing/\$567.00* 6090/Marketing/\$1,569.00*	1 barb.wolfe	1	01/14/2013 11:45
	Best Fixture, Inc. special instructions	7812		05/18/2010	\$500.00	6230/Marketing/\$250.00* 6230/Sales/\$175.00* 6050/Marketing/\$75.00*	1 barb.wolfe	1	12/18/2012 10:21
	Bob Ford, CPA	2991	1001	06/10/2012	\$5,400.00	6106/Marketing/Tr/\$4,500.00* 6070/Marketing/Tr/\$900.00*	1 barb.wolfe	1	12/11/2012 11:39
	American Computers	5872		06/10/2012	\$8,790.00	6100/Marketing/\$8,790.00*	1 barb.wolfe	1	12/11/2012 11:39
	American Computers	4567		09/10/2012	\$6,134.00	6080/Marketing/\$456.00* 6060/Marketing/Hav/\$5,678.00*	1 barb.wolfe	1	12/11/2012 11:39
	Best Fixture, Inc.	7812121212		12/10/2012	\$505.00	6050/Admin/\$505.00*	1 barb.wolfe	1	12/11/2012 11:38

A Safe Solution with Backup and Disaster Recovery

WebiPlex Inc. uses the award winning, world renowned, SAS 70 Type II Certified hosting facilities of Hosting.com. Our servers are stored in a state of the art secure facility with the latest in security technology. In addition, our Payables Management application is built on the WebiPlex DocuPeak platform, which has multiple levels of security and a complete audit trail. WebiPlex follows best practices within the Web software industry and has the experienced staff expertise that has resulted in a highly secure and robust system.

Our DocuPeak hosted services include backups performed daily to an off-site storage location. This means that you also have disaster preparedness with any of DocuPeak’s applications.

About Us

WebiPlex was founded in 2006 to provide the most advanced rapid application development platform that is 100% .NET Web based platform. Our core technology is document management and business process automation. Through the application tree technology of DocuPeak, we aim to serve our customers beyond just a single installed application. We aim to provide a solution whose ROI continues to grow the more it is used.

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