

timberscan

Paperless Invoice Approval System For Sage Timberline Office

Does your company still use paper, e-mail and spreadsheets to track invoice approvals? Do you wish there was a quicker and more efficient way of going through this approval process?

Well, now there is! TimberScan is a low cost, fast and easy way to automate your approvals and AP data entry. No manual method or other paperless system can streamline the approval process and increase your company's efficiency the way TimberScan can. And the reason for this is TimberScan was designed by a Sage Timberline Authorized Developer specifically Timberline.

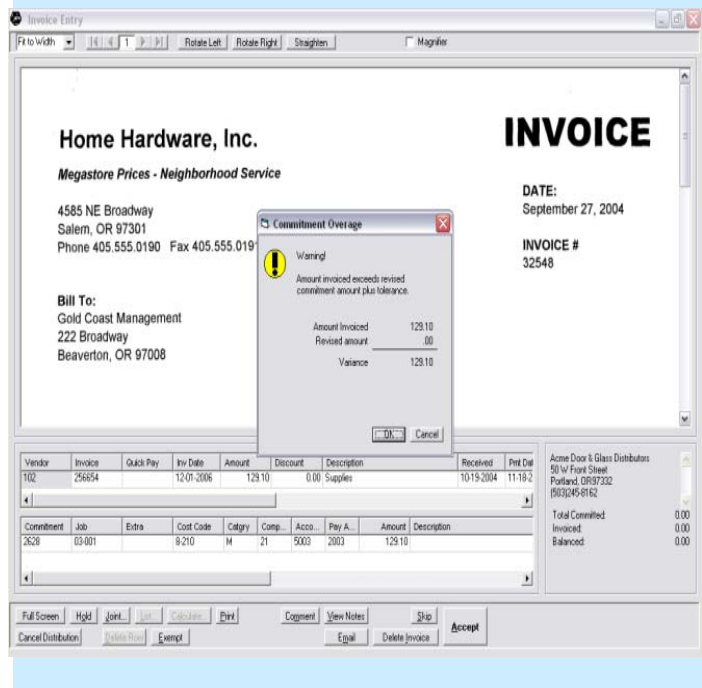
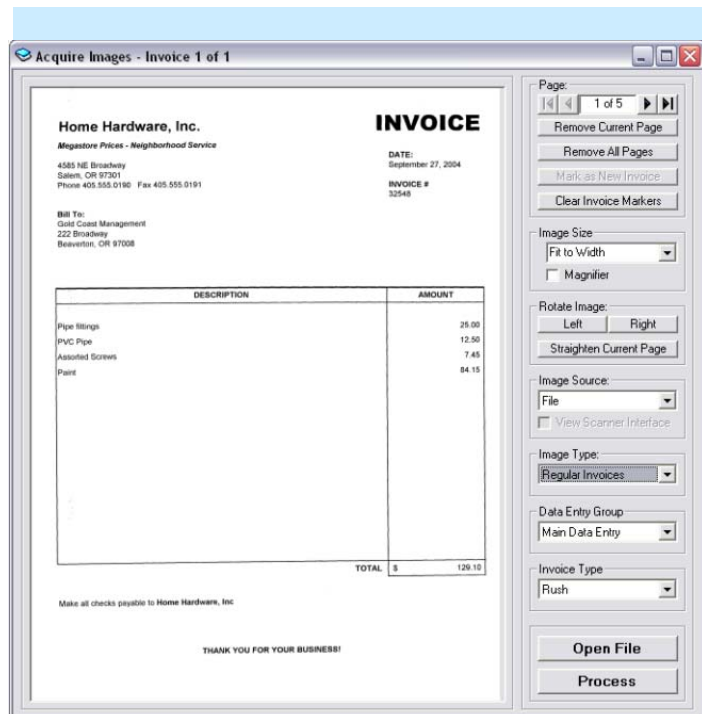
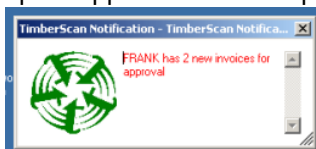
As Authorized developers we get a Timberline tool kit that allows us direct access to Timberline. **Invoices coded and approved in TimberScan flow automatically to Timberline. No duplicate data entry. Here's how it works:**

Scan Invoices >>

- Comes with scanning software. It's easy to capture an invoice and all supporting documents in one record
- Supports different scanning automation methods for better efficiency
- Automatically names files and saves them without special data entry
- Can add additional pages to already scanned invoices
- Supports regular, recurring invoices and PO invoices
- Automates rush or priority invoices
- Checks can be scanned and automatically attached to invoice record

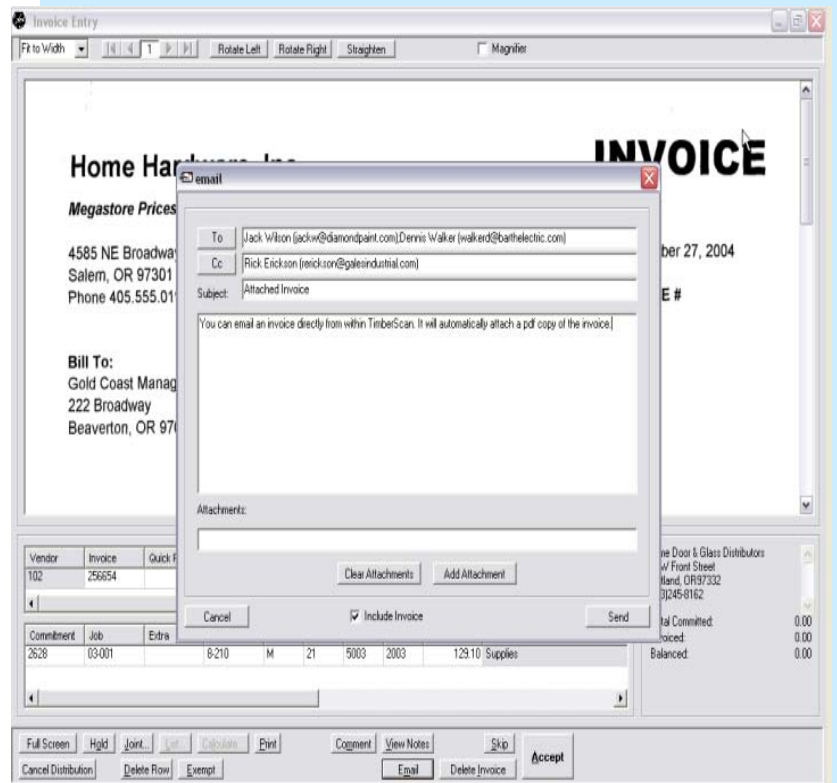
Automatically Routes Invoices >>

- Automatically routes images to the right person based on your business rules.
- Simple coding utilizing Timberline lookups is all that is required to route invoices.
- Define Vendors or GL codes that do not require invoice approval, i.e. mortgage payments, etc.
- Support multiple Timberline data folders
- Automatic pop-up or email informs approvers that invoices require approval – this is optional by user



Process and Approve ▶▶

- The approver simply opens TimberScan and sees the invoices, PO's and other supporting documents associated with each invoice
- The approver is able to code the invoice exactly like it's done in Timberline. The list button will give you all vendors, commitments, jobs, properties, etc. Commitments pre-fill, commitment detail shows, all warnings and error trapping works just like in Timberline
- Supports multi-line distributions and multiple approvers per invoice
- Supports multiple approval levels based on user defined dollar thresholds
- Has built in e-mail linked to both Timberline's Address Book and Outlook for ease of use. Automatically attaches invoice as PDF
- Approver can route to another approver, cancel invoice or put on hold
- **ONLY APPROVED invoices can be paid**
- **Invoices coded and approved in TimberScan automatically flow to Timberline without duplicate data entry**



Track Invoices ▶▶

- Know the status of all invoices, approved and unapproved, who is holding invoices and for how long
- TimberScan reports drill down to invoice level
- Invoices are automatically attached to the Timberline invoice record so you can view invoice images directly in Timberline
- TimberScan report menu allows you to filter reports based on many criteria including Job, Property, Vendor, Dates, etc

Gold Coast Group		
Invoice Status Report		
Total For: Final Review Group	1 Invoices	233.00
Total For: Larry Lupus	7 Invoices	3,572.00
Total For: Main Data Entry Group	10 Invoices	14.00
Total For: Adam Smith	5 Invoices	16,155.00
Total Invoices:	23 Invoices	19,974.00

Know what invoices are held by each approver and for how long – with full drill down

Security and Data Integrity ▶▶

- Maintains a detail log for each invoice showing all actions, who performed them and when
- Contains a "shadow database" to keep track of original and changed entries, who made the change and when
- Administrator defines security rights by user
- Runs on the Microsoft SQL database
- Works with Citrix and Terminal Server

Gold Coast Group								
Invoice Status Report								
Adam Smith								
Date Assigned	Assign By	Code	Vendor	Invoice	Date	Description	Amount	Link
02/13/07	System		DU 001	4949489	02/13/07	waterproofing	105.00	(Image)
02/14/07	System		HO 001	12344	02/14/07	HVAC	2,550.00	(Image)
02/14/07	System		KA 001	123	02/14/07	legal	1,500.00	(Image)
02/22/07	System		KA 001	3456	02/22/07	legal	1,500.00	(Image)
02/22/07	System		DU 001	22345	02/22/07	scaffolding	10,500.00	(Image)
Total For: Adam Smith					5 Invoices		16,155.00	

Affordable and easy to use ▶▶

- TimberScan will pay for itself quickly
- Most clients are up and running with a few hours of training

**For more information call:
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