

Accounts  
Payable  
Automation  
MYOB  
Advanced

Solution  
Overview  
V11.18



## About Dataline

Since 1987 the Dataline Group has been at the forefront of making accounts management easy for organisations across the Asia Pacific region.

We believe in providing the best, most efficient solutions to our clients: whether that is designing and building our own services or partnering with some of the world’s leading accounts processing providers to bring their products and services to local markets.

## The Challenge for Your Business

In the drive for greater profitability, today’s organisations, whatever the size, are under constant pressure to find better, more cost-effective ways of doing business.

Solutions need to offer the maximum automated outcome while providing scalability, compliance and enriched features that can keep pace with the organization in an ever-changing business environment.

Dataline has made efficiency easy for over 350 companies



## Overview – What is it and What are the Benefits?

Accounts Payable Automation delivers cost savings and improved efficiency, enabling your staff to focus on expense reduction rather than on data capture. Low value tasks such as duplicate invoice management, supplier consolidation, manual processing and reporting are obsolete when you integrate your AP functions with the Dataline Payments Portal. Specifically, the Dataline solution:

- ▶ Speeds up the AP processing and payment cycles and removes a considerable amount of paper from the workplace, including archives.
- ▶ Synchronises master data including suppliers, stock codes, account codes, sub accounts, branches, tax codes and inwards goods receipts with your Advanced system and posts invoice ready for payment.
- ▶ Offers immediate cost and productivity benefits.
- ▶ Has proven mechanisms for identifying and managing exceptions
- ▶ Promotes transparency through liability reporting, inbuilt compliance and auditing controls
- ▶ Delivers flexibility through 24x7 online access for approvals and reporting, plus anytime access from any connected device
- ▶ Removes duplicate data capture by integrating your MYOB Advanced database with the Portal.



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## The Process?

Dataline's Advanced AP Automation is delivered as a three-step process, summarised as follows:

- 1. Delivery.** Send your invoices to the Dataline portal via email.
- 2. Capture and Verification.** The Dataline solution creates images and metadata for each invoice. Our capture process includes data verification to ensure highly accurate results.
- 3. Approval.** All metadata and images of the invoices are delivered to the *APA+* web portal ready for processing. For Purchase Order invoices, Straight Through Processing (STP) is achieved by matching the invoice, purchase order and inwards goods receipt. Where all three documents tally, the invoice is deemed to match and posted in MYOB Advanced ready for payment.

For exceptions and Non-PO invoices, the Portal provides a sophisticated workflow engine to streamline the approval and authorisation processes. Portal users review/approve/match invoices, which are then automatically uploaded into MYOB ready for payment.



Invoices Emailed



Invoice Approval



Scan Data Extraction

Dataline's *APA+*  
platform removes  
the burden of  
manual payables  
processing

## **How your solution will work?**

### **Steps 1 and 2: Invoice Delivery and Capture**

Dataline receives invoices from customers and processes them at the bureau processing centre. This enables metadata and images of the invoices to be delivered to the Dataline web portal ready for processing. Portal users review and approve/match invoices, which are then automatically uploaded into MYOB Advanced ready for payment.

### **Processing – Emailed Invoices**

Dataline will provide a separate email account for each customer. The email collection process requires that customers send invoices as follows:

1. Invoices are to be sent as email attachments in either PDF or TIFF format to the Dataline provided email address.
2. Each e-mail attachment is considered to be a separate invoice. An attachment can include invoice-related attachments within the same PDF or Tiff image file. If customers wish to send multiple invoices in one e-mail attachment, they must do so by including a blank separator page. This page must appear at the start of each new invoice document.
3. All invoices will appear in the Dataline portal as black and white images and there is no requirement for invoices to be received as searchable PDFs.

Dataline assumes that the customer will scan all hard copy invoice documents at their office, typically on a standalone scanner or multifunction device, and e-mail the resulting image output to Dataline.

Dataline can introduce you to one of our business partners who can provide you with a one click Multifunction Printer to streamline the process.

## **Intelligent Scanning**

All invoices will be scanned in customer-specific batches using our Invoice Capture Software. Each customer has its own profile, ensuring the segregation of customers' invoices.

The data extraction process includes a verification task. Dataline operators view and manually rectify data fields which the scanning solution couldn't validate, ensuring the highest level of accuracy.

Documents that are not invoices or bills will be captured as exceptions and returned by placing the scanned copy of the document on a dedicated exception queue in the Dataline portal. Documents that are clearly identified as "Tax invoice/Statement" will be processed as invoices or will be placed on the other document exception queue.

## **Information Retention and Destruction**

Dataline will keep all emails and copy of documents for 30 days and will then securely destroy them.

Long-term invoice archival of images and data is provided by Dataline, storing invoice images in the Dataline portal for 7 years.

All Dataline's data is stored in the most secure on-shore servers that are trusted by Dataline's clients that include major banks and government organisations.


Dataline's cloud servers are approved by the Australian Prudential Regulation Authority (APRA)

## Exception Management

Dataline provides enhanced exception management capabilities through our invoice processing web portal (cloud offering). Invoice images and data are uploaded to the Dataline web portal after scanning, data extraction and validation.

The web portal allows users to view invoices (extracted data and original images) and manage the entire invoice process. The portal provides a complete transaction history for each invoice, providing up to date status reporting as invoices progress through the system.

Validated invoices are placed on their corresponding supplier queues for further processing. Invoices which fail validation are placed on exception queues for customer review. Finance staff review and modify invoices in exception queues and manually place invoice onto supplier queues for further processing.



The portal does  
have full workflow,  
which can be enabled  
by configuration  
settings

### Step 3 - Invoice Workflows and Approval

Where an invoice can be matched to a Purchase Order and Receipt, it can be processed automatically by the Dataline Portal. This is known as a “three-way match” leading to “Straight Through Processing”.

Where it is not possible to use Straight Through Processing (e.g. because the invoice is not associated with a Purchase Order), the Portal provides sophisticated on-line workflows for the invoice approval processes.

Non-PO invoices are allocated to a workflow that routes invoices for review and approval based on your business rules. Customers can configure these approval flows, which can be based on a user dollar limit (i.e. a delegated of authority), or on predefined Portal workflows that support multiple users.

The user interface includes a dashboard view of invoices and their progress through the approval life cycle, with speed links to search and manage invoices. The dashboard provides visibility of all invoices with full ageing by status and user.

The system is designed to provide an elegant but rich user experience





## MYOB Advanced Integration and Synchronisation

Dataline's invoice processing solution encompasses automated data synchronisation with MYOB Advanced.

This includes the update of Master Data which includes stock codes, general ledger accounts, job data to the Dataline portal and upload of approved invoices from the Portal back to MYOB Advanced.

The synchronisation application executes servers locally on the customer site, typically on the same machine as MYOB Advanced or in the cloud. You control the timing and frequency of this synchronisation.

Propriety  
technology platform  
that syncs to MYOB  
Advanced



## Reporting

Dataline provides customers with standard management reports, which are in CSV format for viewing in Excel. These reports are a part of the base service, with additional reports provided as a customisation where needed.

The standard management reports are:

**Liabilities Report** – run daily, detailing outstanding invoices in the portal that have not yet been exported to MYOB Advanced. This is used to calculate accruals where required

**Outstanding Invoices** - run weekly, detailing invoices that are awaiting authorisation and itemising which approver the invoice is currently assigned to.

Dataline can provide additional reports as customization where needed

Non PO Invoice Search Results

Invoice Number	Import Date	Supplier Name	Debtor Number	Total Amount	Invoice Status	Attach
SYD09486	22/04/2014	DHL EXPRESS AUSTRALIA PTY LTD	ABN 6200112929	\$142.82	Unallocated	
SYDC378609	01/05/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$418.76	Unallocated	
SYDC377313	01/05/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$290.22	Unallocated	
SYDC377304	28/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$237.60	Unallocated	
SYDC378927	24/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$475.95	Unallocated	
SYDC374293	28/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$849.99	Unallocated	
SYDC379440	23/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$459.80	Unallocated	
SYDC373379	22/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$226.60	Unallocated	
SYDC371928	23/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$972.35	Unallocated	
SYDC367352	10/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$640.21	Unallocated	
SYDC366786	15/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$264.70	Unallocated	
SYDC364828	08/04/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$226.60	Unallocated	
SYDC367340	25/03/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$597.45	Unallocated	
SYDC350102	10/02/2014	DHL GLOBAL FORWARDING (AUST)	ABN 620020536124	\$2,503.99	Unallocated	
SYD945282	28/04/2014	DHL EXPRESS AUSTRALIA PTY LTD	ABN 6200112929	\$228.70	Unallocated	

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## Help Desk Support

Dataline provides a help desk for the entire invoice processing service. Dataline's standard Help Desk service levels are as follows:

1. Email support during business hours (9:00 to 17:00 – AEST), to a dedicated support email address.
2. All help desk queries raised will be tracked and monitored in the Dataline help desk ticketing system.

The help desk will only provide technical support with regards to the service offered, limited to questions relating to:

- ▶ The invoice collection process i.e. e-mail issues
- ▶ Data fields extracted and any exceptions
- ▶ The Dataline Portal
- ▶ MYOB data synchronization



Dataline also provides phone support during business hours

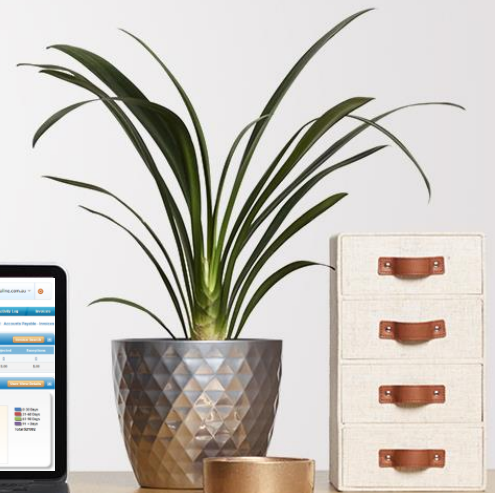


“The Dataline solution has enabled us to process more invoices as our business grows, without the typical costs associated with this”

SG Fleet  
CEO

“The *APA+* solution has saved us between ½ to a full day per week in manual processing time”

Kenvale College  
Finance Manager



**Dataline Group**  
+612 9882 6301  
sales@dataline.com.au