



# PaperSave System Design Document

## Explorer Pipeline

Control Version: 02



3150 Miami Green Way, 11th Floor, Miami, Florida – 33146. USA  
☎ 877 727 3799 📠 305 373 0056 [www.papersave.com](http://www.papersave.com)

PaperSave is a product of WhiteOwl - [www.whiteowlsolutions.com](http://www.whiteowlsolutions.com)

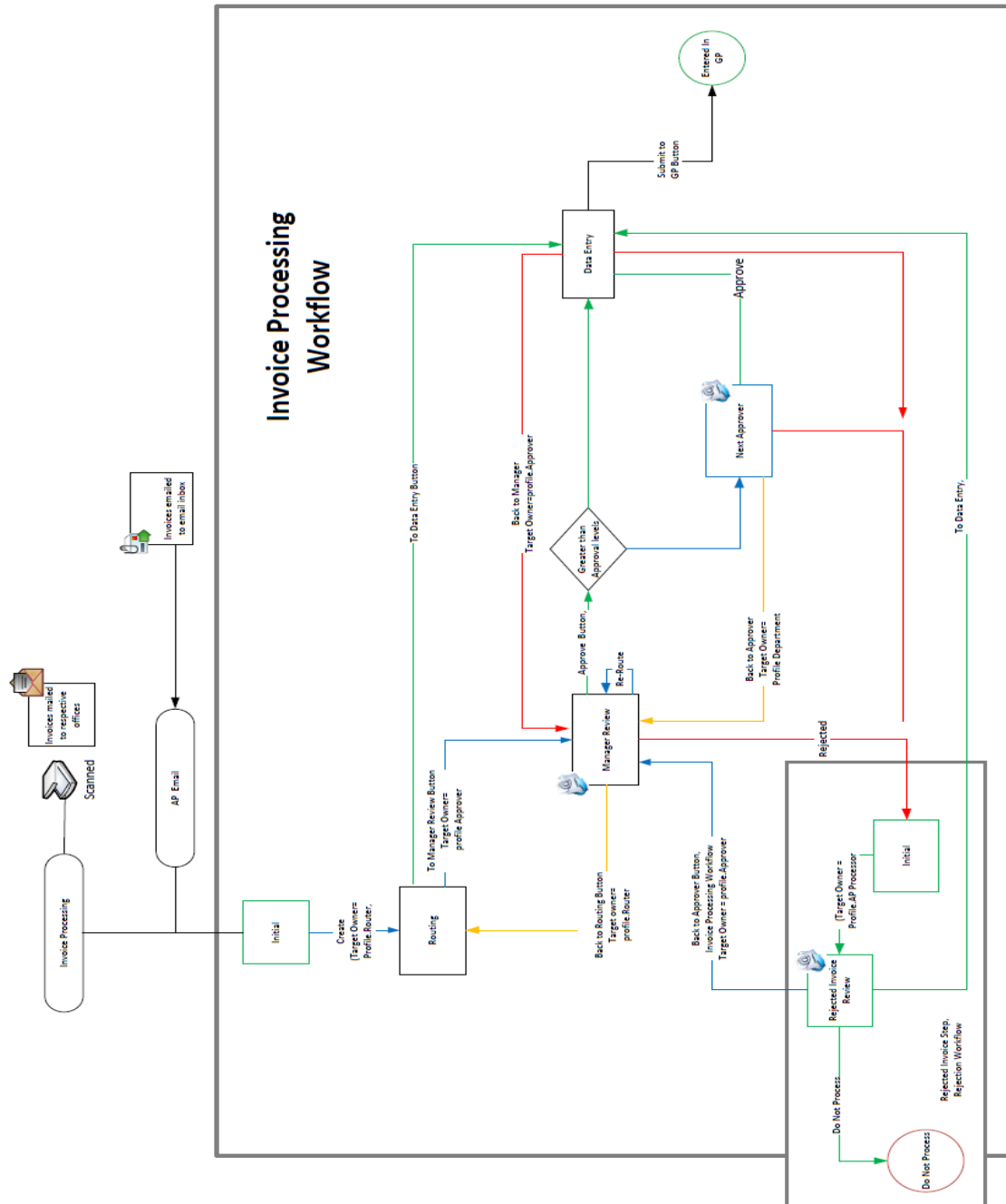
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# Table of Contents

<i>INVOICE PROCESSING OVERVIEW</i> .....	1
INVOICE SCANNING DIAGRAM.....	2
INVOICE SCANNING OUTLINE .....	3
ROUTING DIAGRAM .....	4
ROUTING OUTLINE.....	5
MANAGER REVIEW STEP.....	6
MANAGER REVIEW OUTLINE .....	7
NEXT APPROVER REVIEW.....	8
NEXT APPROVER REVIEW OUTLINE.....	9
DATA ENTRY STEP .....	10
DATA ENTRY OUTLINE .....	11
REJECTION WORKFLOW .....	12
REJECTION REVIEW OUTLINE.....	13
<i>DESIGN ACCEPTANCE AND SIGNOFF</i> .....	14

# INVOICE PROCESSING OVERVIEW

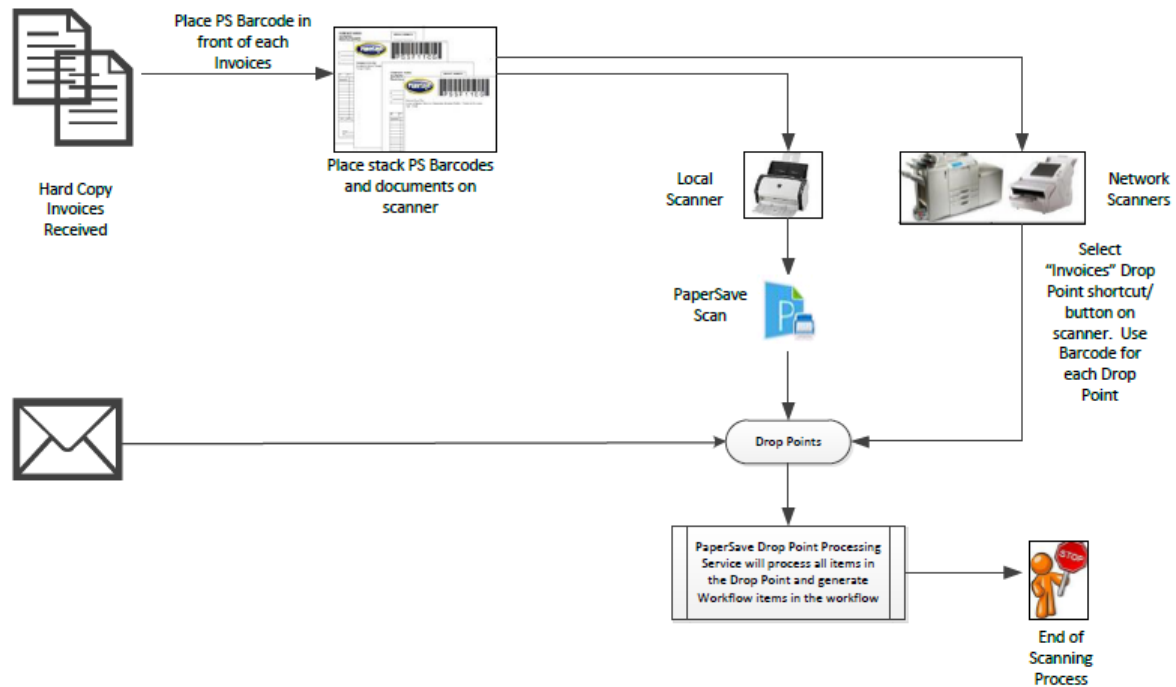
Control Version 02



## INVOICE SCANNING DIAGRAM

### INVOICE PROCESSING WORKFLOW FOR EXLPORER PIPELINE

#### ADDING TO DROP POINTS



## INVOICE SCANNING OUTLINE

- Invoices are received
- Invoice and backup documents are scanned into the PaperSave Location Drop Points, i.e. Park City, New York, or Los Angeles

### Local Desktop Scanner – Use PaperSave Scan

Are able to use pre-printed barcode separators or add electronically

1. Use the generic barcode separator linked to the Location Drop Point
2. Note: PaperSave Scan will add an electronic barcode automatically if not detected.
3. Place stack of barcode and invoices onto the feeder of the scanner
4. Launch PaperSave Scan (shortcut on your desktop)
5. Post to – Workflow – “Invoice Processing Workflow” - Location Drop Point
6. Click Add from Scanner
7. PaperSave Scan allows you to use pre-printed barcode separators or insert any necessary electronic barcode separators in between the individual invoices using the Add separator button
8. Select the invoices using the checkboxes at the front of each row and then press POST
9. Once all documents are scanned and posted – PaperSave will automatically create the workflow items within the workflow

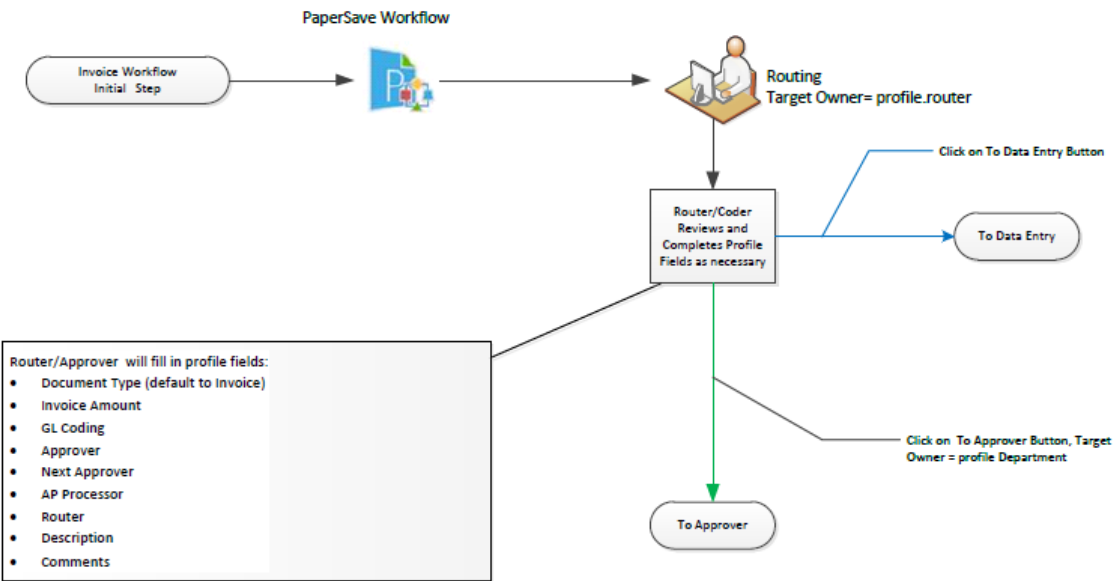
### Network Scanner

1. Place a barcode separator in front of each invoice
  - Note: Barcode separators are required for batch scanning to identify where each invoice starts and stops and to create a workflow item.
2. Use a generic barcode separator linked to the corresponding Location Drop Point
3. Place stack of invoices and barcodes onto the scanner
4. Select the corresponding Location Drop Point shortcut/button on the scanner

## ROUTING DIAGRAM

### INVOICE PROCESSING WORKFLOW FOR EXLPORER PIPELINE

#### ROUTING STEP



## ROUTING OUTLINE

- All invoices previously scanned to Location Workflow Drop Point
  - AP Processor will access the invoices within the PaperSave Workflow and review them
1. Launch PaperSave Workflow
  2. Select "Invoice Processing Workflow" and "Routing" workflow step in the filter
  3. Select an invoice from the grid (click on the line in the grid at bottom of screen)
  4. "Router" will choose the approver from the approver from the drop down list. This will pre-fill the next approver profile field as well
  5. When completed, click

**Press SEND TO MANAGER REVIEW Button**

Document will route to Approver Step, Target Owner = profile. Approver

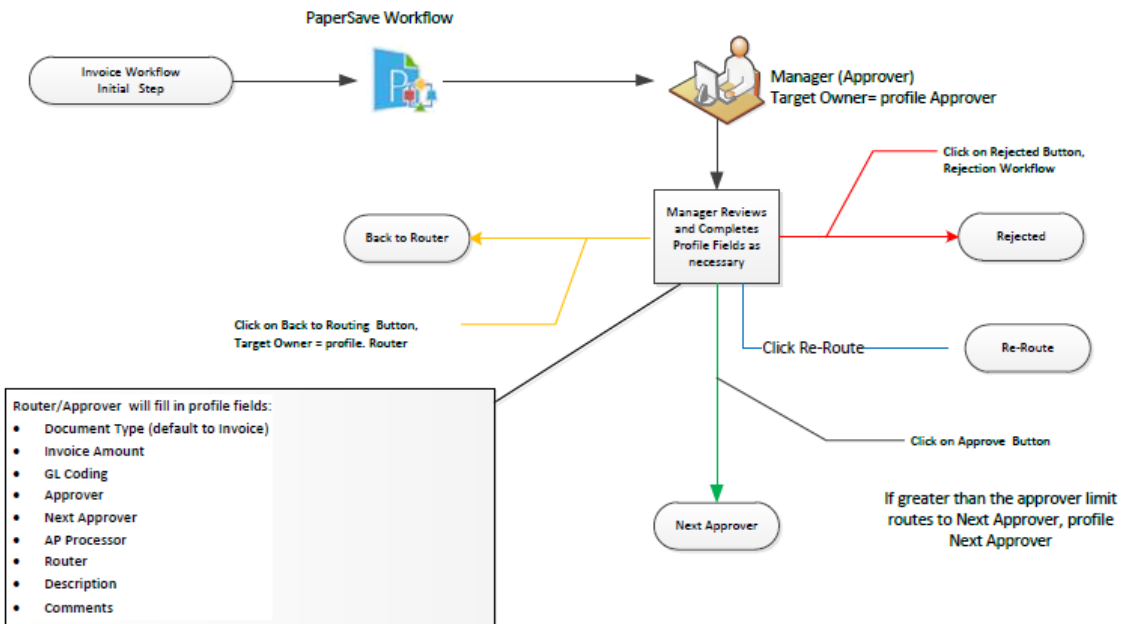
**Press SEND TO DATA ENTRY Button**

Document will route to Data Entry Step, Target Owner = profile.AP Processor

## MANAGER REVIEW STEP

### INVOICE PROCESSING WORKFLOW FOR EXLPORER PIPELINE

#### MANAGER REVIEW STEP





## MANAGER REVIEW OUTLINE

- All invoices previously reviewed by Router are sent to Manager for review/approval
  - Approver will access the invoices within the PaperSave Workflow and review them
  - Will receive In Group eMail Notification (default 24 hours)
- 
1. Launch PaperSave Workflow
  2. Select "Invoice Processing workflow" and "Manager Review " workflow step in the filter
  3. Select an invoice from the grid (click on the line in the grid at bottom of screen)
  4. Complete the profile fields: Doc Type, Date Received, GL Table, Description
  5. When completed, Approver will either:

### **Press APPROVE BUTTON**

PaperSave moves the invoice to the Data Entry Step Target Owner = AP Processor.

NOTE: If the invoice amount is greater than their approval level the document will go to Next Approver Step based upon the profile Next Approver

### **Press BACK TO ROUTING BUTTON**

PaperSave moves the invoice back to the previous to Routing Step, Target Owner = profile. Router  
\*Comments are required

### **Press REROUTE BUTTON**

PaperSave will assign the invoice to a new Manager based upon the profile field Approver  
\*Comments are required

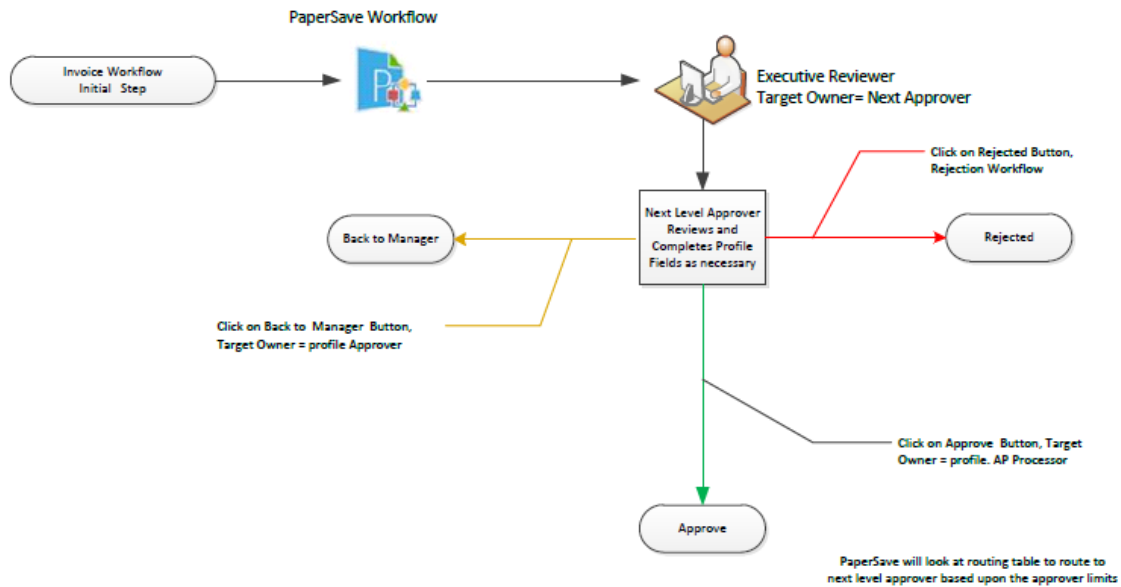
### **Press REJECTED INVOICE BUTTON**

PaperSave will move the invoice to the Rejection Workflow, Target Owner = profile. AP Processor  
\*Comments are required

## NEXT APPROVER REVIEW

### INVOICE PROCESSING WORKFLOW FOR EXLPORER PIPELINE

#### NEXT APPROVER STEP



## NEXT APPROVER REVIEW OUTLINE

- All invoices previously reviewed by Manager
  - Manager will access the invoices within the PaperSave Workflow and review them
  - Will receive email Notification (Default 24 hours)
1. Launch PaperSave Workflow
  2. Select "Invoice Processing workflow" and "Next Approver" workflow step in the filter
  3. Select an invoice from the grid (click on the line in the grid at bottom of screen)
  4. Review profile field:
  5. When completed, Approver will either:

### **Press APPROVE BUTTON**

PaperSave moves the invoice to Data Entry Step, target owner = profile. AP Processor

NOTE: If the invoice amount is greater than the approver's limit PaperSave will auto route to the next approver from a lookup table

### **Press BACK TO MANAGER BUTTON**

PaperSave will move the invoice back to Manager Review Step, target owner = profile Approver

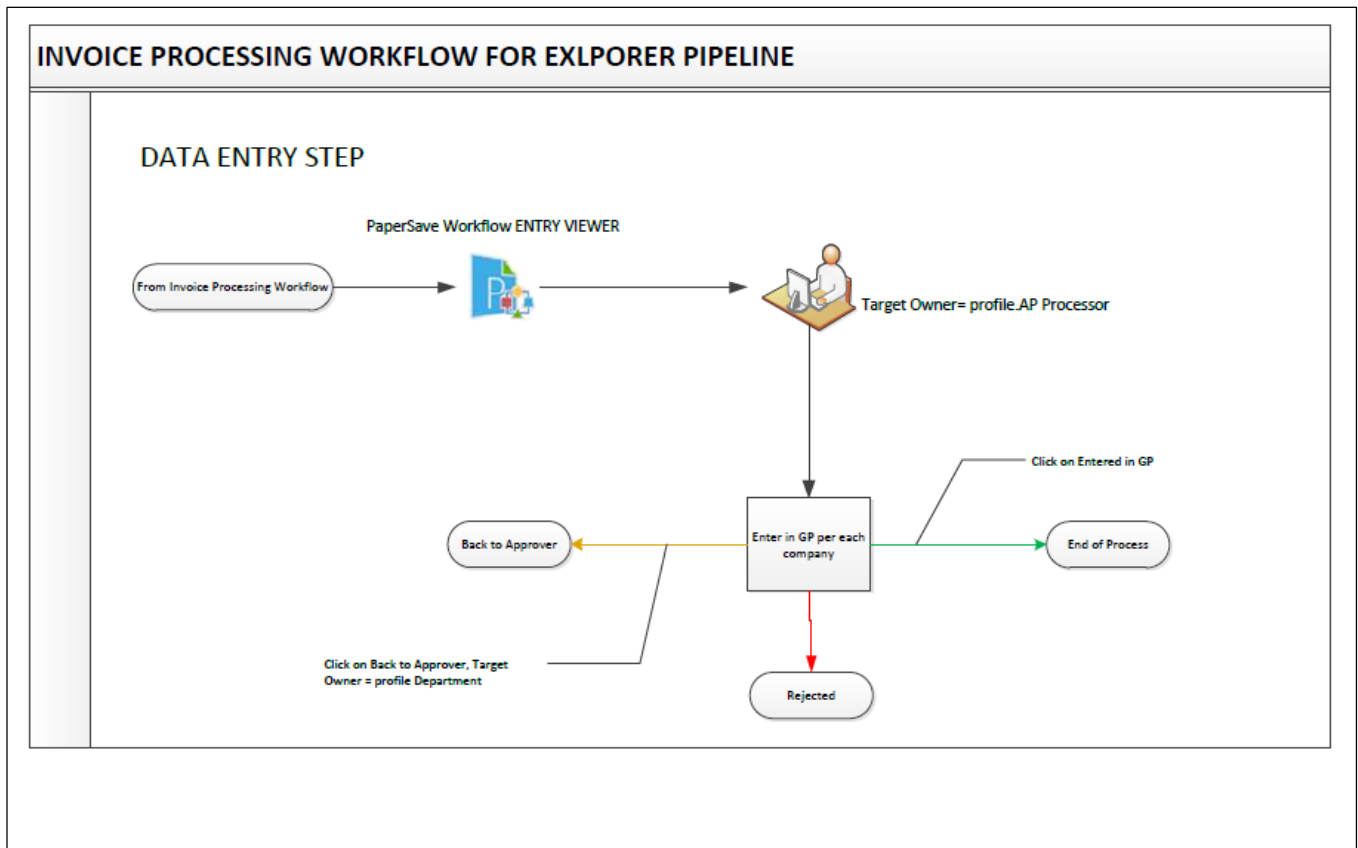
\*Comments are required

### **Press REJECTED INVOICE BUTTON**

PaperSave will move the invoice to the Rejection Workflow, Target Owner = profile. AP Processor

\*Comments are required

## DATA ENTRY STEP



## DATA ENTRY OUTLINE

- All invoices previously approved are sent to Data Entry Workflow for entry into GP
  - AP Processor will access the invoices within the PaperSave Workflow Entry Viewer
1. Launch GP
  2. Open Workflow Entry Viewer from GP System Tray
  3. Select "AP Invoice Processing Workflow" and "Data Entry" workflow step in the filter
  4. Select an invoice from the grid (click on the line in the grid at bottom of screen)
  5. Complete data entry and click Save, PaperSave will prompt 'Would you like to add a document open in the workflow entry viewer'
  6. Click Yes
  7. Then Click Entered in GP

### **Press ENTERED IN GP BUTTON**

PaperSave moves invoice to completed step –END OF PROCESS

### **Press BACK TO MANAGER BUTTON**

PaperSave moves the invoice Back to Budget Manager Step, target owner = profile. Approver

\*Comments are required

### **Press REJECTED INVOICE BUTTON**

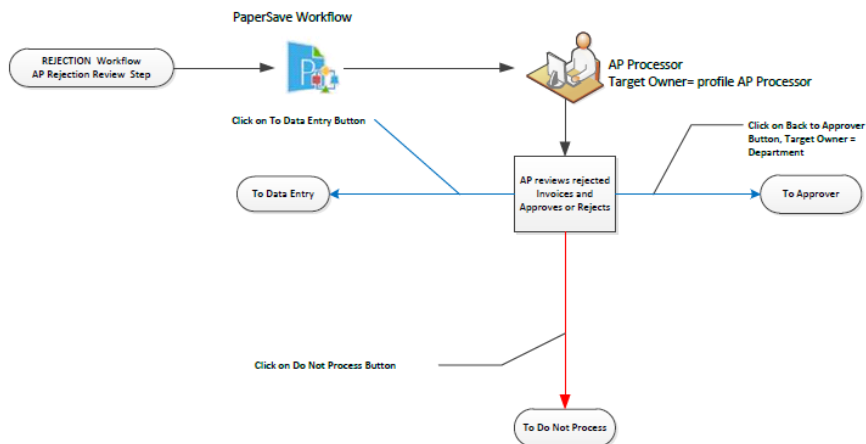
PaperSave will move the invoice to the Rejection Workflow, Target Owner = profile. AP Processor

\*Comments are required

## REJECTION WORKFLOW

### INVOICE PROCESSING WORKFLOW FOR EXLPORER PIPELINE

#### AP REJECTION REVIEW WORKFLOW



## REJECTION REVIEW OUTLINE

- All invoices previously reviewed and rejected
  - AP will access the invoices within the PaperSave Workflow and review them
  - Will receive email Notification (Default 24 hours)
1. Launch PaperSave Workflow
  2. Select "Rejection Workflow" and "Rejection Review" workflow step in the filter
  3. Select an invoice from the grid (click on the line in the grid at bottom of screen)
  4. Review profile field:
  5. When completed, Reviewer will either:

### **Press TO DATA ENTRY BUTTON**

PaperSave moves the invoice to Data Entry Step, target owner = profile. AP Processor

### **Press BACK TO APPROVER BUTTON**

PaperSave will move the invoice back to Manager Review Step, target owner = profile Approver

\*Comments are required

### **Press DO NOT PROCESS BUTTON**

PaperSave will move the invoice to the DO NOT PROCESS—END OF WORKFLOW

\*Comments are required

## DESIGN ACCEPTANCE AND SIGNOFF

*I agree that this design (control version 2) meets the expectation for the initial PaperSave for Dynamics GP implementation at Explorer Pipeline as it pertains to the process/processes described within.*

Printed Name:

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Title:

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Signature:

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Date:

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