

PLATE IQ – HID

What is Plate IQ?

Plate IQ is a 3rd party system who processes all AP Invoices and Credit Memos by product line item. Scan the invoices to a restaurant specific plateiq email address and they will process our invoices using OCR technology. The process only requires a few minutes of your team's time each day and will save all of us a lot of valuable time! Once the invoices have been scanned to PlateIQ, the accounting team will review these invoices for accuracy before importing into R365 and approving them. Once they are in R365 you can view the actual invoice copy.

What am I required to do???

R365 is the system of record for all of your expenses once PlateIQ pushes them over into R365. You will be scanning and emailing all of your invoices **DAILY** to Plate IQ. Matt has set up your scanner and tested it for speed and functionality and he has programmed the appropriate PlateIQ email address into your scanner.

Scan Invoices to Plate IQ DAILY

Try to scan your day's invoices **AFTER** your last delivery for the **CURRENT** day but before you open for dinner service. On the weekend scan them on Saturday as early as possible so that everything is in in time for the Monday reports. Plate IQ takes 24 hours to process invoices, so we ask that you scan them in as soon as you can each day in order that your financial data in R365 is as timely and relevant as possible. You can scan the day's invoices all together to create one combined file, but if you have a lot of invoices you can also create a couple or a few files. Please email these directly to the plateiq email address as soon as the files are created.

Invoice Best Practices

**** DO NOT scan anything for SYSCO or SHAMROCK** – Sysco and Shamrock will import directly into R365 from the Vendors. **The only exception to this is if you pick up a special Shamrock order at the Fort Collins or Denver Shamrock store (rare).** Please note, we approve all these invoices. IF there is ever a discrepancy that needs addressed, contact us ASAP using accounting email address and notifying us what we should NOT pay.

**** DO NOT scan/email Plate IQ any Petty Cash forms or Expense Reports.** Please follow the current process. We will work to get these forms processed through PlateIQ in the very near future and will let you know when this changes.

**** DO NOT scan/email any statements, packing slips, or anything that is not an invoice or a credit memo, and DO NOT scan invoices more than once!** Random paperwork will bog the system down.

**** DO: Make handwritten edits** to invoices if they apply. If you were shorted product or if product was added, edit the invoice as clearly as possible marking the item that was edited, changing the quantity, editing the line item subtotal and editing the invoice total at the bottom. However, **DO NOT handwrite anything RANDOM or any NOTES TO US** on your invoices – the PlateIQ Technology will try to make sense of anything that is handwritten and miscellaneous notes will bog the system down.

**** DO** develop a tracking process so you know when and if your invoices have been scanned and emailed. Dedicate a few minutes each day to do this process carefully. We highly recommend emailing them to yourself so you can see if documents are **legible**.

**** Do** send the files as PDF docs. Matt has set up your scanners to be saved as PDF documents. Excel invoices **DO NOT** process.

**** DO: Improve scan quality** - Scan quality has a BIG impact on how well Plate IQ can use OCR (optical character recognition) to read your invoices. Scans should be clear, in focus, right-side up, and unfolded. If you have smaller invoices or thermal slip invoices, please carefully tape each one to its own sheet of full size letter paper so that it feeds through the scan machine cleanly.

****DO NOT scan Manual written checks to Plate IQ-** These checks should be emailed directly to accounting email ASAP upon writing out along with any details/invoices/etc. explaining why the check was written.

Once you are certain the day's invoices have been successfully emailed to PlateIQ you can then hand-write any notes for us. Please place all invoices in the bag for the courier in ALPHA order. Please include all of your other non-scanned invoices from Sysco and Shamrock. Once we get your paper copies, we will use these to review and then approve all of your invoices. We also strongly encourage you to review your R365 GL ledgers each week for accuracy of coding.