

# 4 Ways to Go Paperless with Document Management



**PERI LYNN SILKWOOD**

SALES DIRECTOR, SOUTHWEST



# DIGITAL TRANSFORMATION



Connecting People, Processes & Data for Competitive Advantage

P O L L

# What Issues Are You Experiencing?



- A. Can't find what we need
- B. Lots of time spent filing and refiling
- C. Links get broken
- D. Wasted office/warehouse space
- E. Impacts on efficiency in other areas



# TODAY'S DISCUSSION

01

Why Go Paperless?

02

Departments Where DocLink Provides Impact

1. Accounts Payable
2. Quote to Cash: Accounts Receivable
3. Human Resources
4. Contract Management

03

Other Departments

04

Data Security

# WHY GO PAPERLESS?



Accessibility to Documents



Streamline Manual Processes



Minimize Data Entry



Automated Delivery of Documents



Leverage OOB Integration



Simplify Audits

# IMAGINE A PAPERLESS WORLD



"What used to take several hours to an entire day to search through paper files can now be done in as little as 30 minutes."

Sujei Llanos  
AP Supervisor

"Our people can instantaneously have all the documents they need at their fingertips, whether they're in the office or working remotely."

Benjamin Pinder  
Pinder's Customs Brokerage



# THE BENEFITS

Eliminates 100% of paper invoices  
Reduces approval times from weeks to days/hours  
Minimize or eliminate data entry to drive time/cost savings



## STRATEGIC INITIATIVES

- Growth without adding staff
- Early pay discounts
- Avoid late fees
- Easier audit
- Compliance
- Disaster preparedness



## TIME SAVINGS

- Searching
- Filing
- Copying
- Data Entry
- Approvals
- Remote Access



## COST SAVINGS

- Offsite Storage
- Square Footage
- Paper/Copier
- Personnel
- Courier/Overnight

# What is Your Strategy?



Cost Savings



Operational  
Efficiency



Company  
Growth





# What is IMPACTING Your Strategy?



Inefficient  
Processes



Lost invoices  
cause rework



Remote workforce  
needs access



# What's the COST to Your Business?



AP Clerk =  
\$45K Annually



Average  
LATE fees, or  
missed early pays



Avg annual cost  
of LOST invoices



So What Is DocLink?



# WHAT IS DOCLINK?



## Secure, easy Access to all Documents

Traditional client, web, mobile or within ERP Screens

## Workflow Tools

Complete audit trail  
Manage approvals, delegations, hierarchical approval, escalations



## Deep, OOB Integration with ERP

View document with ERP screens  
Leverage ERP data, eliminate data entry  
Bi-directional push of data,  
Capture from ERP for centralized document storage



## Smart Forms for enhanced business processes

Requisitions, expense reports, credit card statement reconciliation, vendor onboarding and more

## Enterprise-Wide Electronic Document Storage Tool

Any Document, report,  
form, image, file type



# The Impact on Your Departments

# GO PAPERLESS OPPORTUNITIES



1

Procure-to-Pay and/or AP Automation

2

Quote to Cash: Accounts Receivable

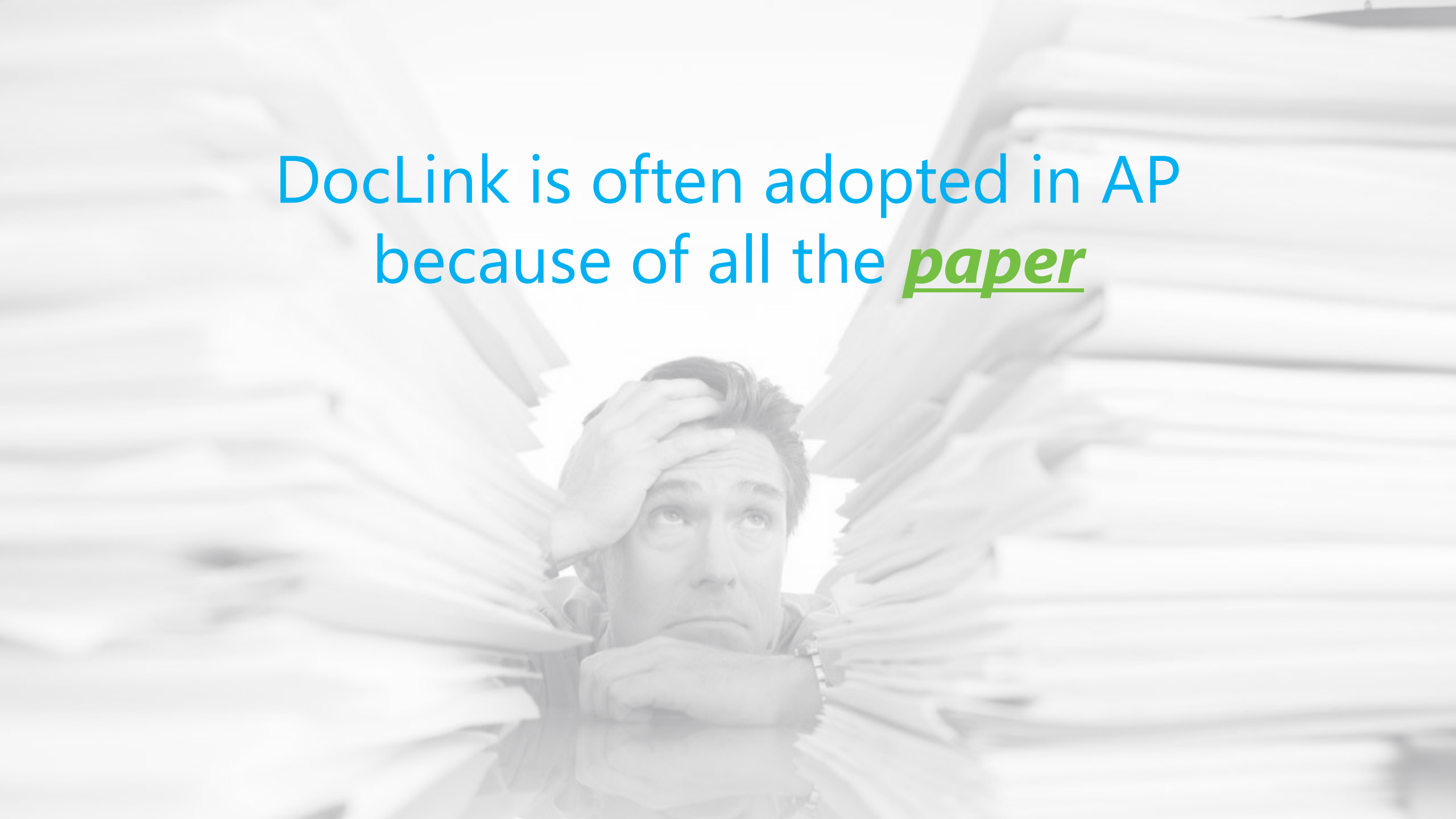
3

Human Resources

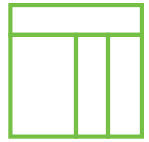
4

Contract Management

DocLink is often adopted in AP  
because of all the *paper*



# AUTOMATE ACCOUNTS PAYABLE



2- or 3-Way  
Automated  
Matching



Timely  
Approvals  
Anywhere



Minimize Data  
Entry &  
Eliminate Filing



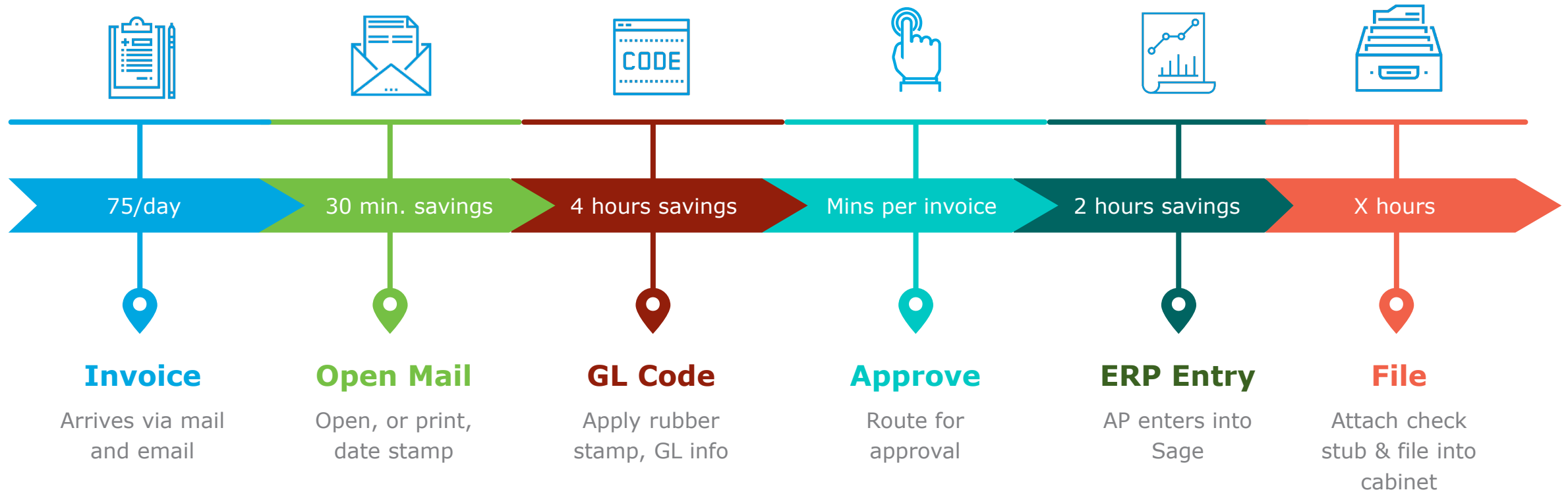
Self Service  
Document  
Access



**Seamless integration with your ERP**



# ROI of Manual Process



**62% reduction**  
in AP team's time

**Improved**  
efficiencies & controls

**Meet corp goals**

ALTEC

# P2P: Req to Check

- Capture or create
- Approvals/Process
- Update transaction
- Automatically send out
- Document storage/retrieval



P O L L

# What is your P2P / AP Automation Dreams?



- A. Full P2P system
- B. PO through payment management
- C. I don't use Reqs/POs but the rest is needed
- D. Automatic 2-way and 3-way matching is my dream
- E. P2P/AP Automation is not an area of concern





Actions

Forms

- Start
- Template
- Cancel
- Create
- Export
- Attachments
- Delete Template
- Save as Template

Company: ABC Distribution and Service C...  
 Request Number: PO-349  
 Requestor: Roger Learner  
 Rec Date: 02/23/2022  
 Requested Del Date: 02/23/2022

Vendor Information

New Ven.  Vendor Number: AIRWAY  
 Vendor Name: Airway Property  
 Address: 7888 Saddlebush Trail  
 Address 2: Bank Building  
 City: Orange  
 St.: CA  
 Zip: 92669-0001  
 Country: USA

Ship To Information

Attention: Altec  
 Address: 23422 Mill Creek Drive  
 Address2: Suite 225  
 City: Laguna Hills  
 St.: CA  
 Zip: 92653  
 Country: USA  
 Comments:

Shipping Amt: 0.00  
 Tax A.: 0.00

Item Number	Item Description	Quantity	Unit of Measure	Unit Cost Lookup	Unit Cost	Amount	GL Account
400	Defibrillator	10.00	Each	350.00	350.00	3,500.00	130-101-050

- ADD
- REMOVE

SubTotal:	3,500.00
Shipping Total:	0.00
Tax Total:	0.00
<b>Total Amount:</b>	<b>3,500.00</b>

**Purchase Order Entry (ABC) 2/22/2012**

Order Number: 0010032    User: SA

Order Date: 8/15/2018    Order Type: Standard Order    Master Repeat PO: [ ]

Vendor No: 01-AIRWAY    Name: Airway Property

Order Status: Open    Required Date: 8/15/2018

1099 Form: None    1099 Box: [ ]

Sales Tax: [ ]    Schedule: NONTAX    Nontaxable Tax Schedule: [ ]    Use Tax: [ ]

Purchase Address: [ ]    Ship-To Address: 0000 ABC Distributing Company    Terms Code: 03 NET END OF MONTH    Ship Via: [ ] FOB: [ ]    Warehouse: 000 CENTRAL WAREHOUSE

Confirm To: Leo Henry    E-mail: Vendor@myAttec.com    Telephone: (714) 555-0900    Ext: 5852    Fax: (714) 555-0900    Comment: [ ]    On Hold: [ ]    Print Order: [ ]

Quick Print...    View Documents    OK

Web Content    Modules    Favorites

+ Setup    + Utilities    + Explore

Accept and monitor payments in real time  
Simplify payment processing, get paid faster, and gain real-time visibility into your cash flow with Pay (formerly Sage Payment Solutions)

ABC Distribution and Service Corp. (ABC)    Purchase Order    AP    2/22/2012

DocLink Web -4.0    DocLink SmartCapture

Not secure | ca12demo001/DocLinkWeb/#/searchByProperty/ID/6214/viewer/6214

SEARCH    WORKFLOW    TOOLS    SMART FORMS

CHERYL CONTRERAS - AP

ADVANCED SEARCH    FULL TEXT SEARCH    VIEW DOCUMENTS BY ID

Integration Enabled?

Return to Results    Smart Forms    Maximized

Purchase Order: 6214

Page 1 / 1

### Purchase Order

0010032	8/15/2018	01-AIRWAY
---------	-----------	-----------

Airway Property  
7582 Sardouah Trail  
Bank Building  
Suite 1000  
Orange, CA 92669-0001

ABC Distributing Company  
3191 AIRPORT LOOP  
COSTA MESA, CA 92626

Leo Henry

DATE	DESCRIPTION	QTY	UNIT	PRICE	TAX	AMOUNT	EXTENDED
8/15/2018	NET END OF MONTH						
6655	PRINTER STAND W/ BASKET	EACH		5.00	0.00	0.00	81.250
	D1000-FC						
	FLUNG CABINET	EACH		5.00	0.00	0.00	270.000
							1,350.00

GENERAL    NOTES

WORKFLOW HISTORY

AUDIT HISTORY    INDEX

DOCUMENT

Document ID: 6214

Document Type: Purchase Order

Company: ABC Distribution and Service Corp.

Site: DL31SAGE100STANDARD

ORIGINATION

INDEX PROPERTY VALUES

Purchase Order:

- Order No.: 0010032
- Date: Aug 15, 2018
- Invoice Number: 12345
- Vendor Name: Airway Property
- Vendor Code: AIRWAY
- Total: 1,756.25
- Vendor Email: Vendor@myAttec.com
- Item Number: 6655
- Item Description: PRINTER STAND W/ BASKET
- UOM: EACH
- Line Comment: 000001
- Qty Ordered: 5.00
- Unit Cost: 81.25
- Extended Amount: 406.25
- Item Number: D1000-FC



**Document Type** AP Invoice - Line Item Demo

**VENDOR** Airway Property

**DATE** February 12, 2022

**REF NO** 26527

**PO N** 0010032

**SUBTOTAL** 1756.25

**TAX** |

**SHIPPING AND HANDLING**

**AMOUNT DUE** 1756.25

ITEM	DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
1	6655 Printer Stand with B-	5	81.25	406.25
2	D1000-FC Filing Cabinet	5	270.00	1350.00
3				

**Airway Property**  
 7888 Saddlebush Trail Orange, CA  
 92669-0001  
 USA

**INVOICE**

Invoice Number: 26527  
 DATE: February 12, 2022

**TO** Altec  
 Attn:  
 12600 S Torrence Ave  
 Laguna Hills Ca 92653

BUYER	PO Number	SHIPPING METHOD	SHIPPING TERMS	DELIVERY DATE	PAYMENT TERMS	DUE DATE
Doug Feld	0010032	GRD		2/7/22		3/5/22

QTY	ITEM #	DESCRIPTION	UNIT PRICE	DISCOUNT	LINE TOTAL
5	6655	Printer Stand with B-	\$ 81.25		\$ 406.25
5	D1000-FC	Filing Cabinet	\$ 270.00		\$ 1,350.00
TOTAL DISCOUNT					
					SUBTOTAL \$ 1,756.25
					SALES TAX
					SHIPPING
					TOTAL \$ 1,756.25

DocLink Web 4.0 | DocLink SmartCapture | Not secure | ca12demo001/DocLinkWeb/#!/workflow/10000/10318/0/suppdocviewer/5781.5783

SEARCH WORKFLOW TOOLS SMART FORMS

SEARCH SUPERVISOR DELEGATE

Integration Enabled? ■

Return to Results Workflow Smart Forms Tile Vertically

Packing Slip: 5783


Janicki Goods Movement

**Goods Receipt**

Document Number: 500006011  
 User Name: JPARKS  
 Purchase Order: 450003814  
 Buyer: 101  
 Vendor / Desc: 101029 / M

Item	Material	Qty	Plan
	Description	EUn	SLoc
0001	1064006 SHK_CROSBY 1020496_6.5T	28 EA	1000 1205
Vendor Part Number: 35505T85			

Purchase Order: 5781



**Janicki Industries**  
 1476 Moore Street  
 Sedro-Woolley, WA

**Billing Address**

Attn: Accounts Payable  
 PO Box 817  
 Sedro-Woolley, WA 98284  
 Send all invoices to:  
[accountspayable@janicki.com](mailto:accountspayable@janicki.com)

**Vendor Address**


McMaster-Carr  
 PO Box 7690  
 Chicago IL 60680-7690

**Shipping Address:** Janicki Industries Inc  
 34240 St Hamilton

**Terms of Payment:** within 10  
 within 30

**Terms of Delivery:** Pre-paid

AP Invoice: 5770



562-692-5911  
 562-695-2323 (fax)  
[janicki@mcmaster.com](mailto:janicki@mcmaster.com)

**Please review amount**

Shipped to  
 Janicki Industries Inc  
 34240 Hwy 20  
 Hamilton WA 98255-7000

Jonathan Bennett placed this order.

Line	Product
1	35505T85 Web Sling Shackles

GENERAL NOTES WORKFLOW HISTORY AUDIT HISTORY INDEX

Approve Deny Info

0 NOTES

There are no notes to display

Items per Page 20 No Results

# GO PAPERLESS OPPORTUNITIES



1

Accounts Payable

2

Quote to Cash: Accounts Receivable

3

Human Resources

4

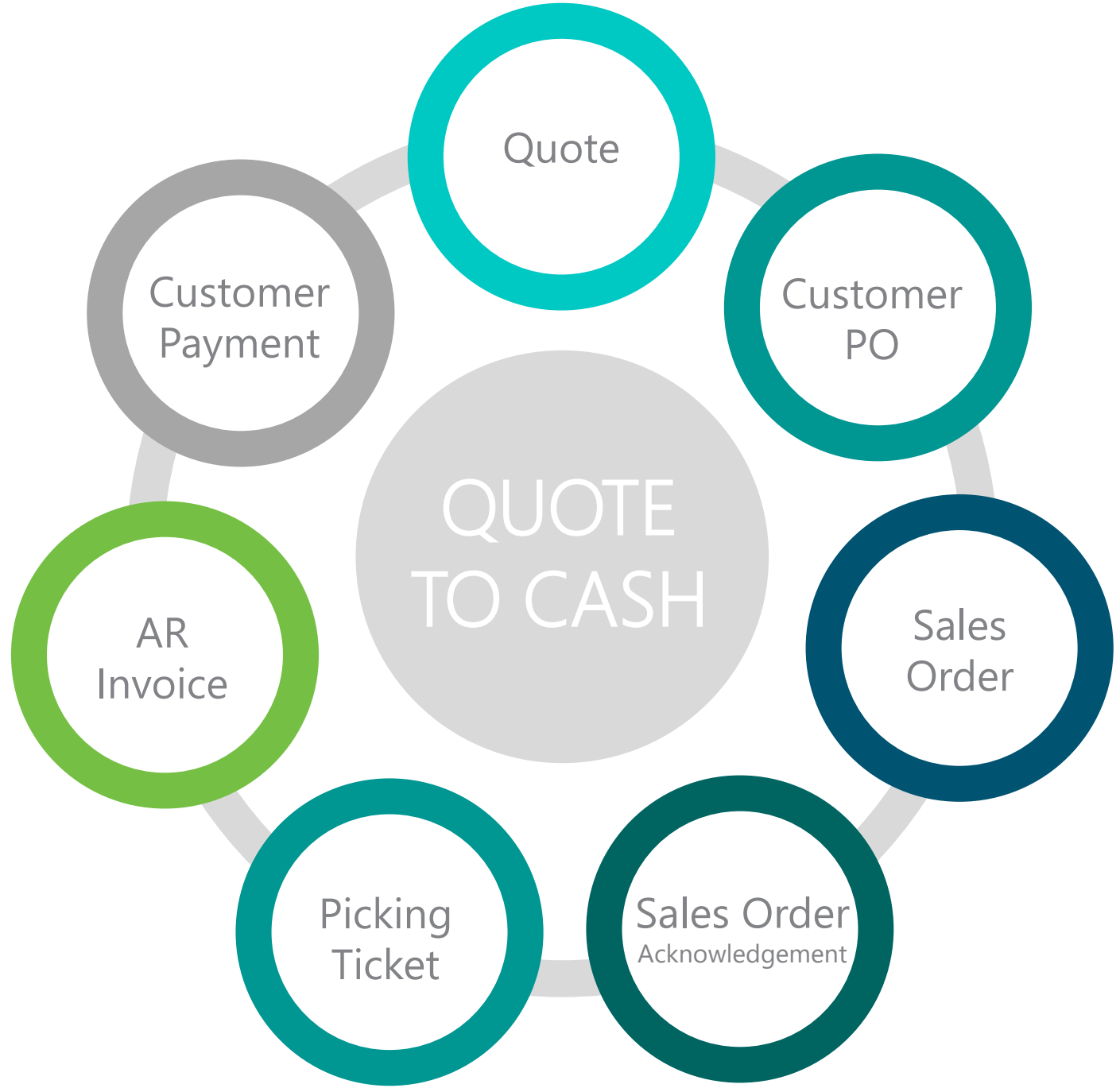
Contract Management



# Sales Order:

Quote to Cash

- Capture or create
- Approvals/process
- Update transaction
- Automatically send out
- Document storage/retrieval



# ACCOUNTS RECEIVABLE



**Quick Invoice  
Delivery**



**Supplemental  
Documentation**



**Improved  
Customer Service**

# CUSTOMER EVIDENCE: AR AUTOMATION



## F&B Manufacturer

Cut down AR time by  
90% & growth without  
adding staff



P O L L I N G

# What Are Your Biggest Challenges?



- A. Automatically create SO from Customer PO
- B. I just want to send Sales Order Ack & AR Invoice automatically
- C. I want to track the entire document packet
- D. Tracking documents by part # is my biggest need
- E. This is not an area of issue for me



# GO PAPERLESS OPPORTUNITIES



1

Accounts Payable

2

Quote to Cash: Accounts Receivable

3

Human Resources

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Contract Management

# HUMAN RESOURCES



# CUSTOMER EVIDENCE: AP & HR AUTOMATION

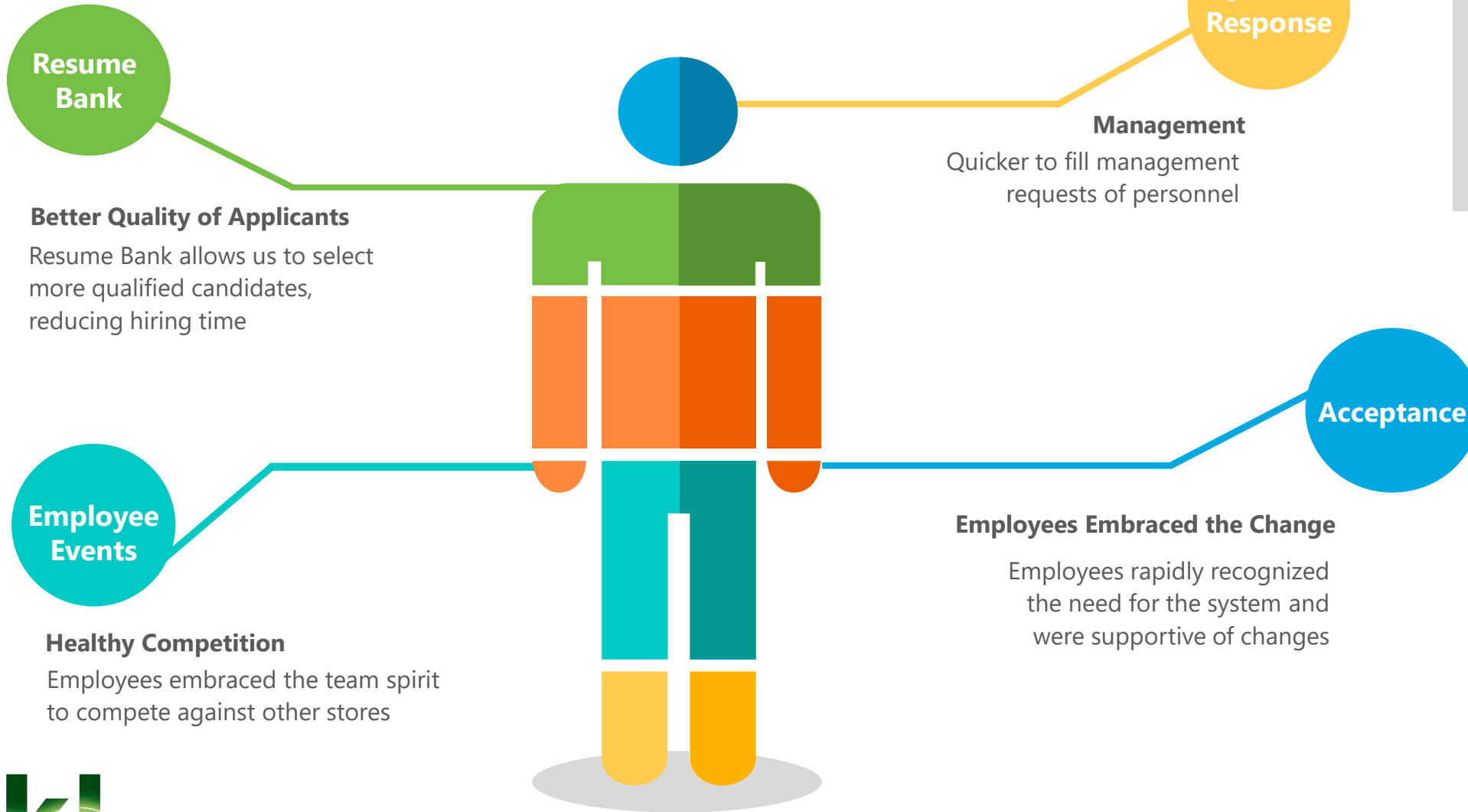
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## SUPERMARKET CHAIN

Eliminated paper &  
automated HR workflows



# UNFORESEEN IMPROVEMENTS



... As a result...

They are launching employee web service and self service kiosk sooner than expected.



# GO PAPERLESS OPPORTUNITIES



1

Accounts Payable

2

Quote to Cash: Accounts Receivable

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Human Resources

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Contract Management

On average, weaknesses in contracting resulted in losses equivalent to **9.2%** of annual revenue\*

*\*According to research done by IACCM*



# CONTRACT PROCESS CHALLENGES

— ...

## Lack of Visibility

Scattered, easily lost, hard to find

## Process Inefficiency

Missed milestones can lead to fees, penalties, loss of favorable terms

## Compliance Issues

Incomplete/inconsistent contracts = compliance, audit and litigation risks

# USE CASE



Lease Agreements  
Employee Contracts  
Agency Agreements  
Insurance Certificates

Service Level Agreements  
Skill Certificates  
Change Orders  
Non-Disclosure Agreements

C O N T R A C T   M A N A G E M E N T

# MANAGE CONTRACTS WITH DOCLINK



Streamline your contract management processes for greater accuracy, transparency & efficiency



## GENERATE

Create templates to access & autofill



## AUTOMATE

Simplify routing process for review/approval



## MANAGE

Track expiration & retention periods with alerts



## STORE

Keep version history, provide security, full-text search for easy location

Document Management System  
Keeps Data Safe & Secure!



# WHAT ARE YOUR MISSION CRITICAL PROCESSES?

Accounts Payable

Accounts Receivables/  
Billing

Auditing &  
Compliance

HR Onboarding

Performance Review

On-site Inspection/  
Data Collection

Approval Processes

Invoice Processing

Expense Report Processing

Contracts Management

Order Processing & Fulfillment

Client/Vendor Self Service

Travel Request & Approvals

Recruiting & Selection Process

Employee File Management

Customer Service

Etc...

# ASK YOURSELF THESE QUESTIONS



With the right plan in place, you can feel confident that you're prepared for anything.



Do you have a plan for recovering data and documents?



Will you be able to keep your business going, even from a remote location?



Are your processes mapped out and automated?



Are you in compliance?



Does your team have mobile & web access?



# PROTECT YOUR DATA!

Media failure

User error

Permanent loss of a server

Virus/malware

Natural disaster





”

When we purchased DocLink, we created a long list of reasons why we needed to buy this solution. Surviving an F-5 tornado was NOT one of them! – Aspen Square

# CUSTOMER SUCCESS: TORNADO RECOVERY

Property Management Company

Hit with Category-3 Tornado; worst storm in area's history

Reported \$1.5+ million in damages for company

60+ vehicles destroyed

NO interruption  
in business  
operations



Continued  
supporting  
100+ remote  
offices



Because 9+  
years of  
documents  
stored in EDMS



Give auditors access to:

- Documents for review
- Sophisticated activity reports

*No more hunting down documents.*

COMPLIANCE



- **Company**
- **Department**
- **Document Type**
- **Property Values**

**SECURITY**

# THINGS TO THINK ABOUT



## **Document Management & Workflow**

Is important to business process optimization and cost savings  
Integral to strategic planning initiatives



## **Grow to Fit Your Needs**

Choose a solution that is scalable to both specific department needs and enterprise-wide.



## **Hard and Soft Costs**

Manual processes are expensive, both in hard & soft dollar calculations  
Think about processes and where it fits in your strategy



## **Map Your Processes**

Think about the cost implications at each step  
What's broken and where you should spend time to fix it  
Can be used to set a budget



P O L L I N G

# How Can We Help Your Document Mgmt Journey?



- A. Interested in a Document Management checklist
- B. I want to received the session recording
- C. Help me map my process and calculate cost of doing business manually
- D. I'm ready to start evaluation solutions
- E. I'd like to meet with my RKL rep to discuss this further



T h a n k   y o u   f o r   A t t e n d i n g !

# Special Promo for Attendees



## 10% off on DocLink Subscription Orders

Until Sept 30, 2022



**DeeLINK**

Are You Ready To Go

**PAPERLESS?**



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