



P VAULT®
ENTERPRISE CONTENT MANAGER

VERSION **7.0** RELEASE NOTES

INTRODUCTION

We are pleased to announce the newest version of pVault, **Version 7.0**. Our focus for this new version is the efficiency of the APFlow module. Over the years of developing APFlow and adding thousands of client requests, the program tended to become “cluttered” and less responsive as changes were made. Also, user interfaces become “dated” over time.

With new functionality and programming resources from Microsoft, we have been working on an “overhaul” of the APFlow module for more than a year. The results are newly refreshed user interfaces for both processors and invoice approvers, greater customization capabilities, multiple feature requests along with increased speed and efficiency.

Below are details on our new features as well as a list of other resolved issues that were present in version 6.X. As always, users can access the release notes details from the Help -> Release notes menu.

PVAULT GENERAL



User Settings

In previous pVault versions, there were two icons on the **Home** toolbar: **User Properties** and **User Settings**.

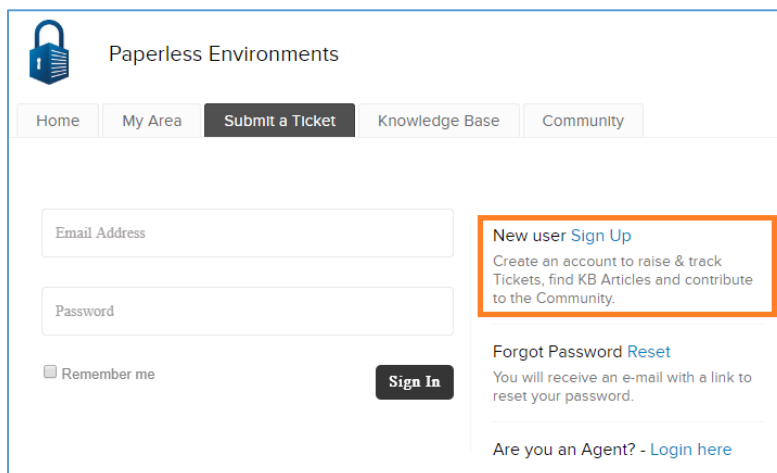
With version 7.0, those two icons are now merged into a single icon, **User Settings**. The information that was formerly housed in **User Properties** is now located on the first tab, **General**, in the **User Settings** dialog box. The remaining tabs that made up the old **User Settings** have been reordered and now display in alphabetical order.



Community

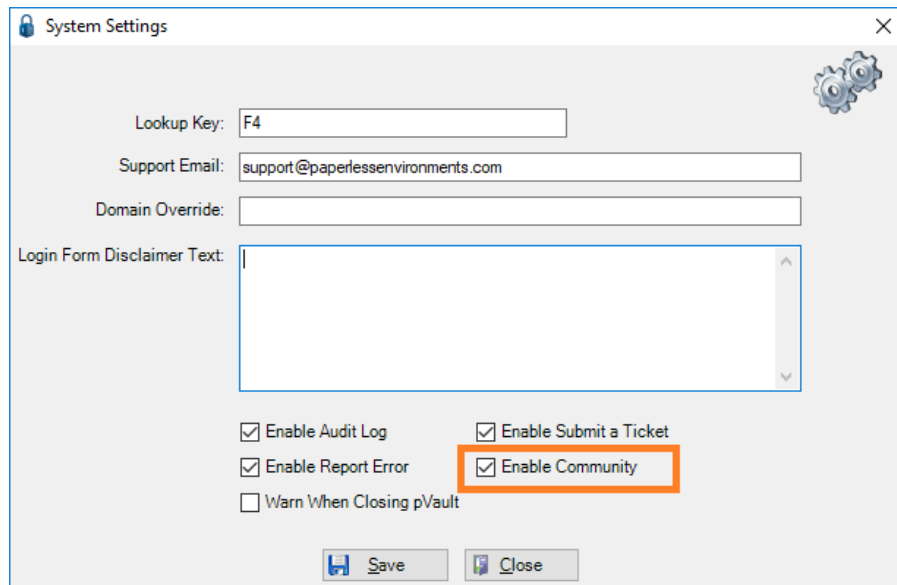
The **Community** icon is a communication tool located on the **Home** toolbar. From here you can connect to our new **Paperless Environments Community** to participate in forums about specific modules or to request new features or enhancements in future releases. The Paperless Community contains a knowledgebase as well as a dashboard to track the progress of tickets you have submitted to our support group. We are just getting started on the community as a whole and your participation will help grow it exponentially.

The first time you access **Community**, sign-up is required. Click the **New user Sign Up** link, as shown below, to submit your email address for admittance. Once you submit your access request, the Community Administrator at Paperless Environments will check your submission and send an email approval. Directions for submitting a Community access request and navigating through the **Community** portal is covered in the Online Help.



The screenshot shows the 'Paperless Environments' website interface. At the top, there is a navigation bar with tabs: 'Home', 'My Area', 'Submit a Ticket', 'Knowledge Base', and 'Community'. Below the navigation bar, there is a sign-up form with fields for 'Email Address' and 'Password'. A 'Remember me' checkbox is located below the password field. A 'Sign In' button is positioned to the right of the password field. To the right of the form, there is a 'New user Sign Up' link, which is highlighted with an orange box. Below this link, there is a description: 'Create an account to raise & track Tickets, find KB Articles and contribute to the Community.' Further down, there is a 'Forgot Password Reset' link with a description: 'You will receive an e-mail with a link to reset your password.' At the bottom right, there is a link for 'Are you an Agent? - Login here'.

Your Administrator determines if access to **Community** is appropriate for your company. The setting to turn the Community button on/off is located under **System Settings** on the **Administration** toolbar.

A screenshot of the 'System Settings' dialog box. It has a title bar with a lock icon and a close button. The settings include: 'Lookup Key' set to 'F4', 'Support Email' set to 'support@paperlessenvironments.com', 'Domain Override' (empty), and 'Login Form Disclaimer Text' (empty text area). Below these are five checkboxes: 'Enable Audit Log' (checked), 'Enable Report Error' (checked), 'Warn When Closing pVault' (unchecked), 'Enable Submit a Ticket' (checked), and 'Enable Community' (checked and highlighted with an orange rectangle). At the bottom are 'Save' and 'Close' buttons.

System Settings

Lookup Key: F4

Support Email: support@paperlessenvironments.com

Domain Override:

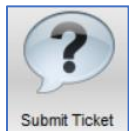
Login Form Disclaimer Text:

☒ Enable Audit Log ☒ Enable Submit a Ticket

☒ Enable Report Error ☒ Enable Community

☐ Warn When Closing pVault

Save Close



[Submit Ticket](#)

New to the **Help** toolbar in version 7.0 is a **Submit Ticket button**. This is where you can submit issue tickets to Paperless Support. Clicking the button takes you to the New Ticket area of the new Paperless Community (See Community above). Submitting tickets here will allow you to track the progress of your tickets on the My Area section of the Community.

Your Administrator determines if access to **Submit Ticket** is appropriate for your company.

Your Administrator determines if access to **Community** is appropriate for your company. The setting to turn the Community button on/off is located under **System Settings** on the **Administration** toolbar.

System Settings

Lookup Key: F4

Support Email: support@paperlessenvironments.com

Domain Override:

Login Form Disclaimer Text:

☒ Enable Audit Log ☒ Enable Submit a Ticket

☒ Enable Report Error ☒ Enable Community

☐ Warn When Closing pVault

Save Close

Server-Side Caching

In previous versions of pVault, all lookup calls were made directly from the client PC that pVault was running on, to your accounting ERP package. This results in a large amount of traffic on your network querying your accounting system. It is a slow and resource intensive process. In version 7, we have introduced data caching on the pVault server. The pVault server will make the connection to your ERP package and will “cache” the information to service the various pVault client machines. Now, when you ask for a list of vendors, employees, jobs, etc., pVault will request the information from the pVault Server instead of your ERP system. This lessens the traffic hitting your ERP server and makes the lookup response much quicker.

The server cache settings can be found on the Advanced Bridge Configuration screen located behind the **Vault Properties -> Bridge Tab -> Advanced button**.

Cache Lifetime – this setting determines how long a particular data set of cached information is kept on the pVault server if it is not accessed by a pVault client. The default setting is 15 minutes. This means that if a pVault client does not ask for a particular data list within 15 minutes, the server will release that list from the cache. When a client asks for the list again, they will have to wait a second for the server to get the list. The cache lifetime is reset every time a pVault client accesses the list. This setting may be adjusted from 0 minutes to 8 hours.

Cache Refresh – this setting determines how often the cache of data is refreshed or “pulled” from your ERP system. The default is every 5 minutes.

Advanced Bridge Configuration

—□×

Name	Value
Cache Lifetime	15
Cache Refresh	5
Employee Lookups - Display SSN	False
Enable DAL Logging	False

Description

In minutes, the amount of time accounting data tables are held on the server if not accessed. Interval can be set to a minimum of 0 minutes to a maximum of 480 minutes (8 hours).

OK

Cancel

APFLOW ADMINISTRATION

Invoice Entry Screen Customization

In past versions, the APFlow Invoice Entry screen was a static entry screen with fixed fields. Version 7.0 introduces the ability to “customize” the entry screen.

There are two levels of **Invoice Entry** setting modifications based on AP Supervisor or AP Processor access. AP Supervisors have broader control of the field settings. The processor settings build on the Supervisor settings; however, not all Supervisor settings are visible to processors. Supervisor settings are company-wide; processor settings are limited to the user who sets them up.

Configure Invoice Entry Fields – AP Supervisor

From APFlow, click the **Manage APFlow** icon. Once in the Manage APFlow screen, click **Manage Entry Fields** to access the **Configure Invoice Entry Fields [Admin Mode]** window.

Configure Invoice Entry Fields [Admin Mode]

You are currently editing invoice entry settings for all users.

Field Type: Header Reset Default ☒ Show Hidden Controls

Preview - Click or tab into the field you would like to configure.

Vendor Invoice #: Description: Field PO #: Invoice Date: Due Date: Discount Date: Invoice Total: Prorate: One Field: Credit Card #: AP Match Code: Workers Compensation: Sean's Label:

Properties

Display Text: Vendor Move Previous

Is Tab Stop: True Move Next

Display Description: True

Input Width: Add Custom Field

Allow Reviewer Edit: True

Invoice Index Type: AP Vendor

OK Cancel

The **Header** option contains the fields available in the header section of the entry screen. The **Details** option contains fields located in the coding details section of the entry screen. Additional line type options are available and are specific to your particular bridged accounting system.

Click on any field. The field you select will have a red border to indicate that is the selected field. The **Properties** that display are specific to that field, so you can see how the field may be modified. Any change that the Supervisor makes is visible to all users in that vault. Use the **Field Type** dropdown to select the section of the invoice entry screen to configure. Changes made to the properties are instantly shown in the **Preview** section of the screen.

Note: If the change can only be made by the Supervisor, the user cannot alter the change. However, if the change can be made by both Supervisor and Processors, processors can override the change made by the Supervisor.

Each field has modification **Properties** associated with it. The field determines which modification properties apply.

In this example, the **Vendor** field has five properties associated with it.

- **Display Text** contains the label that is displayed to the left of the entry field. Use this field to rename the entry field. For instance, if you want the label of the Vendor field to be “Merchant”, simply type “Merchant” into the entry box.
- **IsTab Stop** (*True False*) concerns whether or not the cursor should stop at this field when tabbing through the fields in the **Invoice Entry** screen. *True* indicates that the cursor will stop at the selected field. *False* indicates the field will be skipped.
- **Display Description** *True* indicates that a description for the selected field will display. The italicized text that displays below the field is the actual description for that field. *False* turns off the display.
- **Input Width** consists of a slider to re-size a field. Move the slider forward (to lengthen) or backward (to shorten the field).
- **Invoice Index Type** consists of a drop-down menu mapping the selected field with an index type contained on the AP Invoice or AP Invoice Confidential document types.

Other fields may also have the following properties available:

- **Allow Reviewer Edit** *True* indicates that the field will be editable by invoice approvers on the pReview screen. *False* will render the field read only on the pReview screen.
- **Hide** *True* indicates that the field will be removed or “hidden” on the entry screen. *False* makes the field visible to the processor/approver. This property is only available for fields that are not required by your accounting system.

Supervisors can also reorder fields by clicking the **Move Previous** or **Move Next** buttons. Clicking either button will move the selected field before the previous field or after the next field.

Add Custom Field - Click this button to add your own “custom” field(s) to the invoice entry screen. Once added, use the field property options, described above, to properly label, size and position the field on the entry screen. If you want to capture the custom field values as an

index on the AP Invoice or AP Invoice Confidential documents, add the additional index value onto the respective document type then map the custom field to that index type using the **Invoice Index Type** property. Custom fields may be added to the header or details sections, or on individual line type sections. There is no limit to the number of custom fields you can add.

Reset Default click this button to reset any changes you have made back to the default settings.

Show Hidden Controls check this box to display or hide field controls that you have set the Hidden property to True.

New Manage APFlow Settings

In past versions, APFlow settings were loaded when you opened pVault or switched to another vault. Therefore, every time you changed an APFlow setting under the Manage APFlow button, you had to either switch to another vault and switch back, or exit pVault and log back in for the changes to take effect. In V7, all APFlow settings take effect as soon as they are saved on the setting screens.

General Tab

There are a few new Processor and pReview settings on the General tab.

- **Allow Add Vendor on the Fly** – check this box to allow an AP Processor to use the new Add Vendor on the Fly feature. (**Note:** This is only available for select accounting systems.)
- **Allow Approval Alert** – check this box to allow the selected processor or approver to check or uncheck the approval alert checkbox on an invoice.
- **Allow Split Invoice Lines (pReview)** – check this box to give invoice reviewers the ability to use the new split line functionality on the pReview screen.
- **Allow Invoice Hold (pReview)** – check this box to allow invoice reviewers to put invoices on hold. Leaving the box unchecked will disable the Hold button on the pReview screen.

New – Expense Allocations Tab

Expense Allocations allow you to “pre-define” the allocation or coding of an invoice so that an AP Processor can quickly code an invoice. This is typically used for frequently recurring invoices (i.e. monthly fleet rental invoices) or for percentage-based allocations that are used on a frequent basis (i.e. Departmental allocations).

Note: This option is not available for every accounting system. Allocations are vault specific. If an allocation is set up in Vault #1, that same allocation will not automatically exist in Vault #2.

There are two types of allocations:

- Click **Add** (or **Edit**) to access the **Invoice Allocations** window:

Percentage allocations allow you to allocate a pre-defined percentage of an invoice to multiple lines. For each line of the invoice you want to setup, click the **New Line** button on the upper toolbar to select a line type from the list. Once the line type is selected, it appears in the grid as a new line and the coding section is shown at the bottom. Input the line level coding and the

percentage of the gross you want allocated to the line. As you enter new lines, the total percentage allocated is displayed as “Allocated XXX%” above the grid as shown below.

Once you have the allocation setup for all the lines you wish to save, click the **Save** button to save your allocation.

The screenshot shows the 'Invoice Allocations' window. At the top left is a 'New Line' button with a green plus icon. Below it, the 'Name' field is 'Monthly Electric Bill' and the 'Description' is 'Monthly electricity bill allocation to departments'. The 'Type' is set to '%'. To the right, instructions explain that percentage allocations calculate gross based on the invoice total, while dollar amounts are used when the gross is known. A table below shows three lines: Line 1 (35%), Line 2 (35%), and Line 3 (30%), with a total of 100.00% allocated. At the bottom, the 'GL Co:' is '1' (Hard Hat Developers), 'GL Account' is '83200.0202' (Utilities), 'Material' is empty, and 'Percent' is '30.00'. 'Save' and 'Cancel' buttons are at the bottom right.

Line	Description	Units	Unit Cost	Percent	Misc	Tax	Discount
1		0.000	0.00000	35.00	\$0.00	\$0.00	\$0.00
2		0.000	0.00000	35.00	\$0.00	\$0.00	\$0.00
3		0.000	0.00000	30.00	\$0.00	\$0.00	\$0.00

Fixed Dollar Allocations

Fixed dollar allocations allow you to completely code the lines of the invoice. For each line of the invoice you want to setup, click the **New Line** button on the upper toolbar to select a line type from the list. Once the line type is selected, it appears in the grid as a new line and the coding section is shown at the bottom. Input as little or as much of the line coding you wish to save including gross, miscellaneous and tax amounts. As you enter new lines, the total amount setup for the allocation is displayed as “Allocated \$x.xx” above the grid as shown below.

Once you have the allocation setup for all the lines you wish to save, click the **Save** button to save your allocation.

Invoice Allocations



New Line

Name: Monthly Fleet Invoice

Description: Monthly Fleet invoice from XYZ Fleet Rentals

Type: \$

Setup an allocation by adding lines and entering values for the available fields. There are two types of allocations that you can set up:

Percent Allocations: Enter a value into the percentage field. The gross of each line will be calculated as the invoice total multiplied by this percentage. Because the gross will not be known until the allocation is added, you can only prefill values for the line coding.

Dollar Amount: Enter an exact amount for the gross of each line. Because the gross is known, you can prefill values for the line coding and line detail.

Allocated: \$826.50

	Line	Description	Units	Unit Cost	Gross	Misc	Tax	Discount	Total
	1	Vehicle and Pedestrian Equipme	0.000	0.00000	\$375.55	\$0.00	\$0.00	\$0.00	\$375.55
	2	Vehicle and Pedestrian Equipme	0.000	0.00000	\$450.95	\$0.00	\$0.00	\$0.00	\$450.95

JC Co: 1 Job: 1004- Phase: 111000- - Cost Type: 3 Department: 0101 GL Account: 12300.0101
 Hard Hat Developers Towne Retail Center Vehicle and Pedestrian Equipme Subcontracts General Const Work In Progress - Subcontract
 Material: Description: Vehicle and Pedestrian Equipme UM: LS Units: 0.000 Unit Cost: 0.00000
 Lump Sum Amount-Hard Coded
 ECM: Supplier: Gross: 450.95 Misc: 0.00 ☒ Include Misc Tax Type: 1 Tax Code:
 Basis: 0.00 Tax: 0.00 Retainage %: 0.00 Retainage: 0.00 Discount %: 0.00 Discount: 0.00
 Pay Category: 1 Pay Type: 1 Secondary Vendor: Trans #: Date: Total: 450.95
 Ex Pay Type 1 Job Payables

Save

Cancel

Invoice Routing Tab

A new **Rule Filter** field has been added to aid users in filtering routing rules based upon text entered into this field. As you type into the rule filter field, the list of routing rules is filtered based on the name, description and rule details. For instance, if you want to filter the list to all rules that pertain to Job 100, typing “100” into the rule filter field will filter the list down to rules that have “100” in the name, description or rule details as shown below.

Note: The APFlow settings for these users are valid only for the current Vault: 1 - Paperless Construction Co

General Advanced AP Accruals Credit Cards Document Match Expense Allocations **Invoice Routing** Issue List Proxy Users Quick Notes

Routing Group: Default

Rule Filter: 100

Rules:

Rule ID	Name	Description	Active	Exclusive	Inter Vault
3	job 100	job 100	Yes	No	No

Add Advanced Edit Remove

Description:

{Company} = '1' AND {Job} = '1000-'

Recipients:

User / Role	Sequence
Dawson, Seth	0

Green = Header Field Blue = Detail Field Red = User is no longer a Reviewer

Bank Accounts Manage Routing Groups Invoice Routing Test OK

AP Indicators Tab – Removed

In versions prior to V7, you had the ability to add custom fields to an invoice in the **AP Indicators** section. Upon upgrading to V7, existing AP Indicators are converted to the “Header” section of the invoice entry screen as custom fields.

APFLOW – INVOICE ENTRY

You will notice upon opening the **Invoice Entry** screen that the entire screen has been revamped or refreshed with many new features.

The screenshot shows the 'Invoice Entry' window with several annotations:

- Screen settings buttons:** Points to the window control buttons (minimize, maximize, close) in the top right corner.
- Buttons moved to toolbar:** Points to the 'New Line', 'Approve Invoice', 'Route Invoice', 'Document Match', 'DocRoute', 'Import Invoice', 'Export Invoice', 'Vendor History', 'Allocations', 'Add Vendor', and 'Manage Secondary Vendors' buttons in the top ribbon.
- Invoice Line Options:** Points to the 'Line' column header in the 'Invoice Line Options' table.
- New Sidebar:** Points to the 'Alerts' sidebar on the right side of the screen.

The main form contains the following fields:

- Header:** Vendor (100), Invoice # (12345), Description (Test Invoice), Invoice Date (10/5/2018).
- Payment Info:** Due Date (10/5/2018), Discount Date (12/10/2018), Invoice Total (100.00), Field PO #, Hold Code.
- Address Override:** Credit Card #, AP Match Code, Document Class, Address Sequence.
- Invoice Line Options:** A table with columns: Line, Line Type, Description, Job, Phase, Units, Unit Cost. The first row shows Line 1, Job, Test Invoice, with Units 0.000 and Unit Cost 0.00.
- Form Fields:** JC Co, Job, Phase, Cost Type, Department, GL Accounts (84000.0101), Hard Hat Developers, Material, Description (Test Invoice), UM (LS), Units (0.000), Unit Cost (0.00000), ECM, Supplier, Gross (100.00), Misc (0.00), Include Misc (checked), Tax Type (1), Tax Code, Basis (0.00), Tax (0.00), Retainage % (0.00), Retainage (0.00), Discount % (0.00), Discount (0.00), Pay Category (1), Pay Type (1), Secondary Vendor, Trans #, Date, Total (100.00).
- Checkboxes:** Approval Alert, Confidential Invoice, Do Not Pay, Lock Coding, Lock Taxes.

The first thing you will notice is that all the buttons that were located throughout the **A/P Invoice Entry** screen in prior versions are now located on top of the screen in the ribbon toolbar.

The ribbon toolbar contains the following buttons and shortcuts:

- New Line
- Approve Invoice (Ctrl + A)
- Route Invoice (Ctrl + R)
- Document Match (Ctrl + M)
- DocRoute (Ctrl + D)
- Import Invoice (Ctrl + I)
- Export Invoice (Ctrl + E)
- Vendor History (Ctrl + H)
- Allocations
- Add Vendor (Ctrl + O)
- Manage Secondary Vendors (Ctrl + G)

Screen Settings Buttons

There are 3 new screen settings buttons located at the top right-hand corner of the Invoice Entry screen.



Pin form on top of all other forms

Click this icon to “pin” the **Invoice Entry** screen so that it displays on top of other forms. pVault remembers the pinned status of the form so the next time the user accesses **Invoice Entry**, that form will display on top.



Configure Invoice Entry Fields – Processors

While AP Supervisors can manipulate the system-wide default settings of the Invoice Entry screen, AP Processors can also customize certain aspects of the screen to their liking. Clicking the small gear icon displays the **Configure Invoice Entry Fields** dialog as shown below. Processor settings are a subset of the settings available to AP Supervisors and are saved for each individual processor.

Configure Invoice Entry Fields

You are currently editing invoice entry settings for user: pVault Administrator

Field Type: Header Reset Default

Preview - Click or tab into the field you would like to configure.

Vendor	Invoice #:	Description:
Field PO #:	Invoice Date:	Due Date:
Discount Date:	Invoice Total:	Prorate: One Field:
Credit Card #:	AP Match Code:	Sean's Label:

Properties

Is Tab Stop: True

Display Description: True

Input Width:

Move Previous Move Next

OK Cancel

Use the **Field Type** dropdown to select the section of the invoice entry screen to configure. The **Header** option contains the fields available in the header section of the entry screen. The **Details** option contains fields located in the coding details section of the entry screen. Additional line type options are available and are specific to your particular bridged accounting system.

In the **Preview** section of the screen, click on any field. The field you selected will have a red border to indicate that is the selected field. The **Properties** that display are specific to that field, so you can see how the field may be modified. Any change that the Processor makes is visible only to that Processor. Changes made to the properties are instantly shown in the **Preview** section of the screen.

In this example, the **Vendor** field has three properties available to the Processor.

- **Is Tab Stop** (*True/False*) concerns whether or not the user should stop at this field when tabbing through the fields in the **Invoice Entry** screen. *True* indicates that the user will stop at the selected field. *False* indicates the field will be skipped.
- **Display Description** *True* indicates that a description for the selected field will display. The italicized text that displays below the field is the actual description for that field. *False* turns off the display.
- **Input Width** consists of a slider to re-size a field. Move the slider forward (to lengthen) or backward (to shorten the field).
- Processors can also reorder fields by clicking the **Move Previous** or **Move Next** buttons.

- **Reset Default** returns all fields of the selected Field Type to their original default properties.

Note: The settings are saved in the pvault database. Therefore, a processor's screen settings will "follow them" to each machine they log into. This is a great improvement for companies that use Citrix Servers. In prior versions, the settings were saved in the registry settings of the particular PC or Server they logged into. You would "lose" your settings if you moved to another machine.



Configure user level hot key settings – Invoice Entry

A new feature available in V7 is the ability to assign keyboard function keys to both toolbar icons as well as functions of the Invoice Entry screen. Click the icon to open the **Configure Invoice Entry Hot Keys** dialog box.

Current Configuration	
Field Lookup:	F4
Save Invoice	Ctrl + S
Next Invoice	Ctrl + N
Close Entry Form	Ctrl + Q
Approve Invoice	Ctrl + A
Route Invoice	Ctrl + R
Document Match	Ctrl + M
DocRoute	Ctrl + D
Import Invoice	Ctrl + I
Export Invoice	Ctrl + E
View Vendor History	Ctrl + H
Add Vendor	Ctrl + O
Manage Secondary Vendors	Ctrl + G
New Job Line:	F5
New Inventory Line:	F6

OK Cancel

The dialog box lists the buttons and functions available in your particular system. Individual function keys can be assigned to individual buttons located on the ribbon toolbar. Invoice entry functions can be assigned **CTRL + Letter** hotkey functionality. These settings are user specific, so each processor can setup the function key combinations to their own liking.

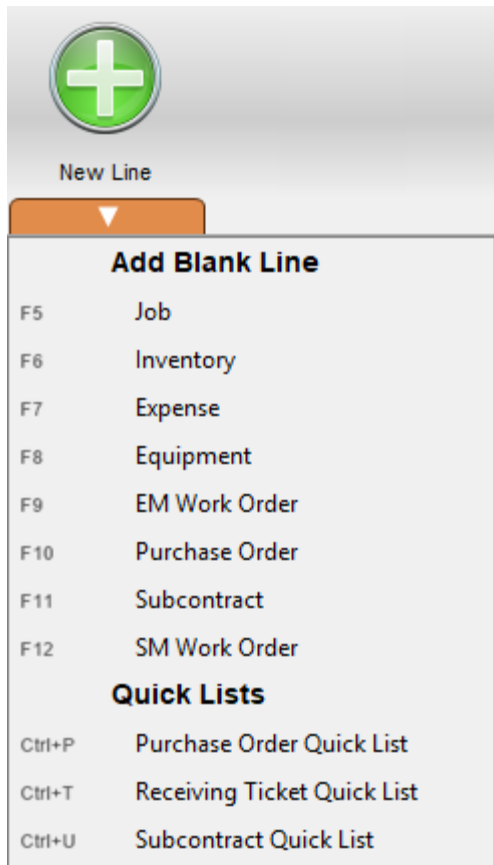
Note: **Ctrl + C**, **Ctrl + V** and **Ctrl + X** are not available as **Ctrl** hot key settings because of their Windows settings functionality ("Copy", "Paste" and "Exit").

The assigned **Ctrl** hot keys display directly below the ribbon toolbar icons. The display of the Ctrl hotkeys is toggled by the **Alt** key on your keyboard. Press the **Alt** key to hide or display the assigned hotkeys as shown below.



New Line Button

The **New Line** button functionality has been changed to a drop-down menu and a few new functions have been added.



Click the assigned function key or use the dropdown to generate a new invoice line or present the selected “Quick List” for purchase orders, subcontracts or receiving tickets.

Note: The listed **Blank Line** selections vary based on the accounting system.



Import Invoice Button

The Import Invoice button is available, currently, to two ERP systems, Sage 300 CRE and Viewpoint Vista. Each has its own unique capabilities.

Sage 300 CRE

You now have the ability to import invoices that have already been entered into the Sage 300 CRE AP Module for routing and approval. This way, you can post costs to your accounting system first and not have to wait for final approval.

This button must be turned on from the **Manage APFlow -> Advanced tab**. Look for the **Allow Invoice Import from A/P** setting. Changing the setting to True will turn on the Import Invoice button.

To import a previously entered invoice, click the **Import Invoice** button to display the **Import Invoice** dialog shown below. Type in the vendor number and invoice number that you wish to import, then click the **OK** button. The information entered in Sage 300 CRE will be imported onto the open invoice entry screen. All information will be in a read only mode and cannot be changed. You can route the invoice as you normally would. Once the invoice has reached a final approval, exporting your invoices will detect that the invoice was imported and will simply mark the invoice as “exported” in the pVault system.

A screenshot of the 'Import Invoice' dialog box. The dialog has a title bar with the text 'Import Invoice' and standard window controls (minimize, maximize, close). The main area is titled 'Invoice Information' and contains two text input fields: 'Vendor:' and 'Invoice #:'. The 'Vendor:' label is underlined. At the bottom right of the dialog are two buttons: 'OK' and 'Cancel'.

Viewpoint Vista

The **Import Invoice** button for Viewpoint Vista systems will import subcontract invoices that are setup in the SL Worksheet module of Vista. This functionality is the same as previous versions of pVault.



Export Invoice Button

While viewing invoices that are fully approved and ready for export, you will find an **Export Invoice** button on the Invoice Entry screen toolbar. This can be used to export the individual invoice you are currently viewing. **Note:** Processors must have the **Allow Processor Export** function assigned to them.

Vendor Invoice History – New Feature

A new feature has been added to the **Vendor Invoice History** screen. You can now select one or more lines from the coding section of the screen and click the **Copy Line(s) Coding To Invoice**

Vendor Invoice History

Vendor: Construction Supply Co.

Invoice #	Description	Invoice Date	Invoice Total	Hold Code	Due Date	Exported
96324	Plywood	10/9/2007	\$0.00		11/27/2007	Yes
97205	Materials	11/7/2007	\$0.00		12/7/2007	Yes
97213	Screeds	11/11/2007	\$0.00		12/27/2007	Yes
3000	Insulation	11/5/2007	\$1,995.00		1/30/2008	Yes
97923	Snap Ties	12/14/2007	\$0.00		1/27/2008	Yes
300002	Insulation	12/10/2007	\$3,000.00		2/28/2008	Yes
64a65454	test	7/5/2011	\$75.00		7/5/2011	Yes

View Documents

Invoice Lines for Selected Invoice:

Line	Description	PO	Job	Subcontract	Phase	Cost Type	Work Order	Material	GL Account	Company	Location	PO Line	Total
1	SNAP TIES 4-1/2"	5221						311	13000.	1	1		\$1,926.00
2	SNAP TIES 6"	5221						311	13000.	1	1		\$727.60

Copy Line(s) Coding To Invoice

NOTE: Copied coding might differ from what is shown if the invoice has been edited in the accounting system after exporting.

Close

button to copy the coding to the invoice you are currently working on. The copy function only copies the coding aspect of the lines, not the dollar amounts.

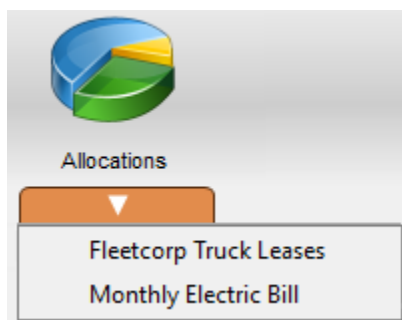


Allocations Button

Once an AP Supervisor sets up an allocation for recurring invoices, and the Processor accesses **Invoice Entry** for that invoice, the **Allocations** icon will be visible in the toolbar.

Important: The **Allocations** icon is only visible in the toolbar if allocations are supported and configured for the vault. The icon will only be enabled once lines can be added (by filling out the **Vendor** and **Invoice Number** fields).

Click the down arrow located below the Allocations button to access a menu of allocations available. Picking one of the listed allocations will cause the system to add the pre-configured lines to the invoice. Percentage based allocations will allocate the gross amount of the invoice according to the percentages setup by the AP supervisor. Dollar value allocations will enter the pre-defined lines and dollar amounts as setup by the AP Supervisor.





Add Vendor Button

There are times when a Processor receives an invoice for a vendor that is not setup in the accounting system. To avoid delays entering the invoice, the Processor—with the proper permissions—can add a new vendor while on the **Invoice Entry** screen.

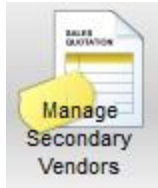
Permission to add a new vendor is granted by the Administrator on a per Processor basis on the **Manage APFlow -> General tab**.

Click **Add Vendor** button open the **Add Vendor** dialog box:

The 'Add Vendor' dialog box contains the following fields and controls:

- Vendor Code:
- Name:
- Short Name:
- Type:
- Cost Type:
- Contact:
- Phone #:
- Due Terms: Discount Terms:
- Discount Rate:
- Address 1:
- Address 2:
- City: State: Zip:
- Buttons:

Required fields include **Vendor Code** and **Name**. Other required fields are accounting system-specific. Once the required information is entered, click the Add button to commit the new vendor to your accounting system.



Manage Secondary Vendors Button

Use the **Manage Secondary Vendors** button to display the secondary vendor management screen as shown below. Here you can add new secondary vendors or edit existing ones. Use the Filter field to filter the list to find the secondary vendor you are looking for.

Manage Secondary Vendors

Filter:

ID	Secondary Vendor Name
5	Best Buy
1	Home Depot
2	Lowes
4	Office Depot
3	Route 99 Truck Stop

Add

Edit

OK

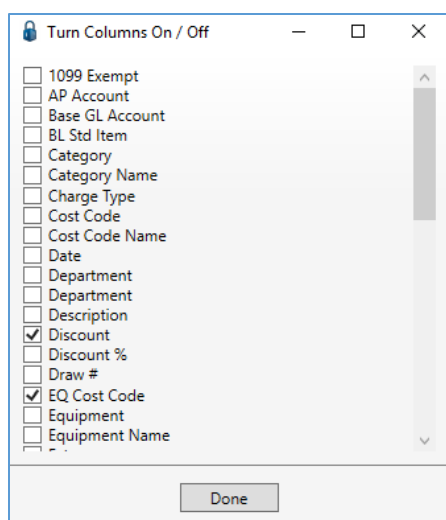
Invoice Entry - New Functionality

Grid Columns

In previous versions, the invoice entry line grid contained a “fixed” set of columns. This grid has been upgraded to allow processors to adjust which columns are included in the grid and reorder or resize the columns to their liking.

To move a column to a new position, click the column heading and drag and drop it anywhere else on the line grid. The system will remember the column order for the user changing it.




To “add” or “delete” columns, right-click anywhere in the line grid to access the **Turn Columns On / Off** dialog box. Check fields that you wish to display in the grid and uncheck fields that you wish to hide.



Note: This is available for users, on a user-by-user basis. This is not done by the Administrator.

Invoice Line Imbedded Functionality

Each new invoice line includes functionality icons specifically for that line.

				Line	Job	GL Account	Units	Unit Cost	Gross	Tax Amount	Tax Liability	Retainage	Discount	Total	EQ Cost Code
				1		21	000000	0.000000	\$4,854.37	\$145.63	\$10.00	\$0.00	\$0.000000.00		



New Line.

Click this button to add a new line of the same line type initially selected.



Change Line Type.

Click to display the **Lookup Utility, Line Type** list. This allows users to change the current line type of a line to a new line type.



Split Line

Allows a user to split the amount on a line to multiple new lines. Clicking the button brings up the **Split Line** utility as shown below. The system automatically splits the line into 2 lines. However, the user can enter any number of lines they wish to split the current line into by typing the number of lines into the **Number of resulting lines** field. Tabbing off of the field will show the results of the split. You can adjust the amounts of each line manually or you can evenly distribute the amount to each line by clicking the **Allocate Evenly** button. Once split to your specifications, click the **Split** button to add the new lines to the invoice.

Split Line

Line Gross: \$1,000.00

Unallocated: \$0.00

Number of resulting lines:

Allocate Evenly

Line	Amount
1	\$500.00
2	\$500.00
3	\$0.00
4	\$0.00
5	\$0.00

Split

Cancel



Remove Line.

Click the remove line button to remove the associated invoice line.

Invoice Entry Sidebar

This new sidebar replaces the notes section as well as 3 separate buttons in earlier pVault versions. Each section of the sidebar can be collapsed by clicking the blue title bar of the section. Click the blue title bar of a collapsed section to open it. The entire sidebar can be collapsed by clicking **Hide Sidebar**. pVault “remembers” which sections were open or collapsed the next time Invoice Entry is accessed.

The screenshot shows a vertical sidebar with several sections. At the top is the 'Alerts' section with a blue title bar and a list of alert types: 'Invoice Approved' (with a green arrow icon) and 'Invoice Exported' (with a red arrow icon). Below this is the 'Invoice Information' section, also with a blue title bar, containing 'Vendor Info:' (showing 'No Vendor Entered') and 'Line Totals:'. The 'Invoice Notes' section follows, with a blue title bar and an 'Add Note' button. Below that is the 'Issues' section with a blue title bar, a table with columns 'Issue' and 'Resolved', and two rows: 'Attach PO' and 'Co-signer Required'. The 'Line Notes' section is at the bottom, with a blue title bar and an 'Edit Note' button. A vertical 'Hide Sidebar' button is on the right side of the sidebar.

The **Alerts** section takes the place of the old Alerts button. Click an Alert Type to display the available alert options.

The **Invoice Information** section is a new feature that displays additional information about the current invoice. The information is reflective of the open invoice and typically includes the vendor address and even line totals.

The **Invoice Notes** section takes the place of the old invoice notes section of the invoice entry screen. View previously entered notes here and click the **Add Note** button to add your own notes to the invoice.

The Issues section takes the place of the old Issues button. Issues set up by the Administrator in **Manage APFlow, Issue List** tab, display here. Check an issue to display the **Must Resolve** and **Resolved** fields.

In the **Line Notes** section, notes to specific invoice lines can be entered. This section will only display if the bridged accounting system is not header-only and the **Enable Line Notes** advanced bridge setting is set to *True*.

General Invoice Entry Screen Features

Re-sizeable Screen

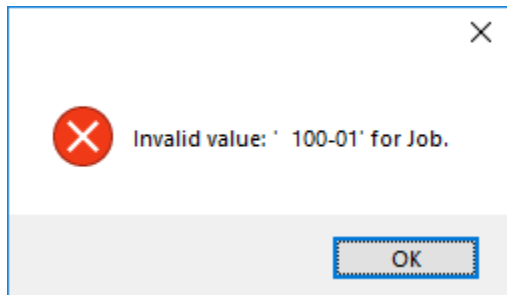
The **Invoice Entry** screen is now re-sizeable. As you manipulate the size of the screen, the fields move so they remain visible. If the screen is manipulated so not all toolbar icons display, an overflow indicator is present. If the screen re-sizes in a way that all fields can no longer fit on the screen, a scroll bar will display in the entry section to allow users to scroll to the fields no longer visible.

Moving through the Invoice Entry Fields

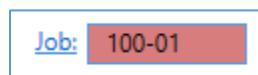
Move through the **Invoice Entry** screen in a forward direction by pressing either the **Tab** or **Enter** key. Need to go backward? Hold the **Ctrl** key and press the **Enter** key to back up to a previous field. This method even works when going from the header information to the line details section.

Field Validation

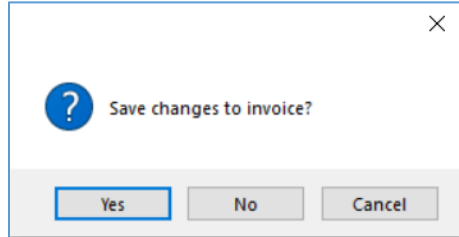
As you are entering and/or approving an invoice, the system will verify the data entered. When an error occurs on the **Invoice Entry** screen, a dialog box, similar to the following, displays identifying the error:



Once you click **OK** to close the dialog box, the field with the error will display in red, similar to the following and the cursor will be placed into the offending field.



Cancel



Frustrated in the past by not being able to remain in the **Invoice Entry** screen if you accidentally clicked the “X” to exit the screen, and the only choice is to save your work and then get back in?

Cancel functionality is now part of the dialog box. This allows you to return immediately to the invoice and continue working.

Numeric Field Calculations

A new feature has been added whereby users can type in mathematical formulas or equations into any numeric field on the **Invoice Entry** screen. For example, in the **Invoice Total** field, type an addition or subtraction formula in the field such as $20 + 100 + 50$. Tab off the field and the field value will read 170 .

APFLOW – APPROVE INVOICES

Screen Customization

Invoice approvers will notice that we have a new and improved Approve Invoices screen.

The screenshot shows the pReview application window. At the top is a ribbon toolbar with icons and labels for various actions: Save (Ctrl+S), View Document (Ctrl+D), Approve Invoice (Ctrl+A), Reset to Pending (Ctrl+T), Reject Invoice (Ctrl+J), Place On Hold (Ctrl+O), Document Match (Ctrl+M), Invoice Info (Ctrl+I), Route Invoice (Ctrl+R), Vendor History (Ctrl+H), Email (Ctrl+E), Print (Ctrl+P), and Refresh (Ctrl+F). Below the toolbar, the main area is divided into several sections. On the left, there are dropdown menus for User (pVault Administrator), Vault (6. STAGING - Sage 300), and Status (Approved (5)). A legend indicates that red invoices require immediate attention for due date and blue invoices require immediate attention for discount date. The central part of the screen displays a table of invoices for Vendor: A-1 Electric Company, Invoice: 3241, Status: Approved. The table has columns for Vendor #, Vendor Name, Invoice #, Field PO, Hold Status, Invoice Date, Discount Date, and Due Date. Below this is a table with columns for Line, Description, Job, GL Account, Units, Unit Cost, Gross, Misc, Tax Amount, Tax Liability, Retainage, Discount, and Total. At the bottom, there are input fields for GL Account (10-6111), Receipts, Description (this line), Units (0.000000), Unit Cost (0.000000), Payee, Gross (0.00), Misc (0.00), Retainage % (0.0000), Retainage (0.00), 1099 Exempt, Tax Group (OR), Oregon - Outside Metro Region, Tax Amount (15.00), Tax Liability (55.00), Discount (0.00), Misc Deduction Pct (0.00), Secondary Vendor, Trans #, Date, Total (15.00), and Net Pay (15.00). On the right side, there is a sidebar with sections for Alerts (Alert Type, Invoice Approved, Invoice Exported), Invoice Information, Vendor Info (A-1 Electric Company, 46520 Hwy 99), Invoice Notes (10/10/2018 3:11:16 PM Administrator, pVault Invoice 3241 (Invoice ID: 16) was approved by Reviewer: pVault Administrator. (Lines: 1)), Issues (Issue, Resolved, Attach PO, Co-signer Required), and Line Notes. At the bottom right, there are buttons for Edit Invoice and Copy Codes.

Vendor #	Vendor Name	Invoice #	Field PO	Hold Status	Invoice Date	Discount Date	Due Date
100	A-1 Electric Company	3241			3/3/2018		4/2/2018
100	A-1 Electric Company	465			3/3/2018		4/2/2018
100	A-1 Electric Company	55556			3/3/2018		4/2/2018
100	A-1 Electric Company	RESET TEST			3/3/2018		4/2/2018
101	Alpha Insulation	46456465			2/11/2018	2/21/2018	3/13/2018

Line	Description	Job	GL Account	Units	Unit Cost	Gross	Misc	Tax Amount	Tax Liability	Retainage	Discount	Total
1	this line		10-6111	0.000000	0.000000	\$0.00	\$0.00	\$15.00	\$55.00	\$0.00	\$0.00	\$15.00

Count: 5

GL Account: 10-6111 Receipts: Description: this line Units: 0.000000 Unit Cost: 0.000000

Misc Expenses

Payee: Gross: 0.00 Misc: 0.00 Retainage %: 0.0000 Retainage: 0.00 1099 Exempt Tax Group: OR Oregon - Outside Metro Region

Tax Amount: 15.00 Tax Liability: 55.00 Discount: 0.00 Misc Deduction Pct: 0.00 Secondary Vendor: Trans #: Date:

Total: 15.00 Net Pay: 15.00

Approval Alert

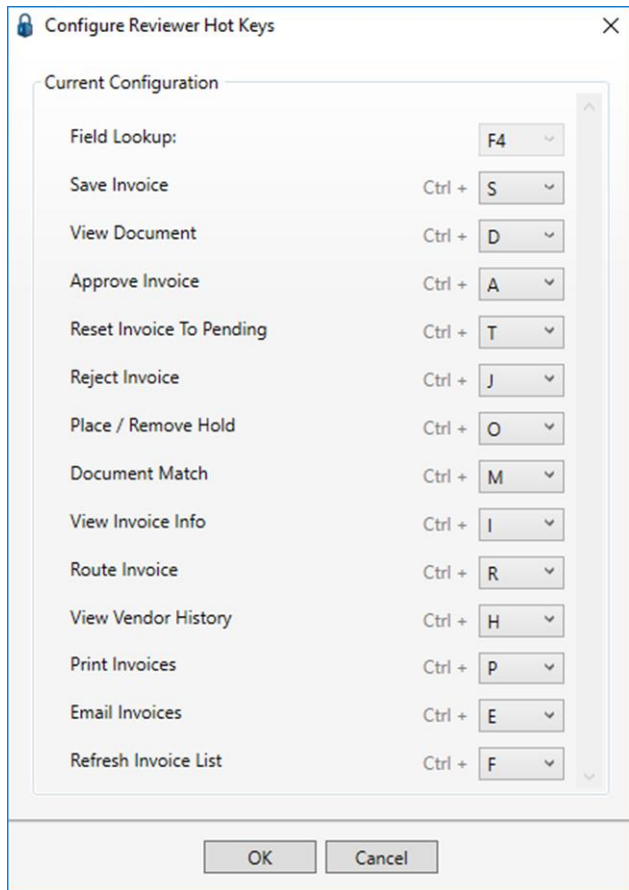
Edit Invoice Copy Codes

The first thing you will notice is that all the buttons that were located throughout the **Approve Invoices** screen in prior versions are now located on top of the screen in the ribbon toolbar.



Configure Reviewer Hot Keys

A new feature available in V7 is the ability to assign keyboard function keys to both toolbar icons as well as functions of the Approve Invoices screen. Click the icon in the upper right-hand corner of the screen to open the **Configure Reviewer Hot Keys** dialog box.

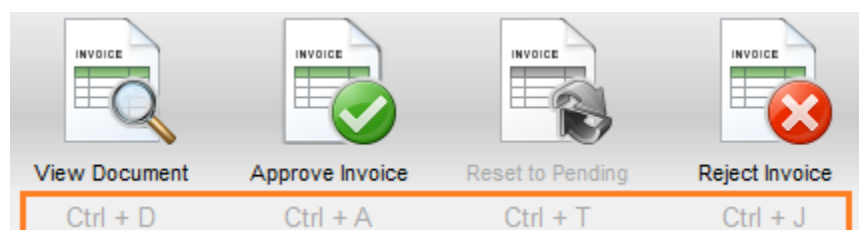


The dialog box lists the buttons and functions available in your particular system. Assigning hot keys can eliminate the need to use a mouse when approving invoices. The settings are approver specific.

Invoice Approval functions can be assigned **CTRL + Letter** hotkey functionality.

Note: **Ctrl + C**, **Ctrl + V** and **Ctrl + X** are not available as **Ctrl** hot key settings because of their Windows settings functionality ("Copy", "Paste" and "Exit". The **Field Lookup** hot key (**F4**) is view-only here since that setting reflects what your company's Administrator selected during system set-up.

Current **Ctrl** hot keys display directly below the ribbon toolbar icons. To hide the **Ctrl** hot keys, press the **Alt** key. This is the toggle key. To display the **Ctrl** hot keys, press the **Alt** key again.



Invoice Filters

The old “tree view” for invoice filters for user, vault, status and/or Job has been replaced with a new drop down menu system.

User: pVault Administrator ▼

Vault: 6. STAGING - Sage 300 ▼

Status: Approved (5) ▼

User – use this menu to select the user that you wish to view invoices for. The list will contain your approver name as well as any invoice approvers that you have proxy rights to.

Vault – use this menu to select the vault you wish to view invoices for.

Status – use this menu to select the status, job, property, etc. filters for the invoices in your inbox. The numbers next to the status reflect the total number of invoices with that particular status.

In addition to the normal filters, above, we have also added a filter to view “Unread” invoices in your box.

User: pVault Administrator

Vault: 1. Paperless Construction Co

Status: Pending (2)

All | Unread

	Vendor #	Vendor Name	Invoice #
	8001	Alpha Insulation	0283848
	982	Dans Painting	32433

By default, when you enter the Approve Invoices screen, the filter will be set to “**All**” invoices. Every invoice that has the status set in the **Status filter** will be shown. By clicking on the **Unread** button, the resulting list of invoices will reflect invoices for that status that you have not viewed before.



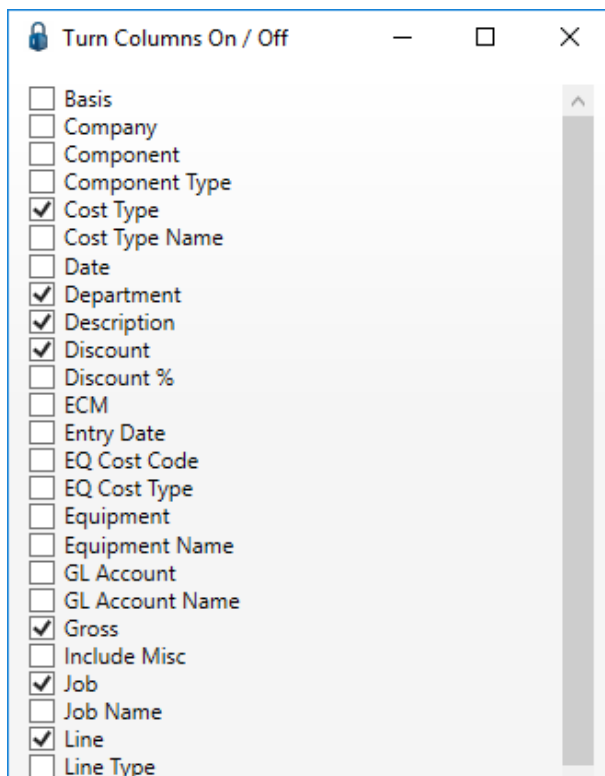
New - Email and Print Buttons

Email and **Print** buttons have been added to the ribbon toolbar for approver's convenience. Clicking these buttons will bring up the respective email or print dialog box for the current invoice document. **Note:** Only the invoice document will email or print. The system will not email or print the matched documents from these buttons. Use the Document Match button to perform those operations.

New – Improved Invoice Grids

In previous versions, the invoice list grid and the invoice line grid contained “fixed” sets of columns. Both grids have been upgraded to allow approvers to adjust which columns are included in the grids and reorder or resize the columns to their liking.



To move a column to a new position, click the column heading and drag and drop it anywhere else on the grid. To resize the column, drag the right-hand column separator to the left and right. The system will remember the column order and size for the user changing it.



To “add” or “delete” columns, right-click anywhere in the grid to access the **Turn Columns On / Off** dialog box. Check fields that you wish to display in the grid and uncheck fields that you wish to hide.

Invoice Line Grid – New Buttons

In addition to the ability to move, resize and add/delete columns in the invoice line grid, there are also 2 new buttons on each line.

	Line	Line Type	Description	Units	Unit Cost	Gross	Misc	Tax	Retainage	Di
	2	Equipment	Purchase Crane	0.000	0.00000	(\$14,922.58)	\$0.00	\$0.00	\$0.00	
	3	Equipment	Purchase Crane	0.000	0.00000	\$74,612.89	\$0.00	\$0.00	\$0.00	
	4	Equipment	Purchase Crane	0.000	0.00000	\$74,612.89	\$0.00	\$0.00	\$0.00	
	5	Equipment	Purchase Crane	0.000	0.00000	\$14,922.58	\$0.00	\$1,492.26	\$0.00	
	6	Equipment	Purchase Crane	0.000	0.00000	(\$1,492.26)	\$0.00	\$0.00	\$0.00	



Change Line Type

Click this button to display the **Line Type** list. Here, you can change the line type for the invoice line you are currently on.



Split Line

Allows a user to split the gross amount on a line to multiple new lines. Clicking the button brings up the **Split Line** utility as shown below. The system automatically splits the line into 2 lines. However, the user can enter any number of lines they wish to split the current line into by typing the number of lines into the **Number of resulting lines** field. Tabbing off the field will show the results of the split. You can adjust the amounts of each line manually or you can evenly distribute the amount to each line by clicking the **Allocate Evenly** button. Once split to your specifications, click the **Split** button to add the new lines to the invoice.

Split Line

Line Gross: \$1,000.00 Unallocated: \$0.00

Number of resulting lines: Allocate Evenly

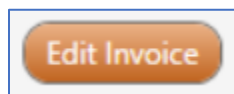
Line	Amount
1	\$500.00
2	\$500.00
3	\$0.00
4	\$0.00
5	\$0.00

Split Cancel

Invoice Line Coding (bottom pane)

The invoice line coding panel has been enhanced by displaying more coding information. Previous versions did not display information for taxes, retainage, etc. Invoice approvers now get to see all of the relevant information that the AP Processor inputs. The new fields, by default, will be shown in read only mode. However, AP Supervisors have the ability to give access to each field to invoice approvers through the **Configure Invoice Entry Fields [Admin Mode]** window.

JC Co: 1 <small>Hard Hat Developers</small>	Job: 1008- <small>Pizza Hut</small>	Phase: 012000- - <small>Price and Payment Procedures</small>	Cost Type: 8 <small>Indirects</small>	Department: 0201 <small>West Branch</small>	GL Account: 12500.0201 <small>Work In Progress - Other</small>	Material:
Description: Price and Payment Procedures		UM: LS <small>Lump Sum Amount-Hard Coded</small>	Units: 0.000	Unit Cost: 0.00000	ECM: <input type="button" value="v"/>	Supplier: <input type="text"/>
Misc: 0.00	<input checked="" type="checkbox"/> Include Misc	Tax Type: 1 <small>Sales</small>	Tax Code:	Basis: 0.00	Tax: 0.00	Retainage %: 0.00
Discount: 0.00	Pay Category: 1 <small>Ex Pay Type 1</small>	Pay Type: 1 <small>Job Payables</small>	Secondary Vendor:	Trans #:	Date:	Total: 500.00
Gross: 500.00		Retainage: 0.00	Discount %: 0.00			



With the addition of the split line utility and the display of all invoice coding fields, the **Edit Invoice** button has taken on new meaning. In Version 7, any invoice approver given the **Allow Edit Invoice as Processor** security right will have **FULL ACCESS** to the invoice entry screen. This is the same security rights that the AP Processor has and all aspects of the invoice can be changed, including changing the amount of the invoice. **Therefore, upon upgrading to Version 7, no approver will have this access by default. AP Supervisors will have to assign that right to the approvers they wish.**

ECAPTURE ADVANCED APP

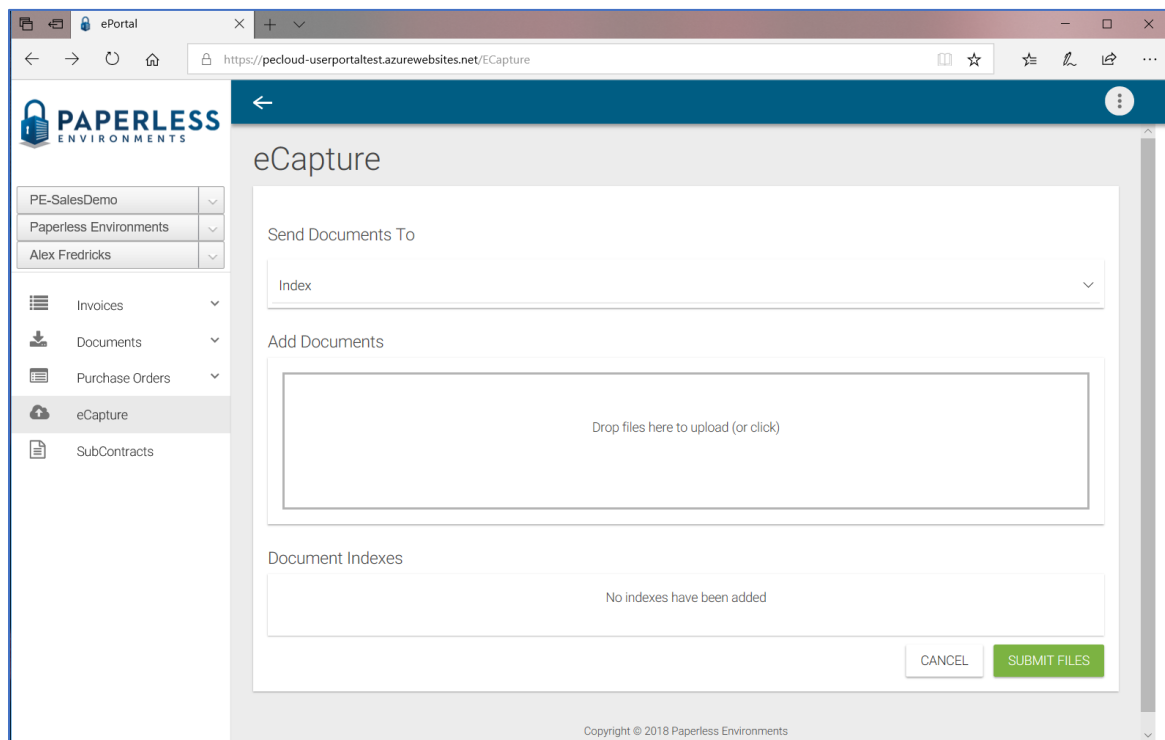
Paperless currently has over 2,000 users using our eCapture Basic app on their smart phones to capture credit card receipts, job photos, AP Invoices and AP Receiving Tickets. We have had many requests to expand the availability of additional documents types to the app. We are pleased to announce the **eCapture Advanced** app that allows you to publish **ANY** document type setup in your pVault system to eCapture users in the field.

Administrators have the ability to not only publish document types to individual users, but also determine what index types they want to gather. Think of the possibilities!! Gather accident reports, equipment maintenance reports, vacation request forms, etc. All submissions can be indexed directly into pVault or sent to a user queue. DocRoute can be used to automatically route those documents to the people who need to see them immediately.

eCapture is sold as a per user subscription. eCapture Basic costs \$3 per named user per month. eCapture Advanced costs \$8 per named user per month. And, you can mix and match the two licenses to give basic users one version and your more advanced users the other. Web users who have an eCapture Advanced license assigned can also capture documents from the web on the Paperless ePortal. See below.

EPORTAL ECAPTURE ADVANCED

New to the Paperless ePortal website is the addition of our eCapture Advanced module. Here documents can be captured on the ePortal website and either indexed back to your pVault system or assigned to a queue.



Single or multiple documents can be pulled from computer folders or dragged and dropped from the desktop. New documents can be indexed here before submitting them which will save processor time.

Note: This application requires an eCapture Advanced license.

OCR

Automated Invoice Processing Using OCR (Optical Character Recognition)

Paperless has partnered with ABBYY USA to systematically extract data from your invoice documents. ABBYY FlexiCapture is a robust OCR engine that connects to your pVault system. The software can be configured to extract header and line item information. This can be a true time-saver during the data entry process.

Beyond simple data capture, our OCR solution allows connection to your system of record to enhance system functionality. Vendors are identified in the AP Vendor Database. Additionally, the system allows for automatic matching of invoice line items to corresponding purchase order line items.

This is a separate module that requires licensing and implementation. Contact your sales person for more information.