

Accounts Payable: Practice Project #1

In this activity, you will build an automated workflow for your Accounts Payable department in Sys.tm. You can use this workflow to upload an invoice and automate your AP Clerk and CFO review processes.

Adding User Tasks:

1. Log into Sys.tm at www.sys.tm/signin or create an account with a free 30 day trial at www.sys.tm/signup
NOTE: Other people involved in this invoice approval process (such as your AP Clerk and CFO) will need to have their own Sys.tm accounts. You will need to invite those people to your company's Sys.tm Organization.
2. On the **Dashboard**, click the hamburger menu icon and select **Create New Widget**.
3. For **Name**, type **User Tasks**.
4. Click the **Type** dropdown and select **User Tasks**.
5. Click the **Assignment Filter** dropdown and select **All**.
6. Under **Displayed Columns**, select checkboxes for the following:
 - a. Assigned User
 - b. Flow Name
 - c. Activity Name
 - d. Menu
 - e. Priority
7. Click **Create**.
 - a. For **Dashboard Name**, delete the existing text and type **User Tasks**.
 - b. Click **Save**.

Administration and Setup:

1. On the Sys.tm **Dashboard** under **Features**, click **Metadata**.
2. Create a **Metadata Property**.
 - a. On the right, click **Create**.
 - b. For **Name**, type **Invoice Number**.
 - c. For **Type**, leave the default as **Text**.
 - d. Click **Create**.
3. Repeat the previous step to create the following properties:
 - a. Vendor/Supplier Name
 - i. When creating this property, leave the default **Type** of **Text**.
 - b. Invoice Date
 - i. When creating this property, click the dropdown for **Type** and select **Date/Time**.
 - ii. For **Display Format**, click **Short** in the dropdown menu.
 - c. Due Date
 - i. When creating this property, click the dropdown for **Type** and select **Date/Time**.
 - ii. For **Display Format**, click **Short** in the dropdown menu.

- d. Total Amount
 - i. When creating this property, click the dropdown for **Type** and select **Number**.
 - ii. Click to enable the toggle button for **Currency**.
 - iii. Ensure the **Currency Code** matches the currency used in invoices you receive.
 - e. Net Amount
 - i. When creating this property, click the dropdown for **Type** and select **Number**.
 - ii. Click to enable the toggle button for **Currency**.
 - iii. Ensure the **Currency Code** matches the currency used in invoices you receive.
 - f. Tax Amount
 - i. When creating this property, click the dropdown for **Type** and select **Number**.
 - ii. Click to enable the toggle button for **Currency**.
 - iii. Ensure the **Currency Code** matches the currency used in invoices you receive.
 - g. Purchase Order (PO) Number
 - i. When creating this property, leave the default **Type** as **Text**.
4. Create a Collection
- a. Click the **Collections** tab.
 - b. On the right, click **Create**.
 - c. For **Name**, type **Invoices**.
 - d. Add metadata properties to the collection.
 - i. Next to **Property Name**, click the **plus** icon.
 - ii. Select the checkboxes next to the properties created in the previous steps:
 - 1. Invoice Number
 - 2. Vendor/Supplier Name
 - 3. Invoice Date
 - 4. Due Date
 - 5. Total Amount
 - 6. Net Amount
 - 7. Tax Amount
 - 8. Purchase Order (PO) Number
 - iii. Click **Add** to close the Add Properties window.
 - e. Click **Create** to close the Create New Collection window.
5. Click the **Sys.tm logo** in the top left corner of the browser window to return to the Dashboard.
6. Create a **Group**.
- a. Under **Features** on the left, click **Users and Groups**.
 - b. Click the **Groups** tab.
 - c. On the right, click **Create**.
 - i. For **Group Name**, type **Accounts Payable**.
 - ii. Click **Create**.
 - iii. Click the checkbox for your user and the **AP Clerk's** user account.
 - iv. Click **Add** to close the Add Users to Group window.
 - d. Click **Close** to close the Current Membership window.
7. Configure Permissions for the Accounts Payable Group.
- a. Click the three dots for the **Accounts Payable** group and select **Permissions**.

- b. Click the arrow next to **File System** to expand the available options.
 - c. Click the toggle button next to **Access**.
 - d. Click **Save** to close the Permissions – Accounts Payable window.
8. Repeat the previous step to create a second group named **CFO**.
9. Click the **Sys.tm logo** in the top left corner to return to the Dashboard.
10. Create a folder for new invoices.
 - a. On the left under **Features**, click **Files**.
 - b. On the right, click **New Folder**.
 - i. For **Folder Name**, type **Invoices**.
 - ii. Click **Create**.
11. Assign groups and permissions to the folder.
 - a. Click the three dots for the new folder and select **Properties**.
 - b. Click the **Security** tab.
 - c. Click the **Group** button.
 - i. Select the checkboxes next to the following groups:
 1. Accounts Payable
 2. CFO
 - ii. Click **OK** to close the Select a Group window.
 - d. Select the checkbox next to **Folder/File Permissions** to assign all permissions.
 - e. Click **Save** to close the Properties window.
12. Create two folders.
 - a. Click the folder named **Invoices**.
 - b. On the **Actions** panel on the right, click **New Folder**.
 - i. For **Folder Name**, type **Approved**.
 - ii. Click **Create**.
 - c. Add a second folder named **Rejected**.
13. Repeat **Step 11** to apply the same permissions to the two new folders created in **Step 12**.

Create a Flow for Invoice Approvals

1. Return to the Dashboard.
2. In the **Features** panel on the Sys.tm **Dashboard**, click **Flows**.
3. Create a new Flow.
 - a. On the right, click **Create** and select **Designer**.
 - b. For **Name**, enter **AP - Remit Invoice**.
 - c. Click **Create**.
4. Add an activity to dynamically obtain and set metadata properties in Sys.tm.
 - a. In the **Activities** column on the left, click and drag **AI Query** to the **Flow Designer** window and place it between the **Start** and **Stop** icons.
 - b. Click the three dots for **AI Query** and select **Properties**.
 - c. Select a Metadata Collection to store metadata values.
 - i. Click the **Metadata Output** tab.
 - ii. Click the dropdown for **Metadata Collection** and select **Invoices**.
 - d. Click **OK** to close the AI Query – Properties window.

5. Add and configure a task to review the invoice.
 - a. On the left under **Activities**, drag **User Tasks** to the Flow Designer window and place it below **AI Query**.
 - b. Click the three dots for **User Tasks** and select **Properties**.
 - c. Rename the Activity.
 - i. Click the **General** tab.
 - ii. For **Name**, enter **AP Clerk Review**.
 - d. Assign the task administrator.
 - i. Click the **Administrators** tab.
 - ii. Click the **Group** button.
 - iii. Click the checkbox next to **Administrators**.
 - iv. Click **OK** to close the Select a Group window.
 - e. Add instructions for the AP Clerk to review the invoice.
 - i. Click the **Instructions** tab.
 - ii. Click in the text editor box and type or paste the following:
A new invoice is ready for your review and approval. Please review the invoice and select Reject or Approve.
 - iii. Display the invoice for review.
 1. Below the text editor box, click the **Builder** icon for **Display File(s)**.
 2. Under **Instance Variables**, click **#[FileIds]**.
 3. Click **OK** to close the Configure Dynamic Value window.
 - f. Configure the notification for task participants.
 - i. Click the **Notifications** tab.
 - ii. For **Subject**, type or paste the following:
A new invoice is ready for your review.
 - iii. In the text editor section, type or paste the following:
Please review the new invoice and select Approve or Reject.
 - iv. Hit **Enter** on the keyboard to move to the next line.
 - v. At the bottom of the text editor, click **Start Task** to add a start button to the email.
 - g. Select participants to review the invoice.
 - i. Click the **Participants** tab.
 - ii. Click the **Group** button.
 - iii. Select the checkbox next to the **Accounts Payable** group.
 - iv. Click **OK** to close the Select a Group window.
 - h. Create two checkboxes indicating whether to approve or reject the invoice:
 - i. Click the **Selections** tab.
 - ii. Create the first option.
 1. Click the plus sign icon next to **Description**.
 2. For **Name**, type **Approve**.
 3. For **Property Bag Name**, type **ClerkApproved**.
 4. For **Description**, enter **Select this checkbox to approve the invoice**.
 5. Click **Create** to close the Create Selection window.

- iii. Add a second option.
 1. Click the plus sign icon next to **Description**.
 2. For **Name**, type **Reject**.
 3. For **Property Bag Name**, type **ClerkRejected**.
 4. For **Description**, type **Select this checkbox to reject the invoice**.
 5. Click **Create** to close the Create Selection window.
 - iv. Click **OK** to close the properties window.
 6. Save your progress by clicking the **Floppy Disk** icon in the top right corner of the screen, but do not publish the Flow.
 - a. A window will appear saying **New Version: Would you like to publish this new version?**
 - i. Click **No**.
 7. Add a task for CFO approval.
 - a. On the left under **Activities**, click and drag **User Tasks** to the Flow Designer window and place it under **AP Clerk Review**.
 - b. Click the three dots for **User Tasks** and select **Properties**.
 - c. Rename the activity.
 - i. Click the **General** tab.
 - ii. For **Name**, delete **User Tasks** and type **CFO Review**.
 - d. Assign the task administrator.
 - i. Click the **Administrators** tab.
 - ii. Click the **Group** button.
 1. Select the checkbox next to the **Administrators** group.
 2. Click **OK** to close the Select a Group window.
 - e. Add instructions for the CFO group.
 - i. Click the **Instructions** tab.
 - ii. In the text editor box, type or paste the following: **A new invoice is ready for your review**.
 - iii. Display the invoice for review.
 1. Below the text editor box, click the **Builder** icon for **Display File(s)**.
 2. Under **Instance Variables**, click **#[FileIds]**.
 3. Click **OK** to close the Configure Dynamic Value window.
 - f. Configure the CFO's notification.
 - i. Click the **Notifications** tab.
 - ii. For **Subject**, type **A new invoice is ready for your review**.
 - iii. Click in the text editor box and type or paste the following: **A new invoice is ready for your review and approval. Please review the invoice and select Reject or Approve**.
 - iv. Hit **Enter** on the keyboard.
 - v. Click the **Start Task** button.
 - g. Select Participants.
 - i. Click the **Participants** tab.
 - ii. Click the **Group** button.

1. Click the checkbox for the **CFO** group.
 2. Click **OK** to close the Select a Group window.
 - h. Configure the Approve/Reject checkboxes for the CFO group.
 - i. Click the **Selections** tab.
 - ii. Create the first option.
 1. Click the **plus sign** next to **Description**.
 2. For **Name**, type **Approve**.
 3. For **Property Bag Name**, type **CFOApproved**.
 4. For **Description**, enter **Select this checkbox to approve the invoice**.
 5. Click **Create** to close the Create Selection window.
 - iii. Add a second option.
 1. Click the **plus sign** next to **Description**.
 2. For **Name**, type **Reject**.
 3. For **Property Bag Name**, type **CFORejected**.
 4. For **Description**, enter **Select this checkbox to reject the invoice**.
 5. Click **Create** to close the Create Selection window.
 - iv. Click **OK** to close the properties window.
 8. Add a second transition to the AP Clerk Review step.
 - a. Click the three dots for **AP Clerk Review** and select **Properties**.
 - b. Click the **Transitions** tab.

NOTE: The default transition is to CFO Review, but a second transition is needed for rejected invoices. Each transition will be based on the selection made.
 - c. Click the plus sign next to **Continue**.
 - i. For **Branch Name**, replace **Default** with **Invoice Rejected**.
 - ii. Click the plus sign next to **Target Activity**.
 1. Click **Copy/Move Files/Folders**.
 2. Replace Copy/Move Files/Folders with Move Rejected Invoice.
 3. Click **OK** to close the Add Activity window.
 - iii. Click the plus sign next to **Condition**.
 1. Click the **Builder** icon for **First Operand**.
 2. Under **Property Bag Variables**, click **@[UserTasks/Selection/ClerkRejected]**.
 3. Click **OK** to close the Configure Dynamic Value window.
 - iv. Click the **Operator** dropdown and select **Is not null**.

NOTE: This means that the Reject checkbox was selected and the invoice will be moved to the Rejected folder.

 1. Click **Create** to close the Create Condition window.
 - v. Click **Create** to close the Create Transition window.
 9. Configure the default transition.
 - a. Click the three dots for the **Default** transition and select **Properties**.
 - i. For **Branch Name**, replace **Default** with **Invoice Approved**.
 - ii. **Uncheck** the box next to **Continue Evaluating After Transition**.
 - iii. Click the **plus sign** next to **Condition**.

- iv. Click the **Builder** icon for **First Operand**.
 - v. Under **Property Bag Values**, click **@[UserTasks/Selection/ClerkApproved]**.
 - 1. Click **OK** to close the Configure Dynamic Value window.
 - 2. Click the **Operator** dropdown and select **Is not null**.
 - 3. Click **Create** to close the Create Condition window.
 - vi. Click **Save** to close the window.
 - b. Click **OK** to close the AP Clerk Review – Properties window.
- 10. **Save** your progress, but do not Publish.
- 11. Configure the Move Rejected Invoice activity.
 - a. Click the three dots for **Move Rejected Invoice** and select **Properties**.
NOTE: At the time of this writing, Source File(s) and Source Folder(s) have default values. However, since we are only moving the file and not a folder, we must remove the default value for Source Folder(s).
 - b. Under **Source Folder(s)**, click the **x** next to **#[FolderIds]** to remove the value.
 - c. In the **Destination Folder** textbox, click the **Add Folder** icon next to the **Builder** icon.
 - i. Click the **Invoices** folder.
 - ii. Click the **Rejected** folder.
 - iii. Click **Add Folder**.
 - d. Click the dropdown for **Copy Files/Folders** and select **Move**.
 - e. Click **OK** to close the Properties window.
- 12. Add an email activity to notify the AP Clerk via email if the invoice is approved.
 - a. On the left, click and drag **Send Email** to the **Flow Designer** window and place it below the **CFO Review** activity.
 - b. Click the three dots for **Send Email** and select **Properties**.
 - c. Rename the activity.
 - i. Click the **General** tab.
 - ii. For **Name**, delete the existing text and type **Send Invoice Approved Email**.
 - d. Configure Addresses.
 - i. Click the **Addressees** tab.
 - ii. Type your **AP Clerk's** email in the **To** textbox.
 - e. Configure Subject and Email Body.
 - i. Click the **Email Body** tab.
 - ii. For **Subject**, type **Invoice Approved**.
 - iii. In the text editor box, copy or type a message that informs the AP Clerk that the invoice has been approved:
The invoice you submitted has been approved by the CFO. Please issue a check and mark the invoice as paid.
 - f. Add the file for reference.
 - i. Click the **File Attachments** tab.
 - ii. For **Attachment File(s)**, click the **Builder** icon.
 - 1. Click **#[FileIds]**.
 - 2. Click **OK** to close the Configure Dynamic Value window.
 - g. Click **OK** to close the Properties window.
- 13. Move the file to the Rejected folder.

- a. Click the three dots for the **Move Rejected Invoice** activity and select **Copy**.
 - b. Click the three dots for the **Send Invoice Rejected Email** activity and select **Paste Below**.
 - c. Click the three dots for the **Copy/Move Files/Folders** activity that was just pasted and select **Properties**.
 - d. Click the **General** tab.
 - e. For **Name**, replace the default text with **Move to Rejected Folder**.
 - f. Click **OK** to close the Properties window.
14. Add a second transition to the CFO Review activity to inform the AP Clerk the invoice was rejected.
 - a. Click the three dots for **CFO Review** and select **Properties**.
 - b. Click the **Transitions** tab.
 - i. Next to **Continue**, click the **plus** icon.
 - ii. For **Branch Name**, replace **Default** with **Invoice Rejected**.
 - iii. Click the **plus sign** next to **Target Activity**.
 1. Click **Send Email**.
 2. For **Name**, replace **Email** with **Send Invoice Rejected Email**.
 3. Click **OK** to close the Add Activity window.
 - iv. Click the **plus icon** next to **Condition**.
 1. Click the **Builder** icon for **First Operand**.
 - a. Under **Property Bag Variables**, click **@[UserTasks/Selection/CFORejected]**.
 - b. Click **OK** to close the Configure Dynamic Value window.
 2. Click the **Operator** dropdown and select **Is not null**.
 3. Click **Create** to close the Create Condition window.
 - v. Click **Create** to close the Create Transition window.
 - c. Click **OK** to close the CFO Review – Properties window.
 - d. Edit the Default transition.
 - i. Click the three dots for the **Default** transition and select **Properties**.
 1. For **Branch Name**, replace **Default** with **Invoice Approved**.
 2. **Uncheck** the box next to **Continue Evaluating After Transition**.
 3. Click the **plus sign** next to **Condition**.
 - a. Click the **Builder** icon for **First Operand**.
 - i. Under **Property Bag Values**, click **@[UserTasks/Selection/CFOApproved]**.
 - ii. Click **OK** to close the Configure Dynamic Value window.
 - b. Click the dropdown for **Operator** and select **Is not null**.
 4. Click **Create** to close the Create Condition window.
 - ii. Click **Save** to close the Invoice Approved – Properties window.
15. Configure the Invoice Rejected Email.
 - a. Click the three dots for **Send Invoice Rejected Email** and select **Properties**.
 - b. Configure the Addressees.
 - i. Click the **Addressees** tab.

- ii. For **To**, type the email address for your **AP Clerk**.
 - c. Configure the Subject and Email Body.
 - i. Click the **Email Body** tab.
 - ii. For **Subject**, type **Invoice Rejected – Further Investigation Required**.
 - iii. Click in the text editor box and type an invoice rejection message, such as:
Attention: This invoice has been rejected. You are receiving this message because further investigation is required. Please make any necessary corrections and resubmit the invoice for review.
 - d. Attach the file to the email for reference.
 - i. Click the **File Attachments** tab.
 - ii. For **Attachment File(s)**, click the **Builder** icon.
 - 1. Click **#[FileIds]**.
 - 2. Click **OK** to close the Configure Dynamic Value window.
 - e. Click **OK** to close the Send Email – Properties window.
- 16. Move the Approved invoice.
 - a. Click the three dots for the **Invoice Approved Email** activity and select **Paste Below**.
NOTE: If Paste Below is missing, click the three dots for the Move Rejected Invoice activity and select Copy.
 - b. Click the three dots for the **Copy/Move Files/Folders** activity that was pasted and select **Properties**.
 - c. Rename the activity.
 - i. Click the **General** tab.
 - ii. For **Name**, replace the text with **Move to Approved Folder**.
 - d. Change the destination folder.
 - i. Click the **Files/Folders** tab.
 - ii. In the **Destination Folder** text box, remove the current value by clicking on the **x**.
 - iii. Click the **Add Folder** icon next to the **Builder** icon.
 - 1. Click the **Invoices** folder.
 - 2. Click the **Approved** folder.
 - 3. Click **Add Folder** to close the Select Folder window.
 - iv. Click **OK** to close the Properties window.
- 17. Save, Publish, and Enable the Flow.
 - a. Click the **Save** icon in the top-right of the Flows Designer
 - b. A window will appear asking if you want to publish the new version of your Flow. Click **Yes**
 - c. A window will appear asking if you want to enable your Flow. Click **Yes**
- 18. Run files through the AP – Remit Flow.
 - a. Return to the Sys.tm **Dashboard**.
 - b. Under **Features**, click **Files**.
 - c. Click the **Invoices** folder.
 - d. Upload an invoice to the Invoices folder.
 - i. On the right side of the screen, click **Upload** and select **Files**.
 - ii. Navigate to an invoice saved on your system.

- iii. Select the file, then click **Open**.
- iv. Click the three dots for the file and select **Start Flows**.
- v. Click the **checkbox** next to **AP – Remit Invoice**.
- vi. Click **Start**.