

eCMS Content Management

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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



Submitted

Submitted

2/0

2/0

Invalid

Invalid

Submitted

Approved

Approved

7870

118

118 Invoice Register

Invoice Register

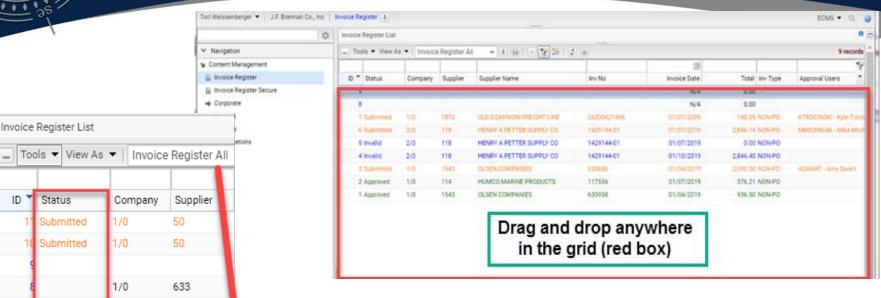
Unprocessed *

Submitted * Approved * Rejected *

Invalid *

Invoice Register All Invoice Register-Secure

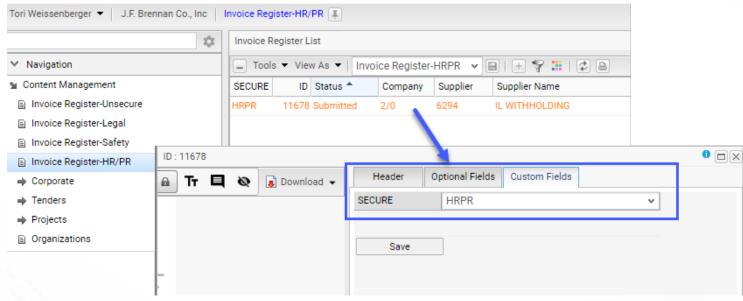
Invoice Register



- 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



- 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		0 🗆 🗵
AS 2N P Fit to Width → A Tr	Header	Optional Fields Custom Fields
AUTURN STATE OF THE PROPERTY O	ID: Invoice Date: Company: Invoice Type:	10983 - Pag Date Received: 06/13/2019 05/31/2019 Due Date: 1/0 J F BRENNAN COMPANY INC
The Control of Contr	Invoice Number Invoice Descripti PO Number: Subcontract Nur	9961941403 ion:
Airus	Vendor: Vendor Location Project: Batch: Total:	2
Au SCA. (Fig. 2017) (Fig. 201	Discount Amount Separate Check Tax Code: Hold Code: Lienor Number:	nt: 0.00 Discount %: 0.00
	Comments : Status : Document Type	Workflow Type : INVREG : INV Workflow Sub-Type : PM : Project ▼
	Cost Allocation	Email Invalid Submit Save Close

Send Invoice	0 🗇
Send	
To: tweissenberger@jfbrennan.com	All
cc:	All
BCC:	All
Subject:	
Attach internal FB220.PDF (internal) Attachmen	nts : System Default
Attach external	
Font → Size → B I A → A → = = = + E + E	
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.	
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 Email document and track correspondence through log

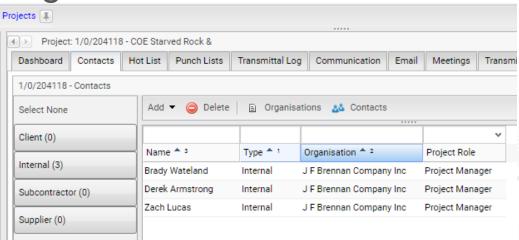


Workflow Features

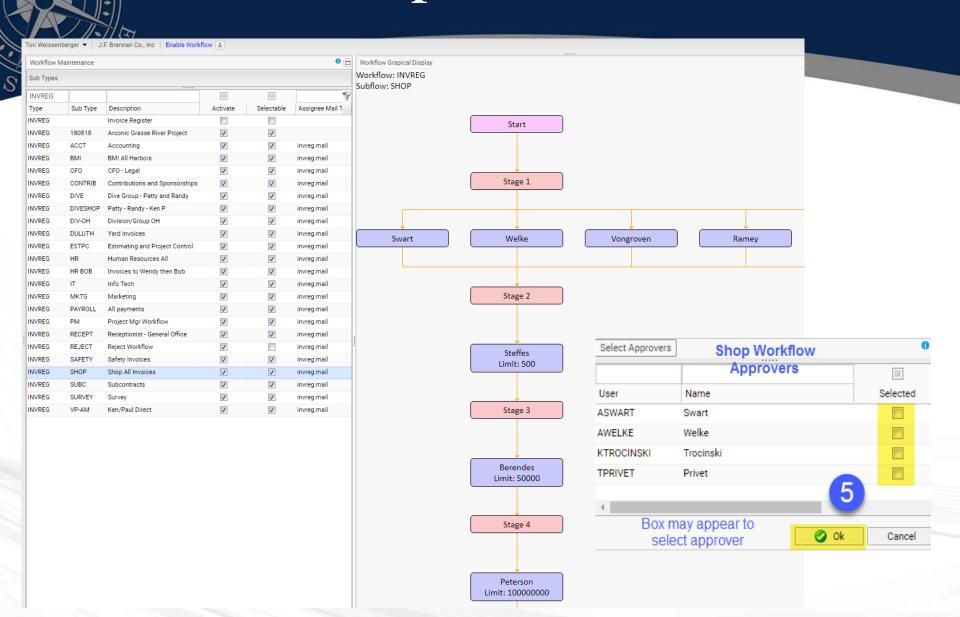
- Optional users at each level of approval
- Dollar limits by user and workflow with option to auto approve below dollar limit
- AP review before final approval for use tax

Multiple Project Managers linked to Job Number

with one workflow



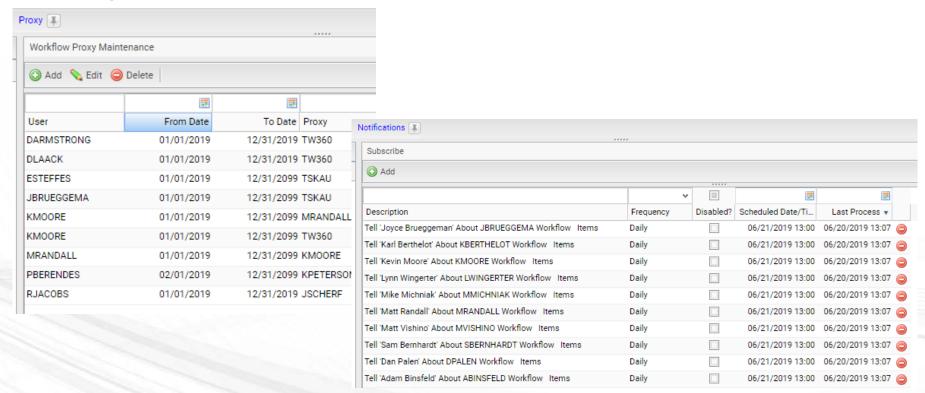
Sample Workflow





Notifications, Proxy

- Ability to designate proxy with dates
- Custom notification email





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:

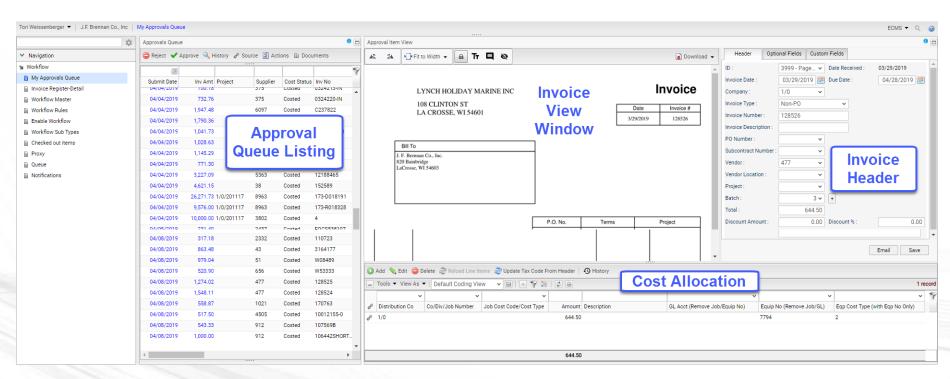
- 1) Log into http://ipaddress/ecms/login.faces (use Google Chrome as the browser)
- 2) Select "CM Approval Queue" from the top right of main navigation bar (button has invoice count)
- 3) Select "My Approval Queue"
- 4) Click on each invoice to review image to the right
- 5) Complete the cost allocation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

Id	Assignee	Туре	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

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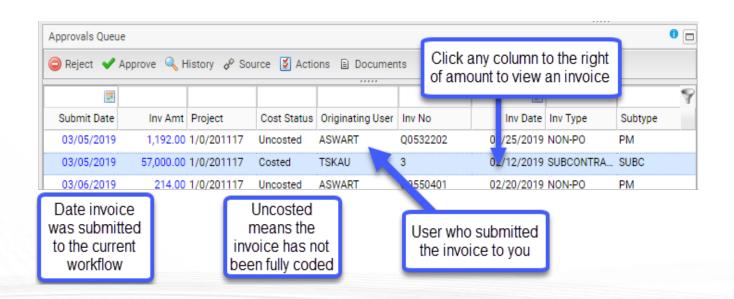


Approval Queue IDI listing, Invoice Image, Header info and Cost Allocation in one window



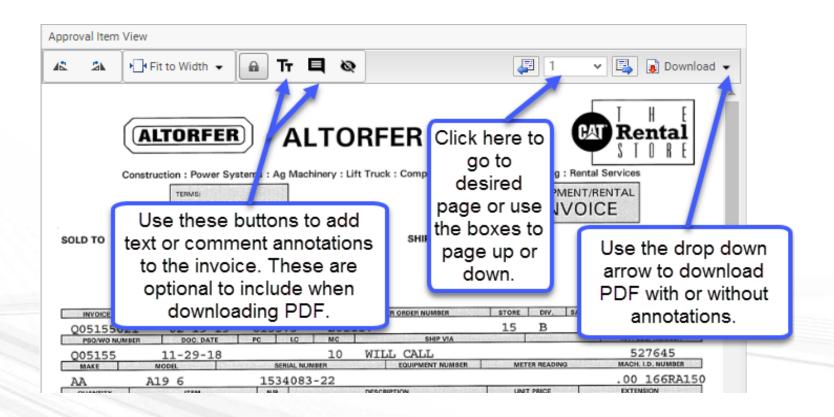


Approval Queue IDI listing:



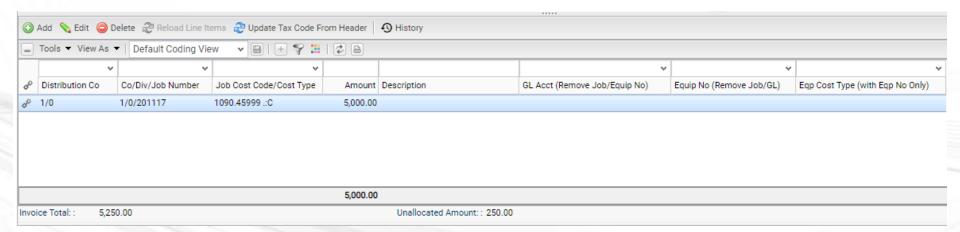


Invoice view window:



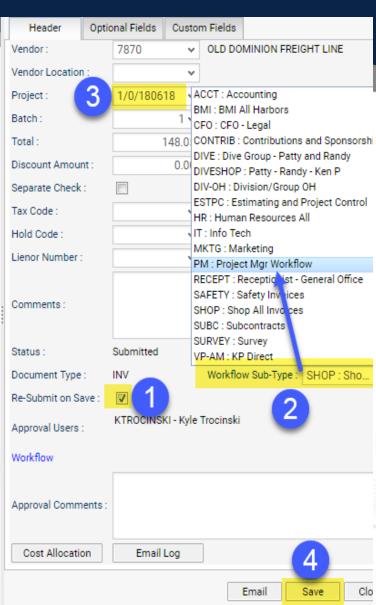


- Ability to restrict data in IDI views (filter on active jobs, nonlabor cost codes, active GL and equipment numbers)
- Rename or add notes to column headers
- Customize the view by security group and user
- See invoice total, allocated and unallocated amount
- Update tax code from header to add use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





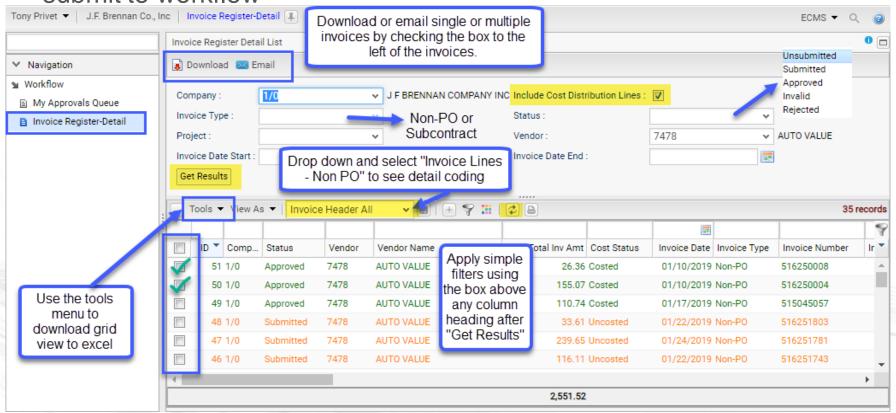
- Approve, reject or resubmit to another workflow
- Email tracking and log available
- Approval comments
- After approve or reject automatically moves to next invoice in queue





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





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

