



## **User Guide for PaperSave Swift Template for Dynamics SL**

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# 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.

The screenshot shows the 'Dynamics SL Express Workflow Template' configuration window. The 'Details' section includes fields for Name (Dynamics SL Express Workflow Template), Stack Size (10), Host Application (Microsoft Dynamics SL), Module (Accounts Payable), Record Type (Voucher), Document Type (Voucher Documentation), and Published status (No). The 'Security' section contains nine dropdown menus for assigning permissions to groups/users, such as 'Groups/Users allowed to submit workflow items' and 'Groups/Users that can edit item content into this workflow'. The 'Events' section at the bottom has a field for 'On Load Item Event Script'.

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

ConfigurationWorkflowsDynamics SL Express Workflow Template

Details

Name\* :  
Dynamics SL Express Workflow Template

Record Type\* :  
Voucher

Stack Size\* :  
10

Document Type\* :  
Voucher Documentation

Host Application\* :  
Microsoft Dynamics SL

Published :  
No

Module\* :  
Accounts Payable

Design Workflow

Delete Workflow

Security

Groups/Users allowed to submit workflow items :

Groups/Users that are administrators of the workflow :

Groups/Users that can edit item content into this workflow :

Groups/Users that can permanently modify workflow item content by applying a signature :

Groups/Users that can view items in the workflow that they do not own :

Groups/Users allowed to delete workflow items :

Groups/Users that are allowed to move items from this workflow to another workflow :

Groups/Users that are allowed to move items from another workflow to this workflow :

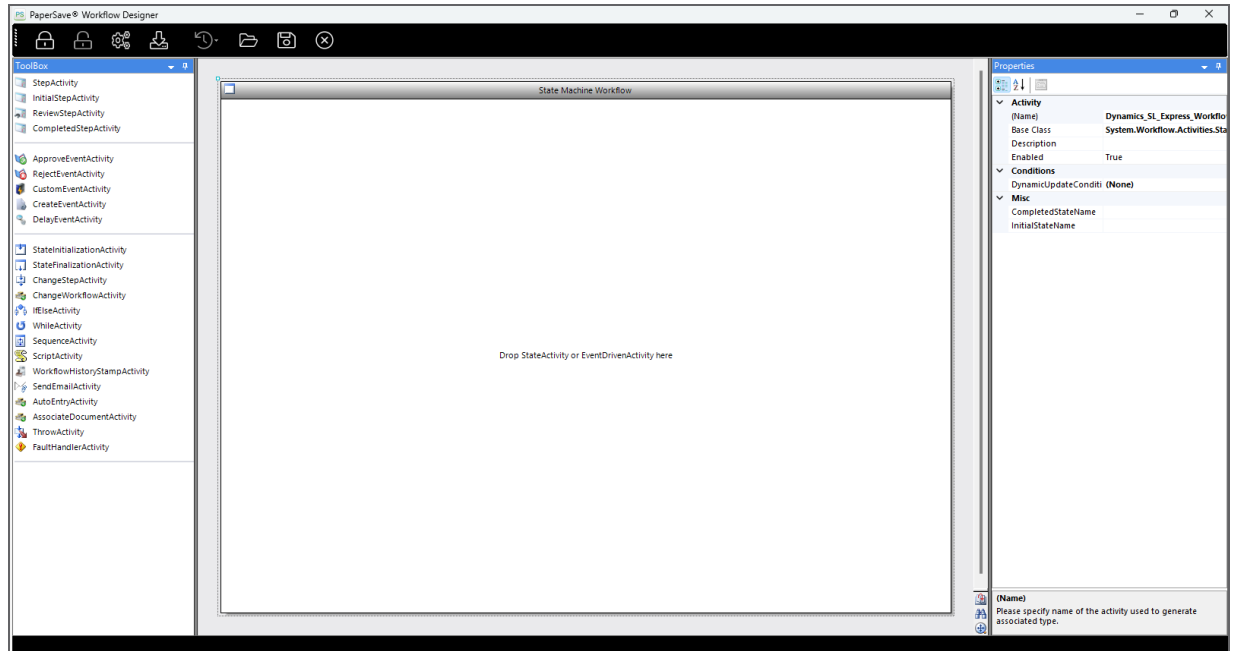
Groups/Users that can view into the completed step in the workflow :

Groups/Users that can use Learn Document function in PaperSave OCR :

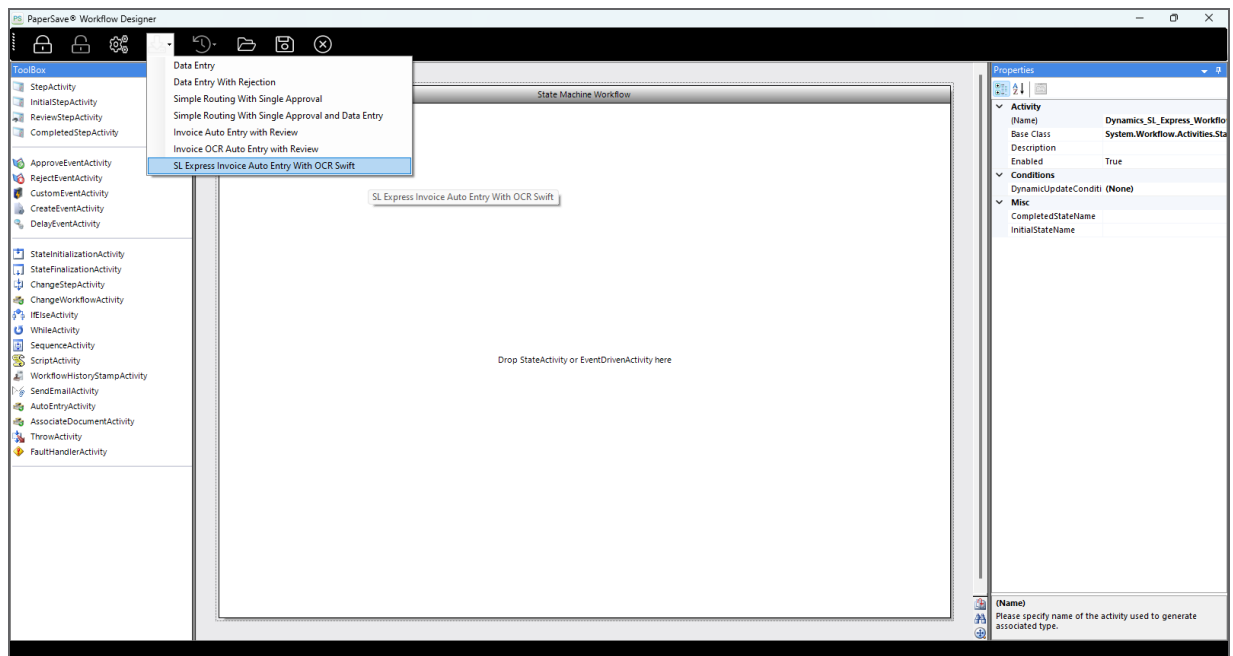
Events

On Load Item Event Script :

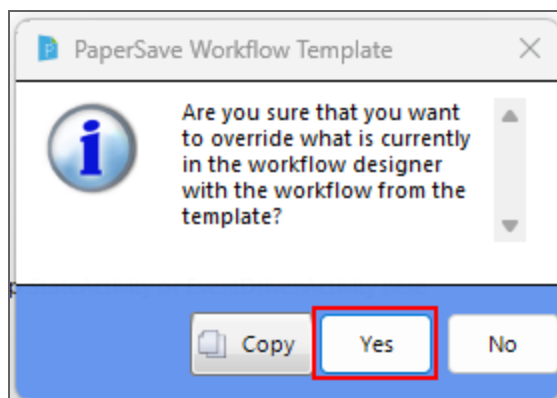
- 3) On clicking Design Workflow, PaperSave Windows Client gets installed if not already installed.
- 4) Once it is installed, it opens the login window where you must enter your PaperSave credentials.
- 5) After successful login, PaperSave Workflow Designer opens, as shown below.



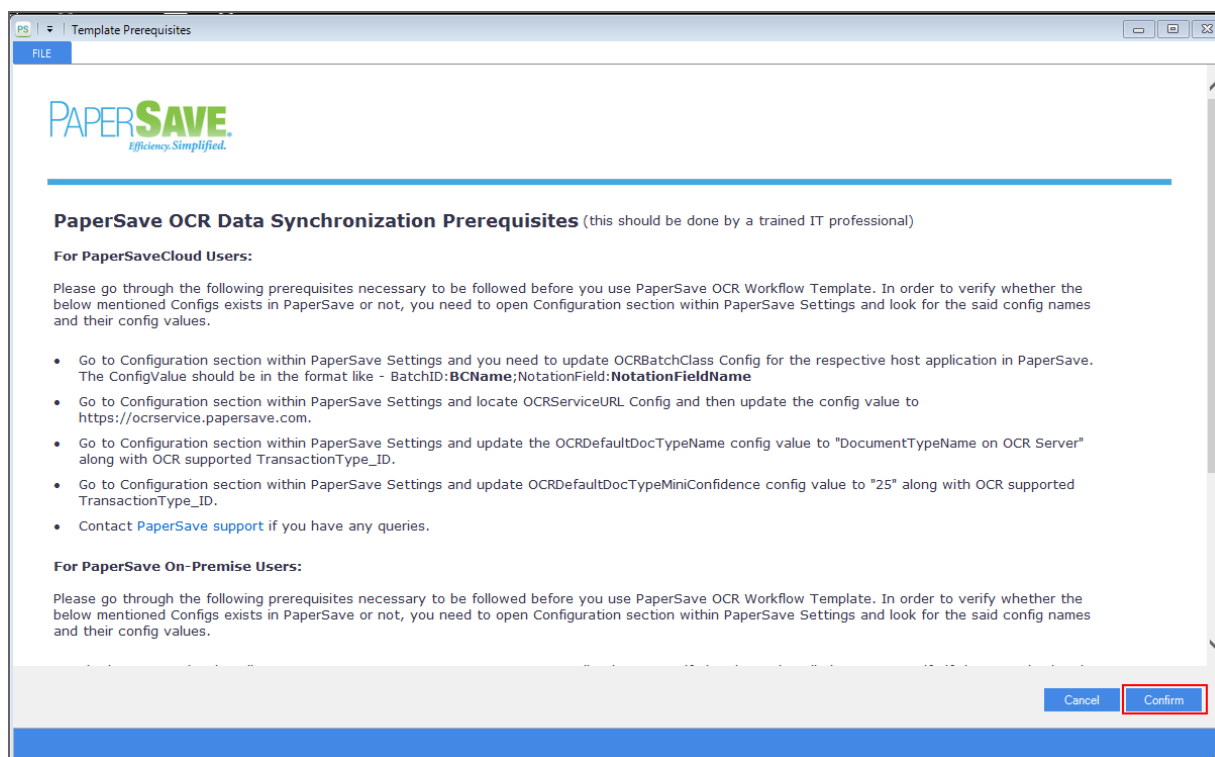
6) Now, select the "SL Express Invoice Auto Entry with OCR Swift" template from the list of Workflow templates as shown below.



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.

Custom Amount Fields

Update Cancel

Please enter your Custom Amount Fields.

System Database\* SLDemoSystem

Automation Type All Reviewers Then Escalate

Amount Threshold\* 0

BatchNumber\_Range\_Start\* 0

BatchNumber\_Range\_END\* 0

Max\_Items\_In\_Batch\* 1

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.

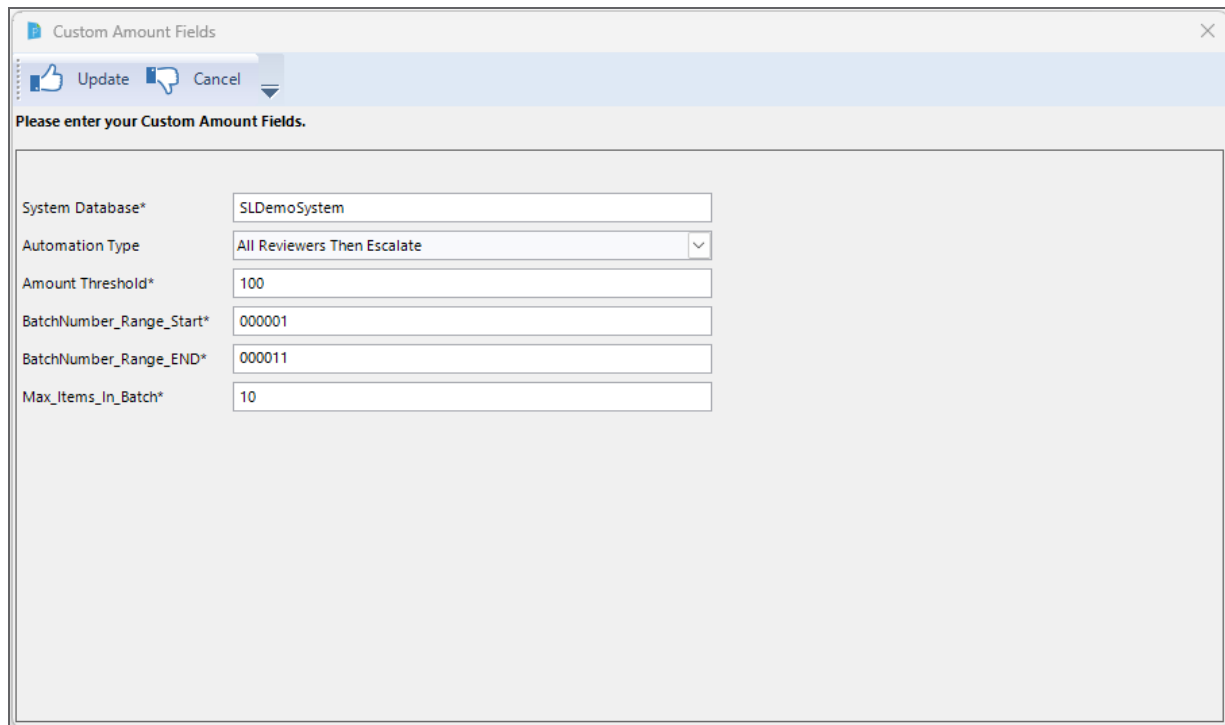
**d) BatchNumber\_Range\_Start\*:** In this mandatory field you can define the desired starting range for the Batch Number.

**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.

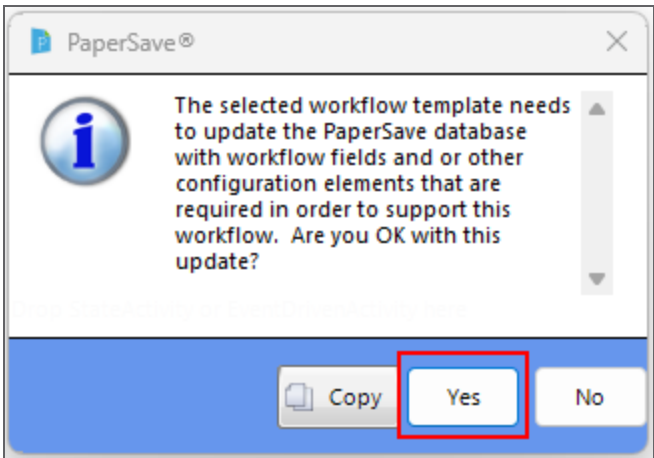
11) Once you fill in the fields, click on **Update** as shown below.



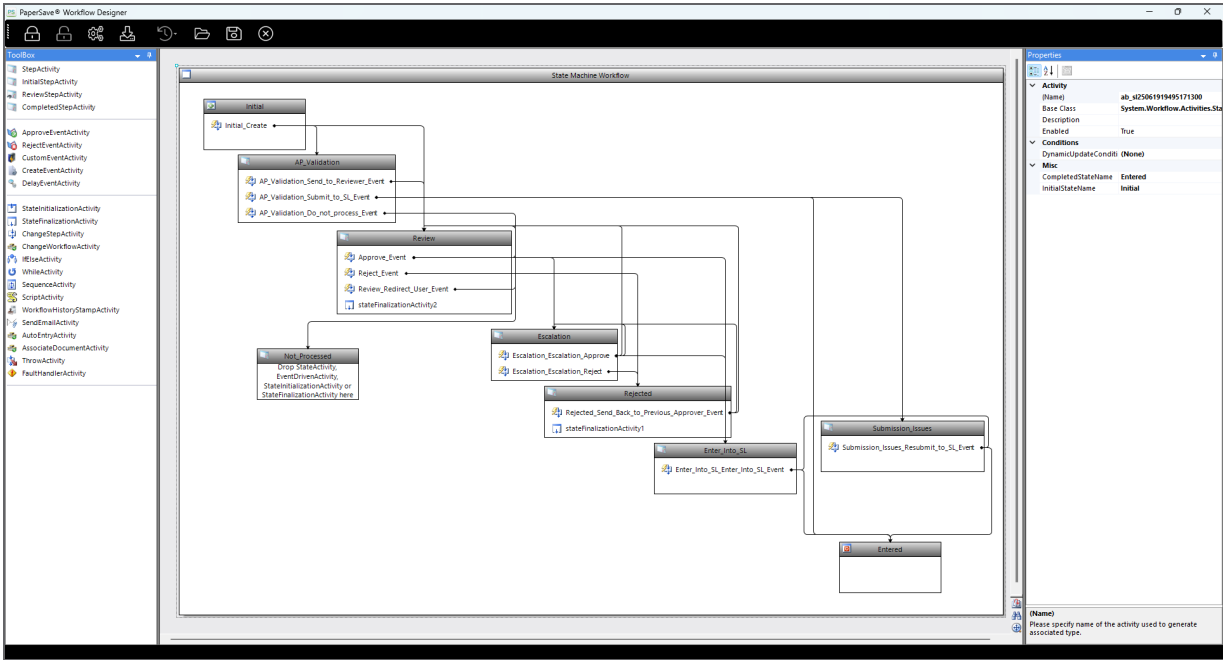
The screenshot shows a window titled "Custom Amount Fields" with a close button (X) in the top right corner. Below the title bar is a toolbar with a thumbs-up icon, the text "Update", a thumbs-down icon, and the text "Cancel". Below the toolbar is a light blue header bar with the text "Please enter your Custom Amount Fields." Below this header is a form with the following fields:

|                          |                             |
|--------------------------|-----------------------------|
| System Database*         | SLDemoSystem                |
| Automation Type          | All Reviewers Then Escalate |
| Amount Threshold*        | 100                         |
| BatchNumber_Range_Start* | 000001                      |
| BatchNumber_Range_END*   | 000011                      |
| Max_Items_In_Batch*      | 10                          |

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, Debit Adjustment, Credit Adjustment | -             | -         | -             | -           |
| Voucher Type       | Voucher Type          | String     | Drop Down List     | Voucher Type   |                                              | 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 Processor*            | -                  | String | Drop Down List | -                  | - | - | -   | -       | -       |
| Redirect User            | -                  | String | Drop Down List | -                  | - | - | -   | -       | -       |
| Last Reviewer            | -                  | String | Drop Down List | -                  | - | - | -   | -       | -       |
| Last Escalation 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.

|                                                 |
|-------------------------------------------------|
| <b>Note:</b>                                    |
| 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<br>List | Misc. Charge,<br>Freight,<br>Receipt,<br>Invoice | Invoice | - | - |
| Billable  | String | Drop Down<br>List | Yes, No                                          | No      | - | - |

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

| PaperSave Configuration Global Scripts                        |                          |
|---------------------------------------------------------------|--------------------------|
| + ADD IMPORT FROM FILE EXPORT TO FILE EXPORT TO EXCEL REFRESH |                          |
| <input type="checkbox"/>                                      | ScriptName               |
| <input type="checkbox"/>                                      | ValidateReviewers        |
| <input type="checkbox"/>                                      | UpdateApprovalStatus     |
| <input type="checkbox"/>                                      | DetermineNextReviewer    |
| <input type="checkbox"/>                                      | DetermineNextEscalation  |
| <input type="checkbox"/>                                      | UpdateRedirectStatus     |
| <input type="checkbox"/>                                      | setCompanyID_SL          |
| <input type="checkbox"/>                                      | CheckDuplicateInvoice_SL |
| <input type="checkbox"/>                                      | Calculate_Dates_SL       |
| <input type="checkbox"/>                                      | SetVendorDefaults_SL     |
| <input type="checkbox"/>                                      | DeftCompanyInLineItem_SL |
| <input type="checkbox"/>                                      | DefaultBox1099_SL        |
| <input type="checkbox"/>                                      | UpdateDftBox1099Desc_SL  |
| <input type="checkbox"/>                                      | SetVoucherAmount_SL      |
| <input type="checkbox"/>                                      | VoucherLineTotal_SL      |
| 1 of 1 pages (14 items)                                       |                          |

# 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       |

| PaperSave Configuration Workflow Parameters                         |                         |                                       |        |
|---------------------------------------------------------------------|-------------------------|---------------------------------------|--------|
| + ADD IMPORT FROM FILE EXPORT CHOOSE FIELDS EXPORT TO EXCEL REFRESH |                         |                                       |        |
| <input type="checkbox"/>                                            | Name                    | Workflow Name                         | Type   |
| <input type="checkbox"/>                                            | Amount_Threshold        | Dynamics SL Express Workflow Template | Number |
| <input type="checkbox"/>                                            | Automation_Type         | Dynamics SL Express Workflow Template | String |
| <input type="checkbox"/>                                            | Escalation_Reviewer     | Dynamics SL Express Workflow Template | String |
| <input type="checkbox"/>                                            | BatchNumber_Range_Start | Dynamics SL Express Workflow Template | String |
| <input type="checkbox"/>                                            | BatchNumber_Range_END   | Dynamics SL Express Workflow Template | String |
| <input type="checkbox"/>                                            | Max_Items_In_Batch      | Dynamics SL Express Workflow Template | String |