



# Accounts Payable Imaging with SharePoint

ARMA NE Chapter

Bill Lang

March 18, 2009



# Lincoln Electric System

Municipal electric utility serving most of Lancaster County

- 127,000+ Customers
- 200 square mile service area
- 450+ Employees
- Generation with Coal, Gas, Oil, Hydro and Wind



# Agenda

- History
- Project
- Solution
- Demonstration
- Lessons Learned
- Other SharePoint Projects
- Q&A



# History

## Records Management

- Retention Schedule based on physical records
- Actively manage physical records
- Needed to address
  - Electronic records
  - Non-records



# History

## Enterprise Content Management (ECM) Initiative

- Steering Committee formed
- Education
  - ECM Managers
  - Executive Team
- Survey of Peers
  - Doing some form of imaging
  - Several had disasters



# History

Low Hanging Fruit –

Image Accounts Payable (AP) invoice package

- Demonstrate
- Experience
- Reduce paper
- Manage retention electronically
- Disaster protection
- Improve access



# History

## Old AP process

- Audit invoice
  - Quantity, price, tax, delivery, etc.
  - Initial with colored pen
- If Invoice not from a Purchase Order
  - Make copy; mail to responsible area
  - Standard Voucher; approvals; mail back
- Enter in SAP and process
  - Initial with a different colored pen



# History

Old AP process – continued

- Physical documents filed in AP
- Archived after 2 years
- Lookup – call to AP
  - Search physical files
  - May need to retrieve archive box(es)
  - May copy and mail
- Dispose after retention met



# Project

## Decisions

- Image scanning
- Image storage
- Locate & access images
- Annotate and manage packages
- When to capture the image
- Interface with SAP
- Minimal change to AP business process



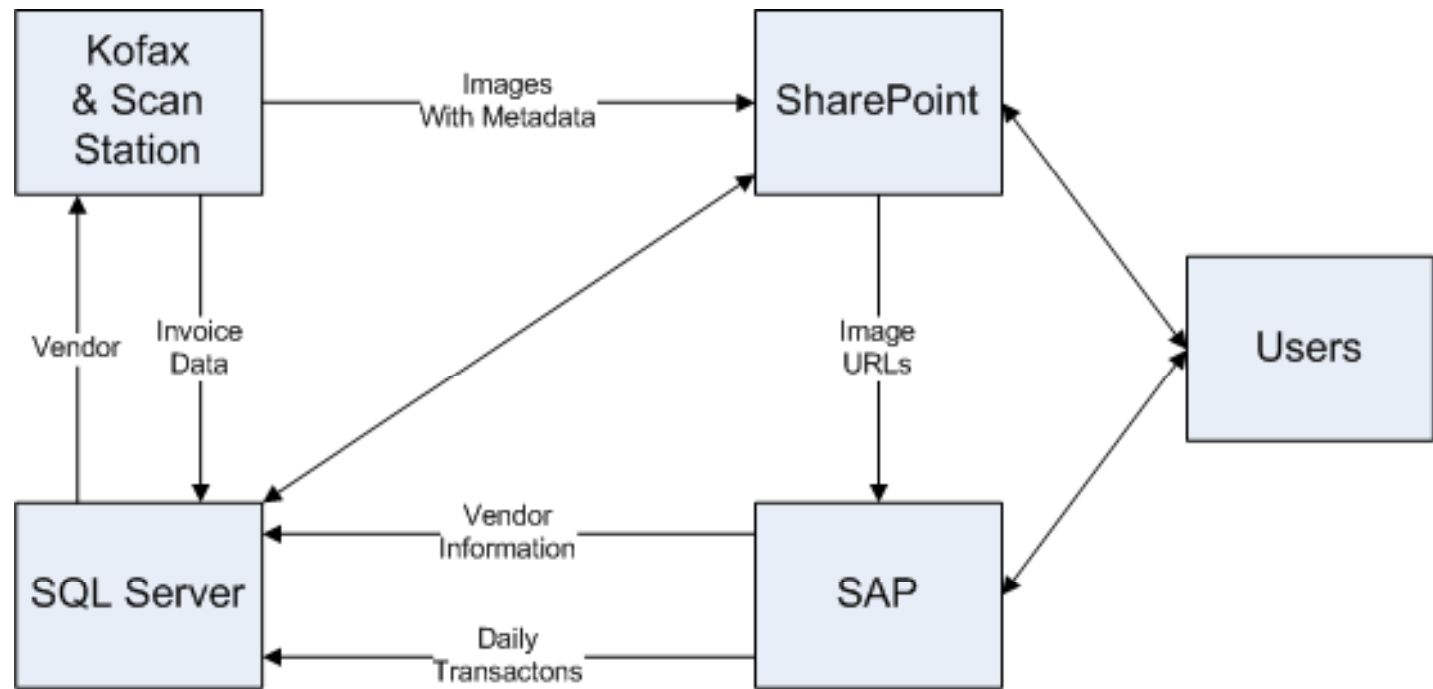
# Solution

## Main Components

- SAP
- Image Scanning – Kofax
- Image Storage – SharePoint
- Database – MS SQL Server
- Image annotation – Adobe Acrobat
- Training
- Retention

# Solution

## Diagram





# Demonstration

## Kofax

- Scan documents
- Index – add metadata
- Generate PDF
- Release to SharePoint



# Demonstration

## SharePoint

- Documents in Libraries
- Annotate with Adobe Acrobat
- View invoices
- View process status



# Demonstration

SAP

- SAP document
- Link to image

# Demonstration



Mar. 18, 2009

ARMA NE Chapter

les.com

**-LES** 15



# Lessons Learned

- Process
- Prototype
- Test



# Other SharePoint Projects

## Sustainable Energy Program

- Contracts
- Photo Archive
- Update/expand AP Imaging
- GIS and CAD Systems
- InfoPath Forms
- E-mail Managed Folders
- Reference Library



# Q&A

Mar. 18, 2009

ARMA NE Chapter

les.com

**-LES** 18



# Primary Development Team

- General Accounting
  - Dee Huber, Emily Koenig
- ECM/Business Processes
  - Mary Hunhoff, Sue Griepenstroh
- LES Information Technology Admins
- Information Technology for Enterprises (contractor)



# Thank You.

Bill Lang

(402) 473-3481

[blang@les.com](mailto:blang@les.com)