

UNFORM[®] AP AUTOMATION TOOLS

BUSINESS PROCESS AUTOMATION SUNDAY, MARCH 8, 2020

PRINT MANAGEMENT + E DELIVERY | DOCUMENT ARCHIVING | IMAGE
MANAGEMENT | DOCFLOW

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UNFORM AP AUTOMATION



Monitored Inbound Source:
Email or Directory

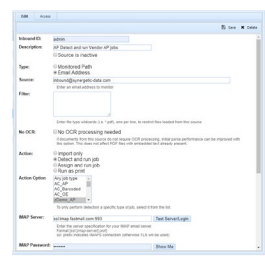
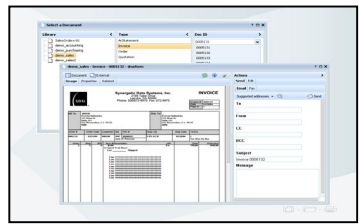


Image Manager

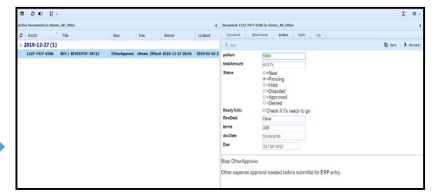
Invoice ID	Sub ID	Description	Job Name	Pages	Status
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓
1119-3024-8076	1119-3024-8076	Accounts Payable	Vendor Invoice	1	✓

Header and Line Detail
data extraction

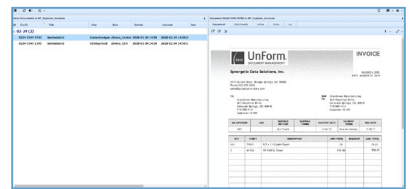
Archive



DocFlow Document Routing



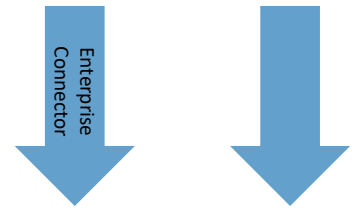
Approvals, Problem Resolution



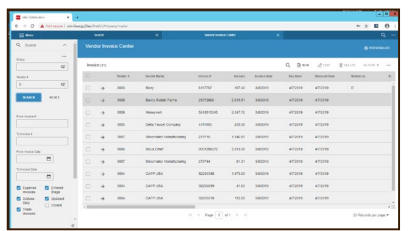
UnForm Components:
UnForm Server (Print Management + Archive)
Image Manager
DocFlow

Invoice BOD

Eid810_1.dat



Transaction imported into AP Invoice Center



TUG CONNECTS 20/20

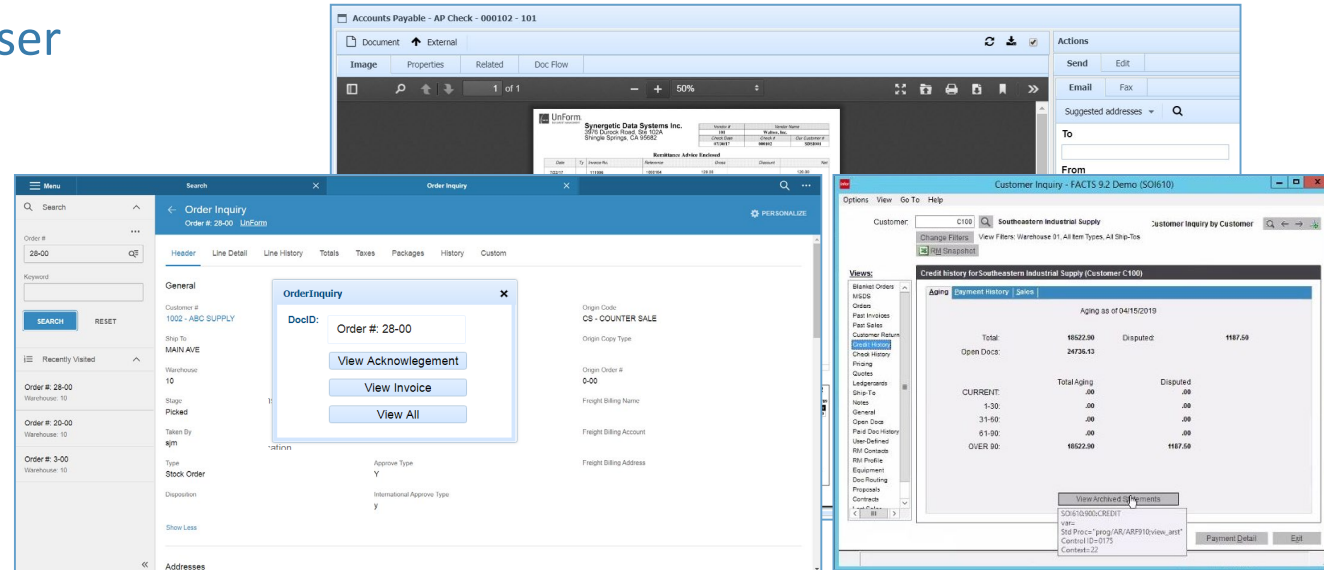
DOCUMENT ARCHIVING

Documents can be retrieved multiple ways including:

Directly from the UnForm Archive browser

ERP Launch Points: SX.e Web UI and CSD with Chrome Web Extensions, Desktop Client for SX.e GUI, FACTS

API's / Rest for integration with websites and other applications



DOCUMENT ARCHIVING

Documents are automatically linked when Archived to provide visibility to the entire transaction

The screenshot displays the UnForm Document Management interface, showing four document thumbnails arranged horizontally. Each thumbnail represents a different document type related to Accounts Payable:

- Accounts Payable, AP Check, 000102, 101**: This thumbnail shows a check from Synergetic Data Systems Inc. for \$100.00, dated 1/10/14, payable to TUG.
- Accounts Payable, Purchase Order, 1000164, 101**: This thumbnail shows a purchase order for 1000164, dated 1/10/14, for 1000 units of a product.
- Accounts Payable, Trade Invoice, 111996, 1000164**: This thumbnail shows an invoice for 111996, dated 1/10/14, for 1000 units of a product.
- Accounts Payable, Vendor Pack List, 1000164, 101**: This thumbnail shows a vendor pack list for 1000164, dated 1/10/14, for 1000 units of a product.

Each document thumbnail includes a header with the document type and number, a table of details, and a footer with the company name and address.

IMAGE MANAGER: BROWSER BASED AUTOMATED DOCUMENT CAPTURE

Jobs can be configured to either fully or partially automate the process to identify and index documents and to capture transaction data

Monitored Inbound Sources

E-mail Address
Monitored Path

Fully Automated, Assisted and Non-Assisted Indexing

PDF Text Layers
OCR
ERP Lookup Capability
Auto Click-to-Fill

The screenshot displays the UnForm Image Manager interface, which is used for configuring document capture jobs and viewing processing results. The interface is divided into several sections:

- Configuration Section:** This section allows users to set up inbound sources. It includes fields for "Inbound ID", "Description", "Type", "Source", and "Filter". There are also checkboxes for "No OCR" and "Action Option".
- Image Information Section:** This section displays the details of the captured document, including fields for "vendorID", "vendorName", "invNum", "docDate", "poNum", "GLAccount", "GLSubaccount", "merchTotal", "taxTotal", "freightTotal", "otherTotal", "discountTotal", "calcTotal", "invoTotal", "flowDept", "terms", "receiptID", and "Lines".
- Image Pages Section:** This section shows the captured document pages, including an invoice from Synergetic Data Systems, Inc. and a shipping label from Hunny Rabbit Arms, Inc.
- Table Section:** This section displays a table of document lines, including columns for "Line", "Product", "Description", "Quantity", "Unit", "Price", "Tax", "Amount", and "Status".

IMAGE MANAGER: AP AUTOMATION

Capture transaction Header and Line item data to create electronic transactions to deliver to your ERP applications.

Extracted Data Validation Capability include:

Validate against ERP Data

Duplicate Entry Check

Mathematical Validation

The screenshot displays the UnForm Image Manager application window. The title bar indicates the file path 'Edit 2019-0109 / 0109-6001-0005'. The interface is divided into two main sections. The left section, titled 'Image Information', contains a form with fields for transaction header data: vendorID (BRF010), vendorName (BRF), InvoNum (25072969-00), docDate (2018-03-27), poNum (0002772), GLaccount, GLsubaccount (000-00-00), merchTotal (2,724.78), taxTotal (190.73), freightTotal, otherTotal, discountTotal, calcTotal (2915.51), invoTotal (2,915.51), flowDept (Other), terms, receiptID, Lines, and LinesTotal (2724.78). The right section, titled 'Image Pages', contains a table of transaction line items. The table has columns for Qty, Item, Price, Disc, Extend, and Uom. The first row is highlighted in blue and shows a quantity of 10.00 for item '312P300-040 4" PVC DWV 90 ELBOW' with a price of 5.220, resulting in an extended amount of 52.20. The table lists 16 items in total.

Qty	Item	Price	Disc	Extend	Uom
10.00	312P300-040 4" PVC DWV 90 ELBOW	5.220	.00	52.20	EA
10.00	312P101-040 4" PVC DWV FEMALE	3.010	.00	30.10	EA
10.00	312P106-040 4" PVC DWV	1.430	.00	14.30	EA
10.00	312P400-040 4" PVC DWV SANITARY	7.100	.00	71.00	EA
25.00	312P100-040 4" PVC DWV COUPLING	2.180	.00	54.50	EA
6.00	131PEF-4 EFFLUENT FILTER	10.000	.00	60.00	EA
32.00	151CHLORINE CHLORINE 1 GAL (12.5	5.150	.00	164.80	EA
8.00	252CIC100BSEN 1" X 11" BRASS TANK	21.430	.00	171.44	EA
30.00	233TEFLON520 TEFLON TAPE 1/2" X	0.340	.00	10.20	ROLL
48.00	233TAPE66 3/4" X 66' ELECTRICAL	0.900	.00	43.20	ROLL
4.00	233RECTOR RECTORSEAL #5 PT	16.320	.00	65.28	EA
10.00	320125GE 1 1/4" GALV 90 DEGREE	3.440	.00	34.40	EA
14.00	258100LBCV 1" LONG BODY CHECK	21.110	.00	295.54	EA
20.00	181PS40-DSI PRESSURE SWITCH	9.100	.00	182.00	EA

DOCFLOW: FLOWS, STEPS AND ROLES

Flows

A Flow is a business Process. Flow definitions specify a series of one or more **Steps** that a document moves through, along with actions and fields enabled to respond and capture data.

Steps

A Step is a business rule within a process. A Step's **actions** define how a user responds to and routes documents through a Flow to ensure process compliance.

Roles

Each step has a responsible **role** assigned to it. Security and actions are controlled by roles. A role is simply a named-entity with one or more Docflow users as members. Note that any user can be part of any number of roles.

EHR Flows
+ - ×

Flows

- AP Items
 - H/E
 - iDemo
 - AP_Expense_Invoice**
 - ExpInvoice_Summit
 - iDemo_AP_Factory
 - iDemo_AP_Other
 - iDemo_AP_Patch
 - iDemo_AgCite
 - iDemo_Twotap
 - iDemo_Auto

Overview	Parameters	Steps	Fields	Scripting
Flow ID: AP_Expense_Invoice				
Description: Expense Invoice approval by total				
Type: iDemo				
Default Due: 0 <input checked="" type="checkbox"/> Skip Saturday <input type="checkbox"/> Skip Sunday <small>Set a default due date to this many days from the date a document is added to flow. Optionally skip Saturday or Sunday in this calculation.</small>				
Due Date Warn: 0 <small>Our dates within this number of days are highlighted when flow items are sorted by due date. Past due dates are always highlighted. Set to 0 to only highlight past due values.</small>				
Enable Annotations? <input checked="" type="checkbox"/> <small>Enable annotations (drawing) on primary images.</small>				
Annotate SubId: <small>If annotations are enabled, use it to subid when creating an annotated version of the primary document. It is always auto-sequenced. If not provided, the default value "annotated" is used.</small>				
Auto Links: <input type="checkbox"/> <small>If checked, the server will check for new links in source documents and generate attachments for them. Applies to links that reference an image subid in a library.</small>				
Auto SubId: <input type="checkbox"/> <small>If checked, the server will check for new non-text subids in source documents and generate attachments for them.</small>				

EHR Flows
+ - ×

Flows

- AP Items
 - H/E
 - iDemo
 - AP_Expense_Invoice**
 - ExpInvoice_Summit
 - iDemo_AP_Factory
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Overview	Parameters	Steps	Fields	Scripting																
<table border="1"> <thead> <tr> <th>Name</th> <th>Description</th> <th>Responsible Role</th> <th>Auto Notify ID</th> </tr> </thead> <tbody> <tr> <td>BranchApproval</td> <td></td> <td>iDemo_BranchMgr</td> <td></td> </tr> <tr> <td>ControlApproval</td> <td></td> <td>iDemo_Controller</td> <td></td> </tr> <tr> <td>CEOApproval</td> <td></td> <td>iDemo_CEO</td> <td></td> </tr> </tbody> </table>					Name	Description	Responsible Role	Auto Notify ID	BranchApproval		iDemo_BranchMgr		ControlApproval		iDemo_Controller		CEOApproval		iDemo_CEO	
Name	Description	Responsible Role	Auto Notify ID																	
BranchApproval		iDemo_BranchMgr																		
ControlApproval		iDemo_Controller																		
CEOApproval		iDemo_CEO																		
Step Options:																				
Step Name: []																				
Description: []																				
Responsible Role: []																				
Auto Notify ID: No automatic notification [] <small>Select a notification id from notify in or notify custom in. When a document arrives at this step, the role users configured for notification are emailed the selected notification.</small>																				
Help/Notes: []																				

Rules
+ - ×

Existing Rules

Add Rule	Delete
Rule ID	Description

Click

Department_Mgmt_Txn	Department Manager/Supervisor
SigCite	Vendor Group 1 level approval
HL_Auto_Invoic	Superior HR
HL_Facile_Show	HR to review significant dist
iDemo_Accounting	demo_cite_demo_fax
iDemo_AgCite1	Accounting Clerk
iDemo_App1	Approval level 1
iDemo_App2	Approval level 2
iDemo_App3	Approval level 3
iDemo_BranchMgr	
iDemo_CEO	CEO demo
iDemo_Controller	demo_mnu
iDemo_Driver1	Driver for signature capture
iDemo_Factory	demo_demo_demo_name
iDemo_Holding	demo_held
iDemo_OffManager	demo_mnu Approves for OTHER expense

Edit rule

Rule ID:	iDemo_Controller																												
Description:	demo_auto																												
Members:	<table border="1"> <thead> <tr> <th>Member</th> <th>Notify Name</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Clerk - Dan Jones</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Jen - Jim Jones</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Production Supervisor - Tom Smith</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Teresa - Steve Stevens</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Acquaintance - Acquaintance Admin User</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Acquaintance - Acquaintance User</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Admin - Administrator</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Brian - Brian</td> </tr> <tr> <td><input type="checkbox"/></td> <td>demo_juan - Brian Wagner</td> </tr> <tr> <td><input type="checkbox"/></td> <td>demo_albert - Oliver T</td> </tr> <tr> <td><input type="checkbox"/></td> <td>jim - jim jones</td> </tr> <tr> <td><input type="checkbox"/></td> <td>madden - SX Admin User</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Insider - SX User</td> </tr> </tbody> </table>	Member	Notify Name	<input type="checkbox"/>	Clerk - Dan Jones	<input type="checkbox"/>	Jen - Jim Jones	<input type="checkbox"/>	Production Supervisor - Tom Smith	<input type="checkbox"/>	Teresa - Steve Stevens	<input checked="" type="checkbox"/>	Acquaintance - Acquaintance Admin User	<input type="checkbox"/>	Acquaintance - Acquaintance User	<input checked="" type="checkbox"/>	Admin - Administrator	<input type="checkbox"/>	Brian - Brian	<input type="checkbox"/>	demo_juan - Brian Wagner	<input type="checkbox"/>	demo_albert - Oliver T	<input type="checkbox"/>	jim - jim jones	<input type="checkbox"/>	madden - SX Admin User	<input type="checkbox"/>	Insider - SX User
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<input type="checkbox"/>	Insider - SX User																												

If the notify option is checked, this user is included even if a notification is sent to this role via the [agent](#) event.

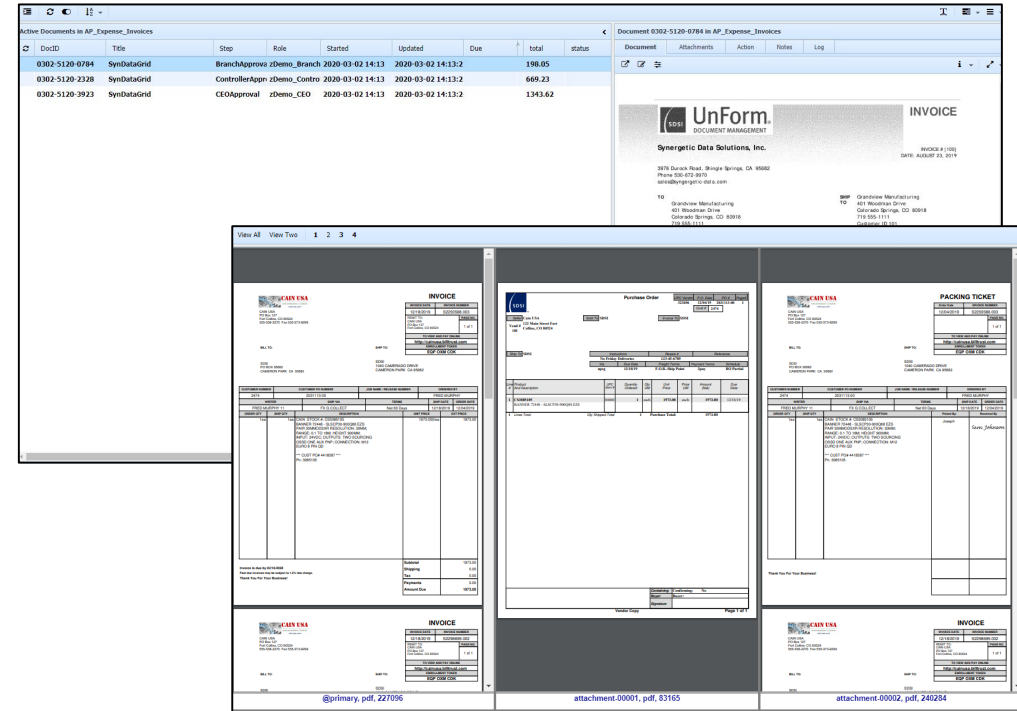
DOCFLOW

Typical AP Flows include:

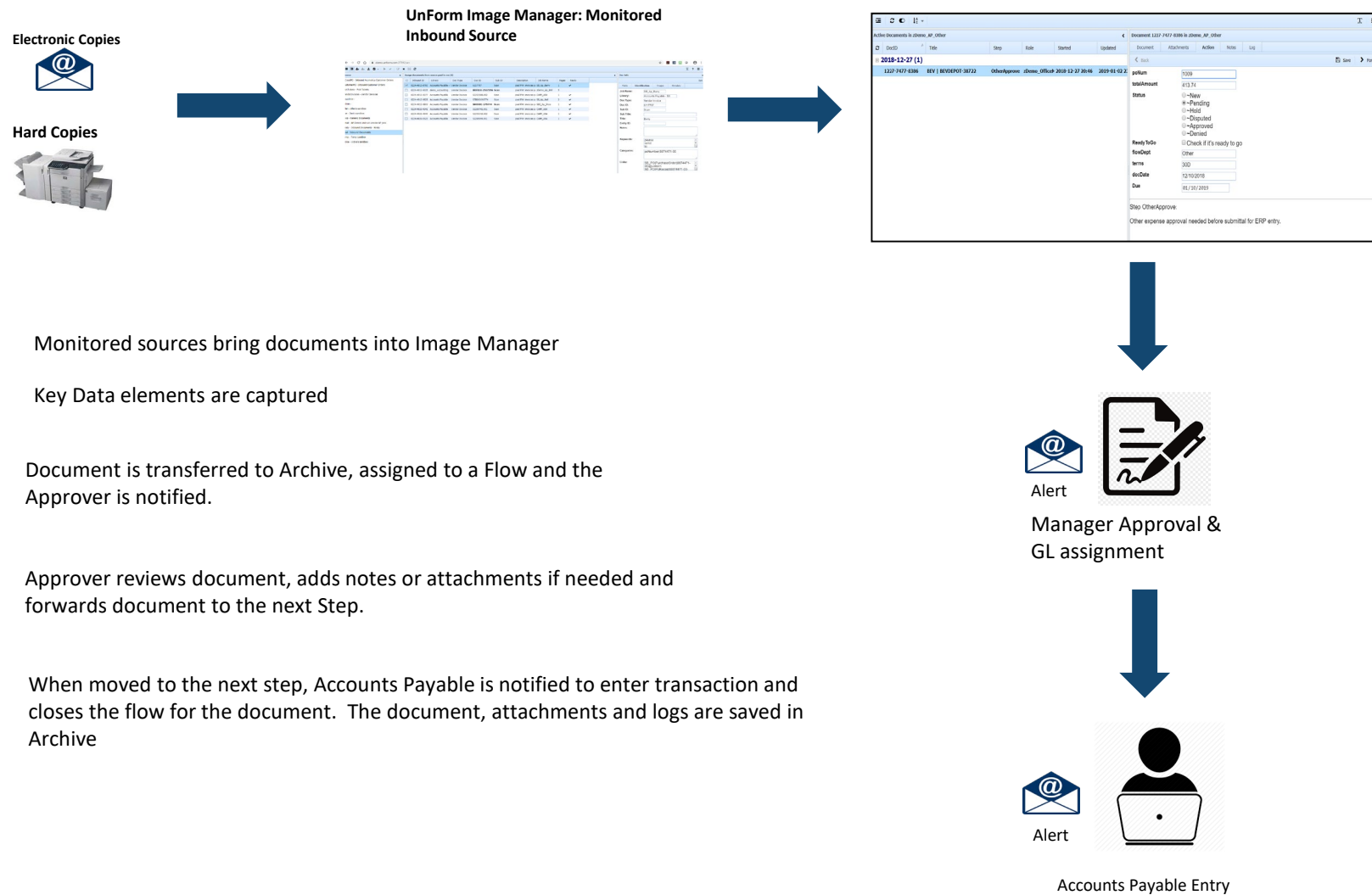
Expense Invoice approval processes

3 Way Match problem resolution

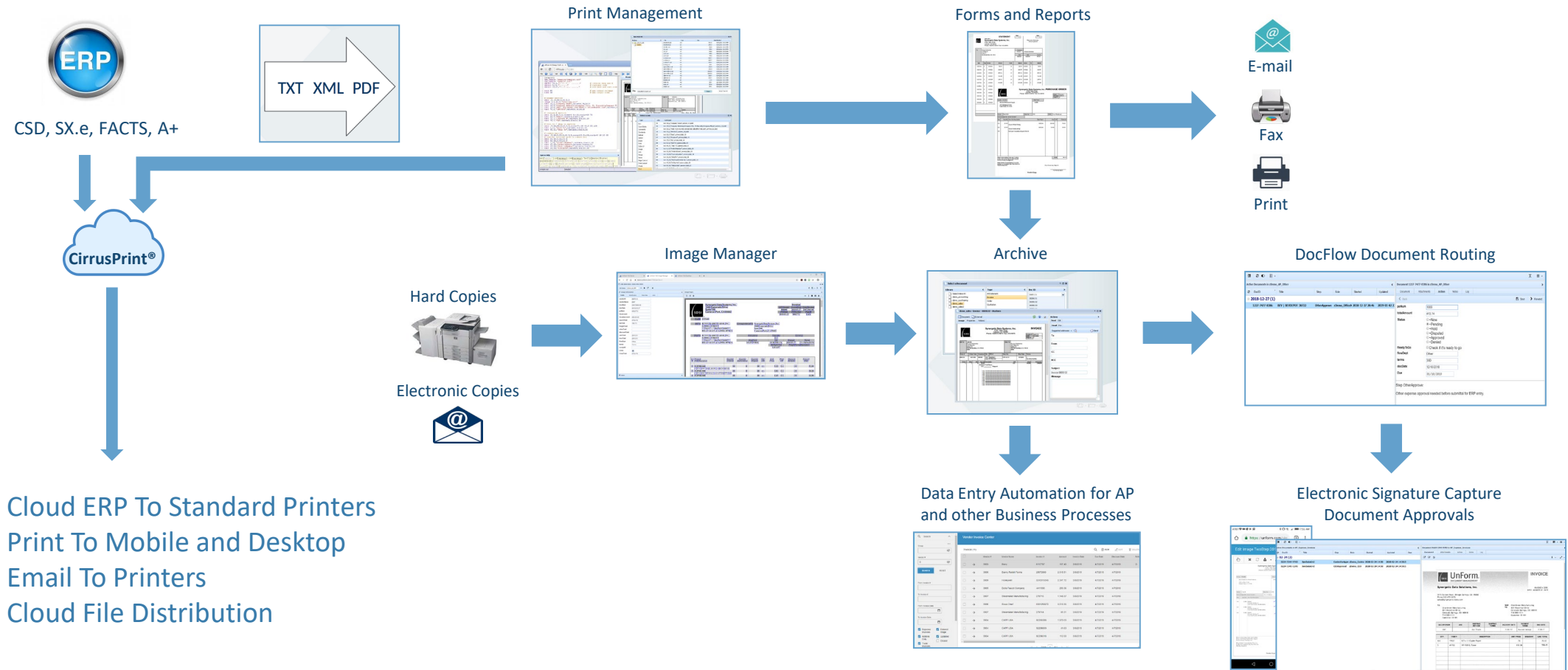
The DocFlow browser interface is
'responsive' for use on Mobile Devices
and offline capability



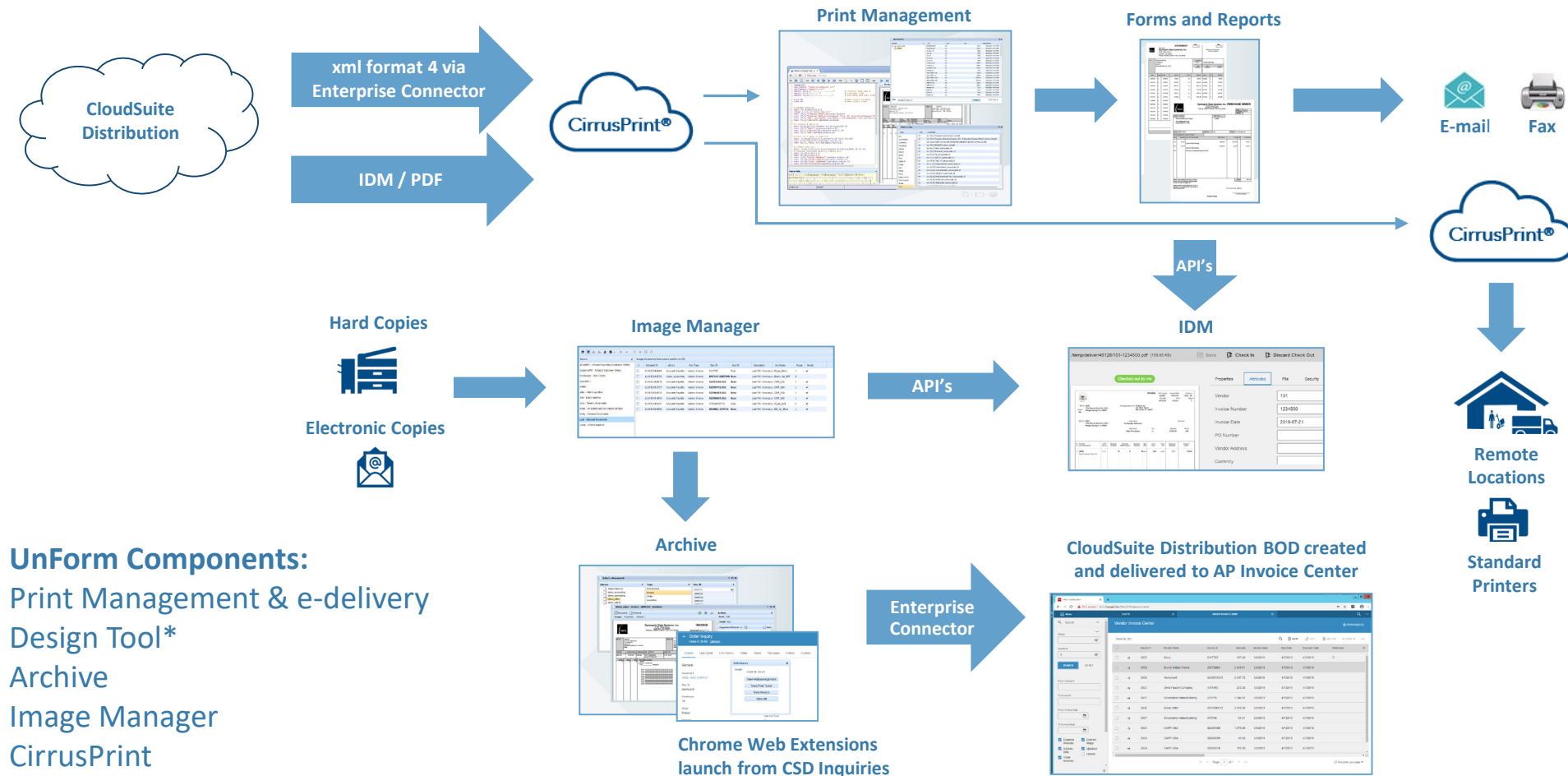
DOCFLOW: EXPENSE INVOICE ROUTING EXAMPLE



UNFORM® A TO Z, END-TO-END DOCUMENT MANAGEMENT: SOLUTION SUITE OVERVIEW



UNFORM END TO END FOR CSD AND IDM



SOLUTION DEMO

QUESTIONS