

QUICKER
BETTER
SAFER



Accounts Payable

Joanna Slusarz

QUICKER BETTER SAFER

Accounts Payable

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Long Beach - Washington, D.C. - Fort Lauderdale - Hong Kong
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QUICKER BETTER SAFER
Accounts Payable

Laserfiche

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INTRODUCTION

When the accounts payable (AP) process is inefficient, it doesn't just make life difficult—it costs time and money. For example, does the following scenario seem familiar?

A vendor calls Andrew in Accounting inquiring about payment for an invoice that is now 30 days past due and subject to late fees. Andrew knows nothing about it.

He calls Melissa in Food & Beverage to see if she has it or has seen it. Melissa had the invoice at one point but passed it to either Tom or Chris, and now she can't remember which one.

Andrew then calls Tom and Chris. Unfortunately, Tom is out of the office on business travel and Chris hasn't seen it. Frustrated that he's wasted so much time, Andrew calls the vendor back and asks him to resend the invoice.

There is a better way!

This collection of real-world solutions provides an overview of the ways Laserfiche customers from a variety of industries are dramatically improving the performance of their AP function through automation and integration. We invite you to tap into their knowledge to help employees within your organization become more informed and more efficient than ever before.

This book contains a collection of solutions that focus on the accounts payable process.
For more than 130 additional solutions, please visit:

[Laserfiche.com/SolutionExchange](https://laserfiche.com/SolutionExchange)



CSU CHANCELLOR'S OFFICE

Industry: Higher Education

Number of Employees: 201-500

Headquarters: Long Beach, CA

Existing Laserfiche integrations: Oracle PeopleSoft

The California State University (CSU) Chancellor's Office oversees 23 university campuses, nearly 437,000 students, and 44,000 faculty and staff across the state. It implemented Laserfiche to reduce paper and automate business processes.

The accounts payable department at the CSU Chancellor's Office is responsible for processing invoices for the head office of the CSU system. Three dedicated technicians process about 1,000 invoices each month.

Learn how the accounts payable department automated invoice review and approval with Laserfiche Workflow.



The Chancellor's Office at California State University describes how it streamlined accounts payable with Laserfiche Workflow.

Fields	Tags	Links	Versions
Template: Accounts Payable			
Reviewer	DTWEDELL		
Dept Status			
Approval Status	Not Reviewed		
Voucher #			
Vendor Set ID (required)	COCSU		
Business Unit (required)	COCSU		
Vendor Name	CITY OF LONG BEACH		
Vendor ID			
Invoice #	043506301		
Invoice Date	04/11/2013		
P.O. #			
Amount			
Group #			
Check Number			
Check Date	/ /		
A/P Tech Name	AMARTINEZ		
A/P Tech Instructions			
Invoice Type	2 Way		
AutoIndex			
AutoFile			

CAPTURE

Invoices are received by mail and scanned into Laserfiche by the accounts payable technician (AP tech). During the scanning process, the "Invoice Type" and "AP Tech Name" metadata fields are manually populated. Once scanned, the documents are routed to the appropriate AP tech's folder with Laserfiche Workflow.

After document scanning is complete, the AP tech opens each document residing in his folder and manually populates additional metadata fields.

- The "Reviewer" field is required.
- The "Vendor Name" and "Invoice Date" fields are completed to assist department users in identifying the documents.

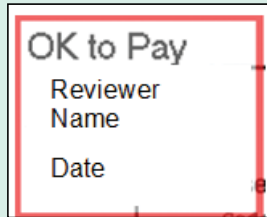


INVOICE APPROVAL

The reviewer is notified once per day by email when there are documents that need to be reviewed. This email contains a link to the reviewer's work folder in Laserfiche.

The reviewer looks over each invoice in his folder. If the reviewer does not have delegated authority to approve invoices, he will select "OK to Pay" from the "Dept Status" field and designate another person to review the invoice by selecting that person's name from those listed in the "Reviewer" field. The process will then repeat for the new designated reviewer. If any of the reviewers selects "Reject Back to AP Tech," the invoice will be sent back to the original AP tech.

Each time the "Okay to Pay" option is selected, the following stamp is automatically applied to the image:



- The reviewer name and current date are automatically applied by Laserfiche Workflow.
- The reviewer name is derived from the user's system login ID.
- The box is outlined in red to indicate that approval to pay has not yet been obtained.

This process was developed to allow departmental staff the opportunity to relay information to the delegated approver that the invoice is correct and may be approved for payment. This process may be repeated as many times as necessary before the document is assigned to the approver—the person with delegated authority.

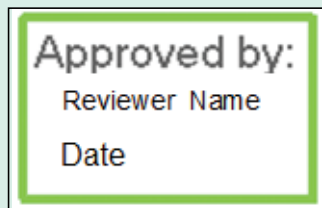
Once the last review has been completed, the name of the delegated approver is selected from those listed in the "Reviewer" field and the document is routed to that individual. The approver then chooses one of the following from the "Approval Status" field:

- Approved
- Rejected
- Approved with exception
- Approved manual send

If the invoice "Dept Status" is "OK to Pay" and the "Approval Status" is not "Rejected," then the reviewer provides payment information by inserting a sticky note on the invoice with the purchase order or accounting information. Once a decision is made, the invoice is immediately sent back to the original AP tech. If the "Approved manual send" option is selected, the user can determine when the document is returned to the AP tech. The AP tech will be notified once per day by email when there are documents in his folder.



When any of the “Approved” options are selected, the following stamp is applied to the image:



The name and date are automatically applied by Laserfiche Workflow in the same manner as the “OK to Pay” stamp mentioned above. The box is outlined in green to indicate approval to pay has been given.

Security is applied to the Reviewer and Approver user groups to dictate allowable actions that users in these groups may perform. Reviewers will only have access to the “Dept Status” field while approvers are only allowed to update the “Approval Status” field.

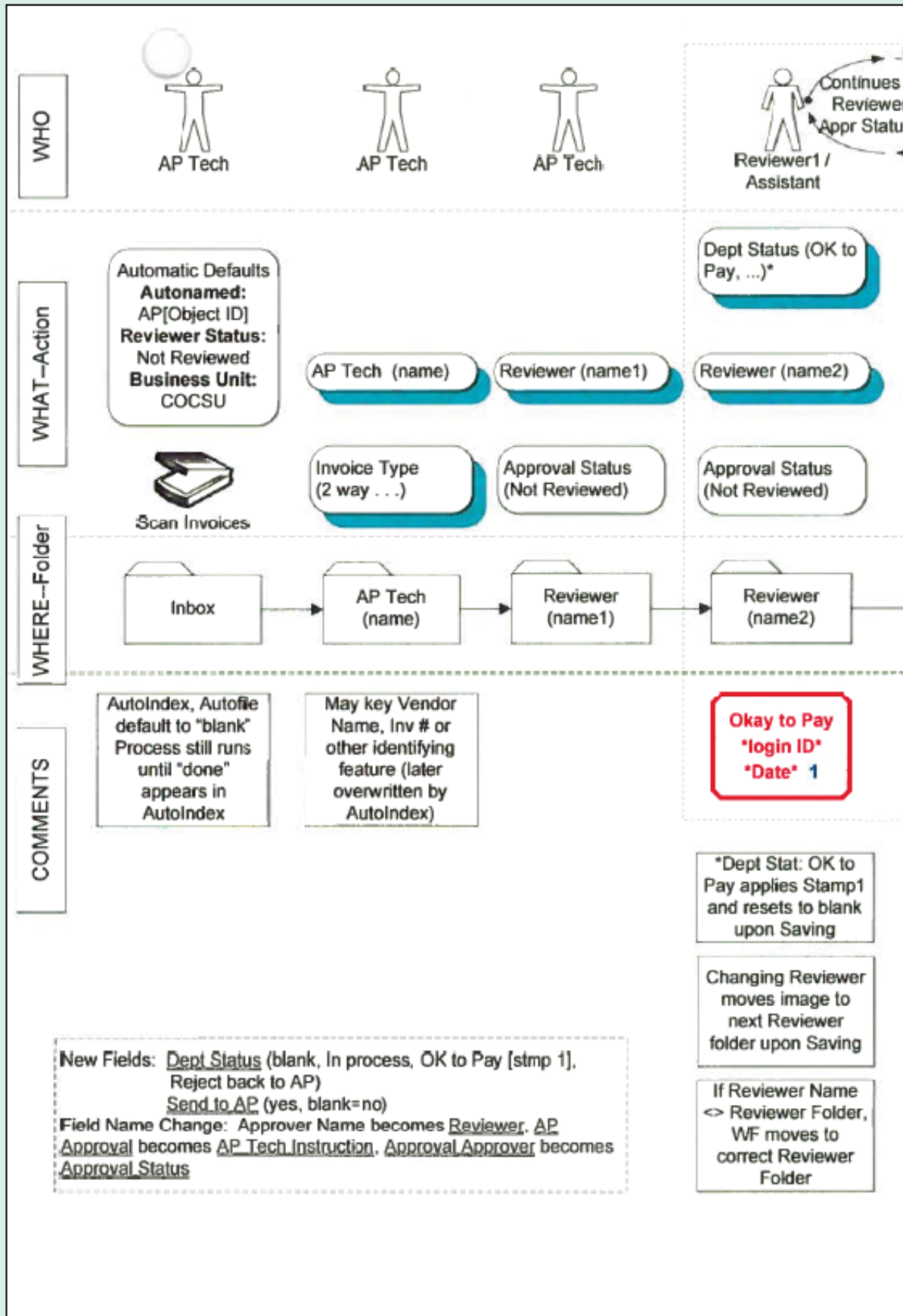
When the AP tech receives the reviewed invoice, he can make a decision by choosing one of the following from the “AP Tech Instructions” field:

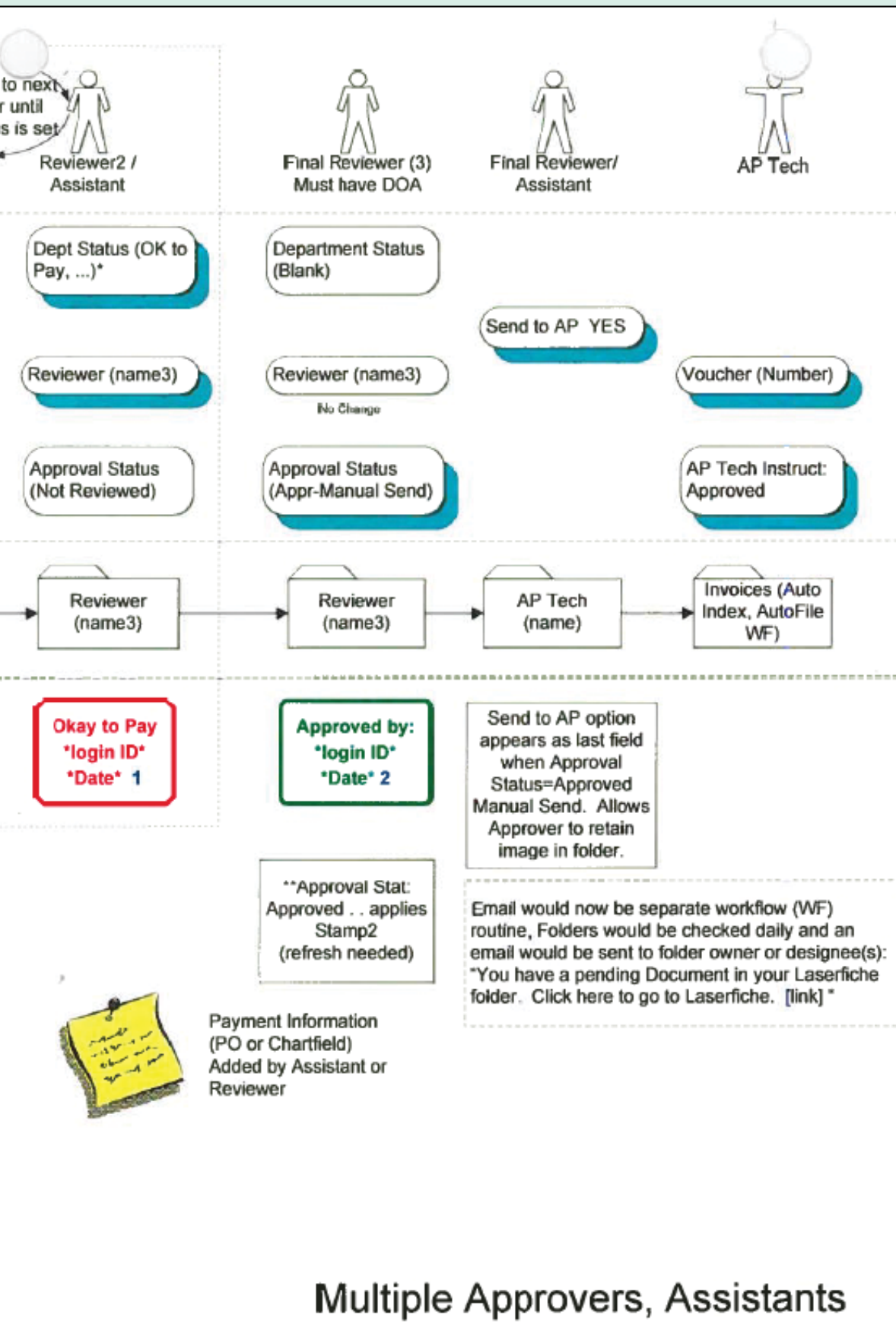
- Approved
- Resend
- Reject

If approved, the invoice will be routed to the “CSU\Accounts Payable\Invoices” folder. If the invoice is rejected it will be routed to “CSU\Accounts Payable\Invoices\Dead Invoices.” If “Resend” is selected, then the invoice will be sent back to a designated reviewer and the review process restarts.



Here is a diagram of the whole process.





Multiple Approvers, Assistants

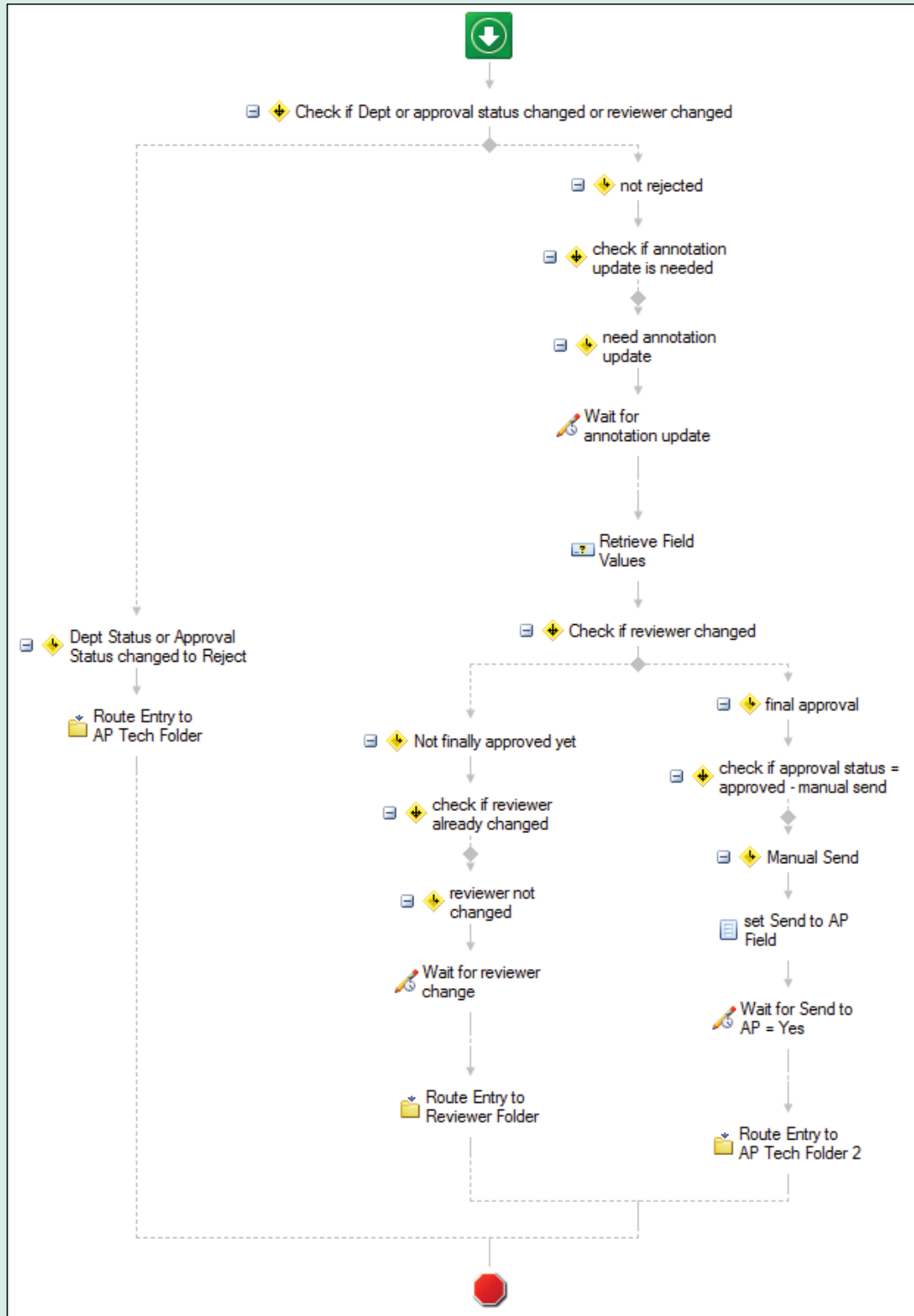


LASERFICHE WORKFLOW

This whole invoice approval process is powered by Laserfiche Workflow. A series of workflows routes the documents and sends the email reminders based on the various metadata field options selected.

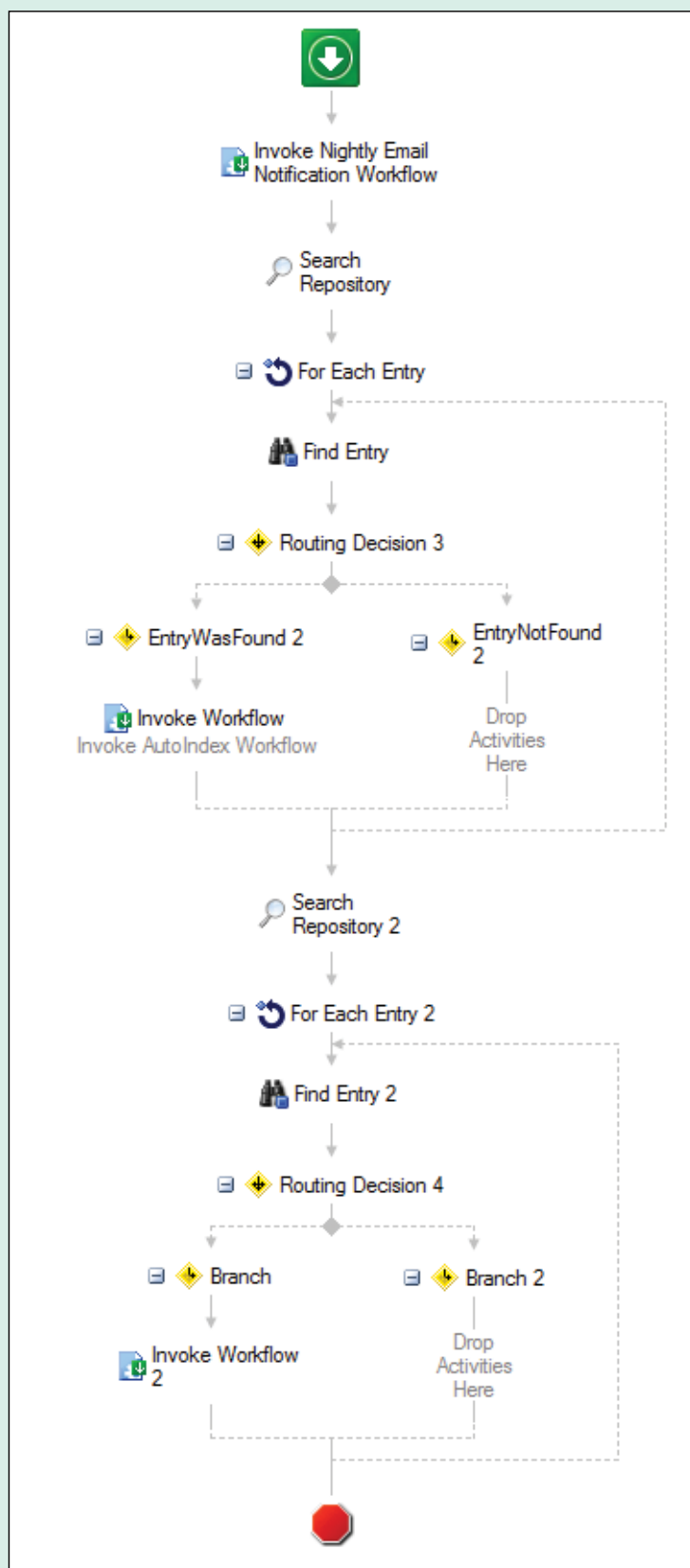
Here is a screenshot of the workflow that routes the invoice to the reviewers. Based on the reviewer's decision, this workflow then does one of the following:

- Routes the invoice to the AP tech.
- Waits for an annotation and then routes the invoice to another reviewer.



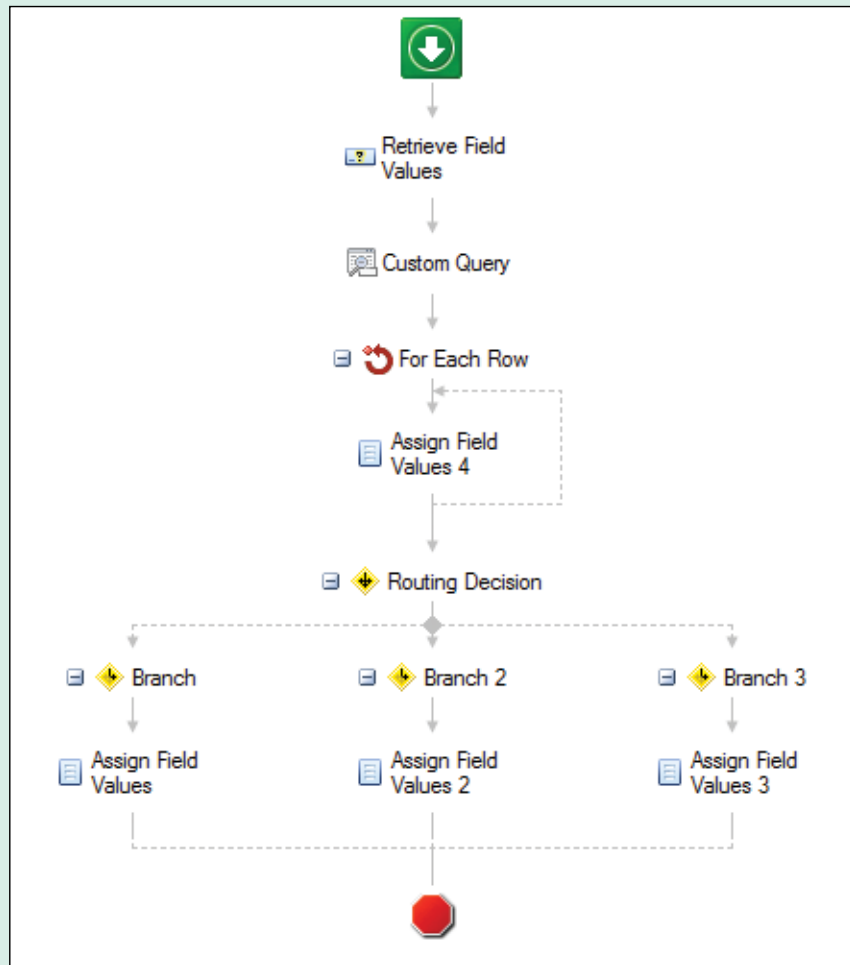


Another workflow runs regularly every night. This workflow invokes other workflows, which scan the repository for invoices that still need to have an action taken and remind the appropriate people by email.





One of those workflows also looks up information in the external Oracle PeopleSoft database and uses it to populate the rest of the metadata. This workflow can also be triggered on demand by setting the "AutoIndex" field to "Now" on any document.





Here is how the “Custom Query” activity is configured:

Properties

Custom Query

Activity Name

Custom Query

Activity Description

Performs the specified query in the selected data source.

Data Source

Custom Query Activity Data Source

Database Type: Custom Connection String
Provider: .Net Framework Data Provider for Oracle
Authentication: N/A

Custom Query

Query:

A.GRP_AP_ID, B.PO_ID, D.PYMNT_ID, E.PYMNT_ID_REF, E.PYMNT_DT) where vendor_setid = :VendorSetID and business_unit = :BusinessUnit and voucher_id = :VoucherID

Parameters:

Name	Value
VendorSetID	%{(RetrieveFieldValues_Vendor Set ID)}
BusinessUnit	%{(RetrieveFieldValues_Business Unit)}
VoucherID	%{(RetrieveFieldValues_Voucher #)}

Edit... Test...

Rows To Return

First row only

First 2 rows

All rows

ADVANTAGES OF LASERFICHE

Implementing Laserfiche in the accounts payable department at the CSU Chancellor’s Office resulted in the following benefits:

- Original documents remain in the Accounts Payable folders—only document shortcuts are routed, viewed and approved directly in Laserfiche.
- Approval time is reduced because the time required to route documents via the internal mail process is eliminated.
- Employees in other departments no longer need to contact accounting if they have a question about an order or a submitted document. They can obtain this information on their own directly from Laserfiche.
- Since metadata is now updated based on the data stored in the PeopleSoft database, manual data entry errors have been eliminated.



CABARRUS COUNTY, NC

Industry: State and Local Government

Number of Employees: 501-1,000

Headquarters: Concord, NC

Cabarrus County (population: 180,000) initially implemented Laserfiche in its veterans department with just three users. Today, there are 900 Laserfiche users spread out across departments ranging from Public Safety to Social Services. The county's ultimate goal is to implement Laserfiche across the entire organization as a shared service. Each department uses Laserfiche differently to fulfill its particular business needs.

Here is how Cabarrus County's accounting department uses Laserfiche Quick Fields to process invoices and checks.




Todd Shanley, IT Manager, and Brad Eudy, Systems Administrator, describe how Cabarrus County, NC, simplified its accounts payable process with Laserfiche Quick Fields and the Laserfiche SDK.

THE PRE-PROCESSING STAGE

Invoices are processed as a batch. Rather than apply a barcode to each individual invoice, AP clerks key information into the Tyler Munis Financial System, print a check cover sheet, and then match up the invoices with the checks. Here is what a check cover sheet looks like:

Invoice		Invoice Number	Description	Invoice Amount
09/18/2012	7255	REFUND-BONTERRA BUILDERS/PRLAP GL-00161610-6501-0255		\$30.00

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
43968	CALDWELL HELDER HELMS & ROBINSON PA	00305254	10/03/2012	30.00



Cabarrus County
P.O. Box 707
Concord, NC 28026-0707
(704) 920-2104

SunTrust Bank
66-46/531
This disbursement has been approved as required by the Local Government Budget and Fiscal Control Act.

Check Date: 10/03/2012
Check Number: 00305254
VOID 180 DAYS FROM DATE OF ISSUE
\$30.00

Pay Thirty Dollars and 00 cents *****

To The Order Of
CALDWELL HELDER HELMS & ROBINSON PA
PO DRAWER 99
MONROE, NC 28111-0099

Ann M. Wilson MP
AUTHORIZED SIGNATURE

Elizabeth F. Pala MP
AUTHORIZED SIGNATURE

Everything is then scanned in a batch and processed with Laserfiche Quick Fields.



PROCESS WITH QUICK FIELDS

Security is granted to all of our Laserfiche users based on group membership. For example, one Quick Fields session processes the majority of Cabarrus County's invoices, checks and supplemental information. There are also a few ad-hoc sessions for processing certain supplemental documents such as W2 forms.

Here is what the primary AP check session looks like:

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
43968	CALDWELL HELDER HELMS & ROBINSON PA	00305254	10/03/2012	30.00

Cabarrus County
P.O. Box 707
Concord, NC 28026-0707
(704) 920-2104

Check Date: 10/03/2012
Check Number: 00305254
VOID 150 DAYS FROM DATE OF ISSUE
\$30.00

Pay Thirty Dollars and 00 cents *****

To The Order Of: CALDWELL HELDER HELMS & ROBINSON PA
PO DRAWER 99
MONROE, NC 28111-0099

Authorized Signatures:
Elizabeth F. Helms, MP

This AP check session includes the “OmniPage Zone OCR” process as well as “Pattern Matching” to extract the advice number (or check number) from the invoice. Here is how the pattern is configured:

Pattern Configuration

Configure patterns:

pattern matching1 [-] X

Type: Token

Input: %[Advice No]

Pattern: \d\d\d\d\d\d\d\d

Match case: Yes

Return: First match

VALIDATE

Occasionally, some pages may get stuck together during the scanning process and some invoices may be scanned into Laserfiche without their corresponding checks. To prevent mailing a check without saving a copy first, we used the Laserfiche SDK to write a custom ASP.NET web-based utility that ensures checks in Tyler Munis have also been scanned into Laserfiche.



This utility is designed to be run on demand. A user selects a time period to view a list of all checks that have not been scanned into Laserfiche. The user can then retrieve those checks and scan them in before mailing.

Laserfiche/Munis Online Check Compare

Start Date:

End Date:

390 records found.

Check Number	Check Date
305227	10/3/2012 12:00:00 AM
305228	10/3/2012 12:00:00 AM
305264	10/3/2012 12:00:00 AM
305265	10/3/2012 12:00:00 AM
305266	10/3/2012 12:00:00 AM
305267	10/3/2012 12:00:00 AM
305268	10/3/2012 12:00:00 AM
305269	10/3/2012 12:00:00 AM
305270	10/3/2012 12:00:00 AM
305271	10/3/2012 12:00:00 AM
305272	10/3/2012 12:00:00 AM
305274	10/3/2012 12:00:00 AM
305275	10/3/2012 12:00:00 AM
305276	10/3/2012 12:00:00 AM
305277	10/3/2012 12:00:00 AM
305278	10/3/2012 12:00:00 AM
305279	10/3/2012 12:00:00 AM
305280	10/3/2012 12:00:00 AM
305281	10/3/2012 12:00:00 AM
305282	10/3/2012 12:00:00 AM
305283	10/3/2012 12:00:00 AM
305284	10/3/2012 12:00:00 AM

BENEFITS OF LASERFICHE

Implementing Laserfiche Rio in the accounting department at Cabarrus County has resulted in the following benefits:

- The accounting department was able to create new offices by eliminating two file rooms that were dedicated to storing invoices and check copies.
- Processing invoices in a batch, rather than one by one, has allowed the staff to spend more time on other tasks.
- Responding to audits is now quick and easy. It took staff five minutes to share two years' worth of telephone invoices in response to a phone company audit, a process that used to take days.



EATON COUNTY, MI

Industry: State and Local Government

Number of Employees: 501-1,000

Headquarters: Charlotte, MI

Eaton County implemented Laserfiche county-wide to reduce paper and streamline business processes. In fact, Eaton County won the Michigan Government Management Information Sciences (GMIS) 2012 Technology Project of the Year for its work with Laserfiche.

One of the processes that has benefited from the Laserfiche implementation is the accounts payable (AP) process. AP touches all 25 of the county's departments. With approximately 1,000 invoices processed per week county-wide, AP used to be very paper-heavy and cumbersome.

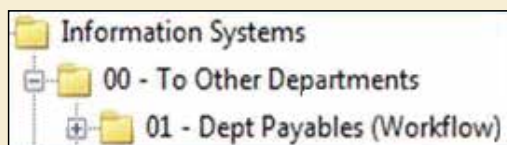
Learn more about how Eaton County streamlined AP processing with Laserfiche Workflow.



Dr. Robert Sobie, County Technology Director, and Ashley Bancroft, IT Administrative Assistant, describe how Eaton County, MI, rejuvenated its approach to accounts payable processing with Laserfiche Workflow.

THE PROCESS

Paper invoices are scanned into Laserfiche with Laserfiche Scanning and electronic invoices are printed into Laserfiche with Laserfiche Snapshot. Each department scans or prints its own invoices. The IT department, for example, would store its invoices in this folder:



During the scanning or printing process, the following template is assigned:

Fields	Tags	Links	Versions
Template: Invoice			
VndNo	43591	>	
VendorMailCode		>	
VndName	GENERAL CODE LLC	>	
InvNo	BILL007217	>	
InvDate	10/12/2012	>	
GLDistributionTotal	15395.00	>	
GLDistribution	298.863.977.000.2013.2240/15395.00	>	X
Transfer Request	No	>	
Return Check	No	>	
InvDesc		>	
DHApproval	Approved	>	
AApproval	Approved	>	
InvType	Board	>	
InvoicePurgeDate	12/31/2019	>	
Batch#	10312012	>	
APEntryYear	2012	>	
DptName	Information Systems	>	
Received	10/12/2012 9:18:00 AM	>	

Add/Remove Fields...

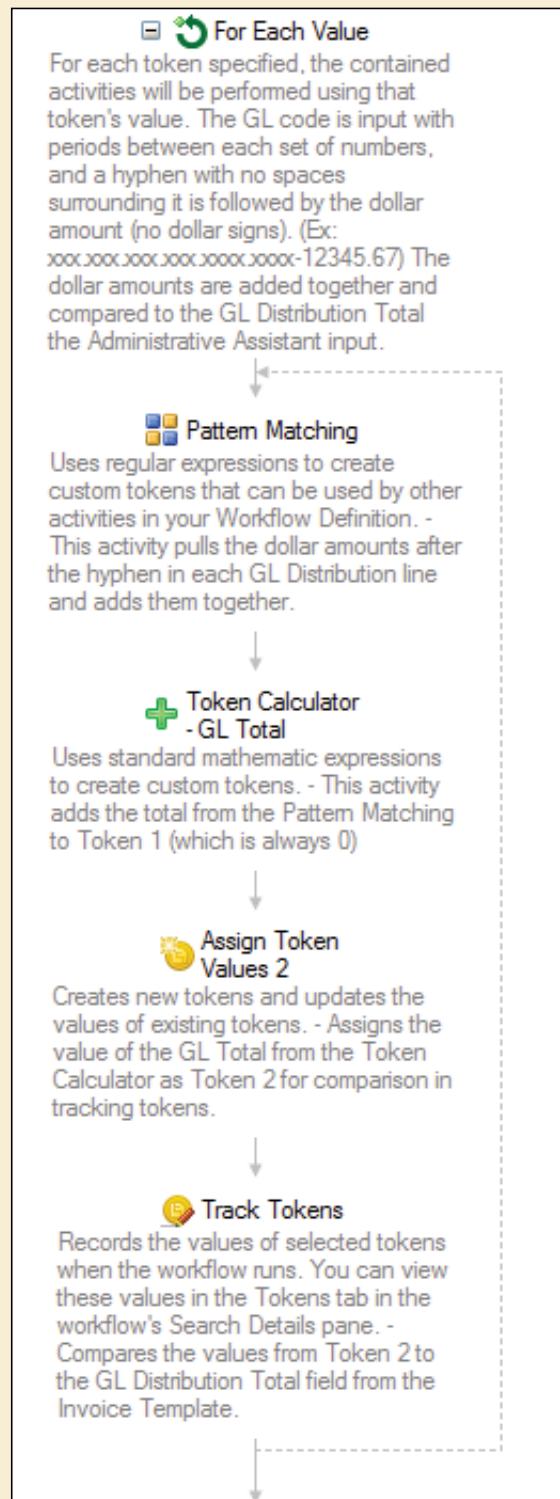


Once an invoice is submitted into the Laserfiche repository, Laserfiche Workflow launches the “Update Vendor Name” workflow. This workflow includes a custom script that:

- Looks up the vendor number in our New World Systems – LOGOS Financial System and retrieves the vendor name to populate the “Vendor Name” field. If there is no vendor name in the database associated with the vendor number, the document is renamed “_INVALID VENDOR NUMBER”.
- Calculates the “Purge Date” by adding seven years to the invoice date retrieved from the template. Since we like to purge all our documents at the end of the year, the date is formatted to be “12/31/YYYY” with YYYY corresponding to the calculated year.

Once these template fields are populated, the “Accounts Payable—Start” workflow is invoked. This workflow:

- Converts the data from the template fields into tokens.
- Uses the “Pattern Matching” activity to extract the dollar amount from the “GL Code” multi-value field and adds them together with a “Token Calculator” activity. It then inserts this total into a brand new token.





Workflow then compares this calculated total to the “GL Distribution Total” (the amount entered into the template by the user).

- If the totals match, the department head is notified by email that he has a new invoice to review.
- If the totals do not match, the invoice is renamed “_TOTALS DO NOT MATCH” and the workflow terminates.

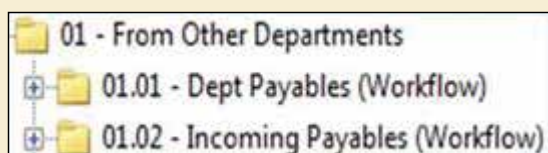
The department head must review the invoice and change the value of the “DH Approval” field to:

- Approved.
- Denied.
- Controller.

Once this field value is updated, the “Department Approval” workflow is invoked. This workflow reads the value of the “DH Approval” field and performs different actions based on it.

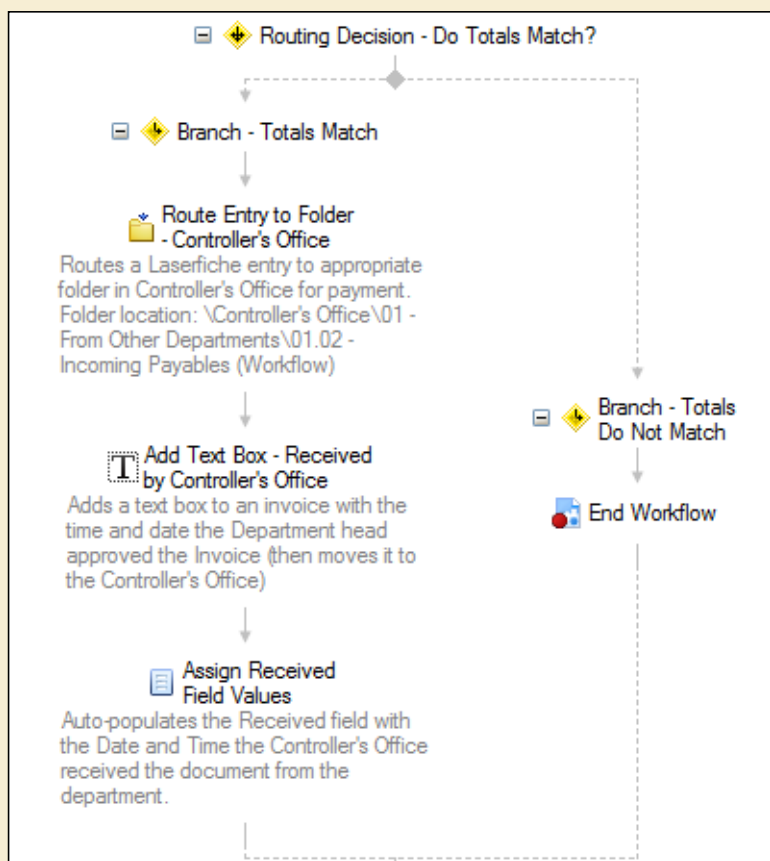
If the invoice was approved, the “DptName” field is populated with the name of the specific department. Workflow then checks to see if the name of the invoice does not equal “_TOTALS DO NOT MATCH.” If this condition is true:

- The invoice is routed to the “Incoming Payables (Workflow) folder in the Controller’s Office for review.



- A text box is also appended to the document with the time and date that the department head approved the invoice.

If the condition is false, the workflow terminates.





If the department head denies the invoice, the "DH Approval" field is cleared out and an email is sent to the specific department asking them to review and re-submit the invoice.

Attached Invoice has been Denied by your Department Head - Message [X]

To... pbensinger@eatoncounty.org >

CC... >

BCC... >

Subject: Attached Invoice has been Denied by your Department Head >

Attach... Starting Entry

✂ | 📄 | 📎 | ↻ | 📧 | 📧 | 🪙 Tokens | 📎 Add Attachment...

Please review and re-submit if appropriate.

Thank you,
Automated Workflow Administrator

Help Advanced... OK Cancel



If the department head selects the “Controller” as a result of his review, the entry is routed directly to the controller’s folder and an email is generated asking the controller to approve the invoice.

In some instances, money needs to be transferred in order to pay for the transaction. In cases like these, the invoice will have the “Transfer Request” field set to “Yes.” Since this field is only used by Information Technology, field security is configured to hide this field from users in all other departments. Another workflow checks for this field value and sends an email to the controller asking for a budget transfer if one is needed.

Budget Transfer Request - Message

To... csobie@eatoncounty.org

CC... rsobie@eatoncounty.org; abancroft@eatoncounty.org

BCC...

Subject: Budget Transfer Request

Attach... Starting Entry

✂️ 📄 📧 ↻ 📧 📧 📧 Tokens 📎 Add Attachment...

Please transfer \$%(RetrieveFieldValues_GLDistributionTotal) from the %(RetrieveFieldValues_Transfer Request) budget to the Computer Fund to cover the cost of the attached purchase as authorized by that department's Department Head.

Thank you,
Information Systems Department
(processed by the Automated Workflow Administrator)

Help Advanced... OK Cancel



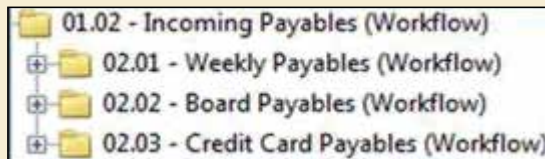
After the controller reviews the invoice, he can either approve or deny it by updating the value of the “AP Approval” field.

If the invoice is approved:

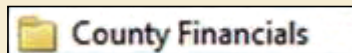
- A textbox is added to the invoice listing all the GL Distribution Codes and amounts that are pulled from the invoice template.
- The year is extracted from the invoice date using the “Pattern Matching” activity. This allows us to sort the invoices by year in their final storage location.



- The invoice is then routed to a folder based on its type:
 - “Weekly Payables”
 - “Credit Card Payables”
 - “Board Payables”



- An AP assistant enters the invoice into our accounting system and generates a batch number which she then enters into the “Batch #” field.
- She also populates the “APEntryYear” field, which causes the invoice to be routed to its final archival place in the “County Financials” folder.



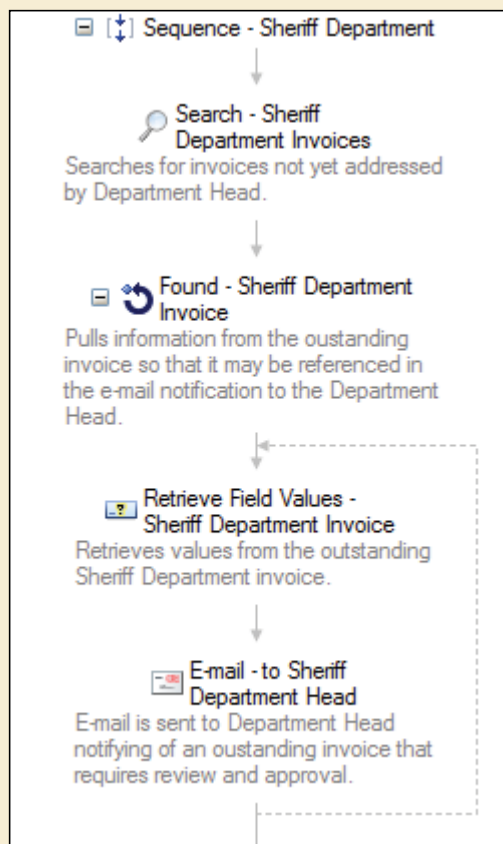
If the invoice was denied, it is routed to the departmental folder and an email is sent to the department head asking for the invoice to be reviewed, completed and re-submitted. The “AP Approval” field is then cleared out.

Approved invoices remain in the County Financials folder for seven years until they are purged by the records manager.



INCREASE EFFICIENCY

In order to make sure that all invoices are reviewed and approved in a timely matter, we have scheduled a special workflow to run on Thursdays at 9:30 am. This workflow searches the repository for invoices that haven't yet been addressed by the department head and, when appropriate, emails the department head with a reminder that there are outstanding invoices.





Here is how we configured the "Search Repository" activity for the Sheriff Department:

Properties ▾ 🔍 ✕

Search - Sheriff Department Invoices ?

Activity Name

Search - Sheriff Department Invoices

Activity Description

Searches for invoices not yet addressed by Department Head.

Search Query

Enter the Laserfiche advanced search criteria:

```
{[Invoice]:[InvNo]="*", [InvDate]="*", [VndNo]="*",  
[VndName]="*", [GLDistribution]="*",  
[GLDistributionTotal]="*" } &  
{LF:LOOKIN="EatonCountyLF8\Sheriff Department  
\00 - To Other Departments\01 - Dept Payables  
(Workflow)"}
```

[Test Search Query...](#)

If an entry is a shortcut, use the document or folder that it references

Results To Return

First result

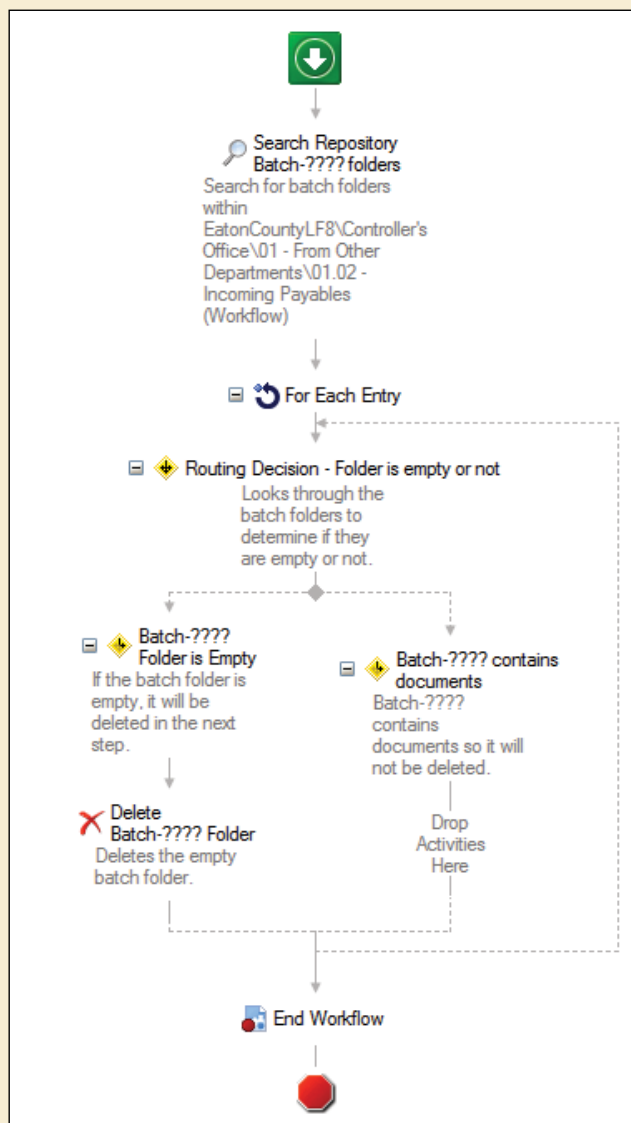
First results

All results



KEEPING THE REPOSITORY CLEAN

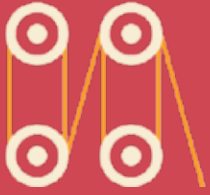
In order to keep the repository clean and organized, we have another scheduled workflow that runs daily at 9 pm to check for any empty batch folders (the folders created during the AP process described above) and deletes them.



TIPS FOR CREATING WORKFLOWS

It only took us 90 days to fully implement all of our AP workflows county-wide. Here are some tips for designing and implementing your own workflows:

- The best way to learn is from others. Take advantage of the numerous resources out there, including the Laserfiche Support Site and regional/local user groups.
- Break your large workflow into smaller, individual workflows corresponding to each of the main parts of your business process.
- Generate buy-in from other departments by demonstrating how the new workflow will make their working lives a lot easier.



FLORIDA LEAGUE OF CITIES

Industry: State and Local Government

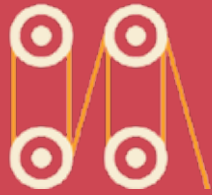
Number of Employees: 51-200

Headquarters: Tallahassee, FL

Esisting Laserfiche integrations: Microsoft Great Plains

The Florida League of Cities provides insurance and financial assistance to 411 municipalities in the state of Florida. It implemented Laserfiche Rio in order to build a stable, long-term content management plan for the whole enterprise.

Before Laserfiche, one of the League's most paper-heavy and complicated processes was accounts payable. Here is how the Laserfiche/Great Plains integration helped the League improve and automate this process.



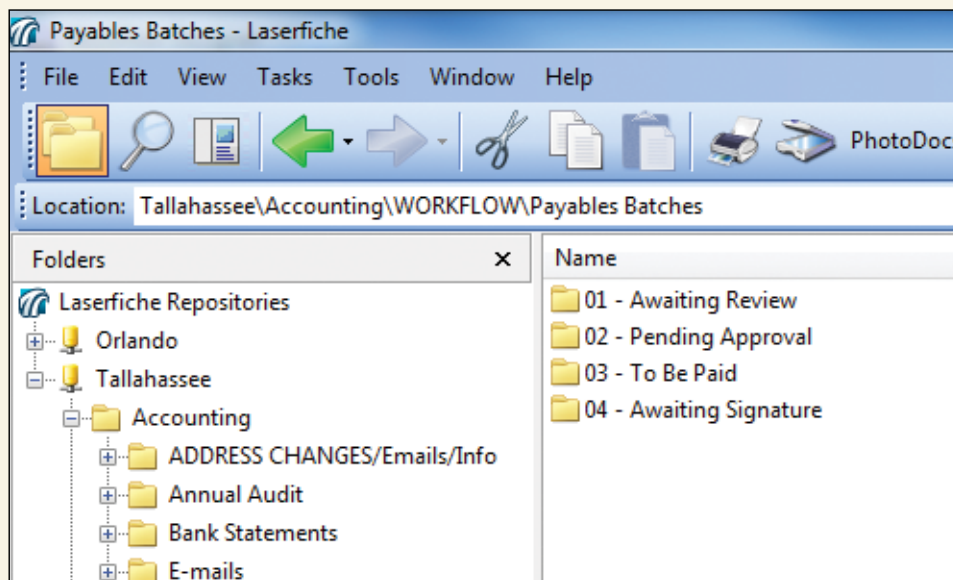
Chris Noyes, Business Process Analyst, and Michael Nahoom, Assistant Comptroller, describe how the Florida League of Cities integrated Laserfiche with Microsoft Great Plains to simplify the accounts payable process.

LIFECYCLE OF AN INVOICE

In order to understand the details of our process better, we will first present a general view. At the Florida League of Cities, an invoice's lifecycle can be broken down into these four steps:

1. Get invoice.
2. Get approval.
3. Pay invoice.
4. Get signature.

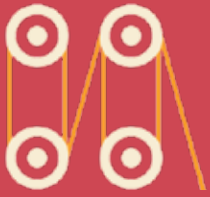
When automating our accounts payable process, we translated these four steps into the basic folders through which our invoice will move while in the workflow.



Within the "Pending Approval" folder, each reviewer has his or her own subfolder.

We have two main workflows that comprise the accounts payable process:

- The first handles routing and notification.
- The second waits for changes to the template.



Each workflow is described in more detail in the sections below.

THE ACCOUNTS PAYABLE PROCESS

The majority of our invoices are delivered to the Florida League of Cities by email. Accounting clerks use Laserfiche Snapshot to print them into the "Awaiting Review" folder in Laserfiche. The few invoices that are received by regular mail are scanned into Laserfiche with Laserfiche Scanning.

FLORIDA CLEANING SYSTEMS, INC.
 3850 ST. JOHNS PARKWAY
 SANFORD, FLORIDA 32771
 PH 407-268-4035



Invoice

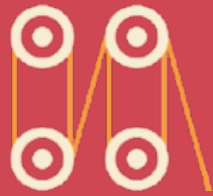
Date	Invoice #
5/1/2012	20712

Bill To
FLORIDA LEAGUE OF CITIES ACCOUNTS PAYABLE P.O BOX 1757 TALLAHASSEE, FL 32302-1757

P.O. No.	Terms	Project
	Due on receipt	

Qty	Description	U/M	Rate	Amount
	JANITORIAL SERVICES FOR THE MONTH OF MAY 2012. INCLUDING PAPER PRODUCT FROM MONDAY THROUGH FRIDAY AT 135 EAST COLONIAL DRIVE IN ORLANDO FLORIDA.		800.00	800.00T
			7.00%	56.00

During the scanning or Snapshotting process, the accounting clerk fills out the associated fields.



Template: Payables

Route Invoice To User
[Dropdown]

Company Type
FLC [Dropdown]

Due to Accounting By
/ / [Calendar] [Next]

Payment Due Date
/ / [Calendar] [Next]

Footed
Pending [Dropdown]

Department Review
Pending [Dropdown]

Department Approval
Pending [Dropdown]

Check Delivery Method
Mail [Dropdown]

Accounting Approval
Pending [Dropdown]

Accounting Denial Reason
[Text] [Next]

Total Invoice Amount
[Text] [Next]

Voucher Number
[Text] [Next]

Vendor Name
[Text] [Next]

Vendor ID
[Text] [Next]

Invoice Number
123 [Next]

Amount
[Text] [Next]

Check Number
[Text] [Next]

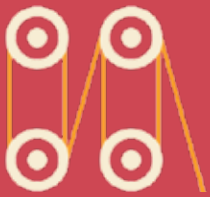
Check Date
/ / [Calendar] [Next]

GL Account Number
[Text] [Next]

Account Description
[Text] [Next]

Check Reissue Date
/ / [Calendar] [Next]

[Add/Remove Fields...](#)



Laserfiche Workflow then routes this invoice into the "Pending Approval" folder and sends out an email to the reviewer with exact directions on how he should proceed.

The screenshot shows an Outlook email window titled "ACTION: FLC Invoice Needs Review - Message (HTML)". The sender is "workflow@flicities.com" and the recipient is "Chris Noyes". The subject is "ACTION: FLC Invoice Needs Review". The email content includes a request for approval, a deadline of 9/14/2012, and a list of four steps for reviewing the invoice. The steps are: 1. Open up the link to this email to review the invoice within Laserfiche. 2. Put a sticky note on the invoice indicating which account(s) the item(s) need to be posted within Great Plains. 3. Change the value of the 'Departmental Approval' value to 'Yes'. 4. Save the changes in Laserfiche. The email concludes with the contact information for Mike Nahoom.

From: workflow@flicities.com Sent: Fri 8/31/2012 9:47 AM
To: Chris Noyes
Subject: ACTION: FLC Invoice Needs Review

Message 20120831FLCMN.lfe (213 B)

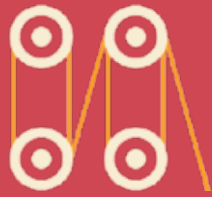
The Accounting Department received an invoice that needs your Approval. Please review the invoice and let us know how to code the item(s) within the invoice. To do this, please do the following:

PLEASE APPROVE BY 9/14/2012

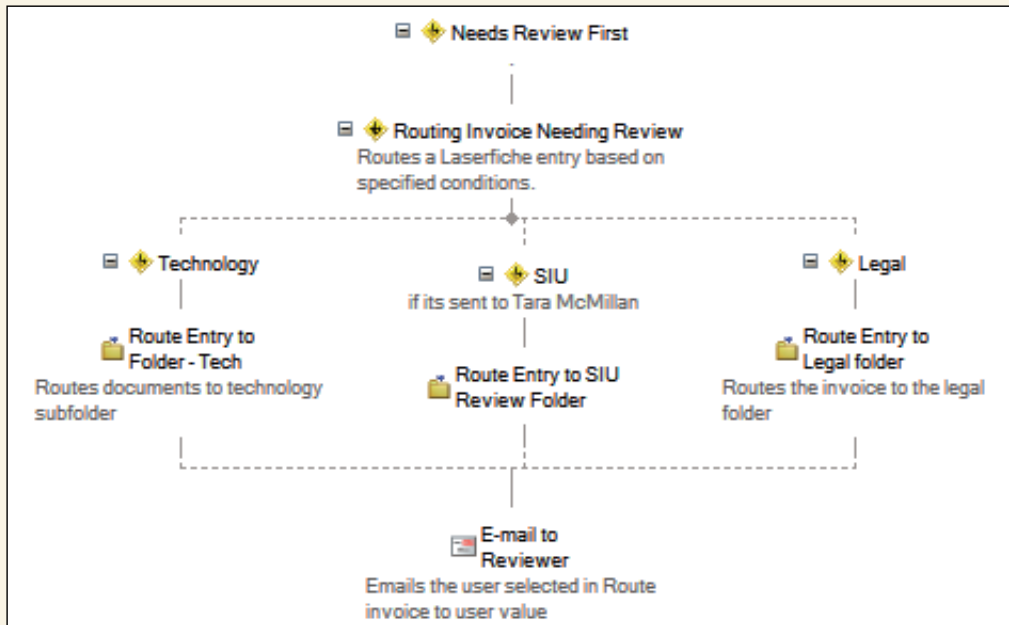
1. Open up the link to this email to review the invoice within Laserfiche.
2. Put a sticky note on the invoice indicating which account(s) the item(s) need to be posted within Great Plains.
3. Change the value of the 'Departmental Approval' value to 'Yes'
4. Save the changes in Laserfiche.

If you have any questions, please contact Mike Nahoom at x3644. EntryID 321018

See more about: workflow@flicities.com.

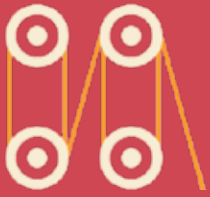


The email provides the approval deadline, attaches a link to the invoice in Laserfiche and provides an Entry ID for troubleshooting or future reference. Here is a screenshot of the section of the first workflow that handles the routing and notification:



This workflow:

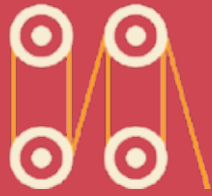
- Renames the entry to “Due Date – Invoice Needs Review – User”.
- Appends and assigns the invoice history.
- Routes the entry to the appropriate approver’s folder.
- Emails the reviewer or approver for action.



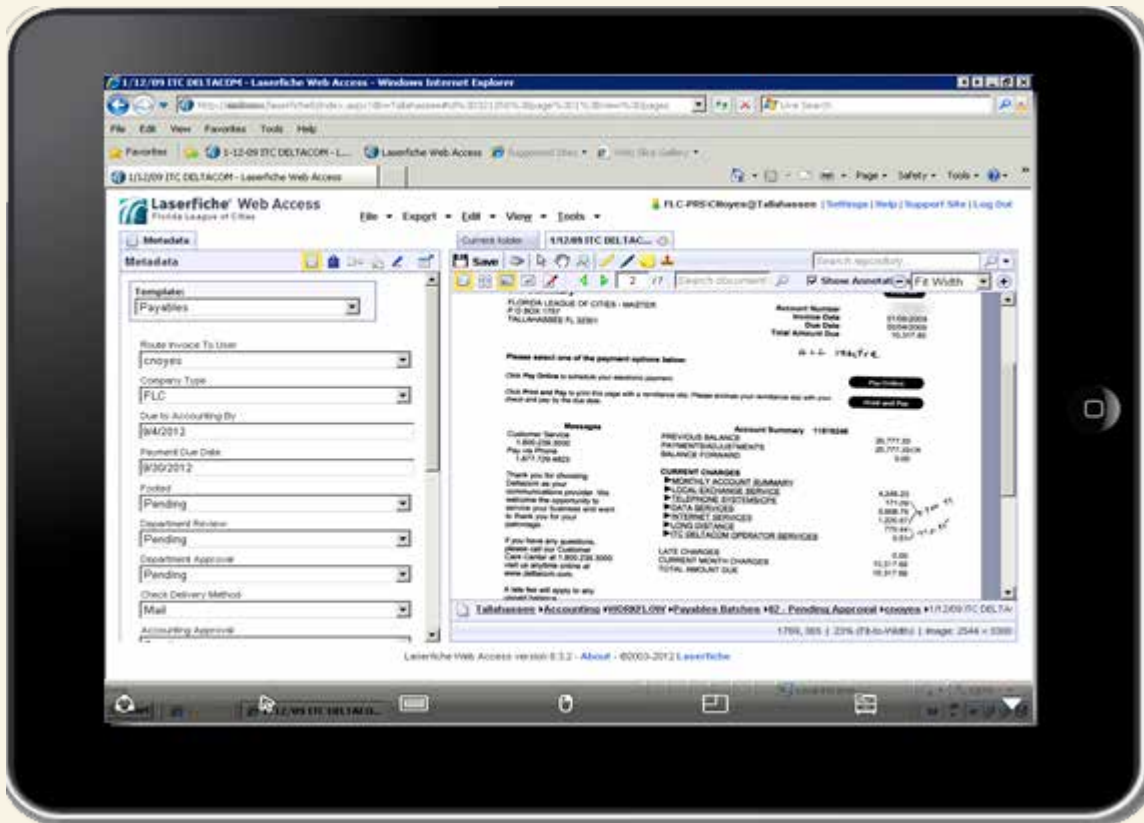
Once the invoice has been routed to the appropriate reviewer's folder and the reviewer has been notified by email, it is time for invoice approval. Invoices can be reviewed and approved in a few ways:

- An approver can double-click on a desktop shortcut to open the Laserfiche Client folder with all of the invoices he needs to review.

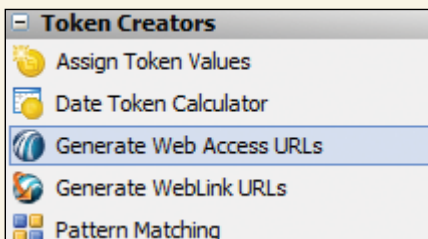




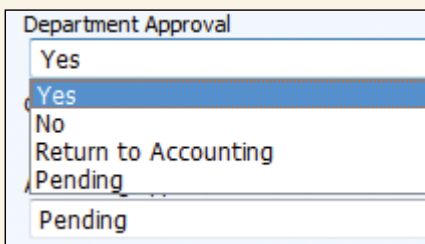
- An approver can open the Laserfiche link directly from the email.
- Approvers can also use Laserfiche Web Access on the iPad to connect over Terminal Server, log into Laserfiche and approve the invoices.

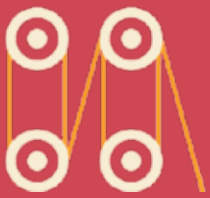


Laserfiche Workflow is also able to generate a Web Access URL to facilitate this process with the “Generate Web Access URLs” activity:



In order to signify approval, the reviewer must update the “Department Approval” field to “Yes”. The other options available are “No” and “Return to Accounting”.



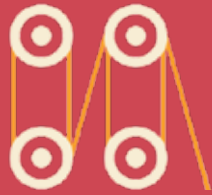


If the invoice is approved, Workflow automatically routes it to the “To Be Paid” folder, where our second workflow kicks in. This workflow checks:

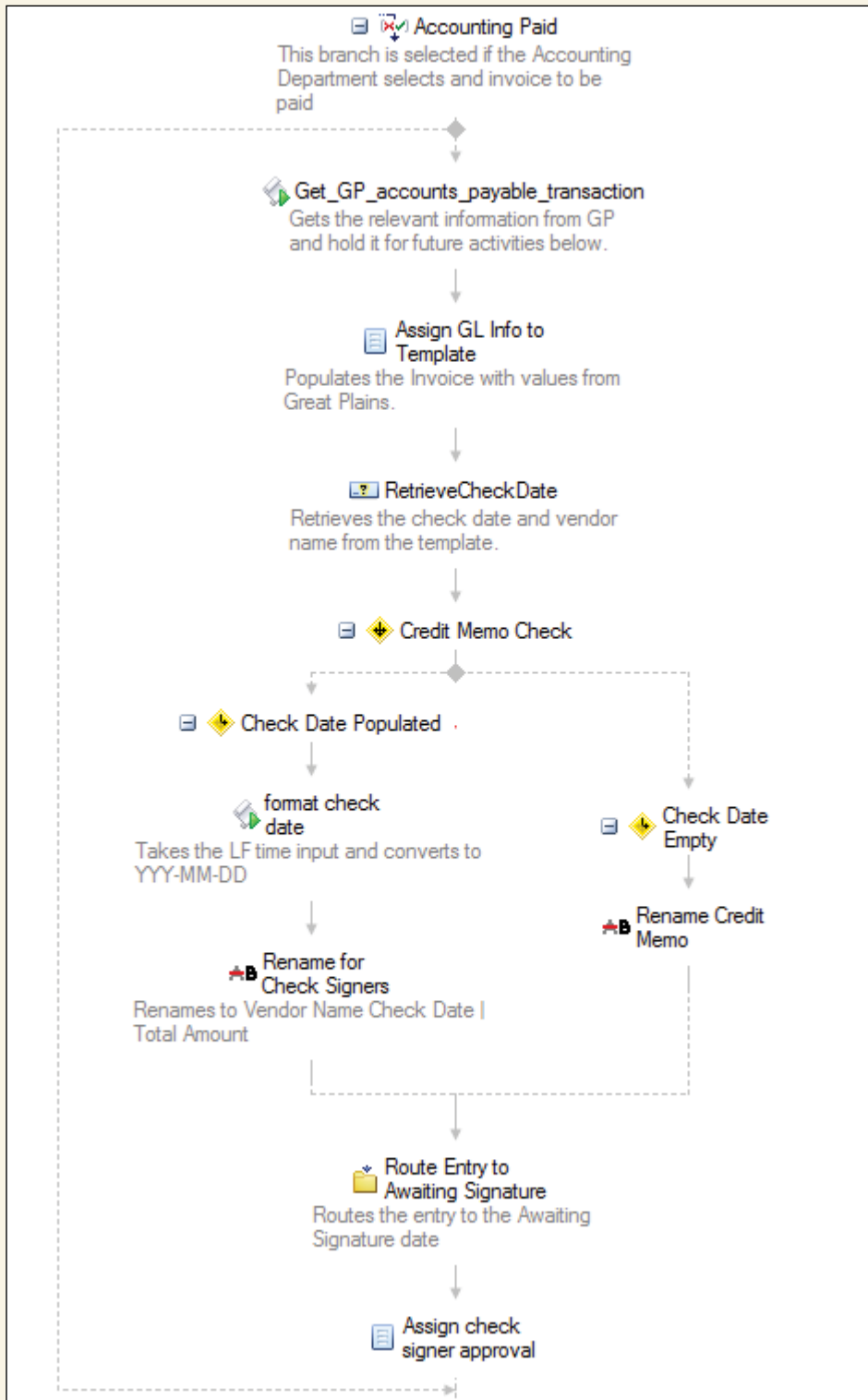
- For invoices that have been denied.
- Whether the department has reviewed and approved the invoice.
- If Accounting has approved and paid the invoice.
- If the check signer has approved the invoice.

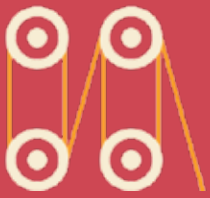
Once Accounting has paid the invoice, the transaction is entered into Microsoft Great Plains.

One of the pieces of information that is entered into Great Plains is the unique voucher number that links Laserfiche documents to Great Plains entries.



Once the transaction is entered into Great Plains, an accounting clerk changes the value of the "Accounting Approval" field in the associated template to "Paid" and the invoice goes down the "Great Plains" pipeline in the workflow.

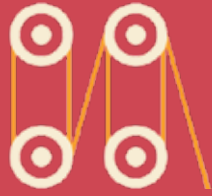




- Laserfiche Workflow looks up the relevant records in Microsoft Great Plains based on the voucher number and company type.
- A C# script calls the view residing on the SQL server. This script handles multiple records that are returned per invoice.

```
WorkflowActivity.Scripting.Get_GP_accounts_payable_transaction.Get_GP_a Execute()
121
122
123     string[] arstrAccountNumber = new String[arAccountNumber.Count];
124     counter = 0;
125     foreach (string NewarAccountNumber in arAccountNumber)
126     {
127         arstrAccountNumber[counter]=NewarAccountNumber;
128         counter = counter+1;
129     }
130     SetToken("tkAccountNumber_All",arstrAccountNumber);
131
132
133     string[] arstrAccountDescription = new String[arAccountDescription.Count];
134     counter = 0;
135     foreach (string NewarAccountDescription in arAccountDescription)
136     {
137         arstrAccountDescription[counter]=NewarAccountDescription;
138         counter = counter+1;
139     }
140     SetToken("tkAccountDescription_All",arstrAccountDescription);
141
142
143     string[] arstrTransactionDescription = new String[arTransactionDescription.
144     counter = 0;
145     foreach (string NewarTransactionDescription in arTransactionDescription)
146     {
```

- The results are converted into tokens.



- Laserfiche Workflow populates the template with the new tokens, including multi-value fields.

Metadata - 2012-12-31 FACC Invoice Approved (6)

Fields | Tags | Links | Versions | Signatures

Template: Payables

Route Invoice To User
bsolis

Company Type
FACC

Due to Accounting By
7/23/2012

Payment Due Date
12/31/2012

Footed
Yes

Department Review
Pending

Department Approval
Yes

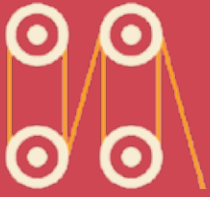
Check Delivery Method
Mail

Accounting Approval
Pending

Accounting Denial Reason

Total Invoice Amount

OK Cancel Help



- Laserfiche Workflow routes the invoice to the “Awaiting Signatures” folder.
- Laserfiche Workflow populates the full “Invoice History” in the template in order to keep a visible audit trail. The system automatically grabs the initiator of the change (user account) and appends it to the “Invoice History” multi-value field.

Check Signer Approval
Approved

Invoice History

Started on 5/3/2012 at 12:30 PM by FLC-PRS\DHAMILTON

Emailed to jcabazares on 5/3/2012 12:30 PM

Approved by FLC-PRS\JCABAZARES on 5/3/2012 at 2:55 PM

Approved by FLC-PRS\DHAMILTON on 5/4/2012 at 12:30 PM

Paid by FLC-PRS\MNAHOOM on 5/16/2012 at 10:54 AM

Check Signed by FLC-PRS\LBRIDGES on 5/16/2012 by 2:16 PM

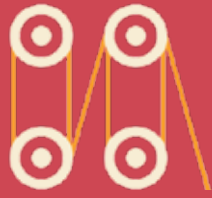
After the check is signed by authorized staff, the invoice is routed to the appropriate vendor’s folder and filed by date. The naming is also standardized.

2011-12-16 - Laserfiche

File Edit View Tasks Tools Window Help

Location: Tallahassee\Accounting\WORKFLOW\Companies\FMIT\01-Payables\2011-12-16

Folders	Name	Voucher Number	Amount*
FLC	2011-12-16 Delores Madison	0016598	299.79
FLGISA	2011-12-16 HULL & COMPANY - St Petersburg Office	0016605	5071.6
FLM	2011-12-16 HULL & COMPANY - St Petersburg Office (2)	0016606	902.81
FLoM	2011-12-16 L & L Auditing Services	0016584	375
FMAA	2011-12-16 L & L Auditing Services (2)	0016581	750
FMASH	2011-12-16 L & L Auditing Services (3)	0016583	90
FMCIT	2011-12-16 L & L Auditing Services (4)	0016582	90
FMIT	2011-12-16 National Union Fire Insurance Company	0016589	-396.2
01-Payables	2011-12-16 National Union Fire Insurance Company (10)	0016596	-124.2
2011-11-04	2011-12-16 National Union Fire Insurance Company (11)	0016590	-177.6
2011-11-10	2011-12-16 National Union Fire Insurance Company (12)	0016597	-177.6
2011-11-16	2011-12-16 National Union Fire Insurance Company (13)	0016585	-248.6
2011-11-18	2011-12-16 National Union Fire Insurance Company (2)	0016587	-100
	2011-12-16 National Union Fire Insurance Company (3)	0016591	-100



BENEFITS OF LASERFICHE

Implementing Laserfiche at the Florida League of Cities has resulted in the following efficiencies:

- Documents are never lost and can be tracked throughout their lifecycle, which has eliminated “finger pointing,” employees accusing each other when documents went missing.
- Automating transactions saves staff 50 hours a month.



ASSOCIATED GROCERS, INC.

Industry: Commercial

Number of Employees: 501-1,000

Headquarters: Baton Rouge, LA

Associated Grocers, Inc. (AG) provides a full line of services such as procurement, marketing and merchandizing to more than 210 independent retailers in Louisiana, Mississippi and Texas.

The company implemented Laserfiche Avante in six departments to streamline business processes and eliminate lost documents.

Before Laserfiche, the accounts payable (AP) process involved printing, manually collating and physically filing invoices, payments and supplemental information. Here is how Laserfiche Avante, in conjunction with Laserfiche Quick Fields, enabled AG to optimize and automate this process.



Faron Kraemer, Assistant Accounts Payable Supervisor, describes how Associated Grocers optimized its accounts payable process with Laserfiche Quick Fields and Laserfiche Workflow.

CAPTURE THE INVOICES

The majority of our invoices originate in the Electronic Data Interchange (EDI) format. Batches of these invoices are printed to the “Accounts Payable – Snapshot Inbox” folder in Laserfiche using Laserfiche Snapshot, a tool for converting electronic documents into TIFF images.

From there, Laserfiche Quick Fields:

- Separates each invoice from the batch. “OmniPage Zone OCR” is used to detect when the page number is “1” so that Laserfiche Quick Fields knows that it is dealing with a new invoice.
- Assigns the “AP Inventory Invoice” template.
- Populates the vendor number, purchase order number and invoice number fields with data extracted from the documents.

The screenshot displays the Laserfiche Quick Fields interface. The main window shows an invoice document with the following fields populated:

INVOICE DATE 09/13/12
INVOICE NUMBER 9332853436
PO DATE 09/05/12
PO NO 357632
VEND 003550
DELIVERY DATE 09/11/12
DISCOUNT PERCENT 2.0000 DUE DATE 09/28/12
NET DUE DATE 09/29/12
SHIPMENT METHOD OF PAYMENT PREPAID
ADJUSTMENT 58 HANDLING 02
ADJUSTMENT 40 HANDLING 02
QUANTITY U/M UPC CASE CODE

The interface includes a Session Configuration pane on the left, a Document Properties pane on the right, and a Document Revision pane at the bottom. The Document Properties pane shows the following fields:

Document name: %(Fields.PO Number) %(Fields.Invoice Number)
Template: AP Inventory Invoice
Invoice Number: 9332853436
PO Number: 357632
Vendor Number: 3550

The AP clerk prints invoices that arrive by email to Laserfiche with Laserfiche Snapshot, manually assigns the “AP Inventory Invoice” template and enters the metadata. Invoices that arrive by mail are scanned directly into Laserfiche and the field data is manually entered by the AP clerk.



Supplementary receiving documents (similar to packing slips) are all prepped and scanned as a single batch with Laserfiche Quick Fields, which automatically separates each receiving packet and indexes both the vendor number and purchase order number. The “OmniPage Zone OCR” process is used to extract two bits of text that always appear on the first page of the receiving documents. Since the last page of the receiving documents has the same header as the first, the second zone is used to differentiate between the first and last pages.

After being processed by Laserfiche Quick Fields, all of the invoices and supplemental materials are stored in the appropriate vendor folder in Laserfiche.

Folders	Name	Vendor Number	PO Number	Invoice Number
3544	357632 9332853436	3550	357632	9332853436
3545	356696 9332727301	3550	356696	9332727301
3546	355544 9331765663	3550	355544	9331765663
3547	354624 9331078019	3550	354624	9331078019
3549	354038 9330471072	3550	354038	9330471072
3550	353039 9329534553	3550	353039	9329534553
3550	351222 9328392644	3550	351222	9328392644
3550	350922 9327986294	3550	350922	9327986294
3550	350535 9327853893	3550	350535	9327853893
3550	349849 9327556004	3550	349849	9327556004
3550	349373 9326976218	3550	349373	9326976218
3550	348850 9326607300	3550	348850	9326607300
3551	347794 9325898594	3550	347794	9325898594
3552	346930 9325370041	3550	346930	9325370041
3553	345601 9324921447	3550	345601	9324921447
3554	345467 9324244636	3550	345467	9324244636
3555	344795 9323796014	3550	344795	9323796014
3557	344355 9323465465	3550	344355	9323465465
3558	343410 9322835651	3550	343410	9322835651
3559	342811 9322149665	3550	342811	9322149665
3564	341606 9321304519	3550	341606	9321304519
3565	340829 9320737131	3550	340829	9320737131
3566	339992 9320146679	3550	339992	9320146679
3567	338966 9319463410	3550	338966	9319463410
3570	338653 9319055066	3550	338653	9319055066
3575	337627 9318373646	3550	337627	9318373646
3576	336115 9317330258	3550	336115	9317330258
3577	335826 9316708564	3550	335826	9316708564
3578	335644 9316837349	3550	335644	9316837349
3579	335209 9316406714	3550	335209	9316406714
3579	334344 9315766364	3550	334344	9315766364

The AP department uses both an invoice list in the PROMPT reconciliation software and a custom “open purchase orders” report to know which invoices need to be worked. The AP clerk searches for each invoice using the purchase order number. The clerk links the invoice and receiving documents in Laserfiche using the “Link” option in the metadata pane.

The screenshot shows the Laserfiche interface for document 357632 9332853436. The Metadata pane is active, displaying the following information:

Fields	Tags	Links
INVOICE DATE	09/13/12	EDI INVOICE
INVOICE NUMBER	9332853436	PAGE 1
PO DATE	09/05/12	120913
PO NO	357632	
VEND	003550	
DELIVERY DATE	09/11/12	
DISCOUNT PERCENT	2.0000	DUE DATE 09/28/12
		DAYS DUE 15
		NET DUE DATE 09/29/12
		DAYS DUE 16



REVIEW PAYMENTS

Once the invoices are reconciled, the payments are then generated by our Lawson Financials software, and a remittance copy is scanned into Laserfiche and indexed by vendor number, payment number and date.

In order to make sure that every AP clerk has the same workload, a workflow was created that evenly allocates payments into each AP clerk's working folder.

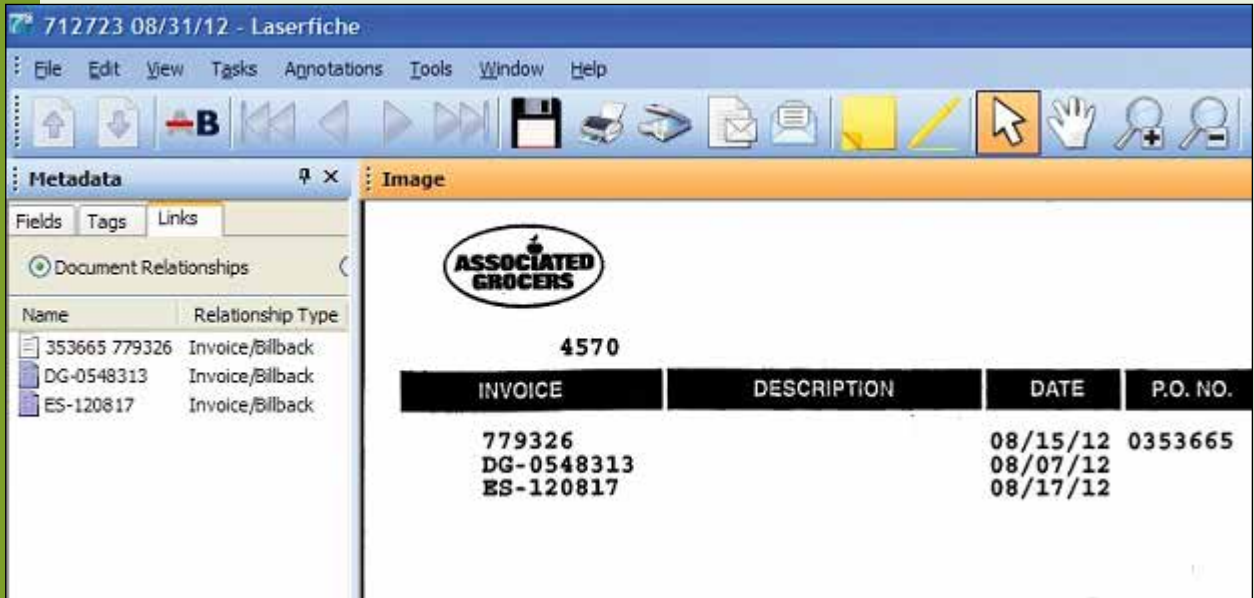
Folders	Name	Vendor Number	Payment Number	Date	Payment Type
Laserfiche Repositories	712681 08/31/12	2350	712681	08/31/12	Check
AssociatedGrocers	712686 08/31/12	2690	712686	08/31/12	Check
Accounting	712691 08/31/12	2945	712691	08/31/12	Check
Accounts Payable	712696 08/31/12	3157	712696	08/31/12	Check
AP Payment Review	712701 08/31/12	3400	712701	08/31/12	Check
1 - AP Clerks	712706 08/31/12	3579	712706	08/31/12	Check
Faron	712711 08/31/12	3986	712711	08/31/12	Check
Kayla	712716 08/31/12	4387	712716	08/31/12	Check
Keisha	712723 08/31/12	4570	712723	08/31/12	Check
Kim	712726 08/31/12	4851	712726	08/31/12	Check
Vivian	712731 08/31/12	5088	712731	08/31/12	Check
1.3 - AP Supervisors	712736 08/31/12	5149	712736	08/31/12	Check
2 - AR Clerks	712741 08/31/12	5411	712741	08/31/12	Check
3 - AR Check Release	712746 08/31/12	5567	712746	08/31/12	Check
Bank Deposit	712751 08/31/12	5755	712751	08/31/12	Check
Miscellaneous	712756 08/31/12	5825	712756	08/31/12	Check
Snapshot Inbox	712761 08/31/12	5960	712761	08/31/12	Check
Vendors	712766 08/31/12	6066	712766	08/31/12	Check
	712771 08/31/12	6187	712771	08/31/12	Check

In order to accomplish this, the "Round Robin" routing option is used when configuring the "Route Entry to Group" activity.

The dialog box "Routing Activity Options" is shown with the "Group" tab selected. The "Configure where the entry should be routed" section has the "Route to users' default folders:" option selected. The "Routing Option:" dropdown is set to "Round Robin".



Each AP clerk is responsible for linking the supporting invoices and billbacks to each payment and reviewing it for accuracy.



Once the supporting documents are linked and the payment has been reviewed and deemed correct, the AP clerk changes the value of the "1.2 - AP Clerk Review" field to "Approved". Alternately, the payment can be routed to the AP supervisor for further review or put on hold. In either case, the clerk provides an explanation in the "1.1 - AP Clerk Notes" field.

Template: AP Payments

Vendor Number (required)
4570

Payment Number (required)
712723

Date (required)
08/31/12

Payment Type (required)
Check

Add/Remove Fields...

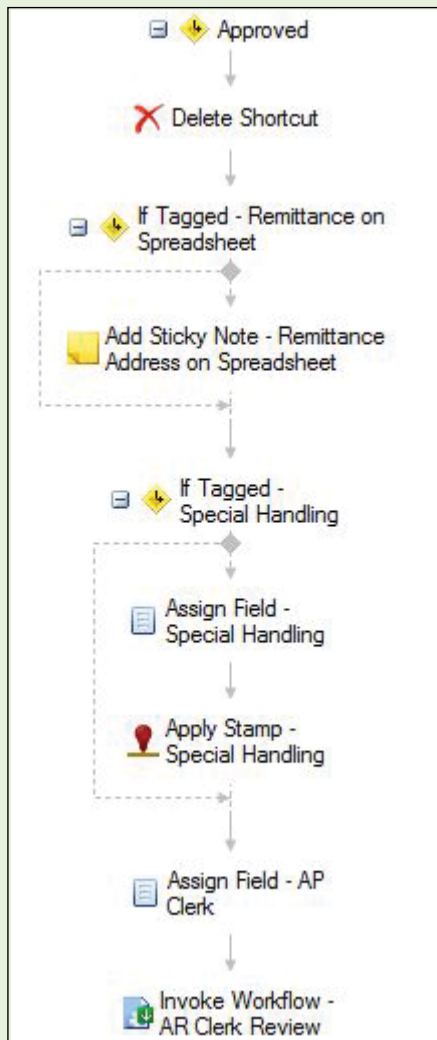
1.1 - AP Clerk Notes
*

1.2 - AP Clerk Review
Pending

Pending
Approved by %(Username) on %(Datetime)
Routed to AP Supervisor by %(Username) on %(Datetime)
Put on Hold by %(Username) on %(Datetime)

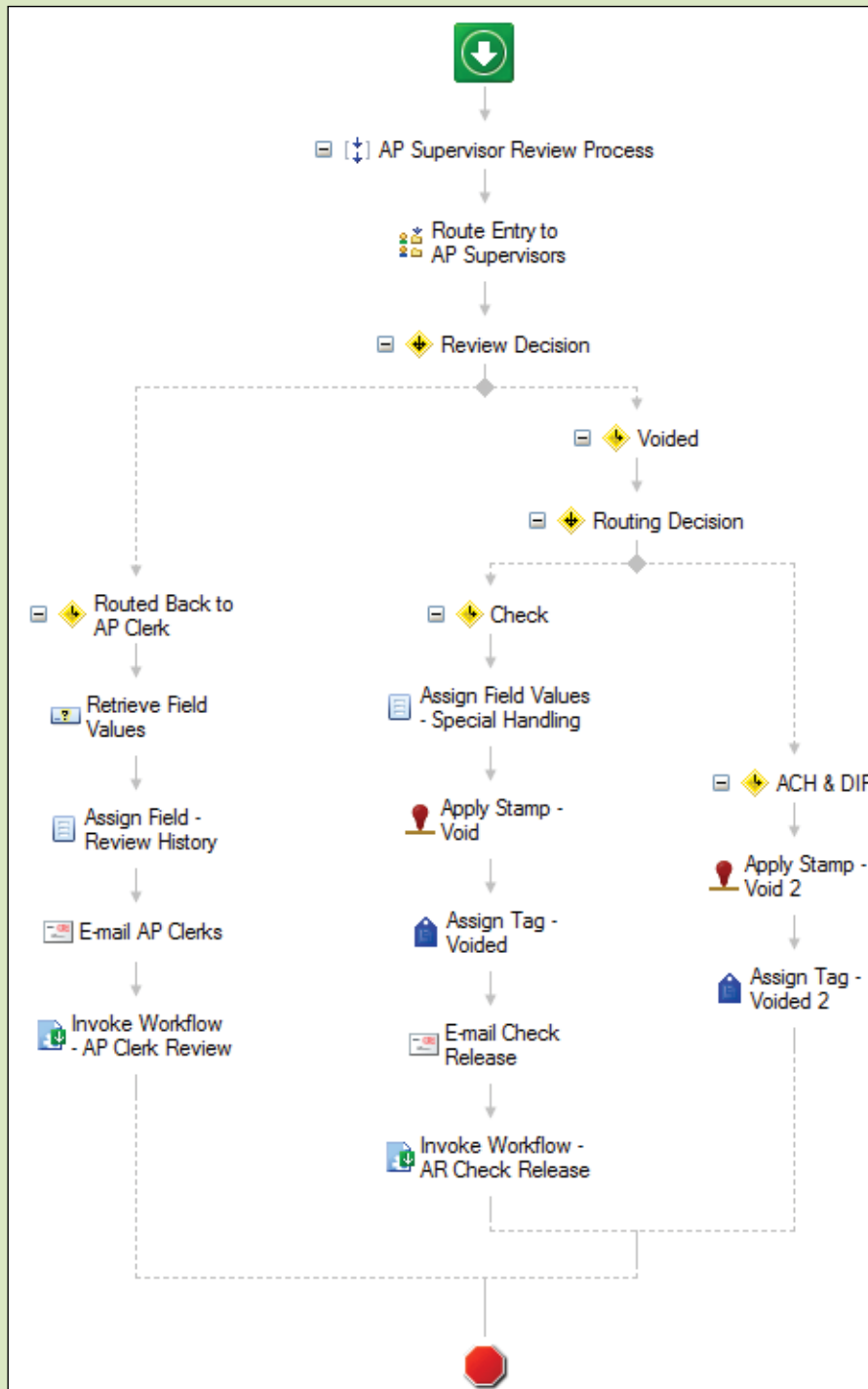


The clerk can also tag the payments with the “Remittance on Spreadsheet” tag (if the payment needs to be mailed to an address other than the one on the invoice) or “Special Handling” tag (if a payment requires extra attention such as foreign postage). If either of those tags is applied, Workflow applies a sticky note or stamp respectively letting the accounts receivable clerks know to take this into consideration during their review.





Payments routed to the AP supervisor can be voided or routed back to the AP clerk who originally routed them.

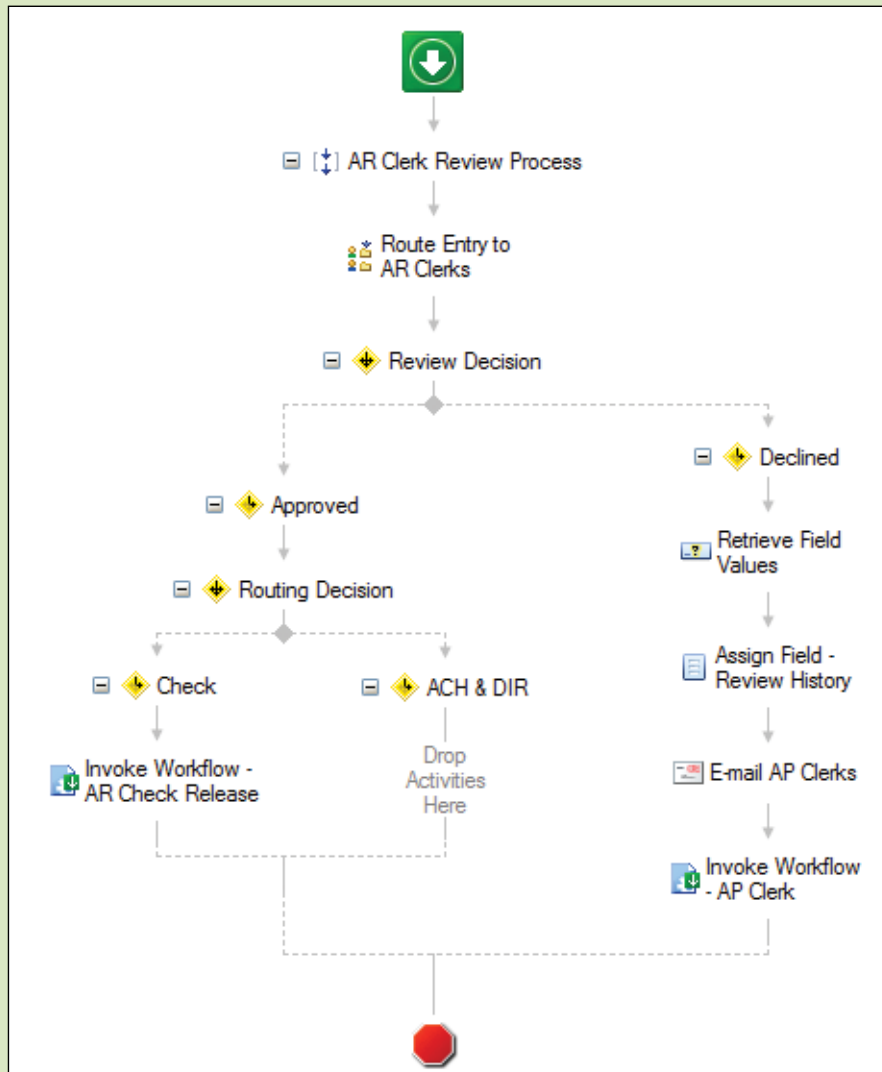




Payments that have been approved by the AP clerk are automatically routed to the accounts receivable (AR) department for an audit review. The same “Round Robin” option is used to divide work evenly among the AR clerks.

Folders	Name	Vendor Number	Payment Number	Date	Payment Type
Laserfiche Repositories	712710 08/31/12	3983	712710	08/31/12	Check
AssociatedGrocers	712713 08/31/12	4236	712713	08/31/12	Check
Accounting	712714 08/31/12	4250	712714	08/31/12	Check
Accounts Payable	712715 08/31/12	4368	712715	08/31/12	Check
AP Payment Review	712717 08/31/12	4389	712717	08/31/12	Check
1 - AP Clerks	712718 08/31/12	4430	712718	08/31/12	Check
1.3 - AP Supervisors	712720 08/31/12	4517	712720	08/31/12	Check
2 - AR Clerks	712721 08/31/12	4548	712721	08/31/12	Check
Debbie	712722 08/31/12	4550	712722	08/31/12	Check
Faye or Lola	712723 08/31/12	4570	712723	08/31/12	Check
3 - AR Check Release	712727 08/31/12	4910	712727	08/31/12	Check
Bank Deposit	712729 08/31/12	4945	712729	08/31/12	Check
Miscellaneous	712733 08/31/12	5115	712733	08/31/12	Check
Snapshot Inbox	712735 08/31/12	5137	712735	08/31/12	Check
Vendors	712737 08/31/12	5177	712737	08/31/12	Check
	712738 08/31/12	5223	712738	08/31/12	Check

The AR clerk can approve or decline a payment by changing the value of the “2.2 – AR Clerk Review” field. If a payment is declined, it is sent back to the AP clerk who originally approved it so that he can either make corrections or route it to the AP supervisor.





Once the AR clerk approves a payment by check, it is routed to the “AR Check Release” folder for the person who releases the physical checks.

Folders	Name	Vendor Number	Payment Number	Date	Payment Type
Lasercache Repositories	712714 08/31/12	4250	712714	08/31/12	Check
AssociatedGrocers	712715 08/31/12	4368	712715	08/31/12	Check
Accounting	712716 08/31/12	4387	712716	08/31/12	Check
Accounts Payable	712717 08/31/12	4389	712717	08/31/12	Check
AP Payment Review	712718 08/31/12	4430	712718	08/31/12	Check
1 - AP Clerks	712719 08/31/12	4489	712719	08/31/12	Check
1.3 - AP Supervisors	712720 08/31/12	4517	712720	08/31/12	Check
2 - AR Clerks	712721 08/31/12	4548	712721	08/31/12	Check
3 - AR Check Release	712722 08/31/12	4550	712722	08/31/12	Check
Special Handling	712723 08/31/12	4570	712723	08/31/12	Check
Bank Deposit	712724 08/31/12	4723	712724	08/31/12	Check
Miscellaneous	712725 08/31/12	4819	712725	08/31/12	Check
Snapshot Inbox	712726 08/31/12	4851	712726	08/31/12	Check
Vendors	712727 08/31/12	4910	712727	08/31/12	Check
	712728 08/31/12	4916	712728	08/31/12	Check

From there, the AR clerk either releases or voids the check by updating the value of the “3.2 – AR Check Release Review” field accordingly. No physical check is released to be mailed until the digital version in Lasercache has both the AP and AR clerks’ approvals.

Note that throughout the entire process the original documents are stored in separate vendor folders, with the clerks and supervisors only dealing with document shortcuts. These shortcuts are automatically deleted once the clerks have completed their review. The benefit of using shortcuts is that the original version is always stored in one standardized location and cannot be accidentally deleted or misplaced.

Folders	Name	Vendor Number	Payment Number	Date	Payment Type
4560	712723 08/31/12	4570	712723	08/31/12	Check
4562	709162 07/27/12	4570	709162	07/27/12	Check
4563	708831 07/23/12	4570	708831	07/23/12	Check
4564	705016 06/15/12	4570	705016	06/15/12	Check
4568	701277 05/11/12	4570	701277	05/11/12	Check
4570	699782 04/27/12	4570	699782	04/27/12	Check
Billbacks	697013 03/30/12	4570	697013	03/30/12	Check
Invoices	693040 02/17/12	4570	693040	02/17/12	Check
Paybacks	691648 02/03/12	4570	691648	02/03/12	Check
Payments	689560 01/16/12	4570	689560	01/16/12	Check
Receiving	686282 12/12/11	4570	686282	12/12/11	Check
Vendor Info	685475 12/02/11	4570	685475	12/02/11	Check
	683281 11/11/11	4570	683281	11/11/11	Check
4572	682500 11/03/11	4570	682500	11/03/11	Check
4574	680989 10/24/11	4570	680989	10/24/11	Check
4576	679646 10/07/11	4570	679646	10/07/11	Check
4577	677456 09/19/11	4570	677456	09/19/11	Check
4578	674930 08/26/11	4570	674930	08/26/11	Check



BENEFITS OF LASERFICHE

- AP saves 20 cases of paper each year.
- AP was able to convert the group’s “working desk” into a desk for another team member.
- Documents are immediately available in Laserfiche so staff members don’t spend critical work time searching through physical files.
- Invoices and payments are no longer manually sorted among the AP and AR clerks, so everyone now has the same workload.
- Instead of searching through manually printed and filed paperwork, AP clerks can easily work invoices and review payments directly from the digital copy in Laserfiche—saving time and resulting in a more efficient process.



PEBBLE LIMITED PARTNERSHIP

Industry: **Commercial**

Number of Employees: **51-100**

Headquarters: **Anchorage, AK**

Existing Laserfiche integrations: **Microsoft Great Plains**

Established in 2007, Pebble Limited Partnership (PLP) is responsible for exploring and advancing the production of one of the world's largest-scale copper, gold and molybdenum mines in a remote region of southwestern Alaska.

PLP operates three offices in Alaska and British Columbia. It purchased Laserfiche Rio so that all offices could be on one centrally managed enterprise system.

Here is how PLP uses Laserfiche integrated with Microsoft Great Plains to make its accounts payable process nearly paperless.



C'Les Jensema, Document Controller, describes Pebble Limited Partnership's extensive, automated accounts payable process.

CAPTURE

Invoices get imported into the Laserfiche repository in two different ways:

- Paper documents are scanned to the "Accounting Scans" folder on the network. From there, Laserfiche Import Agent imports them into the "Incoming Documents" folder in the Laserfiche repository.
- Electronic documents are printed directly into the "Incoming Documents" folder with Laserfiche Snapshot.

Laserfiche Quick Fields Agent runs a scheduled Quick Fields session nightly to sweep the "Incoming Documents" folder and identify document types, assign templates and populate fields. AP techs check all the documents in the morning to make sure that all of the fields have been populated correctly before sending them to the "Invoice Materials Ready for Techs" folder in Laserfiche.

The screenshot displays the Laserfiche Capture Engine Quick Fields interface. The main window shows a scanned document titled "PURCHASE ORDER" from Pebble Limited Partnership. The document includes the following information:

PEBBLE LIMITED PARTNERSHIP
3201 C. STREET SUITE 604
ANCHORAGE AK 99503
USA
PHONE: 907-339-2600
FAX: 907-339-2688
EMAIL: plp@voicing@pebblepartnership.com

PURCHASE ORDER
Purchase Order No. 0002436
Date 12/23/11
Vendor ID NOROFF
Requestor Tom Covington
Final Approver Jessie Heikel

NORTHERN OFFICE SUPPLY
91 ROADHOUSE STRIP
ELIAMANAK, AK 99606
USA
PHONE 907-571-1388 FAX 907-571-1789

PEBBLE LIMITED PARTNERSHIP
3201 C. STREET SUITE 604
ANCHORAGE AK 99503
USA

Invoice Details:
Currency: USD
Invoice Date: 12/23/11
Invoice No: 9383290-0
Net 10

LINE	DESCRIPTION	QTY	UNIT	PRICE	TAX	DATE	AMOUNT	EXT	PLU
1	CHAIR FOR MIKE /MARGIE	2	Each	25ACTIVITY	H&S SUPP	1/20/12	399.00	798.00	

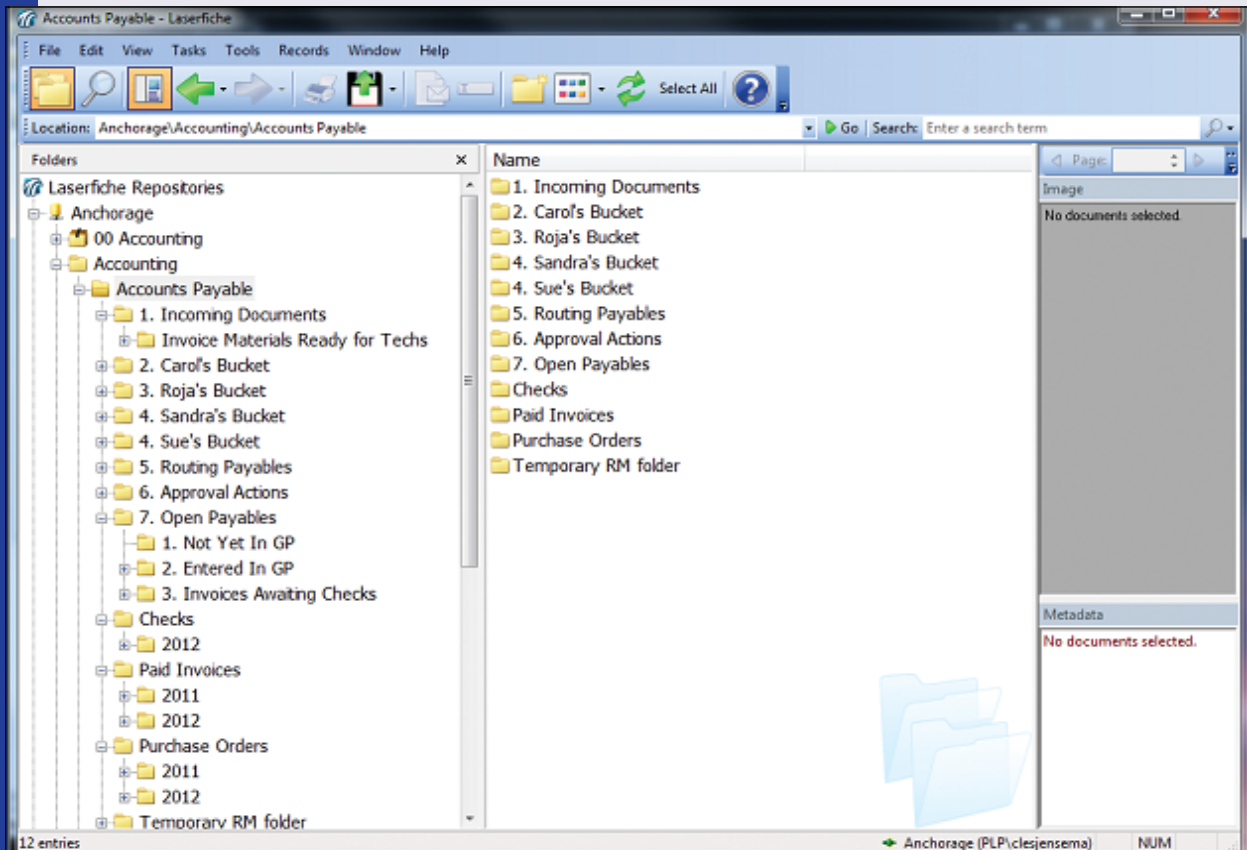
Output Processing Summary:
94 page(s) processed
25 identified document(s)
9 Check (9 pages)
1 PO (1 pages)
1 Quote Request (1 pages)
0 Check Request (0 pages)
1 Master Expense Report (1 pages)
13 Invoices (82 pages)
0 unidentified document(s)
20 error(s) occurred
Pages Per Minute: 5

Document Properties:
Document name: %Fields.Purchase Order Number
Fields: Tags: Settings
Template: Accounts Payable
Vendor ID: NOROFF
Vendor Name: NORTHERN OFFICE SUPPLY
Document Type: AP
Purchase Order: 0002436
Status: AP
Technician: [Empty]
Invoice Number: 9383290-0
History: ORDER
Purchase Order Number: 0002436
Check Number: 015508



INVOICE PROCESSING

AP techs look through the invoices in the “Invoice Materials Ready for Techs” folder and select the invoices for which they are responsible by updating the value of the “Technician” field. Each tech has particular invoices that she is always responsible for but it is very easy to reassign invoices if workloads need to be modified. Laserfiche Workflow then changes the invoice’s status to “Awaiting Materials” by updating the “Status – AP” field and routes the invoice to the assigned tech’s “bucket” folder.





Each AP tech is responsible for her own folder. The AP tech will:

- Combine the backup materials such as packing slips or vendor quotes and merge them with the invoice.
- Add a coding sheet to the last page.
 - A coding sheet is an Excel spreadsheet that is imported to the tech's "bucket" folder in the repository using Laserfiche Snapshot. It is then merged with the invoice.

coding - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Laserfiche

Cut Copy Paste Format Painter Clipboard Font Alignment Number

Times New Roman 11 Wrap Text Merge & Center General \$ % .0 .00 .00

G23 1430910301

	A	B	C	D	E	F	G	H	I	J
1	LaserFiche ProjectID TaskID Amount for Invoice									
2										
3	Please Review allocations and coding prior to approving									
4										
5	GP GL ACCT		GP PROJECT ID		GP TASK ID		AMOUNT			
6			309		103		8,930.00			
7										
8										
9										
10										
17										
18								TOTAL	8,930.00	
19										
20	Engineering Use only									
21	Invoice Accounting Period - Year					2011				
22	Invoice Accounting Period - Month					December				
23	Associated PO					1430910301				
24	PO Title:					2010 & 2011 Costs & Accrual				
25	Amount In PO before invoice					2,603,254.34				
26	Amount remaining in PO after this invoice					2,594,324.34				
27										



- Populate the “Vendor ID” and “Invoice Number” fields.
- Assign the reviewers, approvers and executives by adding the required fields and updating their values. Since only invoices with a very large dollar amount are required to be reviewed by executives, that field may sometimes be set to “Not Needed”.

The screenshot shows a software application window titled "FOOSER 2/24/2012 9:58 AM:1 - Laserfiche". The main window displays an invoice from "FOOD SERVICES OF AMERICA" with a "RECEIVED" stamp. The invoice details include a date of 2/14/12 and a location of "NORCHASE, ALASKA". The main table contains the following data:

DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
20 activity - food			

Handwritten notes on the invoice include "20 activity - food" and "Jan 2-14-12". The right-hand sidebar, titled "Template: Accounts Payable", contains the following fields:

- Vendor ID: FOOSER
- Vendor Name: FOOD SERVICES OF AMERICA
- Document Type-AP: Invoice
- Status-AP: Awaiting Materials
- Technician: Carol
- Invoice Number: 3676179
- History: [Empty]

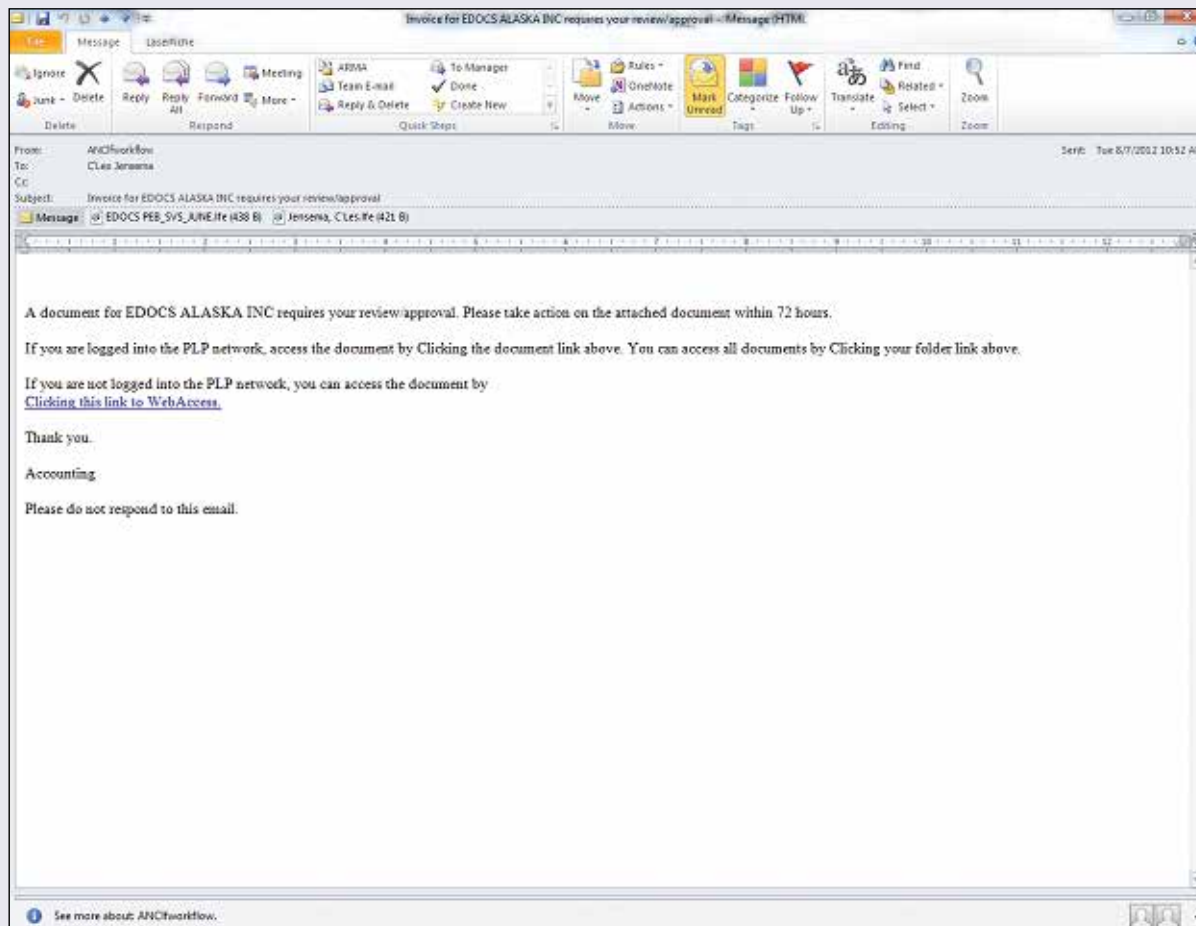
Below the fields is an "Add/Remove Fields..." button. The "Department Manager Approvals-AP" section shows "Wober, Garnot" with a red 'X' icon. The "Executive Approvals-AP" section shows "Not Needed" with a red 'X' icon. The "Reviewers-AP" section shows "Anderson, Carol" with a red 'X' icon.

At the bottom right of the window, the text "Anchorage (PLPVCarolAnderson) | Page 1 of 6" is visible.



Once these tasks have been completed, the AP tech changes the status to “Ready for Review” and closes the invoice.

Laserfiche Workflow routes the original invoice to the “Routing Payables” folder and creates a shortcut in the “Approval Actions\Employee” folders. It also sends an email notifying the reviewer that there is an invoice pending review. The email includes a link to the invoice and a link to the employee’s “Approval” folder (in case the reviewer wants to access multiple invoices immediately), along with a Laserfiche Web Access link, which the reviewer can use to open the invoice remotely if he is not in the office.



Multiple reviewers can review the invoice simultaneously. After review, Laserfiche Workflow routes the invoice on to the approvers. After each status update, Laserfiche Workflow populates the “History” multi-value field with the action performed, the username of the person making the change and the date. This allows the approvers to see exactly what has happened to the invoice thus far.

History
PLP\TOMJORDAN "Approved" 6/20/2012
PLP\JOSIEHICKEL "Approved" 6/21/2012
PLP\REJEANCARRIER "Approved" 6/21/2012
PLP\MATTFAGNANI "Approved" 6/21/2012
PLP\MIKEHEATWOLE "Approved" 6/21/2012



Once the approvers have reviewed the invoice, it goes to the executives for approval, if needed. Multiple executives can review and act on the invoice at the same time.

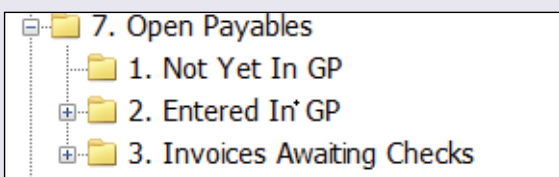
If the invoice or accounting coding sheet is found to be incorrect at any point in the process, the individual who is reviewing the invoice must:

- Place a sticky note on the invoice to indicate the changes needed.
- Update the invoice status to “Change Required.”

The screenshot displays the Laserfiche Accounts Payable interface. At the top, it shows the company logo for Food Services of America and invoice details including invoice number 3676179 and date FEB 19 2012. A prominent 'RECEIVED' stamp is visible. The main table contains a single line item with a handwritten description '20 Activity - food' and a note '21 Miller - food 2-14-12'. On the right, a sidebar shows a dropdown menu with options like 'Requires Action', 'Change Required', and 'Requires Action', with 'Change Required' currently selected. The bottom right corner of the interface indicates 'Anchorage (PLP/CAROLANDERSON) Page 2'.

Laserfiche Workflow then sends the invoice back to the initial AP tech with an e-mail notification. Reviewers, approvers and executives have 72 hours to review the invoice. If no action is performed within that time frame, the accounting manager is notified by email. She can either send an e-mail reminder to the individual in question to spur action or notify the AP tech to create an emergency routing straight to an executive.

Fully approved invoices are automatically stored in the “Not yet in GP” folder with an updated status of “Approved for Payment”.



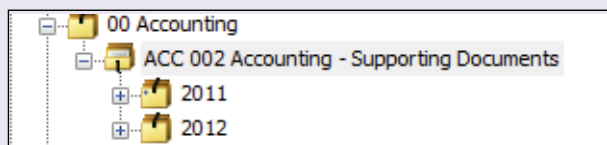


AP techs prepare the invoice for payment by entering the information directly into the Microsoft Great Plains accounting system. Once the information is in Great Plains, the techs update the invoice status to “Entered into GP”, which spurs Laserfiche Workflow to move the invoices to the “Entered into GP” folder.

CHECK PROCESSING

Once checks are generated and printed from Great Plains, they are scanned into the “Incoming Documents” folder in Laserfiche. Laserfiche Quick Fields is then launched to add a template to each check, read the check number and perform a lookup into the Great Plains database to populate the remaining fields: “Check Amount”, “Date”, “Vendor ID” and “Related Invoices”.

An AP tech performs a quality check on the checks and then sends them to a records management folder for storage.



Laserfiche Workflow then automatically generates shortcuts in the “Checks” folder for user reference.

Another Laserfiche Quick Fields session is launched to sweep the “Entered into GP” and “Invoices Awaiting Checks” folders to look for paid invoices. If it finds an invoice that hasn’t been paid, it sends it back to the “Invoices Awaiting Checks” folder. Otherwise Quick Fields does a lookup into the Great Plains database and automatically populates the metadata:

- Check Number.
- Invoice Date.
- Amount.
- Description.



The invoice's status is changed to "Paid" and the invoice is stored in the "Accounting" records management folder. Shortcuts are generated in the "Paid Invoices\Vendor" folders for easy access.

The screenshot displays the Laserfiche interface with an invoice document open. The document contains the following information:

Page: 1 of 130
Billing Cycle Date: 06/12/12 - 06/13/12
Account Number: 834465064
Foundation Account Number: 6281368
Invoice Number: 834465064X06192012

Previous Balance	3080.09
Payment Posted	-5090.59
Adjustments to Previous Balance	-4.99
CREDIT BALANCE	-4.99
Monthly Service Charges	\$218.49
Usage Charges	1601.80
Credits/Adjustments/Other Charges	\$18.42
Government Fees & Taxes	\$8.71
TOTAL CURRENT CHARGES	\$247.42
Due Jul 06, 2012	
Late fees assessed after Jul 11	
Total Amount Due	\$5,392.44

How To Contact Us:
• 1-800-531-0500 or 611 from your cell phone
• For Direct Mail of Billing Customers (TIV-TDD): 1-800-241-0507

LIVE FREE FOR A YEAR!
Get a chance to have your AT&T bills paid for a year (up to \$300/month) when you enroll in our Paperless Billing and AutoPay at att.com/freeyear. No purchase necessary. US Residents 18+. Promotion ends 9/30/12. To play and for official rules, visit att.com/freeyear. Void Where Prohibited.

PO Box 1829
Anchorage, AK 99513-1829

PEBBLE LIMITED PARTNERSHIP
3201 C ST STE 504
ANCHORAGE, AK 99503-3071

Account Number: 834465064
Total Amount Due: \$5,392.44
Amount Paid: \$

Total Amount Due by Jul 06, 2012

AT&T MOBILITY
PO BOX 6463
CAROL STREAM, IL 60190-6463

99100000639465064000000053974300000539244007

Metadata: Template: Accounts Payable

Vendor ID: ATTNOS
Vendor Name: AT & T MOBILITY
Document Type-AP: Invoice
Status-AP: Paid
Technician: Carol
Invoice Number: 834465064X06192012

History:
PLP|TOMJORDAN "Approved" 6/20/2012
PLP|JOSIEHICKEL "Approved" 6/21/2012
PLP|REJEANCARRIER "Approved" 6/21/2012
PLP|MATTFAGNANI "Approved" 6/21/2012
PLP|MIKEHEATWOLE "Approved" 6/21/2012
PLP|SUEWYLIE "Entered into GP" 6/22/2012

Check Number: 016735
Invoice Amount: \$5,392.44
Invoice Date: 6/11/2012

The accounting manager searches by check number for paper checks to be signed using the "Field Search" in Laserfiche. She verifies the check amount against the invoice. These checks are sent to executives for signatures and are subsequently returned to the AP techs to be mailed.



ADVANTAGES OF LASERFICHE

Implementing Laserfiche at PLP has resulted in the following benefits:

- A savings of \$8,300 per year just on postage, paper and storage costs.
- 97% of all invoices are now received electronically and never printed.
- Invoices are processed much faster. Before Laserfiche, a telephone invoice took fourteen days to process. Now it only takes two.
- Employees can access Laserfiche easily from any location, even the remote mine site.
- Accounting managers can easily monitor invoice activity.
- Data errors have decreased as everything is easily looked up from Great Plains.
- Approvals occur in a timely matter. If no action is performed on an invoice in three days, the appropriate people are notified and certain steps can be bypassed if needed.



AVIS FLEET SERVICES

Industry: Commercial

Number of Employees: 1,001-5,000

Headquarters: Johannesburg, South Africa

Existing Laserfiche integrations: PlanetPress Suite, ScannerVision to Laserfiche Connector, AS400, Oracle Accounting System

Avis Fleet Services provides specialized solutions to more than 2,000 customers in South Africa's private and public sectors. The company manages a fleet of more than 200,000 vehicles from its headquarters in Johannesburg, South Africa, includes seven field offices and provides services in six neighboring countries.

Avis Fleet Services goes through a large number of invoices—ranging from invoices for repair services to those for automobile maintenance—to manage its fleet.

Here is how the company has integrated Laserfiche with its other systems to process 85,000 pages of accounts payable and receivable documents each month.

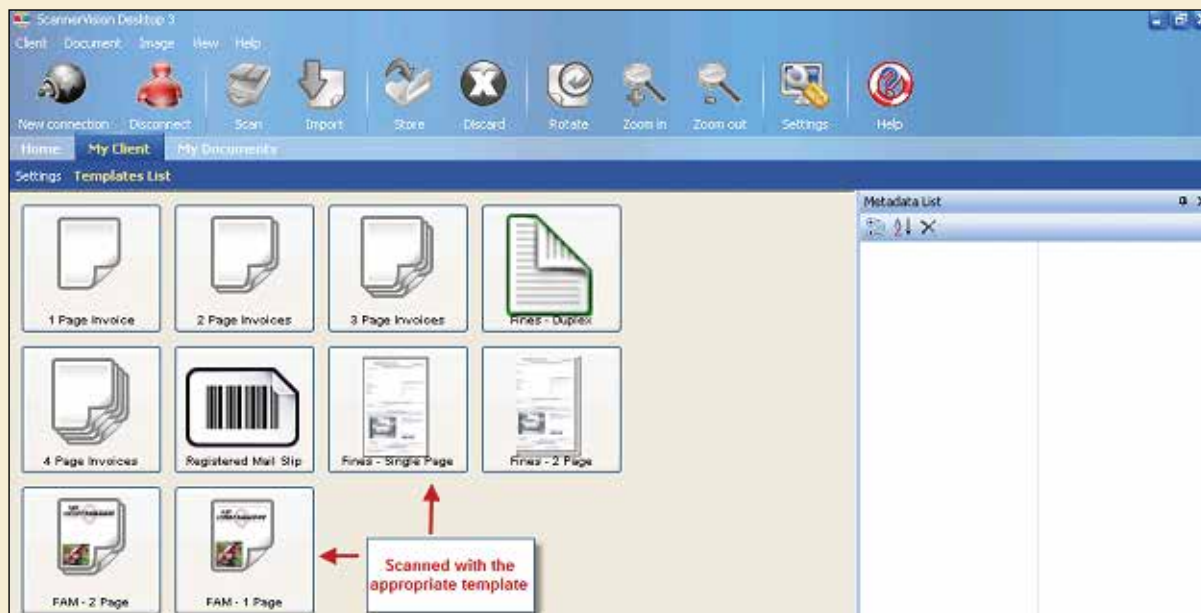


Learn how Avis Fleet Services used Laserfiche to improve customer service with advice from Vincent Kelly, Analyst Programmer.

ACCOUNTS PAYABLE

All of the supplier invoices have to be stored in our Laserfiche repository first. We scan these in using ScannerVision, an advanced document capture middleware solution that is integrated with Laserfiche using the ScannerVision to Laserfiche Connector (LF-Link).

- A user chooses the appropriate template and the appropriate settings are automatically assigned.



Once the document is scanned and indexed, the scanning clerk finds the order number on the order and enters it into the relevant template field. A process in the background then fills in other vital metadata based on what is stored in the database of our Fleet Management System (FMS). The FMS is where all of our customer and supplier data is kept.



The other information, such as the invoice number, invoice date, vehicle registration and invoice total must be entered manually by the creditors clerk.

4500658 - Vehicle Maintenance - Laserfiche

File Edit View Tasks Annotations Tools Window Help

Image Metadata

MEYERS MOTORS
MEYERS MOTORS (PTY) LTD - ESTABLISHED 1991
Meyers Motors East London | 73 Cambridge Street, East London 5201
PO Box 518, East London 5200 | Tel: 043 701 6600
AFTER HOURS BREAKDOWNS:
Passenger 082 955 7372 / Commercial 082 555 7370
Fax: General 043 701 6609 | Spares 043 701 6680
info@meyersgroup.co.za | www.meyersgroup.co.za

BRANCHES: EAST LONDON - KING WILLIAM'S TOWN - Mthatha

DATE: 22/11/2011 ORDER NO: 4500658 DOCUMENT NO: 10138495

Tax Invoice (M) VAT REG. NO: 4010101006

AVIS FLEET SERVICES
P O BOX 396
ISANDI
1600
MEDEEL

Contact: DANE
Tel No.: [REDACTED]
Odo : 0059700
Job No.: 10R39010 Control: 0
Cust. Cell No: 0787378585
Serv Advisor: SHAUN BOSCH

REGISTRATION NO: FJ9443EC REG YEAR: 2010 MAKE: ISUZU MODEL: KB 250 D-T SERIAL/CHASSY NO: ADM2RP86B7 4JK1855602 ENGINE NO: 102A5024 ACCOUNT NO: 102A5024

ITEM NUMBER / INSTRUCTIONS	DETAILS	ORDERED	DEL	UNIT PRICE	DISCOUNT	TOTAL DUE
VAT NUMBER: 4430101255 Sold By : MEYERS MOTO RS (PTY) Date Sold : 26/07/10 Work Requested CARRY OUT 60 000KM SERVICE Work Carried Out COMPLETED 60 000KM SERVICE						
11060765	Labour 85W-140 500ML	3	3	32.79		1120.56 98.37

RECEIVED
2011-11-30

Metadata: Template: Supplier Invoices
Fields: Tags Links Versions
AS400 Comments: VALID
Invoice Type: Vehicle Maintenance
Order Number: 4500658
Supplier ID: MEDEEL
Supplier Name: MEYERS EAST LONDON - 1603
Invoice Number: [REDACTED]
Invoice Date: [REDACTED]
Vehicle Registration: [REDACTED]
Invoice Total: [REDACTED]
MVA Number: 1423085
Capture Result: W.I.P

AFSLFPROD (Zelda Steenkamp) Page 1 of 2

4475041 - Vehicle Maintenance - Laserfiche

File Edit View Tasks Annotations Tools Window Help

Image Metadata

MASERU TOYOTA (PTY) LTD.
712 MASERU 100
LESOTHO 20 BOWKER ROAD
MASERU
Tel: +266 - 22313801
+266 - 22310277
E-MAIL: masloy@lesoft.co.za
* ONVAT SYSTEMS (PTY) LTD
TIN NO: 1000411-4

TOYOTA

Invoice To : 201 VAT NO: 1807480
Supply To : 201
Vat Reg : 4430101255
Vat Reg : 4430101255
AVIS FLEET SERVICES
P.O. BOX 396
ISANDI
1600
ATTN: ZELDA RUDMAN
0026-0026-0026-0026-2222
Registration No : X2939
Model Description : 17A L/CRUISER 200 VX 4.7
Eng#: 8UZ VIN#: JTHHT05J105021664
Chassis No : UZJ200R
Vehicle Job No : 17AS21664

Invoice No : 86131
Date : 09/11/2011
Job No : 96243
Type/Terms : EV/CR
Pay Type :
Contract No :
Contr Date :
Contr Kes :
O/N : 4475041
S/Advisor : ELLIOTT GAMA
Date Sold :
Kilometers : 210589

	Qty	Extd.	Ret VAT	Extd	Nett	TOTAL
REPLACE REMOTE BATTERIES		.20	S	62.40		
Labour:						62.40
8974552030 BATTERY, TRANSMIT	2	109.38	S	92.98		
Parts :		109.38				
Disc :		16.40				
						92.98

Metadata: Invoice Type: Vehicle Maintenance
Order Number: 4475041
Supplier ID: MASTO
Supplier Name: MASERU TOYOTA (LES)
Invoice Number: 86131
Invoice Date: 09/11/2011
Vehicle Registration: X2939
Invoice Total: 177.13
MVA Number: 1317386
Capture Result: Invoice Captured
Employee Name: JONATHAN SCOLZE
Costing Result: W.I.P

AFSLFPROD (Jonathan Scotts) Page 1 of 1



All of the supporting documentation is linked to the supplier invoice by the order number field and is easily accessible to the costing department.

4475041 - Vehicle Maintenance - Lesefiche

File Edit View Tasks Annotations Tools Window Help

Image Metadata

Fields Tags Links Versions

Name Link Type Reverse Link Path

- LES - 4475041 - Government Order Supersedes Superseded by Departmental View/LES/Costing/Pending Process
- LES - 4475041 - Quote Supersedes Superseded by Departmental View/LES/Costing/Pending Process
- LES - 4475041 - Quote (2) Supersedes Superseded by Departmental View/LES/Costing/Pending Process

MASERU TOYOTA (PTY) LTD.

VAT NO: 1507460

Invoice To : 201 Supply To : 201
VatReg : 4420101255 VatReg : 4420101255
AVIS FLEET SERVICES AVIS FLEET SERVICES
P.O. BOX 396 P.O. BOX 396
ISANDO ISANDO
1600 1600
ATTN:ZELDA RUDMAN ATTN:ZELDA RUDMAN
1600 1600
0026-0026-0026-0026-2222 0026-0026-0026-0026-2222
Registration No : X2939
Model Description : 17A L/CRUISER 200 VX 4.7
Eng#:ZUZ VIN#:JTMHT05J105021664
Chassis No : UZJ200R S/Advertiser : ELLIOTT GAMA
Vehicle Job No : 17A021664 Date Sold :
Description Kilometers : 210589

LESOTHO 20 BOWKER ROAD
MASERU
P - 266 - 2231201
G - 266 - 22310277
E-MAIL : masloy@lesof.co.za
* NEW TOYOTA DEALERSHIP *
INV NO: 1000411-4

TOYOTA

Invoice No : 86131
Date : 09/11/2011
Job No : 96243
Type/Terms : EV/CR
Pay Type :
Contract No :
Contr Date :
Contr Mes :
O/N : 4475041
S/Advertiser : ELLIOTT GAMA
Date Sold :
Kilometers : 210589

Description	Qty	Extd.	Ret	VAT	Extd. Nett	Total
RFM,ACE REMOTE BATTERIES				.20 S	62.40	
				Labour:		62.40
8974532030 BATTERY, TRANSMIT	2	109.38	S		92.98	
				Parts :	109.38	
				Disc :	16.40	
						92.98

APSL EPR001 (Jonathan Scribn) Page 1 of 1



Let's say that someone in the costing department gets a query from a customer about a specific order. He can either open this document directly in the Laserfiche Client or he can pull it up from the FMS. The costing clerk types in the order number and the order details are displayed. Once he hits F11 on the keyboard, this document opens in a custom developed Laserfiche Viewer that is integrated with the FMS.

The screenshot displays a document viewer window titled "AFS LaserfichePortal Ver 2.0 Rev 20120508-1545". The document content is a form for "CASSEYS AUTO" with the "supergroup" logo. The form includes a header with contact information, a "WORK ORDER" section, and a list of services performed. A prominent "RECEIVED" stamp is visible on the right side of the document. Below the document, a toolbar contains various navigation icons and a status bar showing "INV 20A11887 - 2012/01/13 - Vehicle Maintenance (2)", "Document 2 / 3", and "Page 1 / 2". The AVIS Fleet Services logo is also present in the bottom left of the toolbar area.



AFS LaserfichePortal Ver 2.0 Rev 20120508-1545

CASSEYS AUTO
BENONI
A Division of Super Group Trading (Pty) Ltd.
Reg. No. 1972/009559/07
nr. Mowbray Ave. & Tom Jones Street 011 427-2000
skeside Mall, Benoni 1501 011 427-2100
3 668, Benoni 1500 011 427-2140

BASIL GREEN EDENVALE:
131 Van Riebeeck Avenue, Edenvale 011) 609-3068
03 717, Edenvale 1610 011) 452-6009

CASSEYS AUTO SPRINGS:
140 Second Street, Springs 011) 812-1150
03 285, Springs 1560 011) 812-1550

supergroup dealerships

TAX INVOICE (W) 20A11887 Tech: 007 Page: 001

ACCOUNT HOLDER: AVIS FLEET SERVICES, P.O. BOX 396, ISANDO, DEALER CAUBEN, 1600

DRIVER DETAIL: Cust. Cell No: [REDACTED], Date: 13/01/2012, michel20

Registration Number	ZKC303GP	Selling Dealer		Job Number	20144970
Make & Model	FORD FOCUS 2.0TD	Last Serviced (km)	0059256	Retail Date	?
VIN Number	AFAUXXMJ04A401932	Cell Number	LOUIS HENDERSON	Account Number	20400114
Engine Number	401932	Tel. Number (H) Code	0832941850	WAT Number	4070203512
Stock Number		Tel. Number (M) Code	NULL	Order Number	4567135
Kilometres	0061773	Service Advisor (M) Code	BONNIE BADENH	Technician (Name/Code)	JAN LE ROUX

Replaced Parts to be Returned to customer: 00 We noticed the following:

INV 20A11887 - 2012/01/13 - Vehicle Maintenance (2)

Document 2 / 3

Page 1 / 2

AFS LaserfichePortal Ver 2.0 Rev 20120508-1545

Template: Supplier Invoices

AS400 Comments: UPDATED

Invoice Type: Vehicle Maintenance

Order Number: 4567135

Supplier ID: CAUBEN

Supplier Name: CASSEYS AUTO BENONI

Invoice Number: 20A11887

Invoice Date: 13/01/2012

Vehicle Registration: ZKC303GP

Invoice Total: 3334.14

Currency: [REDACTED]

MVA Number: [REDACTED]

CASSEYS AUTO
BENONI
A Division of Super Group Trading (Pty) Ltd.
Reg. No. 1972/009559/07
nr. Mowbray Ave. & Tom Jones Street 011 427-2000
skeside Mall, Benoni 1501 011 427-2100
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TAX INVOICE (W) 20A11887 Tech: 007 Page: 001

ACCOUNT HOLDER: AVIS FLEET SERVICES, P.O. BOX 396, ISANDO, DEALER CAUBEN, 1600

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Registration Number	ZKC303GP	Selling Dealer		Job Number	20144970
Make & Model	FORD FOCUS 2.0TD	Last Serviced (km)	0059256	Retail Date	?
VIN Number	AFAUXXMJ04A401932	Cell Number	LOUIS HENDERSON	Account Number	20400114
Engine Number	401932	Tel. Number (H) Code	0832941850	WAT Number	4070203512
Stock Number		Tel. Number (M) Code	NULL	Order Number	4567135
Kilometres	0061773	Service Advisor (M) Code	BONNIE BADENH	Technician (Name/Code)	JAN LE ROUX

Replaced Parts to be Returned to customer: 00 We noticed the following:

Code	Work Performed	Quantity/Time Units	Unit Price	Unit	Amount
WAT NUMBER: 443010255					
←----- Work Requested ----->					
1. BRAKES NOISY					
←----- Work Carried Out ----->					
1. REMOVED AND REPLACED FRONT BRAKES					
2. REMOVED AND REPLACED REAR BRAKES					
3. SKIPPED FRONT DISCS AND REAR DRUMS					
4. CHECKED ALL FLUID LEVELS					

RECEIVED 2012-01-30

INV 20A11887 - 2012/01/13 - Vehicle Maintenance (2)

Document 2 / 3

Page 1 / 2

Document metadata can also be viewed inside the FMS and, for some processes, it can also be flagged as approved or rejected by the costing clerk.

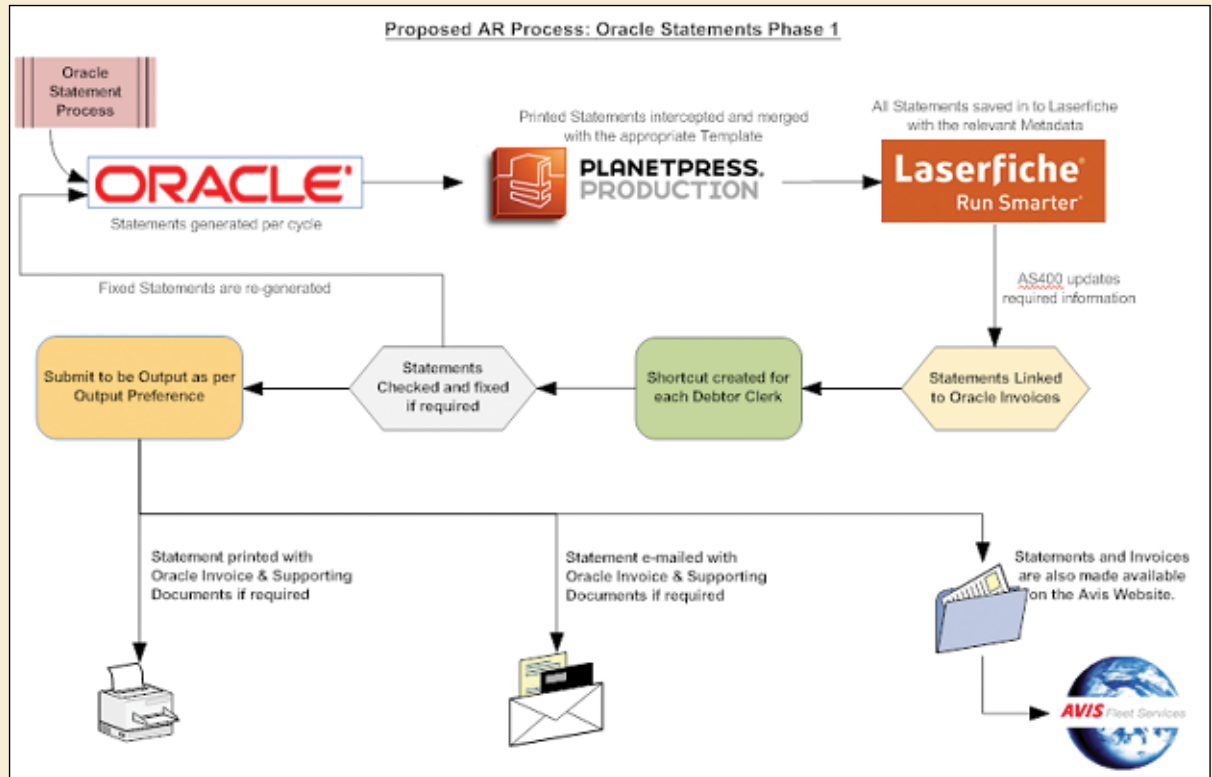


ACCOUNTS RECEIVABLE

Once we have all of the supplier invoices and relevant supporting documents in the system, we generate our accounts receivable statements. We produce the transactions in our Oracle Accounting System, after which they go through PlanetPress, where they are input into a specific form and released as statements. Each statement is then stored in Laserfiche.

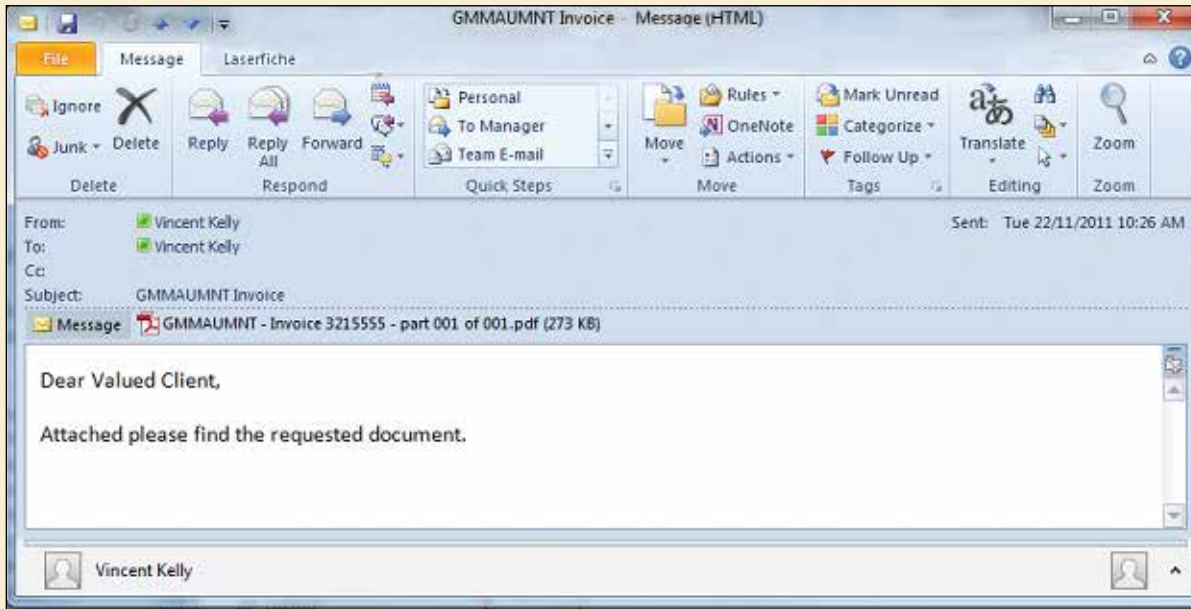
If the customer has opted to receive statements electronically, they are emailed. Otherwise, they are printed and mailed directly. Statements and invoices are also made available on the Avis website.

Here is a diagram of the entire process:

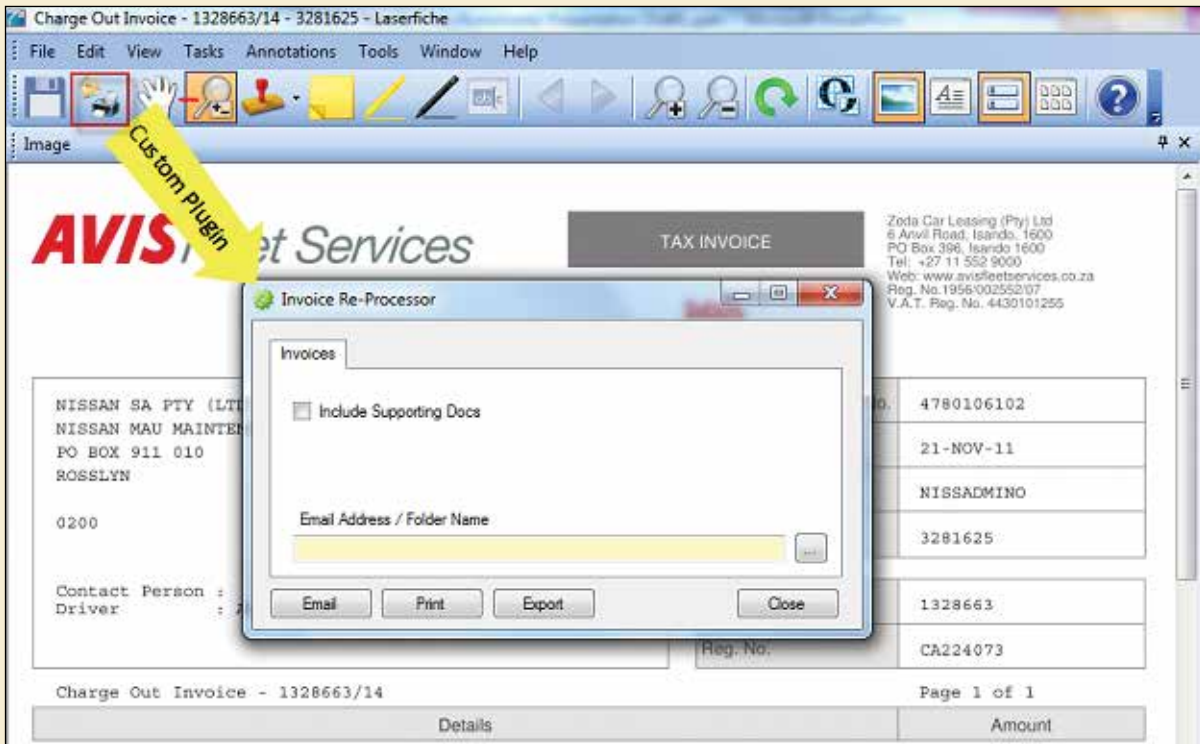




Here is a sample email message:



We have implemented a custom Laserfiche plug-in that allows the debtors clerk to generate a single PDF document of the statement/invoice and all of the supporting documents.





The document is also watermarked as a "Copy".

		TAX INVOICE		<small>Zedra Car Leasing (Pty) Ltd 5 Avon Road, Harare, 1000 PO Box 366, Harare 1000 Tel: +27 11 522 8800 Web: www.avisfleetleasing.co.za Reg. No. 1925/00252/07 V.A.T. Reg. No. 443010255</small>						
NISSAN SA PTY (LTD) NISSAN MAU MAINTENANCE CHARGE OUTS PO BOX 911 010 ROSSLYN 0200 Contact Person : Driver : ADNKG3000DA001120		Customer VAT Reg. No. 4780106102 Date 21-NOV-11 Account Number NISSADMINO Document Number 3281625		M.V.A. No. 1328663 Reg. No. CA224073						
Charge Out Invoice - 1328663/14		Page 1 of 1								
Details		Amount								
1 90000 SERVICE COGT CENTRE : HARBODY : HARBODY PRODUCT : MAU MODEL DESC : NISSAN HARBODY 2.5TDI LMB (08)NP300 CUSTOMER REF : N/A ORDER NUMBER : 4419775 ORDER DATE : 29/09/11 SUPPLIER NAME : CHISPINE - CMI PINETOWN (0446000) INVOICE NUMBER : 61458575 KILOMETRES : 0089983		R 2,892.87								
<table border="1"> <tr> <td>Account Name : AVIS FLEET SERVICES</td> <td rowspan="4" style="text-align: center;"> VAT Claimable R 405.00 </td> </tr> <tr> <td>Bank : FIRST NATIONAL BANK</td> </tr> <tr> <td>Account number : 5505006338</td> </tr> <tr> <td>Branch : CORPORATE CORE BANKING JHB</td> </tr> </table>		Account Name : AVIS FLEET SERVICES	VAT Claimable R 405.00	Bank : FIRST NATIONAL BANK	Account number : 5505006338	Branch : CORPORATE CORE BANKING JHB	TOTAL (Excl VAT)		R 2,892.87	
Account Name : AVIS FLEET SERVICES	VAT Claimable R 405.00									
Bank : FIRST NATIONAL BANK										
Account number : 5505006338										
Branch : CORPORATE CORE BANKING JHB										
Due for payment by: 01-JAN-12		VAT		R 405.00						
		TOTAL		R 3,297.87						

You can download a full version of the plug-in code (written in the Laserfiche SDK 8.0) here:
http://www.laserfiche.com/SolutionExchange/WPMetadata/uploads/2012/05/DebtorsPlugging_reversed_code.docx



We have also made use of the Laserfiche SDK on the Avis website. Customers can log in, find the relevant invoice and view it as a PDF. Our custom script retrieves the required document from Laserfiche based on the metadata acquired from the FMS for the specific customer.

Search and Download Invoices

Document Number :
Transaction Type :
Transaction Number :
Start Date : 2011/06/02
End Date : 2011/12/02
Registration Number :
MVA Number :

: Refresh the search results.
 : Export the search results to an Excel spreadsheet.
 : Export the search results to an Adobe portable (PDF) document.
 : Downloads the invoice.

Note : You may type values in the input fields inside the search results to filter on document number, transaction number, transaction type, motor vehicle asset number or vehicle registration number.
You may sort the search results by clicking on the column header.

Document Number	Generated Date	Transaction Number	Transaction Type	MVA Number	Reg. Number
<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3272798	2011/11/03	1520684/7R	Charge Out Credit Note	1520684	BJ36RYGP
3258994	2011/11/03	1520684/7	Charge Out Invoice	1520684	BJ36RYGP
3270911	2011/11/03	1520684/7H	Charge Out Invoice	1520684	BJ36RYGP
3274087	2011/11/11	1312030/22	Used Cars Repair Invoice	1312030	XRJ439GP
3283044	2011/11/21	1320984/22	Used Cars Repair Credit Note	1320984	XTZ172GP
3283039	2011/11/21	1320984/21	Used Cars Repair Invoice	1320984	XTZ172GP
3291286	2011/11/30	1520684/4C	Charge Out Credit Note	1520684	BJ36RYGP
3291292	2011/11/30	1520684/7H C	Charge Out Credit Note	1520684	BJ36RYGP

BENEFITS OF LASERFICHE

As a result of streamlining our accounts payable and receivable process with Laserfiche, we have found the following benefits:

- Improved customer service. Issues with invoices can be addressed while on the phone with a customer or supplier by simply searching for the invoice by order number in Laserfiche.
- With documents linked together in Laserfiche, a clerk does not need to go between departments looking for information, but can access everything with one click.



FRANKLIN COUNTY, PA

Industry: State and Local Government

Number of Employees: 501-1,000

Headquarters: Chambersburg, PA

Existing Laserfiche integrations: Jail system

Named after Benjamin Franklin, Franklin County, PA, was established in 1784 and today has 140,000 residents.

The county first implemented Laserfiche in 2000 in the Commissioner's Office to simplify document sharing. It upgraded to Laserfiche Rio in 2010 to make Laserfiche the foundation of its disaster recovery plans. Currently, 36 out of 56 departments use Laserfiche, and there are 40 active workflows running across different departments.

The deposit slips workflow, which is used in the Treasurer's Office, has saved Franklin County \$7,000 per year in printing costs. Here's how it works.



Ed Yonker, Application Software Specialist at Franklin County, PA, walks through the deposit slip processing workflow used in the Treasurer's Office.

THE WORKFLOW

A staff member in the Treasurer's Office fills out an e-form with information about new bank deposits.

Franklin County Treasurer
Cash Deposit Slip

Your Information:
Department Number: 139 Submitted by: MELODY SHUMAN
Email: mshuman@co.franklin.pa.us Phone Number: 23120

Transaction Date: 07/24/2012
Received from or Payor: TREASURER
Explanation:
Additional Explanation: SG \$275/BINGO \$100/NOTARY \$10

***** Deposit Breakdown *****

Please Enter Total Cash	\$25.00
Please Enter Total Checks	\$360.00
Total Amount to be Deposited	\$385.00

***** Deposit Allocation *****

Org Code	Object	Amount	Org Code	Object	Amount
01139000	083100	\$275.00	01139000	083200	\$100.00
01139000	073255	\$10.00			
			Total:		\$385.00



Once the user clicks the "Submit" button, the form is submitted and saved in the Laserfiche repository. The eForm fields are mapped to template fields that are automatically populated during the import process.

Metadata

Fields | Tags: 1 | Links | Versions | Signatures

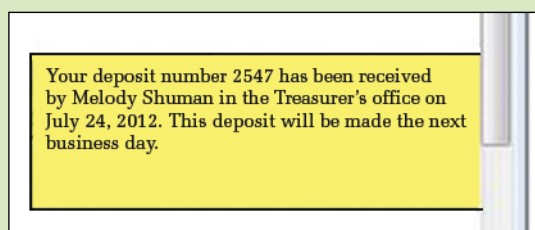
Template: Deposit Slip

DepSlip_Trans_No	2547	>
Dept Number	139	>
DepSlip_Recd_From	MELODY SHUMAN	>
date yymmdd	2012-07-24	>
email	mfishuman@co.franklin.pa.us	>
DepSlip_Amount	\$385.00	>
DepSlip_Deposit_Date	07/24/2012	>
DepSlip_Category	9900 - Primary	>
DepSlip_NotifyTaxOffice		>
DepSlip_Clerk	Melody Shuman	>

Add/Remove Fields...

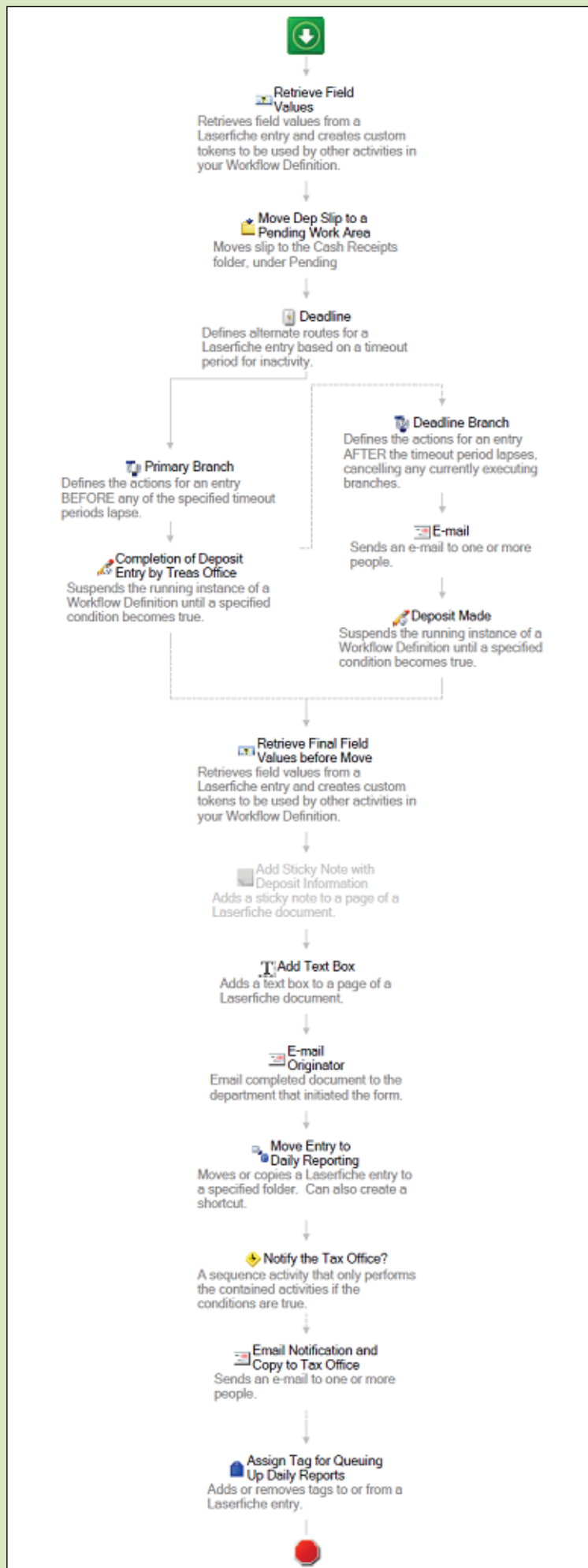


- Laserfiche Workflow uses the “Retrieve Field Values” activity to extract those field values for use as tokens in the rest of the workflow.
- The actual deposit slip is now moved with the “Route Entry to Folder” activity to the “Pending Cash Receipts” folder, where the document waits for the actual money to come into the department.
- Since the deposit should be received within two business days, we use the “Deadline” activity to enforce this time frame.
 - If the money is received at the office by the courier, the “DepSlip_Deposit_Date”, “DepSlip_Category” and “DepSlip_Clerk” fields are changed and the deposit slip moves to the next step in the workflow.
 - If the money is not received in the specified time frame, an email notification is generated using the “E-mail” activity and sent to the department that originated the deposit and the Treasurer’s Office that this money has been overlooked or misplaced. Workflow then uses the “Wait for Entry Change” activity to pause the workflow until the money is received and the corresponding template field updated.
- Next, we use the “Retrieve Field Values” activity to generate updated tokens for use in the remainder of the workflow.
- We use these tokens in the contents of a text box annotation, generated with the “Add Text Box” activity that is added to the deposit slip. This text box contains details about the transaction.



- Next, the completed document is emailed to the originating department with another “Email” activity and the “Move Entry” activity is used to move the document to the “Daily Reporting” folder.
- In our county, regional tax collectors receive money due on property taxes. Whenever any of the tax collectors brings funds into the Treasurer’s Office for deposit, the tax office needs to be notified of incoming money. A “Conditional Sequence” activity checks to see if the value of the “DepSlip_NotifyTaxOffice” field is set to “yes”, which generates an email notification to the tax office.
- After the email is generated, and if the value of the “DepSlip_NotifyTaxOffice” field is set to “No”, a “New Deposit” security tag is assigned to the deposit slip with an “Assign Tags” activity.

Here is what the full workflow design looks like:





A separate workflow runs on a schedule and looks for all the documents with the “New Deposit” tag, populates the SQL reporting database with the deposit metadata, and routes the document to its final storage in Laserfiche. A manager can then generate a custom SQL report with information about all new deposits that have been made.

Transaction	DepositDate	DepositCategory	DepositAmount
2526	07/23/2012	2100 - 911	\$1.24
2525	07/23/2012	2100 - 911	\$3.72
2524	07/23/2012	2100 - 911	\$7.29
2523	07/23/2012	2100 - 911	\$52.00
2512	07/23/2012	2100 - 911	\$196.86
2511	07/23/2012	2100 - 911	\$6.20
			\$267.31
2546	07/23/2012	9900 - Primary	\$316.50
2544	07/23/2012	9900 - Primary	\$50,133.74
2536	07/23/2012	9900 - Primary	\$225.11
2535	07/23/2012	9900 - Primary	\$57.00
2531	07/23/2012	9900 - Primary	\$587.60
2529	07/23/2012	9900 - Primary	\$610.20
2521	07/23/2012	9900 - Primary	\$98,110.48
			\$150,040.63

BENEFITS OF IMPLEMENTING LASERFICHE IN THE TREASURER'S OFFICE

As a result of implementing Laserfiche Workflow in the Treasurer's Office, we have:

- Saved \$7,000 per year by eliminating the need to print deposit slips.
- Saved one hour of staff labor each day.
- Increased transparency as the department now knows when to expect incoming money.



WILLIAMSON COUNTY, TX

Industry: State and Local Government

Number of Employees: 1,001-5,000

Headquarters: Georgetown, TX

Part of the Austin-Round Rock metropolitan area, Williamson County, TX, has a population of 450,000. The county implemented Laserfiche Avante in the human resources department before expanding to the auditor's office. Williamson County plans on eventually implementing Laserfiche organization-wide.

The auditor's office processes all of the accounts payable journal entries, accounts payable transactions and employee purchasing cards (p-cards) for both Williamson County and the Williamson County Community Supervision and Corrections Department (CSCD).

Read more about how Laserfiche Workflow, in conjunction with Laserfiche Quick Fields, streamlined the business processes in the auditor's office.



Inky Chandler-Mertz, Technical Trainer, describes how Laserfiche Workflow revitalized Williamson County's Auditor's Office.

DOCUMENT CAPTURE

Each department at Williamson County submits its own purchase orders and receives its own invoices. The departments send these invoices and purchase orders to the auditor's office. The treasurer's office is responsible for cutting the check. A copy of this check is sent to the auditor's office, where it is attached to supplemental documents such as invoices and scanned into Laserfiche with Laserfiche Quick Fields.

The auditor's office created eight different Quick Fields sessions, each one corresponding to a different type of document:

- ACH payments
- CSCD checks
- CSCD p-cards
- CSCD wire transfers
- Accounts payable journal entries
- Williamson County checks
- Williamson County p-cards
- Williamson County wire transfers

Every document is separated by a coversheet with a barcode, which is removed during storage processing.



NEWDOC

Here is a screenshot of the Quick Fields session that processes Williamson County p-cards.

The screenshot displays the 'Aud-AP Wilco PCard Trans' software interface. The main window shows a document with handwritten notes and a table of data. The sidebar on the left contains a 'Session Configuration' tree with options like 'Pre-Classification Processing', 'Classification', 'Identification', 'OmniPage Zone OCR', 'Page Processing', 'PCardIdentity', 'Pattern Matching', 'Storage Processing', and 'Page Removal'. The 'PCardIdentity' option is currently selected. The right sidebar shows the 'OmniPage Zone OCR' settings, including 'Page Range' (set to 'Pages: 2'), 'Region Selection' (OCR regions: PCard ID (2662, 2115, 289, 103)), 'Language Selection' (English), and 'Optimization Style' (Speed). The bottom status bar indicates 'Page 2 (42.2 KB): 2552 x 3351, 300 X 300 DPI'.

Document Content:

Handwritten notes: 5/17/17, San Leandro, Tom, 6-18-18, Kelly, Rick

Item	Amount	Category	Account
71	60.00	Travel	601230
72	100.00	Travel	601230
73	100.00	Travel	601230
74	100.00	Travel	601230



A Zone OCR process is used to extract the last eight digits of the credit card from the document. The Pattern Matching process extracts the relevant digits from the credit card number to create the p-card ID. This is how the auditor's office configured this Pattern Matching process.

Pattern Matching

Pattern Matching

Page Range

Specify the page(s) to be processed:

All pages

Pages: 2

Enter page numbers and/or page ranges separated by commas and dashes. For example, 1, 3, 5-12

Pattern Configuration

Configure patterns:

PCard id number	
Type:	Token
Input:	% (PCard ID)
Pattern:	\d\d\d(\d)-(\d\d\d\d)
Match case:	Yes
Return:	First match

Create Token...



Here is a screenshot of the Quick Fields session that processes Williamson County checks.

The screenshot displays the Quick Fields software interface for processing Williamson County checks. The main window shows a document with a highlighted 'TransactionID' field. The interface includes a menu bar (File, Edit, View, Action, Scan, Tools, Help), a toolbar, and a session configuration tree on the left. The right-hand panel contains several settings sections: 'Page Range' (set to Pages: 2), 'Region Selection' (OCR regions: TransactionID (864, 1800, 163, 400)), 'Language Selection' (English), and 'Optimization Style' (Speed). The bottom status bar indicates 'Page 2 (13.4 KB): 2552 x 3300, 300 X 300 DPI'.



In this session, the Zone OCR process is used to extract the transaction number. The Lookup process uses this number to extract related information from the Oracle accounting database. This information is used to populate the associated document template. This is how the auditor's office configured the Lookup process.

Lookup

Database Selection

Source: ODBC DSN (System)
Database: prod
Authentication: apps
[Configure Source...](#)

Lookup Criteria

Configure your query by:
Selecting a table and columns

Table: WILCO_LF_AP_CH...

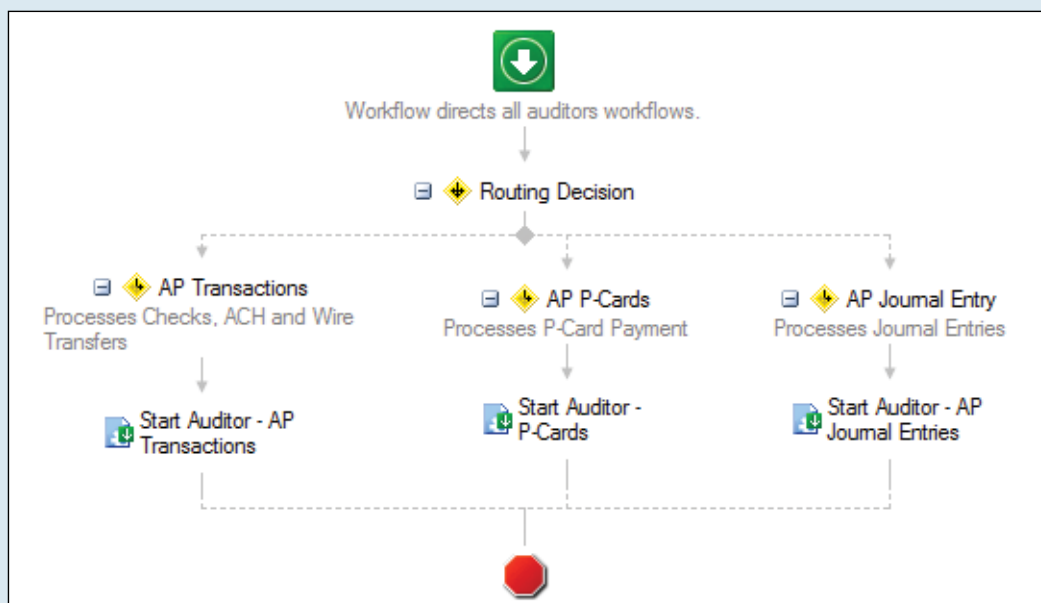
Column	Value
CHECK_NUMBER	% (TransactionID)

[Add...](#) [Edit...](#) [Remove](#)

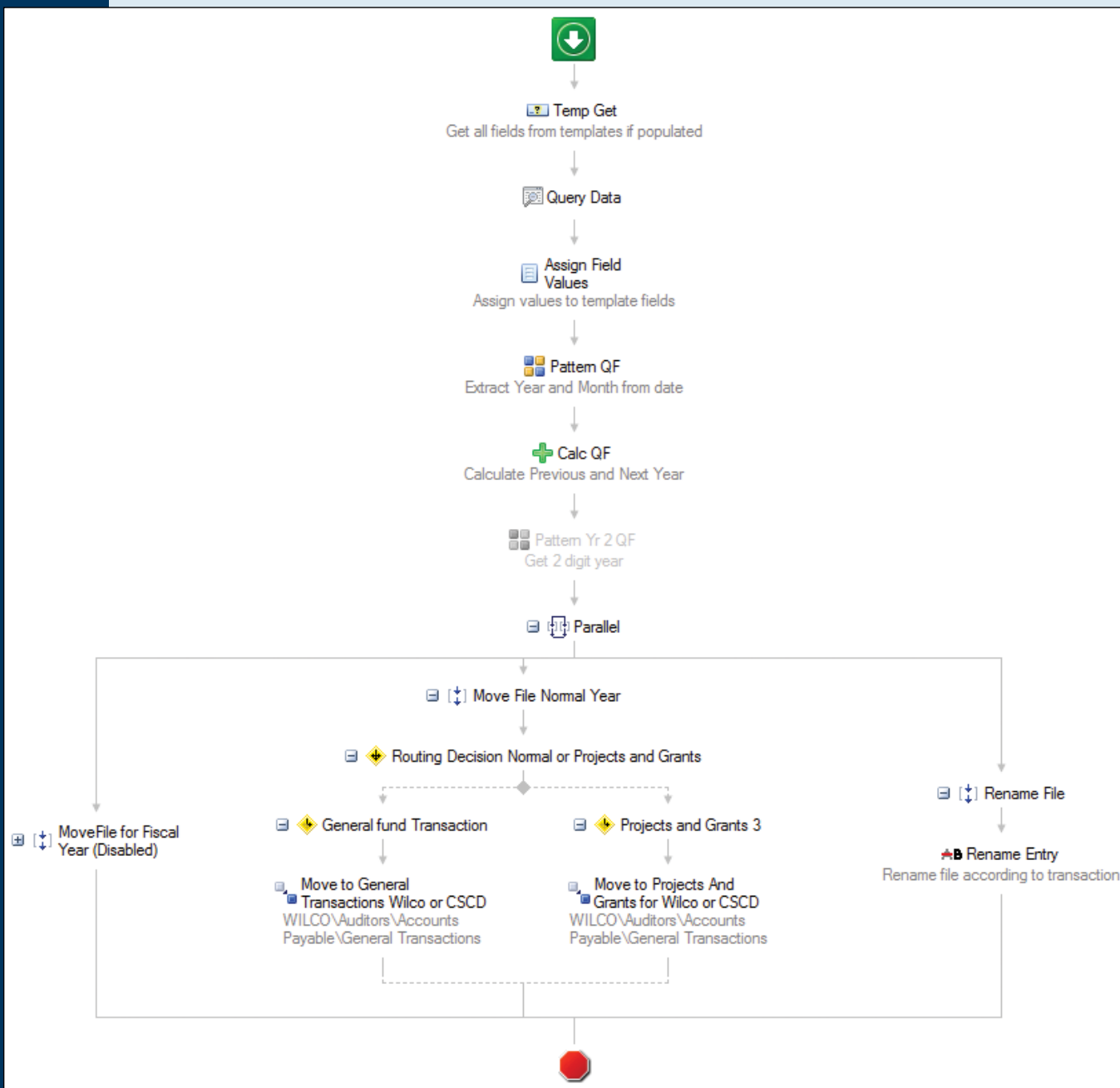
[Test...](#)

DOCUMENT PROCESSING

Once documents are scanned with Laserfiche Quick Fields, they are picked up by Laserfiche Workflow. The auditor's office has one main workflow, which—based on the template assigned to a document—invokes one of three other workflows.



If the document is a check, ACH payment or wire transfer, it gets processed by the “Auditor - AP Transactions” workflow.

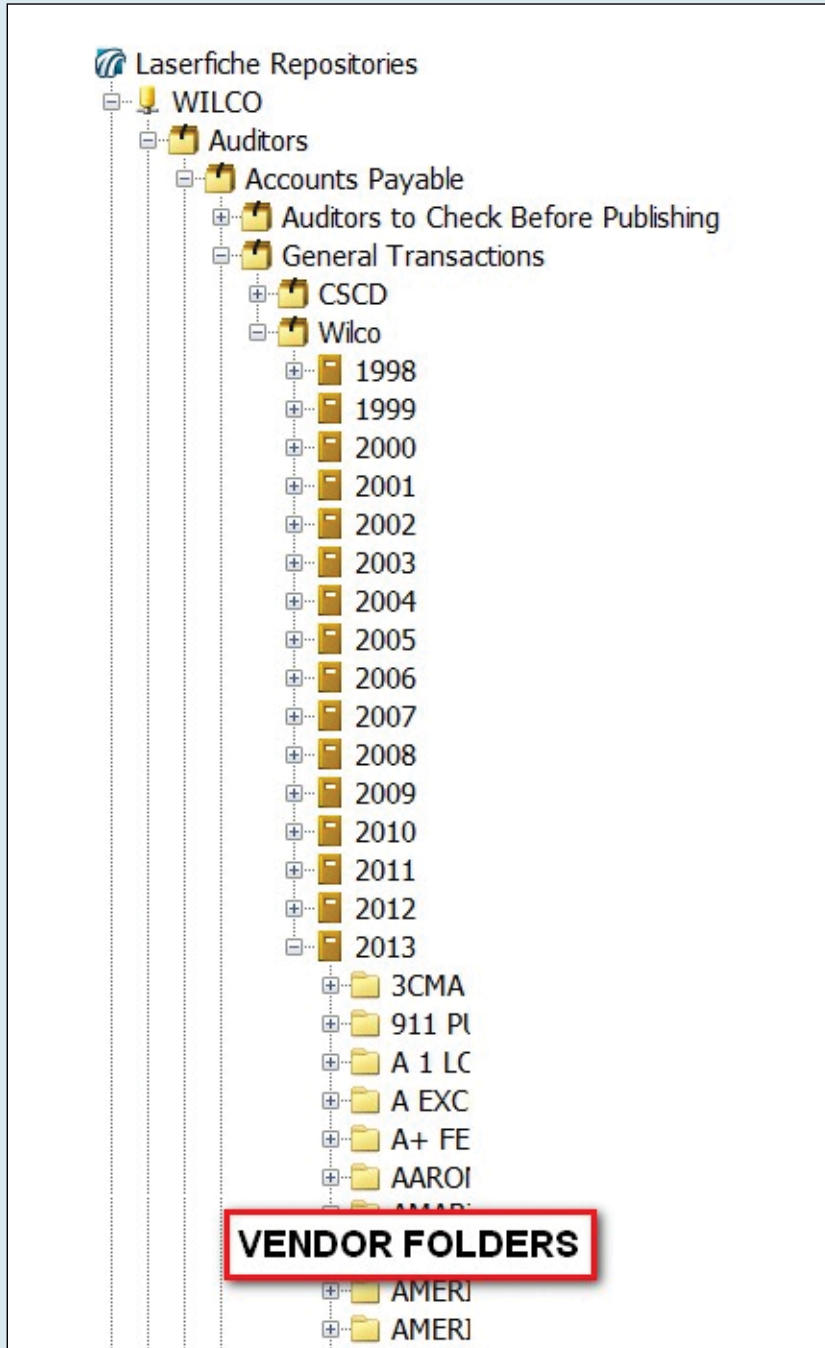


This workflow:

- Extracts the transaction number from the document template and converts it into a token.
- Queries the Oracle accounting database to fill in the remaining template fields such as check date, entity, fund, transaction type, vendor name and vendor number based on the transaction number.
- Uses the “Pattern Matching” activity to extract the year and month from the check date.
- Uses the “Date Token Calculator” activity to calculate the previous and next years based on the current year.
- Renames the entry to follow a uniform naming convention.
- Routes the document to either the “General Transactions” or “Projects and Grants” folders based on the value of the “Fund” field.

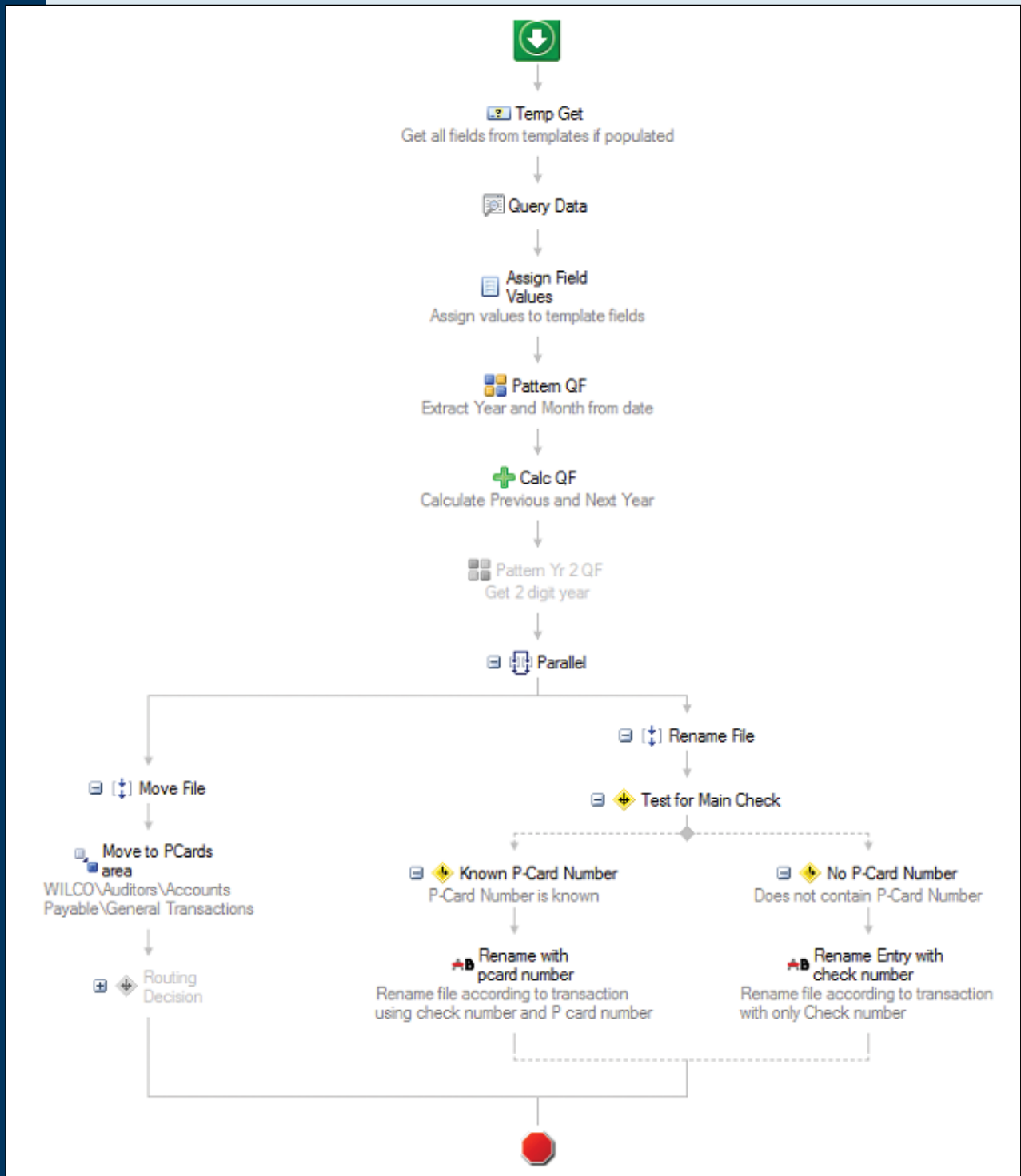


Here is a screenshot of the “General Transactions” folder structure.



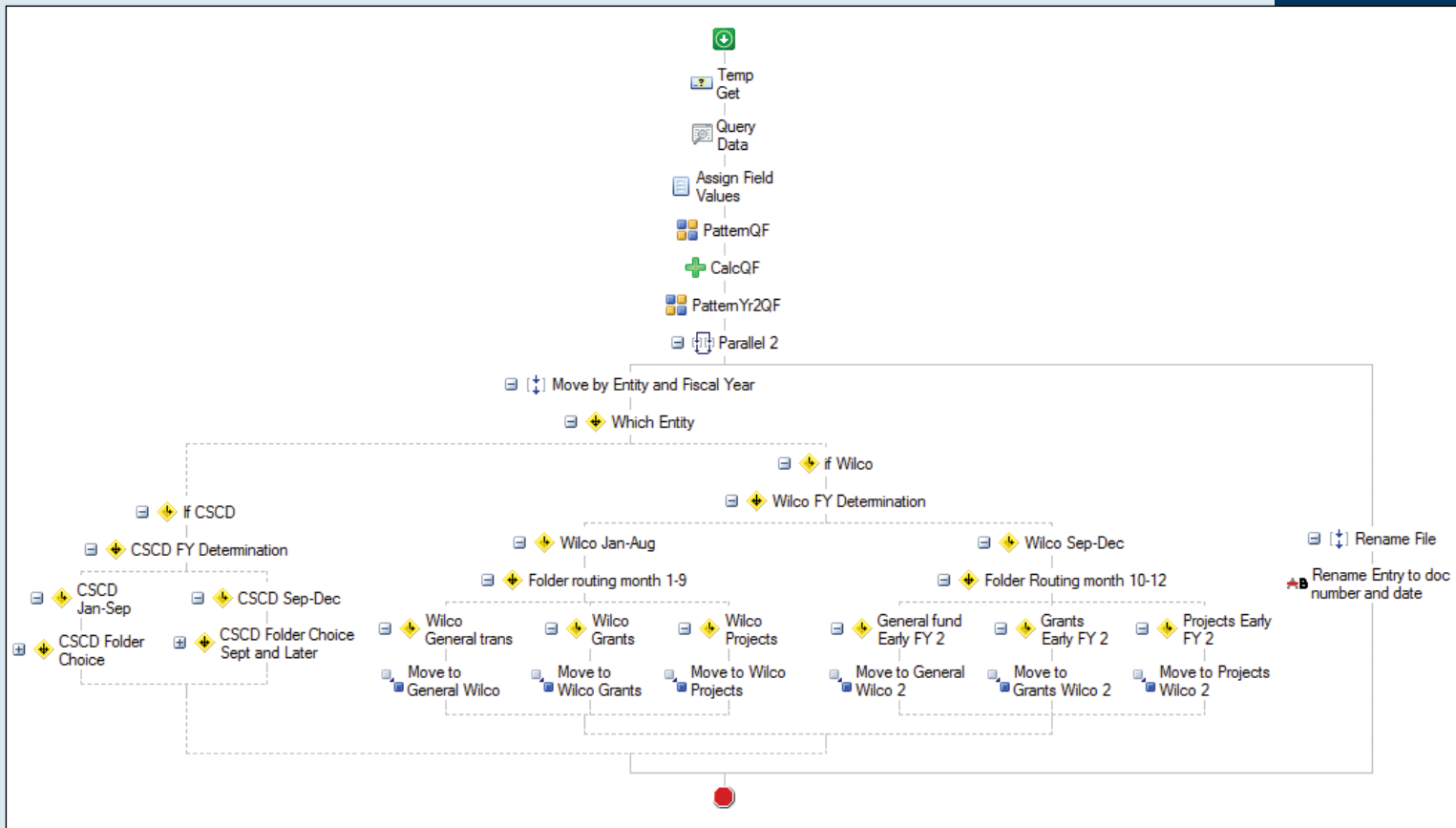


If the document is a p-card, it is processed by the “Auditor – P – Cards” workflow. This workflow works in a similar fashion to the one processing AP transactions.





The workflow processing AP journal entries works slightly differently. Since the CSCD has a different fiscal year from the rest of Williamson County, multiple “Route Entry to Folder” activities are used to distinguish the CSCD entries from the other entries to save them in different fiscal year folders. Here is what this workflow looks like:



All of the documents processed by the auditor’s office are stored in records management folders with retention automatically applied. Checks need to be saved for 10 years while projects and grants are stored permanently.

NEXT STEPS

Williamson County plans on completely automating the invoice intake process to enable departments to scan in their own invoices directly without having to send them to the auditor’s office first. This is the first step in making the whole accounts payable process completely paperless.



GARFIELD COUNTY, CO

Industry: State and Local Government

Number of Employees: 201-500

Headquarters: Glenwood Springs, CO

Existing Laserfiche integrations: New World Systems

Named after President James Garfield, Garfield County, CO, has a population of approximately 60,000. The county implemented Laserfiche Avante in the attorney's office and has since expanded into three other departments with plans for continued expansion in the near future.

In the past, finding information about payments and invoices required searching in two systems—Garfield County's legacy hosted document management system and New World Systems.

Learn how Garfield County saves \$24,000 a year plus staff time by integrating New World Systems with Laserfiche.



Jenny Langhorst, Accounting Supervisor, and Tom Hardin, Systems Administrator, demonstrate Garfield County's Laserfiche and New World Systems integration.

THE NEW WORLD SYSTEMS / LASERFICHE INTEGRATION

New World Systems helps local governments with such services as financial management, payroll and human resources. With this New World Systems / Laserfiche integration, an employee in any department logs into New World Systems, searches for a vendor and is able to pull up images of checks and invoices at the click of a button.

Here is what this integration looks like, step by step:

1. An employee logs into New World Systems and types in the name of the vendor or a vendor number in the appropriate search bar. When the employee presses "Go", New World Systems searches for all documents related to this vendor.
2. The employee selects the type of document to view. If the employee wants to view invoices, all of the invoices related to that vendor are then displayed along with identifying information.

Status	Invoice Number	Invoice Date	Due Date	GL Date	Description	Amount	Attachments
Paid	908854	06/22/2012	07/11/2012	07/11/2012	REPAIR TOILET	\$105.00	
Paid	61212	06/12/2012	06/20/2012	06/20/2012	MEDICINE ROOM SINK	\$176.00	
Paid	908768	03/28/2012	04/25/2012	04/25/2012	CHECKED DRAINS	\$233.75	
Paid	908760	03/21/2012	04/25/2012	04/25/2012	KITCHEN DRAINS OVER...	\$235.50	
Paid	908751	03/12/2012	03/28/2012	03/28/2012	TOILET	\$85.00	
Paid	908743	02/27/2012	03/07/2012	03/07/2012	SERVICE	\$85.00	
Paid	908721	02/08/2012	02/15/2012	02/15/2012	TOILET REPAIR	\$222.50	
Paid	908679	12/28/2011	01/11/2012	12/31/2011	TOILET LEAKING LADIE...	\$132.50	
Paid	908674	12/23/2011	01/04/2012	12/31/2011	BLOCKED LIFT TRAP	\$176.00	
Paid	722144	11/25/2011	12/07/2011	12/07/2011	ROTTENED TO CLEAR...	\$212.50	
Paid	722045	08/19/2011	08/24/2011	08/24/2011	AUGERED TOILET	\$255.00	



3. Clicking on one of the invoice numbers opens a page with more specific information about this particular invoice.

Accounts Payable Invoice Inquiry

Invoice 908854

Invoice Batch	Payment Information	Invoice Net Amount
Batch Department: 10 - Finance	Bank Account: General AP Checking	Invoice Amount: \$105.00
Batch Date: 07/05/2012	Payment Type: Check	Discount:
Batch Number: 2012-00000546	Payment Number: 153009	Freight:
Batch Description:	Payment Date: 07/11/2012	State Tax:
Created by User: Kyra Markiecki	Manual Check:	County Tax:
	Check Sort Code:	City/Local Tax:
	Check Code:	Retainage:
		Invoice Net Amount: \$105.00

Invoice	Remittance Information
Status: Paid	Vendor: 3800 - ANYTIME SEWER & DRAIN CO
Invoice Department: 10 - Finance	Contact Name: ANYTIME SEWER & DRAIN CO
Invoice Number: 908854	Description:
Invoice Description: REPAIR TOILET	Address: PO BOX 1349
Invoice Date: 06/22/2012	Address: RIFLE, CO 81650
Due Date: 07/11/2012	Email Address:
G/L Date: 07/11/2012	
Received Date:	
Terms:	
Hold Payment Reason:	

Items

Transactions

Approvals

Documents

Remote Documents

OK

4. If the employee wants to view an image of the associated invoice and check, he can simply click on the paper clip next to "Payment Information".



5. Once the employee logs in with proper credentials, the associated invoice/s will open in Laserfiche WebLink. If this check has multiple invoices associated with it, all of them will appear when clicking on the paper clip for this single invoice number.

6. The document is displayed in the right pane, with identifying metadata such as “Creation Date”, “Vendor Name” and “Check Number” featured in the left pane.



7. Documents can be easily exported into PDF format by clicking the PDF button in the WebLink toolbar.

Print

Pages to Print:

Enter page numbers and/or page ranges separated by commas.
For example, 1,3,5-12.

After downloading, print the document using a PDF reader (e.g. Adobe Acrobat).

BENEFITS OF LASERFICHE

- We are saving \$24,000 a year by no longer hosting our documents in our legacy, cloud-based document management system.
- Employees outside the finance department can find all the information they need in New World Systems. Finance staff members no longer have to conduct searches on behalf of other employees and can allocate their time to other tasks.

QUICKER **BETTER** SAFER Accounts Payable

The accounts payable (AP) process touches every department within your organization. When the AP process is inefficient, it doesn't just make life difficult—it costs money.

Learn how a variety of organizations across industries have made dramatic changes to the performance of their AP function by digitizing and automating the process with ECM software, slashing the time required to make payments and eliminating conflict, miscommunication and re-work.

This book contains a collection of customer solutions (including step-by-step instructions and screenshots) for accelerating and simplifying the capture, processing, review and approval of AP documentation.

“Laserfiche allowed us to go from a paper-driven accounts payable department to a nearly paperless department. Documents no longer have to be printed, shuffled around and filed. Instead, they can simply be uploaded to Laserfiche. Documents are no longer ‘lost’ and can easily be accessed by anyone at any given time.”

– Faron Kraemer, Assistant Supervisor, Associated Grocers, Inc.

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