OnBase®
Foundation EP5

IAConnect

Reference Guide

Includes:

Installation Guide

Administration Guide

User Guide

Foundation EP5

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Overview

IAConnect offers Deltek Costpoint customers a powerful web-based invoice automation solution that helps project-focused organizations process invoices without duplication, prevent unauthorized payments, avoid misappropriation of funds, and track liabilities.

IAConnect allows users to process invoice documents through an AP Workflow process and pass the approved payables information to Costpoint via Deltek Preprocessors and the Deltek Web Integration Console for continued payment processing. IAConnect transforms the "bureaucracy" of your accounting functions into an efficient, low-cost process that will make your organization more competitive while reducing costs associated with invoice processing.

Features include:

- **Invoice Capture**: The system allows for invoices to be captured in multiple formats, paper, fax, email, XML and many more. OCR technology is also available to read data directly from paper invoices.
- **Multiple Roles**: Uses a robust Workflow to route the invoice to various departments during the process as needed including buyers, freight specialists, AP supervisors and more.
- **Approve or Decline**: Once initial data entry is completed, the invoice is routed through an approval Workflow for approval review. Delegation of authority and escalations are also possible.
- **Notifications**: During invoice routing, automatic email notifications can be configured and sent to the approvers based on the approval change.
- **Monitoring, Retrieval, and Reporting**: A complete audit trail is maintained during the life of an invoice, capturing routing steps, user actions, and status changes. All audit history can easily be accessed and viewed at any time.

Licensing

IAConnect requires the following OnBase licenses:

- Client
- Docs for Deltek Framework
- Report Services
- Single Sign-On for Microsoft Active Directory Service
- Unity Automation API
- Web Server
- Workflow
- Workflow Approval Management

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Check your current licensing status by selecting **Utils | Product Licenses** from the OnBase Configuration module.

Note: Users must have an active Docs for Deltek license to use all IAConnect functions.

The Application Server must be licensed for the Docs for Deltek framework.

For additional information on licensing, please contact your OnBase service provider.

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Installation Guide

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Requirements

The following sections outline requirement information specific to IAConnect in OnBase Foundation EP5.

General Requirements

For general requirement information that applies to IAConnect and other modules, see the sections on the following topics in the **Installation Requirements** manual:

- Microsoft .NET Framework Requirements
- Microsoft Visual C++ Requirements
- Operating System Requirements
- Database Requirements
- Server and Core Services Requirements
- Miscellaneous Requirements

Required Modules

The following OnBase modules are required for IAConnect:

- Application Server
- Client
- Report Services
- Single Sign-On for Microsoft Active Directory Service
- Unity Client
- Web Client
- Web Server
- Workflow
- Workflow Approval Management
- Hyland IdP

Costpoint Versions Supported

- Costpoint 7.1
- Costpoint 7.1.1

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- Costpoint 8.0

Caution: Other minor versions of Costpoint have not been tested with IAConnect. Performing acceptance testing is recommended before deploying in a production environment.

Client Limitations

The following ad hoc tasks are not supported in the OnBase Client. The Unity Client is required to use these ad hoc tasks.

Workflow Queue	Ad Hoc Tasks
AP Initial Review Queue	• Assign 1st Level Approvers • Manually Assign Route/Approvers
Approvals Admin Queue	• Manually Assign Route/Approvers
Supervisor Queue	• Assign 1st Level Approvers • Manually Assign Route/Approvers

Licensing

See Licensing on page 1 for licensing requirements.

Upgrade Considerations

The following upgrade considerations have been compiled by OnBase subject matter experts. These upgrade considerations are general and applicable to most OnBase solutions and network environments and should be considered each time an upgrade is performed.

Carefully consider the impact of making any changes, including those listed below, prior to implementing them in a production environment.

For additional general information about upgrading OnBase, refer to the Upgrade Guidelines reference manual, and visit the Hyland Community at: https://www.hyland.com/community.

The following information is for solutions that include Docs for Deltek modules:

- Client Connector for Deltek Costpoint
- IAConnect
- REQConnect
- VPConnect

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Customer Configuration Application — In OnBase 17, a new Customer Configuration Application was introduced. If you are upgrading from an older version, the old **Customer Configuration** application must be removed in IIS.

Depreciation of Business Rules Engine — As of OnBase 17, the Business Rules Engine (BRE) has been depreciated in favor of Workflow Approval Management (WAM). If you are upgrading from a previous version which used the BRE, the following virtual directories and their corresponding folders must be removed in IIS:

- **ApproverDetails**
- **BARulesEngineService**
- **CustomerConfiguration**
- **DelegationOfAuthority**
- **DisplayAllApprovers**
- **IAConnectReports**
- **InvoiceAutomationAdmin**
- **ManageApprovers**
- **SelectFirstApprovers**

If applicable, update the Purchase Requisition Form in OnBase after upgrading.

Additionally, in the web.config file for **InvoiceAutomationService**, the following sections must be removed:

- `<DataAccessComponent name="PLDataAccessGeneralLedger" ... />`
- `<DatabaseAccessHelper name="PLDataAccessHelper" ... />`
- `<Queries name="PLGeneralLedgerQueries" ... ></Queries>`

CMIS Operations — If you maintain an application which uses the Discovery Service or Query operation, review the application's responses to the operations and update the logic handling these responses accordingly, as the names of some elements of interest on those responses may have changed after upgrading.

Upgrades to OnBase 14 and Newer — To ensure compatibility, the version of the Docs for Deltek modules installed should be upgraded to match the version intended for use with the upgraded OnBase version.

If an older version of a Docs for Deltek module is used with OnBase 14 or newer, there may be some compatibility issues, such as user forms not working correctly.

As a general test of compatibility, if the **service.asmx** page of the upgraded OnBase Application Server is accessible from Docs for Deltek, then the integration will most likely continue to function as expected.

Installation

Installation of IAConnect is performed by your solution provider. Please contact your solution provider to arrange the installation of your solution.

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Troubleshooting

Excessive GL Line Data

The GL Coding control has a predetermined limit to the amount of GL line data that can be coded for a document. If you attempt to code more than the allowed amount of GL line data, you may receive the following error: **Operation is not valid due to the current state of the object**.

This limit can be reconfigured if you regularly need to code more GL lines than allowed by default. However, increasing this limit also increases your server's denial of service vulnerability.

Caution: Do not change the **MaxHttpCollectionKeys** setting, or any other settings in the Web.config file, without the assistance of your first line of support.

The setting is determined by the following entry in the Web.config file located on your web server under the virtual directory path **\\IACostPoint\GLCoding**:

```
<add key="aspnet:MaxHttpCollectionKeys" value="1000" />
```

The value is the maximum number of form keys allowed per document, which is directly proportional to the number of GL lines allowed per document. Work with your technical support representative to determine the appropriate value for this setting.

Caution: Use a plain text editor to edit the Web.config file. This ensures that no extra code is introduced to the file upon saving.

Docs for Deltek Reports are Not Generated

When trying to generate Docs for Deltek reports, the process times out and no reports are generated. The IAConnect Service Log may also include the following error: **Keyword Metadata not found.**

This is due to the amount of time it takes to generate the reports exceeding the time configured. The Docs for Deltek web.config file contains the setting for this timeout value. In a typical installation, the Docs for Deltek web.config file is in the directory **C:\inetpub\wwwroot\DocsForDeltek**.

To change the timeout value:

1. Locate the Docs for Deltek web.config file.
2. Open the web.config for editing in a plain-text editor, such as Notepad.
3. Locate the **ReportBatchTimeOut** key in the **appSettings** element.
4. Change the value of the key to reflect the needs of your environment. The value is a whole number representing the number of seconds before the report generation times out. The default value is **100000**.
5. Save and close the web.config file. It may be necessary to reset IIS for the changes to take affect.

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Old Log Files need to be Cleaned Up

If you experience problems caused by too many log files in the **C:\Reports** directory such as limited storage space or clutter caused by unneeded old logs, consider using a third-party script or other utility to delete log files on a rotating schedule. Scheduling a task for a cleanup utility to maintain **C:\Reports** can ensure that the directory does not become too large or difficult to navigate.

Contacting Support

When contacting your solution provider, please provide the following information:

- The OnBase module where the issue was encountered.
- The OnBase version and build.
- The type and version of the connected database, such as Microsoft SQL Server 2014 or Oracle 12c, and any Service Pack that has been installed.
- The operating system that the workstation is running on, such as Windows 10 or Windows Server 2012 R2, and any Service Pack that has been installed. Check the supported operating systems for this module to ensure that the operating system is supported.
- The name and version of any application related to the issue.
- The version of Internet Explorer and any Service Pack that has been installed, if applicable.
- A complete description of the problem, including actions leading up to the issue.
- Screenshots of any error messages.

Supplied with the above information, your solution provider can better assist you in correcting the issue.

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Administration Guide

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Overview

Configuring IAConnect requires several different configuration utilities and services, in addition to configuration changes that can be made in OnBase, IAConnect, or Costpoint. These configuration settings are covered in the following chapters:

- Configuration: Customer Configuration for IAConnect on page 40

  Define the general parameter settings for IAConnect.
- Configuration: GL Coding on page 62

  Control how the GL Coding control operates by modifying both IAConnect and Costpoint.
- Configuration: IAConnect and Costpoint Web Integration Console on page 72

  Control how IAConnect posts invoice voucher data from the Workflow process directly to a Costpoint database (for Costpoint 7).
- Configuration: Post Processor on page 90

  Control how IAConnect updates invoice documents in OnBase with payment information from the corresponding voucher in Costpoint (for Costpoint 6).

Configuring the Approval Process

Procedures for configuring approvers, approval processes, and approval delegates in IAConnect are performed in OnBase Studio and the Unity Client. See the **Workflow Approval Management** module reference guide for more information.

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Configuring Notifications in OnBase Studio

IAConnect has the capability to send different types of notifications to users and administrators under certain conditions. These notifications are normally installed by default with the system.

Notifications are sent using the Hyland Distribution Service and use the default sender specified in the Hyland Distribution Service's configuration file.

Note: In order to use notifications, you must have the Hyland Distribution Service properly installed, configured, and running. See the **System Administration** module reference guide for more information about the Hyland Distribution Service.

The notifications are configured in OnBase Studio. The text of these email notifications can be configured to contain text specific to your organization. Please ensure that the text is relevant to the intended purpose of that notification.

The following steps are required to properly configure a notification for use:

1. Create a new notification and configure the subject and recipients. See Creating New Notifications on page 12.
2. Configure the content of the notification. For plain text notifications, see Creating Content for Plain Text Notifications on page 20. For formatted notifications, see Creating Content for Formatted Notifications on page 20.
3. Formatted notifications require testing and publishing. If you created a formatted notification, see Generating a Test Notification on page 33 and Publishing a Formatted Notification on page 34.
4. In the Customer Configuration application, assign the notifications you created in Studio to VPConnect notification types. See Email Setup on page 64.

Note: Formatted notifications require the configuration and usage of a Temporary File Cache. For more information, see the **System Administration** module reference guide.

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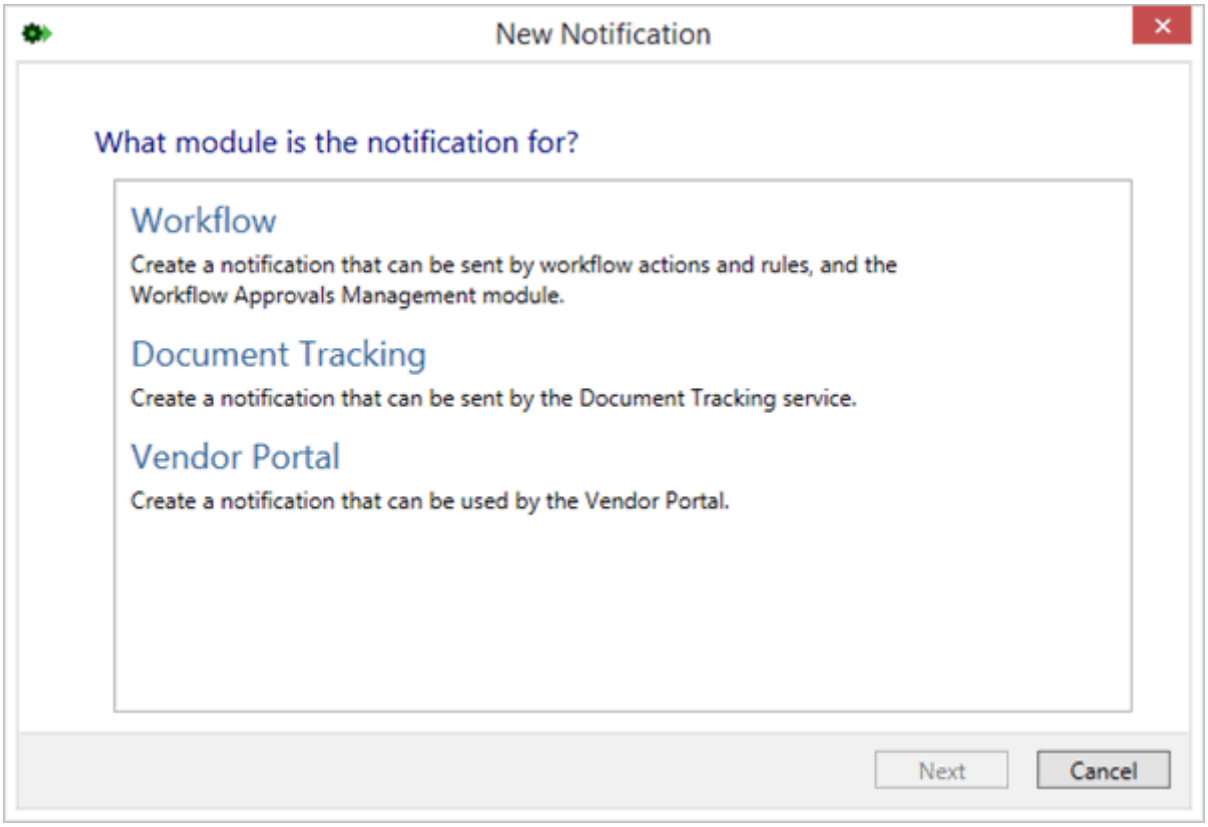
Creating New Notifications

To create a new notification:

1. Perform one of the following tasks:
   - From the **Start Page**, click **Create Notification**.
   - In the **Notifications** ribbon, click **New**.

   The **New Notification** wizard is displayed:



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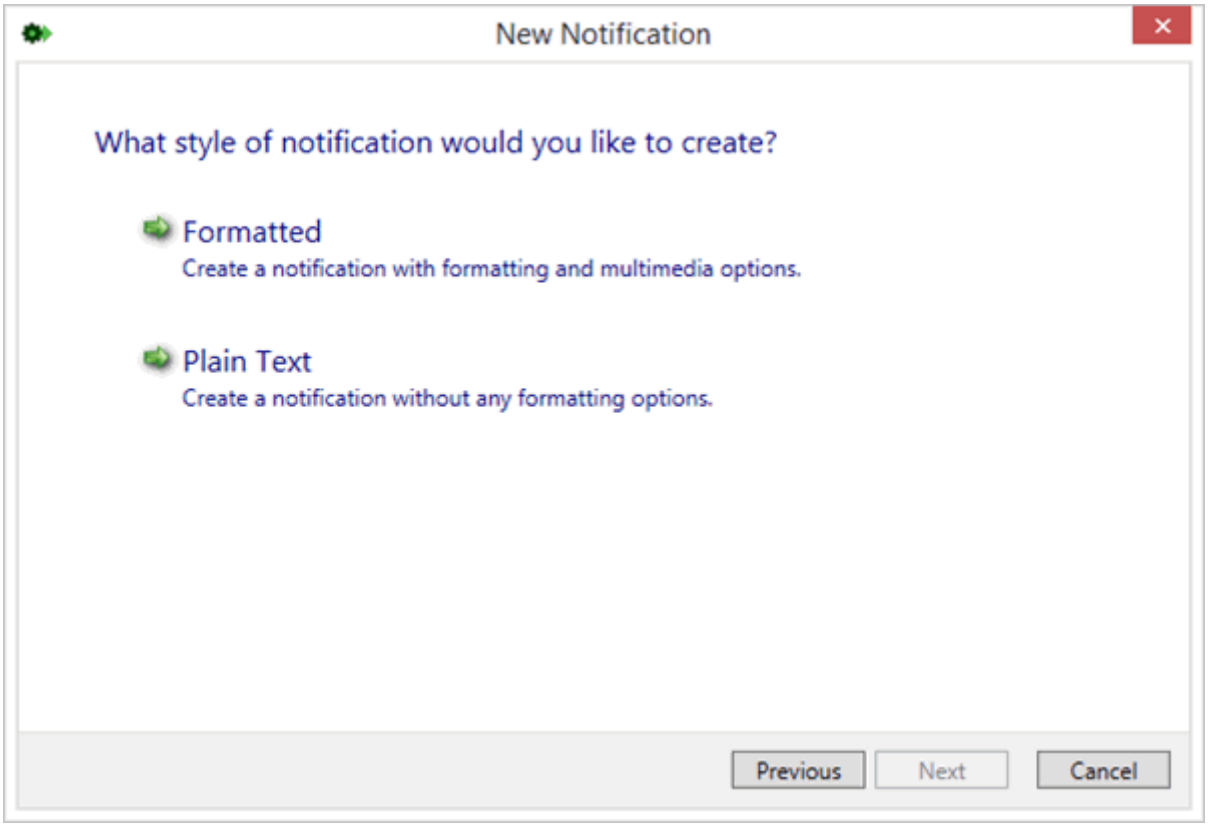
2. Click **Vendor Portal**. The **What style of notification would you like to create?** screen is displayed.



3. Depending on the type of notification you want to create, choose one of the following options:
   - **Formatted** - Allows you to create notifications with formatted text, images, and hyperlinks.

   - **Plain Text** - Allows you to create legacy notifications with no text formatting.

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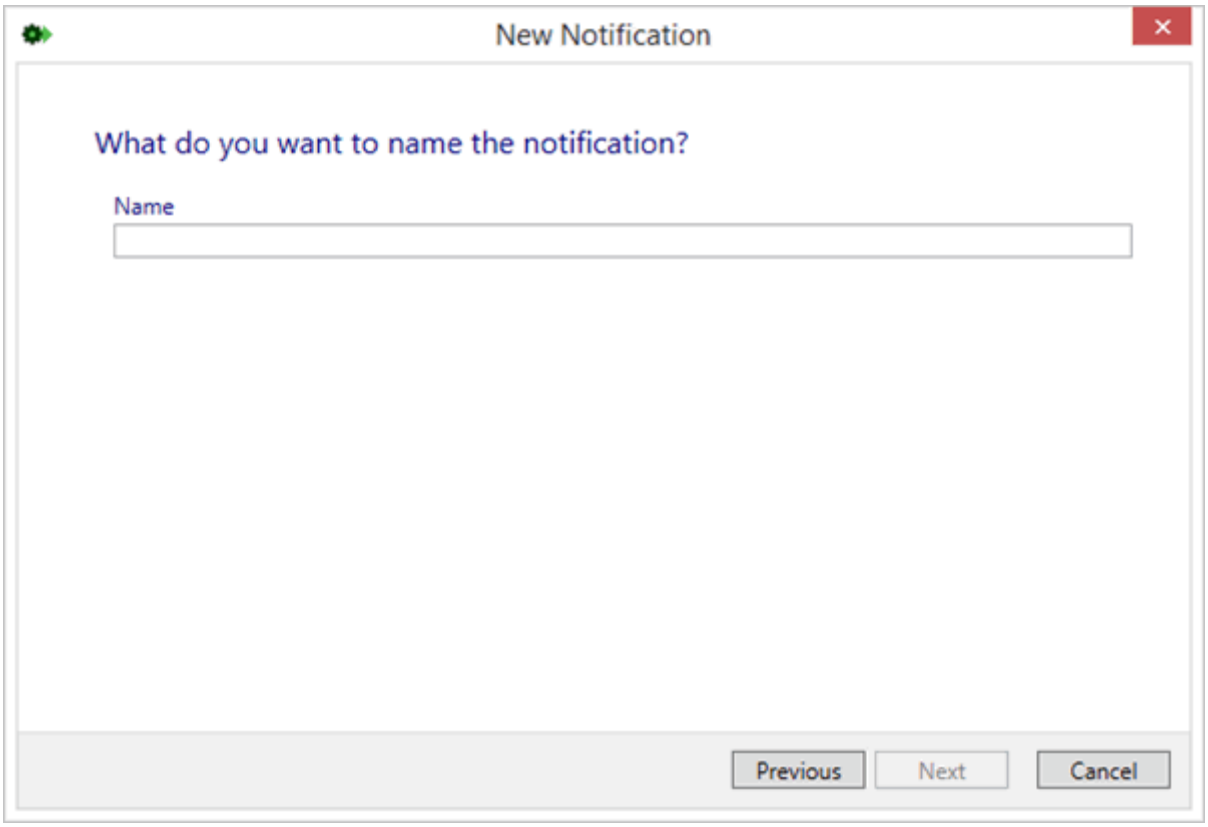
4. The **What do you want to name the notification?** screen is displayed.



5. Enter a unique name for the notification in the **Name** field.

Note: Notification names are limited to 49 characters.

6. Click **Next**. The **Summary** is displayed. Review the details to determine if modifications to the notification are needed. If modifications are needed, click **Previous** to return to the previous screen.

   Click **Cancel** to close the wizard without creating a new notification.

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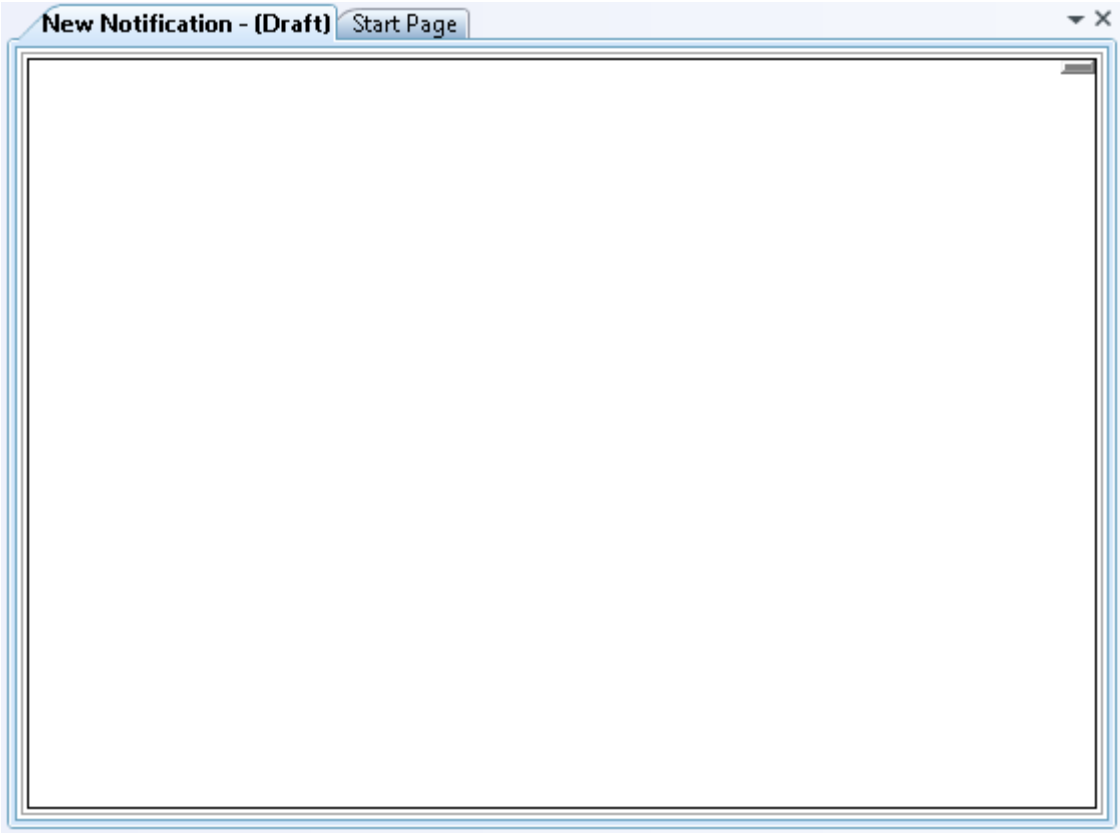
7. Once the settings for the notification are correct, click **Finish** to create the notification. The notification editor is displayed:



The notification editor is an editor that allows you to design a notification using the **Notifications** ribbon menu. Upon creation, formatted notifications are marked with **(Draft)** in the title tab of the editor. Plain text notifications will not have a **(Draft)** label in the title tab.

Note: For plain text notifications, most options in the **Notifications** ribbon menu are disabled, as text formatting cannot be added to plain text notifications.

Checking Notifications In and Out

Note: Only formatted notifications can be checked in and checked out.

In order to configure a formatted notification, it must be checked out. If a user does not have a formatted notification checked out, the user cannot make changes to the configuration of the notification. While a user has a notification checked out, other users cannot make changes to the configuration of the notification. Upon creating a new notification, the notification is automatically checked out.

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Checking In

To check in a notification:

1. In the **Repositories** pane within the **Notifications** tab, select the notification you want to check in, right-click and select **Check In**.

   If edits were made and the repository was not saved, a message stating **The notification has been modified and must be saved before it can be checked in** is displayed.
2. Click **OK**.
3. On the **Home** tab, click **Save**.
4. Repeat step 1, if necessary.

After saving the repository, you can check in all notifications in a repository by right-clicking on a notification in the **Repositories** pane and selecting **Check In All**.

In addition, when you close OnBase Studio, all notifications are automatically checked back in.

Checking Out

To check out a notification, complete one of the following tasks:

- In the **Repositories** pane within the **Notifications** tab, select the notification you want to check out, right-click and select **Check Out**.
- With the notification selected in the **Repositories** pane, within the **Notifications** tab, that you want to check out, click the **check out** link in the **Properties** pane.

Configuring the Subject

In the **General** tab of the notification's **Properties** pane, enter the subject line you would like to be used in the notification in the **Subject** field. Use the **Insert** button to insert symbols that represent data in the system.

The following tokens are available:

- **%I - Login ID**
- **%P - Temporary Password**
- **%L -Email Label**
- **%E - Email Address**
- **%N - Phone Number**
- **%R - Role**
- **%F - Full Name**
- **%S - Status**
- **%V - Vendors**
- **%U - Verification URL**

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Archived Notifications

Notifications can be configured to automatically save a copy of the notification to a configured Document Type once it is sent, along with any attachments, for later retrieval.

Archived notifications can be retrieved by searching for the Document Type that was configured to archive the notifications.

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Archived Notifications Keyword Types

Certain Keyword Types are pre-configured for use with Archived Notifications. See the table below for more information on these System Keyword Types:

Note: If the **Use Local Time for Mail Date Keywords** Global Client Setting is not selected, time and date keywords are stored in UTC (Coordinated Universal Time) format.

Keyword Type	Description
MAIL Attachment Count	This Keyword Type is used to store the number of attachments on the email message.
MAIL Attachment Name	This Keyword Type is used to store the name of the email attachment or file. **Note:** If the **MAIL Attachment Name** Keyword Type is assigned to the Document Type used for email messages, each email message will be indexed with each attachment name as a separate Keyword Value. If the **MAIL Attachment Name** Keyword Type is assigned to the Document Type used for attachments, each attachment will be indexed with its own attachment name. **Note:** Illegal characters in attachment names are replaced with acceptable alternatives.
MAIL Bcc	This Keyword Type is used to store the value in the **Blind Carbon Copy** field of the email as it is displayed to the user. **Note:** If there is not a BCC recipient configured for the notification, the **MAIL Bcc** Keyword Type will not be updated.
MAIL Cc	This Keyword Type is used to store the value in the **Carbon Copy** field of the email as it is displayed to the user. **Note:** If there is not a CC recipient configured for the notification, the **MAIL Cc** Keyword Type will not be updated.
MAIL Cc Address	This Keyword Type is used to store the email address in the **Carbon Copy** field of the email. **Note:** If there is not a CC recipient configured for the notification, the **MAIL Cc Address** Keyword Type will not be updated.

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Keyword Type	Description
MAIL Status	This Keyword Type is used to store the status of the notification as it moves through the archival process. The value of the **MAIL Status** Keyword Type can be one of the following values: • **Archived** - The task to send the notification was executed successfully, and the notification was archived. • **Pending** - The Hyland Distribution Service has received the request and is in the process of sending the notification. • **Success** - The Hyland Distribution Service has successfully sent the notification. • **Error** - The Hyland Distribution Service was unable to successfully send the notification.
MAIL Subject	This Keyword Type is used to store the value contained in the **Subject** field of the email.
MAIL To	This Keyword Type is used to store the value stored in the **To** field as it is displayed to the user.
MAIL To Address	This Keyword Type is used to store the email address in the **To** field of the email.

Note: The **MAIL Certified**, **MAIL From**, **MAIL From Address**, **MAIL Return Path**, **MAIL MessageID,** and **MAIL State** Keyword Types are not supported for use with archived notifications. **MAIL Date** and **MAIL DateTime** are not automatically populated because the date and datetime are stored as the value of the time of execution and not the time that the message is sent.

Caution: System Keyword Types should not be included in Multi-Instance Keyword Type Groups. Doing so will cause documents to be improperly indexed. Additionally, the **MAIL To Address**, **MAIL Cc**, **MAIL Cc Address**, and **MAIL Attachment Name** Keyword Types should not be included in Keyword Type Groups because only the last value will be indexed.

Configuring Archived Notifications

To configure archived notifications:

1. In the **General** tab of the notification's **Properties** pane, select **Archive Notifications**.
2. In the **Document Type** drop-down list, select the Document Type that will store the archived notification.

Caution: The Document Type that will store the archived notification cannot be the same Document Type as the working document.

Note: If the **Archive Notifications** option is selected, you must choose a Document Type. If there is no Document Type selected, the notification will not be archived.

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3. If you want any attachments to be archived, select **Archive Attachments**.
4. Save the notification.

Creating Content for Plain Text Notifications

If you are creating a plain text notification, enter text into the notification editor and save the repository when finished. Plain text notifications do not require publishing and are ready for use.

Creating Content for Formatted Notifications

If you are creating a formatted notification, you can add images, formatted text styles and numbered and bulleted lists, hyperlinks, and tables.

Note: Formatted notifications do not render HTML tags. Any HTML code used in a formatted notification will be displayed as text. If an existing notification uses HTML formatting, it is recommended to use a plain text notification.

Inserting an Image

Note: Plain text notifications cannot contain images.

To insert an image in a notification, complete the following steps:

1. Select an insertion point in the notification.
2. Click **Insert Image** in the **Insert** ribbon group of the **Notifications** ribbon menu. The **Open** dialog box is displayed.
3. Browse to the image you want to insert. The following image file formats are supported:
   - BMP
   - GIF
   - JPEG
   - PNG
   - TIFF

Note: Resizing of images is not supported after they have been inserted into the editor.

Note: If you insert an image larger than 5 KB, a **The image you're inserting is very large and could be a problem for some email systems. Would you like to insert it anyway?** message is displayed.

4. Click **Open**. The selected image is inserted into the notification.

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Formatting Text

Notifications can have varied text formatting. Text font, color, highlight, weight, alignment, and size can be modified to create custom text formatting in notifications. The following sections describe the various ways in which text can be altered.

Font

To change the font of new text, choose a font from the drop-down list in the **Basic Text** ribbon group of the **Notifications** ribbon menu. The default font is Calibri.

To change the font of a selection of existing text, select the text you want to change before choosing a new font in the drop-down list. The new font is applied only to the selected text.

Size

To change the size of new text, choose a size from the drop-down list in the **Basic Text** ribbon group of the **Notifications** ribbon menu. The default font size is 11.

To change the size of existing text, select the text you want to change before choosing a new size in the drop-down list. The new size is applied only to the selected text.

Font Color

To change the color of text:

1. Select an insertion point in the notification, or select existing text you want to format.
2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.
3. Click the **Font Color** drop-down list:

Hover over a color to preview your selection, then select a color.

Style

The style of notification text can be altered. Text can be bold, underlined, or italic.

To bold, underline, or italicize text:

1. Select an insertion point in the notification, or select existing text you want to format.
2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.
3. Select one or more the following options:

Button	Description
B	Select the **Bold** button to bold text.

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Button	Description
I	Select the **Italic** button to italicize text.
U	Select the **Underline** button to underline text.

Styles can be removed from text by selecting the text, then deselecting the style buttons.

Alignment

You can change the alignment of notification text from the default left-alignment.

To change the alignment of text:

1. Select an insertion point in the notification, or select existing text you want to format.
2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.
3. Select one of the following options:

Button	Description
	Select the **Left Alignment** button to left-align text or images.
	Select the **Center Alignment** button to center-align text or images.
	Select the **Right Alignment** button to right-align text or images.
	Select the **Justified Alignment** button to justify text.

Indentation

Text indents can be increased or decreased incrementally. To increase or decrease the indentation of text:

1. Select an insertion point in the notification, or select existing text you want to format.

Note: The indentation of text, table text, hyperlinks, numbered or bulleted lists, and images can be changed.

2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.

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3. Select one of the following options:

Button	Description
	Select the **Increase Indentation** toggle button to indent text. Text is indented in increments. Click **Increase Indentation** again to indent text further.
	Select the **Decrease Indentation** toggle button to reduce the indent of text. Text indentation is decreased in increments. Click **Decrease Indentation** again to decrease indentation further.

List Styles

Text can be arranged into various list styles. Bulleted lists can be created with various bullet styles and numbered lists can be created with various number and letter styles.

To create a bulleted list:

1. Select an insertion point in the notification, or select existing text you want to format.
2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.
3. Click the **Toggle Bullet Points** drop-down list:

4. Select a bullet style. The following bullet styles are available:

Bullet Icon	Description
●	**Bullet**
○	**Circle**
■	**Square**

To create a numbered list:

1. Select an insertion point in the notification, or select existing text you want to format.
2. Navigate to the **Basic Text** ribbon group of the **Notifications** ribbon menu.
3. Click the **Toggle Numbering** drop-down list:

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4. Select a numbering style. The following numbering styles are available:
   - **Decimal**
   - **Lower Letter**
   - **Lower Roman**
   - **Upper Letter**
   - **Upper Roman**

To remove a bullet or list style, select text, then deselect the **Toggle Bullet Points** or **Toggle Numbering** button.

Page Color

The color of the notification background can be changed. This color fills the entire rendered page.

To change the page color in a notification:

1. Click **Page Color** on the **Notifications** ribbon menu.
2. Select a color from the menu.
   The notification background changes to the selected color.

Note: The default page color is white.

Tables

Tables can be added to notifications for additional formatting.

Inserting a Table

To insert a table:

1. Select an insertion point in the notification.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click the **Table** drop-down list. The following options are available:

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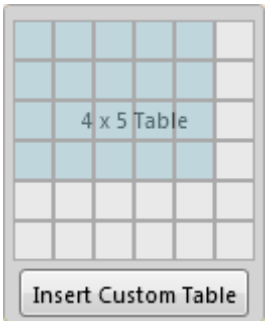
Drawing a Table

To draw a table:

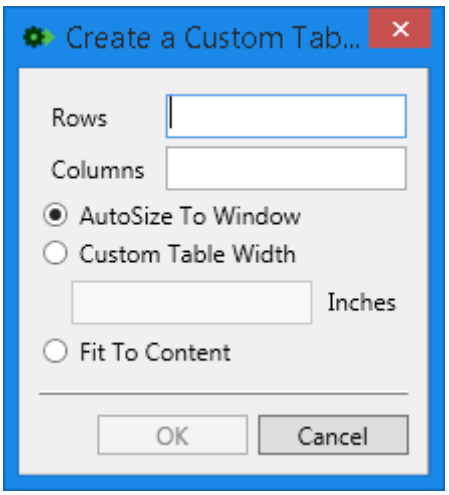
1. Drag the mouse over the number of table rows and columns you want to create. For example, if you want to create a table with four rows and five columns, drag the mouse until four rows and five columns are highlighted as follows:



Creating a Custom Table

To create a custom table:

1. Select **Insert Custom Table**. The **Create a Custom Table** dialog box is displayed:



2. Specify the number of **Rows** and **Columns** the table will have in the fields provided. Tables have a maximum size of 10 rows and 10 columns.

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3. Choose a size option for the table:
   - **AutoSize To Window** - Select this option to fit the table to the size of the rendered window.
   - **Custom Table Width** - Enter an amount in inches to set a custom table width.

Note: The maximum width for a table is 22 inches.

   - **Fit To Content** - Select this option to create a table that is sized according to its content and expands as content is added.
4. Click **OK**.

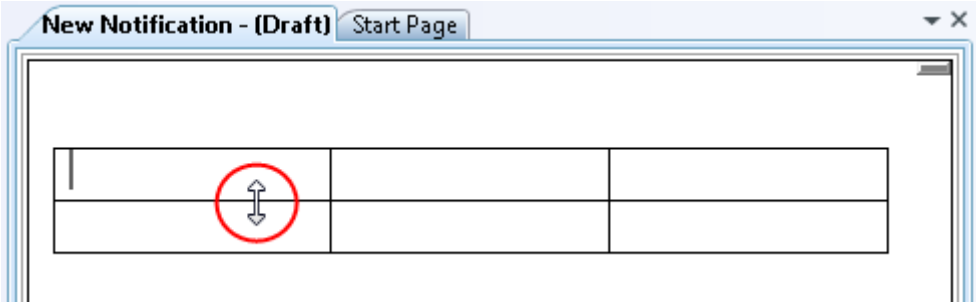
Tip: Tables of predefined sizes (1x1, 2x2, 3x3, 4x4, and 5x5) can be added by right-clicking in a notification, selecting **Insert Table...**, then selecting a table size.

Resizing a Table

Once inserted, tables can be adjusted in several ways.

To adjust the height of a row:

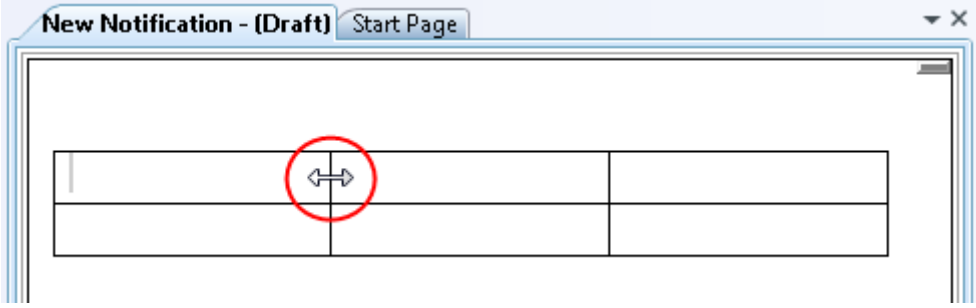
1. Hover over the table row divider until the cursor displays vertical arrows:



2. Click and drag the table row divider to the desired position.
3. Release the mouse.

To adjust the width of a column:

1. Hover over the table column divider until the cursor displays horizontal arrows:



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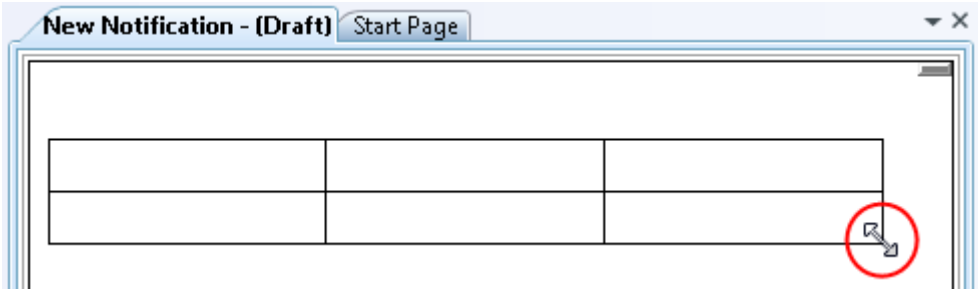
2. Click and drag the table column divider to the desired position.
3. Release the mouse.

To adjust the entire table size:

1. Hover over the lower-right corner of the table until the cursor displays diagonal arrows:



2. Click and drag the table to the desired size.
3. Release the mouse. All columns and rows are adjusted accordingly.

Deleting Table Content

To delete content from within a table:

1. Select the table cell, row, or column from inside the table cell, row, or column.
2. Press Backspace or Delete on the keyboard.

Deleting Tables

To delete table rows or entire tables:

1. Select the table or table row from outside the table.
2. Press Backspace or Delete on the keyboard

Hyperlinks

Inserting a Hyperlink

Formatted hyperlinks can be added to notifications to include seamless links with custom display text. Images can also be configured as hyperlinks.

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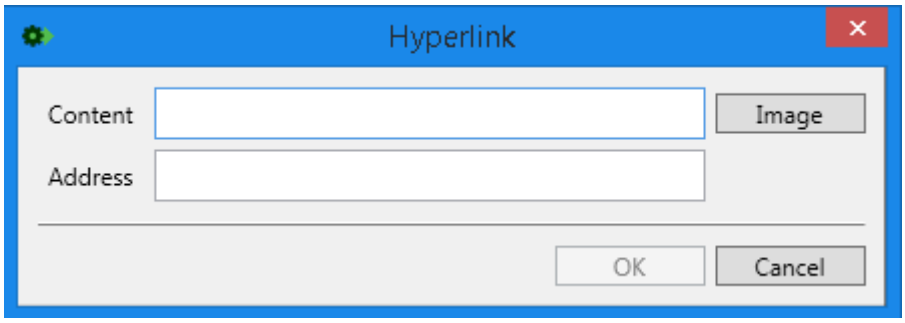
To insert a hyperlink:

1. Select an insertion point in the notification.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click **Insert Hyperlink**.
   The **Insert Hyperlink** dialog box is displayed:

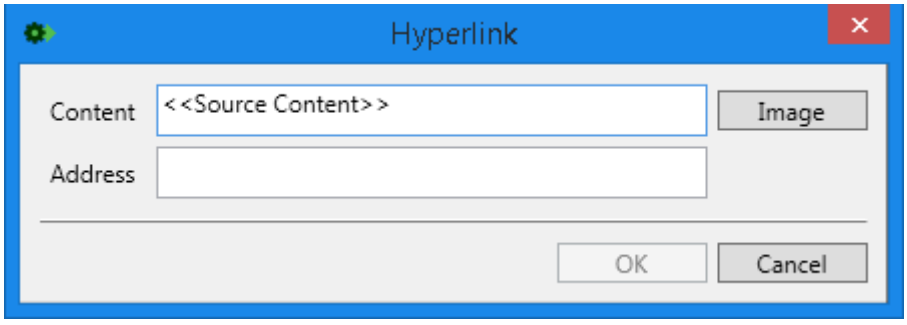


3. Enter display text in the **Content** field. This is the clickable text that will appear in the notification.
   You can select an image as the clickable content instead of entering text. To create an image hyperlink, click **Image**. The **Open** dialog box is displayed. Browse to the image you want to use for the link, then click **Open**.
4. Enter a valid URI in the **Address** field.
5. Click **OK**.

Existing text or images can be used to create a hyperlink. The selected text becomes the clickable display text of the hyperlink. When using existing text to create a hyperlink, create the hyperlink before formatting the text. Creating a hyperlink automatically formats text in a specific way, and existing formatting is overridden.

To create a hyperlink from existing text or an existing image:

1. Select the text or image you want to use for the hyperlink.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click **Insert Hyperlink**.
   The **Insert Hyperlink** dialog box is displayed:



   The selected text or image is displayed in the **Content** field.
3. Enter a valid URI in the **Address** field.
4. Click **OK**.

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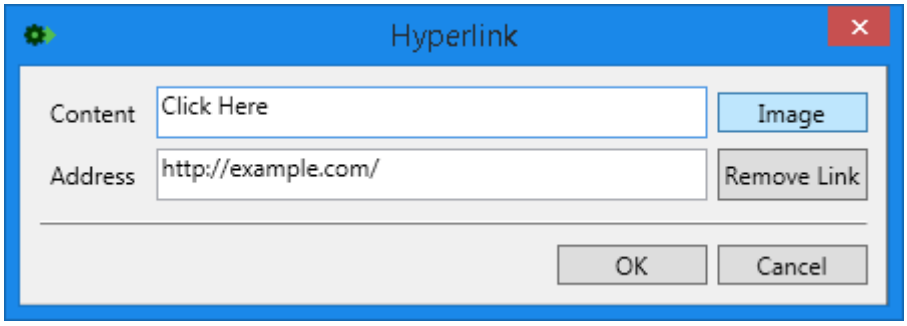
Once a hyperlink has been created, you can test it in the notification editor. To view the address of a hyperlink, hover over an existing hyperlink. To test the hyperlink, hold **CTRL** and click the hyperlink.

Editing a Hyperlink

Existing hyperlinks can be modified, corrected, or removed as needed.

To edit an existing hyperlink:

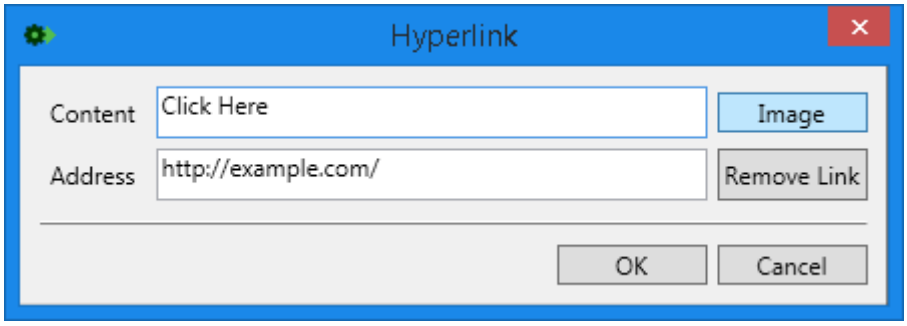
1. Select an existing hyperlink in the notification.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click **Insert Hyperlink**.
   The **Insert Hyperlink** dialog box is displayed:



   The current display text is shown in the **Content** field and the URI is shown in the **Address** field.
3. Edit the **Content** and **Address** fields as needed.
4. Click **OK**.

To remove a hyperlink:

1. Select an existing hyperlink in the notification.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click **Insert Hyperlink**.
   The **Insert Hyperlink** dialog box is displayed:



3. Click **Remove Link**. The display text remains in the notification content, but the hyperlink is removed.

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Configuring Tokens

Tokens can be inserted into plain text and formatted notifications. These tokens will display the configured values when they are sent.

To insert tokens into a notification:

1. Select an insertion point in the notification.
2. In the **Insert** ribbon group of the **Notifications** ribbon menu, click the **Token** drop-down list.
3. Select a token to insert. The following tokens can be used:
   - **%I - Login ID**
   - **%P - Temporary Password**
   - **%L -Email Label**
   - **%E - Email Address**
   - **%N - Phone Number**
   - **%R - Role**
   - **%F - Full Name**
   - **%S - Status**
   - **%V - Vendors**
   - **%U - Verification URL**

Splitting the Editor Pane

When creating longer notifications that require scrolling, it may be useful to split the editor pane so that multiple sections of the notification can be viewed at the same time.

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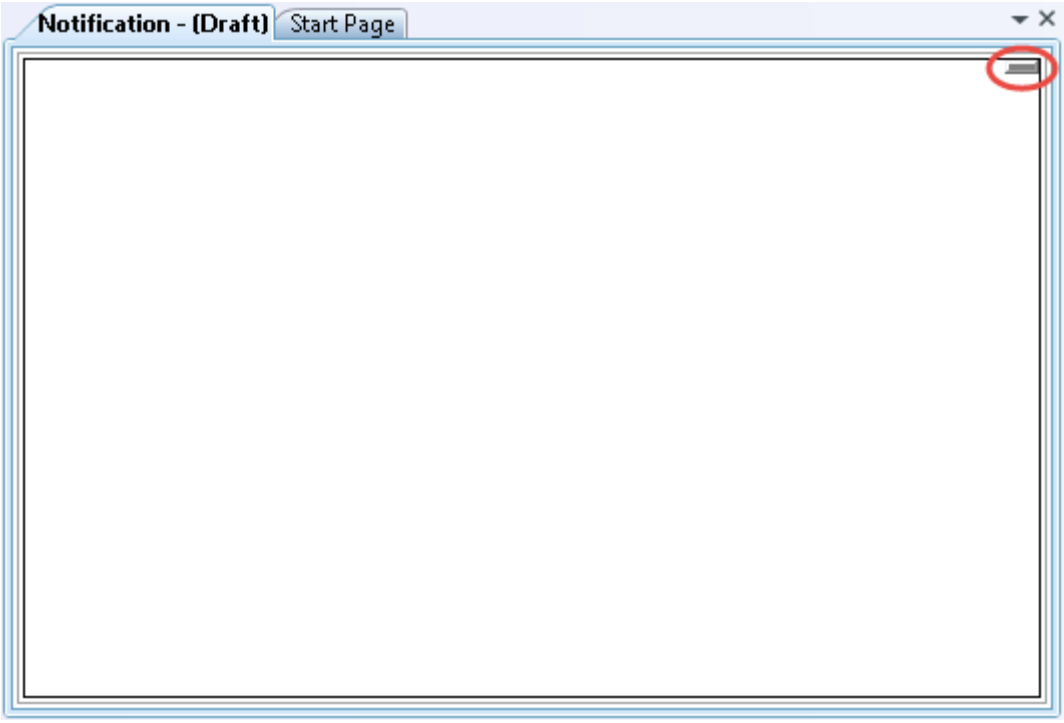
To use the splitter, with a notification open in the editor, click and drag the splitter button in the top right corner of the editor pane.



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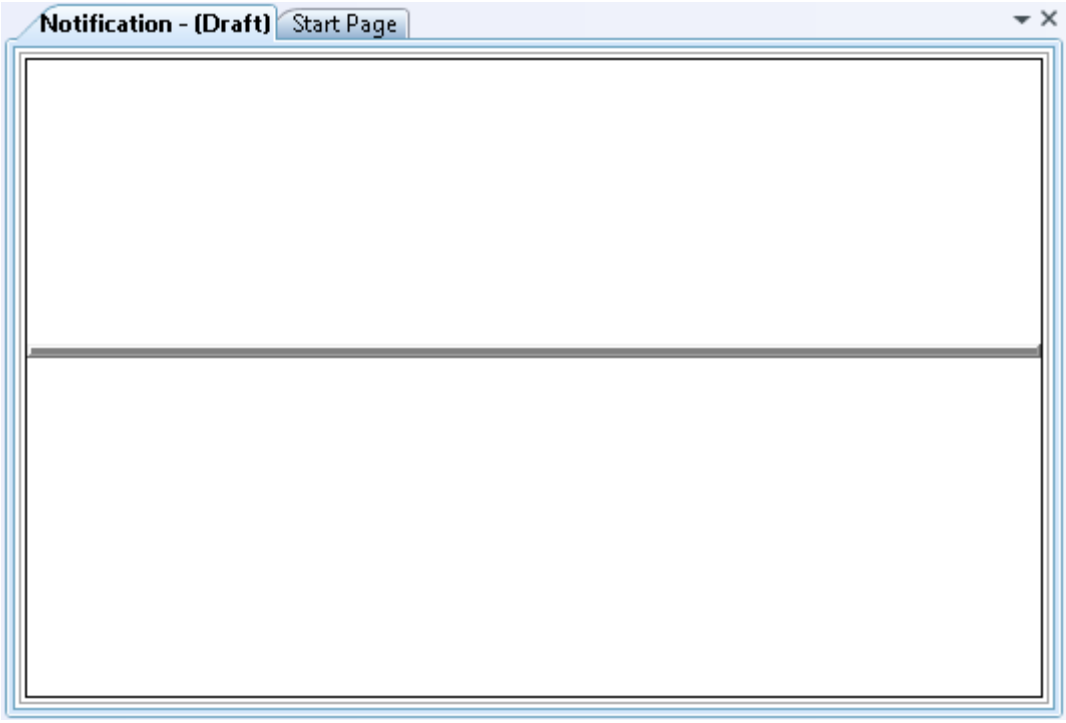
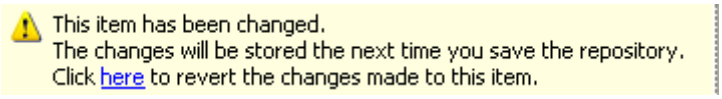
As you drag the button down, it will become a bar that splits the editor pane into two mirror images.



Any content in the notification will be mirrored between the two panes, and any changes made in one pane will be made in the other.

Reverting Changes to Notifications

If you change the configuration of a notification, you can revert the changes before you save the repository. Upon change of a notification, OnBase Studio will display this in the **Properties** pane.



Click the **here** link to revert the changes before saving the repository.

Converting Plain Text Notifications to Formatted Notifications

You can convert existing plain text notifications to formatted notifications.

Note: Formatted notifications cannot be converted to plain text notifications.

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To convert a plain text notification to a formatted notification:

1. With a plain text notification opened, click **Convert to Formatted** in the **Options** ribbon group of the **Notifications** ribbon.
2. A message is displayed with the following statement: **The conversion to a formatted notification is permanent. Any changes will need to be saved after conversion.**

Caution: Converting a plain text notification to a formatted notification is permanent. Once you have made any changes to the formatted notification and save the repository, you will not be able to convert it back to a plain text notification.

3. Click **OK** to continue with the conversion. The converted formatted notification is displayed in the notification editor.
4. To finish the conversion, save the repository.
5. After converting a plain text notification, the new formatted notification needs to be published.

Editing an Existing Notification

To open or edit an existing notification:

1. Navigate to the **Notifications** tab in the **Repositories** pane.
2. In the tree view, double-click the notification you want to edit.
   The notification is opened in the notification editor.

Renaming a Notification

Existing notifications can be renamed. To rename a notification:

1. In the tree view, select the notification you want to rename.
2. Right-click the notification, then click **Rename**.
   The notification name becomes an editable text field.
3. Enter a new name for the notification, then press **Enter**.

Generating a Test Notification

Note: Generating a test notification and sending it to a recipient requires a properly installed, configured, and running instance of the Hyland Distribution Service. For more information, see the **System Administration** module reference guide.

Before publishing and implementing a formatted notification in a life cycle, it is recommended to test the notification to determine if it sends and displays as intended.

Any tokens configured in the notification will not be expanded in the test notification.

Note: You cannot generate a test for a plain text notification.

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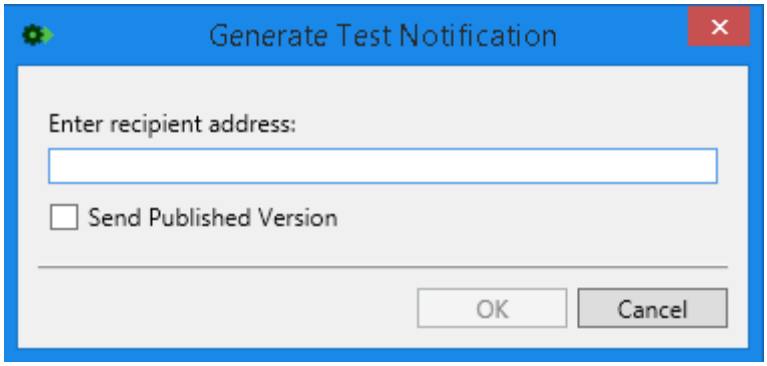
To generate a test of a notification:

1. With the draft version of a formatted notification open and checked out, click **Generate Test**, located in the ribbon of the **Notifications** tab.
   The **Generate Test Notification** dialog is displayed.



2. Enter the recipient e-mail address in the field.
   If you want the current published version of the notification to send instead of the draft, select **Send Published Version**.
3. Click **OK**. If the notification sent successfully, a message is displayed: **Test notification successfully sent to <e-mail address>**.

Publishing a Formatted Notification

Formatted notifications are initially created as draft versions and prior to use must be published.

Note: Published versions of notifications are read-only and cannot be edited.

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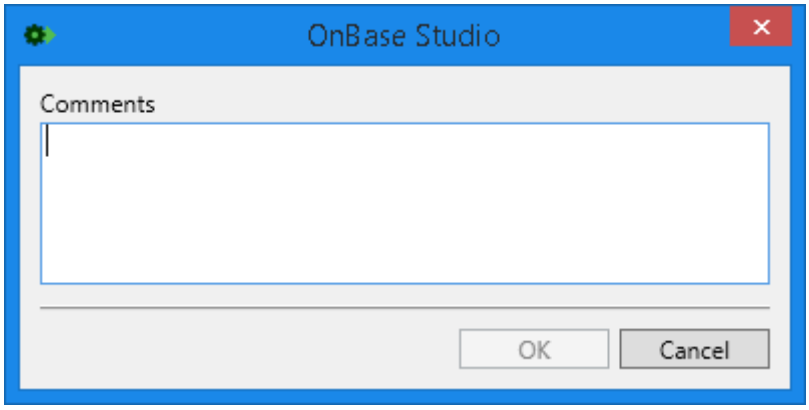
To publish a formatted notification:

Note: The notification needs to be saved prior to publishing a notification. If the notification has not been saved, a message is displayed: **The notification cannot be published until the repository has been saved. Do you want to save the repository?** Click to **Yes** to save the repository, or click **No** to cancel publishing the notification.

1. With a formatted notification opened and checked out, in the ribbon of the **Notifications** tab, click **Publish**.
2. The **Comments** dialog is displayed.



Note: Comments are limited to 250 characters. The following characters are not permitted in the **Comments** field: **?**, **:**, ****, **/**, *****, **"**, **"**, **<**, **>**, **|**, **=**, and **#**.

3. Enter a description of the notification or any comments relating to it.

Note: The field cannot be left blank.

   Click **OK** to publish the notification.
4. Click **Cancel** to close the dialog and cancel publishing the notification.
5. A **Notification published** message is displayed.

Using Versions of a Formatted Notification

You can have multiple versions of the same notification in order to track any changes made or to revert to previous versions. For formatted notifications there are always at least two versions: a **(Draft)** version and a **(Published)** version. Versions of formatted notifications are found in the **<Notification>: Versions** dialog.

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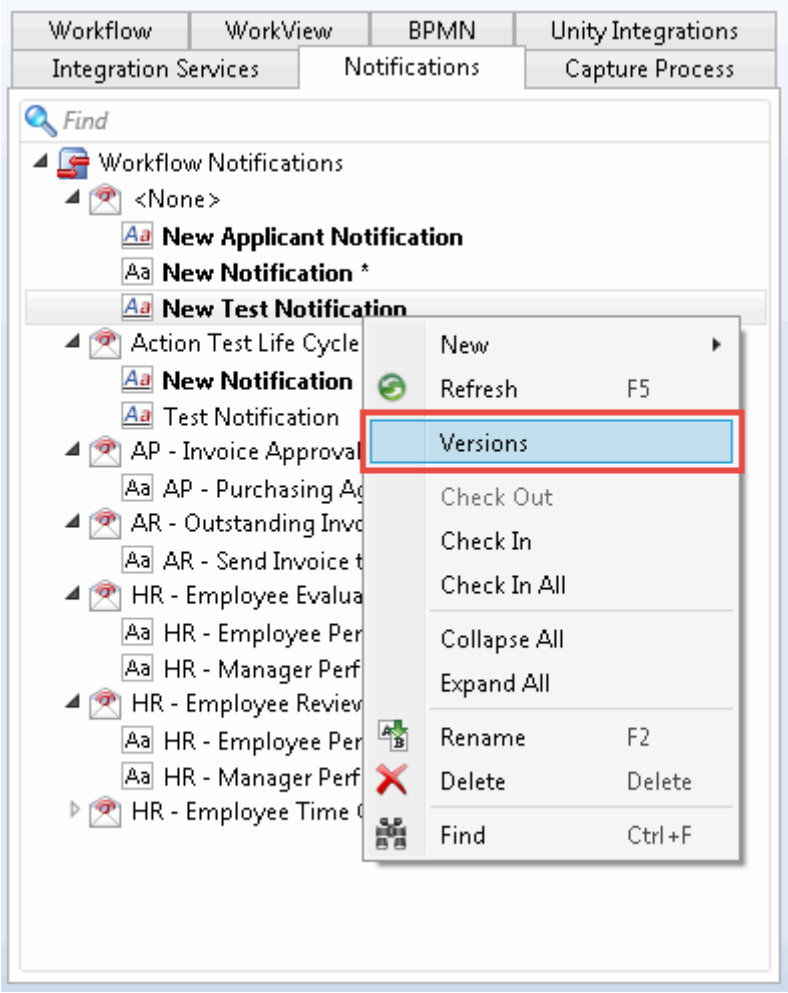
To view the **<Notification>:Versions** dialog:

1. In the **Notifications** tab of the **Repositories** pane, right-click a formatted notification to access the right-click context menu. Click **Versions**.



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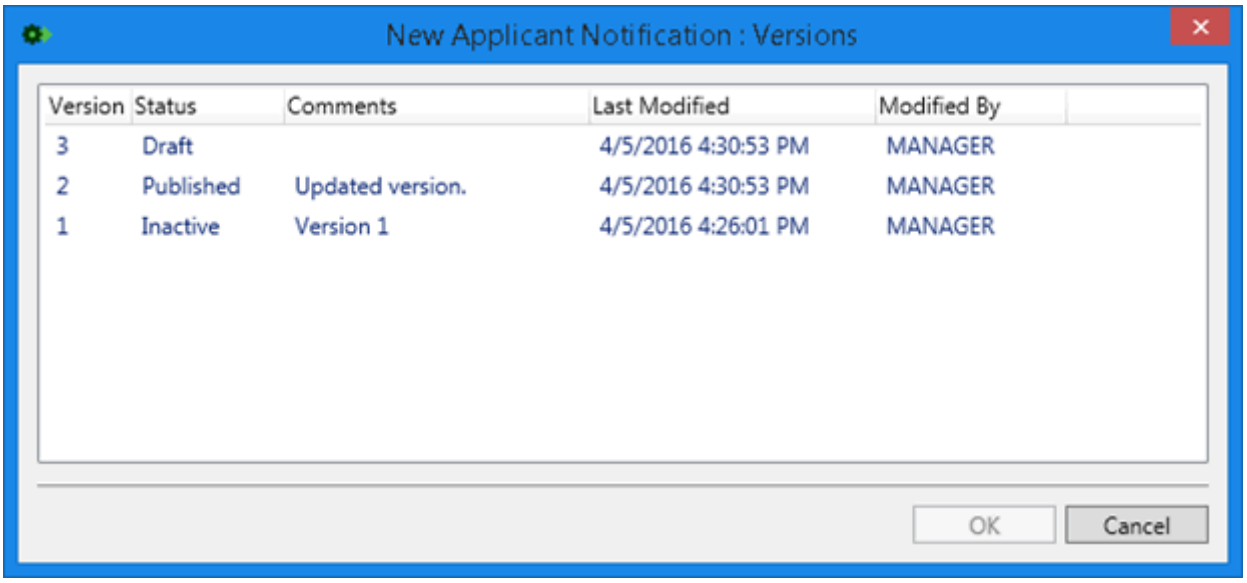
2. The **<Notification>:Versions** dialog is displayed.



3. To open a previous version of the notification, select it from the list and click **OK**.
   Click **Cancel** to close the dialog without selecting a different version.
4. The selected version is opened and displayed in the notification editor with the label **(Inactive)** in the title bar.

Note: The inactive version of the notification is read-only and cannot be edited.

You can promote the current published or an older inactive version of a notification to the draft version in order to publish it as the active version or to make changes and then publish it.

To promote a published or inactive version to the draft version:

1. With a published or an inactive version of a notification open and checked out, in the ribbon of the **Notifications** tab, click **Promote to Draft**.
2. A message is displayed with the text **The current draft for this notification will be replaced with this version. Are you sure you want to continue?**

Caution: The current draft will be replaced with the new version.

3. Click **Yes** to replace the current draft with the inactive version.
   Click **No** to cancel the promotion.
4. The published or inactive version of the notification will be displayed as a draft in the notification editor.

Spell Check

Note: Spell checking is not available for formatted notifications.

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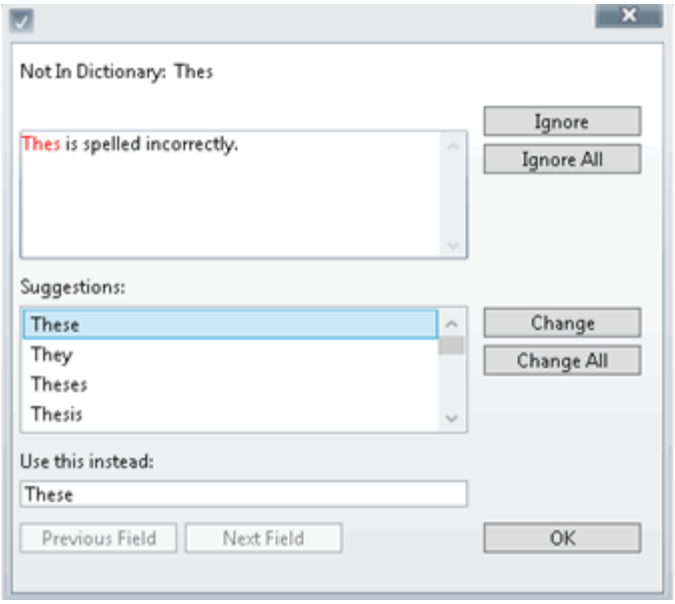
To spell check plain text notifications:

1. With a plain text notification open in the notification editor, in the **Options** ribbon group of the **Notifications** tab, click **Spell Check**.
2. The **Spell Check** dialog is displayed.



3. Evaluate the highlighted word to determine if it is misspelled.
4. If the word is not misspelled, click **Ignore** to accept that instance of the word, or **Ignore All** to accept all instances of the word in the notification.
5. If it is misspelled, you can choose one of the suggestions listed.

   Click **Change** to change the single instance of the misspelled word.

   Click Change All to change every instance of the misspelled word to the selected choice.
6. If the desired word is not listed in the suggestions, you can enter your own text in the **Use this instead:** field.
7. Once you are finished checking the notification, click **OK** to close the dialog.

Supported Dictionaries

The following localized dictionaries are available for Spell Checking:

- US - English
- UK - English
- Canada - English
- Australia - English
- Portugal - Portuguese
- Brazil - Portuguese
- Germany - German
- France - French

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- Netherlands - Dutch
- Spain - Spanish

Notification Shortcuts

The following keyboard shortcuts can be used in the Notification editor:

Shortcut	Description
Ctrl + C	Copies selected content in the editor.
Ctrl + V	Pastes copied content in the editor.
Ctrl + X	Cuts selected content in the editor.
Ctrl + B	Bolds text.
Ctrl + U	Underlines text.
Ctrl + I	Italicizes text.
Tab	Indents text.
Shift + Tab	Decreases text indent.
Ctrl + L	Left-aligns text or images.
Ctrl + E	Center-aligns text or images.
Ctrl + R	Right-aligns text or images.
Ctrl + J	Justifies text or images.
Alt + K	Displays the **Insert Keyword** dialog box.
Alt + P	Displays the **Insert Property** dialog box.

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Configuration: Customer Configuration for IAConnect

Docs For Deltek Customer Configuration is used to define the general parameter settings for the IAConnect, REQConnect, and VPConnect modules. The following sections describe how to use Customer Configuration and settings relevant to IAConnect:

- Customer List on page 40
- Configuration Settings on page 41
- Administrator Settings on page 42
- Available Options on page 44
- Web Integration Console Settings on page 59

Customer List

The **Customer List** displays all of the configured customer records, as well as their **Customer Number** and **Company ID**. Select a customer from the list to configure it.

Adding a New Customer

To create a new customer record:

1. Click the **Add New Customer** button in the ribbon.

2. A dialog box is displayed to confirm that you want to add a new customer. Click **Yes.**

   A message is displayed indicating that the new customer was successfully created, and the new customer is added to the **Customer List**.
3. Through the tabs in the **Available Options** panel, configure the new customer as desired.
4. When you are done configuring the new customer, click the **Save Current Customer** button in the ribbon to save your changes.

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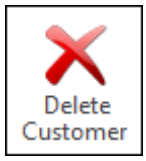
Deleting a Customer

To delete a customer record:

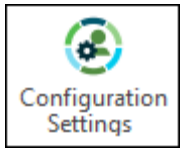
1. Select the customer you want to delete in the **Customer List**.
2. Click the **Delete Customer** button in the ribbon.



3. A dialog box is displayed to confirm that you want to delete the customer. Click **Yes.**
   A message is displayed indicating that the customer was successfully deleted, and the customer is removed from the **Customer List**.

Configuration Settings

Configuration settings for the Customer Configuration application itself are accessed by clicking the **Configuration Settings** button in the ribbon.



Click **Cancel Changes** to revert the Configuration Settings to their previously saved settings.

When you are done configuring the settings, click **Done editing** to save the settings. You must click **Done editing** to exit the Configuration Settings page and return to the rest of Customer Configuration.

The following table describes the available options in Configuration Settings:

Option	Description
Show IAConnect Options	Select to show options related to IAConnect in Customer Configuration. This option is selected by default.
Show ReqConnect Options	Select to show options related to REQConnect in Customer Configuration. This option is selected by default.
Show VPConnect Options	Select to show options related to VPConnect in Customer Configuration. This option is selected by default.

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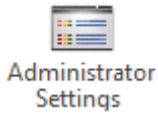
Option	Description
IAConnect Database Connection String	Enter information used to connect to the IAConnect database: **Data Source**, **Initial Catalog**, **User ID**, and **Password**.
Endpoint Addresses	Select a contract name from the list on the left, then edit the URL for that endpoint address in the text box on the right.
IAConnect Database Server	Select a database server from the drop-down list.
Hyland Services	Enter the URL used to connect to the OnBase Application Server.
Onbase Username	Enter the OnBase user to connect as.
Onbase Password	Enter the corresponding password for the OnBase user.
Onbase Data Source	Enter the name of the OnBase database to connect to.
Costpoint Database Schema	Enter the schema used by the Costpoint database. The default value is **DELTEK**.

Administrator Settings

Administrator settings are accessed by clicking the **Administrator Settings** button in the ribbon.



When you are done configuring the settings, click **Save** to save the settings. You must click **Close** to exit the Administrator Settings page and return to the rest of Customer Configuration.

Administrator Settings are grouped into the following sections:

- Costpoint Cloud Settings on page 43
- D4D Sql Settings on page 43
- Post Pre Processor Web Service Settings on page 44
- GL Import Settings on page 44

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Costpoint Cloud Settings

These settings are used to enable Costpoint WIC compatibility and the various options related to WIC. These settings include:

Option	Description
Use WIC-Based Calls for Costpoint Lookups	Enables the use of WIC-based calls for Costpoint lookups.
Is Costpoint Single Company	Enables the checking of Csotpoint data for only a single company.
Allow WIC Wildcard Searches	Allows for the use if wildcard search terms such as ***** when using WIC
Log WIC Calls To Diagnostics Console	Enables the logging of WIC calls to the OnBase Diagnostics console.
Log WIC Calls To Text File (Potentially Large File)	Logs all WIC calls to a text file, which potentially can create a very large file.
Lookup MultiCurrency Information Using WIC	Enables the looking up of multiple currency information using Costpoint WIC.

D4D Sql Settings

These settings are used to enable the logging of SQL queries and other diagnostics information related to Docs for Deltek in the OnBase Diagnostics Console. Enable the **Log Sql To Diagnostics Console** option to enable this logging. The **Sql Command Timeout (Seconds)** setting is the number of seconds that need to occur before a timeout error is logged for that SQL command.

Note: Enabling SQL logging may affect performance and memory usage, because the information being logged to Diagnostics Console could grow rapidly. It is considered a best practice to only enable logging for troubleshooting, and then disable logging when troubleshooting is complete.

For more information on using Diagnostics Console, see the **Diagnostics Service and Diagnostics Console** module reference guide.

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Post Pre Processor Web Service Settings

These settings relate to the use of the Post Pre Processor Web Service, an alternative to the Windows Post Pre Processor Service. The settings include:

Option	Description
Report Name	The title for the report generated by the Post Pre Processor Web Service.
Report Log Full Path	The full path for the location for the report.
Costpoint Database Date Format (default MM/dd/yyyy)	The date format used in the report. By default, this is configured to **MM/dd/yyyy**.
Return Code Skip Keyword Values ("|" delimited)	If the values included in this field are found in the keywords for a document, the document is not run through the postprocessor. Multiple values can be set, using | as a delimiter.
Log Level (0-4)	This field determines the verbosity of the log files. The higher the number entered in the field (from 0 to 4), the more information is included in the log.

GL Import Settings

These settings relate to the use different file formats in the GL Importer. By default, the GL importer uses .prn file types. Disable the **Use Legacy GL Import (non-CSV)** option to enable the use of .csv files. If this option is disabled, the **CSV GL Import Delimiter** option is enabled. Use this option to configure the delimiter used in the .csv files for GL Import by entering the delimiter in this field. By default, the delimiter is set to be a comma (,).

Available Options

Select a customer from the **Customer List** to display the **Available Options** panel. It contains tabs which control the configuration of the selected customer. Select a tab to modify its settings in the **Configuration Options** panel.

See the following sections for details on each tab:

- Customer Details on page 45
- Email Setup on page 45
- Database Connection Settings on page 47
- Costpoint Connection Settings on page 48
- Costpoint AP Parameters on page 50
- IAConnect Document Types on page 51
- IAConnect Departments on page 51
- IAConnect Tolerance Settings on page 52

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- IAConnect Queue Configurations on page 52
- IAConnect Invoice Matching on page 55
- IAConnect Other Settings on page 56
- IAConnect Flags on page 58

Customer Details

The **Customer Details** tab contains identifying and contact information for the selected customer. Available fields include:

Option	Description
Customer Name	Enter the name used to identify the customer.
Customer Number	Enter the unique number used to identify the customer.
Company ID	Enter the ID used for the customer's company.
Address 1	Enter the customer's address.
Address 2	Enter the second line of the customer's address, if applicable.
City	Enter the customer's city.
State	Select the customer's state from the drop-down list.
Zip	Enter the customer's ZIP code.
Zip Extension	Enter the extension for the customer's ZIP code, if applicable.

Email Setup

The **Email Setup** tab is used to configure email notifications based on IAConnect activity. The tab is divided into several areas, including:

- Email Notification Types on page 46
- Legacy IAConnect Notifications on page 46

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Email Notification Types

The Email Notification Types section allows you to configure notification messages. For each notification type, use the drop-down list in the **Message** column to select a notification created in OnBase Studio. See Configuration: Notifications on page 11 for information on how to create and modify notifications. In the **'From' Address** field, enter the address the email will be sent from.

Note: For multi-company set-ups, all notifications are sent from the company that is indicated by the value Default Customer Number setting in the system settings.

The following notification types are available to be configured, including which module the notification is relevant to.

Notification Type	Module	Description
User Entry Confirmation	VPConnect	Sends an email to a user once their account has been set up in IAConnect security.
Supplier Admin Confirmation	VPConnect	Sends an email to the Vendor Admin once their user account has been set up in IAConnect security and the training required flag is unselected.
Supplier Admin Need Training	VPConnect	Sends an email to the Vendor Admin once their user account has been set up in IAConnect security and the training required flag is selected.
Password Reset	VPConnect	Sends an email to a user when their password has been reset.
User Profile Change	VPConnect	Sends an email to a user when their profile is changed for any reason.
Import Process Failed	IAConnect	Sends a notification when an import process in IAConnect fails. Additionally, requires the entry of a '**To' Address** to send the notification to. **Note:** This notification is only enabled if the **Use Legacy IAConnect Notification** option is disabled.

Legacy IAConnect Notifications

Note: It is recommended that all users of IAConnect use the Import Process Failed notifications configured in the **Email Notification Types** section of the tab.

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If notifications have been previously configured for your organization, enable the **Use Legacy IAConnect Notifications** option. If this option is enabled, the fields under it become enabled. These fields include:

Field	Description
'To' Address	The address notifications are sent to.
Notification Number	The number of the message in the NotificationMsg table in the IAConnect database.
Notification Type	The type of notification to send.

Database Connection Settings

The **Database Connection Settings** tab is used to configure the connection to the ERP database, so that IAConnect can communicate with it using SQL calls.

Note: The **Database Connection Settings** tab is replaced with the **Costpoint Connection Settings** tab when **Use WIC-Based Calls for Costpoint Lookups** is enabled under **Administrator Settings**.

Enter the information in the **Costpoint Settings** section on the left to configure the connection to the Costpoint database.

If you are using Costpoint 7, you must also configure the connection to the Costpoint Admin database. Select the **Is CP7** option to enable the **Costpoint Admin Settings** section on the right and configure the connection.

Both areas include the following fields:

Option	Description
Host Name	Enter the database system name.
Login Name	Enter the name used to log in to the database.
Password	Enter the corresponding password used to log in to the database.
Port Number	Enter the port number used to connect to the database. Standard ports include **1433** for SQL Server and **1521** for Oracle databases.
Database Type	Select the type of the database, either **SQL Server** or **Oracle**.
Database Name	Enter the name of the database.

You can use the **Test CP Connection** and **Test Admin Connection** buttons to test the configured connection settings for the respective databases.

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Costpoint Connection Settings

The **Costpoint Connection Settings** tab is used to configure the settings used for WIC with IAConnect.

Note: The **Costpoint Connection Settings** tab replaces the **Database Connection Settings** tab when **Use WIC-Based Calls for Costpoint Lookups** is enabled under **Administrator Settings**.

The settings available in is tab depend on which database connection in use. Select either **DIRECT** or **ODBC** from the **Costpoint Database Connection Type** drop down menu. Based on your selection, see:

- DIRECT Database Connection Settings on page 48
- ODBC Settings on page 49

Additionally, once a databse connection has been configured, the Costpoint WIC should be configured if you are using WIC. For information on these settings, see Costpoint WIC Posting Settings on page 49.

DIRECT Database Connection Settings

This section includes options available for DIRECT database connections. The same options are available for both **Costpoint Settings** and **Costpoint Admin Settings**. The following options are available:

Option	Description
Host Name	The host name of the server.
Login Name	The login name used for the server.
Password	The login password uses for the server.
Port Number	The port number used when connecting to the server.
Database Type	The type of database. The options include **SQL Server** and **Oracle**. If Oracle is selected, an **Oracle Connection Type** must be selected.
Oracle Connection Type	The type of connection for Oracle databases, either **Service** or **SID**.This option is only available if **Racle** is selected as the **Database Type**.
Service	The name of the service for the Oracle database if **Service** is selected as the **Oracle Connection Type**.

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Option	Description
SID	The SID for the Oracle database if **SID** is selected as the **Oracle Connection Type**.
Database Name	The name of the database. This option is only available if **SQL Server** is selected as the **Database Type**.

ODBC Settings

This section includes options available for ODBC database connections. The following options are available:

Option	Description
Database Type	The type of database. The options include **SQL Server** and **Oracle**.
Deltek DATA ODBC Connection String	The connection string used for the data connection.
Deltek ADMIN ODBC Connection String	The connection string used for the admin connection.

Costpoint WIC Posting Settings

This section includes the settings used for the WIC. This section includes the following fields:

Option	Description
WIC Connection Type	The type of connection to the WIC. Select either **GENERIC** or **NON-GENERIC**. The available options change base don this setting.
WIC Costpoint System Name	The name of the Costpoint system connected to for WIC.
WIC Costpoint Username	The username configured on the Costpoint system for use with WIC.
WIC Costpoint Password	The password for the username specified in the previous field.

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Option	Description
WIC API Mode	The API mode in use by the Costpoint system. This option is only available when **GENERIC** is selected as the **WIC Connection Type**. Select either **SOAP** or **REST (XML)** from the drop-down menu. If **REST (XML)** is selected, an additional option appears.
REST API Import Endpoint	The http address for the import endpoint of the REST (XML) API. This field only appears if **REST (XML)** is selected from the **WIC API Mode** drop-down menu.

Costpoint AP Parameters

The **Costpoint AP Parameters** tab includes options for:

- Expense Types
- Expense Levels
- Segment IDs

Note: If controls in this tab are disabled, there may be a problem connecting to the Costpoint database. Verify that the fields in the **Database Connection Settings** tab are filled out correctly.

Expense Types

The expense types are the account types that are used for GL coding. The configuration limits the different types of accounts that may be used for coding. The account types are based on the Costpoint Account Types. The different types are:

- **A** = Asset
- **L** = Liability
- **I** = Income
- **E** = Labor Expense
- **N** = Non Labor Expense
- **S** = Stockholder Equity

Select an expense type from the list on the left and click **Add Expense Type** to enable it. Select an expense type from the list on the right and click **Remove Expense Type** to disable it.

Expense Levels

Expense level affects the look-up feature for accounts and limits the levels of the accounts that the user may see.

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For example, a GL account string may have multiple levels in its design representing different values.

- 588-30 represents non-profit office costs
- 588-30-03 represents utilities

Depending on the circumstances both levels may allow charging but the end user may be limited to choosing only level 3. By using expense level validation the user can be limited to only using what is allowed.

Select an expense level from the list on the left and click **Add Expense Level** to enable it. Select an expense level from the list on the right and click **Remove Expense Level** to disable it.

Segment IDs

Segment IDs affect the look-up feature for projects and limits the levels of the projects that the user may see. The basic validation in GL Coding is to allow the user to view all projects that are active and allow charging. However further limitations may be placed on the look up by the selection of levels.

Project set up has a similar structure in which each project segment may have a different meaning. This setting allows the limitation of which level of the project the user is allowed to use as there may be multiple levels that allow charging but the user may be limited to only the lowest level.

20050.00.01.90 is an example of a project string with four segments.

- Segment 1 = customer or Contract
- Segment 2 = WBS
- Segment 3 = CLIN
- Segment 4 = Task (typically the charge level)

Select a segment ID from the list on the left and click **Add Segment ID** to enable it. Select segment ID from the list on the right and click **Remove Segment ID** to disable it.

IAConnect Document Types

The **IAConnect Document Types** tab is used to configure which OnBase Document Types are used for the invoice approval process.

Select a Document Type from the list on the left and click the **Add Document Type** button to enable it for use with IAConnect.

Select a Document Type from the list on the right and click the **Remove Document Type** button to no longer use it with IAConnect.

IAConnect Departments

The **IAConnect Departments** tab allows you to set up separate departments within a customer record.

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To create a new department, enter a department name in **Department** and a description of the department in **Department Description**, then click **Add Department**.

Note: Each **Department** name must be unique; multiple departments cannot have the same name.

To remove a department, select the name in the **Departments** list and click **Remove Department**.

IAConnect Tolerance Settings

The **IAConnect Tolerance Settings** tab allows you to enable and configure tolerance settings for IAConnect. The tolerance settings provide an overage tolerance for invoice matching. The settings may control either a specific overage amount, a percentage, or a combination. If the difference between the invoice and the remaining balance falls outside of the tolerance value, then the invoice is routed to an exception queue for processing.

Select the check box next to **Amount Tolerance** or **Percentage Tolerance** to enable it and make the **Value** field editable. See the following table for description of the displayed settings.

Option	Description
Tolerance Keyword	The keyword being used to determine the tolerance. The keyword must be a numeric keyword used on an AP Invoice.
Value	The value of either the specific keyword amount or the percentage of overage to be tolerated, depending on the setting for the **Type** field. This value can be edited when the tolerance setting is enabled.
Scope	**Header** is the default scope of the tolerance. The scope cannot be edited.
Type	**Amount** or **Percent**, depending if the tolerance value is to be a specific amount or a percent of the overage between the invoice and remaining balance of the purchase order.

IAConnect Queue Configurations

The **IAConnect Queue Configurations** tab is where you can select Workflow life cycles and queues to use with IAConnect.

See the following for more details on each setting:

- Lifecycle Selection
- Accrual Report Queues
- Job Queue Configuration

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Lifecycle Selection

Select available OnBase life cycles to use for IAConnect Workflow processes. The life cycles selected here control which queues are available for selection in the **Accrual Report Queues** and **Job Queue Configuration** options.

Select a life cycle from the list on the left and click **Add Lifecycle** to select it for use with IAConnect.

Select a life cycle from the list on the right and click **Remove Lifecycle** to no longer use it with IAConnect.

Accrual Report Queues

Allows for the selection of the queues to be included in the generation of the Accrual Reports.

Select a queue from the list on the left and click the **Add Onbase Queue** button to use it to generate Accrual Reports.

Select a queue from the list on the right and click the **Remove Onbase Queue** button to no longer use it to generate Accrual Reports.

There are two versions of the Accrual Report: Detail and Summary. See below for a sample of each report.

Sample Accrual Detail Report

11:44:06
02-06-2012

Ecp
Accrual Detail

Queue	Vendor Name	Invoice #	Invoice Date	Project #	Org ID	Account #	Account Name	Invoice Amount
IAP - AP Initial Review Queue								
	Aaa Water Control, Llp Engineers'	INV2134	9/21/2011			Undistributed	Undistributed	$9,999.00
	Office Supplier, Inc.	**********	12/22/2222			Undistributed	Undistributed	$2,345.00
	Arrow Electronics Incorporated	1500INV	9/23/2011			Undistributed	Undistributed	$1,500.00
	Arrow Electronics Incorporated	INVTESTCHANGE PO	9/23/2011			Undistributed	Undistributed	$1,500.00
	Aaa Water Control, Llp Engineers'	CANCEL	9/23/2011	10100.20.1	3.001.3110	503-10	Reimb Consultants-Labor	
	Aaa Water Control, Llp Engineers'	CANCEL	9/23/2011	10100.20.1	3.001.3110	503-10	Reimb Consultants-Labor	
	Aaa Water Control, Llp Engineers'	CANCEL	9/23/2011			Undistributed	Undistributed	$1,628.88
	Aaa Water Control, Llp Engineers'	TST1203	9/23/2011	10100.20.5	3.001.3110	500-20	Reim Direct Lab - Offsite	
	Aaa Water Control, Llp Engineers'	TST1203	9/23/2011	10100.20.5	3.001.3110	500-20	Reim Direct Lab - Offsite	
	Aaa Water Control, Llp	TST1203	9/23/2011			Undistributed	Undistributed	$1,584.00

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Sample Accrual Summary Report

11:46:59
02-06-2012

Ecp
Accrual Summary

Report as of
Dec 15 2011 10:57AM

Project #	Org ID	Account #	Invoice Amount
wqewqe	wqrrwqr	wqewqe	$12.00
20001.01	2.01.4120	508-20	$30,001.00
10100.20.5	3.001.3110	500-20	
10100.20.2	3.001.3110	500-10	$100.00
10100.20.2	3.001.3110	503-10	$1,137.50
10100.20.1	3.001.3110	503-10	$45,840.43
10100.20.1	3.001.3110	501-20	$22,453.42
10100.20.1	3.001.3110	500-10	$3,413.95
10100.20.1	3.001.3110	sadsafsaf	$154.00
10100.20.1	3.001.3110	500-20	$6,000.00
10100.20	3.001.3110	110-10	$3,000.00
10100.10	3.001.3110	111-10	$1,500.00
10100	3.001.3110	110-10	$1.00
		Undistributed	$53,591.91
	2.01	255-10	
	4.30.01	100-10	$110.00
Total:			**$167,315.21**

Job Queue Configuration

The Job Queue Configuration is used to configure queues for two separate jobs.

OpenQuantityAndAmount

OpenQuantityAndAmount allows the system to look at previously invoiced PO transactions to determine if the invoice currently being processed would cause an overage payment. The selection of queues is to determine where in the Workflow a document is checked for remaining balance calculations.

Select a queue from the list on the left and click the **Add Job Queue** button to perform balance calculations for documents in that queue.

Select a queue from the list on the right and click the **Remove Job Queue** button to no longer perform balance calculations for documents in that queue.

2Way 3Way Matching

2Way 3Way Matching allows the system to perform 2-Way and 3- Way Matching for documents in the included queues. For more information on Matching, see IAConnect Invoice Matching on page 55.

Select a queue from the list on the left and click the **Add Job Queue** button to perform 2-Way and 3- Way Matching in that queue.

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Select a queue from the list on the right and click the **Remove Job Queue** button to no longer perform 2-Way and 3- Way Matching for documents in that queue

IAConnect Invoice Matching

The **IAConnect Invoice Matching** tab contains options used to verify invoices in the Workflow.

- Invoice Matching Options
- Duplicate Matching

Invoice Matching Options

The **IAConnect Invoice Matching** settings determine the way the Workflow approval process interacts with the Costpoint purchase order line information. Each purchase order line has a 2-way or 3-way match designation. An overage mismatch can occur when either the Receiving or the Amount in the ERP is not matched to the invoice and is performed as follows:

- 3-Way matching validates that the PO line Remaining Quantity, Accepted Quantity (or Received Quantity, if configured), and Invoice Quantity are all in alignment.
- 2-Way matching validates that the PO line Remaining Amount and Invoice Line Amount are in alignment (no receiving requirements).
- If the invoice input is greater than the PO remaining balances or if there is no receipt information, then there is a mismatch and the invoice is routed to the PO Mismatch queue. If there is no mismatch, the invoice bypasses approval and is moved to the Final Review Queue.

To use Invoice Matching, enable the **PO Matching Enabled** option. When this is enabled, both 2-Way and 3-Way matching are enabled for any jobs included in the Job Queue Configuration in the **IAConnect Queue Configurations** tab in Customer Configuration. for more information on this, see Job Queue Configuration on page 54.

Under **2-Way Comparison Options**, you can choose to include tax in the matching calculations by enabling the **Is Tax Included** option. To determine which quantity is used for 3-Way matching, choose either **Accepted Quantity** or **Received Quantity** from the **3-Way Matching Type** drop-down menu.

Note: The 3-way match is typically based on the Accepted Quantity. However, the 3-way match can be configured to use either the Accepted Quantity or the Received Quantity.

Duplicate Matching

Allows selection of the fields that are used for duplicate invoice matching in the Workflow. Any of the available fields can be selected. The standard fields for this setting are **Vendor ID**, **Invoice Number**, **Vendor ID**, and **Invoice Amount**.

Select a field from the list on the left and click the **Add Field** button to use it for duplicate invoice matching.

Select a field from the list on the right and click the **Remove Field** button to no longer use it for duplicate invoice matching.

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IAConnect Other Settings

The **IAConnect Other Settings** tab contains various settings for IAConnect not included under other tabs.

- Voucher Number Settings
- Directory Path Settings
- Misc IAConnect Settings
- Credit Card Terms

Voucher Number Settings

The voucher number is assigned during the indexing and GL coding process. The current voucher number is assigned beginning with the number entered in the configuration screen. Some users prefer to use the voucher numbers assigned by the ERP system instead of the IAConnect assigned number. To accommodate this the **IAConnect Assign** option should be deselected.

Note: The typical recommendation is to use the Voucher numbering in IAConnect for a smoother connection between documents when they are imported into the ERP system and OnBase.

Directory Path Settings

This section contains the directory paths for the input of both the Invoice Import and Pre-Processor Input Path for the ERP system.

Setting	Description
Invoice Import Path	This path defines where invoice documents are staged prior to being brought into the Workflow process.
Web-Based IPO Voucher Import (WIC)	This option allows for the use of WIC with Costpoint 7. The **Is CP7** option must also be enabled in the Database Connection Strings.
Costpoint Username	The username for Costpoint.
Costpoint Password	The password for Costpoint.
Costpoint System	The name of the Costpoint system.
AP Pre-processor URL	The file location of the preprocessor file created when the user clicks on the Release to ERP task in the final review queue for AP. This process effectively takes all of the approved invoice information and appends to the preprocessor file to be loaded into Costpoint.

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Setting	Description
PO Pre-processor URL	The file location of the preprocessor file created when the user clicks on the Release to ERP task in the final review queue for POs. This process effectively takes all of the approved invoice information and appends to the preprocessor file to be loaded into Costpoint.
IA Connect Pre-processor Output Path	The location to output files from the IA Connect Pre-processor.

Misc IAConnect Settings

These settings affect different aspects of IAConnect.

Ignore Misc Type Values for PO Match

A list of Costpoint type values to not include when matching. Enter the type values in a comma-separated list with no spaces. For example: **FR,FRT,MISC,WARNT**.

Import Validation Source

This setting controls the behavior of the GL Import process when input data does not match data from the PO Line.

Use the drop-down list to select a validation source. The following options are available:

Option	Description
MERGE	The data from the input file is used, unless Project, Account, or Org information is not included. If that information is missing, data from Costpoint based on the PO Line is used instead. This is the recommended setting.
INPUT	The data from the input file is used, if it contains Account and Org information. If Account or Org are not included in the input file, validation will fail.
NOTHING	The data from the input file is used. No changes are made.
OTHER	The data from the input file is overridden with data from Costpoint based on the PO Line.

Require PLC for Labor Accounts

If the selected account's function code in Costpoint is set to Labor, you can use this option to make filling out the PLC field required or optional for GL Coding.

Select **Y** from the drop-down list to make PLC a required field.

Select **N** from the drop-down list to make PLC an optional field.

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Use Placeholder PO Line Charges

The setting allows for PO line charges added without using GL Coding to write to import XML with a value of 0. If disabled, these line charges are not written to the XML.

Select **Y** from the drop-down list to write PO line charges added without GL Coding to import XML with a value of 0.

Select **N** from the drop-down list to prevent PO line charges added without GL Coding from writing to the import XML.

Allow Zero Amount on PO Lines

This setting allows zero to be set as an amount on PO Lines.

Select **Y** from the drop-down list to allow zero to be set as the amount on PO lines.

Select **N** from the drop-down list to prevent zero from being set as the amount on PO lines.

Number Of PO Release Digits Allowed

This setting specifies the number of digits that can be used in a PO release number. Enter the number of digits that can be used in PO release digits. For example, if this number is set to "3", the largest PO number that can be used is "999".

PO Number Sorting Order

This setting determines how PO numbers are sorted in ascending or descending order.

Select **Ascending** from the drop-down list to sort PO numbers in ascending order.

Select **Descending** from the drop-down list to sort PO numbers in descending order.

Credit Card Terms

The **Credit Card Terms** list contains a list of terms that if used in an invoice, set the due date in those invoices to blank. This overrides any other rules that have been configured for the due date in Costpoint. To add terms to the **Credit Card Terms** list:

1. Enter the term into the **Costpoint Term for Credit Card** field.
2. Click **Add Credit Card Term**. The term is added to the Credit Card Terms list.
3. To remove a term, select the term and click **Remove Credit Card Term**. The term is removed from the list.

IAConnect Flags

Use the **IAConnect Flags** tab to select which of the following flags are set:

Flag	Description
Limit to PO Project	Set this flag to filter project searches in GL Coding to only include projects associated with the PO.

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Flag	Description
Allow MiscType Flag	Set this flag to enable the **Miscellaneous Type** field in GL Coding.
Allow Invoice DT Beyond Current DT	Set this flag to allow users to index an invoice with an Invoice Date in the future.
Allow Tax Code Change	Set this flag to allow users to modify the tax code in GL Coding.
Project Number in Indexer	Set this flag to enable the Project Number to be set as a keyword when indexing. It will be automatically populated from purchase orders, and for other documents users can look up a project number to set as the keyword.
Require Line Item Description	Set this flag to make the Description field for PO lines and Miscellaneous lines a required field.
Write All WIC Errors to Message Viewer	Set this flag to record any WIC errors in the Message Viewer for the affected documents.
Show Project PoP Warning	Set this flag to display a warning whenever a line is added that falls outside the period of performance for a project.
Show 'System Closed' POs at Indexing	Set this flag to allow system closed POs to be shown in the results of a PO search.

Web Integration Console Settings

Settings for the Web Integration Console are accessed by clicking the **WIC Settings** button in the ribbon.

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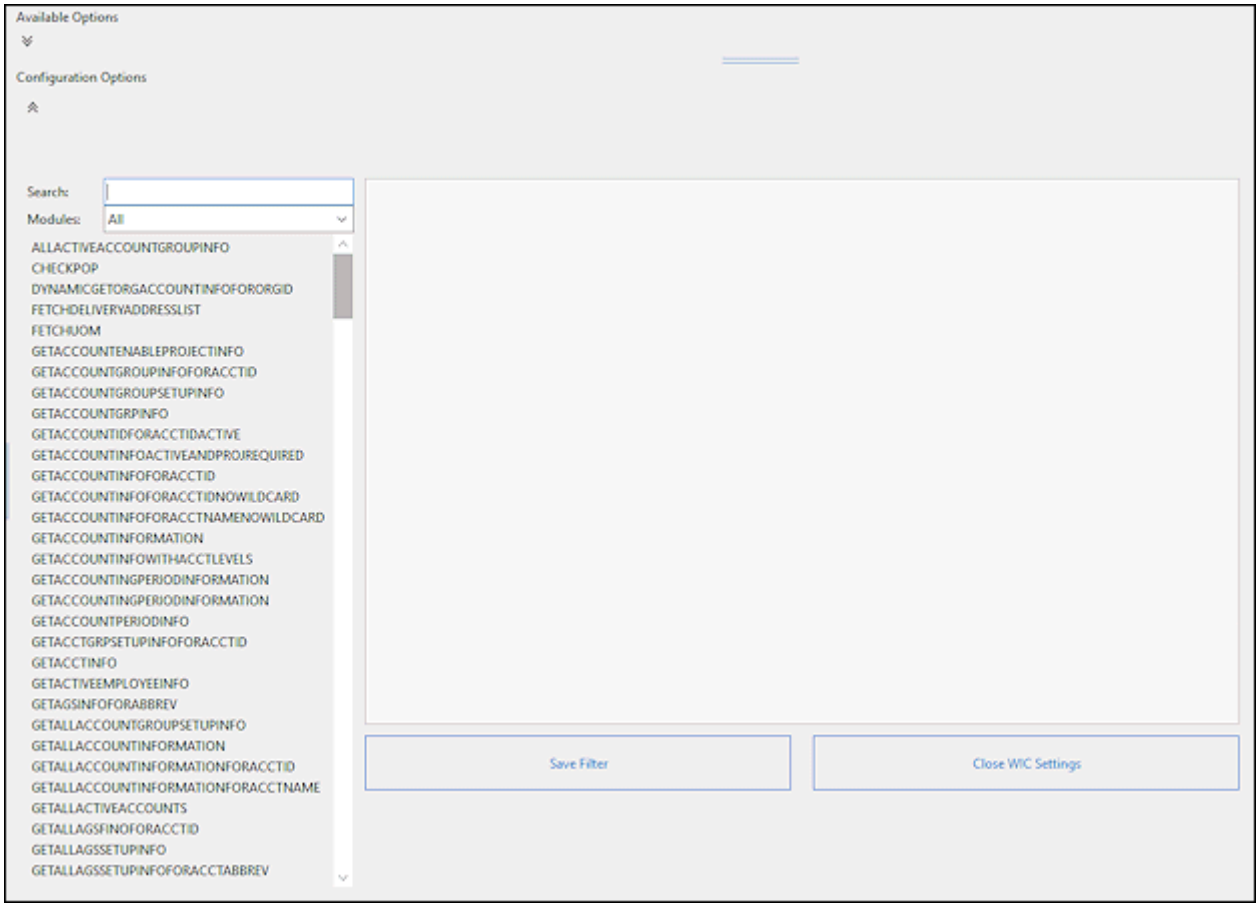
The WIC Settings page is used to edit the XML for Costpoint's Web Integration Console lookups for use with the cloud. This page includes a list of all available filters that can be manually edited as needed. The list is populated during the installation.



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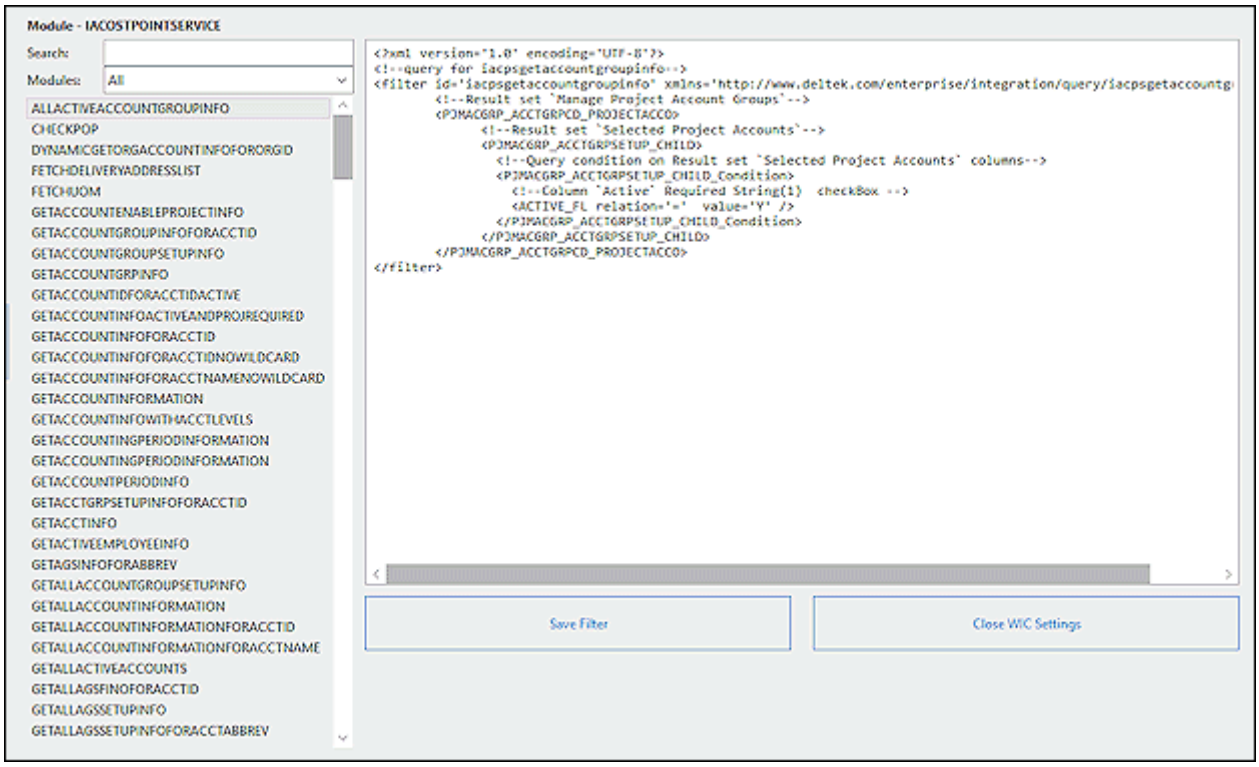
To edit a filter,

1. Select the filter from the list by clicking on the desired filter. The list can be searched by typing a name into the **Search** field, or selecting the relevant module from the **Module** drop down menu. Once a filter is selected, the XML for that filter is shown and can be edited.



2. Click the XML to edit that filter.
3. When you are finished editing the filter, click **Save Filter**.
4. Repeat steps 1 through 3 for each filter as needed.

Once you are finished editing WIC filters, click **Close WIC Settings** to close the page.

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There are several configuration settings that allow you to control how the GL Coding control operates. Some settings are modified within IAConnect, while others are modified in Costpoint.

- **IAConnect Configuration for GL Coding** (page 62)
- **Costpoint Configurations for GL Coding** (page 66)

Note: For further information on configuring Costpoint, consult the documentation or technical support provided by Costpoint.

IAConnect Configuration for GL Coding

These configuration settings in IAConnect are often configured during initial installation but can be changed at any time.

Caution: The user making these changes should have a thorough understanding of how Costpoint processes these changes since the data created in GL Coding is eventually posted to Costpoint.

The GL Coding control can be configured in the following areas:

- **Customer Configurator Settings for GL Coding** (page 62)
- **Web.config File Settings** (page 64)

Customer Configurator Settings for GL Coding

The Customer Configurator module is provided with IAConnect to configure many settings for the system. Users with administrator credentials can use this module to modify settings that are normally set up by default during installation.

This section describes only those settings which affect the GL Coding control. These settings determine which projects and accounts are available in the GL Coding control when entering an expense line.

There are three settings that can be configured that affect which values are displayed in the project and account look-up controls and are considered to be valid if manually entered:

- **Expense Types**
- **Expense Levels**
- **Project Segment IDs**

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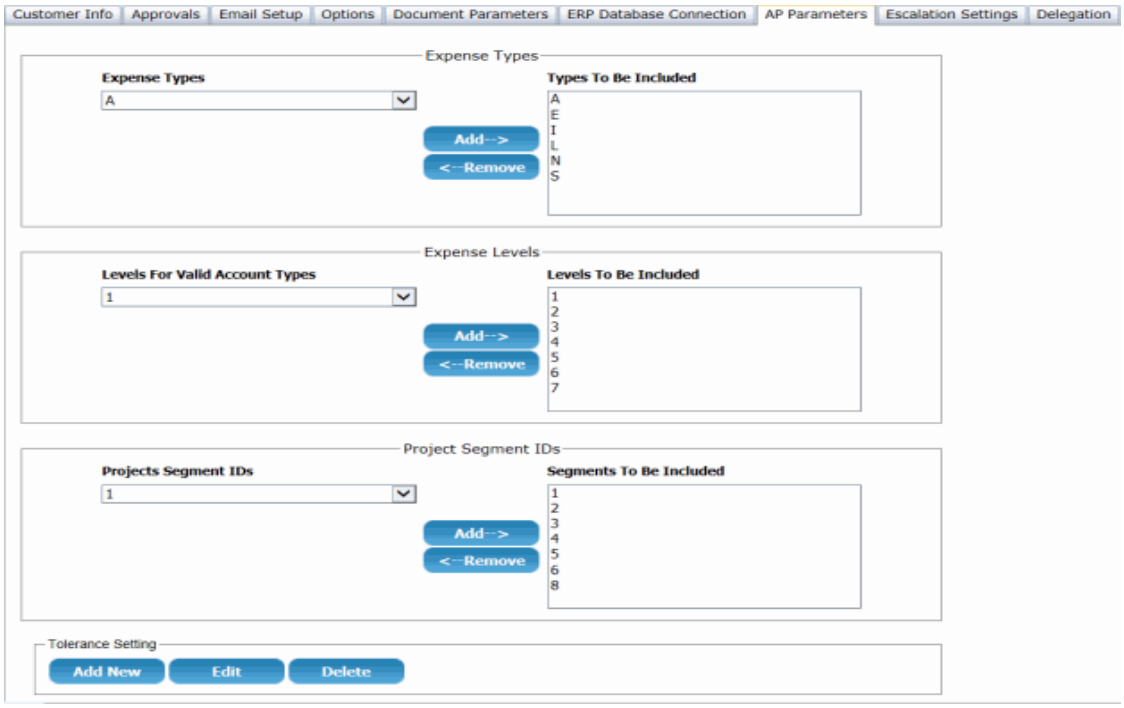
These three settings are located in the **AP Parameters** tab of the Customer Configuration Module.



Expense Types

The **Expense Types** setting determines which types of accounts are available when a user accesses the **Account** field look-up and invokes the related validations on an expense line. Select only the account types you want to be available for users to select in the **Account** field.

In Costpoint, each account that exists in the General Ledger has an expense type associated with it. The expense types available to be configured are:

- A = Asset
- E = Labor Expense
- I = Income
- L = Liability
- N = Non Labor Expense
- S = Stockholder Equity

Expense Levels

The **Expense Level** setting limits the levels of the accounts that are displayed when accessing the **Account** field look-up on an expense line.

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In Costpoint, each account number may have multiple segments/levels as part of the overall account number structure. For example, 588-30 represents two levels, while 588-30-03 represents three levels. Depending on the circumstances, both levels may allow charging, but the end user may be limited to choosing only the level 3 account. By using the **Expense Level** setting, an administrator can limit which levels any user is allowed to access.

Project Segment IDs

The **Project Segment ID** affects the **Project** search field on an expense line and limits the levels of the projects that the user may view. In Costpoint, each project number can have multiple segments as part of the overall account number structure; for example, 001.006.788 contains three segments. This setting limits which level of the project the user is allowed to use as there may be multiple levels that allow charging but the user may be limited to only to certain levels.

Web.config File Settings

The settings in the Web.config file hold both installation settings as well as options for use of the GL Coding control. In a typical installation, the Web.config file is located on your web server under the virtual directory path **/[servername]/DocsForDeltek/**.

Caution: These settings are configured during the initial installation of the software and should not be changed unless instructed to do so by your solution provider.

Caution: Use a plain text editor to edit the Web.config file. This ensures that no extra code is introduced to the file upon saving.

AutoFill Feature on Proj/Org/Acct Fields

Determines whether AutoFill functionality in the **Project**/**Account**/**Org** look-up fields is active or inactive.

```
<add key="AutoFill" value="False"/>
```

Abbreviation Field Usage Setting

Determines whether the Abbreviation fields next to the **Project**/**Account**/**Org** fields in the GL Coding control are active or inactive.

```
<add key="EnableAbbreviationFields" value="True"/>
```

Effective Billing Date Usage Setting

Determines whether the **Effective Billing Date** code in the GL Coding control is active or inactive.

```
<add key="EnableEffectiveBillingDateForPO" value="Yes"/>
```

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IAConnect Args Expiration Hours

Determines the length of time, in hours, that each expired unique URL for the **PO Line Item Charges** window exists in the IAConnect database. After this amount of time, the URL is removed from the database to conserve space.

```
<add key="IAConnectArgsExpiration_Hours" value="168" />
```

Maximum Form Collection Keys Setting

Determines the maximum number of form keys, which is directly proportional to the number of GL lines allowed per document.

```
<add key="aspnet:MaxHttpCollectionKeys" value="10000" />
```

Caution: Do not change the **MaxHttpCollectionKeys** setting without the assistance of your first line of support. Increasing this limit also increases your server's denial of service vulnerability.

Multicurrency Control Location

Provides the path to the Multicurrency control software. This is invoked when the **Multi Curr** button is clicked in the GL Coding Control.

```
<add key="MULTICURRENCYURL" value="https://[servername]/DocsForDeltek/
IACostPoint/GLCoding/MultiCurrency.aspx"/>
```

PO Line Charges URL Expiration Hours

Determines the length of time, in hours, that each unique URL for the **PO Line Item Charges** window is active. After this amount of time, the URL is deactivated. The URL remains in the database for the time specified by the **IAConnectArgsExpiration_Hours** setting, after which it is removed from the database to conserve space.

```
<add key="POLineChargesURLExpiration_Hours" value="24" />
```

PO Line Editor Control Location

Provides the path to the PO Line Editor control software. This is invoked when the **PO Line Editor** button is clicked in the GL Coding control.

```
<add key="POLINEEDITORURL" value="https://[servername]/DocsForDeltek/
IACostPoint/POLineEditor/POLineEditor.aspx"/>
```

PO Viewer Control Location

Provides the path to the PO Viewer software control. This is invoked when the **PO Viewer** button is clicked in the GL Coding Control header section.

```
<add key="POURL" value="https://[servername]/DocsForDeltek/IACostPoint/
POViewer/POView.aspx?customerNo="/>
```

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PO Voucher Line Merge

By default, IAConnect merges PO lines that have the same PO line number, project, account, and org. Non-PO lines are not merged. To disable the merging of PO lines, add the following element to the **appSettings** section of the web.config file:

```
<add key="DisablePOVoucherLineMerge" value="true" />
```

If this node already exists, make sure the **value** is set to **true** to disable the line merge. In a default installation, the **value** is set to **false**.

Project Required for Vendor Labor Setting

Determines whether a project is required to enter vendor labor fields (**GLC Code**, **PLC Code**, and **Vendor Empl**) for a GL coding line.

```
<add key="ProjectRequiredForLabor" value="No"/>
```

Receiving Viewer Control Location

Provides the path to the Receiving Viewer control software. This is invoked when the **Receiving Viewer** button is clicked in the GL Coding Control header section.

```
<add key="RECURL" value="https://[servername]/DocsForDeltek/IACostPoint/
ReceivingViewer/ReceivingViewer.aspx?customerNo="/>
```

Show Project Period of Performance Warning

Determines whether the user receives a warning message when adding a line to an invoice whose fiscal period is outside the project's period of performance. The message is only a warning and not a restriction; the user can still dismiss the warning and add the line.

```
<add key="ShowProjectPoPWarning" value="True" />
```

Costpoint Configurations for GL Coding

Certain settings in Costpoint determine the way the data is displayed and validated in the GL Coding control. This section covers the following areas of configuring Costpoint for GL Coding:

- PO Voucher Settings
- Manage Project User Flow
- Manage Accounts
- Manage Project Account Groups (PAGs)
- Manage Organization Elements
- Link Accounts/Organizations
- Manage Vendors
- Manage Line Charge Types
- Manage Sales or Value Added Tax
- Company Calendar

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- Costpoint Project Labor Setup

Note: The names of some setup screens have changed in different versions of Costpoint. These guidelines refer to Costpoint 7. For further information on configuring Costpoint, consult the documentation or technical support provided by Costpoint.

PO Voucher Settings

The **PO Voucher Settings** setup screen in Costpoint controls the ability to modify the **Project**/**Account**/**Org** fields for PO-based invoices.

Charge Code Change

If the **Charge Code Change** check box is selected, the user may make changes to the **Project**, **Account**, and **Org** fields that were populated automatically by default from the PO line. If unselected, the default values from the PO lines in Costpoint (PO_LN_ACCT table) are used and these fields are unavailable.

Manage Project User Flow

The **Manage Project User Flow** setup screen in Costpoint affects which **Project Numbers**, **Accounts**, and **Orgs** are available for selection while coding an expense line in the GL Coding control. Labor setup is supported for any level of the project.

- **Active**: The project must be active and allow charging in Costpoint before it is displayed in the project search control in IAConnect.
- **Account Group**: Represents all accounts that can be charged to the project. This filters what is displayed in the account look-up and what is considered to be valid if manually entered.
- **Limit | Accounts**: Provides further limitation for the accounts which can be charged to the project. This filters what is displayed in the account look-up and what is considered to be valid if manually entered.
- **Limit | Organizations**: Limits organization codes that may be charged to the project. This filters what is displayed in the Org look-up and what is considered to be valid if manually entered.
- **Default to Owning Organization**: Once the project is entered on an expense coding line, the Org code defined as the Default to Owning Organization populates automatically in the Org field of the same expense line.
- **Project Work Force Required**: If the **Project Work Force Required** option is selected, when entering an expense line with labor, then the PLC codes drop-down list derives its values from the labor tables in Costpoint. If the **Project Work Force Required** option is not selected, then the PLC drop-down list does not show any values.
- **Use Top Level Work Force**: If the **Use Top Level Work Force** option is selected, the GL Coding control derives the PLC values and the Vendor Employee values from the top level of the project setup. The **Use Top Level Work Force** option can only be selected if the **Project Work Force Required** option is selected.

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- **Define Rate Sequence tab**: The **Define Rate Sequence** tab may be used to identify the workforce Source Project if not using the Top Level or the Charging level project ID.
  - **Rate Table field**: Bill code must be **PC** to provide the appropriate PLC codes for the vouchering process if using the Rate Sequence Table.

Manage Accounts

The **Manage Accounts** setup screen in Costpoint affects which account values are available for selection while coding an expense line in the GL Coding control.

- **Active**: Only accounts that are marked as active in Costpoint are displayed in the account search control or are considered valid while entering an expense line manually.
- **Project Required**: If the **Project Required** check box is selected, you are not able to select the account until the project is entered first on the expense line.
- **Fiscal Year/Period Information**: Period of performance dates also control whether the account is eligible for selection. If the system date is outside of the period of performance range, then the account is considered inactive.
- Blank fields for period of performance indicate that there is no performance date restriction.

Manage Project Account Groups (PAGs)

The **Manage Project Account Group** setup screen in Costpoint affects which account values are available for selection while coding an expense line in the GL Coding control.

- If a project is entered in the GL Coding control, the accounts that are associated with that project in the PAG are displayed by default in the account search control.
- An account may be set to inactive for a specific PAG and still be active for charging in other situations. If the project and account entered exists as a combination in the PAG and it is marked as inactive, even though the account is active, it can't be used. The account does not show up in the account search control and manual validations.
- If the **Require PLC for Labor Accounts** option is set to **Y** (see IAConnect Configuration for GL Coding on page 62), then the PLC code is required on an expense line for all PAG records where the **Function Code** value is **Labor** for the account. Once you have selected the account, it looks at this setup and determines whether the PLC is required.
- The **Project Account Abbreviation** value for each PAG record gets used when using the Account Abbreviation search control.

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Manage Organization Elements

The **Manage Organization Elements** setup screen in Costpoint affects which Org values are available for selection while coding an expense line in the GL Coding control.

- **Active**: Only Org values that are marked as active are displayed in the Org search control or are considered valid while entering an expense line manually.
- **Period Information or Life Cycle**: Period of performance dates also control whether the Org is eligible for selection on an expense line. If the system date is outside of the period of performance range, then it is considered inactive.
- Blank fields for period of performance indicate that there is no performance date limit.

Link Accounts/Organizations

The **Link Account/Organizations** screen in Costpoint affects which Org values are available for selection while coding an expense line in the GL Coding control.

- An Org value must be linked to account(s) in the **Link Accounts/Organization** screens in Costpoint in order for an Org code to be displayed in the Org search control or to be considered valid while entering an expense line manually. This assumes that the account value has been entered already on the expense line. It limits the Org values that are available for selection.
- The system date must be within the Account/Org combination period of performance. If the FY Start and/or End dates are empty, the system does not enforce period of performance.
- The Account/Org combination in Costpoint must be active for it to be available for use in the Org field.
- If the Org value is entered on an expense line before an account, the system returns all active Org codes in the Account/Org groups.

Manage Vendors

The **Manage Vendors** screen in Costpoint contains the following settings that affect GL Coding in IAConnect.

- **Vendor Long Name** is used for vendor look-up in the GL Coding control.
- Vendor status must be either **Active** or **Give Warning** to create vouchers.
- Vendor must be approved to create vouchers.
- **Print 1099-Misc Form** is validated and used as a default for GL Coding.
- **Remit To** addresses are available for indexing.
- **Default Cash Account** description is populated in the indexing screen.
- **Default A/P Account** description is populated in the indexing screen.
- **Vendor Employees** are used for vouchering labor invoices.

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Manage Line Charge Types

The **Manage Line Charge Types** screen in Costpoint affects the following considerations regarding GL Coding in IAConnect.

- Used only on purchase order invoices.
- Allows quantity x unit cost or extended cost only entry.

Manage Sales or Value Added Tax

The **Manage Sales or Value Added Tax** screen in Costpoint affects the following considerations regarding GL Coding in IAConnect.

- Tax rate is calculated against this table for non-PO invoices.
- Tax rate is calculated from the PO line for purchase order invoices.

Company Calendar

The **Company Calendar** settings in Costpoint affect the following considerations regarding GL Coding in IAConnect.

- **Fiscal Year**: The fiscal year that the invoice is posted. Only open fiscal year codes may be selected.
- **Period**: The period within the chosen fiscal year that the invoice is posted. Only open periods may be selected.
- **Sub Period**: The sub period within the chosen fiscal year and period that the invoice is posted. Only open sub periods for the period chosen may be selected.

Note: The selection of these values is optional when using the Costpoint standard voucher preprocessors to pass the data to the Costpoint voucher tables. The selection of these values is Mandatory when using the Costpoint Web Integration Console to pass the data to the Costpoint voucher tables.

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Costpoint Project Labor Setup

These guidelines represent the steps to set up Project Labor information in Costpoint. This information is used during the data entry of an expense line in the GL Coding control in which labor information must be included. If this information is not set up properly, you may not be able to see PLC or Vendor Labor information. If a PLC code is required, these steps must be completed.

Note: The names of some setup screens have changed in different versions of Costpoint. These guidelines refer to Costpoint 7. For further information on configuring Costpoint, consult the documentation or technical support provided by Costpoint.

1. From the Costpoint main menu, select the menu item **Projects | Project Setup | Project Labor**.
2. Set up Project Labor Categories (PLCs) in the screen **Enter/Manage Project Labor Categories (PLC)**.
3. Assign PLCs to Projects in the screen **Link Project Labor Categories to Projects**.
4. Set up Project Vendor Workforce in the screen **Manage Vendor Work Force**.
5. Assign PLCs to Vendor Work Force in the screen **Manage Vendor Work Force**.
6. Set up Project Vendor Employee Work Force in the screen **Manage Vendor Employee Work Force**.
7. Assign PLCs to Vendor Employee Work Force in the screen, **Manage Vendor Employee Work Force**.
8. Maintain Vendor Employees in the screen **Accounting | Accounts Payable | Vendors | Maintain Vendor Employees**.

Note: The **Maintain Vendor Employees** screen must be populated prior to linking to a project.

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Configuration: IAConnect and Costpoint Web Integration Console

Introduction

IAConnect provides the capability to post invoice voucher data that gets generated during the Workflow process directly to a Costpoint database. This level of integration gives users of the software instant feedback regarding the success or failure of each voucher transaction posting. Both AP and PO vouchers can be created through this integration.

The IAConnect/Costpoint Import Service is the mechanism within IAConnect by which all communications occur during transaction posting. This is an IAConnect-provided web service that is always connected to Costpoint.

Terms Used

Deltek Costpoint Integration Console (CIC) — Deltek Costpoint Integration configuration tool that configures and publishes web services which can be used by external systems to import data into Costpoint. This tool also defines the data exchange XML formats used to pass data from external systems into Deltek Costpoint.

Deltek Costpoint Integration Web Services (CIWS) — These are Java-based web services that are published using the CIC. These web services can then be called by external (non-Deltek) systems passing in as parameter an XML representing the data that needs to be imported into Costpoint. Multiple CIWS can be published based on what data needs to be imported. For example. at this time, two CIWS are used by the IAConnect/Costpoint Import Services: **Create PO Voucher** and **Create AP Voucher**.

CIWS XML Formats — When a web service specific to CIWS is published, CIC defines the data that the web service can receive as input. This data or datasets are defined in the CIC during configuration of the particular CIWS. The data sets are represented by a specific XML structure that should be passed as input to the CIWS in question. For example, the XML required by the Create PO Invoice CIWS would be different from the Create AP Invoice CIWS. The sample format of the XML for the PO and AP are listed in the section CIWS XML Formats for PO and AP Vouchers on page 82.

IAConnect/Costpoint Import Services (CIS) — This WCF based web service reads the GL Coding data and invoice header data from the IAConnect database and OnBase documents and pushes it into Costpoint using CIWS. The IAConnect data is massaged into a XML using CIS templates and passed as a parameter to CIWS.

CIS Templates — These are template files used by CIS to process IAConnect data to create specific CIWS XML formatted files. The actual data to be pushed into Costpoint is sourced from OnBase keywords for the invoice document and the corresponding line records from the IAConnect database for the same document. For Costpoint 7, there are four template files:

- Header.txt
- Main.txt

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- APMVCHR_LN.txt
- APMVCHR_VCHRLABVEND_VEND.txt

The keywords and the line records from the database are used to extract fields that are then replaced in the template files that contain placeholders for these fields. A sample of a CIS Template file is included in the section CIS Template Files Explained on page 80.

Default File Locations

Although the template files can be hosted anywhere, the default location is the folder **<Costpoint Import Service Root>\Bin\Content**. This folder contains subfolders for the template files for CP6 PO, CP7 PO, and CP7 AP. The following table lists the contents of these subfolders.

Location	Contents
<Costpoint Import Service Root>\Bin\Content\Backward Compatibility CP 6	• Header.txt • LabVend.txt • Line.txt • LineAcct.txt • Main.txt
<Costpoint Import Service Root>\Bin\Content\Create AP Voucher	• APMVCHR_LN.txt • APMVCHR_VCHRLABVEND_VEND.txt • Header.txt • Main.txt
<Costpoint Import Service Root>\Bin\Content\Create PO Voucher	• Header.txt • LabVend.txt • Line.txt • LineAcct.txt • Main.txt

Installation and Configuration

This section provides the instructions for installing the IAConnect Voucher Posting integration components on a Costpoint Web Logic Server. These components allow AP and PO voucher data to be posted directly to a Costpoint 7 system. The installation involves configuration of both Costpoint and IAConnect software modules.

Note: It is assumed that the Costpoint Web Integration Console version 7.1.1 or higher has been installed properly and is fully operational.

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The following steps are required to complete this installation. Each step is explained in detail in the sections that follow.

1. **Run the installer** to deploy all the code (page 74).
2. **Copy the template files** from the Release Package to the Costpoint Import Service. For existing installations, only the relevant template files must be manually copied (page 74).
3. **Import the Generic (recommended) or Non-Generic export modules** provided with the release package (page 74).
4. If using Non-Generic modules, **build and deploy** the imported Costpoint modules (page 76).
5. **Configure the Docs for Deltek Web.config file** by updating the configuration entries (page 76).
   a. Costpoint connection information
   b. Template file locations
   c. IAConnect web services URLs
6. **Configure Customer Configuration** by updating entries related to Costpoint Generic or Non-Generic web service information.
7. **Test the integration modules** (optional) (page 79).

Run the Installer

Your IAConnect solution provider supplies an installation package for the IAConnect software. This package contains the CIS Template files necessary for the installation of the CIS specific components. This installer should be run using the standard tools supplied by your solution provider.

Copy the Template Files

The installer does not deploy the CIS Template files in the Costpoint Import Service folder. For new installations, manually copy the template files from the folder **<Release Package Root>\Configuration Files\Costpoint Import Service\Content** to the folder **<Costpoint Import Service Root>\Bin\Content**. For existing installations, only the relevant template files must be manually copied.

The CIS template files represent the IAConnect AP and PO Preprocessor export modules. These templates have the predefined configurations that allow IAConnect to post AP and PO voucher transactions directly to Costpoint.

Import the Export Modules

The Generic (recommended) and Non-Generic export modules are provided along with the release package. The modules are located **<Release Package Root>\Costpoint Configuration\.**

Note: Please refer to Deltek Costpoint documentation for more information on the GEneric and Non-Generic deployment of the Costpoint WIC modules.

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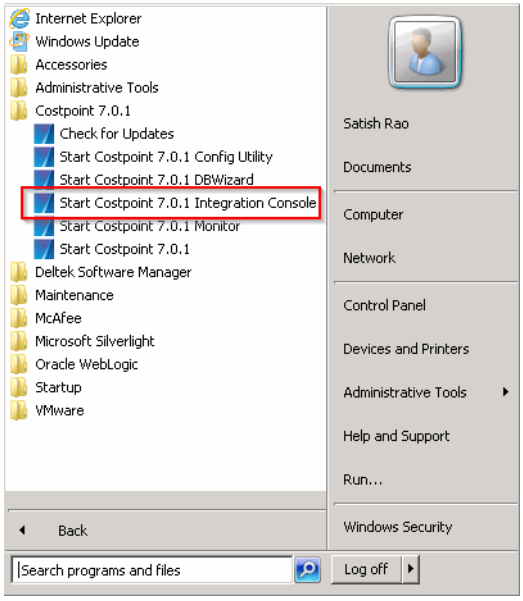
The following steps allow you to import the package. Perform these steps twice, one for the AP version of the file and once for the PO version of the file.

1. On the web server on which the Costpoint Integration Console software was installed, navigate to **Start | Costpoint 7.0.x | Start Costpoint 7.0.x Integration Console**.



2. Enter the proper server and login credentials provided by your Costpoint administrator, and then click **Login** to log in to the server.
3. Select **Build/Deploy Integration Modules (Web Services/EJB)** from the available options and click **Next**.
4. The **Integration Module Builder** dialog box is displayed. If you are opening it for the first time, there are likely not any modules listed. If there are some, it might mean you already performed an import of the AP and PO modules or other modules. You are allowed to re-import modules.

   Without selecting anything else on the screen, click **Import** to import the AP and PO version of these export modules. You must import each module individually.
5. The **Please select Web Service jar files you want to import** dialog box is displayed. Select the **Single** option and click the browse button to the right of the **Hotfix File** line.
6. Navigate to the appropriate Export Module zip file you want to import. These files are named **APPREPROC_exportmodule.zip** and **POPREPROC_exportmodule.zip**, and they are located the directory in which the IAConnect release package was installed. Select the file and click **Import** to import the file.

Note: If your solution provider supplies you with an updated Import Module file, you can Build and Deploy the modules over a previous import.

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Build and Deploy of Non-Generic WIC Modules

This step involves the building and deployment of the imported package. Building involves: creating Java files for the methods; compiling them into Java class; creating XML schemas and interfaces, including creating the Web Services Description Language (WSDL) file for the Web service interface; and packaging them into final JAR files. An optional step is provided to allow you to deploy the JAR files to a Costpoint WebLogic application server.

Once this step it is completed, you are able to run the IAConnect processes that posts voucher transactions directly to Costpoint.

The following steps allow you to build and deploy the imported package. Perform these steps twice, one for the AP version of the file and once for the PO version of the file.

1. Start the Costpoint Integration Console at **Start | Costpoint 7.0.x | Start Costpoint 7.0.x Integration Console**.
2. Select **Build/Deploy Integration Modules (Web Services/EJB)** from the available options and click **Next**.
3. In the **Integration Module Builder** dialog box, select either the AP Preprocessor (**APPREPROC**) or PO Preprocessor (**POPREPROC**) to build and click **Build/Deploy...** to start the process.
4. In the **Build/Deploy Integration Module** dialog box, copy the **Output Folder** path into Notepad so you can paste it into the Web.config file in a later step. This dialog box shows all of the path and login information for the Build/Deploy process. You do not need to change any of the default information displayed in this dialog box.
5. Click **Build/Deploy**. This starts the process of creating the JAR component in the system. This process may run for several minutes as it performs a series of updates.
6. **Deploy Process Complete** is displayed in the dialog box when the process is complete. Click **OK** to exit. The posting process in IAConnect is now ready to be tested.

Two files are created under the output directory as a result of this process. You can manually check for their existence. They are named **APPREPROCWS.JAR** and **POPREPROCWS.JAR**. By default, these files are placed in the subdirectory **C:\Deltek\Costpoint\70\Applications\Enterprise**.

Configure the Docs for Deltek Web.config File

The Docs for Deltek Web.config file controls the web service that performs the integration with Costpoint. It contains connection information such as user ID, password, and system name for the Deltek Costpoint Integration Web Services; the location of the CIS Template files; URLs and configuration for other web services that are accessed by CIS; default values for specific fields that are used in templates; and other miscellaneous information. In a typical installation, the Docs for Deltek Web.config file is in the directory **C:\inetpub\wwwroot\DocsForDeltek**.

The following settings in the Docs for Deltek Web.config file are updated to configure the integration between IAConnect and Costpoint:

- Connection Settings on page 77
- Costpoint Connection Settings on page 77

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- Template File Locations Settings on page 77
- IAConnect Web Services URLs Settings on page 78

Note: The following sections include sections of a sample Web.config file. These samples are provided as illustrations only. Because various configuration settings in these samples will vary from your actual solution, do not copy this information for use in a production environment.

Connection Settings

The following settings define the connection information to the OnBase data source and Application Server.

Setting	Description
OnBaseDataSource	The name of the OnBase data source.
HylandServices	The service path URL of the OnBase Application Server.
OnBaseUserName	The user name used to connect to OnBase.
OnBasePassword	The password used to connect to OnBase.

For example:

```
<add key="OnBaseDataSource" value="[datasource]" />
<add key="HylandServices" value="http://[servername]/AppServer/
Service.asmx" />
<add key="OnBaseUserName" value="[username]" />
<add key="OnBasePassword" value="[password]" />
```

Costpoint Connection Settings

The connection to the WIC must be configured in Customer Configuration. For more information on configuring this connection, see Costpoint Connection Settings on page 48

Template File Locations Settings

The following settings point to the location of the CIS template files. These settings are located in the **appSettings** section of the Docs for Deltek Web.config file.

The paths provided in the configuration elements are relative to the deployment site. The paths provided in the samples below are for illustration purpose only. After the installation, inspect the **[Costpoint Import Service Root]\Bin\Content** folder for the individual file locations and provide the full paths in the following configuration items.

Each of the template files must be pointed to a configuration entry below. The names of the configuration entries match the names of the template files.

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These settings contain paths to individual PO template files:

```
<add key="CRE_PO_VCH_MainXMLContentFile" value="C:\Projects\IAAutoma-
tion40\CostpointServiceWCF\CostpointImportServices\Content\Create PO
Voucher\Main.txt" />
<add key="CRE_PO_VCH_HeaderXMLContentFile" value="C:\Projects\IAAuto-
mation40\CostpointServiceWCF\CostpointImportServices\Content\Create
PO Voucher\Header.txt" />
<add key="CRE_PO_VCH_LineXMLContentFile" value="C:\Projects\IAAutoma-
tion40\CostpointServiceWCF\CostpointImportServices\Content\Create PO
Voucher\Line.txt" />
<add key="CRE_PO_VCH_LineAcctXMLContentFile" value="C:\Projects\IAAu-
tomation40\CostpointServiceWCF\CostpointImportServices\Content\Cre-
ate PO Voucher\LineAcct.txt" />
<add key="CRE_PO_VCH_LabVendXMLContentFile" value="C:\Projects\IAAu-
tomation40\CostpointServiceWCF\CostpointImportServices\Content\Cre-
ate PO Voucher\LabVend.txt" />
```

These settings contain paths to individual AP template files:

```
<add key="CRE_AP_VCH_MainXMLContentFile" value="C:\Projects\IAAutoma-
tion40\CostpointServiceWCF\CostpointImportServices\Content\Create AP
Voucher\Main.txt" />
<add key="CRE_AP_VCH_HeaderXMLContentFile" value="C:\Projects\IAAuto-
mation40\CostpointServiceWCF\CostpointImportServices\Content\Create
AP Voucher\Header.txt" />
<add key="CRE_AP_VCH_APMVCHR_LNxmlContentFile" value="C:\Proj-
ects\IAAutomation40\CostpointServiceWCF\CostpointImportServices\Con-
tent\Create AP Voucher\APMVCHR_LN.txt" />
<add key="CRE_AP_VCH_LabVendXMLContentFile" value="C:\Projects\IAAu-
tomation40\CostpointServiceWCF\CostpointImportServices\Content\Cre-
ate AP Voucher\APMVCHR_VCHRLABVEND_VEND.txt" />
```

IAConnect Web Services URLs Settings

The following settings point to the location of IAConnect web services. These settings are located in the **client** section of the Docs for Deltek Web.config file.

Replace the URL with customer-specific URLs for the corresponding web services.

```
<client>
<endpoint address="https://[servername]/DocsForDeltek/IAAutomation40/
OnBaseInterfaceWCFService/OnBaseInterfaceService.svc" bind-
ing="basicHttpBinding" bindingConfiguration="BasicHttpBinding_IOnBa-
seInterfaceService"
contract="OnBaseInterfaceService.IOnBaseInterfaceService"
name="BasicHttpBinding_IOnBaseInterfaceService" />
<endpoint address="https://[servername]/DocsForDeltek/IAAutomation/
IAConnectService/IAConnectService.asmx" binding="basicHttpBinding"
```

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```
bindingConfiguration="IAConnectServiceSoap" contract="IAConnectSer-
vice.IAConnectServiceSoap" name="IAConnectServiceSoap" />
<endpoint address="https://[servername]/DocsForDeltek/IAAutomation40/
InvoiceAutomationService/EBS.Service.IAConnectGeneralServices.svc"
binding="basicHttpBinding" bindingConfiguration="BasicHttpBinding_II-
AConnectGeneralServices" contract="IAConnectGeneralServices.IIACon-
nectGeneralServices"
name="BasicHttpBinding_IIAConnectGeneralServices" />
</client>
```

Test Integration Modules (Optional)

This is not required step in the process. It is typically run to diagnose issues that occur during a new installation. To run this test, at least one posting of a voucher must have been attempted from IAConnect. This posting attempt could be either successful or failed; the test works either way. When IAConnect makes a voucher posting attempt, it creates a posting sample record inside the log file that can then be used in this test interface.

1. Edit the Web.config log file verbosity setting to level **4** and save the file.
2. Start the Costpoint Integration Console at **Start | Costpoint 7.0.x | Start Costpoint 7.0.x Integration Console**.
3. Select **Test Integration Modules (Web Services/EJB)** from the available options and click **Next**.
4. Select the process file you want to test (the AP Preprocessor file or the PO Preprocessor file) and click **Test**.
5. The parameters dialog box is displayed. Leave all default field entries on this form except for the **User** and **Password** fields. Enter a valid Costpoint user ID and password as described in Costpoint Connection Settings on page 77.
6. Click the **View/Edit** button next to the **Document** field. The Method Editor is displayed. Leave that dialog box open and proceed to the next step.
7. Once a posting has been attempted from IAConnect with either the PO or AP Voucher process and the log file has been set to a **loglevel=4**, there is a log file that contains data you'll need to copy and paste into the Method Editor dialog. Navigate to this file, **CostpointWCFService.xml.log**, which is located in the directory **C:\Reports** on the web server on which IAConnect has been installed.
8. Open the **CostpointWCFService.xml.log** log file. Select and copy the section that begins with `<?xml version='1.0' encoding='UTF-8'?>` and ends with `</appreproc>`.
9. Paste the text into the Method Editor. Click **Validate Schema** to ensure the file format is correct.
10. Click **OK**. This returns you to the parameters dialog box.

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11. Click **Test** to submit the XML file to the CIS web service. The test produces any Costpoint errors if they are encountered.

Note: This process is not just a false test; it posts the actual transaction to Costpoint if successful.

12. The **Testing process** dialog box is displayed and shows the progress of the test. Once the process is complete, the results of the test allow you to diagnose the issue more clearly. If you get a severity 3 error or above, the record did not post to Costpoint successfully. If you get a severity 1 or 2 error, the record did get posted but something happened that you need to look into further.
13. Be sure to change the **loglevel** in the Web.config file back to **1** when testing is complete.

CIS Template Files Explained

The CIS template files define the linkage information between the IAConnect data associated with each invoice and the data fields in your Costpoint system. Header field information such as Vendor ID and Invoice Number as well as line detail information such as Quantity, Project, and Account are all pre-mapped to the correct data fields in Costpoint so that when a voucher transaction is posted, the systems know where to store the data.

The template files for the CP6 or CP7 PO are provided in the installation package. The template files are located in the folder **[Costpoint Import Service Root]\bin\content**. The CP6 PO Template files are located in a sub folder named **Backward Compatibility CP 6**. The CP7 PO Template files are located in a sub folder named **Create PO Voucher**.

The data is pulled from invoice keywords stored with the document and also from the GL Coding table named **GLCodingData_CP**. These data fields are then formatted into an XML file using the mapping in the template file using the defined placeholders. An example of a placeholder is defined as `%%QUANTITY%%`. It then gets placed into the XML file into a field such as `<QTY>%%QUANTITY%%</QTY>`.

The placeholder is replaced by the actual field from the OnBase keywords or table columns of the same name. For example, if there is a database column in the **GLCodingData_CP** table with the name **QUANTITY**, then the value from this column in the line record in this table is used to replace the placeholder in the template file resulting in the above template segment to be changed into `<QTY>200</QTY>`.

Similarly all the placeholders in the template files are replaced with actual values in the database or OnBase keywords to create the appropriate PO or AP Voucher XML file.

The following sample template file illustrates the basic construction of a template file by illustrating a part of the Costpoint PO structure, where the definition for the PO lines is defined. Actual files structures are much larger.

Note: The following example includes sections from a sample CIS template file. These samples are provided as illustrations only. Because various configuration settings in these samples will vary from your actual solution, do not copy this information for use in a production environment.

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```
<!--Result set '' Supported Operations(INSERT UPDATE DELETE SELECT )--
>
<POMPOVCH_POLN tranType='INSERT'>
<!--Column 'CIS Rpt' Required String(1)  checkBox-->
<CIS_RPT_FL>%%CIS_RPT_FL%%</CIS_RPT_FL>
<!--Column 'CIS W/H' Required String(1)  checkBox-->
<CIS_WH_FL>%%CIS_WH_FL%%</CIS_WH_FL>
<!--Column 'Misc Type' String(6)-->
<MISC_LN_CHG_TYPE>%%MISCTYPE%%</MISC_LN_CHG_TYPE>
<!--Column 'Tax Code' String(6)-->

<POMPOVCH_POLN_SALES_TAX_CD>%%SALES_TAX_CODE%%</POMPOVCH_POLN_-
SALES_TAX_CD>
<!--Column 'Taxability' Required String(1)  cb_S_TAXABLE_CD-->

<POMPOVCH_POLN_S_TAXABLE_CD>%%TAXABLECODE1%%</POMPOVCH_POLN_S_TAX-
ABLE_CD>
<!--Column 'PO Line' MethodPK Decimal(10,0)--><PO_LN_NO>%%PO_LN_NO%%</
PO_LN_NO>
<!--Column 'Invoice Quantity' Decimal(14,4)-->
<QTY>%%QUANTITY%%</QTY>
<!--Column 'Taxable' Required String(1)  checkBox-->
<TAXABLE_FL>%%TAXABLECODE%%</TAXABLE_FL>
<!--Column 'Invoice Ext Amount' Required Decimal(14,2)-->
<TRN_EXT_CST_AMT>%%AMOUNT%%</TRN_EXT_CST_AMT>
<!--Column 'Sales/VAT Tax Amount' Decimal(14,2)-->
<TRN_SALES_TAX_AMT>%%TAXAMOUNT%%</TRN_SALES_TAX_AMT>
<!--Column 'Invoice Unit Cost' Decimal(14,4)-->
<TRN_UNIT_CST_AMT>%%UNITCOST%%</TRN_UNIT_CST_AMT>
<!--Column 'Description' String(30)-->
<VCHR_LN_DESC>%%DESCRIPTION%%</VCHR_LN_DESC>
<!--Column 'Vchr Line' Decimal(5,0)-->
<VCHR_LN_NO>%%VCHR_LN_NO%%</VCHR_LN_NO>
%%LABVEND%%
%%LINEACCT%%
</POMPOVCH_POLN>
```

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CIWS XML Formats for PO and AP Vouchers

The following two XML definition files represent the file structures that get created automatically by the IAConnect software when AP and voucher transactions are transmitted to Costpoint from within the Workflow. These structures provide the necessary mapping between IAConnect data and a Costpoint system. This is currently valid for Costpoint 7 only.

Note: The following sections include sample XML definition files. These samples are provided as illustrations only. Because various configuration settings in these samples will vary from your actual solution, do not copy this information for use in a production environment.

PO XML Structure

```
<?xml version='1.0' encoding='UTF-8'?>
<!--document for popreproc,xsi namespace is added to support nulls in column values-->
<popreproc xmlns='http://www.deltek.com/enterprise/integration/popreproc' xmlns:xsi='http://www.w3.org/2001/XMLSchema-instance'>
<POMPOVCH_VCHRHDR tranType='INSERT'>
<!--Column 'Approved' Required String(1)  checkBox-->
<APPRVD_FL>N</APPRVD_FL>
<!--Column 'A/P Acct Desc' Required String(30)-->
<AP___ACCTS___DESC>1TRADE</AP___ACCTS___DESC>
<!--Column 'Cash Acct Desc' Required String(30)-->
<CASH___ACCTS___DESC></CASH___ACCTS___DESC>
<!--Column 'Adjust first voucher line discount amount.' Required String(1)  checkBox-->
<DISC_ROUND_CB>Y</DISC_ROUND_CB>
<!--Column 'Debit Memo' Required String(1)  checkBox-->
<DM_FL>Y</DM_FL>
<!--Column 'Fiscal Year' MethodPK Required String(6)-->
<FY_CD>2010</FY_CD>
<!--Column 'Hold Voucher' Required String(1)  checkBox-->
<HOLD_VCHR_FL>N</HOLD_VCHR_FL>
<!--Column 'Adjust header invoice amount.' Required String(1)  checkBox-->
<INVCHDR_ADJUST_CB>Y</INVCHDR_ADJUST_CB>
<!--Column 'Invoice Date' Required DateTime-->
<INVC_DT>2006-11-23T00:00:00.0000000</INVC_DT>
<!--Column 'Invoice Number' String(15)-->
<INVC_ID>PO2410</INVC_ID>
```

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```
<!--Column 'Notes' String(254)-->
<NOTES></NOTES>
<!--Column 'Over Budget' Required String(1)  checkBox-->
<OVR_BUD_FL>N</OVR_BUD_FL>
<!--Column 'Payment Address Code' Required String(10)-->
<PAY_ADDR_DC>BILLING</PAY_ADDR_DC>
<!--Column 'Address Pay Vendor' Required String(12)-->
<PAY_VEND_ID>52009</PAY_VEND_ID>
<!--Column 'Pay When Paid' Required String(1)  checkBox-->
<PAY_WHEN_PAID_FL>N</PAY_WHEN_PAID_FL>
<!--Column 'Period' Required Decimal(2,0)-->
<PD_NO>9</PD_NO>
<!--Column 'PO Number' Required String(10)-->
<PO_ID>PO-00647</PO_ID>
<!--Column 'PO Release No' Required Decimal(3,0)-->
<PO_RLSE_NO>0</PO_RLSE_NO>
<!--Column 'Print Note on Check' Required String(1)  checkBox-->
<PRINT_NOTE_FL>N</PRINT_NOTE_FL>
<!--Column 'Retainage Rate' Decimal(5,4)-->
<RTN_RT>0</RTN_RT>
<!--Column 'Separate Check' Required String(1)  checkBox-->
<SEP_CHK_FL>N</SEP_CHK_FL>
<!--Column 'Subperiod' Required Decimal(2,0)-->
<SUB_PD_NO>1</SUB_PD_NO>
<!--Column 'Subcontractor Invoice Type' Required String(1)  cb_S_IN-
VC_TYPE-->
<S_INVC_TYPE>N</S_INVC_TYPE>
<!--Column 'Taxable' String(1)  cb_S_SALES_TAX_SRC_CD-->
<S_SALES_TAX_SRC_CD>T</S_SALES_TAX_SRC_CD>
<!--Column 'Sales/Use Tax' Required String(1)  cb_S_TAXABLE_CD-->
<S_TAXABLE_CD>S</S_TAXABLE_CD>
<!--Column 'Vendor Terms' Required String(15)-->
<TERMS_DC>NET 10</TERMS_DC>
<!--Column 'Invoice Amount' Required Decimal(14,2)-->
<TRN_INVC_AMT>-0.42</TRN_INVC_AMT>
<!--Column 'Voucher No' MethodPK Decimal(9,0)-->
<VCHR_NO>01154</VCHR_NO>
```


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```
<!--Result set '' Supported Operations(INSERT UPDATE DELETE SELECT )--
>
<POMPOVCH_POLN tranType='INSERT'>
<!--Column 'CIS Rpt' Required String(1)  checkBox-->
<CIS_RPT_FL>N</CIS_RPT_FL>
<!--Column 'CIS W/H' Required String(1)  checkBox-->
<CIS_WH_FL>N</CIS_WH_FL>
<!--Column 'Misc Type' String(6)-->
<MISC_LN_CHG_TYPE></MISC_LN_CHG_TYPE>
<!--Column 'Tax Code' String(6)-->
<POMPOVCH_POLN_SALES_TAX_CD>FL</POMPOVCH_POLN_SALES_TAX_CD>
<!--Column 'Taxability' Required String(1)  cb_S_TAXABLE_CD-->
<POMPOVCH_POLN_S_TAXABLE_CD>S</POMPOVCH_POLN_S_TAXABLE_CD>
<!--Column 'PO Line' MethodPK Decimal(10,0)-->
<PO_LN_NO>1</PO_LN_NO>
<!--Column 'Invoice Quantity' Decimal(14,4)-->
<QTY>0</QTY>
<!--Column 'Taxable' Required String(1)  checkBox-->
<TAXABLE_FL>Y</TAXABLE_FL>
<!--Column 'Invoice Ext Amount' Required Decimal(14,2)-->
<TRN_EXT_CST_AMT>-0.4</TRN_EXT_CST_AMT>
<!--Column 'Sales/VAT Tax Amount' Decimal(14,2)-->
<TRN_SALES_TAX_AMT>-0.02</TRN_SALES_TAX_AMT>
<!--Column 'Invoice Unit Cost' Decimal(14,4)-->
<TRN_UNIT_CST_AMT>3.09</TRN_UNIT_CST_AMT>
<!--Column 'Description' String(30)-->
<VCHR_LN_DESC>CCA Assembly, Receiver</VCHR_LN_DESC>
<!--Column 'Vchr Line' Decimal(5,0)-->
<VCHR_LN_NO>1</VCHR_LN_NO>

<!--Result set 'Account Distribution' Supported Operations(INSERT )-->
<POMPOVCH_VCHRLNACCT tranType='INSERT'>
<!--Column 'Account' Required String(15)-->
<ACCT_ID>500-20</ACCT_ID>
<!--Column '1099' Required String(1)  checkBox-->
<AP_1099_FL>N</AP_1099_FL>
<!--Column 'Allocation' Required Decimal(5,4)-->
<CST_AMT_PCT_RT>1.0</CST_AMT_PCT_RT>
```


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```
<!--Column 'Organization' Required String(20)-->
<ORG_ID>3.001.3110</ORG_ID>
<!--Column 'Project' String(30)-->
<PROJ_ID>10100.20.5</PROJ_ID>
<!--Column '1099 Type' String(6)-->
<S_AP_1099_TYPE_CD></S_AP_1099_TYPE_CD>
<!--Column 'VCHR_LN_ACCT_KEY' NonEditable Hidden Decimal(10,0)-->
<VCHR_LN_ACCT_KEY>1</VCHR_LN_ACCT_KEY>
</POMPOVCH_VCHRLNACCT>
</POMPOVCH_POLN>
</POMPOVCH_VCHRHDR>
</popreproc>
```


AP XML Structure


```
<?xml version='1.0' encoding='UTF-8'?>
<appreproc xmlns='http://www.deltek.com/enterprise/integration/appre-
proc' xmlns:xsi='http://www.w3.org/2001/XMLSchema-instance'>
<APMVCHR_VCHRHDR tranType='INSERT'>
<AP_ACCTS_DESC>OPERATING ACCOUNT</AP_ACCTS_DESC>
<CASH_ACCTS_DESC>OPERATING CASH</CASH_ACCTS_DESC>
<DISC_DT>2012-08-10T00:00:00.0000000</DISC_DT>
<DISC_PCT_RT>0</DISC_PCT_RT>
<DISC_TAKEN_AMT>0.00</DISC_TAKEN_AMT>
<DUE_DT>2012-09-09T00:00:00.0000000</DUE_DT>
<EXT_PO_ID></EXT_PO_ID>
<EXT_PO_RLSE_NO>0</EXT_PO_RLSE_NO>
<FY_CD>2012</FY_CD>
<HOLD_VCHR_FL>N</HOLD_VCHR_FL>
<INVC_DT>2012-08-10T00:00:00.0000000</INVC_DT>
<INVC_ID>IN63521</INVC_ID>
<JNT_PAY_VEND_NAME>BANK OF AMERICA</JNT_PAY_VEND_NAME>
<NOTES></NOTES>
<PAY_ADDR_DC>ADDR1</PAY_ADDR_DC>
<PAY_VEND_ID>V100014</PAY_VEND_ID>
<PAY_WHEN_PAID_FL>N</PAY_WHEN_PAID_FL>
<PD_NO>1</PD_NO>
<PRINT_NOTE_FL>N</PRINT_NOTE_FL>
<RTN_RT>0</RTN_RT>
```


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```
<SEP_CHK_FL>N</SEP_CHK_FL>
<SUB_PD_NO>1</SUB_PD_NO>
<S_INVC_TYPE>N</S_INVC_TYPE>
<TERMS_DC>NET 30</TERMS_DC>
<TRN_DISC_AMT>0.00</TRN_DISC_AMT>
<TRN_INVC_AMT>444.00</TRN_INVC_AMT>
<VCHR_NO>02623</VCHR_NO>
<VEND_ID>V100014</VEND_ID>
<COMPANY_ID>10</COMPANY_ID>
<INPUT_FILE_VCHR_NO>02623</INPUT_FILE_VCHR_NO>
<PAY_CRNCY_CD></PAY_CRNCY_CD>
<S_TAXABLE_CD></S_TAXABLE_CD>
<S_VCHR_TYPE>AP</S_VCHR_TYPE>
<TRN_CRNCY_CD>GBP</TRN_CRNCY_CD>
<TRN_CRNCY_DT>2012-08-10T00:00:00.0000000</TRN_CRNCY_DT>
<TRN_DUE_AMT>444.00</TRN_DUE_AMT>
<APPRVD_FL>Y</APPRVD_FL>
<OVR_BUD_FL>N</OVR_BUD_FL>
<RECUR_TMPLT_FL>N</RECUR_TMPLT_FL>
<APMVCHR_LN tranType='INSERT'>
<ACCT_ID>11-110-20</ACCT_ID>
<APMVCHR_LN_NOTES></APMVCHR_LN_NOTES>
<AP_1099_FL>N</AP_1099_FL>
<CIS_RPT_FL>N</CIS_RPT_FL>
<CIS_WH_FL>N</CIS_WH_FL>
<ORG_ABBRV_CD></ORG_ABBRV_CD>
<ORG_ID>10.10.2.1</ORG_ID>
<PAY_CRNCY_DT>2013-03-26T15:18:16</PAY_CRNCY_DT>
<PROJ_ABBRV_CD></PROJ_ABBRV_CD>
<PROJ_ACCT_ABBRV_CD></PROJ_ACCT_ABBRV_CD>
<PROJ_ID>10100.10.01</PROJ_ID>
<REF1_ID></REF1_ID>
<REF2_ID></REF2_ID>
<SALES_TAX_CD></SALES_TAX_CD>
<S_AP_1099_TYPE_CD></S_AP_1099_TYPE_CD>
<TRN_CST_AMT>444</TRN_CST_AMT>
<TRN_NET_AMT>444.0000</TRN_NET_AMT>
<TRN_SALES_TAX_AMT>0.0000</TRN_SALES_TAX_AMT>
```


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```
<TRN_USE_TAX_AMT>0.0000</TRN_USE_TAX_AMT>
<VCHR_KEY>02623</VCHR_KEY>
<VCHR_LN_DESC></VCHR_LN_DESC>
<VCHR_LN_KEY>1</VCHR_LN_KEY>
<VCHR_LN_NO>1</VCHR_LN_NO>
<VL_VCHR_KEY>02623</VL_VCHR_KEY>
<VL_VCHR_LN_KEY>1</VL_VCHR_LN_KEY>
<APMVCHR_LN_S_TAXABLE_CD>N</APMVCHR_LN_S_TAXABLE_CD>
</APMVCHR_LN>
</APMVCHR_VCHRHDR>
</appreproc>
```

Settings That Require Template Changes

Charge Code Change Option Set to True in Costpoint

In Costpoint, if the **Charge Code Change** check box is selected, users working with the IAConnect GL Coding control are able to modify the Project/Acct/Org information for any lines copied in from the related PO. When this option is selected, the PO_LN_ACCT table information should not be passed in the XML file, and therefore a section of the CIS template file must be removed.

The location of this check box in Costpoint 7 is **Accounting | Accounts Payable | Accounts Payable Controls | Configure Purchase Order Voucher Settings**.

Note: If this check box is ever unselected, this section must be replaced in the template file for this integration to work again properly. This is a Costpoint requirement.

To adjust the settings, follow these steps:

1. Modify the PO template file and remove the entire **POMPOVCH_VCHRLNACCT** section from the XML.
   a. Navigate to the Costpoint Import Web Service under the virtual directory **\IAAutomation40** on the web server on which IAConnect is installed.
   b. Locate the folder **\bin\content\Create PO Voucher** under this directory.
   c. Make a backup of the **Line.txt** file.
   d. Edit the file **Line.txt** to remove the `%%LINEACCT%%` line from the file. This completes the template change in CP Integration Web Service.
2. Modify the CP Integration Console Configuration to support the previous change.
   a. Start the Costpoint Integration Console at **Start | Costpoint 7.0.x | Start Costpoint 7.0.x Integration Console**.
   b. Select **Add/Edit Data Integration Methods** from the available options and then click **Next**.

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c. Select the module **Create PO Voucher** and click **Edit**.
d. In the **Edit Data Integration Method** dialog box, select **POMPOVCH_VCHRLNACCT** and click **Delete Subtree**. This removes this section from the XML file.
e. Click **Save**, then click **Close** to close the utility.
f. Build and deploy the module as described in the section Build and Deploy of Non-Generic WIC Modules on page 76.

Passing Null Keyword Type Values to Costpoint

Additional configuration is required to pass null Keyword Type values from IAConnect to Costpoint. Using the IFNULL placeholder indicates to Costpoint that a certain field does not contain data in IAConnect.

Configuration of the IFNULL placeholder involves making changes to the Web.config file of the Costpoint Import Service and the CIWS XML definition template files.

Note: Contact your first line of support for more information on which Keyword Types in your solution should be configured to pass null values to Costpoint.

Follow these steps to configure the Web.config file:

1. Open the parent **Web.config** file for the Docs for Deltek solution. In a typical installation, this file is located on your web server under the Docs for Deltek root virtual directory path **\\DocsForDeltek**.
2. Locate the **appSettings** section.
3. In the **ExtraPlaceHoldersFields** key, populate the **value** setting with the names of the Keyword Types for which you want to pass null values. Separate multiple Keyword Types with a double pipe delimiter (||).

   For example:

   ```
   <add key="ExtraPlaceHolderFields" value="PO_LN_NO||INVOICE
   NUMBER||CUSTOMER NUMBER||INVOICE DATE||HEADER NOTES"/>
   ```
4. For each Keyword Type registered in the **ExtraPlaceHolderFields** key, add a key within the **appSettings** section that specifies what the placeholder will replace if the Keyword Type value is null.

   For example:

   ```
   <add key="INVOICE NUMBER_IFNULL" value="xsi:nil=&quot;true&quot;
   xmlns:xsi=&quot;http://www.w3.org/2001/XMLSchema-instance&quot;"/>
   ```
5. Locate the **ExtraPlaceHolders** key and make sure it is set to **value="IFNULL"**. If this key is not already in the file, add the following key within the **appSettings** section:

   ```
   <add key="ExtraPlaceHolders" value="IFNULL"/>
   ```
6. Save the **Web.config** file.

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Next, follow these steps to configure the CIWS XML template files. The following steps must be completed for each Keyword Type for which you want to pass null values:

1. Open the template file containing for the Keyword Type that you want to configure. In a typical installation, these template files are located in the folder **<Costpoint Import Service Root>\bin\content.**
2. Locate the mapping for the Keyword Type to configure.

   For example:

   <INVC_ID>%%INVOICE NUMBER%%</INVC_ID>
3. Modify the opening tag for the mapping to incorporate the IFNULL placeholder.

   Inside the opening tag, insert a space after the original tag name and add the placeholder **%%[Keyword Type]_IFNULL%%**, where **[Keyword Type]** is the name of the Keyword Type being configured.

   For example:

   `<INVC_ID %%INVOICE NUMBER_IFNULL%%>%%INVOICE NUMBER%%</INVC_ID>`

Note: Make sure that the IFNULL placeholder is placed inside the opening tag, not between the opening and closing tags. Also make sure that there is a space between the original tag name and the IFNULL placeholder inside the opening tag.

4. Save the template file.

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Overview

The purpose of the IAConnect Post Processor functionality is to update invoice documents in OnBase with payment information from the corresponding voucher in Costpoint. A voucher record for an invoice document must have been successfully created in Costpoint prior to being processed by this service. Invoice documents are moved to the **Post Processor** queue and wait there for a check to be generated for that voucher in Costpoint. Once that happens, the AP Status flag in Costpoint is set to **Paid**, which signals the Workflow to push the invoice document out of the **Post Processor** queue and hence end Workflow processing for the invoice document. The Post Processor also updates payment status for the voucher to any interim status values up to the point it is marked paid.

Post Processor Service

The Post Processor is a Workflow Timer that runs on the Application Server where IAConnect is installed. It is regularly looking through every document in the **ITP - Post Release to ERP Queue** on a configured interval and then performing a read into the Costpoint database to determine what the AP Status of each corresponding voucher is. It uses the Vendor ID and Invoice Number to find the record in Costpoint.

Process Logic

This section describes the processing logic of the Post Processor service. The Post Processor service retrieves all documents in the **ITP – Post Release to ERP Queue** in which the **Return Code** Keyword Type value is set to **Processed**. The service then processes the documents in batches. For each batch, it takes the following steps:

1. **Fetch Check Information from Costpoint**
   a. For each document in the batch, the **Vendor ID**, **Invoice Number**, and **Invoice Date** Keyword Types are read from the document and used to try to locate a check in Costpoint. The **Voucher Number** and/or **Fiscal Year** Keyword Types (if available) are also used to help narrow the query.
   b. If exactly one check is found, then the fetch was successful, and the check information is recorded for that document.

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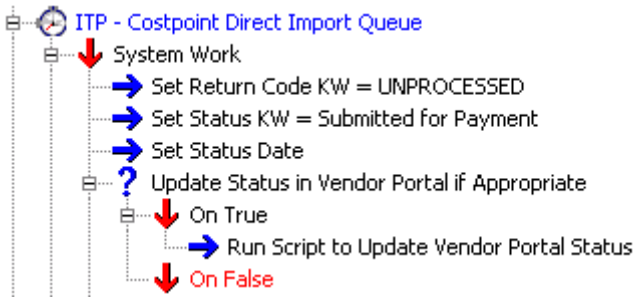
2. **Fetch AP Status from Costpoint**
   a. For each document in the batch, the **Vendor ID**, **Invoice Number**, and **Invoice Date** Keyword Types are used to fetch the **AP Status** value from Costpoint.
   b. If the **VP Tracking ID** Keyword Type is not **<blank>** on the document, then it means this is an invoice that was submitted through VPConnect (Vendor Portal). The **AP Status** value from Costpoint is then used to update the AP_STATUS column in the VP_INVOICE_HDR table. This shows outside vendors the status of their payment through the **AP Status** field on the VPConnect interface.
3. **Update Keyword Type Values in OnBase**
   a. For each document in the batch, if the Costpoint fetches were successful, the following Keyword Types are updated:
      - **Check Amount**
      - **Check Date**
      - **Check Number**
      - **Voucher Number**
      - **Return Code** is set to **Posted**

      In addition, if there is an ad hoc task in the **ITP - Post Release to ERP Queue** named **Remove from Workflow**, then that task is executed by the service for the document. The document is removed from the Workflow and stored in the OnBase repository.
   b. If either of the Costpoint fetches was not successful for the document, the Keyword Types **Error Flag** and **Error Description** are updated with details.

Workflow Configurations

ITP - Costpoint Direct Import Queue

This Workflow configuration shows the set up for when the Web Integration Console posting option is used. The **Status** Keyword Type is properly updated with **Submitted for Payment**. The VPConnect (Vendor Portal) status is then updated if appropriate. If successful, the **Return Code** Keyword Type is set to **Processed** when it leaves this queue on its way to the **ITP - Post Release to ERP Queue**.



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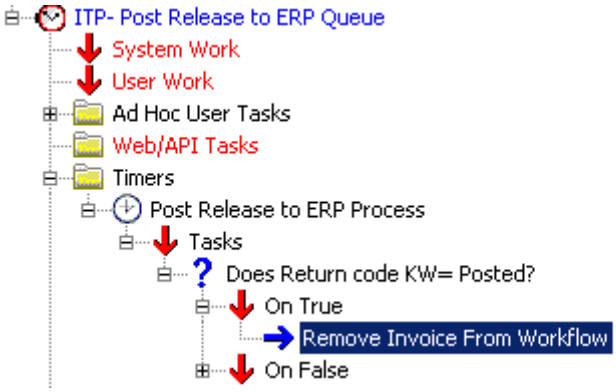
ITP - Post Release to ERP Queue

This Workflow configuration shows the set up for the **ITP - Post Release to ERP Queue**. The Post Processor Workflow Timer described above updates the **Return Code** Keyword Type to **Posted** if the voucher was paid in Costpoint. The **Post Release to ERP Process** Timer moves all documents meeting these criteria out of the queue and Workflow.



Keywords Used

The following keywords are used during processing of an invoice by the Post Processor service.

Keywords	Values	Description
ErrorFlag	1 or null	Used to indicate whether the operation was successful or not. 1 = Unsuccessful, null = Successful
ErrorDescription	String value	If the process was not successful this contains the reason
Return Code	• PROCESSED • POSTED • POSTING-Error	• PROCESSED: Service processes documents that have this value set as PROCESSED • POSTED: If service runs successful and if the voucher was paid in Costpoint • POSTING-Error: If error encountered during Posting process
Check Amount	Check Amount value from Costpoint	Check Amount value from Costpoint
Check Date	Check Date value from Costpoint	Check Date value from Costpoint

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Keywords	Values	Description
Check Fiscal Yeah	Check Fiscal Year from Costpoint	Check Fiscal Year from Costpoint
Check Number	Check Number value from Costpoint	Check Number value from Costpoint
Check Period	Check Period from Costpoint	Check Period from Costpoint
Check Subperiod	Check Subperiod from Costpoint	Check Subperiod from Costpoint
Voucher Number	Blank or Integer value	Updated from Costpoint if this Keyword Type has no value in it
AP STATUS	String value	AP Status value from Costpoint
Customer Number	Numeric value	Read Only, used in Costpoint service query
Vendor ID	Integer value	Read Only, used in Costpoint service query to fetch check information for the document
Invoice Number	String value	Read Only, used in Costpoint service query to fetch check information for the document
Invoice Date	Date value	Read Only, used in Costpoint service query to fetch check information for the document
VP Tracking ID	Integer value	If this Keyword Type is populated, indicates that the invoice was submitted through VPConnect (Vendor Portal)
Document Handle	Integer value	Read Only value for general operations

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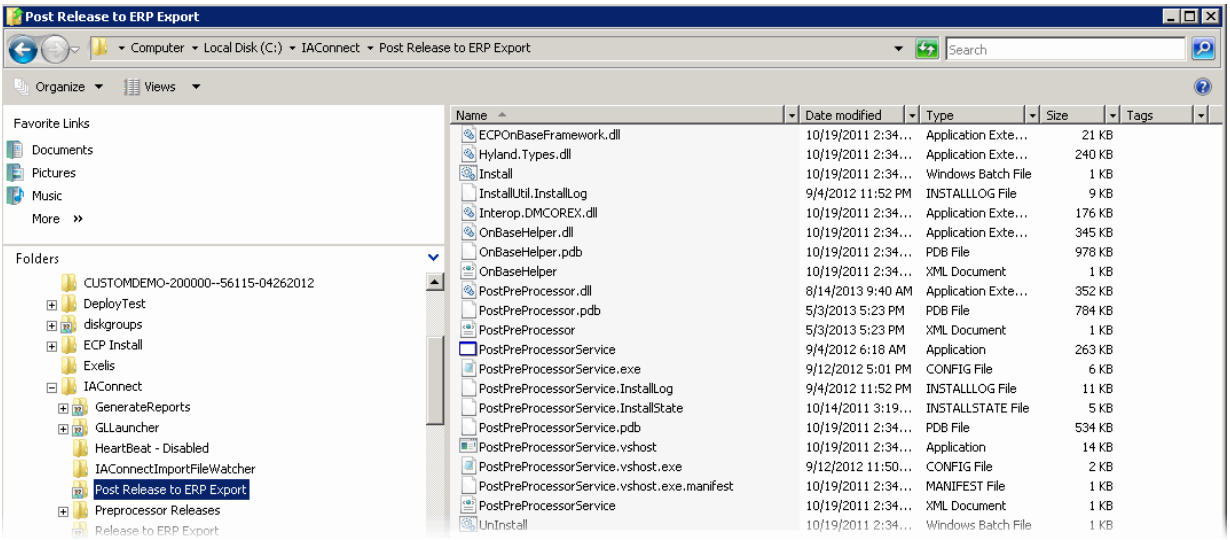
Configuration Settings

Post Processor Service Code Location

The software is installed in a directory on the local drive of the OnBase Application Server. In a typical installation the path would be **C:\IAConnect\Post Release to ERP Export** but could vary. It has all of the software and the configuration file named **PostPreProcessorService.exe.config**.



Docs for Deltek Configuration File Settings

The main Docs for Deltek configuration file contains settings that can affect the Post Processor. The following settings are located in the **appSettings** section of the Docs for Deltek web.config file.

Setting	Description
WorkflowAppServerTimeout	The timeout for web services performing Workflow-related calls via the Application Server. This value is in milliseconds.

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OnBase®
Foundation EP5

IAConnect

User Guide

Foundation EP5

Usage

Overview

This module reference guide contains separate chapters detailing how to use different components of IAConnect.

- Usage: Invoice Processing and Approval on page 97

  Procedures for capturing, reviewing, routing, and approving invoices.
- Usage: GL Coding Control on page 139

  Information on using the GL Coding control to apply itemized charge codes to an invoice.
- Usage: Import GL Data Specifications on page 171

  Information on how to format data files for importing GL Coding data.
- Usage: Check Request Form on page 177

  Procedures for using the Check Request form to submit reimbursement requests.
- Usage: IAConnect Reports on page 184

  Information on the IAConnect reports accessed through the OnBase Report Services module.

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Usage: Invoice Processing and Approval

IAConnect is an invoice automation tool that integrates with Deltek Costpoint. IAConnect allows users to process invoice documents through an AP Workflow process and pass the approved payables information to Costpoint via Deltek preprocessors and the Deltek Web Integration Console for continued payment processing.

This chapter describes how to use IAConnect to process invoices and manage approvals. The approval process is managed using the OnBase Workflow Approval Management module, which allows you to create approval queues and approval processes that automatically assign documents to the right people for approval.

Logging In

To access the IAConnect system, launch the OnBase Client or Unity Client. OnBase is the underlying document management system that IAConnect uses for all of its Workflow and document management capabilities.

If you are logged into your organization's network, you are automatically logged into OnBase. If automatic login has not been set up, the OnBase login dialog is displayed. Enter your user name and password to log in.

Processing Invoices: Overview

Each invoice goes through several stages of the invoice approval process in IAConnect, beginning with scanning or importing the invoice and ending with final review and posting the invoice's data to the Costpoint ERP system. The following sections explain the main functions in each stage of the invoice approval process and point to more detailed discussions of those functions elsewhere within this documentation.

Capture

Most invoices are processed and imported into IAConnect via scanning, but some may be manually imported.

See Capturing Invoices on page 99 for more information.

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Initial Review

The main activity in the initial review stage is indexing the invoice. The initial reviewer reviews information that was imported into the system from the invoice, enters any additional information, and adds supporting documents. The reviewer can also route the invoice to various ancillary specialists (new vendor setup, tax specialist, freight specialist, or buyer) for additional review. After these reviewers have completed their reviews, the invoice returns to the **AP Initial Review Queue**, where the initial reviewer finishes indexing and submits the invoice for approval.

The reviewer can perform several other actions at this stage, including assigning the first level approver, sending the invoice to a supervisor, rejecting the invoice, entering PO line data, and several other options.

See AP Initial Review Queue on page 100 for more information.

Approvals

IAConnect allows multiple levels of approval, with multiple approvers for each level. Approval roles, levels, and rules are configured in Workflow Approval Management. The approvers are responsible for reviewing the proper GL coding and funding for invoices submitted for both PO-related and non-PO-related expenses. After the invoice has passed through all approval levels, it moves to final review.

See Approval Queue on page 115 for more information.

Final Review

The final reviewer (AP processor) validates the data in the invoice and completes or corrects the GL coding if needed. If the invoice is correctly coded and approved, it is submitted to the Costpoint ERP system, either in the preprocessor file (if using the standard flat file format) or directly submitted to Costpoint using the Web Integration Console.

See AP Final Review Queue on page 120 for more information.

Additional Invoice Approval Processing

There are several additional queues that handle special situations in which invoices may be momentarily taken out of the standard approval process. Invoices may end up in these queues due to manual action from a user or they may be automatically routed here based on business rules or other validations that the system performs.

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Supervisor

Any reviewer can send an invoice to the **Supervisor Queue** if it is necessary for an AP supervisor to take action on it. The AP supervisor can take a variety of actions, including indexing or re-indexing the invoice, entering or correcting voucher line information and GL Coding data, releasing the invoice for approval, rejecting the invoice, and several other options. After taking the appropriate action, the supervisor sends the invoice back into the appropriate part of the process.

See Supervisor Queue on page 124 for more information.

Rejections

Any reviewer or approver can reject an invoice, in which case it goes to the **Rejected Queue**. Invoices that are detected to be duplicates after indexing are automatically routed to this queue. The user who is assigned to this queue can re-process the invoice, send the invoice to a supervisor, override the duplicate check, or delete the invoice.

See Rejected Queue on page 128 for more information.

Approval Admin

If the system discovers an exception to the approval rules process, it sends the invoice to the **Approval Admin** queue. The user who is assigned to this queue can examine the invoice and then either correct the exception and resubmit to the Approval queues, or resubmit the invoice to the **AP Initial Review Queue** for further action.

See Approvals Admin Queue on page 130 for more information.

Capturing Invoices

Using OnBase's document management capabilities, IAConnect can be set up to capture invoices in a variety of ways, including scanning and importing from your desktop, email, and fax. Each of these capabilities is defined when your system is installed and configured.

Tip: See the OnBase **Document Imaging** module reference guide or help files for more information on scanning and adding documents to OnBase.

Scanning Invoices

OnBase allows you to scan various documents into the system in support of AP invoice processing. IAConnect provides scan queues that are defined to direct the scanned images into the Workflow for processing.

Note: Make sure your OnBase system is configured for Document Imaging and Batch Scanning. See your system administrator for more information.

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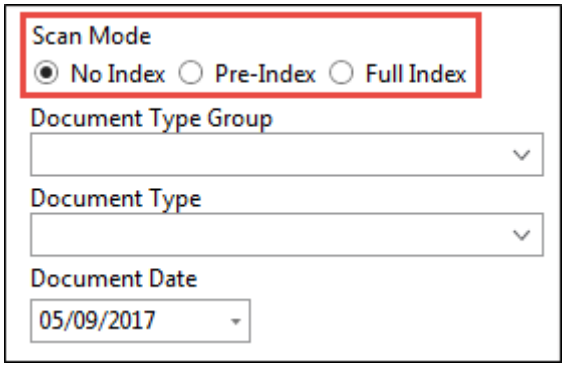
Follow these steps to scan documents:

1. Open the **Document Imaging** or **Batch Scanning** interface, depending on whether you are using the OnBase Client or the Unity Client:
   - In the OnBase Client, select **Processing** | **Scan/Index**. The **Document Imaging** window is displayed.
   - In the Unity Client, click the **Batch Scanning** button in the **Imaging** ribbon group. The **Batch Scanning** layout is displayed.
2. Select the appropriate scan queue in the Scan Queue list. In the OnBase Client, double-click the scan queue to open it.
3. Select the **No Index** Scan Mode option. This mode allows you to scan the invoices without indexing them immediately. They are indexed in the **AP Initial Review Queue** later in the process.



4. Click **Scan** to begin scanning.

AP Initial Review Queue

The main activity in the initial review stage is indexing the invoice. The initial reviewer reviews information that was imported into the system from the invoice, enters any additional information, and adds supporting documents. The reviewer can also route the invoice to various ancillary specialists (new vendor setup, tax specialist, freight specialist, or buyer) for additional review. After these reviewers have completed their reviews, the invoice returns to the **AP Initial Review Queue**, where the initial reviewer finishes indexing and submits the invoice for approval.

The reviewer can perform several other actions at this stage, including assigning the first level approver, sending the invoice to a supervisor, rejecting the invoice, entering PO line data, and several other options.

For a full list of the actions that a user can perform in this queue, see AP Initial Review Queue Ad Hoc Tasks on page 102.

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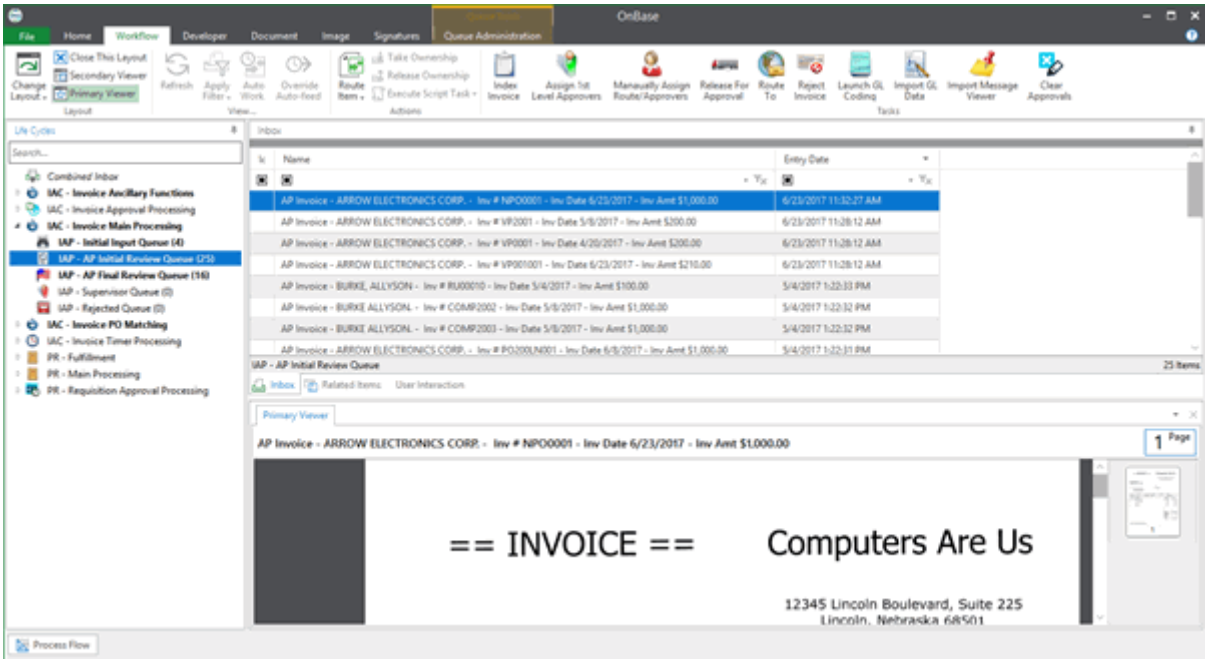
Accessing the AP Initial Review Queue

Once you have logged in, the OnBase Workflow interface is displayed. If the Workflow interface is not displayed, click the **Workflow** button in the toolbar or ribbon. The **Life Cycles** pane displays all of the life cycles and queues you have rights to access.



To access the documents in the **AP Initial Review Queue**:

1. Click the **AP Initial Review Queue** in the **Life Cycles** pane. This queue can be load-balanced so the user only sees the invoices assigned to them for processing.
2. A list of invoices is displayed in the **Inbox** pane.
3. To view an invoice, click the invoice's name in the **Inbox** pane. The invoice is displayed in the **Primary Viewer** pane.

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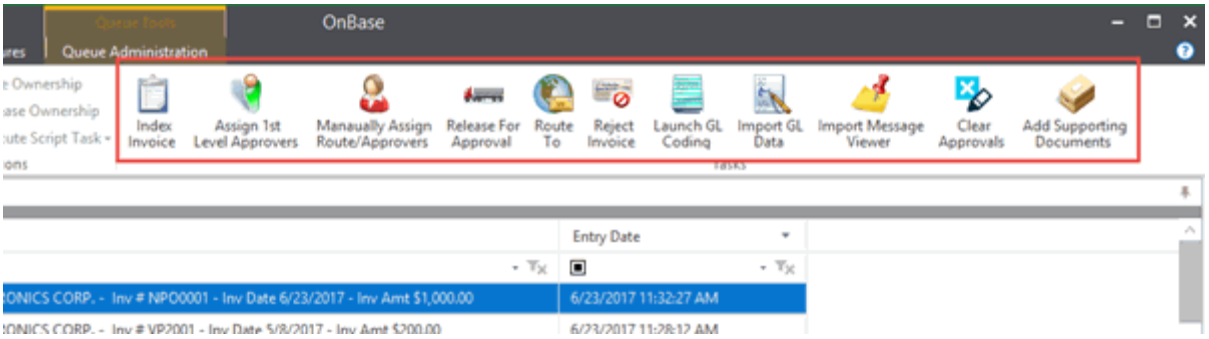
AP Initial Review Queue Ad Hoc Tasks

The following ad hoc task buttons are available in the **AP Initial Review Queue**. They are located in the **Tasks** panel. Click the task button to launch each action.



Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
Index Invoice	This task opens the Indexing control in the **User Interaction** pane. Use this control to enter invoice information and to enter or review PO line information. When you are done with indexing, you must click either **Save** or **Cancel** to exit the Indexing control before you can proceed with any other actions in IAConnect. For more details on the invoice indexing process, see Indexing Invoices on page 106.
Assign 1st Level Approvers	You can manually assign additional first-level approvers at any time. The invoice does not move to the Approval queue until it is released for approval. 1. Select an approver from the **Available** list and click **Add.** 2. To remove an approver from the **Assigned** list, select the approver's name and click **Remove.** 3. Click **OK** when the list of approvers is complete. **Note:** This ad hoc task must be performed after completing the **Index Invoice** ad hoc task. **Note:** This ad hoc task is only supported in the Unity Client. The OnBase Client is not supported for this ad hoc task.

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Ad Hoc Task	Description
Manaually Assign Route/Approvers	Use this task to assign approvers for the first approval level for the invoice if the invoice does not have a normal approval route. This task should only be used if a designated approval route or approvers do not exist. **Note:** This ad hoc task is only supported in the Unity Client. The OnBase Client is not supported for this ad hoc task.
Release For Approval	Use this task when you are finished working on an invoice and it is ready to release for approval. When the invoice is released for approval, it moves to the appropriate Approval queue. The system sends the approver an email to alert them that the invoice needs their attention. If this is a newly indexed invoice, the invoice is automatically sent to the first assigned approver. If this invoice has been re-indexed, any previous approvals are cleared and the approval process begins again. If this invoice had been routed to this queue for any other reason but had completed some level of approvals, it retains those approvals and resumes the approval process where it left off. The system performs several validations to determine how to route the invoice to the appropriate Approval queue: • **Required Fields**: This validation ensures that all of the mandatory fields are populated: Vendor Name, Vendor ID, Invoice Number, Invoice Amount, and Invoice Date. • **Duplicate Invoices**: If the system detects a duplicate invoice, the invoice is directed to the **Rejected Queue** instead of one of the Approval queues. A duplicate invoice typically has the same **Vendor ID**, **Vendor Name**, **Invoice Number**, and **Invoice Amount** as a previously submitted invoice. • **PO Line Matching**: If matching is set in Customer Configuration, then a mismatched PO invoice is directed to one of the Mismatch queues in the **Invoice PO Matching** life cycle instead of an Approval queue. • **Pre-Approved**: If the **Pre-Approved** option has been selected during indexing, the invoice document is routed directly to the **AP Final Review Queue**. • **Auto Approved**: If the invoice meets the criteria configured in Workflow Approval Management for auto approval, it is routed directly to the **Final Review Queue**.

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Ad Hoc Task	Description
Route To	Send an invoice to another user's queue for additional review. Select the appropriate referral option from the drop-down list: • **Buyer**: Route to the buyer assigned to the PO via the **Buyer Queue** (PO-based invoices only). • **Requestor**: Route to the initial requestor of the PO via the **Requestor Queue** (PO-based invoices only). • **Supervisor**: Route to the **Supervisor Queue**, along with a note to indicate what action the supervisor should take. • **Vendor Maintenance**: Route to the **Vendor Maintenance Queue**, to prompt another user to set up a new vendor or update an existing vendor's information in the Vendor Master file in Costpoint. Once the other user has reviewed the invoice, he or she can route it back to the **AP Initial Review Queue** where it can be fully processed.
Reject Invoice	At any time during the process, the user may reject an invoice if there is an error on the invoice or if it appears to be a duplicate. (If the system detects a duplicate invoice, it automatically routes it to the **Rejected Queue**.) This action removes the invoice from the current queue and places it in the **Rejected Queue**, where it resides until an administrator deletes it. **Note:** If an invoice is rejected by mistake, it is still possible to reprocess the invoice from the **Rejected Queue**. See Rejected Queue on page 128.
Launch GL Coding	Use this task to enter GL Coding information for an invoice or to validate whether an invoice has been coded correctly and has passed to the PO review queues correctly. For more details on the GL Coding process, see Usage: GL Coding Control on page 139.
Import GL Data	Use this task to import GL data from a file. The information in the file is used to automatically create the GL Coding data for the invoice. A specific file format is required to import GL data correctly. For GL data import file configuration requirements, see Usage: Import GL Data Specifications on page 171.
Import Message Viewer	This task displays a log of any error messages received during the process of importing the invoice into IAConnect. For more information, see Using the Import Message Viewer on page 175.
Clear Approvals	If an invoice returns to the **AP Initial Review Queue** from another part of the process, you can remove all approvals previously performed up to that point to restart the approval process. This task clears all approval information from the invoice.

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Ad Hoc Task	Description
Add Supporting Documents	Attach supporting documents to the invoice being processed. This task opens the Upload dialog box. 1. Click **Browse** to locate the document. 2. Click **Upload** to complete the task. The imported documents are coupled with the primary invoice and inherit that invoice's keywords. The supporting documents can be reviewed throughout the Workflow process by clicking on the document located in the **Related Items** pane.

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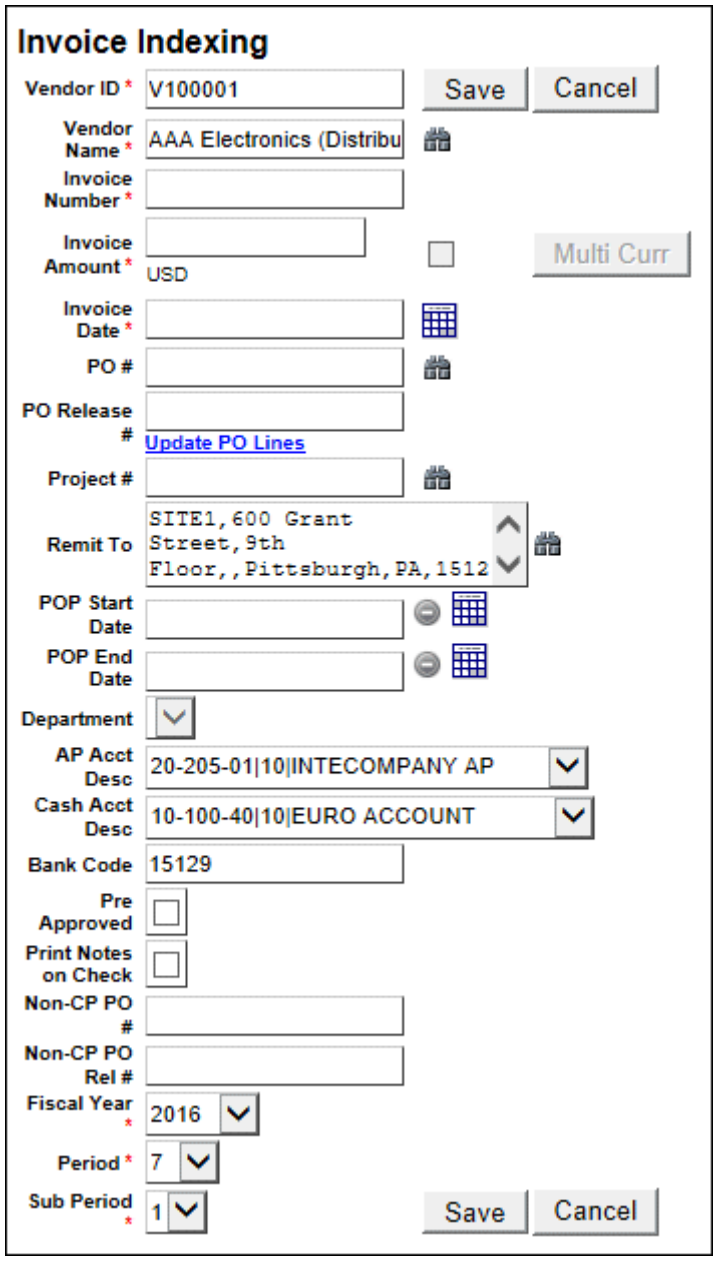
Indexing Invoices

Double-click the **Index Invoice** task to open the Indexing control in the **User Interaction** pane. Use this control to enter invoice information and to enter or review PO line information. When you are done with indexing, you must click either **Save** or **Cancel** to exit the Indexing control before you can proceed with any other actions in IAConnect.



The following sections explain the fields and functions in the Indexing control:

- Indexing Fields on page 107
- Performing a Vendor Search on page 109

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- Multicurrency Invoice Amount Entry for Non-PO Invoices on page 111
- Editing PO Line Item Information Using the PO Line Editor on page 112

Indexing Fields

The Indexing control contains many fields that refer to information on the invoice. This section identifies and explains each field in the Indexing control.

In addition to manually entering information, the user can search for pre-existing values for certain fields by using the search buttons (binoculars) next to those fields. For date-based fields, the user can use the calendar buttons next to those fields to select dates from a calendar.

Note: The following fields are required for all invoices and are marked with a red asterisk in the Indexing control: **Vendor ID**, **Vendor Name**, **Invoice Number**, **Invoice Amount**, **Invoice Date**, **Fiscal Year**, **Period**, and **Sub Period**.

Field	Description
Company ID	Enter the ID number for the appropriate company or legal entity for the invoice. Some organizations contain multiple legal entities to share the same Costpoint database and may share common General Ledger accounts. You can also click the binoculars button to the right of this field to display a list of possible companies for your organization, and select the appropriate company. **Note:** This field is only available if the Costpoint Multi-Company feature is being used.
Vendor ID (Required)	Enter the ID number for the vendor on the invoice. You can also populate this field by performing a Vendor Search (see Performing a Vendor Search on page 109).
Vendor Name (Required)	Enter the name of the vendor on the invoice. You can also populate this field by clicking the binoculars button to the right of this field to perform a Vendor Search (see Performing a Vendor Search on page 109).
Invoice Number (Required)	Enter the invoice number for the invoice. This information must be entered manually.
Invoice Amount (Required)	Enter the invoice amount for the invoice. This information must be entered manually. **Note:** Negative amounts must use a negative sign (**-**).
Invoice Date (Required)	Enter or use the calendar button to the right of this field to select the appropriate invoice date from the calendar or manually enter the date using mmddyyyy format.

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Field	Description
PO # **PO Release #**	The **PO #** field is available automatically once the **Vendor Name** is selected. If the Vendor Name is entered first, the PO # field is a drop-down list of available POs for the selected vendor. The PO # field is a manual entry field if the vendor has not been selected. If the PO # and PO Release # are populated, the vendor information is automatically populated. You can also click the binoculars button to the right of this field to search for the PO #. These fields are not required fields. However, if you select a PO # and PO Release # and assign them to the current invoice, the system invokes all PO-based invoice routing and logic rules.
Project #	For PO-based invoices, the project number can be populated automatically from the first line of the selected purchase order. For non-PO invoices, the user can either manually enter the project number or use the binoculars search button to look up an active project. This field is used to populate the first line of GL Coding as a default for non-PO invoices. The field can also be used for approval routing. **Note:** Project number is optional if accounts do not require it.
Remit To	The **Remit To** address is populated automatically when you enter a valid vendor name. The default address in Costpoint for this vendor is the one placed into this field. For non-PO invoices, you can use the binoculars button to search for alternate Remit To addresses for this vendor. For PO-based invoices, the default address gets passed to Costpoint, but the Remit To address may be changed from the default if you are using the Costpoint Web Integration Console for voucher import and not using the standard preprocessor flat file format.
POP Start Date **POP End Date**	Enter or use the calendar buttons to the right of these fields to select any valid dates that represent the period of performance (POP) that this invoice covers. These dates are used for approval rules decisions. These dates are not passed to Costpoint. These dates can also be configured to be used as a validation for PO-based invoices that have a period of performance to ensure that the invoice period of performance is within the purchase order period of performance.
Department	Additional routing information, based on user-defined values.
AP Acct Desc	This field is defaulted from the value in the Costpoint Vendor table once the vendor has been selected during indexing. For PO-based invoices, this field is not editable, but it may be changed from the default if you are using the Costpoint Web Integration Console for voucher import and not using the standard preprocessor flat file format. For non-PO invoices, this field is editable. The user may modify the field from a list of AP Trade accounts defined in Costpoint.

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Field	Description
Cash Acct Desc	This field is defaulted from the value in the Costpoint Vendor table once the vendor has been selected during indexing. For PO-based invoices, this field is not editable, but it may be changed from the default if you are using the Costpoint Web Integration Console for voucher import and not using the standard preprocessor flat file format. For non-PO invoices, this field is editable. The user may modify the field from a list of cash accounts defined in Costpoint.
Bank Code	Can be configured to display banking information based on the Vendor and Vendor Address selected.
Pre Approved check box	Selecting this check box allows the invoice to bypass all approval rules and move directly to the **AP Final Review Queue** when the user clicks the **Submit for Approval** button. AP staff can override this setting. This setting may be used, for example, to pre-approve invoices under a certain amount or matching some other criteria such as vendor number or project number.
Print Notes on Check check box	When checks are printed, the check's Notes section includes the Header notes from the GL Coding control. This check box setting is passed to the Costpoint voucher.
Non-CP PO #	Non-validated field for non-Costpoint PO numbers. This field is passed to the Costpoint AP voucher for reference purposes only.
Non-CP PO Rel #	Non-validated field for non-Costpoint PO Release numbers.
Fiscal Year (Required)	The financial accounting year to which charges may be posted.
Period (Required)	The financial accounting period associated with the fiscal year. A typical period is one month. You must select the **Fiscal Year** before you can select the period.
Sub Period (Required)	Each period can be broken into multiple sub periods. If an organization is going to close their books weekly they may have multiple sub periods for each period. In many cases companies have only one sub period, which is the minimum requirement. You must select the **Period** before you can select the sub period.

Performing a Vendor Search

The **Vendor Name** field in the Indexing control can be populated in multiple ways.

- Enter the **Vendor ID** and either enter **Tab** or click anywhere outside of the field. The vendor information auto-populates.
- Enter the **PO #** and **PO Release #**, and the vendor information auto-populates.
- Perform a Vendor Name search.

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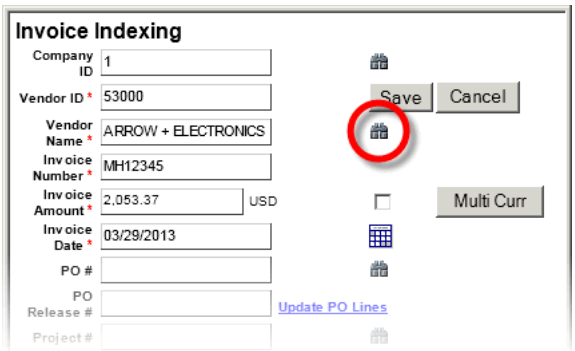
To perform a Vendor Name search in the Indexing control:

1. Click the binoculars button next to the **Vendor Name** field.



2. In the Vendor Search window, enter at least one character of the vendor's name into the **Vendor Name** field.

3. Click **Search**. This initiates a search of the Costpoint Vendor Master data. A list of vendors is displayed, including closed od inactive vendors. The list includes the vendor IDs and the vendor names that match your search criteria.
4. Click the desired vendor's name in the list. The system gathers data from Costpoint including the Vendor ID, Vendor Name, Payment Terms, Remit To Address, AP Account, Cash Account, a calculated Due Date, a calculated Discount Date, Discount Pct, and all open and active PO Numbers (if they exist for this vendor).
5. If the vendor does not yet exist in the system, double-click the **Route To** ad hoc task button to route the invoice to the **Vendor Maintenance Queue**, where the vendor record can be set up in Costpoint.

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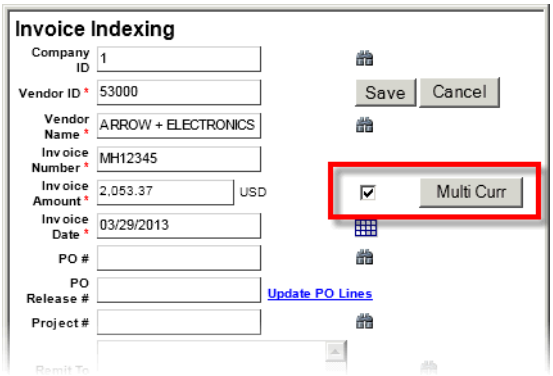
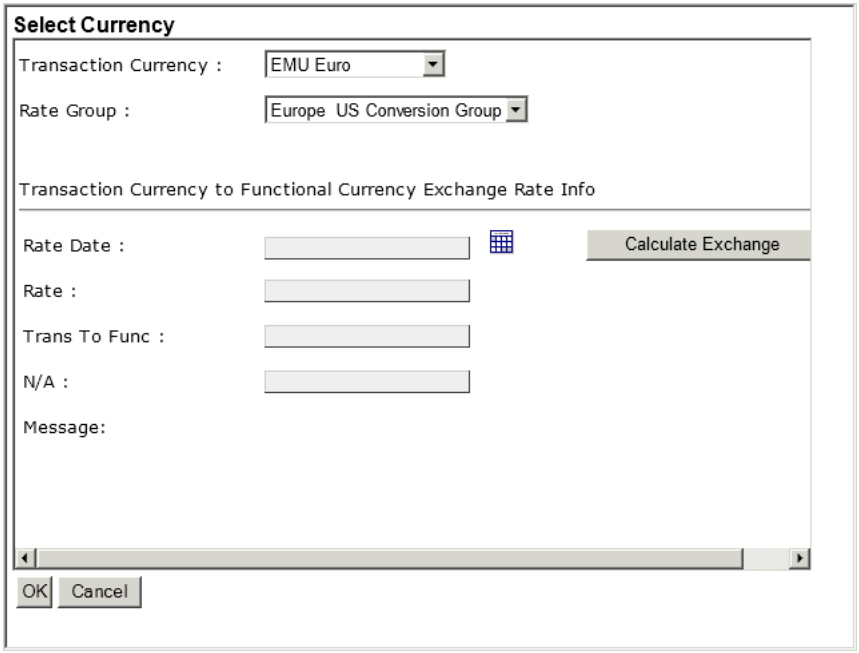
Multicurrency Invoice Amount Entry for Non-PO Invoices

Some transactions may be in a currency other than the US Dollars or the company's functional currency. The AP processor applies the currency rate for international invoices.

1. If the invoice is in a foreign currency, select the Multicurrency check box to the left of the **Multi Curr** button in the Indexing control.



2. Click the **Multi Curr** button to open the **Select Currency** dialog box.



3. In the **Select Currency** dialog box, provide the following information:
   - **Transactional Currency Code**: The currency for which invoice was written
   - **Rate Group**: The rate group to which the selected currency belongs
   - **Rate Date**: The same date as the invoice date

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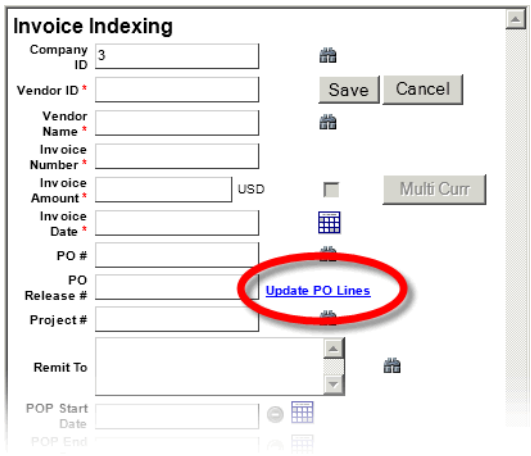
4. Click **Calculate Exchange.** The system automatically finds the rate from Costpoint for the date selected.
5. Click **OK** to save and return to the Indexing control.

Note: All multicurrency transactions require having the Costpoint Multicurrency module configured.

Note: For PO-based invoices, the system automatically uses the currency code and rate from the Costpoint purchase order. The AP processor is not able to edit this value.

Editing PO Line Item Information Using the PO Line Editor

During the indexing process, you can also edit and review invoice information on the line item level by using the PO Line Editor control. To launch the PO Line Editor from the Indexing control, click the **Update PO Lines** link.



Using the PO Line Editor

The PO Line Editor allows you to select the lines and quantities from the purchase order that have a remaining balance. The remaining balance is calculated on the difference between the PO-ordered quantity/amount and the Costpoint-vouchered quantity/amount.

Note: The PO Line Editor is usable even if GL Coding is in View Only Mode, but PO Lines are not editable by the user.

If any PO lines had been previously selected during indexing, they are grayed out and may not be selected again.

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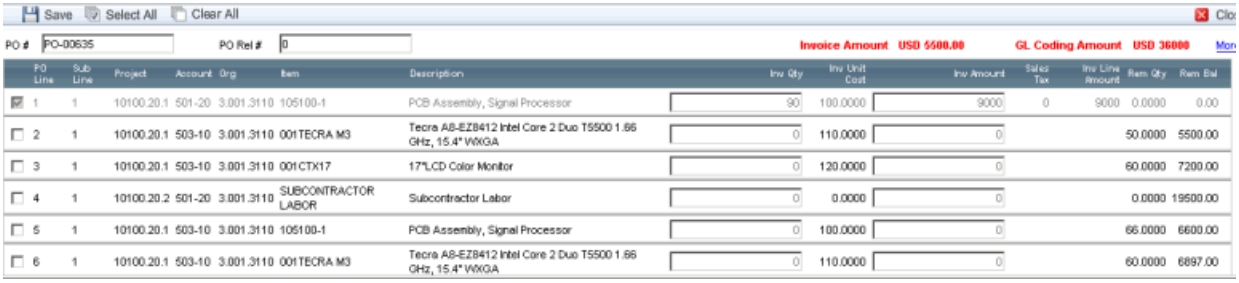
The PO lines are used to code the expenses on the invoice. When you save the selected line items in the PO Line Editor, the GL Coding table is populated with the information.



	PO Line	Sub Line	Project	Account	Org	Item	Description	Inv Qty	Inv Unit Cost	Inv Amount	Sales Tax	Inv Line Amount	Rem Qty	Rem Bal
☑	1	1	10100.20.1	501-20	3.001.3110	105100-1	PCB Assembly, Signal Processor	90	100.0000	9000	0	9000	0.0000	0.00
☐	2	1	10100.20.1	503-10	3.001.3110	001TECRA M3	Tecra A8-EZ8412 Intel Core 2 Duo T5500 1.66 GHz, 15.4" WXGA	0	110.0000	0			50.0000	5500.00
☐	3	1	10100.20.1	503-10	3.001.3110	001CTX17	17"LCD Color Monitor	0	120.0000	0			60.0000	7200.00
☐	4	1	10100.20.2	501-20	3.001.3110	SUBCONTRACTOR LABOR	Subcontractor Labor	0	0.0000	0			0.0000	19500.00
☐	5	1	10100.20.1	503-10	3.001.3110	105100-1	PCB Assembly, Signal Processor	0	100.0000	0			66.0000	6600.00
☐	6	1	10100.20.1	503-10	3.001.3110	001TECRA M3	Tecra A8-EZ8412 Intel Core 2 Duo T5500 1.66 GHz, 15.4" WXGA	0	110.0000	0			60.0000	6897.00

To enter the invoice quantities and invoice amounts for the line items into the PO Line Editor:

1. Select the check box in front of each line you would like to include with this invoice. The selected lines represent the line items on the invoice.
2. **Inv Qty** (invoice quantity): If the line is a quantity-driven value, enter the quantity for each selected line to match the invoice. The invoice amount for the line is automatically calculated.

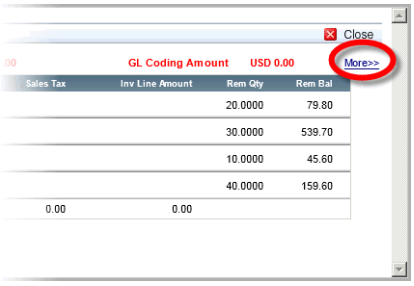
Note: A quantity of zero may be entered but the user will be warned when saving.

3. **Inv Amount** (invoice amount): If the line is an amount-only value, enter the cost information for each selected line to match the invoice.
4. Click **Save** when you have selected and completed all of the line items.
5. Click **Close** to close the PO Line Editor.

Note: If the quantity or amount is greater than the remaining balance, a message is displayed indicating that there is a mismatch. The invoice is routed to the **PO Mismatch Queue** when it is submitted for approval.

Viewing Additional Information in the PO Line Editor

To view additional information for all line items, click the **More** link at the top right of the form.



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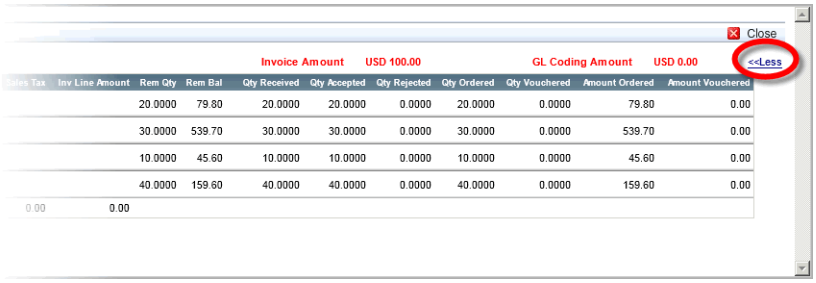
The form expands to display the following additional fields. Click the **Less** link to hide the additional fields again.



Sales Tax	Inv Line Amount	Rem Qty	Rem Bal	Qty Received	Qty Accepted	Qty Rejected	Qty Ordered	Qty Vouchered	Amount Ordered	Amount Vouchered
		20.0000	79.80	20.0000	20.0000	0.0000	20.0000	0.0000	79.80	0.00
		30.0000	539.70	30.0000	30.0000	0.0000	30.0000	0.0000	539.70	0.00
		10.0000	45.60	10.0000	10.0000	0.0000	10.0000	0.0000	45.60	0.00
		40.0000	159.60	40.0000	40.0000	0.0000	40.0000	0.0000	159.60	0.00
0.00	0.00									

The following fields are displayed by default in the PO Line Editor:

- **Rem Qty** (remaining quantity): The difference between the quantity ordered and the quantity vouchered.
- **Rem Bal** (remaining balance): The difference between the amount ordered and the amount vouchered.

The following additional fields are displayed when you expand the PO Line Editor:

- **Qty Received** (quantity received): The total quantity received for this PO line. This value comes from the Costpoint Receiving module. Payment quantities are typically based on quantity accepted instead of quantity received, but the 3-way match can be configured to be based on the quantity received for payment.
- **Qty Accepted** (quantity accepted): The total quantity that has been accepted for payment for this PO line. This value comes from the Costpoint Receiving module. The 3-way match is typically based on the quantity accepted for payment.
- **Qty Rejected** (quantity rejected): The total quantity rejected for this PO line. This value comes from the Costpoint Receiving module. Payment quantity should not include rejected quantities.
- **Qty Ordered** (quantity ordered): The original quantity ordered for this PO line.
- **Qty Vouchered** (quantity vouchered): The quantity that has been updated in the Costpoint Voucher table.
- **Amount Ordered** (amount ordered): The original total amount for this PO line.
- **Amount Vouchered** (amount vouchered): The total amount that has been updated in the Costpoint Voucher table.

Note: The 3-way match is typically based on the difference between the quantity accepted and the quantity vouchered, not the quantity received. However, the 3-way match can be configured to use the quantity received. Contact your system administrator or first line of support for more information.

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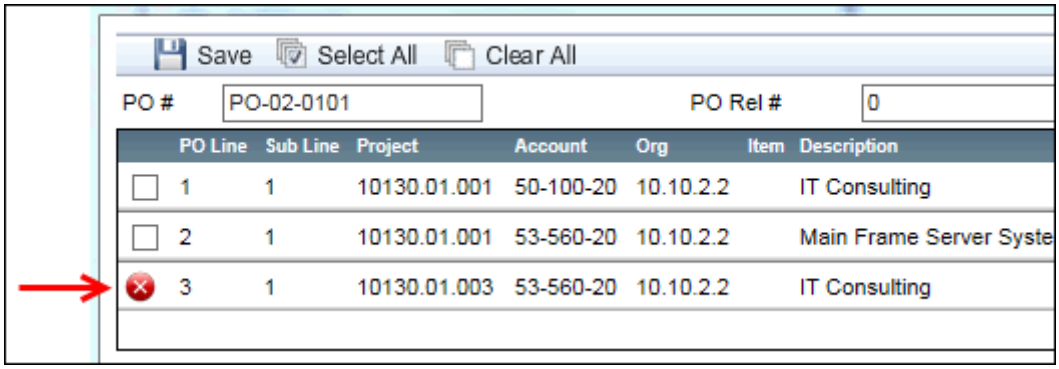
Invalid PO Lines in the PO Line Editor

If a PO line is invalid, it cannot be selected in the PO Line Editor. Reasons for a PO line being invalid include:

- Project, account, or Org is inactive.
- Project, account, or Org does not allow charging.
- Account is not part of the Project Account Group.
- Account and Org combination is not active or is limited by wildcard setup.

Invalid PO lines are marked with a red X to indicate that they cannot be selected.



Approval Queue

IAConnect allows multiple levels of approval, and all approval levels are managed in the **Approval Q** queue in the **Invoice Approval Processing** life cycle of the IAConnect Workflow. The approvers are responsible for reviewing the proper GL coding and funding for invoices submitted for both PO-related and non-PO-related expenses.

All approvals are managed by OnBase using Workflow routing and email notifications to facilitate the process. The system sends out an email notification after it determines who the next approver is by querying the business rules in Workflow Approval Management. Workflow Approval Management is configured with a series of business rules for your organization.

After the invoice has passed through all approval levels, the invoice is sent to the **AP Final Review Queue**.

Tip: For more information on configuring approvers and approval levels with business rules, see the **Workflow Approval Management** module reference guide.

Note: If the system discovers an exception to the approval rules process, it sends the invoice to the **Approvals Admin** queue. For more information, see Approvals Admin Queue on page 130.

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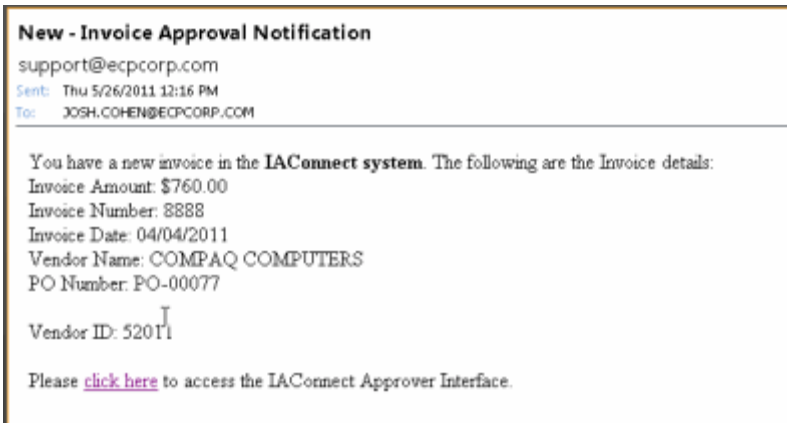
Email Notifications

After the invoice has been released for approval, the approver receives an email message with a link to the approval screen and the invoice to be approved and coded. The following example illustrates a sample approval notification email.



New - Invoice Approval Notification

support@ecpcorp.com

Sent: Thu 5/26/2011 12:16 PM

To: JOSH.COHEN@ECPCORP.COM

You have a new invoice in the **IAConnect system**. The following are the Invoice details:
Invoice Amount: $760.00
Invoice Number: 8888
Invoice Date: 04/04/2011
Vendor Name: COMPAQ COMPUTERS
PO Number: PO-00077

Vendor ID: 52011

Please click here to access the IAConnect Approver Interface.

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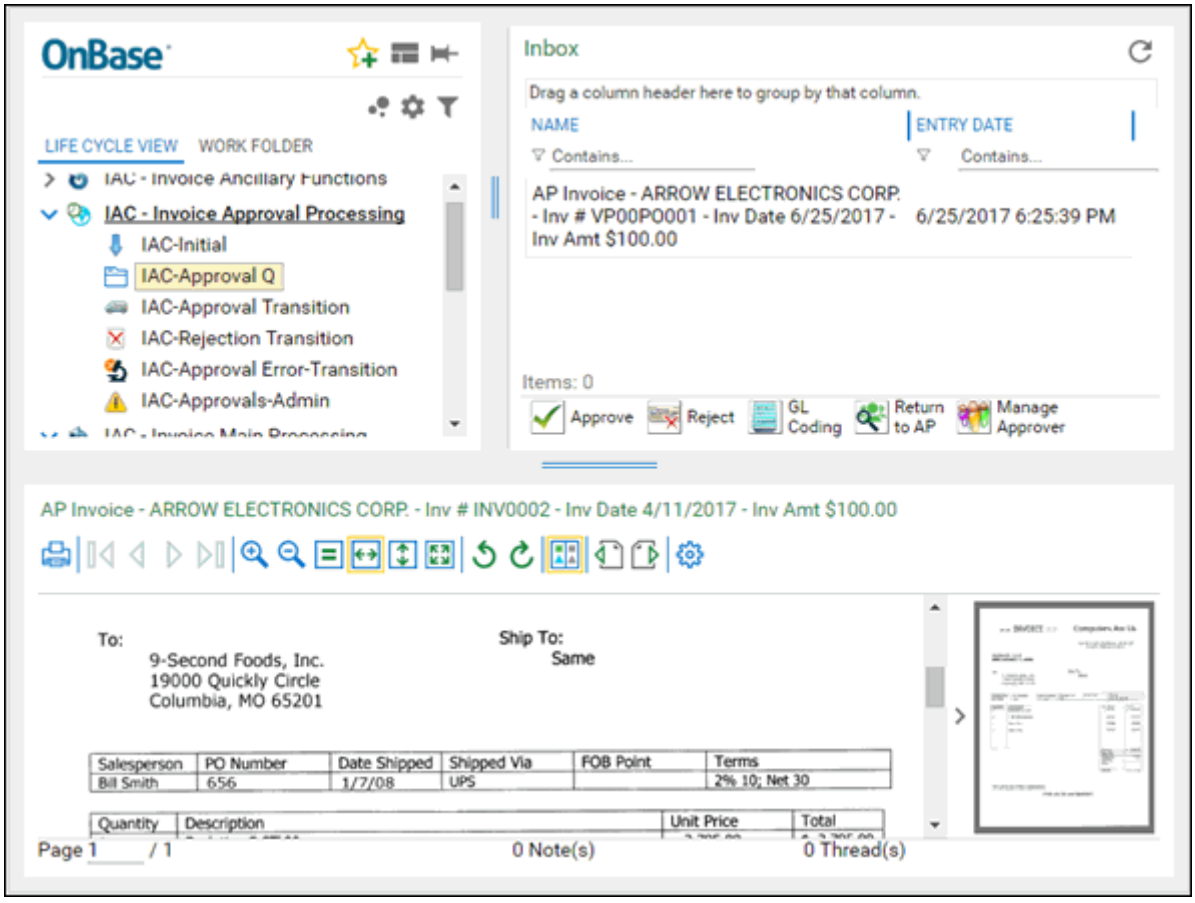
Accessing Outstanding Approvals

Once a user clicks on the link to perform their approvals, the Web Client interface is displayed. It presents all outstanding invoices assigned to that individual so that all approvals can be done in one session if desired. To view an invoice, select any row in the **Inbox**.



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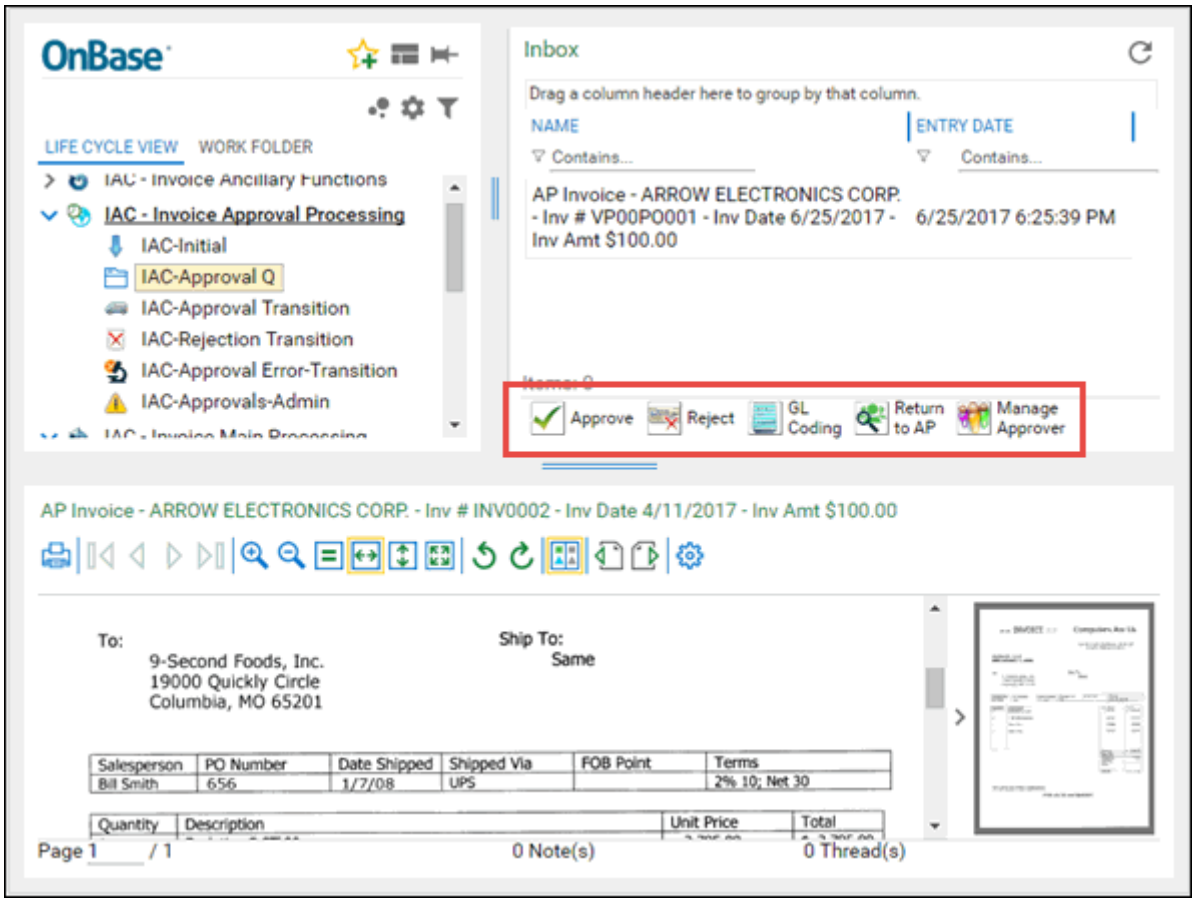
Approval Queue Ad Hoc Tasks

The following ad hoc task buttons are available in the **Approval Queue**. They are located in the **Inbox** panel. Click the task button to launch each action.



Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
Approve	Flags the invoice as approved and sends the document to the next-level approver. The system sends an email notification to the next person in the process.

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Ad Hoc Task	Description
Reject	This action removes the invoice from the current queue and places it in the **Rejected Queue**, where it resides until an administrator deletes it. **Note:** If an invoice is rejected by mistake, it is still possible to reprocess the invoice from the **Rejected Queue**. See Rejected Queue on page 128.
GL Coding	Use this task to review GL Coding information for an invoice and validate whether an invoice has been coded correctly and has passed to the PO review queues correctly.
Return to AP	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
Manage Approver	Use this task to substitute the current user with another approver or to add additional approvers for the selected invoice. The user can only modify the approval path for the current level; assigning approvers at different levels is not allowed. The invoice is routed based on the selected approver(s) in addition to the approval path directed by Workflow Approval Management.

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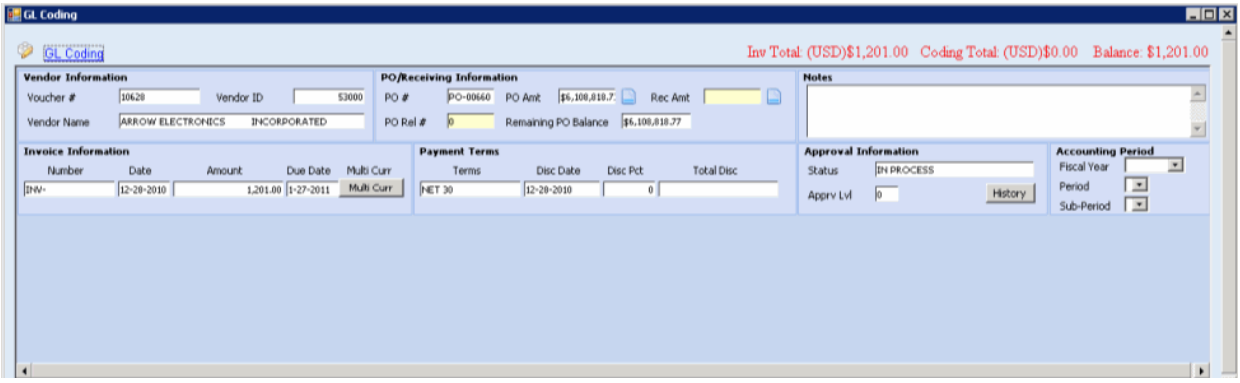
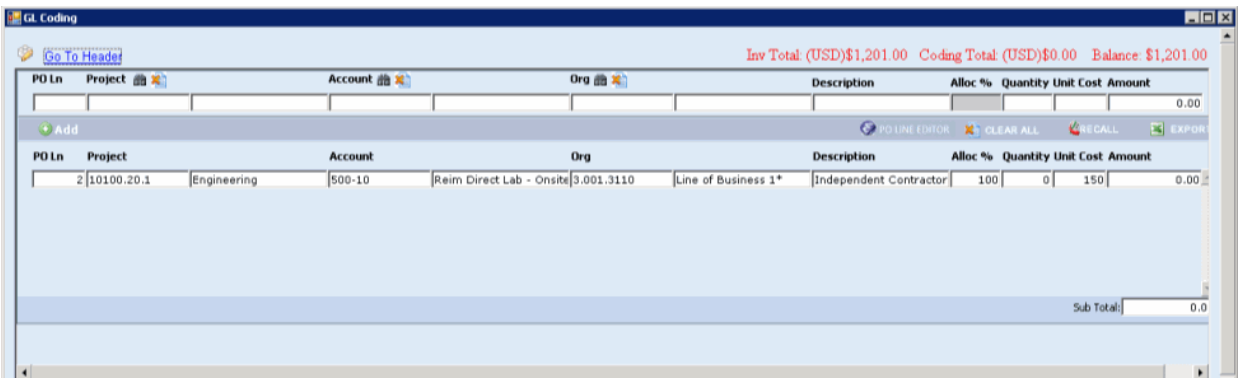
Approval GL Coding Header View

To view header information for review by the approver, select an invoice and click the **GL Coding** ad hoc task. The Approval Header view from the GL Coding control is displayed. This view shows all relevant fields of information for this invoice. The information in this view is pre-populated from the indexing process.



Approval GL Coding Line Detail View

To view line item information for review by the approver, click the **GL Coding** link at the top left of the Header view. The Line Detail view is displayed. The approver can review the appropriate line detail information prior to approval.



AP Final Review Queue

In this queue, the final reviewer (AP processor) validates the data in the invoice and completes or corrects the GL coding if needed. If the invoice is correctly coded and approved, it is submitted to the preprocessor file to load into the Costpoint ERP system.

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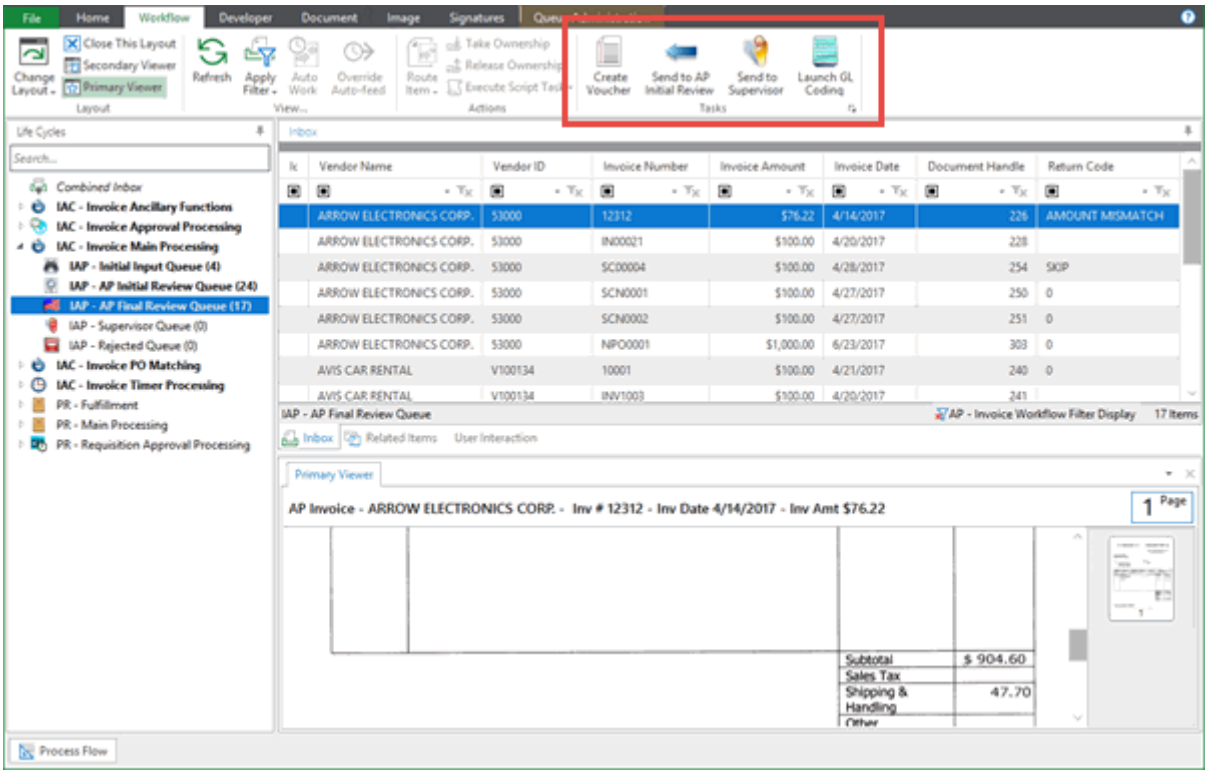
This queue may be load balanced by AP processor (in other words, the task may be made visible only to the AP processor that is assigned to that task).



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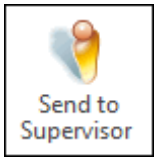
The following tasks can be performed in this queue.

Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
 Create Voucher	After you have confirmed that the invoice is ready to be vouchered in Costpoint, this task moves the document to a processing queue (**ITP - Costpoint Legacy Preprocessor Queue** if using the preprocessor file, or **ITP - Costpoint Direct Import Queue** if using the Web Integration Console), where it awaits check information once the invoice has been posted within Costpoint. From there, a timed process picks up the invoice, extracts all of the information collected during the process, and writes it out to a preprocessor file based on PO or Non-PO invoices. If using the preprocessor file, the GL coding data is written to a file that is imported to Costpoint. If using the Web Integration Console, the GL coding records are sent directly to the Costpoint voucher tables. **Note:** If an invoice is using the Multicurrency option, the invoice data is grouped in multiple preprocessor files by currency. That means there could be one or more preprocessor files.
 Send to AP Initial Review	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
 **Send to Supervisor**	A supervisor may be needed in the review process to provide additional oversight. This task removes the invoice from its current queue and moves it to the **Supervisor Queue**, along with a note to indicate what action the supervisor should take.

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Ad Hoc Task	Description
 Launch GL Coding	Use this task to enter GL Coding information for an invoice or to validate whether an invoice has been coded correctly and has passed to the PO review queues correctly. For more details, see Usage: GL Coding Control on page 139. **Note:** This task may not be available for all users, depending on Workflow configuration. This task is intended for users who are allowed to edit GL coding data.
 Show GL Coding Data	Use this task to open a read-only display of the GL Coding information for the invoice. **Note:** This task may not be available for all users, depending on Workflow configuration. This task is intended for users who are only allowed to view GL coding data.

Additional Invoice Processing Queues

There are several additional queues that handle special situations in which invoices may be momentarily taken out of the standard approval process. Invoices may end up in these queues due to manual action from a user or they may be automatically routed here based on business rules or other validations that the system performs.

These additional queues are:

- Supervisor Queue on page 124
- Rejected Queue on page 128
- Approvals Admin Queue on page 130

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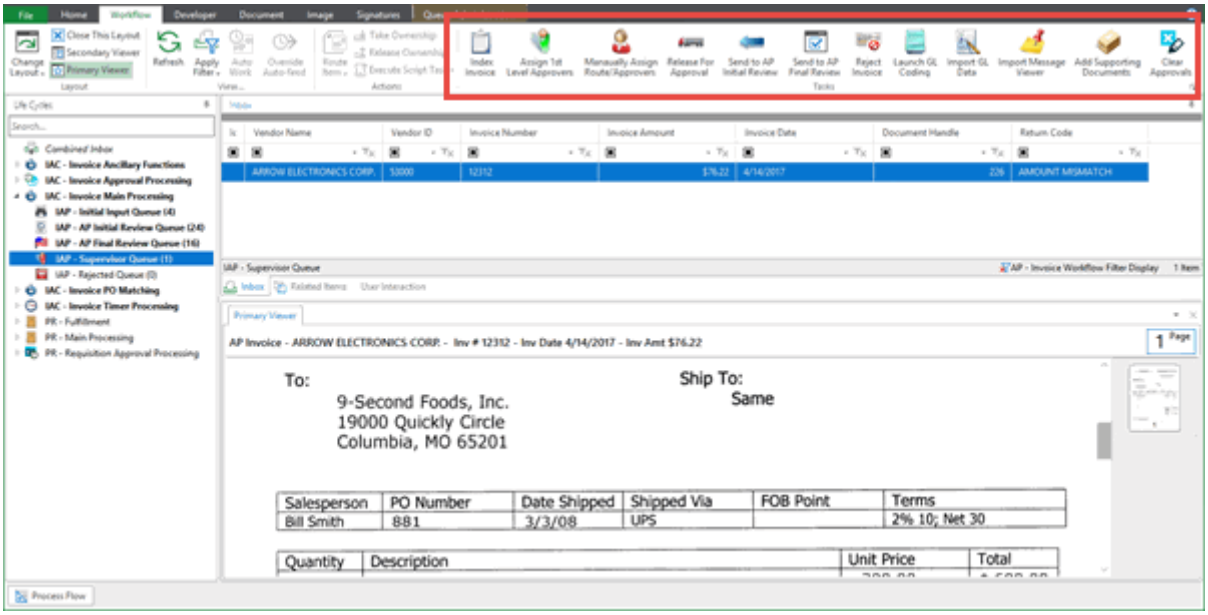
Supervisor Queue

Any reviewer can send an invoice to the **Supervisor Queue** if it is necessary for an AP supervisor to take action on it. The AP supervisor can take a variety of actions, including indexing or re-indexing the invoice, entering or correcting voucher line information and GL Coding data, releasing the invoice for approval, rejecting the invoice, and several other options. After taking the appropriate action, the supervisor sends the invoice back into the appropriate part of the process.



The following tasks can be performed in this queue.

Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
Index Invoice **Index Invoice**	This task opens the Indexing control in the **User Interaction** pane. Use this control to enter invoice information and to enter or review PO line information. When you are done with indexing, you must click either **Save** or **Cancel** to exit the Indexing control before you can proceed with any other actions in IAConnect. For more details on the invoice indexing process, see Indexing Invoices on page 106.

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Ad Hoc Task	Description
 Assign 1st Level Approvers **Assign 1st Level Approvers**	You can manually assign additional first-level approvers at any time. The invoice does not move to the **Approval Queue** until it is released for approval. 1. Select an approver from the **Available** list and click **Add.** 2. To remove an approver from the **Assigned** list, select the approver's name and click **Remove.** 3. Click **OK** when the list of approvers is complete. **Note:** This ad hoc task must be performed after completing the **Index Invoice** ad hoc task. **Note:** This ad hoc task is only supported in the Unity Client. The OnBase Client is not supported for this ad hoc task
 Manaually Assign Route/Approvers **Manually Assign Route/Approvers**	Use this task to assign approvers for the first approval level for the invoice if the invoice does not have a normal approval route. This task should only be used if a designated approval route or approvers do not exist. **Note:** This ad hoc task is only supported in the Unity Client. The OnBase Client is not supported for this ad hoc task

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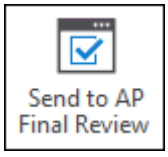
Ad Hoc Task	Description
 Release for Approval	Use this task when you are finished working on an invoice and it is ready to release for approval. When the invoice is released for approval, it moves to the appropriate Approval queue. The system sends the approver an email to alert them that the invoice needs their attention. If this is a newly indexed invoice, the invoice is automatically sent to the first assigned approver. If this invoice has been re-indexed, any previous approvals are cleared and the approval process begins again. If this invoice had been routed to this queue for any other reason but had completed some level of approvals, it retains those approvals and resumes the approval process where it left off. The system performs several validations to determine how to route the invoice to the appropriate Approval queue: • **Required Fields**: This validation ensures that all of the mandatory fields are populated: Vendor Name, Vendor ID, Invoice Number, Invoice Amount, and Invoice Date. • **Duplicate Invoices**: If the system detects a duplicate invoice, the invoice is directed to the **Rejected Queue** instead of one of the Approval queues. A duplicate invoice typically has the same **Vendor ID**, **Vendor Name**, **Invoice Number**, and **Invoice Amount** as a previously submitted invoice. • **PO Line Matching**: If the matching is set in Customer Configuration, then a mismatch PO invoice is directed to one of the Mismatch queues in the **Invoice PO Matching** life cycle instead of an Approval queue. • **Pre-Approved**: If the **Pre-Approved** option has been selected during indexing, the invoice document is routed directly to the **AP Final Review Queue**. • **Auto Approved**: If the invoice meets the criteria configured in Workflow Approval Management for auto approval, it is routed directly to the **Final Review Queue**.
 Send to AP Initial Review	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
 **Send to AP Final Review**	A supervisor may determine that an invoice should proceed directly to the final review stage. Use this task to send an invoice to the **AP Final Review Queue**. The invoice is removed from its current queue and moved to the **AP Final Review Queue**.

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Ad Hoc Task	Description
Reject Invoice **Reject Invoice**	At any time during the process, the user may reject an invoice if there is an error on the invoice or if it appears to be a duplicate. (If the system detects a duplicate invoice, it automatically routes it to the **Rejected Queue**.) This action removes the invoice from the current queue and places it in the **Rejected Queue**, where it resides until an administrator deletes it. **Note:** If an invoice is rejected by mistake, it is still possible to reprocess the invoice from the **Rejected Queue**. See Rejected Queue on page 128.
Launch GL Coding **Launch GL Coding**	Use this task to enter GL Coding information for an invoice or to validate whether an invoice has been coded correctly and has passed to the PO review queues correctly. For more details on the GL Coding process, see Usage: GL Coding Control on page 139.
Import GL Data **Import GL Data**	Use this task to import GL data from a file. The information in the file is used to automatically create the GL Coding data for the invoice. A specific file format is required to import GL data correctly. For GL data import file configuration requirements, see Usage: Import GL Data Specifications on page 171.
Import Message Viewer **Import Message Viewer**	This task displays a log of any error messages received during the process of importing the invoice into IAConnect. For more information, see Using the Import Message Viewer on page 175.
Add Supporting Documents **Add Supporting Documents**	Attach supporting documents to the invoice being processed. This task opens the Upload dialog box. 1. Click **Browse** to locate the document. 2. Click **Upload** to complete the task. The imported documents are coupled with the primary invoice and inherit that invoice's keywords. The supporting documents can be reviewed throughout the Workflow process by clicking on the document located in the **Related Items** pane.

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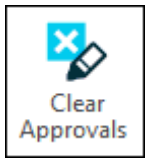
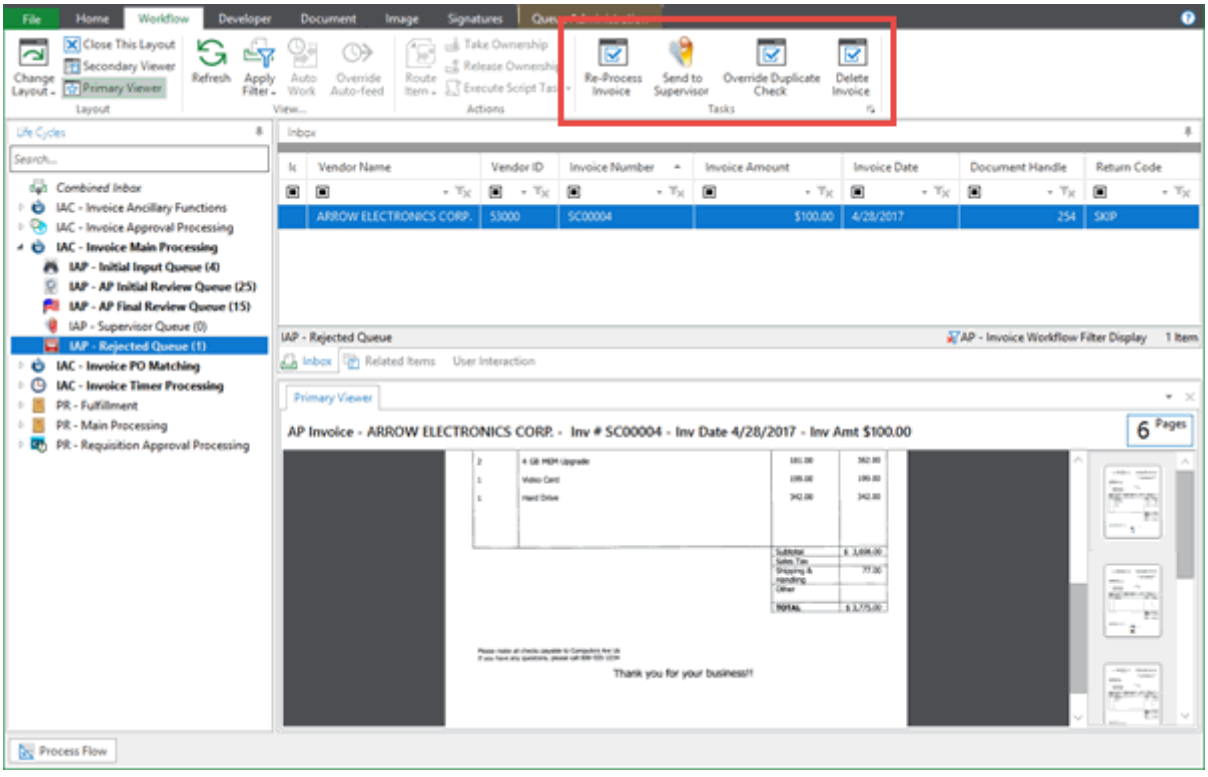
Ad Hoc Task	Description
 **Clear Approvals**	If an invoice returns to the **AP Initial Review Queue** from another part of the process, you can remove all approvals previously performed up to that point to restart the approval process. This task clears all approval information from the invoice.

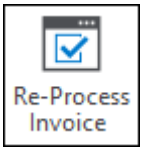
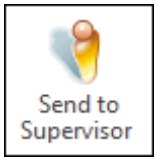
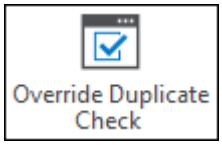
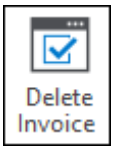
Rejected Queue

Any reviewer or approver can reject an invoice, in which case it goes to the **Rejected Queue**. Invoices that are detected to be duplicates after indexing are automatically routed to this queue. The user who is assigned to this queue can re-process the invoice, send the invoice to a supervisor, override the duplicate check, or delete the invoice.



The following tasks can be performed in this queue.

Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
 **Re-Process Invoice**	This function allows the Project Controller/Project Manager to return an invoice to the beginning of the process for any reason. The system returns the document to the **AP Initial Review Queue**.
 **Send to Supervisor**	A supervisor may be needed in the review process to provide additional oversight. This task removes the invoice from its current queue and moves it to the **Supervisor Queue**, along with a note to indicate what action the supervisor should take.
 **Override Duplicate Check**	This task reroutes an invoice that the system erroneously marked as a duplicate. The system removes the invoice's designation as a duplicate and moves it to the **AP Initial Review Queue**. **Note:** By selecting the **Override Duplicate Check** option, all duplicate checking on a document is suspended going forward.
 **Delete Invoice**	A user may want to delete the invoice record from the system for various reasons. For example, the invoice could be a duplicate or an invalid invoice. This task permanently deletes the invoice from the Workflow process.

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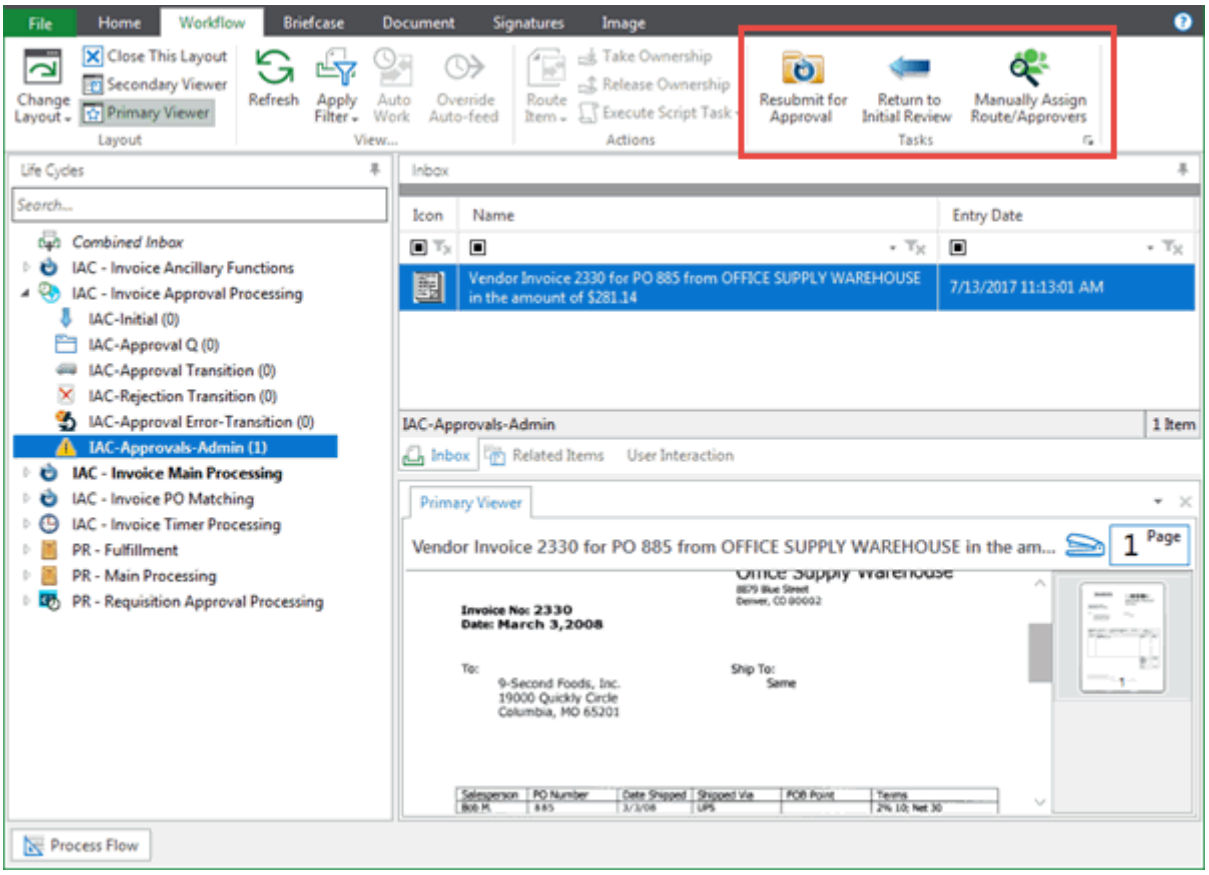
Approvals Admin Queue

If the system discovers an exception to the approval rules process, it sends the invoice to the **Approvals Admin** queue. The user who is assigned to this queue can examine the invoice and then either correct the exception and resubmit to the Approval queues, or resubmit the invoice to the **AP Initial Review Queue** for further action.



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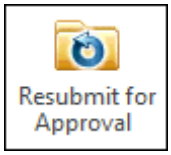
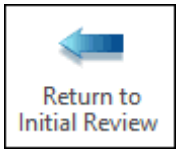
The following tasks can be performed in this queue.

Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Ad Hoc Task	Description
 **Resubmit For Approval**	Use this task to send an invoice back into the approval process after resolving any errors regarding the approvers. The invoice moves to the appropriate Approval queue.
 **Return to Initial Review**	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
 Manually Assign Route/Approvers	Use this task to assign approvers for the first approval level for the invoice if the invoice does not have a normal approval route. This task should only be used if a designated approval route or approvers do not exist. **Note:** This ad hoc task is only supported in the Unity Client. The OnBase Client is not supported for this ad hoc task.

Invoice Ancillary Functions

The **IAC - Invoice Ancillary Functions** life cycle contains three queues for specialized review. Invoices are routed to these queues from the **AP Initial Review Queue** or from one of the other Ancillary Functions queues.

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Invoices may be routed to the following ancillary queues:

- Buyer Queue on page 132
- Vendor Maintenance Queue on page 133
- Requestor Queue on page 133

Note: Some ad hoc tasks may require entering a Note to explain why you are performing the action. If prompted, enter the relevant information into the Note entry dialog box and click **OK** to complete the action. You must either complete or cancel the action in the User Interaction pane before you can perform any further actions.

Buyer Queue

A vendor may apply incorrect information on an invoice for payment. AP staff can manually route an invoice to this queue so that the buyer can review the invoice's PO information. An invoice must have a PO number to be routed to the **Buyer Queue**.

Ad Hoc Task	Description
 Return to AP	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
 Add Supporting Docs	Attach supporting documents to the invoice being processed. This task opens the **Upload** dialog box. 1. Click **Browse** to locate the document. 2. Click **Upload** to complete the task. The imported documents are coupled with the primary invoice and inherit that invoice's keywords. The supporting documents can be reviewed throughout the Workflow process by clicking on the document located in the **Related Items** pane.
 Reassign Buyer	Reassign the document to a different buyer. 1. Double-click the **Reassign Buyer** ad hoc task. The **Assign Buyer** form is displayed in the **User Interaction** pane. 2. Select the new buyer from the drop-down list. 3. Click **Submit** to apply the new buyer assignment.

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Vendor Maintenance Queue

The **Vendor Maintenance Queue** is used when an invoice has been received but there is not a valid vendor set up within the Costpoint system. Either the vendor does not yet exist in Costpoint, or the vendor's information needs to be updated in Costpoint. The user who monitors this queue is responsible for setting up the vendor or updating an existing vendor's information in the Costpoint system. Since the vendor information is required to complete indexing, it is important to closely monitor this queue. Once the vendor has been added or updated in the Costpoint system, the invoice may be routed back to the **AP Initial Review Queue** for indexing and processing.

Ad Hoc Task	Description
Return it to AP	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
Refer to Buyer	In some organizations the buyers are the first to initiate vendor contact and may be the appropriate team to get the vendor information required for set up. In that case, the user may redirect the invoice to the **Buyer Queue** to request pertinent vendor information.
Add Supporting Documents **Add Supporting Docs**	Attach supporting documents to the invoice being processed. This task opens the **Upload** dialog box. 1. Click **Browse** to locate the document. 2. Click **Upload** to complete the task. The imported documents are coupled with the primary invoice and inherit that invoice's keywords. The supporting documents can be reviewed throughout the Workflow process by clicking on the document located in the **Related Items** pane.

Requestor Queue

This queue is for the requestor or buyer to review invoices, add supporting documents, and re-route invoices to other queues.

Ad Hoc Task	Description
Return it to AP	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.

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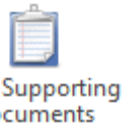
Ad Hoc Task	Description
 **Add Supporting Docs**	Attach supporting documents to the invoice being processed. This task opens the **Upload** dialog box. 1. Click **Browse** to locate the document. 2. Click **Upload** to complete the task. The imported documents are coupled with the primary invoice and inherit that invoice's keywords. The supporting documents can be reviewed throughout the Workflow process by clicking on the document located in the **Related Items** pane.

Invoice PO Matching (2-Way and 3-Way Matching)

2-Way Matching validates whether the following amount values are in alignment:

- PO Line Remaining Amount
- Invoice Line Amount

3-Way Matching validates whether the following quantity values are in alignment:

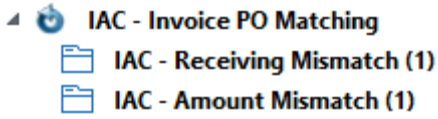
- PO Line Remaining Quantity
- Accepted Quantity (or Received Quantity, if configured)
- Invoice Quantity

Note: The 3-way match is typically based on the accepted quantity, not the received quantity. However, the 3-way match can be configured to use the received quantity. Contact your system administrator or first line of support for more information.

If the invoice input is greater than the PO remaining balances or if there is no receipt information, then there is a mismatch.

There are two queues to accommodate mismatched purchase orders:

- **Receiving Mismatch**
- **Amount Mismatch**



Receiving Mismatch Queue

Invoices are automatically routed to this queue if the PO line is designated as a 3-way match line and if the invoice quantity is greater than the accepted quantity (or received quantity, if configured) for the selected PO line(s). The designated person is notified to receive the materials in Costpoint. There are three routing options available.

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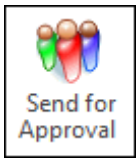
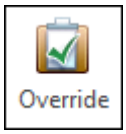
Amount Mismatch Queue

Invoices are automatically routed to this queue if the PO line is designated as a 2-way match and if the invoice amount is greater than the remaining balance for the selected PO line. The designated person is notified to review the PO and possibly add funding as required. There are three options available.

Mismatch Ad Hoc Tasks

There are three options available for both the **Receiving Mismatch** queue and the **Amount Mismatch** queue.

Ad Hoc Task	Description
 **Send for Approval**	Use this task to send an invoice back into the approval process after resolving any errors regarding a possible mismatch (receiving or amount). The invoice moves to the appropriate Approval queue.
 **Override**	If the purchase order information has not been updated, but it is required to process the invoice for payment anyway, then double-click the **Override** ad hoc task and send the invoice to the **AP Final Review** queue for processing with the continued mismatch.
Return to Initial Review	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.

Invoice Timer Processing

The queues in the **Invoice Timer Processing** life cycle manage the process of posting invoice data to the Costpoint ERP system.

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Costpoint Legacy Preprocessor Queue

Invoices in this queue are submitted to Costpoint using the older preprocessor file method.

Ad Hoc Task	Description
Move Invoice To Post Release Q	Moves the invoice to the **Post Release to ERP Queue**. Used for troubleshooting.
Show GL Coding Data	Use this task to open a read-only display of the GL Coding information for the invoice.

Costpoint Direct Import Queue

Invoices in this queue are submitted to Costpoint directly using the Web Integration Console.

Ad Hoc Task	Description
Move Invoice To Post Release Q	Moves the invoice to the **Post Release to ERP Queue**. Used for troubleshooting.
Show GL Coding Data	Use this task to open a read-only display of the GL Coding information for the invoice.

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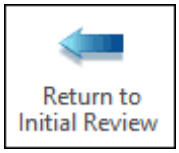
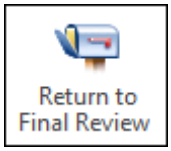
Import Process Exceptions Queue

This queue contains any invoices that were not successfully submitted to Costpoint using the Web Integration Console.

Ad Hoc Task	Description
 **Return to Initial Review**	Use this task to return an invoice to the **AP Initial Review Queue** for any reason (for example, a user may determine that the invoice was incorrectly coded and is not a receiving issue). The invoice is removed from its current queue and moved to the **AP Initial Review Queue**.
 **Return to Final Review**	Use this task to send an invoice to the **AP Final Review Queue**. The invoice is removed from its current queue and moved to the **AP Final Review Queue**. Corrections to coding may be performed in the final review to resubmit without sending through the full process.
Message Viewer	This task displays a log of any Costpoint errors received during the process of submitting the invoice to Costpoint when using the Web Integration Console.

Post Release to ERP Queue

Invoices in this queue are ready to post to Costpoint.

Ad Hoc Task	Description
Reattempt Post To Costpoint	Use this task to reattempt posting the invoice to Costpoint.

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Ad Hoc Task	Description
Show GL Coding Data	Use this task to open a read-only display of the GL Coding information for the invoice.

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Usage: GL Coding Control

The GL Coding control provides an interface for users to apply the appropriate charge codes to an invoice document. All validations and look-ups are connected to live Costpoint data to ensure data integrity.

The GL Coding form consists of two views: the Line Detail and the Header.

- **Line Detail View**: See Line Detail View on page 139.

  Allows a user to enter the specific charge code information and line costs for either purchase order (PO) or non-PO expenses, as well as any applicable labor charge information. This Line Detail View is displayed by default when the GL Coding control launches.
- **Header View**: See Header View on page 162.

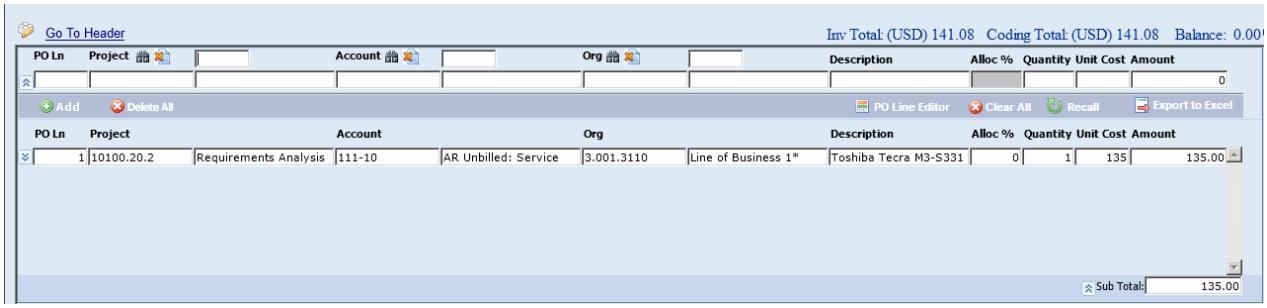
  Allows a user to review invoice header information for accuracy as well as view a rendering of the PO information from Costpoint. The Header View provides information that is primarily populated from the indexing process.

To switch between these two views, use the **GL Coding** link or the **Go To Header** link in the upper left corner of the GL Coding dialog box.

Line Detail View

The Line Detail View of the GL Coding control allows a user to enter the necessary expenses against an invoice.

The GL Coding process requires a minimum of an Account and Organization code, but in most cases the user must enter the Project/Account/Org combination. If a project code is used, then all three components are required to be populated prior to adding and/or saving the expense line.



The Line Detail View includes the following sections and features:

- Primary Expense Fields on page 141 (includes Project/Account/Org fields)
- Labor Entry Fields on page 150
- Tax Information Fields on page 153
- Other Fields on page 154

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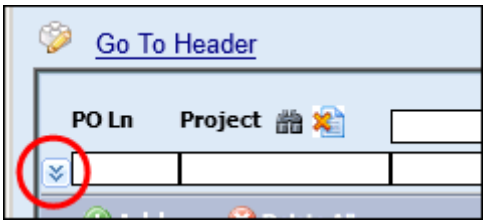
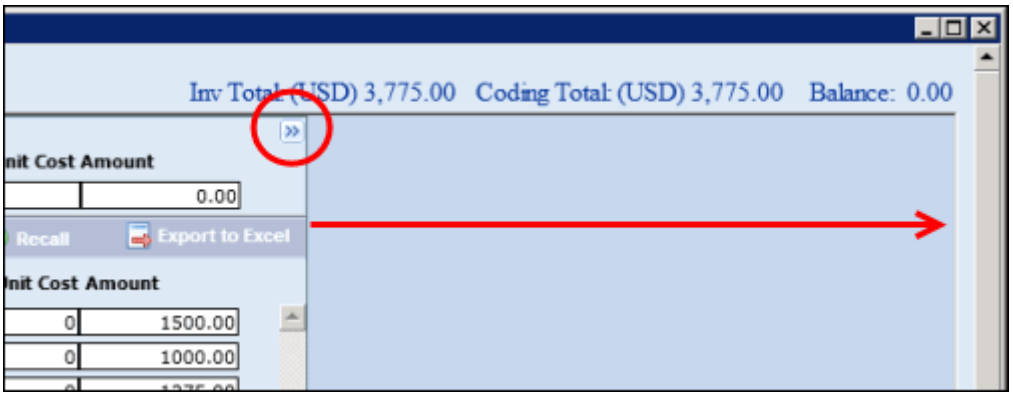
- Reconciliation Indicator on page 156
- Expense Line Buttons on page 157
- PO Line Item Charges on page 159
- PO-Based Edit Warnings on page 160

The Primary Expense Fields are displayed at the top of the dialog box when you open the GL Coding control. To access the Labor Entry, Tax Information, and Other Fields, click the **Line Expand** button to expand the Line Detail area:



You can also expand the width of the fields in the Line Detail View. Click the **Expand fields** button in the upper right corner to extend the Line Detail View to the full width of the GL Coding window. Click the button again to contract the fields back to their original widths.



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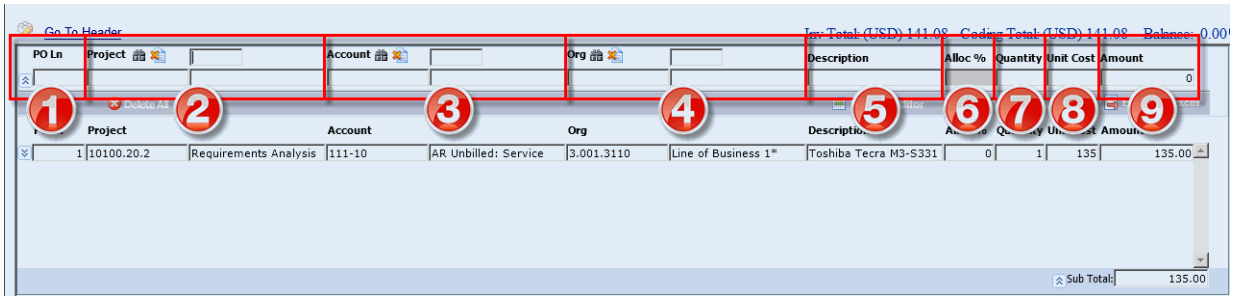
Primary Expense Fields

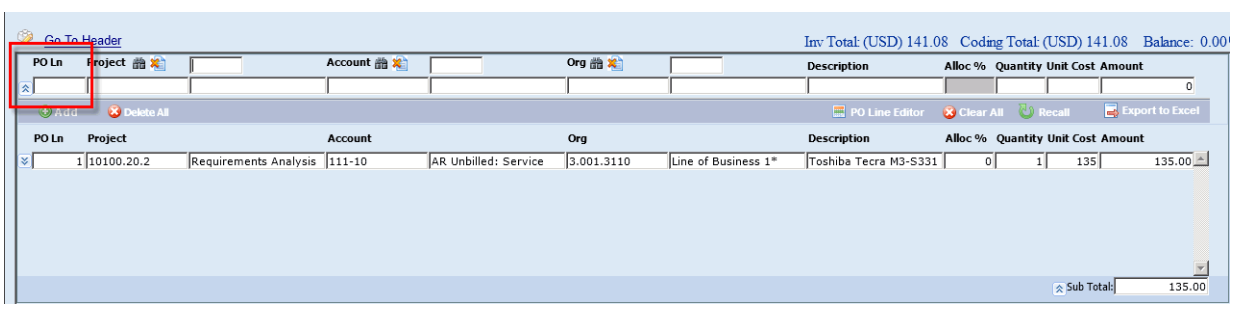
This section provides details for each of the primary expense fields on a line for coding. The diagram below identifies each section in the Line Detail View.



1. **PO Line Field** (page 141): Used for selecting PO lines for PO-based invoices only.
2. **Project Fields** (page 142): Allow a user to enter a project number to assign to the expense line.
3. **Account Fields** (page 144): Represent the General Ledger account to be charged with the expense.
4. **Org Fields** (page 146): Represent the department or group that either owns or is charging against the project number selected on the line.
5. **Description** (page 147): A brief explanation of the charge incurred.
6. **Allocation Percentage** (page 148): Percentage of the total invoice amount that is allocated to the selected charge line.
7. **Quantity** (page 148): Only used for PO invoices that are quantity-based.
8. **Unit Cost** (page 149): Only used for PO invoices that are quantity-based.
9. **Amount** (page 149): Either calculated or manually populated depending on the type of invoice.

PO Line Field

The **PO Ln** field is used for selecting PO lines for PO-based invoices only.



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PO Line Field Attributes

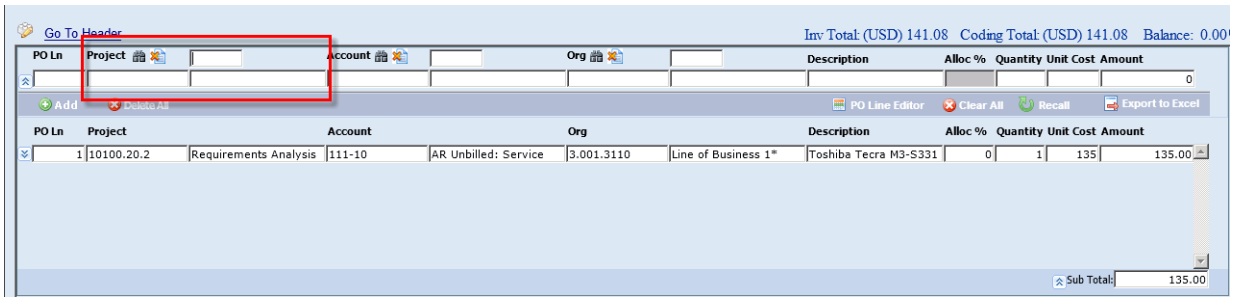
- Length: 15
- Type: Numeric

PO Line Field Rules

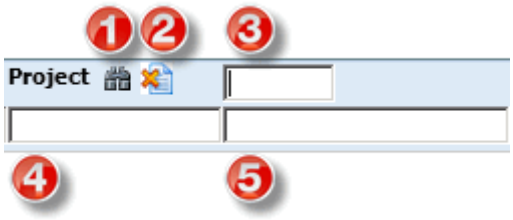
- The field is populated automatically from entries selected during use of the PO Line Editor.
- This field is unavailable for non-PO invoicing and available for PO invoices.
- The number entered must match an existing PO line number for the PO number assigned to the associated invoice.

Project Fields

The **Project** fields allow a user to enter a project number to assign to the expense line.



The following buttons and fields allow the user to enter the project information and validate it against the Costpoint database.



1. **Costpoint Search Button**: Opens the Costpoint Search dialog box. Enter partial or full entries for project number, project name, or project abbreviation. Partial entry searches return any matches that begin with the search terms entered.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

2. **Clear Fields Button**: Clears the values in the Project Abbreviation, Project Number, and Project Description fields.

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3. **Project Abbreviation Entry Field**: Enter the full project abbreviation and press **Tab** (partial entries are invalid). The value is validated against Costpoint, and the corresponding project fields are automatically populated.
4. **Project Number Entry Field**: Enter the full project number and press **Tab** (partial entries are invalid). The value is validated against Costpoint.
5. **Project Description Field**: Displays the project description.

Project Fields Attributes

- Project Number:
  - Length: 30 (including delimiters)
  - Type: Alphanumeric
  - Characters Allowed: Alphanumeric and periods (".")
- Project Abbreviation:
  - Length: 6
  - Type: Alphanumeric

Project Fields Rules

- Use a period to delimit the levels if a project number has more than one level. For example, the project number 0011.1122.1222 contains three levels: level one is 0011, level two is 1122, and level three is 1222.
- For PO invoices:
  - This field can be populated automatically from entries selected during use of the PO Line Editor.
  - Only projects that are on the current PO are available.
- For non-PO invoices only, the **Project Number** field on the first line is defaulted in from any entry made in the **Project #** field in the Indexing control.
- The project number entered is validated against live Costpoint data.
- To be validated, the project number must have the **Allow Charging** flag and **Active** flag both selected in Costpoint.
- The **Project Number** field is optional if the values entered in the **Account** fields on the same line is set up in Costpoint not to require a project.
- If the **Project Required** check box was not selected for this account in the **Maintain Accounts** screen in Costpoint General Ledger, a project number cannot be entered on this expense line.
- The project and project account abbreviation combination must exist in the Account Group Setup table.
- See the section Customer Configurator Settings for GL Coding on page 62 for more information on how to set up the proper IAConnect configurations to support these rules.
- See the section Costpoint Configurations for GL Coding on page 66 for more information on how to set up the proper Costpoint configurations to support these rules.

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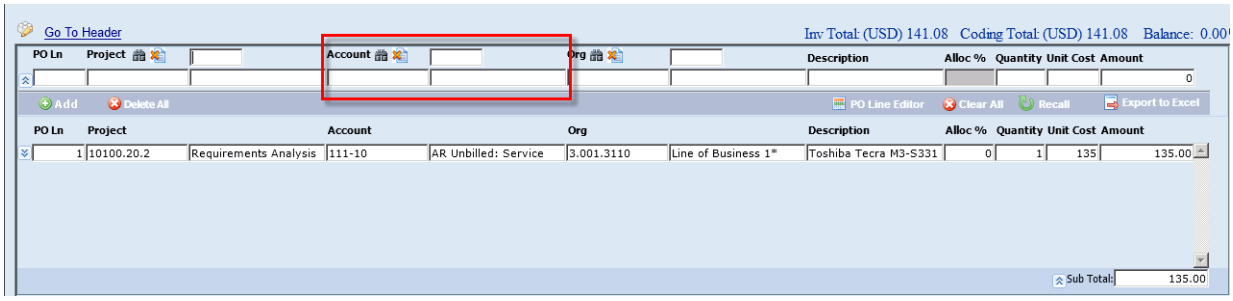
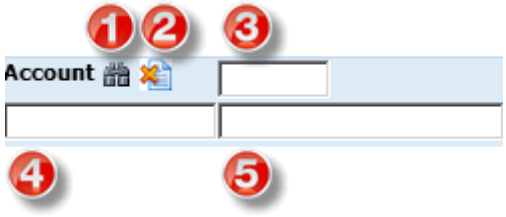
Account Fields

The **Account** fields represent the General Ledger account to be charged with the expense.



The following buttons and fields allow the user to enter the account information and validate it against the Costpoint database.



1. **Costpoint Search Button**: Opens the Costpoint Search dialog box. Enter partial or full entries for account number, account name, or account abbreviation. Partial entry searches return any matches that begin with the search terms entered.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

2. **Clear Fields Button**: Clears the values in the Account Abbreviation, Account Number, and Account Description fields.
3. **Account Abbreviation Entry Field**: Enter the full account abbreviation and press **Tab** (partial entries are invalid). The value is validated against Costpoint, and the corresponding account fields are automatically populated.
4. **Account Number Entry Field**: Enter the full account number and press **Tab** (partial entries are invalid). The value is validated against Costpoint, and the corresponding account fields are automatically populated.
5. **Account Description Field**: Displays the account description.

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Account Fields Attributes

- Account Number:
  - Length: 15 (including delimiters)
  - Type: Alphanumeric
  - Characters Allowed: Alphanumeric and hyphens ("-")
- Account Abbreviation:
  - Length: 6
  - Type: Alphanumeric

Account Fields Rules

- Use a hyphen to delimit the levels if an account number has more than one level. For example, the account number 508-20 contains two levels: level one is 508, and level two is 20.
- The account must be part of the PAG (Project Account Group) for the project number selected and marked **Active** in the PAG.
- The **Active** check box must be selected in the **Maintain Accounts** screen in Costpoint General Ledger for this account.
- The **Detail** check box must be selected in the **Maintain Accounts** screen in Costpoint General Ledger for this account. You cannot charge accounts unless they are marked as Detail.
- If the **Org Code** field is already populated on the line being entered, then the account entered must have a link established already to the Org Code in Costpoint.
- Period of performance dates also control whether the account is eligible for selection. If the system date is out of the period of performance range, then the account is considered inactive.
- Blank fields for period of performance indicate that there is no performance date restriction.
- When you set up a PAG in Costpoint, it impacts which accounts are available when entering an expense line. If a project is entered, the accounts that are associated with this project in the PAG are displayed by default in the account look-up control.
- An account may be set to inactive for a specific PAG and still be active for charging in other situations. If the project and account entered exists as a combination in this PAG and it is marked as inactive, even though he account is active, it can't be used. The account won't show up in look-ups and validations either.
- See the section Customer Configurator Settings for GL Coding on page 62 for more information on how to set up the proper IAConnect configurations to support these rules.
- See the section Costpoint Configurations for GL Coding on page 66 for more information on how to set up the proper Costpoint configurations to support these rules.

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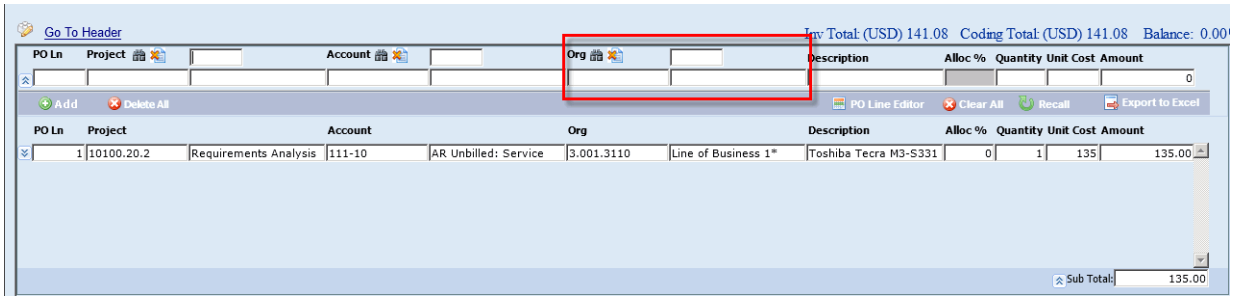
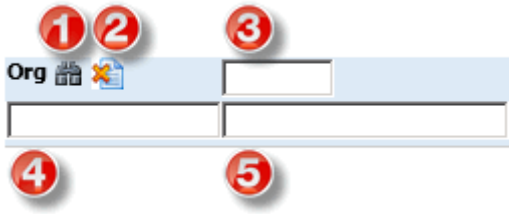
Org Fields

The **Org** fields represent the department or group that either owns or is charging against the project number selected on the line.



The following buttons and fields allow the user to enter the organization information and validate it against the Costpoint database.



1. **Costpoint Search Button**: Opens the Costpoint Search dialog box. Enter partial or full entries for organization number, organization name, or organization abbreviation. Partial entry searches return any matches that begin with the search terms entered.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

2. **Clear Fields Button**: Clears the values in the Org Abbreviation, Org Number, and Org Description fields.
3. **Org Abbreviation Entry Field**: Enter the full organization abbreviation and press **Tab** (partial entries are invalid). The value is validated against Costpoint, and the corresponding organization fields are automatically populated.
4. **Org Number Entry Field**: Enter the full organization number and press **Tab** (partial entries are invalid). The value is validated against Costpoint, and the corresponding organization fields are automatically populated.
5. **Org Description Field**: Displays the organization description.

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Org Fields Attributes

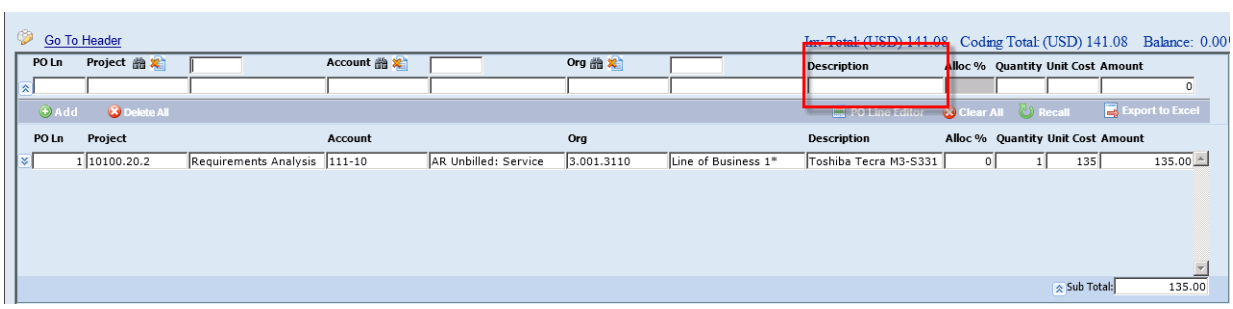
- Org Code:
  - Length: 25 (including delimiters)
  - Type: Alphanumeric
  - Characters Allowed: Alphanumeric and periods (".")
- Org Abbreviation:
  - Length: 6
  - Type: Alphanumeric

Org Fields Rules

- Use a period to delimit the levels if a Org number has more than one level. For example, the Org number 003.620.001.000 contains four levels: level one is 003, level two is 620, level three is 001, and level four is 000.
- To be validated, the Org code must have the **Active** flag selected and an active link to the account must be provided in Costpoint.
- The **Org Number** code is automatically populated when the project is entered if the **Default Owning Org** flag is set to **Yes** in the Costpoint Project Master.
- The **Validate Project Charging by Organizations** option must be selected on the **Project Settings** screen in Costpoint Project Setup.
- The project, organization, and account combination must exist in the Project Organization Account table.
- The **Org Number** code is required for GL Coding. It cannot be left blank. The Org code can be populated automatically when the project number is entered if the project has the **Default to Owning Org** option selected in the **Maintain Project Master** screen in Costpoint.
- See the section Costpoint Configurations for GL Coding on page 66 for more information on how to set up the proper Costpoint configurations to support these rules.

Description

The **Description** field is a manual entry text field that allows the user to provide a brief explanation of the charge incurred. This is a 30 character field. HTML-encoded characters are not supported. This field gets placed into the voucher line description field when the voucher gets posted to Costpoint.



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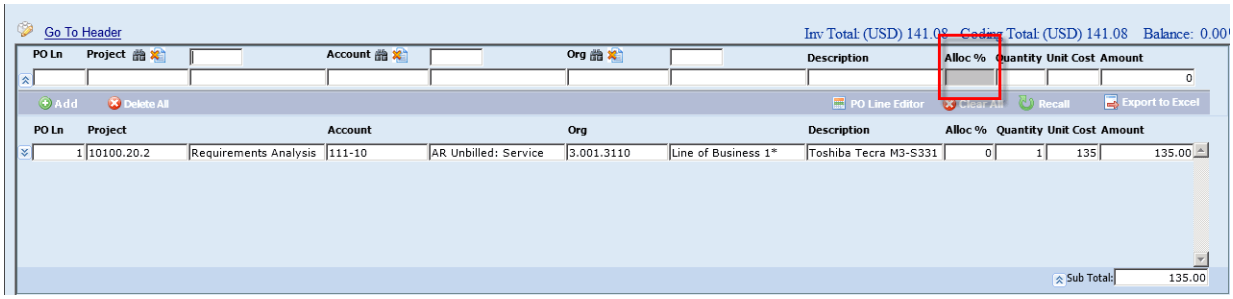
Allocation Percentage

For non-PO invoices, the **Alloc % (Allocation Percentage)** field is the line item's percentage of the total invoice amount. For PO invoices, if a PO line item includes sub-lines, this field displays the percentage of the total line allocated to the sub-line.



The **Alloc %** field is either manually entered or calculated depending on the type of invoice:

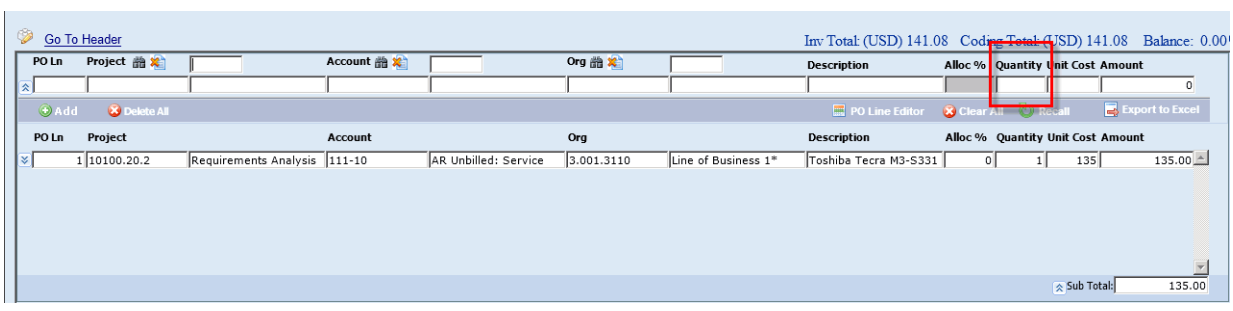
- **Non-PO invoices**: Manually enter the percentage value into the **Alloc %** field. Only whole number values between 0 and 100 are allowed. The extended amount for the invoice line is calculated and automatically populated in the **Amount** field.
- **PO invoices**: Any sub-lines selected and saved in the PO Line Editor are reflected in the GL Coding control window, and the **Alloc %** field in each sub-line displays that sub-line's percentage of the total line amount. The **Alloc %** field is not editable for PO invoices.

The total of all the coded lines cannot exceed 100%. This field is only editable for non-PO invoices. The value of this field does not get passed into Costpoint during posting.

Quantity

The **Quantity** field is only used for PO invoices that are quantity-based. Quantity is automatically calculated against unit cost to provide the total invoice line amount. This value does get passed into Costpoint during posting. The field is unavailable for non-PO invoices.

Note: A quantity of zero may be entered but the user will be warned when saving.



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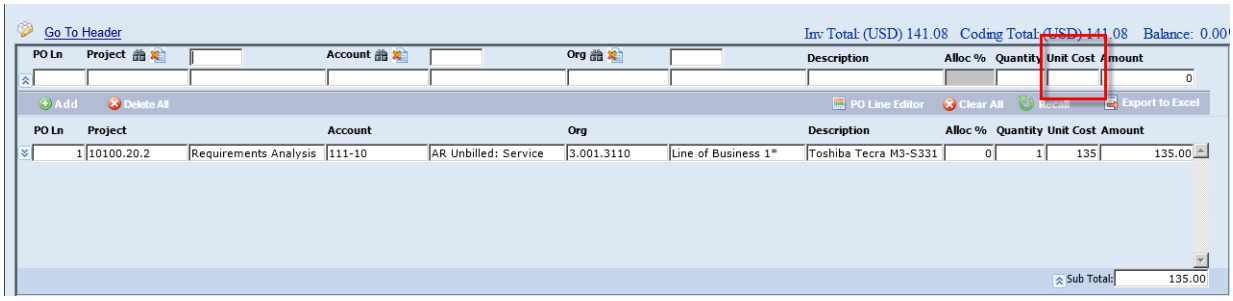
Unit Cost

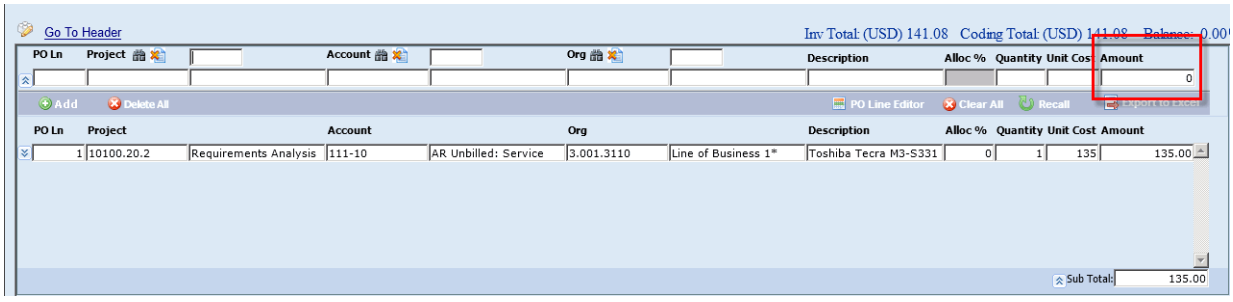
The **Unit Cost** field is only used for PO invoices that are quantity-based. The unit cost defaults if a PO line number is entered for a purchase order invoice. The unit cost is multiplied by the quantity entered to get the total invoice line amount. This value does get passed into Costpoint during posting. The field is unavailable for non-PO invoices.



Amount

The **Amount** field is either calculated or manually populated depending on the type of invoice.

- **Non-PO Invoice:** The amount field is either manually entered or calculated by entering the **Allocation %** field.
- **PO Invoice**: The amount field is either calculated by the quantity times unit cost or manually entered if the PO line is a dollar only and not quantity driven.



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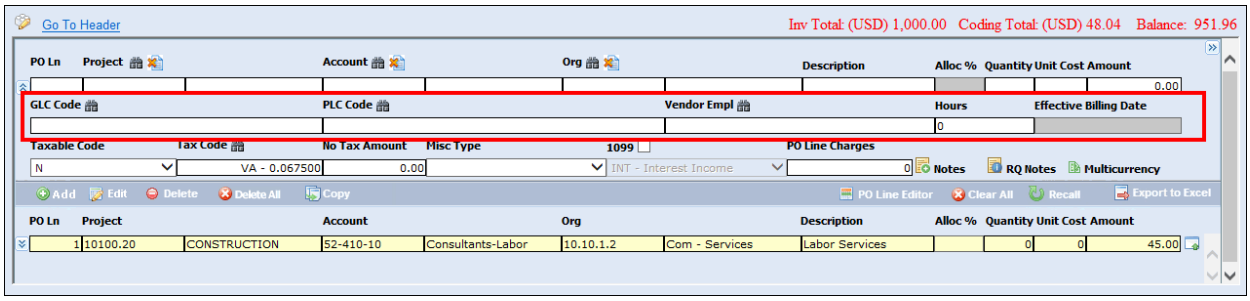
Labor Entry Fields

Costpoint billable projects can be set up to pass on labor charges to a customer. This section of the GL Coding form allows you to capture that labor information to be able to create bills in Costpoint. The billable labor information is broken out into five data entry fields in GL Coding control. The values allowed in each are based on project workforce settings in Costpoint. (See Costpoint Project Labor Setup on page 71 for more information.)



GLC Code

The **General Labor Category (GLC) code** represents the internal labor rate to be applied to the expense.

- The GLC code is required when entering labor information.
- There are two ways to manually enter the **GLC Code** value:
  - Use the **GLC Code** binoculars button to perform a look-up in Costpoint.
  - Type in the GLC code and press **Tab** and the field is validated.
- The **GLC Code** value can also be automatically populated when the **Vendor Empl** number is entered, as long as the **GLC Code** field is blank. (This function does not overwrite any pre-existing **GLC Code** value.) The **GLC Code** field is populated with the default GLC code from the **Manage Vendors** screen in Costpoint.
- A **Project** number must be entered on the expense line before populating this field.
- The Costpoint Search binoculars button opens a search dialog box. In this search control you can enter partial or full entries for **GLC Code** or **GLC Name**. Partial entry searches return any matches that begin with the search terms entered. The search returns data directly from the Costpoint GEN_LAB_CAT table.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

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PLC Code

This **Project Labor Category (PLC) field** determines the billable labor rate to use when the expense line gets posted to Costpoint.

- There are two ways to manually enter the PLC code value:
  - Use the **PLC Code** binoculars button to perform a look-up in Costpoint.
  - Type in the PLC code and press **Tab** and the field is validated.
- The **PLC Code** value can also be automatically populated when the **Vendor Empl** number is entered, as long as the **PLC Code** field is blank. (This function does not overwrite any pre-existing **PLC Code** value.)

  The value used to populate this field depends on certain conditions in Costpoint. See Automatically Populating the PLC Code Field on page 151 for more information.
- A **Project** number must be entered on the expense line before populating this field.
- If the **Workforce** flag in Costpoint is set to active for the project entered on this line, the PLC field is required.
- The PLC code is validated against the Costpoint Billing Labor category table (PROJ_VEND_LAB_CAT) if no vendor employee is assigned.
- If the **Vendor Empl** field is populated first, then the PLC selection is limited to the vendor employee selected.
- A configured setting in the Customer Configuration module determines whether the PLC code entry is required when the Account Number entered on the line an Account Type of Labor in the Project Account Group.
- If the project in Costpoint requires a work force, work force project, vendor ID, PLC combination must exist in the Project Vendor Labor Category table (the Assign PLC to Vendor Work Force screen in Costpoint Project Setup).
- The Costpoint Search binoculars button opens a search dialog box. In this search control you can enter partial or full entries for **PLC Code** or **PLC Name**. Partial entry searches return any matches that begin with the search terms entered. The search returns data directly from the Costpoint PROJ_VEND_LAB_CAT table.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

Automatically Populating the PLC Code Field

The **PLC Code** value can be automatically populated when the **Vendor Empl** number is entered, as long as the **PLC Code** field is blank and certain conditions in Costpoint are met. IAConnect uses the following sequential logic to determine the PLC code value that is retrieved from Costpoint and automatically populated in the **PLC Code** field:

1. A **Project** number must be entered on the expense line in IAConnect.
2. If the **Use Top Level Work Force** option is selected for the selected project in the **Manage Project User Flow** screen in Costpoint, then the **PLC Code** field in IAConnect is populated with the top level project PLC code.

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3. If the Vendor Employee is assigned with a default PLC code for both the project and the vendor in the **Manage Vendor Employee Work Force** screen in Costpoint, then the **PLC Code** field in IAConnect is populated with that value.
4. If the Vendor is assigned with a default PLC code for the project in the **Manage Vendor Work Force** screen in Costpoint, then the **PLC Code** field in IAConnect is populated with that value.
5. If the **Project Work Force Required** option is not selected in the **Manage Project User Flow** screen in Costpoint, then the **PLC Code** field in IAConnect is populated with the default PLC code from the **Manage Vendors** screen in Costpoint.
6. If none of the previous conditions is met, then the **PLC Code** field in IAConnect is not automatically populated.

Vendor Empl

The **Vendor Empl** field is an optional field when entering labor information. When processing invoices from subcontractors, you may have to capture which employee worked the labor hours being reported on the expense line.

- For the look-up selection to be populated, the Vendor Employee must be set up in the Costpoint Vend_EMPL table as well as the PROJ_VEND_EMPL tables.
- The Vendor Employee number may be manually entered and is validated when you press **Tab**.
- Entering the **Vendor Empl** field can automatically populate the **GLC Code** and **PLC Code** fields, depending on certain conditions in Costpoint. See GLC Code on page 150 and Automatically Populating the PLC Code Field on page 151.
- If the **PLC Code** is already populated, then the vendor employee list is filtered further by PLC code.
- A project number must be entered before populating this field.
- The combination of the Vendor ID from the invoice header and the Vendor Empl must exist in the Vendor Employee table (the Maintain Vendor Employees screen in Costpoint Accounts Payable).
- The Costpoint Search binoculars button opens a search dialog box. In this search control you can enter partial or full entries for **Vend Empl #** or **Vendor Name**. Partial entry searches return any matches that begin with the search terms entered. The search returns data directly from the Costpoint VEND_EMPL table.

Note: It is recommended to enter as much information as possible to limit the search results, as many Costpoint users may have a large number of project records to search from.

Hours

The **Hours** field represents the number of hours to be billed related to the charge for the current GL Coding line.

- This is a mandatory field when entering labor information.
- The value in the field must be numeric and can contain a single decimal point.

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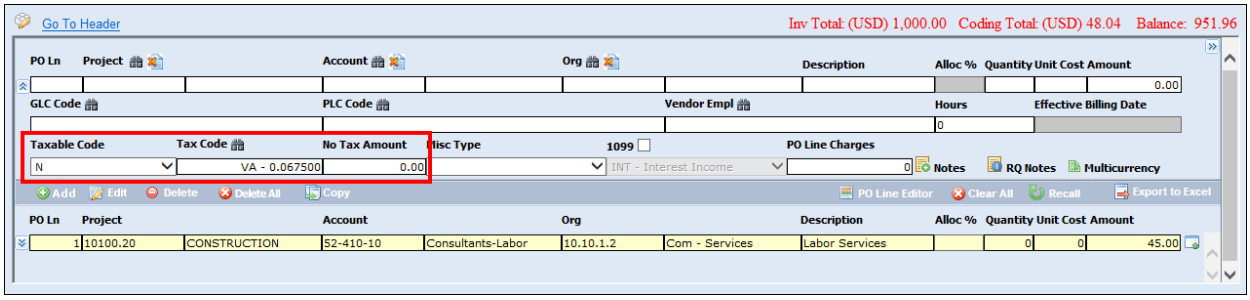
- The format is hh.mm, allowing up to 18 digits before the decimal point and 2 digits after the decimal point. A decimal point is not required for whole number entries.
- This is a manual entry field and it is not validated against any Costpoint data.
- The value is passed to the Costpoint voucher through the preprocessor.

Effective Bill Date

The **Effective Bill Date** field represents the billing period or date that the labor charge is valid for the current GL Coding line.

- This is a mandatory field when entering labor information.
- The effective bill date can be populated using the calendar control. Once you click into the field, this control automatically pops up.
- The format of the field can also be manually entered in YYYY-MM-DD format.
- The value is passed to the Costpoint voucher through the preprocessor.

Tax Information Fields



Taxable Code

The **Taxable Code** is used to indicate whether the line is taxable or not.

- The user may use the drop-down list to select the appropriate value. These values are configured and read in from Costpoint.
- The valid values are:
  - **S** = Sales Tax: The vendor has included a tax amount on the invoice and that amount is included in the invoice total.
  - **U** = Use Tax: The line expense is taxable, but the vendor is not authorized to collect that tax. This tax amount is accrued to a specified tax account in Costpoint and is not part of the invoice total calculation.
  - **N** = Non-Taxable: No tax calculation is performed.
- If using the older generation flat file Costpoint PO Voucher preprocessor, these values are populated from the Purchase order line and cannot be edited and are limited to N or S. Use Tax is not a valid option for this preprocessor.
- In using the newer generation Costpoint Web Integration Console processors to pass PO vouchers, these values may be edited.

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- For non-PO vouchers, the values may always be selected.
- This field is mandatory.

Tax Code

The **Tax Code** field carries the tax rate and the tax accounts for accruals that the calculations are made from.

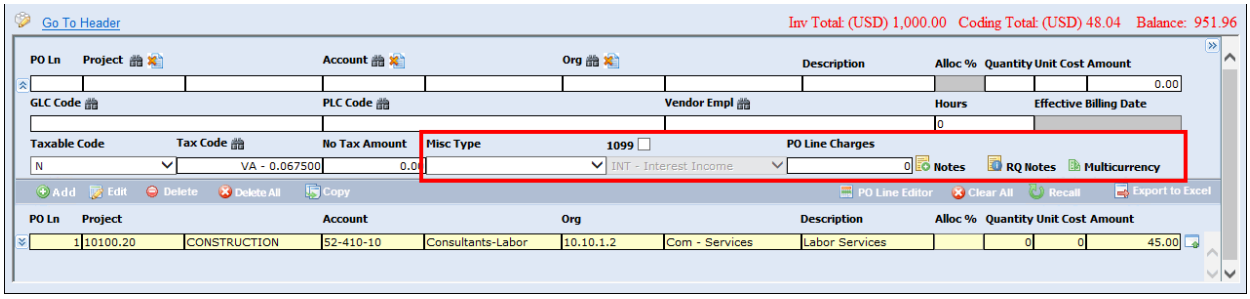
- Use the **Tax Code** binoculars button to perform a search of the Costpoint Sales Tax table for the appropriate values. Each tax code has a rate associated with it.
- This rate is used in the tax calculation to derive the Tax Amount.
- The **Tax Code** field must exist in the Sales Tax table (the **Maintain Sales | Value Added Tax** screen in Costpoint System Administration) to be displayed here.
- If the **Taxable Code** is set to **N**, then the Tax Code field is not allowed to be set.
- If the **Taxable Code** is **S** or **U**, the Tax Code field is required.

Tax Amount

The **Tax Amount** field is automatically populated using the selected Tax Code.

- The Tax Amount is calculated by multiplying the rate associated with the selected **Tax Code** by the line amount. This only occurs if the **Taxable Code** is set to **S**.
- This field can be edited for PO-based invoices if you are using the Costpoint Web Integration Console and the **Taxable Code** is **S** or **U**. Otherwise, the field is read-only. Contact your system administrator if you need to edit this field to modify the calculated tax amount.

Other Fields



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Miscellaneous Type

The **Miscellaneous Type** field can only be used for purchase order based invoices. The field is used to add charges to the voucher that were not on the purchase order (freight or shipping and handling are the most common uses). However, it can also be other charges not incorporated on the purchase order.

- Select the type from the drop-down list.
- To use this field, you must leave the **PO LN** field blank and enter the **Project**, **Account**, and **Org** codes and the **Amount** to be charged for this Miscellaneous Type fee.
- The selections displayed in the drop-down list are configured in Costpoint and come from the LN_CHG_TYPE table.
- For non-PO invoices this field is disabled.

1099 Check Box

To support independent subcontract vendors, the **1099** check box is available. This selection is stored so that a 1099 form may be printed for the amount of all of the vouchers for that vendor.

- This flag defaults in from the Vendor Master Record in Costpoint but can be overridden.
- This flag is sent to the Costpoint preprocessor.
- If selected, the **1009 Type** drop-down list is enabled below the **1099** check box.
- This field is always disabled for PO unless the Web Services Preprocessor Option (described below) is enabled. The older version AP and PO Voucher preprocessors do not support this field.

Costpoint tables used:

- Default for check box comes from this field in the VEND (Vendor Master) table:
  - PRNT_1099_FL

1099 Type

The **1099 Type** indicates the type of 1099 vendor the current invoice vendor is. This field is located below the **1099** check box.

- The value may be changed by using the drop-down list function available. The values displayed are system-defined in Costpoint.
- The drop-down list is only available if the **1099** check box is selected.
- The default is driven by the Vendor master record and the value set up there.

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Costpoint tables used:

- List of values for drop-down list comes from the S_AP_1099_TYPE table (displayed with a hyphen between them):
  - S_AP_1099_TYPE_CD
  - AP_1099_TYPE_DESC

PO Line Charges

The **PO Line Charges** field is a read-only field that displays the total line item charges for the PO line. For more information on entering or editing PO line item charges, see PO Line Item Charges on page 159.

Notes Button

Click the **Notes** button to add up to 255 characters of additional information related to the selected line. Notes are passed to the Costpoint VCHR_LN table via the preprocessor for both PO and non-PO invoices, and they are stored in the Line Notes field.

This is an optional field and is not validated against any Costpoint tables.

RQ Notes Button

Click the **RQ Notes** button to display any notes that may have been added to the original purchase requisition. This is a read-only field from the Costpoint requisition; the user cannot enter any additional notes in this field.

This button is only displayed for PO-based invoices with expenses that originated from a purchase requisition. Additionally, the original purchase requisition must already contain notes for the **RQ Notes** button to be displayed.

Multicurrency Button

The **Multicurrency** button allows the user to view the conversion difference between the transactional invoice currency and the company functional currency amounts. The values are based on the values entered during the indexing process and cannot be edited.

This feature requires that the multicurrency feature in IAConnect is being used and that the invoice has been coded in a currency different from the functional currency of the company.

Reconciliation Indicator

The purpose of this indicator is to reconcile the invoice lines total against the coded expense lines total. The indicator is located in the top right corner of the Line Detail view.

The user can track the transactional currency code, invoice total, tax total, coding total, and remaining balance to be coded by looking at the values in the top right corner of the screen.

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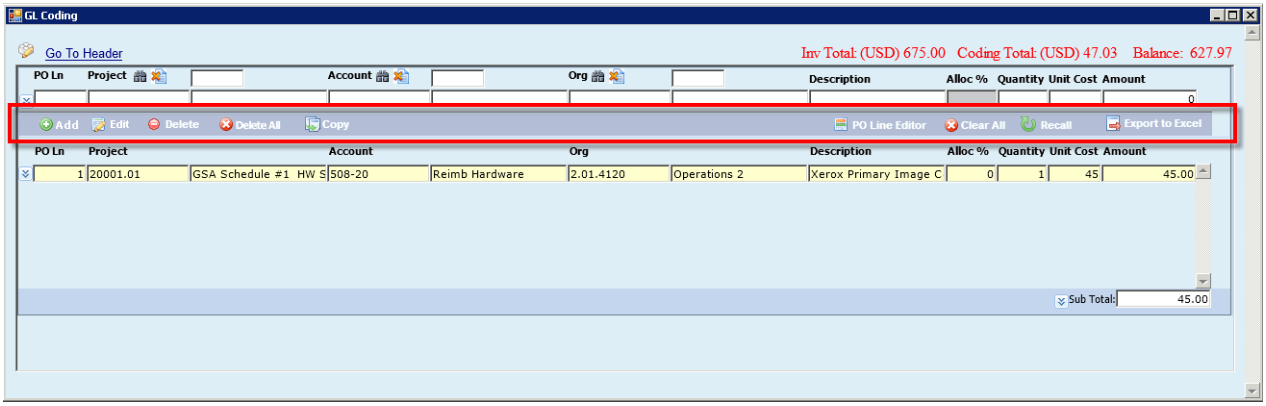
The values are color-coded for easy viewing:

- Red indicates that the coding total is out of balance with the invoice total.
- Blue indicates that the coding total and invoice total match.

Expense Line Buttons

The Line Detail view includes several buttons that perform basic functions with the expense lines that the user has entered into the database.



Not all buttons are displayed at all times, since their display is based on the context of which expense lines and fields the user has selected.

Button	Description
Add	**Add**: Adds a new expense line to the database.
Edit	**Edit**: Allows modifications to an existing expense line in the database. 1. Select the line to edit. 2. Click **Edit** to open the line in the edit area. 3. Make any required edits. 4. Click **Update** to save the changes and update the GL Coding line table.
Delete	**Delete**: Allows deletion of an existing expense line. 1. Select the line to delete. 2. Click **Delete** to remove the line. A message pops up to confirm the deletion. 3. Click **OK** to delete or **Cancel** to return to the line.
Delete All	**Delete All**: Allows deletion of all expense lines. 1. Click **Delete All**. A message pops up to confirm the deletion. 2. Click **OK** to delete or **Cancel** to return to the line.

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Button	Description
Copy	**Copy**: Copies one expense line to a new line. This reduces the amount of data entry required for an invoice voucher. This is useful in cases where the charge information is the same but a quantity or amount is different. The user is able to make just the needed adjustments instead of re-keying all of the values. 1. Select the coded line to be copied. 2. Click **Copy** to open a copy of the selected line. 3. Make any required edits. 4. Click **Add** to add the new expense line.
PO Line Editor	**PO Line Editor**: Launches a control that allows a user to match PO lines from the open PO to the current invoice. This action is often done directly from the Indexing control but it can also be accessed from the GL Coding control directly. The PO Line Editor pulls all of the displayed information from the PO_LN table and provides some additional validation for 2-way and 3-way matching rules. See the main Usage chapter for more information on Editing PO Line Item Information Using the PO Line Editor. **Note:** The **PO Line Editor** button is not displayed for non-PO invoices. While in read-only mode, the PO Line Editor can be used, but only for viewing information and not to edit the PO Lines
Clear All	**Clear All**: Clears all of the data entry fields in the edit section.
Recall	**Recall**: Duplicates all of the lines from the last invoice entered for the same vendor. This can be used for recurring invoices with charges that repeat each month where you don't want to retype of the expense data again. This button cannot be used if previous rows exist.
Expand All Collapse All	**Expand All** and **Collapse All**: Expand or collapse all PO lines already added to the invoice. Expanded lines show all of the fields related to that line.
Export to Excel	**Export to Excel**: Exports all of the saved expense lines to an Excel file.

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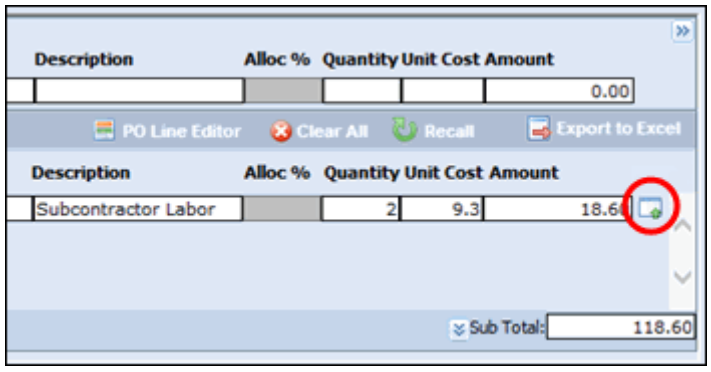
PO Line Item Charges

The **PO Line Item Charges** window allows you to apply costs, tax, and discounts to line item charges on a PO line.

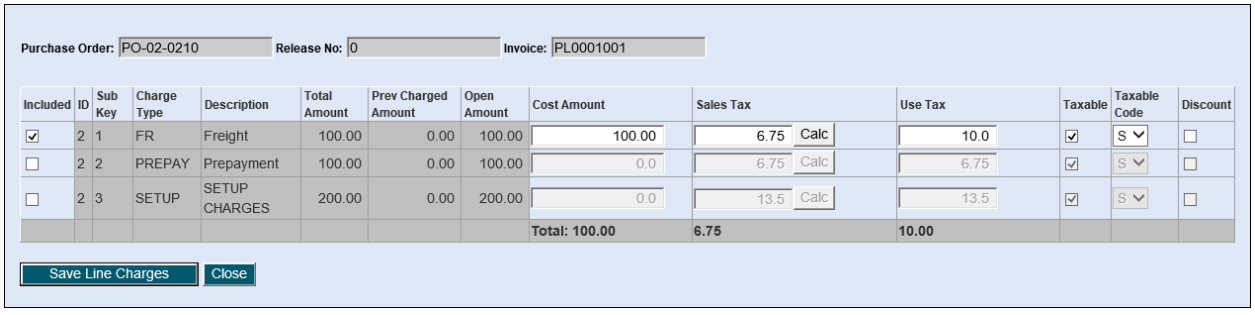
To add or edit line item charges on a PO line:

1. Click the **Add/Edit PO Line Charges** button at the end of the PO line in the **GL Coding** window.

Note: The **Add/Edit PO Line Charges** button is not displayed if the PO line does not include line item charges.



The **PO Line Item Charges** window is displayed in a separate window.



Included	ID	Sub Key	Charge Type	Description	Total Amount	Prev Charged Amount	Open Amount	Cost Amount	Sales Tax	Use Tax	Taxable	Taxable Code	Discount
☑	2	1	FR	Freight	100.00	0.00	100.00	100.00	6.75 Calc	10.0	☑	S	☐
☐	2	2	PREPAY	Prepayment	100.00	0.00	100.00	0.0	6.75 Calc	6.75	☑	S	☐
☐	2	3	SETUP	SETUP CHARGES	200.00	0.00	200.00	0.0	13.5 Calc	13.5	☑	S	☐
								Total: 100.00	6.75	10.00			

The **PO Line Item Charges** window contains the following read-only fields:

- **Purchase Order**, **Release No**, and **Invoice**: Identifying information for the PO and invoice being processed.
- **ID**, **Sub Key**, **Charge Type**, and **Description**: Identifying information for each line item charge.
- **Total Amount**: The line item's total charge from the PO.
- **Prev Charged Amount**: The amount that has already been applied toward the **Total Amount** for the line item.
- **Open Amount**: The amount remaining to be charged toward the line item.

2. Select the **Included** check box to include the PO line item charge with the invoice being GL coded. The line item charge becomes available for editing.

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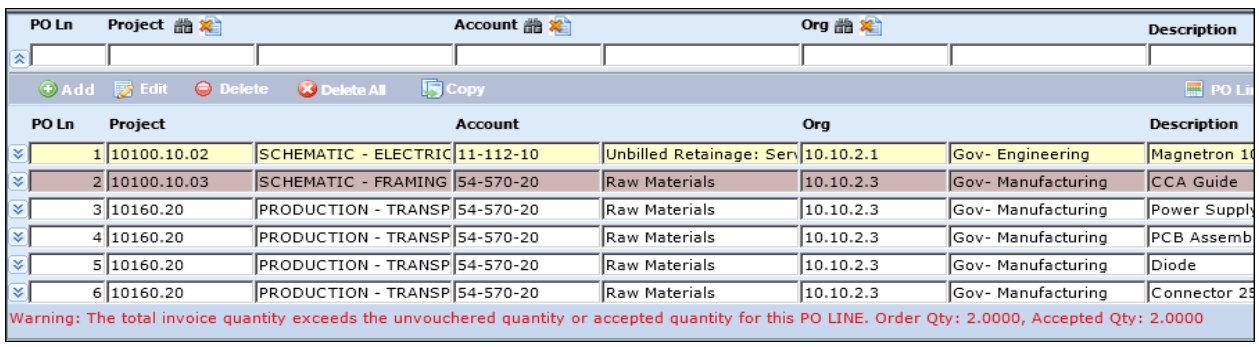
3. Enter the **Cost Amount** of the line item charge.
4. If the line item charge is taxable with sales tax, enter the **Sales Tax** for the line item charge, or click **Calc** to calculate the sales tax based on the **Cost Amount** and the configured tax rate.
5. If the line item charge is taxable with use tax, enter the **Use Tax** for the line item charge.
6. Select the **Taxable** check box if the line item charge is taxable.
7. Select the appropriate code from the **Taxable Code** drop-down list:
   - **S** = Sales Tax: The vendor has included a tax amount on the invoice and that amount is was included in the PO line charge.
   - **U** = Use Tax: The line charge expense is taxable, but the vendor is not authorized to collect that tax. This tax amount is accrued to a specified tax account in Costpoint and is not part of the invoice total calculation.
   - **N** = Non-Taxable: No tax calculation is performed.
8. Select the **Discount** check box if a discount is applied to the PO line charge.
9. Click **Save Line Charges** to save changes to the form.
10. Repeat this process for each PO line item charge to be added or edited, and be sure to click **Save Line Charges** to save changes as you are making them.
11. Click **Close** to close the **PO Line Item Charges** window and return to the **GL Coding** window. The **GL Coding** window is updated to reflect any changes made to the PO line item charges.

PO-Based Edit Warnings

When working with a PO-based invoice, the GL Coding control performs live edit checks using the data in the rows against the actual PO data in Costpoint. Any lines that encounter validation issues are highlighted. Click the highlighted line to display an error message at the bottom of the screen. The user may need to make adjustments in Costpoint to correct these validation issues.



Possible PO line errors include:

- Warning: The total line amount exceeds the remaining balance for this PO line.
- Warning: The total invoice quantity exceeds the unvouchered quantity or unvouchered accepted quantity for this PO LINE. Order QTY: {value} Accepted Qty: {value}

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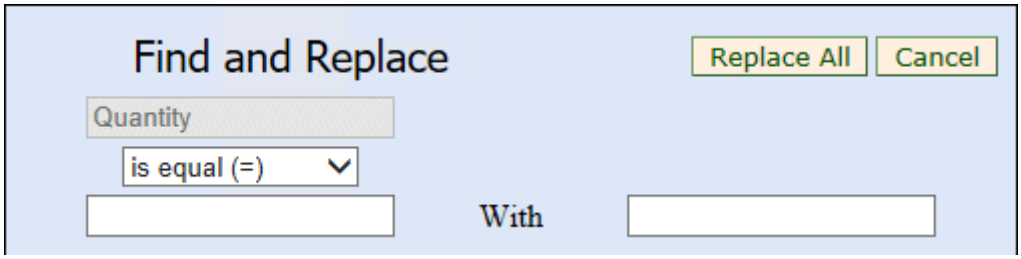
Find and Replace in GL Coding

Values in fields for multiple PO lines can be replaced using the **Replace All** function. This function is available for the following fields:

- Description
- Alloc %
- Quantity
- Unit Cost
- Amount
- Hours
- Effective Billing Date
- Taxable Code
- Tax Code
- Misc Type

To use the **Replace All** function in GL Coding:

1. Right click on the field name for the desired field.
2. Select the Replace All option. The Find and Replace dialog box is displayed.



3. Select an operator from the drop-down list. Operators include:

Operator	Description
is equal (=)	Values to be replaced must equal the specified terms.
is not equal (!=)	Values to be replaced must not equal the specified terms.
is blank	Values to be replaced must be blank or empty fields.
is not blank	Values to be replaced must not be blank fields.
begins with	Values to be replaced must begin with the specified terms.
ends with	Values to be replaced must end with the specified terms.
contains	Values to be replaced must contained the specified terms.

4. Enter the term you want to replace based on the chosen operator into the field below the drop-down list.

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5. Enter the value you wish to replace the search term with in the field to the right of **With**.
6. Click **Replace All**. The dialog box is closed.
7. The relevant terms are replaced. If for any reason, some terms could not be replaced, a message appears to describe why. Click **OK** to close this message. Once the task is complete, a message appears displaying how many changes were made. Click **OK** to close this message.

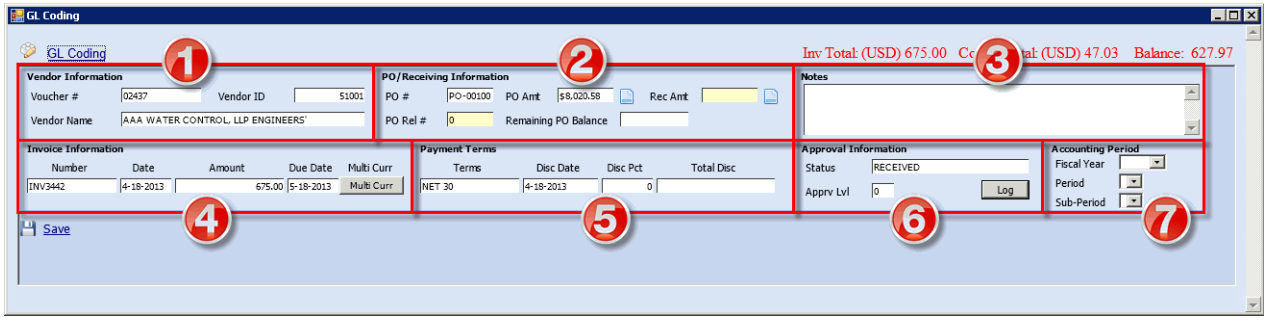
Header View

The Header View presents all of the invoice header fields along with certain values from the Costpoint database that relate to vendor master information or PO information.

Most of the fields on this view are read-only. There are three areas that can be edited: **Notes**, **Invoice Due Date**, and **Accounting Period**.

Note: Be sure to click **Save** at the lower left of the Header View screen to save any changes made to these fields.

The diagram below identifies each section in the Header View screen.



1. **Vendor Information** (page 163): Voucher and vendor information.
2. **PO/Receiving Information** (page 164): Purchase order information.
3. **Notes** (page 165): An optional section for entering additional information.
4. **Invoice Information** (page 166): Invoice and multicurrency details.
5. **Payment Terms** (page 168): Payment terms and discount details.
6. **Approval Information** (page 169): Approval status and approval level.
7. **Accounting Period** (page 169): Fiscal year and period information.

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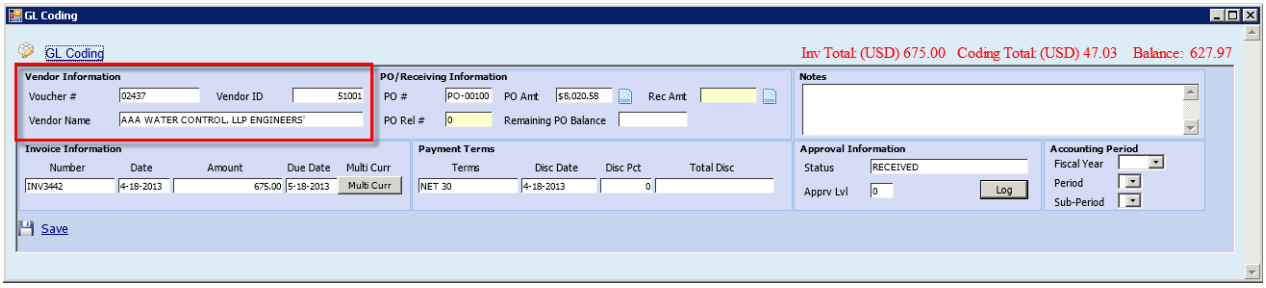
Vendor Information Section

This section of the Header View contains basic information on the voucher and vendor associated with the invoice. The following fields are located in the Vendor Information section of the Header View in the GL Coding control.



Name	Description	Editable?
Voucher #	The **Voucher Number** is the key value for Costpoint invoice transactions. Most searches in Costpoint historical information relate to the voucher number and invoice number combination to determine a unique value. IAConnect offers two options for managing the voucher number: 1. The voucher number can be created in IAConnect when the invoice is initially indexed. This allows the voucher number to be with the invoice from the beginning of the process all the way through to posting to Costpoint. That same number is then assigned in Costpoint as the official voucher number. If this option is set up in the system, this voucher number field is populated. 2. The voucher number can be created when IAConnect posts the voucher information to Costpoint. If this option is not set up in the system, this voucher number field is not populated.	No
Vendor ID	The **Vendor ID** is derived from the Costpoint vendor master record when the invoice is indexed in IAConnect.	No
Vendor Name	The **Vendor Name** is populated from the Costpoint vendor master record when the invoice is indexed in IAConnect. The vendor name displays the vendor long name from Costpoint.	No

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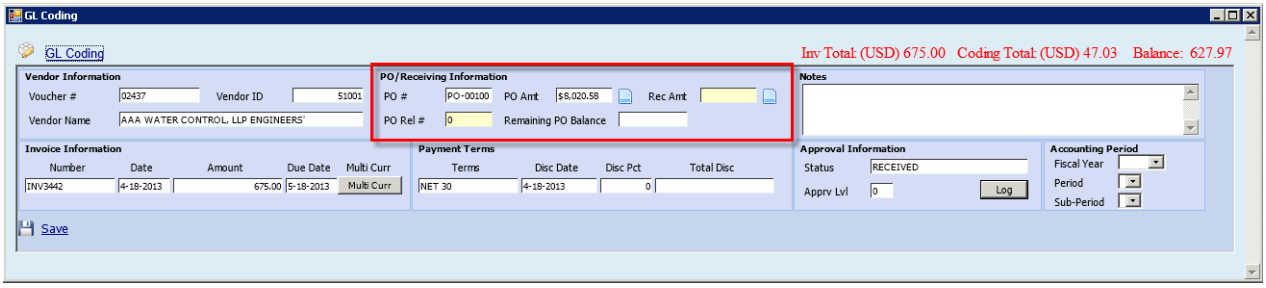
PO and Receiving Information Section

This section of the Header View is used to display the purchase order and receiving information for the invoice being processed if it's a purchase order invoice. These fields are blank for non-PO invoices.



Name	Description	Editable?
Ref PO #	The **Purchase Order Number** is manually entered during the indexing process.	No
Ref PO Rel #	The **Purchase Order Release Number** is manually selected during the indexing process. The release number refers to a release to a blanket purchase order. A blanket purchase order is a budgetary PO that allows the company to negotiate costs based on bulk or pre-ordered commitments. The releases are individual purchase orders that draw down from the blanket agreement amount.	No
PO Amt	The **PO Amount** represents the total PO-ordered amount derived from the Costpoint PO header record. The amount used is the TRN_PO_TOT_AMT (Transaction PO total amount).	No
PO Viewer Button	This button is located to the right of the **PO Amt** field. By clicking on this button, the user may view a dynamically rendered image of the PO as derived from live Costpoint data. The user may compare this view with the invoice for coding purposes and for ensuring that the invoice is matched with the correct PO. This is a read-only view.	N/A
Remaining PO Balance	The **Remaining PO Balance** is the current open balance on the purchase order based on the PO total amount minus previously vouchered invoices in Costpoint against the purchase order selected. This does not account for any outstanding invoices currently in the IAConnect workflow.	No

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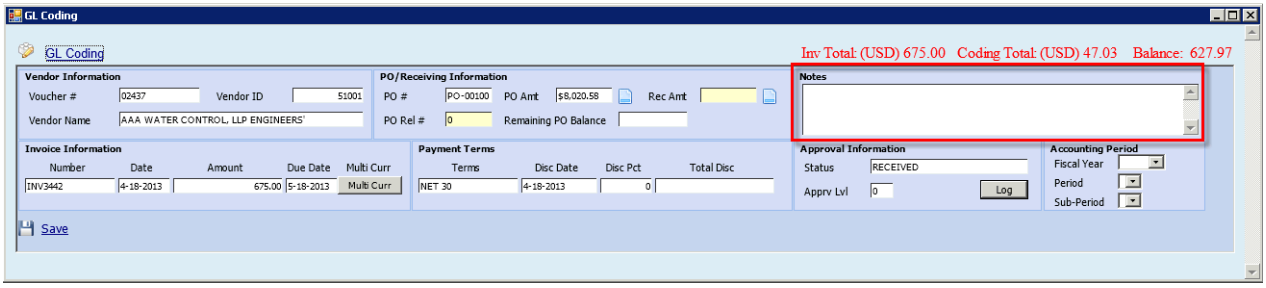
Name	Description	Editable?
Rec Amt	The **Received Amount** field represents the total received amount against this purchase order as derived from Costpoint.	No
Receipt Traveler Viewer Button	This button is located to the right of the **Rec Amt** field. When a purchase order is received in Costpoint, the system updates the receiving tables and allows the user to print a receipt traveler report document to display the received quantities for the purchase order. By clicking on this button, the user is able to see a dynamically rendered image of the receipt traveler report from live Costpoint data.	N/A

Notes Section

The **Notes** field is an editable field that allows a user to enter notes regarding the invoice that are ultimately posted to the voucher header notes field in Costpoint. The data entry can be performed either by typing directly into the field or by pasting text from another text document. The field is a maximum of 250 characters.



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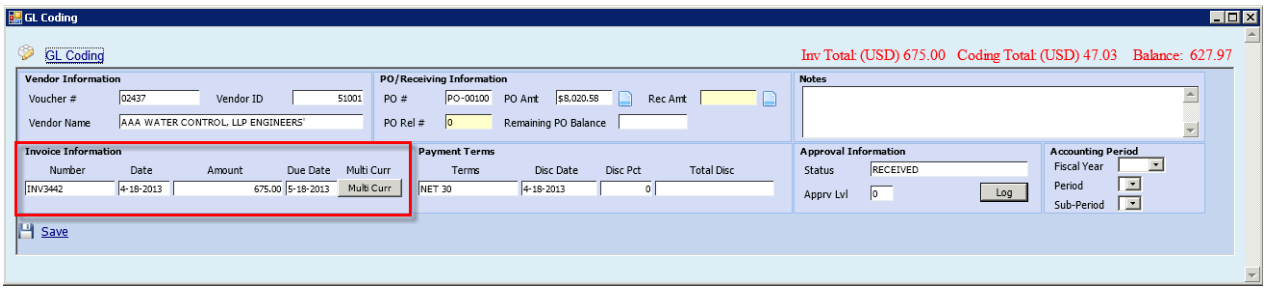
Invoice Information Section

This section of the Header View contains identifying information for the invoice.



Name	Description	Editable?
Invoice #	The **Invoice Number** is manually entered during the indexing process.	No
Date	This **Invoice Date** is manually entered during the indexing process.	No
Amount	This **Invoice Amount** is manually entered during the indexing process.	No

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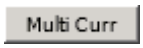
Name	Description	Editable?
Due Date	The **Due Date** is a calculated field based on the Terms Code Keyword Type Value. The Terms Code is automatically populated from the Default Terms Code Costpoint Vendor Master table when the vendor ID is populated during indexing for a non PO invoice, or, alternatively, the terms code is automatically populated from the Costpoint PO Header table when the Purchase Order ID and Release Number fields are populated during indexing. The payment terms days and discount percent are derived from the Costpoint VEND_TERMS table during indexing. The payment terms may be based on one of four options: • **Net Terms**: For example, a Net 30 terms code adds 30 days to the invoice date to get the payment due date. • **Discount Plus Net Terms**: For example, a 2% 10 Net 20 terms code makes two calculations, one for the discount date if a payment is made early and another for the net due date. In this case the invoice date plus 10 days would be the discount due date and the invoice date plus 20 days would be the payment due date without discount. • **Day of Month**: Payment due date is always the same day of the month, which is specified in the VEND_TERMS table. • **Range of Days**: If the invoice date falls within a date range set in the terms table, payment is made on a specific date. If the invoice date falls outside the specified range, then the payment is made on another specified date.	Yes
Multicurrency Viewer Button  	This button allows the user to see the conversion difference between the transactional invoice currency and the company functional currency amounts. The values are based on the values entered during the indexing process and cannot be edited. This feature requires that the multicurrency feature in IAConnect is being used and that the invoice has been coded in a currency different from the functional currency of the company.	N/A

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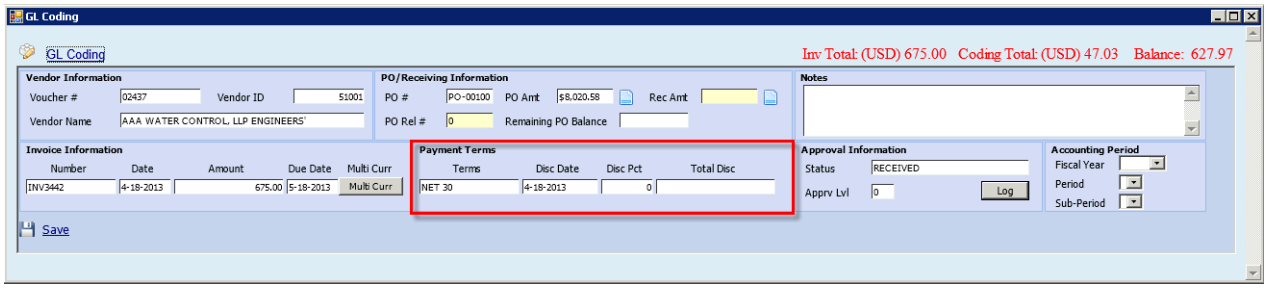
Payment Terms Section

This section of the Header View contains information regarding the payment terms and discounts associated with the invoice.



Name	Description	Editable?
Terms	The **Terms Code** is derived from the Costpoint vendor master record during the indexing process once the vendor is selected.	No
Disc Date	The **Discount Date** is a calculated field based on the terms code from the Costpoint vendor master record. If the terms code has a discount rate associated with it, then the number of discount days is subtracted from the invoice due date to provide the discount date.	No
Disc Pct	The **Discount Percent** is derived from the Costpoint vendor master record during the indexing process once the vendor is selected.	No
Total Disc	The **Total Discount** is a calculated field based on the discount percent times the invoice amount.	No

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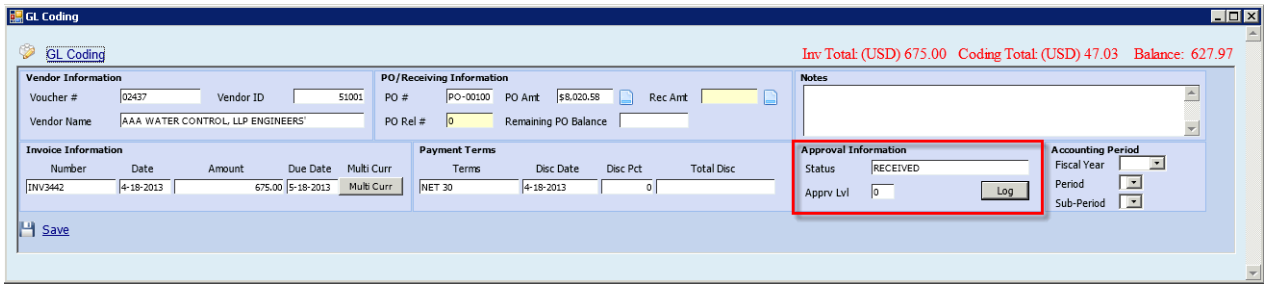
Approval Information Section

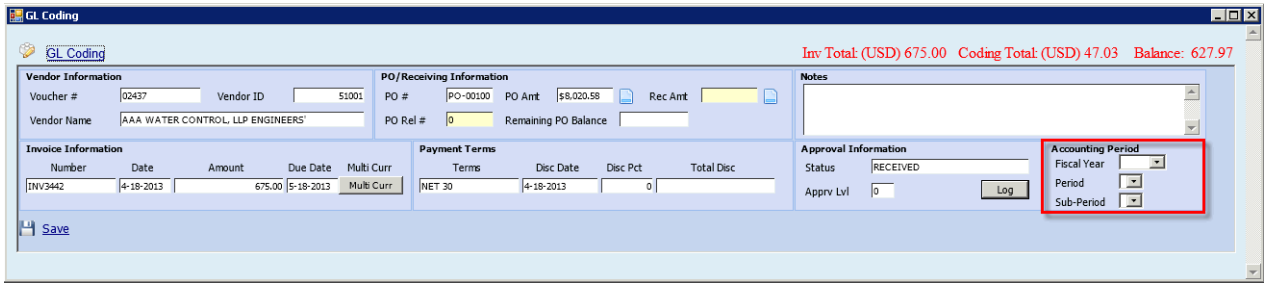
This section of the Header View contains information regarding the invoice's approvals within the IAConnect Workflow.



Name	Description	Editable?
Status	The **Status** represents the current status of the invoice in the IAConnect Workflow process. Valid values can vary on your system based on configuration. The default settings are **Received**, **Pending** (pending approval), **Approved**, **Rejected**, or **In Process**.	No
Apprvl Lvl	The **Approval Level** refers to the level of approval at which the invoice is currently located within the IAConnect Workflow process. The valid values are 0-5.	No
Log Viewer Button	The **Log** button allows the user to view transactional history for the invoice within the IAConnect Workflow only. It does not show history from Costpoint once the voucher information is posted there.	N/A

Accounting Period Section

These values in this section of the Header View represent the fiscal period to which the invoice charges are posted in Costpoint. The combination of these values provides a date range that is used to validate against project period of performance for the projects charged on the invoice.



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Select the values from the drop-down lists. Only open values are displayed for selection.

- **Fiscal Year**: Derived from the Costpoint FY table.
- **Period**: Derived from the Costpoint ACCT_PD table. The values displayed are limited by the Fiscal Year selection. This table in Costpoint provides all of the valid combinations of Fiscal Year/Period.
- **Sub-Period**: Derived from the Costpoint SUB_PD table. The values displayed are limited by the Fiscal Year and Period selections. This table in Costpoint provides all of the valid combinations of Fiscal Year/Period/Sub-Period.

Note: If you are using the Costpoint Web Integration Console (web services) Preprocessor to process vouchers to Costpoint, these fields are required. If you are using the Standard Voucher Preprocessors in Costpoint 6, these fields are not required.

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Usage: Import GL Data Specifications

To import GL data from a file, the data file must be formatted in a specific manner. The first line in the data file contains the invoice header data, and each subsequent line in the data file corresponds to a line item detail from the invoice.

All fields are fixed length and must be padded with spaces in all situations. All fields should be right justified.

The following tables specify the sequence, positions, and formats in which each line of GL data must be configured in the data file.

Note: GL Data can also be imported using a **.csv** file instead of a **.prn** file. If using a **.csv** file, the fields do not need to be a fixed length. For more information on configuring GL Import using a **.csv** file, see GL Import Settings on page 44.

Import Header

Seq. No.	Input Field Name	Data Type	Length	Starting Position	Ending Position	Required or Optional	Notes	GL Coding Table Column	Keyword Type
1	Record Type	Alphanumeric	1	1	1	Required	Will always be "H" in the input file	----	----
2	Vendor ID	Alphanumeric	15	2	16	Required			
3	Invoice Number	Alphanumeric	15	17	31	Required		InvoiceNumber	Invoice Number
4	Invoice Date	Date (MM/dd/yyyy)	10	32	41	Required		InvoiceDate	Invoice Date

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Seq. No.	Input Field Name	Data Type	Length	Starting Position	Ending Position	Required or Optional	Notes	GL Coding Table Column	Keyword Type
5	Invoice Amount	Decimal (14,2)	16	42	57	Required		Amount	Invoice Amount
6	PO Number	Alphanumeric	10	58	67	Optional		----	PO Number
7	PO Release	Numeric	3	68	70	Optional		----	PO Release
8	Billing Period From	Date (MM/dd/yyyy)	10	71	80	Optional		----	Billing Start Date
9	Billing Period To	Date (MM/dd/yyyy)	10	81	90	Optional		----	Billing End Date

Import Detail

Seq. No.	Input Field Name	Data Type	Length	Starting Position	Ending Position	Required or Optional	Notes	GL Coding Table Column	Keyword Type
1	Record Type	Alphanumeric	1	1	1	Required	Will always be "D" in the input file	----	n/a
2	PO Line Number	Numeric	4	2	5	Optional	Optional for non-PO invoices	PO_LN_NO	n/a
3	Invoice Quantity	Decimal (14,4)	14	6	19	Optional		Quantity	n/a

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Seq. No.	Input Field Name	Data Type	Length	Starting Position	Ending Position	Required or Optional	Notes	GL Coding Table Column	Keyword Type
4	Unit Cost	Decimal (14,4)	16	20	35	Optional		UnitCost	n/a
5	Vendor Hours	Decimal (14,2)	16	36	51	Required	If no vendor labor hours, "0" must be used.	Hours	n/a
6	Line Notes	Alphanumeric	254	52	305	Optional		Notes	n/a
7	Account	Alphanumeric	15	306	320	Required	Not required if account does not require a project.	Account	n/a
8	Project	Alphanumeric	30	321	350	Required		Project	n/a
9	Organization	Alphanumeric	20	351	370	Required		Org	n/a
10	Vendor Empl ID	Alphanumeric	12	371	382	Optional		VendorEmpl	n/a
11	General Labor Category	Alphanumeric	6	383	388	Optional	Required if Vendor Hours is greater than 0.	GLCCode	n/a
12	Project Labor Category	Alphanumeric	6	389	394	Optional		PLCCode	n/a
13	Description	Alphanumeric	30	395	424	Optional		PLCCode	n/a

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Seq. No.	Input Field Name	Data Type	Length	Starting Position	Ending Position	Required or Optional	Notes	GL Coding Table Column	Keyword Type
14	Amount	Decimal (14,2)	16	425	440	Optional	Field is right justified with leading zeros or spaces.	Amount	n/a
15	Effective Bill Date	Date (MM/dd/yyyy)	10	441	450	Optional	Required if Vendor Hours is greater than 0. Must leave spaces to ending position if Effective Bill Date is not populated.	Effective Bil Date	n/a
16	Taxable	Alphanumeric	1	450	450	Optional		TaxableCode	n/a
17	Taxable Code	Alphanumeric	1	451	451	Optional		TaxableCode1	n/a
18	Tax Code	Alphanumeric	17	452	468	Optional		TaxCode	n/a
19	Tax Amount	Alphanumeric	15	469	484	Optional		TaxAmount	n/a

Notes on Import GL Data Specifications

- **Vendor Hours** are required with or without other labor information such as **General Labor Category**, **Project Labor Category**, **Vendor Empl ID**, and **Effective Bill Date**. Value with other labor information must be greater than zero. Value without other labor information must equal zero.
- If any labor information field is populated or hours are greater than zero, the **General Labor Category** and **Effective Bill Date** become required fields, not optional.

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Import GL Data Error Return Codes

The GL data import process provides one of three status messages in the **Return Code** Keyword Type.

- **Success**: The import was successful, and no validation errors occurred.
- **Successwithmessage**: The document imported successfully, but not all GL coding data was updated due to Costpoint validation errors. The user can view details on the validation errors by using the **Import Message Viewer** ad hoc task.
- **Failure**: The import failed, and no document was updated. The user receives the following message: "The import process failed for all GL records during import. Therefore, no GL records imported successfully. Please contact your systems admin to view the system error log and provide the file name you imported."

Using the Import Message Viewer

The Import Message Viewer displays a log of any error messages that may have occurred during the process of importing an invoice. To use the Import Message Viewer, use the **Import Message Viewer** ad hoc task. Sample validation error messages include, but are not limited to:

- Project xxx-xxxx-xxxx is not active or does not allow charging.
- GLC, Hours and Effective billing date are required for labor entry.
- Account and/or Org is missing on the imported line.
- Account: xxx-xxx requires a project.

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- Invoice amount: xxx.xx cannot be greater than Unvouchered Balance Amount: xxx.xx.
- PO line: xxx is not found for PO: ### and Release: ### combination.

Message Viewer

ID	Source	Date	Vendor ID	Invoice Num	Sub Message	Message	Run ID	User ID
484	IMP_VALIDATION	11/9/2012 10:31:53 AM		null	Line #5	Account and/or Org is missing on the imported line	0	IMP_VAL_SYSUSER
540	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #1	Project 2000.001.001 is not active or does not allow charging.	0	IMP_VAL_SYSUSER
541	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #2	Project 2000.001.001 is not active or does not allow charging.	0	IMP_VAL_SYSUSER
542	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #3	Project 2000.001.001 is not active or does not allow charging.	0	IMP_VAL_SYSUSER
543	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #4	Account :110-10requires project.	0	IMP_VAL_SYSUSER
544	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #5	Account and/or Org is missing on the imported line	0	IMP_VAL_SYSUSER
545	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #6	Project 2000.001.001 is not active or does not allow charging., Account 110-1K is not active.	0	IMP_VAL_SYSUSER
546	IMP_VALIDATION	11/9/2012 1:43:29 PM		null	Line #7	Project 20UBM001.001 is not active or does not allow charging.	0	IMP_VAL_SYSUSER
547	IMP_VALIDATION	11/9/2012 1:43:30 PM		null	Line #8	Project 2000.001.001 is not active or does not allow charging.	0	IMP_VAL_SYSUSER

1 - 9 of 9 records

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Usage: Check Request Form

The Check Request form provides organizations with a method of handling internal company expenses and reimbursements through the IAConnect invoice processing Workflow.

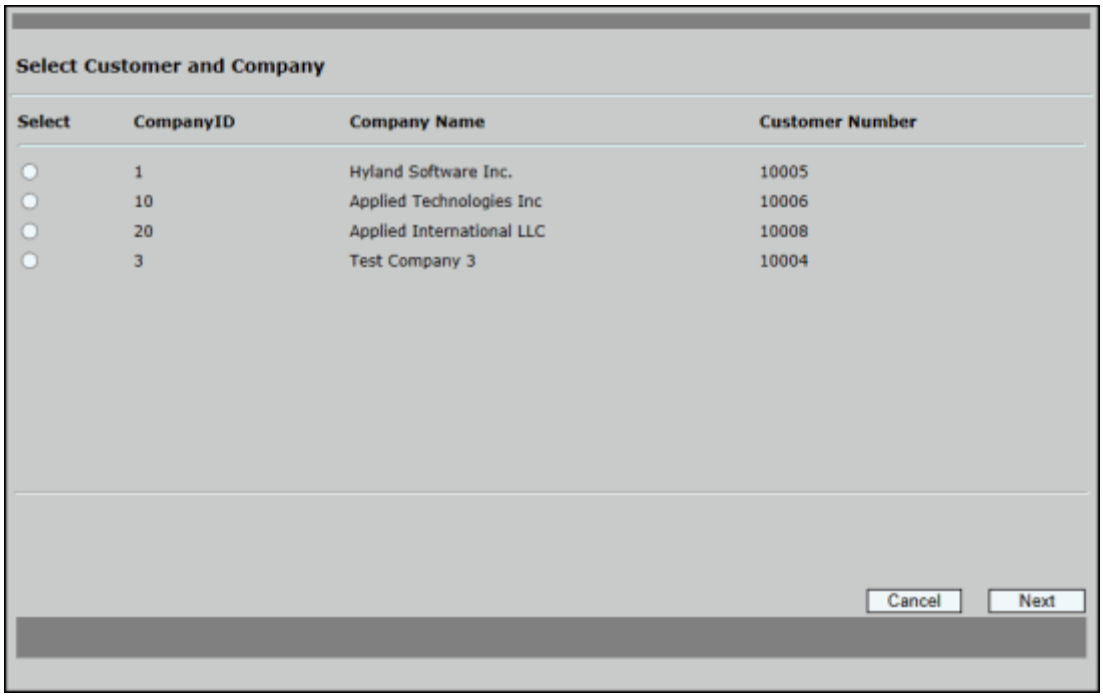
Users access the web-based form through a URL provided by their system administrator. The form consists of several pages that walk the user through entering the necessary information for approval and processing of the request.

The Check Request form interacts with the Deltek Costpoint ERP system and supports the Multi-Company and Multicurrency functionalities in Costpoint.

Completing the Check Request Form

Follow these steps to complete an expense reimbursement request using the Check Request form:

1. In a web browser, navigate to the Check Request form URL provided by your system administrator. If the Mult-Company feature is enabled, the **Select Customer and Company** page is displayed.



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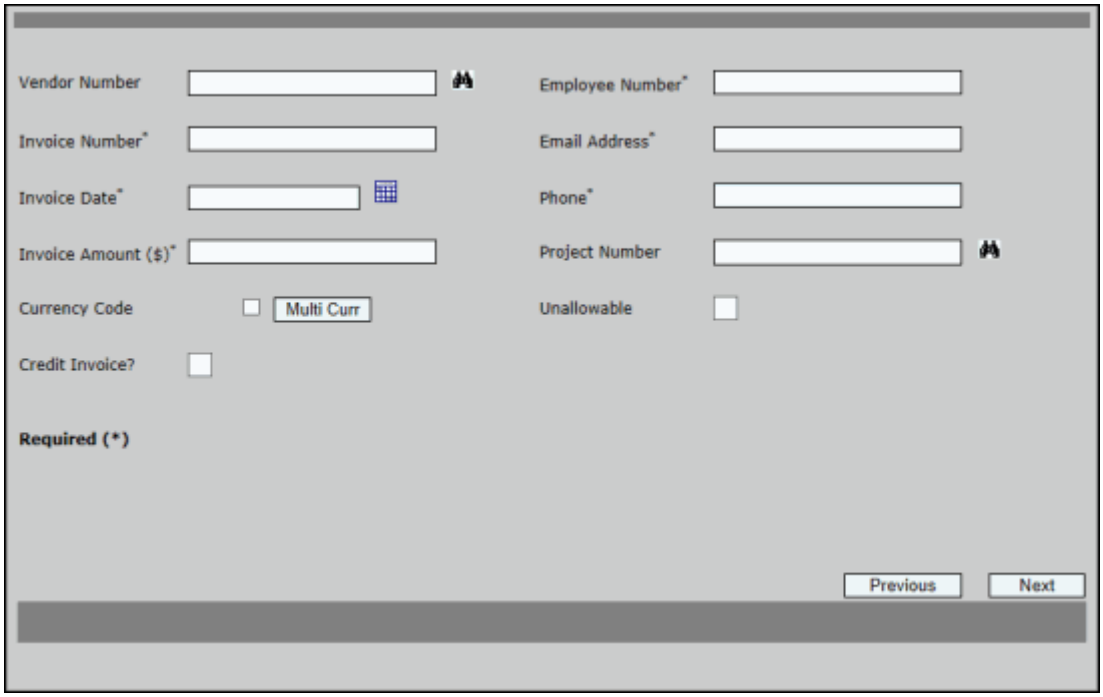
2. Select the appropriate company for processing, and click **Next**. The primary information page is displayed.



3. Enter the information for the reimbursement request you are making. Fields marked with an asterisk (*) are required fields.

Field	Description
Vendor Number	May be manually entered or searched using the binoculars button next to the field. If vendor number is manually entered, the system does not validate the vendor ID entered. If you search for a vendor number, the data is validated against the Costpoint Vendor Master. Searches may be performed by vendor ID or vendor name.
Invoice Number*	The invoice number associated with the check request. This field is manually entered and not validated against Costpoint.
Invoice Date*	Use the calendar button to select the appropriate invoice date.
Invoice Amount*	Manually enter the amount for the reimbursement request.

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Field	Description
Currency Code	If the check request is in a U.S. currency, this step is not required. Select this check box if the check request is in a non-U.S. currency. The **Select Currency** page is displayed, requiring additional information. • Select the **Transaction Currency** from the drop-down list. • Select the **Rate Group** for the currency from the drop-down list. • Select the **Rate Date** for which to calculate the exchange rate. • Click the **Calculate Exchange** button. The currency exchange is calculated and validated against Costpoint. • Click **OK** to save the values and return to the primary information page.
Credit Invoice?	Select this check box if the request is a credit request.
Employee Number*	Enter the employee number of the employee requesting the check. The employee number must be a valid employee ID within Costpoint.
Email Address*	The employee's email address is automatically populated when the Employee Number is entered. You can also manually enter an email address.
Phone*	Enter the contact phone number for the employee requesting the check. The phone number must be in xxx-xxx-xxxx format.
Project Number	Enter the project number being expensed for the check request, or use the binoculars button to look up the project number. The project number must be a valid project ID within Costpoint. This project ID is also used for approval routing.
Unallowable	Select this check box if the expense incurred for this project is an allowable expense for the billable contract.

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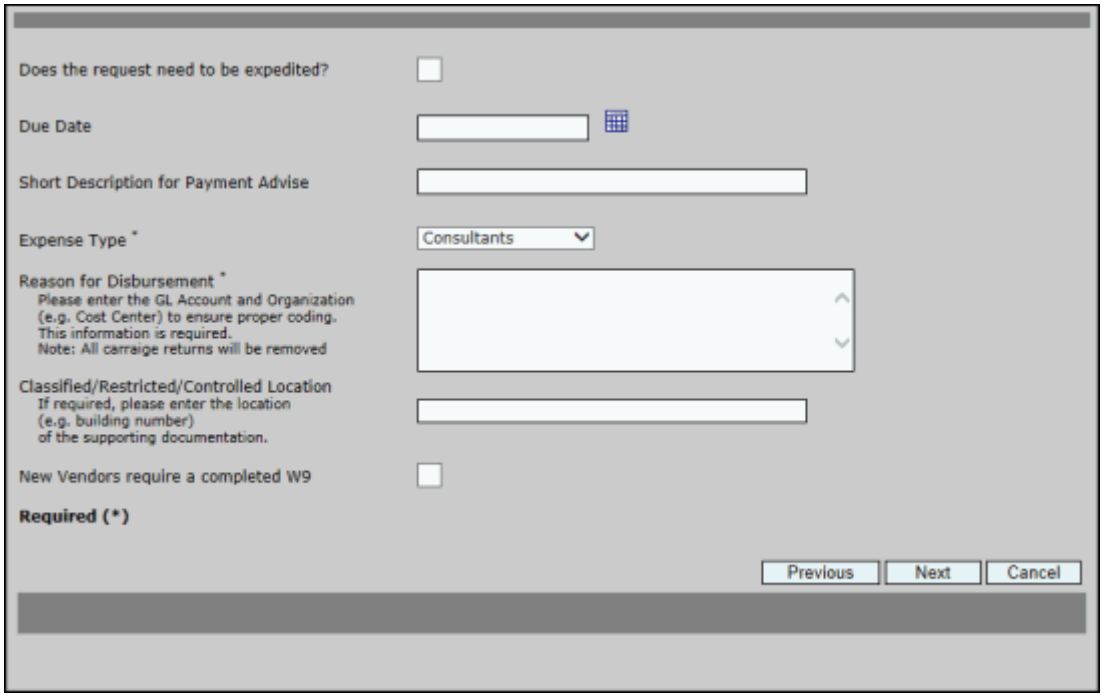
4. Click **Next** when all the necessary information has been entered. The next page of the form is displayed.



5. Enter the necessary information. Fields marked with an asterisk (*) are required fields.

Field	Description
Does the request need to be expedited?	Select this check box to indicate that the check request must be rushed.
Due Date	Enter or select the date that the payment is due.
Short Description for Payment Advise	Enter a short description of the expense.
Expense Type*	Select an expense type to use for reporting purposes from the preset drop-down list.
Reason for Disbursement*	Enter a note describing the reason for the expense.
Classified/ Restricted/Controlled Location	If there is a classified location for supporting documents for this request, enter the location.
New Vendors require a completed V9	Select the check box for Yes or leave blank for No.

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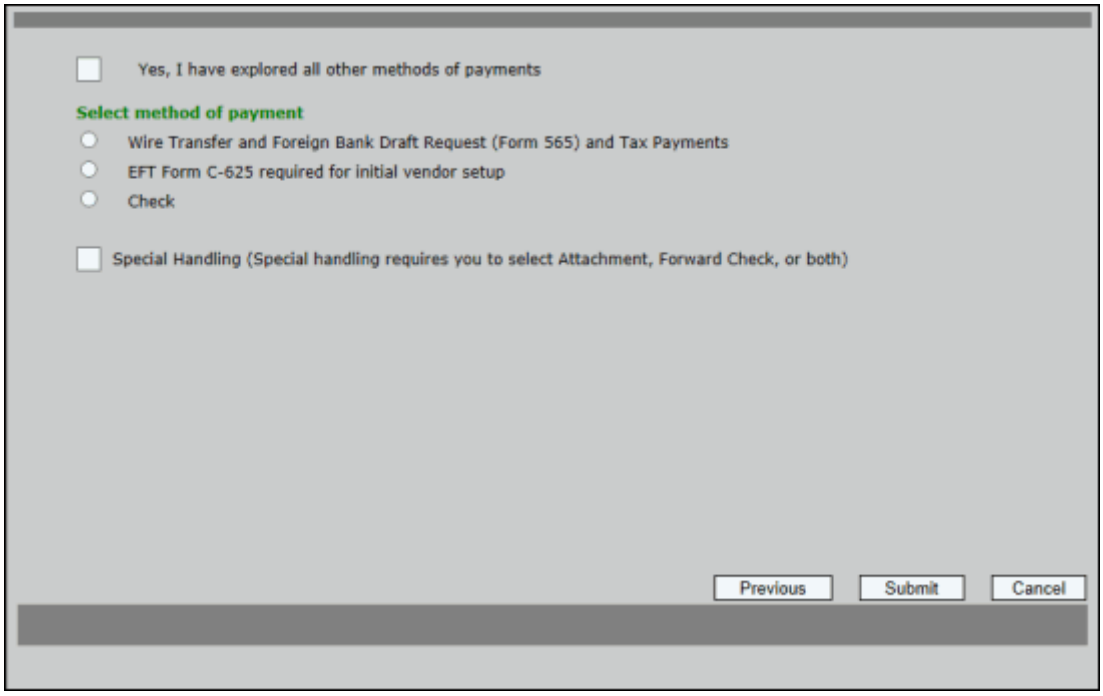
6. Depending on your configuration, this page may be the final page of information to enter before submitting.
   - Click **Submit** to submit the check request. The confirmation page is displayed, which also allows you to upload any attachments for the check request. See Uploading Attachments for a Check Request on page 182.
   - Click **Next** to proceed to the next page of the Check Request form. The method of payment page is displayed.



7. Enter the necessary information.

Field	Description
Yes, I have explored all other methods of payment	Select this check box to confirm that you have explored all other methods of payment before submitting this check request.
Select method of payment	Select the appropriate radio button for the method of payment for the reimbursement. • Wire Transfer and Foreign Bank Draft Request (Form 565) and Tax Payments • EFT Form C-625 required for initial vendor setup • Check
Special Handling	Select this check box if the check request requires special handling.

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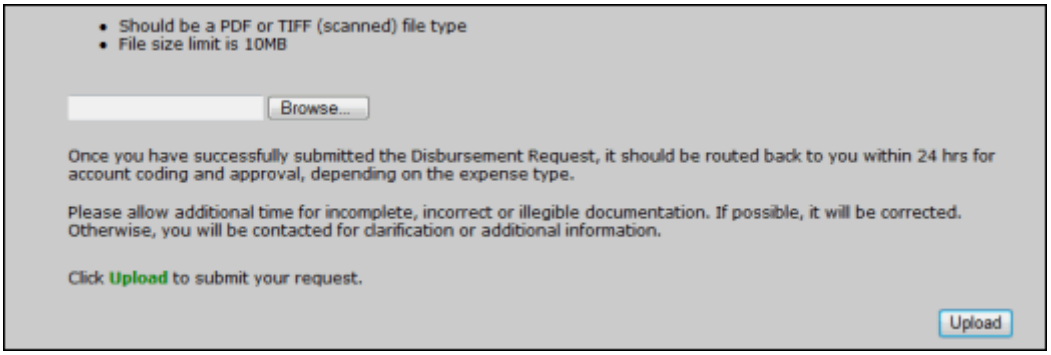
8. Click **Submit** when all the necessary information has been entered. The confirmation page is displayed, which also allows you to upload any attachments for the check request. See Uploading Attachments for a Check Request on page 182.

Uploading Attachments for a Check Request

After you have submitted a check request, you have the option to upload attachments for that check request. Attachments can be in PDF or TIFF file format, and the file size for each attachment must be less than 10 MB.

Follow these steps to upload attachments for a check request:

1. On the confirmation page immediately after submitting the check request, click the **Upload attachment for Check Request** hyperlink. The upload page is displayed.



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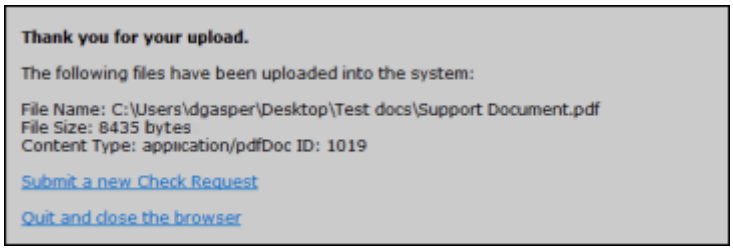
2. Enter the full path and file name for the attachment, or click **Browse** to browse to the file and select it.
3. Click **Upload**. The file is uploaded, and an upload confirmation page is displayed.



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Overview

IAConnect reports allow you to view detailed information on invoice processing, GL coding, accrual, and aging across all of the invoices in the system. These reports are custom reports accessed through the OnBase Report Services module, and they are installed by your service provider.

For more information on using Report Services, see the **Report Services** documentation.

The following reports are available for IAConnect:

Report Name	Description
Accrual Detail	Displays invoices that are currently in the configured Accrual Report queues. You can limit the report to just one queue or view invoices in all queues. If an invoice is not 100% GL coded, the report includes a row with no project or Org and with **Undistributed** for the account number and name. This row represents the amount that has not yet been GL coded.
Accrual Summary	Displays the total invoice amount for each Project/Account/Org combination. A row at the bottom with **Undistributed** for the account represents the total amount that has not been GL coded.
Aging Report By Due Date	Displays invoices sorted by due date and any discount (if allowed by the terms).
Aging Report By Vendor	Displays the total amount due to each vendor, grouped by how far the amount is past the due date.
Aging Report By Vendor And Due Date	Displays individual invoices due to each vendor and a total amount due to that vendor. Invoices are sorted by due date within each vendor.
Cash Requirements Report	Displays past and upcoming invoices, sorted by due date.
Invoice Detail Report	Displays additional information for each invoice. You must specify the **Invoice Date From** and **Invoice Date To** in the **Report Parameters** section. The defaults will both be today, and that is not likely what you want to see. You can also specify an **Invoice Number** in the **Report Parameters** section to view details about an invoice.
Invoices Without GL Coding	Displays all invoices that have no GL Coding at all.

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This section explains several accounting terms related to IAConnect.

General Terms

2-Way Matching — For purchase order transactions. Two way matching compares the voucher amount against the remaining balance of the purchase order line.

3-Way Matching — For purchase order transactions that require items to be received. Three way matching compares the PO quantity, accepted quantity (or received quantity, if configured), and vouchered quantity.

Account — Represents where in the General Ledger the charges are associated (for example, Expense, Labor, Non-Labor, Revenue, Accounts Receivable, etc.). Each account has an ID format of yy-yy-yy with a maximum of 15 characters.

Buyer — The person who is responsible for turning the approved requisition into a purchase order and working with the vendor to fulfill the request.

General Ledger (GL) Coding — The process of applying the appropriate charge codes to an invoice document.

Invoice — Payment request by an outside vendor.

Item — An ID code for a part, good, or service that is purchased.

Labor Categories (GLC, PLC) — Labor Categories are a method for tracking hourly rates for contract billing.

- General Labor Category (GLC): The employee's internal labor classification.
- Project Labor Category (PLC): The employee's external labor classification as related to a project or contract.

Level — Each level of the project ID represents different parts of the contract.

Miscellaneous — An ID code that can be used instead of the item code for one-off purchases or generic purchases.

Multi-Company — Allows an organization that has multiple legal entities to share the same Costpoint database to improve combined reporting to the parent company. Each legal entity may have multiple projects and organizations within the company and may share common General Ledger accounts.

Multicurrency — International organizations may do business in different currencies from the company. Costpoint allows the tracking of a variety of currencies and exchange rates.

- Transactional: Transactional currency is used to engage in a specific transaction such as purchasing or Accounts Payable. For example, Yen.
- Functional: Functional currency is the currency the company maintains their company accounting in. For example, all US companies use USD.
- Rate Group: Currencies that are grouped together that could represent a region or some other commonality to make maintenance easier.

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- Rate by Date: Currency rates may fluctuate daily or often where the need to calculate rates for a specific date is required.
- Rate by Period: This allows the ability to maintain exchange rates for currencies that do not fluctuate as quickly.

Organization (Org) — Represents who is performing the work, company, region, department etc. Each Org has an ID format of z.zz.zzz with a maximum of 25 characters.

Project — Represents a contract with a customer and all of the delivery orders and tasks that are associated with the contract. Each project has an ID format of xxxx.xxxx.xx.xxxx.xxxx (for example, 040.44.0032.001) with a maximum of 30 characters.

Project Account Group (PAG) — A group of accounts linked to a project. When a project is used only accounts that belong to that project's account group may be charged. Accounts must be active within the account group as well as the overall system to be used.

Project Classification — A system-defined, mandatory reporting element linked to a project that can be used by the rules engine for routing options.

Project Type — A user-defined, mandatory reporting element linked to a project that can be used by the rules engine for routing purposes.

Purchase Order (PO) — Purchase offer issued, indicating types, quantities, and agreed prices for products or services.

Requestor — The person who initiates the request for the purchase of goods and/or services.

Requisition — A request for the purchase of goods and/or services.

Requisitioner — The person who does the data entry for the requisition.

Vendor — The person or organization to whom a payment is made for services performed or goods received.

Voucher — A transaction that records payment for vendor invoices or any payment that is not related to payroll.

Calendar Terms

Fiscal Year — The financial accounting year to which charges may be posted.

Period — The financial accounting period associated with the fiscal year. A typical period is one month.

Sub period — Each period can be broken into multiple sub periods. If an organization closes their books weekly they may have multiple sub periods for each period. In many cases companies have only one sub period, which is the minimum requirement.

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