



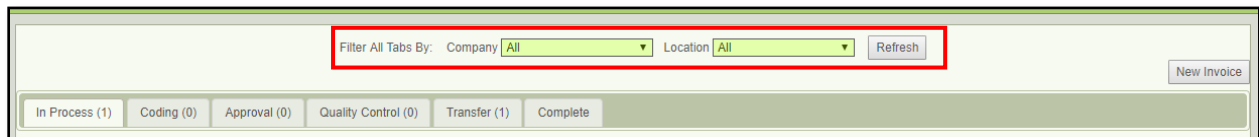
AP Processing General

The AP processing solution in efish allows you to search for manage and create invoices as well as transfer them to your accounting software in just a few clicks. Once you upload or receive an invoice via EDI/Email it is automatically sent to the AP Processing Coding Stage, once coded it will automatically move on to the next stage until it has been completed and transferred into the accounting software. Our intelligent AP Processing solution helps to achieve what may normally take hours in just a few minutes.

Navigate to **[Accounting > AP Processing]**

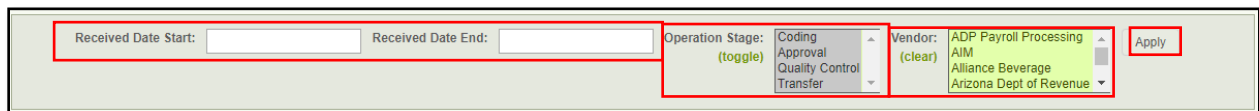
Filters: at the top of the page select all companies or a specific company from the **[Company Drop-down]** and select all locations or a specific location from the **[Location Drop-down]** (based on permissions)

- Click **[Refresh]** when done to make sure that it is only showing you the Filters you most recently set.



Tabs: The Default tab is the In Process Tab (shows all active invoices) each user will have this tab but access to the individual invoices and each additional tab (Coding, Approval, QC, Transfer, Complete) is determined by the user’s role. (i.e. A GM may only see In Process and Coding. A Supervisor may see everything except Transfer and Complete. An Owner may see all tabs.)

In Process Tab: The **[In Process Tab]** is the landing page in AP Processing and will show any active invoice based on user permissions and the filters you set. This is also the only tab in AP processing where you can move an invoice back to a previous stage. After selecting your company/location options at the top of the page, set your In Process Filters at the top of the **[In Process Tab]**, these are additional filters you may use to search for specific invoices if you wish.



- **Date Range:** Set the Date Range by entering the Received Start Date and the Received End Date in the **[Respective Fields]**



- **Operation Stage:** you may search for all invoices in a specific stage (other than complete) in the **[In Process Tab]** by clicking your desired Stage(s) from the **[Operation Stage Menu]**
 - Clicking the **green [Toggle Option]** will select all stages. Use **{Ctrl key}** on your keyboard while making your selections to choose more than one stage but less than all stages.
- **Vendor:** select your vendor(s) from the **[Vendor Menu]**
 - Use **{Ctrl key}** on your keyboard while making your selections to choose more than one.
 - Clicking the **green [Clear Option]** will clear any selected vendors and search across all vendors.
- Click **[Apply]** to apply your changes.

Results Per Page: you may choose to view anywhere between 5-100 results on one page by making your selection from the **[Per Page Drop-down]** directly above the **[Note Column]**

- **Note:** The loading time for 100 results may take a few seconds whereas only 5 results may be immediate due to efish loading 20x more data.



Columns/Sorting: sort results by clicking on the **green [Column Title]** which you wish to sort your results by.

- **Note:** To reverse the order in which your desired column is sorted (i.e. Chronological order vs revers chronological order) click the **green [Column Title]** once more.

ID Column: this shows you the ID# for the invoice (number generated by efish specifically assigned to that individual invoice.) If you click on the **green [ID #]** you can see a detailed log of every interaction or change that has occurred since that invoice came into the system as shown in the screen shot below.

Invoice Audit Log			
Date	User	Action	Details
06/05/2019 11:24:58 AM	aim	Processed to Complete	Show Details
06/05/2019 11:24:56 AM	aim	Queued For Transfer to Accounting SW	Show Details
06/05/2019 11:24:56 AM	aim	Processed to Auto Transfer	Show Details
06/05/2019 11:24:56 AM	aim	Updated	Show Details



- **Note:** Clicking **Show Details** in the left column of this pop-up will provide you with even more drill down detail regarding the invoice.

Invoice Received Column: This will be the date/time the invoice was received via email/EDI or it will be the date/time the invoice was uploaded into the system or added manually. This date may be changed and will also be the date in your accounting software, this may be edited in the coding or QC section to reflect the date you wish to assign as the received date for the invoice. (This is also the date the invoice will be assigned to in the P&L)

Location Column: Shows which location the invoice is for.

Vendor Column: Shows which vendor the invoice is for. (May be blank if the this has not yet been entered in coding.)

Date Column: Shows the date the invoice is due. (by default, this will match the date it was uploaded unless changed in coding.)

Note: Due dates are not necessary unless there are vendor terms associated. Invoices may be processed without a due date as long as the received date is present.

Ref # Column: Shows the invoice number as coded in the coding section (May be blank if the this has not yet been entered in coding.)

Total Column: Shows the total amount of the invoice.

Memo Column: shows any notes that were added to that invoice. To the right of the memo tab you may view the PDF or Image of the invoice if one is available. By clicking on the **PDF Icon** or by hovering over the **Image Icon** To view the full image in its own window click on the **Image Icon**

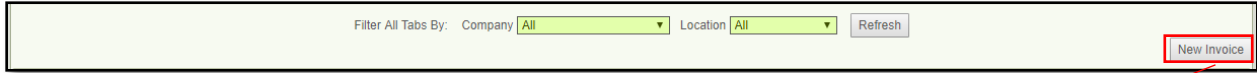
ID	Invoice Received	Location	Vendor	Date	Ref #	Total	Memo	Stage	Note
5766	06/05/2019 10:35 AM	Wired Wine Bar North	Sysco	06/05/2019	246	\$1,226.89		  Complete	

Stage Column: allows you to see the stage it is currently in. This is also where you can change the stage (based on permission) and send it to a previous stage if needed by clicking in the **Stage Drop-down** and selecting the desired stage.

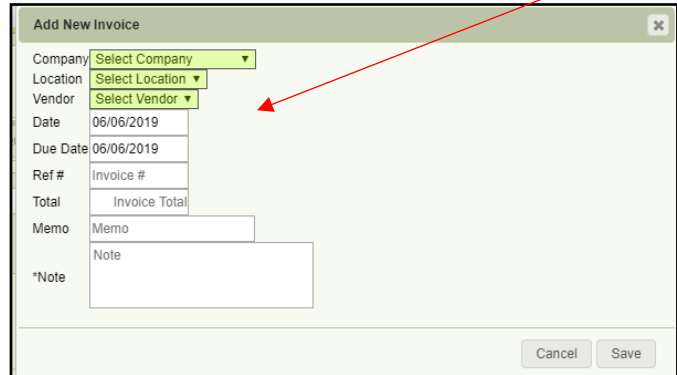
Note Column: space for you to add a note to your invoice no matter what stage it is currently in. This will update the log for that invoice.



Creating a new Invoice from the AP Processing Section: you may create an invoice directly from this section by clicking the **[New Invoice Button]** at the top right of the screen.



This will open a Pop-up where you can select your Company, Location, Vendor, Date, Due Date, Ref #, Total, Memo (optional) and a Note (required.)

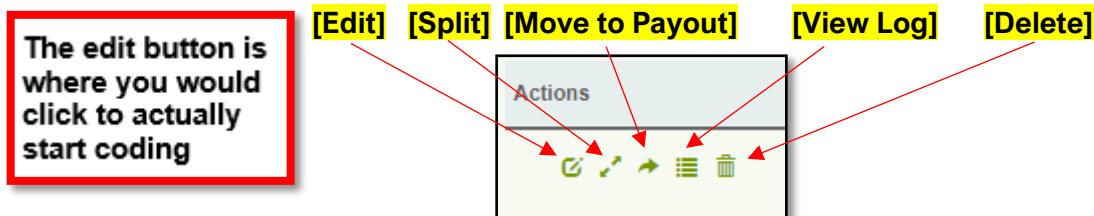


- efish requires a user add a note whenever they add an invoice this way to explain why it was not uploaded.
- You can always go back and add an image to the invoice no matter what stage it is in.
- Be sure to click **[Save]** when done.

Coding Tab: The coding tab is where the invoice will be sent automatically after it has been successfully uploaded or received electronically. This is where a user can code an invoice. This is also where a user with access to multiple locations can organize all your coding work to be done by location, date or vendor. This is a key area for organizing your workflow.

Note: The **[Coding Tab]** will not appear unless there is currently an Invoice in that stage.

- **Actions Column:** the **[Actions Column]** in the coding section allows you to Edit, Split, Move to Payout, View Log, or delete an invoice. By clicking on the respective **green [Icons]**.
 - **Note:** see the [\(Split an Invoice\)](#) how to guide for help on splitting an invoice.



- **Merge Column:** allows you to merge 2+ separate invoices to be combined and coded as one.
- **Company/Location Column:** shows you the location the invoice is for.
- **Type Column:** what type of invoice it is.



- **Received Date:** This will be the date/time the invoice was received via email/EDI or it will be the date/time the invoice was uploaded into the system or added manually.
- **PDF/Image Columns:** click the **[PDF icon]** to view the PDF version of the invoice if available. Click the **[Image Icon]** to view the Image of the invoice if available (hovering over the **[image icon]** will show you the first page of the image.) if no images/PDF's are available for the image click the **[upload icon]** to upload the image.
- **Page Count Column:** Shows you how many pages total were uploaded for that invoice.
- **Vendor Column:** Shows which vendor the invoice is for. (May be blank if the this has not yet been entered.)
- **Total Column:** Shows the total amount of the invoice.
- **Memo Column:** shows any notes that were added to that invoice.

Approval Tab: This tab is only in effect if an approval rule has been set up in company settings. See *"Company Settings"* how to for more information on setting approval rules. Once an invoice is coded it will be automatically sent to the **[Approval Tab]** if it meets the criteria requiring approval. The approval tab will only show up if the user has the right permissions AND there is currently an invoice in that stage that meets the criteria set in AP Approval rules under **[Administration > Company Settings]**. Once an invoice has been coded an approving user can approve or reject an invoice by clicking the respective **[Check box]** in the **[Approval Column]** or **[Reject Column]** and then clicking the **[Approve/Reject]** button.

Note: The approver will also receive an email and will be able to approve/reject directly from the email if they wish.

- Clicking on the **green [Number]** to the right of the **[Reject Column]** will open the log details for that invoice. Drill down further by clicking on **[View Details]**

Approve	Reject	Received	Type	Account	Location	Vendor	Date	Due Date	Ref #	Memo		
<input type="checkbox"/>	<input type="checkbox"/>	3662	10/06/15	Bill	2000 - Accounts Payable	Wired Wine Bar Central	Derek's Store	10/06/2015	06/08/2019	500	1010 - WNB	\$500.00
											\$500.00	
Approve/Reject												

Quality Control Tab: Once an invoice has been coded and approved (if applicable) it will automatically move on to the **[Quality Control Tab]** this tab is designed to ensure the user reviews each invoice individually for quality assurance as they will need to actually make a change or click the **[Check Box]** in the far left column (see screenshot below) to be able to click **[process]** and send that invoice to the transfer stage. This ensures each invoice has been interacted with and corrected if needed.

Note: The **[Quality Control Tab]** will not appear unless there is currently an Invoice in that stage.



Account	Dept/Class	Amount	Note
Select Account	Select Dept/Class	\$ 3000.00	
Apply Sales Tax		Total	\$3,000.00
		Invoice Total	\$3,000.00
		Needs Allocation	\$0.00

- Left Column:** The far left column has a single **[Check Box]** directly to the left of the **[Merge Check Box]** this is the **[Check Box]** that you will click once you have reviewed the invoice for quality assurance and wish to process it through to the transfer stage.
 - Note:** if a change was made to the invoice in the QC stage they check box will automatically become checked off as efish's intelligence will pick up the change that was made.
- Merge Column:** The **[Merge Check Box]** allows you to merge 2+ separate invoices to be combined and as one by checking them off and then clicking the orange **[Merge Button]** in the lower left.
- Company/Location Columns:** shows you the Company/Location the invoice is for.
- Vendor Column:** Shows which vendor the invoice is for as well as the address of the vendor directly below the **[Vendor Drop-down]**. Add a vendor by clicking on the green **[+ icon]**. Edit a vendor by clicking on the green **[Edit Icon]**.

Vendor

Derek's Store

1234 Main St, Mesa, AZ 85209
- Date Column:** This will be the date/time the invoice was received via email/EDI or it will be the date/time the invoice was uploaded into the system or added manually.
- Invoice Details Column:** allows you to select the type of invoice (i.e. Bill, Check, CC) as well as the Account Payable from the **[Account Payable Drop-down]**
- Additional Details:** The Due Date, Ref #, Total, and any memos will be displayed directly below Invoice Details column which you can adjust as needed. Also displayed here is the breakdown of how the invoice was coded including Account(s), Dept./Class(s), Amount(s), and the Total (it will also show you what still needs allocation) efish allows you to a note as well.
 - Coding one invoice to separate accounts:** If you need to code the invoice to separate accounts you can do so by clicking the green **[+ icon]** to the right of the



Note Column, this will add an additional line for you to enter an additional Account, Dept./Class, Amount, and Note.

- **Delete an account line:** to delete an account line click the **green [X Icon]** to the right of the line you wish to delete.

Due Date:	Ref #:	Total Amount:	Memo:
11/12/2015	9849+84	\$ 3000.00	Originated from Invoice #: 3722
Account	Dept/Class	Amount	Note
Select Account ▼	Select Dept/Class ▼	\$ 3000.00	
Apply Sales Tax	Total	\$3,000.00	
	Invoice Total	\$3,000.00	
	Needs Allocation	\$0.00	

- **View the invoice image/PDF:** you can view the image of the invoice by clicking on the **[Image Icon]** or the PDF file by clicking on the **[PDF Icon]**

Log ID #3752 Received: 10/28/2015 12:00 AM Invoice Updated

[Move Back To](#)

- **Actions:** The **[Actions Icons]** displayed in **green** directly under the log ID allow you to delete, Move to Payout, Split, view log, or edit an invoice.
- **Move Back to:** the **green [Move Back To]** link allows you to move the invoice back to a previous stage.

Transfer Tab: Once an invoice has been processed out of the Quality Control Stage it will be automatically sent to the Transfer Stage which is the last stage to review the invoice before processing it to the accounting software.

Note: The Transfer stage can be automated by request which would mean that as soon as a user clicks **[Process]** in the **[Quality Control Tab]** that the invoice(s) would be sent directly to the accounting software, skipping the transfer stage itself. This can only be set up by Point Blank Software by request.

Select	Invoice Received	Type	Account	Company	Location	Vendor	Inv Date	Due Date	Reference/Check #	Total	Memo
<input type="checkbox"/> 5641 Note 	11/30/2018	Check	1010 Checking	Wired Wine Bar North	Wired Wine Bar North	Shamrock	11/15/2018		6989	\$15000.00	98794
					Transfer						



- **Select Column:** The far left column is the **[Check Box]** you will click for any invoices you are ready to transfer to the accounting software. (select them all at once by clicking the **green [Select Column Title]**) you may view an image by clicking the **[Camera Icon]**
 - Directly to the right of the **[Check Box]** is the **[Invoice Number]** (clicking the **green [Invoice Number]** will open the log for that invoice showing you everything that has occurred from when it was first entered in the system)
 - Directly under the **green [Invoice Number]** is a **green [Note Option]** which you may click to enter a note to that invoice if you wish.
 - Directly under the **green [Note Option]** is a **green [Expand Icon.]** Clicking the **[Expand Icon]** will drop down the details of that invoice. (see screenshot below)

Account	Class	Amount	Note
5100 - Food COGS		\$5,000.00	
7310 - Chemicals		\$5,000.00	
7370 - Smallwares		\$5,000.00	

- **Invoice Received Column:** The date the invoice was received.
- **Type Column:** The type of invoice that was entered.
- **Account Column:** The account associated with the invoice.
- **Company/Location Columns:** The Company/Location the invoice was for.
- **Vendor Column:** The vendor the invoice was for.
- **Inv Date Column:** The date the invoice was dated.
- **Due Date Column:** The date the invoice is due.
- **Reference/Check # Column:** The invoice number or Check number if the invoice was is a check type.
- **Total Column:** The total amount of the invoice.
- **Memo Column:** displays the check number if check was written or any memo that was added.
- **Transfer Button:** The **[Transfer Button]** is the button at the bottom of the list that you would click after making your selections to send those invoices to the accounting software. The invoice(s) will be entered into the queue so that the next time efish connects to the accounting software they will all be pushed.



Complete Tab: Once an invoice has been transferred from the Transfer Stage it will automatically be sent to the **[Complete Tab]** This is where you can see all invoices that have been sent to the accounting software and all their details including ID, Inv Received Date, Type, Company/Location, Vendor, Inv Date, Due Date, Reference/Check #, Total, and any memos. Clicking the **[ID #]** in the far left column will open the Log for that invoice.

ID	Invoice Received	Type	Company	Location	Vendor	Inv Date	Due Date	Reference/Check #	Total	Memo
5766	06/05/2019	Bill	Wired Wine Bar North	Wired Wine Bar North	Sysco	06/05/2019		246	\$1226.89	
5711	04/11/2019	Check	Wired Wine Bar North	Wired Wine Bar North	AIM	04/11/2019		200	\$100.00	200
5705	04/09/2019	Check	Wired Wine Bar North	Wired Wine Bar North	Liquor Vendor	04/09/2019		227	\$58.03	227
5702	04/04/2019	Check	Wired Wine Bar North	Wired Wine Bar North	AIM	04/04/2019		pointblaqnk	\$100.00	pointblaqnk
5699	04/04/2019	Check	Wired Wine Bar North	Wired Wine Bar North	AIM	04/03/2019		efish how to	\$100.00	efish how to