



V1  
Document  
Management

Invoice Automation for Microsoft Dynamics NAV

Client Installation Guide

27 July 2018

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# Introduction

This is a quick start guide for installing the client programs necessary for day to day usage of the Invoice Automation for Microsoft NAV by V1 standard solution.

## Assumptions:

- ▶ The Server installation has been fully completed
- ▶ The Microsoft NAV Database server is named NAVSERVER
- ▶ The DM4.5 distribution is on the NAVSERVER and a share of <\\NAVSERVER\DM4.5DISTRIB> has been created which if browsed too on a client PC shows the installation files.

## Installation Procedure

1. On the client PC, browse to <\\NAVSERVER\DM4.5DISTRIB> in File Explorer
2. Right click on iManager.exe and click Run as administrator
3. When prompted, select Client Components, click Next >
4. Tick all the clients you wish to install from the list on the left hand side
5. Confirm the desired installation location of these clients on the local PC
6. Click Install
7. Close iManager

Consult the crib sheets on how to use the software or press F1 at any time which logged in to a client to view the help guides.

The remaining chapters go through step by step those clients that need specific configuration.

# DbScanner Configuration

## Assumptions:

- ▶ The Client installation procedure has been fully completed
- ▶ The Desktop shortcuts have been created

DbScanner is the only client which requires further configuration beyond the installation as it is tailored to the individual user's day to day requirements.

Follow these step by step actions.

The first time DbScanner is loaded, it attempts to create an acquisition component to allow the importing of files.

This is done in \Program Files for 32-bit clients or \Program Files (x86) for 64-bit clients, as such needs administrative privileges.

1. On your desktop, **right click and run as administrator** (you will only need to do this *the first time* you open DbScanner) from the DbScanner shortcut
2. When prompted, login as per your DbLogin Admin Console credentials as created by the system administrator
3. You will see a popup stating 'Scan source has not been configured', this is normal, click OK
4. A Scan Source box appears, it gives you the option to either select a scanner found by the PC, or to have a source to import images. For now, click OK.
5. The Acquisition Sources box should now appear displaying your source, click Close
6. You can now import the Scanner Profiles you wish to use on a day to day basis, whether that's barcode scanning for import in to Invoice Automation, or to export Invoices into DbCapture. The following chapters detail what to do.

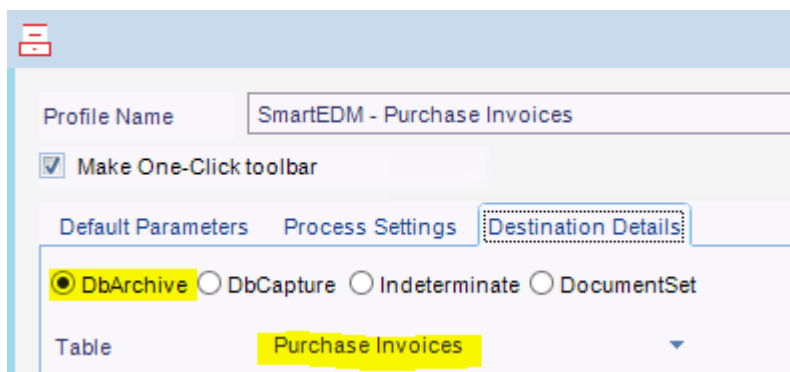
## EDM

In this example, we will use Purchase Invoices, but the principal applies for all document types available. Change the text in red to match the document type you wish to use.

1. Log in to DbScanner as your configured user
2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
3. Click Import
4. You should see a list of Global Profiles configured out the box, click the **EDM – Purchase Invoice** tick box and click OK

*NOTE: To create a new document type not included but compatible, click the Copy button and give it a meaningful name.*

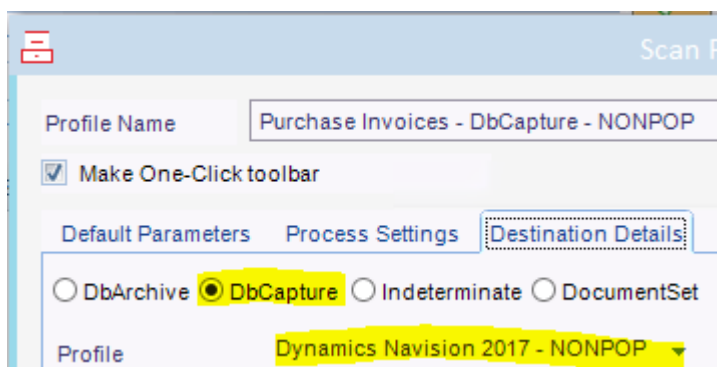
5. When asked if you wish to import it, click Yes
6. With Purchase Invoice selected in the Scan Profile Management screen, click Edit
7. Click the Default Parameters tab, assign your source then the Destination Details Tab
8. Ensure the DbArchive radio button is selected and **Purchase Invoices** is in the dropdown:



9. If you are only using 1 Microsoft NAV company, change the text in the first field to reflect the name of it exactly as it's displayed, if you're using multiple companies:
  - a. Change the Input type to DropDownCombo
  - b. Click the [...] button in the Default Value cell
  - c. Add all the Microsoft NAV companies you wish to scan in to exactly as they're displayed
  - d. Set the most communally used one (if applicable) as default
10. Ensure the Default Value of Deposited By is ##USER##
11. Ensure the Default Value of Archive Date is ##DATE##
12. Ensure the tick box in the Invoice Number column for Use Document Name is ticked
13. Ensure the tick boxes in the Passed for Server Lookup column are ticked for:
  - a. Company
  - b. Deposited By
  - c. Invoice Number
14. Click OK

## Purchase Invoices – DbCapture - NONPOP

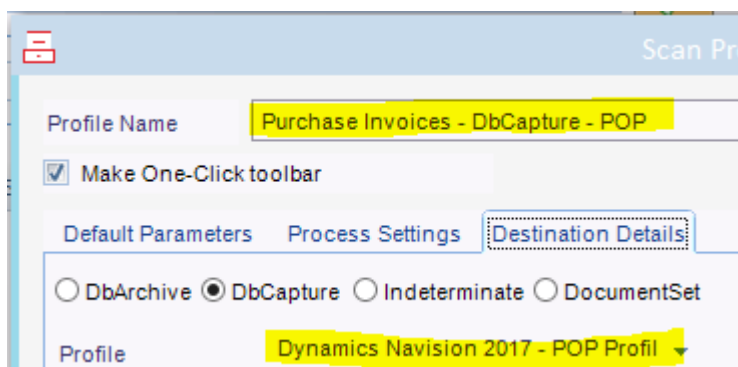
1. Log in to DbScanner as your configured user
2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
3. Click Import
4. You should see a list of Global Profiles configured out the box, click the Purchase Invoices - DbCapture - NONPOP Invoice tick box and click OK
5. When asked if you wish to import it, click Yes
6. With Purchase Invoices - DbCapture – NONPOP selected in the Scan Profile Management screen, click Edit
7. Click the Default Parameters tab, assign your source then the Destination Details Tab
8. Ensure the DbCapture radio button is selected and Dynamics NAV - NONPOP is in the dropdown:



9. If you are only using 1 Microsoft NAV company, change the text in the first field to reflect the name of it exactly as it's displayed, if you're using multiple companies:
  - a. Change the Input type to DropDownCombo
  - b. Click the [...] button in the Default Value cell
  - c. Add all the Microsoft NAV companies you wish to scan in to exactly as they're displayed
  - d. Set the most communally used one (if applicable) as default
10. Ensure the Default Value of Archive User is ##USER##
11. Ensure the Default Value of Archive Date is ##DATE##
12. Tick Hide for all rows except **Company**.

## Purchase Invoices – DbCapture - POP

1. Log in to DbScanner as your configured user
2. Go to Configuration > Configure Scan Profiles > Add/Edit Local Scan Profile
3. Click Import
4. You should see a list of Global Profiles configured out the box, click the Purchase Invoices - DbCapture - POP Invoice tick box and click OK
5. When asked if you wish to import it, click Yes
6. With Purchase Invoices - DbCapture – POP selected in the Scan Profile Management screen, click Edit
7. Click the Default Parameters tab, assign your source then the Destination Details Tab
8. Ensure the DbCapture radio button is selected and Dynamics NAV - POP is in the dropdown:

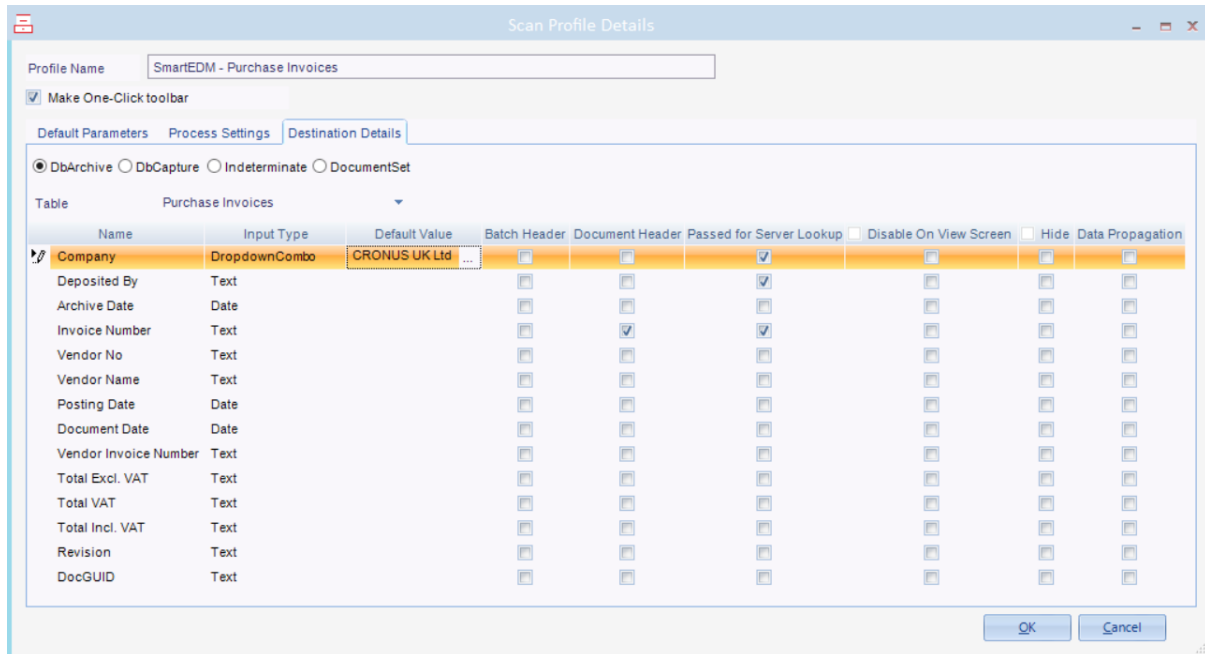


9. If you are only using 1 Microsoft NAV company, change the text in the first field to reflect the name of it exactly as it's displayed, if you're using multiple companies:
  - a. Change the Input type to DropDownCombo
  - b. Click the [...] button in the Default Value cell
  - c. Add all the Microsoft NAV companies you wish to scan in to exactly as they're displayed
  - d. Set the most communally used one (if applicable) as default
10. For the Process cell
  - a. Change the Input type to DropDownCombo
  - b. Click the [...] button in the Default Value cell
  - c. Add value **Match On Receipted Order**
11. Ensure the Default Value of Archive User is ##USER##
12. Ensure the Default Value of Archive Date is ##DATE##
13. Tick Hide for all rows except Company.



# Example Screen Shots

## EDM



## Purchase Invoices – DbCapture - NONPOP

Scan Profile Details

Profile Name:

Make One-Click toolbar

Default Parameters Process Settings **Destination Details**

DbArchive  DbCapture  Indeterminate  DocumentSet

Profile: Dynamics NAVision 2017 - NONPOP

Name	Input Type	Default Value	Batch Header	Document Header	Disable On View Screen	Hide	Data Propagation
<b>Company</b>	DropdownCombo	CRONUS UK Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search Type	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DbCapture User	Text	##USER##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Query Data	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Code	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Name	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Currency	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Email	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Date	Date		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Currency	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Invoice Number	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchaser Code	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Payment Terms	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Number of Lines to Add	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Discount	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Charges	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Excl. VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Incl. VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archive User	Text	##USER##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archive Date	Date	##DATE##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FROMEMAIL	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DocGUID	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel

# Purchase Invoices – DbCapture - POP

Scan Profile Details

Profile Name:

Make One-Click toolbar

Default Parameters | Process Settings | Destination Details

DbArchive  DbCapture  Indeterminate  DocumentSet

Profile: Dynamics NAVision 2017 - POP Profil

Name	Input Type	Default Value	Batch Header	Document Header	Disable On View Screen	Hide	Data Propagation
Company	DropDownCombo	CRONUS UK Ltd	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Search Type	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DbCapture User	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Lookup	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Code	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Name	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Currency	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Source	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email From Address	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email Subject	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Email Received	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Date	Date		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Currency	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Document Identification	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vendor Invoice Number	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Process	Text	Match on Received Order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Process Document Number	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Invoice Discount Amount	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Charges	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Excl. VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total Incl. VAT	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archive User	Text	##USER##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Archive Date	Date	##DATE##	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
FROMEMAIL	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
DocGUID	Text		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OK Cancel