



## **SourceLink 5.1 Document Management System** **A compelling solution for QuickBooks users**

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For the tens of thousands of businesses utilizing QuickBooks software to manage your business information, I strongly recommend that you take a close look at SourceLink 5.1 from Personable, Inc. SourceLink is a document management application that integrates extremely well with QuickBooks. In fact, once you install SourceLink you will think it is a core component of QuickBooks.

As businesses of all sizes continue to strive towards greater access to meaningful information and more efficient methods for processing all of the information that flows through the business, the benefits of implementing a document management system (DMS) have become increasingly apparent. The primary objective of a DMS is to convert your paper documents to a digital format so that you can leverage all of the opportunities to move and manage those documents electronically.

One of the most important qualities of a good document management system is to be able to get to the documents you need immediately at the point at which you need them. SourceLink 5.1 excels in this capability. With its direct integration to QuickBooks, you can associate document images with specific transactions. This means that when you are processing a vendor bill for payment in QuickBooks you can display an image of the original invoice with a click of the mouse so



that you can verify the nature of the invoice, the amount due and even any annotations that were added to the bill along the way. The same concepts apply in the sales process, so that you can view the supporting documents that help you create the customer invoice. Once you start to take advantage of these capabilities you'll soon wonder how you got along without them in the past.

One of the most exciting developments in the DMS market is the evolution of "workflow" functionality. This can mean a lot of different things, but essentially, workflow is the functionality that allows you to manage the movement of documents in your DMS from one person to another. The documents don't get physically moved, they are simply routed to individuals by providing them a direct link to the document via e-mail or some other electronic notification. SourceLink 5.1 provides workflow functionality in the form of an "In" and "Out" box for every user. This allows you to move a document or group of documents electronically to someone else's in box with instructions for what to do with them such as create a sales invoice, authorize payment of an expense report, etc. It is this type of functionality that helps you to leverage the true value of a DMS and taking your office "paperless."

As you begin to work with electronic documents on a regular basis, you will quickly realize the need for having a method to make annotations on these documents electronically. We take for granted how frequently we make various notes on our paper documents, or apply stamps to them such as "approved", "paid", etc. SourceLink 5.1 provides this functionality by allowing you to create custom messages that can be applied as stamps to your document images. A typical example of an application for this feature would be for the business owner to view a series of vendor invoices online and apply the "approved" stamp to



them. These documents can then be routed to the bookkeeper's In Box for payment via QuickBooks. You have the ability to control the color, size and location of the stamps that you apply in SourceLink 5.1

The use of e-mail messages to communicate business information and attach electronic documents and other files continues to grow exponentially. Therefore, it is important that your DMS system provide good integration with Outlook so that you can move copies of the pertinent e-mail messages into the DMS. SourceLink 5.1 allows you to right-click your mouse to add an e-mail from Outlook into the system.

If you want to extend your mileage out of your investment in a DMS, you should consider the additional management tools that come with SourceLink 5.1 ME (Management Edition.) The ME version provides you with the ability to enhance the internal control over your QuickBooks transactions. You have the ability to have transactions routed automatically for approval based upon your pre-defined rules. For example, you can have AP transactions under a certain amount route to the person who placed the order for approval. If the invoice exceeds a pre-determined amount, say \$500, you can have it route to a different person, perhaps the owner, for approval to pay it. This functionality extends to the point where you can actually prevent QuickBooks from printing the check if it has not been authorized according to your internal control rules. This can be a very helpful tool for any small business where it is easy to lose track of an individual invoice in terms of whether it is appropriate to pay or not.

To summarize the key points of this article, I want to make sure you understand how deeply the SourceLink 5.1 DMS is integrated with QuickBooks in order to allow you the ability to view your transaction



source documents from within QuickBooks as you are processing transactions. Also, understand the potential benefits associated with SourceLink 5.1 ME with its advanced capabilities to establish internal controls based upon rules you define for authorizing specific types of transactions. The bottom line is that the benefits associated with SourceLink 5.1 far outweigh the relatively inexpensive cost of the software. So if you haven't had an opportunity to see the software in action, I recommend you contact Personable directly to arrange for a demonstration of the functionality provided.

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