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**BRENNAN**

## eCMS Content Management

Tori Weissenberger

[tweissenberger@jfbrennan.com](mailto:tweissenberger@jfbrennan.com)



# Basic Process Flow

- Add invoice to invoice register
- Complete Header record information (coding optional at this time)
- Submit invoice to a workflow
- Invoice goes through various levels of approval
- Approved invoices are automatically posted to batch entry

Note: Do not currently use Purchasing module but do process subcontracts in CM



# Invoice Register

Invoice Register List

Tools View As Invoice Register All

ID	Status	Company	Supplier	Supplier Name	Inv No	Invoice Date	Total	Inv Type	Approval Users
1	Submitted	1/0	50						
10	Submitted	1/0	50						
8		1/0	633						
7	Submitted	1/0	7870	OLD COMMON FREIGHT LINE	26200421456	01/07/2019	148.95	NON-PO	KTROONGS - Kyle Troong
6	Submitted	2/0	118	HENRY A PETER SUPPLY CO	1429144-01	01/07/2019	2,846.14	NON-PO	MMICHNEAK - Mike Michneak
5	Invalid	2/0	118	HENRY A PETER SUPPLY CO	1429144-01	01/07/2019	0.00	NON-PO	
4	Invalid	2/0	118	HENRY A PETER SUPPLY CO	1429144-01	01/10/2019	2,846.40	NON-PO	
3	Submitted	1/0	1543	OLSEN COMPANIES	630686	01/04/2019	2,092.50	NON-PO	ASWART - Amy Swart
2	Approved	1/0	114	HUMCO MARINE PRODUCTS	117556	01/07/2019	376.21	NON-PO	
1	Approved	1/0	1543	OLSEN COMPANIES	630958	01/04/2019	936.50	NON-PO	

Drag and drop anywhere in the grid (red box)

- Drag and drop one at a time or multiple documents from file location or email (outlook plug-in required)
- Option to split pages of PDF to separate documents
- Use IDI functionality to monitor status or query any document in the invoice register
- Outlook File Drag - Free, Open Source - <https://tonyfederer.github.io/OutlookFileDrag/>

# Invoice Register

Tori Weissenberger | J.F. Brennan Co., Inc | Invoice Register-HR/PR

Navigation

- Content Management
  - Invoice Register-Unsecure
  - Invoice Register-Legal
  - Invoice Register-Safety
  - Invoice Register-HR/PR
- Corporate
- Tenders
- Projects
- Organizations

Invoice Register List

SECURE	ID	Status	Company	Supplier	Supplier Name
HRPR	11678	Submitted	2/0	6294	IL WITHHOLDING

ID : 11678

Header Optional Fields Custom Fields

SECURE HRPR

Save

- Document security using automatic tags to restrict confidential documents
- Limit folder and tag access by XCIPIO security group

# Example Invoice Submittal and Email Integration

ID : 10983

**CYLINDER RENTAL INVOICE**

**Header** | Optional Fields | Custom Fields

ID : 10983 - Pag... Date Received : 06/13/2019

Invoice Date : 05/31/2019 Due Date :

Company : 1/0 J F BRENNAN COMPANY INC

Invoice Type : Non-PO

Invoice Number : 9961941403

Invoice Description :

PO Number :

Subcontract Number :

Vendor : 2 AIRGAS NORTH CENTRAL

Vendor Location :

Project : 1/0/699019 2019 Emergency RR

Batch : 5

Total : 42.80

Discount Amount : 0.00 Discount % : 0.00

Separate Check :

Tax Code :

Hold Code :

Lienor Number :

Comments :

Status : Workflow Type : INVREG

Document Type : INV Workflow Sub-Type : PM : Project...

Cost Allocation | **Email Log**

Email Invalid Submit Save Close

Send Invoice

Send Discard Template : Other...

To : tweissenberger@jfbrennan.com All

CC : All

BCC : All

Subject :

Attach internal ☒ FB220.PDF (internal) Attachments : System Default

Attach external

Font Size B I A A

Please let me know if we received the materials in the attached invoice.

Or please let me know what equipment number the attached invoice was purchased for.

- Email document and track correspondence through log





# Workflow Features

- Optional users at each level of approval
- Dollar limits by user and workflow with option to auto approve below dollar limit
- AP review before final approval for use tax
- Multiple Project Managers linked to Job Number with one workflow

Projects

Project: 1/0/204118 - COE Starved Rock &

Dashboard | Contacts | Hot List | Punch Lists | Transmittal Log | Communication | Email | Meetings | Transm

1/0/204118 - Contacts

Select None

Client (0)

Internal (3)

Subcontractor (0)

Supplier (0)

Add ▼ Delete Organisations Contacts

Name ^ 3	Type ^ 1	Organisation ^ 2	Project Role
Brady Wateland	Internal	J F Brennan Company Inc	Project Manager
Derek Armstrong	Internal	J F Brennan Company Inc	Project Manager
Zach Lucas	Internal	J F Brennan Company Inc	Project Manager

# Sample Workflow

Tori Weissenberger J.F. Brennan Co., Inc. Enable Workflow

Workflow Maintenance

Sub Types

INVREG	Type	Sub Type	Description	Activate	Selectable	Assignee Mail T
INVREG			Invoice Register	<input type="checkbox"/>	<input type="checkbox"/>	
INVREG	180818		Arconic Grasse River Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
INVREG	ACCT		Accounting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	BMI		BMI All Harbors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	CFO		CFO - Legal	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	CONTRIB		Contributions and Sponsorships	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	DIVE		Dive Group - Patty and Randy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	DIVESHOP		Patty - Randy - Ken P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	DIV-OH		Division/Group OH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	DULUTH		Yard Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	ESTPC		Estimating and Project Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	HR		Human Resources All	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	HR BOB		Invoices to Wendy then Bob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	IT		Info Tech	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	MKTG		Marketing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	PAYROLL		All payments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	PM		Project Mgr Workflow	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	RECEPT		Receptionist - General Office	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	REJECT		Reject Workflow	<input checked="" type="checkbox"/>	<input type="checkbox"/>	invreg.mail
INVREG	SAFETY		Safety Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	SHOP		Shop All Invoices	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	SUBC		Subcontracts	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	SURVEY		Survey	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail
INVREG	VP-AM		Ken/Paul Direct	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	invreg.mail

Workflow Graphical Display

Workflow: INVREG  
Subflow: SHOP

```
graph TD; Start([Start]) --> Stage1([Stage 1]); Stage1 --> Swart[Swart]; Stage1 --> Welke[Welke]; Stage1 --> Vongroven[Vongroven]; Stage1 --> Ramey[Ramey]; Swart --> Stage2([Stage 2]); Welke --> Stage2; Vongroven --> Stage2; Ramey --> Stage2; Stage2 --> Steffer[Steffer Limit: 500]; Steffer --> Stage3([Stage 3]); Stage3 --> Berendes[Berendes Limit: 50000]; Berendes --> Stage4([Stage 4]); Stage4 --> Peterson[Peterson Limit: 100000000];
```

Select Approvers

Shop Workflow

Approvers

User	Name	Selected
ASWART	Swart	<input type="checkbox"/>
AWELKE	Welke	<input type="checkbox"/>
KTROCINSKI	Trocinski	<input type="checkbox"/>
TPRIVET	Privet	<input type="checkbox"/>


5

Box may appear to select approver




Ok Cancel

# Notifications, Proxy


- Ability to designate proxy with dates
- Custom notification email

Proxy 


Workflow Proxy Maintenance











 Add  Edit  Delete

User	From Date	To Date	Proxy
DARMSTRONG	01/01/2019	12/31/2019	TW360
DLAACK	01/01/2019	12/31/2019	TW360
ESTEFFFES	01/01/2019	12/31/2099	TSKAU
JBRUEGGEMA	01/01/2019	12/31/2099	TSKAU
KMOORE	01/01/2019	12/31/2099	MRANDALL
KMOORE	01/01/2019	12/31/2099	TW360
MRANDALL	01/01/2019	12/31/2099	KMOORE
PBERENDES	02/01/2019	12/31/2099	KPETERSON
RJACOBS	01/01/2019	12/31/2019	JSCHERF

Notifications 

Subscribe

 Add

Description	Frequency	Disabled?	Scheduled Date/Ti...	Last Process
Tell 'Joyce Brueggeman' About JBRUEGGEMA Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Karl Berthelot' About KBERTHELOT Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Kevin Moore' About KMOORE Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Lynn Wingerter' About LWINGERTER Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Mike Michniak' About MMICHNIAK Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Matt Randall' About MRANDALL Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Matt Vishino' About MVISHINO Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Sam Bernhardt' About SBERNHARDT Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Dan Palen' About DPALEN Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 
Tell 'Adam Binsfeld' About ABINSFELD Workflow Items	Daily	<input type="checkbox"/>	06/21/2019 13:00	06/20/2019 13:07 





# Notification Email

You have one or more invoices ready for review.

Please do not respond to this email. To view your Invoice(s), please do the following:

- 1) Log into <http://ipaddress/ecms/login.faces> (use Google Chrome as the browser)
- 2) Select "CM Approval Queue" from the top right of main navigation bar (button has invoice count)
- 3) Select "My Approval Queue"
- 4) Click on each invoice to review image to the right
- 5) Complete the cost allocation section with appropriate coding
- 6) Select the "Reject" or "Approve" button above the approval queue

Id	Assignee	Type	Added	Supplier	Project
13866	MARKBINS	INVREG/MKTG	6/4/2019		
14629	JSHARLOW	INVREG/180818	6/10/2019		
14642	CFAIREY	INVREG/PM	6/10/2019		1/0/350918
14357	BWATELAND	INVREG/PM	6/6/2019		1/0/204118



# Approval Queue

Approval Queue IDI listing, Invoice Image, Header info and Cost Allocation in one window

Tori Weissenberger | J.F. Brennan Co., Inc | My Approvals Queue

Approvals Queue

Navigation

- Workflow
- My Approvals Queue
- Invoice Register-Detail
- Workflow Master
- Workflow Rules
- Enable Workflow
- Workflow Sub Types
- Checked out items
- Proxy
- Queue
- Notifications

Submit Date	Inv Amt	Project	Supplier	Cost Status	Inv No
04/04/2019	700.76		375	Costed	0324213-IN
04/04/2019	1,947.48		6097	Costed	C237822
04/04/2019	1,790.36				
04/04/2019	1,041.73				
04/04/2019	1,028.63				
04/04/2019	1,145.29				
04/04/2019	771.30				
04/04/2019	3,227.09		5363	Costed	12188465
04/04/2019	4,621.15		38	Costed	152589
04/04/2019	26,271.73	1/0/201117	8963	Costed	173-D018191
04/04/2019	9,576.00	1/0/201117	8963	Costed	173-R018328
04/04/2019	10,000.00	1/0/201117	3802	Costed	4
04/08/2019	317.18		2332	Costed	110723
04/08/2019	863.48		43	Costed	3164177
04/08/2019	979.04		51	Costed	W08489
04/08/2019	520.90		656	Costed	W53333
04/08/2019	1,274.02		477	Costed	128525
04/08/2019	1,548.11		477	Costed	128524
04/08/2019	558.87		1021	Costed	170763
04/08/2019	517.50		4505	Costed	10012155-0
04/08/2019	543.33		912	Costed	1075698
04/08/2019	1,000.00		912	Costed	106442SHORT

Approval Queue Listing

Approval Item View

LYNCH HOLIDAY MARINE INC  
108 CLINTON ST  
LA CROSSE, WI 54601

Invoice View Window

Date	Invoice #
3/29/2019	128526

Bill To  
J. F. Brennan Co., Inc.  
820 Bainbridge  
LaCrosse, WI 54603

P.O. No. Terms Project

Invoice Header

Header

ID: 3999 - Page... Date Received: 03/29/2019  
Invoice Date: 03/29/2019 Due Date: 04/28/2019  
Company: 1/0  
Invoice Type: Non-PO  
Invoice Number: 128526  
Invoice Description:  
PO Number:  
Subcontract Number:  
Vendor: 477  
Vendor Location:  
Project:  
Batch: 3  
Total: 644.50  
Discount Amount: 0.00 Discount %: 0.00

Email Save

Cost Allocation

Distribution Co	Co/Div/Job Number	Job Cost Code/Cost Type	Amount	Description	GL Acct (Remove Job/Equip No)	Equip No (Remove Job/GL)	Eqp Cost Type (with Eqp No Only)
1/0			644.50			7794	2

644.50



# Approval Queue

Approval Queue IDI listing:

Approvals Queue

Reject Approve History Source Actions Documents

Submit Date	Inv Amt	Project	Cost Status	Originating User	Inv No	Inv Date	Inv Type	Subtype
03/05/2019	1,192.00	1/0/201117	Uncosted	ASWART	Q0532202	03/25/2019	NON-PO	PM
03/05/2019	57,000.00	1/0/201117	Costed	TSKAU	3	02/12/2019	SUBCONTRA...	SUBC
03/06/2019	214.00	1/0/201117	Uncosted	ASWART	0550401	02/20/2019	NON-PO	PM

Click any column to the right of amount to view an invoice

Date invoice was submitted to the current workflow

Uncosted means the invoice has not been fully coded

User who submitted the invoice to you



# Approval Queue

Invoice view window:

Approval Item View

Fit to Width

Tr

1

Download

**ALTORFER**

Construction : Power Systems : Ag Machinery : Lift Truck : Comp

TERMS:

**CAT Rental STORE**

g : Rental Services

MENT/RENTAL INVOICE

SOLD TO

SHIP

INVOICE

Q05155

PROJ/WD NUMBER DOC DATE PC LC MC SHIP VIA

Q05155 11-29-18 10 WILL CALL 527645

MAKE MODEL SERIAL NUMBER EQUIPMENT NUMBER METER READING MACH. I.D. NUMBER

AA A19 6 1534083-22 .00 166RA150

DESCRIPTION UNIT PRICE EXTENSION

Use these buttons to add text or comment annotations to the invoice. These are optional to include when downloading PDF.

Click here to go to desired page or use the boxes to page up or down.

Use the drop down arrow to download PDF with or without annotations.



# Approval Queue

- Ability to restrict data in IDI views (filter on active jobs, non-labor cost codes, active GL and equipment numbers)
- Rename or add notes to column headers
- Customize the view by security group and user
- See invoice total, allocated and unallocated amount
- Update tax code from header to add use tax to all lines

<div><div><div><div><div><div></div><div>Add</div></div><div><div></div><div>Edit</div></div><div><div></div><div>Delete</div></div><div><div></div><div>Reload Line Items</div></div><div><div></div><div>Update Tax Code From Header</div></div><div><div></div><div>History</div></div></div></div></div></div>								
<div><div><div>Tools</div><div>View As</div></div><div><div>Default Coding View</div><div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div><div><div></div><div></div></div></div></div></div>								
<div></div>	Distribution Co	Co/Div/Job Number	Job Cost Code/Cost Type	Amount	Description	GL Acct (Remove Job/Equip No)	Equip No (Remove Job/GL)	Eqp Cost Type (with Eqp No Only)
<div></div>	1/0	1/0/201117	1090.45999 :C	5,000.00				
				5,000.00				
Invoice Total :				5,250.00	Unallocated Amount:: 250.00			





# Approval Queue

- Approve, reject or resubmit to another workflow
- Email tracking and log available
- Approval comments
- After approve or reject automatically moves to next invoice in queue

Header	Optional Fields	Custom Fields
Vendor :	7870	OLD DOMINION FREIGHT LINE
Vendor Location :		
Project :	3 1/0/180618	ACCT : Accounting
Batch :	1	BMI : BMI All Harbors
Total :	148.0	CFO : CFO - Legal
Discount Amount :	0.0	CONTRIB : Contributions and Sponsorshi
Separate Check :	<input type="checkbox"/>	DIVE : Dive Group - Patty and Randy
Tax Code :		DIVESHOP : Patty - Randy - Ken P
Hold Code :		DIV-OH : Division/Group OH
Lienor Number :		ESTPC : Estimating and Project Control
Comments :		HR : Human Resources All
Status :	Submitted	IT : Info Tech
Document Type :	INV	MKTG : Marketing
Re-Submit on Save :	<input checked="" type="checkbox"/>	PM : Project Mgr Workflow
Approval Users :	KTROCINSKI - Kyle Trocinski	RECEPT : Receptionist - General Office
Workflow		SAFETY : Safety Invoices
Approval Comments :		SHOP : Shop All Invoices
		SUBC : Subcontracts
		SURVEY : Survey
		VP-AM : KP Direct
		Workflow Sub-Type : SHOP : Sho...
Cost Allocation	Email Log	
Email	Save	Clo



# Invoice Register – Detail (Query and Download)

- Contains all invoices at various stages for query and download
- Invoice Register restricted to only users who can drop in invoices and submit to workflow

Tony Privet | J.F. Brennan Co., Inc | Invoice Register-Detail | ECMS

Invoice Register Detail List

Download | Email

Download or email single or multiple invoices by checking the box to the left of the invoices.

Company: 1/0 J F BRENNAN COMPANY INC Include Cost Distribution Lines: ☒

Invoice Type: Non-PO or Subcontract Status: Unsubmitted | Submitted | Approved | Invalid | Rejected

Project: 7478 Vendor: 7478 AUTO VALUE

Invoice Date Start: Invoice Date End:

Get Results

Drop down and select "Invoice Lines - Non PO" to see detail coding

Tools | View As | Invoice Header All

35 records

	ID	Comp...	Status	Vendor	Vendor Name	Total Inv Amt	Cost Status	Invoice Date	Invoice Type	Invoice Number	Ir
<input checked="" type="checkbox"/>	51	1/0	Approved	7478	AUTO VALUE	26.36	Costed	01/10/2019	Non-PO	516250008	
<input checked="" type="checkbox"/>	50	1/0	Approved	7478	AUTO VALUE	155.07	Costed	01/10/2019	Non-PO	516250004	
<input type="checkbox"/>	49	1/0	Approved	7478	AUTO VALUE	110.74	Costed	01/17/2019	Non-PO	515045057	
<input type="checkbox"/>	48	1/0	Submitted	7478	AUTO VALUE	33.61	Uncosted	01/22/2019	Non-PO	516251803	
<input type="checkbox"/>	47	1/0	Submitted	7478	AUTO VALUE	239.65	Uncosted	01/24/2019	Non-PO	516251781	
<input type="checkbox"/>	46	1/0	Submitted	7478	AUTO VALUE	116.11	Uncosted	01/22/2019	Non-PO	516251743	

2,551.52

Use the tools menu to download grid view to excel

Apply simple filters using the box above any column heading after "Get Results"



# eCMS Content Mgmt

DEMO



# eCMS Content Mgmt

- Next Steps/Wish List
  - Indexing PO's, Receiving tickets, and Check Copies
  - Additional document repository modules for fixed assets, job master records, union contracts, etc.
  - Link to T&M module
  - Kofax OCR integration
  - Improved validation within Content Mgmt