



DATAMATICS TECHNOLOGIES INC.

USER MANUAL

Date: 05th Oct, 2007

Version 1.00





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Introduction

This introductory section is intended for you, the e-Payable Manager users, to use as a guide and reference for accessing the online invoices. It is important that you read the practices and procedures as outlined in this introduction.

With this self-explanatory user prompting and a user-friendly interface e-Payables Manager enables users to secure project invoices and notes as well as to allocate Invoices to the adequate queues and save and maintain them.



All features at one glance:

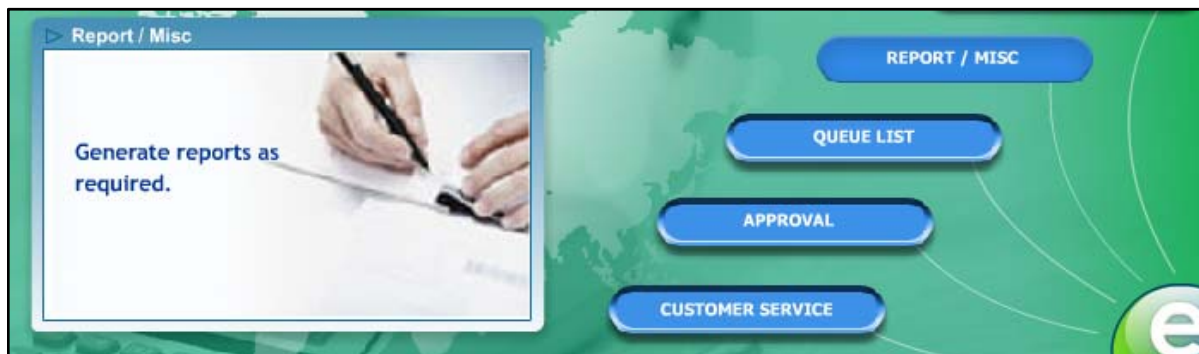
- ▶ LOOKUP – Invoice Lookup
- ▶ REPORT /MISC – Generating Various Reports
- ▶ QUEUE LIST – Invoices assigned to your Queues
- ▶ APPROVAL – Approval Routing System – (Out of Scope)
- ▶ CUSTOMER SUPPORT –(Out of scope)
- ▶ WEB INVOICE PRESENTMENT –(Out of scope)

All the above mentioned features can be browsed through <https://www.epayablesmanager.com>. These sections are somewhat self-explanatory from their headings.

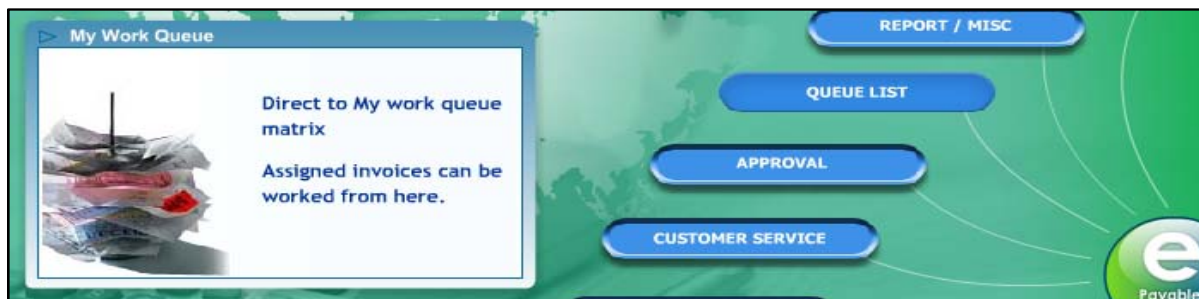
- ▶ **Lookup** -- “Lookup” utility helps to pull the invoice through “Invoice Lookup”. It is a type of Invoice search option provided in the system.



- ▶ **Report/ Misc** -- Different types of Reports can be generated through Report/ Misc tool. It exports all the Invoice records in excel format with different modifications carried out by various users with date and time.



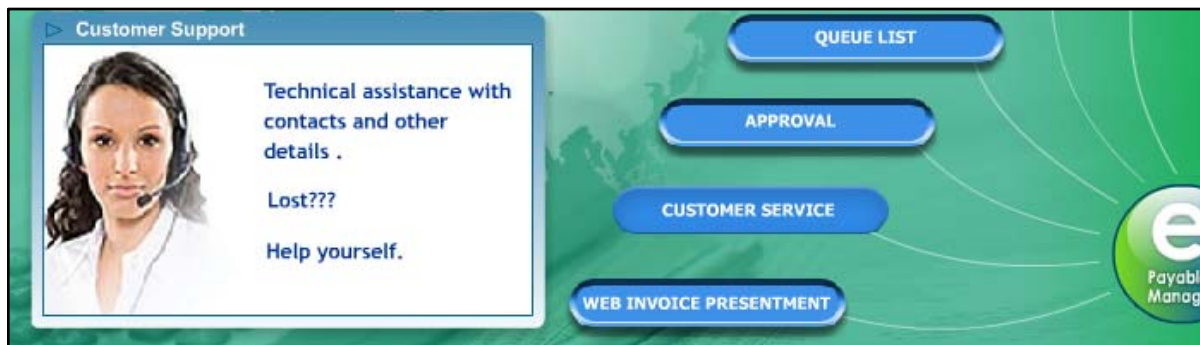
- ▶ **Queue List** -- “Queue List” function is nothing but “My Work Queue” option. This function will route you to the existing invoices assigned to the appropriate queue on which you have the editable rights. This is to prevent two processors from simultaneously working the same invoice.



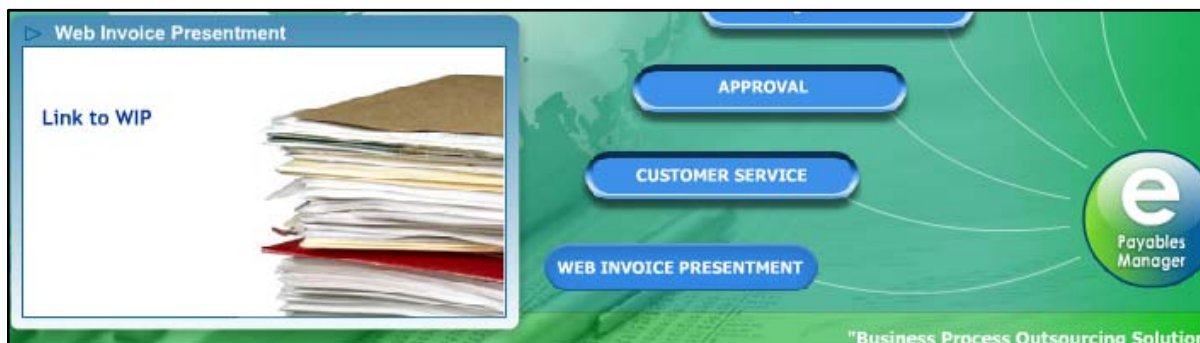
- ▶ **Approval** – This function facilitates invoice approval mechanism. Invoices can be routed to various entities within the organization for different level of approval. There by providing the compliance of proper controls for invoice payments and electronic audit trail for audit purpose.



- ▶ **Customer Service** – Integrates with the customer system to provide users with one source of information and enables customer service function for quick resolution to customer questions which could be internal departments, vendors, employees etc...



- ▶ **Web Invoice Presentment** – This feature allow the electronic submission of invoices from suppliers.

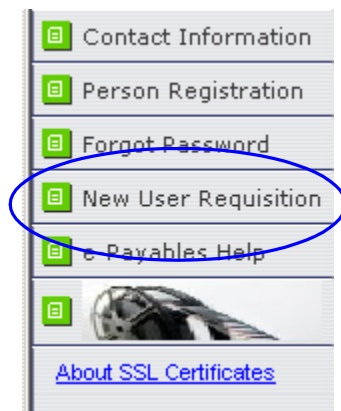


System requirements:

- Microsoft Windows® 98 SE, 2000 or XP
- Pentium® 4 and above
- 128 MB RAM -minimum
- 500 MB free hard drive space

New User Requisition

To create a requisition, begin by clicking a link under “New User Requisition”. Templates exist for all and this option is facilitated on the logon page of <https://www.epayablesmanager.com> as displayed below:



The user would then have to provide the Company name e.g. IBM before actually start filling up the Requisition form and click the “Validate” button.

Please provide your company name for validation and then proceed further.

Company :

Validate

Then the Requisition form would pop-up on the screen asking for user information. In this page all fields are mandatory and have to be keyed-in by the user.



First Name :

Last Name :

Company : (Get it from your manager)

Contact Number :

Employee ID :

User ID : (7-15 characters in length)

Email ID :

Comments :

User type :


Following are the fields required for creating a requisition:

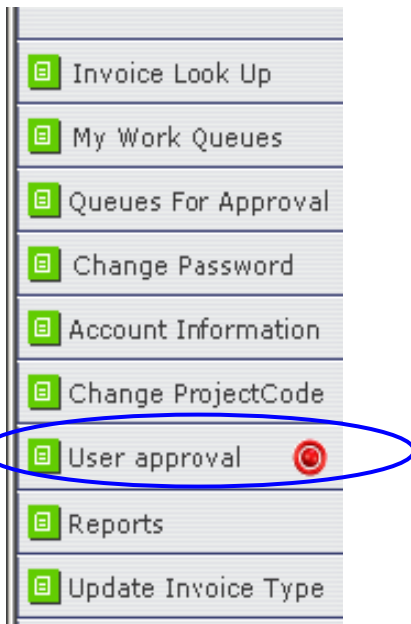
- First Name and Last Name: In this field the first name and last name of the user should be provided for whom the account is being requested.
- Company: Company Name need to be provided.
- Contact Number: User should provide their respective contact details. This is the work phone number of the requestor for whom the account is being requested.
- Employee ID: Employee code needs to be specified by the user. This is the identification number assigned by their respective organization. If one does not have this number, or the individual is a new employee, please contact your respective Manager.
- User ID: User should provide a unique username, which is at least 7 characters in length, and do not exceed more then 15 characters.
- Email ID: To get auto-generated password, user should provide their respective email id.
- Comments: In comments field user would have to mention their role in document process flow.
- User Type: Internal or External option to be specified if the user is internal user (Datamatics employee) or external user (client/customer/vendor) respectively.

After entering all the details, click on save button.


Note: A requisition is **not saved** until after you have completed the final step of the requisition process, clicking Save at the end. If you logout before completing these steps, none of the information you entered will be saved.

New User Request Approval Procedure:

Once the user information is saved, User Id Creation request will be forward to the Approver who has the User Approval rights. Approver needs to logon with their respective user id/password to access the User approval option. If there are new request for approval then it will be indicated with the animated **red circle**  which means that the new user request are waiting for approval.



After clicking on User Approval option, approver will see the new request in his queue as displayed below...

	<u>First Name</u>	<u>Last Name</u>	<u>Employee ID</u>	<u>User ID</u>	<u>Comments</u>
 1	Dheeraj	Sharma	12392	dheerajs	Admin access

In order to enable users to access E-Payables Manager system, approver must accept the request. This can be accomplished by clicking on the envelope icon in front of the requestor's name. User details can be confirmed and appropriate rights can be given through Staff Level option. It also gives the facility to approve or reject the user to avoid duplicate entries for the same user.



Change User Id/Password

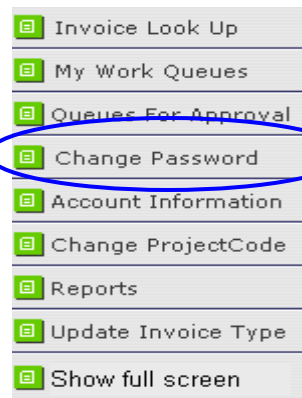
ePayables Manager is a package of high security and confidentiality. To protect against the misuse and alteration of the information under our control, we endeavor to safeguard the confidentiality of personal information by means of Secure Sockets Layer (SSL) incorporated with Internet browser.

We enforce strong logon credential policies hence we recommend changing your password frequently helping protect your account information.

When a new request is approved by the respective team lead then the requester can login using the user id and password provided in an email which is auto-generated by the system.

New approved users can logon to the system through <https://www.epayablesmanager.com>

Click on Change Password link on the left-hand panel. This will prompt to another screen to change the password.



Change Password Screen:

Change Password	
User Name	<input type="text" value="samir_k007"/>
Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>
<input type="button" value="Change Password"/> <input type="button" value="Cancel"/>	



Password must be at least ten characters in length and the maximum length must be 16 characters.
(Longer is generally better.)

- ▶ Password must contain at least one alphabetic and one numeric character.
- ▶ Password must be significantly different from previous passwords.
- ▶ Password cannot be the same as the user ID.
- ▶ Password must be a combination of at least one upper case character, lower case and digits to strengthen the password.
- ▶ It should not be information easily obtainable about you. This includes license plate, social security, telephone numbers, or street address.



User Configuration:

There are 5 profiles available currently:

Processor:

Processor profile will have access to Normal process queue for transaction and to other queues as read only. Processor will be able to change the status of the invoice from Norma Process to complete, Audit, query or Reject depending on the case.

Auditor:

Auditor profile will have access to only Audit queue. They will be able to change the status of the invoice from audit queue to Complete, query or reject queue

Analyst:

Analyst profile will have access to Query queue. From query queue analyst will be able to send the email out for issue resolution and change status to email out. In case the analyst is able to resolve the query then the status can be changed to Normal process by providing the appropriate resolution in the notes section.

Resolver:

This profile will have access to Reject queue. And will allow the status change from reject to rescan. This profile will be configured for the Venray scanning team.

Admin:

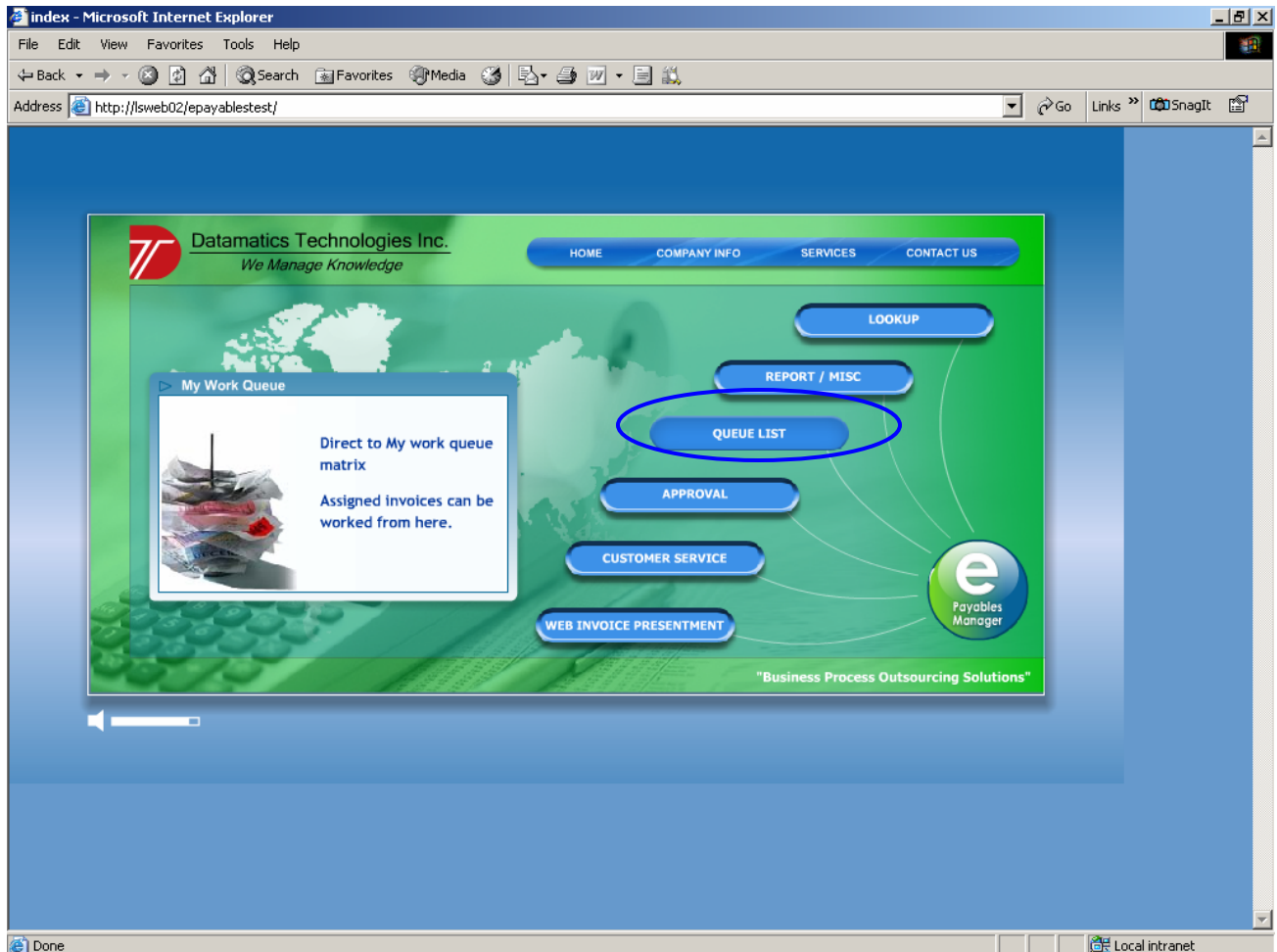
This profile will be available with the supervisor or team leader. They will have access to all the queues.

Description of various queues is given in the steps below:

Document processing steps:

Step 1

The user should connect to <https://www.epayablesmanager.com> and click on Queue List button to get the login screen.



Step 2

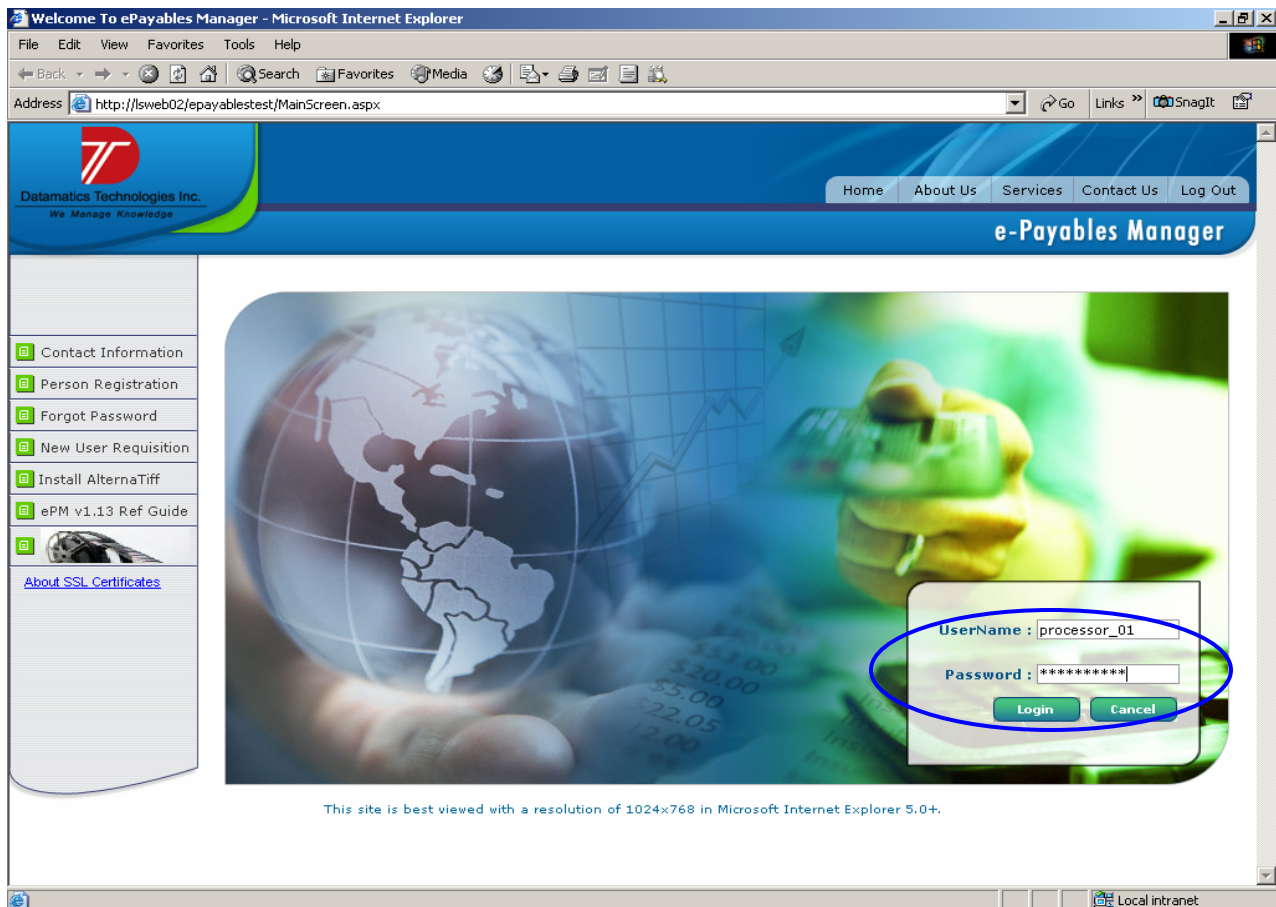
Once connected to EPM, user will be prompted to provide the login credentials.

Username

Password

Click “Login”

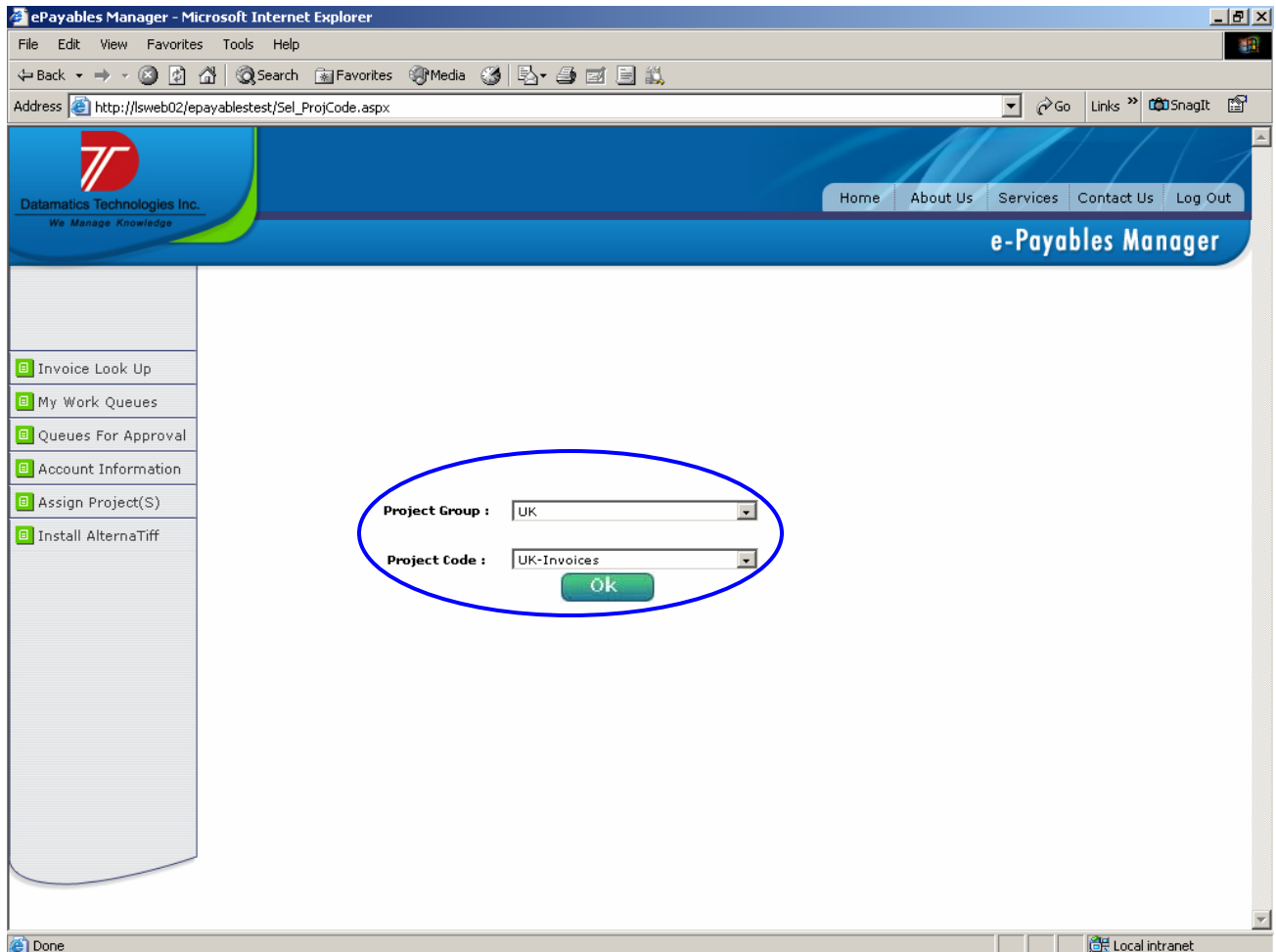
(Each user will be emailed his logon id & password to connect E-Payables Manager prior to the start of implementation).



Step 3

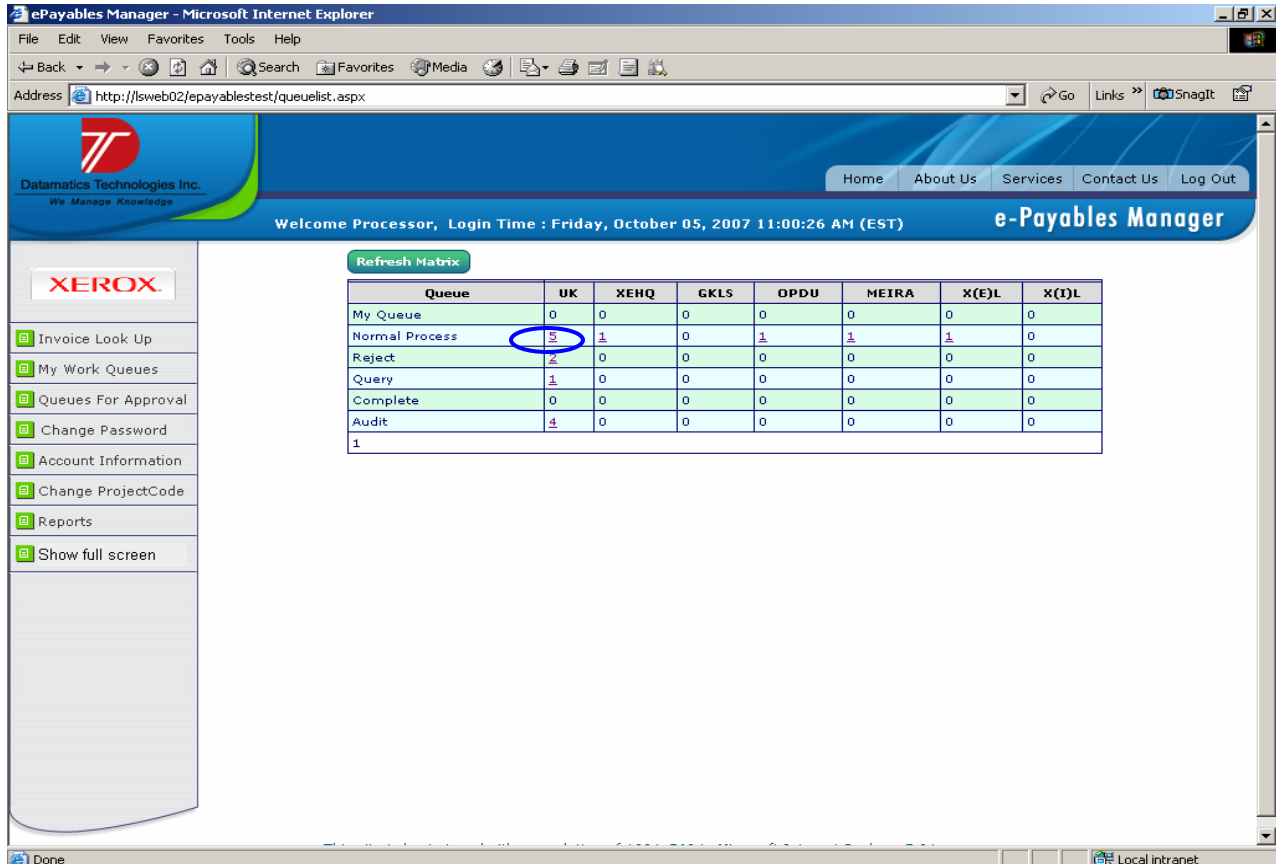
Once logged in, users would need to select the project group e.g. UK and project code from that group e.g. UK-Invoices and then click on Ok

On this screen, users will see only those projects that they are assigned to work upon.



Step 4

The first screen user would see on login will be My Work Queues of the project selected in the previous step. This screen will have document counts in each block where rows indicate invoice status and columns indicate different company codes.



The screenshot shows the e-Payables Manager interface in a Microsoft Internet Explorer browser. The page title is "e-Payables Manager" and the URL is "http://sweb02/epayablestest/queuelist.aspx". The user is identified as "Processor" and the login time is "Friday, October 05, 2007 11:00:26 AM (EST)". The interface includes a navigation menu on the left with options like "Invoice Look Up", "My Work Queues", and "Queues For Approval". A "Refresh Matrix" button is located above the table.

Queue	UK	XEHQ	GKLS	OPDU	MEIRA	X(E)L	X(I)L
My Queue	0	0	0	0	0	0	0
Normal Process	2	1	0	1	1	1	0
Reject	2	0	0	0	0	0	0
Query	1	0	0	0	0	0	0
Complete	0	0	0	0	0	0	0
Audit	1	0	0	0	0	0	0


1. **My Queue:** This queue will have documents, which are looked upon by the user, but the status is not changed. Document may move into this queue only if it is left open for longer time without any action or if user accidentally logs out etc. User can open the document and simply close it to put it back in the status it was before.
2. **Normal Process:** This queue will have documents that are ready to be processed in customer system. Once the documents are processed they will be marked as complete and the System doc Number will be copied back from customer system into EPM for reference. If a document is found illegible or certain information is missing than the user can mark the status as Reject or Query as the case may be for further action.
3. **Reject:** This queue will have all the rejected documents. A user would reject a document if it is illegible and needs rescan. Scanning team will have access to the Reject queue. The scanning team will rescan the document and trash the illegible copy by changing the status as Rescan.

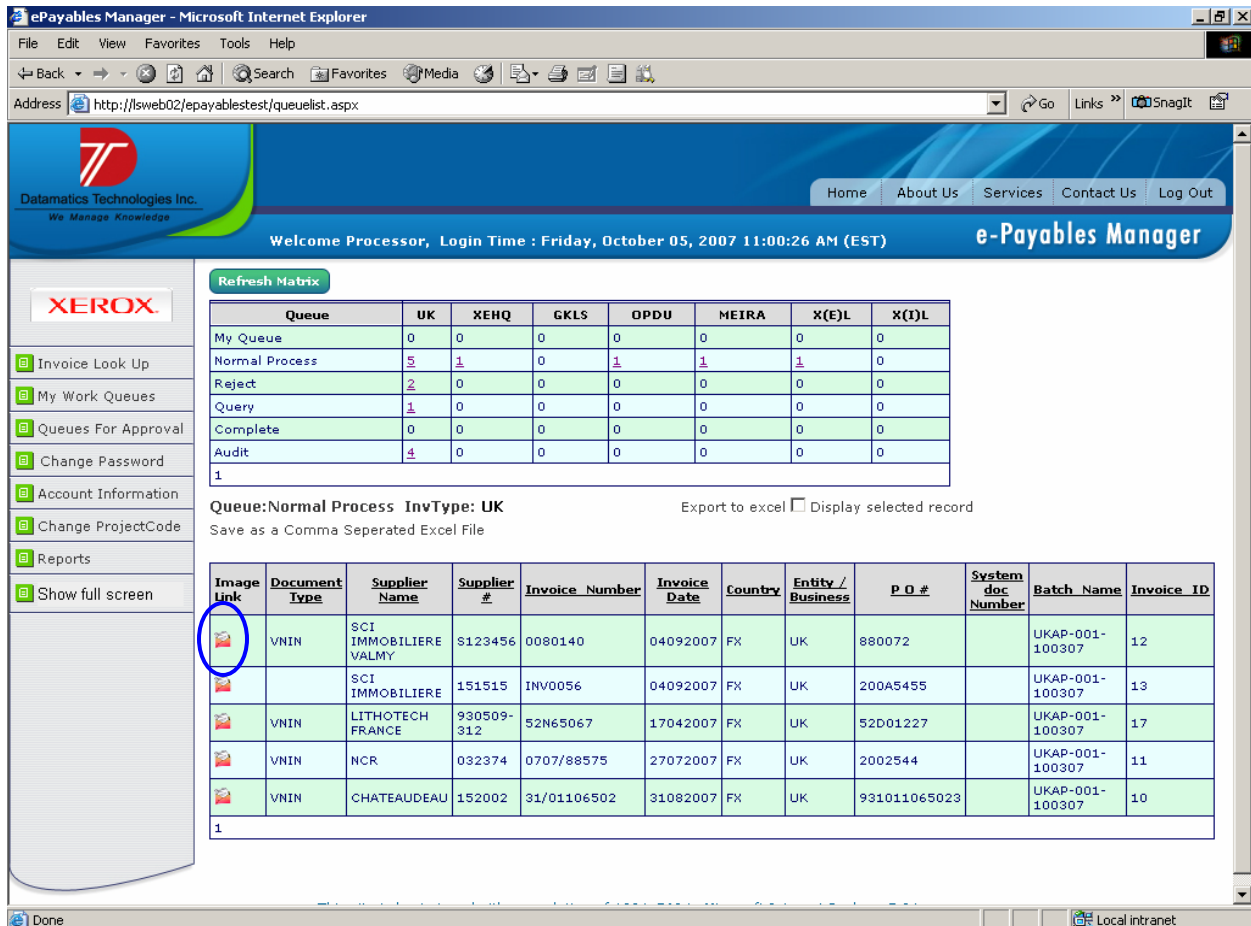


4. **Query:** This queue will have documents sent to subject expert for resolution. In case a document is missing any information and needs attention of subject matter expert such documents will be routed to Query queue. The user will have to select the reason code from the drop down list and change the status as Query. A Query Analyst (QA), who will then have the job of resolving queries will see the document counts under his/her personal login and would research on it.
5. **Completed:** This queue will have documents which are processed and has system doc number copied back from the customer ERP system for reference.
6. **Audit:** If a document requires an audit it will be selected from the audit queue by the auditor. On completion of the audit, the document will return to the completed queue or the query queue if found to be incorrectly posted, with the reason for the query detailed within.

A processor would click on the count shown in Normal process queue and this will list down all the documents in a grid which are to be processed.

Step 5

To open a document user would click on the red colored icon  shown on the extreme left of the grid to view the document image for processing.








Refresh Matrix

Queue	UK	XEHQ	GKLS	OPDU	MEIRA	X(E)L	X(I)L
My Queue	0	0	0	0	0	0	0
Normal Process	5	1	0	1	1	1	0
Reject	2	0	0	0	0	0	0
Query	1	0	0	0	0	0	0
Complete	0	0	0	0	0	0	0
Audit	4	0	0	0	0	0	0

Queue: Normal Process InvType: UK Export to excel Display selected record

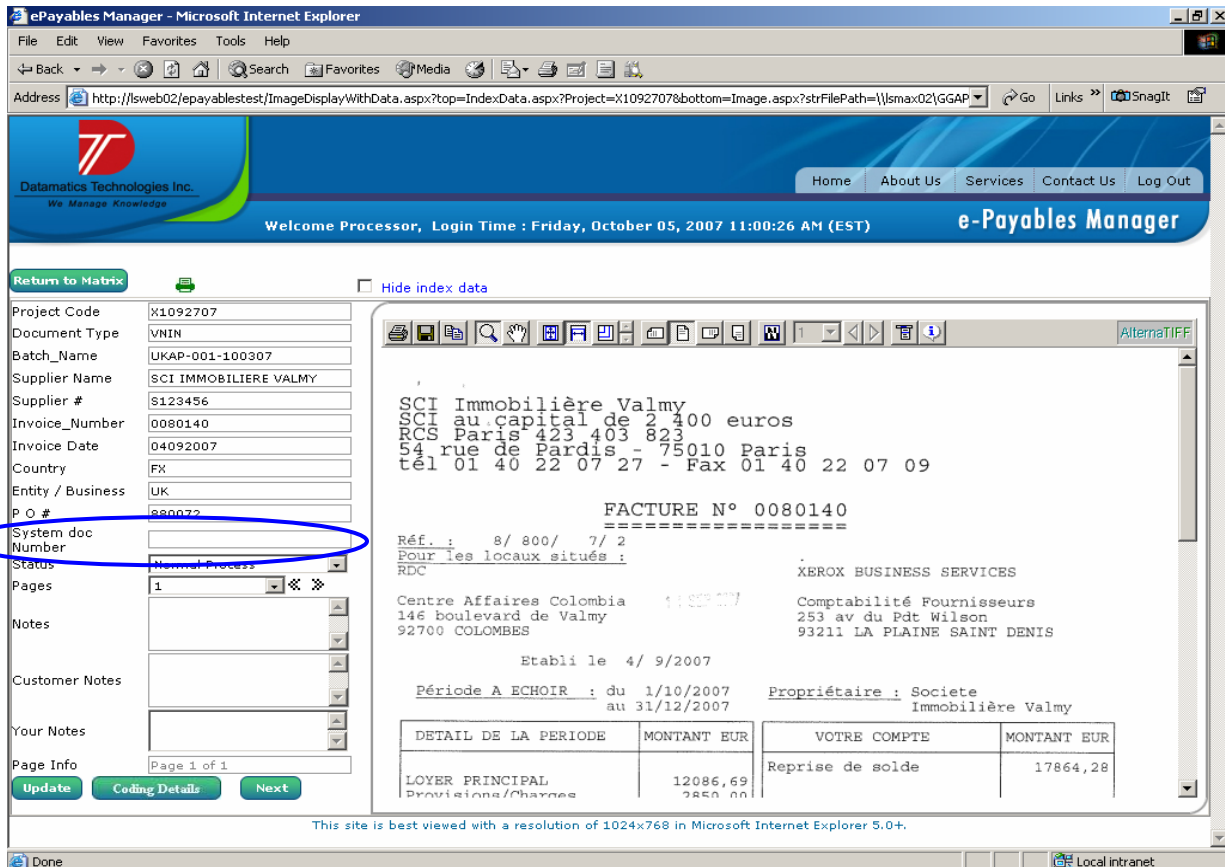
Save as a Comma Separated Excel File

Image Link	Document Type	Supplier Name	Supplier #	Invoice Number	Invoice Date	Country	Entity / Business	P O #	System doc Number	Batch Name	Invoice ID
	VNIN	SCI IMMOBILIERE VALMY	8123456	0080140	04092007	FX	UK	880072		UKAP-001-100307	12
		SCI IMMOBILIERE	151515	INV0056	04092007	FX	UK	200A5455		UKAP-001-100307	13
	VNIN	LITHOTECH FRANCE	930509-312	52N65067	17042007	FX	UK	52D01227		UKAP-001-100307	17
	VNIN	NCR	032374	0707/88575	27072007	FX	UK	2002544		UKAP-001-100307	11
	VNIN	CHATEAUDEAU	152002	31/01106502	31082007	FX	UK	931011065023		UKAP-001-100307	10

Step 6

A window will be displayed showing a pre-populated template on the left and the document image on the right. The image can be navigated using the toolbar located at the top of the document.

Based on the indexing details and document image a user would process the document in customer ERP system. Once it is completed, customer system would generate a document reference number which would need to be copied back in EPM in the field named “System doc Number”.



ePayables Manager - Microsoft Internet Explorer

Address: http://lsweb02/epayablestest/ImageDisplayWithData.aspx?top=IndexData.aspx?Project=X1092707&bottom=Image.aspx?strFilePath=\\smx02\GGAP

Datamatics Technologies Inc.
We Manage Knowledge

Welcome Processor, Login Time : Friday, October 05, 2007 11:00:26 AM (EST)

e-Payables Manager

Return to Matrix Hide index data

Project Code: X1092707
 Document Type: VNIN
 Batch Name: UKAP-001-100307
 Supplier Name: SCI IMMOBILIERE VALMY
 Supplier #: S123456
 Invoice Number: 0080140
 Invoice Date: 04092007
 Country: FX
 Entity / Business: UK
 P O #: 880072
 System doc Number:

Status: Normal Process
 Pages: 1

Notes:
 Customer Notes:
 Your Notes:

Page Info: Page 1 of 1
 Update Coding Details Next

SCi Immobilière Valmy
 SCI au capital de 2 400 euros
 RCS Paris 423 403 823
 54 rue de Pardis - 75010 Paris
 tél 01 40 22 07 27 - Fax 01 40 22 07 09

FACTURE N° 0080140
 =====
 Réf. : 8/ 800/ 7/ 2
 Pour les locaux situés :
 RDC XEROX BUSINESS SERVICES

Centre Affaires Colombia 146 boulevard de Valmy 92700 COLOMBES
 Comptabilité Fournisseurs 253 av du Pdt Wilson 93211 LA PLAINE SAINT DENIS

Etabli le 4/ 9/2007
 Période A ECHOIR : du 1/10/2007 au 31/12/2007
 Propriétaire : Societe Immobilière Valmy

DETAIL DE LA PERIODE	MONTANT EUR	VOTRE COMPTE	MONTANT EUR
LOYER PRINCIPAL	12086,69	Reprise de solde	17864,28
Provisions/Charges	2850,00		

This site is best viewed with a resolution of 1024x768 in Microsoft Internet Explorer 5.0+.

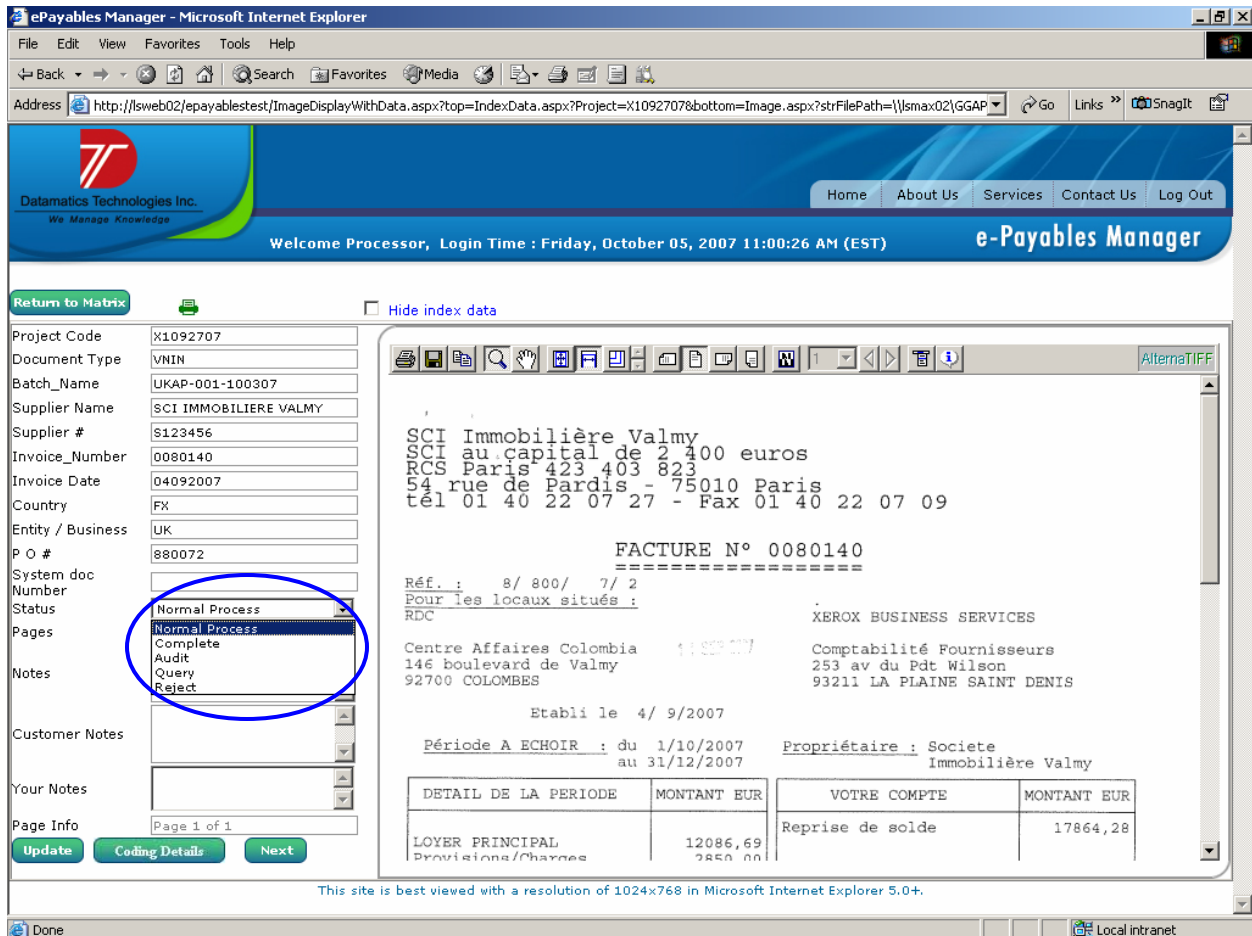
For documents having more than one page, to access next pages, user can click on the drop-down arrow or < > to turn the pages.

Status can be selected from the drop down list.

Complete: Select if the document is processed in customer ERP system.

Reject: Select if the document is found illegible and needs rescan.

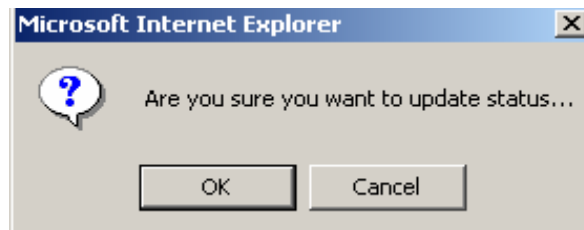
Query: Select if any required information is missing on the document without which it cannot be processed in customer system.



Note: It is mandatory that user select the reason code from the drop down list and put their comments in Your Notes field before updating any document with status Reject or Query.



Once all the information is filled in click “Update” and then you will be prompted with the following message:



Click OK and you will see the confirmation message. Click OK again.



User can then click “Return to Matrix” to return to the document listing, or click “next” to move to the next document in the queue.

Contact Details

For any assistance or have any questions about anything in e-Payables Manager, please feel free to call us at # *-***-**** or email us on *****@*****.com**