

FORMSCAPE V3.4 - ENTERPRISE EDITION

FormScape Enterprise Edition helps to address the high costs of developing and managing paper documents, while reducing the administrative complexity of routing and approving documents across the enterprise.

With the ability to generate highly customized communications from standard ERP output, transactional documents and business forms become more effective. Conditional processing enables personalization of content, including the application of data, images, currency conversion and language, bar codes, logos, charts, graphics and signatures to multi-page documents.

For some documents, such as letters of credit, customs invoices and contracts, users can access templates to deliver and control documents online. These can be sent to any print device; emailed in any industry format, including PDF, XML and HTML; or transmitted via any fax solution. An online routing preferences menu enables users to select the best methods for managing delivery and attachments.

FORMSCAPE ENTERPRISE EDITION

JDE SUPPLIER INVOICE AUTOMATION SUITE OVERVIEW

This document process provides supplier invoice management and posting within JD Edwards EnterpriseOne, OneWorld XE or ERP8 by capturing inbound invoice document images as they come into the organization and streamline the method in which customers work with these documents by removing the manual paper-based process and managing electronically. This interface contains JDE UBE's procedures and tables. It is supplied as an ASU. There are no changes to the standard JDE code.

The base framework is modeled to cover the following areas:

DOCUMENT CAPTURE

There are various methods in which invoice documents can be captured: scanner/MFD, fax, and e-mail. The framework includes:

- Projects to monitor directories that will contain the PDF or TIFF images created as a result of the scan or fax server process
- Projects to monitor pre-defined e-mail addresses and detach the imaged files accordingly
- Support for handling transactional jobs (individual documents) as well as batch jobs (multiple documents)
- In the case of batch processing, the solution can support by default the ability to utilize page count, barcodes labels, or blank separator sheets as the mechanism for bursting into individual documents – often referred to as the “Doc Prep” (document preparation) phase

DATA CAPTURE (OCR)

There are two methods in which invoice data can be captured automatically from the imaged documents:

- Pattern (a.k.a. – templates): the solution includes the creation of up to 10 Patterns. These should be geared towards the high volume suppliers.
- Expressions: a default library of expressions will be provided. A random set of 10 invoices from the customer will be used, excluding those with shaded/reverse headings and low quality dot-matrix invoices; to validate and capture up to 75% of index data.

In both cases above, the base framework is designed to capture only header index data from the documents (Invoice Number, Invoice Date, Invoice Amount, and Purchase Order Number). For invoices utilizing Expressions, capture of any one of the three (Phone Number, Remit PO Box Number, or FEI Number) will be used for lookup into Address Book to determine Vendor Number.

INVOICE TYPES

By default, there are 4 invoice types the solution is configured to manage and identified below:

- Invoice with Purchase Order
- Invoice without Purchase Order
- Pre-Authorized Invoice
- Unknown

INTEGRATED JDE SPLIT SCREEN INDEX VERIFICATION

The base framework includes ASU package to be installed in JDE that provides the following:

- Queuing of inbound invoices for AP personnel to perform index verification utilizing the split screen data entry based on invoice type mentioned above
- Documents will automatically be assigned an Invoice Type code based on the information gathered during data capture, but can be changed accordingly during review
- All header index data captured automatically populated
- Requests for additional fields and/or modifications to the layout of the split screen view will require additional services; price TBD based on requirements

Note – by default, customer will be required to setup permissions within JDE as to which personnel can view the items to be processed; additional permissions can be assigned to define who works with certain documents (e.g. – by invoice type, batch number, etc.)

INTEGRATED JDE SPLIT SCREEN MANUAL 2- WAY/3- WAY MATCHING

The base framework also includes in the ASU package the following:

- Integrated split screen that allows users to manually perform a 2- way (Orders-to-Match) or 3- way (Receipts-to-Match) operation on invoices with corresponding purchase orders; the result is a view of the document, voucher information, and table grid displaying appropriate line item data for user to select line items and make appropriate edits before posting
- Partial matches can occur and are allowed

Note – for line item detail where items such as quantities and/ or amounts differ from the original order, our solution relies on settings in JDE, configured by the customer, which allows for variances to those values on a per user basis.

CODING/ROUTING/APPROVAL

The base framework includes a facility for managing non-PO invoices that require further processing outside of JDE environment via Presenter and includes the following:

- Routing Rules that allow customers to specify how invoices are routed based on user, dollar limits, and vendor settings. This will comprise of the baseline database architecture.
- Two split screen Responder views which are displayed based on user permissions: Coder or Approver (each present the same detail but restrict access to what can be edited)
- Integration with JDE Address Book to allow for Vendor Number/Name lookup and Validation.
- Ability to bill against multiple GL account codes (up to 3)
- Data validation of various fields (e.g. – date, amount, number fields)
- Error messages for data entry fields
- Ability to manually forward documents queued in JDE for external approval
- Daily transaction report detailing invoices pending approval
- Audit log file which captures transactions within FormScape during the coding and approval process
- Customers requiring more extensive routing rules will be incorporated on a time and material basis
- Filtering of GL codes by user requires additional services on a time and material basis

Note – there is no integration with Outlook/Notes to perform auto-escalation/routing to alternate approver when Out of Office Assistant is turned on. A manual setting must be made in the Routing Rues database to accommodate for this situation.

INTEGRATED STORAGE AND LINKING OF DOCUMENTS

The base framework includes the following:

- Creation of all necessary categories to manage the storage of inbound invoice documents and associated indexes
- Integrated media attachment link to vouchers in JDE
- Visibility to all related documents based on common index values



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