SagePOLink

Automated Purchase Invoice/Order Link
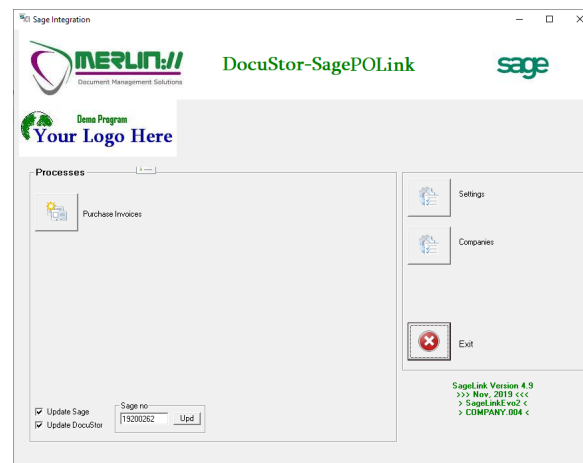
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AUTOMATED PURCHASE INVOICE/ORDER LINK

DocuStor SageLink solved a big problem - extracting data from purchase invoices and posting them to Sage purchase ledger and at the same time, uploading them to a secure DocuStor cloud archive. However, Sage offers the option of setting up purchase orders, recording deliveries against them and creating the ledger posting from that data. This involves comparing the details shown on each invoice with their equivalents in the order record and making the necessary adjustments to the latter to match the document, recording as disputes where necessary - a time-consuming process, no less so than manually entering an invoice posting.

SageLink is of no benefit in this case as it would save time, but create ledger postings that were out of kilter with the orders. For those that use this facility we have developed SagePOLink.

This starts off in the same way as SageLink - all the invoice PDF files are loaded into a common input folder, and the processing commenced from the same simple user interface:

As in SageLink, the first thing is to identify which invoices belong to which suppliers and group them accordingly to allow the correct template to be selected for each. Data is extracted in the same way, and if no identifiable order number is present on a document, it is peeled off and processed in the same manner as SageLink. However, if an order number is found that matches a record in the Purchase Order Module, then everything changes.

One of the values we capture when extracting from the invoice is the GROSS TOTAL. This is also something we can calculate from the order record, and if the two are equal, we need go no further - the invoice does indeed represent what we ordered and we can be happy to let it go forward. (There is a minute possibility that there are two compensating errors in the invoice lines, which we would not pick up, but if the deliveries have been checked and found to be what was ordered, the error will not be of any consequence.)

However, what if there is a difference between the gross value on the invoice and that calculated for the order? That's where SagePOLink gets really clever.

By displaying a split screen with the invoice image at the top, and the order data underneath, with opportunity to amend.

> If the difference has been caused by the gross amount or order number being misread on the invoice, this is easily changed.

> A delivery charge not envisaged at the order stage can be added.

> Short- or over-deliveries can be seen by comparing lines on the invoice image with the order data, and entering corrections.

> Other differences can be written off or recorded as disputed.

An invoice posting is created from the amended order data, keeping orders and ledgers perfectly in sync, and the invoice uploaded to the DocuStor cloud archive. All with a fraction of the labour required to do the job manually.