

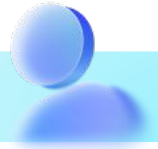
# Meet Intelligent AP: Native Invoice Automation Built Into Your DMS



## Your Monday Morning Outcome

By following this guide, you will have Intelligent AP configured with email ingestion, OCR extraction, approval routing, and vendor matching – so invoices arrive, get read, route to the right approver, and post to the GL without manual data entry or paper handoffs.

### Before You Start



# Pre-Implementation Checklist

## ✓ Dedicated payables inbox active

Confirm your Tekion payables email address is active. Each dealer property receives a unique address for vendor invoice ingestion.

## ✓ Vendor master data reviewed

Top 20 vendors by volume have complete records: payment method, tax ID, 1099 status, and default GL account.

## ✓ GLAM verified

GL Account Transaction Mapping for AP Invoices is configured. Navigation: Fixed Operations → Others → AP Invoices.

## ✓ Sample invoices gathered

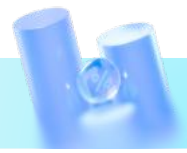
3 test invoices ready: 1 clean PDF, 1 phone photo (JPEG or PNG), and 1 with a PO number for matching.

## ✓ Baseline captured

Note current invoice processing time (receipt to posting) and number of manual touches per invoice before enabling.

# Before You Start

Setting	Configuration
<b>GLAM AP Invoice Accounts</b>	Verify debit and credit GL accounts in GL Account Transaction Mapping → Fixed Operations → Others → AP Invoices. These apply globally across all AP.
<b>Vendor-Level GL Override</b>	In Vendor Management, confirm each vendor's default AP GL account and offset account. These override global GLAM for that vendor.
<b>Document Upload Types</b>	PDF, JPEG, and PNG are supported. Confirm AP team is aware of all three file types.
<b>Email Ingestion</b>	Dedicated Tekion payables inbox per property. Vendors send invoices to this address and they land in the queue automatically.



## STEP 01/04

# Verify GLAM and Configure Email Ingestion

**Time:** 15 minutes | **Navigation:** GL Account Transaction Mapping → Fixed Ops → Others → AP Invoices | Vendor Management | Intelligent AP

Setting	Configuration
<b>GLAM AP Accounts</b>	Confirm debit and credit GL accounts for AP invoice postings. These apply globally across all accounts payable.
<b>Vendor GL Override</b>	Each vendor has a default AP GL account and offset account that override global GLAM. Verify for top 20 vendors.
<b>Email Ingestion</b>	Confirm dedicated payables inbox address. Share with top 20 vendors so invoices arrive through the automated channel.
<b>Manual Upload</b>	Test drag and drop: PDF, JPEG, and PNG. Watch the Processed counter (touchless rate) in the top right.

## CHECKPOINT

Open your highest-volume vendor record. Confirm AP GL account, offset, payment method, and 1099 status are populated. Upload all 3 sample invoices and confirm each appears in the queue.

# Process a Test Invoice Through OCR Extraction

**Time:** 15 minutes | **Navigation:** Intelligent AP → Open a Ready invoice from the queue

Feature	What to Verify
<b>Split Panel View</b>	Original document on left, extracted data on right. Click a field on either side for bidirectional highlighting.
<b>Confidence Toggle</b>	Top of screen. Low-confidence fields get flagged so your team knows where to focus review.
<b>Score Column</b>	Workload indicator in the queue. 90% = one or two fields need input. 50% = unfamiliar format.
<b>Duplicate Detection</b>	Orange flag when the same invoice number from the same vendor has arrived before.
<b>PO Matching</b>	OCR extracts PO number. Dropdown shows associated POs for 2-way match. Taxes driven from GLAM.
<b>Journal Entry</b>	Populates on the same screen. GL accounts assigned, credit and debit, ready to post. No tab switching.

## CHECKPOINT

Verify vendor name, amount, and date extracted correctly. Confirm bidirectional highlighting. Confirm journal entry is populated with correct GL accounts.

# Configure Approval Rules and Test Routing

**Time:** 20 minutes | **Navigation:** Approval Setup → Vendor Invoice → Add New Rule | Approval Workspace

Setting	Configuration
<b>Source Parameter</b>	Must be set to OCR on every rule. Tells the system this rule applies to Intelligent AP invoices.
<b>Approval Flow</b>	Approvers by user or role. Multi-level chains supported. Set minimum approvals required.
<b>Self-Approvals</b>	OFF for most operations. Prevents the submitter from approving their own invoice.
<b>Auto Delegation</b>	ON with designated backups. Prevents bottlenecks when approvers are on PTO.

## CHECKPOINT

Submit a test invoice. Confirm it appears in the Approval Workspace with the correct approver and matched rule visible.

# Approve, Post, and Verify End-to-End

**Time:** 15 minutes | **Navigation:** Approval Workspace | Vendor Invoices

Action	What Happens
<b>Approve</b>	Moves invoice to Ready to Pay status in Vendor Invoices. Source column confirms Intelligent AP.
<b>Decline</b>	Terminal state. Invoice must be re-uploaded to re-enter the flow. Train team to use Send Back instead.
<b>Delegate</b>	Reassigns to another approver without removing from queue.
<b>Send Back</b>	Returns to submitter with a comment. Entire chain documented in ARC.

## CHECKPOINT

Submit a test invoice. Confirm it appears in the Approval Workspace with the correct approver and matched rule visible.



## Measure Your Results

Report	Navigation	What to Look For
<b>Intelligent AP Queue</b>	Accounting → Intelligent AP	Touchless rate, Score distribution, duplicate flags, queue volume.
<b>Vendor Invoices</b>	Accounting → Vendor Invoices → Filter: Source = Intelligent AP	Ready to Pay status, posting accuracy, processing time.
<b>Approval Workspace</b>	Approval Setup → Approval Workspace	Approval turnaround time, bottlenecks, delegation usage.



## Best Practices

### ✓ Share payables email with vendors on Day 2

The sooner invoices arrive through email ingestion, the faster your touchless rate climbs. Do not wait.

### ✓ Start with 1 to 3 approval rules

Too many rules before the team understands routing creates confusion. Add rules after Month 1.

### ✓ Do not let approvers use Decline casually

Decline is terminal. Send Back is the correct action for invoices needing corrections.

## Common Pitfalls



What You See	Likely Cause	Fix
<b>OCR extraction inaccurate</b>	Poor-quality document uploaded (blurry photo, cropped image)	Train AP team: high-contrast scans and clean PDFs only. Reject poor-quality uploads.
<b>Invoices stuck in Approval Workspace</b>	Approver on PTO, Auto Delegation not configured	Configure delegation in Step 3. Every approver designates a backup before planned absence.
<b>Invoice cannot process</b>	Vendor record incomplete (missing payment method or GL defaults)	Audit vendor master data. 100% complete records for active vendors before go-live.



Role	Responsibility
<b>AP Clerk</b>	Uploads documents, reviews OCR extraction in split panel, submits invoices for approval.
<b>Controller</b>	Owns approval rules. Reviews high-dollar and exception invoices. Final sign-off.
<b>Department Approvers</b>	Review routed invoices in Approval Workspace. Approve, Delegate, or Send Back.
<b>Accounting Manager</b>	Configures GLAM and vendor GL mappings. Trains AP team. Monitors touchless rate.