



eManage is the entry point to the Invoices 365 suite of products. eManage is a turn-key web based solution that allows users to capture and manage all incoming AR/AP documents, validate and update the status of invoices and related documents, as well as to view/edit any documents at all times.

eManage enables users to have instant access to all AP/AR documents, control and update their status, and enforce document security and auditing policies.

Basic Features and Characteristics:

- Pre-configured AP and AR scenarios and document structures
- Keep track of and update the status of invoices and related documents
- Scan and upload AP and AR documents
- Route invoice or related document to any user (sends automatic notification)
- Approvers have access not only to invoices but to all related documents
- Assign actions like approve, hold, etc. to users and documents
- Central and remote scanning (barcode recognition and database queries)
- Extensive document management features
- Auditing
- Document security
- Dynamic foldering, to group documents based on any indexing criteria in order to simplify specific searches
- Ease of deployment

Optional Features:

- URL links, to integrate with third party applications
- Virtual printing, to bring documents into eManage from any application
- Additional capture points
- Seamlessly add more functionality from our other Invoices365 solutions



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Invoices365TM eManage

Benefits:

- Instant access to all AP/AR documents
- Reduction of the amount of time spent processing invoices (checking for related documents, validating orders, amounts, making copies etc)
- Intuitive document review/validation/update functions
- Document Security
- Improvement of Vendor-Customer relationships
- Regulations compliance
- Ability to link all documents related to a transaction

