170 Markview Scanning and Payables

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Overview of 170 Markview

170 Systems has developed jointly with Oracle, the 170 Markview solution to manage any types of document and is tightly integrated with all the Oracle Applications (Financials, CRM, Human Resources etc). This solution brings imaging capabilities to the Oracle suites using Oracle workflow to manage the document flow.

The key focus of the 170 Markview for Oracle Applications solution is the ease of upgrade. As customers upgrade from one Oracle Application release to the next, the 170 Markview solution is easily upgraded in parallel. The 170 Markview solution supports all the Oracle Applications deployment models 11I, 10.7 NCA and 10.7 Smart Client.

What it does

The standard Oracle responsibilities and menus are amended to add 170 Workflow Maintenance menus. This provides the user with the ability view documents in process, attach a scan to an invoice previously entered and return invoice scans to suppliers.

The 'Zoom' button on the toolbar becomes the 'Get Next' button. This allows a user to attach and process the next invoice scan.

All documents that are received by a company are given a unique identifier, are scanned and batch number. It is recommended that invoices be batched by type for example Purchase Order Invoices, Non-Order invoices and Credit Notes.

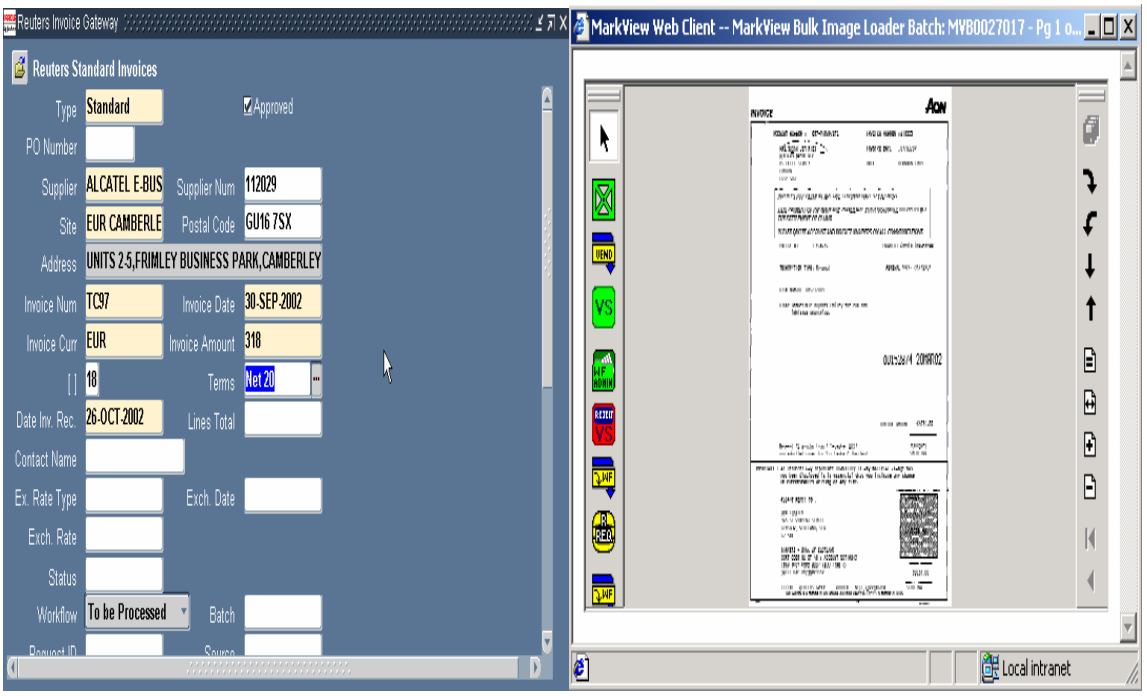
The 170 Markview solution works by providing queues or workflows to direct scanned documents around your organisation and business processes. These queues send documents for coding, approval and rejecting. Each users has a working folder that contains invoice scans that require their attention and there are queues for returned invoices, vendor setup, and buyers. Each queue has a notification process through email and alerts.

The user process

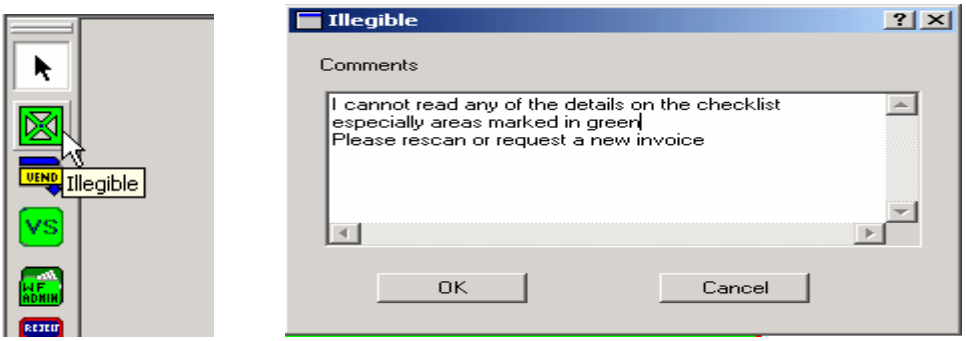
To process an invoice from a scan, a user logs on to the Oracle Payables responsibility and selects either the Invoice Workbench or the Invoice Gateway depending on your business procedures.

Click on the 'Get Next' Button. This button will begin to load the Markview viewer if you haven't already loaded this application.

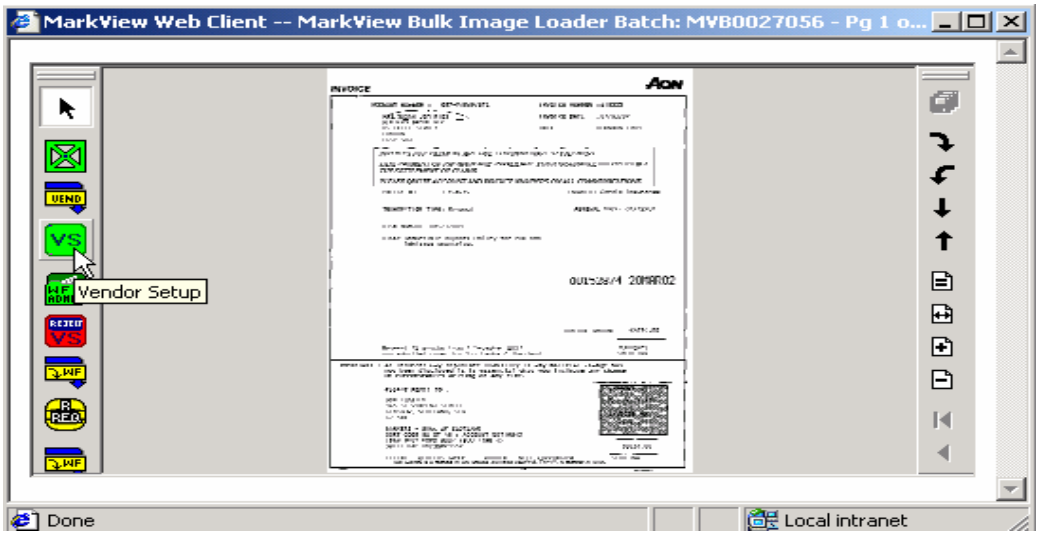
The Markview system requires you to log in normally this is the same as your Oracle Application login. Once you have successfully logged on, the Markview viewer will appear with the next image awaiting data entry.

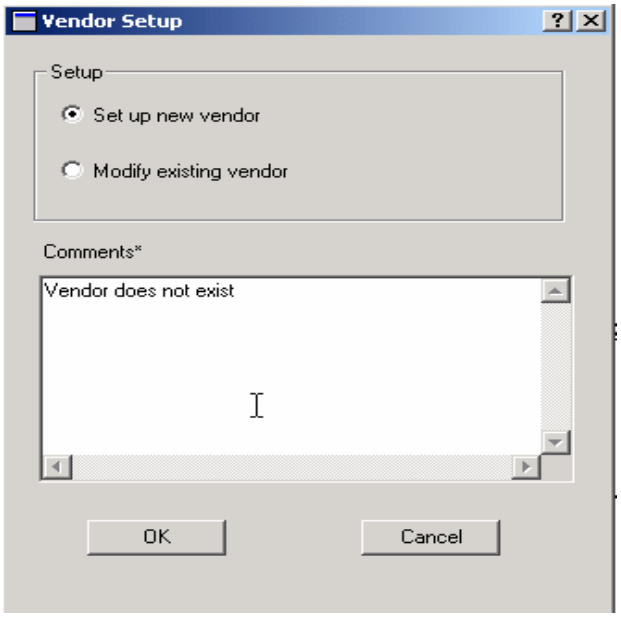


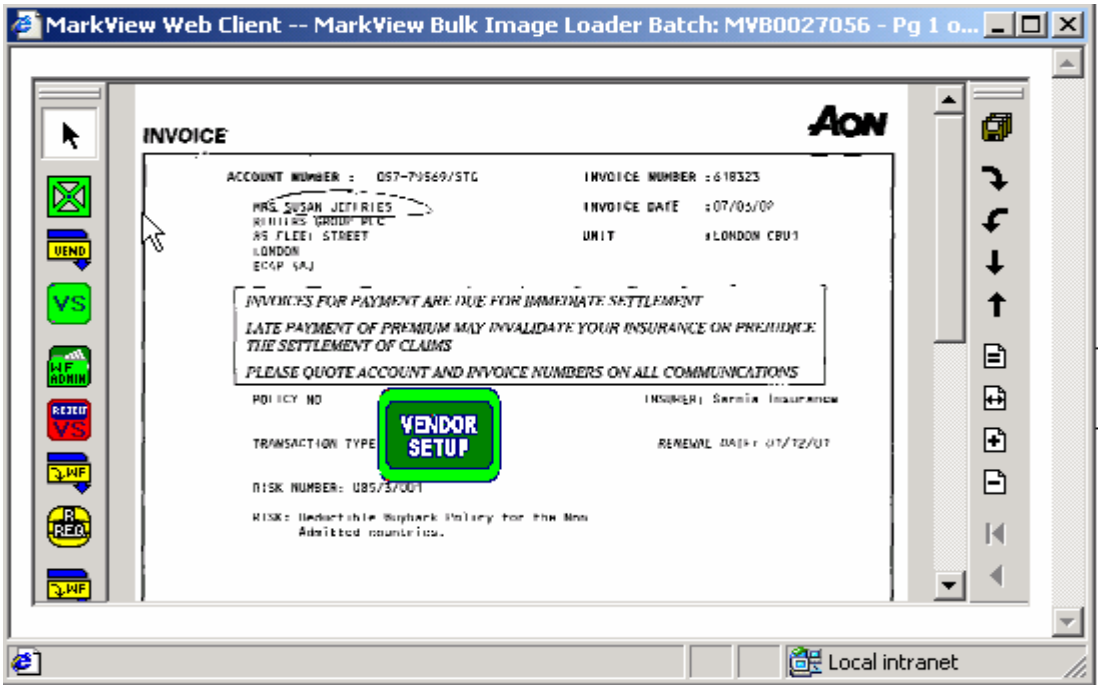
If the payables user feels the image is not legible they may apply an illegible markup. Placing this markup transitions the invoice to the Rescan Queue in the workflow and notifies the scan clerk that a document requires re-processing. Once the invoice has been rescanned it returns to the Data Entry Queue for processing.



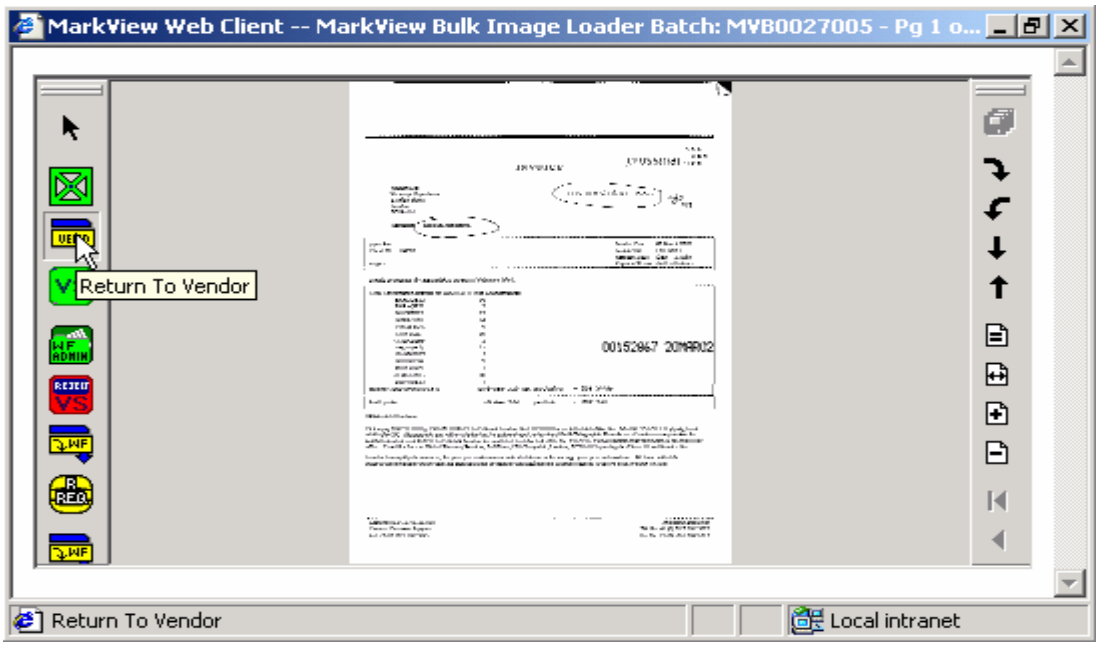
If the supplier or supplier site does not exist at the time of processing the user indicates the requirement for a new vendor or vendor modification using the Vendor Maintenance form markup. The system routes the scanned invoice to the Vendor Maintenance or Vendor setup Queues and notifies the Vendor setup clerk of the requirement. Once the vendor has been defined or modified the invoice is returned to the Data Entry Queue for processing.

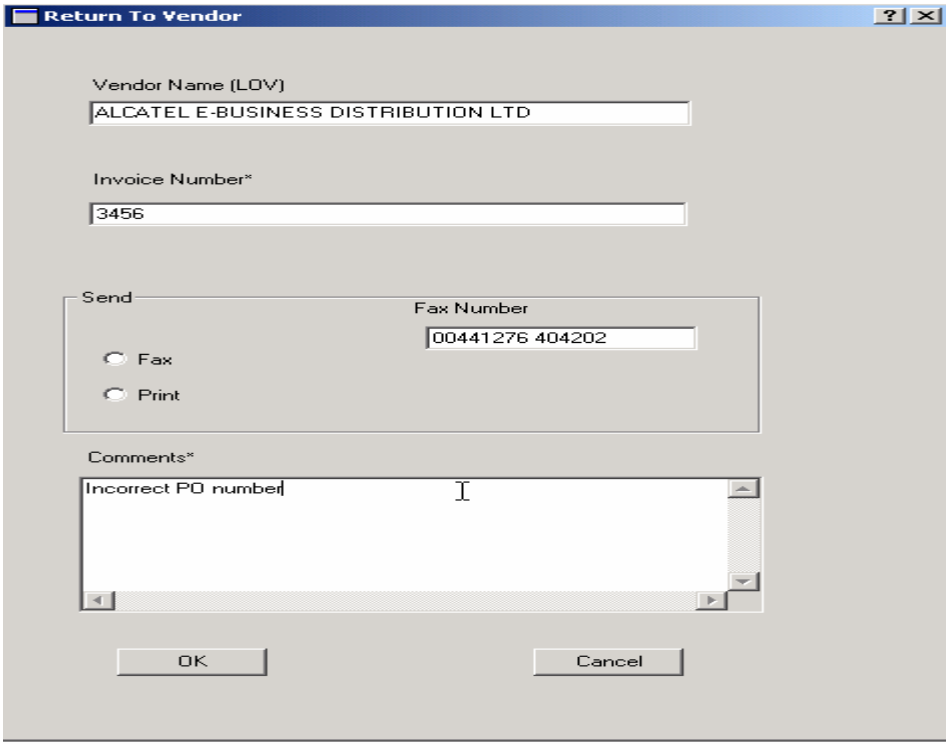




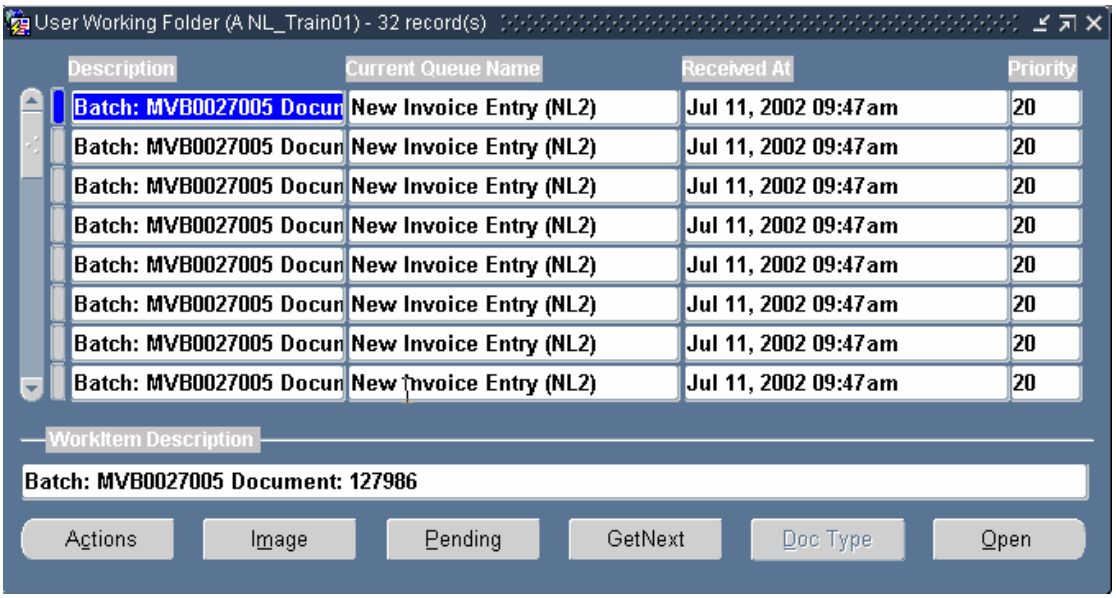


If during the processing the users recognises that the supplier has submitted an invoice that does not met the companies business procedures the user may place a Return to Vendor form markup on the document. This form includes fields for comments where the user indicates the reason for returning the invoice and an invoice number field. The markup derives the fax number from the vendor information on the database but allows the user to overwrite or insert one. Placing this markup faxes the invoice to the supplier with a request for additional information. The workflow prints the invoice number and return reasons indicated in the comments field on the fax cover page.

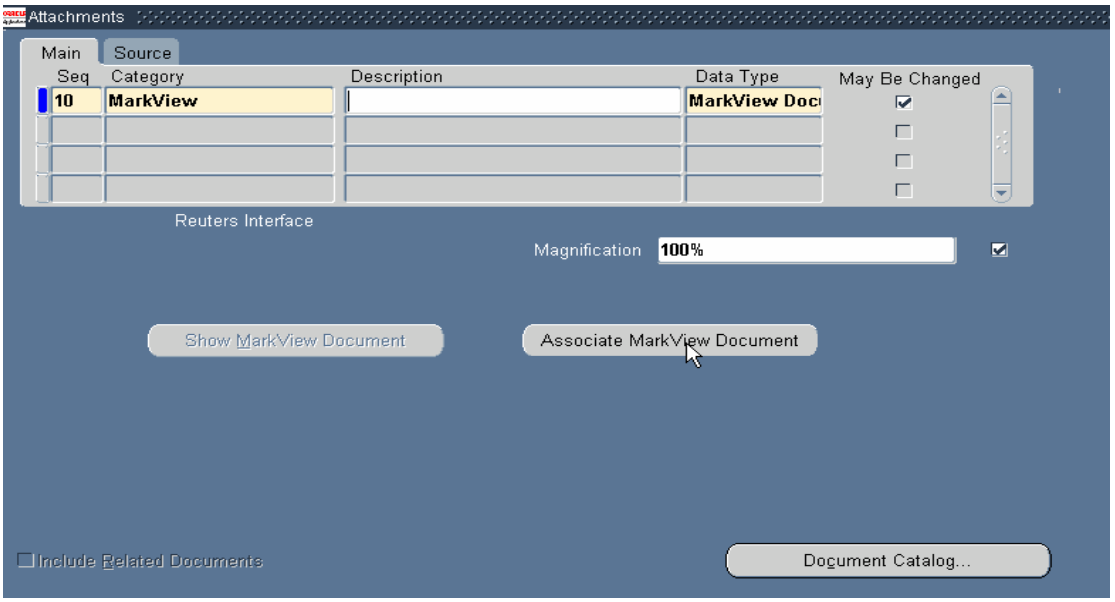




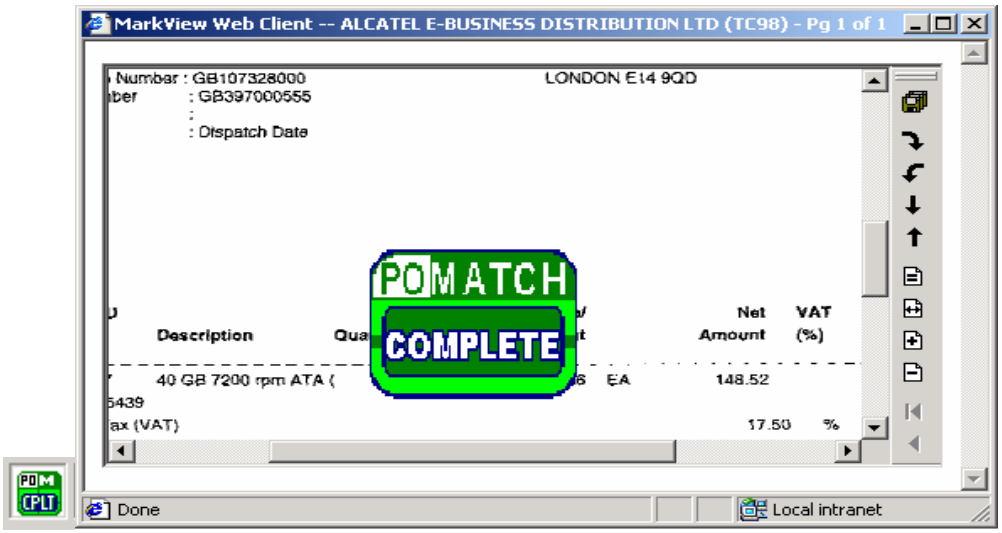
When the supplier provides sufficient reason to continue processing the invoice, navigate to the 170 Workflow Maintenance menu and select the Return to Supplier form. Use the standard Oracle functionality to query up your invoice. Note if your supplier has provided a new invoice this would be scanned and processed as a new invoice and the old invoice would remain in the Returned to Vendor Queue unprocessed.



Click on the Image button to launch the invoice into the Markview Web Client. Open either the Invoice Workbench or the Invoice gateway to process the invoice, save the record and using the Oracle Attachment functionality attach the invoice scan using a category type of Markview.

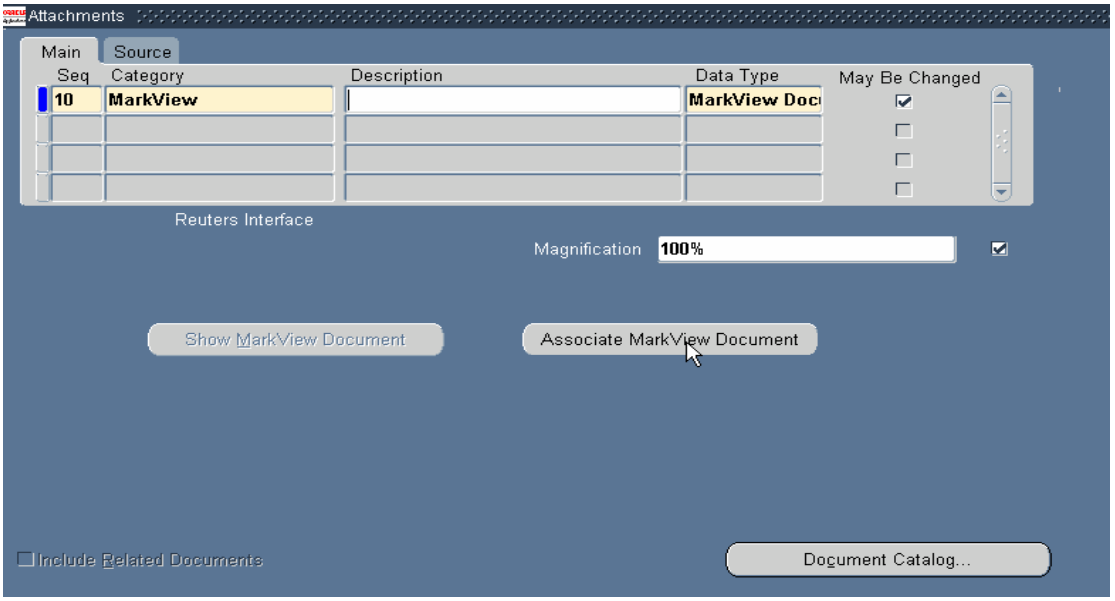


Once an invoice has been processed, matched, approved, and coded, a Match Complete form Markup is applied. All invoices still need to meet the Payables Approval process before they can be paid and any holds that are placed by the system are recorded in Markview and send emails to required users.



The 170 Markview solution comes with Queues for 'Return to coder' where a user adds comments to an invoice and returns it to the person who entered the accounting codes. 'Return to Workflow' this is used where a coder or approver has queries on the invoice for the payables department. 'Send to Buyer', this is used when a user determines a buyer should review the invoice and notifies the buyer that there is pending work. These queues are automatic and manually selected by the payables user. For example an invoice scan is automatically sent to the buyer in the case of price or quantity holds.

To view the scan of any invoice, select the record and click on the 'Attachments' icon on the Oracle toolbar. This will have a paper click with a note under it when there are attachments. If there is only one invoice image the Markview web client will automatically launch, if there is more than one image attached you will see all the attachments and will need to select the invoice you wish to review and click on the 'Show Markview Document' button.



Benefits

Invoice distribution is performed quickly and accurately

Prevents misplaced or lost forms since invoice images are routed to users on-line.

Provides an audit trail that is always associated with the invoice image.

Eliminates the need for the Payables Department to re-key distributions data

Eliminates focus on Payables department to gather correct information to process the data.