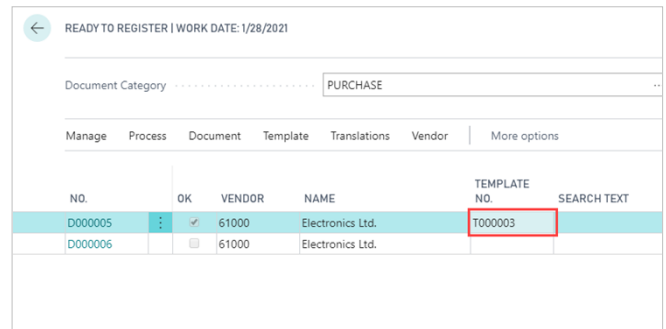
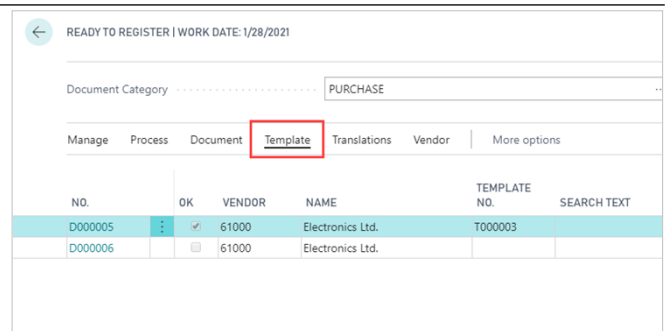


In Document Capture, the template card has a central role in recognizing the documents, and how the later registration and approval process is handled. Document Capture has three template types: Identification, Master and Source template. Source templates are linked to a specific record of a source table - for example a vendor. Document Capture uses a source template to recognize, validate, and register documents. In this session, you are introduced to the structure and the overall content of a source template for a specific vendor in the Document Category Purchase.

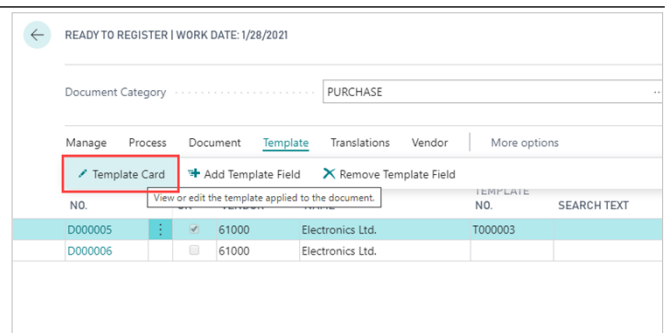
Let's look at the template number three, which is assigned to the vendor **Electronics Ltd.**



Select the action "Template" in the ribbon.

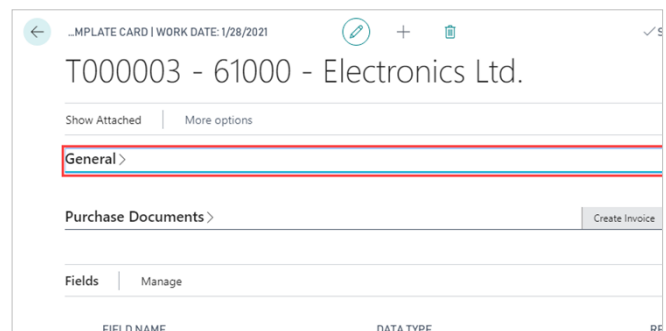


Select "Template Card".



In the template card, we have four fast tabs: General, Purchase Documents Fields, and Codeunits.

Let's start with the first fast tab on the page. Select "General" to expand the fast tab.



The "**Category Code**" is the name of the Document Category, which the template belongs to. This means that this source-specific template was created from a master template in the "**PURCHASE**" category.

The screenshot shows the top section of a template card. The title is "T000003 - 61000 - Electronics Ltd.". Below the title, there are two tabs: "General" (selected) and "More options". Under the "General" tab, the "Category Code" dropdown menu is set to "PURCHASE" and is highlighted with a red box. Other fields include "Data Type" set to "PDF", "Recognize Lines" (checked), and "Show Document After..." set to "Always".

In the field "**Data Type**", you can see which file type these templates are for.

This screenshot is similar to the previous one, but the "Data Type" dropdown menu is highlighted with a red box, showing "PDF" as the selected value. A small "PDF" icon is also visible next to the dropdown.

Select "**General**" to collapse the fast tab.

The screenshot shows the "General" tab collapsed into a thin bar at the top of the card. The "Purchase Documents" tab is now the active and expanded view.

Select "**Purchase Documents**" to expand the fast tab.

The "Purchase Documents" fast tab is divided into multiple sub-sections.

The screenshot shows the "Purchase Documents" section expanded. It contains a sub-section titled "REGISTRATION" (highlighted with a red box) and another sub-section titled "MATCHING". Below these are various configuration options like "Invoice Reg. Step 2", "Credit Memo Reg. St...", "Posting Date", "Prices Including VAT", "Allow Register w/o A...", "Validate VAT Calculati...", "Auto Match", "Match Invoice", "Match Credit Memo", "Max. Variance Amoun...", "Max. Variance % Allo...", "Variance Posting Acc...", and "Copy Matched Heade...".

The section "**Registration**" concerns how the document is handled and checked when the activation of the Register Document action in the Document Journal.

This screenshot provides a detailed view of the "Purchase Documents" settings. The "REGISTRATION" section includes:

- Invoice Reg. Step 2: [dropdown]
- Credit Memo Reg. St...: [dropdown]
- Credit Memo Reg. St...: [dropdown]
- Posting Date: Use Document Date (recogniz [dropdown])
- Prices Including VAT: [checkbox]
- Allow Register w/o A...: [checkbox]
- Validate VAT Calculati...: [checkbox]

 The "MATCHING" section includes:

- Auto Match: [checkbox]
- Match Invoice: [dropdown]
- Match Credit Memo: [dropdown]
- Max. Variance Amoun...: 0.0
- Max. Variance % Allo...: [input]
- Variance Posting Acc...: [dropdown]
- Copy Matched Heade...: [checkbox]

 Below these sections is a "LINE MATCHING" section.

In the next section, "Approval", you can apply the setting that takes effect in the approval process.

If "Line Recognition" in the General section is enabled, or you have already recognized the line in the document, this section is visible. Here the settings are related to the process of recognizing lines in the document.

When it comes to matching orders, the section "Matching" is where the key settings are found.

Just below the Matching section is the "Line Matching" parameters. These settings are only available if any line in the document is recognized or the Recognize Lines option in the General section is enabled.

Select "Purchase Documents" to collapse the fast tab.

The key part for recognizing document values is the fast tab **"Fields"**. Here we have all the fields that are configured to find, or calculate values in the recognized documents.

FIELD NAME	DATA TYPE	REQUIR...
Header Fields		<input type="checkbox"/>
Invoice No.	Text	<input checked="" type="checkbox"/>
Invoice Date	Date	<input checked="" type="checkbox"/>
Due Date	Date	<input checked="" type="checkbox"/>
Our Contact	Text	<input type="checkbox"/>
Our Order No.	Text	<input type="checkbox"/>
Currency Code	Lookup	<input type="checkbox"/>
Amount Excl. VAT	Number	<input checked="" type="checkbox"/>
VAT Amount	Number	<input type="checkbox"/>
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>

The Fields section is split into two sub-sections. The top one contains the **"Header Fields"**.

FIELD NAME	DATA TYPE	REQUIR...
Header Fields		<input type="checkbox"/>
Invoice No. <small>Open record "Header Fields" in a new window</small>	Text	<input checked="" type="checkbox"/>
Invoice Date	Date	<input checked="" type="checkbox"/>
Due Date	Date	<input checked="" type="checkbox"/>
Our Contact	Text	<input type="checkbox"/>
Our Order No.	Text	<input type="checkbox"/>
Currency Code	Lookup	<input type="checkbox"/>
Amount Excl. VAT	Number	<input checked="" type="checkbox"/>
VAT Amount	Number	<input type="checkbox"/>
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>

Below the Header Fields, we have the **"Line Fields"**, which only are available if any lines in the document are recognized, or if the "Recognize Lines" option in the General section is enabled.

FIELD NAME	DATA TYPE	REQUIR...
Header Fields		<input type="checkbox"/>
Invoice No.	Text	<input checked="" type="checkbox"/>
Invoice Date	Date	<input checked="" type="checkbox"/>
Due Date	Date	<input checked="" type="checkbox"/>
Our Contact	Text	<input type="checkbox"/>
Our Order No.	Text	<input type="checkbox"/>
Currency Code	Lookup	<input type="checkbox"/>
Amount Excl. VAT	Number	<input checked="" type="checkbox"/>
VAT Amount	Number	<input type="checkbox"/>
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>
Posting Description	Text	<input type="checkbox"/>
[I]Invoice / [C]r. Memo	Text	<input checked="" type="checkbox"/>
Line Fields		<input type="checkbox"/>

Select **"Codeunits"** to expand the fast tab. The Codeunit fast tab enables you to apply your codeunits at specific events. The events found here allows the users to change the behavior on-demand by exchanging standard functionality with a custom made codeunit.

VAT Amount	Number	<input type="checkbox"/>
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>
Posting Description	Text	<input type="checkbox"/>
[I]Invoice / [C]r. Memo	Text	<input checked="" type="checkbox"/>
Line Fields		<input type="checkbox"/>
No.	Text	<input checked="" type="checkbox"/>
Description	Text	<input type="checkbox"/>
Quantity	Number	<input type="checkbox"/>
Unit Cost	Number	<input type="checkbox"/>
Discount %	Number	<input type="checkbox"/>

Codeunits >

In cases where you like to modify the **"Line Capture"** functionality, just simply type the object number, or look up the codeunit by selecting the look-up button in the field. This is especially useful when you deal with a complex invoice layout.

VAT Amount	Number	<input type="checkbox"/>
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>

Codeunits

Line Capture	CDC Purch./Sales - Line Capt.	Register (Y/N)	CDC Doc. - Register (Y/N)
After Capture	CDC Purch. - Full Capture ...	After Step 1	
Line Validation	CDC Purch. - Line Validation ...	After Step 2	
Document Validation	CDC Purch. - Validation ...	Show Translations	CDC Purch./Sale - Transl.Temp
Register	CDC Purch. - Register ...	Show Match	CDC Purch. - Show Match

In some situations, you want to activate a function, like notifying someone or process data, after the document is registered. This is easily handled by adding the new codeunit created to the specific purpose in the field **"After Step 1"**. Utilizing the codeunit fields, you can change how Document Capture functions from template to template. This enables you to start specific processes when certain data are recognized.

VAT Amount	Number	
Amount Incl. VAT	Number	<input checked="" type="checkbox"/>
G/L Account No.	Text	<input type="checkbox"/>

eunits

Capture	CDC Purch./Sales - Line Capt. ...	Register (Y/N)	CDC Doc. - Register (Y/N) ...
Capture	CDC Purch. - Full Capture ...	After Step 1	...
Validation	CDC Purch. - Line Validation ...	After Step 2	...
Document Validation	CDC Purch. - Validation ...	Show Translations	CDC Purch./Sale -Transl.Temp ...
Register	CDC Purch. - Register ...	Show Match	CDC Purch. - Show Match ...

Select **"Back"** to return to the Document Journal.

← Back
TEMPLATE CARD | WORK DATE: 1/28/2021
✎ + 🗑

T000003 - 61000 - Electronics Ltd.

Show Attached
More options

General >

Purchase Documents > Create Invoice

Fields | Manage

FIELD NAME	DATA TYPE