The Office of Public Instruction | Perceptive Content

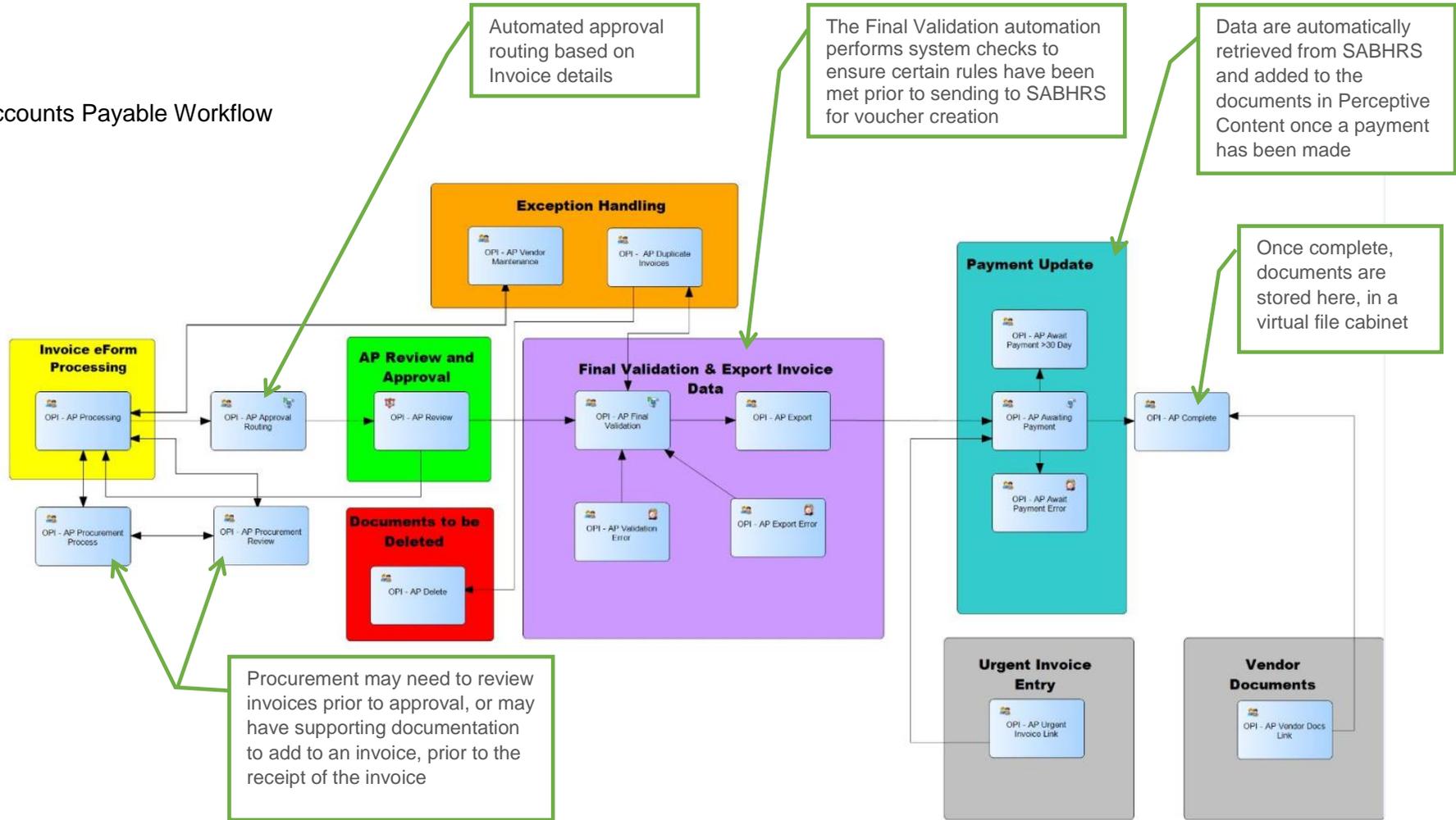**Accounts Payable Demonstration**

Prepared for ITMC meeting, August 2, 2017

Demonstration Highlights

- Representation from multiple different agencies
- Demonstrated Enterprise Content Management (ECM) AP Process start to finish
- Demonstrated the process of routing through workflow based on various scenarios

Perceptive Content Accounts Payable Highlights

- Increased automation and decreased margin of error
- Improved efficiency with making payments
- Increased response time in answering vendor/supplier questions about payment details
- Items are traceable, regardless of where they are in the process; no longer losing paperwork
- Clear audit trail showing who has worked on each item; who has approved items for payment

Accounts Payable Workflow

Automated approval routing based on Invoice details

The Final Validation automation performs system checks to ensure certain rules have been met prior to sending to SABHRS for voucher creation

Data are automatically retrieved from SABHRS and added to the documents in Perceptive Content once a payment has been made

Exception Handling

OPI - AP Vendor Maintenance

OPI - AP Duplicate Invoices

Payment Update

OPI - AP Await Payment >30 Day

Once complete, documents are stored here, in a virtual file cabinet

Invoice eForm Processing

OPI - AP Processing

AP Review and Approval

OPI - AP Review

Final Validation & Export Invoice Data

OPI - AP Final Validation

OPI - AP Export

OPI - AP Approval Routing

OPI - AP Awaiting Payment

OPI - AP Complete

OPI - AP Procurement Process

OPI - AP Procurement Review

Documents to be Deleted

OPI - AP Delete

OPI - AP Validation Error

OPI - AP Export Error

OPI - AP Await Payment Error

Procurement may need to review invoices prior to approval, or may have supporting documentation to add to an invoice, prior to the receipt of the invoice

Urgent Invoice Entry

OPI - AP Urgent Invoice Link

Vendor Documents

OPI - AP Vendor Docs Link

Accounts Payable eForm

The data elements entered in this form are passed to SABHRS to create a voucher.

Invoice Document Type Properties

Searchable properties for fast and easy document retrieval