Accounts Payable Demo

This demo has two parts. The first is the creation of a purchase order based on an employee request. The employee submits a form that is then routed to a manager for approval. After approval is received, the purchasing department will issue a PO and will notify a vendor. The second part of the demo consists of invoice and payment processing. It begins when an invoice is received. Once the invoice is stored in a repository and data is validated, then approval is given and check is issued. When the payment is processed the invoice is archived in the repository.

# Preparing the demo

Laserfiche Client or Web Access – Alex Accounting/a or Laserfiche/l

Outlook (or whatever email client you have)

Chrome

Forms – Laserfiche/l

Quick Fields Scanning - \*If Applicable

# Running the demo

## Purchase Order Request - Forms

|  |  |  |
| --- | --- | --- |
| Step | Action | Talking Points |
|  | Click on Intranet link from the Accounts Payable bookmarks bar and click “Order Request”  OR  Start Process: AP – Order Request | * Forms can be accessed from existing websites   OR   * Processes can be started with a button to give users a menu of available forms. |
|  | Fill out the **Purchase** **Order** **Request** form  Sign and Click *Submit* |  |
|  | Click *Return to Inbox* link in thank you message or use the link from the email notification | * Discuss how the information captured on initial form can be reused * Signatures are timestamped * Personalized email notification with a link was sent to the manager |
|  | Complete the **Manager** **Approval** task and click *Approve* | * The comments will be passed along to the next reviewer and viewable by anyone involved in the process via Action History. (Available in the Show Details button on top right) |
|  | Click the **Create Purchase Order** task or use link from the email notification  Complete the form as a member of the accounting department. Select a supplier from the drop-down list, enter the details of each item, and click *Create* *Purchase* *Order* button to submit the request. | * Laserfiche was able to generate a unique PO number and look up information associated with the supplier. * Total is automatically calculated |
| If your order is over $5,000, go to step 6. Otherwise, go to step 7. | | |
|  | Open **CFO Approval** task from Forms Inbox.  Click on *Show* *Details/Summary* for direct approval  -or-  Open task and click *Approve* button | * An email notification has also been sent * Reviewer has read-only access to the form |
|  | Check email for:   * An update to the requester with a shortcut to view the PO * A notification to the supplier with a copy of the PO | * Purchase Order is created in repository (LaserRepository\Accounts Payable\Purchase Orders\*Vendor*) * Automatic email notifications |
|  | Optional: Click the link or shortcut in “*Your PO Request has been approved”* email to view PO in repository |  |
|  | Open **Order** **Desk**  Open *Order* *Details* for recently submitted request  Click *Open* *Purchase* *Order* with **Connector** button to open the document in **Web** **Access** | * Explain that **Order** **Desk** is a simulation of a third-party order processing software. * Demonstrates how Laserfiche can push information to a third-party system. |

## Invoice Processing

This part of the demo can begin in one of the two ways.

1. Scan invoices from Quick Fields

### Quick Fields

|  |  |  |
| --- | --- | --- |
| Step | Action | Points |
|  | Launch **Quick** **Fields** | * Explain the differences between **Quick** **Fields** and **Quick** **Fields** **Scanning** if |
|  | Run **Invoices** Session  Click Scan  Double-click on invoice to view image | * Full Page OCR * Pattern matching to find total, Invoice number, and PO number |
|  | Review the metadata for each invoice to confirm the data  For *Logic* *Corporation* invoice, enter **WT688** as PO number | * The Supplier name is looked up based on the PO number * If any information is missing (such as PO number), then the invoice will go through data validation via workflow. |
|  | Click *Store All Documents* |  |
|  | Continue to **Invoice Processing – Workflow** step |  |

### Invoice Processing – Workflow

|  |  |  |
| --- | --- | --- |
| Step | Action | Points |
|  | An email notification was sent for each invoice. Two emails will be normal, and one will require data validation. | * There are three stages of data validation: - Verify the correct PO number - Confirm the invoice total matches the PO total - Checks the status of the PO (if it is open or closed) * The business process information will provide specific instructions for each type of data validation. |
|  | Click the link provided in the email to view the invoice. | * Explain the folder structure and how it corresponds to the status of an invoice |
|  | Open an invoice in *2. Data Correction*  Read instructions in **Business** **Process** **Pane** and sticky note on the page  Leave resolution comments in Data Correction Resolution field.  Update invoice and click *Save* | * Explain how Laserfiche tracks business process steps * View **link** to *Purchase* *Order* in **Metadata** **Pane** * Invoice is moved to *3. Awaiting Approval* * Additional field will allow the |
|  | Open an invoice in 3*. Awaiting Approval*  Update status to *4. Invoice Approved* and *Save* | * **BP** information is updated * Invoice is moved to *4. Invoice Approved* |

## Check Processing

This part of the demo can be done in one of two ways.

1. Scan checks using Quick Fields
2. Manually in the repository

### Check Processing – Quick Fields

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| --- | --- | --- |
| Step | Action | Points |
|  | Launch **Quick** **Fields** |  |
|  | Run Checks Session  Click Scan | * Explain how information is drawn from the check and placed into metadata |
|  | Go through metadata for each check to confirm the data |  |
|  | Click *Store All Documents* | * Checks are matched with open invoices * If there is an open matching invoice, then it will be marked as *Paid*, otherwise it will be stored in *Checks* folder |
|  | Once invoice status changes to *Paid* it is archived in: *Accounts Payable\Invoices\By Vendor* | |

### Check Processing – Manually

|  |  |  |
| --- | --- | --- |
| Step | Action | Points |
|  | Launch Web Access and go to folder:  *LaserRepository\Accounts Payable\Invoices* |  |
|  | Open an invoice in *4. Invoice Approved* |  |
|  | Change *Paid* field to *Yes* and Click *Save* |  |
|  | Once invoice status changes to *Paid* it is archived in: *Accounts Payable\Invoices\By Vendor* | |

### Records Management

|  |  |  |
| --- | --- | --- |
| Step | Action | Points |
|  | Login as Ralph Records |  |
|  | Show 0A1 Accounts Payable records series  Show Retention Schedules and Cutoff Instructions in the column data. | * Invoices, Checks, and Purchase Orders have been stored here, being governed by the appropriate retention rules. * Talk about Transparent Records Management: The Records Management view and the Accounting view exist at the same time, in the same repository, allowing multiple different users to access a single copy of a record from views specifically tailored to their needs |