

eCMS User Guide

Auto Transfer of A/P Data

Modification Description

This modification allows the user a new way to import Accounts Payable data, such as importing invoices or using the IDI Invoice Register application, into the eCMS database, automatically bypassing batch edit and batch update when no errors are detected.

Modification Licensing Requirements

Normal eCMS licensing applies; no additional licenses are required.

Modification System Requirements

Requires eCMS v.4.1 Service Pack 3 Fix Pack 2. This can be manually installed into a Fix Pack 1 environment, if required.

CSP Reference: 1808950 – ISP 190008

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Modification Implementation

Overview

Implementing this mod allows users to skip the intermediate steps of running the edit, maintenance, and update options against imported data. These options are still available and will need to be used if there are any errors identified in the imported data. However, if no errors are found, the approval process will transfer the A/P data directly into the eCMS database processing files.

Implementation Notes

As you use A/P importing, keep in mind the following:

- In order to see archived reports, security has to be cleared with all company/all division.
- The AP defaults are what is used to determine Journal Date.
- When auto update is selected
 - The batch number will be changed to a system generated number.
 - All invoices will be posted if no errors are found.
 - To correct errors when found:
 - Use one of the following menu options: *AP > Processing > Batch Entry/Correction (APPM04-18)* or *Import > AP > AP Import > AP Import Invoice Maintenance (ISPM12-2)*.
 - The transfer will need to be completed using the update menu options.

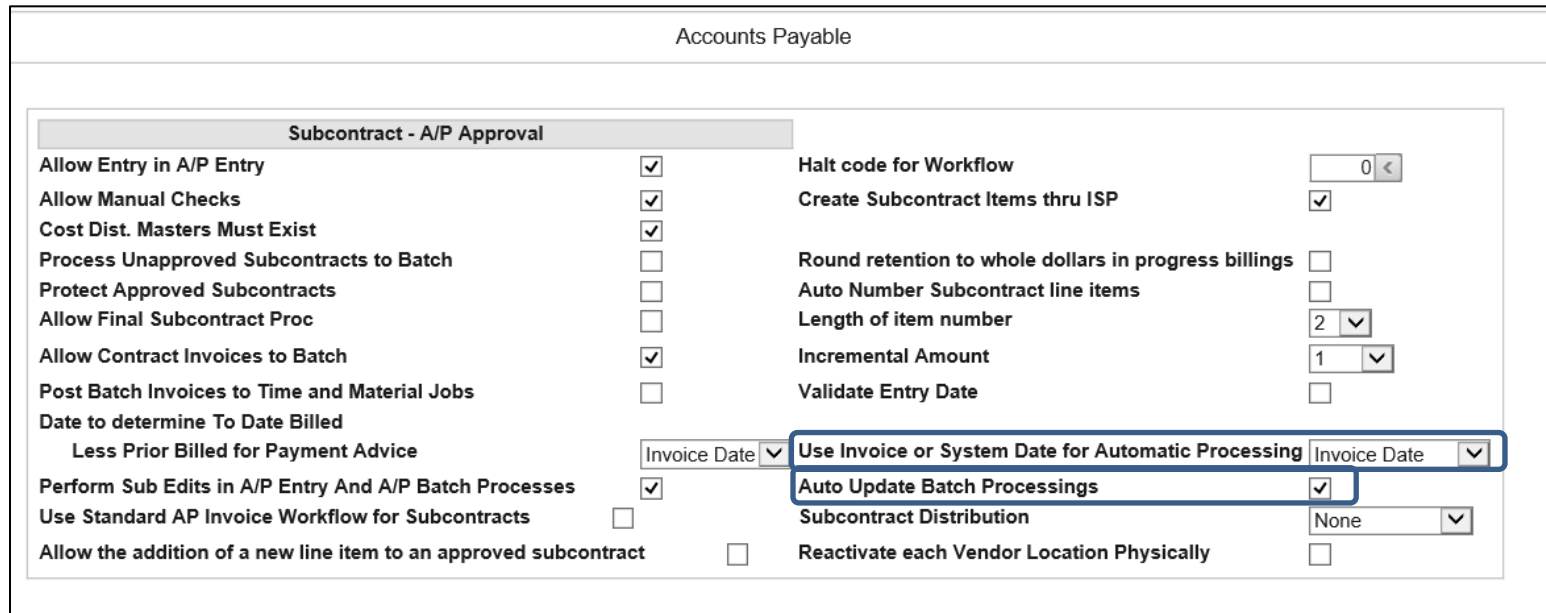
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Setup A/P Defaults for Automatic Processing

Menu Path: Admin > Application Installation > Setup Defaults

Select Accounts Payable, then click OK or press Enter until you get to the **Subcontract – A/P Approval** screen.



Accounts Payable

Subcontract - A/P Approval

Allow Entry in A/P Entry	<input checked="" type="checkbox"/>	Halt code for Workflow	0
Allow Manual Checks	<input checked="" type="checkbox"/>	Create Subcontract Items thru ISP	<input checked="" type="checkbox"/>
Cost Dist. Masters Must Exist	<input checked="" type="checkbox"/>	Round retention to whole dollars in progress billings	<input type="checkbox"/>
Process Unapproved Subcontracts to Batch	<input type="checkbox"/>	Auto Number Subcontract line items	<input type="checkbox"/>
Protect Approved Subcontracts	<input type="checkbox"/>	Length of item number	2
Allow Final Subcontract Proc	<input type="checkbox"/>	Incremental Amount	1
Allow Contract Invoices to Batch	<input checked="" type="checkbox"/>	Validate Entry Date	<input type="checkbox"/>
Post Batch Invoices to Time and Material Jobs	<input type="checkbox"/>		
Date to determine To Date Billed			
Less Prior Billed for Payment Advice	Invoice Date	Use Invoice or System Date for Automatic Processing	Invoice Date
Perform Sub Edits in A/P Entry And A/P Batch Processes	<input checked="" type="checkbox"/>	Auto Update Batch Processings	<input checked="" type="checkbox"/>
Use Standard AP Invoice Workflow for Subcontracts	<input type="checkbox"/>	Subcontract Distribution	None
Allow the addition of a new line item to an approved subcontract	<input type="checkbox"/>	Reactivate each Vendor Location Physically	<input type="checkbox"/>

- **Use Invoice or System Date for Automatic Processing** – Select **Invoice Date** to use the invoice date for the journal date or **System Date** to use the system date for the journal date. Selecting **No Default Date** will cause the imported invoice to have a blank journal date resulting in an error because the journal date is not provided,.
- **Auto Update Batch Processings** – When processing the A/P invoices where the **Auto Update** option is shown as an option, it will default to this value, checked (Yes) or unchecked (No). Other methods will just use the value specified here.

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After Approval

Regardless of the method used for importing the A/P data, after the final workflow approval process is complete and the import is successful you should be aware of the following:

- The APP152 A/P Edit Report will be in either the spool file or in the Report Viewer depending on whether the report is set up for archival reporting.
- A Purchase Journal Audit may be run.
- The A/P data now resides in the A/P Invoice header (APTOPC) and A/P Invoice Detail (APTOPD) files.
- The invoice is now available to be paid.
- If Auto Update = N, the user will need to run either AP > Processing > Batch Update (APPM04-20) or Import > AP > Ap Invoice Import Update (ISPM12-3) to transfer the data into the A/P invoice files.
- The matching Edit and Entry/Correction or Maintenance options will need to be used if errors are found in the import data.

Auto Update Using Invoice Register

Menu Path: Content Management > Invoice Register

Create the A/P invoice, regular invoice, subcontract invoice, or PO invoice by dragging and dropping a scanned image into the invoice list.

Complete the form and the Cost Allocation.

Submit the invoice.

The normal workflow approval process is used.

See the [After Approval](#) section for additional information.

Auto Update using A/P Coding Table

Use the following eCMS menu options to import A/P data using the coding table technique.

Menu Path: ECM > Imaging > Import Documents

Import image; upload and save.

Menu Path: ECM > Workflow > Workflow Document Admin

Assign invoice to user.

Menu Path: ECM > Workflow > Workflow Document Admin

Enter data on coding table; save; close

Menu Path: ECM > Workflow > Approve Documents

Approve invoice

See the [After Approval](#) section for additional information.

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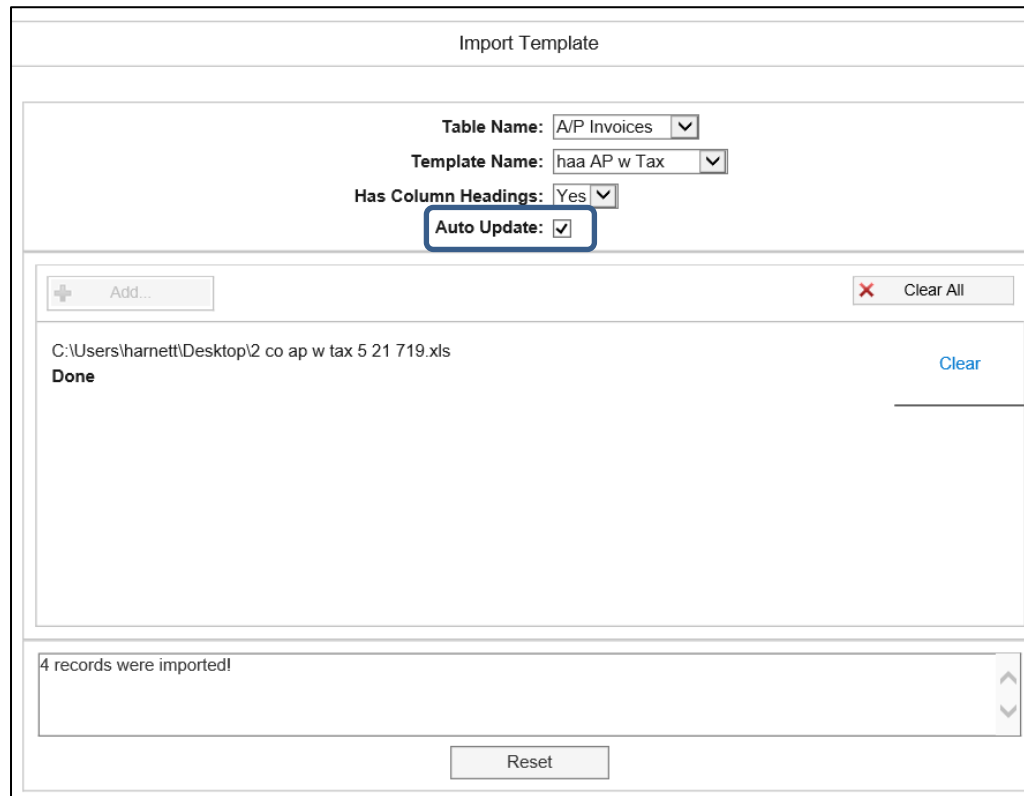
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Auto Update using A/P Invoice Import

Menu Path: Import > Account Payable > A/P Invoice Import - Template

Use a template that has been set up in *Menu Path: Admin > Application Installation > Template Setup* to import the data. If the template has not been set up, use the normal process to setup and create the A/P invoice import template.

Choose Table Name, Template Name and Has Column Headings. To automatically transfer the data, check the Auto Update, box. Complete the import process. See the [After Approval](#) section for additional information.

The screenshot shows the "Import Template" form. At the top, the title "Import Template" is centered. Below it, there are four fields: "Table Name" with a dropdown menu showing "A/P Invoices", "Template Name" with a dropdown menu showing "haa AP w Tax", "Has Column Headings" with a dropdown menu showing "Yes", and "Auto Update" with a checked checkbox. Below these fields is a large text area containing the file path "C:\Users\harnett\Desktop\2 co ap w tax 5 21 719.xls" and the word "Done". To the left of the text area is an "Add..." button with a plus icon, and to the right is a "Clear All" button with a red X icon. Below the text area is a "Clear" link. At the bottom of the form, there is a status bar that says "4 records were imported!" and a "Reset" button.

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Auto Update using eCMS Connect

Menu Path: Import > Application Installation > eCMS Connect

Use eCMS Connect options to import the A/P data. **NOTE:** Initial set up of eCMS connect needs to be completed by the customer's Administrator or CGC Technical Support.

- **Group Name** – Choose Create New Group, then enter new group name. Cannot be changed except when adding.
- **Portfolio Name** – Choose eCMS.
- **Available Services** – Choose Template Import – Shared drive from the dropdown.
- **Table Name** – Choose A/P Invoices from the dropdown.
- **Template Name** – Choose the template you have set up.
- **Auto Update** – Check the box (Yes).
- **File Path & Name** – Enter the file path used to upload data into eCMS; moved into the Success or Error folders.

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Example: eCMS Connect

For the Group set up as shown:

Setup Group Edit	
Portfolio Maps	Setup Groups
Group Name	auto update ▼
Portfolio Name	eCMS ▼
Available Services	Template Import - Shared drive
Table Name	A/P Invoices ▼
Template Name	haa AP w Tax ▼
Auto Update:	<input checked="" type="checkbox"/>
File Path & Name	<div style="border: 1px solid black; padding: 2px;">/qntc/CGC-FILE01/Public/Holly/ap w tax*.xls</div> <div style="font-size: small;"> Example - /cms/import/ap_invoice.csv Example - /qntc/sharedserver/import/ap_invoice.csv </div>
Email Recipient(s)	<div style="border: 1px solid black; height: 40px; position: relative;"> <div style="position: absolute; right: 5px; top: 5px;"> ▲ ▼ </div> </div> <div style="font-size: x-small; margin-top: 5px;">Define multiple email addresses separated by comma(,) or semicolon(,)</div>

In File Explorer, Navigate to the location listed in File Path & Name, CGC-FILE01\Public\Holly. (The “/qntc” prefix tells the IBM server that the file is on a network drive; IBM uses / instead of \). Once there, create two folders, Error and Success.

Create the template spreadsheet with data to be imported. In this example, it must be an Excel 97-2003 workbook (.xls) and its name must begin with “ap w tax”. Drag and drop or save the spreadsheet into the File Path & Name folder.

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Schedule the eCMS Connect Data Import

Menu Path: Admin > Application Installation > eCMS Connect Setup

Navigate to the **Scheduler** tab. To set up a new schedule for the import to run, click on Add. To change an existing schedule, click the Edit Action.

Application Installation

Setup Instance

Field Mapping

Setup Notification

Portfolio Maps

Setup Groups

Scheduler




















































Logs

Manage Scheduler

Viewpoint Setup

Initial Load

webservicesschedule

Action	Portfolio Name ▲	Scheduler Group ▲	Start Time (hrs) ▲	End Time (hrs) ▲	Recurring Interval ▲	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Day of the Month ▲	Repeat Interval (mins) ▲	Active ▲
  	Comdata	Comdata	5	5:00	Daily									720	N
  	Comdata	Comdata Expense	null:null	Not Used	Daily									0	N
  	Comdata	Comdata Reconciliation	null:null	Not Used	Daily									0	N
  	eCMS	A/P Cash Disbursements Payment		:00	Daily									1	N
  	eCMS	auto update	7:45	Not Used	Daily									5	Y
  	eCMS	FTP EFS	5	5:00	Daily									480	N
  	eCMS	HCSS Tmp Imp	5	5:00	Daily									15	N
  	eCMS	JC Dictionary	23:59	Not Used	Daily									0	N
  	eCMS	Job Dictionary	5	5:00	Daily									1439	N
  	eCMS	PMWeb Budget	5	5:00	Daily									10	N
  	eCMS	PMWeb New S/C	5	5:00	Daily									60	N
  	eCMS	PMWeb S/C	5	5:00	Daily									60	N
  	eCMS	PMWeb S/C C/O	5	5:00	Daily									60	N
  	eCMS	PORecTemp	null:null	Not Used	Daily									0	N
  	eCMS	TI - APTXWKII	5	5:00	Daily									60	N
  	eCMS	TI - EQTWRKII	5	5:00	Daily									60	N
  	eCMS	TI - PRIND	5	5:00	Daily									60	N

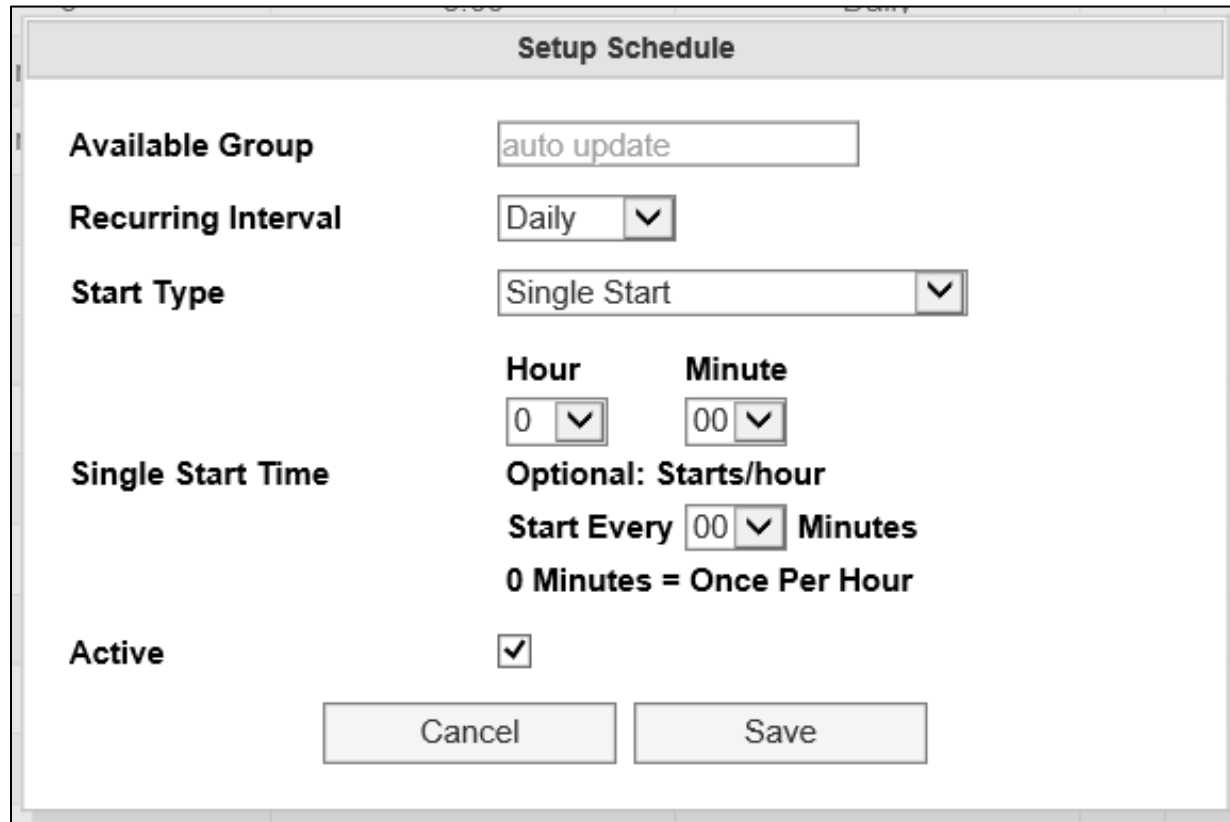
Add

Exit

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The Setup Schedule screen is displayed. Enter the schedule you want to use.



The image shows a 'Setup Schedule' dialog box with the following fields and options:

- Available Group:** A text box containing 'auto update'.
- Recurring Interval:** A dropdown menu with 'Daily' selected.
- Start Type:** A dropdown menu with 'Single Start' selected.
- Single Start Time:** Two dropdown menus for 'Hour' (0) and 'Minute' (00).
- Optional: Starts/hour:** A dropdown menu for 'Start Every' (00) followed by the text 'Minutes'.
- 0 Minutes = Once Per Hour:** A text label.
- Active:** A checkbox that is checked.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom.

- **Available Group** – When adding, use drop down to find the group (auto update – created earlier).
- **Recurring Interval** – Selected Daily (Other options are Weekly and Monthly)
- **Start Type** – Selected Single Start (other options are available)
- **Single Start Time** – Select desired start and repeat times.
- **Active** – To download automatically according to the schedule, check this box. If unchecked it will not run except when selected as Ad Hoc.

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Import the eCMS Connect Data

Whether or not the schedule is set to run automatically, the upload can be run any time from the Scheduler tab. Click the Ad Hoc Action button for the schedule you want to run. The import process will be run.

Application Installation

Setup Schedule

webserviceschedule

Setup Instance

Field Mapping

Setup Notification

Portfolio Maps

Setup Groups




















































Scheduler

Logs

Manage Scheduler

Viewpoint Setup

Initial Load

Action	Portfolio Name ▲	Scheduler Group ▲	Start Time (hrs) ±	End Time (hrs) ±	Recurring Interval ±	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Day of the Month ±	Repeat Interval (mins) ±	Active ±
  	Comdata	Comdata	5	5:00	Daily									720	N
  	Comdata	Comdata Expense	null:null	Not Used	Daily									0	N
  	Comdata	Comdata Reconciliation	null:null	Not Used	Daily									0	N
  	eCMS	A/P Cash Disbursements Payment		:00	Daily									1	N
  	eCMS	auto update	7:45	Not Used	Daily									5	Y
  	eCMS	FTP EFS	5	5:00	Daily									480	N
  	eCMS	HCSS Tmp Imp	5	5:00	Daily									15	N
  	eCMS	JC Dictionary	23:59	Not Used	Daily									0	N
  	eCMS	Job Dictionary	5	5:00	Daily									1439	N
  	eCMS	PMWeb Budget	5	5:00	Daily									10	N
  	eCMS	PMWeb New S/C	5	5:00	Daily									60	N
  	eCMS	PMWeb S/C	5	5:00	Daily									60	N
  	eCMS	PMWeb S/C C/O	5	5:00	Daily									60	N
  	eCMS	PORecTemp	null:null	Not Used	Daily									0	N
  	eCMS	TI - APTXWKII	5	5:00	Daily									60	N
  	eCMS	TI - EQTWRKII	5	5:00	Daily									60	N
  	eCMS	TI - PRIND	5	5:00	Daily									60	N

Add

Exit

Add

Exit

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Check Status of the eCMS Connect Imports

Click the View Logs Action button for the schedule you want to check or click the Logs tab.

The Log screen will show Total Count and Success and Failure counts. If an import failed (Error Count not zero), action will need to be taken to correct the spreadsheet moved into the “Error” folder and retry the import process.

To see the APP152 report:

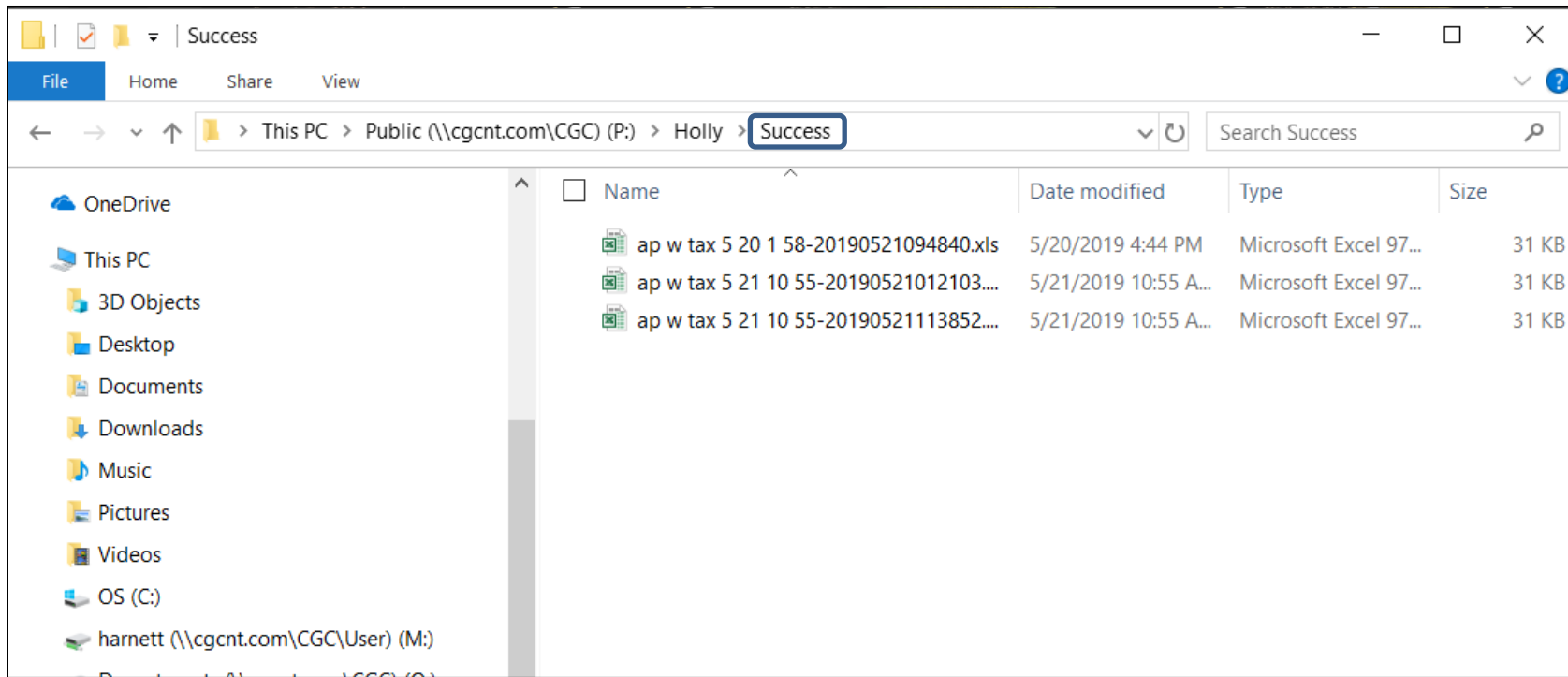
- If you don’t have Archival or have selected spool file for the APP152 report, the report be available by clicking the PDF icon in the Report column extreme right side of line, as well as from the spool file application.
- If the APP152 report is archived, the report will not be available from this screen, but can be viewed in the Report Viewer application when logged in with all company/all division authority.

Application Installation						Logs				webservice log	
Setup Instance	Field Mapping	Setup Notification	Portfolio Maps	Setup Groups	Scheduler	Logs	Manage Scheduler	Viewpoint Setup	Initial Load		
Action	Group Name ↓	Service Name ↓	Execution Time ↓	Execution Type ↓	Status ↓	Total Count ↓	Success Count ↓	Error Count ↓	Log File ↓	Report ↓	
 	auto update	Template Import - Shared drive	05/21/2019 01:20:54 PM	ADHOC	SUCCESS	1	1	0			

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In this example, the Imported spreadsheet file was moved into the Success folder after the successful upload. If it had failed, it would have been moved to the Error folder so that it can be reworked.



See the [After Approval](#) section for additional information.