User Guide for PaperSave Swift Template for Dynamics SL

Index

Introduction to Swift Template

PaperSave has introduced a new Workflow template called a Swift template which integrates with your integrated application and provides a variety of functionalities, including OCR Capabilities to capture invoice data using OCR's Click to Capture functionality, support for AP automation at the Workflow field level, several scriptings that involves the validation of particular fields, performing direct Auto Entry, etc.

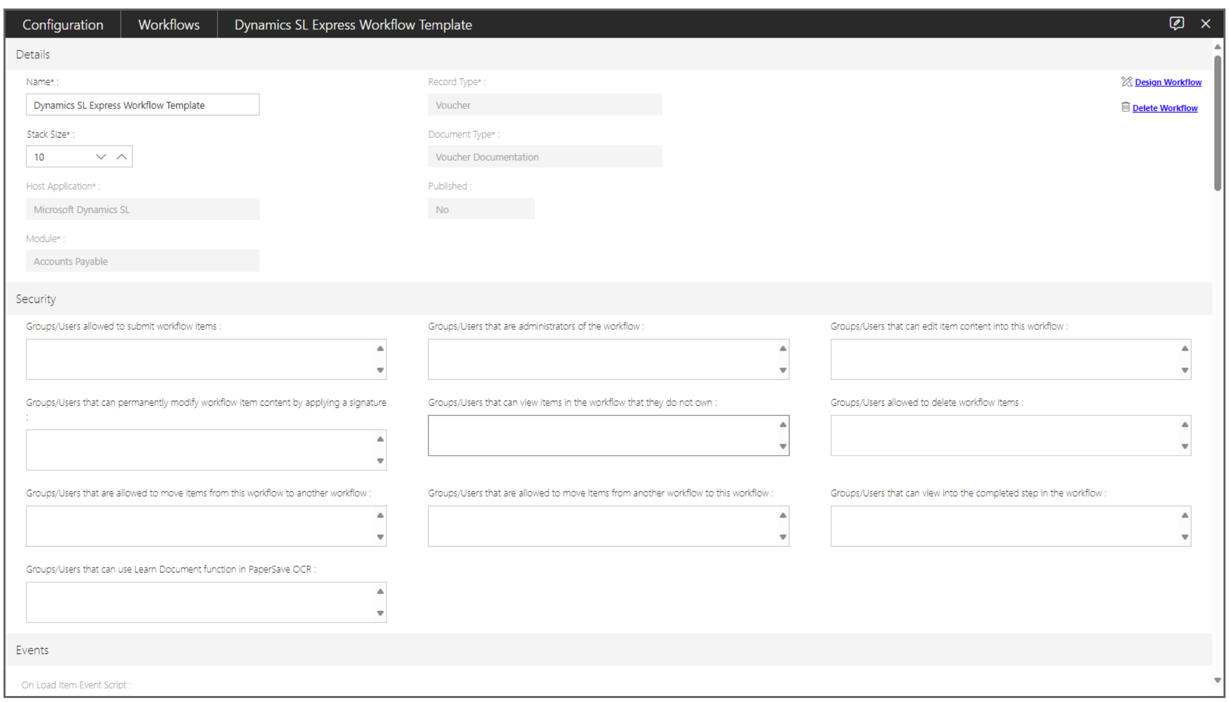
> **Note:** Currently, PaperSave provides the Swift template for the **Voucher** record type of **Accounts Payable** Module of Microsoft Dynamics SL.

Configuring SL Express Invoice Auto Entry with OCR Swift Workflow template

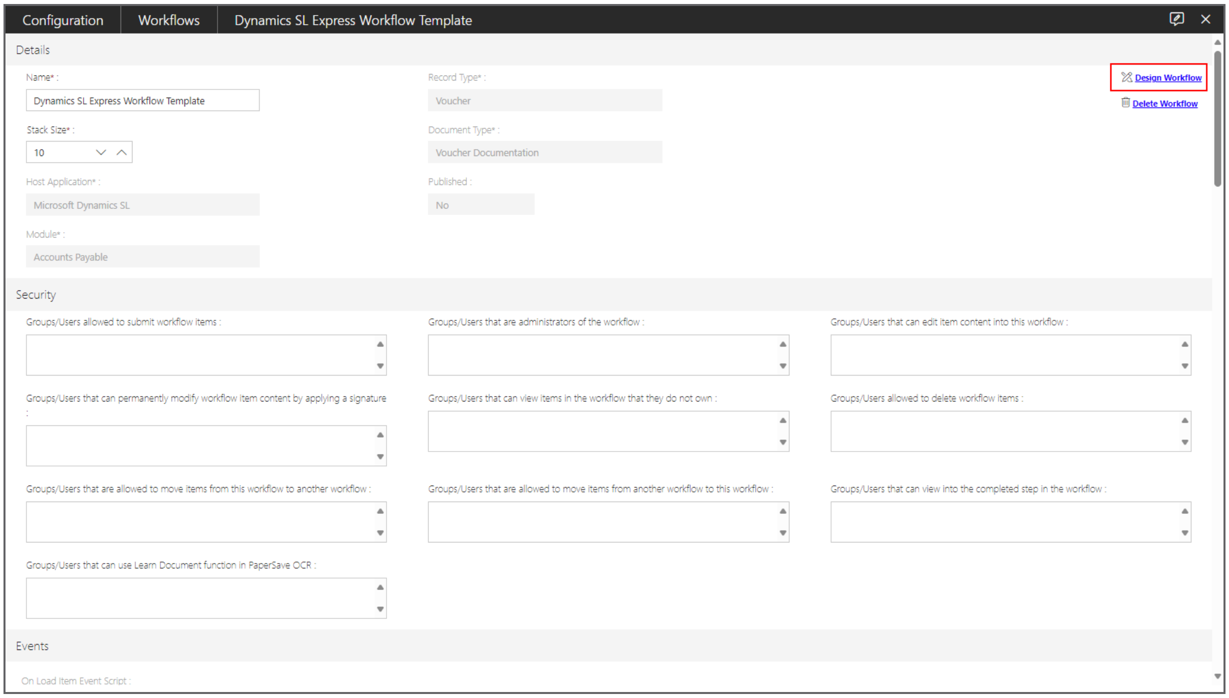
Follow the below steps to configure the SL Express Invoice Workflow:

1) Open PaperSave Configuration Area , go to the **Workflows** module and then, click on **+ADD** to create the new Workflow. If you have already created the Workflow, then open it in an edit mode.

> **Note:** Currently, the Swift template is only available for the **Voucher** record type of **Accounts Payable** Module of Microsoft Dynamics SL.



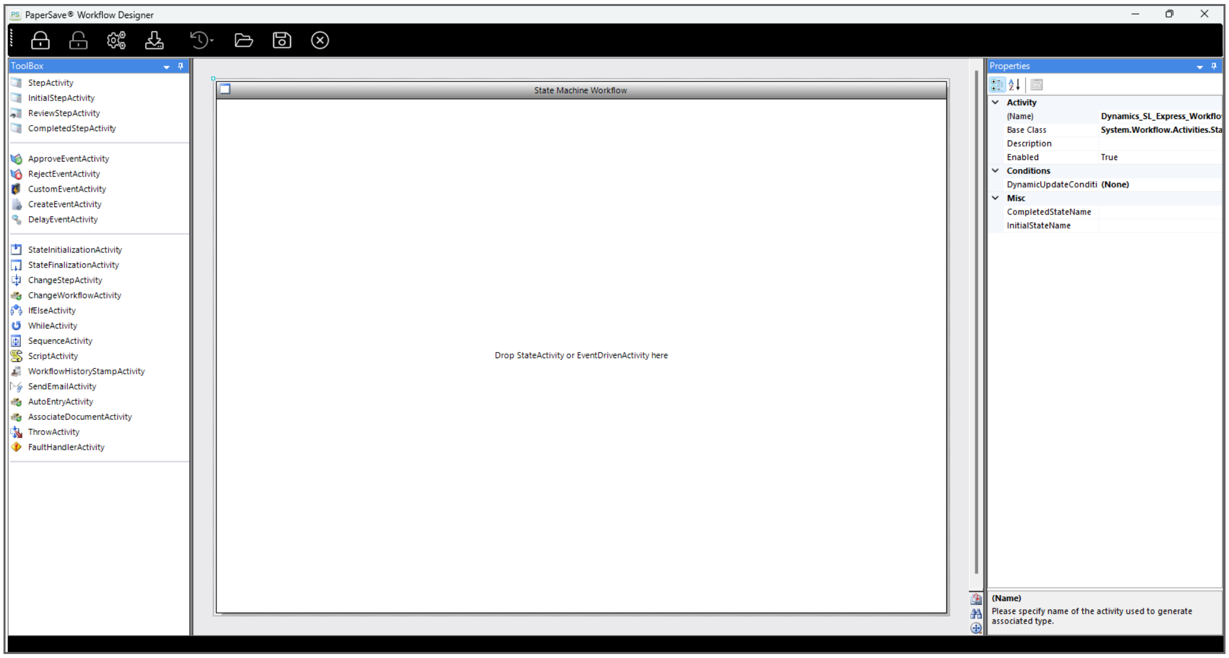
2) Click on **Design Workflow** to open the Workflow Designer once the Workflow is created.



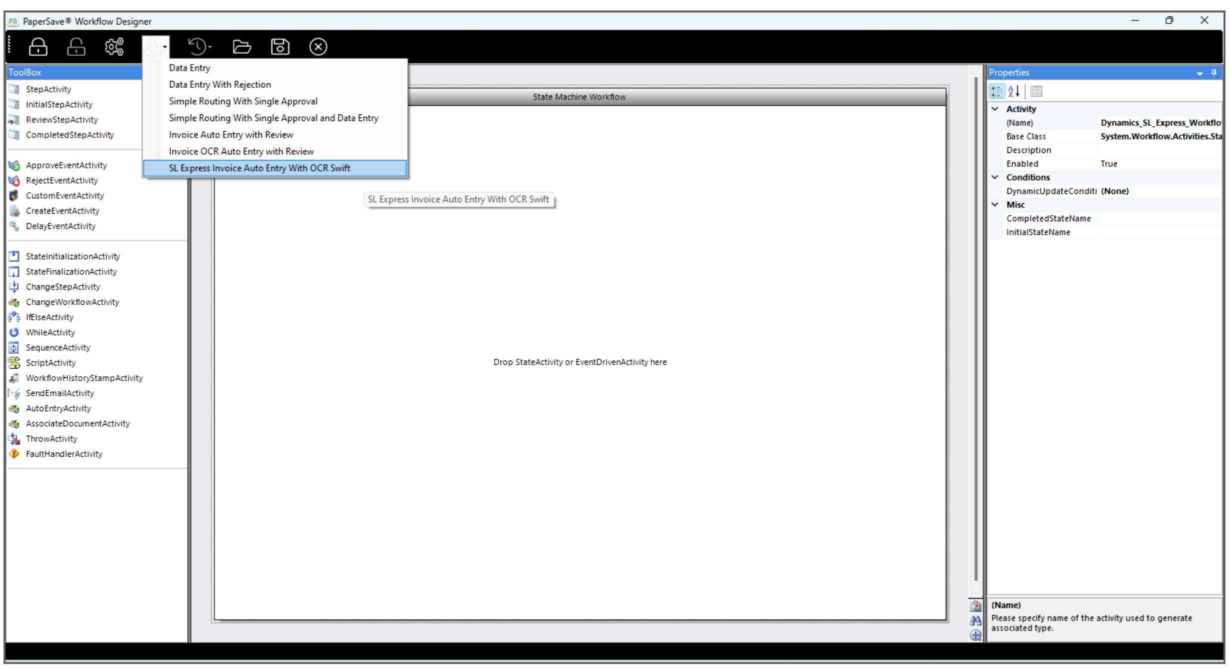
3) On clicking Design Workflow, PaperSave Windows Client gets installed if not already installed.

4) Once it is installed, it opens the login window where you must enter your PaperSave credentials.

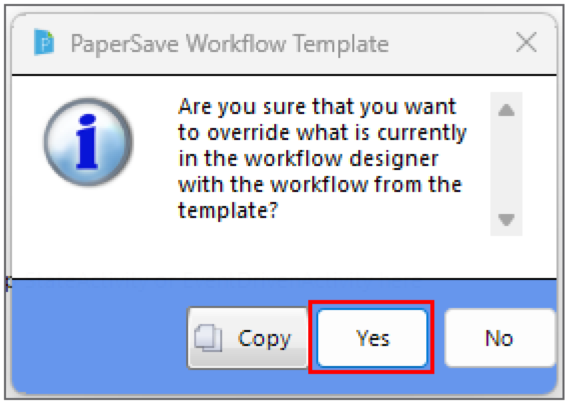
5) After successful login, PaperSave Workflow Designer opens, as shown below.



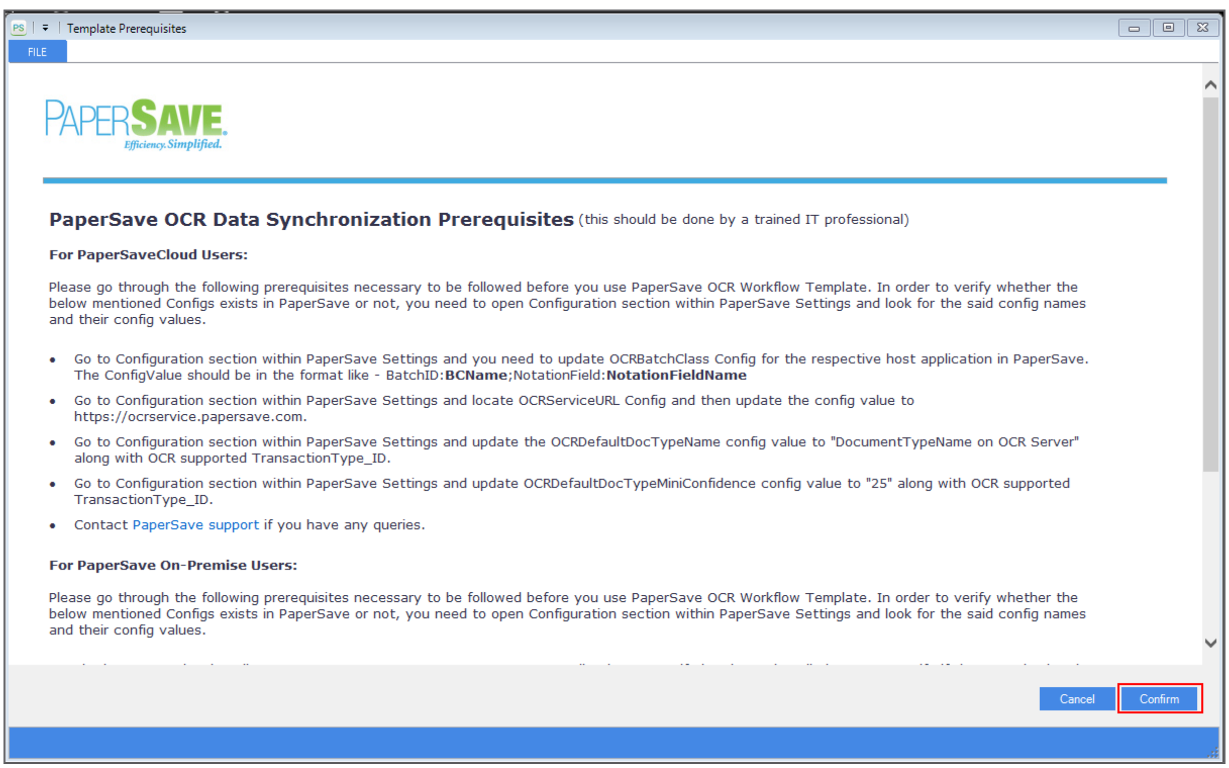
6) Now, select the "SL Express Invoice Auto Entry with OCR Swift" template from the list of Workflow templates as shown below.



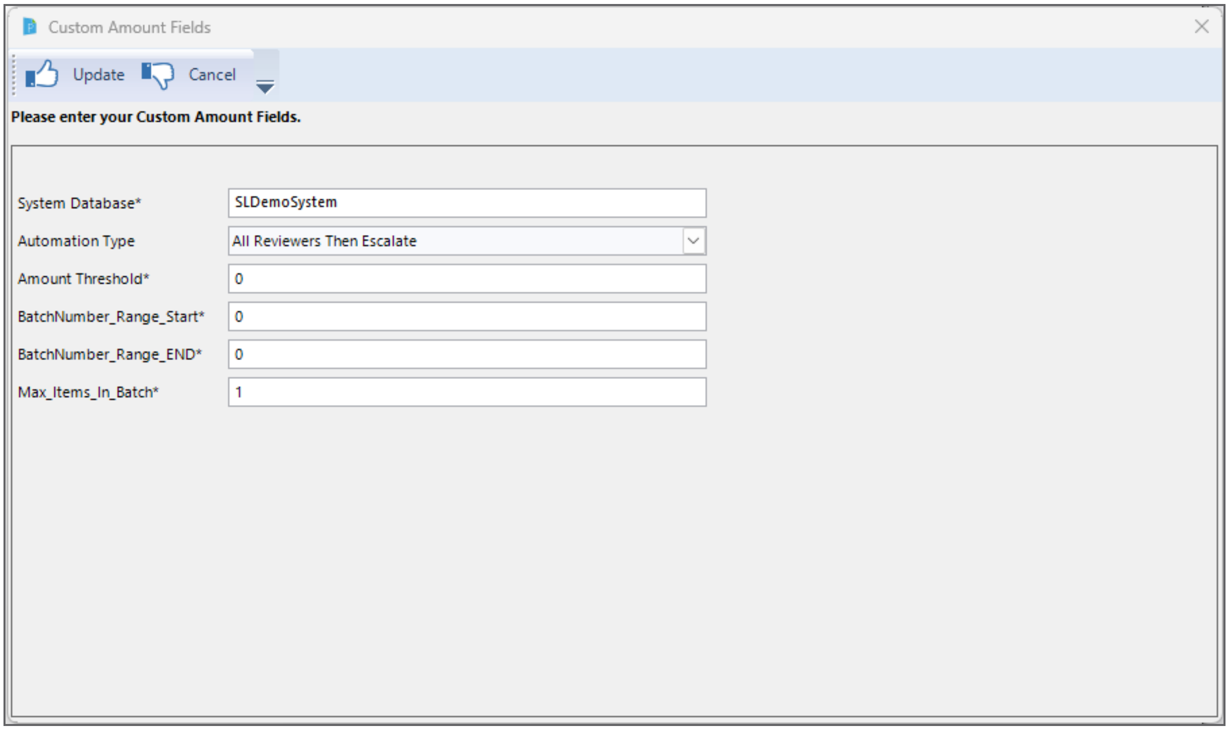
7) At first, it takes the basic required permission of PaperSave as shown below.



8) On selecting "Yes", it prompts predefined Template Prerequisites dialog box having a list of PaperSave OCR Data Synchronization Prerequisites. Click on **Confirm** as shown below.



9) Once you click on **Confirm**, a Deployment Options dialog box appears as shown below.



10) Now, define the required value for each field within Deployment Options dialog box as the global script is defined and Workflow fields get created based on the selection of all the fields within this dialog box. The following are the field in the dialog box:

a) System Database: In this mandatory field you must enter name of the SL's System Database.

b) Automation Type: This drop-down field contains two options i.e., **All Reviewers Then Escalate** and **Escalation For Each Review** that helps you to select the flow in which the invoice should get reviewed. When you select **All Reviewers Then Escalate**, the invoice gets escalated after all the reviewers complete reviewing the invoice and in **Escalation For Each Review** the invoice gets escalated each time for all the reviewers. By default, the **All Reviewers Then Escalate** option is selected.

c) Amount Threshold*: In this mandatory field you can define the maximum threshold limit for an invoice amount. If the invoice amount exceeds that threshold, the invoice directly moves to an individual with appropriate approval authority instead of the reviewers. By default, the value is zero.

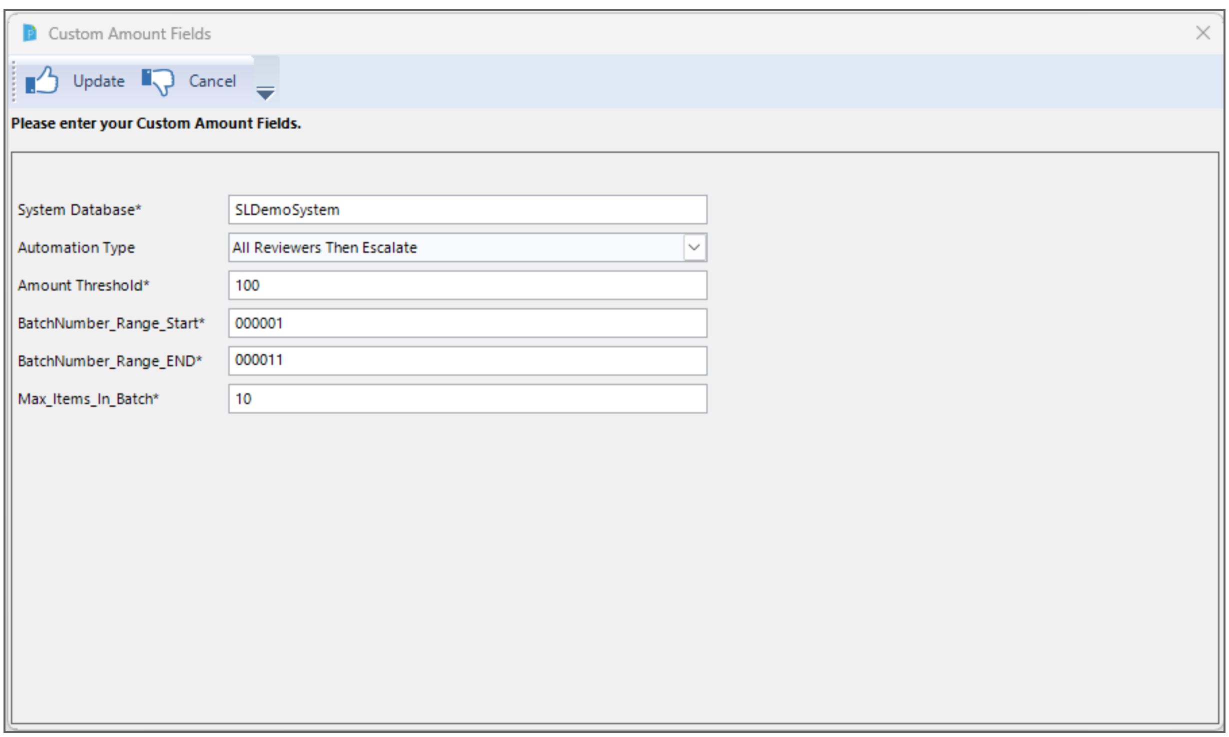
d) BatchNumber_Range_Start*: In this mandatory field you can define the desired starting range for the Batch Number.

e) BatchNumber_Range_END*: In this mandatory field you can define the desired ending range for the Batch Number.

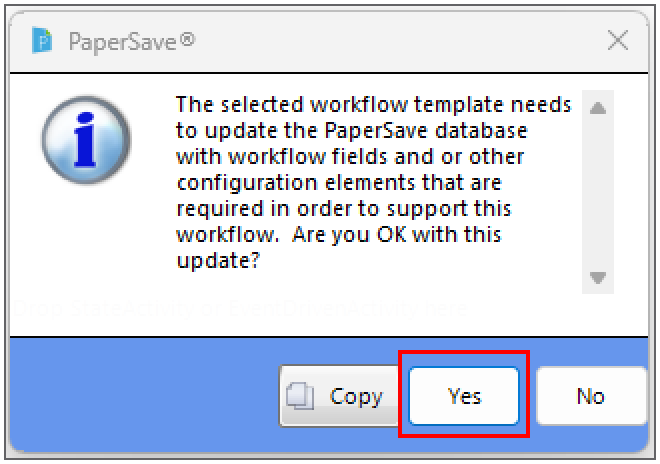
> **Note:** The range should be added in 6 digits. **For Example,** *000001, 000100, 009999, etc.*

f) Max_Items_In_Batch*: In this mandatory field you can define the maximum number of item you desire within the batch. The default value is 1.

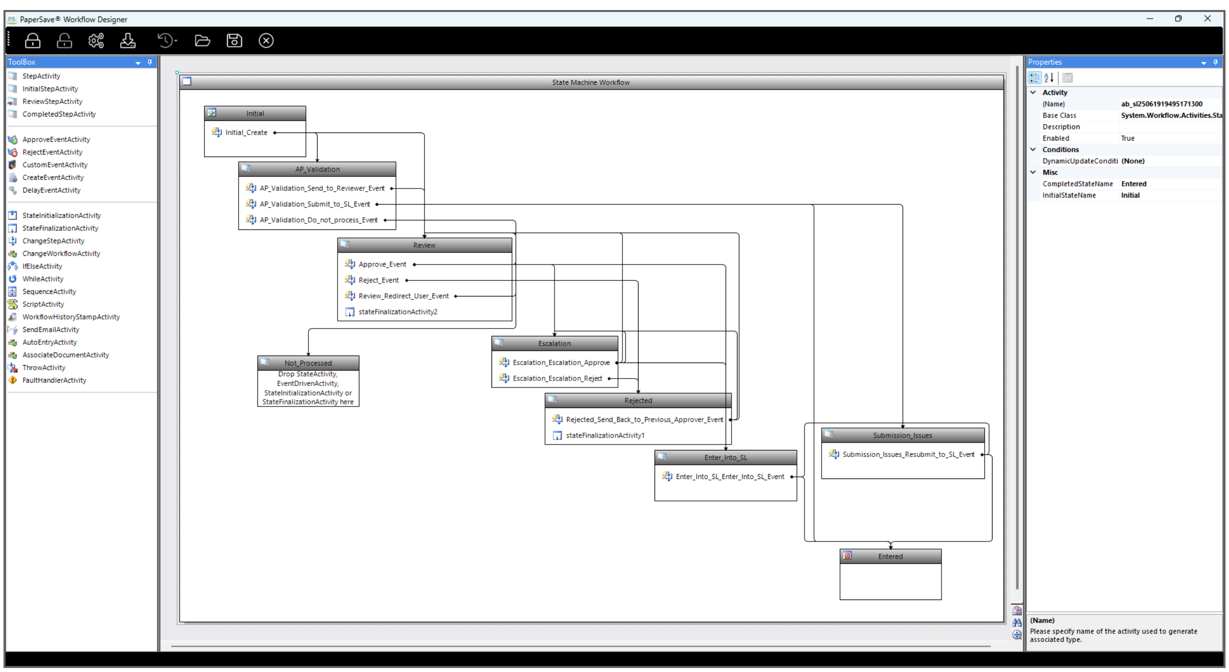
11) Once you fill in the fields, click on **Update** as shown below.



12) A confirmation dialog box prompts on the screen as shown below.



13) Now, the Workflow design gets created as shown below and on the other side Workflow fields, Workflow Parameters and the Global scripts get defined for the selected Workflow.



Note: Click on Workflow fields to view the list of supported profile fields, Global Scripts to learn the purpose of all the swift template related global scripts and Workflow Parameter to view the list with its purpose.

Supported Profile Fields for SL Express Invoice Auto Entry with OCR Swift Template

The following are the supported Profile Fields for **SL Express Invoice Auto Entry with OCR Swift** of Voucher Record type for Dynamics SL:

Profile Field Name	Auto Entry Field Name	Field Type	Field Display Type	OCR Field Name	List Value	Default Value	Is Lookup	Display Field	Value Field
Company*	Company	String	Drop Down List	-	-	-	Yes	CompanyName	DBID
Company ID*	Company	String	Text Box	-	-	-	-	-	-
Vendor*	VendorID	String	Text Box	VendorID	-	-	Yes	VendorName	VendorID
Invoice Number	Invoice Number	String	Text Box	Invoice Number	-	-	-	-	-
Invoice Date*	Invoice Date	Date	Date Box	Invoice Date	-	-	-	-	-
Invoice Amount*	Purchases	Number	Text Box	Purchases	-	-	-	-	-
Voucher Amount*	Voucher Amount	Number	Text Box	Voucher Amount		-	-	-	-
Voucher Type	Voucher Type	String	Drop Down List	Voucher Type	Voucher, Debit Adjustment, Credit Adjustment	Voucher	-	-	-
PO Number	PO Num-	String	Text Box	PO Num-	-	-	Yes	PO Number	PO Num-

	ber			ber					ber
Due Date*	Due Date	Date	Date Box	Due Date	-	-	-	-	-
Apply Date*	Apply Date	Date	Date Box	Apply Date	-	-	-	-	-
Pay Date*	Pay Date	Date	Date Box	Pay Date	-	-	-	-	-
Discount Date*	Discount Date	Date	Date Box	Discount Date	-	-	-	-	-
Discount	Discount	String	Text Box	Discount	-	-	-	-	-
Terms*	Terms	String	Text Box	Terms	-	-	Yes	Termsid	Termsid
Voucher Line Items	Voucher Line Items	Table	Data Grid	Voucher Line Items	-	-	-	-	-
Reviewers	-	Table	Data Grid	-	-	-	-	-	-
AP Pro-cessor*	-	String	Drop Down List	-	-	-	-	-	-
Redirect User	-	String	Drop Down List	-	-	-	-	-	-
Last Reviewer	-	String	Drop Down List	-	-	-	-	-	-
Last Escal-ation Reviewer	-	String	Drop Down List	-	-	-	-	-	-

You can view the Table columns and other details for **Voucher Line Items and Reviewers** Table type field in the following section.

Note:
Fields marked with * indicate mandatory fields.

Table Type Fields

"VOUCHER LINE ITEMS" TABLE TYPE FIELD DETAILS						
Column Name	**Field Type**	**Field Display Type**	**List Value**	**Default Value**	**Is Lookup**	**Value Field**
Company ID	String	Text Box	-	-	Yes	Company ID
Account	String	Text Box	-	-	Yes	Account Number
Account Description	String	Text Box	-	-	Yes	Account
SubAcc1	String	Text Box	-	-	Yes	Account Number
Box 1099	String	Text Box	-	-	-	-
Box 1099_Description	String	Text Box	-	-	-	-
Project	String	Text Box	-	-	Yes	Project ID
Task	String	Text Box	-	DFLT	Yes	Task
Landed Cost	String	Text Box	-	-	-	-
Invoice Quantity	String	Text Box	-	-	-	-
UOM	String	Text Box	-	-	-	-
Invoice Unit Price	Number	Text Box	-	-	-	-
Invoice Ext Price	Number	Text Box	-	-	-	-
External Reference Number	String	Text Box	-	-	-	-

Line Type	String	Drop Down List	Misc. Charge, Freight, Receipt, Invoice	Invoice	-	-
Billable	String	Drop Down List	Yes, No	No	-	-

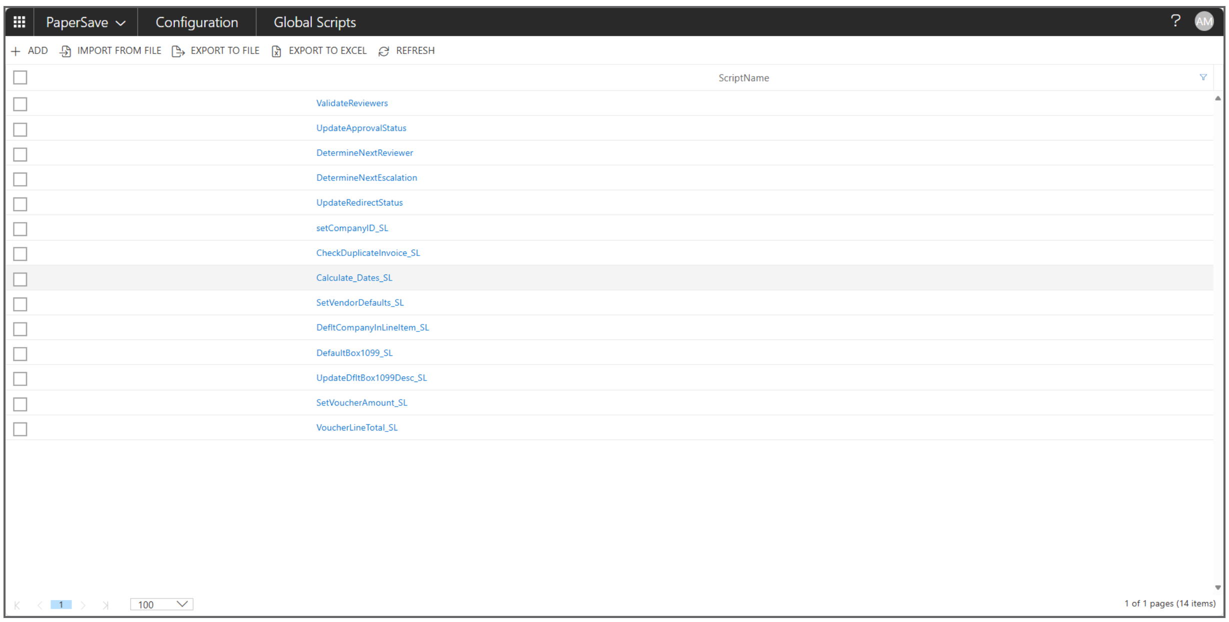
"REVIEWERS" TABLE TYPE FIELD DETAILS						
Column Name	**Field Type**	**Field Display Type**	**List Value**	**Default Value**	**Is Lookup**	**Value Field**
Name	String	Text Box	-	-	Yes	Name
Reviewer	String	Text Box	-	-	Yes	UserName
Status	String	Drop Down List	Not reviewed yet, Approved, Rejected	Not reviewed yet	-	-

Global Scripts for SL Express Invoice Auto Entry with OCR Swift Template

In the Global Scripts of PaperSave available within the Configuration Area, the global scripts are added for SL Express Invoice Auto Entry with OCR Swift. The following are the global scripts along with the description for the Dynamics SL Express Workflow template:

Global Script Name	Purpose
setCompanyID_SL	It retrieves the Dynamic SL's CompanyID on exit of the Company Name.
CheckDuplicateInvoice_SL	It validates that the Invoice Number is not repeated.
Calculate_Dates_SL	It helps to calculates the Discount Date, Due Date, and Pay Date based on Invoice Dates and Terms.
DefltCompanyInLineItem_SL	It retrieves CompanyID in Voucher Line Items.
SetVoucherAmount_SL	It updates the Invoice Ext Price in the Voucher Line Items on the OnExit event of Voucher Amount.
VoucherLineTotal_SL	It calculates the total Invoice Ext Price and compares with the total Voucher Amount on the OnExit event of Voucher Line Items.
SetVendorDefaults_SL	It defines the fields such as Voucher Line Items, Terms, Box1099, Company ID, etc. on the OnExit event of the Vendor Field.
DefaultBox1099_SL	It retrieves the Default Box1099 Description based on the value entered in the Box1099 field of Voucher Line Items.
UpdateDfltBox1099Desc_SL	It defines the default value of Box1099 and Box1099 description on the OnExit event of the Voucher Line Items
UpdateRedirectStatus	It updates the status of the reviewer as Redirected.
UpdateApprovalStatus	It validates the status of the current owner and based on the availability, it change the status within Reviewer's table.
DetermineNextReviewer	It validates the default value of Automation_Type Workflow Parameter, Amount Threshold, and then, defines the next reviewer's name and the next

	Workflow step.
DetermineNextEscalation	It validates the default value of Automation_Type Workflow Parameter, Amount Threshold, and then, defines the next reviewer/Escalation Reviewer name and the next Workflow step after the escalation is completed.
ValidateReviewers	It validates the reviewer table when an item is submitted to Workflow. If the Reviewer table is blank or Reviewer has not been selected, then the item moves to the "AP Review" step.



Workflow Parameter for SL Express Invoice Auto Entry with OCR Swift Template

In the Workflow Parameters of PaperSave available within the Configuration Area, the new parameters are added for the SL Express Invoice Auto Entry with OCR Swift. The following are the Workflow Parameters along with the description for the Dynamics SL Express Workflow template:

Workflow Parameter Name	Purpose
Amount_Threshold	To define the Amount of the threshold
Automation_Type	To define the Automation type of the Workflow
Escalation_Reviewer	To define the escalation reviewer
BatchNumber_Range_Start	To define the Batch number range
BatchNumber_Range_END	To define the Batch number range
Max_Items_In_Batch	To defines the maximum items in a batch