How the Flood Protection Authority Process Invoices with Laserfiche
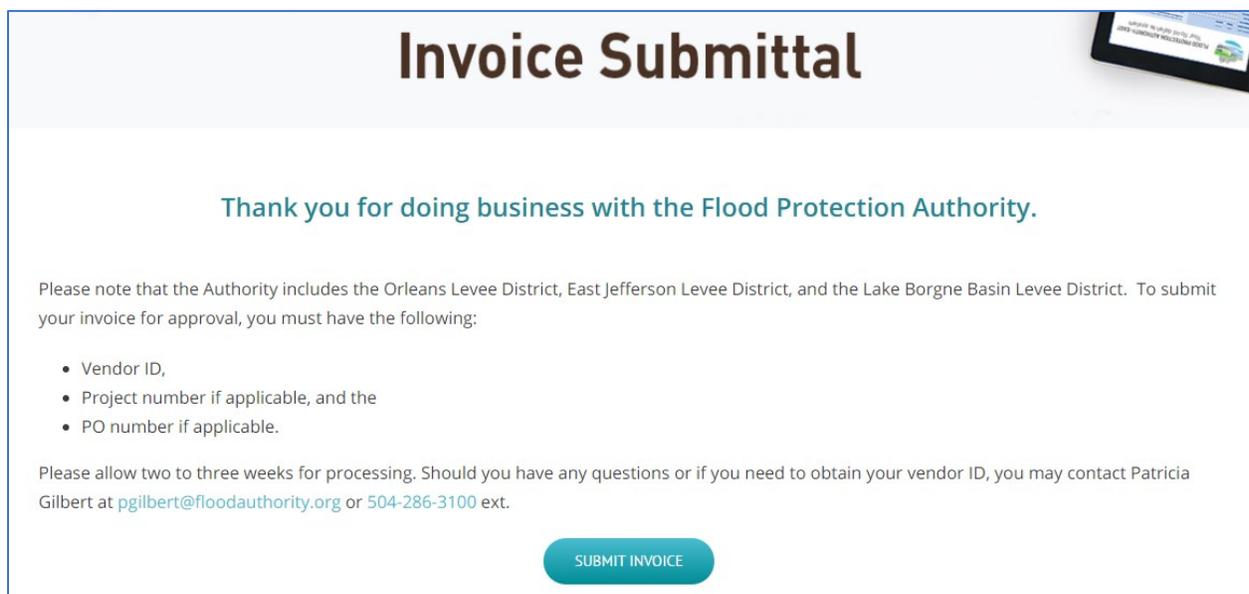
Contributed by: Kelli Chandler, Director of Finance, Flood Protection Authority

With 265 employees across four physical locations, the Flood Protection Authority (FPA) is responsible for overseeing the flood defense system in metropolitan New Orleans, LA. FPA worked with their solution provider SYGNVS to automate the invoice approval process with Laserfiche Forms, cutting invoice processing time by more than half from 30-45 days to 10-15 days.

Vendors Upload Invoices Through a Dedicated Vendor Portal

When the FPA starts a new project, the finance director creates a project folder in the Abila MIP accounting software and specifies how the project invoices will need to be coded. The director assigns the project to a specific vendor. Each vendor is identified by a unique vendor number.

Vendors submit any invoices that need to be paid through a dedicated vendor portal on the authority's website.

Invoices are submitted through a vendor portal on the FPA's website.

When the vendor clicks the Submit Invoice button on the website, a vendor invoice upload form loads. This form is created in Laserfiche Forms. The vendor types in the vendor number and is presented with a list of assigned projects. This is accomplished through a lookup into Abila MIP. The vendor selects the appropriate project, enters the invoice information and uploads the actual invoice. The form automatically calculates the balance that needs to be paid based on the project information.

Flood Protection Agency - Vendor Invoice Upload Form

Upload Info

Vendor Number *
VE009509

Vendor Name *
SYGNVS INTEGRATED SOLUTIONS

First Name *
Grant

Last Name *
Gardner

Email Address *
grant@sygnvs.com

Invoice Info

Invoice Number *
1234-INV

Invoice Amount *
$ 450.00

Invoice Date *
11/16/2020

Please Upload your Invoice *
Click Here to Upload Invoice

Please Specify Invoice Type: *
◉ Project Invoice ○ Purchase Order Invoice ○ Standard Invoice

Project Info

Invoice Period Start *

Invoice Period End *

If you don't see your project number listed below, please notify Kelli Chandler (kchandler@floodauthority.org) and include your vendor number and project number. You will be notified as soon as the list is updated.

Please select a Project Number *

Task Order Number

Current Retainage Amount
$ 0.00

Contract / TO Award Amount *
$ 0.00

Prior Billings: *
$ 0.00
Total Billed Prior to the Current Invoice

Balance:
$ 0.00

A vendor provides invoice information and uploads the invoice through a Laserfiche form.

After the form is submitted, it is assigned to the project manager for review. The project manager looks at the pending balance and compares it to the balance on the invoice. She or he also verifies that the coding was done properly in Abila MIP, and the work has been completed. .

Project Info

Project Number	Task Order Number	Current Retainage Amount
L8200012	30-02-02	$

Contract / TO Award Amount*	Prior Billings: *	Balance:
$ 230,917.13	$ 0.00	$ 230,917.13
	Total Billed Prior to the Current Invoice	

Finance Info

Invoice Period Start		Invoice Period End	
8/25/2020		09/30/20	

Default Fund	Default Department	Default GL	Default Work Order
900	900	48600	LBPS01

Fund	Department	GL Account
900	900	48600

Function	Location (WO)	Activity	Line Amount
PMP	LBPS01	000	$ 32,624.26

Invoice Amount	Total Lines	Invoice Balance
$ 32,624.26	$ 32,624.26	$ 0.00

Invoice Action

Invoice Action *
Assign to Project Manager

Manager *
Gerard Gillen

The project manager verifies the information on the invoice and the coding.

The invoices and associated documentation are saved in the repository, in a folder by fiscal year and vendor.

Folders

- Laserfiche Repositories
  - Flood-Protection-Authority
    - Engineering
    - Finance
      - *Scanned Incoming Checks
      - 1.) Incoming Invoices for AP Processing
      - Accounts Payable
        - *FAILED LOOKUP*
        - FY 2018
        - FY 2019
        - FY 2020
        - FY 2021
          - East Jefferson Levee District
          - Flood Protection Authority
          - Lake Borgne Basin Levee District
          - Orleans Levee District
        - Vendors
      - Bank Reconciliations
      - Invoice Sheets to be Printed
      - Journal Vouchers
    - Grants

Name ▲
- East Jefferson Levee District
- Flood Protection Authority
- Lake Borgne Basin Levee District
- Orleans Levee District

Invoices and associated documentation are saved in the Laserfiche repository.

Each invoice has appropriate metadata assigned, including the name, vendor number, date, invoice number and invoice amount.

Metadata ⏴

Fields | Tags | Links | Versions | Signatures

Template: AP Invoice Template ⌄

Entity

Flood Protection Authority ⌄

Vendor Number (required)

[   ] [>]

Vendor Name

[   ] [>]

Invoice Date (required)

9/28/2020   [📅] [>]

Invoice Number (required)

TEC-5130-2F   [>]

Invoice Amount

22400.00   [>]

Invoice Process Status

OPEN   ⌄

Purchase Order Number

[   ] [>]

Project Number

A2990021   [>] ✕

[   ] [>]

Invoices have appropriate metadata attached.

Once a week , Accounts Payable exports the metadata information for the approved invoices from Laserfiche into a spreadsheet and uploads it into Abila MIP.

The invoice upload and approval business process designed in Laserfiche Forms.

Invoice Processing Time Has Been Cut in Half

In the first four months after launching this project, 2,000 invoices have been received through this new process. Invoice processing time has been cut by more than half. It used to take 30-45 days to process an invoice and now takes 10-15 days.

"Before Laserfiche, approving and tracking contracts and projects was super manual. The more data/documents we have in the system, the more powerful Laserfiche becomes," says director of finance, Kelli Chandler.