Front End AP Architecture

8K Invoices / month

12 Facilities

Axiom

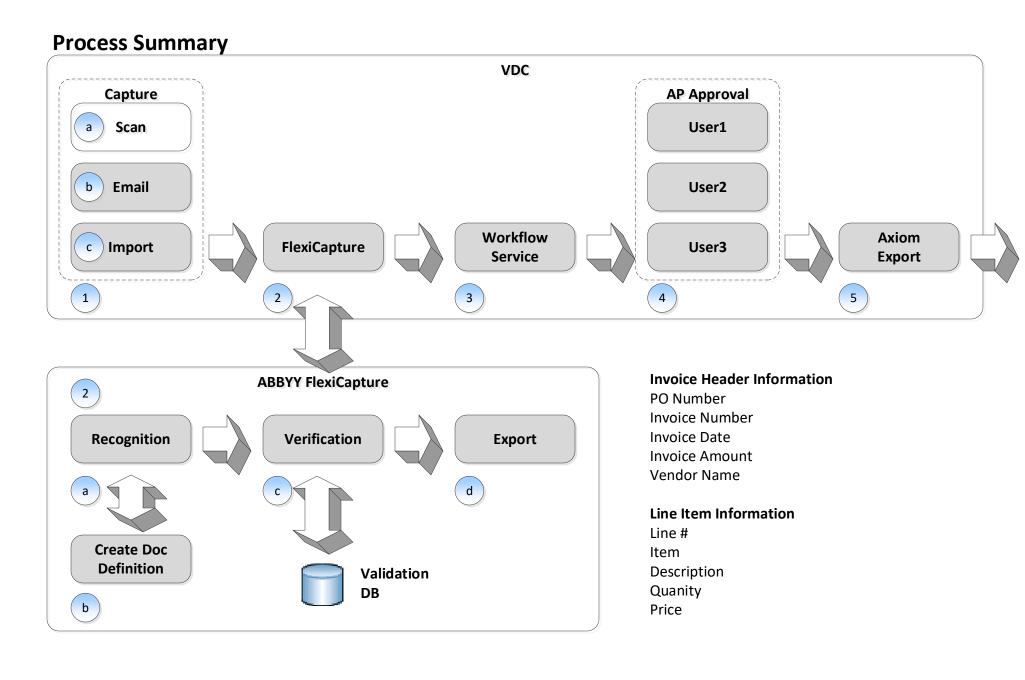
Progress DB

- Web service

- Data file export

Axiom Interface Options

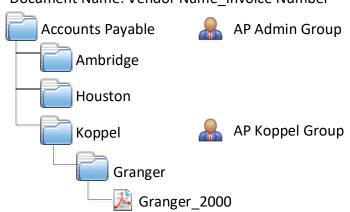
- SQL DB connection



2e VD

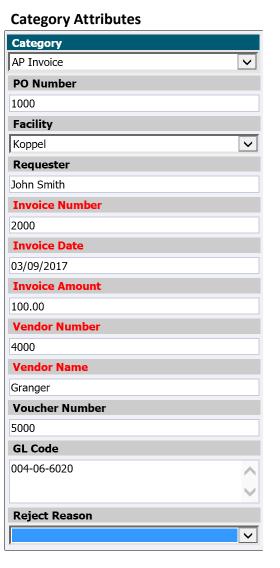
VDC Document Hierarchy

Folder Path: \Accounts Payable\Facility\Vendor Name Document Name: Vendor Name Invoice Number



Batch Types

AP Invoices - Ambridge AP Invoices - Houston AP Invoices - Koppel



Process Overview

1. Capture

- a. Documents are scanned using batch scan.
- b. Attachments are extracted from emails.
- c. Documents are imported from directories.

2. FlexiCapture

- a. Documents are sent to recognition in order to extract invoice header and line item information.
- b. If a document is not recognized, a document definition will need to be created by an administrator.
- c. OCR data is verified by the operator and validated against a data source if available.
- d. Document PDF and XML metadata are exported.
- e. Document is indexed using the XML metadata and the document definition XSL to create the folder hierarchy and document name.

3. Workflow Service

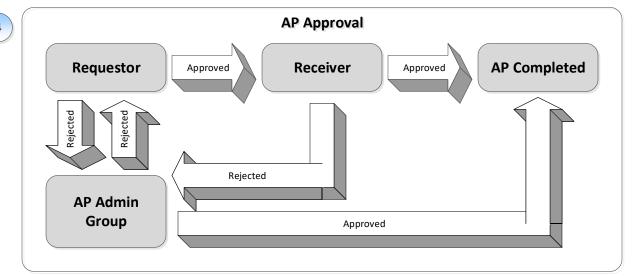
- a. Based on the index metadata, the document is assigned to the appropriate user or group.
- b. If no matching search criteria is found, the document is assigned to the AP Admin group.
- c. An email notification will be sent to the user when work is assigned.

4. AP Approval

- a. A list of assigned documents for the user or group is obtained.
- b. Document is reviewed and metadata is entered if necessary.
- c. If approved, the document is assigned to the next approver based on the adapter workflow configuration.
- d. If rejected, the document is assigned back to the previous approver.
- e. If necessary, the document can be manually assigned to another user or group.

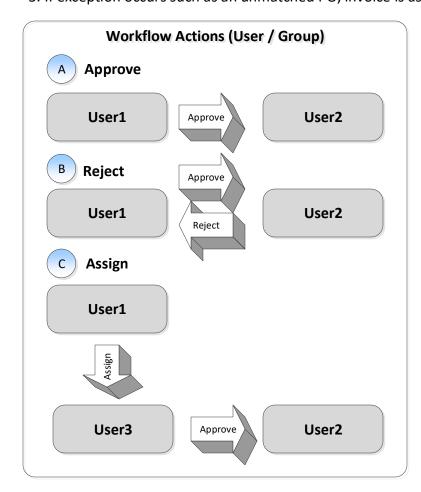
5. Axiom Export

- a. A list of completed invoices are obtained.
- b. Invoice header and line item information are exported to the Axiom Progress database.



AP Approval Overview

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

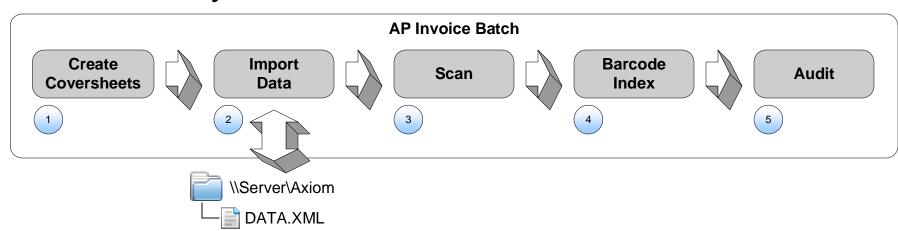




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Back End AP Architecture

Process Summary



Process Overview

1. Create Coversheets

- a. Coversheets with barcodes are created.
- b. Metadata XML is created for each coversheet that is printed.

2. Import Data

AP metadata XML from Axiom is parsed and imported into the AXIOM_INVOICE table.

3. Scan

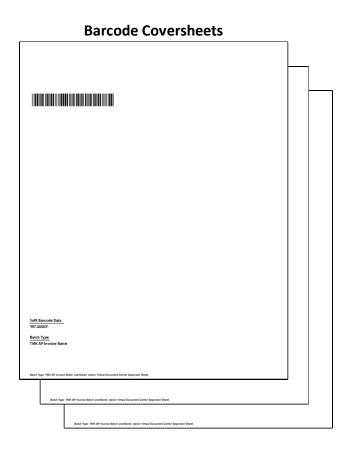
- a. Coversheets are interleaved between the documents.
- b. AP Invoice batch type for the facility is selected.
- c. Documents are scanned and automatically separated using the barcodes.

4. Barcode Index

- a. Barcode is used to obtain the document metadata.
- b. Metadata is used to index the documents, create the folder hierarchy, and name the document.
- c. Facility group is used to limit permissions to the facility folder.

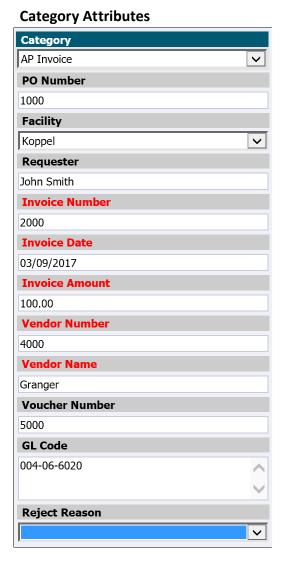
5. Audit

Invoice ID is associated with the object ID for reporting purposes.



VDC Document Hierarchy Folder Path: \Accounts Payable\Facility\Vendor Name Document Name: Vendor Name_Invoice Number Accounts Payable AP Admin Group Ambridge Houston Koppel Granger Granger Granger JO00 Batch Types AP Invoices - Ambridge AP Invoices - Houston

AP Invoices - Koppel



AXIOM_INVOICE

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	INVOICE_ID	PO_NUM	FACILITY	REQUESTER	INVOICE_NUM	INVOICE_DATE	INVOICE_AMT	VENDOR_NUM	VENDOR_NAME	VOUCHER_NUM	GL_CODE	REJECT_REASON	OBJECT_ID	STATUS_CD	STATUS_MSG
	AP201703122000	1000	Koppel	John Smith	2000	03/09/2017	100.00	4000	Granger	5000	004-06-6020		6000	COMPLETE	

