## Accounting / Foundation Software Training / Transcript

All right, so for those of you that don't know me, my name is Ryan Chaplinski, I'm a consultant with Foundation Software. I've been working for Foundation for about six years. So today we are going to go through the document imaging module, and I understand this group is really not entering any AP or anything. We'll be doing more of the approving. So I'm going to focus on that, but we are going to go through an AP invoice real quick just so you can kind of see what they're doing, what they're entering, and then what you're going to actually be approving.

There's two main functions with document imaging. I think you guys are all already using the imaging portion, which allows you to attach either a PDF or a picture file to different foundation records. So we can attach images to vendors and customers and jobs and employees, purchase orders, AP invoices, AR invoices. There's a pretty long list of things that you can attach either a PDF or an image file to. So that's one of the uses of document imaging.

The other, which is what we're going to focus on today, is going to be approving AP invoices. Right now the only thing that can be approved through this routing and approval process is AP invoices. Sometimes I get questions on, you know, can we approve AR invoices? Can we approve purchase orders? Right now there is no process for that.

So again real quick here, I'm going to go through an AP invoice just to get one in there so we can see. We'll go through the steps of actually approving it, rejecting it, or revising the invoice. So if you guys are active in Foundation, one of the things that you will be able to do, and I'm using an AP invoice, but this is going to be true anywhere you go in Foundation, if you see this icon right here, and if you look at it real closely, it looks like a copier with a piece of paper behind it. This is the import images button. So wherever you see this, that means you can attach…

…now at all you hit the import images button here from within the software that's going to open up this additional document imaging window which you can actually put on a second screen if you do have two monitors and then when you hit the add button here at the top to add a document, you use your file explorer you find your file you pick it and that's kind of the end of it you don't have to do anything else there. Now if there were more than one maybe this invoice were or maybe there's a couple different things we wanted to attach to this invoice we could go back up to the top here, hit add again, grab another file and each time we're seeing a thumbnail get added to this yellow documents pane. That's everything that's attached to this record.

If we look behind this, here's our AP invoice. There's also this little blue filing cabinet that now shows up. This was not there before. That tells you within the software, hey there's something attached to that record and then you could click on that blue filing cabinet. It would open up this same window and then you could see whatever is attached there.

We do also have the ability to search for these scans, so you don't necessarily have to get into the record to find it. If we wanted to search, you know, all of our scanned AP invoices, you can go in and do that. You can limit it by vendor, you can search for all the invoices for a certain job. It allows you to narrow that criteria down and find just certain invoices. So this functionality is consistent everywhere in the software.

What is that that's being stored on our server? On our servers in the foundation database, where all the other, everything else for foundation is going to be stored. So it's up in the Cloud.

So they're attaching the copy of the invoice here, and then one of the things that I like to stress here is that the invoice still needs to be entered with all the required fields. So sometimes people, what they want to do here, logically so, is they want to enter an invoice and leave a field blank. Right? And then route it to somebody and let them fill that field out. At this time, you cannot do that. If the invoice requires a certain field, depending on your setup and your settings, all those fields are still going to be required.

I don't think we're going to do this, but to get around that, you could create dummy cost codes or dummy jobs that, say, needs allocation, or you need to select a cost code. And we could route that to whoever's doing the approval, and then they could-- just switch that to whatever cost code or job it should be. But again, they've got to go through when they're entering AP and they still have to fill out all of the required fields, so GL account, it's 14, job number, cost code and cost class.

When they save this invoice, the little green arrow here, and again you guys don't need to worry about this too much, but the little green arrow here means that that's going to be routed for approval. So you do have the option per invoice to either route or not route every AP invoice does not have to be routed When they enter their invoice here, they're going to choose who they want to route it to. There are rules that can be set up so that way the system already knows who this is being routed to. Maybe we just look at the job record and whoever the PM of the job is that's who the invoice gets sent to. You can set up those rules ahead of time.

When I train this, I try to get people to do it kind of long manual way first just to get a feel for it and get used to it. Then we can go back in and set up the rules so the user that's selected here pops up automatically.

Based on what we talked about with more of the AP crew this morning, I believe we're going to be routing things to more than one user. And the reason for that is because if you route me something, I'm the only person who can get it out of my box, right? The AP cannot go into my box, my inbox, let's call it, and they can't take that invoice out. So if they route something to me and I'm on vacation, I'm the only one who can do anything with that. You either have to log in under my ID or I'm gonna be logging in from the beach and approving that invoice. So what we decided is that what we'll do is we'll route it to whoever needs to do the approval as well as either myself or Jessica or some other user. That way if it is taking a long time to get the invoice approved or that user is unavailable, there's another user who can go in and still do something with it.

We're also making a lot of changes to the document imaging module. It's not going to be so much so that you're going to need to be retrained next year or anything. But things like that are going to be cleaned up a little bit where I don't know exactly what they're doing, but where it might be a little bit easier to get it out of somebody else's inbox if they're not available or whatever.

 So as we're adding users here, what we're going to do is we're going to select two different users to route this to, and then either one of these users could go in and approve it. And you have the option here of actually saying that when you're adding users or adding groups.

So if I added a group, I'm just picking individual users, but if I add a group, then it's gonna allow me to pick multiple users as well, but there's this additional option here that says all recipients must approve this record or any recipient can approve this record.

So what we talked about this morning is we're gonna do this option where we're doing the group, we're adding the two users, like I said, and then we're saying anybody can approve that. So we're kinda just throwing it out there and as long as someone approves it, it'll move back to AP, and then can be posted from there. There are notes here, so when you actually go in to approve these invoices, I'll show you where you can actually view the notes. So if there's something specific that they have a question on, that they want you to see, or whatever the case is, you can kind of pass notes back and forth here. As you guys approve or revise invoices, you'll be able to note those invoices and send that back to AP. So there could be times when you're not actually... actually changing anything on the invoice, you're maybe just approving it, putting a note on it, and sending it back to AP. So the notes here are strictly used in the routing back and forth.

There is an email that goes out with this, and there will be an email template that's set up. So my template, for example, you'll get an email from, if I was gonna route this to you, you'd get an email that would say, hey, there's an AP invoice from, and then it actually puts the vendor name right there where it says vendor name in the subject, needs your approval, and then it says, please review the AP invoice, and then I have the invoice number pulling in there, as well as the job number. So there's boilerplate text in this email, and there's also fields that will pull from Foundation. So if you wanted to reference a PO number, if you wanted to put the amount in here, we can try to give you guys as much information as possible in this email notification. So by the time you go into foundation to actually approve the invoice, you probably already know everything you need to know about that invoice.

So we did set up these templates already. I don't know exactly what it says. I don't think we actually finished it, but they're gonna finish these templates and then this is your notification that you've got something waiting for you in foundation to be approved.

The email, the text would be the same in the email? Yeah, it would just generate an email to me and an email to you, but the text would be the same. The template is, it's one template that I can change here, but then whoever my recipients are, they're getting that one template. So you could have multiple templates. We actually talked about that, ideally it's just one, but if certain, if you guys want to see different information, we could set up templates with your names on them here, and they would just have to know to pick the right one when we're sending these out.

Now on the AP side, this invoice is going to be saved, but it cannot be posted until it's been voted on. That means it's not going to show up on your jobs, it's not going to show up in the accounting or anything until somebody goes through and either approves it, rejects it, or revises it. So it's kind of going to be sitting out there pending awaiting approval until that happens.

There's two different ways that you can get into, let me go back here, two different ways you can get to that list. The old way is to go list and post invoices just like you would normally and then in this criteria, there's an option to say include invoices that are in routing mode. And then you have the different statuses there where you could say pending.

We did add a report for this as well. And it kind of shows the same information. There's a little bit more detail on the report than on what I just showed there. But in the accounts payable reports, there is a routing history report. And then the extra detail here is it kind of shows each action. Invoice was entered and routed to so and so, so and so, approved it and then sent it to somebody else.

So this you could run for different statuses and you could show everything that's pending here. You can even see the little notes here. So I can click on that and actually view the note right from this report. So this is kind of the way to harass somebody to go in and to approve invoices or to see who we're waiting on approval from.

So now this is where you guys come in, right? So all that stuff, AP's doing that, sending you the invoices. And then from here, you're going to get that email notification. Right now, there's no other way to approve invoices except to go into foundation, go into document imaging, review them there, and approve them.

At some point, and I don't believe we're anywhere near this now, but at some point, I imagine we'll be able to do it from a mobile device. We do have a mobile product for putting in time cards and a couple of different products out there on mobile devices, but right now there's nothing you can do with document imaging, but I could see that being an option in the future.

So you've got to get into foundation here, you've got to have access to document imaging, and that's where you're going to see all the invoices that were routed to you, and then you can go through and actually make your vote, whether you're approving the invoice to move forward and post, or you're revising the invoice and maybe putting a note on it or actually changing something on there.

So I'm going to log in here. I'm going to stay as the same user. I did route this to myself, so there's one area that's going to look a little goofy, but all the other functionality will be the same. So I must not have my email set up. I had my email open because I was thinking I was going to get one, but if I go into document imaging here, and just so you guys can see, because I've been getting these all day.

Let's do this. So this is the email that I got based on that template. So please review the invoice. It has the vendor's name right in there, the amount of the invoice, what job it's for. So this is your notification. The scanned copy of the invoice is attached here as well. So you can see the scanned copy of the invoice and then in the email message you can see whatever your template's going to show. So again, we could put a good amount of detail here so you maybe even know how you're gonna vote on this before you get into foundation.

If you had attached items to the invoice like a packing slip or something, does that show up in that same image?

 That attachment that was attached to that email is any attachments that are attached to the AP invoice. Yes. The one thing that did come up though, which I do want to make sure I'm clear on, if the packing slip is attached to the inventory receipt, then it's attached to the inventory receipt and that's where you'd have to look it up. It doesn't take that and put it on the AP invoice as well.

 So if you looked at all the attachments on an AP invoice, it's only gonna be the things that you attach to the AP invoice. It's not gonna be the packing slip that you attach to the inventory receipt or any of the information that you may have attached to the PO. It's not like flowing from purchase order down through into the invoice that way.

Now there are ways to search for it there. So if you drill into an invoice, you're not gonna see all that. But if you go into the document search here and you say show me all the AP invoices for this particular job, there are ways to pull the receipts into that search as well. So it's just not like if you're drilling into the invoices, you're not going to see all the attachments on the PO and the receipt and the invoice. It's only the things that are attached to the invoice.

So to be perfectly honest with you guys here, normally when you log in, this is what you're going to see. Your view is going to be that and that is ugly. I do not want to go in and look at that and approve invoices that way. So one of the first things I like to go over here, even before we go through the approval process is how you can make this your own, and kind of customize it and trim it down and make it more readable here.

So down at the bottom, there's this view and the default views that we have in there are the top handful here.-anytime, last month, last six months, last week, last year. I don't know whose idea it was to put those in there but none of those are any good. Why would I want to look at approved invoices last year? I need to see stuff that's pending that I need to approve now.

So what you're probably gonna wanna do here and you're gonna have to go through the approval process and you're gonna have to go through the approval process go over to the right and this little green plus sign allows you to go in and create your own custom view where you can pick and choose like what status you want to show, if it was sent or received.

So different users will set this differently. If I'm an approver, I don't care about stuff that I sent. Once I send it off, once I approve something and send it back to AP, it's out of my hands. I don't want to see it anymore. So I only need to see it. see things that are received. Also do I need to see things that I've already approved, already revised, or already rejected?

Nope. I only need to see things that are pending. And then I can give this a name here at the top and say, you know, call it pending view or something or my view, whatever you want to call it. And now here in the time frame field, I could say anytime, because it's going to be every invoice ever, but only if they're pending, and received by me.

So when we do this, look how small that list gets. A lot of the stuff I had, and it was already approved, already revised, or whatever, so now I'm only seeing things that are pending and things that were received by me.

You can set up different views. I think what I did here for my examples is I have one that says needs attention, so that's basically all my pending stuff. I have another one that, oh, maybe I don't. Now the optional view shows a little bit more of everything there, and then you'll always have the option of going to any time if you did want to see everything ever.

 So it's not like you're deleting these or hiding it where you never get back to it, it's simply just changing the view of what you're going to see. But that is probably one of the first things I would do here, otherwise it's pretty hard on the eyes.

The other thing that you can do here, too, is I'm going to go ahead and go back to the is you can group these invoices together. So obviously in my example, I've got four or five invoices out there, you guys are gonna be a lot busier, have a lot more records.

So one of the things you can do is you can group things together by the different column headings here. And the most useful one is probably Job, and of course all mine are to one job here, but if I take this column heading and I grab it, and you kinda see you grab a hold of it and you can move it around, you could reorganize these columns so I can move it left or right there if I just wanted it to move somewhere else.

But if I drag it here to this gray box, it now groups on that field. So I have one group here of any invoices that don't have a job. And then I have another row here. I have a job called plain dealer remodel. All my invoices for that job are then under that row. So again, you don't necessarily have to look at every AP invoice here either. You can group by vendor. You can group by vendor. the user that routed it to you, you can group by the job. Again, it's probably the most useful one.

The only thing that you really cannot group by at this time is this date. Because if you group by the date, the date is a date and a time stamp down to the second. So unless you enter two invoices on the same date at the same time, at the same second, none of them will be grouped together. So this is another thing that we're going to change. I don't know whose idea that was.

So those couple of things allow you to narrow down this list. And this list is your routed documents, any AP invoices that have been routed to you. There are some other things going on here. We can do a little bit more than just approve invoices from here. And another thing I'd like to point out is a lot of this stuff is kind of duplicated.

 So down here at the bottom, there's a tab. to this window that says document search and if I click on that then it opens up this criteria where I can then go search for all my scans and this is what I was referring to a little bit earlier when I said you can go in search like in AP invoices or you can search in job records and this is going to retrieve all the scans that match your criteria.

So if you need to pull all the AP invoices for a quarter because you're being audited for sales tax, you can run this with a date range, it's gonna retrieve all the scanned copies of your invoices, and then you can either print or export or email them all from there. Another useful search here is searching by job. If I search in the job records for these scanned whatever they are, PDFs, the pictures of the job site or invoices, by default it's looking at job records, meaning anything that I attach to a job record. But down here, I can also include documents from other areas of the software.

 So if I wanted to reconcile a job and go through and say, just show me everything that's out there for that plain dealer remodel job, and I want to see everything. I want to see anything attached to invoices, anything attached to POs, anything attached to change orders for this particular job. When I do that, it's going to search in all those different records. So I think this is something I have attached to the job record. We've got some AP invoices showing there, but it's using the job number as that criteria to search in other records as well. It's not just looking at job records. So that's another thing you have here in addition to approving invoices is this document search.

And kind of going back to my point of this stuff being in here more than once. Here's document searched as a tab here. There's also a button at the top on the ribbon that takes you to the same thing. So if I click on routed documents, it goes to this AP invoices tab. If I click on document search, it goes to that one. Once we actually get our results, then it moves over to that one. The notes button, notes, and then messages, messages. So it's just the same thing on there twice. It doesn't really matter which one you use. As you navigate through there, I've always found it easier just using the buttons at the top.

There is this other window over here, which you'll notice has three different tabs to it. So, again, there's a lot going on here. I'll talk about what these other windows do here in a second.

So from here, we could either click on the notes tab, or -- I'm not pulling anything up. There it is. I have to make sure you're on that row.

 So here's the note that I put in when I entered that invoice and routed it. Now you could create a new note from here. So one of the things that came up earlier is -- if we're not-- so in the end, what we're going to have to do is either approve, reject, or revise the invoice. But if I just want to put a note on it and send it back, you could do that as well. You still have to pick one of those approve, reject, or revise. But then the note that you enter here would be sent back and could be viewed in document imaging by AP, then.

This row does have some detail to it. We could see the invoice date. We could see the amount. You actually have another thing you can do to customize here, you can add additional columns to this. If you right-click on the column headings, it allows you to either remove a column or this field chooser option. It should say column chooser. This allows you to pick what columns you want to add to this.

 So one of the ones that I would do if it's not in there already is PO number. So if we go through this list, we find purchase order number. number, we can grab that, you do grab it and drag it and put it where you want it here, and now my PO number, had I had any, would show up in that column. So for matching up invoices to POs, at a glance you can see that right there.

So you've got this big long list here of all the different columns you could add to this. Some of them are useless and you would never would add, but there are a lot of good ones here like the PO number and you know maybe like tax amounts or anything like that. So a lot of control over the look and feel of this particular screen.

So now we want to approve an invoice. So with the row highlighted here, there is this little plus sign, which allows you to expand that row. And then from there, we can review the distribution. So without the row expand, you're just getting basically the header information of the invoice, vendor, total, date, things like that. And then when we drill into the invoice, now we can see a little bit more of the detail. What job number is it coded to, what cost code is really the most important thing we're looking at there, and what cost class is it coded to.

We can view the document from here. Now my preview is already open on that far window, but if it was not, you can click on documents. It shows you a little thumbnail, and then when you select that, it would open up the invoice here. So this does show you the preview of the invoice. You can actually see, you know, what the scan copy is. If you hit the view button here, that's gonna open it up in my case in Adobe. I think you guys use Nitro, but it'll open up in whatever your PDF viewer is. And then you've got options here to zoom in, zoom out, and fit this thing to the page.

So looking at this, we've got three options. Approve, reject, and revise. And you have to make sure that you're on the row, the row's highlighted for which one you're voting on. With the approve status, everything on that invoice is good. We're going to send it back to AP. AP is not going to make any changes. Maybe there's a note on there, but it's, we're not changing anything. We're going to go through and we said that invoice is good to go. I don't think I need to define approve any more than that.

When you click approve here, this window comes up and by default, it wants to route it back to the user that originally routed it, which in my opinion, nine times out of 10, if not more, obviously AP sends it to you, you vote on it, you send it back to AP.

If we needed to route this to somebody else, maybe they sent it to you, but it's not your job, right? Maybe they routed it incorrectly. You could route this to another user, but you'd want to be mindful of your status. If you mark it as approve and you route it to another user, you voted on it and you approved it. So it's ready to go. Even though it's not your job to route it to another user, Even though it's not your job to route it to another user, sending it to another user, because we said any one person can approve this when we entered it, you just approved it. So now it's good to go.

So what you'd probably want to do there is revise it, not make any changes to it. I'm gonna show you how to make the revisions and then send it to whoever it needs to go to. And that way they'll go in and they'll revise it and they'll be able to move forward with it.

But if you hit approve, it is gonna believe that the invoice is approved and ready to be posted. But again, that's it. times out of ten, you're just going to route it back to AP.

This is where you can put a note to send back. So they'll see it the same way. When AP looks at it in this window, there'll be a little note there, they'll be able to click on it and see whatever that note is. Also, if the invoice is revised and they have to make a change to it in foundation, those notes are easily viewable there right from the AP invoice.

Oh, actually, I don't want to approve this one, so I'm not going to do that. So I'm not going to move forward with that. Approve is pretty easy. You approve it, it's ready to be posted. We're not going to use the reject status. And most of the foundation clients that I've trained don't.

If you reject an invoice, you literally can do nothing else to it but delete it. It does not allow you to modify it. The idea with reject is, you're gonna take that invoice, you're gonna shred it, or you're gonna send it back to the vendor and you're gonna have them send you a new one.

So if you hit reject, AP cannot do anything with it but delete it. We talked about leaving those out there so that way you could at least have a record of the rejected invoices. But I think we're probably just not gonna use that status at all. We can verify that with Jessica to be 100 % certain unless you know whether or not you wanna do that. But I think from what we talked about earlier we're not gonna use that reject.

If something's wrong with the invoice, then we would revise it. And the way that I like to describe the revision of an invoice or revising the invoice here in document imaging, it's like in real life. When you would take a paper copy of an invoice and you'd set it on the desk of the project manager, and they would write a note on it, and they would hand it back to you. It's very, very much like that.

If you make a revision in here, you are not changing the AP invoice in Foundation. You are making a note on that AP invoice and you're sending that information back to AP. It's AP's responsibility to go in and apply those revisions or make the necessary changes. And they actually do have the option to ignore your changes. I don't think they will or you don't have to do that, but that is an option. As long as I go and change something on that invoice, it would let me save it and then post it.

So the revise button here, if I hit reject, which again we're probably not gonna use, it does the same thing, you route it back to AP and that invoice can either sit out there in limbo forever or you can go through and delete it, but you're not gonna be able to do anything else with it.

If we hit revise, another window opens up down here at the bottom and this is the information that we're revising here, right? Is it the right job number? Is it the right call number? code? Is it the right cost class? Is the amount of the invoice, does that match the scan? Which in my case, I don't think we would go through with that one. And then I don't know if you guys are looking at general ledger account, but general ledger account does show here as well.

Now here again, all these column headings, like if I wanna see my whole job name there, I can stretch that out. I can move these around. Every user here can go through and kinda customize their own layout. So when you first open these, these, I would not blame you if you went, oh, that's uglier, why can't I see all that? But you can go through and customize it, and then you can save your layout here. So each time that you come in, you're not having to do that.

So in my case here, I'm going to go in. We're going to say that was not materials for site construction. There you go, that was something else. It's a great cost code, very descriptive. But we're just going to change the cost code from 2000 to 3000.We could change the job. But we could pick whatever-- whatever, however this should be coded.

Another thing you can do here too, if I don't know if this happens, everybody doesn't do this, but maybe this $1,500 is broken up between two jobs or two different cost codes. And AP didn't know that, they charged it all to one. You can click this green row here that says add a new row, and a new distribution row, and then that allows you to go through and kind of break this down. Maybe it was $800 to this job, and then the other job $700 to the job that I have there. So you'd be able to go through and kind of do what I'm doing here and break it down and put in those different amounts.

And one of the other things we talked about too was leaving the GL account blank here. When it comes back to AP they can fill that in if there is a GL account that you don't have. When AP enters the original invoice it's gonna have to be there, but if you add another row here and you don't know what I'm account it should go to, you can leave that account blank when it goes back.

>> So the approver can leave it blank with the original AP Enterer can not. >> Correct. It's required on the AP invoice. It's not required here if I'm just writing notes on the invoice.

 So this is where the revisions are going to be made, and then from here we can hit save and route, and then this is going to take the information that we've noted here, attach it to our invoice, which in my case is Transaction 11795, and then when AP goes back into that invoice, they're gonna see the changes that were made, and they can either click a button to apply those revisions, or they can go through and manually make the changes to the invoice.

- Would that give you an error in that instance since the original amount was $1500? …When you broke it down into $1,200?

No, it wouldn't give you an error. You would have to change the AP invoice. I didn't mean to do that, first of all. I was just kind of curious. Yeah, but no, it would go back to AP just like that.

They'd have to update it.

Do the extra dollars need to go?

Correct. Yeah, when this goes back to AP, they're just going to have to change something on it. But then all the rules in AP will still apply. I got to have GL account. I got to balance and all that.

Yeah, I didn't mean to do that, just a terrible, terrible math. So from here, we can hit save and route. And then same window pops up. I wanna route it back to the user that originally routed it.

Yeah, I could put a note on here. This needs to be two jobs. Some went to job A and some went to job B. And then we can save that and it goes back to AP.

I was going to say I didn't do that earlier so if it... It's only because that camera's on me, I bet.

There it is. Now, it does show me here, because remember, when I put in that invoice, I did route it to two people. Well, the following users have yet to vote, but that doesn't matter, because I said anybody can approve it. So, it does show here that it was routed to another person, but from my point of view, I've already voted on it, I'm done, it's out of my box, I'm good to go.

What AP is going to do then, is they're going to kind of do the same thing that you just did. They're going to get an email notification, it's going to say, "Hey, a revised invoice came back to you, it's this transaction number, it's this amount, you know, you need to go update it and actually change the invoice to match what the revisions were.

Then they're going to go into document imaging here. And they're going to see the same thing. So I've got to change my view.

Let's just do any-- time I guess, and then I can sort by my date here, click on the date column and then just go to the bottom, that'll be my 12 /11 invoice. So you can see that it was revised, so here's the received line, so this came back to me from the project manager, the status here, the routing status shows revised. If I click on the notes, you know, I can go through and there's my original note. Here's my note that went from the PM back to AP.

What they're going to do here, all they're going to do is click on this little foundation icon. This is going to open up that invoice in modify mode for them in foundation, and then this extra window shows up, so it highlights what data needs to be changed. Now we did recently add this apply revisions, but in the past we actually had to go through and manually make all these changes. But if we're going with your vote, if AP is going to say, "Okay, the project manager knows best,” I hit apply revisions, it goes through and it makes all the changes down here to the bottom. So there's really not anything else they have to do here.

Now if I try to save this, it'll copy that account down, it'll use the same expense that was used on line one there. so that way we are still filling in the GL account. But you could always change it and make it a different account if that was the case. Now I'm going to back out of here just for a second. So I'm going to cancel this. I want to show you something here to prove a point of mine.

So I'm going to go right back into that. So one of the things I said earlier, AP really does have the final say. These are just notes on the invoice. The foundation does not make money. me change these cost codes. It doesn't make me make these changes. All I have to do, all AP has to do in this is change something. I just need to be able to click OK to save this now that it's been revised and sent back to me. And I can do that by just changing the date, changing it right back. And then when I hit OK, no error messages. Foundation doesn't care whether I made those changes the way that they were said or not. I can move through and I can post that invoice.

So again, that just kind of goes back to my example of, you wrote the notes on the invoice, you gave it back to AP, that doesn't force AP to make that entry that way, they still have the final say in how that invoice is going to be entered.

Now in most cases, you're probably just gonna come in here and hit apply revisions and update it the way the PM said, but technically the only thing foundation's looking for is that you change something on that invoice before you saved it.

So we'd be able to go through here, save our invoice, and then they're going to go through and post it just like normal. And then depending on your view, that may or may not come out of this list, depending on what your view is.

Since I'm showing all of my items here, everything's going to stay in there. If I switch it to Needs Attention, that invoice no longer needs attention, so it's should be out of here.

Yep, we got none there from December this year. So, when it comes to the actual approving and routing, or revising process, once you get in here, you can drill into the invoice, you can review the information, and then, again, I think you guys are just using approve and revise, that sends the information back to AP, then they can make the changes from there.

Now, there are some other things that can be done from this window. We kind of touched on the search already so you can go to document search here and then you're able to search in different areas and this is only searching things that were attached to records using document imaging. So sometimes people think they can pull up their printed POs in here. If you printed a PO at a foundation, if you entered a purchase order and you have a purchase order template, that thing is not in document imaging, right? We didn't save a PDF to your journal. and then attach it to a record in foundation. So these things that we're searching for are only those attachments. You're not gonna be able to pull up your printed invoices or your printed POs or anything like that that was entered into the software.

There are also labels that can be added here. So because when I go into search, I can search in AP invoices, and then I have all this criteria to narrow it down, where I can narrow it down by job and by vendor and so on. But maybe I just want to see all the sub invoices or maybe I want to see all the invoices will be rented equipment. There's really not a way to do that with the criteria. You know it might be multiple vendors, it could be one job but then you know different vendors that are going to be under that job. So what I did here is I created different labels that we can attach to those scans.

So when I'm entering AP invoices, if it's an equipment rental invoice, when I'm entering that I'll grab this rental invoice, a little piece of clip art there, and I'll actually drag it and drop it and attach it to the scan of that invoice.

 So then when it comes to searching here, if I put in my job range and I want to see all the sub invoices for my plain dealer job, as long as I'm labeling all those subcontract invoices, I can search with just these two things, job number and then that label, and then not that I can proof this, but yes, trust me, that's a sub-invoice. So then it pulls in just all the sub-invoices from there.

So the labels can definitely be helpful there, even in a job record, right? On one job record, we might have drawings, we might have pictures, we might have insurance information. So to be able to categorize that differently, so that way when you go to search here, you can search in one of those categories. You're not just getting everything. that's attached to a job record you're able to narrow it down a little bit more.

One we catually go through and do a search…So there's everything for that particular job. If I wanted to print or maybe I want to save these back to my computer, or I want to email them. You can go through this list and you can hold a control and that allows you to select individual records like that or if you hold the shift key, you pick the first one, hold shift, that selects a range. So that's pretty common in Windows. I don't know if you guys are familiar with that. But that works the same here.

And then up at the top, we have an export, a print, and an email button. Now in order for the email to work, and I think you guys are all set up with this, but there is email setup that's done on everyone's user IDs. That's got to be done in order for you to be able to email right out of here. But I think that is done for you guys. And then, you know, printing, obviously we could print these, send these right to a printer. The export here is nice because we can save these back to our computer.

Once an email is sent to the printer, is attached to a record in foundation, delete it off your computer. You don't need it anymore. It lives in here. We've got it on our servers. It's backed up like every five minutes. You'd be able to drill into AP invoices and see it. You'd be able to come in here and do this document search and find it. So you don't really need that PDF to live on your network or on your computer anywhere, otherwise it's really taking up room in two spaces.

So if you ever needed to get back to that file and you wanted to pull it back to your computer, you'd be able to get back to your computer. you can do that from here by exporting it. You're exporting it out of foundation and then saving it back to your computer. So again, I just wouldn't save any of these. What AP should be doing is scanning all the invoices into a folder, entering all those into foundation, and then clearing out that folder and starting over for tomorrow, since everything would be saved in here.

The only downside to this, there's no way to combine these into one piece PDF. This is going to create a separate PDF for each one of these. There's really not any way, and it's honestly the reason why we only allow PDFs and image files. You cannot edit any of the PDFs in here. So it doesn't allow you to pull pages out, it doesn't allow you to put pages together, you'd have to do that outside of foundation. And in an accounting package, from an audit standpoint, that's why we did that, right? We don't want you to attach a... a Word document to something and then somebody can go in there and just retype over the Word document. So with the PDF, you're more limited, obviously you can edit PDFs, but you're more limited on what you can do to modify those.

There is a refresh button here. If I'm sitting here staring at this screen expecting for an invoice to just flash and pop up on the screen, you're going to be staring a long time. If you close out of this and come back into it, that refreshes it, but if you route me an invoice and I wanna be able to see it here and I'm already logged in, you just go up and hit refresh and that's gonna pull in any new invoices. The configure button doesn't really do anything, you want that set for speed.

The appearance tab here, if we click on this tab at the top, there's two different options, one of course, is the very important, the background color and then the other is actually saving your layout here. So after you go through and you close what you're not using, set your default view, add all the columns you want, customize this thing the way that you want it, you'll want to go to the appearance tab, hit save layout and it's going to save that layout as the default. Next time you log in here, that's how it's going to be set. If you close all this stuff and, you know, you get rid of it all and you... kind of break it and you don't know how to get back to it, that's what the clear layout button will do. It'll reset it to the defaults which shows everything, and then you can go through and start over to resize and do what you want there to customize it.

The resources tab here, just like in foundation, if you go to Help in foundation, you'll see all these same things. So there is Help specifically for document imaging. There is a user's guide specifically for document imaging, and then you can get to the log of call and get to our website and all that stuff right from here as well. You'll notice throughout some of these windows and document imaging you see the word Pages.

 Pages are probably not going to be used if you're using PDFs. Most people just choose to use PDFs and if I take one PDF file from your computer and there's 10 pages, that's one file you're attaching to a record, all 10 pages are gonna be there. But if we think, if we were gonna use pictures or image files and I have a 10 page invoice, I'm gonna have to snap 10 separate pictures and then combine those pages into one document.

 So that's where the pages are used. You would be able to snap multiple pictures or take multiple picture files and combine them into one document. So if you're not using picture files, if everything's a PDF, wherever you see pages, you can just ignore it. It's not going to do anything.

We talked about the two reports that are in there. It doesn't really matter for you guys about updating because you're on the cloud. This is a separate installation, but we do all that stuff for you.

Any questions? That's pretty much the gist of this module. I can walk through more examples if you guys have, you know, that we want to maybe route to you so you can actually go through and approve it. We do have the practice databases that we can go through and do that in. But that's essentially document imaging.