Accounts Payable – Perceptive Content Workflow Processing

<u>BCO/BCO Assistant Instructions</u>

A. Login to Perceptive Content eDocs (Page 2)
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<u>BCO Approval Instructions</u>

A. Login to Perceptive Content eDocs (Page 10)
B. Add general ledger account # or PO# to invoice image if not done by BCO Assistant (Pages 5-8)
C. Approve invoice and route to Accounts Payable for processing (Page 11-12)

BCO ASSISTANT INSTRUCTIONS

Use your myGRCC login and password to login to Perceptive Content eDocs , https://edocs.grcc.edu.

Scan paper invoice into Perceptive Content

- To scan a paper invoice into Perceptive Content, go to GRCC Copy machine and scan an invoice to your email address. Open PDF invoice and click on the print icon and select ImageNow Printer, click print. (Note – You must be logged into Perceptive Content to be able to send to ImageNow)
- Select capture Profile IP_(Dept)scan/verify click ok. Invoice document will now be in your que for processing

Once you have logged in to Perceptive, click Workflow -> Invoice Processing-> Verify or Scan/Verify

Now you will see the documents that you need to process.

Double click on item to bring up invoice image.

Review the invoice and add the appropriate account # or purchase order #.

1. Click on the Pencil icnon to add a new annotation
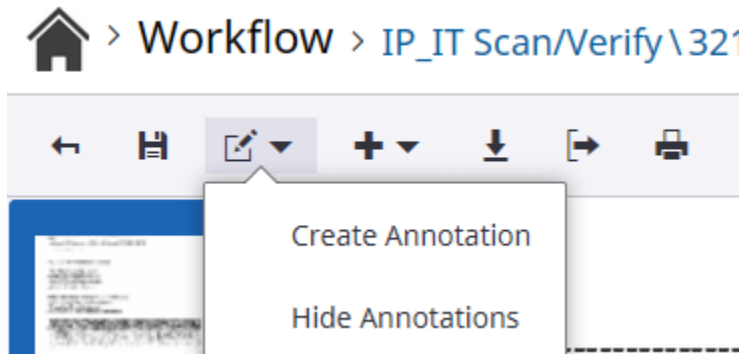
2. Click Create Annotation
    a. Note, if you have done this recently, you can click directly on the Account number annnotation on this drop down, and skip to step 6 after completing step 3.

3. Click somewhere on the document
4. Select the Annotation Type **Text**, and Annotation Template **FS Account Number**

ANNOTATION TYPE   ✕

Text ▾

ANNOTATION TEMPLATE

FS IT Account Number ▾

Cancel   Add
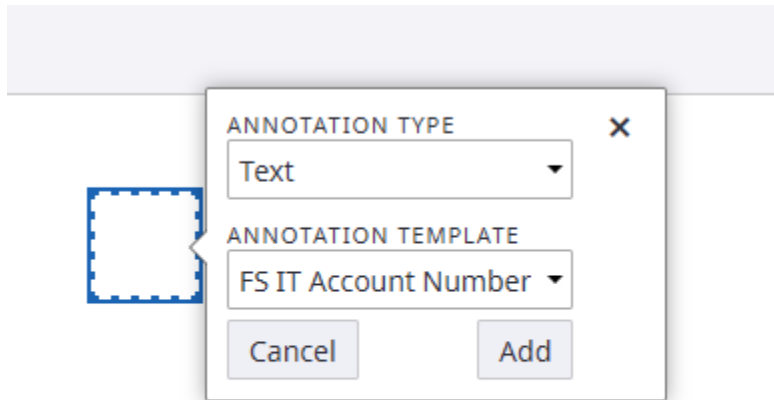
5. Click Add
6. If the predefined text is not correct, use the penil icon to Edit the text

ACCT-FN [Edit] PT-PRG-00-P

✎ ⓘ 🗑
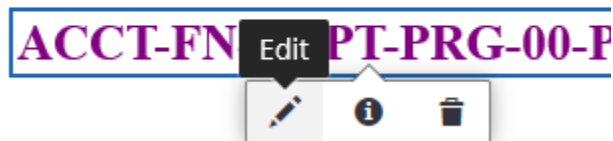
7. Type in the correct account number PO#(not the req#) if applicable and any necessary instructions for Accounts Payable if needed
8. Click OK

ACCT-FN-DEPT-PRG-00-PF

TEXT   ✕

ACCT-FN-DEPT-PRG-00-PROJ

FONT   SIZE

Times New Roman ▾   14 ▾

STYLE   ALIGNMENT COLOR

B   I   Center ▾   ⬛ ▾

Cancel   OK
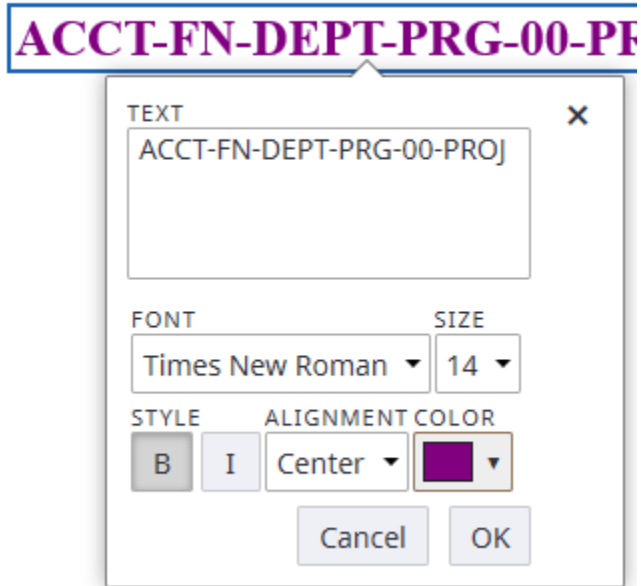
In the bottom lower corner is custom properties please only fill in FS Vendor Short Name and FS Invoice Amount

CUSTOM PROPERTIES

FS DUE DATE

MM/DD/YYYY

FS VOUCHER ID

FS VENDOR SHORT NAME

Short Name

FS INVOICE AMOUNT

5555

FS PO NUMBER

FS DEPARTMENT

NOTES

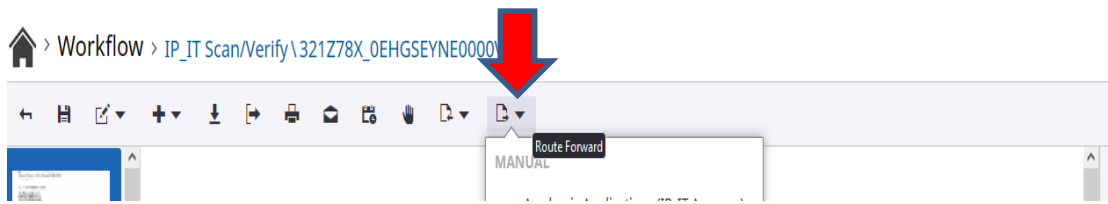- After adding the Account # and filling in the custom Properties, click on the Route Forward Icon, select the appropriate BCO and click Route.   The item is now removed from your work queue and an email notification will be sent to the BCO that you selected.
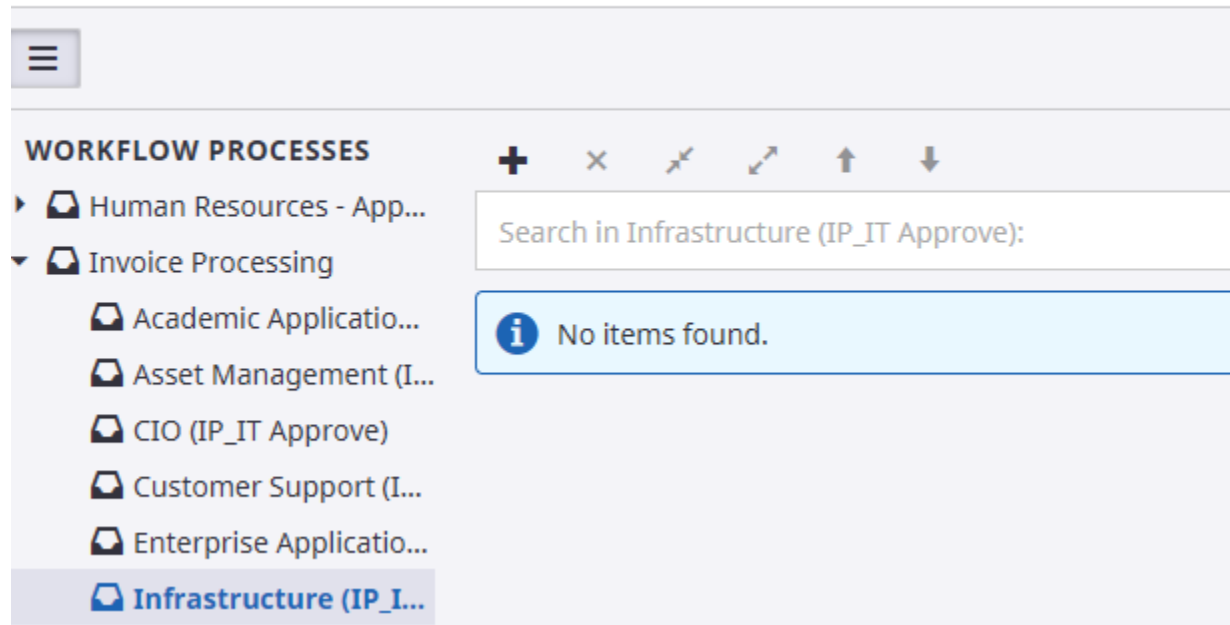
BCO INSTRUCTIONS

- Use your myGRCC login and password to login to Perceptive Content eDocs, https://edocs.grcc.edu.

    Once you have logged in navigate to Workflow -> Invoice Processing ->   Approve

Review the invoice and the account # and/or purchase order #. If OK, then approve invoice for Accounts Payable per insturction below.

1. Click on the Pencil icnon to add a new annotation

2. Click Create Annotation
   a. Note, if you have done this recently, you can click directly on the Account number annnotation on this drop down, and skip to step 6 after completing step 3.

3. Click somewhere on the document
4. Select the Annotation Type **Text Stamp**, and Annotation Template **IP Approved by BCO**
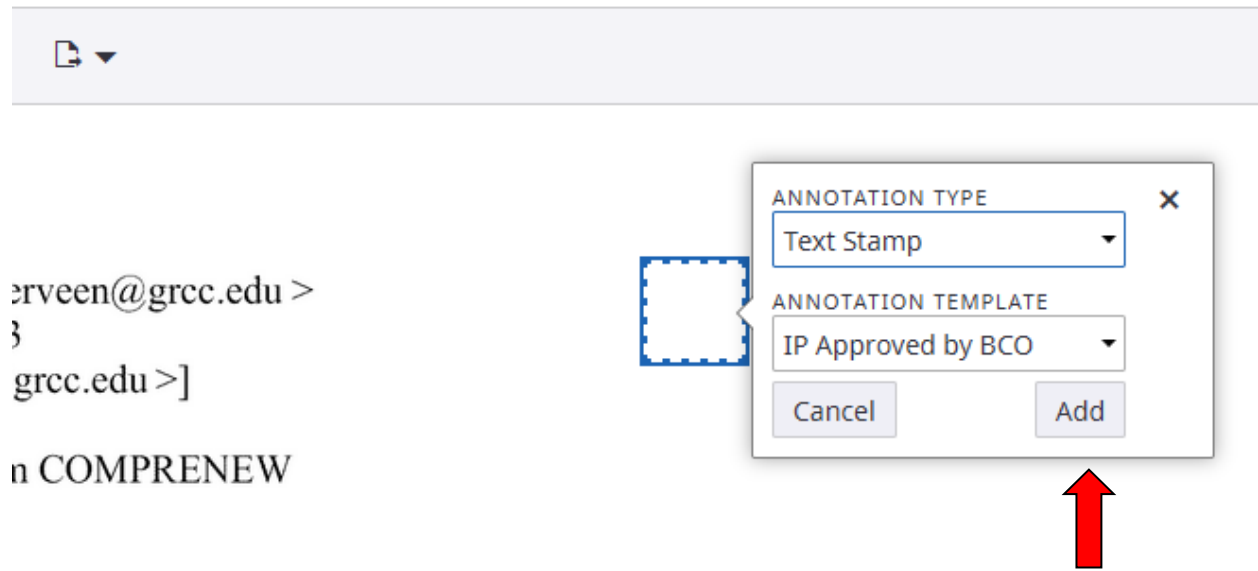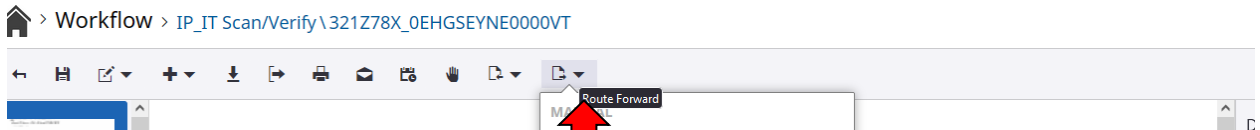
ANNOTATION TYPE   ✕

Text Stamp   ▼

ANNOTATION TEMPLATE

IP Approved by BCO   ▼

Cancel   Add

:rveen@grcc.edu >
3
grcc.edu >]

n COMPRENEW

5. Click Add

- Your user id and time approved will be automatically added.

- Click on the Route Forward Icon, and select the **IP Invoice to AP Non PO or PO** queue

🏠 › Workflow › IP_IT Scan/Verify \ 321Z78X_0EHGSEYNE0000VT

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Route Forward

- The item is now removed from your work queue and sent to Accounts Payable