

Financial Records & Automation

Financial Records in Laserfiche Walk-Through

Beau Lollar
Senior Chief Engineer
DocuNav Solutions

Background & History

Beau Lollar

❖ Career

- ✓ Senior Chief Engineer
- ✓ 25+ years working in IT
- ✓ 20+ years working with Laserfiche & other ECM's
- ✓ 11+ years with DocuNav Solutions

❖ Personal

- ✓ Born & raised in Denver Colorado
- ✓ Married & 1 daughter
- ✓ Rescue & Foster Dogs (200+ so far)



What Are Financial Records

Financial Records Repository

- Stores records relating Accounts Payable, Accounts Receivable, Finance, & Purchasing/Procurement
- Links various documents stored in separate areas based on shared fields & document security
 - E.g. Contracts w/ PO's w/Invoices w/ Payments
- Requires data to be available from Finance system to fill fields & provide logic for links
- Filling fields, filing, & links created by Workflow when the document is filed

Document Questions

- What types of documents are being stored (e.g. Invoices, PO's, Journal Entries, ...)?
- What fields need to be collected for each to be able to file & link documents?
- What folder structure & naming convention should be applied?
- Who should be able to access each document & what levels to apply?
- What retention should be applied & who should be able to perform Records Management actions?

Automation Questions

- What 3rd party applications do we need to connect to query the various template data?
- What connection methods are available from the 3rd party vendor/application for backend automation?
 - Direct database connection, API, Data dump, ...
- Is front-side integration needed & if so, what?
 - Direct access via 3rd party application
 - Linked via toolbar/Connector
- Where will new documents be brought in from?
 - Scan/Snapshot, ImportAgent, QuickFields, Forms, DocuSign, API, SDK, ...

Typical Design

- Templates: Bids, Contracts, PO's, Invoices, Vendor Information, & Payments
- Top-folder for each department: Accounts Payable, Finance, & Purchasing
- Sub-folders for each template, then separated by Fiscal Year & Vendor
- Links created between Contracts, PO's, Invoices, & Payments (depending on 3rd party data available)
- Department Security groups with VIEW, ADD, & MOD
- Records Management permissions on department folders

Laserfiche® Demonstration

DocuNav Solutions



Financial Records & Automation

Questions?

THANK YOU!

COMPANY NAME

