



V1
Document
Management

Invoice Automation for Infor SunSystems

Server Implementation Guide

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1. Introduction

Intended for experienced Sun Partners, V1 and fully trained partners **only**, this are the best practice guidelines for implementing the **baseline standard solution** for Invoice Automation for Infor Sun Systems.

For reference, this document will refer to the solution as **IAIS**, Invoice Automation for Infor SunSystems

Assumptions:

- ▶ For our **examples**, we will assume the distribution is in a folder called C:\V1Distrib, **change as appropriate**.
- ▶ The Server installation has been completed and the post installation check list has been satisfied
 - ▶ For our **examples**, we will assume a path of C:\V1Home, **change as appropriate**.
- ▶ The Client installations have been completed

You are encouraged to bookmark the Portal which is regularly updated with information about the release:

<http://support.wearev1.com/software/Sun>

2. Shares & Directory Permissions

The following tasks should be performed on the server where IAIS has been installed, whether a standalone server, or on the Sun Server.

1. Navigate to C:\V1Home, right click on the folder where PDFs are to be imported from (typically **PDFPoll_Email**), click Properties
2. Click the Sharing tab
3. Click Share ...
4. Type Everyone and click Add
5. Change the permission level for Everyone to Read/Write
6. Click Share, Done, Close
7. Repeat the above for the location of the V1 distribution so clients can self-install

3. Configure DbLogin Alerts

Out the box, several DbLogin users are added so the system can be used immediately, however there are some minor additions needed.

IAIS has a concept of On Hold codes (see the crib sheet on the portal for more details) which if configured allow optional email alerts to be sent to a department (or individual) should a document require a degree of workflow.

There is also a concept of alerts informing I.T of any issues that may arise during day to day usage of the software.

This chapter is optional (i.e. if no email address is set, no alert is generated), but recommended so the right person / department can be kept informed of the status of the documents in the DbCapture queue.

APDEPT

This represents the Accounts Payable department / individual responsible for monitoring alerts.

ITDEPT

This represents the I.T department / individual responsible for monitoring alerts.

1. Open the DbLogin Admin Console and login as administrator / administrator
2. Click the blue / green icon at the top, 'User Details'
3. Click **APDEPT**, click Edit
4. Enter an Email address for the internal Accounts Payable department (or individual who will receive alerts from PIA.)
5. Click Update
6. Click **ITDEPT**, click Edit
7. Enter an Email address for the internal I.T Department. They are informed via email serious alerts / errors if seen during day to do usage of the system.
8. Click Update

4. Create Your DbLogin Users


A DbLogin user is one that requires access to the V1 clients and Smart Suite on a day to day basis.

This might be to login to the Smart Suite to use Smart Deposit and deposit a document, or to login to DbCapture Admin to view the queue of documents in IAIS.

A DbLogin user is the equivalent of a Sun user, so a Sun user called PETE would need a corresponding DbLogin user called PETE to use the software.

Ensure you know the details of the Sun users who wish to use IAIS for each Sun Company.

These users can be added at any-time, but for the purposes of this document, you're advised to create as many as possible as early in the implementation as possible.

1. Open DbLogin Admin Console and log in as administrator / administrator
2. Click the  icon at the top of the screen
3. Click Add ...

NOTE: When creating users in DbLogin Admin, make sure they are in UPPERCASE

4. Enter the Username (**in upper case**) matching the corresponding Sun Username
5. Enter the email address matching the Sun address for the same Sun user
6. Enter a password (this does not need to match but is advisable)
7. Un tick Must Change
8. Click Update

Repeat these steps for each user required.

9. Click Close
10. Close the DbLogin Admin Console.

5. Configure DbLogin Licenses

IAIS has the concept of named licensing.

Now you've created your DbLogin users, it means they can guarantee having access to certain V1 applications.

1. Open the DbLogin Admin Console and login as administrator / administrator
2. Click the padlock icon at the top of the screen, Manage Access Tokens

NOTE: Here you will see a grid (based on your licenses applied during the installation) what applications have been licensed for.

3. Click on the first application in the list and click Allocate
4. Click on the DbLogin user on the left you wish to assign access
5. Click the >> arrow to assign them access to the software
6. Click Save
7. Repeat the above steps for each application in the list based on the values you see
8. When finished, click Close

6. Add your files to this installation

On the assumption that you have tried and tested files, whether for DbCapture or DbAuthorise, this option allows you to commit them all in one place and in a controlled and standard way.

NOTE: You can only use this option if you have used the SunSetup Program to install the baseline installation.

1. Navigate to C:\V1Distrib, right click and run SunSetup.exe **AS ADMINISTRATOR**
2. Select the Server Installation radio button and click Next >
3. An existing Server Installation is detected and you're given several options, select Add your files to this installation and click Next >
4. You're presented with a number of browse buttons.
Depending on where your personal DbArchive / DbCapture / DbAuthorise files are, browse to the route of their locations respectively.
5. When at least 1 is selected, the Apply button is activated.
6. Optionally tick yes whether to clean up any existing files found in the installed location

NOTE: This is a PERMANENT removal of existing files.

7. Click **Apply**
8. All files are copied from selected locations to the default installation done by the SunSetup program
9. Click Close

7. Activate ABBYY

The following tasks should be performed on the server where IAIS has been installed, whether a standalone server, or on the Sun Server.

NOTE: The server will need to be internet connected only whist you do this.

Ensure you have your ABBYY license to hand supplied by V1.

- ▶ If you do not have your license / have misplaced it, **STOP**.
 - ▶ Contact the V1 Support team on 01625 856510 referencing the customer name and they will be able to recut it and tell you over the phone or via email at support.services@wearev1.com

- ▶ When / if you do have your ABBYY license:

1. Navigate to C:\V1Home\ABBYY\Bin64 and double click on LicenceManager.exe
2. Click on the Activate License ...
3. Entered your license number
4. Click Next >
5. Select via the Internet
6. Click Next >
7. Click Finish
8. Close the Licence Manager
9. Open services.msc
10. Start the 'DbCapture OCR Server' service

8. Manage Business Unit Accessibility

IAIS introduces a new, cleaner way to administrate DbLogin user access to SunSystems Business Units.

NOTE: You can only use this option if you have used the SunSetup Program to install the baseline installation.

Q: What does this actually mean?

A: Access to a Business Unit means when using SmartDeposit you can add a document, when using SmartRetrieve you can see a document, or when using DbCapture, you can see the queue of Documents for that Business Unit.

It's basically an extra level of security meaning the right users only have access to the right data. i.e. you only want your users in the Birmingham office using the BIR123 Business Unit.

1. Navigate to C:\V1Distrib, right click and run SunSetup.exe **AS ADMINISTRATOR**
2. Select the Server Installation radio button and click Next >
3. An existing Server Installation is detected and you're given several options, select Manage Business Unit Accessibility and click Next >
4. If you're doing this for the first time (or you want to add more), you'll be prompted to enter those you wish to give access to:
 - a. Go to File > Add Business Units
 - b. Where prompted add as many as are required
 - c. When satisfied, click Save
 - d. Click Close
5. Choose the Business Unit from the dropdown, click Select
6. You're presented with 2 panels:
 - On the left, the DbLogin Users currently not configured for this business unit
 - On the right, the DbLogin Users that are currently configured for this business unit
7. Using the arrows, select the user(s) and move them left and right respectively depending on the Business Unit they do / don't want access to.
8. When satisfied, click **Save**
9. Click Close

Q: What if I click Save and get a connection error / can't connect?

A: If the connection details have been changed since the original install, you will experience a problem connecting.

On the server where EDM is installed, open the registry and navigate here:

```
HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\V1SunIntegration
```

Ensure the details in the DBARCHIVE_* keys reflect the server where the DbArchive database is installed / change where appropriate and try again.

More technical detail on the following page.

Technical Detail

The DbArchive database contains a table called DBA__FILTER__MAP.

This table hold 2 fields:

UNAME
KEYVALUE

The UNAME is the DbLogin user

The KEYVALUE is the Infor SunSystems Business Unit.

These values dictate which Business Units a DbLogin can use when using the day to day components such as Smart Deposit and the DbCapture Client.

The archive is checked for these values and displays the appropriate Business Unit available based on the values for that user.

So when using the setup program and pressing the 'Save' button, all you're doing is updating this table.

Although not recommended, you don't even have to use the setup program. If you have a stored procedure / preferred method to populate this table, then feel free to use it.

9. Add / Update your licenses

On the assumption you have been sent additional licenses post installation, this allows you to apply them to DbLogin.

NOTE: You can only use this option if you have used the SunSetup Program to install the baseline installation.

1. Navigate to C:\V1Distrib, right click and run SunSetup.exe **AS ADMINISTRATOR**
2. Select the Server Installation radio button and click Next >
3. An existing Server Installation is detected and you're given several options, select Add / Update your licenses and click Next >
4. Browse to the root location of your un-compressed licenses
5. Click Apply
6. Any cals found are copied to DbLogin\CALS
 - a. DbLogin service is re-started
7. Any keys found are copied to their appropriate location against the installation
 - a. DbCapture services are started where appropriate
8. When satisfied, click Close.

10. Add FTS capability to DbArchive

SmartRetentions for V1 Document Management gives users control over the handling of document deletion, both manually and automated.

SmartRetentions will aid users to fulfil their obligations regarding personal data retention as determined by the GDPR regulations.

An optional enhancement of SmartRetentions is the DbArchive database has **Full Text Search** enabled.

This means the *content* of a document is read as a background task using the ABBYY OCR Engine, can be searched on and therefore found using normal SmartRetrieve wildcard search or as part of a rule in SmartRetentions.

FTS is an optional, chargeable add-on and you're advised to discuss it with your Infor or V1 Account Manager prior to implementing.

A DbArchive table must have a BLOB field added with an internal name of FTS to activate it for use.

A video here: <https://www.youtube.com/watch?v=4iCgsd79GNA>

Covers the manual process and explains more, however to apply it to your system automatically, whether as a new installation or retrospectively:

1. Navigate to C:\V1Distrib, right click and run SunSetup.exe **AS ADMINISTRATOR**
2. Select the Server Installation radio button and click Next >
3. An existing Server Installation is detected and the paths for DbArchive and the ABBYY Bin dir are displayed as confirmation.
4. Where found, the Install button is activated
5. Click **Install**
6. The 'DbArchive: FTS Indexing' service is installed, activated and relevant settings added to dbarchive.ini
7. When satisfied, click Close.

No further configuration is required, images are retrospectively indexed if added to a legacy archive and from now on to a new installation.

11. Configure V1 Smart Mail

EDM introduces a new mail polling facility called V1 Smart Mail.

It allows an unlimited number of mailboxes to be polled for attachments and where found, extract them.

These can then be archived in to DbArchive, passed to DbCapture to be processed as Invoices respectively or the Accept/Query/Reject process of DbAuthorise.

Several examples are installed for you to 'get you going', but the actual addresses must be configured.

Assumptions:

- ▶ You must be logged on to the V1 Server where the Server installation has been performed

Procedure:

1. Using File Explorer, navigate to C:\V1Distrib\Utils
2. Using Notepad, edit start_services_debug_smartmail.bat and check / save the paths to the installation.
3. Right click and run **as administrator** the **start_services_debug_smartmail.bat** (this starts the V1 Smart Mail service in debug mode).

NOTE: V1 Smart Mail can only be configured in debug mode to prevent erroneous usage

4. Open your Web Browser of choice and navigate to <http://localhost:8444>, this is the configuration screen
5. Set log mode to console and file
6. Set Log Level to log errors only
7. Set Store log file Audit to yes
8. Set Purge log files older the # days to 30
9. Using File Explorer, ensure the path to csscript.exe is correct
10. Set cycle mailBoxes to run continuously
11. Set poll time in seconds to be no lower than 30, 60 seconds or higher is advised
12. Using the examples, configure the mailboxes for each area.
13. Click the SAVE CONFIGURATION button at the bottom, a dialogue will appear as configuration.
14. Close your browser, end the batch file and start the V1 Smart Mail service to begin using it.

12. Configuring Suppliers for DbCapture Recognition

When an Invoice is imported into DbCapture, the first piece of information identified is the Supplier.

In order to do that, a reliable and unique value must be used.

For a GB Invoice for instance this is the VAT number.

When this is identified, a lookup is done in to SunSystems to find a VAT number and using this, the code, name, currency and address details can be populated in DbCapture.

Once the first Invoice for a given Supplier is Accepted, this information is stored as a template for every subsequent document by that supplier.

Customers who implement DbCapture are encouraged wherever possible to take the time to fill in the appropriate fields for all their Suppliers.

Doing so will greatly improve the user experience.

You are advised to nominate a 'top ten' suppliers to take the time to populate these fields and add more as time allows.

Example:

- ▶ A SunSystems customer has a Supplier Joe Bloggs Ltd.
They have a UK VAT number of GB741555888.
This value is entered against them on the Supplier screen in the VAT number cell and saved.

- ▶ Finance at Joe Bloggs Ltd send an Invoice as a PDF attachment.
V1 Smart Mail picks this up and automatically import it in to DbCapture.
Because the VAT no has been configured, the supplier details are automatically populated based on the 'match' between system and document.

13. Final Step

Before use, it is a good idea to do a final rebuild of indexes and restart all services to ensure the system is ready for use.

- In our **example**, the server IP address where EDM has been installed is **172.26.49.214**, **change as appropriate**
 1. In your web browser of choice, browse to <http://172.26.49.214:5002>
 2. Login as administrator / administrator
 3. Change the url from <http://172.26.49.214:5002/portal> to <http://localhost:5002/config> and press enter
 - a. This is a back door to the config and not exposed for general use
 4. Click Configure integration server
 5. Scroll down about half way and click the button 'Rebuild all search indices'
 6. Nothing will apparently happen, but no errors assume a successful rebuild.

You're ready to go!