BK & OSS

LIGHTYEAR PROCESSING



MEANING

- The software can **capture**, **digitize**, and **store invoices electronically**, **reducing the need for manual data entry.**
- Lightyear specializes in managing **accounts payable processes**.
- Accounts payable refers to the **money a business owes to its suppliers, vendors for goods and services received but not yet paid for.**
- It is an essential component of a **company's financial operations**.



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IMPORTANCE & PURPOSE

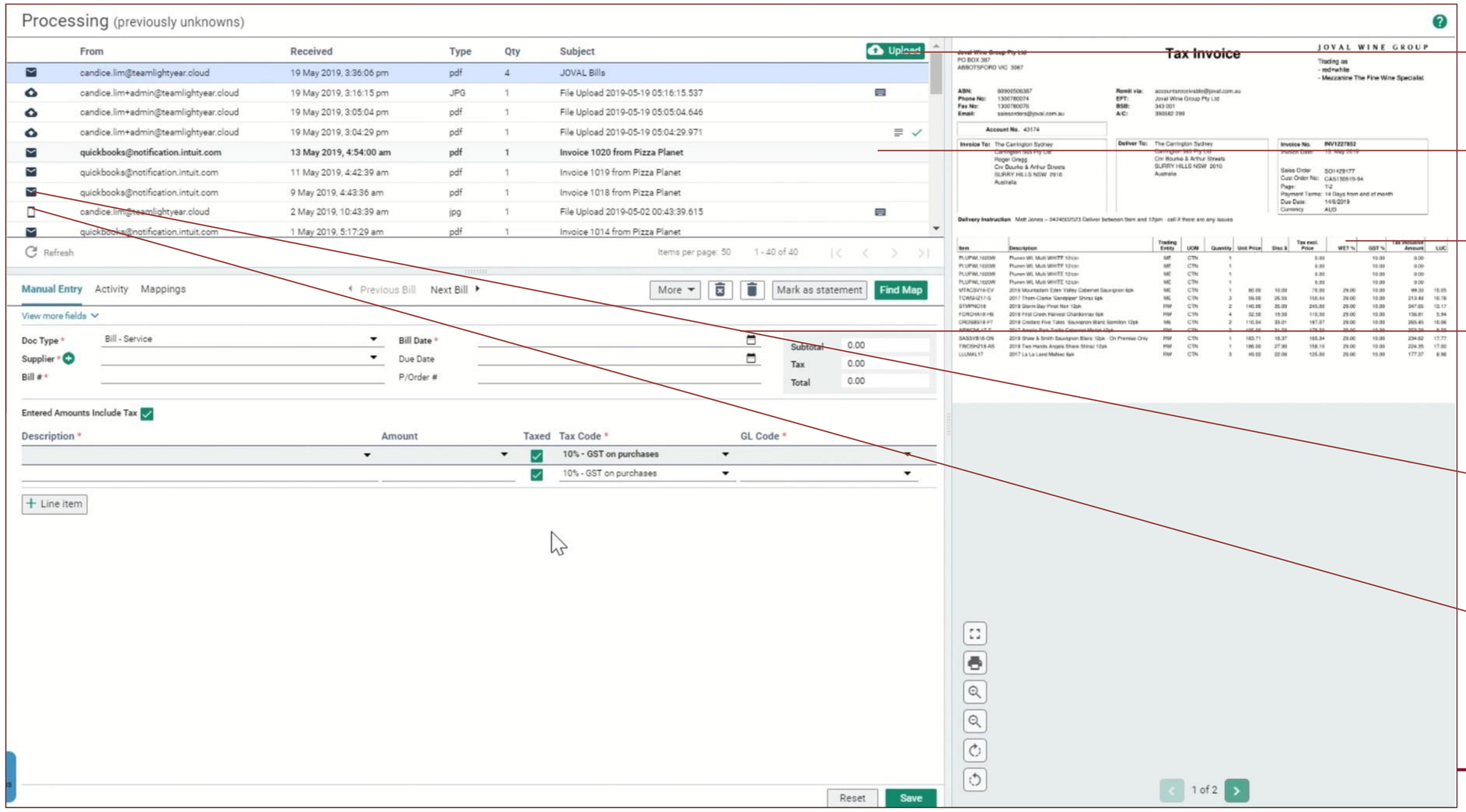
- Efficiency & Automation
- Accuracy
- Visibility & Transparency
- Cost Savings
- Security
- Reduced Paper Dependency

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PROCESSING BILLS

STEP 1: Bills which are to be processed for the first time appear in the processing tab

Note that they are 3 ways for a bill to be received i.e. **Mobile, Email & Uploading of document (Upload)**



Upload option

Panel 1 – List of Bills

Panel 3 – Bill to be processed

Panel 2 – Extraction of details from bill

via Mobile

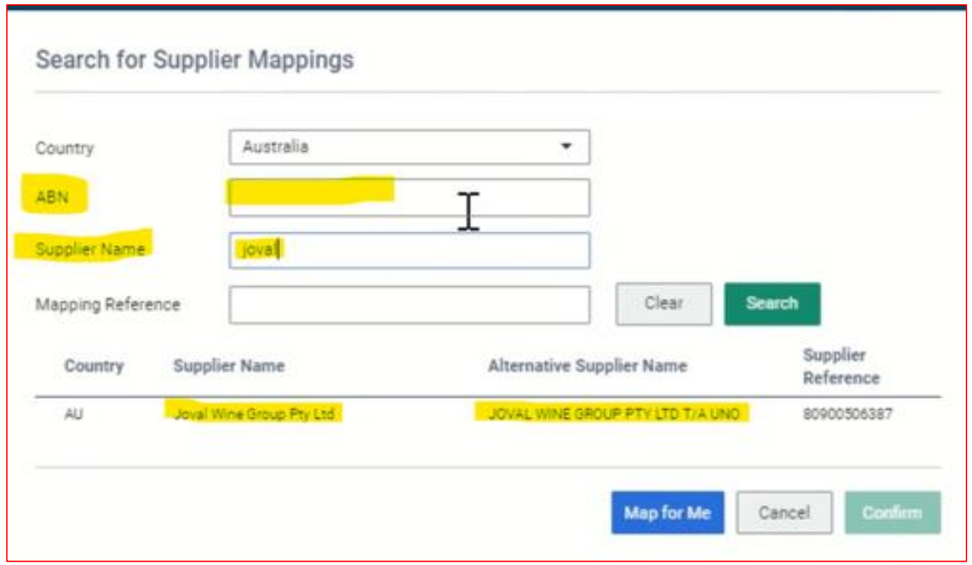
Via Email

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STEP 2: By clicking on **Find Map** we can search for the supplier by adding in the required details.





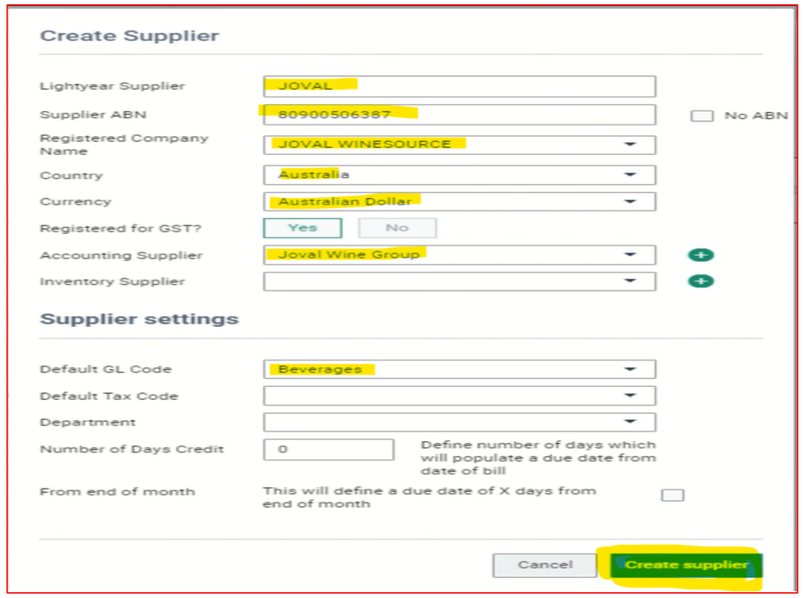


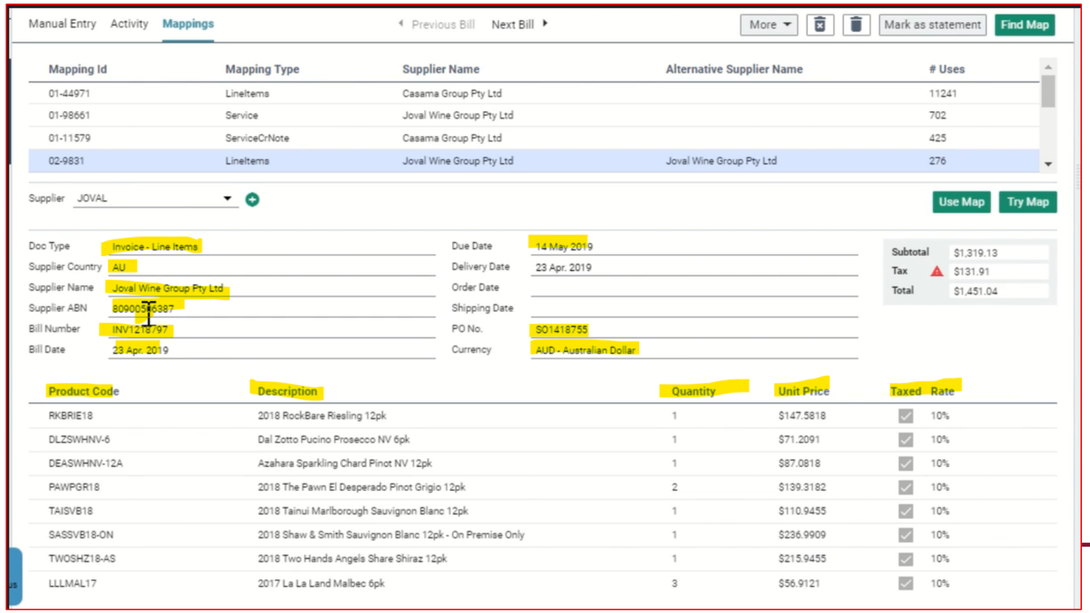
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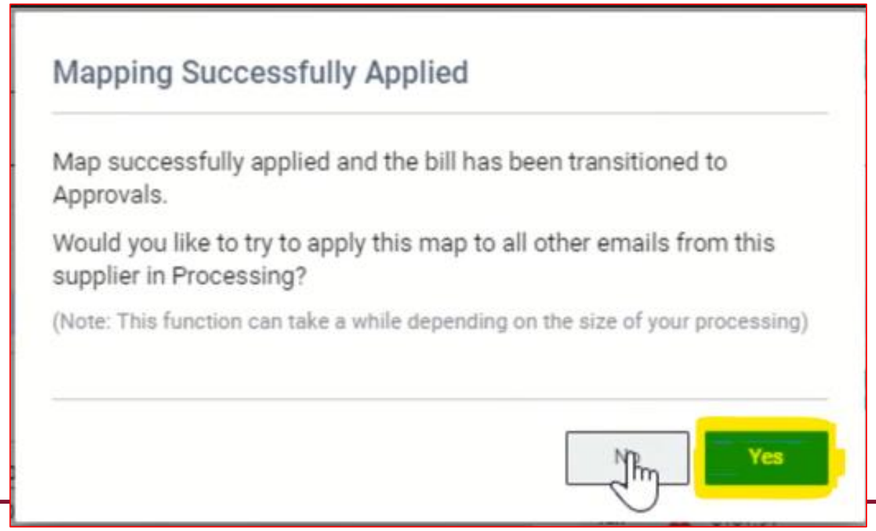
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STEP 3: If a bill is received from a new supplier the details should be filled. By filling in the relevant details the user can teach the system how to code the bills accordingly.









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STEP 4: For certain receipts the user should manually enter the data.

candice.lim+admin@teamlightyear.cloud	19 May 2019, 4:20:35 pm	pdf	1	File Upload 2019-05-19 06:20:35.182	
candice.lim@teamlightyear.cloud	19 May 2019, 3:36:06 pm	pdf	3	JOVAL Bills	
candice.lim+admin@teamlightyear.cloud	19 May 2019, 3:16:15 pm	JPG	1	File Upload 2019-05-19 05:16:15.537	
candice.lim+admin@teamlightyear.cloud	19 May 2019, 3:05:04 pm	pdf	1	File Upload 2019-05-19 05:05:04.646	
candice.lim+admin@teamlightyear.cloud	19 May 2019, 3:04:29 pm	pdf	1	File Upload 2019-05-19 05:04:29.971	
quickbooks@notification.intuit.com	13 May 2019, 4:54:00 am	pdf	1	Invoice 1020 from Pizza Planet	
quickbooks@notification.intuit.com	11 May 2019, 4:42:39 am	pdf	1	Invoice 1019 from Pizza Planet	
quickbooks@notification.intuit.com	9 May 2019, 4:43:36 am	pdf	1	Invoice 1018 from Pizza Planet	
candice.lim@teamlightyear.cloud	2 May 2019, 10:43:39 am	jpg	1	File Upload 2019-05-02 00:43:39.615	

Indicates that it should be manually coded



FOODLINK

Distributors of Fine Foods

Tax Invoice **SI1054418**

FOODLINK AUSTRALIA PTY LTD
ABN 86132703229

Page : 1 of 1 Date: 30. April 2019

TO: 11339
THE CARRINGTON SYDNEY
CARRINGTON 565
565 BOURKE STREET
SURRY HILLS NSW 2010

DELIVER TO:
THE CARRINGTON SYDNEY
CARRINGTON 565
565 BOURKE STREET
SURRY HILLS NSW 2010

Contact: THE CARRINGTON SYDNEY 9357 3734
Your Ref:
Sales: Daniel Radnai / NAV_SVC_2015
Int. Info: 28 - 340 / 1 Lines

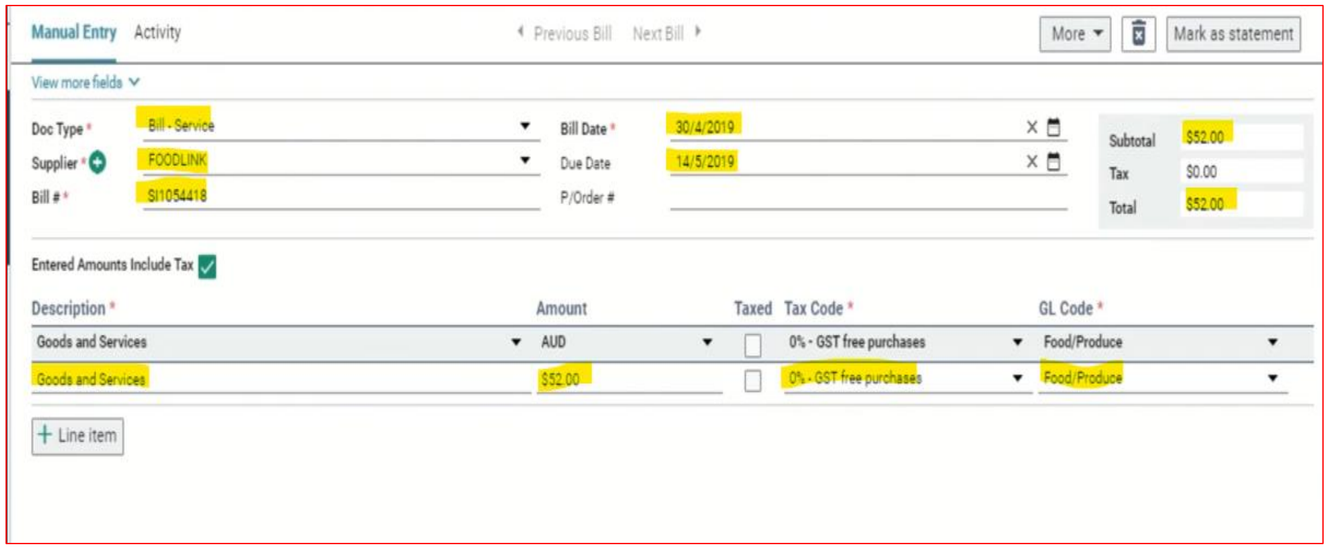
No.	Description	Qty. UOM	Weight	Unit Price GST	Amount
				All Prices are GST Inclusive	
104743	OIL PREMIUM VEGETABLE DEEP FRYING 20LT Chefs Sel	1 EA		52.00	52.00

14 Days from Inv Date
14/05/19

Total AUD Excl. GST	52.00
GST Amount	0.00
Total AUD Incl. GST	**52.00**

Property of these goods does not pass ownership until goods are paid for in full
Any claims must be made within 48 hours of delivery.
Payment Details - Westpac BSB: 032-010 Acc: 21-8130 - Reference with customer no
MSC Certification code: MSC-C-52372

NAFDA



Manual Entry | Activity | Previous Bill | Next Bill | More | Mark as statement

View more fields

Doc Type * Bill - Service
Supplier * FOODLINK
Bill # * SI1054418
Bill Date * 30/4/2019
Due Date 14/5/2019
P/Order #

Subtotal $52.00
Tax $0.00
Total $52.00

Entered Amounts Include Tax

Description *	Amount	Taxed	Tax Code *	GL Code *
Goods and Services	AUD		0% - GST free purchases	Food/Produce
Goods and Services	$52.00		0% - GST free purchases	Food/Produce

+ Line item

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STEP 5: Sometimes two or more bills maybe attached together. Accordingly, the bills should be splited and processed.

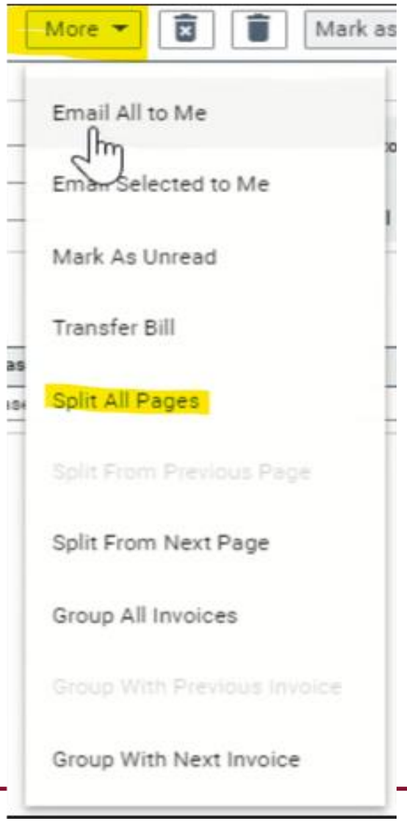
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	candice.lim@teamlightyear.cloud	19 May 2019, 3:36:06 pm	pdf	3	JOVAL Bills
	candice.lim+admin@teamlightyear.cloud	19 May 2019, 3:05:04 pm	pdf	1	File Upload 2019-05-19 05:05:04.646
	candice.lim+admin@teamlightyear.cloud	19 May 2019, 3:04:29 pm	pdf	1	File Upload 2019-05-19 05:04:29.971
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	quickbooks@notification.intuit.com	11 May 2019, 4:42:39 am	pdf	1	Invoice 1019 from Pizza Planet
	quickbooks@notification.intuit.com	9 May 2019, 4:43:36 am	pdf	1	Invoice 1018 from Pizza Planet
	candice.lim@teamlightyear.cloud	2 May 2019, 10:43:39 am	jpg	1	File Upload 2019-05-02 00:43:39.615
	quickbooks@notification.intuit.com	1 May 2019, 5:17:29 am	pdf	1	Invoice 1014 from Pizza Planet

On the basis of Quantity can find out how many bills are attached

Manual Entry Activity Mappings Previous Bill Next Bill More Mark as statement Find Map

Mapping Id	Mapping Type	Supplier Name	Alternative Supplier Name	# Uses
01-44971	LineItems	Casama Group Pty Ltd		11241
01-98661	Service	Joval Wine Group Pty Ltd		702
01-11579	ServiceCrNote	Casama Group Pty Ltd		425
02-9831	LineItems	Joval Wine Group Pty Ltd	Joval Wine Group Pty Ltd	276

Supplier JOVAL Use Map Try Map



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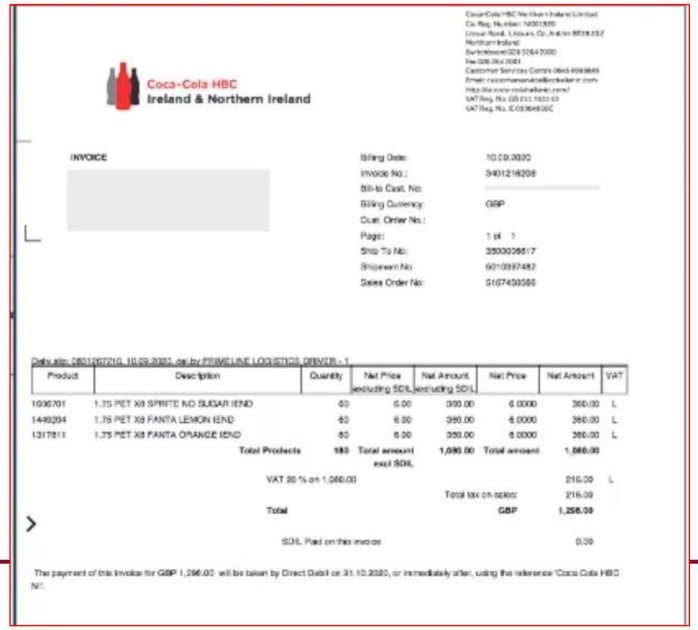
APPROVING BILLS

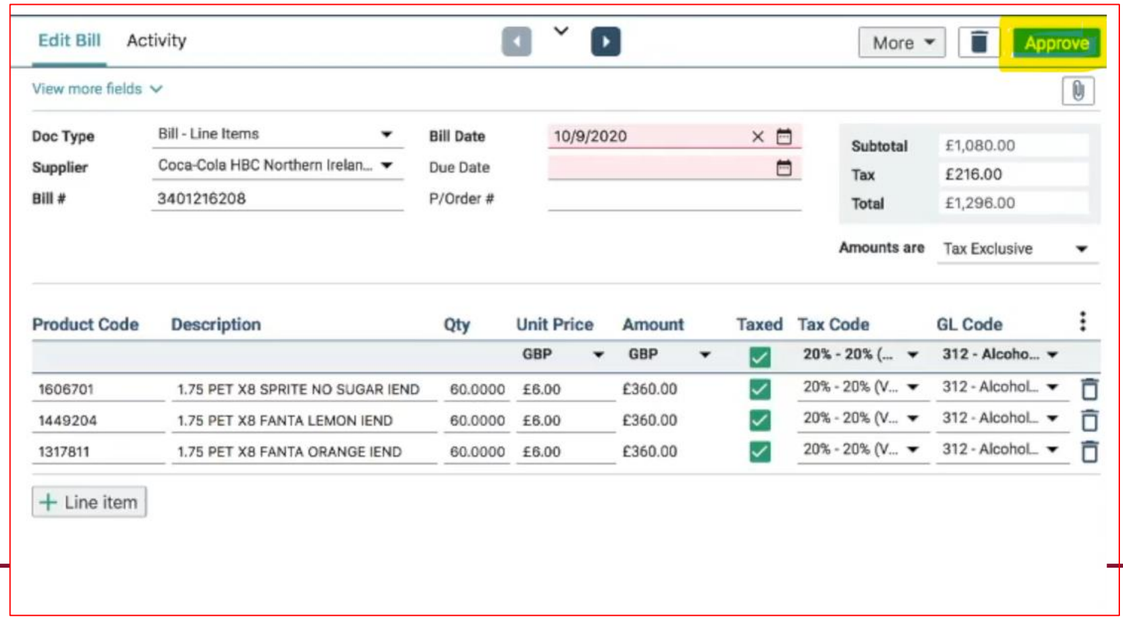
STEP 1: Bills which are processed come under the Approvals Tab. Generally, bills under the approvals tab will automatically extract the data from the bill and will be coded to the correct GL based on the previous bill or rules



Processing Tab

Approvals Tab

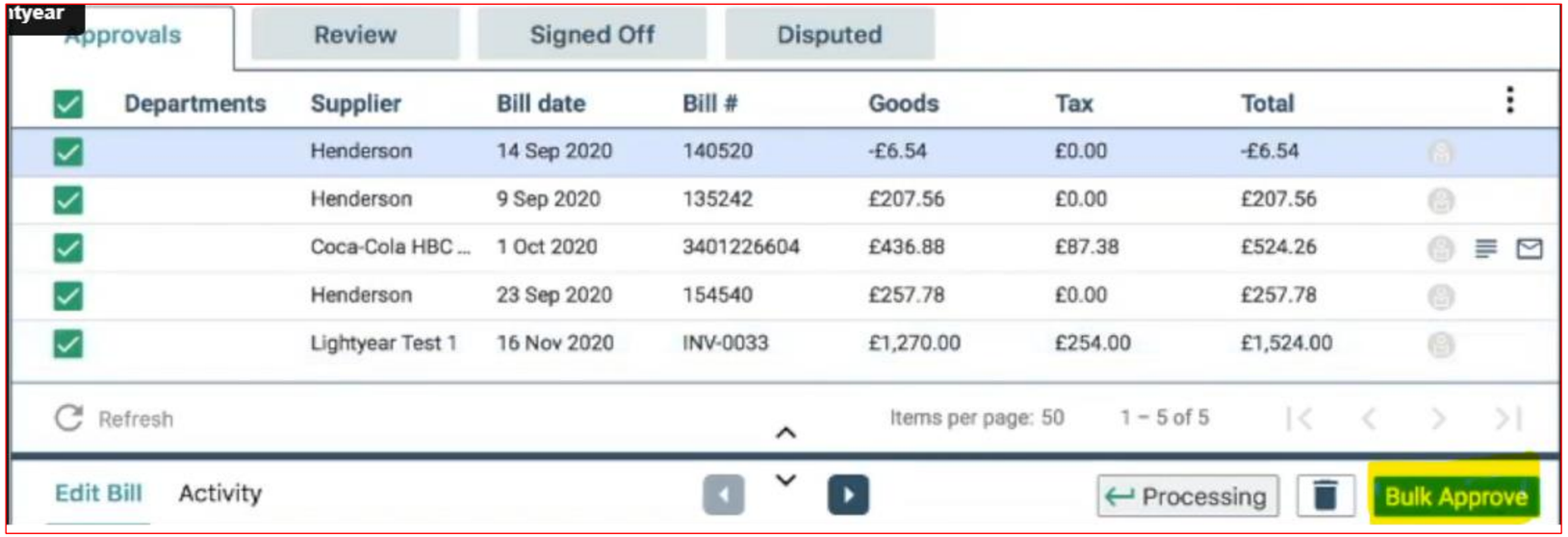




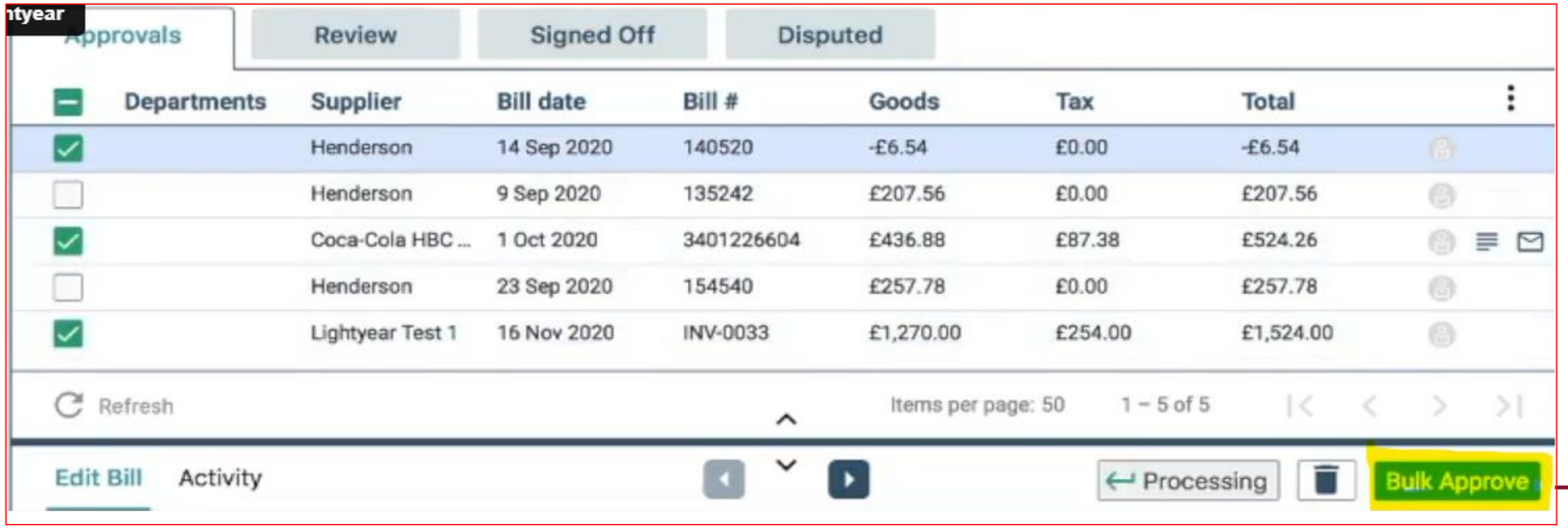
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STEP 2: This pertains to Bulk Approval. When certain invoices need to approved together in a single shot the bills can be selected accordingly and then click on Bulk Approve.



All invoices can be approved



Selective invoices can be approved

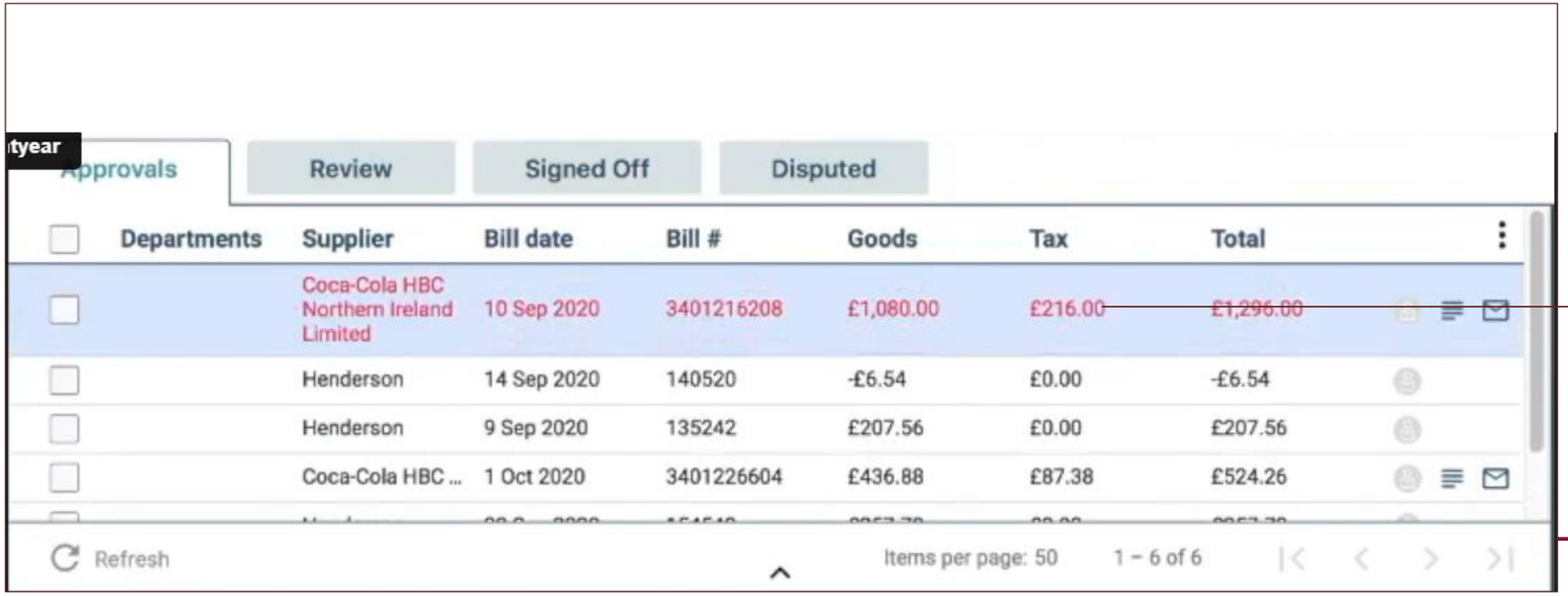
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STEP 3: Bills can be pushed back from Review Tab to Approvals Tab



To move the bill from Review Tab to Approvals Tab click ‘Approvals’

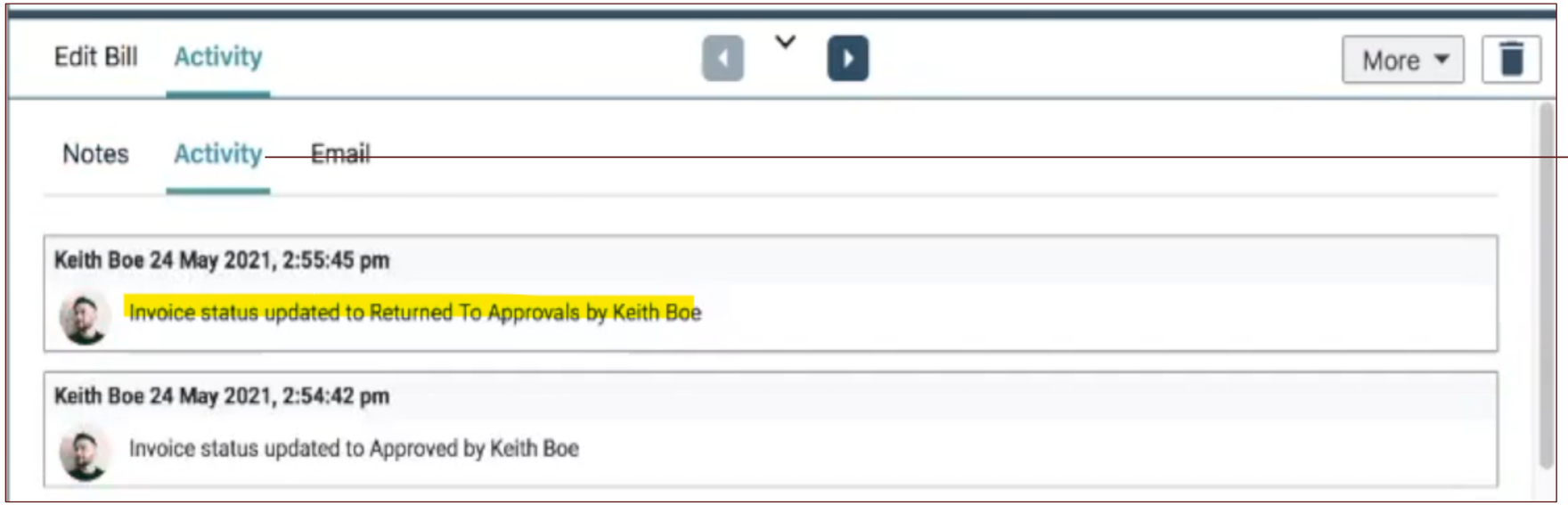


The red colour indicates the bill is pushed from Review Tab

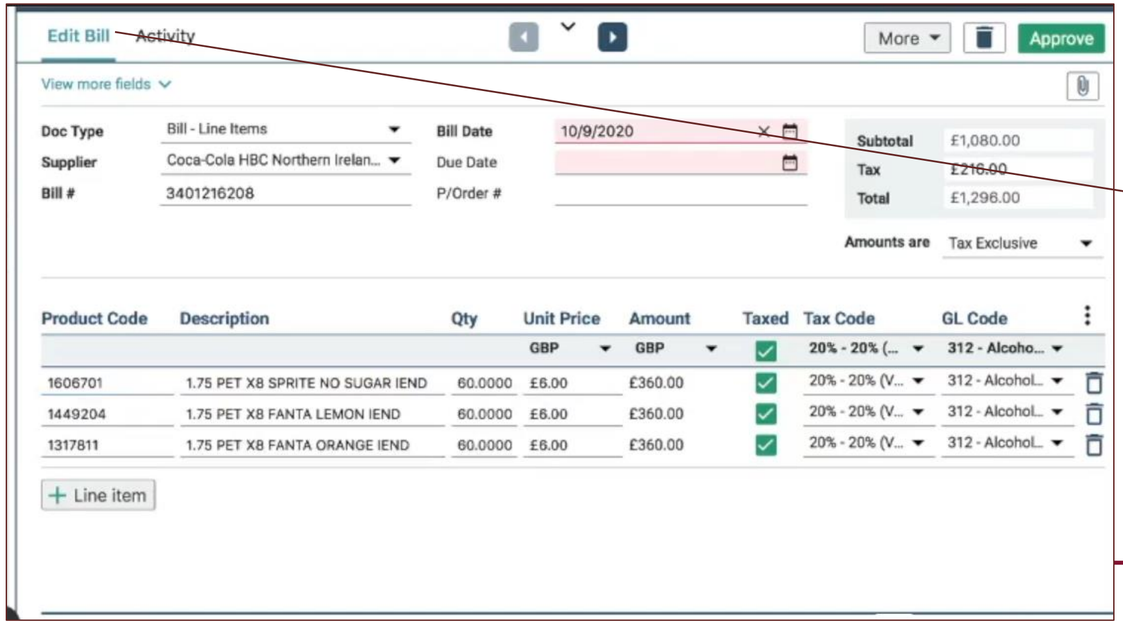
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STEP 4: Every movement of the bill is recorded in **Activity.** In approval stage bills can be edited.



History of the bill

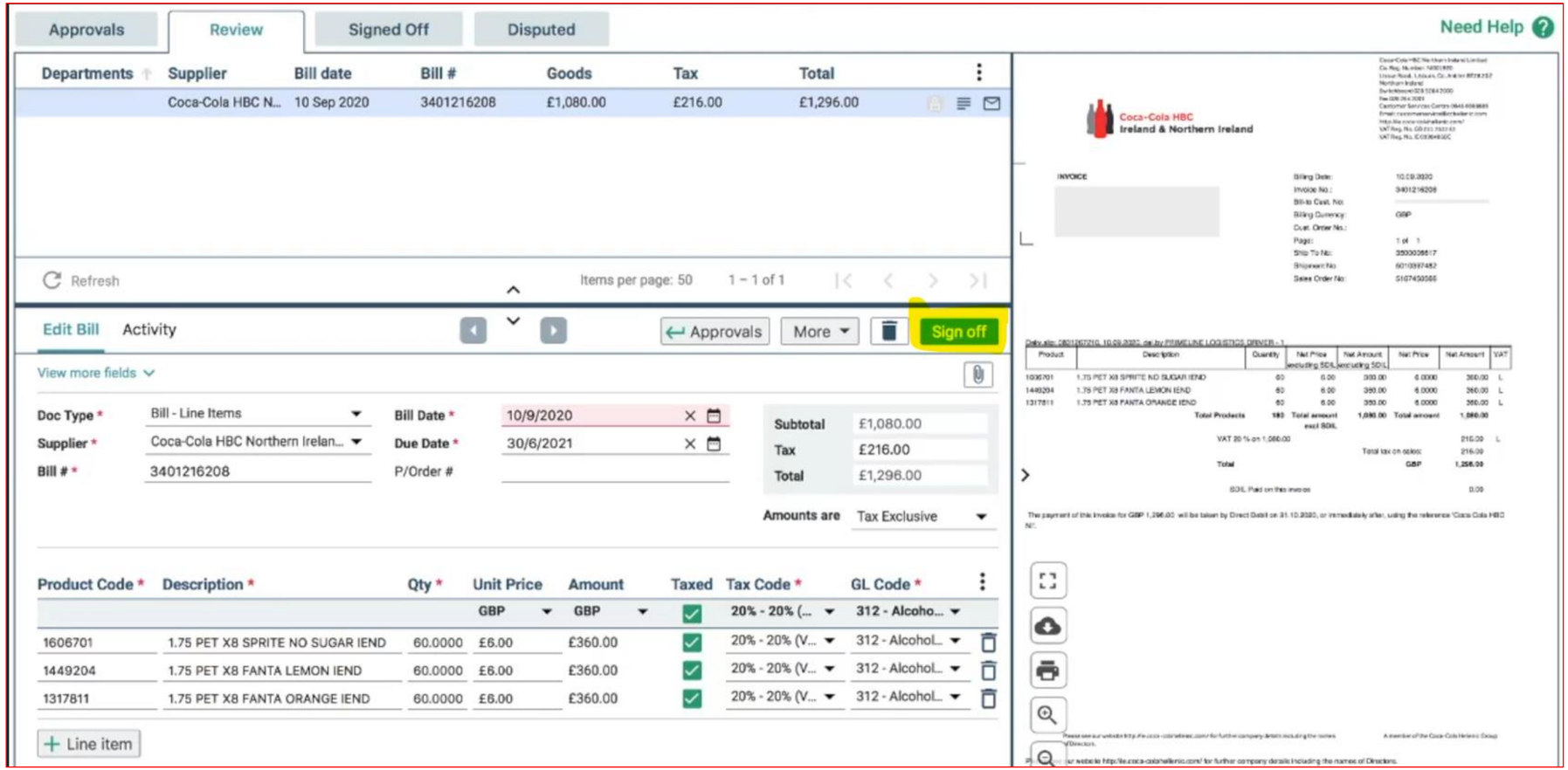


Bills can be edited

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REVIEW TAB

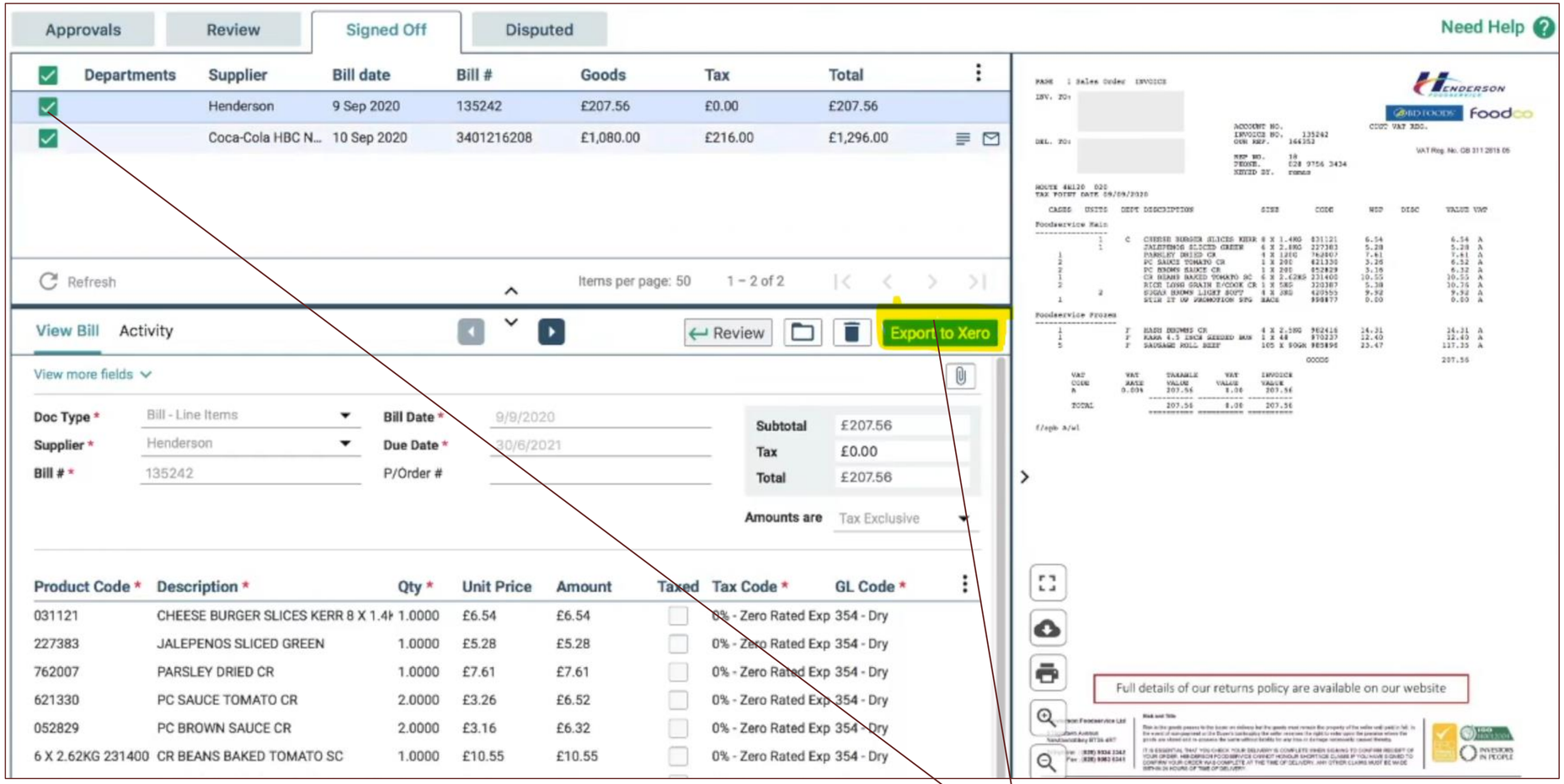


- **Secondary Level of Approval**
- Check the **Amount, Total, Description, Date, Supplier Name, Bill Number**.
- Changes can be made accordingly.
- Line Items can also be added,
- Once everything is checked click **Sign Off**

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SIGN OFF TAB



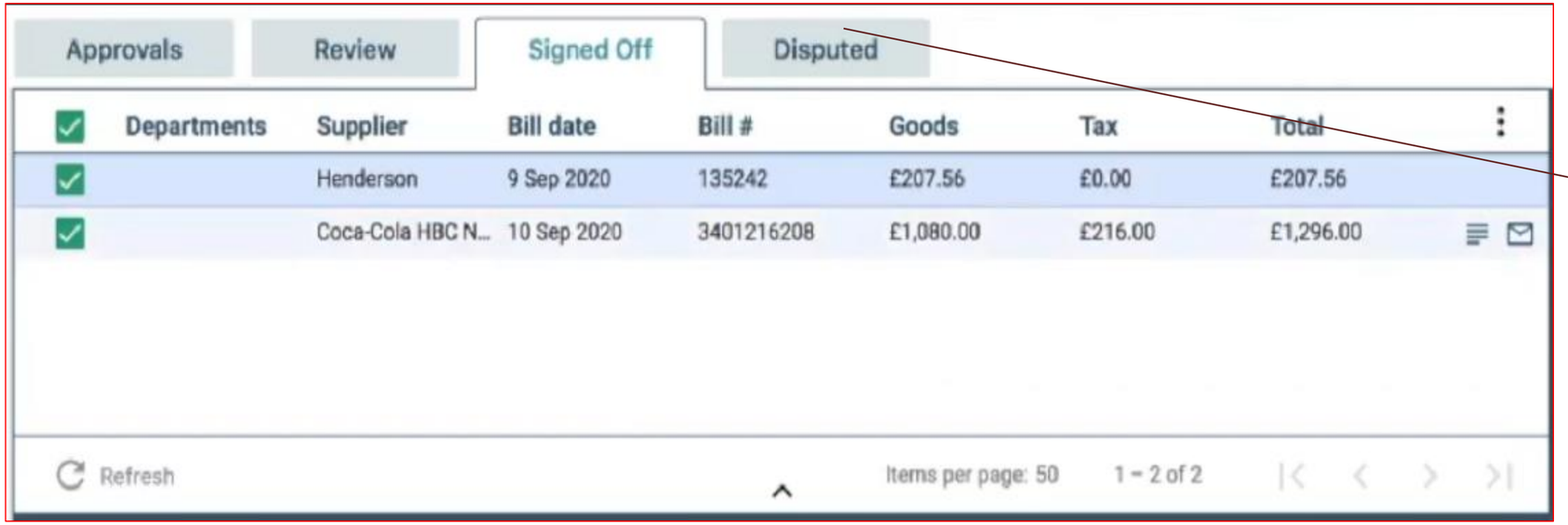
Once the invoices are selected click Export to Xero

Changes to the bill can't be made

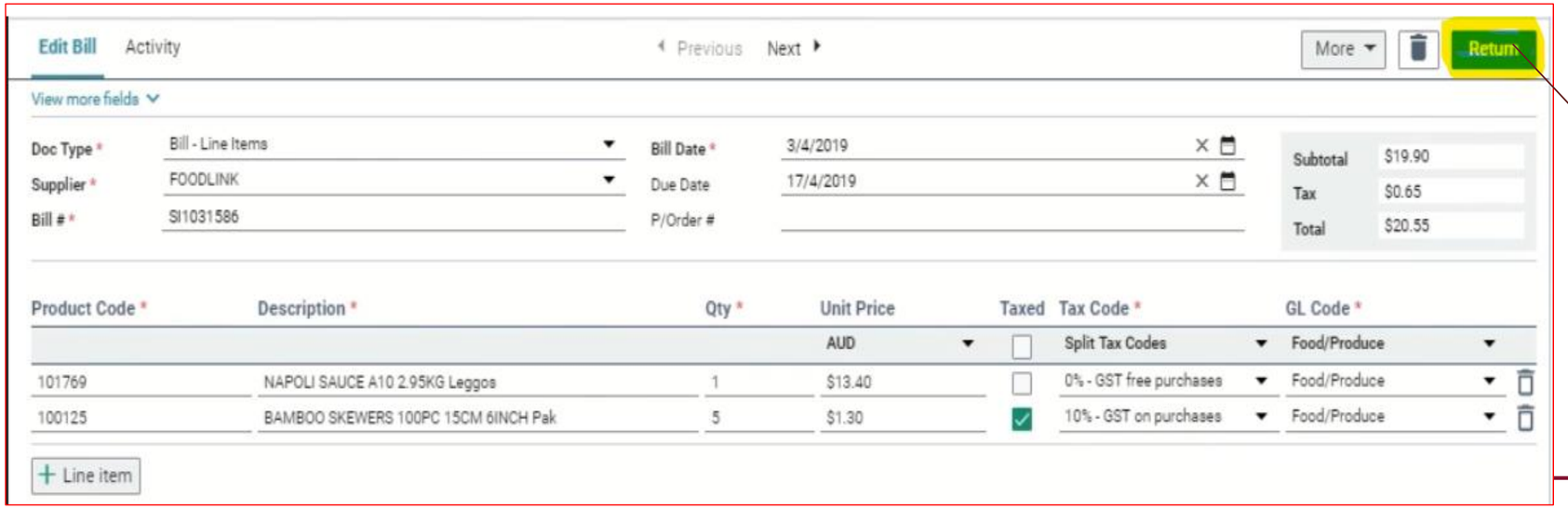
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DISPUTED TAB



When a bill is not ready for approval it will be moved to the Disputed Tab.
Bills will sit in the Dispute Tab until the issue has been solved with the supplier

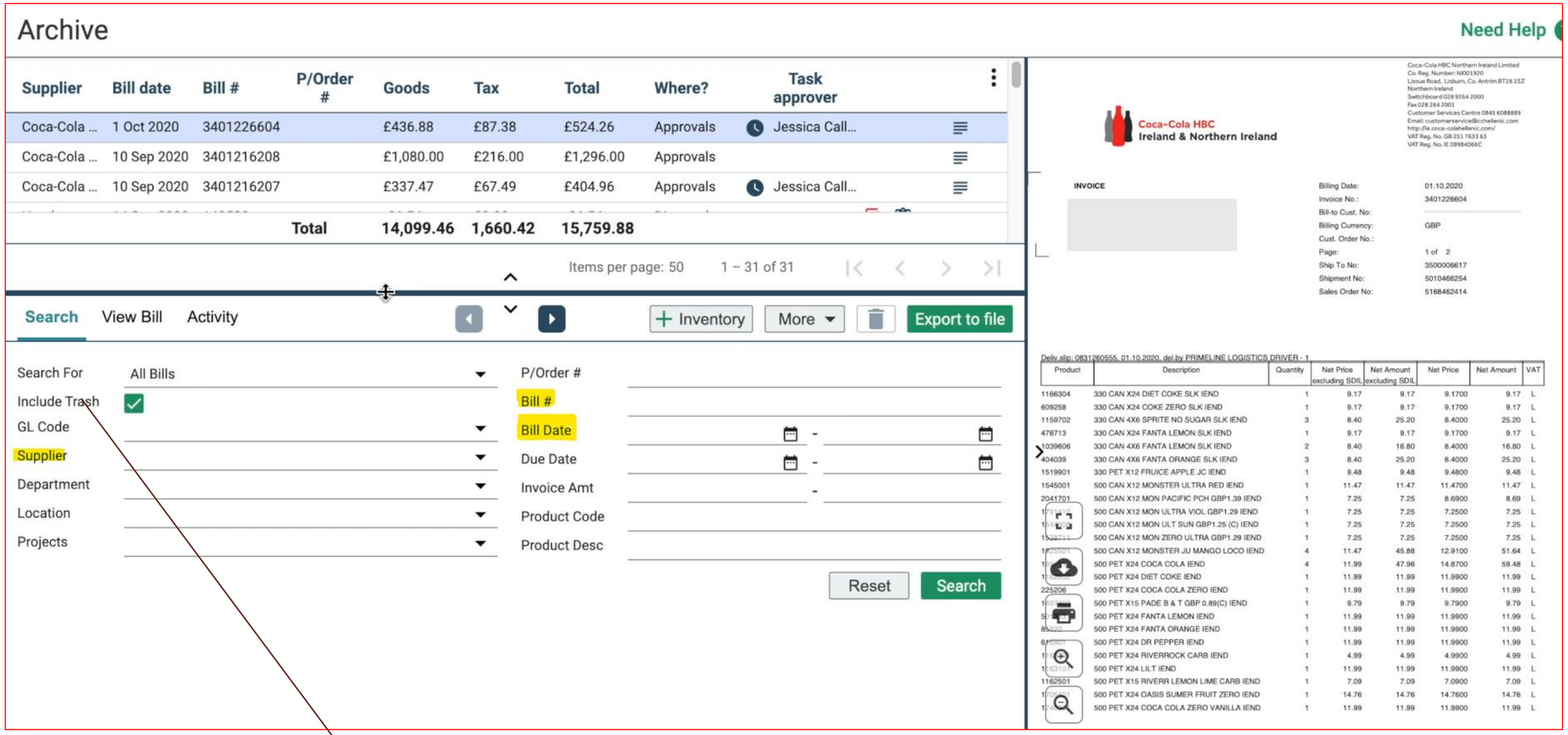


Once the issue is resolved the bill can be pushed to the Approvals Tab

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ARCHIVE TAB



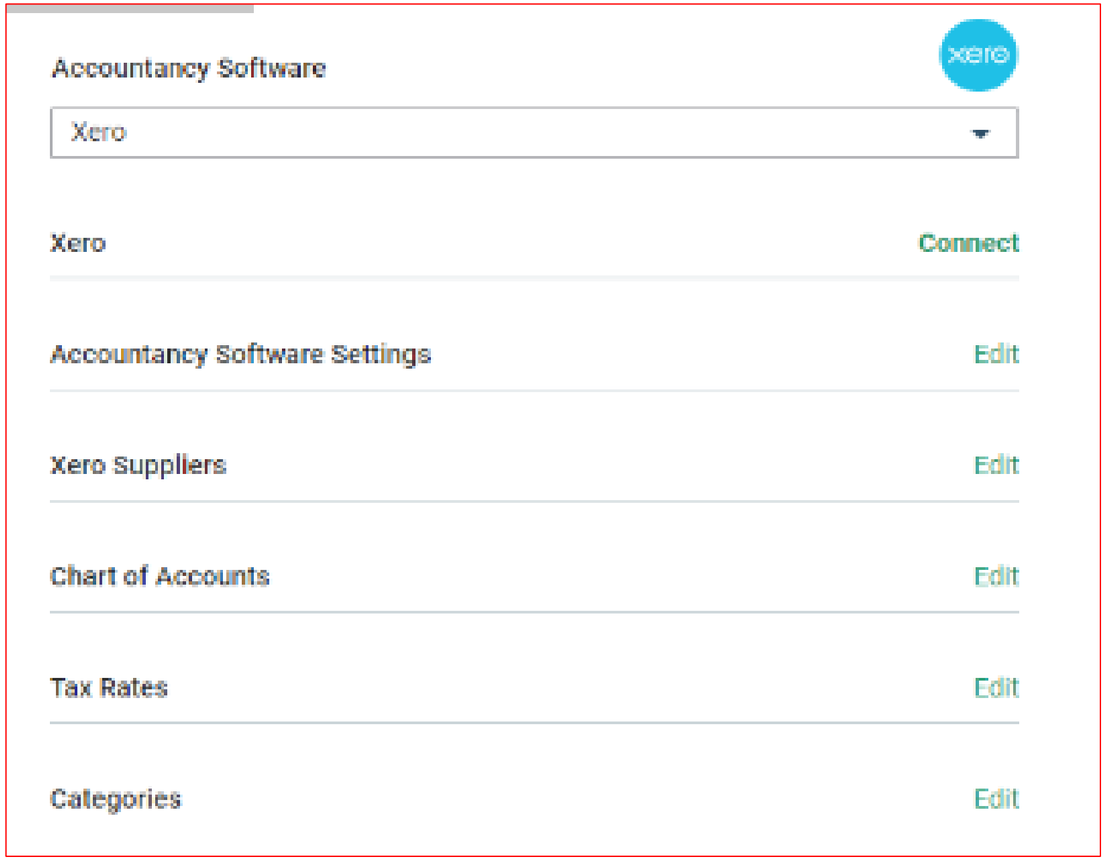
Invoice would be available only for 30 days

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INTEGRATION WITH XERO

STEP 1: From the Navigation Pane, head over to **Settings** > **Accounting Software** > select **Xero** from the dropdown menu > **Connect**.



The user will be redirected to the Xero website and will be asked to login into the Xero account.

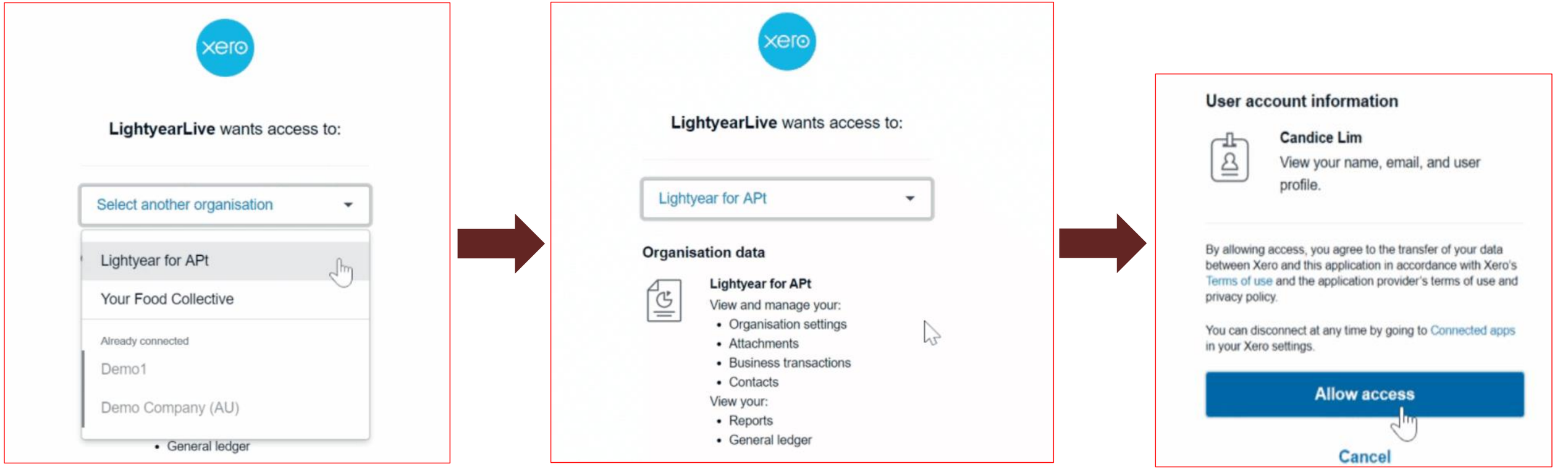
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STEP 2: Login into the correct Xero account.

Lightyear will automatically sync the following data back from Xero which are required to process your payables bill - Xero Suppliers, Accounts, Tax Rates, Tracking Categories.

The name of the Xero company will be displayed Once the connection is established to inform you which account is connected. The connection will remain active even when you log out and back into both systems and any user with Export permissions within Lightyear will be able to export bills to Xero.

Syncing of your Lightyear and Xero account is now complete, and you will be connected.



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