



Launching a doc-link Image in BI360

Reporting - Planning - Dashboards - Collaboration - Data Warehouse

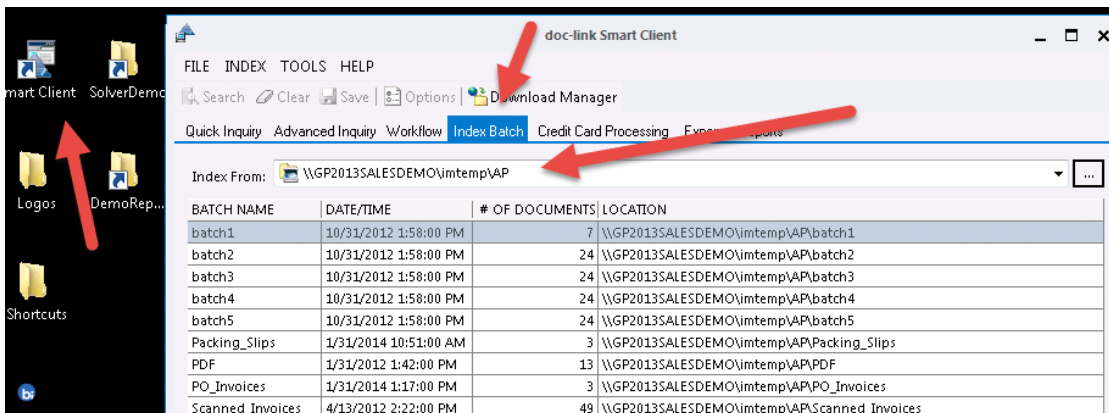
February 2017
solverusa.com
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Introduction

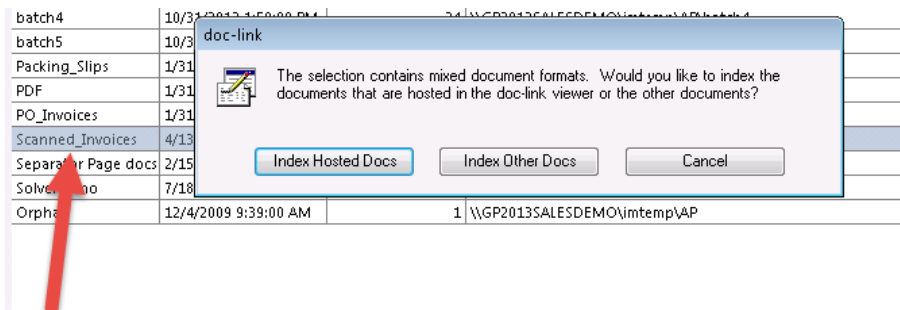
The purpose of this lab is to demonstrate the ease of launching a doc-link image. You will add a Vendor Invoice into GP Dynamics Accounts Payables thru Doc Link and then You will make a Vendor Invoice Report in BI360 and then using a hyperlink you can view the Document that you used in Doc Link.

Load the Invoice

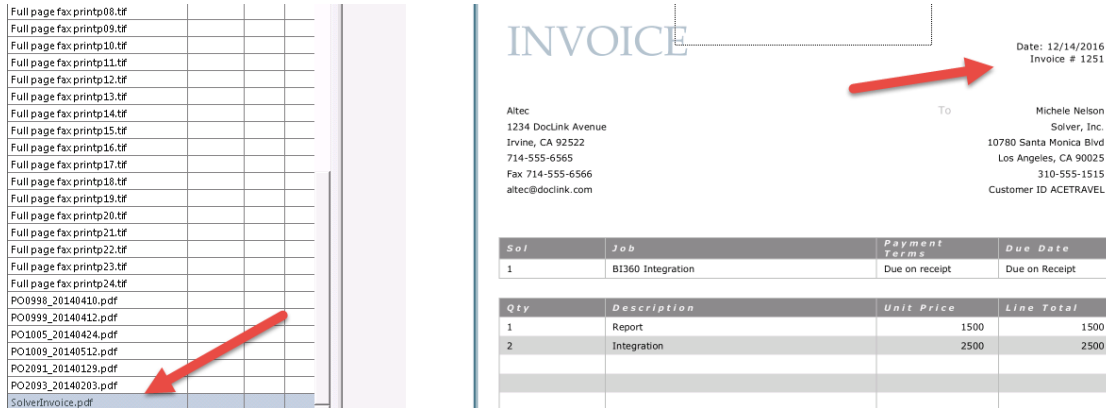
1. First we need to have an Invoice to link in the system. Check to see if your document is loaded. We are looking for a document called Solver Invoice. You should have a preset folder for documents. In this case. C:\Altec\IMTEMP\AP\Scanned_Invoices
2. Go to the Smart Client and open and click on the Index Batch and the folder that your document is in and you should see it in the Batches.



3. Scroll down to Scanned Invoices and Double Click. The select "Index Hosted Docs"

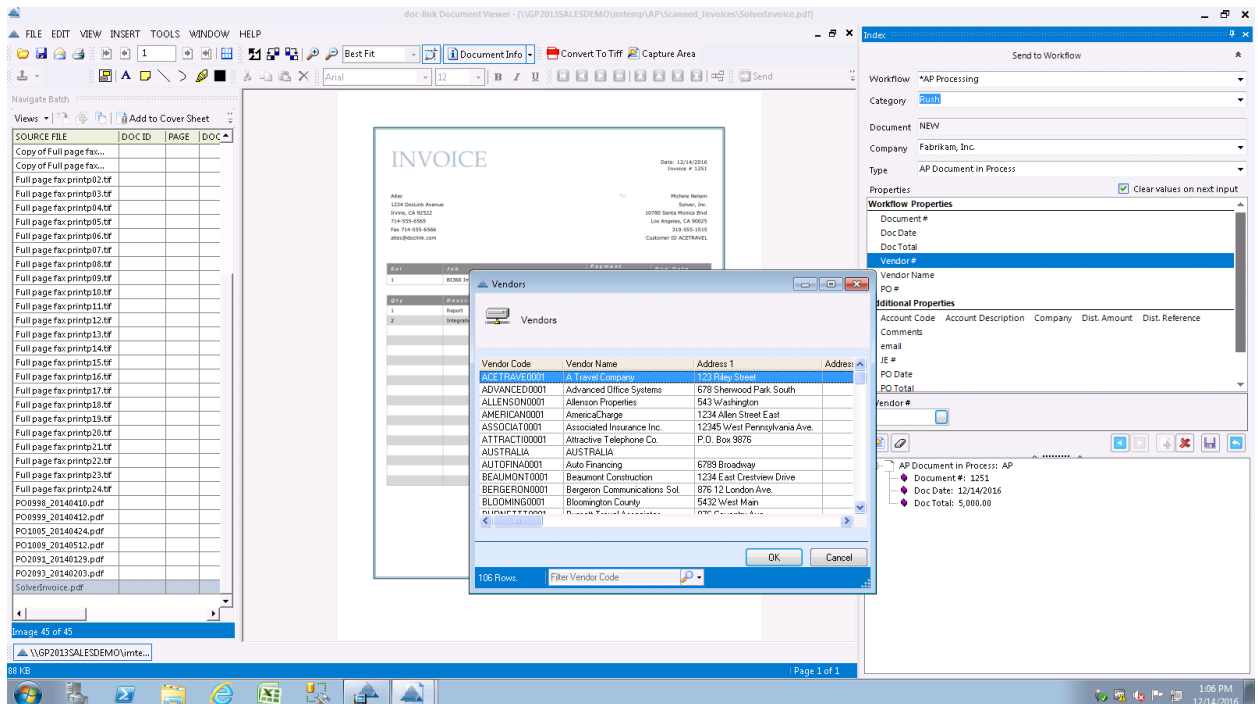


4. Scroll down to the document SolverInvoice and Double Click



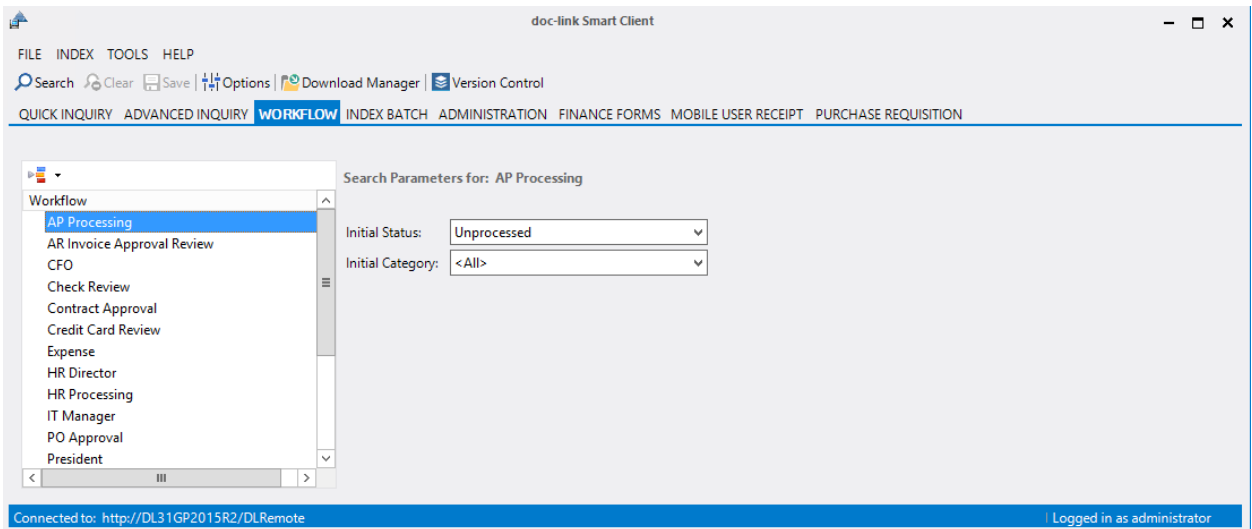
Once you have selected the documents, fill out details on the right under “send to workflow”

Document #, Doc Date, Doc Total, Vendor #, Vendor Name, PO # and then select save.



5. Save the document and then keep it open in the viewer by double clicking

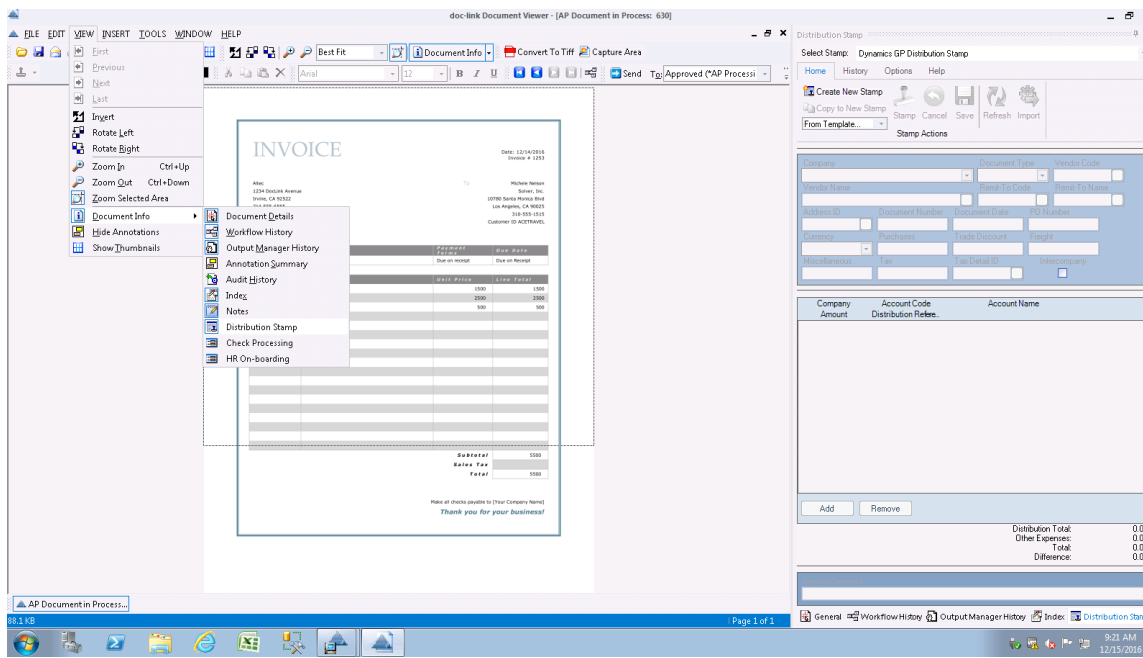
- Once you save the document it will go into Workflow. Exit out of the window and click on the workflow tab from the main screen.



- Double Click on AP Processing and you should see your Document

CATEGORY	STATUS DATE	COMPANY	ID	DOCUMENT TYPE	PAGES	PRIORITY	BATCH ID	DOCUMENT #	DOC DATE	DOC TOTAL	CURRENCY	VENDOR #	VENDOR NAME	VOUCHER #	PO #
w/ PO	8/30/2010 2:08:15 PM	Fabrikam, Inc.	327	AP Document in Process	1										
without/ PO	5/11/2012 11:46:53 AM	Fabrikam, Inc.	346	AP Document in Process	1			adf				ACETRAVE0001	A Travel Company		PO2087
without/ PO	5/11/2012 11:46:53 AM	Fabrikam, Inc.	347	AP Document in Process	1										
Rush	2/8/2013 11:36:02 AM	Fabrikam, Inc.	403	AP Document in Process	1										
Rush	2/8/2013 11:36:09 AM	Fabrikam, Inc.	404	AP Document in Process	1										
Rush	2/6/2013 9:28:44 AM	Fabrikam, Inc.	535	AP Document in Process	1			349561	2/6/2013	204.62					
Rush	2/6/2013 9:29:54 AM	Fabrikam, Inc.	536	AP Document in Process	1			2707009	2/6/2013	171.85					
without/ PO	2/6/2013 12:05:37 PM	Fabrikam, Inc.	537	AP Document in Process	1			IVC24	2/6/2013	19110.15		ADVANCED0001			
Rush	2/6/2013 2:13:02 PM	Fabrikam, Inc.	539	AP Document in Process	1			2707043	2/6/2013	128.43		PRINTEGRA0001	Printegra		PO2075
Rush	2/6/2013 2:13:53 PM	Fabrikam, Inc.	540	AP Document in Process	1			2707061	2/6/2013	168.86		PRINTEGRA0001	Printegra		
Rush	2/8/2013 12:29:06 PM	Fabrikam, Inc.	546	AP Document in Process	1										
w/ PO	7/28/2014 2:31:24 PM	Fabrikam, Inc.	611	AP Invoice	1									0000000122	PO-0000000136
w/ PO	7/28/2014 2:32:05 PM	Fabrikam, Inc.	612	AP Invoice	1									0000000136	PO-0000000142
w/ PO	9/30/2016 2:45:47 PM	Fabrikam, Inc.	614	AP Document in Process	1										
w/ PO	9/30/2016 2:46:46 PM	Fabrikam, Inc.	615	AP Document in Process	1							DELFORMS0001	Delforms		
Rush	10/20/2016 4:29:14 PM	Fabrikam, Inc.	623	AP Document in Process	1			999	10/20/2016	700.00		BEAUMONT0001	Beaumont Construction		
Rush	10/20/2016 4:47:05 PM	Fabrikam, Inc.	624	AP Document in Process	1			636	10/20/2016	800.00		BEAUMONT0001	Beaumont Construction		
Rush	10/20/2016 5:05:25 PM	Fabrikam, Inc.	625	AP Document in Process	1			OSIS001	10/21/2016	50.99		BEAUMONT0001	Beaumont Construction		
Rush	12/14/2016 1:45:24 PM	Fabrikam, Inc.	629	AP Document in Process	1			1252	12/14/2016	7000.00		BEAUMONT0001	Beaumont Construction		999
Rush	2/22/2017 8:14:12 PM	Fabrikam, Inc.	632	AP Document in Process	1			1251	12/14/2016	5000.00		ACETRAVE0001	A Travel Company		

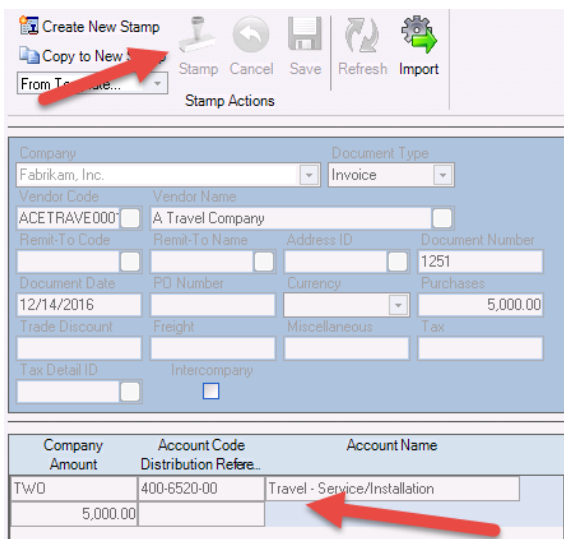
- Double click on the transaction and then go to View and then Distribution Stamp.



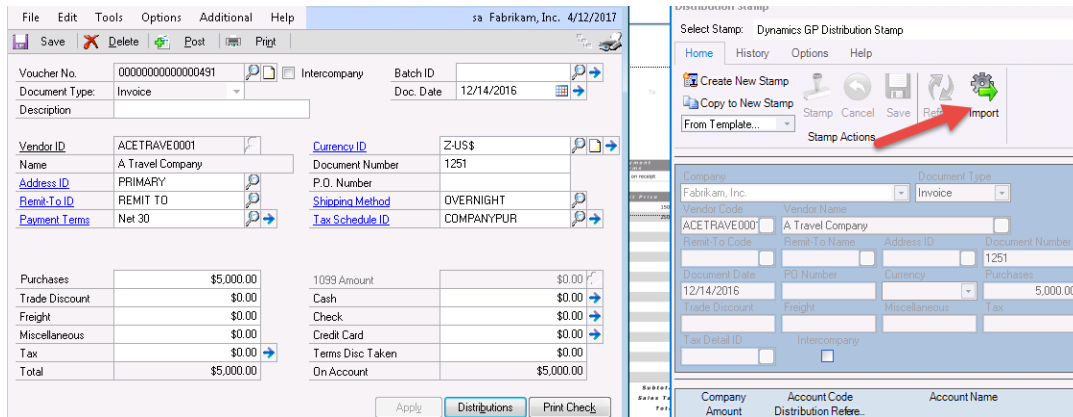
9. At this stage you can route the transaction around for approval(s)
 *To avoid confusion, you may want to close out of all the DocLink screens – at this stage.

10. Also at this stage (if no approval is necessary), you can launch DocLink in “integrated mode”. This is accomplished by launching the “Payables Transaction Entry screen” in GP. Note the “Integrated mode” icon on the DocLink screen as well as on the system tray.

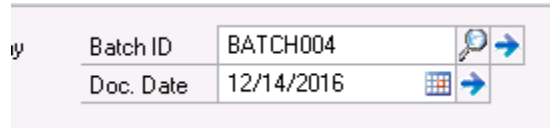
11. Add your Distributions and then click on Stamp



- Then your import Button will active. Open up your PM Transaction and then click import and your PM Transactions and Distribution will populate.



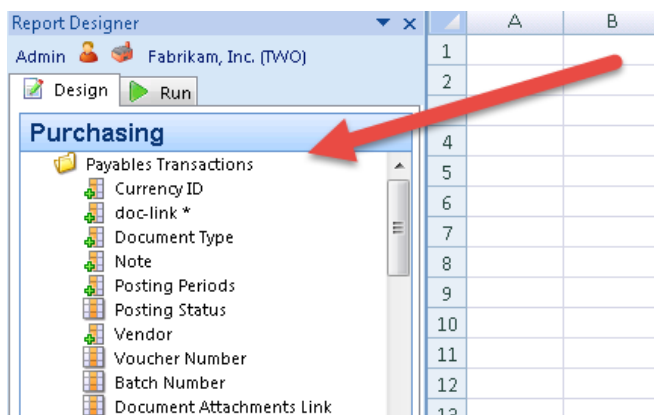
- Add a Batch and Save.



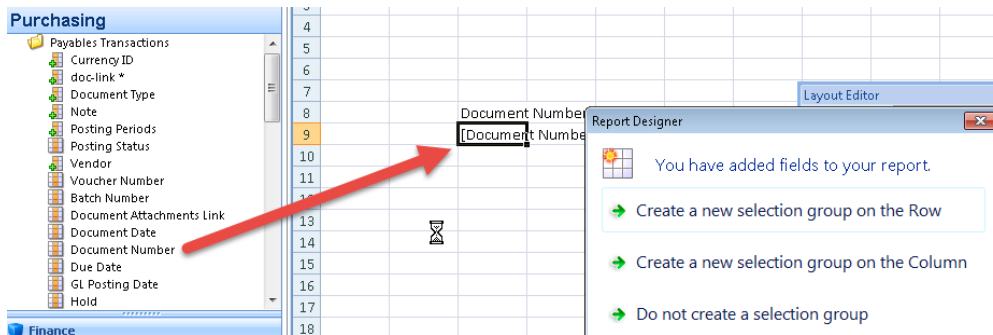
- Post the transaction and then close both Doc Link and GP Dynamics

Report

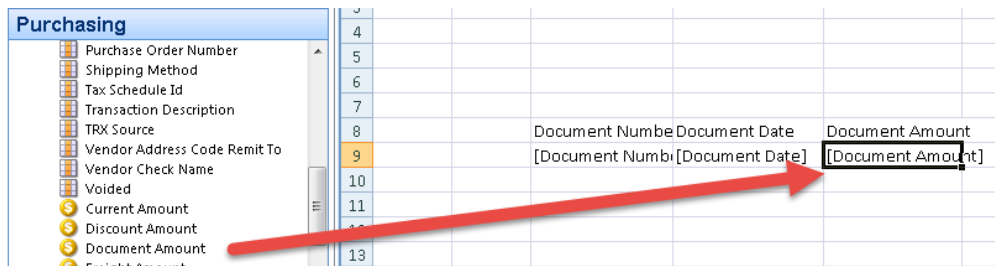
- Open the Report Designer and go to the Payables Transaction Factset



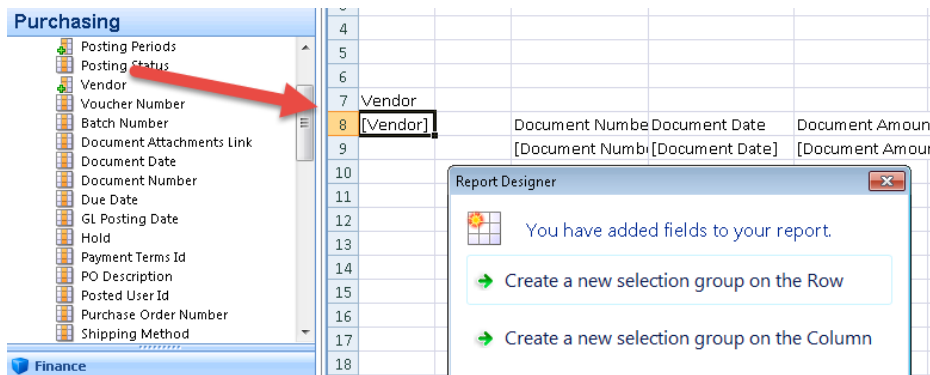
2. Drag and drop Document Number on Cell C9 and select "Create a new selection group on Row".



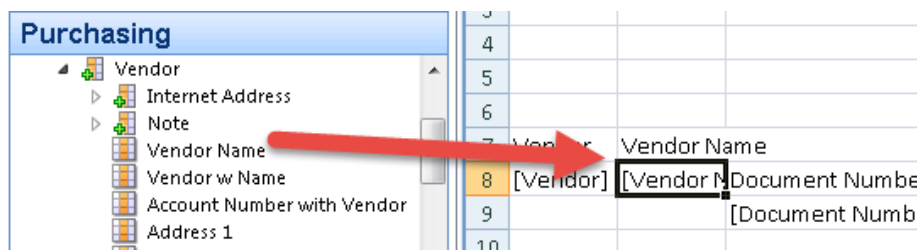
3. Added Document Date and Document Amount into the next rows.



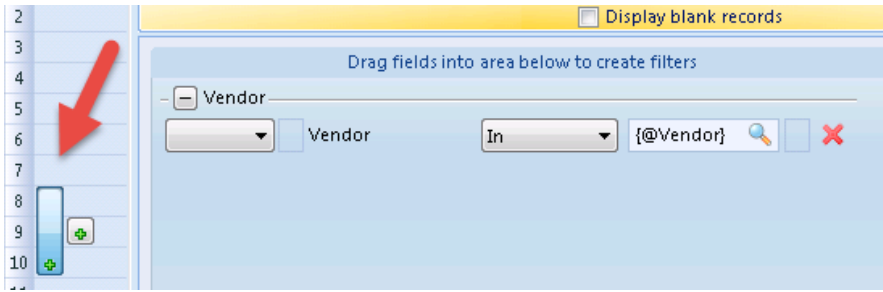
4. Drag and drop the Vendor on Cell A8 and select "Create a new selection group on the Row"



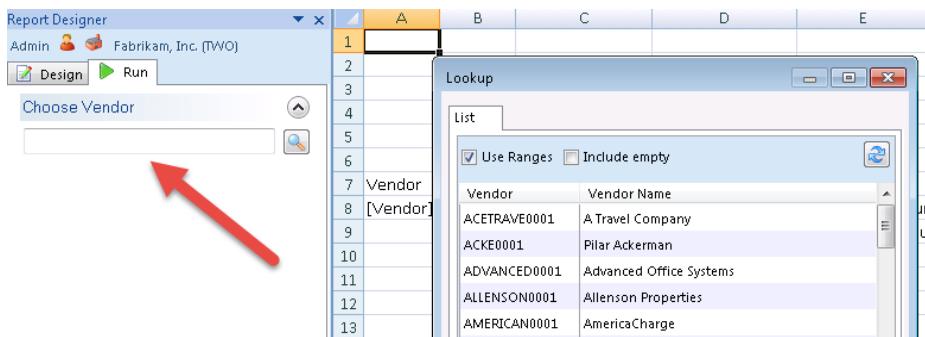
5. Open the Vendor Dimensions and drag and drop Vendor Name in Cell A9.



6. Go to the Layout Editor and Stretch the other grouping to Row 10.



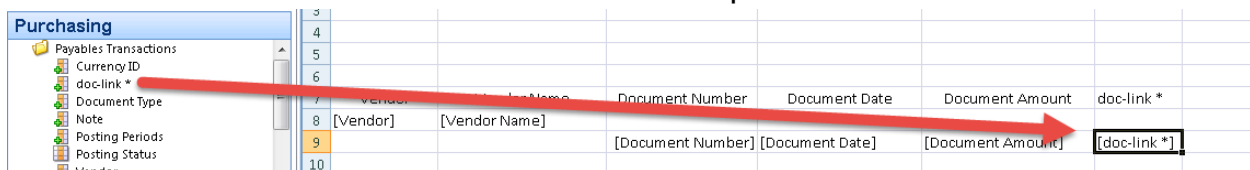
7. Go to the Run tab and you should see the Vendor Parameter. Choose the first two Vendors and run the report.



8. Run the report and it should look like this.

Vendor	Vendor Name	Document Number	Document Date	Document Amount
\CETRAVE0001	A Travel Company			
		1	4/12/2017	-1201.48
		2	4/12/2017	-1906.44
		1000	6/26/2013	657.68
		1000.3	8/1/2013	-600
		1001	7/9/2013	53.81
		1001.3	8/15/2013	-400

9. Now we can add the Doc Link to the report.



10. Run the report and you will see document 1251 and the Doc Link hyperlink next to it.

	1006	12/18/2013	2158.75		
	11006	1/28/2014	1054.39		
	11111	4/12/2017	1500		
	1251	12/14/2016	5000	633	
	1251a	12/14/2016	5000	632	
	20057	2/15/2017	-50	359	
	20059	4/12/2017	-3213.14		
	45647	4/12/2017	1000	547	
	555	4/12/2017	239.42	548	
	ADF	4/12/2017	1500	346	
	ADF0001	4/12/2017	120	293	
	ADF0002	10/10/2017	999.99	616	
	ADF0002	10/10/2017	999.99	617	
	cc577	5/8/2013	500	577	

- Double click on the hyperlink and the Doc link client viewer will appear with your Document.

INVOICE

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Los Angeles, CA 90025
310-555-1515
Customer ID ACETRAVEL

Date: 12/14/2016
Invoice # 1251

Qty	Description	Unit Price	Line Total
1	Report	1500	1500
2	Integration	2500	2500
Subtotal			5000
Sales Tax			
Total			5000

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