

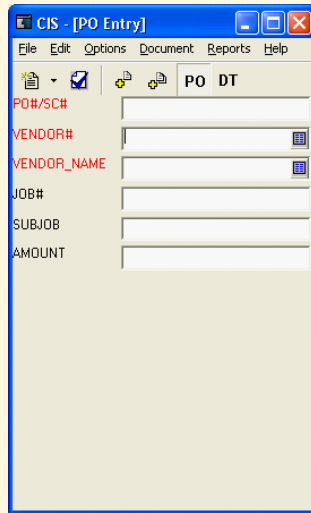


## Invoice Routing & Approval

In many construction companies, copies are made of all invoices before sent for approval. In others, all invoices are entered and placed on hold, to make sure they get in the system. There is always that “black hole” into which invoices fall in the routing process through the mail, courier, or whatever method the company takes. Electronic routing eliminates the time factor as well as the cost associated with copying, transporting, and receiving of paper documents. It also assures all documents are “in the system” as well as allowing anyone, anywhere with proper access the capability to put their fingers on an invoice anytime and answer inquires from a vendor.

### PO/DT ENTRY

Purchase Orders and Delivery Tickets that are scanned into the system are indexed and saved along with the image. Multiple pages are attached for easy review and can be compared to the invoice by the project manager. The Vendor Number and Vendor Name lookup tie-in with your accounting software ensures consistency within the imaging database.



PO Entry Window

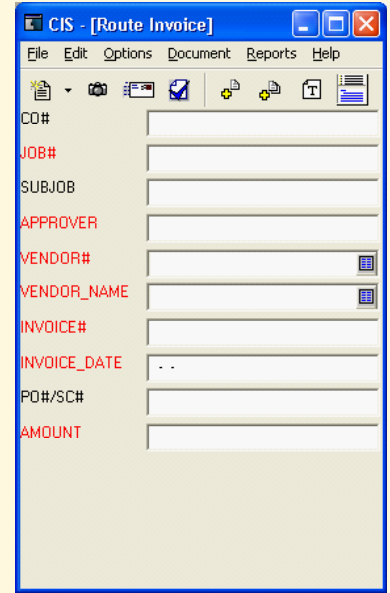
### ROUTE INVOICE

The Invoice Routing Module allows scanning and routing of A/P Invoices to project managers for approval. Basic information is entered for each invoice to help project managers identify those in which they will work with. An option of searching

VEN#	VEN_NAME	ADDRESS	CITY
336	Burch Flooring	6385 Glen Eagl...	Nashville
411	Brennan Interiors	8774 Walnut St...	Orland
468	Webb Tile	527 Greenbank...	Juzzebank
503	Marsh Interiors	122 Southern B...	Rocky Mount
503	Suggs Cement ...	651 Hornbeam Ct	Milesville
510	Dietrich Roofing	5444 Fernhurst Ct	Fraleigh
515	AJs Sidding Gro...	1558 Calvano ...	Grand Island
525	Rossi Electric	94 Robinson St...	North Tonawan...
538	Liberty Plumbin...	538 Homestead...	Tonawanda
552	March Landscap...	1201 Tavenar...	Lisburn

Vendor Name & # Look Up Table

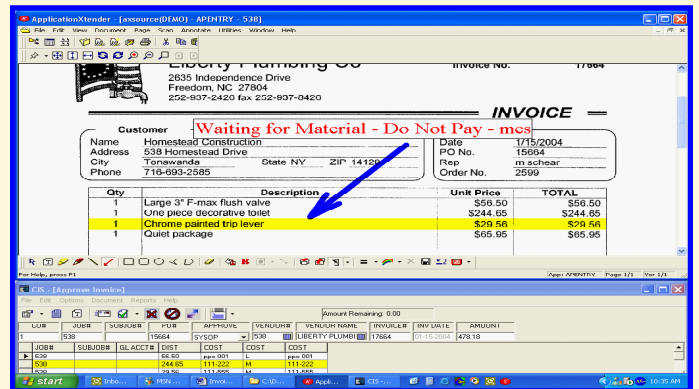
for the PO and DT ticket information and image is available within Route Invoice can be done by clicking the Search for PO Button. Optionally, for those customers entering invoices into A/P and placing on hold before sending for approval, the identification information can be scraped from the accounts payable entry screen to minimize double keying.



Route Invoice Window

### APPROVE INVOICE

Invoices that are waiting for approval or held by an approver are accessed in the Approve Invoice module. By clicking on the Display Invoices Button, the project manager approving or reviewing the invoice is presented with a list of invoices to

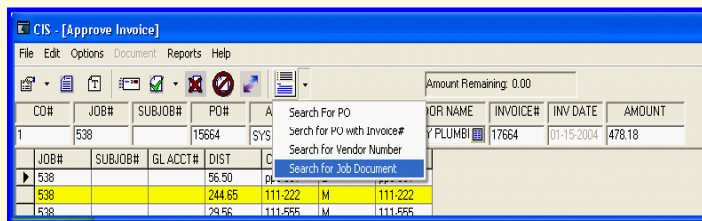


Approve Invoice Window – with Cost Coder

review. Once an invoice image is available, he can add annotations to the invoice denoting "Waiting for Material – Do Not Pay" or other messages. When approved, an electronic signature is added with a time and date stamp. If the approver wants to see a copy of the PO or any related job documents, they can easily access them with a click of a button.

The Cost Coder built into the Approve Invoice Window allows the project manager to cost code or distribute the invoice data for later entry into A/P.

Using the Search for Job Document option the user can access any related job document saved in the imaging system. This allows the project manager the ability to review photos, blue-prints, insurance certificates or related job files.

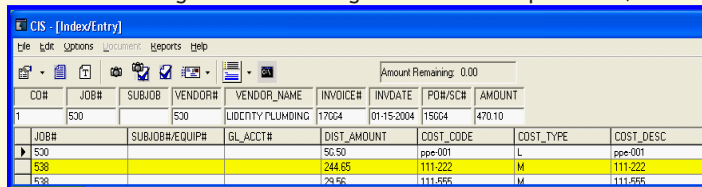


Approve Invoice Window – with Search for Job Document

## INDEX/ENTRY

The Accounts Payable Clerk has a tool bar that allows them to display invoices that have been approved and then enter them into accounts payable entry. The Cost Coder can be displayed or optionally the information can be sent to the accounting system. At any time, the A/P clerk can check the status of an invoice, see any annotations, and even see the date sent and the date approved.

This module has also been adapted to other pre-determined workflow routing such as routing of Purchase requisitions, etc.

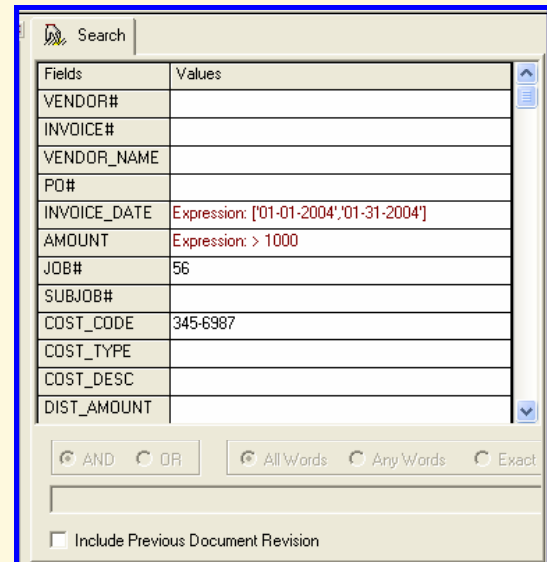


Index Entry Window – with Cost Coder

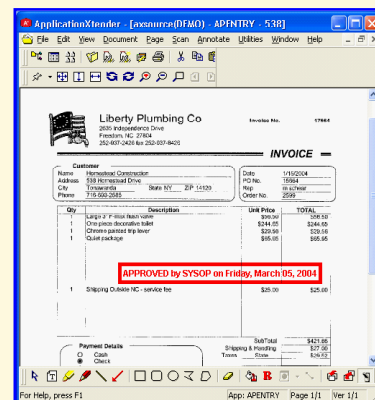
## SEARCHING FOR IMAGES AND INVOICE INFORMATION

Invoices are available for inquiry by both A/P personnel and project managers. While viewing the information about an invoice on their screen, A/P can click on the display tool bar and view the image of the invoice. However, the Project Manager frequently wants to view a range of invoices. They can then select from up to 20 indexes the invoices they want to view. For example, they can view all the invoices for Job #56, Cost code 345-6987, over \$1,000 between January 1 and January 31. This allows them to better control costs.

Construction Imaging's Invoice routing modules are installed in a wide range of construction companies across the country. Wizards are used to build the routing tool bar and the cost coder to provide a system that is configurable, yet easy to maintain.



Imaging Query Window



Approved Invoice Image