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”ORStart 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** formSign 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 notificationComplete 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 requestClick *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** SessionClick ScanDouble-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 dataFor *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 pageLeave 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

|  |  |  |
| --- | --- | --- |
| Step | Action | Points |
|  | Launch **Quick** **Fields** |  |
|  | Run Checks SessionClick 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 seriesShow 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
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