ReQlogic

Automate your accounts payable function

AP automation in ReQlogic

Eliminate paper and manual processes and gain full control and visibility over spending

Benefits

- Eliminate incorrect coding and improve transaction accuracy
- Eliminate manual invoice routing for approval through advanced routing engine
- Maximize efficiency while minimizing errors with OCR
- Save paper and processing time through electronic approval hierarchies
- Automate two-way and threeway match processes for purchase orders and receipts
- Track and require approval for invoice variances
- Gain visibility into transaction status at any time via out-ofthe-box inquiries and reports
- Avoid duplicate entries with real-time, direct integration with Microsoft Dynamics
- Allow vendors to enter their own invoices via email, vendor portal submission or OCR
- Reduce paper storage with electronic attachments of invoices and other documents
- Ensure Sarbanes-Oxley compliance with detailed audit trails and thorough controls

ReQlogic's AP automation enables employees to enter PO and non-PO-related invoices and check requests. Vendors can enter their own invoices via email or the Vendor Portal. In addition, using ReQlogic's Optical Character Recognition (OCR), users can scan invoices, validate data and create invoices. The documents can then be reviewed, edited and submitted, and the solution routes documents to any number of reviewers based on dynamic routing policies.

ReQlogic's advanced workflow engine can use any criteria to determine an approval path. Approved documents create corresponding AP transactions in Microsoft Dynamics.

With the high volume of invoices being processed by organizations today, efficiency is more important than ever. ReQlogic allows for not only manual entry of invoices but also entry by vendors themselves and entry via OCR.
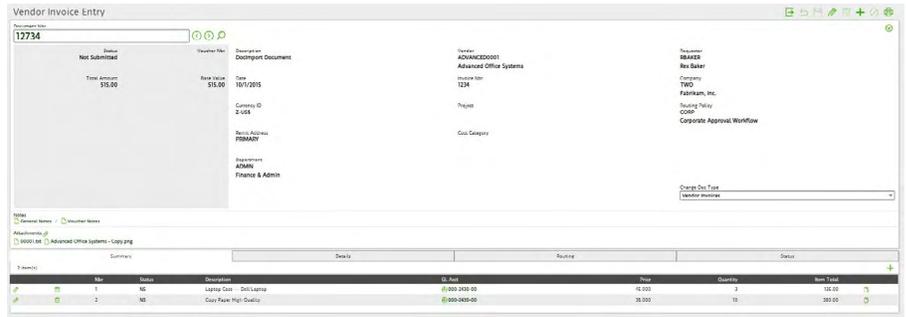
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Figure 1. Sample invoice

Figure 2. After invoice is imported into ReQlogic

The invoice is presented on the right of the screen and the "Smart Capture" capability is demonstrated on the left after extracting the pertinent required data from the invoice. Validation of the characters and the rules is performed at this stage.

Invoices may be entered manually, through the vendor portal or OCR through scanning, email, EDI, fax, etc. Validation of fields against the ERP system tables are provided at this stage.

Figure 3. Invoice entry screen

Figure 4. Approval screen on mobile device

ReQlogic Mobile allows individuals to view the status of their transactions and approve or reject transactions from web-enabled mobile devices. Reviewers also can approve/reject via email reply, ensuring users have a responsive system no matter where they are.

Additional features

ReQlogic's AP automation also allows you to:

- Import invoices from electronic files
- Give users full visibility into their transactions — from initiation through approval routing, and into the AP module
- Default GL accounts and subaccounts based on certain criteria
- Assign costs to projects and cost categories
- See over-budget spending through budget controls
- Upload attachments for invoice backup
- Use mobile solutions to view and approve transactions remotely
- Configure up to 24 user-defined fields to capture data for routing and reporting
- Automatically identify, sort and classify invoices by reading documents with OCR
- Standardize new vendor creation with vendor request forms and workflow

Next steps

Find out more about ReQlogic's robust all-inclusive feature set and flexible deployment options for your specific business environment.

Why ReQlogic?

ReQlogic delivers a highly configurable solution for requisitions, AP automation, time and expense. ReQlogic adapts to your business, delivering powerful workflow automation and enhanced visibility — anytime, anywhere. With over 60,000 users worldwide, ReQlogic has the functionality, in-market experience and support services you need to add value to your Microsoft Dynamics environment.

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