V1

V1 Document Management

Invoice Automation for Infor SunSystems

Solution Design Document

8th August 2018

Contents

1. Introduction

1.1 Purpose of the Document

The purpose of this document is to detail the V1 DM Standard Integration with Infor SunSystems.

Agreed between V1 and the customer, it provides a solution baseline from which change control is possible.

The document includes a functional overview and lists some high level constraints and pre-requisites.

1.2 Overview

The solution is based on using the 4.5 suite of applications provided by V1 for the capture, Archiving and retrieval of documents whilst integrating with the Sun Systems 6.X accounting package.

The solution allows the capture of non PO related invoices and credit notes.

This allows user coding of the document, authorisation of the document resulting in documents being available in the V1 archive, making them retrievable either through the V1 Web interface using search and retrieval methods.

The following table shows functionality at a high level, with the subsequent section giving further detail.

1.3 Table of Functionality in Standard

V1 DM Standard Integration for Infor SunSystems	
SunSystems 6.X	
Functionality	**Included in DLL Integration?**
Document Input	
Scan documents via Kofax VRS	✓
PDF import from folder	✓
PDF import direct from email	✓
Ad hoc input of electronic documents	✗
Conversion and feed of ad hoc documents as PDF for OCR	✗
Document OCR	
Header level OCR	✓
Line Level OCR	✗
Real Time Verification of Supplier Details in SunSystems	✓
Real Time Invoice Duplicate Check in SunSystems	✓
Real Time Verification of Bank Details	✓
Multi Company Capable	✓
Real Time Currency Rate Lookup	✓
Real Time Payment Terms Lookup	✓
Real Time List of Journal Types	✓
PO Verification	✗
PO line retrieval (for pre-matching invoice to PO manually)	✗
Automated actions for invoices on hold	✗
Credit Note OCR	✓
Document Archive	
Document Drill Down from SunSystems	✓
Document Searching independent of SunSystems	✓
Ability to store supporting documentation	✗

| Document Authorisation	
Ability to code invoices	✔
Dynamic creation of coding structure based on live lookups	✔
Real time pre validation of coding entered	✘
Authorisation and coding via desktop client	✔
Authorisation via email	✔
Storage of authorisation audit in document archive	✔
Storage of authorisation email in document archive	✔
Authorisation report	✘

2. Solution Description

2.1 Introduction

The primary focus of the implementation will be the capture of NON PO related Purchase Invoice and Credit Notes.

The features included within the scope of this solution delivery are:

▶ Document Capture: Recording of Inbound (V1Scanner / PDF Deposit).
▶ Data Capture: Header data captured from the document using OCR (V1Capture).
▶ Data Coding: Coding grid available for coding the document to the relevant account code / T Codes (V1Authorise).
▶ Data Authorisation: Electronically authorise the document (V1Authorise).
▶ Data Stored: Import documents into the document storage (V1Archive).
▶ Document retrieval: Electronically retrieve data from the archive (V1SmartRetrieve)
▶ Data Integration: Creation of the transaction in Sun through xml files sent to Sun Systems' transfer desk and an Interface drill down from the transaction to the document (partner created).

2.2 Overview of Process
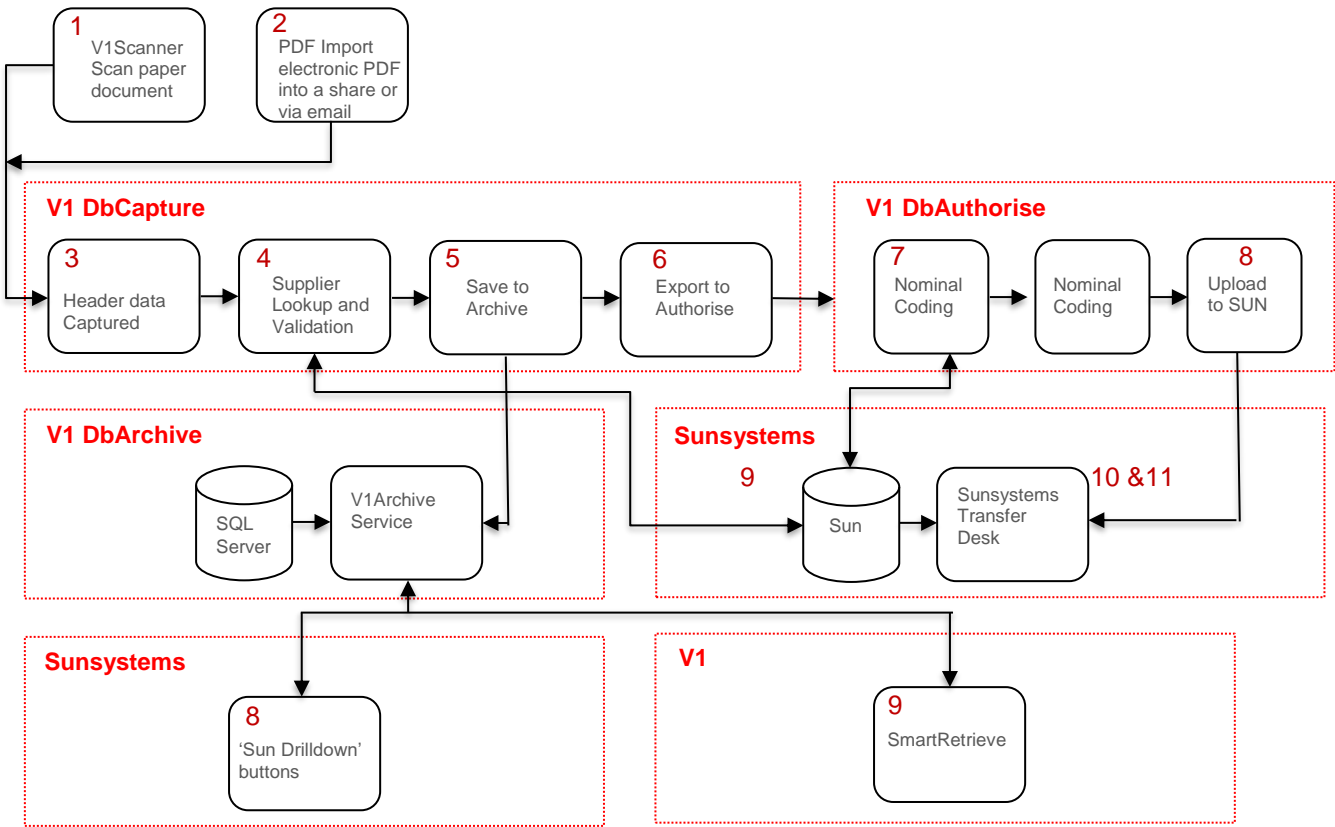
2.2.1 Document Capture

The V1 solution will allow the capture of paper and electronic Purchase Invoices and Credit Notes. Depending on whether the document is electronic or paper, one of two capture methods will be used (V1Scanner or Capture PDF).
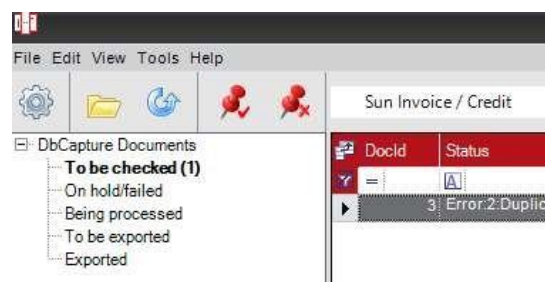
DLL will scan paper invoices using their own Multi-function Device, which will either place PDF images in the same directories used for the e-mail polling or will e-mail the PDF's to the dedicated mailbox.

1. Inbound purchase invoices and related transactional documents (hard copy documents) will be received and will be scanned into a network folder as a PDF using currently owned scanners.

2. Emailed PDFs will be extracted to the same location (one document per pdf required). Documents can be scanned to specific folders that set data fields relating to the document.
    a. Business Unit
    b. Transaction Type
    c. V1 Live / Test / Dev

    Note: These values can also be populated or edited in V1Capture at a later stage.

```
Folder PATH listing
Volume serial number is 08CA-ECDB
\\127.0.0.1\PDFPOLL.
├───Dev
│   └───PK1
│       ├───CREDIT
│       └───INVOICE
├───Live
│   └───PK1
│       ├───CREDIT
│       └───INVOICE
└───Test
    └───PK1
        ├───CREDIT
        └───INVOICE
```

3. Documents may also be scanned by a scan capable photocopier (MFD). It is the customer's responsibility to set up scan profiles on the photocopier to allow bi-tonal 300dpi PDFs to be deposited in the structure as defined above. E.g. there may be a profile on the device for invoices and credits for each company.

4. The PDFs will be periodically picked up and submitted to V1Capture. The user will open the V1Capture Admin program and select a document from the "To Be Checked" queue and open the document.
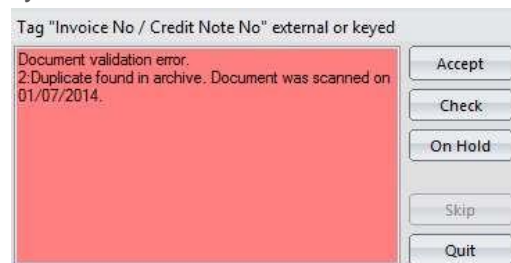
With the document open the fields that are displayed will be manually entered by the user.

5. The Check button can be used to validate the entered data against both the V1 Archive and sun systems.

6. When all the data has been captured and all red errors have been corrected, the document can be accepted.

7. The document will export from V1Capture and the system will perform two actions.

   ▶ The document will be placed in the archive table "Purchase Invoices / Credits" along with the known data regarding the document. A separate link to the image will be created in a category table that is set as one of the fields in capture.
   ▶ A new entry will be made to V1Authorise for the document.

2.2.2 Document Authorisation

1. The new entry created in V1Authorise will be opened by Accounts Payable (AP) and the grid available will be used to code the document as shown following:

For coding the following fields will be available for entry and can be retrieved and validated from Sun:

Nr.	Description	Acquired	Comments
L1	Account Code	Manual entry or lookup	Nominal Account Code
L2	Account Name	Lookup to Sun on Account Code	Nominal Description
L3	Value	Manual Entry	
L4	G/V Indicator	Manual entry	Goods line or Tax line Indicator
L5	Description	Optional manual entry	
L6	Period	Lookup to Sun	Current Period for Business Unit
L7	T-Codes	Manual entry or lookup	
L8	T-Codes	Manual entry or lookup	
L9	T-Codes	Manual entry or lookup	
L10	T-Codes	Manual entry or lookup	
L11	T-Codes	Manual entry or lookup	
L12	T-Codes	Manual entry or lookup	
L13	T-Codes	Manual entry or lookup	
L14	T-Codes	Manual entry or lookup	
L15	T-Codes	Manual entry or lookup	
L16	T-Codes	Manual entry or lookup	
L17	Business Unit	Determined at V1Capture	
L18	Asset Indicator	Manual entry or lookup	
L19	Asset Code	Manual entry or lookup	

A single Expense Goods line and Tax line will be created with any default Sun options that have been set or specified prior to the install.

Whilst coding can be done in V1Authorise, for multiple lines of coding it may be simpler to journal one line and split within Sun to multiple codes. This can be reviewed during UAT.

2. Once Coded the document will be sent for authorisation by AP choosing a route in V1Authorise that has the relevant authorisers on it for the document.

3. The document will be received in V1Authorise by the authoriser. This document is available through the V1Authorise windows client and also the user (depending on user settings) will receive an email that can be used to Accept / Query / Reject the document.

Accept (route depending) will either pass the document to the next authoriser of pass the document back to AP as authorised.

Query will hold the document with the current user while they look into the matter – this action is used as a method of the authoriser acknowledging that the document has been received and must be dealt with.

Reject will return the document to AP on a Rejected route and ask the user to add a comment i.e. sent to the wrong person OR already paid duplicate document etc.

A typical email showing the attached invoice, coding and the links to accept, query or reject is shown following:

4. With the document approved, AP carry out final checks on the coding before accepting the document which will create the XML file and pass it to sun to create the transaction.

   During the creation of the XML file the Supplier transaction record will be created, which will inherit its analysis details from the initial Expense Goods line.

   This step can also be used to control the posting to sun at period ends. The document will then sit on an "Awaiting Confirmation" route while the document is created in sun.

5. An XML file is created which can then be processed using the Sun Systems program "Journal Import" which will pick up and process the file, creating the journal in Sun.

6. With the journal created in sun, at regular intervals the documents in the "Awaiting Confirmation" route are checked for in Sun. If found then the journal number is

retrieved and updated into the archive and the document is completed in V1Authorise by the system. This creates an audit document that is added to the archive table PIA and linked to the original document. An annotation is also created against the original document to indicate that the audit is available.

2.2.3 Document Retrieval

As documents are entered into the archive they then become electronically retrievable. The method of retrieving documents will depend on what the end user is trying to look at and whether they are in a Sun Systems screen that has a custom button linking to the V1 archive.

Sun Drill Down Buttons

Q&A Vision can be configured to create custom forms to allow image drill down that will open the document from the V1 archive.

This form uses a web address and the image id that is loaded into a description field (usually general description1 – client dependent)

V1 V1SmartRetrieve

V1SmartRetrieve is the archive search and retrieval web site that allows people to search the archive outside of Sun.

Access to this website is controlled through V1 Login Server and the tables available visible to a user can be limited by creating access levels.
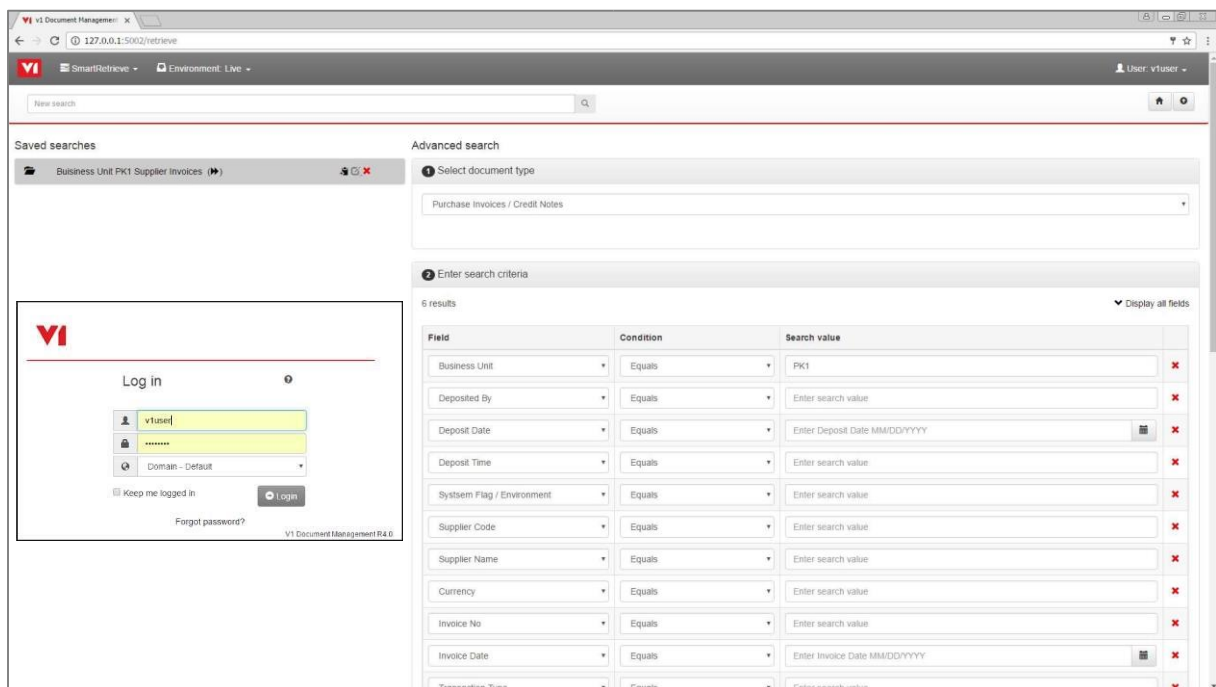
3. Summary

3.1 V1 Modules Required

The following software is required to create the solution:

- ▶ V1Login Server
- ▶ V1Archive SQL
- ▶ V1Authorise
- ▶ V1Capture
- ▶ V1SmartRetrieve
    - With or without FTS
- ▶ V1SmartMail
- ▶ V1Capture PDF (ABBYY Runtime required)

3.2 3rd Party Support Required

This integration requires relatively little support from a Sun Consultant but the following is required:

- ▶ Credentials to access SunSystems database
- ▶ Typically 1 day of a SunSystems consultant's time to collaboratively create custom forms with image drill down from Q&A (Vision)

3.3 Infrastructure Required

Please refer to separately updated document