

Accounting Core: Accounts Payable – Document Imaging

Introduction

Document Imaging in Accounts Payable is available on both the vendor and invoice. This feature empowers the user to effortlessly scan and link vendor documents like W9s and contracts to the respective vendor profile. Furthermore, the user can also scan the invoice images directly to the corresponding invoice within the module. The following will walk the user through the four Methods of scanning invoices in the Accounts Payable module as well as attaching images to the vendor.

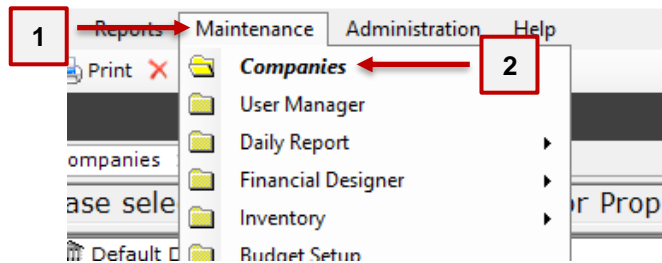
Objective

Recognize the types of supporting documents that are relevant to various invoice transactions. Understand the importance of attaching appropriate documents for audit trails and compliance. Demonstrate the step-by-step process of attaching supporting image documents to relevant records.

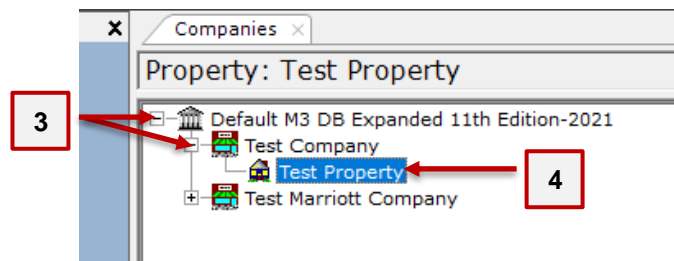
Steps

Follow the steps below to attach images within Accounts Payable. There are 4 different methods; the first 7 steps are the same for each method.

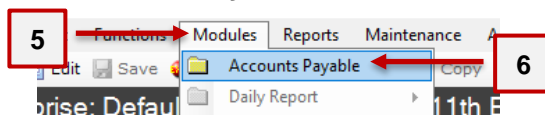
1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**. Note: if desired to complete on property level, continue the next two steps. If not, click on desired company level.



3. Expand the company / property tree by clicking on the (+) symbol.
4. Click on the desired property.

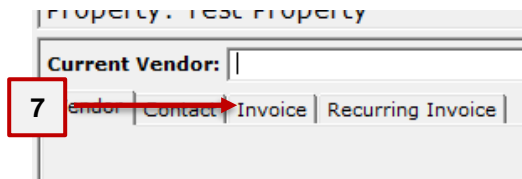


5. Click **Modules**.
6. Click **Accounts Payable**.



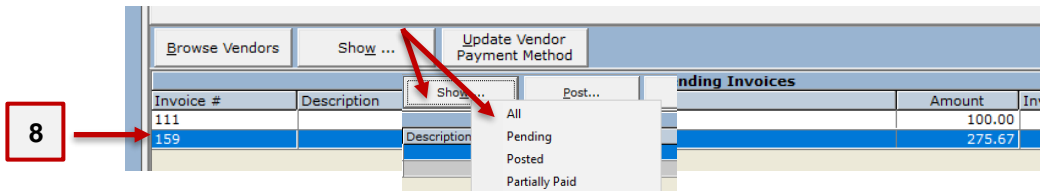
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- Click on the **Invoice** tab.

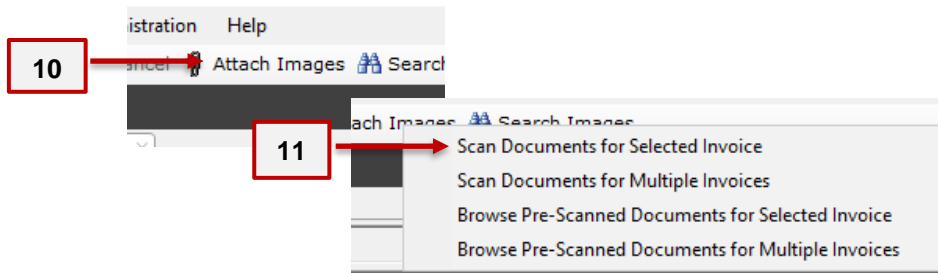


Attaching Images to an invoice Method 1: Scan Documents for Selected Invoice. This method utilizes a compatible scanner to scan directly to a single invoice.

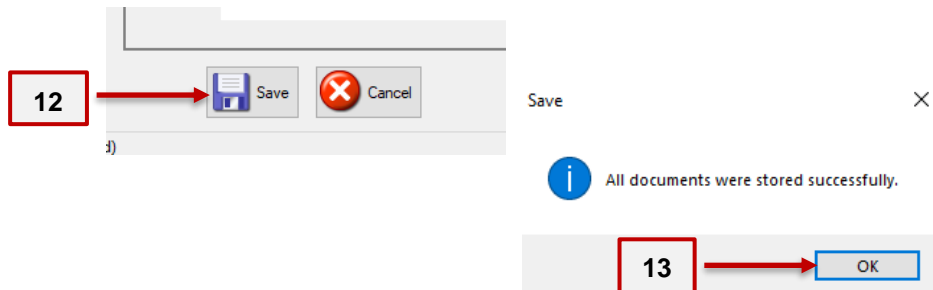
- Find the invoice to scan to and select the invoice. Note: The user may navigate to the invoice by selecting the vendor from the current vendor drop down Method, click on **Show > All**, and click on desired invoice. If the invoice is from years prior, click the **+** sign to increase the year search.



- Load** invoice into the M3 compatible scanner.*
- Click **Attach Images**.
- Select **Scan Documents for Selected Invoice**.



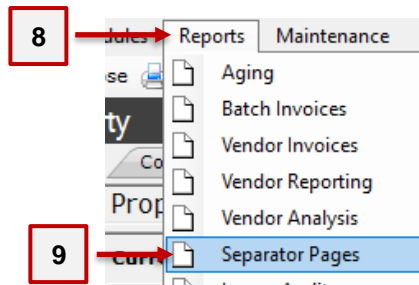
- Click **Save**.
- Click **OK** to the validation message of the invoice saving successfully.



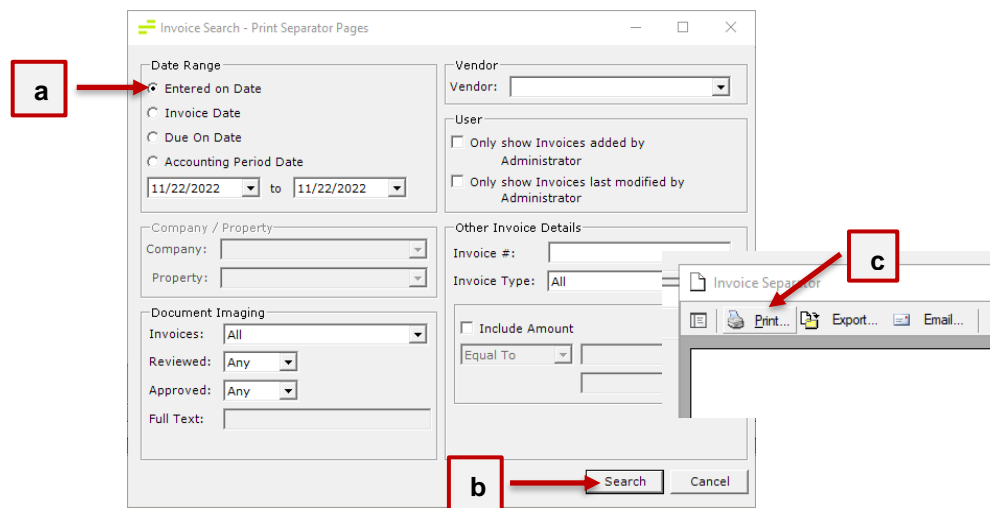
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Attaching Images to an invoice Method 2: Scan Documents for Multiple Invoices. This method utilizes a compatible scanner and separator pages to scan multiple invoices simultaneously.

8. Click **Reports**.
9. Click **Separator Pages**.

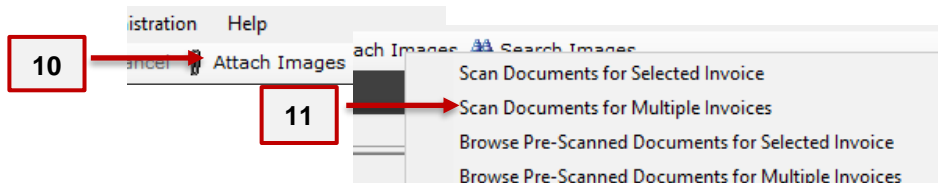


- a. Select the desired criteria. It is recommended to use the **Entered on Date** and then select the date range the invoices were entered.
- b. Click **Search**.
- c. The pop-up window with all the bar code separator pages will populate. Click **Print**.



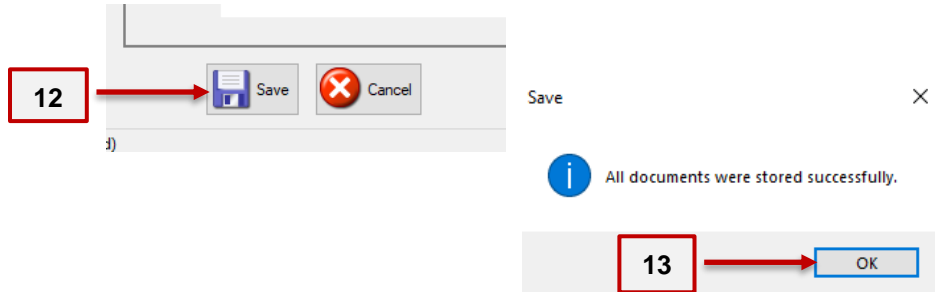
- d. **Match the separator page with the invoice**, with the separator page being on **top** of its invoice. Then the next separator page and its invoice and so on. Note: The invoice can have as many pages as it needs, if the respective separator pages are in between each invoice, it will not cause trouble.
- e. Load the batch of separator pages and invoice into the M3 compatible scanner.*

10. Click **Attach Images**.
11. Select **Scan Documents for Multiple Invoice**.



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12. Click **Save**.
13. Click **OK** to the validation message of the invoice saving successfully.

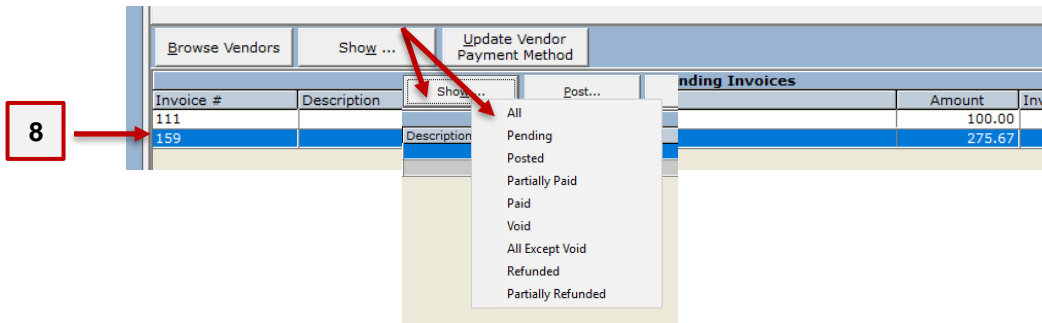


* M3 compatible scanner list can be found on the Help Center:
<https://help.m3as.com/knowledgebase/article/KA-01034/en-us>

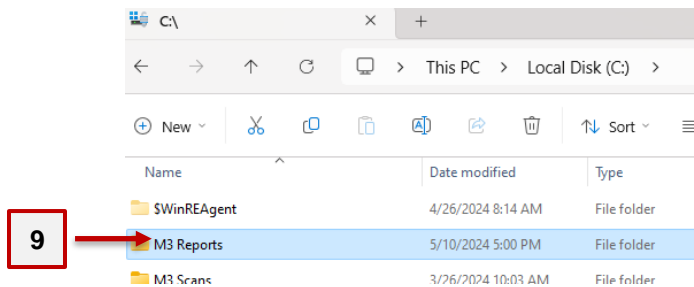
Attaching Images to an invoice **Method 3: Browse Pre-Scanned Documents for Selected Invoice.**

This method involves saving a single invoice in either PDF or TIFF format. The file is then imported to attach directly to the corresponding invoice.

8. Find the invoice to scan to and select the invoice. Note: The user may navigate to the invoice by selecting the vendor from the current vendor drop down Method, click on **Show > All**, and click on desired invoice. If the invoice is from years prior, click the **+** sign to increase the year search.

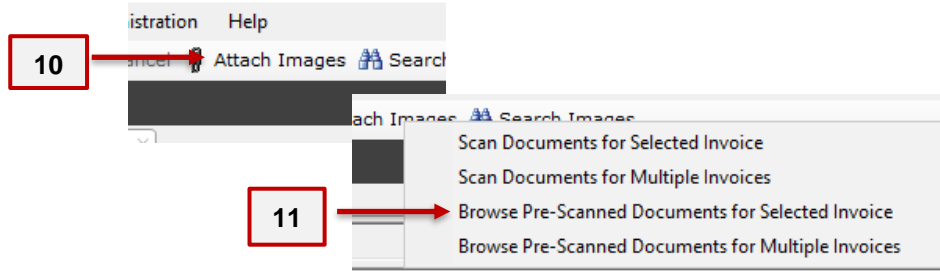


9. The user will need to pre-scan the invoice image as either a TIFF or PDF and save the invoice image in the **"M3 Scans"** folder** on the computer.

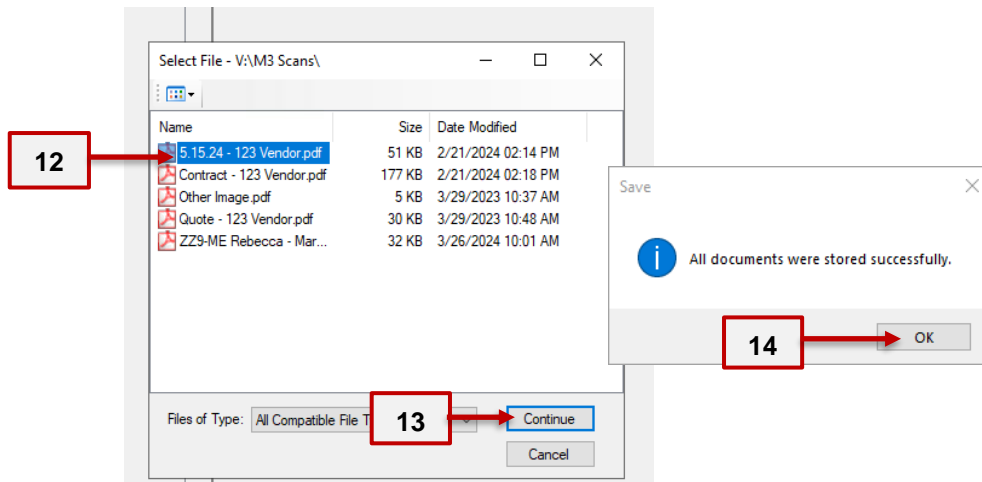


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10. Click **Attach Images**.
11. Select **Pre-Scanned Documents for Selected Invoice**.



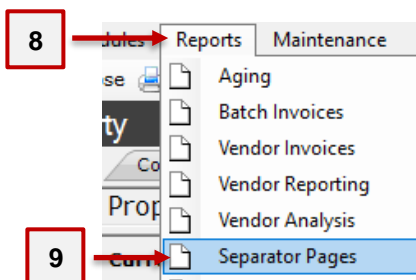
12. Click on the **saved invoice** from the pop-up window.
13. Click **Continue**.
14. Click **OK** to the validation message of the invoice saving successfully.



Attaching Images to an invoice **Method 4: Browse Pre-Scanned Documents for Multiple Invoices.**

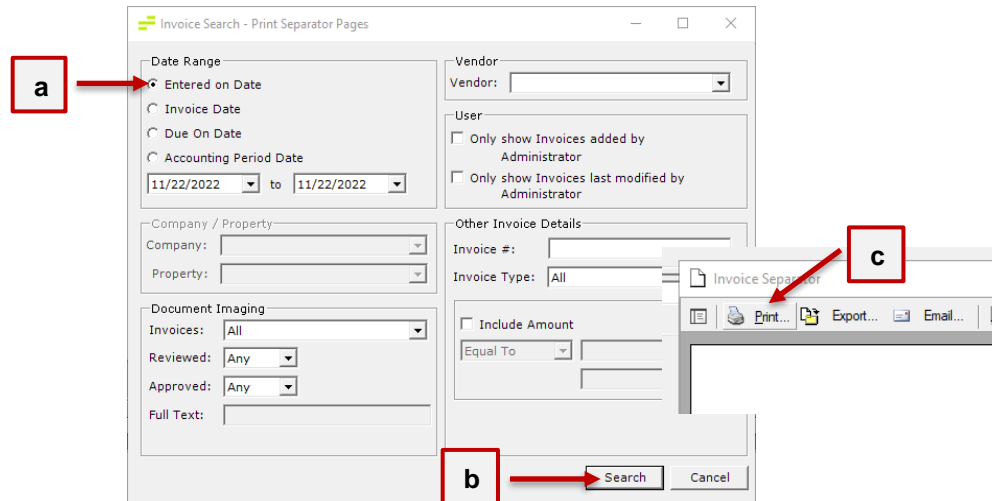
This method involves saving multiple invoices, each with a separator cover page, together in a single file, TIFF format only. The file is then imported to automatically attach the invoices by reading the barcode on the separator page.

8. Click **Reports**.
9. Click **Separator Pages**.

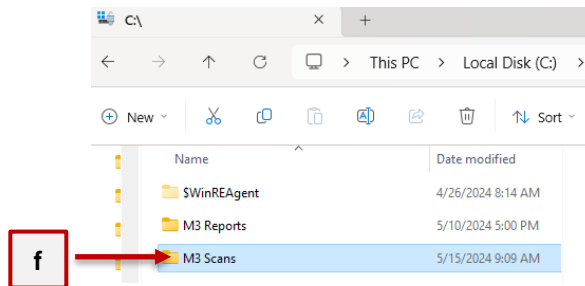


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- Select the desired criteria. Recommend using the **Entered on Date** and then select the date range the invoices were entered.
- Click **Search**.
- The pop-up window with all the bar code separator pages will populate. Click **Print**.

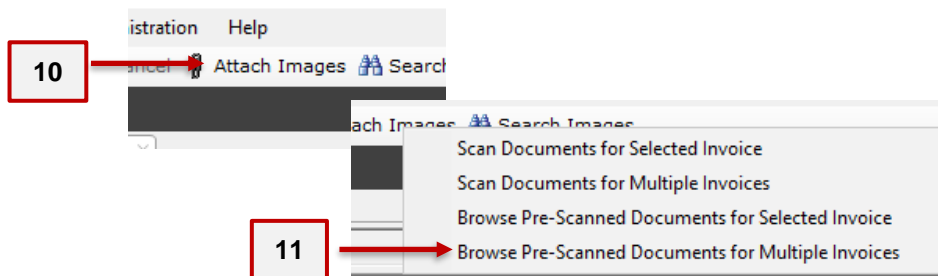


- Match the separator page with the invoice, with the separator page being on **top** of its invoice. Then the next separator page and its invoice and so on. Note: The invoice can have as many pages as it needs, as long as the respective separator pages are in between each invoice, it will not cause trouble.
- Load the batch of separator pages and invoice into any scanner and save the image as a **TIFF** file only.
- The user will save the image in the "**M3 Scans**" folder** on the computer.



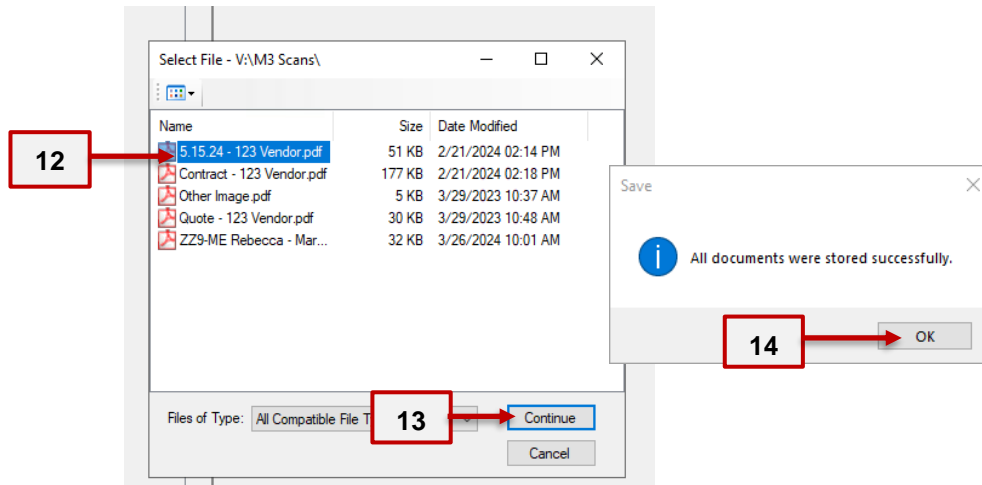
10. Click **Attach Images**.

11. Select **Pre-Scanned Documents for Multiple Invoices**.



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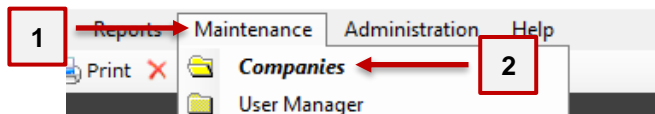
12. Click on the **saved invoice** from the pop-up window.
13. Click **Continue**.
14. Click **OK** to the validation message of the invoice saving successfully.



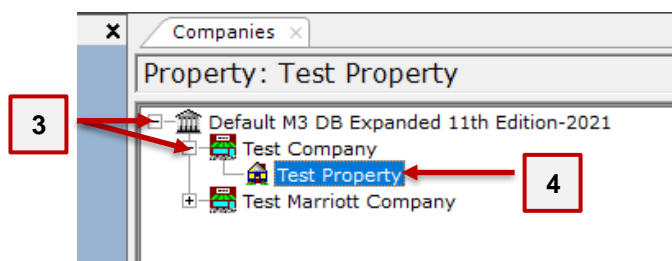
** The saved folder may differ from the example above. To locate the name of the folder in which the user should use, follow these steps. Click **Maintenance**, click **Companies**, click **Enterprise** level, click the **Advanced Settings** tab. Under the **General** Tab, the name of the folder to be added to the user's **C drive** on the computer will display. In this case "**M3 Scans**".

Attaching Images to a Vendor profile:

1. From the top menu bar, click on **Maintenance**.
2. Click on **Companies**. Note: if desired to complete on property level, continue the next two steps. If not, click on desired company level.

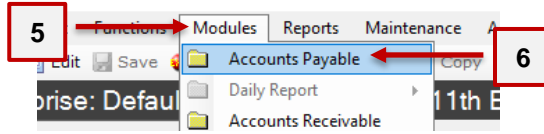


3. Expand the company / property tree by clicking on the **(+)** symbol.
4. Click on the desired property.

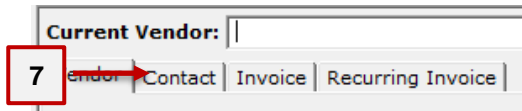


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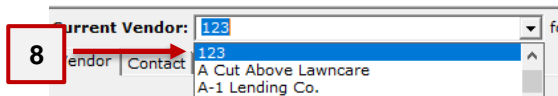
5. Click **Modules**.
6. Click **Accounts Payable**.



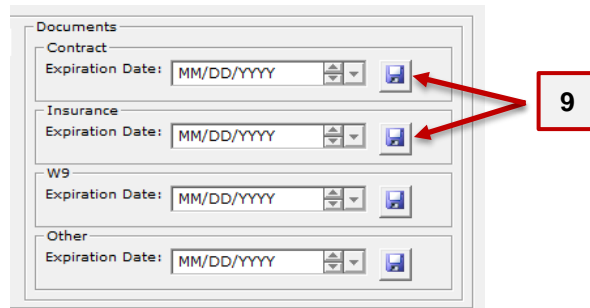
7. Click on the **Contact** tab.



8. Select the desired **vendor** from the current vendor drop-down list.



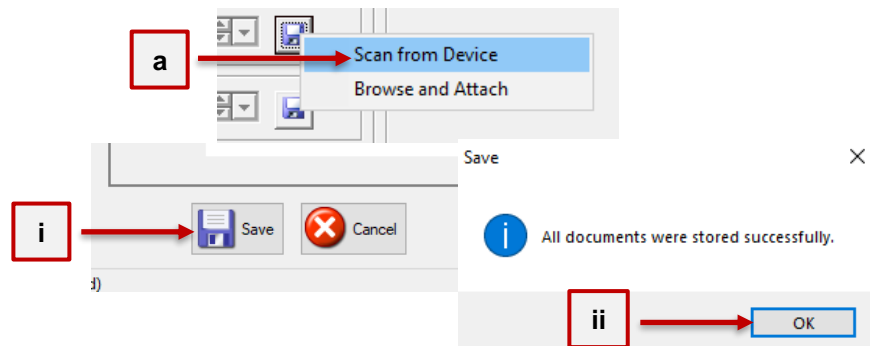
9. In the Documents section, click on the **Save Disk** next to the desired document to be attached.



10. Select "**Scan from Device**" if using a M3 compatible scanner.* Or select "**Browse and Attach**" if pulling in a saved image from the M3 Scans** folder.

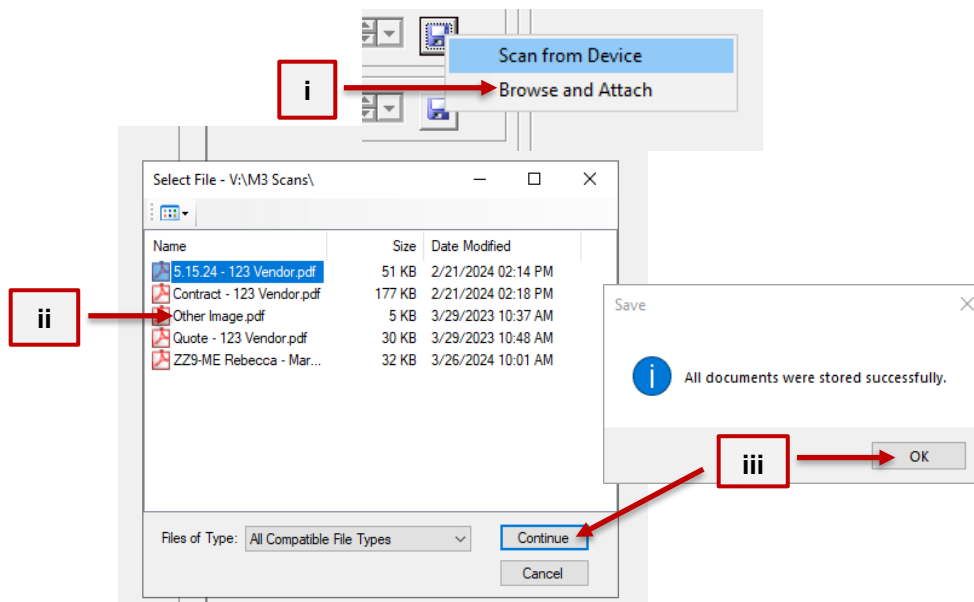
a. For **Scan from Device**:

- i. load invoice into the M3 compatible scanner* and then click **Scan from Device**.
- ii. Once it is finished, click **Save** and **OK**.



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- b. For **Browse and Attach**:
 - i. Click **Browse and Attach**.
 - ii. Select document to attach to the **Vendor** profile.
 - iii. Click **Continue** and then click **OK** to the “stored successfully” message.



* M3 compatible scanner list can be found on the Help Center:
<https://help.m3as.com/knowledgebase/article/KA-01034/en-us>

** The saved folder may differ from the example above. To locate the name of the folder in which the user should use, follow these steps. Click **Maintenance**, click **Companies**, click **Enterprise** level, click the **Advanced Settings** tab. Under the **General** Tab, the name of the folder to be added to the user's **C drive** on the computer will display. In this case "M3 Scans".