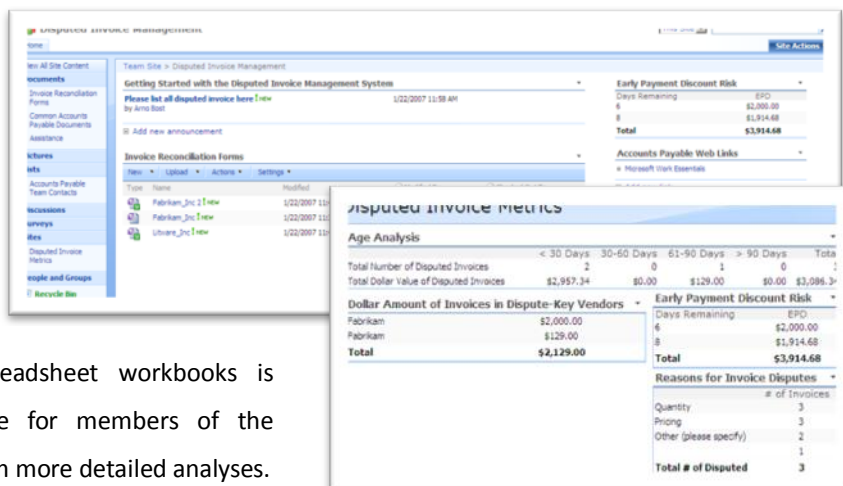


Application Template: Disputed Invoice Management

Description of Template

The Disputed Invoice Management application template for Microsoft® Windows® SharePoint® Services 3.0 helps accounts payable departments track the status of invoices where payment is being withheld. Through the use of a Microsoft Office InfoPath® 2007 entry form, accounts payable personnel enter information regarding the disputed invoice, including reasons for the dispute and action items taken. The site tracks this information and also informs visitors to the site of the discounts at risk for missing early payment dates.

The site also includes more detailed metrics such as Accounts Payable Age Analysis, summarized reasons for invoice disputes and a listing of invoice information for invoices received from 'key' vendors. A useful Microsoft Office Excel® 2007 spreadsheet workbooks is provided, which offers a template for members of the accounting team who wish to perform more detailed analyses.



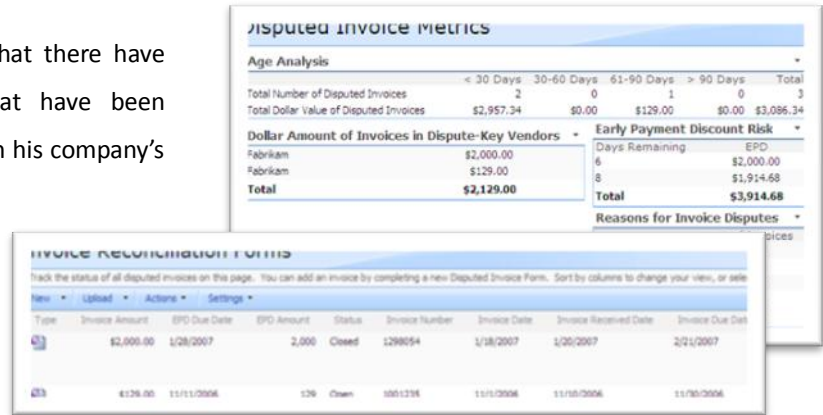
Sample Activities Performed in this Application Template

The following examples show the various ways Microsoft anticipates this template will be utilized in a typical organization. If you wish to add additional features, please ask your IT provider to research Microsoft Office SharePoint Designer 2007.

Arno Bost is a member of Fourth Coffee's accounting department and is responsible for ensuring vendors are paid correctly and on time. His small company uses Windows SharePoint Services to host a site that helps him track disputed invoices. Today, Arno is working with Fabrikam, Inc., the company's key supplier of coffee cups and napkins that are resold at Fourth Coffee's stores in the Pacific Northwest. Fabrikam, Inc. has sent Arno an invoice for a purchase delivered last week, but has incorrectly included state sales tax on the invoice. Arno would like to track this dispute, so from the Disputed Invoice Management site, he creates a New Invoice Reconciliation Form in Office InfoPath 2007. Arno enters in the required information, including date the invoice was received, the reason for the dispute and any early payment discounts offered by Fabrikam, Inc. and saves

the document to the website. Since the vendor is very important to Fourth Coffee’s business, Arno calls his contact immediately to discuss how to get a new invoice printed.

Over the last three weeks, it appears that there have been a large number of invoices that have been disputed. Arno wants to discuss this with his company’s purchasing department to see if there is a way to minimize the errors. Prior to the meeting, however, he wants to get some facts about the outstanding disputed invoices. He again visits the Disputed Invoice



Management site and clicks on “Disputed Invoice Metrics”. The page groups the age of disputed invoices and also lists any early payment discounts that could be lost if the disputes continue much longer. Arno also takes note that their key supplier, Fabrikam, Inc., has two invoices that are under dispute. Arno visits the Invoice Reconciliation Forms page to get the details for these two invoices, and begins to prepare the list of action items he’d like the purchasing department to take to help minimize the number of disputes each month.

About Microsoft Windows SharePoint Services 3.0

Microsoft Windows SharePoint Services 3.0 is technology in Windows Server® that offers an integrated portfolio of collaboration and communication services designed to connect people, information, processes and systems both within and beyond the organizational firewall. Now available at no additional charge, the technology provides a platform for developing Web-based business applications. Application Templates provide out-of-the-box scenarios to address the needs of specific business processes.

More Information

For more information on the technologies described in this article, please visit:

Microsoft Windows SharePoint Services 3.0:
<http://www.microsoft.com/sharepoint>

Application Templates for Windows SharePoint Services:
<http://www.microsoft.com/sharepointapps>

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