

**E-PAYABLES MANAGER
USER MANUAL**

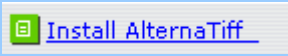
Dorf Ketal Accounts Payable

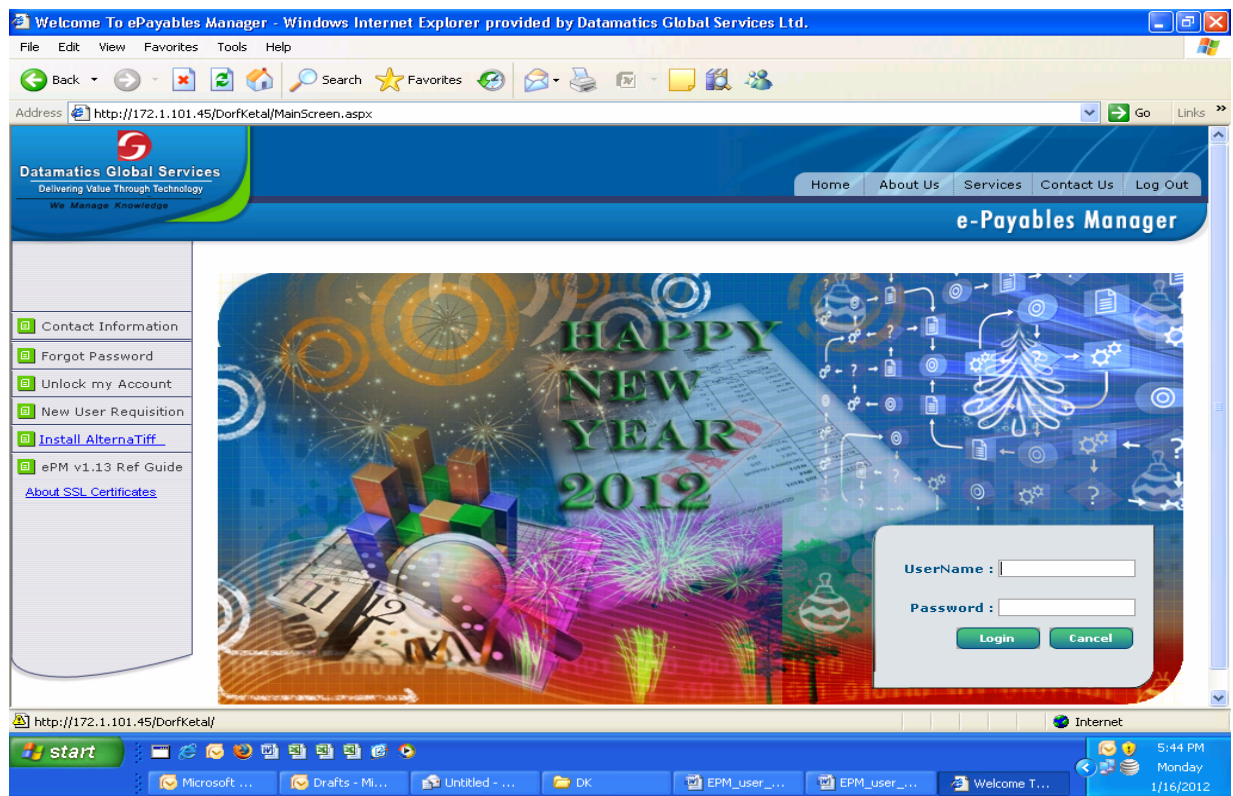
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1.0 AlternatTiff Installation

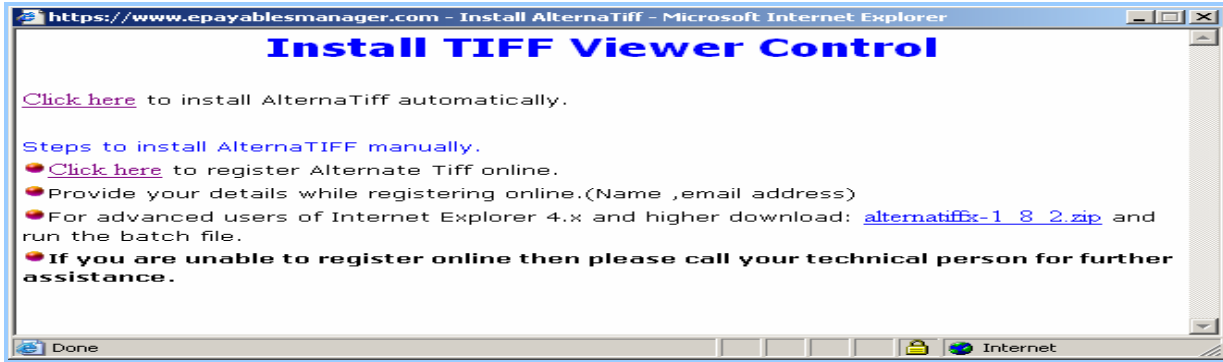
Before logging into ePM, alternattiff should be installed on PC to view images in the correct format. Following is the procedure for the same.

On the home page click on the tab 

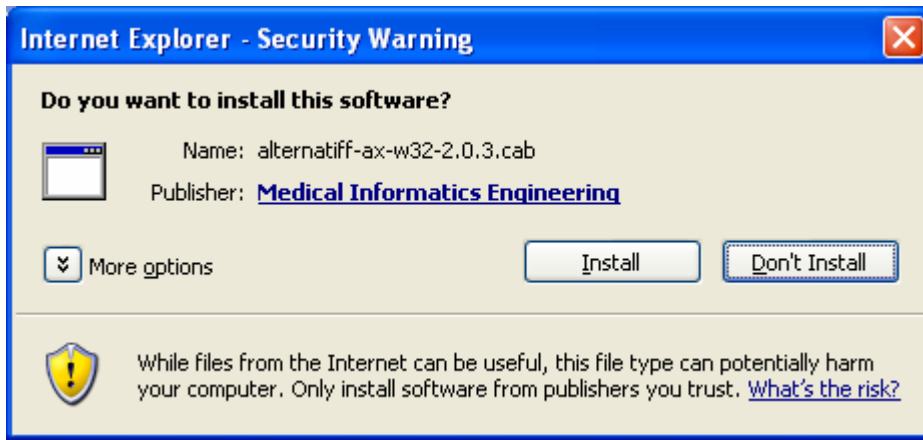


Following window will be open. To install the Tiff Viewer Control follow the instructions as shown below.

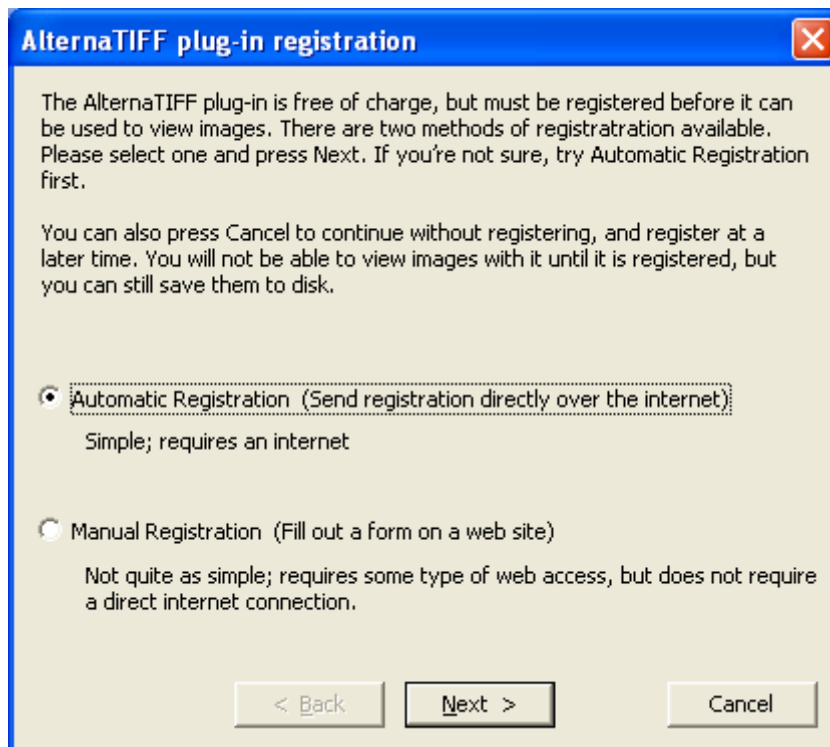
Use first option of 'Alternate Tiff Online'



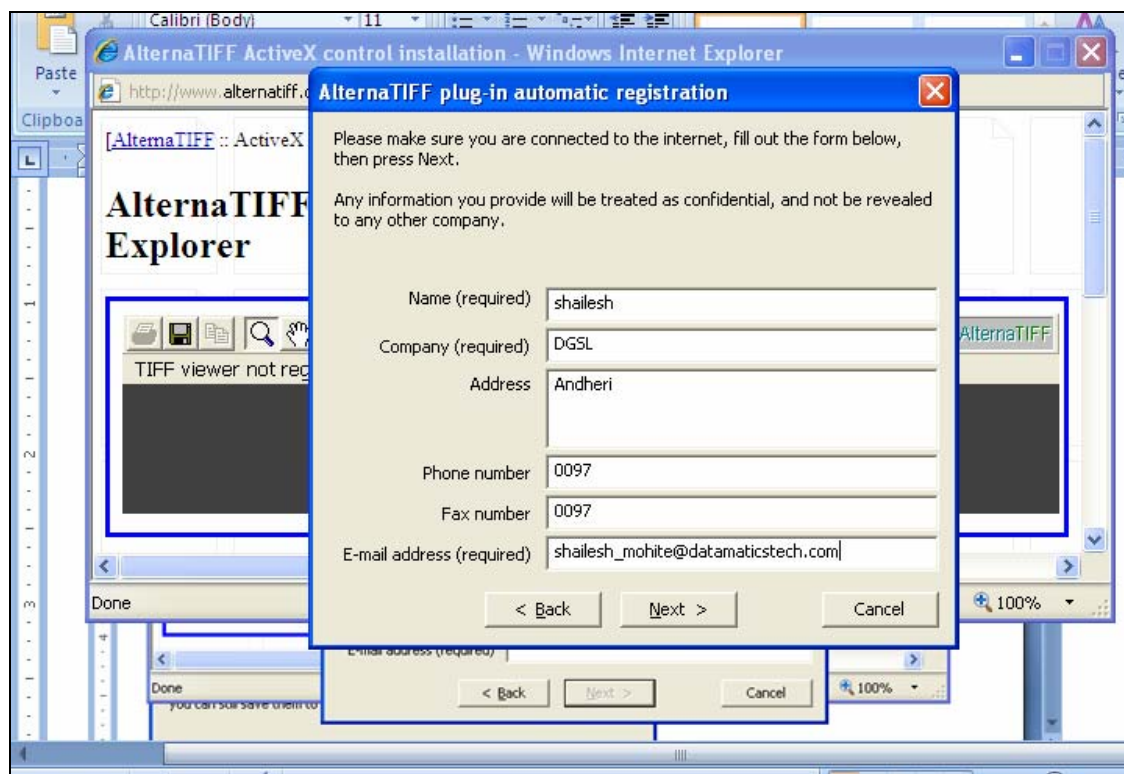
Click on “Click here” and following screen will appear. Click on install.



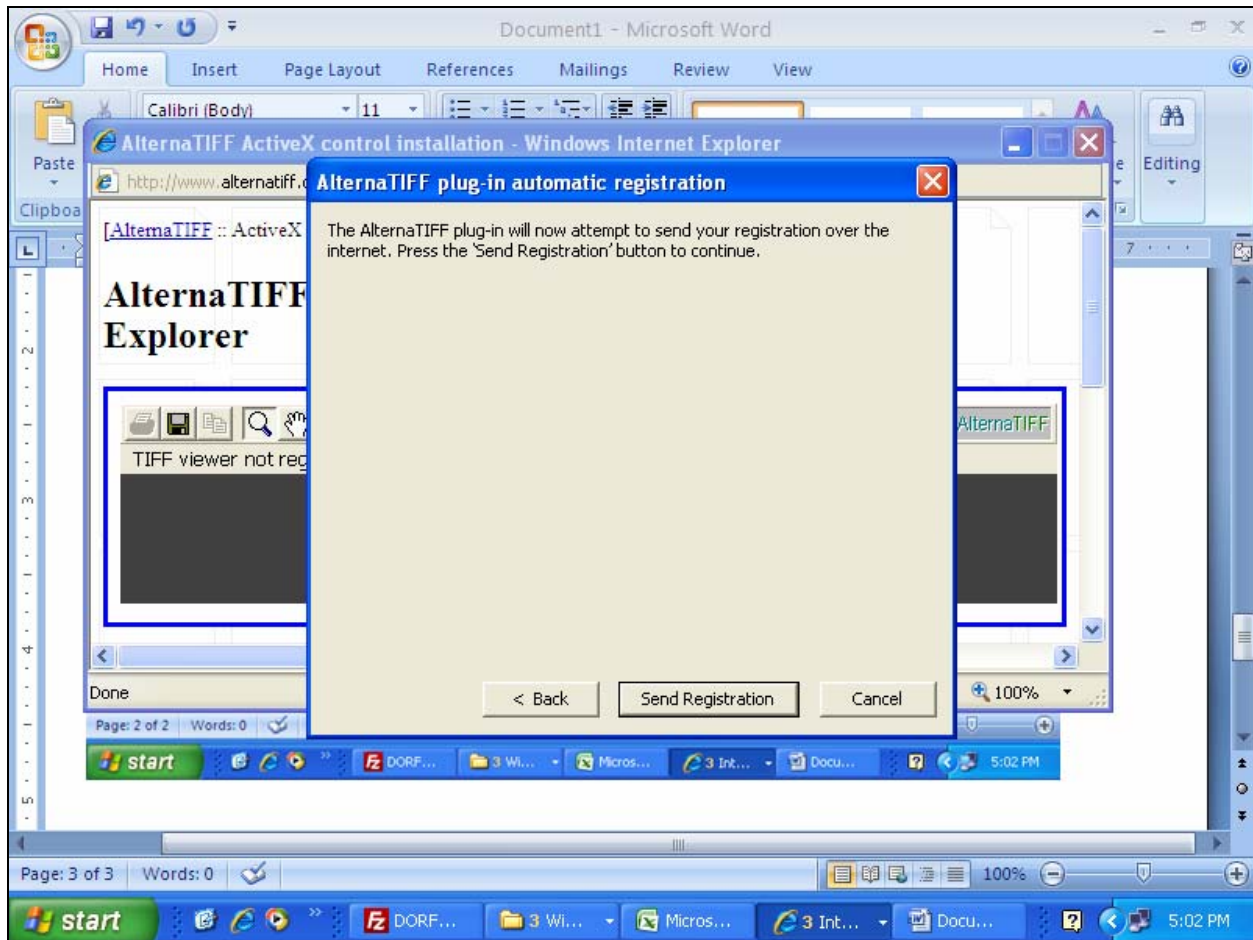
Next screen will appear. Select Automatic Registration and click on next.



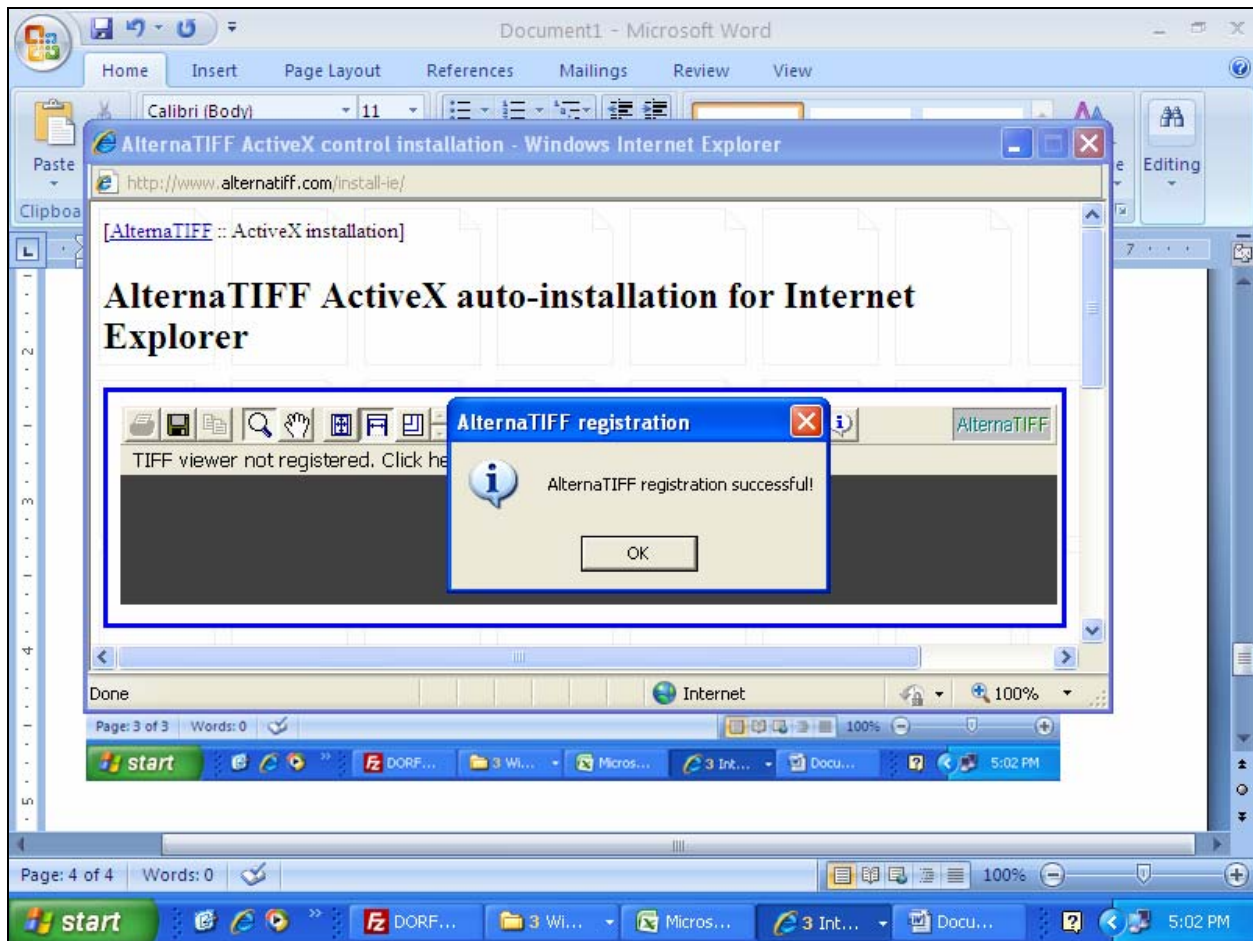
Enter your personal details as mentioned in below screen: -



Click on next and send registration.



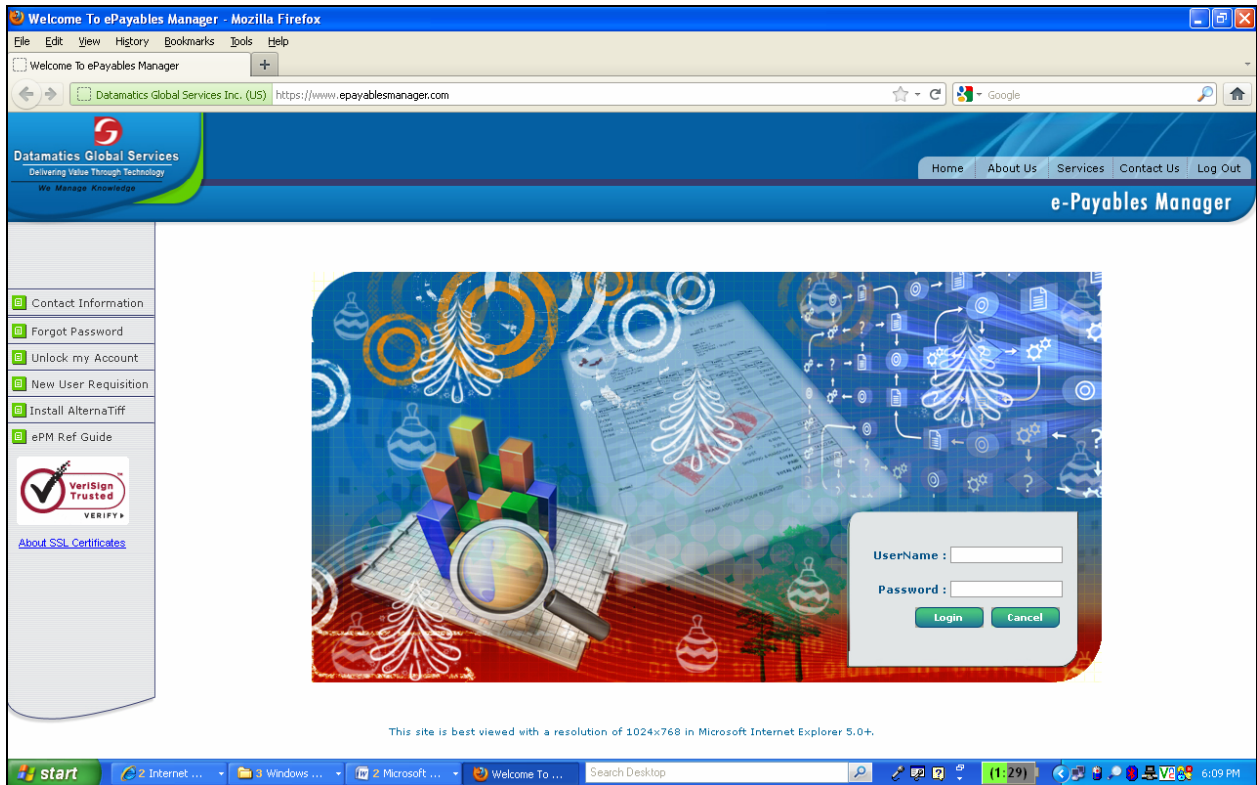
Once installation is completed system will show following message.



2.0 How to log in E-Payables Manager:

E-Payables Manager (EPM) is a web-based application that is accessible at <http://220.227.52.32/DorfKetal/MainScreen.aspx>

Following is the home page, which will be displayed as you type in the address of the website:



Put the User Name & Password

***Change in Password for new user when log in first time to EPM**

E-Payables 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 the approver approves a new request, the requester can login using the user id and password provided in an email that is auto-generated by the system.

New approved users can logon to the system through

<http://220.227.52.32/DorfKetal/MainScreen.aspx>

Change Password Screen:


Change Password


User Name	<input type="text"/>
Current Password	<input type="password"/>
New Password	<input type="password"/>
Confirm Password	<input type="password"/>


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.

3.0 Access to EPM for Dorf Ketal

 Invoice Look Up : This option provides rights to search or look-up invoices

 Queues For Approval : Rights to approve invoices

 My Work Queues : Rights to view all the queues in e-Payables Manager.

Invoice Look up: Rights to search or look-up invoices in e-Payables

This function will help to search any invoices using one or more of the search criteria.

Invoice search screen –

Invoice Look up: Rights to search or look-up invoices in e-Payables

This function will help to search any invoices using one or more of the search criteria. Note that the more search criteria entered, the fewer results you will receive.

The % sign can be used as a 'wildcard' during searches - either preceding or following a character string.

Example.

- % Will provide all results
- %123% will provide all results that include 123
- %123 will provide all results that end in 123
- 123% will provide all results that begin with 123

Invoice can be searched by any of the following criteria

Invoice Number,
Vendor Name
Vendor Number
Received date (with range option)
Invoice date (with range option)
Invoice amt (with option of equals to, greater than etc)
IRN number
Purchase Order Number
Voucher Document Number
Batch Name

Different search options

Once you click on Search option the results will be displayed as shown in below screen.

The results will be displayed 5 per page.

The screenshot shows the 'ePayables Manager - Invoice Lookup and Search' web application. The interface includes a search form with fields for Invoice Number, Invoice Date, Invoice Amount, Voucher #, Reference Number, LR Number, Received Date, Supplier #, Consignment Number, Sales Invoice Reference Number, IRN, and Batch Name. There are also dropdown menus for sorting and buttons for Search, Cancel, and 'Save as a Comma Separated Excel File'. Below the search form is a table with 15 columns: Invoice History, Image Link, PO Number, Invoice Date, Invoice Number, IRN, Received Date, Supplier #, Supplier Name, Invoice Amount, Consignment Number, Reference Number, Invoice Currency, Sales Invoice Reference Number, Batch Name, and Invoice ID. The table contains 5 rows of data.

Invoice History	Image Link	PO Number	Invoice Date	Invoice Number	IRN	Received Date	Supplier #	Supplier Name	Invoice Amount	Consignment Number	Reference Number	Invoice Currency	Sales Invoice Reference Number	Batch Name	Invoice ID
		151054	02122011	2248	2000000004	11212011	12345	E-COH PACKAGING PRIVATE LIMITED	102434.00		MS BARREL	INR		TEPO-001-122711	4
		353634	07112011	374	2000000001	11212011	12345	DEEPAK INDUSTRIAL SERVICES	4387.50		RADIATOR HOSE SET	INR		TEPO-001-122711	1
			10152011		2000000003	11212011			0.00					TEPO-001-122711	3
			10152011	NP170065A2	2000000005	11212011	12345	CHINA MAN-MADE FIBER CORPORATION	39900.00		NONYL PHENOL 15,200 KGS	USD		TEPO-001-122711	5
			10152011		2000000006	11212011			0.00					TEPO-001-122711	6

Moving on to next Page:

To move to a different page within the results, click the page number at the bottom of the matrix.

Exporting to Results:

Results can be exported to Excel or .CSV file by clicking on “Save as a Comma Separated Excel File” Clicking the link will export all search results on all pages.

Invoice History:

Clicking the blue icon  under ‘Invoice History’ will display the invoice history and timeline.

Invoice history

Invoice History	Image Link	Invoice Number	Invoice Date	Amount (\$)	Received Date	IRN	Vendor Name
		13257	01022007	31.96	01292007	WD706062	

You can see the Invoice history as shown in below screenshot.

Invoice History and Time Line Report

[Return to Matrix](#)



Export to excel

Date of Modification	Invoice Status	Batch Name	Invoice Id	Modified By	Time Elapsed
6/30/2008 1:14:31 PM	Scanned	DBDB-001-122807	1	APdemouser04	0-Day(s) OR 0-Hour(s) OR 0-Min(s)
6/3/2009 6:46:28 AM	NewInvoice	DBDB-001-122807	1	APdemouser04	337-Day(s) OR 8105-Hour(s) OR 486331-Minute(s)
6/3/2009 7:19:25 AM	Non-Conforming	DBDB-001-122807	1	Apdemouser01	0-Day(s) OR 0-Hour(s) OR 32-Minute(s)
6/16/2009 6:43:31 AM	Response	DBDB-001-122807	1	apdemouser04	12-Day(s) OR 311-Hour(s) OR 18684-Minute(s)
6/16/2009 6:45:18 AM	Complete	DBDB-001-122807	1	apdemouser02	0-Day(s) OR 0-Hour(s) OR 1-Minute(s)

This can be exported to Excel by clicking the 'export to excel' link. Clicking on [Return to Matrix](#) will return you to the search screen.

Opening an invoice:

To open an invoice image, click the orange icon  to the left of the invoice information under 'invoice link'. Doing so will open the invoice image to the following screen:

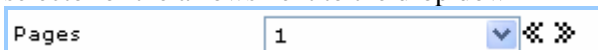
Invoice History	Image Link	Invoice Number	Invoice Date	Amount (\$)	Received Date	IRN	Vendor Name
		13257	01022007	31.96	01292007	WD706062	

4.0 Display of Invoice information:

Invoice information is listed on the left of the screen, including current status and notes regarding the invoice.

Viewing all the pages:


If the invoice has more than one page, you may flip to another page using either the drop down page selector or the arrows next to the drop down




Enlarging and rotating images:

Using the controls directly above the image, you can enlarge and rotate the image as necessary, as well as print/save the current page you are viewing.

Printing of pages:

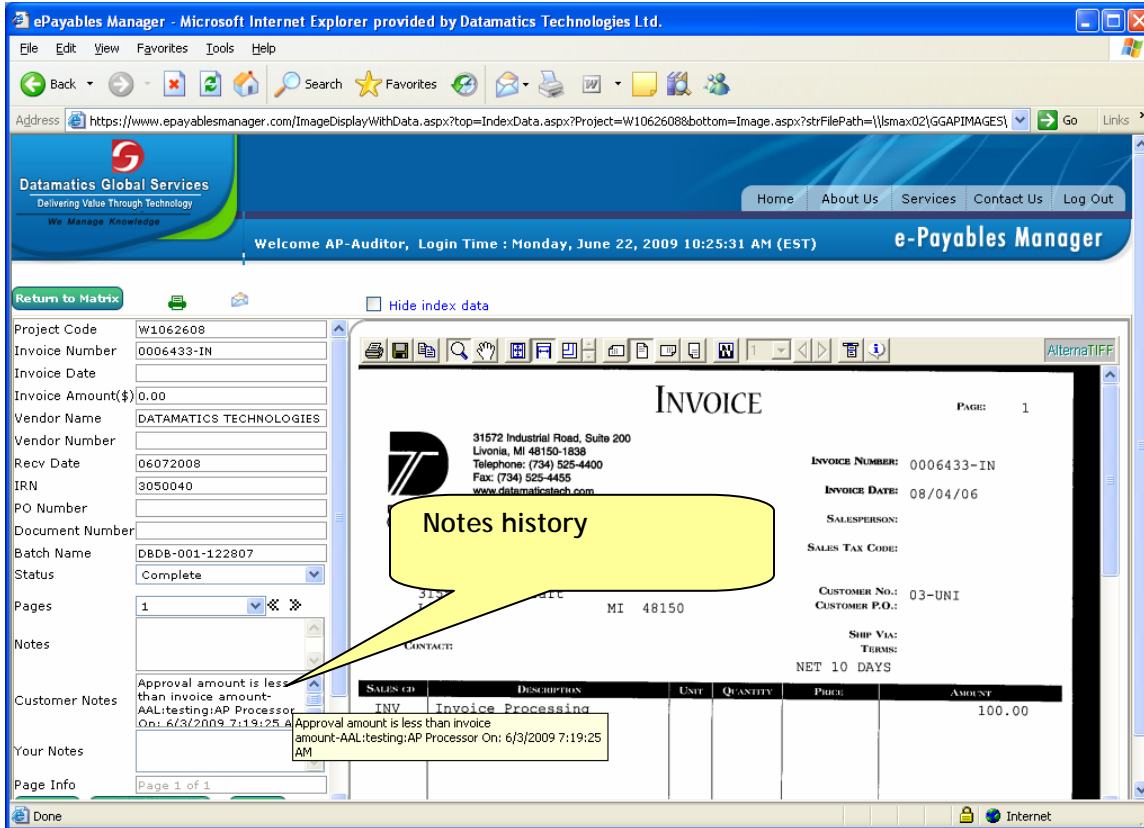
To print all pages of an invoice, click on the green printer icon  to the right of the 'return to search' button

Email all pages:



To email all the pages of an invoice, you can click on the envelope icon  to the right of the 'return to search' button. Please note that any email sent utilizing this feature would not be recorded with the image. As well, the email address that the invoices are sent from is not able to receive replies.

Detailed Notes:

Having your cursor over the notes section will provide the full view in a fly out box

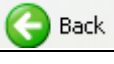


If your search returned more than one result, you may use the 'back' and 'next' buttons

  to access invoices before or after the one you are currently viewing.


Note:

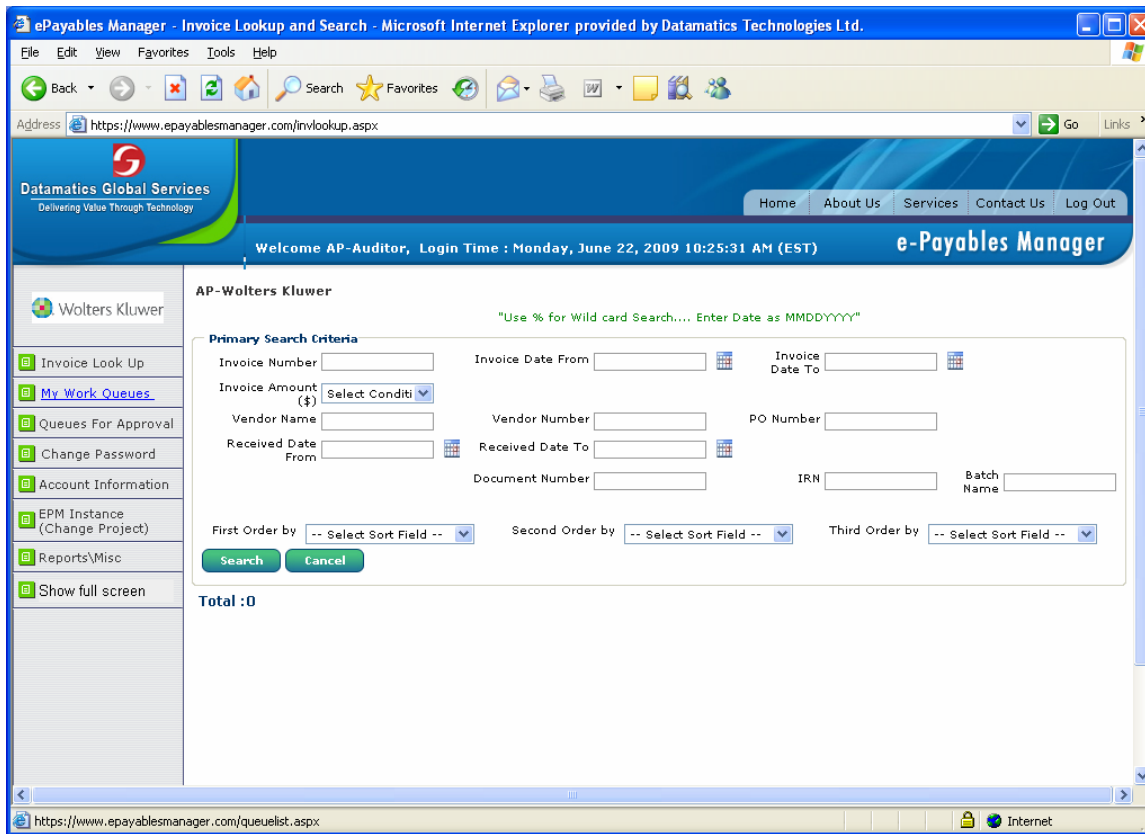
When you are done viewing the image, click on **Return to Matrix**. Failing to do so will lock the invoice so that others cannot view it.


Similarly, should you time out or click the 'back' button  on your browser; you will also lock the invoice. It will be locked in your 'my queue' and you must open it from there and close out of it properly to unlock the image for others to view. If invoice gets locked then it will be viewed in user's login in 'my queue'

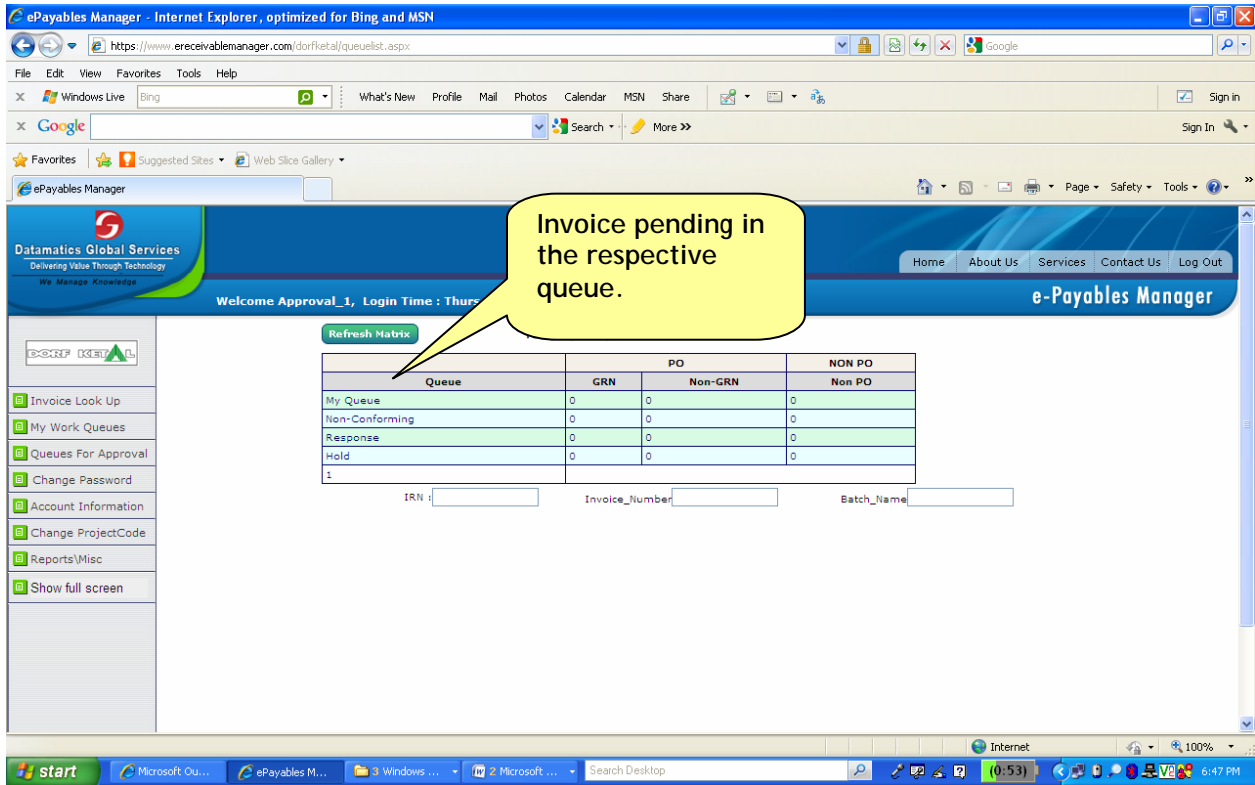


5.0 Queues Access as per User Definition

Click on  **My Work Queues** module displayed on the left side of the below screen



 **My Work Queues** : Once clicking on this particular module, it will bring you to a screen that is customized to your access permissions. You may see and be able to update select types/statuses of invoices, as per your user definitions, of which My Queue will be by default available for all users.




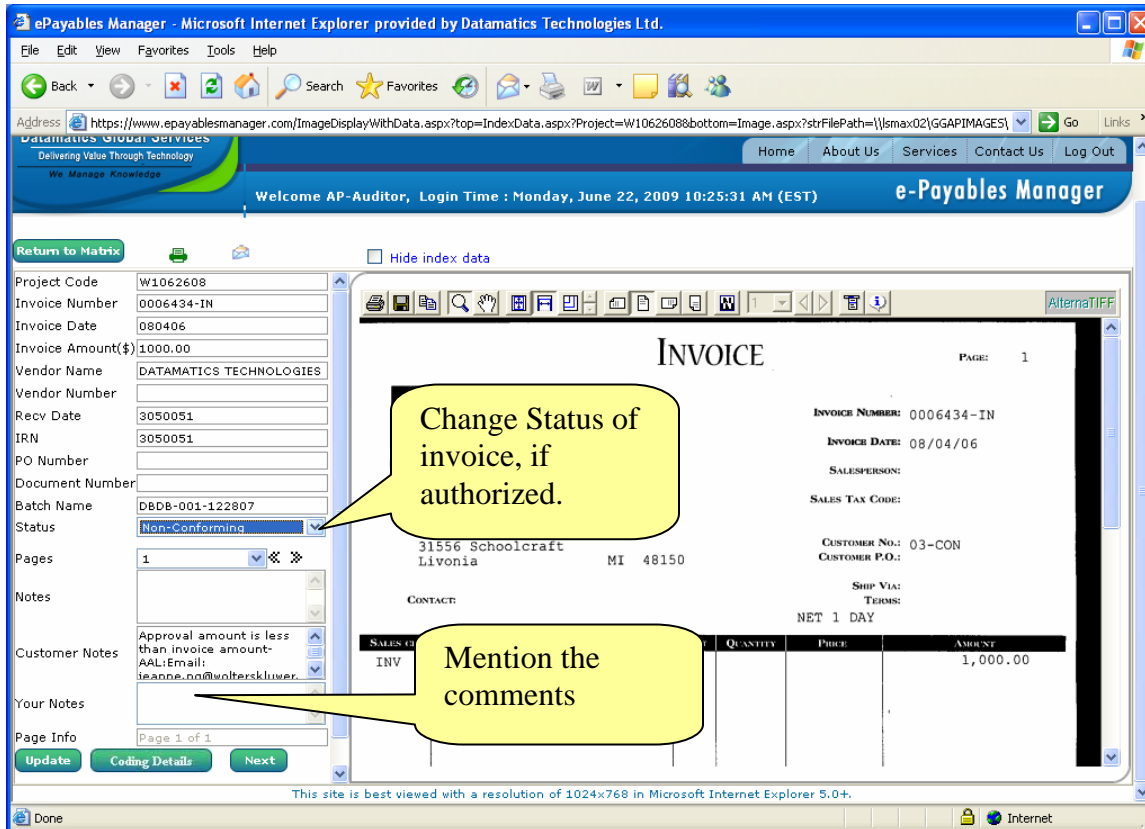
Queues are defined as follows:


- ❖ **My Queue:** Invoices that are locked by the user.
- ❖ **Non-Conforming:-** Invoices sent to DK buyers for their resolution.
- ❖ **Response–** Invoices for which response have been given by buyer
- ❖ **Hold:** Invoice which are kept on hold by the Dorf Ketal team.

After clicking on the any of the count, the following invoice list for that respective queue will be displayed as shown below

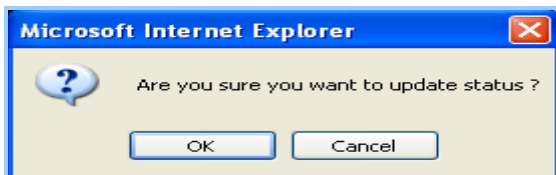
Invoice History	Image Link	Invoice Number	Invoice Date	Invoice Amount (\$)	Vendor Name	Vendor Number	Recv Date	IRN	PO Number	Document Number	Batch Name	Invoice Id
		0006434-IN	080406	1000.00	DATAMATICS TECHNOLOGIES INC		3050051	3050051			DBDB-001-122807	2
		0006438-IN	08042006	30000.00	DATAMATICS TECHNOLOGIES INC		06072008	3050095			DBDB-001-122807	6
		0006433-IN	08042006	100.00	DATAMATICS TECHNOLOGIES INC		06142008	3050151			DBDB-002-122807	1
1												

After clicking on  option will be open the invoices as shown in below screen.



After changing the status, enter the required comments in ‘Your Notes’ and Update the status by clicking on  button at the bottom of the window

The following dialogue will be displayed. Hit OK to update the status. And with this a confirmation message will be displayed of “Status updated successfully”



This invoice will thus be routed back to the respective selected queue.

6.0 Approving Invoices: -

Select **Queues For Approval** to approve invoices.

The screenshot shows the ePayables Manager web application. The browser window title is "ePayables Manager - Microsoft Internet Explorer". The address bar shows the URL: `http://220.227.52.32/DorfKetal/ApprovalQueues.aspx`. The page header includes the Datamatics Global Services logo and navigation links: Home, About Us, Services, Contact Us, Log Out. The user is logged in as "Sudha Devdiga" on "Wednesday, January 18, 2012 1:57:21 AM (EST)".

The main content area features a "Refresh Matrix" button and a table with the following data:

User Queue	Invoices
Invoices waiting for approval	4
Hold	0
My Queue	0
Reject	0
1	

Below the table, there are input fields for "IRN", "Batch_Name", and "Invoice_Number".

The left sidebar contains the following menu items: Invoice Look Up, My Work Queues, **Queues For Approval**, Change Password, Account Information, Change ProjectCode, Reports\Misc, and Show full screen.

Click on the invoice number under “Invoices waiting for approval” queue

ePayables Manager - Microsoft Internet Explorer

Address: http://220.227.52.32/DorfKetal/ApprovalQueues.aspx

Datamatics Global Services
Delivering Value Through Technology
We Manage Knowledge

Welcome Sudha Devdiga, Login Time : Wednesday, January 18, 2012 1:57:21 AM (EST)


Refresh Matrix

User Queue	Invoices
Invoices waiting for approval	4
Hold	0
My Queue	0
Reject	0
1	

IRN : Batch_Name Invoice_Number

Export to excel Display selected record Descending

PQ Number	Invoice Date	Invoice Number	IRN	Received Date	Supplier Name	Supplier #	Invoice Amount	Consignment Number	ER Reference Number	Invoice Currency	Sales Invoice Reference Number
	14012012	IMP62081	2000000660	17012012	H Mangaldas & Co.		13395.00	101889		INR	
	14012012	IMP62080	2000000670	17012012	H Mangaldas & Co.	DSH004	17133.00	101876		INR	
	14012012	IMP62082	2000000682	17012012	H Mangaldas & Co.	DSH004	11608.00	101780		INR	
	14012012	IMP/62078	2000000635	17012012	H Mangaldas & Co.	DSH004	367414.00	101828		INR	
1											

Click on  to open and view invoices to approve it.

e-Payables Manager Invoice LookUp - Microsoft Internet Explorer

Address: <http://220.227.52.32/DorfKetal/ApprovalImageDisplayWithData.aspx?top=ApprovalIndex>

Welcome Sudha Devdiga, Login Time : Wednesday, January 18, 2012 1:57:21 AM (EST) **e-Payables Manager**

Supplier # []
Invoice Amount : 13395.00
Consignment Number : 101889
ER Reference Number []
Invoice Currency : INR
Sales Invoice Reference Number []
Voucher # []
Batch_Name : THNP-002-170112
Status : **Approved** [v]
Pages : 1 [v] [x] [x]
Datamatics Notes []
Customer Notes []
Your Notes : Approved [v]
Page Info : Page 1 of 10
Update **Go to Details** **Next**

ESTD. : 1951
DAS AND COMPANY
 Road No. 1, Sahar Village, Andheri (E), Mumbai - 400 099.
 / 64510894, Fax. No.: +91 22 28205546
 Email : parag@hmc.co.in Website : www.hmc.co.in
 CUSTOMHOUSE AGENT NO : 11/95

M/S. : DORF KETAL CHEMICAL INDIA PVT.LTD REFERENCE NO. : 101889
 #1, DORF KETAL TOWER,
 D/MONTE STREET ORLEM,
 MALAD - WEST

Sr	PARTICULARS	Received (Rs)	Non Reptd (Rs)
1	RECEIPT NO. (ST. DUTY)	2,275.00	
2	RECEIPT NO.(DO CHARGES)	3,667.00	
3	RECEIPT NO (AIR W/H/CHG)	1,510.00	

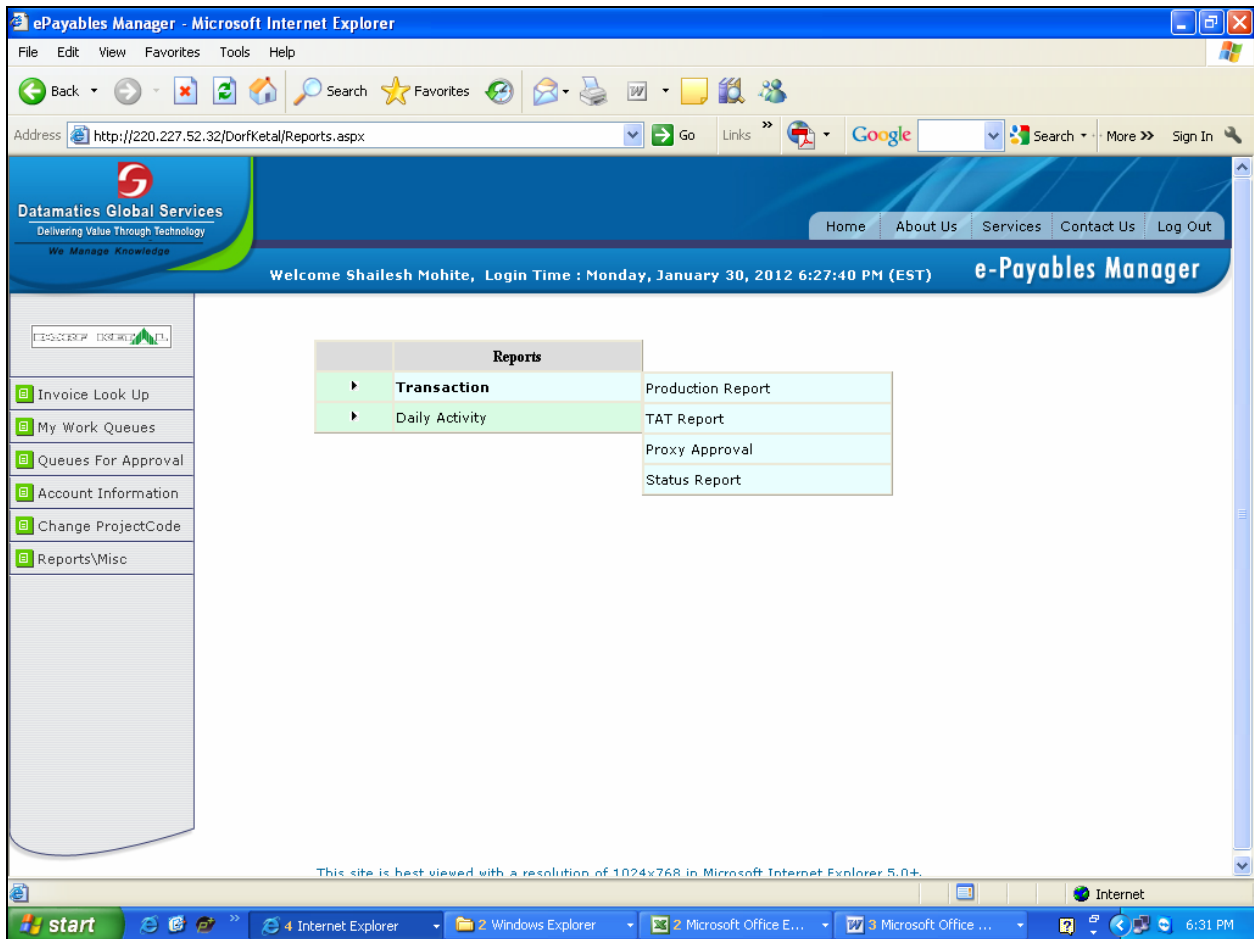
And then click on 'Update' so that invoice will be approved and it will go to next level.

Note: - If any invoice needs to be rejected then simply select status to 'Reject' so that invoice will get rejected and user shall put the comments for rejecting any invoice.

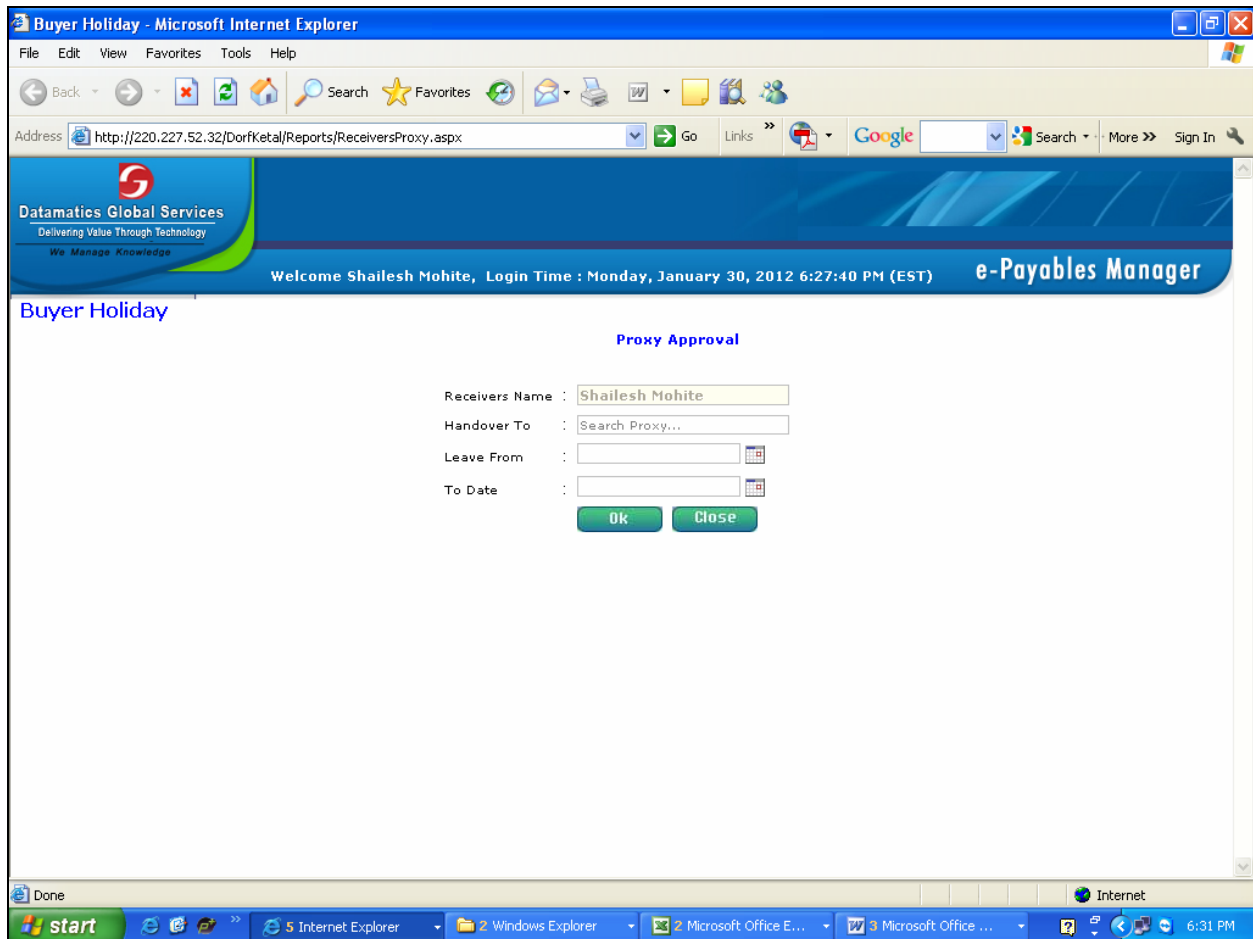
Proxy Approval: -

This is user when approver is going on leave and wants to assign his responsibility to someone else who is in approval matrix.

For this login into ePM, go to reports section, select Transaction – Proxy approval



Enter Handover to name and the date from and to for proxy approver and click on ok.



Once proxy approver is assigned, new approver can approve invoices.

Insert Pages: -

User can upload images in TIFF and PDF while approving invoices and responding to non-conforming cases.

Open invoice record and go to browse and click on save. ePM will add record in last page. Once page is added, first click on any existing invoice page then click on last new page for verification.

TAX INVOICE
Subject to Mumbai Jurisdiction. Tel. : 022 - 27411186
Mob.: 9821687691

SHREE FIL-TEX
Specialist : All Kinds of Filter Bags
Stockist : Cotton and Synthetics Filter Cloth & Industrial Cloth

Add. Of Principal : Angel Ark ,Mehta Co.Op. HSG.Soc.Ltd. Shop No.-18 Plot No.-23 Sector-8,
Kalamboli Navi Mumbai-410218. Tal. Panvel, Dist. Raigad. (Maharashtra).

Additional Add. : Vasant Patil Chawl,Shop No.-1 Nawade, Tal. Panvel, (Navi Mumbai) Dist. Raigad.

M/S. *Drof ketal chemicals (Pvt) Ltd*
Falga MIDC

Invoice No. 880
Date 23/5/2011
Challan No. 880
Challan Date 23/5/2011

Payment within _____ days. Order No. _____ Date : _____

Sr. No.	PARTICULARS	Quantity Pcs.	Mtrs.	Rate.	Amount Rs.	P.
28	① Synthetic cloth					

PDF Link: -



To view all pages in one PDF, users need to click on PDF link

TAX INVOICE Tel. : 022 - 2741186
Subject to Mumbai Jurisdiction. Mob.: 9821687691

SHREE FIL-TEX
Specialist : All Kinds of Filter Bags
Stockist : Cotton and Synthetics Filter Cloth & Industrial Cloth

Add. Of Principal : Angel Ark ,Mehta Co.Op. HSG.Soc.Ltd. Shop No.-18 Plot No.-23 Sector-8,
Kalambohi Navi Mumbai-410218. Tal. Panvel, Dist. Raigad. (Maharashtra).

Additional Add. : Vasant Patil Chawl,Shop No.-1 Nawade, Tal. Panvel, (Navi Mumbai) Dist. Raigad.

M/S. *Drof ketal chemicals (P)* Invoice No. 880
Pvt Ltd Date 23/5/2011
Falga MIDC Challan No. 880
Challan Date 23/5/2011

Payment within _____ days. Order No. _____ Date: _____

Sr. No.	PARTICULARS	Quantity		Rate.	Amount	
		Pcs.	Mtrs.		Rs.	P.
20	<i>Synthetic cloth</i>					