Accounts Payable: Practice Project #2

In this activity, you will use Sys.tm® Intelligence's AI Query feature to perform an automatic 3-way match between an invoice, a purchase order, and a packing slip.

1. Before starting this project, click here to access and download the sample documents you will be using for the Accounts Payable Practice Projects
    a. When downloaded, navigate to the **Sample-data.zip** file on your PC
    b. Right-click on the **ZIP file** and choose **Extract All**
    c. When prompted to choose a location to save the extracted files, navigate to your **desktop** and click **Extract.** Or you can click **Extract All** in the file explorer **toolbar**
2. Log into Sys.tm at www.sys.tm/signin or create an account with a free 30 day trial at www.sys.tm/signup
3. On the Sys.tm Dashboard under Features, click **Files**
4. Create a folder for Purchase Orders
    a. Click on your **Accounts Payable** folder
    b. On the right side of the page, click **New Folder**
    c. For Folder Name, type **Purchase Orders**
    d. Click **Create**
5. Create a folder for Packing Slips
    a. On the right side of the page, click **New Folde**r
    b. For Folder Name, type **Packing Slips**
    c. Click **Create**
6. Upload your Invoice, Purchase Order, and Packing Slip to the Accounts Payable folder
    a. On the right side of the page, click **upload**
    b. Use the file explorer to navigate to the sample files that are saved to your PC
    c. Holding **Shift** on your keyboard, **select AZ-Computer-Invoice-with-PO.pdf**, **PO-AZ-comp.pdf**, and **packing-slip.pdf**. Click **Open** to upload your sample files.
7. Use AI Query to perform an automated 3-Way Match
    a. In the Accounts Payable folder, click the **checkboxes** to the left of the **Invoice**, **Purchase Order**, and **Packing Slip** files.
    b. On the right side of the page, click **Ask Sys.tm**
    c. **Change from the default AI model**
        i. Click the **Settings icon** in the top-right corner of the Ask Sys.tm window
        ii. In the dropdown list of **Foundational AI Models**, select **Amazon Nova 2 Lite.**
        iii. Note: You will need to enable Amazon Nova 2 Lite permissions for your account in order to access this AI model. To edit user permissions, either **contact your Sys.tm Administrator** or click the **account icon** in the top-right corner of the screen, click **Users and Groups**, click the **ellipsis icon** to the right of your Sys.tm account, and click **Permissions**. Ensure Intelligence features have been enabled.
        iv. Click **OK**

   d. In the Ask Sys.tm window, **type** the following as a prompt, then **click enter** to submit your query: *"Can you run an Accounts Payable 3-way match between these three documents to ensure the data matches what is shown on the invoice?"*
   e. The query window will perform a 3-way match analysis between the three documents and will show you details on whether or not the information included in each document matches the details of the invoice.
      i. If the match completes and all information matches, the AP Clerk should click the **Approve button** in the notification email they received.
      ii. If the 3-way match finds discrepancies between the three documents, the AP Clerk can click the **Reject button** in the notification email they received. You can view the **3-way Match Analysis results** in the AI query window to see what information needs to be corrected.
      iii. **Note:** Ask Sys.tm AI Query content is AI-generated. It may be incomplete, may contain inaccuracies, and should not be considered professional advice. Users should always verify AI generated results to check for accuracy.
8. Deselect the Invoice, Purchase Order, and Packing slip
   a. Click the checkbox on the left of each file to deselect them
9. Move Invoice, Purchase Order, and Packing Slip to their respective folders
   a. Click the **ellipses icon** to the right of the AZ-Computer-Invoice-with-PO.pdf file
      i. Click **Move**
      ii. Click the **Invoices** folder
      iii. Click **Move Here** in the bottom-right corner of the window
   b. Click the **ellipses icon** to the right of the packing-slip.pdf file
      i. Click **Move**
      ii. Click the **Packing Slips** folder
      iii. Click **Move Here** in the bottom-right corner of the window
   c. Click the **ellipses icon** to the right of the PO-AZ-comp.pdf file
      i. Click **Move**
      ii. Click the **Purchase Orders** folder
      iii. Click **Move Here** in the bottom-right corner of the window