

AP Invoice Import into Traverse

- Eliminate manual entry of AP Transactions.
- Support compliance initiatives.
- Automated bottleneck alerts.
- Increase employee productivity.
- Single or multi-step approvals.
- Reduce confusion and errors.

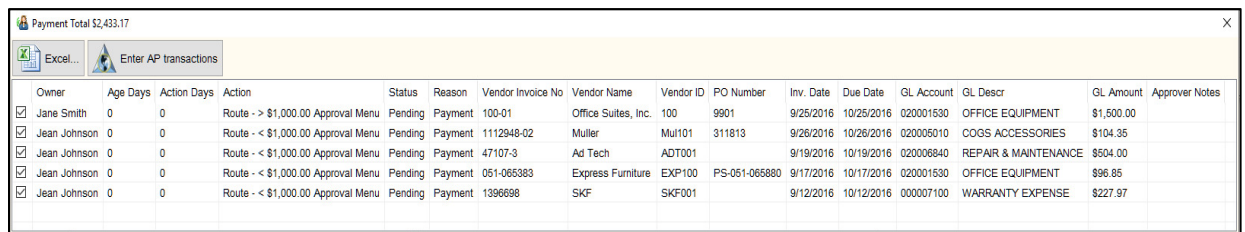
DocUnity's Workflow Application allows your important business documents to be routed electronically, enabling users to process work more efficiently, faster, and more accurately.

- Open your work queue and review the list of assigned documents.
- Route documents based on workflow processes as defined in DocUnity's Workflow Application.
- Workflow alarms alert you to possible process Bottlenecks.
- Eliminate manual data entry by updating Traverse with Accounts Payable transactions.

DocUnity lets you select which AP Transactions are to be moved to Traverse.

DocUnity exports the transactions to a Traverse Table and Traverse imports those AP Transactions using the Workflow Import application. Traverse manages the actual release for payment of the transactions after they are imported just as if they were manually entered.

Select the AP Transactions in DocUnity and the transactions are exported to a Traverse Table to eliminate manually entering the AP Vendor Invoice Transactions.



Owner	Age Days	Action Days	Action	Status	Reason	Vendor Invoice No	Vendor Name	Vendor ID	PO Number	Inv. Date	Due Date	GL Account	GL Descr	GL Amount	Approver Notes
Jane Smith	0	0	Route -> \$1,000.00 Approval Menu	Pending	Payment	100-01	Office Suites, Inc.	100	9901	9/25/2016	10/25/2016	020001530	OFFICE EQUIPMENT	\$1,500.00	
Jean Johnson	0	0	Route -< \$1,000.00 Approval Menu	Pending	Payment	1112948-02	Muller	Mul101	311813	9/26/2016	10/26/2016	020005010	COGS ACCESSORIES	\$104.35	
Jean Johnson	0	0	Route -< \$1,000.00 Approval Menu	Pending	Payment	47107-3	Ad Tech	ADT001		9/19/2016	10/19/2016	020006840	REPAIR & MAINTENANCE	\$504.00	
Jean Johnson	0	0	Route -< \$1,000.00 Approval Menu	Pending	Payment	051-066383	Express Furniture	EXP100	PS-051-065880	9/17/2016	10/17/2016	020001530	OFFICE EQUIPMENT	\$96.85	
Jean Johnson	0	0	Route -< \$1,000.00 Approval Menu	Pending	Payment	1396698	SKF	SKF001		9/12/2016	10/12/2016	000007100	WARRANTY EXPENSE	\$227.97	

Traverse imports the selected Transactions using the Work Flow Import feature.

