

# Sage Paperless Construction

Version 7.0



Release Notes

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# Contents

- Introduction ..... 5
- SPC general ..... 6
  - Server-Side Caching ..... 6
- APFlow Administration ..... 8
  - Invoice Entry Screen Customization ..... 8
    - Configure Invoice Entry Fields – AP Supervisor ..... 8
  - New Manage APFlow Settings ..... 10
    - General Tab ..... 10
    - New – Expense Allocations Tab ..... 11
    - Invoice Routing Tab ..... 13
    - AP Indicators Tab – Removed ..... 14
- APFlow – Invoice Entry ..... 15
  - Screen Settings Buttons ..... 16
    - Pin form on top of all other forms ..... 16
    - Configure Invoice Entry Fields – Processors ..... 16
    - Configure user level hot key settings – Invoice Entry ..... 17
  - New Line Button ..... 19
  - Import Invoice Button ..... 19
  - Export Invoice Button ..... 20
  - Vendor Invoice History – New Feature ..... 21
  - Allocations Button ..... 21
  - Add Vendor Button ..... 22
  - Manage Secondary Vendors Button ..... 23
- Invoice Entry - New Functionality ..... 24
  - Grid Columns ..... 24
  - Invoice Line Imbedded Functionality ..... 25
  - Invoice Entry Sidebar ..... 26
- General Invoice Entry Screen Features ..... 27
  - Re-sizeable Screen ..... 27
  - Moving through the Invoice Entry Fields ..... 27
  - Field Validation ..... 27
  - Cancel ..... 28
  - Numeric Field Calculations ..... 28

APFlow – Approve Invoices New features .....	29
Screen Customization .....	29
Configure Reviewer Hot Keys.....	30
Invoice Filters .....	31
New – Improved Invoice Grids.....	32
Invoice Line Grid – New Buttons.....	33
Invoice Line Coding (bottom pane).....	34
eCapture Advanced App .....	35
ePortal eCapture Advanced .....	36
OCR.....	37

## Introduction

We are pleased to announce the newest version of Sage Paperless Construction, **Version 7.0**. Our focus for this new version is the efficiency of the APFlow module. Over the years of developing APFlow and adding thousands of client requests, the program tended to become “cluttered” and less responsive as changes were made. Also, user interfaces become “dated” over time.

With new functionality and programming resources from Microsoft, we have been working on an “overhaul” of the APFlow module for more than a year. The results are newly refreshed user interfaces for both processors and invoice approvers, greater customization capabilities, multiple feature requests along with increased speed and efficiency.

Below are details on our new features as well as a list of other resolved issues that were present in version 6.X.

## SPC general



### User Settings

In previous SPC versions, there were two icons on the **Home** toolbar: **User Properties** and **User Settings**.

With version 7.0, those two icons are now merged into a single icon, **User Settings**. The information that was formerly housed in **User Properties** is now located on the first tab, **General**, in the **User Settings** dialog box. The remaining tabs that made up the old **User Settings** have been reordered and now display in alphabetical order.

## Server-Side Caching

In previous versions of SPC, all lookup calls were made directly from the client PC that SPC was running on, to your Sage accounting server. This results in a large amount of traffic on your network querying your accounting system. It is a slow and resource intensive process. In version 7, we have introduced data caching on the SPC server. The SPC server will make the connection to your Sage accounting package and will “cache” the information to service the various SPC client machines. Now, when you ask for a list of vendors, employees, jobs, etc., SPC will request the information from the SPC Server instead of your ERP system. This lessens the traffic hitting your ERP server and makes the lookup response much quicker.

The server cache settings can be found on the Advanced Bridge Configuration screen located behind the **Vault Properties -> Bridge Tab -> Advanced button**.

**Cache Lifetime** – this setting determines how long a particular data set of cached information is kept on the SPC server if it is not accessed by a SPC client. The default setting is 15 minutes. This means that if a SPC client does not ask for a particular data list within 15 minutes, the server will release that list from the cache. When a client asks for the list again, they will have to wait a second for the server to get the list. The cache lifetime is reset every time a SPC client accesses the list. This setting may be adjusted from 0 minutes to 8 hours.

**Cache Refresh** – this setting determines how often the cache of data is refreshed or “pulled” from your ERP system. The default is every 5 minutes.

Advanced Bridge Configuration

Name	Value
Cache Lifetime	15
Cache Refresh	5
Employee Lookups - Display SSN	False
Enable DAL Logging	False

Description

In minutes, the amount of time accounting data tables are held on the server if not accessed. Interval can be set to a minimum of 0 minutes to a maximum of 480 minutes (8 hours).

OK Cancel

# APFlow Administration

## Invoice Entry Screen Customization

In past versions, the APFlow Invoice Entry screen was a static entry screen with fixed fields. Version 7.0 introduces the ability to “customize” the entry screen.

There are two levels of **Invoice Entry** setting modifications based on AP Supervisor or AP Processor access. AP Supervisors have broader control of the field settings. The processor settings build on the Supervisor settings; however, not all Supervisor settings are visible to processors. Supervisor settings are company-wide; processor settings are limited to the user who sets them up.

### Configure Invoice Entry Fields – AP Supervisor

From APFlow, click the **Manage APFlow** icon. Once in the Manage APFlow screen, click **Manage Entry Fields** to access the **Configure Invoice Entry Fields [Admin Mode]** window.

Configure Invoice Entry Fields [Admin Mode]

You are currently editing invoice entry settings for all users.

Field Type:    Show Hidden Controls

Preview - Click or tab into the field you would like to configure.

Vendor:  Invoice #:  Description:   Hold

Job:  Phase:  Field PO #:   Invoice Date:

Due Date:   Discount Date:   Invoice Total:

Set to Pay:  Workers Compensation:    Hot List Discount %:

Discount:  Retainage:  Sales Tax:  Credit Card:

AP Match Code:  Document Class:

Properties

Display Text:

Is Tab Stop:

Display Description:

Input Width:

Invoice Index Type:



The **Header** option contains the fields available in the header section of the entry screen. The **Details** option contains fields located in the coding details section of the entry screen. Additional line type options are available and are specific to your particular accounting system.

Click on any field. The field you select will have a red border to indicate that is the selected field. The **Properties** that display are specific to that field, so you can see how the field may be modified. Any change that the Supervisor makes is visible to all users in that vault. Use the **Field Type** dropdown to select the section of the invoice entry screen to configure. Changes made to the properties are instantly shown in the **Preview** section of the screen.

**Note:** If the change can only be made by the Supervisor, the user cannot alter the change. However, if the change can be made by both Supervisor and Processors, processors can override the change made by the Supervisor.

Each field has modification **Properties** associated with it. The field determines which modification properties apply.

In this example, the **Vendor** field has five properties associated with it.

- **Display Text** contains the label that is displayed to the left of the entry field. Use this field to rename the entry field. For instance, if you want the label of the Vendor field to be “Merchant”, simply type “Merchant” into the entry box.
- **IsTab Stop** (*True False*) concerns whether or not the cursor should stop at this field when tabbing through the fields in the **Invoice Entry** screen. *True* indicates that the cursor will stop at the selected field. *False* indicates the field will be skipped.
- **Display Description** *True* indicates that a description for the selected field will display. The italicized text that displays below the field is the actual description for that field. *False* turns off the display.
- **Input Width** consists of a slider to re-size a field. Move the slider forward (to lengthen) or backward (to shorten the field).
- **Invoice Index Type** consists of a drop-down menu mapping the selected field with an index type contained on the AP Invoice or AP Invoice Confidential document types.

Other fields may also have the following properties available:

- **Allow Reviewer Edit** *True* indicates that the field will be editable by invoice approvers on the pReview screen. *False* will render the field read only on the pReview screen.
- **Hide** *True* indicates that the field will be removed or “hidden” on the entry screen. *False* makes the field visible to the processor/approver. This property is only available for fields that are not required by your accounting system.

Supervisors can also reorder fields by clicking the **Move Previous** or **Move Next** buttons. Clicking either button will move the selected field before the previous field or after the next field.

**Add Custom Field** - Click this button to add your own “custom” field(s) to the invoice entry screen. Once added, use the field property options, described above, to properly label, size and position the field on the entry screen. If you want to capture the custom field values as an index on the **AP Invoice** or **AP Invoice Confidential** documents, add the additional index value onto the respective document type then map the custom field to that index type using the **Invoice Index Type** property. Custom fields may be added to the header or details sections, or on individual line type sections. There is no limit to the number of custom fields you can add.

**Reset Default** click this button to reset any changes you have made back to the default settings. This applies only to the **Field Type** currently selected.

**Show Hidden Controls** check this box to display or hide field controls that you have set the Hidden property to True.

## New Manage APFlow Settings

In past versions, APFlow settings were loaded when you opened SPC or switched to another vault. Therefore, every time you changed an APFlow setting under the Manage APFlow button, you had to either switch to another vault and switch back, or exit SPC and log back in for the changes to take effect. In V7, all APFlow settings take effect as soon as they are saved on the setting screens.

### General Tab

There are a few new Invoice Entry and Approve Invoice settings on the General tab.

- **Allow Processor Add Vendor** – check this box to allow an AP Processor to use the new Add Vendor on the Fly feature
- **Allow Approval Alert** – check this box to allow the selected processor or approver to check or uncheck the approval alert checkbox on an invoice.
- **Allow Reviewer Split Invoice Lines** – check this box to give invoice reviewers the ability to use the new split line functionality on the Approve Invoices screen.
- **Allow Reviewer Invoice Hold** – check this box to allow invoice reviewers to put invoices on hold. Leaving the box unchecked will disable the Hold button on the Approve Invoices screen.

## New – Expense Allocations Tab

Expense Allocations enables you to “pre-define” the allocation or coding of an invoice so that an AP Processor can quickly code an invoice. This is typically used for frequently recurring invoices (i.e. monthly fleet rental invoices) or for percentage-based allocations that are used on a frequent basis (i.e. Departmental allocations).

**Note:** Allocations are vault specific. If an allocation is set up in Vault #1, that same allocation will not automatically exist in Vault #2.

There are two types of allocations:

- **Percentage based** – each line of the allocation will be allocated a percentage of the gross invoice amount. These types of allocations are good for situations when invoices need to be split among several accounts based upon a percentage of gross amount.
- **Fixed Dollar amount** – each line of the allocation will be for a pre-defined dollar amount and the full coding of the line can be entered and saved. These types of allocations are good for monthly recurring bills such as fleet leasing bills, monthly rent, etc.

Click **Add** (or **Edit**) to access the **Invoice Allocations** window:

Invoice Allocations

New Line

Name:  Setup an allocation by adding lines and entering values for the available fields. There are two types of allocations that you can set up:

Description:  **Percent Allocations:** Enter a value into the percentage field. The gross of each line will be calculated as the invoice total multiplied by this percentage. Because the gross will not be known until the allocation is added, you can only prefill values for the line coding.

Type: %  **Dollar Amount:** Enter an exact amount for the gross of each line. Because the gross is known, you can prefill values for the line coding and line detail.

Allocated: 0.00 %

Line	Line Type	Description	Job	Phase	Cost Code	Cost Type	Part #	PO	Line	GL Account	Units	Unit Cost	Percent	Tax Code	Entry Date	Equipment	Cost Code	Cos
------	-----------	-------------	-----	-------	-----------	-----------	--------	----	------	------------	-------	-----------	---------	----------	------------	-----------	-----------	-----

Save Cancel

**Name** – enter a name for your allocation (i.e. Monthly Overhead)

**Description** – enter a description for the allocation.

**Type** - choose either % (percentage allocation) or \$ (fixed dollar amount allocation).

## % Allocations

Percentage allocations enables you to allocate a pre-defined percentage of an invoice to multiple lines. For each line of the invoice you want to setup, click the **New Line** button on the upper toolbar to select a line type from the list. Once the line type is selected, it appears in the grid as a new line and the coding section is shown at the bottom. Input the line level coding and the percentage of the gross you want allocated to the line. As you enter new lines, the total percentage allocated is displayed as “Allocated XXX%” above the grid as shown below.

Once you have the allocation setup for all the lines you want to save, click the **Save** button to save your allocation.

Invoice Allocations

New Line

Name: Monthly Electric Bill

Description: Monthly electric bill allocation to departments.

Type: %

Setup an allocation by adding lines and entering values for the available fields. There are two types of allocations that you can set up:

**Percent Allocations:** Enter a value into the percentage field. The gross of each line will be calculated as the invoice total multiplied by this percentage. Because the gross will not be known until the allocation is added, you can only prefill values for the line coding.

**Dollar Amount:** Enter an exact amount for the gross of each line. Because the gross is known, you can prefill values for the line coding and line detail.

Allocated: 100.00 %

Line	Line Type	Description	Job	Phase	Cost Code	Cost Type	Part #	PO	Line	GL Account	Units	Unit Cost	Percent	Tax Code	Entry Date	Equipment	Cost Code	Cost
1	Expense									6200	1.0000	35.000000	35.00					
2	Expense									6620	1.0000	35.000000	35.00					
3	Expense									7405	1.0000	30.000000	30.00					

Account: 6200 Sub Account: Part #: Percent: 35.00

Plan Fees

Save Cancel

## Fixed Dollar Allocations

Fixed dollar allocations enables you to completely code the lines of the invoice. For each line of the invoice you want to setup, click the **New Line** button on the upper toolbar to select a line type from the list. Once the line type is selected, it appears in the grid as a new line and the coding section is shown at the bottom. Input as little or as much of the line coding you want to save including gross, miscellaneous and tax amounts. As you enter new lines, the total amount setup for the allocation is displayed as “Allocated \$x.xx” above the grid as shown below.

Once you have the allocation setup for all the lines you want to save, click the **Save** button to save your allocation.

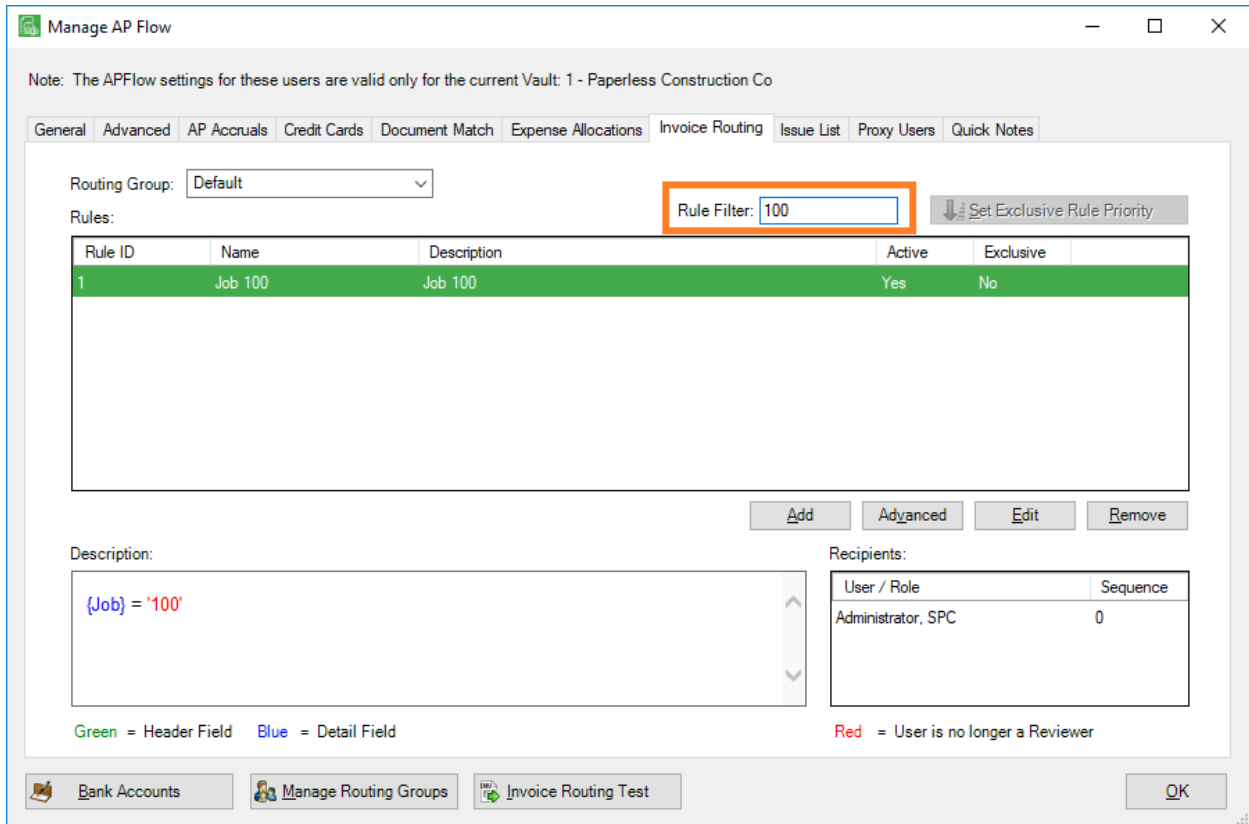
The screenshot shows the 'Invoice Allocations' window. At the top left is a green plus icon labeled 'New Line'. Below it is a form for setting up an allocation. The 'Name' field contains 'Monthly Fleet Allocation' and the 'Description' field contains 'Monthly fleet lease bill allocation'. The 'Type' is set to '\$'. To the right of the form, there is explanatory text: 'Setup an allocation by adding lines and entering values for the available fields. There are two types of allocations that you can set up: **Percent Allocations:** Enter a value into the percentage field. The gross of each line will be calculated as the invoice total multiplied by this percentage. Because the gross will not be known until the allocation is added, you can only prefill values for the line coding. **Dollar Amount:** Enter an exact amount for the gross of each line. Because the gross is known, you can prefill values for the line coding and line detail.' The total allocated amount is shown as '\$3,775.00'.

Line	Line Type	Description	Job	Phase	Cost Code	Cost Type	Part #	PO	Line	GL Account	Units	Unit Cost	Gross	Tax Code	Total	Entry Date	Equipment
1	Job		207	0	9640.000	3					1.0000	25.000000	1,525.00		\$1,525.00		
2	Job		223	0	11450.000						1.0000	50.000000	2,250.00		\$2,250.00		

Below the table is a detailed form for the selected line. It includes fields for 'Work Order', 'Job' (207, Wood Elementary School), 'Phase' (0, None), 'Cost Code' (9640.000, Stone Flooring), and 'Cost Type' (3, Equipment). Other fields include 'GL Account', 'Sub Account', 'Description', 'Units' (1.0000), 'Unit Cost' (1,525.000000), 'Gross' (1,525.00), 'Secondary Vendor', 'Trans #', 'Date', 'Total' (1,525.00), and 'Net Pay' (1,525.00). At the bottom are 'Save' and 'Cancel' buttons.

## Invoice Routing Tab

A new **Rule Filter** field has been added to aid users in filtering routing rules based upon text entered into this field. As you type into the rule filter field, the list of routing rules is filtered based on the name, description and rule details. For instance, if you want to filter the list to all rules that pertain to Job 100, typing "100" into the rule filter field will filter the list down to rules that have "100" in the name, description or rule details as shown below.

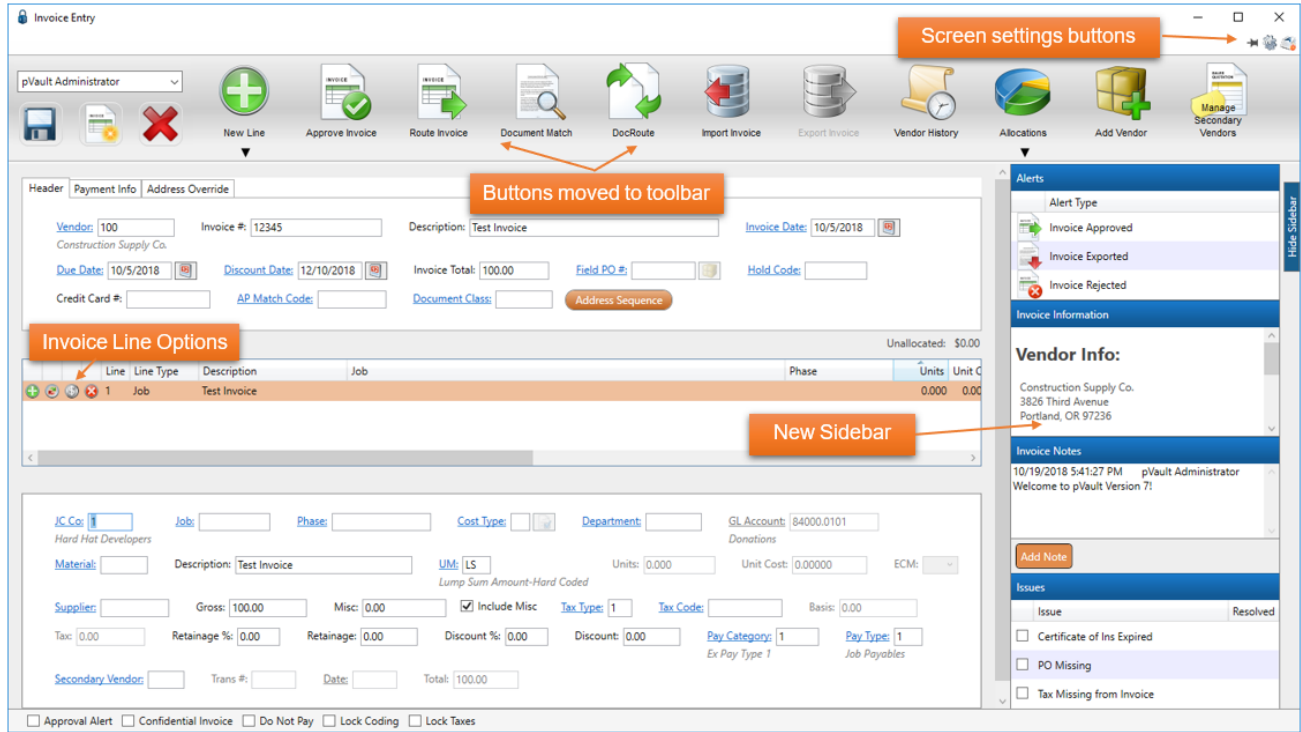


## AP Indicators Tab – Removed

In versions prior to V7, you had the ability to add custom fields to an invoice in the **AP Indicators** section. Upon upgrading to V7, existing AP Indicators are converted to the “Header” section of the invoice entry screen as custom fields.

# APFlow – Invoice Entry

You will notice upon opening the **Invoice Entry** screen that the entire screen has been revamped or refreshed with many new features.



The first thing you will notice is that all the buttons that were located throughout the **A/P Invoice Entry** screen in prior versions are now located on top of the screen in the ribbon toolbar.



## Screen Settings Buttons

There are 3 new screen settings buttons located at the top right-hand corner of the Invoice Entry screen.



Pin form on top of all other forms

Click this icon to “pin” the **Invoice Entry** screen so that it displays on top of other forms. SPC remembers the pinned status of the form so the next time the user accesses **Invoice Entry**, that form will display on top.



Configure Invoice Entry Fields – Processors

While AP Supervisors can manipulate the system-wide default settings of the Invoice Entry screen, AP Processors can also customize certain aspects of the screen to their liking. Clicking the small gear icon displays the **Configure Invoice Entry Fields** dialog as shown below. Processor settings are a subset of the settings available to AP Supervisors and are saved for each individual processor.

The screenshot shows a window titled "Configure Invoice Entry Fields" with standard window controls (minimize, maximize, close). Below the title bar, it states "You are currently editing invoice entry settings for user: SPC Administrator".

The main area is divided into sections:

- Field Type:** A dropdown menu set to "Header" and a "Reset Default" button.
- Preview:** A section with the instruction "Click or tab into the field you would like to configure." It contains a grid of input fields for various invoice fields: Vendor (highlighted with a red box), Invoice #, Description, Job, Phase, Field PO #, Invoice Date, Due Date, Discount Date, Invoice Total, Set to Pay, Workers Compensation, Hot List, Discount %, Discount, Retainage, Sales Tax, Credit Card, AP Match Code, and Document Class. A "Hold" checkbox is also present.
- Properties:** A section with three settings: "Is Tab Stop" (True), "Display Description" (True), and "Input Width" (a slider). To the right of these are "Move Previous" and "Move Next" buttons.

At the bottom of the dialog are "OK" and "Cancel" buttons.



Use the **Field Type** dropdown to select the section of the invoice entry screen to configure. The **Header** option contains the fields available in the header section of the entry screen. The **Details** option contains fields located in the coding details section of the entry screen. Additional line type options are available and are specific to your particular bridged accounting system.

In the **Preview** section of the screen, click on any field. The field you selected will have a red border to indicate that is the selected field. The **Properties** that display are specific to that field, so you can see how the field may be modified. Any change that the Processor makes is visible only to that Processor. Changes made to the properties are instantly shown in the **Preview** section of the screen.

In this example, the **Vendor** field has three properties available to the Processor.

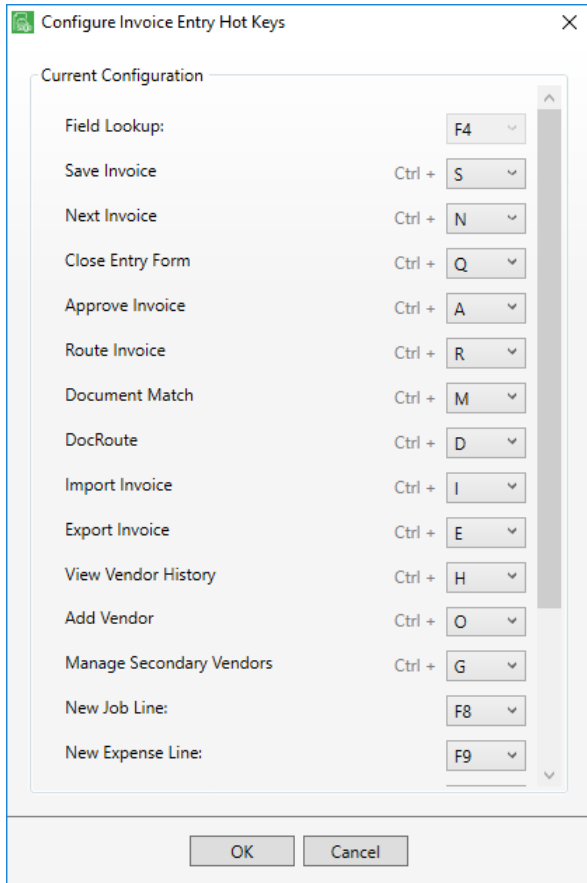
- **Is Tab Stop** (*True/False*) concerns whether or not the user should stop at this field when tabbing through the fields in the **Invoice Entry** screen. *True* indicates that the user will stop at the selected field. *False* indicates the field will be skipped.
- **Display Description** *True* indicates that a description for the selected field will display. The italicized text that displays below the field is the actual description for that field. *False* turns off the display.
- **Input Width** consists of a slider to re-size a field. Move the slider forward (to lengthen) or backward (to shorten the field).
- Processors can also reorder fields by clicking the **Move Previous** or **Move Next buttons**.
- **Reset Default** returns all fields of the selected Field Type to their original default properties.

**Note:** The settings are saved in the SPC database. Therefore, a processor's screen settings will "follow them" to each machine they log into. This is a great improvement for companies that use Citrix Servers. In prior versions, the settings were saved in the registry settings of the particular PC or Server they logged into. You would "lose" your settings if you moved to another machine.



Configure user level hot key settings – Invoice Entry

A new feature available in V7 is the ability to assign keyboard function keys to both toolbar icons as well as functions of the Invoice Entry screen. Click the icon to open the **Configure Invoice Entry Hot Keys** dialog box.



The dialog box lists the buttons and functions available in your particular system.

Individual function keys can be assigned to individual buttons located on the ribbon toolbar.

Invoice entry functions can be assigned **CTRL + Letter** hotkey functionality.

These settings are user specific, so each processor can setup the function key combinations to their own liking.

**Note:** **Ctrl + C**, **Ctrl + V** and **Ctrl + X** are not available as **Ctrl** hot key settings because of their Windows settings functionality (“Copy”, “Paste” and “Exit”).

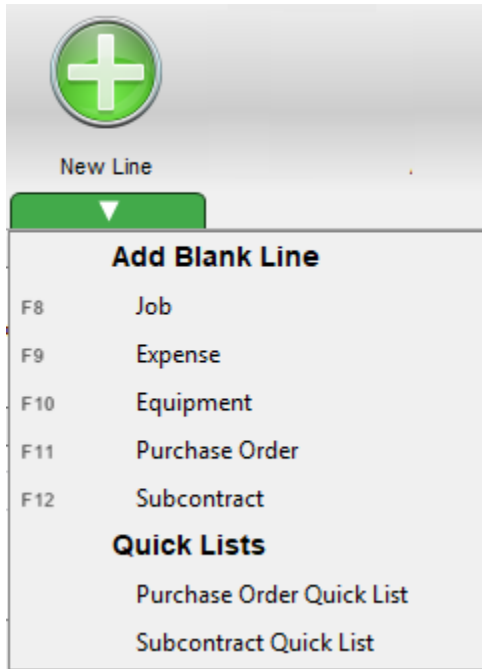
The assigned **Ctrl** hot keys display directly below the ribbon toolbar icons. The display of the **Ctrl** hotkeys is toggled by the **Alt** key on your keyboard. Press the **Alt** key to hide or display the assigned hotkeys as shown below.





## New Line Button

The **New Line** button functionality has been changed to a drop-down menu and a few new functions have been added.



Click the assigned function key or use the dropdown to generate a new invoice line or present the selected “Quick List” for purchase orders, subcontracts or receiving tickets.

**Note:** The listed **Blank Line** selections vary based on the accounting system.



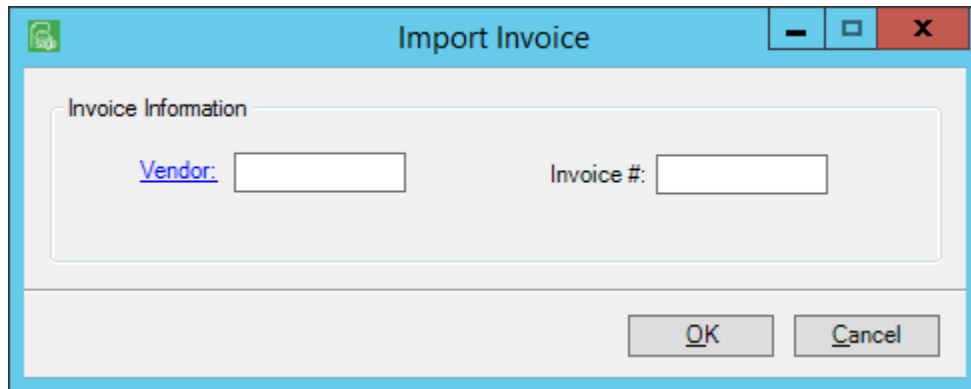
## Import Invoice Button

The Import Invoice button is currently available to Sage 300 CRE systems.

You now have the ability to import invoices that have already been entered into the Sage 300 CRE AP Module for routing and approval. This way, you can post costs to your accounting system first and not have to wait for final approval.

This button must be turned on from the **Manage APFlow -> Advanced tab**. Look for the **Allow Invoice Import from A/P** setting. Changing the setting to True will turn on the Import Invoice button.

To import a previously entered invoice, click the **Import Invoice** button to display the **Import Invoice** dialog shown below. Type the vendor number and invoice number that you want to import, then click the **OK** button. The information entered in Sage 300 CRE will be imported onto the open invoice entry screen. All information will be in a read only mode and cannot be changed. You can route the invoice as you normally would. Once the invoice has reached a final approval, exporting your invoices will detect that the invoice was imported and will simply mark the invoice as “exported” in the SPC system.



## Export Invoice Button

While viewing invoices that are fully approved and ready for export, you will find an **Export Invoice** button on the Invoice Entry screen toolbar. This can be used to export the individual invoice you are currently viewing.

**Note:** Processors must have the **Allow Processor Export** function assigned to them.

## Vendor Invoice History – New Feature

Vendor: Baker PC's

Invoice #	Description	Invoice Date	Invoice Total	Discount %	Due Date	Exported
1887	Zip Disks	5/8/2018	\$27.63		6/10/2018	Yes
2458	Repair Printer	5/18/2018	\$38.64		6/10/2018	Yes

View Documents

Invoice Lines for Selected Invoice:

Line	Description	PO	Job	Subcontract	Phase	Cost Type	Work Order	Cost Code	Part #	GL Account	Line	Total
1	Zip Disks									6001		\$0.00

Copy Line(s) Coding To Invoice NOTE: Copied coding might differ from what is shown if the invoice has been edited in the accounting system after exporting.

Close

A new feature has been added to the **Vendor Invoice History** screen. You can now select one or more lines from the coding section of the screen and click the **Copy Line(s) Coding To Invoice** button to copy the coding to the invoice you are currently working on. The copy function only copies the coding aspect of the lines, not the dollar amounts.

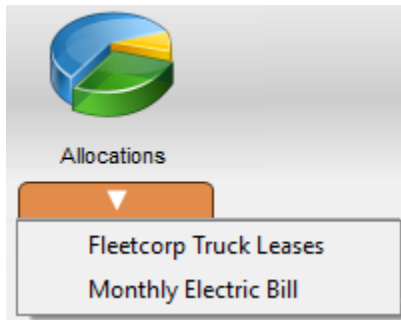


### Allocations Button

After an AP Supervisor sets up an allocation for recurring invoices, and the Processor accesses **Invoice Entry** for that invoice, the **Allocations** icon will be visible in the toolbar.

**Important:** The **Allocations** icon is only visible in the toolbar if allocations are configured for the vault. The icon will only be enabled once lines can be added (by filling out the **Vendor** and **Invoice Number** fields).

Click the down arrow located below the Allocations button to access a menu of allocations available. Picking one of the listed allocations will cause the system to add the pre-configured lines to the invoice. Percentage based allocations will allocate the gross amount of the invoice according to the percentages setup by the AP supervisor. Dollar value allocations will enter the pre-defined lines and dollar amounts as setup by the AP Supervisor.



## Add Vendor Button

There are times when a Processor receives an invoice for a vendor that is not setup in the accounting system. To avoid delays entering the invoice, the Processor—with the proper permissions—can add a new vendor while on the **Invoice Entry** screen.

Permission to add a new vendor is granted by the Administrator on a per Processor basis on the **Manage APFlow -> General tab**.

Click **Add Vendor** button to open the **Add Vendor** dialog box:

A screenshot of a software dialog box titled 'Add Vendor'. The dialog box has a standard Windows-style title bar with minimize, maximize, and close buttons. It contains several input fields and dropdown menus. The 'Vendor Code' field is pre-filled with '833'. Other fields include 'Name', 'Short Name', 'Type' (set to 'None'), 'Ledger Account', 'Cost Code', 'Cost Type' (set to 'None'), 'Contact', 'Phone #', 'Due Terms', 'Discount Terms', 'Discount Rate' (set to '0.00'), 'Address 1', 'Address 2', 'City', 'State', and 'Zip'. At the bottom of the dialog box are two buttons: 'Add' and 'Cancel'.

Required fields include **Vendor Code** and **Name**. Other required fields are accounting system-specific. After the required information is entered, click the **Add** button to commit the new vendor to your accounting system.



## Manage Secondary Vendors Button

Use the **Manage Secondary Vendors** button to display the secondary vendor management screen as shown below. Here you can add new secondary vendors or edit existing ones. Use the Filter field to filter the list to find the secondary vendor you are looking for.

A screenshot of a software window titled 'Manage Secondary Vendors'. At the top left is a green icon with a document symbol. Below the title bar is a 'Filter:' label followed by an empty text input box. The main area contains a table with two columns: 'ID' and 'Secondary Vendor Name'. The table has three rows: ID 1 with 'Home Depot', ID 2 with 'Lowes', and ID 3 with 'Office Depot'. The first row is highlighted in orange, and the second row is highlighted in light green. At the bottom of the window are three buttons: 'Add', 'Edit', and 'OK'.

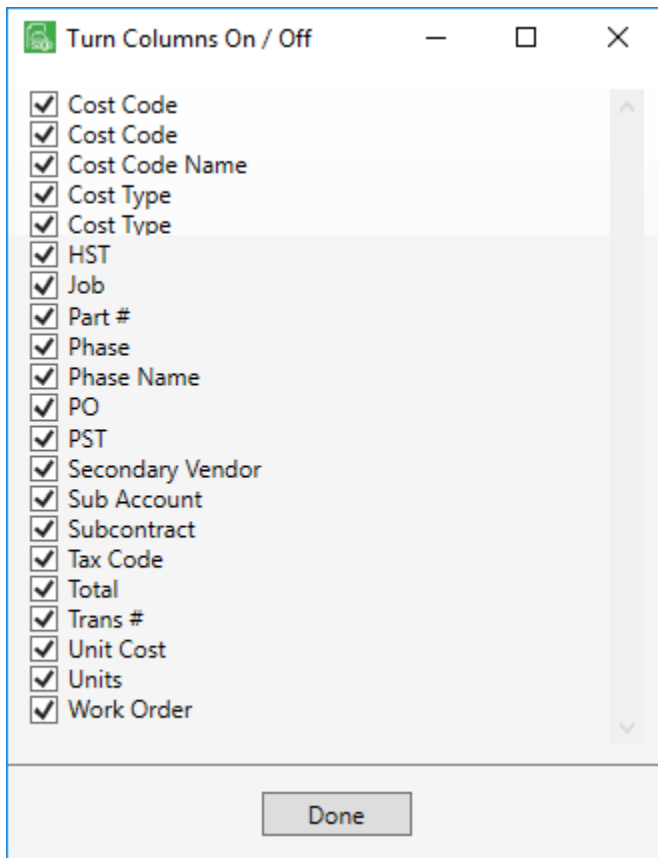
# Invoice Entry - New Functionality

## Grid Columns

In previous versions, the invoice entry line grid contained a “fixed” set of columns. This grid has been upgraded to enable processors to adjust which columns are included in the grid and reorder or resize the columns to their liking.

To move a column to a new position, click the column heading and drag and drop it anywhere else on the line grid. The system will remember the column order for the user changing it.

To “add” or “delete” columns, right-click anywhere in the line grid to access the **Turn Columns On / Off** dialog box. Check fields that you want to display in the grid and uncheck fields that you want to hide.







**Note:** This is available for users, on a user-by-user basis. This is not done by the Administrator.



## Invoice Line Imbedded Functionality

Each new invoice line includes functionality icons specifically for that line.

	Line	Line Type	Description	Job	Phase	Cost Code	Cost Type	Part #	PO	Line	GL Account	Units	Unit Cost	Gross
   	1	Job	Carpet Invoice	201	2	9680.000	4				5004	1.0000	554.000000	\$554.00



### New Line.

Click this button to add a new line of the same line type initially selected.



### Copy Line

Click to copy the selected line to a new line.



### Change Line Type.

Click to display the **Lookup Utility, Line Type** list. This enables users to change the current line type of a line to a new line type.



### Split Line

Enables a user to split the amount on a line to multiple new lines. Clicking the button brings up the **Split Line** utility as shown below. The system automatically splits the line into 2 lines. However, the user can enter any number of lines they want to split the current line into by typing the number of lines into the **Number of resulting lines** field. Tabbing off of the field will show the results of the split. You can adjust the amounts of each line manually or you can evenly distribute the amount to each line by clicking the **Allocate Evenly** button. Once split to your specifications, click the **Split** button to add the new lines to the invoice.

Split Line

Line Gross: \$554.00    Unallocated: \$0.00

Number of resulting lines:

Line	Amount
1	\$277.00
2	\$277.00



## Remove Line.

Click the remove line button to remove the associated invoice line.

## Invoice Entry Sidebar

This new sidebar replaces the notes section as well as 3 separate buttons in earlier SPC versions. Each section of the sidebar can be collapsed by clicking the blue title bar of the section. Click the blue title bar of a collapsed section to open it. The entire sidebar can be collapsed by clicking **Hide Sidebar**. SPC “remembers” which sections were open or collapsed the next time Invoice Entry is accessed.

The screenshot shows a vertical sidebar with several sections. At the top is the 'Alerts' section with a blue title bar and a 'Hide Sidebar' button on the right. Below it is the 'Invoice Information' section, also with a blue title bar. Under 'Invoice Information', there is a 'Vendor Info:' section with the text 'No Vendor Entered' and a 'Line Totals:' section. Below these is the 'Invoice Notes' section, which is currently collapsed. An 'Add Note' button is located below the 'Invoice Notes' section. The 'Issues' section follows, with a blue title bar and a table with columns 'Issue' and 'Resolved'. Two issues are listed: 'Attach PO' and 'Co-signer Required', both with unchecked checkboxes. Below the 'Issues' section is the 'Line Notes' section, which is also collapsed. An 'Edit Note' button is located at the bottom of the sidebar.

The **Alerts** section takes the place of the old Alerts button. Click an Alert Type to display the available alert options.

The **Invoice Information** section is a new feature that displays additional information about the current invoice. The information is reflective of the open invoice and typically includes the vendor address and even line totals.

The **Invoice Notes** section takes the place of the old invoice notes section of the invoice entry screen. View previously entered notes here and click the **Add Note** button to add your own notes to the invoice.

The Issues section takes the place of the old Issues button. Issues set up by the Administrator in **Manage APFlow, Issue List** tab, display here. Check an issue to display the **Must Resolve** and **Resolved** fields.

In the **Line Notes** section, notes to specific invoice lines can be entered. This section will only display if the **Enable Line Notes** advanced bridge setting is set to *True*.

# General Invoice Entry Screen Features

## Re-sizeable Screen

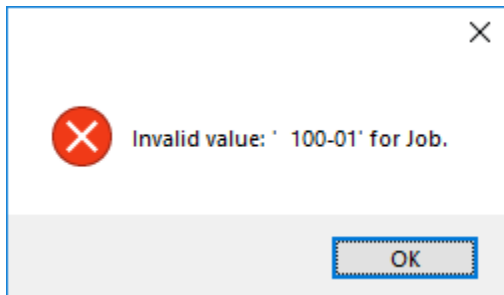
The **Invoice Entry** screen is now re-sizeable. As you manipulate the size of the screen, the fields move so they remain visible. If the screen is manipulated so not all toolbar icons display, an overflow indicator is present. If the screen re-sizes in a way that all fields can no longer fit on the screen, a scroll bar will display in the entry section to enables users to scroll to the fields no longer visible.

## Moving through the Invoice Entry Fields

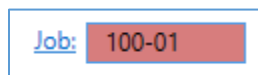
Move through the **Invoice Entry** screen in a forward direction by pressing either the **Tab** or **Enter** key. To go backward, hold the **Ctrl** key and press the **Enter** key to back up to a previous field. This method even works when going from the header information to the line details section.

## Field Validation

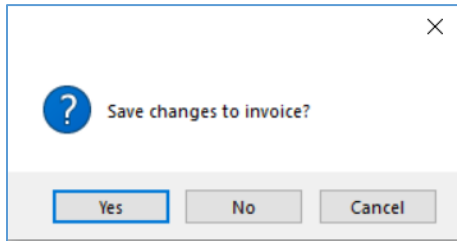
As you are entering and/or approving an invoice, the system will verify the data entered. When an error occurs on the **Invoice Entry** screen, a dialog box like the following displays identifying the error:



Once you click **OK** to close the dialog box, the field with the error will display in red like the following and the cursor will be placed into the offending field.



## Cancel



Frustrated in the past by not being able to remain in the **Invoice Entry** screen if you accidentally clicked the “X” to exit the screen, and the only choice is to save your work and then get back in?

**Cancel** functionality is now part of the dialog box. This enables you to return immediately to the invoice and continue working.

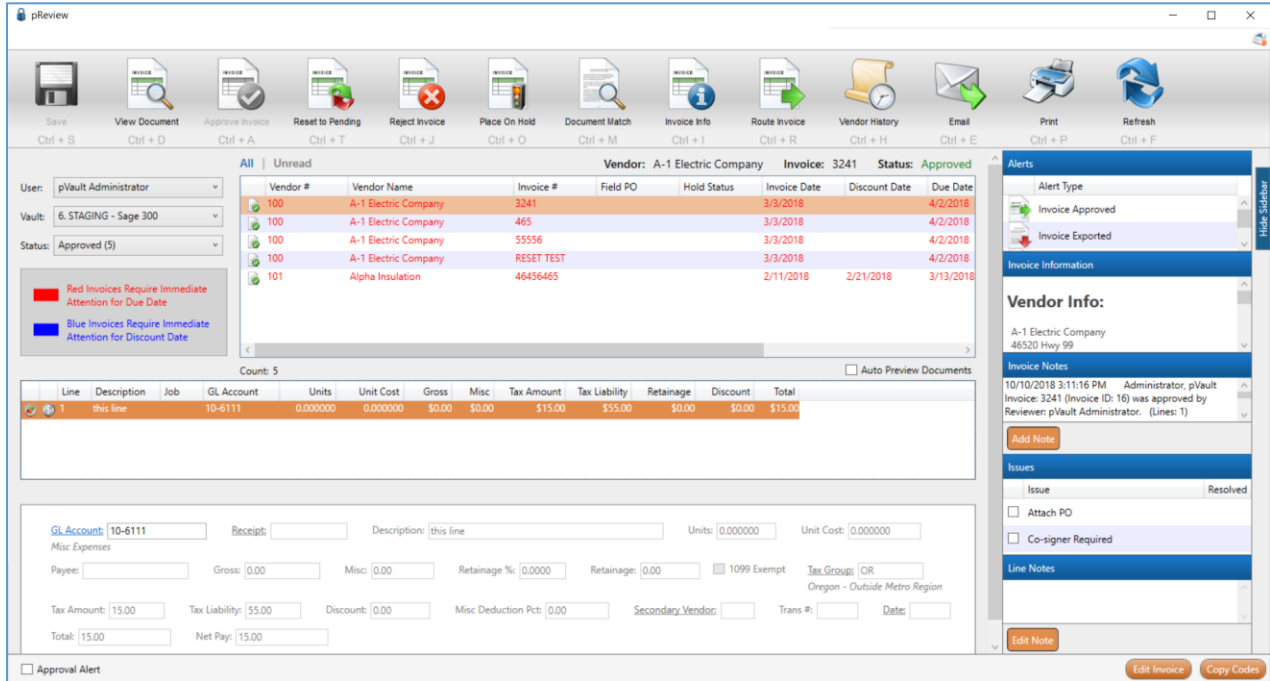
## Numeric Field Calculations

A new feature has been added whereby users can type in mathematical formulas or equations into any numeric field on the **Invoice Entry** screen. For example, in the **Invoice Total** field, type an addition or subtraction formula in the field such as  $20 + 100 + 50$ . Tab off the field and the field value will read  $170$ .

# APFlow – Approve Invoices New features

## Screen Customization

Invoice approvers will notice that we have a new and improved Approve Invoices screen.

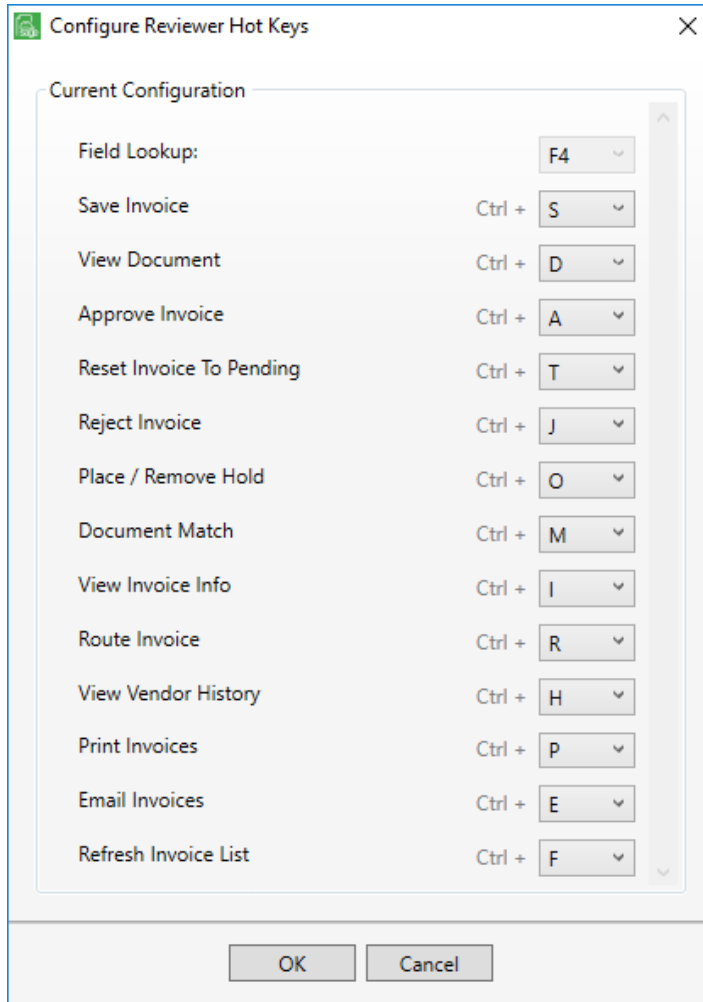


The first thing you will notice is that all the buttons that were located throughout the **Approve Invoices** screen in prior versions are now located on top of the screen in the ribbon toolbar.

## Configure Reviewer Hot Keys



A new feature available in V7 is the ability to assign keyboard function keys to both toolbar icons as well as functions of the Approve Invoices screen. Click the icon in the upper right-hand corner of the screen to open the **Configure Reviewer Hot Keys** dialog box.



The dialog box lists the buttons and functions available in your particular system.

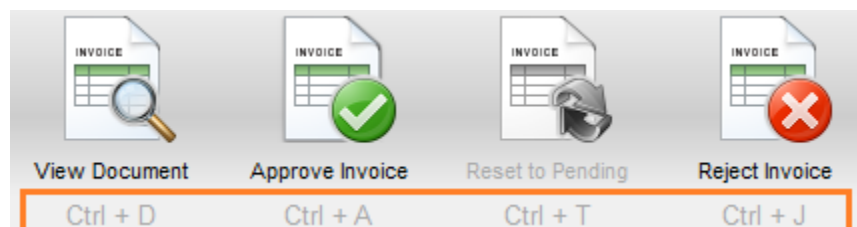
Assigning hot keys can eliminate the need to use a mouse when approving invoices. The settings are approver specific.

Invoice Approval functions can be assigned **CTRL + Letter** hotkey functionality.

**Note:** **Ctrl + C**, **Ctrl + V** and **Ctrl + X** are not available as **Ctrl** hot key settings because of their Windows settings functionality (“Copy”, “Paste” and “Exit”).

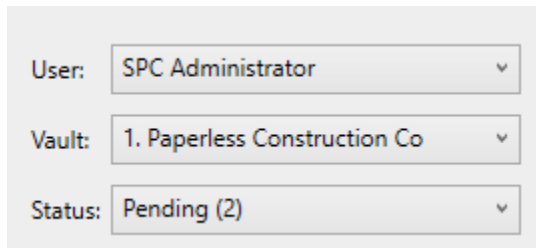
The **Field Lookup** hot key (**F4**) is view-only here since that setting reflects what your company’s Administrator selected during system set-up.

Current **Ctrl** hot keys display directly below the ribbon toolbar icons. To hide the **Ctrl** hot keys, press the **Alt** key. This is the toggle key. To display the **Ctrl** hot keys, press the **Alt** key again.



## Invoice Filters

The old “tree view” for invoice filters for user, vault, status and/or Job has been replaced with a new drop down menu system.



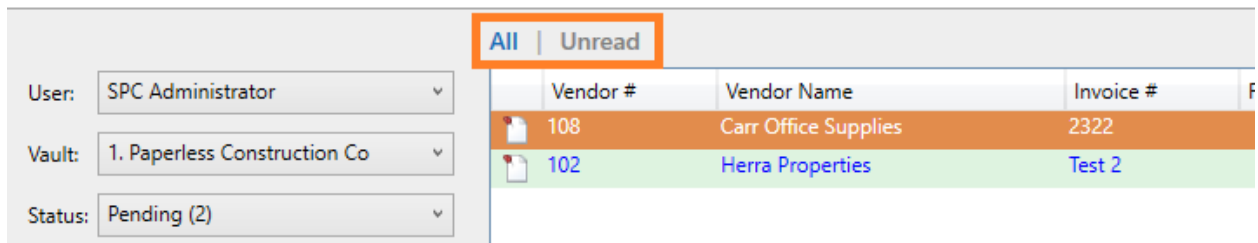
The image shows three dropdown menus for filtering invoices. The first menu is labeled 'User' and has 'SPC Administrator' selected. The second menu is labeled 'Vault' and has '1. Paperless Construction Co' selected. The third menu is labeled 'Status' and has 'Pending (2)' selected.

**User** – use this menu to select the user that you want to view invoices for. The list will contain your approver name as well as any invoice approvers that you have proxy rights to.

**Vault** – use this menu to select the vault you want to view invoices for.

**Status** – use this menu to select the status, job, property, etc. filters for the invoices in your inbox. The numbers next to the status reflect the total number of invoices with that particular status.

In addition to the normal filters, above, we have also added a filter to view “Unread” invoices in your box.



The image shows the invoice filter dropdown menus on the left, with the 'Unread' filter selected and highlighted in an orange box. To the right is a table of invoices. The table has columns for Vendor #, Vendor Name, Invoice #, and a small icon column. The first row is highlighted in orange and shows Vendor # 108, Vendor Name Carr Office Supplies, and Invoice # 2322. The second row is highlighted in green and shows Vendor # 102, Vendor Name Herra Properties, and Invoice # Test 2.

Vendor #	Vendor Name	Invoice #	F
108	Carr Office Supplies	2322	
102	Herra Properties	Test 2	

By default, when you enter the Approve Invoices screen, the filter will be set to “**All**” invoices. Every invoice that has the status set in the **Status filter** will be shown. By clicking on the **Unread** button, the resulting list of invoices will reflect invoices for that status that you have not viewed before.

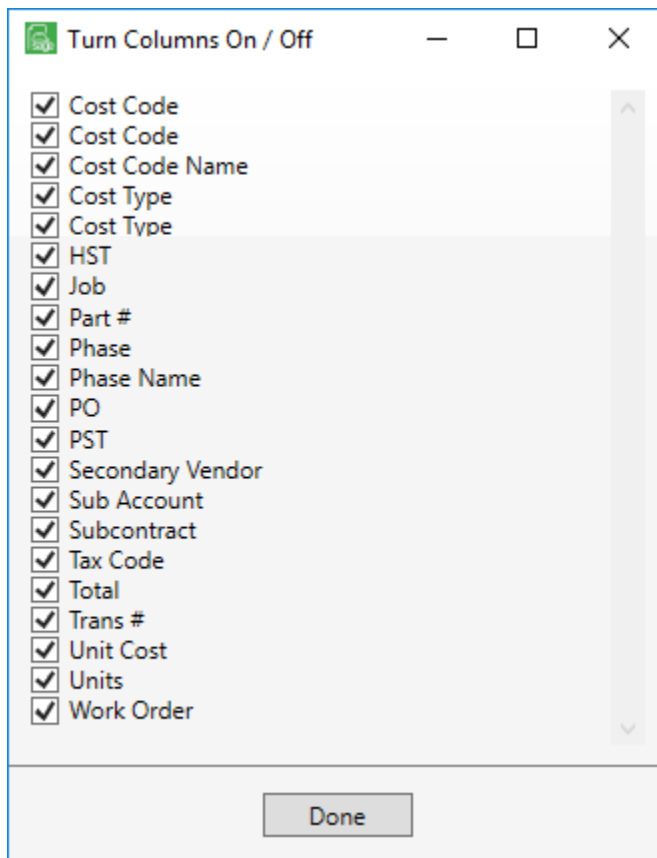


## New - Email and Print Buttons

**Email** and **Print** buttons have been added to the ribbon toolbar for approver's convenience. Clicking these buttons will bring up the respective email or print dialog box for the current invoice document.

**Note:** Only the invoice document will email or print. The system will not email or print the matched documents from these buttons. Use the Document Match button to perform those operations.

## New – Improved Invoice Grids



In previous versions, the invoice list grid and the invoice line grid contained “fixed” sets of columns. Both grids have been upgraded to enable approvers to adjust which columns are included in the grids and reorder or resize the columns to their liking.

To move a column to a new position, click the column heading and drag and drop it anywhere else on the grid. To resize the column, drag the right-hand column separate to the left and right. The system will remember the column order and size for the user changing it.

To “add” or “delete” columns, right-click anywhere in the grid to access the **Turn Columns On / Off** dialog box. Check fields that you want to display in the grid and uncheck fields that you want to hide.



## Invoice Line Grid – New Buttons

In addition to the ability to move, resize and add/delete columns in the invoice line grid, there are also two new buttons on each line.

Line	Line Type	Description	Units	Unit Cost	Gross	Misc	Tax	Retainage	Di
2	Equipment	Purchase Crane	0.000	0.00000	(\$14,922.58)	\$0.00	\$0.00	\$0.00	
3	Equipment	Purchase Crane	0.000	0.00000	\$74,612.89	\$0.00	\$0.00	\$0.00	
4	Equipment	Purchase Crane	0.000	0.00000	\$74,612.89	\$0.00	\$0.00	\$0.00	
5	Equipment	Purchase Crane	0.000	0.00000	\$14,922.58	\$0.00	\$1,492.26	\$0.00	
6	Equipment	Purchase Crane	0.000	0.00000	(\$1,492.26)	\$0.00	\$0.00	\$0.00	



### Change Line Type

Click this button to display the **Line Type** list. Here, you can change the line type for the invoice line you are currently on.



### Split Line

Enables a user to split the gross amount on a line to multiple new lines. Clicking the button brings up the **Split Line** utility as shown below. The system automatically splits the line into 2 lines. However, the user can enter any number of lines they want to split the current line into by typing the number of lines into the **Number of resulting lines** field. Tabbing off the field will show the results of the split. You can adjust the amounts of each line manually or you can evenly distribute the amount to each line by clicking the **Allocate Evenly** button. Once split to your specifications, click the **Split** button to add the new lines to the invoice.

**Split Line** \_ □ ×

Line Gross: \$500.00    Unallocated: \$0.00

Number of resulting lines:  Allocate Evenly

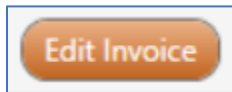
Line	Amount
1	\$250.00
2	\$250.00

Split
Cancel

## Invoice Line Coding (bottom pane)

The invoice line coding panel has been enhanced by displaying more coding information. Previous versions did not display information for taxes, retainage, etc. Invoice approvers now get to see all of the relevant information that the AP Processor inputs. The new fields, by default, will be shown in read only mode. However, AP Supervisors have the ability to give access to each field to invoice approvers through the **Configure Invoice Entry Fields [Admin Mode]** window.

IC Co: 1 <small>Hard Hat Developers</small>	Job: 1008- <small>Pizza Hut</small>	Phase: 012000- - <small>Price and Payment Procedures</small>	Cost Type: 8 <small>Indirects</small>	Department: 0201 <small>West Branch</small>	GL Account: 12500.0201 <small>Work In Progress - Other</small>	Material: <input type="text"/>		
Description: Price and Payment Procedures		UM: LS <small>Lump Sum Amount-Hard Coded</small>	Units: 0.000	Unit Cost: 0.00000	ECM: <input type="text"/>	Supplier: <input type="text"/>	Gross: 500.00	
Misc: 0.00	<input checked="" type="checkbox"/> Include Misc	Tax Type: 1 <small>Sales</small>	Tax Code: <input type="text"/>	Basis: 0.00	Tax: 0.00	Retainage %: 0.00	Retainage: 0.00	Discount %: 0.00
Discount: 0.00	Pay Category: 1 <small>Ex Pay Type 1</small>	Pay Type: 1 <small>Job Payables</small>	Secondary Vendor: <input type="text"/>	Trans #: <input type="text"/>	Date: <input type="text"/>	Total: 500.00		



With the addition of the split line utility and the display of all invoice coding fields, the **Edit Invoice** button has taken on new meaning. In Version 7, any invoice approver given the **Allow Reviewer Edit Invoice** security right will have **FULL ACCESS** to the invoice entry screen. This is the same security rights that the AP Processor has and all aspects of the invoice can be changed, including changing the amount of the invoice. **Therefore, upon upgrading to Version 7, no approver will have this access by default. AP Supervisors will have to assign that right to the approvers they want.**

## eCapture Advanced App

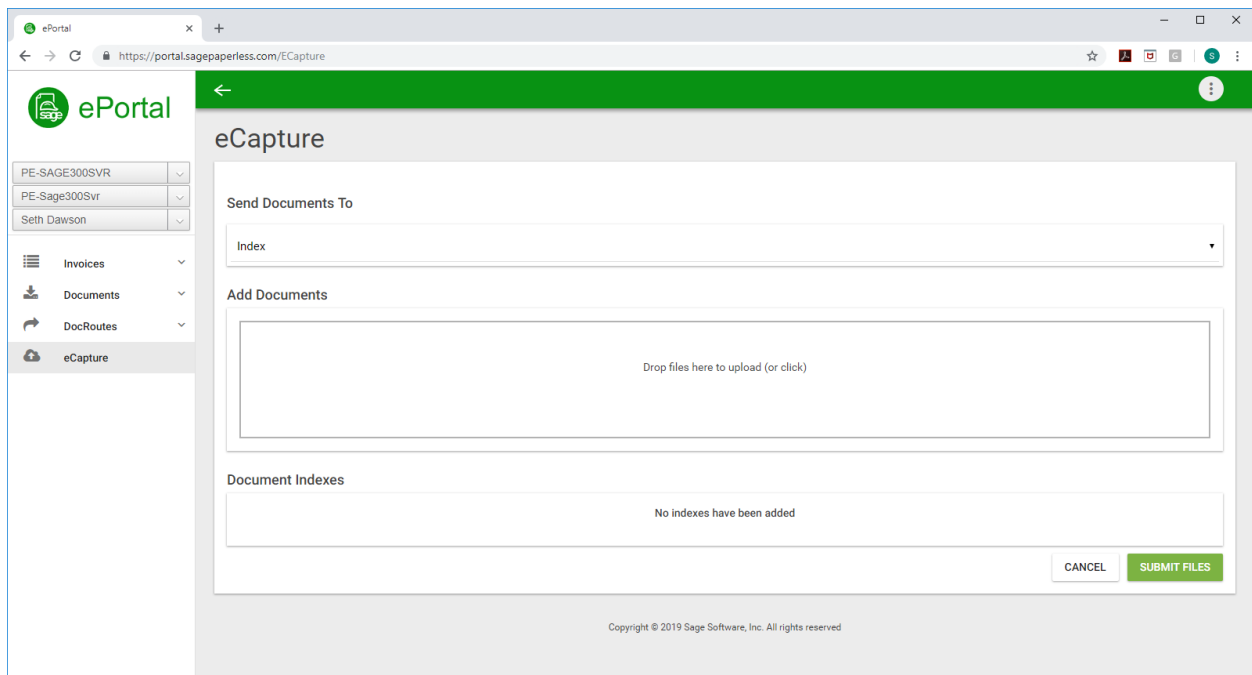
There are currently over 2,000 users using our **eCapture Basic** app on their smart phones to capture credit card receipts, job photos, AP Invoices and AP Receiving Tickets. We have had many requests to expand the availability of additional documents types to the app. We are pleased to announce the **eCapture Advanced** app that enables you to publish **ANY** document type set up in your SPC system to eCapture users in the field.

Administrators have the ability to not only publish document types to individual users, but also determine what index types they want to gather. Think of the possibilities!! Gather accident reports, equipment maintenance reports, vacation request forms, etc. All submissions can be indexed directly into SPC or sent to a user queue. **DocRoute** can be used to automatically route those documents to the people who need to see them immediately.

You can mix and match the eCapture Basic and eCapture Advanced licenses to give basic users one version and your more advanced users the other. Web users who have an eCapture Advanced license assigned can also capture documents from the web on the Paperless ePortal. See below.

# ePortal eCapture Advanced

New to the **Paperless ePortal** website is the addition of our **eCapture Advanced** module. Here documents can be captured on the ePortal website and either indexed back to your SPC system or assigned to a queue.



Single or multiple documents can be pulled from computer folders or dragged and dropped from the desktop. New documents can be indexed here before submitting them which will save processor time.

**Note:** This application requires an **eCapture Advanced** license.

# OCR

## Automated Invoice Processing Using OCR (Optical Character Recognition)

Sage Paperless has partnered with ABBYY USA to systematically extract data from your invoice documents. ABBYY FlexiCapture is a robust OCR engine that connects to your SPC system. The software can be configured to extract header and line item information. This can be a true time-saver during the data entry process.

Beyond simple data capture, our OCR solution enables connection to your system of record to enhance system functionality. Vendors are identified in the AP Vendor Database. Additionally, the system enables automatic matching of invoice line items to corresponding purchase order line items.

This is a separate module that requires licensing and implementation. Contact your Sage Business Partner for more information.