



CM Workflows & AP Invoice Register

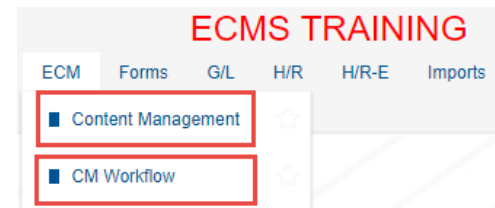
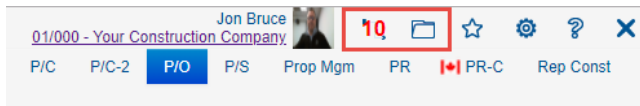
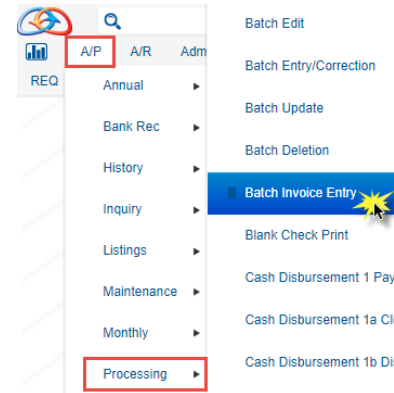
Agenda

- Creating Invoice Registers
 - Invoice Registers with Tags
 - Detail Invoice Register
- Filtering on Tags
- Drag & Drop support for Outlook
- Intro to the CM Workflow Folder
- Creating Workflows
 - Workflow Master
 - Enable Workflows
 - Workflow Rules
- My Approvals Queue
- Setting a Proxy
- Notification Settings



AP Invoice Register

- Can be Launched from:
 - eCMS-A/P>Processing>Batch Invoice Entry
 - Can Optionally be setup in eCMS under
 - ECM>Content Management
 - ECM>CM Workflow
 - Buttons in Top Navigation Toolbar

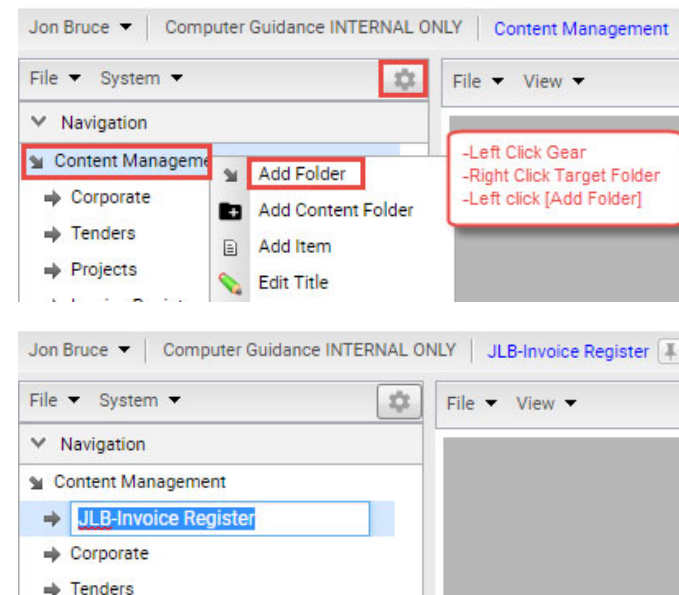


Smarter Construction. Cloud ERP.



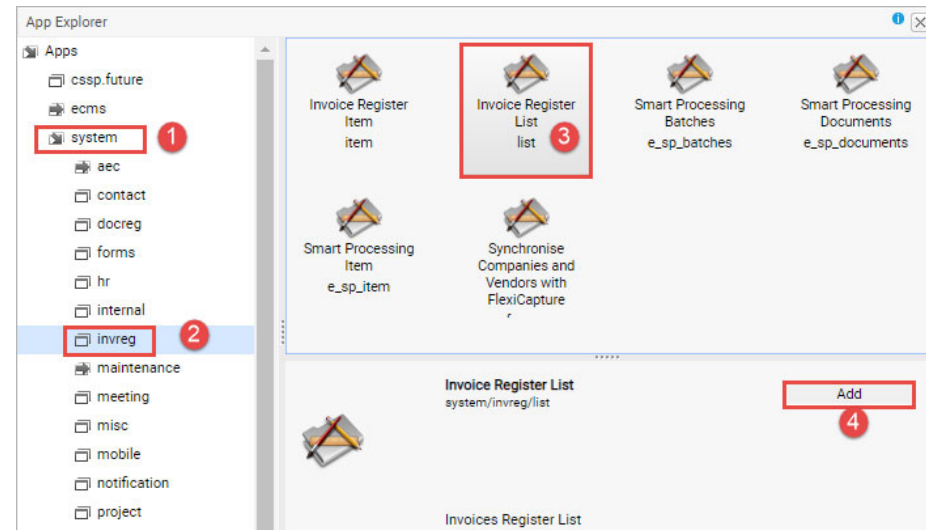
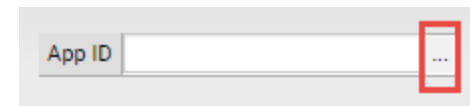
Setting up an Invoice Register

- Activate “Edit Mode” by Clicking the Gear
- Right click on the target folder ([Content Management] in my example) and select [Add Folder]
- Give your Folder a name and press “Enter” (i.e. Invoice Register)



Setting up an Invoice Register

- Click the button to the right of the App ID
- When the App Explorer window appears:
 - Click [system] Menu
 - Click [invreg] Submenu
 - Click [Invoice Register List] Option
 - Click the [Add] button



Setting up an Invoice Register

- Make sure to check these boxes:
 - Ask to Split: This will ask you if you want to split if you drop in a multi-page document
 - Auto MoveNext: If you drop in several invoices, the system will automatically open the last Invoice and then as you submit it will automatically open the next invoice for coding
 - Always Show Results: Or nothing will show!
 - Optionally Set the Co/Div (See next slide)
- Click [Save] in upper right corner

App ID	system/invreg/list	...
Title	Invoice Register List	
Minimal UI	<input type="checkbox"/>	...
Suppress Drills	<input type="checkbox"/>	...
Project ID		...
Supplier ID		...
Creditor Type		...
List Only	<input type="checkbox"/>	...
Doc Register Type		...
Project Security	<input type="checkbox"/>	...
Barcode		...
Company	Optional* <input type="text" value="\$(GLOBAL:COMPANY)"/>	...
Ask To Split	<input checked="" type="checkbox"/>	...
Smart Process On Drop	<input type="checkbox"/>	...
Show Smart Process Update Button	<input type="checkbox"/>	...
Use Document Reference		...
Use Content Security	<input type="checkbox"/>	...
Auto MoveNext	<input checked="" type="checkbox"/>	...
Always Show Results	<input checked="" type="checkbox"/>	...
Show Criteria	<input type="checkbox"/>	...



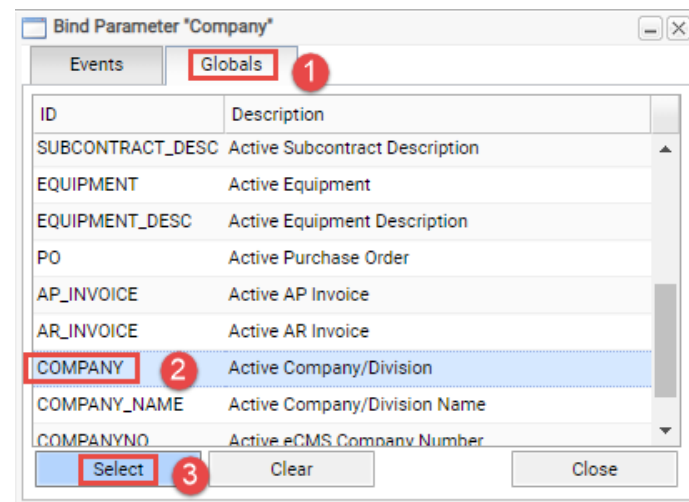
Smarter Construction. Cloud ERP.



***Note: If you want to see invoices from all companies you have access to, leave Company field blank**

Optionally Setting Company/Division

- Used if you only want to see invoices associated with the Co/Div you cleared security under
- Also used to assign the Co/Div when you drop invoices into this Register
- Click button to right of [Company]
- Click [Globals] tab
- Locate & Click [COMPANY] ID
- Click the [Select] button



Invoice Register

- Header Tab-For entering Invoice Header Info
- Option Fields-Seldom used Invoice Header Fields and Managing Image
- Custom Fields-Any Tags can be shown here optionally

ID : 147

Fit to Width | Download

Header | Optional Fields | Custom Fields

147 - Pages ... | Date Received : 03/18/2019

Invoice Date : 03/18/2019 | Due Date :

Company : 1/0 | Your Construction Company

Invoice Type : Non-PO

Invoice Number :

Invoice Description :

PO Number :

Subcontract Number :

Vendor :

Vendor Location :

Project :

Batch :

Total : 0.00

Discount Amount : 0.00 | Discount % : 0.00

Separate Check :

Tax Code :

Hold Code :

Lienor Number :

Comments :


Status : | Workflow Type : INVREG

Document Type : INV | Workflow Sub-Type :

Cost Allocation | Email Log

Email | Invalid | Submit | Save | Close

PAGE NO 1



Hydraflow
EQUIPMENT COMPANY
8125 BRENTWOOD INDUSTRIAL DRIVE
ST. LOUIS, MO 63144
(314) 644-6677 • (800) 444-0423
FAX: (314) 644-6652
hydraflowequipment.com
email hydraflo@swbell.net

CGC FABRICATORS
DIV. OF CGC CONSTRUCTION
15035 N 75TH STREET
SCOTTSDALE AZ 82650

CUST: 261261
TERMS: NET 30 DAYS
P.O. #: 6760.001.006

INV #: 6144
DATE: 11/25/13 TIME: 9:25
CLERK: 1 TERM0545
SLSPR: 44 JIM ESSEN
TAX: 001 7.95% AZ SALES TAX
ORDR#: 256345

DEL. DATE: 11/29/13
PO # 6760.001.006
DUTCH DEL

* INVOICE *

QUANTITY	UM	ITEM	DESCRIPTION	UNITS	PRICE / PER	EXTENSION
12	EA	MERIT 00214	6-1/2" MINI ROLLER REPLC CVR 2PK	12	4.00 /EA	48.00



Optional Fields-Manage Documents

- Check Out/In Document
- Upload Doc Revisions
- View Tags
- Make Notes & Comments

Documents For Invoice Register: 147

Tools | View As | Default * | 1 Document

Name	Description	Last Change
Hydraflow Invoice.pdf	Microsoft Word - Hydraflow Invoice.docx	03/18/2019 08:25

Name: Hydraflow Invoice.pdf
Description: Microsoft Word - Hydraflow Invoice.docx
Revision: 1
Last Changed By: JBRUCE350 - Jon Bruce
Last Changed: 03/18/2019 08:25
File Size: 275.91KB (282,532 bytes)
Indexed:
Reference:
Revision Ref.:
Revision Date:

Preview | Comments | Tags | Notes | No. 1

RECEIVED
 NOVEMBER 26, 2015
 C&C CONSTRUCTION

Hydraflow
 EQUIPMENT COMPANY
 8125 BRENTWOOD INDUSTRIAL DRIVE
 ST. LOUIS, MO 63144
 (314) 644-6277 • (800) 644-0423
 FAX: (314) 644-6652
 hydraflowequipment.com
 email: hydraflow@wshel.com

C&C FABRICATORS
 DIV. OF C&C CONSTRUCTION
 1800 N. 26TH STREET
 SCOTTSDALE, AZ 85069

CUST: 2020
 TERMS: NET 30 DAYS
 P.O. #: 478081066

INV #: 4444
 DATE: 11/26/15 TIME: 9:25
 CLASS: 1
 USER: JBRUCE350
 SLIP#: 44-804-8285
 TAX: 801 50% AZ SALES TAX
 ORDER: 20240

Revision History for Hydraflow Invoice.pdf

Tools | View As | Default * | 2 records

Revi...	Date Submitted	Original Filename	User ID	User Name	Publish Status	Approval Users	Revision Ref.	Revision Date
1	03/18/2019 08:25	Hydraflow Invoice w-Shipers.pdf	JBRUCE350	Jon Bruce	Published			
0	03/18/2019 08:11	Hydraflow Invoice.pdf	JBRUCE350	Jon Bruce	Published			

Compare | Check Out



Auto-assigning Tags in Invoice Register

- Step 1 – Create a Tag in Tag Maintenance
 - In Edit Mode Click [System] and [Maintenance]
 - Click on the Tag Maintenance Icon
 - Create a Tag by entering an ID, Title, Data Type and Display Type. Other parameters can also be entered.
 - Click the [+ Add] button
 - My tag is to indicate if an Invoice is sensitive in nature and should be secured

The screenshot displays the JLB-Invoice Register application interface. The top navigation bar shows the user 'Jon Bruce', the system 'Computer Guidance INTERNAL ONLY', and the application 'JLB-Invoice Register'. The main menu on the left includes 'File', 'System', 'Maintenance', 'Content Management', 'JLB-Invoice Register', 'Jon Bruce's Folder', and 'Corporate'. A red box highlights the 'System' menu item, and a yellow starburst indicates a click on the 'Maintenance' icon. To the right, a 'Tag Maintenance' icon is shown. Below the navigation, the 'Tags' form is visible, containing the following fields and options:

ID :	<input type="text" value="SECURE"/>
Title :	<input type="text" value="Secure Doc"/>
Data Type :	<input type="text" value="String"/>
Display Type :	<input type="text" value="List"/>
Search :	<input type="text"/>
Validate :	<input type="checkbox"/>
Multiple Values :	<input checked="" type="checkbox"/>
Hide :	<input type="checkbox"/>

At the bottom right of the form are two buttons: '+ Add' and 'Clear'.

Auto-assigning Tags in Invoice Register

- Step 1 - ...continued
 - If you want a drop down for your tag, click on your newly created tag and enter values in the “Options for...” in the upper right section.

Options for SECURE

ID :

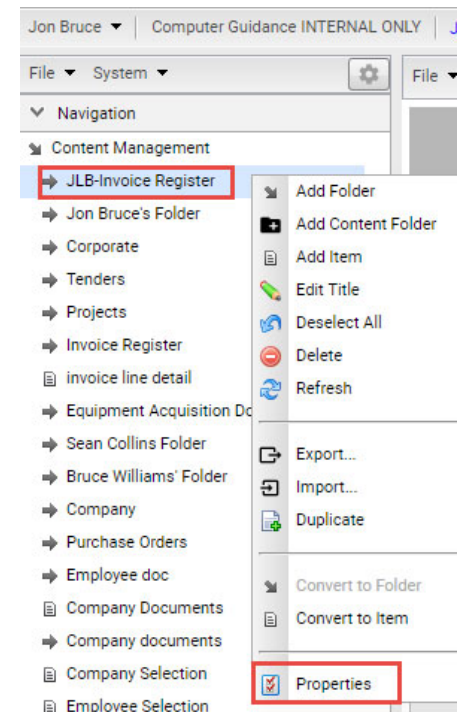
Title :

Sequence : + Add

ID	Title	Sequence	Mandatory
Yes	Secure Document	10	<input type="checkbox"/>
No	Unsecure Document	20	<input type="checkbox"/>

Auto-assigning Tags in Invoice Register

- Step 2 – Go into Properties for the Invoice Register
 - In Edit Mode, Right click on the Invoice Register and select Properties
 - In the “This Folder Tags” section, Enter the Name of your Tag and the Value you want auto assigned. Then click [Add]
 - Now, when you drop invoices into this register, it will automatically tag them with this Secure tag=Yes



This Folder Tags

Name: Value:


Name ^	Value	Or	
No items to show.			

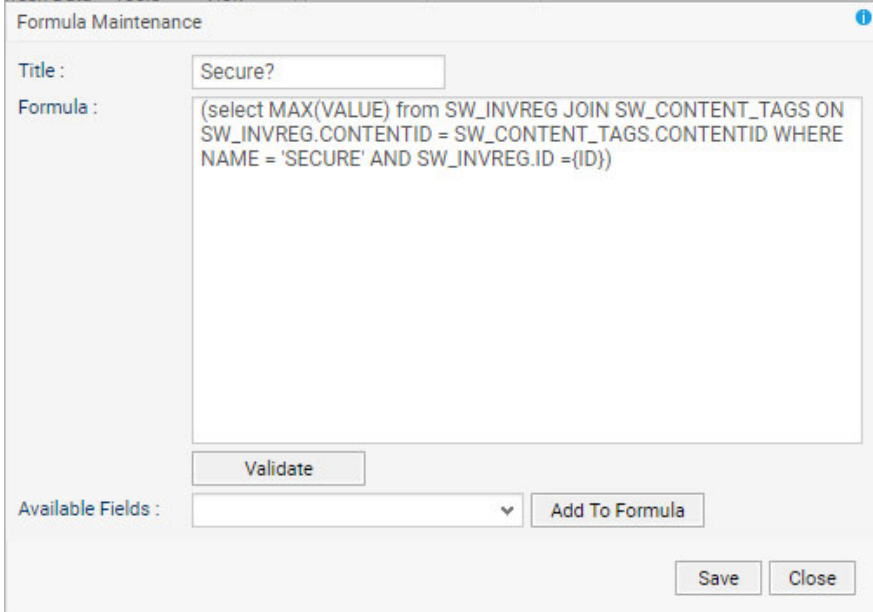
This Folder Tags

Name: Value:

Name ^	Value	Or	
SECURE	Yes		<input type="checkbox"/>

Filtering Invoices by Tags

- Make sure you are an Administrator
- Click the  button to show optional Fields in the Invoice Register
- Click [Tools] and then [Custom Fields]
- In the [Title] Field Give it a name
- In the [Formula] Field, copy and paste the formula on the next slide replacing **<TAG NAME>** with the name you gave your Tag.



Formula Maintenance

Title :

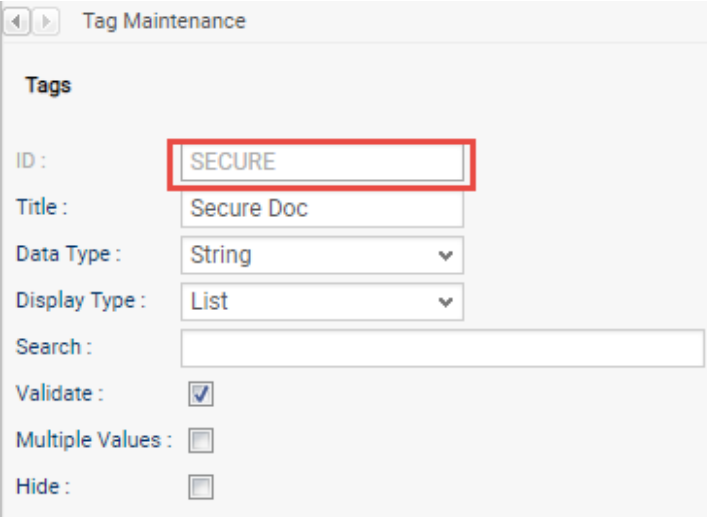
Formula :

```
(select MAX(VALUE) from SW_INVREG JOIN SW_CONTENT_TAGS ON SW_INVREG.CONTENTID = SW_CONTENT_TAGS.CONTENTID WHERE NAME = 'SECURE' AND SW_INVREG.ID =(ID))
```

Available Fields :

Filtering Invoices by Tags


- (select MAX(VALUE) from SW_INVREG JOIN SW_CONTENT_TAGS ON SW_INVREG.CONTENTID = SW_CONTENT_TAGS.CONTENTID WHERE NAME = '<TAG NAME>' AND SW_INVREG.ID ={ID})
- My Tag name was SECURE
- Click [Add] and then [Close] in Formula Maintenance
- Now you can select your Tag as a column in your view and filter on the Tag values like any other IDI.

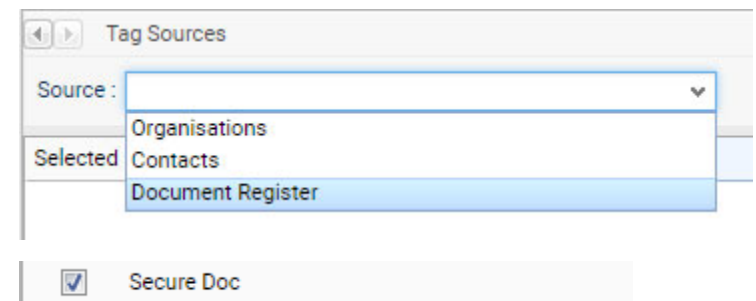
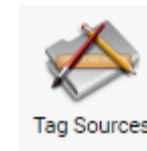
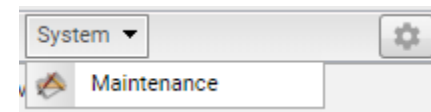


The screenshot shows a 'Tag Maintenance' form with the following fields and values:

- Tags** (Section Header)
- ID :** SECURE (highlighted with a red box)
- Title :** Secure Doc
- Data Type :** String
- Display Type :** List
- Search :** (Empty text input)
- Validate :**
- Multiple Values :**
- Hide :**

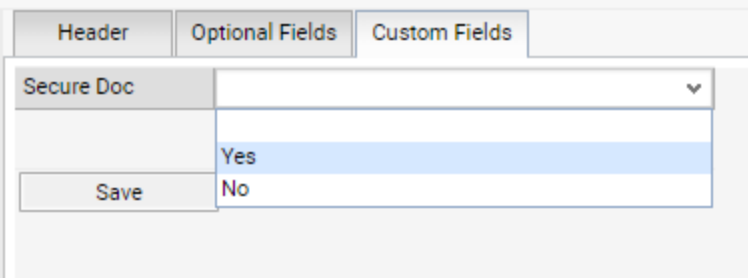
Showing Tags on Custom Fields Tab

- Must be an Administrator
- Click  to Go into Edit Mode
- Click [System] and then [Maintenance]
- Click on the [Tag Sources] icon
- On the [Sources] drop down, click the [Document Register] Option
- Scroll to your Tag Description and check the box under the [Selected] Column



Showing Tags on Custom Fields Tab

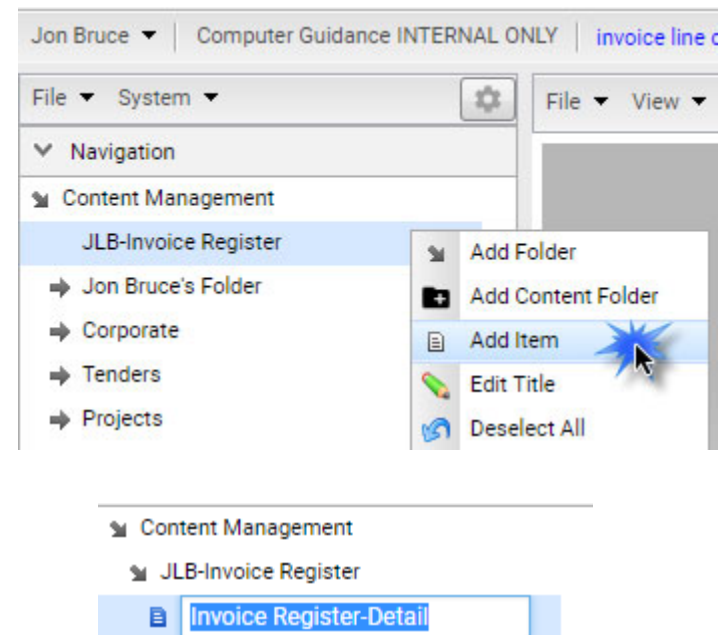
- Next, exit Edit Mode
- Click to open an Invoice in your Register
- Click on the [Custom Fields] Tab
- Now you can Manually assign or change a value to a Tag.



Header	Optional Fields	Custom Fields
Secure Doc		<input type="checkbox"/>
		Yes
		No
Save		

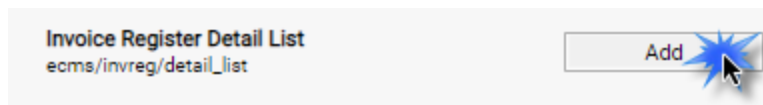
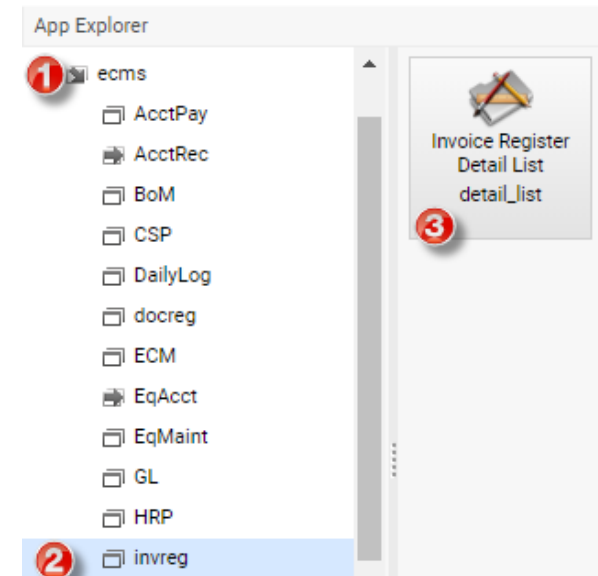
Invoice Register Detail

- Used to Select, Print, E-mail Invoices based on the Line Item Detail Info
- Make sure you are in Edit Mode
- Right click on the Folder/Item where you want to place the detail Register
- Then Click on [Add Item] (or [Add Folder])
- Give you Item a Name and press [Enter]



Invoice Register Detail

- Click the button on the [App ID]
- Next, Click on ecms, invreg and then the Invoice Register Detail List Icon
- Finally Click the [Add] Button to finish the election process



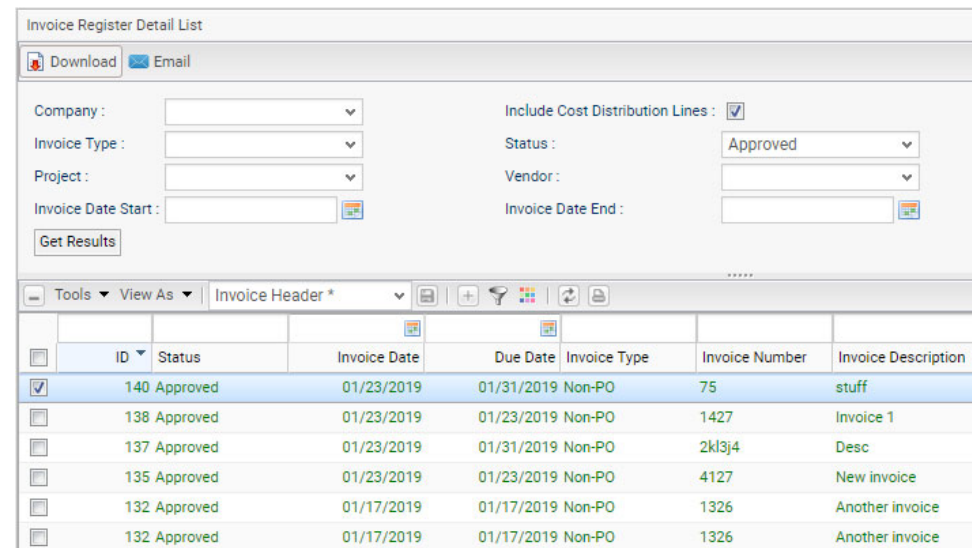
Invoice Register Detail

- Make sure these two boxes are checked
 - Include Cost Distribution Lines
 - Show Criteria
- Click Save
- Take out of Edit Mode
- Now you are ready to search/filter

App ID	ecms/invreg/detail_list	...
Title	Invoice Register Detail List	
Minimal UI	<input type="checkbox"/>	...
Suppress Drills	<input type="checkbox"/>	...
Invoice Type		▼ ...
Status		▼ ...
Include Cost Distribution Lines	<input checked="" type="checkbox"/>	...
Company		...
Project		...
Vendor		...
Purchase Order		...
Subcontract		...
Invoice Date Start		...
Invoice Date End		...
Always Show Results	<input type="checkbox"/>	...
Show Criteria	<input checked="" type="checkbox"/>	...

Invoice Register Detail

- Notice that nothing is initially displayed until you click [Get Results]
- Need to set a Filter first because of the large volume of records
- Filter by Company, Invoice Type, Project, Document Status, Vendor and/or Date Range
- Check box(s) to download or e-mail



The screenshot shows the 'Invoice Register Detail List' interface. At the top, there are 'Download' and 'Email' buttons. Below these are filter fields for 'Company', 'Invoice Type', 'Project', 'Invoice Date Start', 'Invoice Date End', 'Include Cost Distribution Lines' (checked), 'Status' (set to 'Approved'), and 'Vendor'. A 'Get Results' button is located below the filters. The main area displays a table with columns: ID, Status, Invoice Date, Due Date, Invoice Type, Invoice Number, and Invoice Description. The first row is selected, showing ID 140, Status Approved, Invoice Date 01/23/2019, Due Date 01/31/2019, Invoice Type Non-PO, Invoice Number 75, and Invoice Description stuff.


ID	Status	Invoice Date	Due Date	Invoice Type	Invoice Number	Invoice Description	
<input checked="" type="checkbox"/>	140	Approved	01/23/2019	01/31/2019	Non-PO	75	stuff
<input type="checkbox"/>	138	Approved	01/23/2019	01/23/2019	Non-PO	1427	Invoice 1
<input type="checkbox"/>	137	Approved	01/23/2019	01/31/2019	Non-PO	2kl3j4	Desc
<input type="checkbox"/>	135	Approved	01/23/2019	01/23/2019	Non-PO	4127	New invoice
<input type="checkbox"/>	132	Approved	01/17/2019	01/17/2019	Non-PO	1326	Another invoice
<input type="checkbox"/>	132	Approved	01/17/2019	01/17/2019	Non-PO	1326	Another invoice

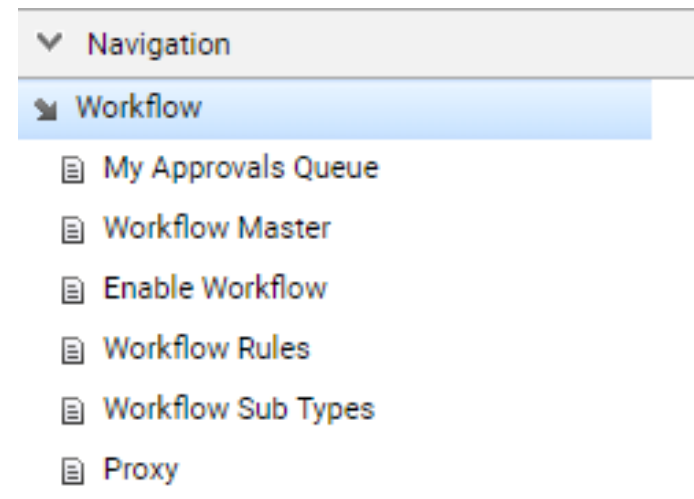
Drag & Drop Support for Outlook

- Attachments to emails are not formatted to drag directly to the Invoice Register without an Outlook Add-on
- Here are 3 of several Add-on options you can install to be able to do this:
 - Outlook File Drag: Free, Open Source - <https://tonyfederer.github.io/OutlookFileDrag/>
 - Outlook 2 Web: Free Trial, Paid Licensing - <https://outlook2web.com/>
 - Drag Drop for Outlook: Free Trial, Paid Licensing - <https://www.dragdrop.com/>
- More options are available
- Review and use the option that works best for your company



Intro to CM Workflow Folder

- Launch by clicking the Number up in the Toolbar of the eCMS Browser 
- My Approvals Queue – Shows all items needing approval that are assigned to the user.
- Workflow Master – Defining new workflows
- Enable Workflows – Turn them on



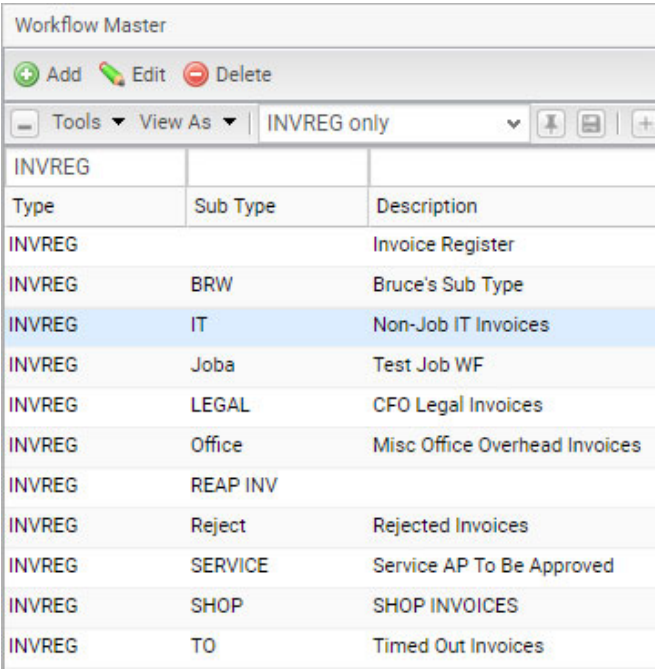
Intro to CM Workflow Folder

- Workflow Rules – Setting up the different rules associated with routing invoices to approvers
 - Proxy – Set up a substitute approver when an approver is out or unavailable for a period of time
 - Other Items can potentially be created/setup in this Folder such as:
 - Organization Maintenance
 - Contact Maintenance
 - Invoice Register
 - Projects
- Notification Settings



Workflow Master

- Click the [Add] Button to add new Workflow Sub Types. Examples include workflows specifically for Legal invoices, IT Invoices, Project Invoices, Etc
- Nothing more than a few simple fields, but required.
- First step in creating workflows



The screenshot shows a web interface titled "Workflow Master". At the top, there are three buttons: "Add" (green plus icon), "Edit" (pencil icon), and "Delete" (red minus icon). Below these are "Tools" and "View As" dropdown menus, followed by a filter set to "INVREG only". The main content is a table with three columns: "Type", "Sub Type", and "Description". The table lists various workflow subtypes, with the "IT" subtype highlighted in blue.

Type	Sub Type	Description
INVREG		Invoice Register
INVREG	BRW	Bruce's Sub Type
INVREG	IT	Non-Job IT Invoices
INVREG	Joba	Test Job WF
INVREG	LEGAL	CFO Legal Invoices
INVREG	Office	Misc Office Overhead Invoices
INVREG	REAP INV	
INVREG	Reject	Rejected Invoices
INVREG	SERVICE	Service AP To Be Approved
INVREG	SHOP	SHOP INVOICES
INVREG	TO	Timed Out Invoices



Enable Workflow

- Used to “Turn on” a workflow, Click [Activate]
- Click [Selectable] to see this Sub Type available on the Invoice Entry Header in the Invoice Register
- Assignee Mail Text-Used as a template for e-mail notifications

Workflow Maintenance						
Sub Types						
Type	Sub Type	Description	Activate	Usage	Selectable	Assignee Ma
INVREG		Invoice Register	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	invreg.mail
INVREG	BRW	Bruce's Sub Type	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	invreg.mail
INVREG	IT	Non-Job IT Invoices	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	
INVREG	Joba	Test Job WF	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	
INVREG	LEGAL	CFO Legal Invoices	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	
INVREG	Office	Misc Office Overhead Invoices	<input checked="" type="checkbox"/>	Standard	<input type="checkbox"/>	
INVREG	REAP INV		<input type="checkbox"/>	Standard	<input type="checkbox"/>	
INVREG	Reject	Rejected Invoices	<input checked="" type="checkbox"/>	Standard	<input type="checkbox"/>	
INVREG	SERVICE	Service AP To Be Approved	<input checked="" type="checkbox"/>	Standard	<input checked="" type="checkbox"/>	
INVREG	SHOP	SHOP INVOICES	<input type="checkbox"/>	Standard	<input type="checkbox"/>	
INVREG	TO	Timed Out Invoices	<input checked="" type="checkbox"/>	Standard	<input type="checkbox"/>	

Workflow Rules

- Used to set up Sub Rules for the Sub Types defined in Workflow Master
- Can define multiple Stages (or Approvers) for each Sub Type
- Define Limits that an Approver is authorized to approve under
- Setup Alarms and Reject actions
- Create Approver “Options” per Stage

Rule	Sub Rule	Stage	User	Limit	Due After	Alarm After	Comment
		1	ACHOUDHARY	0.00	0	0	
	SERVICE	1	JBRUCE350	999,999.00	5	4 AP	
CHAH		1	&APPROVE	999,999.00	0	0	
CVRU		1	BWILLIAMS	100,000,000.00	0	0	0 Test simple workflow
INVREG		1	JBRUCE350	1,000.00	1	2	2 Ap Invoice Workflow
INVREG		2	#PM	999,999,999.00	10	10	10 Project Manager
INVREG		1	BWILLIAMS	1,000.00	0	0	
INVREG	branch	1	PMUZZY	0.00	0	0	0 SW Branch
INVREG	branch	2	TRAIN07	1,000.00	0	0	0 stage 2
INVREG	BRW	1	#PM	1,500.00	5	7	7 Proj Mgr-Train120
INVREG	BRW	2	BWILLIAMS	10,000.00	5	7	7 Field Manager
INVREG	IT	1	JBRUCE350	100,000.00	0	1	1 Non-Job IT Invoices
INVREG	IT	1	TRAIN62	0.00	0	0	
INVREG	LEGAL	1	JBRUCE350	1,000,000.00	0	0	0 Non-Job Legal Invoices
INVREG	NON	1	ACHOUDHARY	0.00	0	0	
INVREG	Reject	1	PMUZZY	0.00	10	10	10 Rejected invoices
INVREG	REPT	1	TRAIN56	0.00	0	0	0 TEST
INVREG	SHOP	1	#PM	0.00	0	0	0 THIS IS A TEST ROUTE
INVREG	TO	1	JBRUCE350	0.00	2	2	2 Timed Out Invoices
PO	BRWAPP	1	TRAIN01	1.00	0	0	0 Purchase Order Approval
PO	Reject	1	TRAIN02	1.00	0	0	0 Reject goes to Train02

Workflow Rules

- See next slide for details on these relevant fields

Edit Rule

Rule: INVREG Invoice Register
Sub Rule: LEGAL CFO Legal Invoices
Project:
Stage: 1
User: JBRUCE350 Bruce
Description: Non-Job Legal Invoices

Automatic approval for amounts below this value: 0.00 Only applies to first stage 1 approver
Approval limit amount: 1,000,000.00
Event: Reject Sub rule: Reject Rejected Invoices

Days on queue before this is due: 0
Days on queue before alarm is sounded: 0
Sub Rule to reroute to if alarm sounds:
User to escalate to if alarm sounds:
Send Mail:

Optional:
Default select:

Actions OK Cancel



Workflow Rules-Relevant Fields

- **Sub Rule:** Link to the Sub Type created in the Workflow Master
- **Stage:** Represents the Approver Level. Can have as many as desired
- **User:** Can be a person's User ID or a Role (See upcoming Slide)
- **Automatic Approval for Amounts Below This Value:** Allows small dollar invoices to be automatically approved (Stage 1 approvers only)
- **Approval Limit Amount:** Controls whether an Approver is required at the next stage. NOTE-Amounts $<$ or $=$ this value do not require additional stages/approvers

Workflow Rules-Relevant Fields

- **Event: Reject** – Automatically move invoice to a different Sub Rule upon Invoice rejection
- **Days on Queue Before this is Due:** Determines when Invoice is Overdue
- **Days On Queue Before Alarm is Sounded:** Triggers actions defined by the next two Fields
- **Sub Rule to Reroute to When Alarm Sounds:** Moves Invoice to a different Sub Rule removing it from the original Sub Rule Approver
- **User To Escalate To if Alarm Sounds:** Adds the Invoice to the Approval Queue of an additional Approver to be able to move the invoice along



Workflow Rules-Relevant Fields

- Send Mail: Optionally, a Workflow can send an email notification to the Approver when the document enters their Queue. Notifications can be defined to only receive them periodically as the user defines in Notification Settings
- Optional: Allows the Submitting or Previous Approving User to select which Approver in the following stage to send it to.
- Default Select: When [Optional] is selected, you can define which option to default to (if any).



Workflow Rules: Users

- A users name can be selected from the drop down list or special characters can be used. Examples are as follows:
 - A “#” can be used with a defined set of characters to represent a project role, **#PM** for example, would represent a project manager. The standard list of project roles can be edited through Tag Maintenance to add more or edit existing Roles.
 - **&APPROVE** – can be used to automatically approve an invoice if its amount is less than the “Automatic approval for amounts below this value” field. Other rules may be created at the same stage for actual approvers.
 - **&SKIPLO** – can be used to skip the stage if the value is less than the “Automatic approval for amounts below this value” field. Other rules may be created at the same stage and should be created at later stages for actual users.
 - **%ORIG** – Originator of the Document (Original Submitter)

My Approvals Queue

- Can be Accessed from the eCMS Toolbar Button. It is represented by a single quote followed by a number representing the number of items in the queue.
- Can also be accessed by selecting the [My Approvals Queue] option off the Workflow Menu (ECM>CM Workflow)

Jon Bruce
01/000 - Your Construction Company

12

Jon Bruce | Computer Guidance INTERNAL ONLY | My Approvals Queue

Approvals Queue

Reject Approve History Source Actions Documents

Tools View As Default * 12 records

Date	Type	Value	Due After	Alarm After	Status
07/17/2018	INVREG	4,800.00	N/A	07/18/2018	Alarm
07/17/2018	INVREG	2,000.00	N/A	07/18/2018	Alarm
07/17/2018	INVREG	1,500.00	N/A	07/18/2018	Alarm
07/19/2018	INVREG	555.00	07/21/2018	07/21/2018	Alarm
07/19/2018	INVREG	500.00	07/21/2018	07/21/2018	Alarm
10/20/2018	INVREG	52.00	10/22/2018	10/22/2018	Alarm
10/20/2018	INVREG	10.00	10/22/2018	10/22/2018	Alarm
11/15/2018	INVREG	550.00	N/A	N/A	
11/17/2018	INVREG	0.00	11/19/2018	11/19/2018	Alarm
01/25/2019	INVREG	1,893.90	01/27/2019	01/27/2019	Alarm
01/31/2019	INVREG	15,000.00	02/02/2019	02/02/2019	Alarm
02/28/2019	INVREG	0.00	N/A	03/01/2019	Alarm

Approvals Queue

- Open an Invoice by clicking on a record to see it in the Approval Item View
- Customize Views like any IDI

Approvals Queue

Reject Approve History Source Actions Documents

Tools View As Approval Q View 13 records

Date	Project	Vendor #	Invoice #	Invoice Desc	Value	Due Aft
07/17/2018	1/0/A11001	10	27855	trucking	4,800.00	N/A
07/17/2018	1/0/A1646	12	XZY789	test	2,000.00	N/A
07/17/2018	1/0/A42292/STI	9	ABC456	test	1,500.00	N/A
07/19/2018	1/0/Z42292	22	12345678	materials	555.00	07/21/2018
07/19/2018	1/0/JF W	202	12345	Juan TEST	500.00	07/21/2018
10/20/2018	1/0/Z42292	302	75	Items I need	52.00	10/22/2018
10/20/2018	1/0/A42292	1	123456	Juan's Test invoice	10.00	10/22/2018
11/15/2018			11151	Bernie's Test	550.00	N/A
11/17/2018					0.00	11/19/2018
01/25/2019	1/0/A42292	3	1428	Next invoice	1,893.90	01/27/2019
01/31/2019	1/0/A42292	2	1326	Description	15,000.00	02/02/2019
02/28/2019					0.00	N/A
03/17/2019	1/0/Z42292	30	120124.	PVC Pipe	3,573.00	03/18/2019



Smart

Approval Queue Actions

- **Approve** – This action will move the Invoice to the next Approval Stage or post the Invoice to A/P Batch if it is the last Stage
- **Reject** – Will put the Invoice back in the Invoice with a red “Reject” Status or it can Optionally kick off a workflow specifically set up for this action
- **Re-Assign to Different Workflow Sub-Type** – This is used if the invoice was incorrectly assigned to this approver. Changing the Sub-Type can automatically drive a different Workflow
- **Change Job Number** – If a Project Role is used in the Workflow Rule, changing the Job Number can automatically assign the Invoice to another Approver.

Setting a Proxy

- Used to temporarily substitute an approver when they are unavailable
- Select [Proxy] from the Workflow Menu
- Click [Add] to create a new record
- Simply fill in the 4 fields and click [OK]

The screenshot shows the 'Workflow Proxy Maintenance' interface. On the left is a navigation menu with 'Proxy' selected. The main area contains a table with columns: User, From Date, To Date, and Proxy. Below the table is an 'Add' dialog box with the following fields:

User	From Date	To Date	Proxy
BNICKELSEN	07/16/2018	07/19/2018	DWELLS
JBRUCE350	05/03/2018	05/04/2018	PMUZZY
PMUZZY	05/17/2018	05/17/2018	JBRUCE2
TRAIN07	05/17/2018	05/17/2018	JBRUCE2

User :	BNICKELSEN	bnickelsen bnickelsen
Proxy :	JBRUCE350	Jon Bruce
From Date :	03/18/2019	
To Date :	03/22/2019	

Buttons: OK*, Cancel

Notification Settings

- Used to schedule email notifications
- User Specific
- Optionally used instead of receiving emails every time an invoice is assigned to My Approvals Queue

Description	Frequency	Aggregate?	Scheduled Date/Time	Disabled?
Tell 'Jon Bruce' About Workflow Items	Daily	<input checked="" type="checkbox"/>	01/23/2019 07:00	<input type="checkbox"/>

Form

Tell: JBRUCE350 about JBRUCE350's workflow INVREG / items

Action: All Items 0

Frequency: Daily

Scheduled Date/Time: 03/18/2019 12:00

Aggregate?:

Prevent Repeat?:

Reminder Days: 0

Disabled?:

OK Cancel

Thank You!

- Call your Account Managers, Andrew Grasso or Brice Nickelsen, to Schedule more in depth Training
- PPT will be available online along with a recording of this session
- Jon Bruce, Application Consultant
jbruce@computerguidance.com



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