COMPUTER GUIDANCE CORPORATION

Smarter Construction.

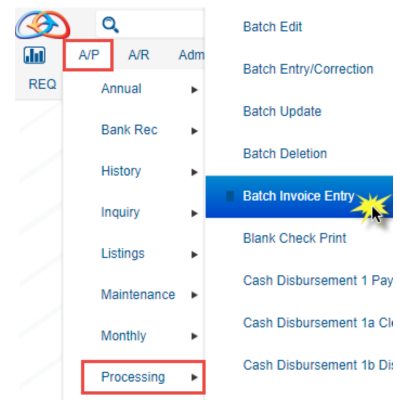
CM Workflows & AP Invoice Register

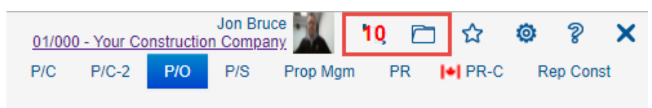
Agenda

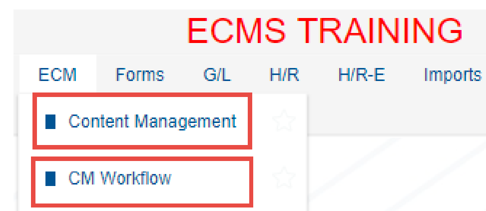
- Creating Invoice Registers
  - Invoice Registers with Tags
  - Detail Invoice Register
- Filtering on Tags
- Drag & Drop support for Outlook
- Intro to the CM Workflow Folder
- Creating Workflows
  - Workflow Master
  - Enable Workflows
  - Workflow Rules
- My Approvals Queue
- Setting a Proxy
- Notification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

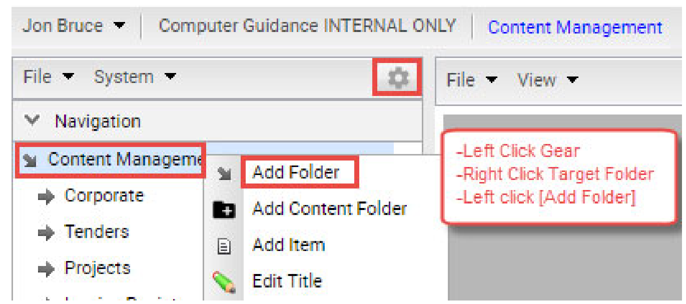


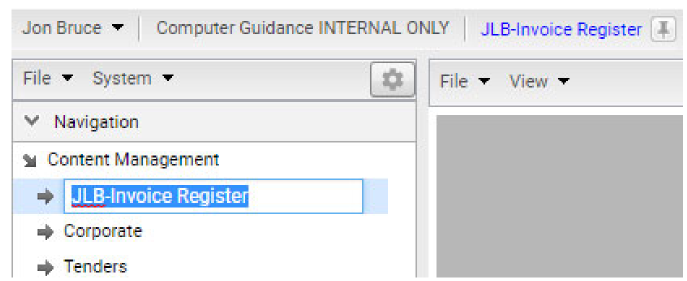




Setting up an Invoice Register

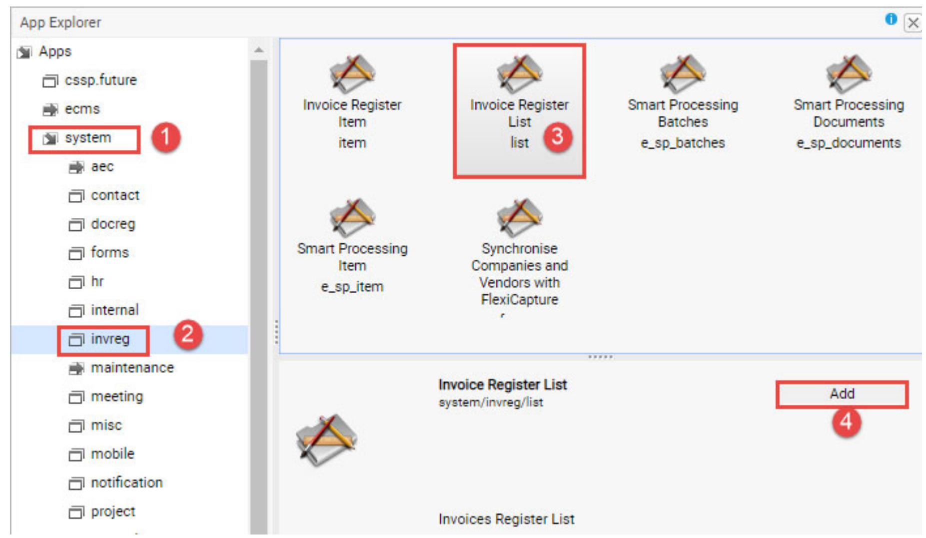
- Activate "Edit Mode" by Clicking the Gear
- Right click on the target folder ([Content Management] in my example) and select [Add Folder]
- Give your Folder a name and press "Enter" (i.e. Invoice Register)





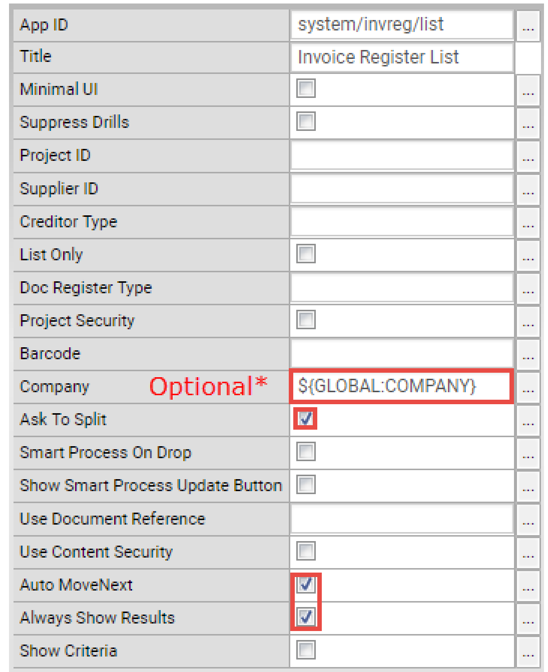
Setting up an Invoice Register

- 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

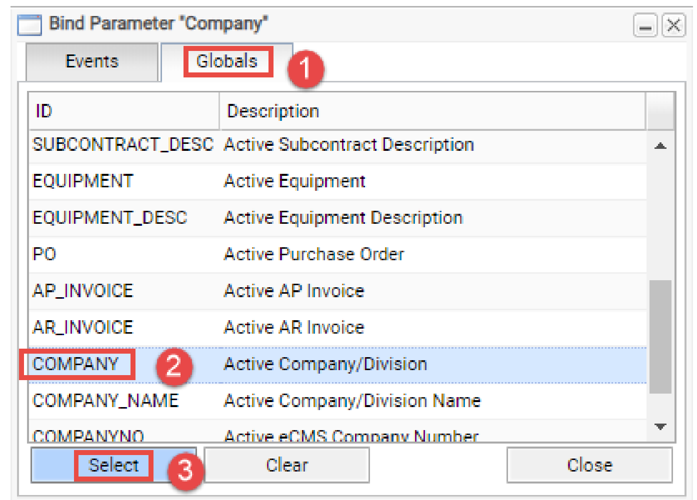
- Make sure to check these boxes:
  - Ask to Split: This will ask you if you want to split if you drop in a multi-page document
  - Auto MoveNext: If you drop in several invoices, the system will automatically open the last Invoice and then as you submit it will automatically open the next invoice for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



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

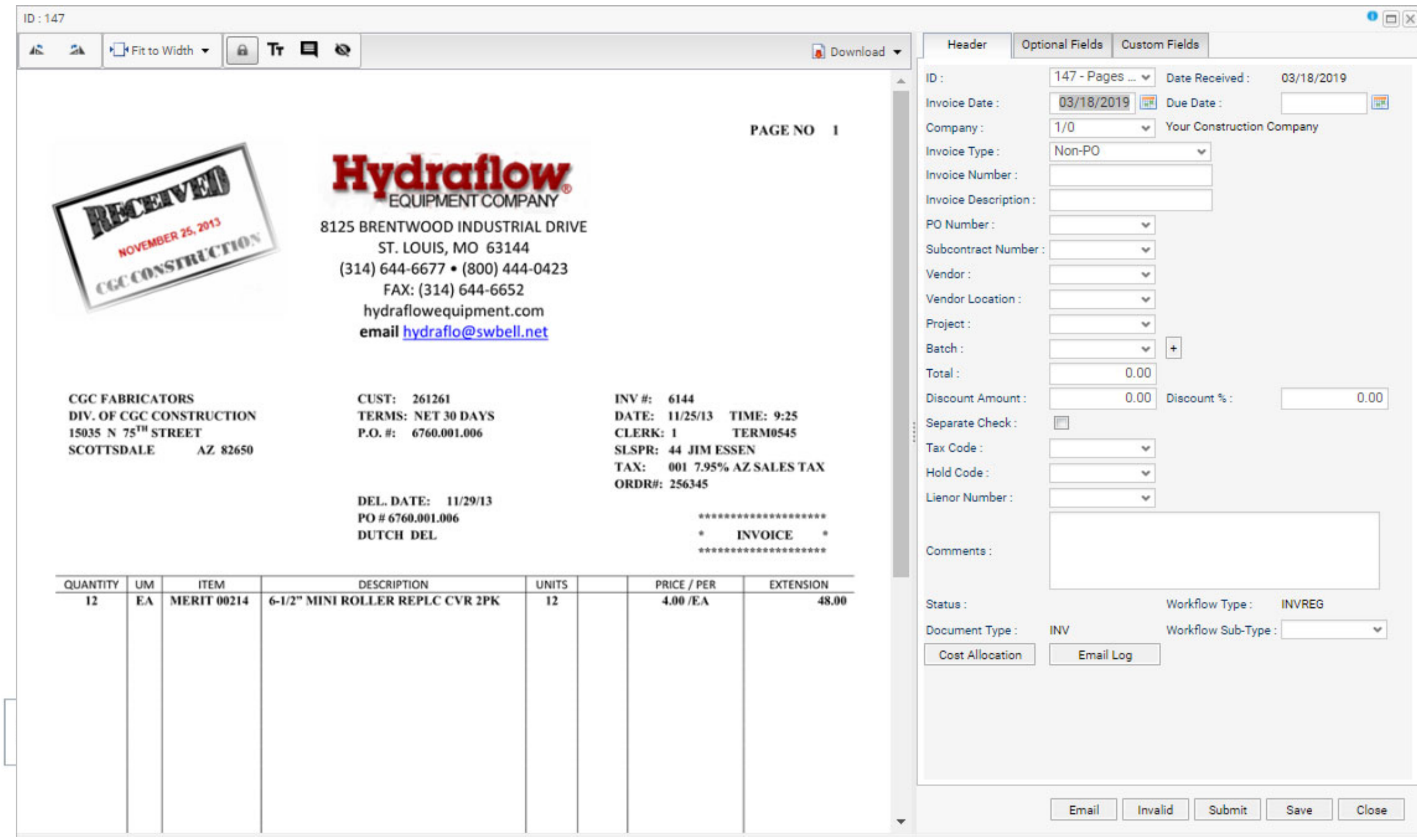
Optionally Setting Company/Division

- 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



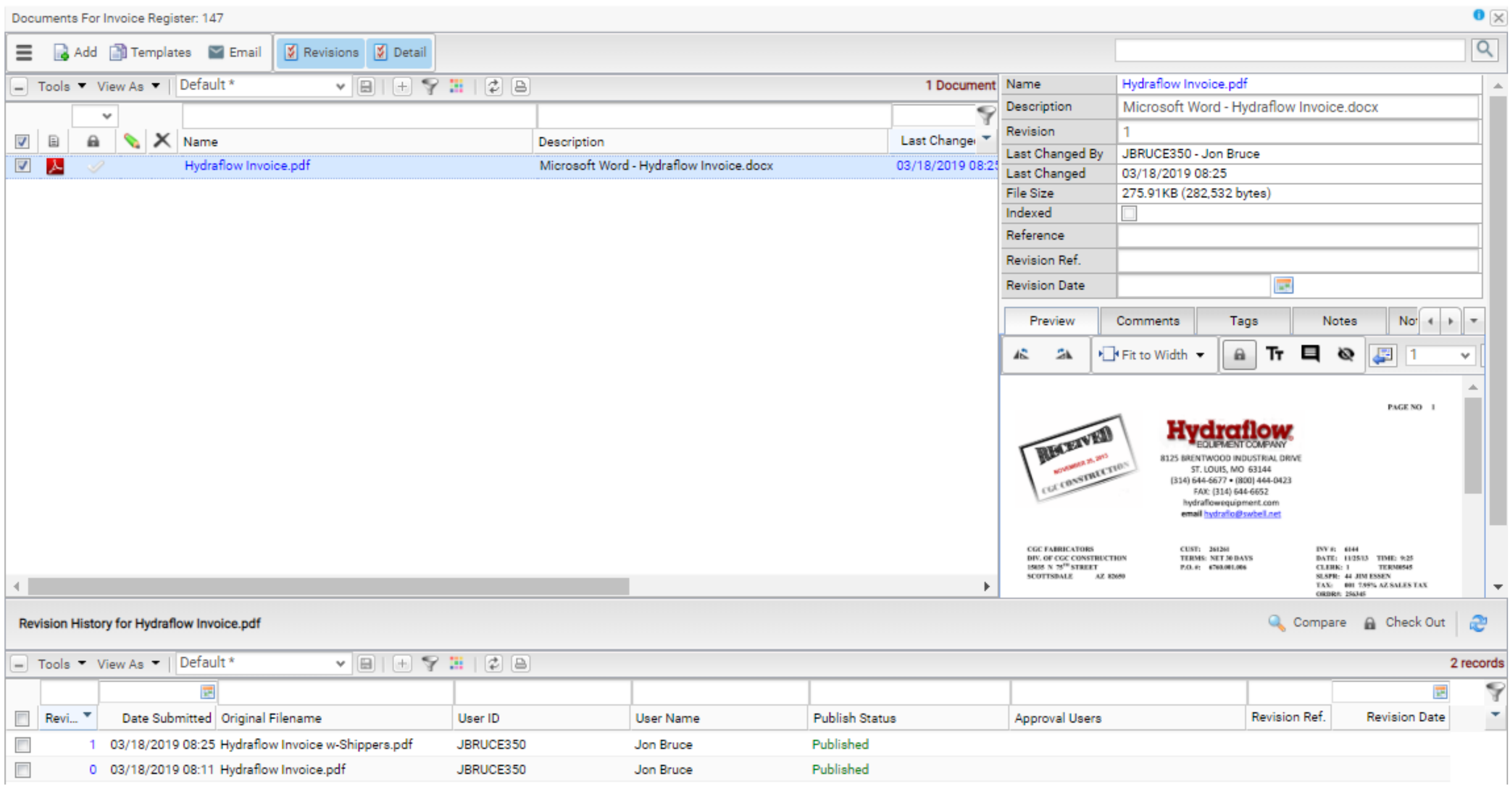
Invoice Register

- 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



Optional Fields-Manage Documents

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



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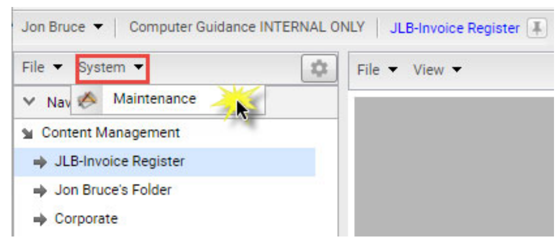
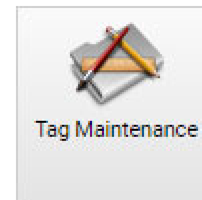
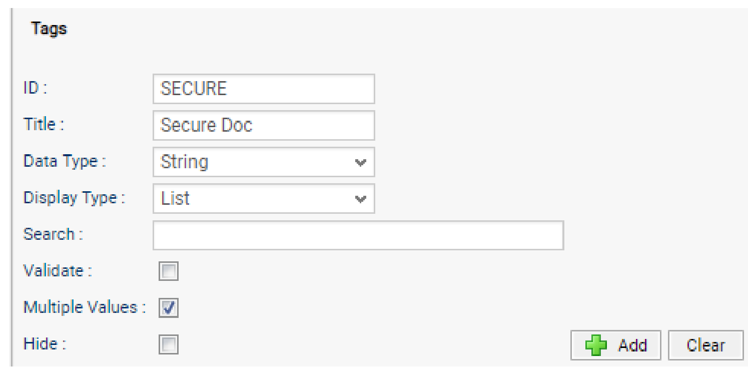
Auto-assigning Tags in Invoice Register

- 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

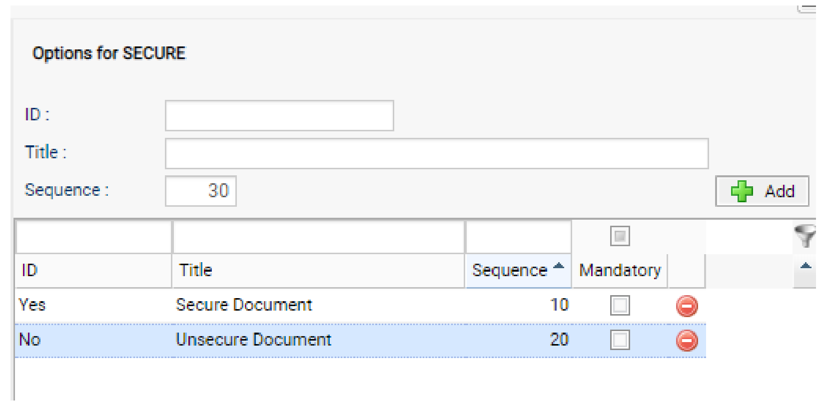






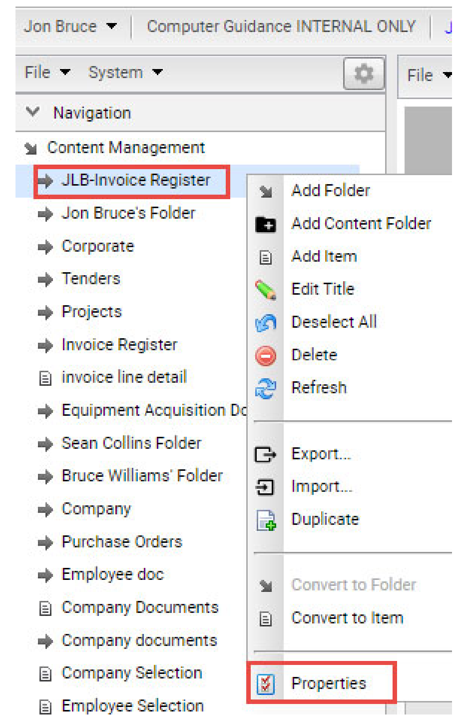
Auto-assigning Tags in Invoice Register

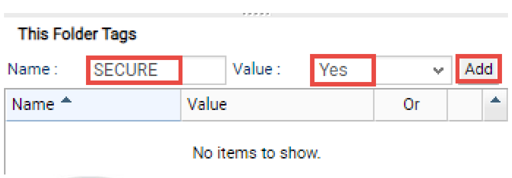
- Step 1 - …continued
  - If you want a drop down for your tag, click on your newly created tag and enter values in the "Options for…" in the upper right section.

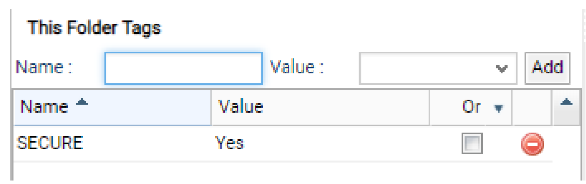


Auto-assigning Tags in Invoice Register

- 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





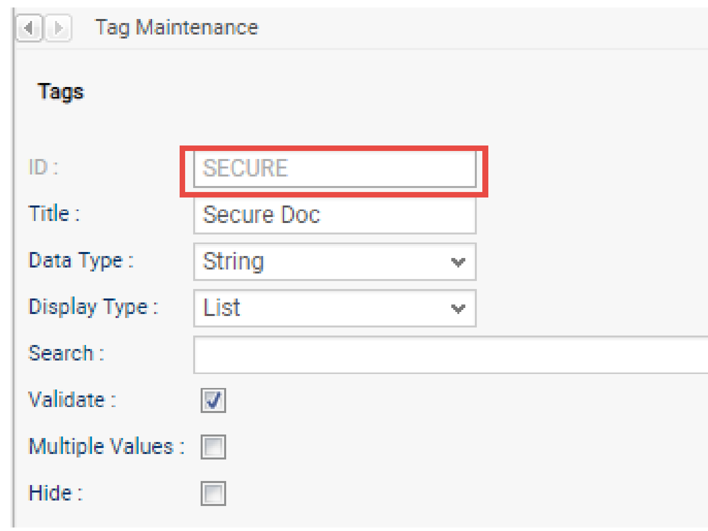


Filtering Invoices by Tags

- 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.

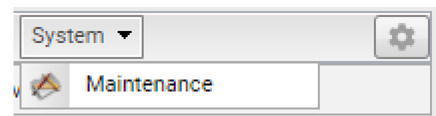
Filtering Invoices by Tags

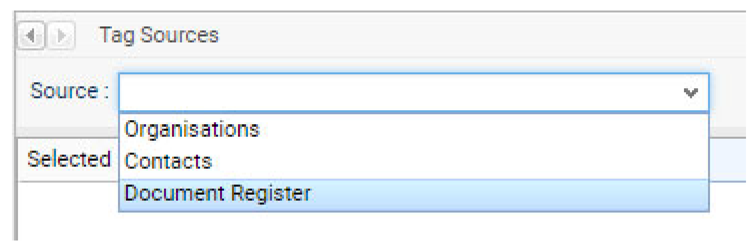
- (select MAX(VALUE) from SW_INVREG JOIN SW_CONTENT_TAGS ON SW_INVREG.CONTENTID = SW_CONTENT_TAGS.CONTENTID WHERE NAME = '<TAG NAME>' AND SW_INVREG.ID ={ID})
- My Tag name was SECURE
- Click [Add] and then [Close] in Formula Maintenance
- Now you can select your Tag as a column in your view and filter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

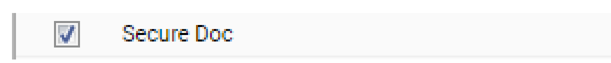


Showing Tags on Custom Fields Tab

- 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

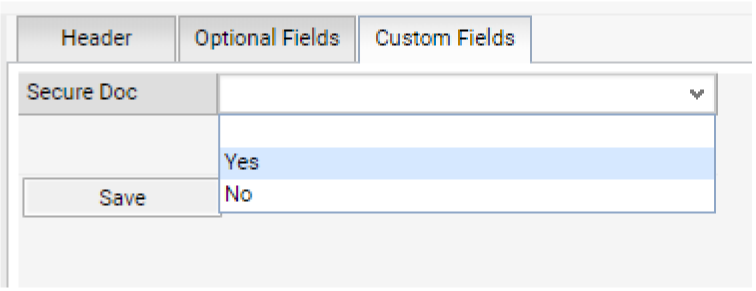






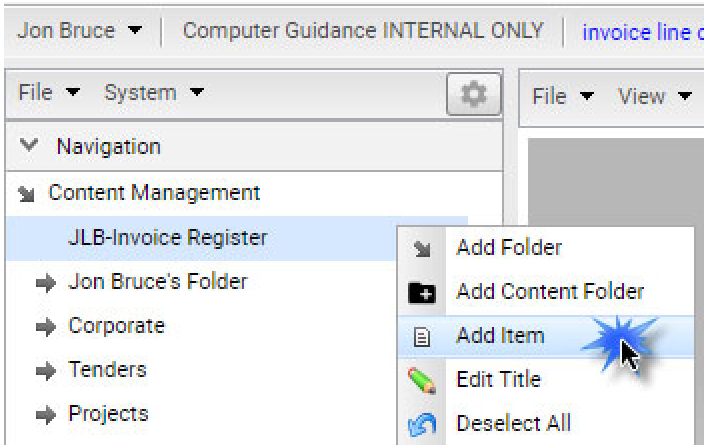
Showing Tags on Custom Fields Tab

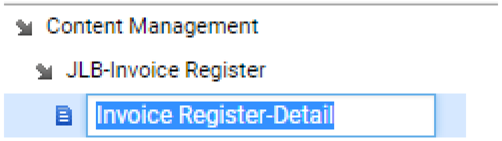
- Next, exit Edit Mode
- Click to open an Invoice in your Register
- Click on the [Custom Fields] Tab
- Now you can Manually assign or change a value to a Tag.



Invoice Register Detail

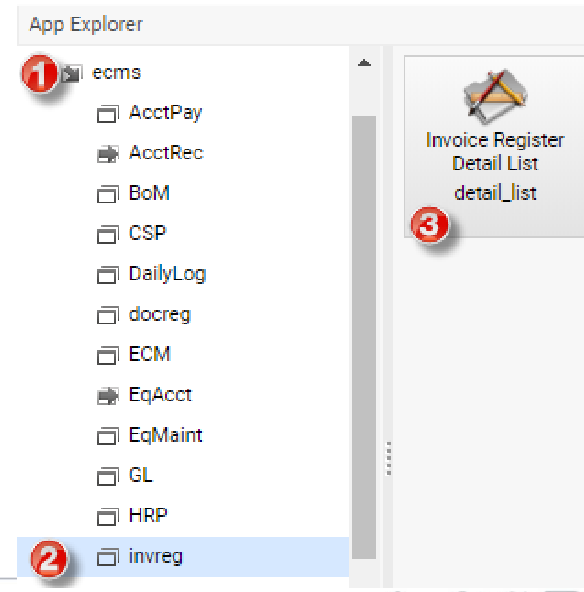
- Used to Select, Print, E-mail Invoices based on the Line Item Detail Info
- Make sure you are in Edit Mode
- Right click on the Folder/Item where you want to place the detail Register
- Then Click on [Add Item] (or [Add Folder])
- Give you Item a Name and press [Enter]

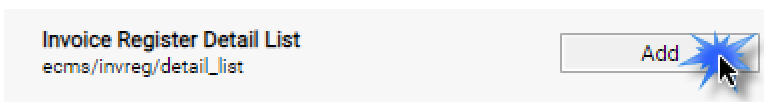




Invoice Register Detail

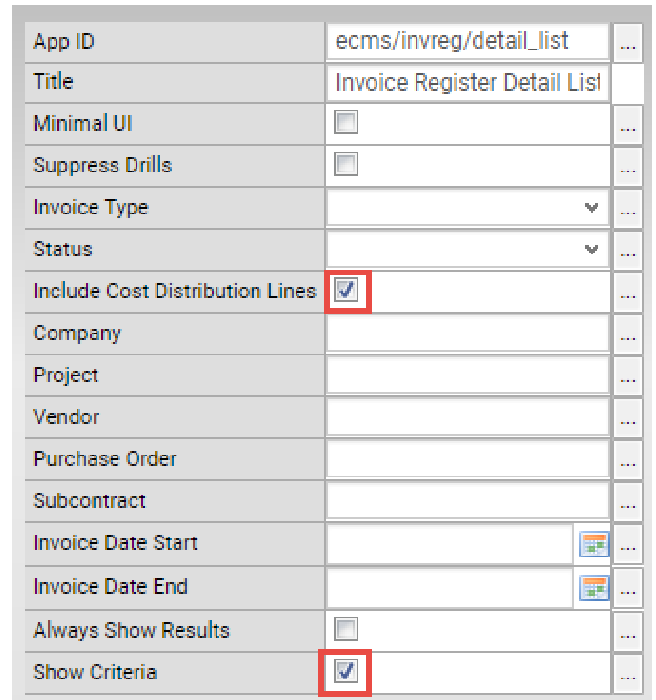
- Click the button on the [App ID]
- Next, Click on ecms, invreg and then the Invoice Register Detail List Icon
- Finally Click the [Add] Button to finish the election process





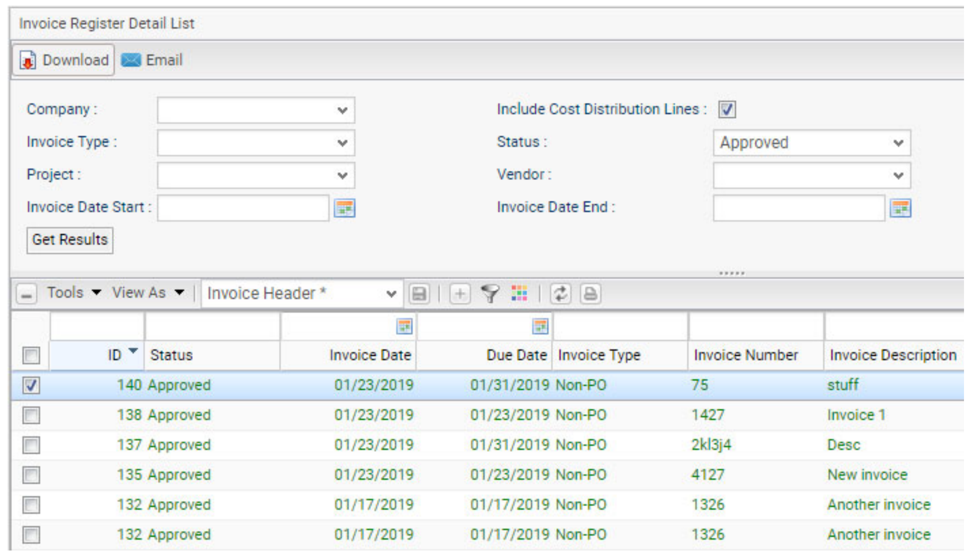
Invoice Register Detail

- 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



Invoice Register Detail

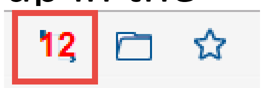
- Notice that nothing is initially displayed until you click [Get Results]
- Need to set a Filter first because of the large volume of records
- Filter by Company, Invoice Type, Project, Document Status, Vendor and/or Date Range
- Check box(s) to download or e-mail



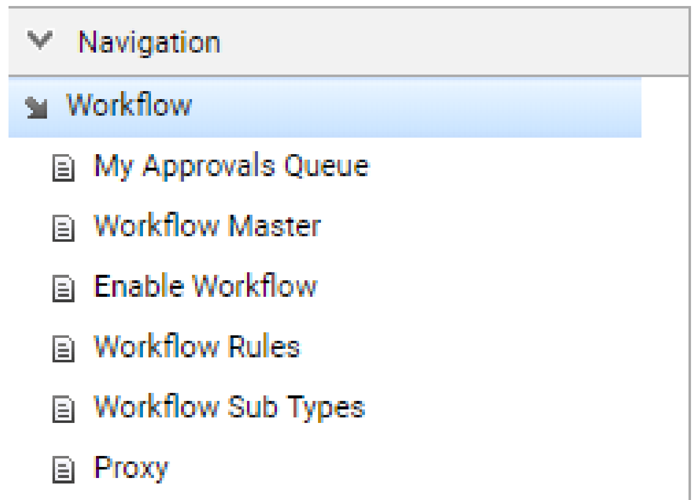
Drag & Drop Support for Outlook

- 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 Browswer 

- My Approvals Queue – Shows all items needing approval that are assigned to the user.
- Workflow Master – Defining new workflows
- Enable Workflows – Turn them on

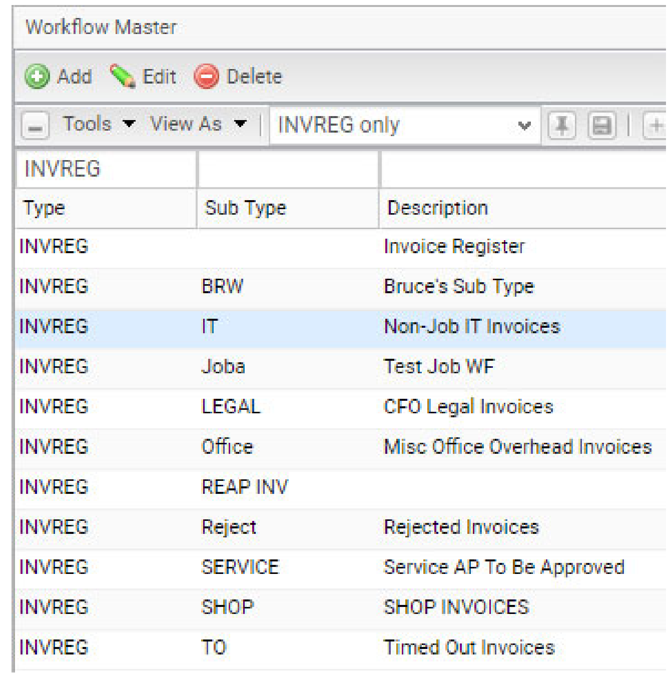


Intro to CM Workflow Folder

- 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


Workflow Master

Add Edit Delete

Tools View As INVREG only

Type	Sub Type	Description
INVREG		
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

Tools View As workflow 11

INVREG

Type	Sub Type	Description	Activate	Usage	Selectable	Assignee Ma
INVREG		Invoice Register	☑	Standard	☑	invreg.mail
INVREG	BRW	Bruce's Sub Type	☑	Standard	☑	invreg.mail
INVREG	IT	Non-Job IT Invoices	☑	Standard	☑	
INVREG	Joba	Test Job WF	☑	Standard	☑	
INVREG	LEGAL	CFO Legal Invoices	☑	Standard	☑	
INVREG	Office	Misc Office Overhead Invoices	☑	Standard	☐	
INVREG	REAP INV		☐	Standard	☐	
INVREG	Reject	Rejected Invoices	☑	Standard	☐	
INVREG	SERVICE	Service AP To Be Approved	☑	Standard	☑	
INVREG	SHOP	SHOP INVOICES	☐	Standard	☐	
INVREG	TO	Timed Out Invoices	☑	Standard	☐	

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

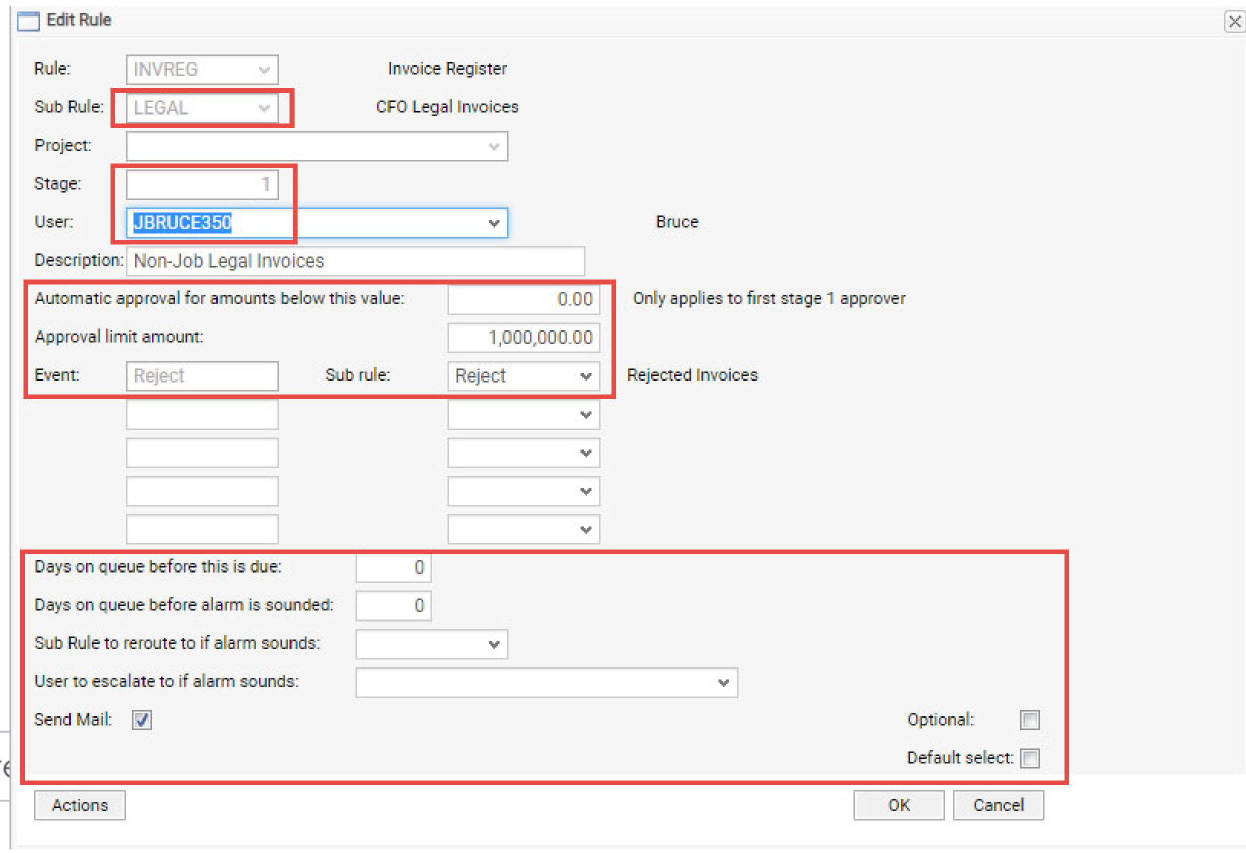
Workflow Rules

Add Edit Delete

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

Workflow Rules

- See next slide for details on these relevant fields



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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

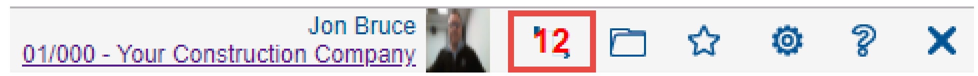
- Send Mail: Optionally, a Workflow can send an email notification to the Approver when the document enters their Queue. Notifications can be defined to only receive them periodically as the user defines in Notification Settings
- Optional: Allows the Submitting or Previous Approving User to select which 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).

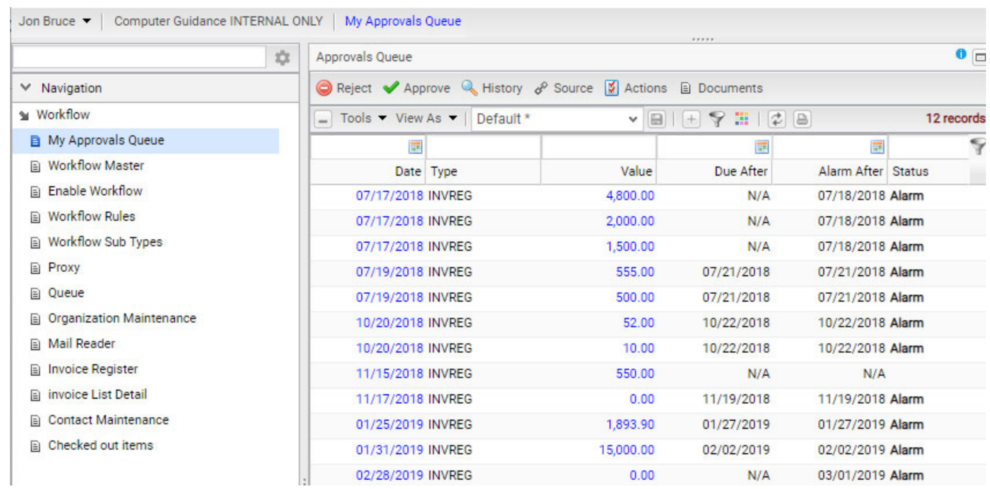
Workflow Rules: Users

- 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

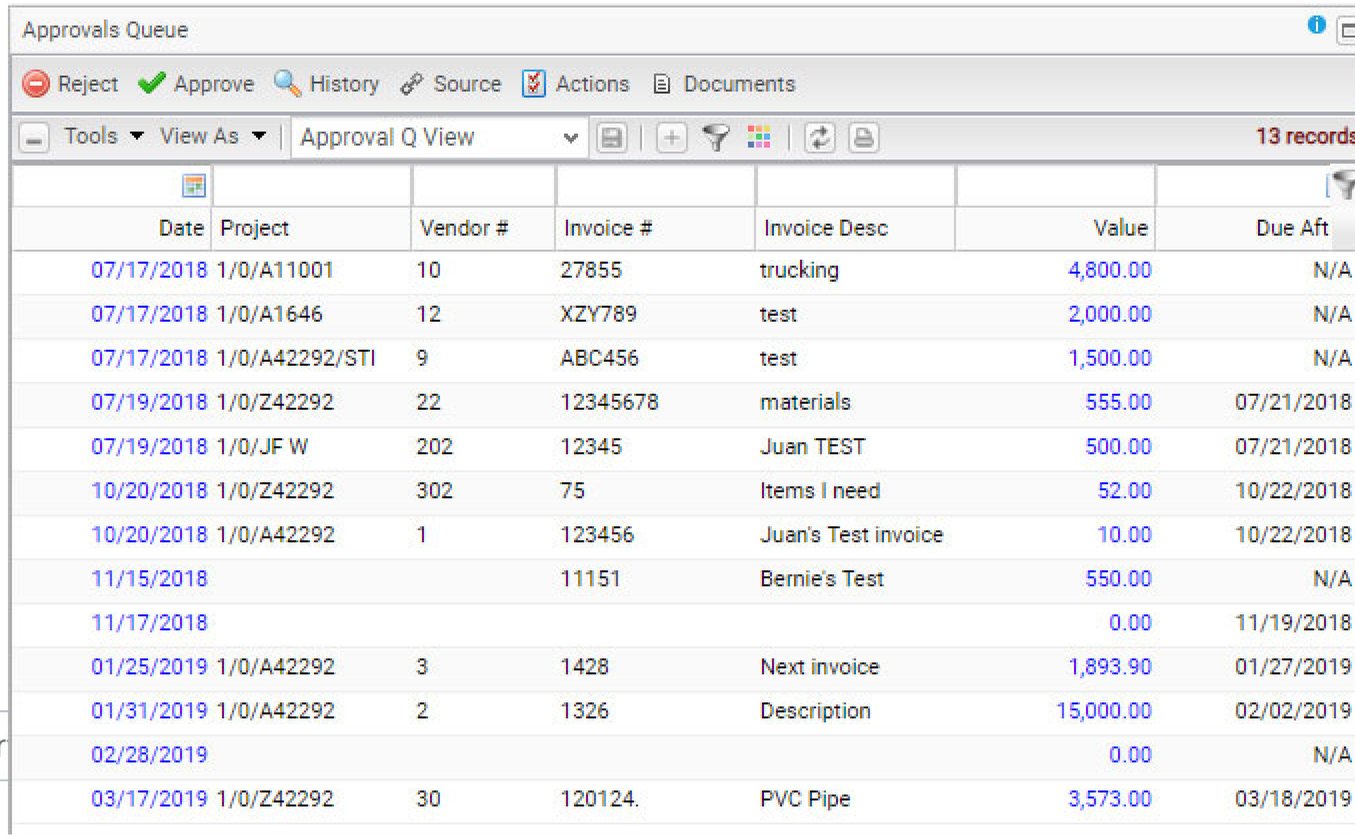
- Can be Accessed from the eCMS Toolbar Button. It is represented by a single quote followed by a number representing the number of items in the queue.
- Can also be accessed by selecting the [My Approvals Queue] option off the Workflow Menu (ECM>CM Workflow)





Approvals Queue

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



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

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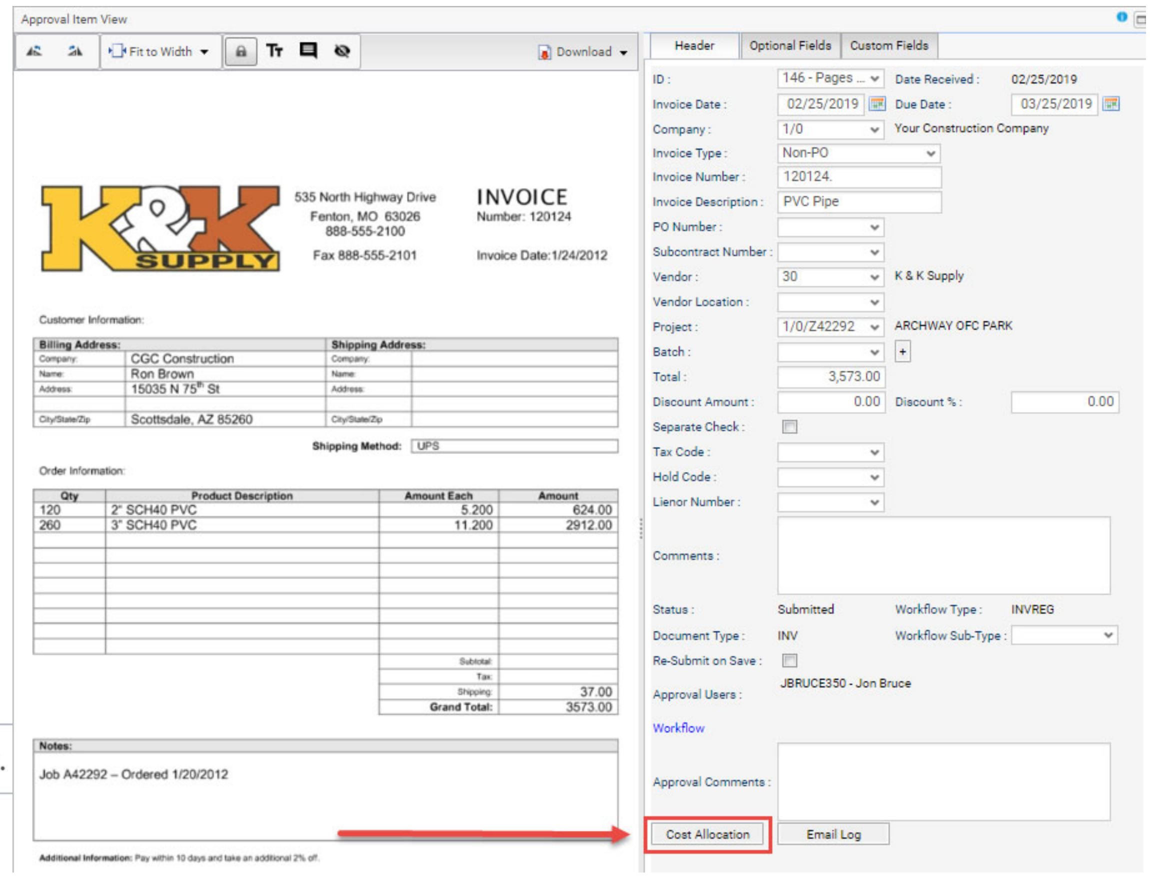
Approval Item View

- Fill in the Invoice Header Tab with Invoice Header Information
- Invoice Type will determine what the Cost Allocation will look like
- Click on Cost Allocation to fill in Invoice Line item Detail
- Optionally select Workflow Sub type to drive Workflow

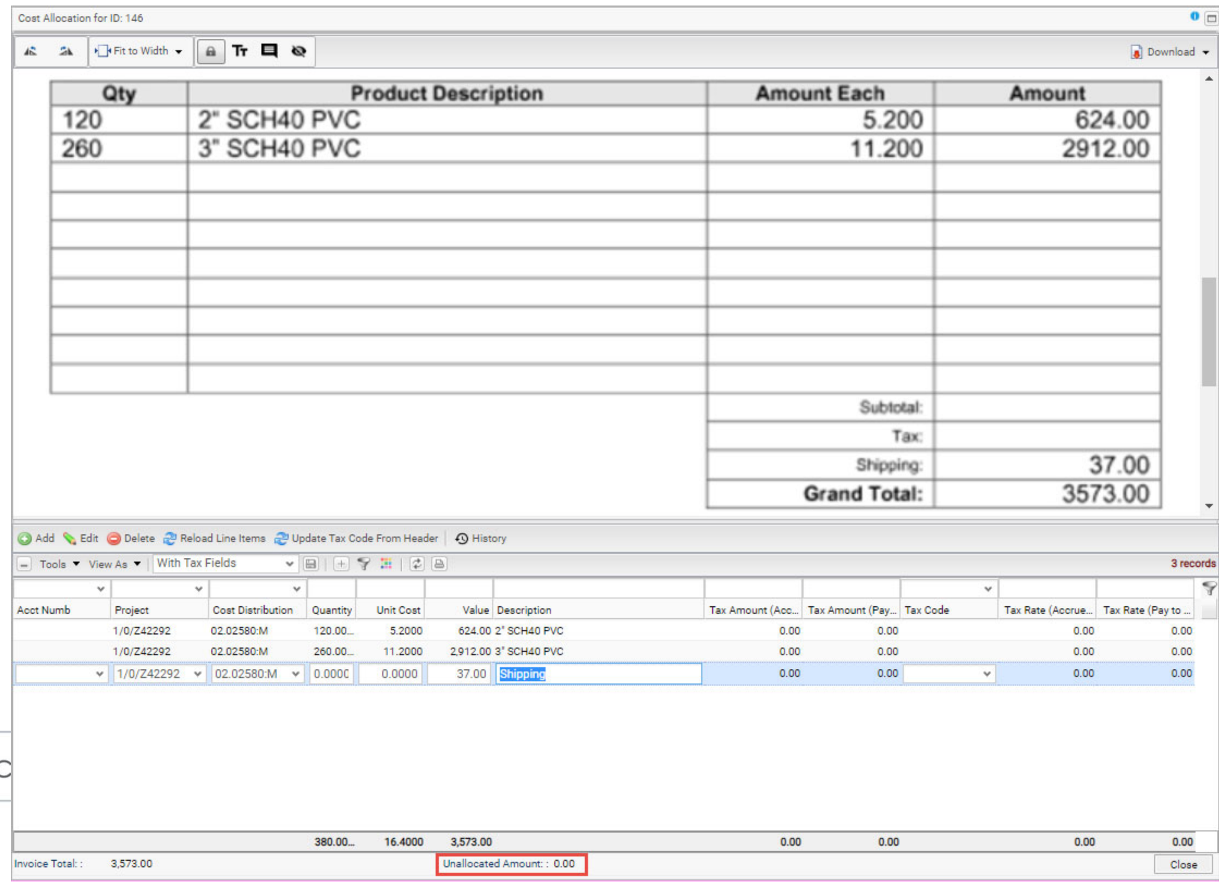


COMPUTER GUIDANCE CORPORATION

Smarter Construction.

Cost Allocation

- Click [Add] to enter new Invoice Line Items. PO & Subcontract items will automatically appear.
- Enter as many lines as desired
- Unallocated Amount reminder on screen bottom
- Click Close when finished
- Customize like any IDI



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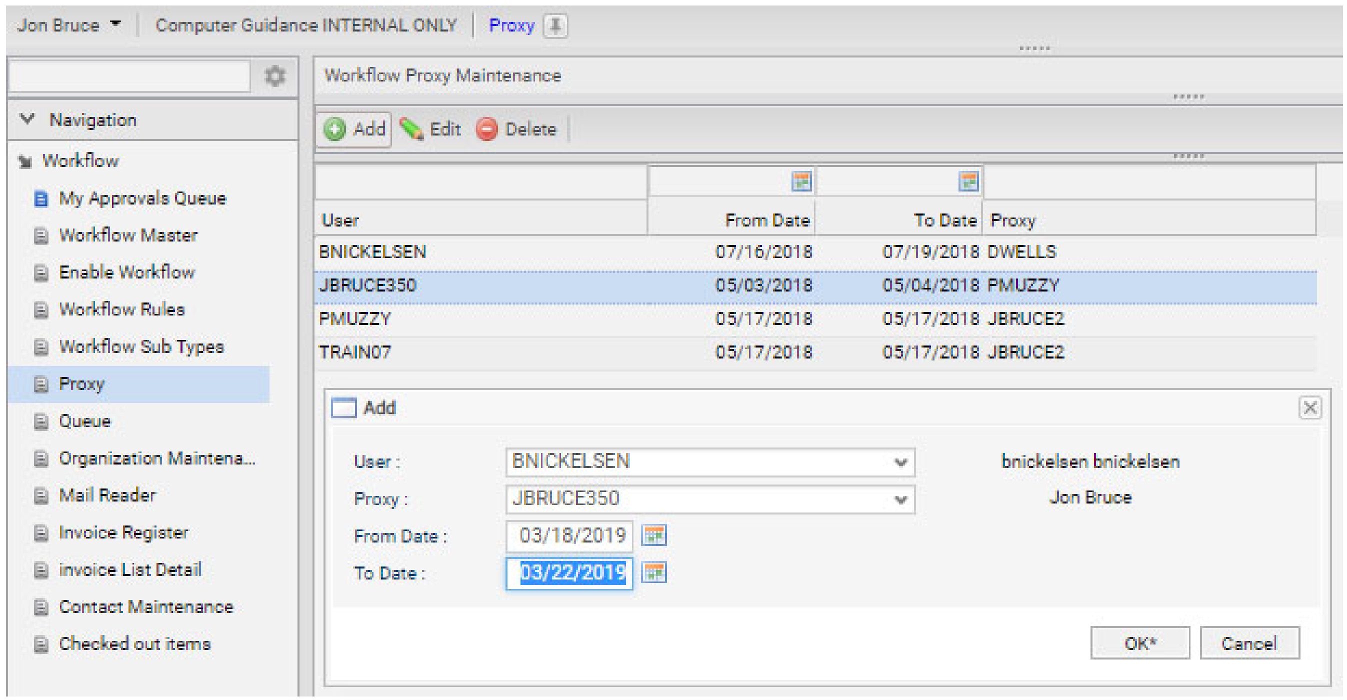
Approval Queue Actions

- **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.

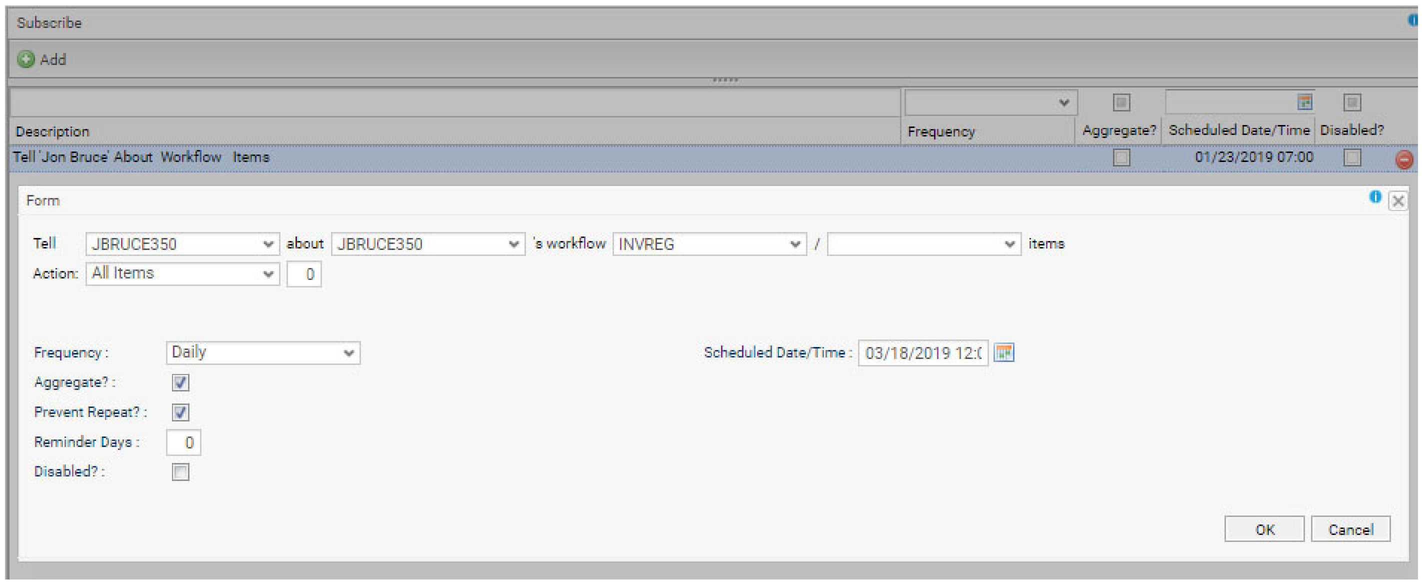
Setting a Proxy

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



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



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