



Microsoft Partner

Silver Independent Software Vendor (ISV)

kwikapps[™]
a kwiktag[®] solution

KwikTag KwikPayables for Invoice Approval Management

Need to streamline
Invoice approvals?

KwikPayables makes it as easy as 1-2-3!

KwikPayables

PO Processing

Invoice
review/approval

Payment
review/approval

Document Management. Workflow. Reporting.
Eliminate AP errors and inefficiencies.
Reduce payment approval cycle times.
Improve AP process transparency.
Deliver access to transaction data, documents
and decisions from within Dynamics, email or the Web.

KwikPayables Delivers

- › Instant problem resolution
- › At-a-Glance Auditability
- › Streamlined approval processes
- › Visibility to working capital

Reduce errors. Improve payment cycle times.
Increase efficiency.

No other solution provides departmental
users with easy approval management—or
AP teams with the same level of efficiency
and ease-of-use.

Scan this QR code with
your smartphone for more
information on our website



Powerful, practical invoice routing and approval

From purchase order to payment, KwikPayables delivers complete visibility to the data, documents and decisions that comprise your payables processes. With KwikPayables, your accounts payable team can manage all invoices, packing slips, purchase quotes and other transaction documents digitally. Access documents instantly from within Microsoft Dynamics or through a Web-browser, when and where you need them. Route documents to approvers automatically. Reduce data entry errors by automatically populating Dynamics transactions with data gathered during the approval process, including G/L coding. Report on results and quickly identify process bottlenecks. Quickly and easily.

For invoice approvers, KwikPayables is a dream come true. With KwikPayables, approvers can review invoices via email, with one-click approval, rejection or delegation. For larger volumes of approvals, KwikTag's Web-based invoice review and approval capabilities deliver deeper insights into transaction details, including links to related transaction documents. Web-based report views display G/L accruals for pending invoices. Complete details on approved and rejected invoices are always just a click away.

As a result, your organization can take advantage of early payment discounts and gain greater visibility and control of cash flow, while reducing time and effort.

Let your data do the work!

KwikPayables is designed to work with your existing business processes and automated systems to leverage existing data and document touch points, so you can minimize manual steps, eliminate duplicate data entry and reduce errors.

Automate data input and eliminate paper

by allowing employees and vendors to email or fax purchase requisitions, invoices or other purchasing documents into your KwikTag system. KwikTag can key off inbound email or fax addresses to automatically assign department, vendor ID and default G/L codes, or other key index data to your documents. Intelligently route documents by Vendor, G/L segment, amount, department or any number of configurable business rules. Wherever your data, systems and processes intersect, KwikPayables can minimize data entry and streamline approvals.

Automate 2- and 3-way PO Matching

so that invoices, packing slips and purchase order information is automatically associated for quick retrieval of transaction data and documents. Make them easy to retrieve from within Microsoft Dynamics for AP staff, or from within KwikTag's Web client for non-Dynamics reviewers and approvers.

Document-enable your AP process end-to-end.

KwikPayables allows you to insert document management into your existing processes where it makes the most sense. For centralized AP processes, you may want to begin by creating transactions in Dynamics, then route documents and data for approval to stakeholders. KwikPayables can leverage existing capabilities within Dynamics to place a hold status on unapproved transactions.

For distributed environments, KwikPayables can enable employees or vendors to code and submit invoices to AP for processing. KwikPayables can automatically populate a Dynamics transaction with data gathered

“KwikTag is the best thing since sliced bread!!! An investment that will more than pay for itself...”

– Arland Head,
Director of Information
Technology



during the submission process, and/or automatically associate documents with a previously-created Dynamics transaction record.

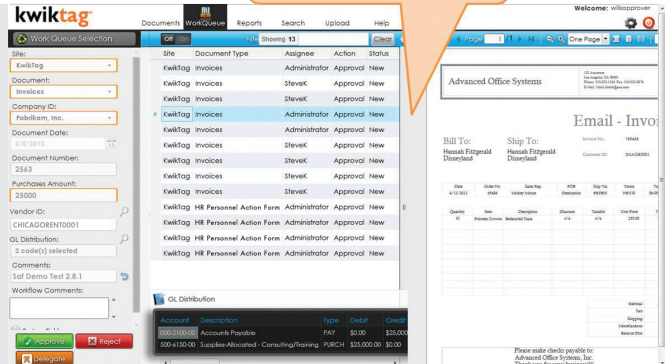
Dynamics transactions. Upon payment, attach check detail or other payment information from your Dynamics print stream to your transactions.

PO Processing on steroids—that's what you get when you combine KwikPayables with third party purchase requisition systems (like WorkPlace™, ReqNet™ or ReQlogic™) for seamless document management, routing and approval. Automatically route PO invoices back to requestors for final review/payment authorization. Automatically attach approved invoice documents to your

Optimize business rules and enforce approval policies by requiring documents or data to be included prior to routing and review. Select escalation rules to alert AP and/or approvers when invoices have exceeded deadlines. Automatically delegate approvals when approvers are out of the office or unavailable.

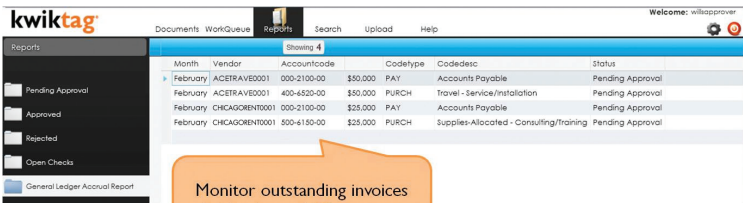
KwikPayables Invoice Approval allows approvers to view transaction data alongside related invoices from any Web browser. One-click approval, rejection or delegation automatically moves invoices through the process. KwikTag can automatically populate Dynamics transactions with data gathered during the approval process, or automatically associate documents with existing Dynamics transactions.

Scroll through invoice details and images for fast review and approval



One click Approval/Rejection/Delegation

Review G/L Coding details



Monitor outstanding invoices by Vendor and G/L account

KwikPayables Invoice Approval reports make it easy to track pending invoices through the approval process and to monitor the financial impact on your organization. General Ledger Accrual reports provide details of all outstanding invoices by vendor and G/L code, with the ability to export results to a variety of data formats.

KwikPayables email approval allows approvers to quickly review invoice details and approve/reject with a single click, and on the go! Associated invoices are attached as PDF files for fast, convenient retrieval.

Kwiktag Workflow Invoice Approval

Appliance@imgatag.com
 Sent: Thu 2/16/2012 7:44 AM
 To: wills demo

Review/Approval Required

The attached invoice has been routed to you for review and requires your approval. The document details are as follows:

Company ID	Fabrikam, Inc.
Document Date	02/16/2012
Document Number	eret
Purchases Amount	2500
Vendor ID	CHICAGOREN001
Vendor Name	Chicago Rent All
GL Distribution	GL Codes: 000-2100-00, Accounts Payable, PAY, \$2,500.00, Credit 500-6150-00, Supplies-Allocated - Consulting/Training, PURCH, \$2,500.00, Debit
Comments	dpd OK

Action Required

Approve
 Reject

Capturing Potential. Unleashing Productivity.

KwikTag KwikPayables combines the document management, automated workflow and reporting capabilities AP departments need to dramatically improve the efficiency and auditability of their payables processes. Easy to implement and flexible enough to support your unique business processes, KwikPayables is the most powerful and practical way to simplify life for your AP staff, the departments they support and the vendors they interact with on a regular basis.

“One of the major benefits of KwikTag is that it puts the point of identification within the existing business processes without adding additional work.”
– Philip Neufeld, Chief Technology Officer

“KwikTag has benefits I didn’t even imagine. More efficient workflow in our department means better efficiency in every department we touch, which means overall improved outcomes for our members.”

– Kate Lyster, Process Analyst

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KwikTag® by ImageTag is the market-leading powerful, practical and proven ERP-embedded transactional content management application and platform solution. KwikTag is fully embedded in Microsoft Dynamics GP, AX, NAV, SharePoint, and a number of leading ISV applications, or can be used Web-based anywhere throughout the enterprise. Easy to implement pre-configured applications—KwikApps™—provide a complete business solution for processes including purchase-to-pay, order-to-cash, human resources and more. KwikTag streamlines processes and increases productivity while supporting disaster recovery. Years of experience creating comprehensive, yet cost-effective, solutions ensures KwikTag delivers value with a fast ROI and low cost of ownership.