QuickBooks Integration

docMgt

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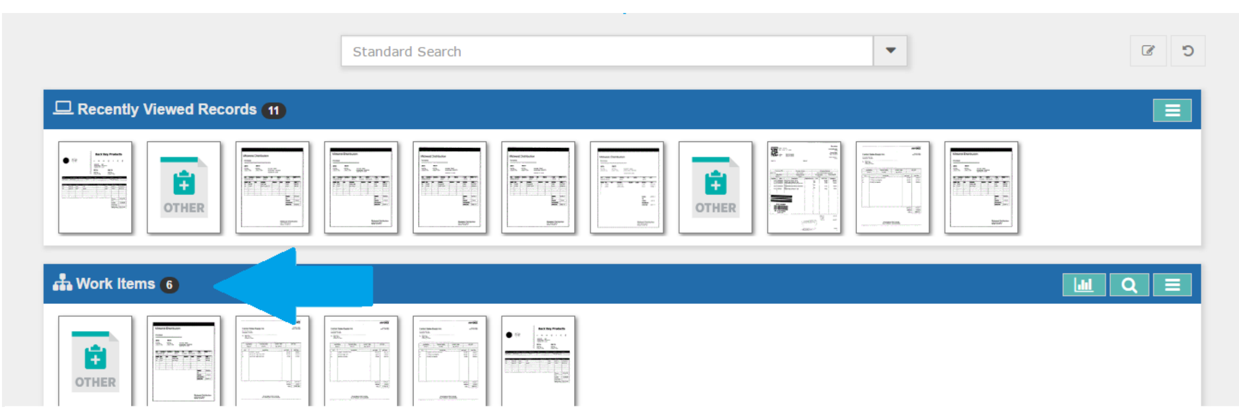
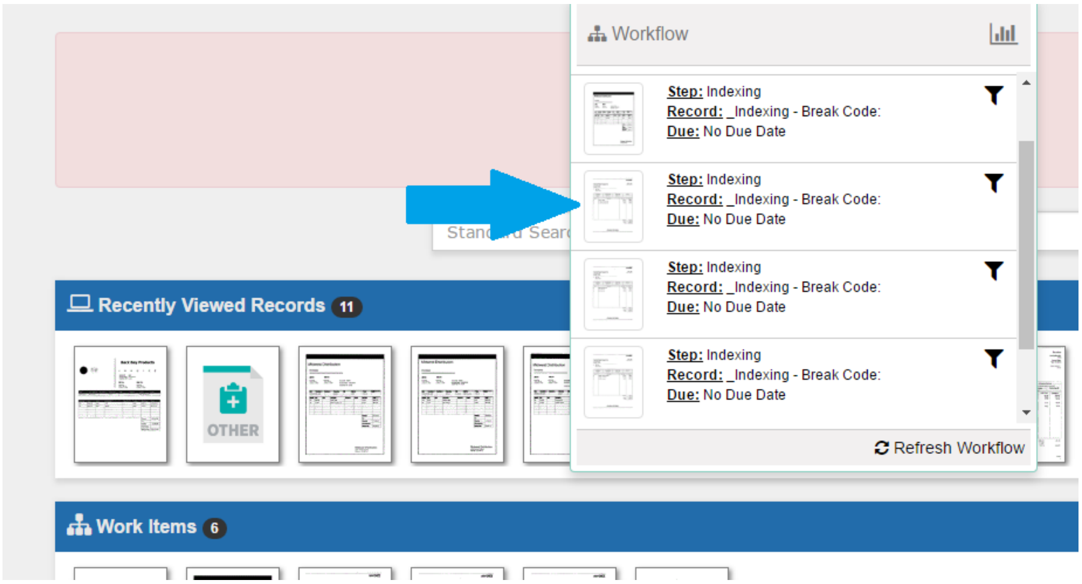
Scan to docMgt

1. Assemble batch
    a. Collect invoices and any backup documents
    b. Insert pre-printed “New Invoice” sheets between invoices
2. Insert batch to be scanned on MFP
3. On MFP press “Scan to docMgt”

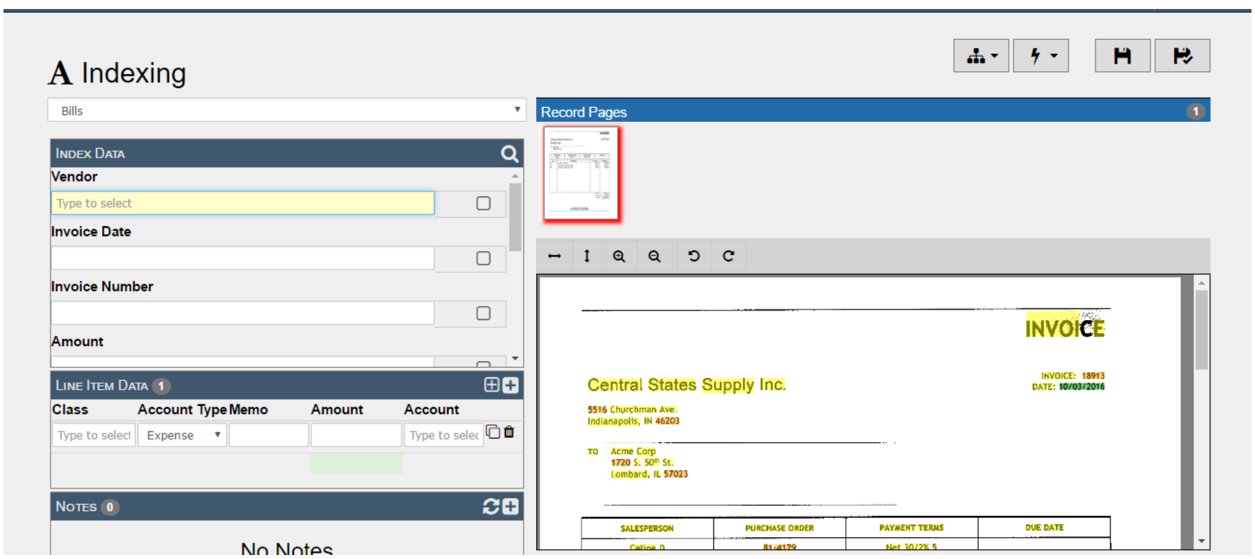
Initial Indexing



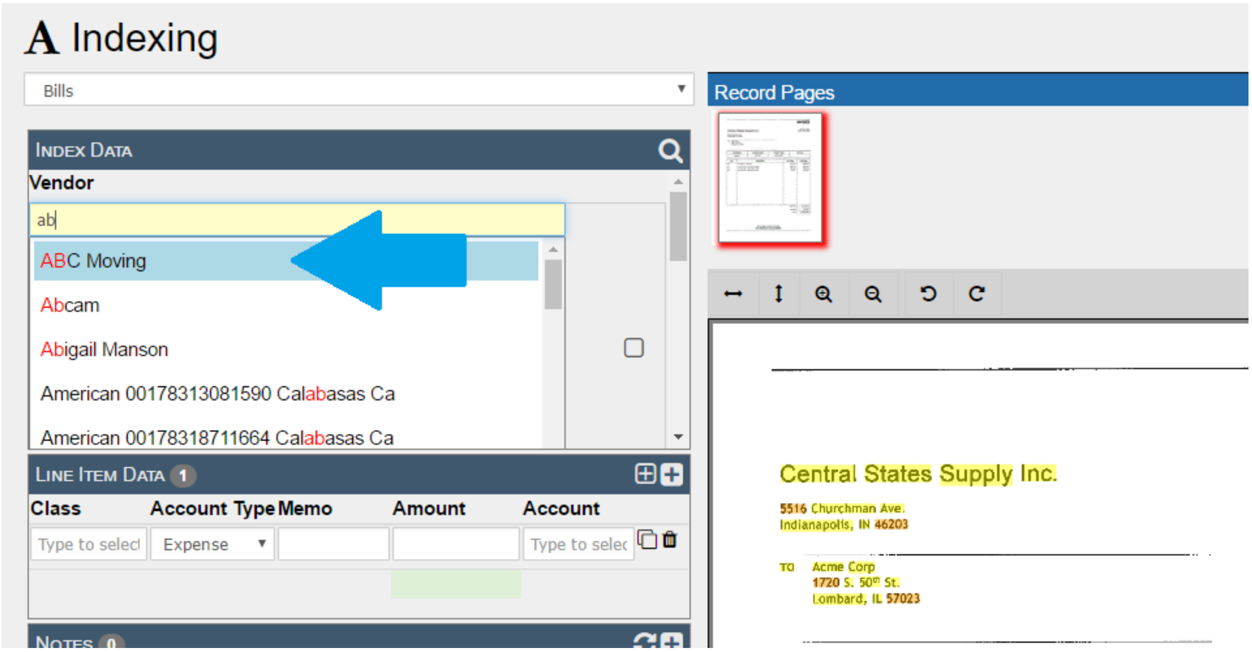
After an invoice has been scanned to docMgt and the automatic OCR process has taken place, the scanned invoice(s) will appear in the assigned users workflow.



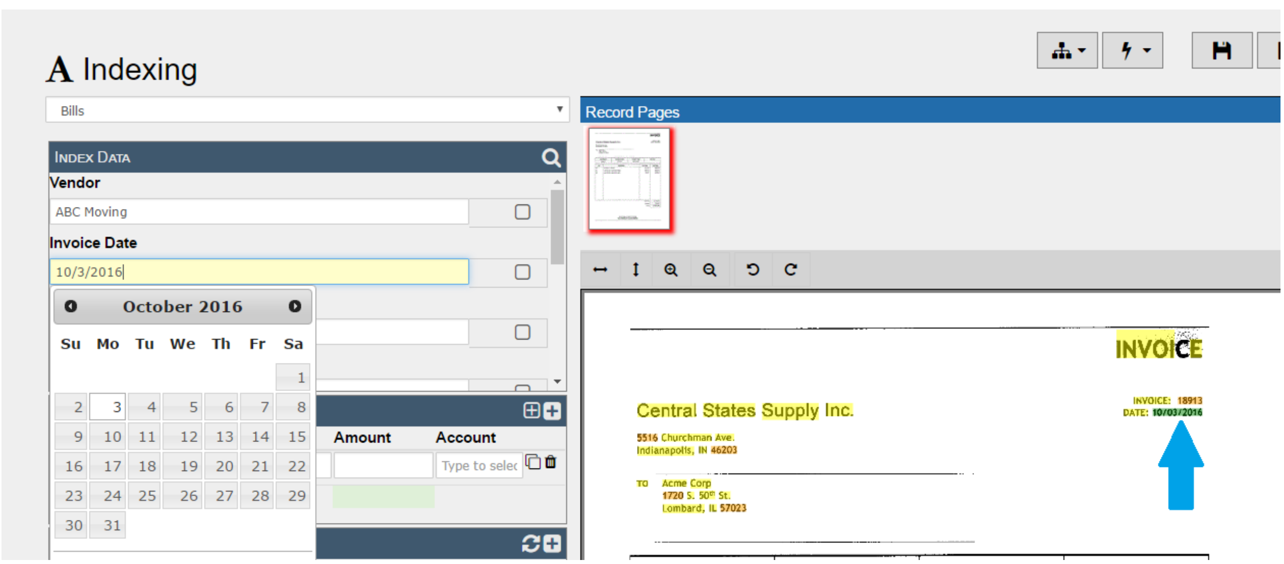
Next, select the desired invoice to complete the indexing workflow step.



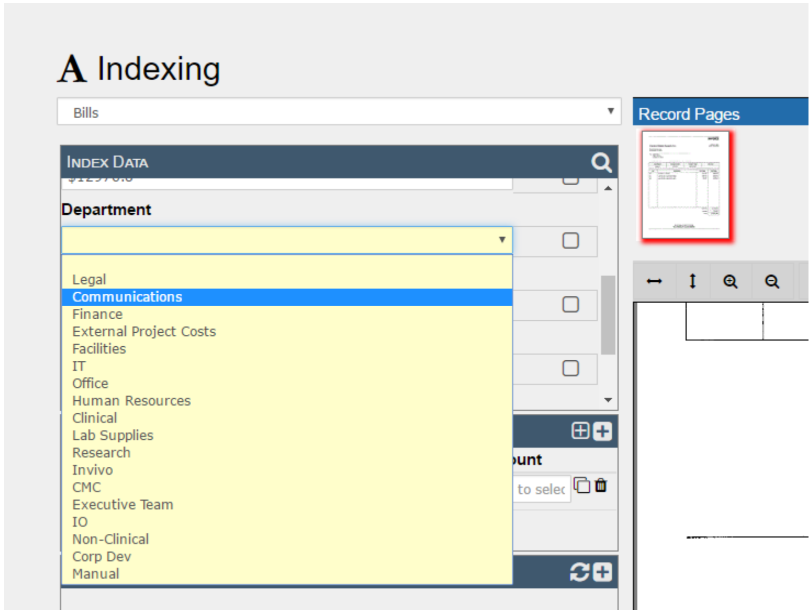
After selecting the desired invoice at the indexing workflow step, the user is taken to the Indexing page. Here a user completes the necessary Index header fields, these header fields can be found on the left side of the screen. OCR results of the invoice appear on the right, any highlighted items that appear on the invoice can be selected to complete the indexing step.



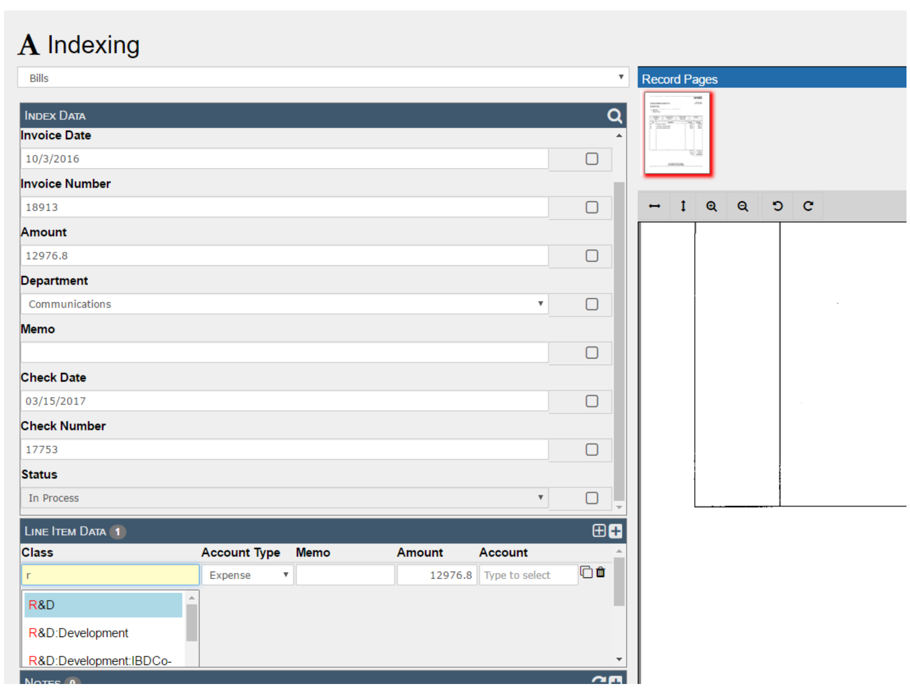
The first index field to complete is a Vendor. Vendor field is linked QuickBooks. Simply start typing the name of the Vendor and all Vendor's from QuickBooks will automatically populate for selection.



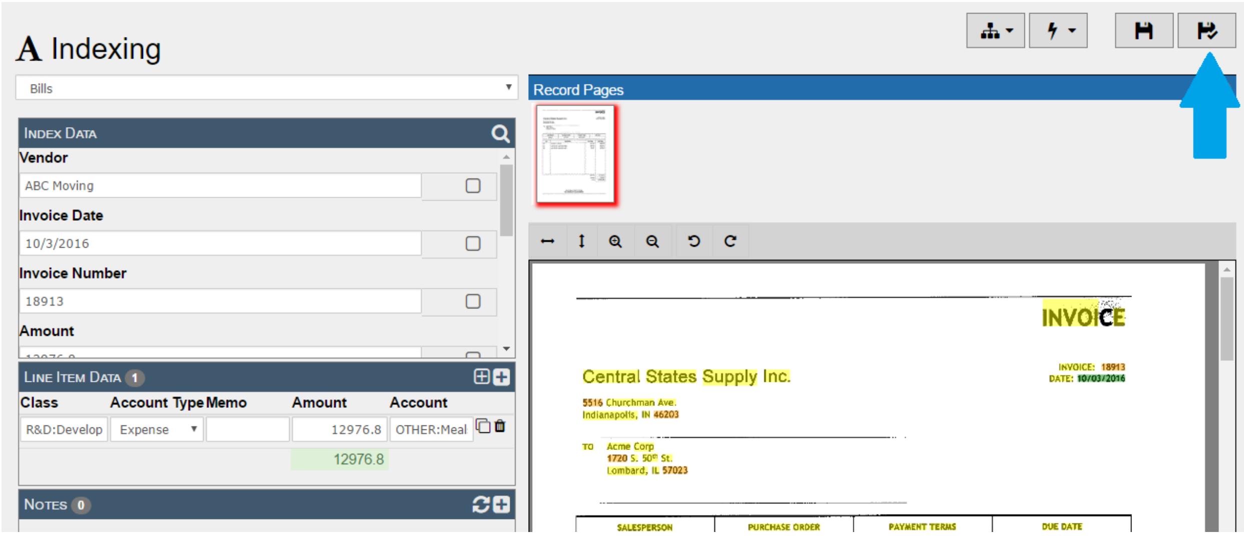
The next index field is called Invoice Date. On the Invoice itself locate the Date. Simply click on the date (in green). The date selected will appear as a completed index field, on left.



One of the index fields you'll notice is an "option list". The Department index field determines which department is responsible for the invoice. In this case the Communications Department would be responsible for approval through a pre-configured workflow step.

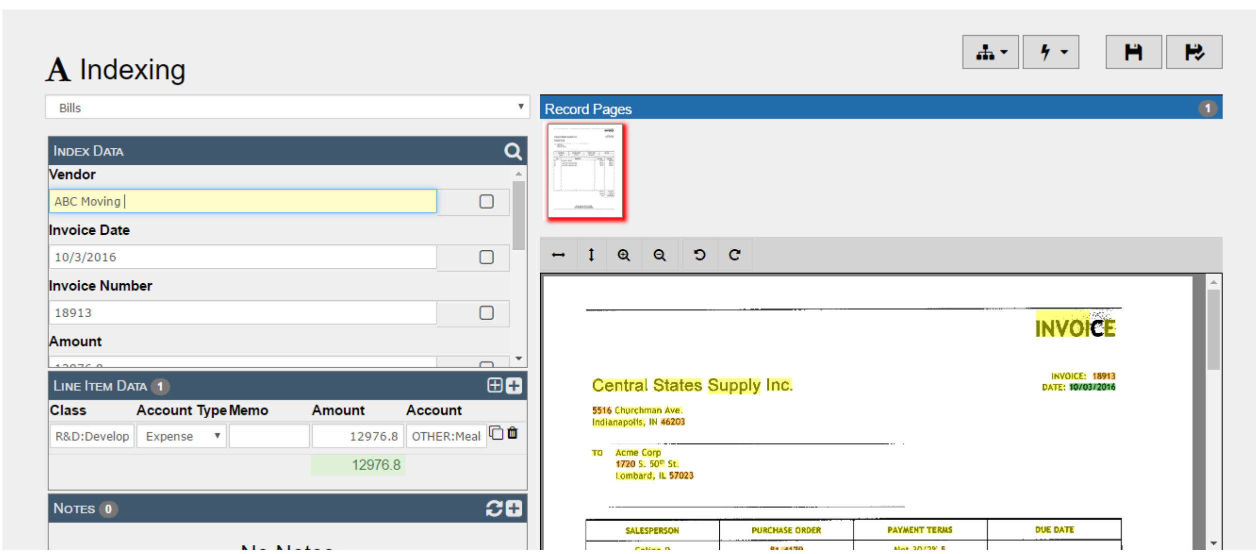


In the Line Item Data the following is entered: Class, Account Type, Memo (if any), Amount, and Account. The Amount line item field MUST match the Amount index field for the invoice to be passed along to the selected Department. Class & Account line items can be completed by the Department during the approval workflow.



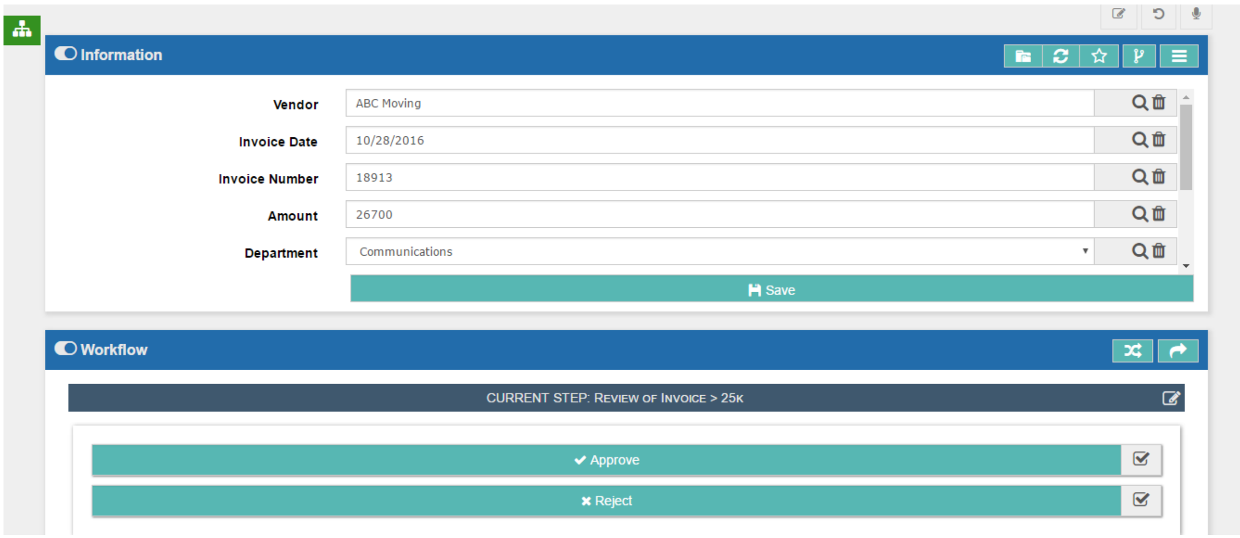
When all required fields are completed. Select the Save button (highlighted) to move the invoice through the AP Approval Process.

Department Approval

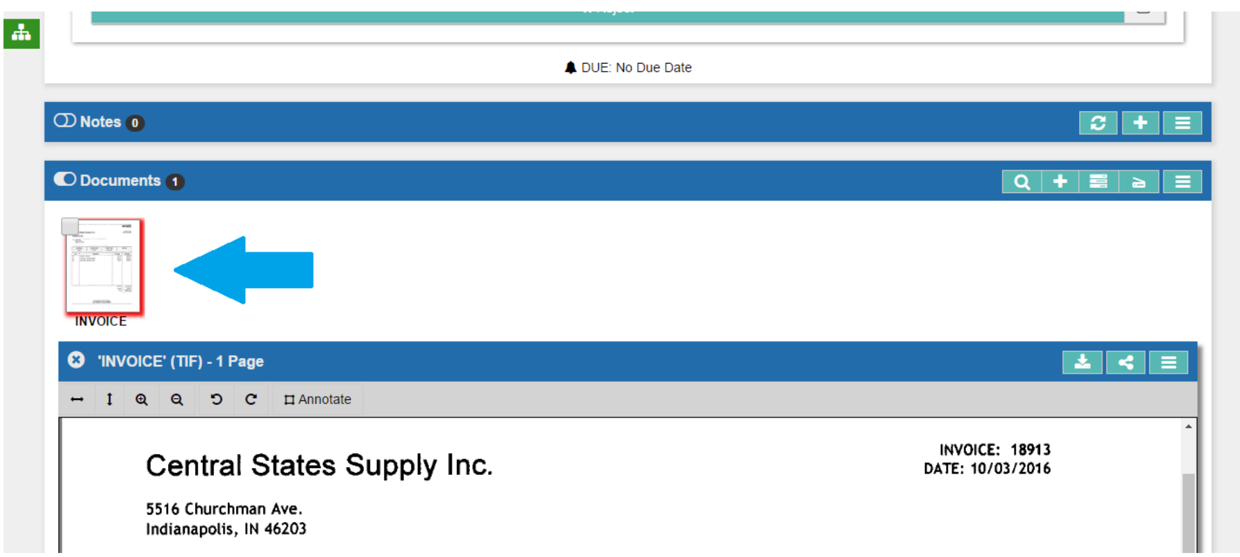


At the Department Approval step, a user receives a workflow notification. Upon selection they are directed to the assigned item where they can complete or edit the information.

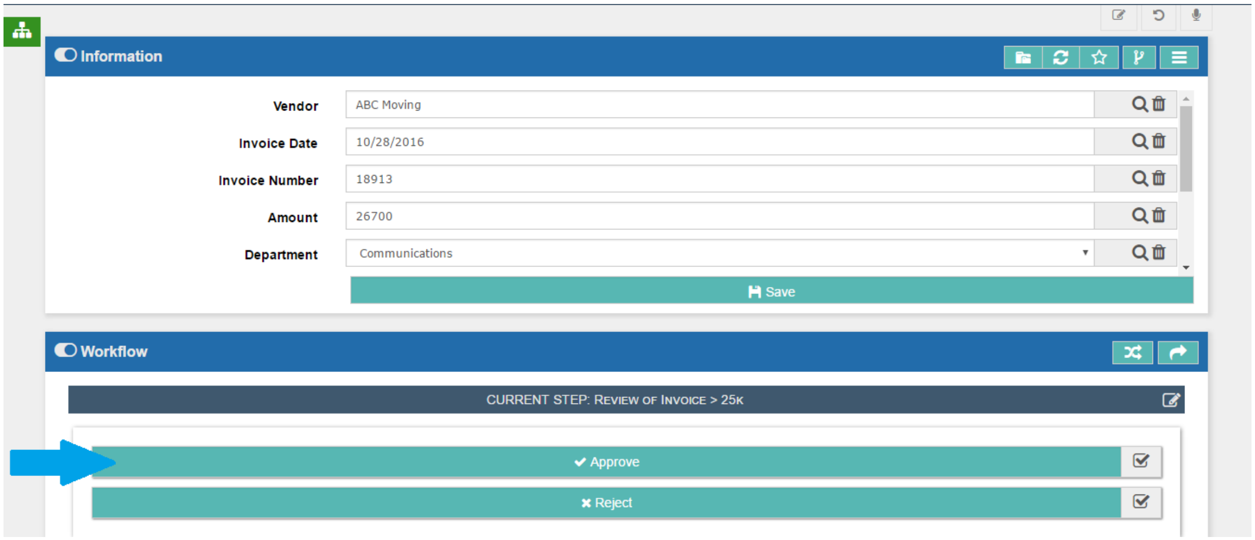
CFO Approval



In this case a rule was configured requiring CFO approval for invoice > $25,000. The CFO receives a "Review of Invoice > 25k" notification. They select the item and are taken to the Invoice for review and approval.

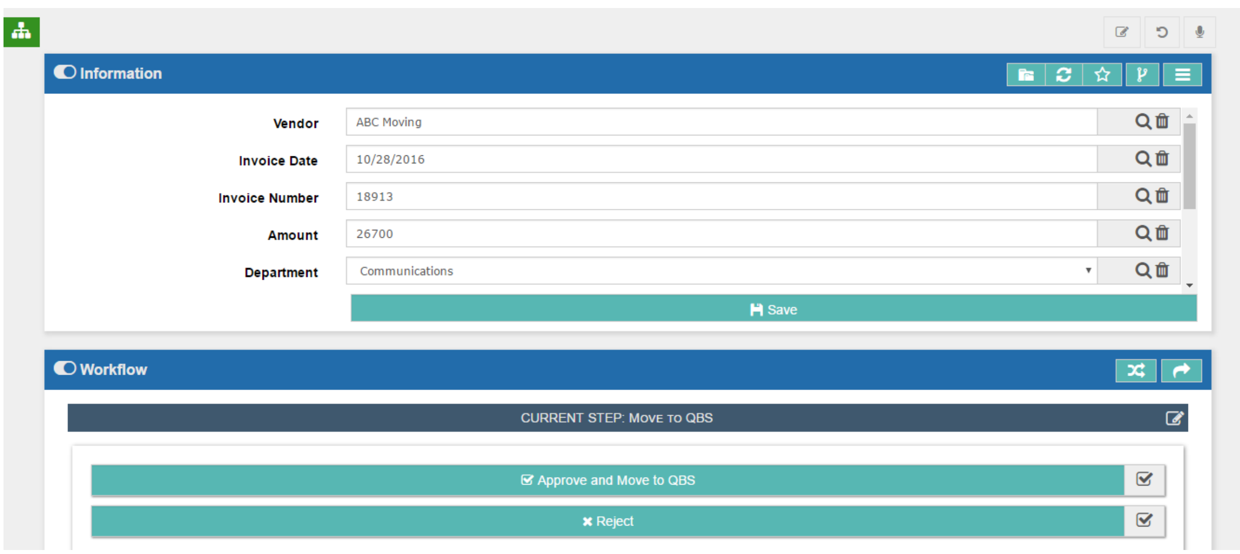


By scrolling down, the user can also view any documents associated with the record. In this case the user could view the scanned invoice before approving.

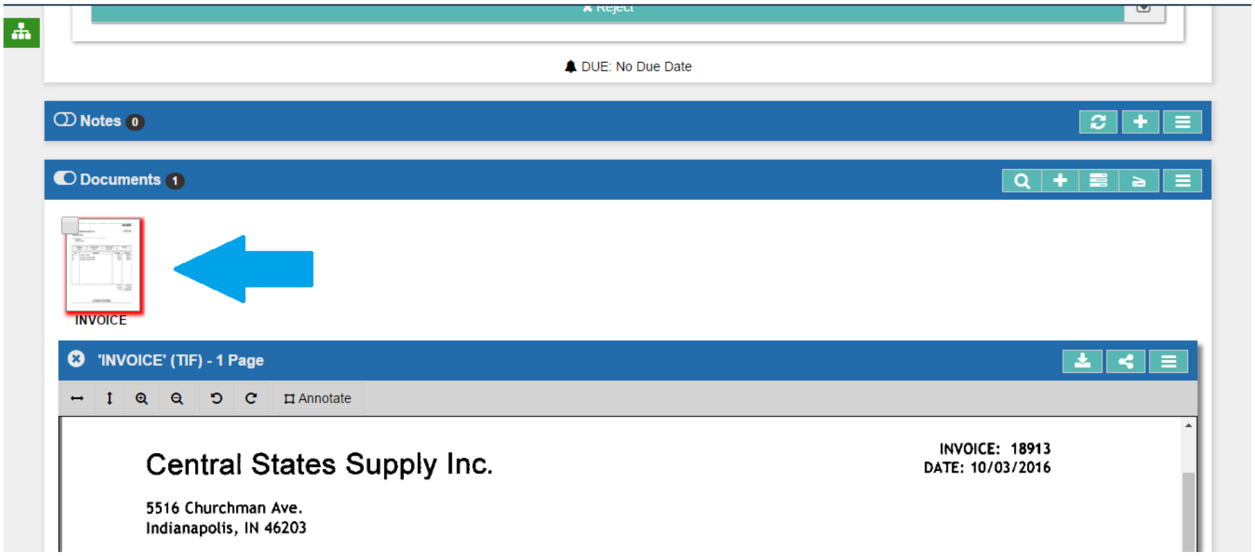


After reviewing the record, the user selects "Approve" and the invoice is then advanced to the final step of the AP process.

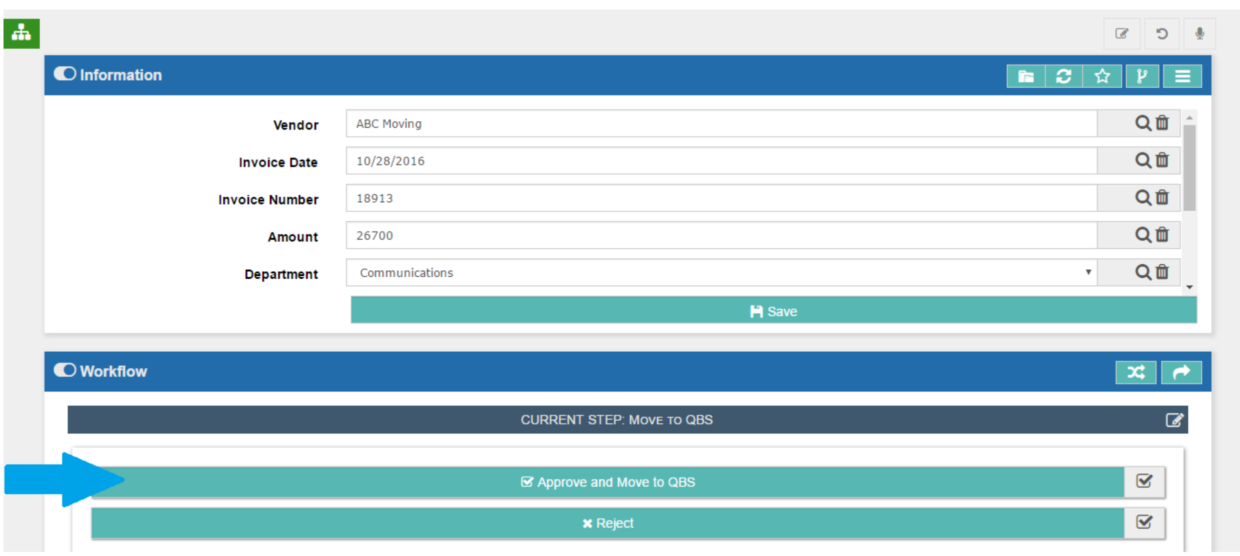
Send to QuickBooks



The final step of the AP Process is to move the Invoice data to QuickBooks. Post CFO approval, the invoice will advance to the "Move to QBS" workflow step.



The user can view any documents associated with the record before approving.

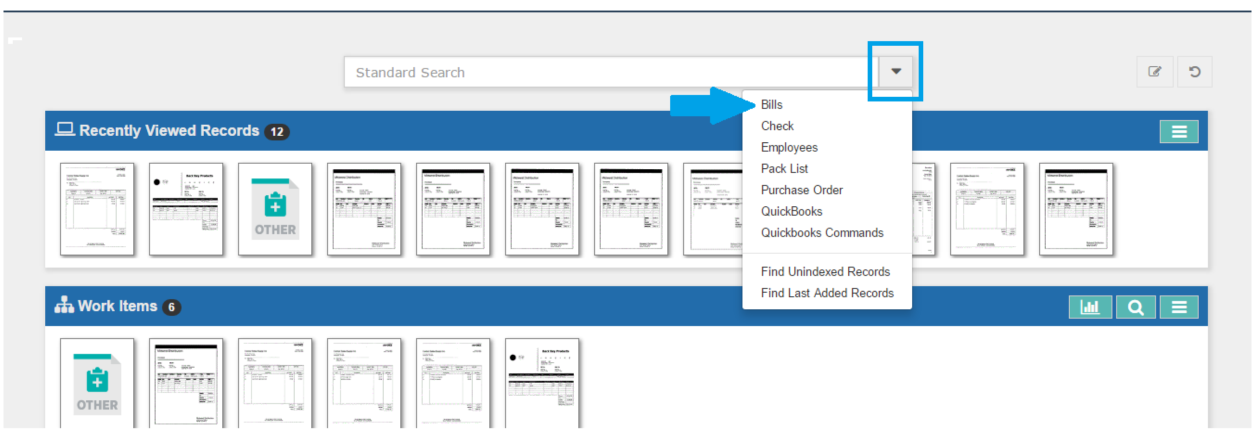


After reviewing the record, the user selects “Approve and Move to QBS” which passes the invoice data to QuickBooks.

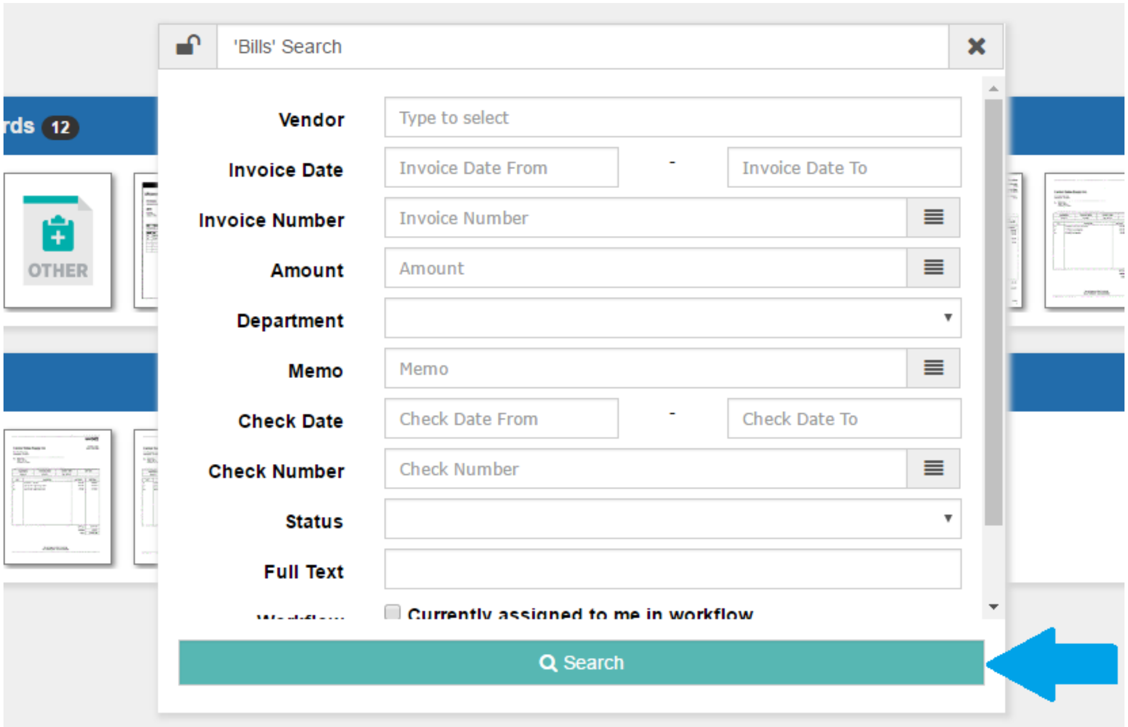
Process Exceptions

- No Vendor – Vendor is unknown. Invoice will remain at Indexing workflow step until Vendor is entered by the user.
- Department Rejection – The department the invoice is assigned to Rejects the Invoice. The original indexer will receive a workflow notification that the Invoice was rejected. The original indexer will view any notes entered by department and make any required edits. Next, the original indexer will select the Save button which will route the invoice back to the assigned department for approval.
- Department Reassign –If the Invoice is routed to the wrong department authorized users can change the Department index to the appropriate one and selects the "Re-Assign" workflow option.
- CFO Rejection – The CFO rejects the Invoice record. Invoice will be sent to original index user who will view any notes left by CFO and make required edits. The original indexer will press the "Re-Send to CFO" workflow button, so the Invoice will be routed back to the CFO for approval.
- Rejection from QuickBooks Entry – The QuickBooks approver, rejected the Invoice record from being passed to QuickBooks. The Invoice record will be sent back to the original indexer, who will view any notes left by the QuickBooks approver. After required edits are made, the original indexer will select the "Re-Send" workflow button, so the Invoice will be routed back to the QuickBooks approver for approval.

Invoice Record Search



To search for invoices, select the Standard Search drop-down and press the Bills record type option.



Enter any known values to search by, and select the Search button. Once retrieved authorized users can download, print, or email invoices.