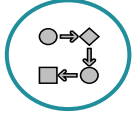# MARKMAN GROUP

AGENDA

- Project Options
- Option 1
  - Project Methodology
  - Project Plan
  - Process Flows
- Option 2
  - Project Methodology
  - Project Plan
  - Process Flows
  - Web App
  - Vendor Communication
- Pricing
- Next Steps

PROJECT OPTIONS

Quick, Cost-Effective AP Automation

Project Overview:
To implement a streamlined and cost-effective Accounts Payable (AP) automation solution that leverages a centralized AP email inbox, basic OCR for key invoice data extraction, and automated data flow with minimal IT involvement.

Project Scope:
o   Centralized AP email inbox
o   Basic OCR for key invoice data
o   Automated data flow
o   Minimal IT involvement

Key Benefits:
o   Efficiency: Reduces manual invoice handling and speeds up processing.
o   Cost-Effective: Requires minimal IT resources and leverages existing tools like Alteryx/KNIME.
o   Accuracy: Improves data accuracy through automated OCR extraction.
o   Scalability: Can be expanded with advanced OCR and additional workflow automation.
o   Faster Implementation: Quick setup ensures faster adoption and ROI.

Comprehensive "IT" Solution

Project Overview:
Automate the process of downloading files from an email inbox, extracting text using OCR, and passing the extracted content to a web application for approvals.

Project Scope
o   Email Monitoring and File Downloading
o   OCR Processing and Data Storage
o   Approval Workflow
o   Reporting Capability

Key Benefits:
o   Efficiency: Automates repetitive tasks, significantly reducing manual effort and processing time.
o   Accuracy: Improves data extraction precision using OCR technology, minimizing human errors.
o   Scalability: Can handle a growing volume of emails and documents without additional manual intervention.
o   Enhanced Collaboration: Provides a structured approval workflow, enabling seamless communication among stakeholders.
o   Real-time Tracking: Offers visibility into document processing and approval statuses through dashboards and notifications.

OPTION 1

PROJECT METHODOLOGY - OPTION 1

WE FOLLOW A ROBUST FRAMEWORK THAT PROVIDES A STRUCTURE AND GUIDES THE STEPS TO BE TAKEN.

1. SOLUTION DESIGN

This phase will focus on the existing process – gathering all requirements, defining the automation solution, and making sure that the selected technology stack can answer the desired needs.

3. USER ACCEPTANCE TESTING

Stakeholders and key users will review and test the OCR output and the automation results. Feedback will be gathered to address any usability issues or functional gaps.

ONGOING SUPPORT & CONTINUOUS IMPROVEMENT

2. DEVELOPMENT AND IMPLEMENTATION

This stage focuses on building and integrating the core components: the email handling module, OCR processing module, and data extraction and delivery process. Unit and integration testing will be conducted to validate functionality before moving to user acceptance testing.

4. CHANGE MANAGEMENT

Comprehensive documentation, including user manuals and technical guides, will be developed. Training sessions will be conducted for end-users and AP team to ensure smooth adoption. A support framework will be established to handle queries and future system updates.

PROJECT PLAN - OPTION 1

DESIGN

REQUIREMENTS AND DESIGN

Identify stakeholders and key users. Define technical requirements.

Define automation and workflow diagram.

DIGITAZE

OCR PROCESSING MODULE

Select an OCR tool, configure it for extracting key invoice data, and optimize text recognition accuracy with preprocessing techniques such as noise reduction and text alignment.

TEST

USER ACCEPTANCE TESTING

Validate data accuracy and processing speed. Gather feedback from AP staff and key stakeholders. Address any identified issues or improvements.

ONGOING MONITORING AND MAINTENANCE

MONITOR

EMAIL HANDLING MODULE

Set up the centralized inbox, create sorting and filtering rules, and establish email forwarding or API integration to capture invoice attachments.

SEND DATA

AUTOMATE DATA FLOW (e.g., Alteryx/KNIME workflows)

Design and implement data transformation workflows, including validation rules, error handling mechanisms, and send data for further processing.

CURRENT STATE

Receiving Invoices – Invoices were received in physical form via mail or email attachments.
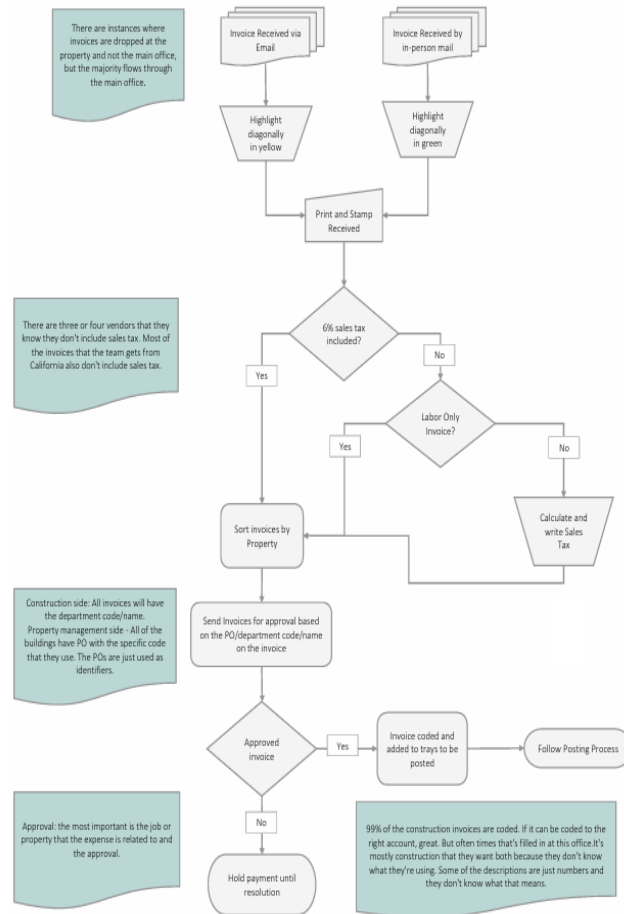
Printing Invoices – If received digitally, invoices were printed for processing.

Manual Approval Process – Approvers physically reviewed invoices, wrote initials and site IDs on them, and provided approval.

Mailing Invoices for Processing – Approved invoices were sent via postal mail to the finance department.

Manual Data Entry – The finance team manually entered invoice details into the system, increasing the risk of errors and delays.

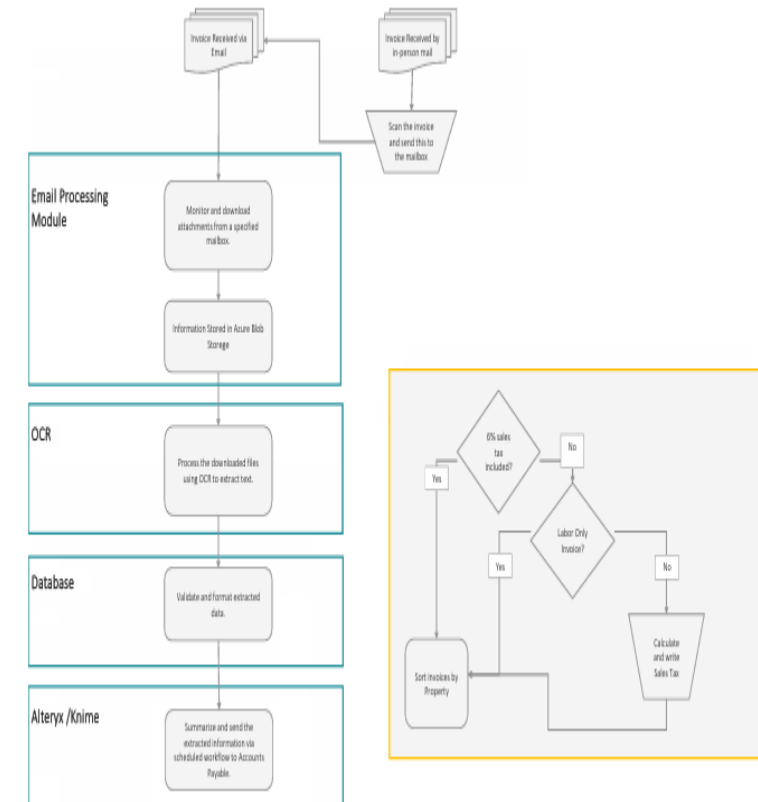**Document Storage** – Paper invoices were stored in physical archives for record-keeping and compliance.

FUTURE STATE

Centralized AP email inbox – All invoices are routed to a single, dedicated inbox for processing.

Basic OCR for key invoice data – Optical Character Recognition (OCR) technology extracts essential invoice details such as invoice number, date, amount, and vendor.

Automated data flow – Data is processed through Alteryx workflows or similar automation tools to enable further processing.

Minimal IT involvement – The solution is designed for rapid deployment with minimal reliance on IT resources, allowing for a faster implementation timeline.

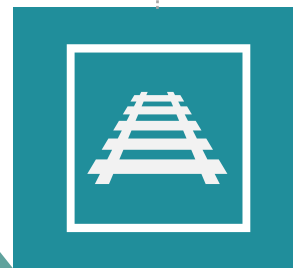# OPTION 2

PROJECT METHODOLOGY - OPTION 2

1. SOLUTION DESIGN

This phase will focus on the existing process – gathering all requirements, defining the system architecture, and making sure that the selected technology stack can answer the desired needs.

3. USER ACCEPTANCE TESTING

Stakeholders and key users will review and test the system against real-world scenarios. Feedback will be gathered to address any usability issues or functional gaps.

ONGOING SUPPORT & CONTINUOUS IMPROVEMENT

2. DEVELOPMENT AND IMPLEMENTATION

This stage focuses on building and integrating the core components: the email handling module, OCR processing module, and web app integration. It includes implementing authentication, logging, and error handling to ensure seamless data flow. Unit and integration testing will be conducted to validate functionality before moving to user acceptance testing.

4. CHANGE MANAGEMENT

Comprehensive documentation, including user manuals and technical guides, will be developed. Training sessions will be conducted for end-users and administrators to ensure smooth adoption. A support framework will be established to handle queries and future system updates.

PROJECT PLAN - OPTION 2

DESIGN

REQUIREMENTS AND SYSTEM DESIGN

Identify stakeholders and key users. Define technical requirements.

Define architecture and workflow diagram. Design database schema for storing logs and metadata.

STORE

DATABASE SET UP

The database will serve as the central repository for storing and managing extracted OCR data.

LOG ERRORS

LOGGING AND ERROR HANDLING

Implement logging for tracking downloads, processing, and approvals.

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DEPLOY

DEPLOYMENT

Deploy automation scripts on a production environnent.

Provide training and documentation

ONGOING MONITORING AND MAINTENANCE

DIGITTAZE

EMAIL HANDLING MODULE

Connect to the shared mailbox and store invoice for processing

OCR PROCESSING MODULE

Extracts text from documents using optical character recognition.

APPROVE

WEB APPLICATION

This phase focuses on the development and deployment.

The goal is to deploy the solution in phases, starting with a pilot and followed by full deployment.

TEST

USER ACCEPTANCE TESTING

Offer hyper care user acceptance testing (UAT) with stakeholders as well as end-to-end integration testing.

10

CURRENT STATE

Receiving Invoices – Invoices were received in physical form via mail or email attachments.
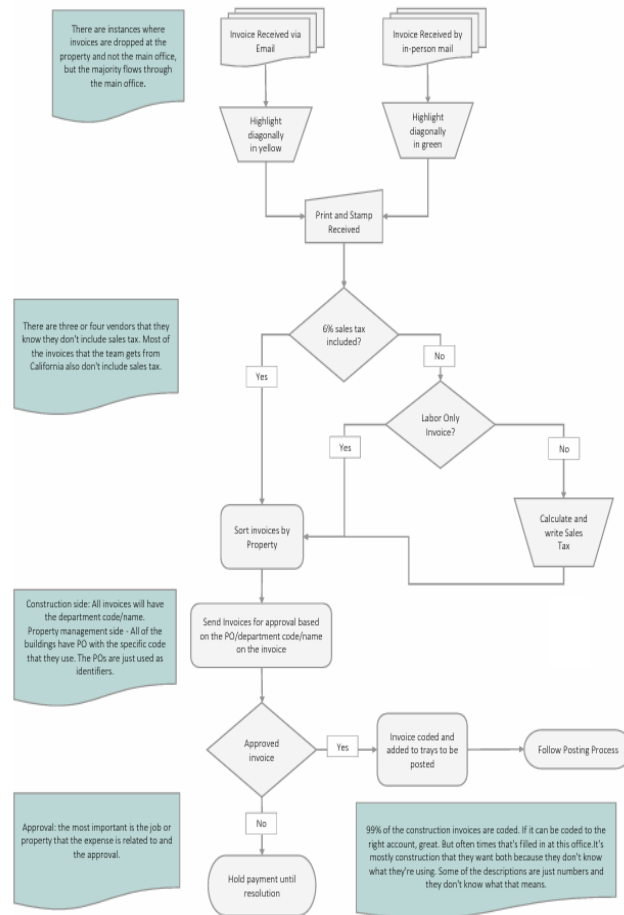
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Manual Data Entry – The finance team manually entered invoice details into the system, increasing the risk of errors and delays.

Document Storage – Paper invoices were stored in physical archives for record-keeping and compliance.

FUTURE STATE

Email Monitoring – The system automatically checks the designated mailbox for incoming invoices

File Downloading – Attachments are downloaded and stored securely for processing.

OCR Processing – Optical Character Recognition extracts relevant invoice data.

Data Storage – Extracted data is saved in a structured database for tracking and retrieval.

Approval Workflow – The extracted data is sent to the web application, where approvers review and approve digitally.

Reporting Capability – Real time list of approved invoices will be available in the web app, for download and invoice processing.
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WEB APP

The web application design*, including its user interface, workflow, and features such as invoice approval, coding, and data extraction, will be finalized during the design phase.

Draft steps that the business user (invoice approver) needs to complete in the web app to approve an invoice:

1. **Login** – Access the web application using secure credentials.
2. **Dashboard View** – See a list of pending invoices awaiting approval.
3. **Select Invoice** – Click on an invoice to open the detailed view.
4. **Review Invoice Details** – Verify extracted data (vendor, amount, date, etc.) against the attached document.
5. **Enter Site ID, Account, etc.** – Manually input or select the correct Site ID for the invoice. Assign the appropriate account code(s) for financial tracking.
6. **Provide Comments (if needed)** – Optionally add a comment for additional context, especially if rejecting.
7. **Approve or Reject** – Choose to approve or reject the invoice using designated buttons.
8. **Submit Decision** – Confirm the action, which updates the system and triggers the next workflow step.

Further capabilities:
- **Search & Filter –** Locate specific invoices using search, filters, or sorting options.
- **Extract Data (if needed) –** Export invoice data to a CSV file for reporting or reconciliation.

2. Dashboard View

Invoice Number	Vendor Name	Invoice Value	Status	Receipt Date
123	Vendor Name	$ 50.00	Pending Approval	18-Feb-25
234	Another Vendor	$ 200.00	Pending Approval	5-Feb-25

4. Review Invoice Details

Fixed Fields

Vendor Name	Value
Invoice Number	Approver Name
Invoice Date	Receipt Date
Due Date	Payment Terms

Approve/Reject	Urgent Payment
Account	Site ID
Comment	TEXT FIELD
TEXT FIELD	TEXT FIELD

Editable Fields

Invoice - Image View Only

VENDOR COMMUNICATION

Notify all vendors that invoice submission will transition to an automated process and should be sent to a designated email inbox instead of being posted.

Subject: Important Update: New Invoice Submission Process

Dear [Vendor's Name],

We are transitioning to an automated invoice processing system to improve efficiency and ensure timely payments. As part of this change, we kindly ask you to follow the updated invoice submission process outlined below:

New Submission Process:
- **Effective Date:** [Insert Date]
- **Invoices Must Be Sent to:** [New Designated Email Address]
- **No Physical Invoices:** Please do not mail paper invoices, as they will no longer be processed.
- **Required Invoice Information:**
    - **Point of Contact:** Include the name of the person or Site ID associated with the invoice.
    - **Invoice Format:** PDF format is preferred to ensure smooth processing.

By implementing this new process, we aim to enhance accuracy, reduce processing time, and streamline approvals. Please share this update with your relevant teams to ensure a smooth transition.

If you have any questions, feel free to reach out.

Thank you for your cooperation!

PRICING AND NEXT STEPS

PRICING

OPTION 1- QUICK, COST-EFFECTIVE AP AUTOMATION

Timeline: ~ 6-8 weeks from Project kick off

The goal of this project is to enhance the efficiency and accuracy of AP processing by reducing manual effort, minimizing processing time, and improving data consistency through automation. This will result in faster invoice processing and lower operational costs.

PRICING (~6-8 WEEKS)

Role	Hours	Rate	Total
Project Manager	45	$200/hr	$9,000
Solution Architect	40	$210/hr	$8,400
Developer	105	$200/hr	$21,000
QA and Testing	20	$200/hr	$4,000
Training	10	$200/hr	$2,000
Total	220		$44,400

Additional Fees:
Licensing: $3,000 monthly
Infrastructure cost will be confirmed during the design phase.

OPTION 2- COMPREHENSIVE "IT" SOLUTION

Timeline: ~ 10-12 weeks from Project kick off

The goal of this project is to streamline invoice processing by reducing manual effort, improving processing speed, and enhancing data accuracy. Additionally, the web application will serve as a centralized approval hub, enabling faster decision-making, real-time tracking, and seamless integration with financial systems.

PRICING (~10-12 WEEKS)

Role	Hours	Rate	Total
Project Manager	80	$200/hr	$16,000
Solution Architect	80	$210/hr	$16,800
Developer	160	$200/hr	$32,000
Developer	80	$200/hr	$16,000
QA and Testing	40	$200/hr	$8,000
Training	10	$200/hr	$2,000
Total	450		$90,800

Additional Fees:
Licensing: $3,000 monthly
Infrastructure cost will be confirmed during the design phase.

NEXT STEPS

Establish a clear timeline for the assessment phase, ensuring alignment between both teams.

Create a detailed project schedule, including milestones, key decision points, and expected delivery dates.

Nominate a dedicated Point of Contact (POC) from both the client and the project team.

Ensure the POC has a comprehensive understanding of both the project scope and internal business needs.

AND MORE

PROPOSAL REVIEW

AGREE ON PROJECT TIMELINES

DEFINE KEY REQUIREMENTS & SCOPE

NOMINATE POC

COMMUNICATIONS PLAN

Review Proposal and Statement of Work and agree on next steps.

Schedule initial meetings to gather preliminary information on reporting needs, pain points, and expectations.

Confirm expectations around deliverables for the assessment phase, including formats and specific areas of focus.

Define a communications strategy to keep all stakeholders informed throughout the assessment phase.

Agree on reporting formats, frequency of updates, and points of contact to ensure streamlined communication.