

# Document services - AP Invoice Automation

SYSPRO 8

Reference Guide

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# Document Services: AP Invoice Automation

## Exploring

### Where it fits in?

The **AP Invoice Automation** feature centers on a form recognition solution (powered by Azure Cognitive Services) that enables the digitization of AP invoice data directly from physical forms, streamlining data entry and expediting the three-way invoice matching process.

SYSPRO data is extracted from invoices and automatically matched to existing information in the system. A key advantage is its integration with the holistic SYSPRO solution to offer a single point of communication, eliminating the need for disparate systems. License bundles of Document Services credits allow for the seamless integration and use within the three-way GRN matching solution.

### Benefits

- Streamlined, automated invoice processing
- Identification of discrepancies, enabling focused exception management

### Functionality

- User-friendly drag-and-drop or upload option within the existing **AP Invoice Posting** program to process invoices
- Efficient extraction and validation against SYSPRO data, including matching of the purchase order number and invoice detail lines to GRNs (goods received notes)
- Managing unmatched invoice lines (where no corresponding GRN entries were found) by manual allocation
- End-to-end real time visibility via access to the supplier document using the **Supplier Query** program

## Navigation

The programs related to this feature are accessed from the **Program List** of the SYSPRO menu:

- *Program List > Accounts Payable*

## Terminology

### Goods received note (GRN)

A Goods received note refers to the mechanism whereby you capture accrual values for items received into stock that have not yet been invoiced.

### Purchase order

A purchase order is the document used to define the details of a product or service provided by a seller to a buyer. It becomes a temporary legal contract to buy products or services once the seller accepts it.

Once the need for goods or services is identified and the pre-purchase activities (e.g. requisitioning, supplier sourcing and price negotiation) are complete, a purchase order for the goods is placed with the relevant supplier.

### Supplier

Suppliers provide a mechanism for you to raise purchase orders within SYSPRO, as well as being used as a selection criterion to generate reports.

You can configure group suppliers to facilitate group and intercompany group payments (i.e. processing a single large remittance to a primary supplier instead of multiple payments to many individual suppliers).

Static information configured against a supplier is used to determine applicable tax, discounts, etc., when processing purchasing transactions.

Documents received from a supplier (e.g. invoices, credit notes, debit notes, etc.) are stored against the supplier and let you keep track of the company's liabilities.

You maintain supplier details using the **Suppliers** program and you create group suppliers using the **AP Group Suppliers** program (*Program List > Accounts Payable > Setup*).

# Starting

## Prerequisites

To use this feature, the following must be installed and configured:

- **SYSPRO 8 Cognitive Service**



- The machine or server where this service is installed must have an active internet connection.
- For the **SYSPRO 8 Cognitive Service** to work, the **\_\_SRS** operator is required. This is a standard operator which is created by the system.

- To use this feature, the following setup option(s) must be configured:
  - Cognitive service
    - Service endpoint
    - Data center for AP Invoice OCR
- If you are using **SYSPRO 8 2023**, you must apply **Hotfix KB8100581** before you can make use of the **Current Balance**, **Refresh the Current Credit Balance** and **Top Up** options in the **Consumption Based Licensing Log** program.

## Licensing

The **Document Services – AP Invoice Automation** module is not licensed separately, but there is a cost associated as credit bundles must be purchased to use the API that extracts the data from invoices. One credit is used each time an invoice is uploaded and analyzed.

## Deploying

### Operator-Level Deployment in Web UI

When deploying the capability at operator level directly within the **AP Invoice Posting** program, the process is as follows:

1. Open the **AP Invoice Posting** program.
2. Select **Document Automation** from the **Customization** gear.

A toast notification informs you that **Document Automation** has been added to the webview and that you need to re-launch the program to use the feature.

3. When re-launching the program, the new control is added to the bottom-left of the program by default.

4. Select the **Reset Layout** option from the **Customization** gear to re-position the control within the program.
5. Exit and reload the program.

The **Document Automation** control will be added to the left as a form on its own.

## Role-Level Deployment in Web UI

When deploying the capability at role level directly within the **AP Invoice Posting** program, the process is as follows:

1. Select the **Customization** gear, hover over **Design Web Views by Role** and select the relevant role from the list.

A toast notification informs you that you have entered design mode for the role.

2. Open the **AP Invoice Posting** program.
3. Select **Add Document Automation** from the **Customization** gear.

A toast notification informs you that **Document Automation** has been added to the webview and that you need to re-launch the program to use the feature.

4. When you relaunch the program, the **Document Automation** control is added to the bottom-left of the program by default.
5. Select the **Reset Layout** option from the **Customization** gear to re-position the control within the program.

A toast notification informs you that the layout has been reset.

6. Select the **Stop Designing by Role** option from the **Customization** gear.

When the role for which the **AP Invoice Automation** feature has been deployed logs in and launches the **AP Invoice Posting** program, the control displays.



To view the **Document Automation** control in the correct layout, operators within the role may need to select the **Reset Layout** option from the **Customization** gear when they first access the program and relaunch it.

## Operator-Level Deployment in Desktop UI

When deploying the capability at operator level directly within the **AP Invoice Posting** program, the process is as follows:

1. Open the **AP Invoice Posting** program.
2. Right-click on the **Transaction** pane header and select **Add Document Automation** from the **Customized Pane** option.

The **Document Automation** control is added to the top-left of the program as a form on its own by default.

## Role-Level Deployment in the Desktop UI

When deploying the capability at role level directly within the **AP Invoice Posting** program, the process is as follows:

1. Navigate to *Ribbon bar > Administration > Design UI Layouts*.
2. Select the role for which you need to deploy the **AP Invoice Automation** feature in the **Role** dropdown.
3. Select **Start Design Mode**.

The **Design Mode in Progress** window displays.

4. Open the **AP Invoice Posting** program.
5. Right-click on the **Transaction** pane header and select **Add Document Automation** from the **Customized Pane** option.

The **Document Automation** control is added to the top-left of the program as a form on its own by default.

6. Exit the program.
7. Select **Exit Design Mode** in the **Design Mode in Progress** window.

When the role for which the **AP Invoice Automation** feature has been deployed logs in and launches the **AP Invoice Posting** program, the control displays.

## Security

You can secure this feature by implementing a range of controls against the affected programs. Although not all these controls are applicable to each feature, they include the following:

- You restrict operator access to *activities* within a program using the **Operator Maintenance** program.
- You can restrict operator access to the *fields* within a program (configured using the **Operator Maintenance** program).
- You can restrict operator access to *functions* within a program using passwords (configured using the **Password Definition** program). When defined, the password must be entered before you can access the function.
- You can restrict access to the eSignature *transactions* within a program at operator, group, role or company level (configured using the **Electronic Signature Configuration Setup** program). Electronic Signatures provide security access, transaction logging and event triggering that gives you greater control over your system changes.
- You can restrict operator access to *programs* by assigning them to groups and applying



- access control against the group (configured using the **Operator Groups** program).
- You can restrict operator access to *programs* by assigning them to roles and applying access control against the role (configured using the **Role Management** program).

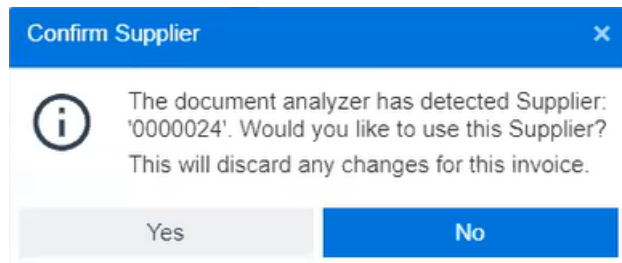


# Solving

## System messages

### Informational messages

#### Confirm Supplier



#### Cause

This message is displayed once you have uploaded a document at the **Document Analyzer** pane within the **AP Invoice Posting** program and the system detected a supplier.

#### Solution

Select **Yes** to confirm that the system detected the correct supplier.

Select **No** if you want to manually allocate the invoice to a different supplier.

## FAQs

### Will the AP Invoice Automation feature honor existing calculations and validations?

Yes, all existing validations, such as GRN matching variances as well as existing calculations, such as discounts remain unchanged and are taken into account by the **AP Invoice Posting** program when the **AP Invoice Automation** feature is used.

### Can I view the original supplier document after it was uploaded?

Yes, you can by following these steps:

1. Open the **Supplier Query** program.
2. Select the hyperlink at the **Invoice** field within the **Invoices** listview and then select the **View Supplier Invoice** option.

The original invoice that was uploaded is displayed.

## How can I purchase credits?



If you are using **SYSPRO 8 2023**, you must apply **Hotfix KB8100581** to gain access to the options detailed below.

You can purchase document credits by accessing the **OneView Portal Credit Management** page from directly within the **Consumption Based Licensing Log** program. To do this, simply select the **Top Up** button.

Once you have opened and signed into the **OneView Portal Credit Management** page within your browser:

1. Select **Top Up**.  
The **Transaction Top Up** window is displayed.
2. Select the amount of credits you would like to purchase in the **Total** field.
3. Enter a reference in the **Reference** field.
4. Select **Submit**.
5. In SYSPRO, select the **Refresh the Current Credit Balance** button in the **Consumption Based Licensing Log** program to reflect the purchased credits.

## How can I view my available credits?



If you are using **SYSPRO 8 2023**, you must apply **Hotfix KB8100581** to gain access to the options detailed below.

You can view your available credits in the **Current Balance** field within the **Consumption Based Licensing Log** program. Select the **Refresh the Current Credit Balance** button to refresh the field if required.

## Where are the documents for transactions stored?

The document for each transaction is stored in the [APInvoiceDocument](#) table. As a result, the table will continuously grow as transactions are saved.

## Which document types are supported?

The following document types are supported in the **Desktop UI** and **Web UI**:

Model	PDF	Image: JPEG/JPG	Image: TIFF	Image: PNG	Image: BMP
<b>Read</b>	Yes	Yes	Yes	Yes	Yes
<b>Layout</b>	Yes	Yes	Yes	Yes	Yes
<b>General Document</b>	Yes	Yes	Yes	Yes	Yes
<b>Prebuilt</b>	Yes	Yes	Yes	Yes	Yes
<b>Custom</b>	Yes	Yes	Yes	Yes	Yes

## How do I set up the \_\_SRS operator if it has been deleted?

The **\_\_SRS** operator is automatically created by the system when installing **SYSPRO Reporting Services**. It is required for the **SYSPRO 8 Cognitive Service** to work.

If, for some reason, this operator is deleted, you can copy another one of the **\_\_SYSTEM** operators to ensure that the default permissions are correct. You can do this by following these steps:

1. Open the **Operator Maintenance** program.
2. Browse for or enter one of the **\_\_SYSTEM** operator codes (e.g., **\_\_ESP**).
3. Select the **Copy Operator** button.
4. Enter **\_\_SRS** in the **Copy to operator** field.
5. Enter **SYSPRO Reporting Services** in the **New name** field.
6. Enter **\_\_SRS** in the **New network user name** field.
7. Select **Copy....**

The operator is created and the settings are copied. The default permissions are therefore retained.



Ensure that the operator is assigned to a valid SYSPRO company in the **Defaults** tab within the **Operator Maintenance** program.

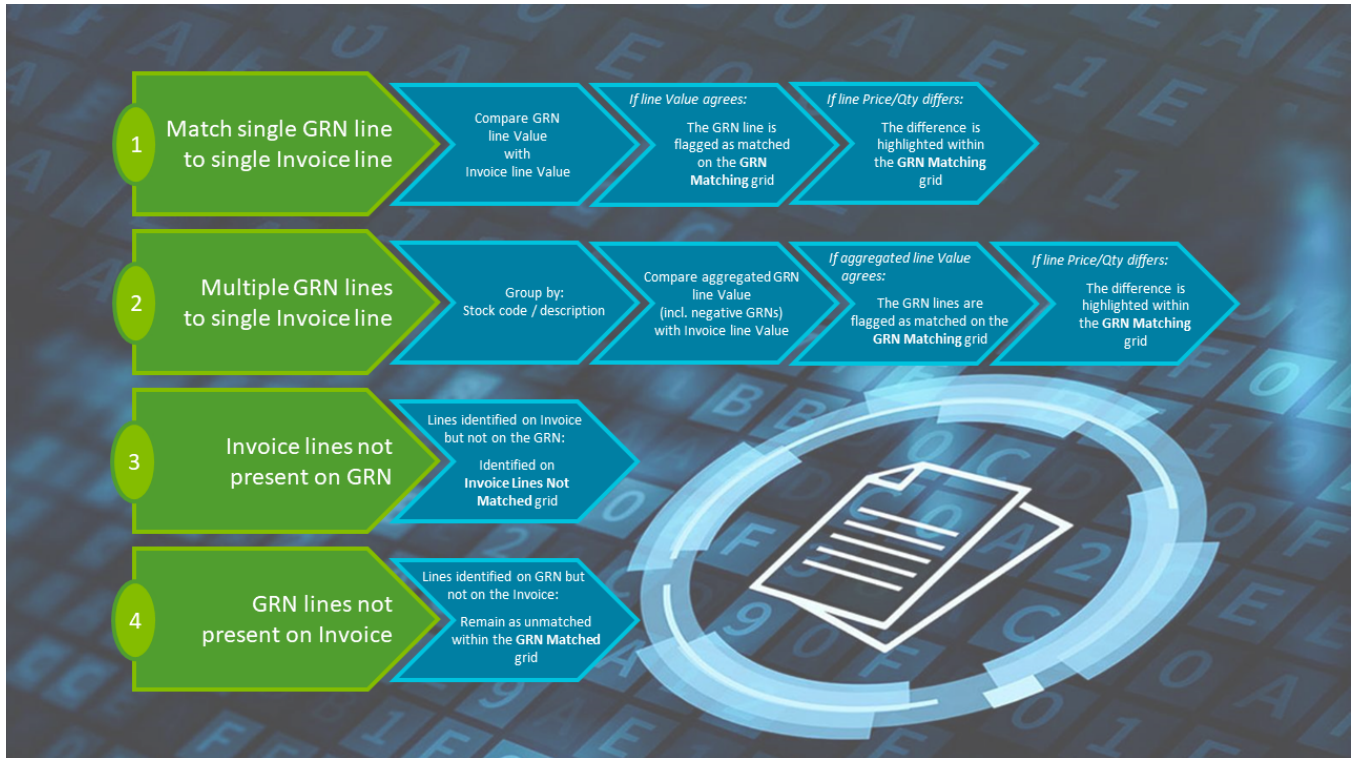
Alternatively, you can create a new operator named **\_\_SRS** using the **Operator Maintenance** program. Ensure the following:

- The operator belongs to the **ADMIN** operator group.
- The default company to which the operator is assigned is a valid SYSPRO company.

# Using

## Process

### Architecture: Matching Process

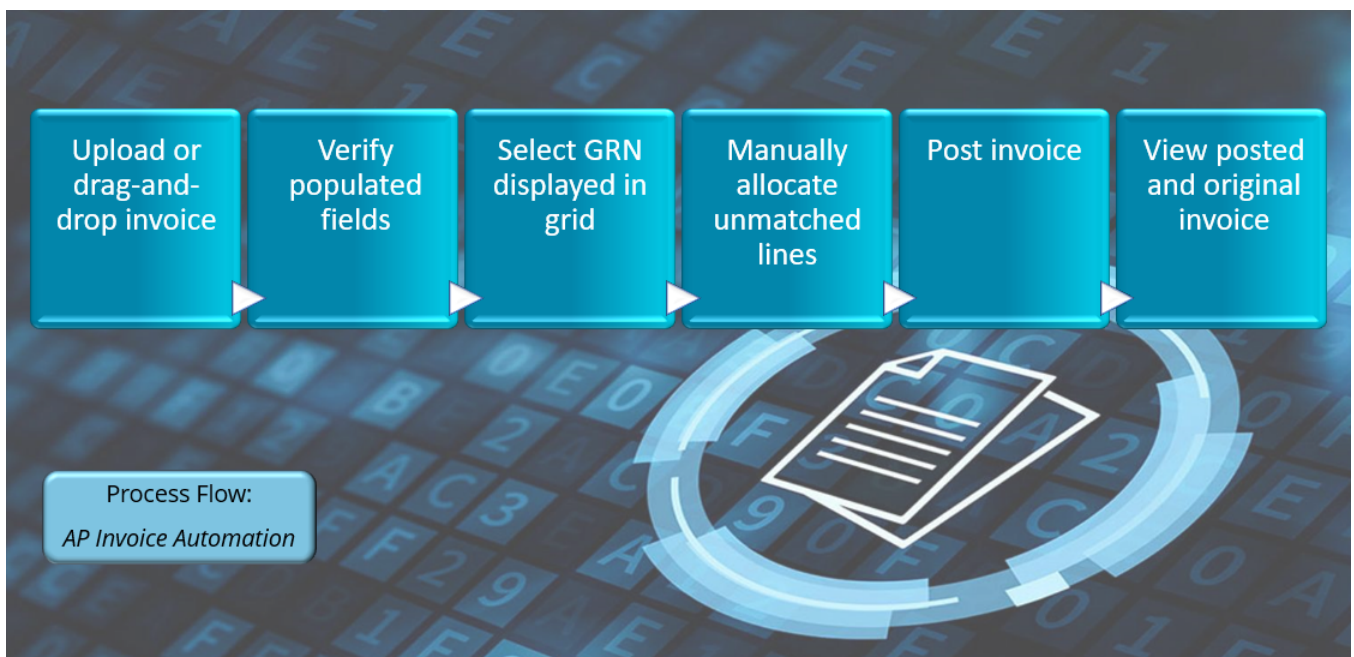


The matching algorithm within the **Document Services: AP Invoice Automation** feature relies on the following mapping between the supplier invoice information and the GRN matching grid within the **AP Invoice Posting** program:

Invoice	GRN grid
ProductCode	<ul style="list-style-type: none"> <li>StockCode</li> <li>Stock Description</li> <li>Catalogue (Supplier StockCode)</li> </ul>
Description	<ul style="list-style-type: none"> <li>StockCode</li> <li>Stock Description</li> <li>Catalogue (Supplier StockCode)</li> </ul>
Quantity	<ul style="list-style-type: none"> <li>Outstanding Quantity</li> </ul>

Invoice	GRN grid
Amount	<ul style="list-style-type: none"> <li>▪ Outstanding Value</li> <li>▪ LocalPrice</li> <li>▪ ForeignPrice</li> </ul>
UnitPrice	<ul style="list-style-type: none"> <li>▪ LocalPrice</li> <li>▪ ForeignPrice</li> </ul>

## Uploading and posting supplier invoices



1. Open the **AP Invoice Posting** program and navigate to the **Document Analyzer** form.



If the **Document Analyzer** pane is not displayed, follow the steps outlined within the **Deployment** section to do the initial setup..

2. Upload your sample invoice into the form's upload field (either by drag-and-drop, or upload selection).
3. Once the analysis is complete, the system prompts you to confirm the matched supplier. Ensure that the **Document Analyzer** correctly identifies the supplier.
4. Verify that the following fields are populated correctly from the uploaded file (i.e. invoice):

- Invoice number
  - Transaction amount
  - Invoice date
  - Tax amount
5. Navigate to the **GRN Matching** grid and confirm the following:
    - The grid is automatically updated with the GRN linked to the purchase order referred to on the supplier Invoice.
    - The GRN lines are matched accordingly.
  6. Navigate to the **Unmatched Invoice Lines** form and confirm that the **Invoice Lines not Matched** grid is automatically updated with all invoice lines that were not automatically matched to the GRN lines.
  7. Post the invoice and exit the program.
  8. Once the invoice is posted, open the **Supplier Query** program and verify that the document can be viewed accordingly.

## Affected programs

The following indicates areas in the product that may be affected by implementing this feature:

### Transaction Processing programs

AP Invoice Posting

*Program List > Accounts Payable > Invoice Processing*

This program lets you process incoming invoices, credits and debits from suppliers.

We have added the following to accommodate the **AP Invoice Automation** feature:

- You can upload or drag-and-drop the supplier invoice at the **Document Analyzer** pane.
- You can view and allocate invoice lines that couldn't be matched to the GRN lines at the **Unmatched Invoice** line pane or grid.

### Query programs

Supplier Query

*Program List > Accounts Payable*

This program lets you view data relating to your suppliers in the in the Accounts Payable module.

You can select the **View Supplier Invoice** option from the hyperlink at the **Invoice** field (within the **Invoices** listview) to view the original document that was uploaded and saved against the invoice.





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