



WolfePak
SOFTWARE

Oil & Gas Accounting Solutions

WolfePak Document Imaging



Simplify Data Entry and Storage

The WolfePak Document Imaging module is a general add-on for the WolfePak system that enables the digital storage of documents, images and other related files for transactions and master files. Beyond digital storage, this module makes the routing, approval and rerouting processes easy and more efficient.

DIGITAL DOCUMENT REPOSITORY

With the Document Imaging module you have one centralized location for all documents including invoices, deposits, field tickets, check stubs and even pictures of assets. You can store these files with master file records for vendors, customers, employees, wells, owners or individual transaction entries. Streamline your record filing and make source document retrieval fast and easy.

ELECTRONIC INVOICE ROUTING

Easily route A/P invoices for approval. When invoices are received and scanned into the system, they can be electronically routed to the appropriate user(s) for coding and/or approval. The approver can easily access a copy of the scanned invoice along with the invoice coding, and easily reroute the invoice if needed. Until all appropriate approvals are received, invoices do not update to the general ledger. Plus, the system tracks the invoice along its route, giving users visibility to pending invoices at all times.

Highlighted Features

View, print and email documents with one click.

Append documents to existing entries and attach previously scanned documents.

Pushes pending A/P invoices to AFE Budget Comparison Reports.

Retrieves any document associated with any part of a related transaction.

Tracks invoices through routing and approval process.

Digital repository for any document associated with entire operation.

For more information, go to wolfepak.com or contact us for more information at 325.677.1543.