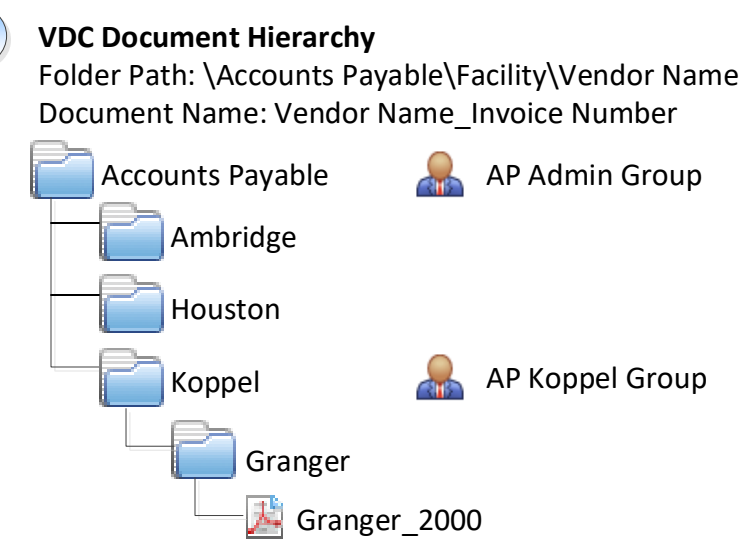
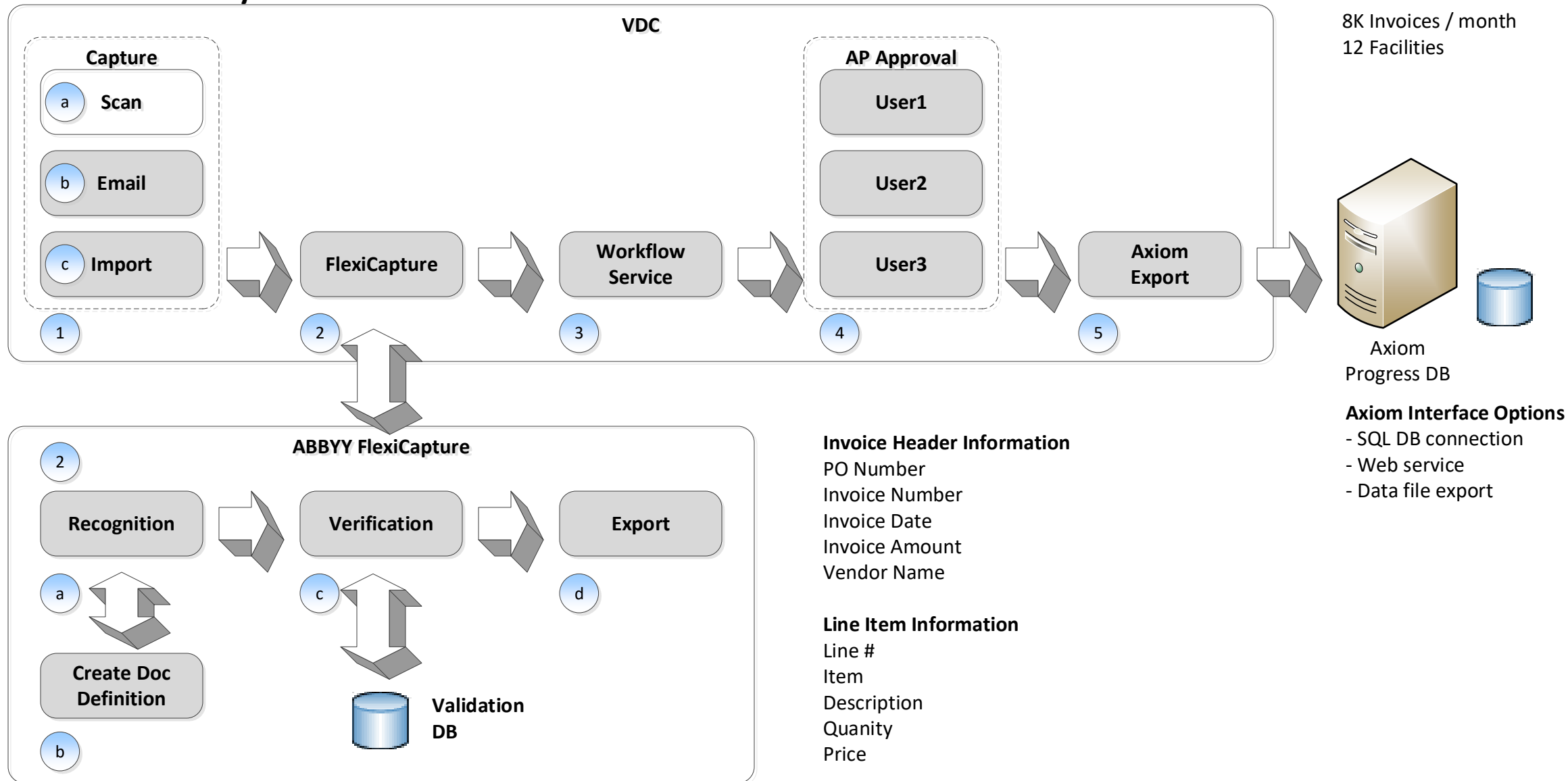


Front End AP Architecture

Process Summary

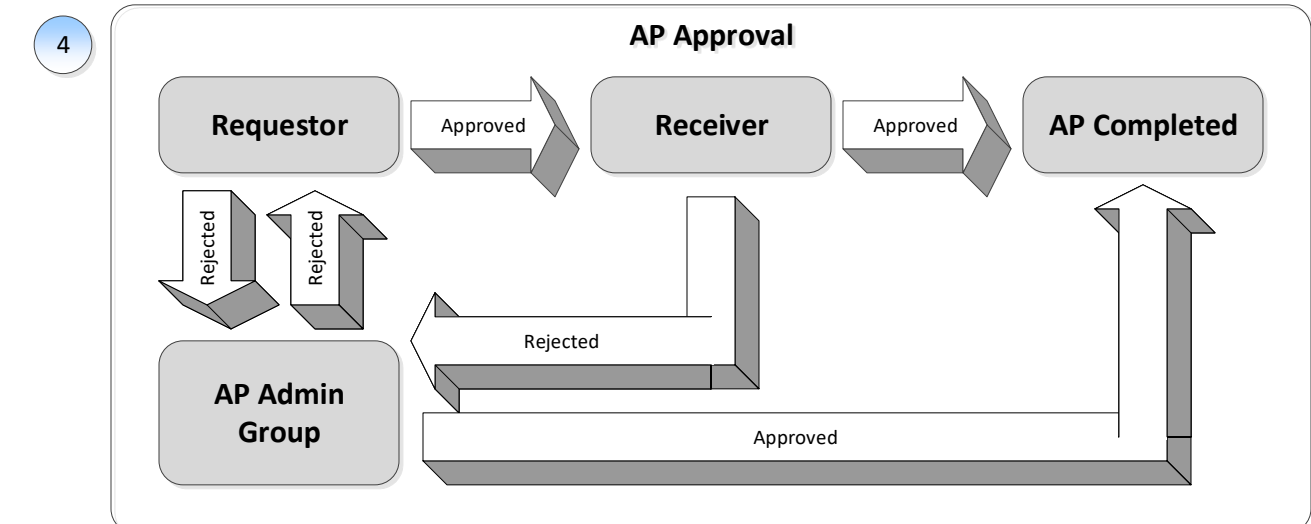


Category Attributes

Category	AP Invoice
PO Number	1000
Facility	Koppel
Requester	John Smith
Invoice Number	2000
Invoice Date	03/09/2017
Invoice Amount	100.00
Vendor Number	4000
Vendor Name	Granger
Voucher Number	5000
GL Code	004-06-6020
Reject Reason	

Process Overview

- Capture**
 - Documents are scanned using batch scan.
 - Attachments are extracted from emails.
 - Documents are imported from directories.
- FlexiCapture**
 - Documents are sent to recognition in order to extract invoice header and line item information.
 - If a document is not recognized, a document definition will need to be created by an administrator.
 - OCR data is verified by the operator and validated against a data source if available.
 - Document PDF and XML metadata are exported.
 - Document is indexed using the XML metadata and the document definition XSL to create the folder hierarchy and document name.
- Workflow Service**
 - Based on the index metadata, the document is assigned to the appropriate user or group.
 - If no matching search criteria is found, the document is assigned to the AP Admin group.
 - An email notification will be sent to the user when work is assigned.
- AP Approval**
 - A list of assigned documents for the user or group is obtained.
 - Document is reviewed and metadata is entered if necessary.
 - If approved, the document is assigned to the next approver based on the adapter workflow configuration.
 - If rejected, the document is assigned back to the previous approver.
 - If necessary, the document can be manually assigned to another user or group.
- Axiom Export**
 - A list of completed invoices are obtained.
 - Invoice header and line item information are exported to the Axiom Progress database.



AP Approval Overview

- Based on the PO number, invoice is assigned to the requestor.
 - If approved by the requestor, the invoice is assigned to the receiver for the facility.
 - If rejected, the invoice is assigned to the AP Admin group.
- Once the items are received, a voucher number is generated.
 - If approved, the invoice is completed.
 - If there is a discrepancy, the invoice is rejected and assigned to the AP Admin group.
- AP Admin group reviews the invoice and investigates if necessary.
- If non PO is detected (Blanket PO), invoice is assigned to AP Admin group.
- If exception occurs such as an unmatched PO, invoice is assigned to AP Admin group.

