

# QUICKER BETTER SAFER

## ACCOUNTS PAYABLE

Joanna Slusarz

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## **Laserfiche®**

**QUICKER BETTER SAFER | Accounts Payable**

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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. Paper documents must manually travel between desks and often get lost along the way, making the process more frustrating and time intensive than it needs to be. Missing invoices can cause problems during audits and cost your organization both time and money. Printing and storage costs add up over time, making a paperless AP process the most cost-effective solution.

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 process 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.



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# Associated Grocers, Inc.

**INDUSTRY:**  
Commercial

**NUMBER OF EMPLOYEES:**  
500-1,000

**HEADQUARTERS:**  
Baton Rouge, LA

*Laserfiche Solution Contributed By: Faron Kraemer,  
Assistant Accounts Payable Supervisor, Associated  
Grocers, Inc.*

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

## Capture the Invoices

The majority of the 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 also includes a left sidebar with a tree view showing the document structure, a top menu bar, and a right sidebar with document properties and settings.

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.

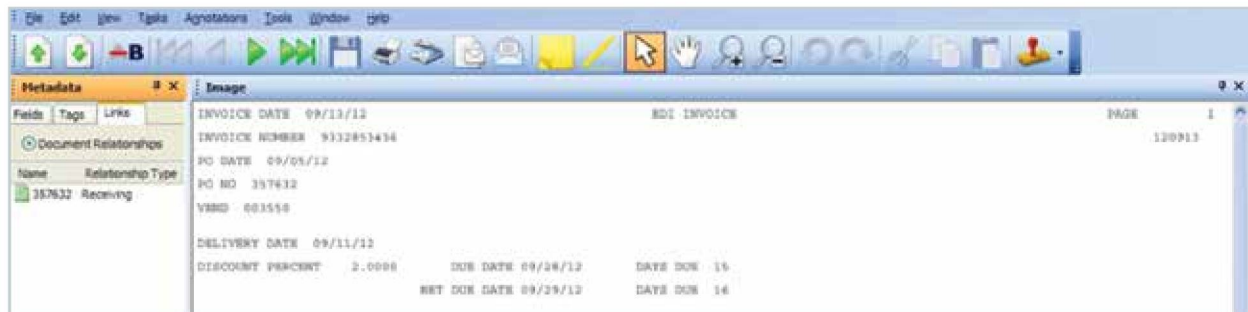
Supplementary receiving documents (similar to packing slips) are all prepped and scanned as a single batch with Laserfiche Quick Fields, which automatically separates each receiving packet and indexes both the vendor number and purchase order number. The OmniPage Zone OCR process is used to extract two 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
3567	338653 9319055066	3550	338653	9319055066



AP 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.



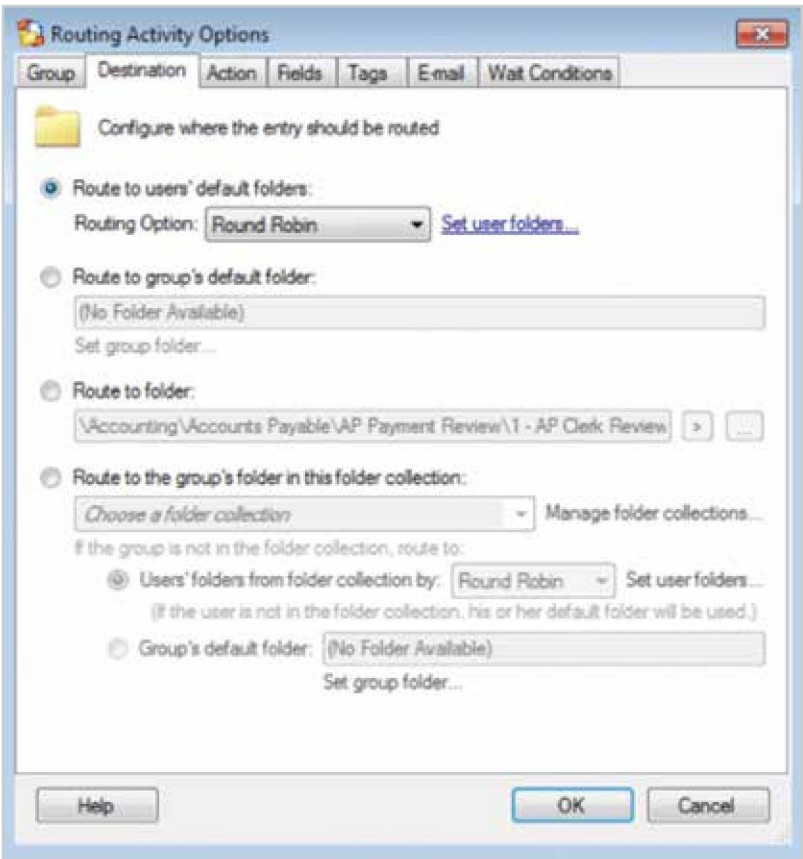
## Review Payments

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

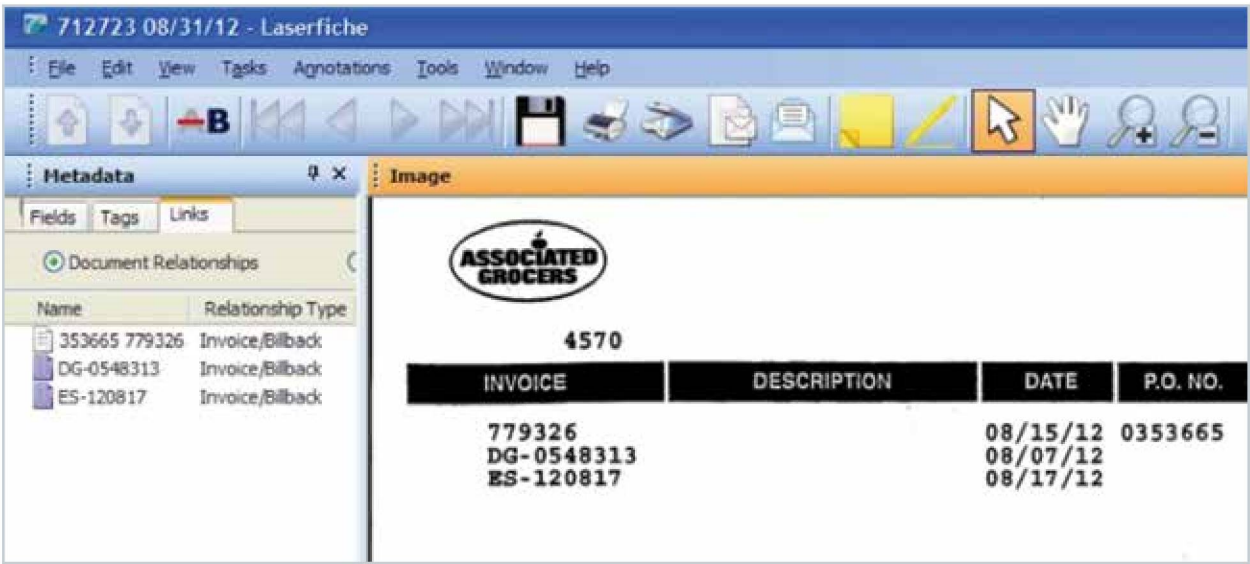
In order to make sure that every AP clerk has the same workload, a workflow was created that evenly allocates payments into each AP clerk's working folder.

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.



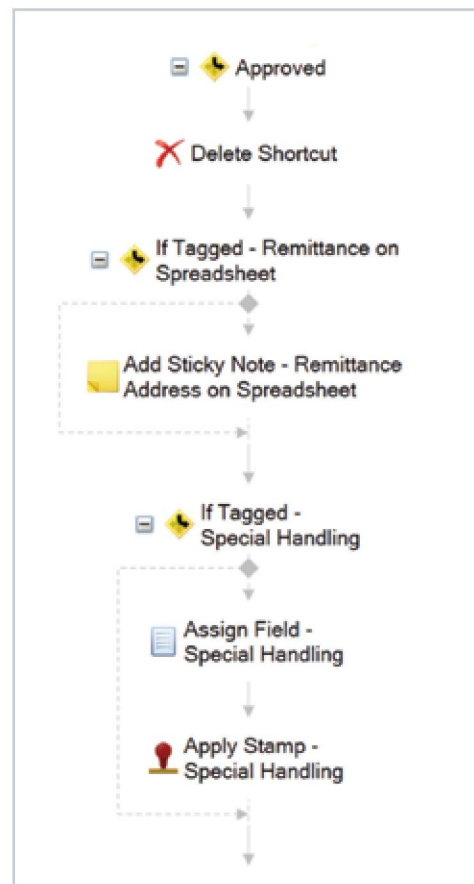
Each AP clerk is responsible for linking the supporting invoices and billbacks to each payment and reviewing it for accuracy.



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.

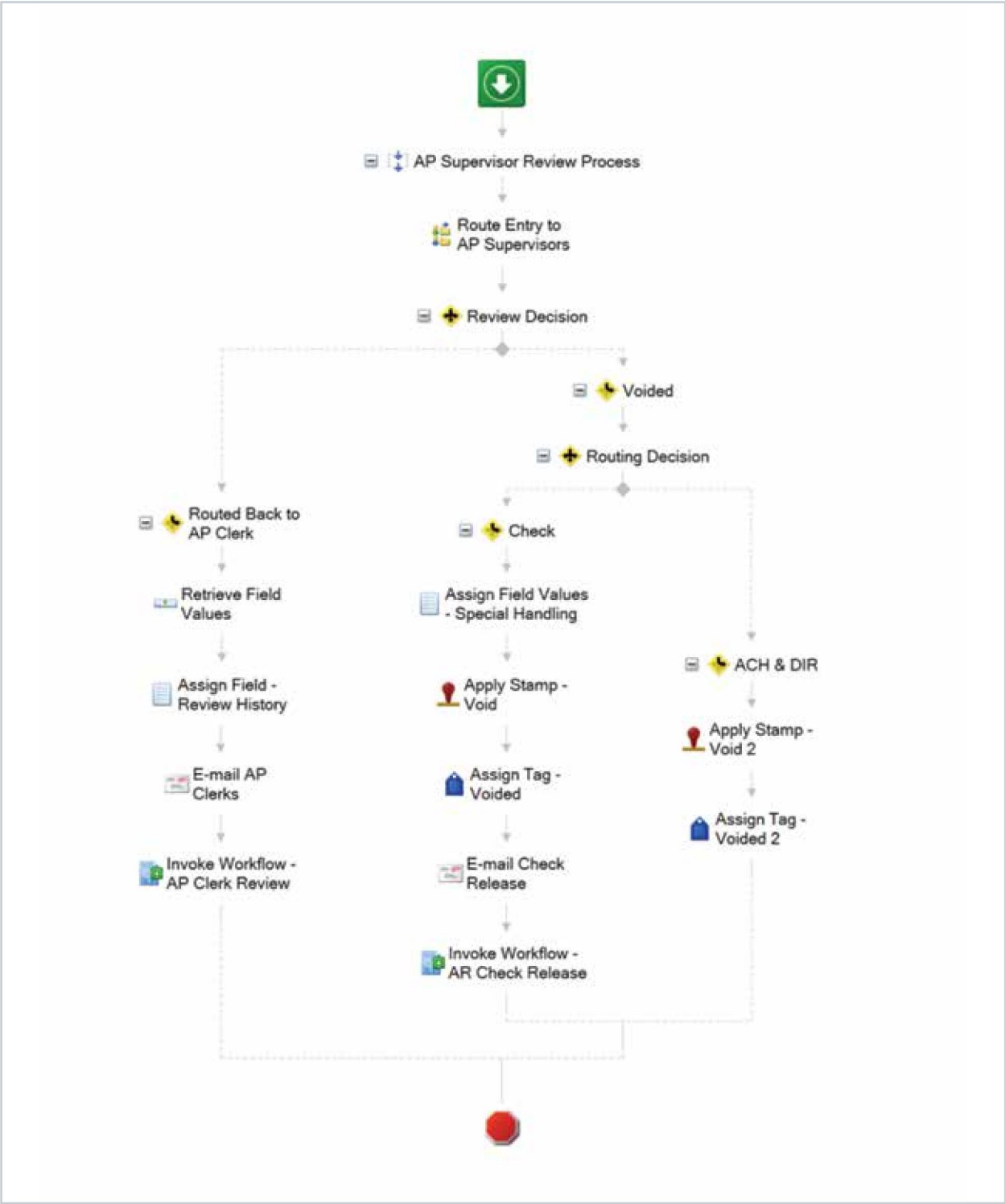
The screenshot shows the 'AP Payments' form. At the top, the 'Template' is set to 'AP Payments'. Below this are several required fields: 'Vendor Number' (4570), 'Payment Number' (712723), 'Date' (08/31/12), and 'Payment Type' (Check). Below these fields is a section titled 'Add/Remove Fields...'. Under this section, there are two main areas: '1.1 - AP Clerk Notes' and '1.2 - AP Clerk Review'. The '1.1 - AP Clerk Notes' field is currently empty. The '1.2 - AP Clerk Review' field is a dropdown menu currently set to 'Pending'. A list of options is visible below the dropdown: 'Pending', 'Approved by %(Username) on %(Datetime)', 'Routed to AP Supervisor by %(Username) on %(Datetime)', and '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.





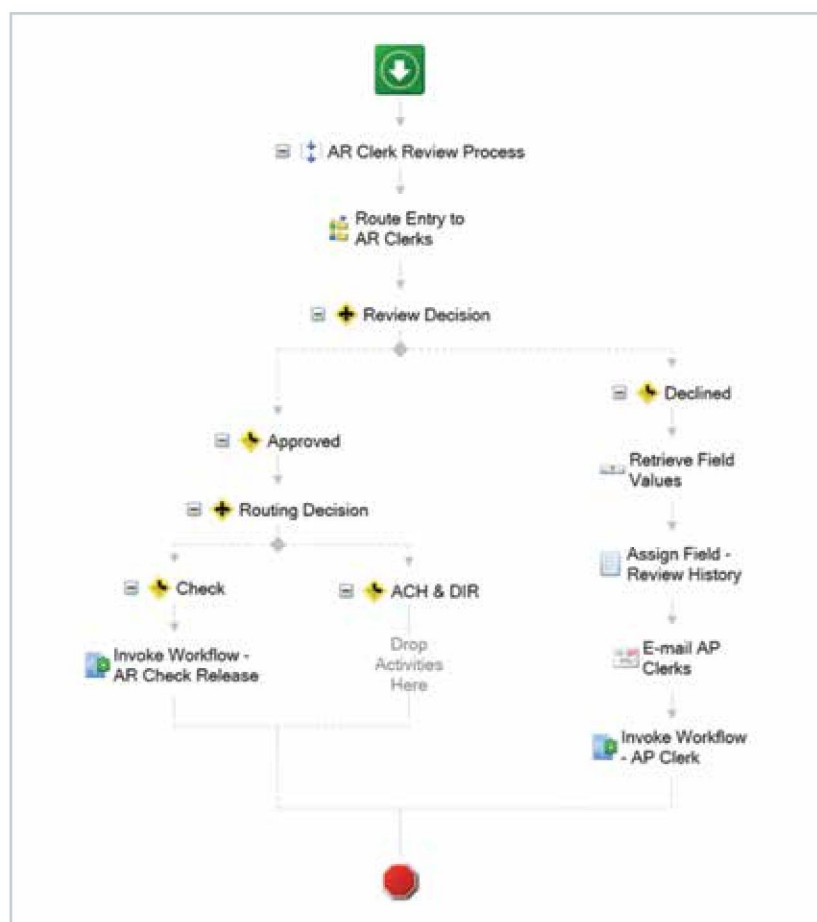
Payments routed to the AP supervisor can be voided or routed back to the AP clerk who originally routed them.



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
Lasertiche 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
Laserfiche 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 Laserfiche 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.

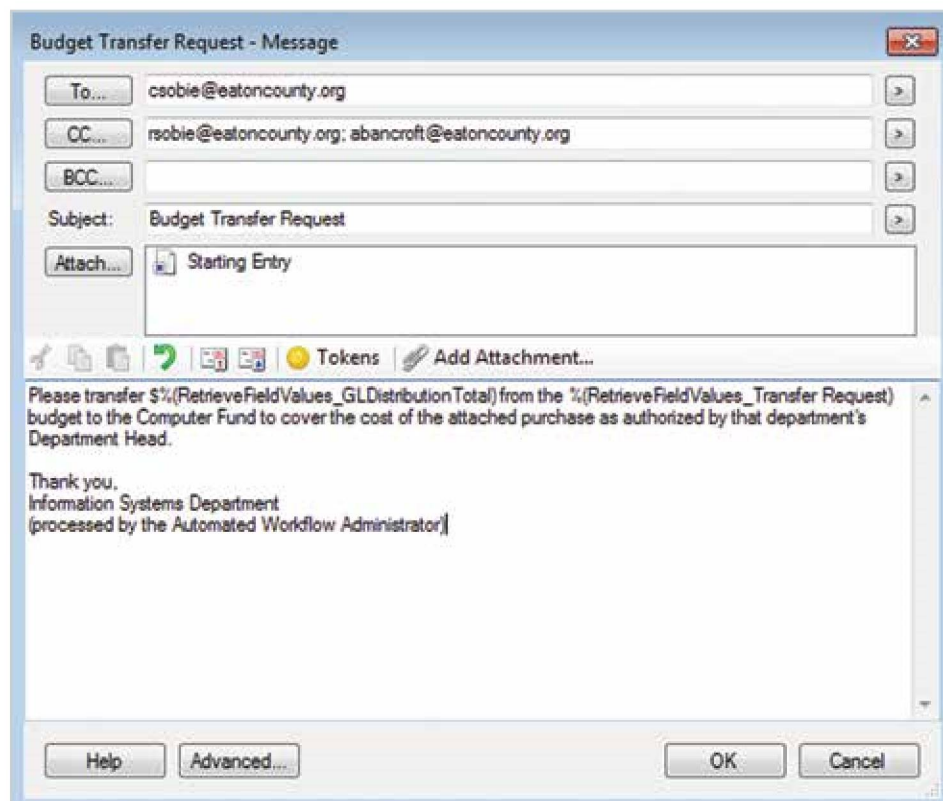
Folders	Name	Vendor Number	Payment Number	Date	Payment Type
4560	712723 08/31/12	4570	712723	08/31/12	Check
4562	709162 07/27/12	4570	709162	07/27/12	Check
4563	708831 07/23/12	4570	708831	07/23/12	Check
4564	705016 06/15/12	4570	705016	06/15/12	Check
4568	701277 05/11/12	4570	701277	05/11/12	Check
4570	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
	682500 11/03/11	4570	682500	11/03/11	Check
	680989 10/24/11	4570	680989	10/24/11	Check
	679646 10/07/11	4570	679646	10/07/11	Check
	677456 09/19/11	4570	677456	09/19/11	Check
	674930 08/26/11	4570	674930	08/26/11	Check

## Advantages 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—resulting in everyone having 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.

If the department head selects the Controller as a result of their 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.







# Pebble Limited Partnership

**INDUSTRY:**

Commercial

**NUMBER OF EMPLOYEES:**

50-200

**HEADQUARTERS:**

Anchorage, AK

**EXISTING LASERFICHE INTEGRATIONS:**

Microsoft Great Plains

*Laserfiche Solution Contributed By: C'Les Jensema,  
Document Controller, Pebble Limited Partnership*

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

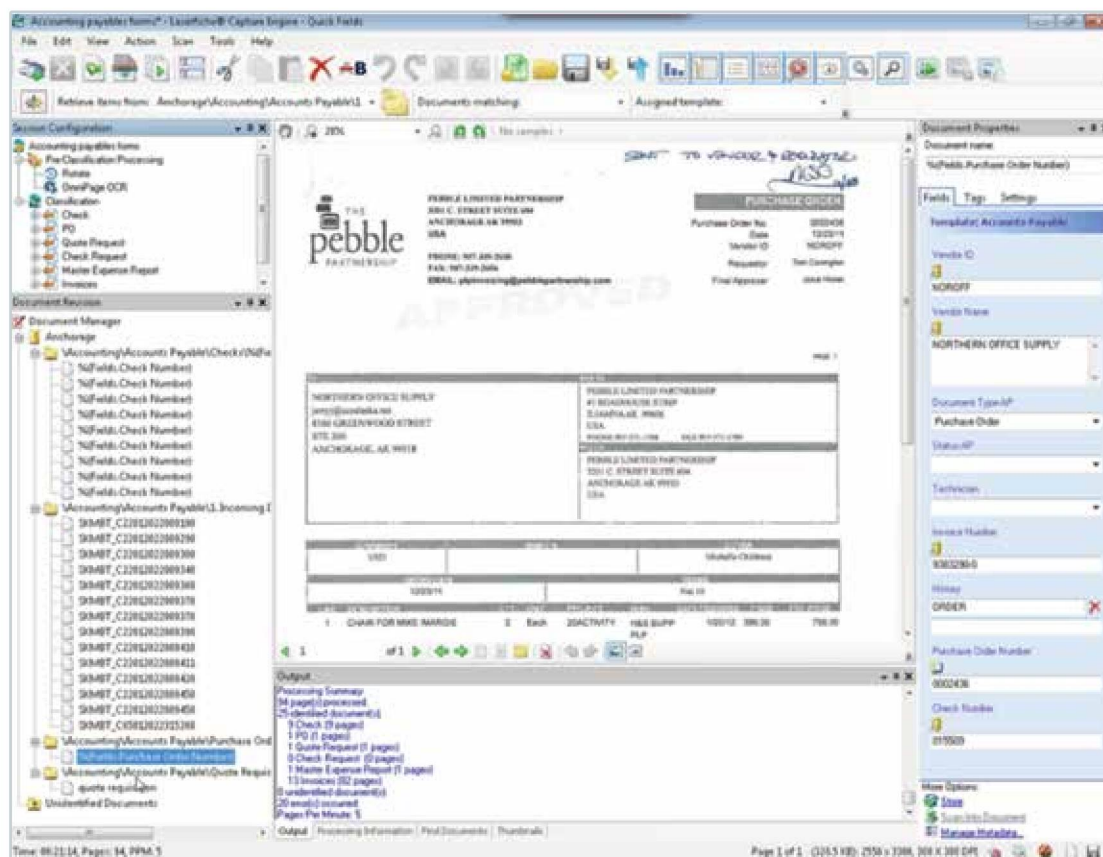


## Capture

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

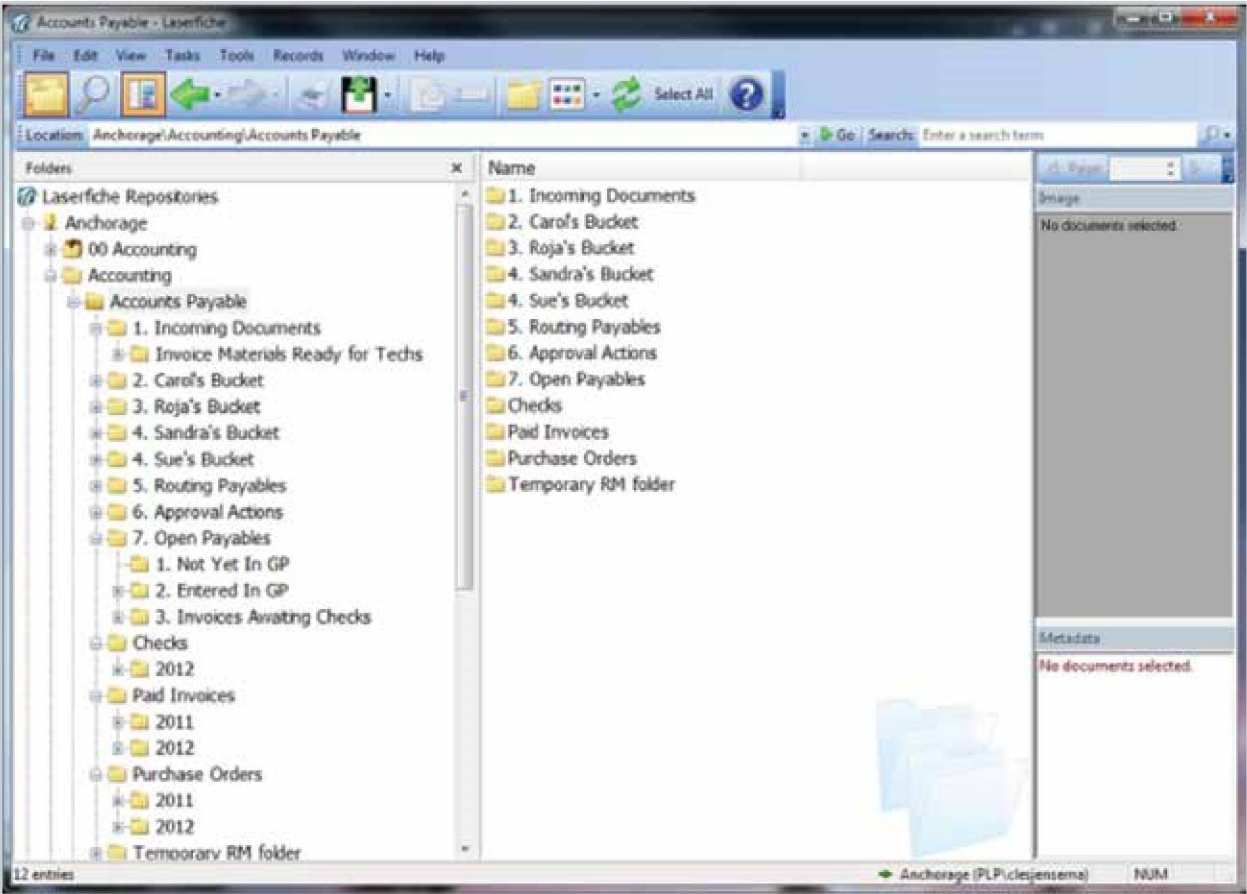
- Paper documents are scanned to the Accounting Scans folder on the network.
- From there, Laserfiche Import Agent imports them into the Incoming Documents folder in the Laserfiche repository.
- Electronic documents are printed directly into the Incoming Documents folder with Laserfiche Snapshot.

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.



## 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.



- Combine the backup materials such as packing slips or vendor

- 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 the FOODSER 2/24/2012 9:58 AM - Laseffiche application window. The main window displays an invoice form for Food Services of America. A 'RECEIVED' stamp is visible. The form includes a table with handwritten notes: '20 activity - food' and 'Sum 2-4-12'. The right-hand panel, titled 'Template: Accounts Payable', contains the following fields:

- Vendor ID: FOODSER
- Vendor Name: FOOD SERVICES OF AMERICA
- Document Type-AP: Invoice
- Status-AP: Awaiting Materials
- Technician: Carol
- Invoice Number: 3676179
- History: (empty)

Below these fields is an 'Add/Remove Fields...' button. The bottom section of the right-hand panel contains approval fields:

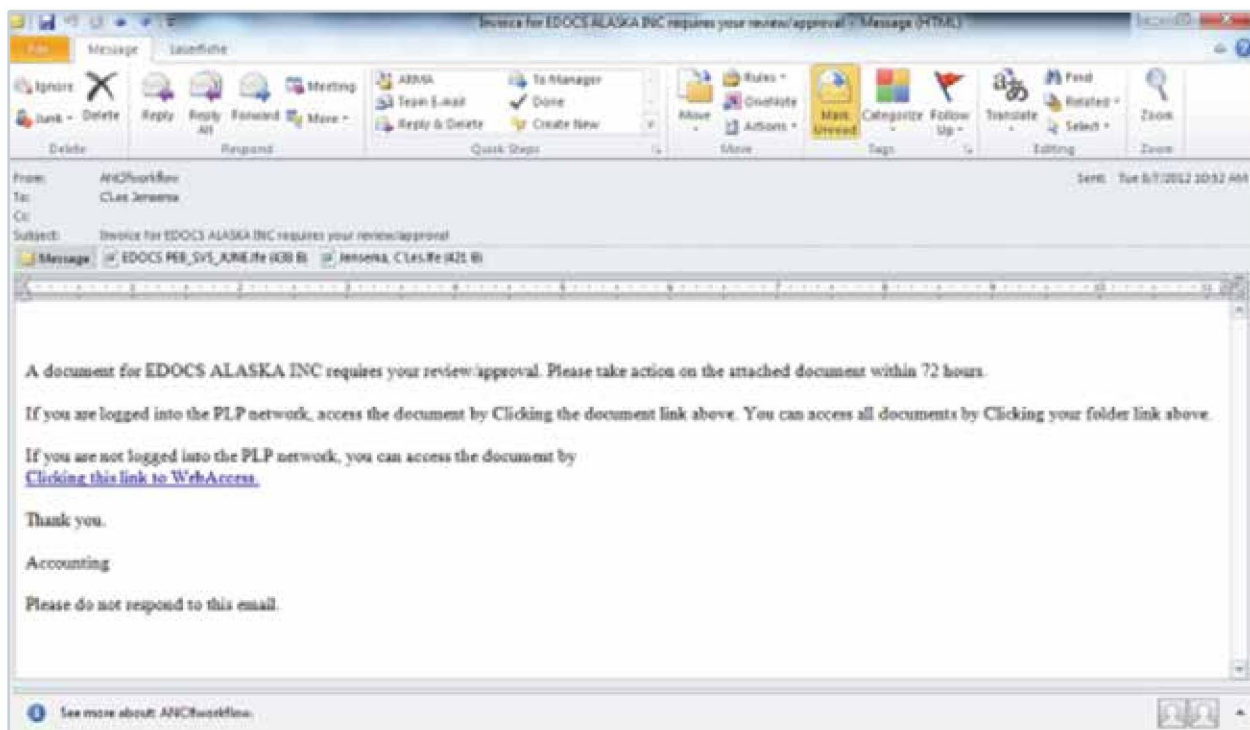
- Department Manager Approvals-AP: Wober, Gernot
- Executive Approvals-AP: Not Needed
- Reviewers-AP: Anderson, Carol

The bottom status bar indicates 'Anchorage (PLP/CarolAnderson) Page 1 of 6'.

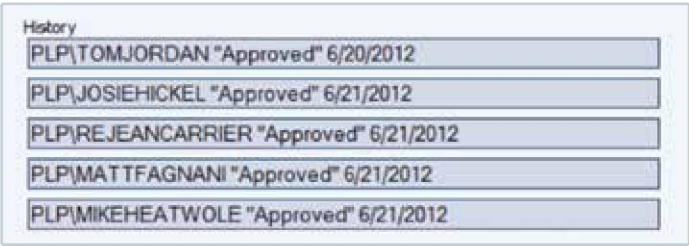


Once these tasks have been completed, the AP tech changes the status to Ready for Review and closes the invoice.

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 they want to access multiple invoices immediately), along with a Laserfiche Web Client link, which the reviewer can use to open the invoice remotely if they are not in the office.



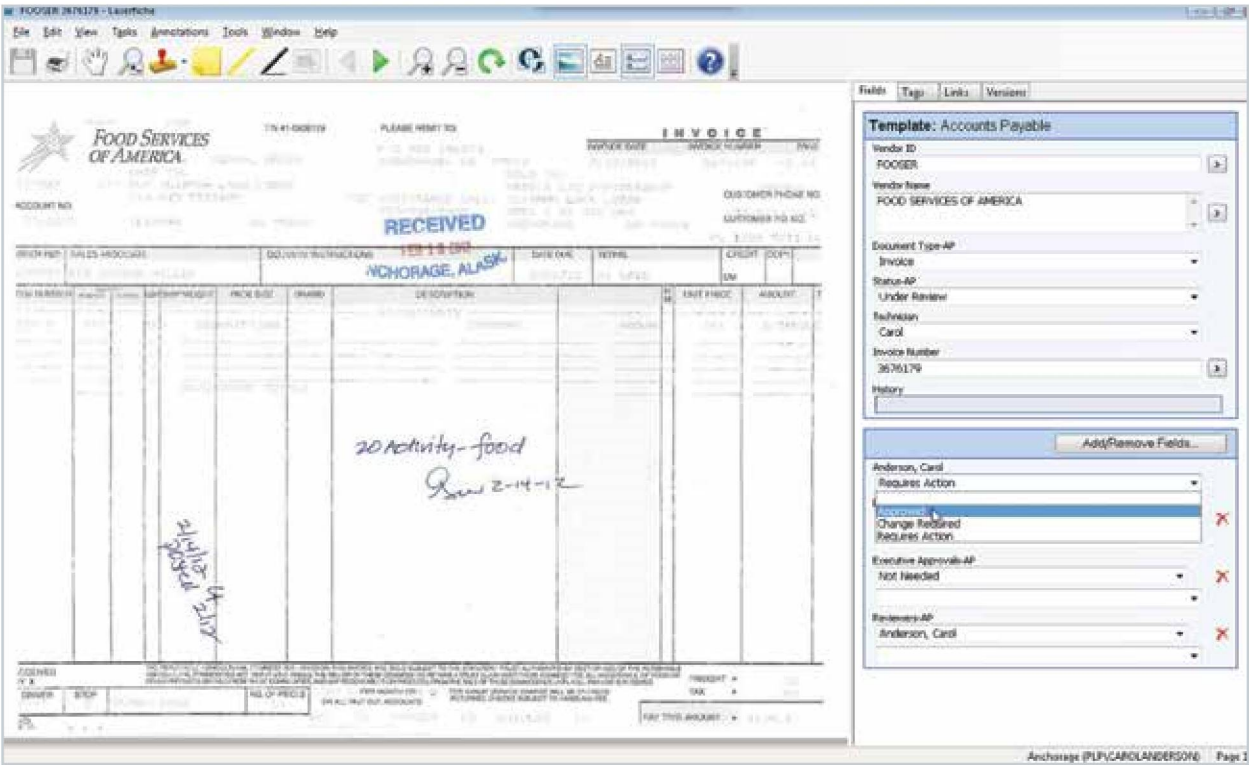
Multiple reviewers can review the invoice simultaneously. After review, Laserfiche Workflow routes the invoice on to the approvers. After each status update, Laserfiche Workflow populates the History multi-value field with the action performed, the username of the person making the change and the date.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



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:

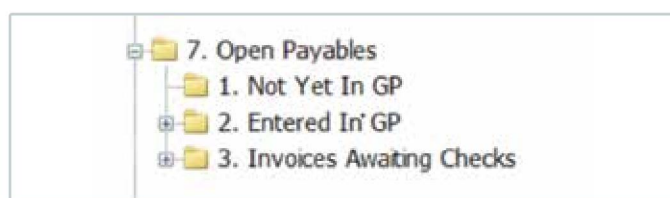
- Place a sticky note on the invoice to indicate the changes needed.
- Update the invoice status to Change Required.





Laserfiche Workflow then sends the invoice back to the initial AP tech with an email notification. Reviewers, approvers and executives have 72 hours to review the invoice. If no action is performed within that timeframe, the accounting manager is notified by email. She can either send an email 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.

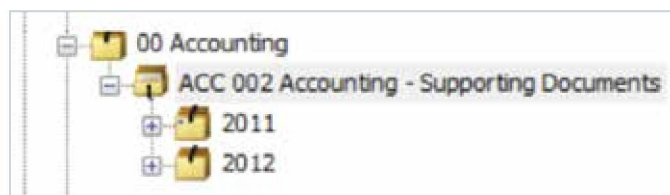


AP techs prepare the invoice for payment by entering the information directly into the Microsoft Great Plains accounting system. Once the information is in Great Plains, the techs update the invoice status to Entered into GP which spurs Laserfiche Workflow to move the invoices to the Entered into GP 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 then sends them to a records management folder for storage.



Then, Laserfiche Workflow 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 a Laserfiche Quick Fields session for an 'Accounts Payable' template. The main window shows a scanned invoice from AT&T Mobility. The invoice details include:

Previous Balance	
Previous Balance	\$5,392.44
Payment Posted	-5,392.44
Adjustments to Previous Balance	-4.99
2. DEBIT BALANCE	-4.99
Monthly Service Charge	\$216.48
Usage Charge	\$651.80
Monthly Adjustments/Other Charges	\$18.43
Government Tax & Fees	\$6.72
TOTAL \$5,392.44	\$5,392.44
Due Date: 06/01/2012	
Total Amount Due	\$5,392.44

Below the invoice, there is a 'LIVE FREE FOR A YEAR!' promotion and a section for 'AT&T MOBILITY' with a QR code and a barcode.

The right-hand pane shows the 'Metadata' for the document, including fields like Vendor ID, Vendor Name, Document Type, Status, Technician, Invoice Number, and a History of approvals.

The bottom right pane shows the 'Add/Remove Fields' section, which includes fields for Check Number, Invoice Amount, Invoice Date, and Invoice Description.

The Accounting Manager searches for paper checks to be signed by the check number 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 percent 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 takes only 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.



# Victor Valley Transit Authority

**INDUSTRY:**

State and Local Government

**NUMBER OF EMPLOYEES:**

50-200

**HEADQUARTERS:**

Victorville, CA

*Laserfiche Solution Contributed By: Steven Riggs, Finance Director and Dave Flowers, Information Technology Manager, Victor Valley Transit Authority*

Victor Valley Transit Authority processes an average of 50 invoices a week. Processing these invoices from receipt to check payment used to take 8 to 12 man hours. With Laserfiche Workflow, the processing time has been reduced to just a few hours.



## Legacy Process

After the accounts payable (AP) clerk received the invoices by mail, she sorted them into different piles depending on the department. These invoices were then delivered to the department managers for approval. Often, the AP clerk had to follow up with the managers to make sure that they approved the invoices. Two of her main pain points were:

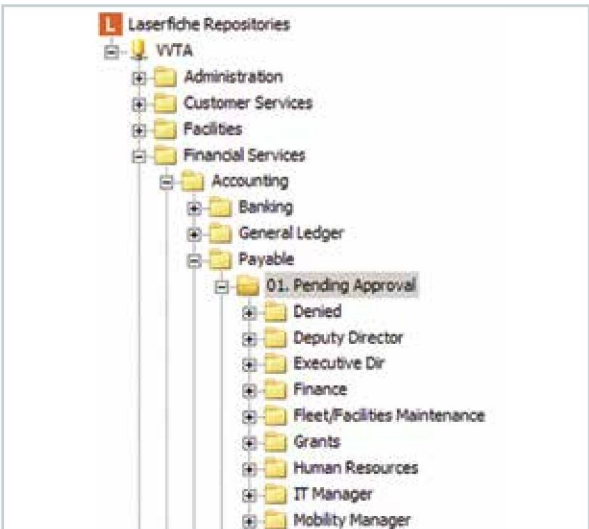
- Managers said they had not received the invoice.
- Managers returned folders that didn't include every invoice.

To alleviate these issues, the AP clerk made copies of every invoice before delivering them to the appropriate manager. When the managers returned the invoices, she reconciled them with the copies she had made.

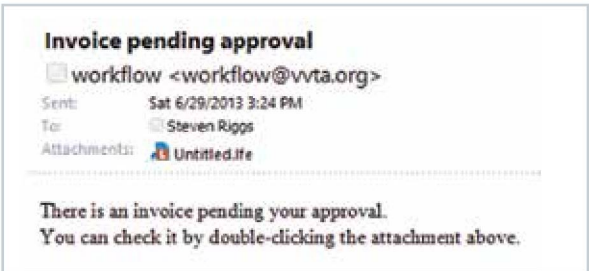
- Once the copies were approved, the AP clerk coded and handed them over to the finance director for review.
- The finance director checked the codes and handed the invoices back to the AP clerk to be entered into the accounting system.
- Once all the invoices were in the system, the AP clerk printed a report and handed it back to the finance director along with the invoices.
- The finance director made sure everything was entered correctly and sent the invoices to the treasury department.
- The treasurer reviewed everything, initialed the invoices and printed checks.
- The whole stack was then passed to the executive director who performed another review, initialed and signed the checks.
- Everything was then delivered back to the finance director who brought them to the AP clerk.
- The AP clerk made a copy of the check, stapled it to the invoice and mailed the original check.
- The AP clerk then filed the invoices in a file cabinet.

Current Process

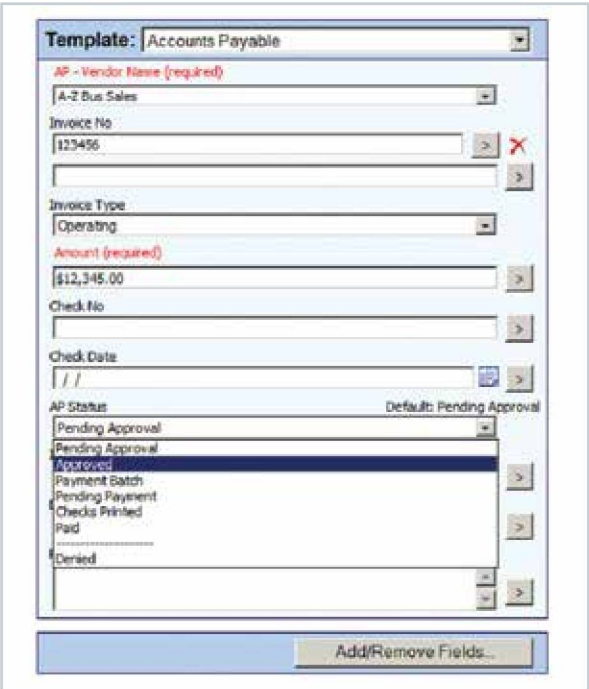
Now, after an invoice has been received in the mail, the AP clerk scans it directly into the Laserfiche folder of the manager associated with the invoice.



Laserfiche Workflow sends an email to the manager notifying him that he has a new invoice to approve.



If the manager doesn't review the invoice, he receives automatic email reminders until he takes action. To approve or reject the invoice, the manager changes the value of the AP status field. If the invoice is rejected, the manager must also specify the reason in a new field.



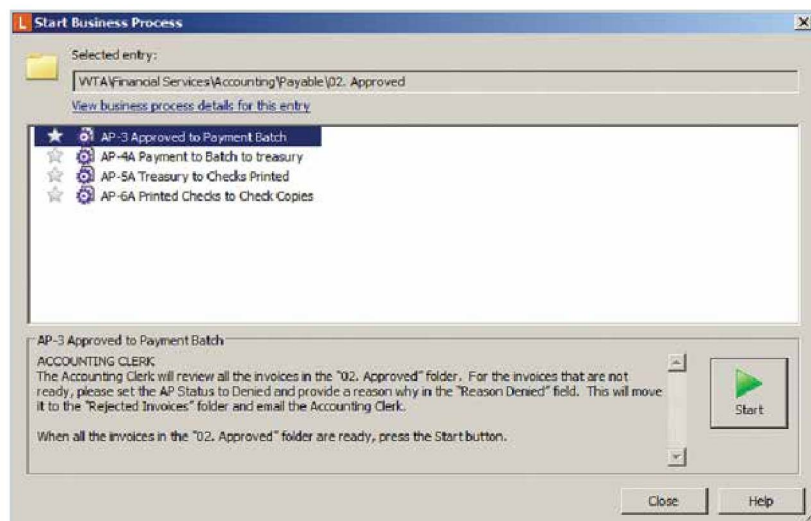


Rejected invoices are routed back to the AP clerk, who makes the corrections and resubmits them. Approved invoices are automatically moved to the Approved folder.



Every week, the AP clerk initiates a Laserfiche Workflow business process for all of the invoices in the Approved folder.

This workflow moves the invoices to the Payment Batch folder, locks the payment batch in place so that even if new invoices are approved, they will not be part of that particular payment batch.



## ACCOUNTS PAYABLE

The AP clerk enters all the invoice information into the accounting system and generates a report that is emailed to the finance director along with a link to the Payment Batch folder.

The finance director reviews all of the invoice totals and checks them against the report. The folder columns are set up so that all of the relevant invoice details are viewable without opening the specific documents. He then approves or denies the invoices.

When all of the invoices in the Payment Batch folder are ready, the finance director starts a Laserfiche Workflow business process on the folder. This process then moves the invoices to the treasury department's folder.

Name	AP - Vendor Name	Invoice No*	Amount*	Project*	Invoice Type	Invoice Date
ADAnde.com - 9594	ADAnde.com	VV0137	\$9,594.00		Operating	10/31/2014
Charter Communications-106.31	Charter Communications	1114CNG	\$106.31		Operating	11/12/2014
Charter Communications-Sec - 80	Charter Communications-Sec	1109	\$80.00		Operating	11/09/2014
City of Barstow - 242.27	City of Barstow	1101	\$242.27		Operating	11/01/2014
Enterprise Ride Share - 16653.29	Enterprise Ride Share	0914	\$16,653.29	Van pool	Capital	11/01/2014
GAS Inc - 5620.39	GAS Inc	868745	\$5,620.39		Operating	10/31/2014
Harmony Enterprises - 15589	Harmony Enterprises	14567	\$15,589.00	New Facility	Capital	10/01/2014
HI-Desert Communications - 650	HI-Desert Communications	35651	\$650.00		Operating	12/01/2014
HI-Desert Communications - 658	HI-Desert Communications	35648	\$658.00		Operating	12/01/2014
Labor Finders - 396	Labor Finders	37-59-4510	\$396.00	New Facility	Capital	11/07/2014
R.E. Goodspeed & CO - 21626.61	R.E. Goodspeed & CO	588697	\$21,626.61		Operating	11/06/2014
SAFEWAY SIGN COMPANY - 73.34	SAFEWAY SIGN COMPANY	100936	\$73.34		Operating	11/03/2014
San Bernardino County - 1697.5	San Bernardino County	109068	\$1,697.50		Operating	10/31/2014
SIC USA LLC - 1694.9	SIC USA LLC	800578	\$1,694.90	Facility Maint Reserve	Capital	11/07/2014
SIC USA LLC - 2080.19	SIC USA LLC	800554	\$2,080.19	Facility Maint Reserve	Capital	11/07/2014
South Coast Mechanical - 24965.76	South Coast Mechanical	24346	\$24,965.76	New Facility	Capital	10/01/2014
Southern California Edison - 477.5	Southern California Edison	1014BAT	\$477.50		Operating	10/06/2014
Southern California Edison-CNG - 5933.46	Southern California Edison-CNG	1014CNG	\$5,933.46		Operating	10/14/2014
Southwest Gas Corporation - 126.31	Southwest Gas Corporation	1014WASH	\$126.31		Operating	10/31/2014
Southwest Gas Corporation - 398.43	Southwest Gas Corporation	1014ADM	\$398.43		Operating	10/31/2014
Southwest Gas Corporation - 592.56	Southwest Gas Corporation	1014MTC	\$592.56		Operating	10/31/2014
Special District Risk Management - 15881.4	Special District Risk Management	15903	\$15,881.40		Operating	12/01/2014
Type-Set-Go - 53.46	Type-Set-Go	13594	\$53.46		Operating	11/07/2014
VEOLIA Transportation - 11717.12	VEOLIA Transportation	1031-IN14E	\$11,717.12	Major Components	Capital	10/31/2014
VEOLIA Transportation - 17851.95	VEOLIA Transportation	1031-IN14G	\$17,851.95	Bus Rehab	Capital	10/31/2014
VEOLIA Transportation - 25	VEOLIA Transportation	1031-IN14A	\$25.00	New Facility	Capital	10/31/2014
VEOLIA Transportation - 4400	VEOLIA Transportation	1031-IN14T	\$4,400.00	Major Components	Capital	10/31/2014
VEOLIA Transportation - 6019.28	VEOLIA Transportation	1031-IN14F	\$6,019.28	Bus Rehab	Capital	10/31/2014
VerizonBAT - 215.52	VerizonBAT	1114BAT	\$215.52		Operating	11/06/2014
Victor Valley Community Services Council - 3747.17	Victor Valley Community Services Co...	151-1	\$3,747.17	Mobility Management	Capital	10/01/2014
Victor Valley Community Services Council - 4299.28	Victor Valley Community Services Co...	152	\$4,299.28	Mobility Management	Capital	10/01/2014
Victor Valley Community Services Council - 4575.23	Victor Valley Community Services Co...	162	\$4,575.23	Mobility Management	Capital	10/01/2014

The assistant treasurer reviews all of the invoice totals in the Treasury folder and looks for any anomalies. The treasurer then prints the checks and checks the total check run against the total in the Laserfiche batch. If the totals match, the assistant treasurer initiates another Laserfiche Workflow business process, which moves the invoices to the Checks Printed folder.

This workflow automatically sends an email and text message notification to the executive director, who must review all of the invoice totals in the Checks Printed folder and check them against the total associated checks. Once the executive director reviews the invoice and check totals, he starts another Laserfiche Workflow business process, which sends an email notification to the AP clerk.

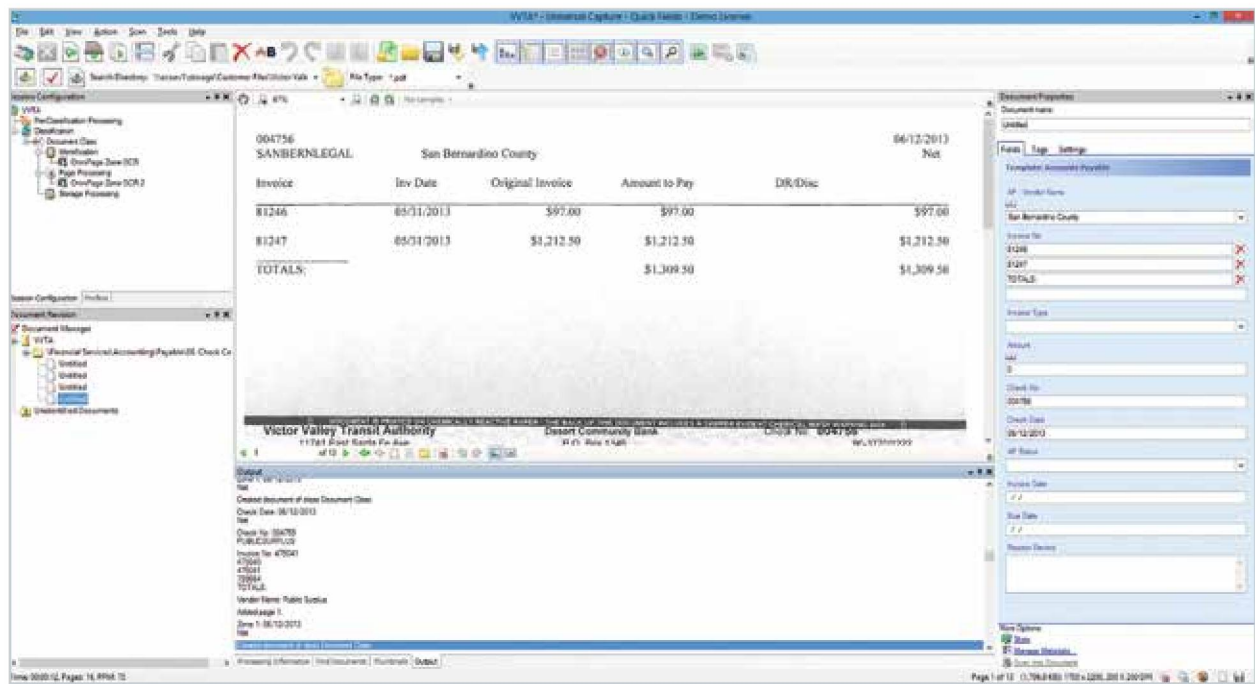
- If the executive director is in the office, he signs the checks and passes them back to the finance director.
- If the executive director is out of the office, he starts the business process remotely on his mobile device. This serves as the go ahead to mail the checks without his signature.

If the checks are approved, the AP clerk scans them into Laserfiche with Laserfiche Quick Fields.

[illegible]

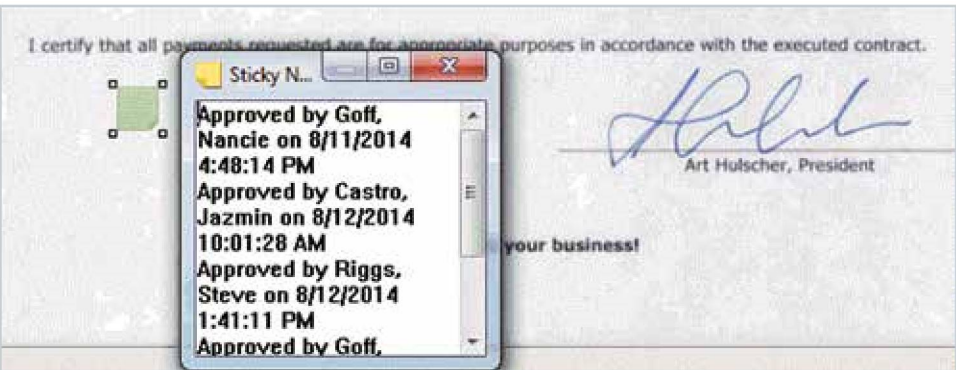


Laserfiche Quick Fields automatically extracts the vendor name, invoice number, check number and check date from the document and uses it to populate the metadata.



Once the checks are scanned in, Laserfiche Workflow appends the checks to the appropriate invoices and files everything away in the Paid Invoices Folder. The AP clerk then mails the original checks to the vendors.

Throughout the entire process, every action is automatically recorded in a sticky note on the invoice. It is very easy to see all the steps that the invoice went through simply by looking at the sticky note.





## Benefits of Laserfiche

Automating the accounts payable process with Laserfiche has resulted in the following benefits for Victor Valley Transit Authority:

- Invoices are never misfiled. In the past, the AP clerk would sometimes file invoices for the same organization in different folders (e.g., the city of Hesperia could be filed under "T" or "C" or "H").
- Payment now occurs within 48 hours of the invoice being scanned into Laserfiche as opposed to a minimum of a week with the old system.
- Invoices are never lost since the originals never leave the AP clerk's desk, and one centralized copy is always stored in Laserfiche.
- Time is saved due to automatic routing of invoices between approvers.
- Invoices can be approved remotely. The executive director, who travels a lot, can now approve checks and invoices remotely, allowing them to be mailed much quicker than before.
- Accountability has improved. The entire history of the invoice, including the name of every approver and date of each approval is contained in the automatically generated sticky notes.

# 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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