



# QuickBooks Integration



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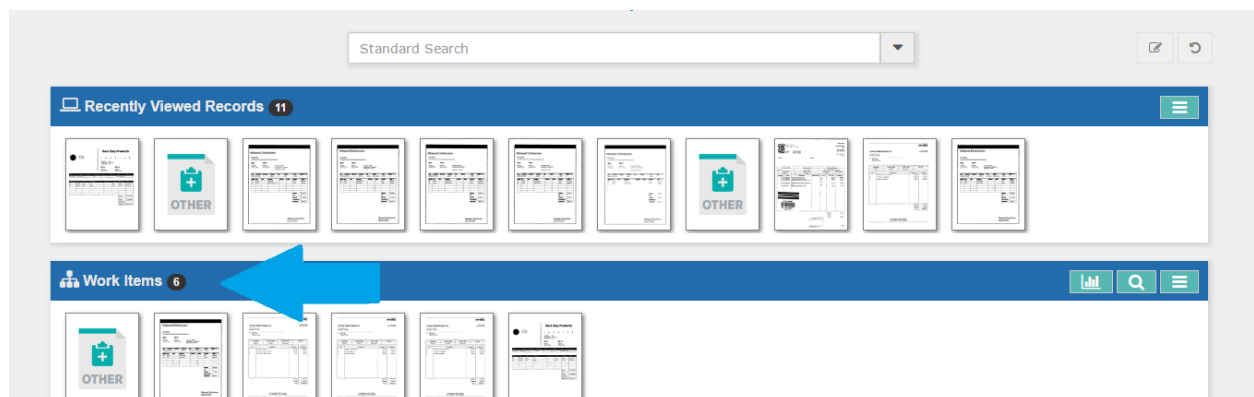
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## Scan to docMgt

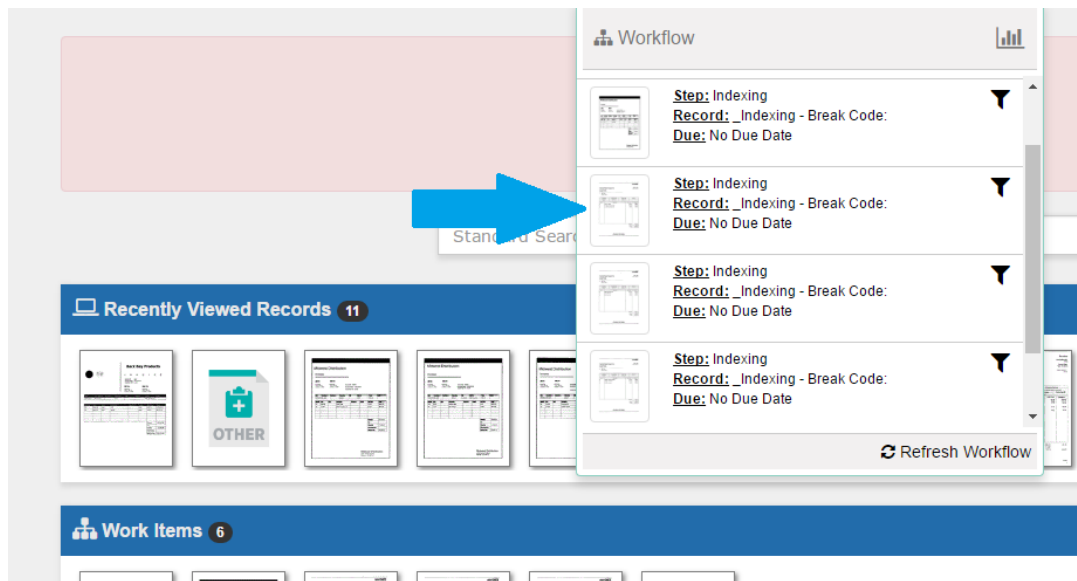
1. Assemble batch
  - a. Collect invoices and any backup documents
  - b. Insert pre-printed “New Invoice” sheets between invoices
2. Insert batch to be scanned on MFP
3. On MFP press “Scan to docMgt”



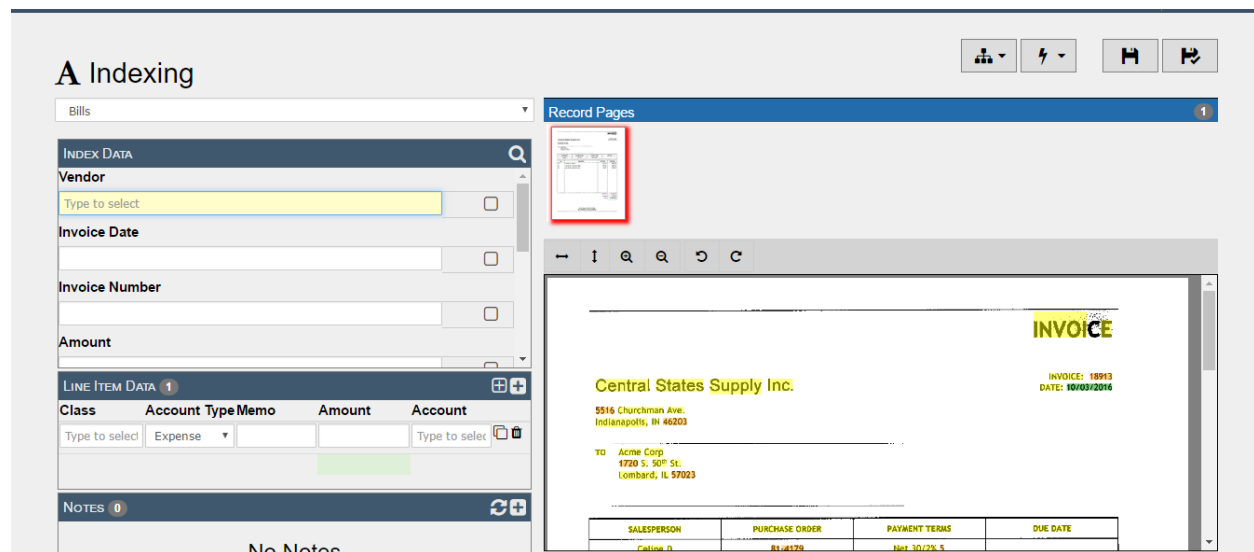
## Initial Indexing



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.

## A Indexing

Bills

### INDEX DATA

**Vendor**

ab

ABC Moving

Abcam

Abigail Manson


American 00178313081590 Calabasas Ca

American 00178318711664 Calabasas Ca

### LINE ITEM DATA

Class	Account	Type	Memo	Amount	Account
Type to select	Expense				Type to select

### Record Pages



Central States Supply Inc.

5516 Churchman Ave.  
Indianapolis, IN 46203

TO Acme Corp  
1720 S. 50th St.  
Lombard, IL 57023

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.

## A Indexing

Bills

### INDEX DATA

**Vendor**

ABC Moving


**Invoice Date**

10/3/2016

October 2016

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

### Record Pages



Central States Supply Inc.

5516 Churchman Ave.  
Indianapolis, IN 46203

TO Acme Corp  
1720 S. 50th St.  
Lombard, IL 57023

**INVOICE**

INVOICE: 18913  
DATE: 10/03/2016

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.



**A Indexing**

Bills

**INDEX DATA**

**Department**

- Legal
- Communications**
- Finance
- External Project Costs
- Facilities
- IT
- Office
- Human Resources
- Clinical
- Lab Supplies
- Research
- Invivo
- CMC
- Executive Team
- IO
- Non-Clinical
- Corp Dev
- Manual

**Record Pages**

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.

**A Indexing**

Bills

**INDEX DATA**

**Invoice Date**  
10/3/2016

**Invoice Number**  
18913

**Amount**  
12976.8

**Department**  
Communications

**Memo**

**Check Date**  
03/15/2017

**Check Number**  
17753

**Status**  
In Process

**LINE ITEM DATA 1**

Class	Account Type	Memo	Amount	Account
R&D	Expense	R&D Development	12976.8	Type to select

**Record Pages**

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.

**A Indexing**

Bills

**INDEX DATA**

**Vendor**  
ABC Moving

**Invoice Date**  
10/3/2016

**Invoice Number**  
18913

**Amount**  
12976.8

**LINE ITEM DATA**

Class	Account Type	Memo	Amount	Account
R&D:Develop	Expense	OTHER:Meal	12976.8	

**NOTES**

**Record Pages**

**INVOICE**

**Central States Supply Inc.**  
5516 Churchman Ave.  
Indianapolis, IN 46203

INVOICE: 18913  
DATE: 10/03/2016

TO: Acme Corp  
1720 S. 50th St.  
Lombard, IL 57023

SALESPERSON	PURCHASE ORDER	PAYMENT TERMS	DUE DATE

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

## Department Approval

**A Indexing**

Bills

**INDEX DATA**

**Vendor**  
ABC Moving

**Invoice Date**  
10/3/2016

**Invoice Number**  
18913

**Amount**  
12976.8

**LINE ITEM DATA**

Class	Account Type	Memo	Amount	Account
R&D:Develop	Expense	OTHER:Meal	12976.8	

**NOTES**

**Record Pages**

**INVOICE**

**Central States Supply Inc.**  
5516 Churchman Ave.  
Indianapolis, IN 46203

INVOICE: 18913  
DATE: 10/03/2016

TO: Acme Corp  
1720 S. 50th St.  
Lombard, IL 57023

SALESPERSON	PURCHASE ORDER	PAYMENT TERMS	DUE DATE

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

The screenshot shows a software interface for a CFO approval workflow. It is divided into two main sections: 'Information' and 'Workflow'.

**Information Section:**

- Vendor:** ABC Moving
- Invoice Date:** 10/28/2016
- Invoice Number:** 18913
- Amount:** 26700
- Department:** Communications

Below the information fields is a 'Save' button.

**Workflow Section:**

- CURRENT STEP:** REVIEW OF INVOICE > 25k
- Actions:** There are two buttons: 'Approve' (with a checkmark icon) and 'Reject' (with an 'x' icon).

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.

The screenshot shows a document review interface. At the top, there is a 'DUE: No Due Date' notification. Below this are sections for 'Notes' (0) and 'Documents' (1).

**Documents Section:**

- A document icon labeled 'INVOICE' is shown. A large blue arrow points to it from the right.

**Document Preview:**

The preview shows a scanned invoice from 'Central States Supply Inc.' with the following details:

- Address:** 5516 Churchman Ave., Indianapolis, IN 46203
- INVOICE:** 18913
- DATE:** 10/03/2016

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.



**Information**

Vendor	ABC Moving	Q	✕
Invoice Date	10/28/2016	Q	✕
Invoice Number	18913	Q	✕
Amount	26700	Q	✕
Department	Communications	Q	✕

Save

**Workflow**

CURRENT STEP: REVIEW OF INVOICE > 25K

Approve ✓

Reject ✕

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

**Information**

Vendor	ABC Moving	Q	✕
Invoice Date	10/28/2016	Q	✕
Invoice Number	18913	Q	✕
Amount	26700	Q	✕
Department	Communications	Q	✕

Save

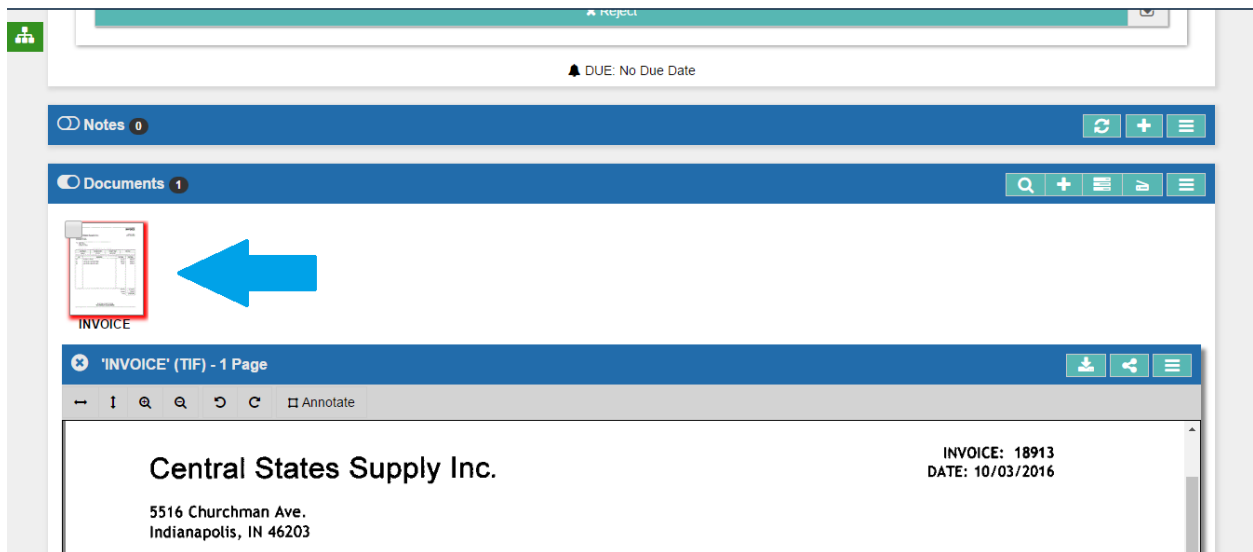
**Workflow**

CURRENT STEP: Move to QBS

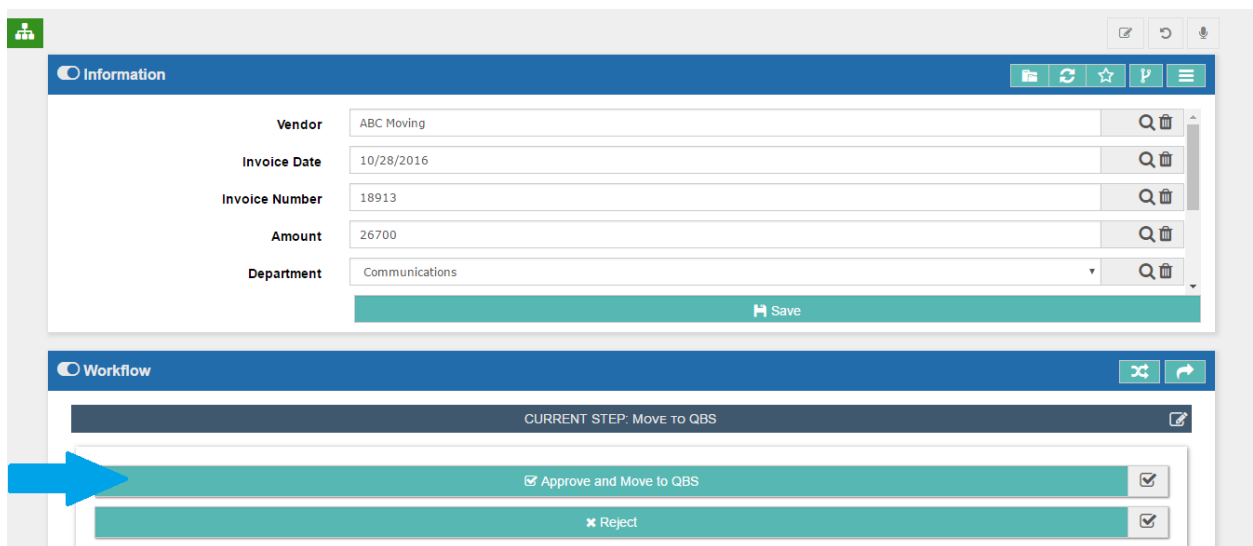
Approve and Move to QBS ✓

Reject ✕

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.

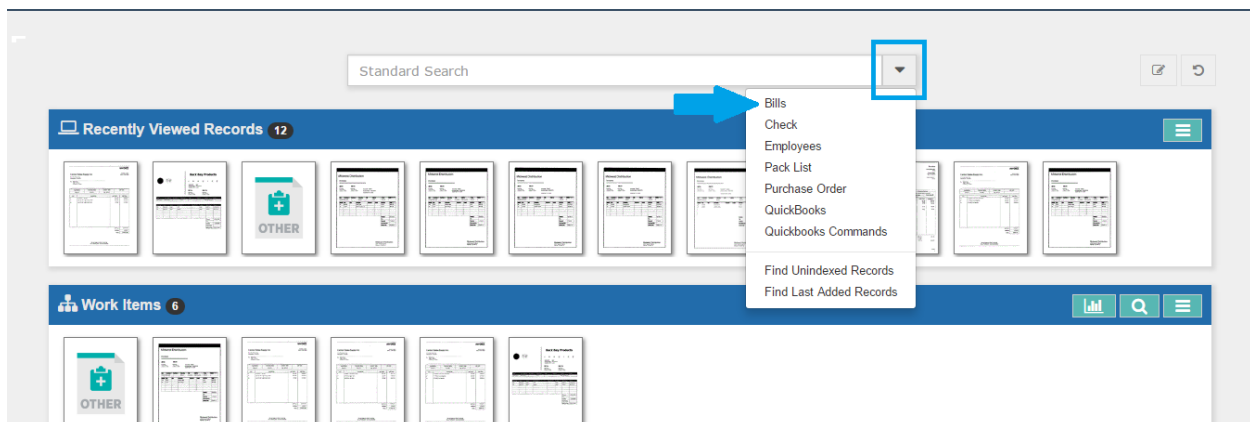


After reviewing the record, the user selects “Approve and Move to QBS” which passes the invoice data to QuickBooks.

## 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.

'Bills' Search

Vendor: Type to select

Invoice Date: Invoice Date From - Invoice Date To

Invoice Number: Invoice Number

Amount: Amount

Department: [dropdown]

Memo: Memo

Check Date: Check Date From - Check Date To

Check Number: Check Number

Status: [dropdown]

Full Text: [text field]

☐ Currently assigned to me in workflow

Search

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

