



## Accounts Payable Workflow Guide

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Version 12.0



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# Introduction to Accounts Payable Workflow

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ImageQuest version 12.0 introduces a new product feature called Accounts Payable Workflow. This feature is designed to leverage existing accounting capabilities setup in your organization and apply tracking of workflow orientated documents. This feature takes advantage of General Ledger Code (GL Codes) standards and allows you to utilize your back-end data sources for querying information from your accounting software databases. With accountability and tracking in mind, the system uses its already proven auditing capabilities to ensure timely delivery, approval, and denials of company documentation using both client and email notification features of the workflow process.

For more information about ImageQuest, please refer to the ImageQuest 12.0 Administrator and User Guides.

Informa Software has a strong commitment to customer service and product quality. If you have questions, please contact an Informa Client Services Representative immediately. Thanks for using ImageQuest and please share your ideas on how we can make ImageQuest better for everyone.

Please contact us below for technical support and/or troubleshooting:

ImageQuest Support  
(800) 859-2203  
(716) 852-2203  
[info@QLS.com](mailto:info@QLS.com)  
<http://www.QLS.com/IQmfp>

# Requirements

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- ImageQuest 12.0 must be installed and licensed
- The Accounts Payable Workflow module must be licensed
- At least one Document Type must be configured for use with Accounts Payable Workflow
- At least one ImageQuest Role with at least one member must be configured
- An ODBC compliant data source for GL Codes must be available for lookup and validation
- Workflow Settings must be properly configured and enabled in IQadministrator
- IQdesktop must be installed for users that will use Accounts Payable Workflow
- Accounts Payable Workflow users must have Update Document permission and permission to the Workflow Document Type

# Administration

## Workflow Settings

The workflow will consist of a Title, Initial Assignment Role, Final Approval Role, Document Type(s), and whether the workflow is enabled or disabled. Because the Workflow relies on roles and not specific users, the roles must be created BEFORE configuring the AP Workflow.

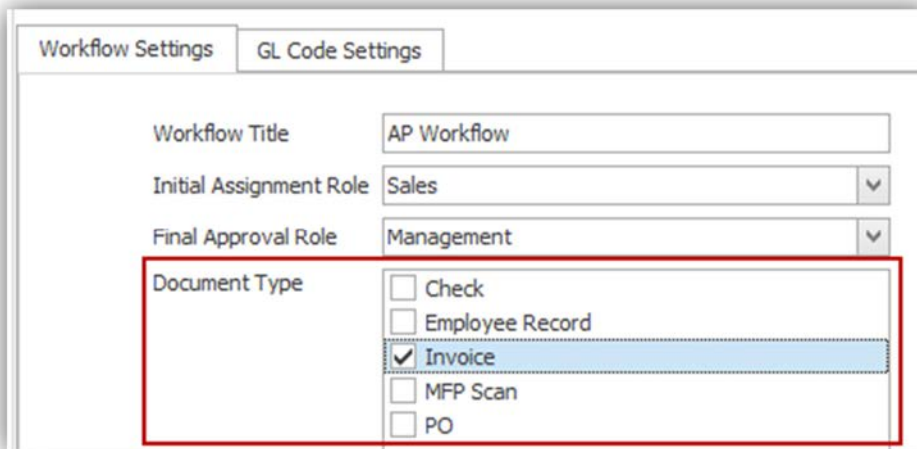
The Initial Assignment Role is the starting point for the workflow. All members of this role will have the ability to start processing the workflow document. They may also reassign the document to another user or role by Approving or Rejecting the document. Users in this Role must also have permissions to the Document Type you specify in order to see the documents in the work queue.

The screenshot displays the 'Workflow Settings' configuration window in the ImageQuest application. The left sidebar lists various administrative tasks, with 'Workflow Settings' selected. The main panel has two tabs: 'Workflow Settings' and 'GL Code Settings'. Under 'Workflow Settings', the following fields are visible:

- Workflow Title:** A text box containing 'AP Workflow'.
- Initial Assignment Role:** A dropdown menu set to 'GLProcessor'.
- Final Approval Role:** A dropdown menu set to 'GLProcessor'.
- Document Type:** A list of document types with checkboxes:
  - ☐ Check
  - ☐ Employee Record
  - ☒ Invoice
  - ☐ MFP Scan
  - ☒ PO
- Workflow Enabled:** A checkbox that is checked.
- Active Work Items:** A text box showing '0'.
- Refresh:** A button to update the active work items.

Users in the Final Approval Role have the ability to complete the Workflow, or they may choose to reassign the document to another user or role if need be.

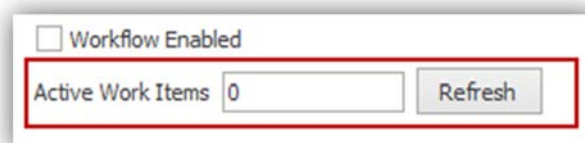
The Document Type section determines which documents will trigger the start of a workflow. After indexing one of these documents, they will show up immediately in the work queue of the role defined in the “Initial Assignment Role”.



The screenshot shows the 'Workflow Settings' tab. The 'Document Type' section is highlighted with a red box. It contains a list of document types with checkboxes: Check, Employee Record, Invoice (checked), MFP Scan, and PO. The 'Invoice' option is selected.

**Note:** These Document Types must be created BEFORE you have the ability to utilize them in a workflow. More than one document type may be selected to add to the workflow. Verify that the document type has a shared numeric value attribute if utilizing the ‘Sum to Invoice Amount attribute’ setting in the General section of the GL Code Settings.

The Active Work Items section gives the administrator a quick glance at documents that are in the pending status of the workflow cycle. This can be used to verify that workflows are currently active in the system and how many.



The screenshot shows the 'Active Work Items' section. It includes a checkbox for 'Workflow Enabled' which is unchecked. Below it, a red box highlights the 'Active Work Items' count, which is 0, and a 'Refresh' button.

When the workflow settings are disabled, new documents that are indexed will not be put into the work queue. However, existing documents will still show up and may still be processed.

## GL Code Settings

There are two sub tabs under the GL Code Settings that will need to be configured in order to successfully process a workflow document.

**Workflow Settings**

Workflow Settings    GL Code Settings

The GL Code Settings allows the IQ administrator to configure and manage settings that will be used to validate codes provided as part of GL Coding a work item.

General    GL Code Lookup

**Input Mask**

Build a mask to control the display format and user input of the data for GL Coding. See Admin Guide for further detail of mask variations.

**Total Validation**

How would you like to validate the total of GL line item amounts?

☐ Sum to \$0

☒ Sum to Amount attribute    Amount

☐ Total validation is required for workflow completion

**GL Code Document Type**

A document of the selected document type will be created with GL Codes upon workflow completion.

☐ Generate GL Codes Document

Save    Cancel

The General sub tab has three sections that need to be configured: Input Mask, Total Validation and the GL Codes Document Type.

The Input Mask section is used to format the GL Code and restrict the data input to a particular format which typically should match the customer's accounting system. In the example below, a '0' character requires a numeric character in that specific position and the hyphens act as template characters.



Please see page 52 of the ImageQuest Administrator's Guide for more information on creating input masks.

The Total Validation section is used to determine how the GL line amounts are added up. If 'Sum to \$0' is chosen, all entered GL Code Amounts must sum to zero using both positive and negative values.

Utilizing the 'Sum to Invoice Amount attribute' will allow you to sum the GL Code Amounts to a numeric attribute associated with the Document Type you selected on the Workflow Setting screen.

In the example below, 'Sum to Invoice Amount attribute' has a numeric attribute of 'Amount' specified and the total of all of the GL Code Amounts must add up to match the value specified in the 'Amount' attribute.

**Note: If you are utilizing more than one Document Type, they must share the same numeric value attribute type to use this method.**

The GL Codes Document Type is used to create a new document that contains all of the GL Coding values that were entered from the Work Queue. Any common attributes that are associated between this document type and the workflow document type will automatically be populated after the workflow is accepted and completed. It is recommended to create a separate Document Type for this type of document.

**GL Code Document Type**

A document of the selected document type will be created with GL Codes upon workflow completion.

☐ Generate GL Codes Document

The GL Code Lookup sub tab allows you to configure and manage the settings that will be used to validate the GL Codes that are entered when processing documents from the Work Queue.

The 'Connection String' section is used to configure the GL Code lookup to the existing accounting system. Select an ODBC Connection String for the data source from the drop-down. The list provides some commonly used ODBC string templates that may be used. If you do not see an ODBC Connection string for your type of database, one can be specified manually. After you have configured your connection, press the 'Test' button to ensure your connection is valid.

**Connection String**

Select an ODBC Connection String for the data source from the drop-down. Configure by providing the required parameters for the chosen connection string. Click "Test" to test the connection and confirm it is valid and then click OK to continue.

Driver={SQL Server};Server=athena.informa.local;Database=LookupTests;Uid=sa;Pw

**Test**

On the 'Validation Query' tab, enter a SQL query that returns the GL Code and its description as the first two columns respectively. The Enter Token button will add the keyfield to the statement in the proper syntax for the GLCode variable. For example, assuming the accounting system has a table called 'Tglcode' containing two columns called 'code' and 'description', the following query may be used:

```
SELECT code, description FROM Tglcode WHERE code = '[%GLCode%]'
```

The 'Test Input' section gives you the ability to test the SQL query to ensure you are getting the desired results. Press the 'Test Input' button and a correctly configured setup should give you results in the section below.

Enter a valid GL Code to be queried and click "Test Input". A successful test will yield results below.

111-1111-111111 Test Input

GL Code	Description
111-1111-111111	Sales

**Note:** A Workflow work item cannot be completed until the GL Codes are validated against an existing data source.

The 'GL Code Segments' tab is used to modify the way that GL Codes are displayed and entered from IQdesktop. If GL Code segments are configured, the GL Codes are displayed in drop down lists for the user to pick from. The example on the following page shows GL Codes configured for 2 segments called Account and Sub-Account. These labels can be customized by the administrator and a maximum of four segments can be configured to be used for lookups.

Validation Query GL Code Segments

☒ Use GL Code Segmentation

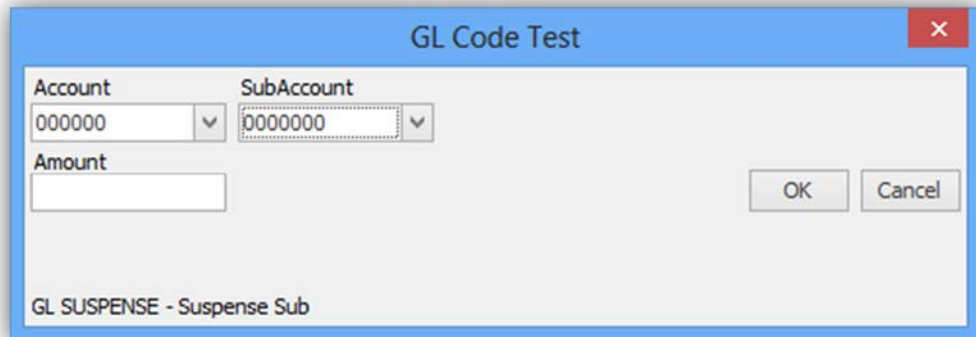
Enter a SQL query that returns GL Code segment and its Description as the first 2 columns respectively.

Segment Name	Segment Source Query
1 Account	SELECT [GLCode],[Description] FROM [LookupTests].[dbo].[Account]
2 SubAccount Enter Token	SELECT [GLCode],[Description] FROM [LookupTests].[dbo].[SubAccount]
3 Enter Token	
4 Enter Token	

Test

After configuring the source queries, click the 'Test' button to validate the query. A test dialog box will open and allow you to select the codes from the drop down lists. Select values from the lists to verify

that the correct data is being returned from the source queries and then enter a test value in the amount field. The descriptions of each segment will also be displayed at the bottom of the window.




The image shows a dialog box titled "GL Code Test" with a blue header bar and a red close button in the top right corner. The dialog contains three input fields: "Account" with a dropdown menu showing "000000", "SubAccount" with a dropdown menu showing "0000000", and "Amount" with a text input field. To the right of the "Amount" field are "OK" and "Cancel" buttons. At the bottom of the dialog, the text "GL SUSPENSE - Suspense Sub" is displayed.

Account	SubAccount	Amount
000000	0000000	

GL SUSPENSE - Suspense Sub

# Client
















## IQdesktop

The Work Queue in IQdesktop displays Accounts Payable Workflow items as Workflow Tasks. Workflow Tasks are identified by the Workflow Task icon  in the Work Item Type column and the Workflow name in the Action column. The Workflow name is based on the name applied in the Workflow Settings in IQadministrator.

In the example below, two Workflow Tasks are highlighted. Each has the Workflow Task icon and the Action is “AP Workflow”.

Work Queue

Drag a column header here to group by that column

						Action	Assigned To	Work Item Age	CreateDateTime	PageCount	DocumentType	DocumentGroup
						Routed	Demo User/demo (User)	00:02:59	5/29/2014 12:06:17 PM	1	PO	Public Group
						Routed	Demo User/demo (User)	00:11:12	5/29/2014 11:57:58 AM	1	Invoice	Public Group
						AP Workflow	Initial Approval (Role)	00:02:59	5/29/2014 12:06:17 PM	1	PO	Public Group
						AP Workflow	Initial Approval (Role)	00:03:35	5/29/2014 12:05:52 PM	1	Invoice	Public Group
						AP Workflow	Initial Approval (Role)	00:06:44	5/29/2014 11:59:13 AM	1	Invoice	Public Group

## Workflow Workspace

To open a Workflow Task, double-click on the document or right-click the document and select “Open Work Item” to open the workflow window. The example below shows the workflow window for a Workflow Task configured with two GL Code segments.

The screenshot displays the 'AP Workflow' window. The title bar reads 'AP Workflow'. Below the title bar are three buttons: 'Save' (floppy disk icon), 'Approve' (green checkmark icon), and 'Reject' (red circle with slash icon). The window is divided into several sections:

- Document Attributes:** Includes fields for 'Document Group' (set to 'Orlando'), 'Invoice Number', 'Vendor', 'Date of Invoice', 'Amount', and a 'Paid' checkbox (checked). Below these are 'Document GL Codes' with 'Account' and 'SubAccount' dropdowns, and an 'Amount' field.
- Invoice View:** A large central area showing an 'INVOICE' from 'informa software'. It includes 'REMIT TO' (Informa Software, 123 Baker Street, Orlando, FL 32810), 'INVOICE NUMBER: 26543', 'INVOICE DATE: 5/12/2007', 'BILL TO' (GB Graphics, P.O. Box 102332, Norman, OK 75432), and 'SHIP TO' (GB Graphics, 345 Oak Parkway, Stillwater, OK 75622).
- Workflow History:** A table at the bottom right showing workflow details.
 

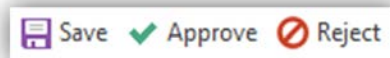
Workflow Name	Originator	Status	Started	LastUpdated	Message	Exported	ExportStatus
AP Workflow	Demo User/de...	Executing	5/29/2014 12:...	5/29/2014 12:...		...	DoNotExport

 Below this is a 'Work Items' section with a table:
 

Assigned To	Approval State	Completed On	Completed By	Revision	Comment
Initial Approval (Role)	Pending				0
- Bottom Bar:** Includes a 'GL Code' table with columns 'GL Code', 'Description', and 'Amount'. At the bottom right, it shows '\$0.00' and 'Remainder: \$0.00'. Navigation buttons at the very bottom include 'Related Documents', 'Notes', 'History', and 'Workflow History'.

In the Workflow window, the Workflow Name will be listed in the title bar of the Window. In this example, the name is “AP Workflow”.

Below the Workflow Name are the following options:



The table below provides a description for each option on this toolbar.

Save	Saves changes made to any attributes and Document GL Codes that have been entered, allowing the user to close the window and proceed at a later time.
Approve	Allows the user to assign a Workflow Task to another User or Role, or to complete the Workflow Task.
Reject	Allows the user to assign a Workflow Task to another User or Role with comments to explain why the task was rejected or to complete the task with comments.

The Document Attributes pane allows for review and/or editing of the document attributes.

The screenshot shows a 'Document Attributes' window with the following fields and controls:

- DocumentGroup:** A dropdown menu currently showing 'Orlando'.
- InvoiceNumber:** A text input field with a refresh icon (circular arrow) on the right.
- Vendor:** A text input field with a refresh icon (circular arrow) on the right.
- Date of Invoice:** A date selection field with a dropdown arrow and a refresh icon (circular arrow) on the right.
- Amount:** A text input field with a refresh icon (circular arrow) on the right.
- Paid:** A checkbox that is currently checked, labeled 'Paid'.

A vertical scrollbar is visible on the right side of the pane.

**Note:** Users must have the Update Document permission in order to process Work Queue items.

The GL Code pane is used for entering GL Codes and amounts to be tracked and associated with the current document. GL Codes entered in this section will be validated against the GL Code queries that were configured in the Workflow Settings in IQadministrator.

If multiple segments are configured (shown here), GL Codes must be selected from the drop down lists.

The screenshot shows a window titled "Document GL Codes". At the top, there are two dropdown menus labeled "Account" and "SubAccount". Below them is a text input field labeled "Amount". To the right of the "Amount" field are two buttons: "Add" and "Cancel". Below these fields is a toolbar with four icons: a pencil, a calendar, a red 'X', and a document with a checkmark. Below the toolbar is a table with three columns: "GL Code", "Description", and "Amount". The table is currently empty. At the bottom right of the table, there is a text box containing "\$0.00". Below this text box, the text "Remainder: \$0.00" is displayed in red.

GL Code	Description	Amount
---------	-------------	--------


\$0.00

Remainder: \$0.00



The Preview Document window is the large viewing area that allows you to check your document against the work needing to be performed on it.

Page: 1 of 4 < > Zoom: 75% Rotate 90°



## INVOICE

**REMIT TO:**  
Informa Software  
123 Baker Street  
Orlando, FL 32810

**INVOICE NUMBER:** 26543  
**INVOICE DATE:** 5/12/2007



**BILL TO:**  
GB Graphics  
P.O. Box 102332  
Norman, OK 75432

**SHIP TO:**  
GB Graphics  
345 Oak Parkway  
Stillwater, OK 75622













Item #	Description	Quantity	Unit Price	Total
7G802	Copy Paper – WHT, LTR	10	25.50	255.00
7G902	Copy Paper – WHT, LEGAL	10	28.00	280.00
PEN100	Pen – BLK	200	0.75	150.00
PEN102	Pen – BLU	200	0.75	150.00

The bottom panel consists of four separate tabs that contain information about or related to the Workflow Task.





**Related Documents**

  Edit Related Criteria

**DocumentGroup = 'Orlando' AND Paid = True**


			CreateDateTime	PageCount	DocumentType	DocumentGroup	Active	Amount	Date of Invoice
				5/29/2014 11:55:45 AM	1	Invoice	Orlando	<input checked="" type="checkbox"/>	
				5/29/2014 11:57:58 AM	1	Invoice	Orlando	<input checked="" type="checkbox"/>	
				5/29/2014 11:59:13 AM	1	Invoice	Orlando	<input checked="" type="checkbox"/>	
				5/29/2014 12:05:52 PM	1	Invoice	Orlando	<input checked="" type="checkbox"/>	
				5/29/2014 12:13:05 PM	4	Invoice	Orlando	<input checked="" type="checkbox"/>	

Results: 5 of 5

 Related Documents
  Notes
  History
  Workflow History

The table below provides a description for each tab in this panel.

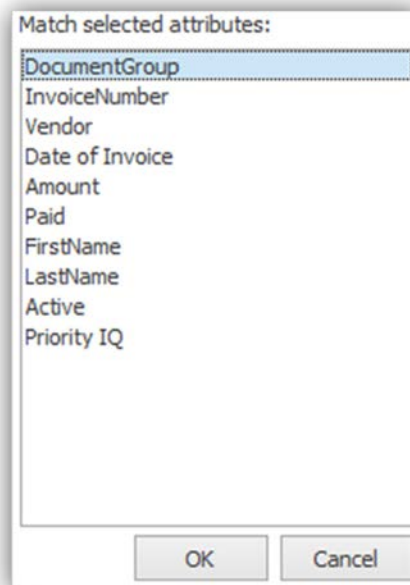
Tab Name	Description
Related Documents	Shows documents related to the Workflow Task based on shared attribute data. The documents can be viewed but they cannot be edited.
Notes	Displays notes that have been added to the document and allows a user to add notes as well
History	Displays the entire document history
Workflow History	Displays the workflow history for the selected Workflow Task

The Refresh button  refreshes the documents list to include any new documents that meet the related criteria.

The following toolbar is available in the Related Documents tab:



“Edit Related Criteria” allows the user to add or remove attributes from the Related Docs query. Click the link to open the attributes dialog. Select or deselect attributes as needed and click “OK” to update the query and the Related Docs results.



## Workflow Example

The following pages will show an example of a Workflow process.

To start, below are the IQadministrator Workflow Settings configured for the example.

**Workflow Settings**

Workflow Settings | GL Code Settings

Workflow Title: AP Workflow

Initial Assignment Role: Initial Approval

Final Approval Role: Management

Document Type:

- ☐ Check
- ☐ Employee Record
- ☐ GL Code Document
- ☒ Invoice
- ☐ MFP Scan
- ☐ PO

☒ Workflow Enable

Active Work Items

---

**Workflow Settings**

Workflow Settings | GL Code Settings

The GL Code Settings allows the IQ administrator to configure and manage settings that will be used to validate codes provided as part of GL Coding a work item.

General | GL Code Lookup

Input Mask

Build a mask to control the display format and user input of the data for GL Coding. See Admin Guide for further detail of mask variations.

99999-9999999

Total Validation

How would you like to validate the total of GL line item amounts?

☐ Sum to \$0

☒ Sum to Amount attribute

Amount

☐ Total validation is required for workflow completion

GL Code Document Type

A document of the selected document type will be created with GL Codes upon workflow completion.

☒ Generate GL Codes Document

GL Code Document

A user that is a member of the Initial Approval role selects Work Queue to access any new Invoice documents added to ImageQuest.

In the example below, the user double-clicks a Workflow Task.

Work Queue														
Drag a column header here to group by that column														
						Action	Assigned To	Work Item Age	CreateDateTime	PageCo...	DocumentType	DocumentGroup	InvoiceNumber	Ver
						Routed	Demo User/demo (User)	00:14:47	5/29/2014 11:57:58 AM	1	Invoice	Orlando		
						Routed	Demo User/demo (User)	00:06:34	5/29/2014 12:06:17 PM	1	PO	Orlando		
						AP Workflow	Initial Approval (Role)	00:10:21	5/29/2014 11:59:13 AM	1	Invoice	Orlando		
						AP Workflow	Initial Approval (Role)	00:07:10	5/29/2014 12:05:52 PM	1	Invoice	Orlando		
						AP Workflow	Initial Approval (Role)	00:06:34	5/29/2014 12:06:17 PM	1	PO	Orlando		
						AP Workflow	Initial Approval (Role)	00:00:20	5/29/2014 12:13:05 PM	4	Invoice	Orlando		

The Workflow workspace opens.

AP Workflow

Save Approve Reject

### Document Attributes

**DocumentGroup**

Orlando

InvoiceNumber

Vendor

Date of Invoice

Amount  
\$835.00

☒ Paid

### Document GL Codes

Account SubAccount

Amount

Add Cancel

GL Code	Description	Amount
		\$0.00

Remainder: \$835.00

Page: 1 of 4 < > Zoom: 75% Rotate 90°

**INVOICE**

**REMIT TO:**  
Informa Software  
123 Baker Street  
Orlando, FL 32810

**BILL TO:**  
GB Graphics  
P.O. Box 102332  
Norman, OK 75432

**SHIP TO:**  
GB Graphics  
345 Oak Parkway  
Stillwater, OK 75622

**INVOICE NUMBER:** 26543  
**INVOICE DATE:** 5/12/2007

Item #	Description	Quantity	Unit Price	Total
--------	-------------	----------	------------	-------

Related Documents

Edit Related Criteria

DocumentGroup = 'Orlando' AND Paid = True

X		CreateDateTime	PageCount	DocumentType	DocumentGroup	InvoiceNumber	Vendor	Date of I
		5/29/2014 11:55:45 AM	1	Invoice	Orlando			
		5/29/2014 11:57:58 AM	1	Invoice	Orlando			
		5/29/2014 11:59:13 AM	1	Invoice	Orlando			
		5/29/2014 12:05:52 PM	1	Invoice	Orlando			
		5/29/2014 12:13:05 PM	4	Invoice	Orlando			

< Results: 5 of 5 >

Related Documents Notes History Workflow History

The user can review the attribute values associated with the Workflow Task, compare them to the document image and edit the values if necessary.

Save ✓ Approve ✗ Reject

**Document Attributes**

**Document Group**  
Orlando

**Invoice Number**  
26543

**Vendor**  
Informa Software

**Date of Invoice**  
5/12/2007

**Amount**  
\$835.00

☐ Paid

The GL Coding section is blank, but note that the **Remainder** value of **\$835.00** reflects the Invoice Amount from the Document Attributes panel.

GL Code	Description	Amount
---------	-------------	--------

\$0.00

**Remainder: \$835.00**

The user can now enter the GL Coding for the Workflow Task. To enter a GL Code, type the GL Code value in the allotted field.

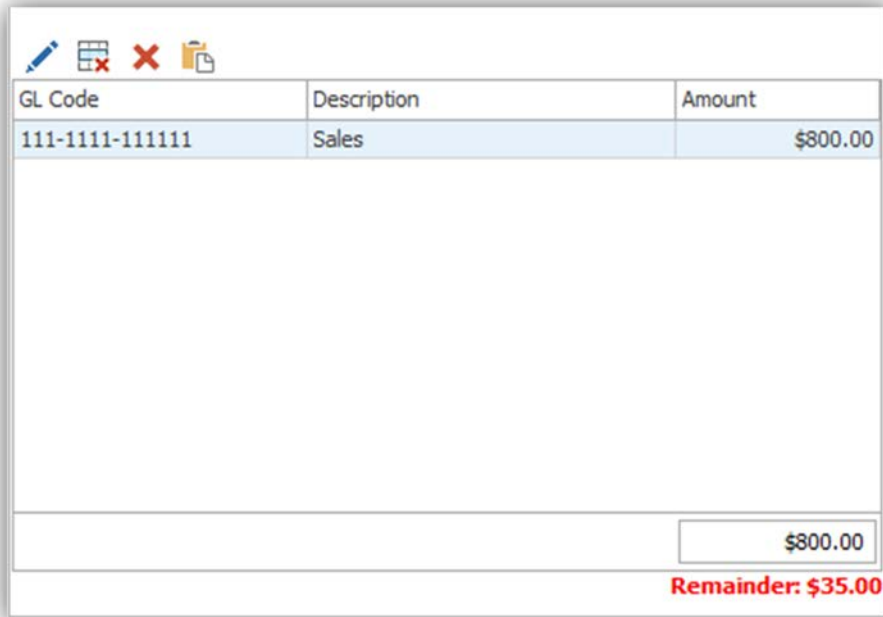
The GL Codes are validated against the GL Code Lookup configured in the Workflow Settings. If an invalid code is entered, the GL Code field will be flagged with an “Invalid GL Code” error and the user must correct the value before proceeding.

The screenshot shows the 'Document GL Codes' form. At the top, the 'GL Code' field contains '11-1111-11111' with a red 'X' icon and an error message 'Invalid GL Code' displayed below it. The 'Amount' field contains '\$0'. To the right of the 'Amount' field are 'Add' and 'Cancel' buttons. Below the input fields is a table with three columns: 'GL Code', 'Description', and 'Amount'. The table is currently empty. At the bottom right of the form, there is a summary row showing '\$0.00' and a red text label 'Remainder: \$835.00'.

When the GL Code value is corrected, the GL Code is validated and the user can proceed to the Amount field and enter the appropriate amount for the GL Code. The user enters “\$800.00” for Amount and clicks “Add” to apply the GL Code entry to ‘Total’.

The screenshot shows the 'Document GL Codes' form with the 'GL Code' field containing '111-1111-11111' and the 'Amount' field containing '800.00'. A red arrow points to the 'Add' button, indicating the next step in the process. The 'Cancel' button is also visible to the right of the 'Add' button.


When a GL Code entry is validated and applied, the user can see GL Code in the table and its associated description. In this example, the description for GL Code 111-1111-11111 is "Sales". The Total is updated to reflect the Amount entered and the **Remainder** reflects the balance between the Invoice Amount and the GL Code Amount.



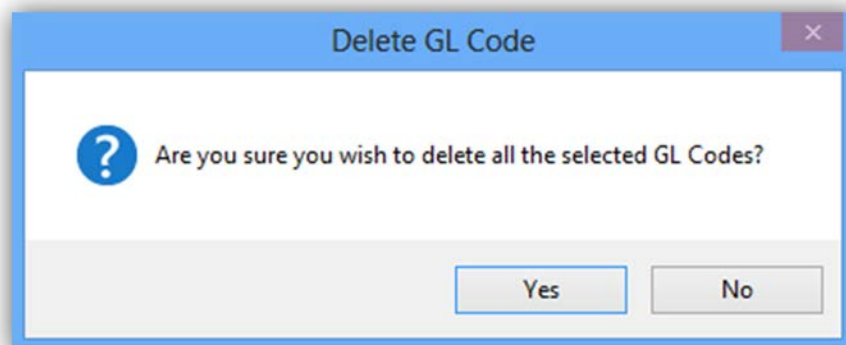
GL Code	Description	Amount
111-1111-11111	Sales	\$800.00

\$800.00

**Remainder: \$35.00**

The user can edit the GL Code or Amount if needed by clicking the Edit icon  located right above the table.

Selected rows can be deleted by clicking the  icon. The following confirmation dialog will appear. The user then clicks 'Yes' to delete the selected entries or 'No' to not delete the selected entries.



**Delete GL Code**

? Are you sure you wish to delete all the selected GL Codes?

Yes No

The user can add additional GL Code entries as needed. In this example, the user adds another entry for GL Code 222-2222-22222 with the Amount of \$35.00.





The Total is updated to reflect the total of both GL Code Entries and the **Remainder** reflects the difference between the Invoice Amount and the total of the GL Code entries and is no longer red because the value equals **\$0.00**.

**Document GL Codes**

GL Code  
222-2222-22222

Amount  
\$35.00


Marketing


GL Code	Description	Amount
111-1111-11111	Sales	\$800.00
222-2222-22222	Marketing	\$35.00

\$835.00

**Remainder: \$0.00**

In the event *all* GL Code entries for a Workflow Task need to be deleted, the user can click the  icon. The following confirmation dialog will appear:


**Delete All GL Codes**

 Are you sure you wish to delete all GL Codes?

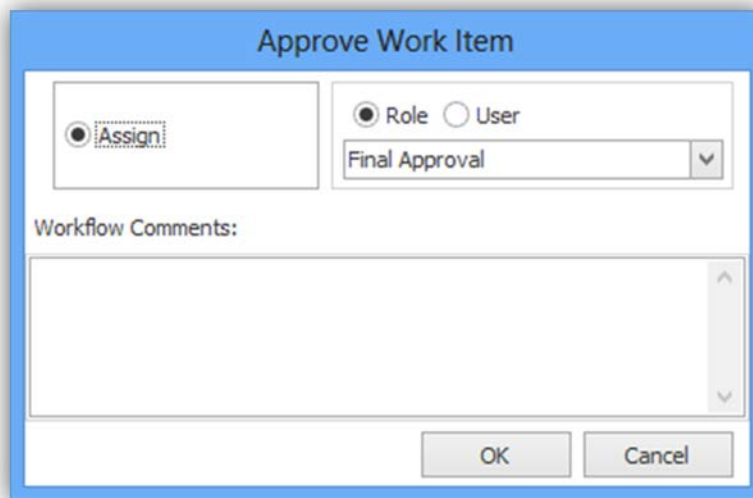
Yes No



The user then clicks 'Yes' to delete all entries or 'No' to not delete any entries.

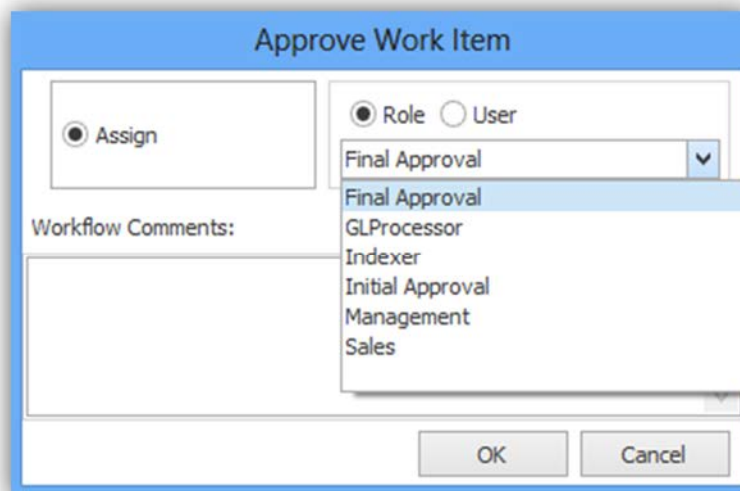
The  icon can be used to cut/paste GLCodes and amounts from an external source such as Microsoft Excel. In order to successfully paste data from another program, the external source must have 2 columns of data: GL Code and Amount. The GL Code field must also be in one field separated by dashes

Once the user has completed the GL coding, they can assign the Workflow item to the Role responsible for final approval or to another User or Role if necessary. To do so, the user clicks 'Approve' to open the 'Approve Work Item' dialog box.



The 'Approve Work Item' dialog box has a blue title bar. Inside, there is a section with two radio buttons: 'Assign' (selected) and 'Role' (unselected). To the right of the 'Role' radio button is a 'User' radio button. Below these is a dropdown menu currently showing 'Final Approval'. Below the dropdown is a large text area labeled 'Workflow Comments:'. At the bottom right are 'OK' and 'Cancel' buttons.

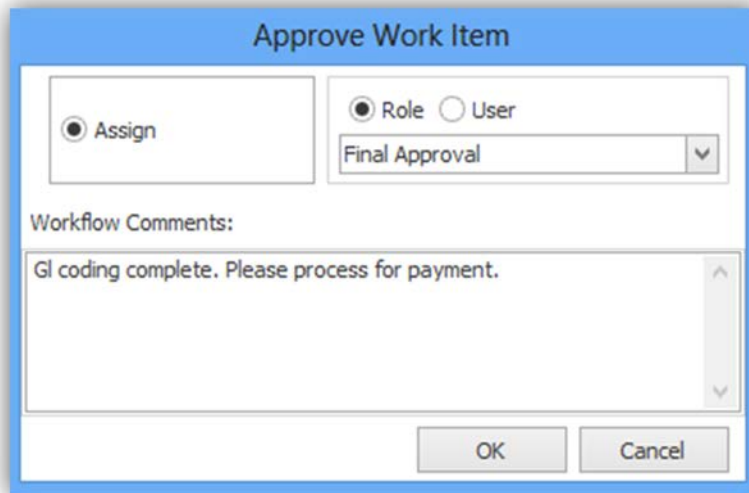
The user can select the appropriate assignment. In the example below, the user selects 'Final Approval'.



This image shows the 'Approve Work Item' dialog box with the dropdown menu open. The dropdown menu lists several options: 'Final Approval' (highlighted), 'GLProcessor', 'Indexer', 'Initial Approval', 'Management', and 'Sales'. The 'Assign' radio button is still selected, and the 'Workflow Comments' text area is empty.

The user can also add comments that can explain why the Workflow Item was assigned to the particular User or Role.

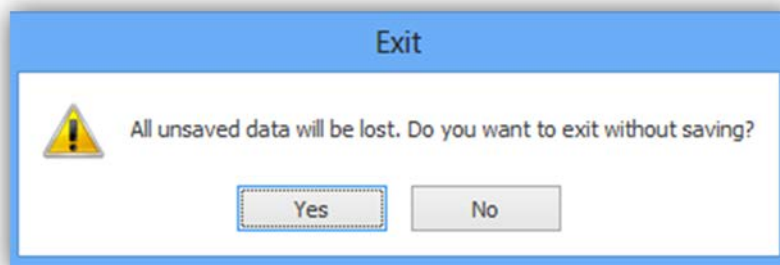
In the example below, the user adds comments that let the Final Approval role know the GL coding is completed and the invoice can be processed for payment.



The "Approve Work Item" dialog box features a blue title bar. Inside, there are two main sections. The top section contains a "Assign" button with a radio button next to it, and a "Role" radio button selected next to a "User" radio button. Below the "Role" radio button is a dropdown menu currently showing "Final Approval". The bottom section is labeled "Workflow Comments:" and contains a text area with the text "Gl coding complete. Please process for payment." At the bottom right of the dialog are "OK" and "Cancel" buttons.

When the users clicks "OK", the Approve Work Item dialog and workflow window close and the Workflow Task is removed from the user's Work Queue. The Workflow Task will now be available in the Final Approval role Work Queue for review and further action.

The user can click "Save" at any time to save changes made in the Workflow window. If the user tries to close the Workflow window without saving their changes, the following warning is displayed.



The "Exit" dialog box has a blue title bar. It contains a yellow warning triangle icon on the left. To the right of the icon is the text "All unsaved data will be lost. Do you want to exit without saving?". At the bottom are two buttons: "Yes" and "No".

If the user clicks “Yes”, the Workflow window will close and no changes will be saved. If the user clicks “No”, they are returned to the Workflow window and click Save to save the changes and close the Workflow window.

When the user in the Final Approval role opens the Workflow Task, they will see the information for the Workflow item including the GL Code information entered by the Initial Approval user. At this point, the Final Approval user can “Save and close the task for future review”, “Approve and Assign or Complete the item” or “Reject and Assign or Complete the item”.

The screenshot displays the 'AP Workflow' window with the following sections:

- Document Attributes:**
  - DocumentGroup: Orlando
  - InvoiceNumber: 7898
  - Vendor: Informa Software
  - Date of Invoice: 5/12/2012
  - Amount: \$835.00
  - ☐ Paid
  - Document GL Codes:
 

GL Code	Description	Amount
111-1111-111111	Sales	\$800.00
222-2222-222222	Marketing	\$35.00
- Related Documents:**
  - Criteria: DocumentGroup = 'Orlando' AND Amount = '835' AND Paid = False
  - Table with 8 columns: CreateDateTime, PageCount, DocumentType, DocumentGroup, InvoiceNumber, Vendor, Date of In
  - Results: 1 of 1
- Purchase Order Preview:**

Informa Software PURCHASE ORDER

Invoice Number: 7898

Date: 5/12/2012

Amount: \$835.00

Status: **APPROVED**

Buttons at the top: Save, Approve, Reject. Buttons at the bottom: Related Documents, Notes, History, Workflow History.

In this example, the user clicks “Reject” to open the “Reject Work Item” dialog.

The "Reject Work Item" dialog box has a blue title bar. Inside, there are two radio buttons: "Assign" (selected) and "Complete Workflow". To the right of these is a section with "Role" (selected) and "User" radio buttons, and a dropdown menu currently showing "Final Approval". Below this is a text area labeled "Workflow Comments:" which is empty. At the bottom right are "OK" and "Cancel" buttons.

The Reject Work Item dialog has two options: Assign and Complete Workflow.

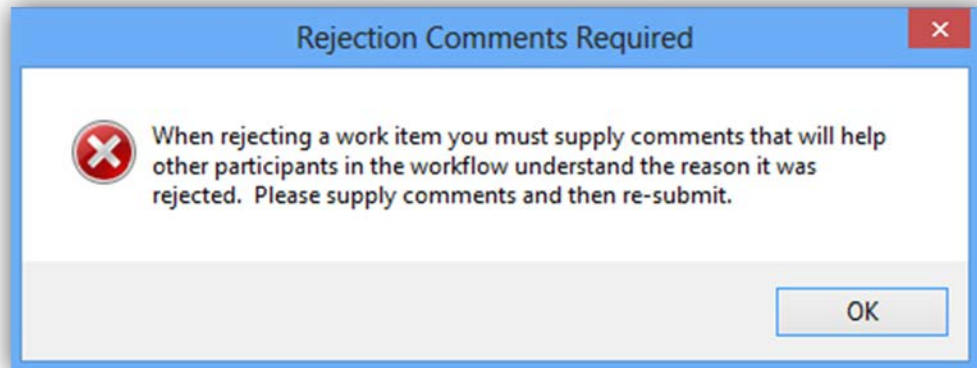
If Assign is selected, the user can select a Role or a User to assign the item to. The user must include Workflow Comments that explain why the item was rejected. When the user clicks “OK”, the item is assigned to the Work Queue of the selected Role or User.

If Complete Workflow is selected, the user must add a comment explaining why the rejected item is completed. When the user clicks “OK”, the workflow for the item is completed and the Workflow Task is removed from the Work Queue.

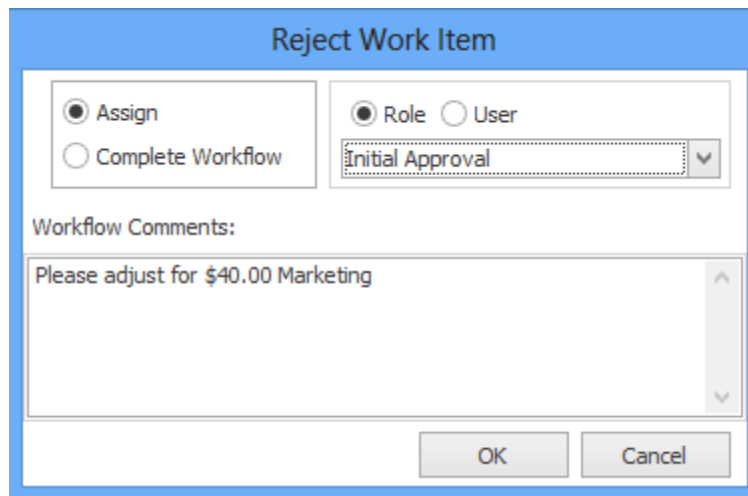
For example, if the approval user identified a task as a duplicate, they can reject the work item, enter the appropriate comments and click “OK”.

The "Reject Work Item" dialog box is shown again, but now "Complete Workflow" is selected. To the right of the radio buttons, there is explanatory text: "The Complete Workflow option will end the workflow. The Assign option allows you to assign the item to a user or role." The "Workflow Comments:" text area now contains the text "This Invoice is a duplicate." The "OK" and "Cancel" buttons remain at the bottom right.

If a user clicks “OK” without entering any Workflow Comments in the Assign or Complete Workflow sections, the follow error will occur:



In the following example, the user selects “Assign” and selects the Initial Approval Role. The user then enters a comment explaining the need to adjust the GL coding for the task. When the user clicks “OK”, the Reject Work Item and workflow windows will close and the Workflow Task is removed from the Final Approval Work Queue. It is then added to the Initial Approval Work Queue for processing.



The users in the Initial Approval role will see the Workflow Task in their Work Queue. They can select the task in the Work Queue and click the Workflow History tab to see the latest status.

In the example below, the user can see that the task was “Rejected” by the Final Approval role and see the Comment that explains why it was rejected.

Workflow History							
Workflow Name	Originator	Status	Started	LastUpdated	Message	Exported	ExportStatus
AP Workflow	Demo User/demo (Us...	Executing	5/29/2014 2:50:50 PM	5/29/2014 2:56:01 PM		...	DoNotExport
Work Items							
Assigned To	Approval State		Completed On	Completed By	Revision	Comment	
Initial Approval (Role)	Approved		5/29/2014 2:54:35 PM	Demo User/demo (User)	0		
Final Approval (Role)	Rejected		5/29/2014 2:56:00 PM	Demo User/demo (User)	0	Please adjust for \$40.00 ...	
Initial Approval (Role)	Pending				0		

The user can open the task and change the GL Code information as requested.

In the example below, the user changes the Amount for GL Code 111-1111-111111 to \$795.00 and the Amount for GL Code 222-2222-222222 to \$40.00.

[illegible]

Now the user clicks “Approve”, select the Final Approval role and adds a comment that explains what changes were made. When the users clicks “OK”, the Approve Work Item dialog and workflow windows close and the Workflow Task is removed from the user’s Work Queue. The Workflow Task will now be available in the Final Approval role Work Queue for review and further action.

**Approve Work Item**

☒ Assign ☒ Role ☐ User

Final Approval

Workflow Comments:

Adjusted for \$40.00 Marketing

OK Cancel

The users in the Final Approval Role will see the Workflow Task in their Work Queue. They can select the task in the Work Queue and click the Workflow History tab to see the latest status. For example, the user would see this task was “Approved” by the Initial Approval role along with the Comment that states the requested adjustment has been made.

The Final Approval user can open the Workflow Task, review and confirm the proper adjustments were made and click “Approve” to complete the workflow for the item.

In the example below, the user selects “Complete Workflow” and includes a comment to explain why it’s completed. When the user clicks “OK”, a final validation of the GL Code data will occur to include a validation of the invoice amount against the GL Code Total. If validation is successful, the task is completed and the item is removed from the user’s Work Queue.

**Approve Work Item**

☐ Assign ☒ Complete Workflow

The Complete Workflow option will end the workflow. The Assign option allows you to assign the item to a user or role.

Workflow Comments:

Completed. Ready for payment.

OK Cancel

The Workflow History is updated to reflect the completion of the task.

Workflow History							
Workflow Name	Originator	Status	Started	LastUpdated	Message	Exported	ExportStatus
AP Workflow	Demo User/demo (User)	Closed	5/29/2014 2:50:50 PM	5/29/2014 3:02:43 PM		...	Pending
Work Items							
Assigned To	Approval State	Completed On	Completed By	Revision	Comment		
Initial Approval (Role)	Approved	5/29/2014 2:54:35 PM	Demo User/demo (User)		0		...
Final Approval (Role)	Rejected	5/29/2014 2:56:00 PM	Demo User/demo (User)		0	Please adjust for \$40.00 M...	...
Initial Approval (Role)	Approved	5/29/2014 3:00:53 PM	Demo User/demo (User)		0	Adjusted for \$40.00 Marke...	...
Final Approval (Role)	Approved	5/29/2014 3:02:39 PM	Demo User/demo (User)		0	Completed. Ready for pay...	...

Depending on how the GL Code Settings are configured, the user may receive a warning or an error when they try to complete a workflow and the GL Code validation is not successful.

For example, the Invoice Amount for the Workflow Task was \$835.00, but if a user enters GL Code amounts of \$800.00 and \$50.00, the GL Code Total would be \$850.00 and the Remainder would be \$15.00.

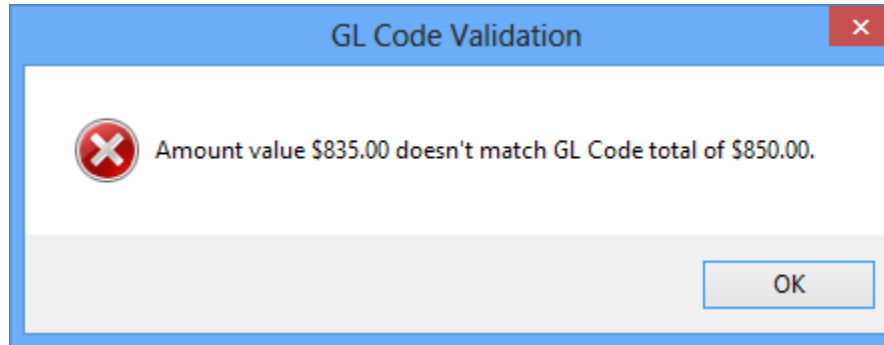
If the Total Validation is configured for “Sum to Invoice Amount attribute”, but “Total validation is required for workflow completion” is not checked, the following warning occurs after validation.



The user can click “Yes” to proceed and complete the task or click “No” to return to the Workflow window and correct the GL Code data. They may also choose to Reject the task and assign it to the Initial Approval role with a comment requesting the correction.

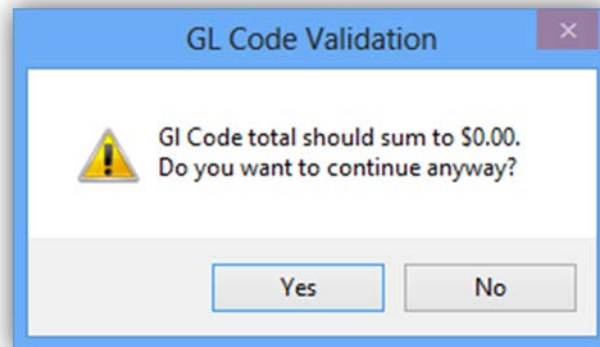


If the Total Validation is configured for “Sum to Invoice Amount attribute” and “Total validation is required for workflow completion” is checked, the following error occurs after validation.



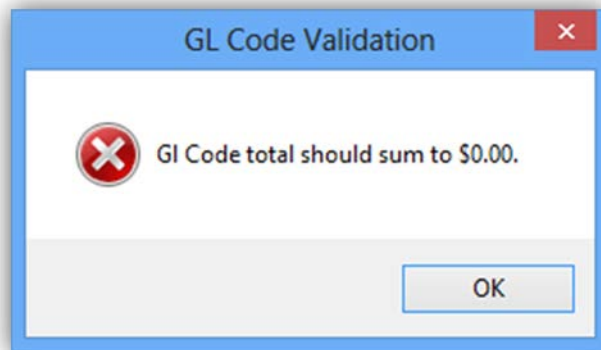
When the user clicks “OK”, they return to the Workflow window. They can correct the GL Code data or Reject the task and assign it to the Initial Approval role with a comment requesting the correction.

If the Total Validation is configured for “Sum to \$0”, but “Total validation is required for workflow completion” is not checked, the following warning occurs after validation.



The user can click “Yes” to proceed and complete the task or click “No” to return to the Workflow window and correct the GL Code data. The user may also choose to Reject the task and assign it to the Initial Approval role with a comment requesting the correction.

If the Total Validation is configured for “Sum to \$0” and “Total validation is required for workflow completion” is checked, the following warning occurs after validation.



When the user clicks “OK”, they return to the Workflow window. At this time, they can correct the GL Code data or Reject the task and assign it to the Initial Approval role with a comment requesting the correction.

## GL Codes Document

If “Generate GL Codes Document” is checked in the GL Code Settings, a separate document will be created for each completed Workflow Task. The GL Codes Document will display the GL Code information that was applied to the task along with the document attribute data if desired.

**Note: The GL Code Document can be any existing Document Type in ImageQuest, but it is recommended that a new Document Type called “GL Code Document” be created for this purpose and should have at least one of the attributes used by the Workflow Document Type(s) that are configured in the Workflow Settings.**

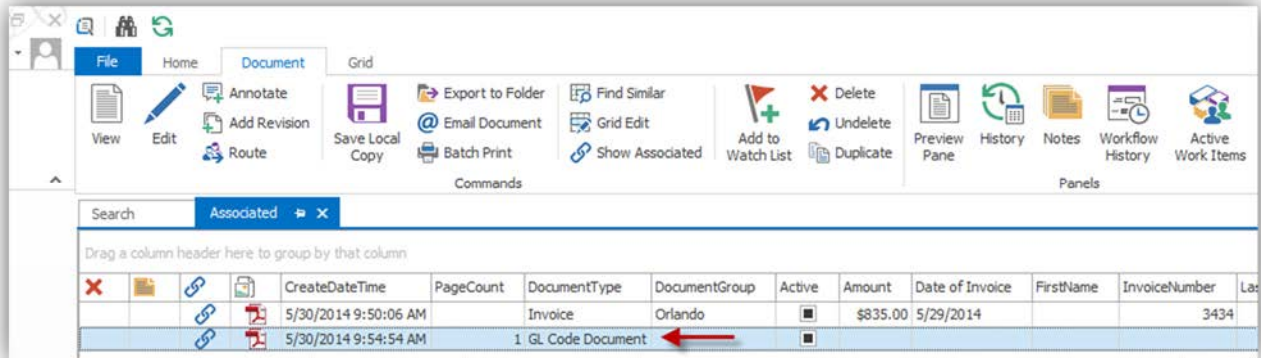
In the example below, the user searches for and locates a completed Workflow Task. To see the associated GL Codes Document, the user can right-click on the document and select “Show Associated”.

The screenshot shows a search results window titled "DocumentType IN ('Invoice')". The table lists several documents with columns for CreateDate, PageCount, DocumentT..., DocumentG..., InvoiceNum..., Vendor, Date of Inv..., and Amou. The document with InvoiceNum 3434 is selected. A right-click context menu is open over this document, showing various actions. The "Show Associated" option, which links to the GL Codes Document, is highlighted.

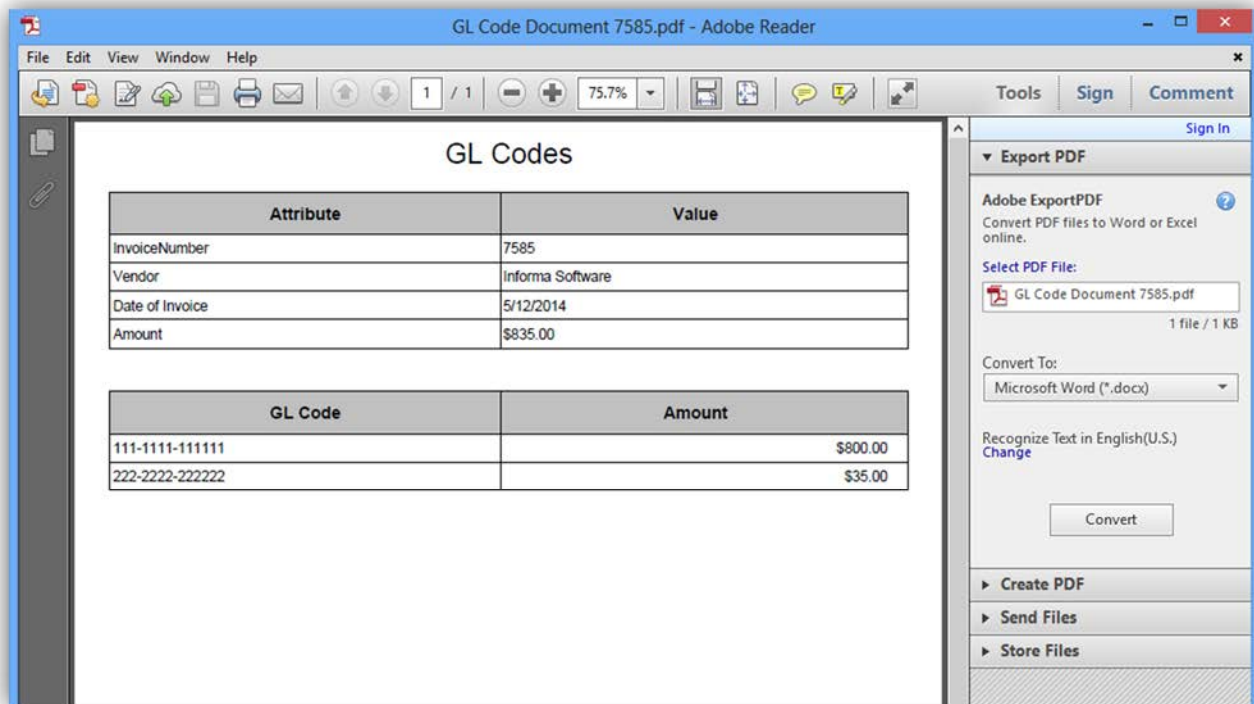
Icon	CreateDate...	PageCount	DocumentT...	DocumentG...	InvoiceNum...	Vendor	Date of Inv...	Amou
🔗	5/29/2014 ...	1	Invoice	Orlando				
🔗	5/29/2014 ...	1	Invoice	Orlando				
🔗	5/29/2014 ...	1	Invoice	Orlando				
🔗	5/29/2014 ...	1	Invoice	Orlando				
🔗	5/29/2014 ...	4	Invoice	Orlando				
🔗	5/29/2014 ...		Invoice	Orlando	7898	Informa So...	5/12/2012	
🔗	5/29/2014 ...		Invoice	Orlando			5/29/2014	
🔗	5/29/2014 ...		Invoice	Orlando	4545	Informa So...	5/28/2014	
🔗	5/29/2014 ...		Invoice	Orlando	8686	Informa	5/12/2014	
🔗	5/30/2014 ...		Invoice	Orlando	3434	Informa	5/29/2014	

- View (Ctrl+I)
- Edit (Ctrl+Shift+E)
- Annotate
- Add Revision
- Route
- Save Local Copy (Ctrl+Shift+L)
- Export to Folder
- Email Document (Ctrl+M)
- Batch Print
- Find Similar
- Grid Edit (Ctrl+E)
- Show Associated (Ctrl+O)**
- Add to Watch List (Ctrl+T)
- Delete (Ctrl+Alt+D)
- Undelete

The “Associated” tab will be opened and it will display the Workflow document and the associated GL Codes Document. In the example below, the GL Codes Document is selected.



The example below shows the view of the GL Codes Document that is associated with the Workflow document. The Attribute data can be customized by adding or removing attributes from the GL Code Document type. The GL Code and Amount fields cannot be removed from the GL Code Document.

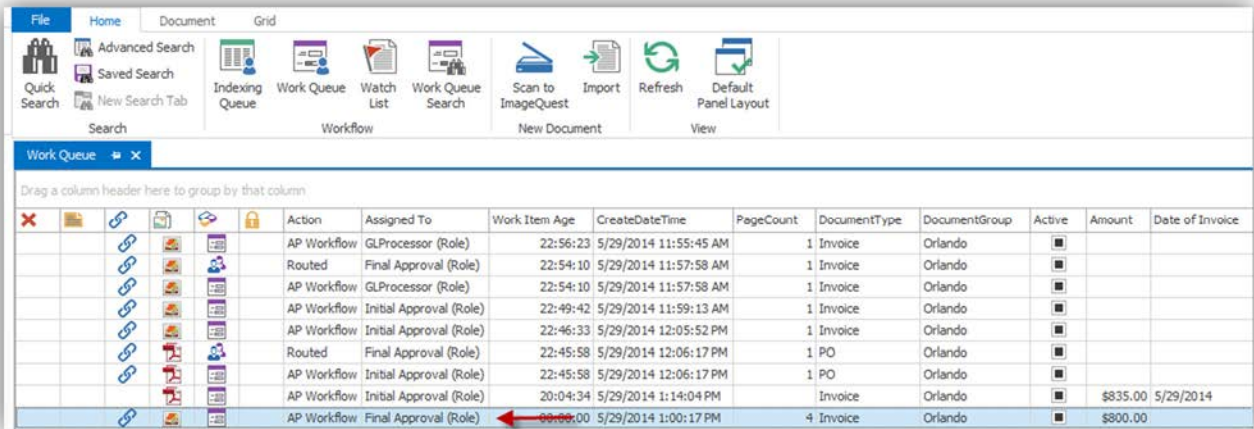


**Note:** Users will not see the GL Codes document type unless they are allowed permissions to the GL Codes Document Type.

## Document Locking

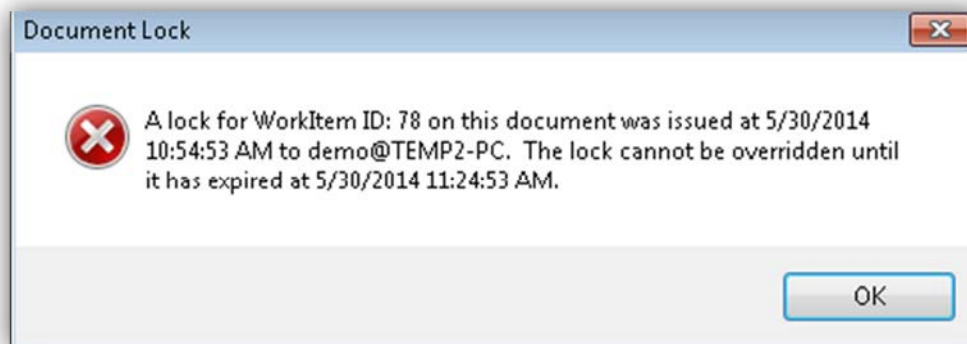
When a Workflow Task is opened by a user, a lock is applied to the item until the user closes the item or the lock has expired.


In the example below, the selected Workflow Task is assigned to the Final Approval role. Two users are members of the Final Approval role, “Administrator” and “Demo”.



Action	Assigned To	Work Item Age	CreateDateTime	PageCount	DocumentType	DocumentGroup	Active	Amount	Date of Invoice
AP Workflow	GLProcessor (Role)	22:56:23	5/29/2014 11:55:45 AM	1	Invoice	Orlando	<input type="checkbox"/>		
Routed	Final Approval (Role)	22:54:10	5/29/2014 11:57:58 AM	1	Invoice	Orlando	<input type="checkbox"/>		
AP Workflow	GLProcessor (Role)	22:54:10	5/29/2014 11:57:58 AM	1	Invoice	Orlando	<input type="checkbox"/>		
AP Workflow	Initial Approval (Role)	22:49:42	5/29/2014 11:59:13 AM	1	Invoice	Orlando	<input type="checkbox"/>		
AP Workflow	Initial Approval (Role)	22:46:33	5/29/2014 12:05:52 PM	1	Invoice	Orlando	<input type="checkbox"/>		
Routed	Final Approval (Role)	22:45:58	5/29/2014 12:06:17 PM	1	PO	Orlando	<input type="checkbox"/>		
AP Workflow	Initial Approval (Role)	22:45:58	5/29/2014 12:06:17 PM	1	PO	Orlando	<input type="checkbox"/>		
AP Workflow	Initial Approval (Role)	20:04:34	5/29/2014 1:14:04 PM		Invoice	Orlando	<input type="checkbox"/>	\$835.00	5/29/2014
AP Workflow	Final Approval (Role)	00:00:00	5/29/2014 1:00:17 PM	4	Invoice	Orlando	<input type="checkbox"/>	\$800.00	

If “Administrator” opens the item from their Work Queue and then the “Demo” user tries to open the same item, the “Demo” user will receive a Document Lock error that lets them know a lock was placed on the item and who locked it and when. See the example below.



The “Demo” user can click “OK” on the error and the Locked column for the Workflow Task is updated to display a lock icon  until the item is completed or closed by the user that has it locked.

If a user sees a record with a lock icon, they can hover the mouse over the lock icon to see which user has it locked and when it was locked.

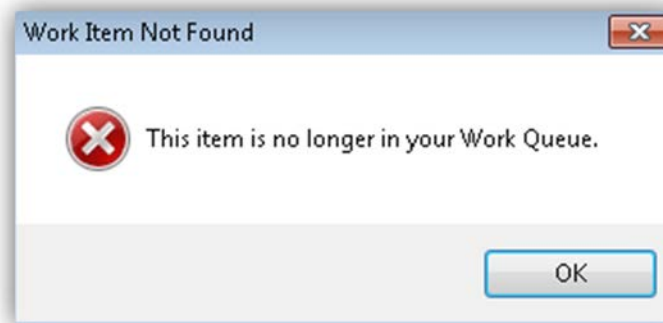
Work Queue

Drag a column header here to group by that column

						Action	Assigned To	Work Item Age	CreateDateTime	PageCount	DocumentType
						AP Workflow	GLProcessor (Role)	23:08:07	5/29/2014 11:55:45 AM	1	Invoice
						Routed	Final Approval (Role)	23:05:54	5/29/2014 11:57:58 AM	1	Invoice
						AP Workflow	GLProcessor (Role)	23:05:54	5/29/2014 11:57:58 AM	1	Invoice
						AP Workflow	Initial Approval (Role)	23:01:26	5/29/2014 11:59:13 AM	1	Invoice
						AP Workflow	Initial Approval (Role)	22:58:17	5/29/2014 12:05:52 PM	1	Invoice
						Routed	Final Approval (Role)	22:57:42	5/29/2014 12:06:17 PM	1	PO
						AP Workflow	Initial Approval (Role)	22:57:41	5/29/2014 12:06:17 PM	1	PO
						AP Workflow	Initial Approval (Role)	20:16:19	5/29/2014 1:14:04 PM		Invoice

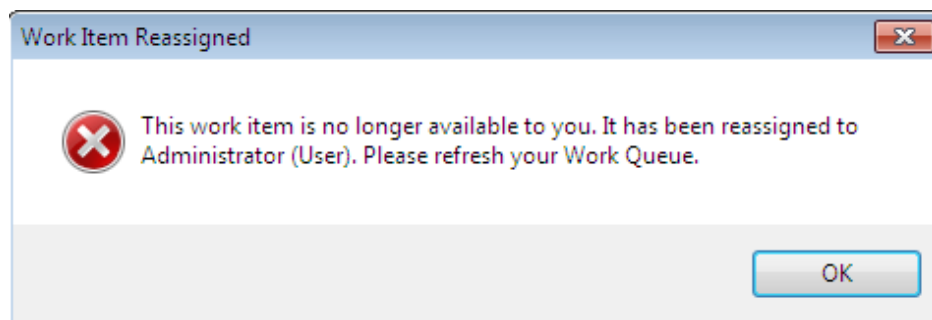
Locked by Administrator@EXAMPLE-SERVER at 5/30/2014 11:03 AM

If the “Administrator” user completes the Workflow Task and the “Demo” user tries to open it, the “Demo” user will receive a Work Item Not Found error.

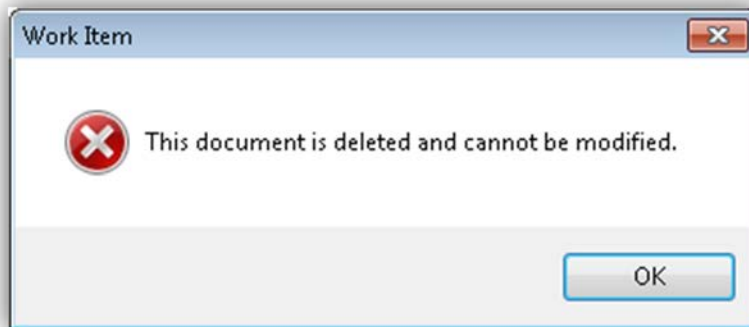


When the “Demo” user clicks “OK” on the error, the error is closed and the Workflow Task is removed from their Work Queue.

If a Workflow Task is reassigned to another User or Role, the following error is displayed to a user that tries to open the item.



If a Workflow Task is deleted by a user and another user tries to open it, they will receive an error that notifies them that the document is deleted and cannot be modified.



**Note:** Routing a Workflow Task will create a new Routed work item, but it does not reassign the Workflow Task to the user it was routed to. The Workflow Task will remain in the routing user's Work Queue until it is "Reassigned", "Approved and Assigned to another user" or "completed by another user".

