Perceptive Accounts Payable Invoice eForm

Installation and Setup Guide

Version: 11.0.x
Compatible with ImageNow Versions:6.5.1.149 to 7.0.x

Written by: Product Documentation, R&D
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perceptivesoftware
from Lexmark

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Overview

Accounts Payable (AP) Invoice eForm

The Perceptive Accounts Payable (AP) Invoice eForm solution provides a flexible, ready-to-use form for processing and approving invoices for payment. This guide explains how to install the eForm on ImageNow. After completing the installation, you must configure the eForm to work in your environment.

AP Invoice eForm integrates efficiently with Enterprise Resource Planning (ERP) applications such as Lawson, PeopleSoft, SAP, and Oracle EBS. However, you can use the eForm for virtually any business application that is used to process invoices for payments.

This guide explains how to install AP Invoice eForm in ImageNow. After completing the installation, you configure the eForm for your invoice processing needs. For more information on eForm configuration, including the following topics, refer to the *Perceptive AP Invoice eForm Supplemental Guide*.

- Virtual tables
- Custom logic
- Validation
- Value added tax (VAT)
- Goods receipts
- Add on costs (AOC)
- Globalization

The supplemental guide, and other AP Invoice eForm and ImageNow guides, are available in the Perceptive Software Customer Portal, on the Product Documentation tab.

Installation requirements

Before you install AP Invoice eForm, you must install and have access to each of the following programs on the target network.

Software

- ImageNow Server and Client 6.5.1.149 or higher

  Notes

  - For an active-active server environment, use ImageNow version 6.7.0.2717 or higher.

  - If you are running previous versions of ImageNow, please contact Product Management for more information on installing the AP Invoice eForm.
  - ImageNow on mobile devices does not support AP Invoice eForm.
- Internet Explorer, version 8 or higher

Licenses

AP Invoice eForm requires the following ImageNow licenses.

- Uploaded Forms or Worksheets license
- Uploaded iScript license

For assistance with licenses, contact your Perceptive Software representative.

Active-active server environments

AP Invoice eForm supports ImageNow instances installed in active-active server environments. An active-active server environment has at least two active instances running at the same time: a primary instance and a secondary instance. However, each instance of the ImageNow Server runs independently of the other. You only install AP Invoice eForm on the primary server instance.

For more information about active-active environments, refer to the *ImageNow High Availability Overview Technical Guide* and the *ImageNow Server and Client Installation and Setup Guide*.

Install Accounts Payable Invoice eForm on Windows

To install the AP Invoice eForm, complete the following procedures.

Download the files

1. Go to the Perceptive Software website at www.perceptivesoftware.com and log in to the Customer Portal.
2. In the **Product Downloads** page, search for the **Perceptive AP Invoice eForm** file specific to your ERP.
3. Download the relevant files to a temporary directory on your computer.

Install AP Invoice eForm

To install AP Invoice eForm, use the ZIP file you previously downloaded from the Customer Portal. In an active-active server environment, install the AP Invoice eForm on the primary server node.

To upgrade AP Invoice eForm from an earlier version, refer to the Upgrade Accounts Payable Invoice eForm section of this document.

Complete the following steps.

1. Navigate to the **AP Invoice eForm ZIP file** you previously downloaded.
2. Extract the **AP Invoice eForm <*version*>\inserver6\temp** folder to **[*drive:*]\inserver6**.

Note If prompted to merge folders, click **Yes**.

3. In **[*drive*:]\inserver6\temp\apef_install**, run the **apef_install.bat** file.
4. Optional. To review the installer log file, navigate to **[*drive*:]\inserver6\log** and open **AP_Invoice_eForm_Installer_<*date*>.log**.

   Note The eForm installation process sets up the necessary custom properties, document types, virtual tables, and the eForm. To complete the AP Invoice eForm installation, continue to the Create an applicaton plan section.

Upgrade Accounts Payable Invoice eForm

If upgrading AP Invoice eForm from a version prior to 10.5.x, review the following procedures and complete any as necessary.

- To upgrade the AP Invoice eForm from any version prior to 10.3.x, complete the Upgrade AP Invoice eForm and Remove retired presentation files procedures.
- Installations with ImageNow 6.7.x require an external-type application plan. If you do not have this application plan, refer to the Create an application plan section.
- Review your existing process for generating CSV files to verify that the virtual tables and columns required for your solution exist. For information on the tables and columns, refer to the *Perceptive AP Invoice eForm Supplemental Guide*.
- Purge all virtual table data from the system and re-import your CSV files to populate the tables.
- In ImageNow, verify that the Z_APW All Projects or Z_APW All Folders view, or another custom view, exists. To create this view, refer to the Create a custom view and assign privileges section.

Upgrade AP Invoice eForm

Before you begin an AP Invoice eForm upgrade, we recommend creating a back up of your existing AP Invoice eForm files.

To upgrade AP Invoice eForm, complete the following steps.

1. Navigate to the **AP Invoice eForm ZIP file** you previously downloaded.
2. Extract the **AP Invoice eForm <*version*>\inserver6\temp** folder to **[*drive:*]\inserver6**.
3. In **[*drive*:]\inserver6\temp\apef_install**, run the **apef_install.bat** file.
4. After the batch file runs, to validate your configuration settings, compare the previous eForm configuration files, stored in **[*drive*:]\inserver6\temp\apef_install\converted_configs**, with the new configuration files, stored in **[*drive*:]\inserver6\etc\ap**, and complete the following substeps.

- Adjust the new configuration files to retain any previously configured settings.
- Check the CSV files and verify them against the required columns for each table, as detailed in the *Perceptive AP Invoice eForm Supplemental Guide*.

Note If you install AP Invoice eForm in an active-active server environment, you can find the new configuration files stored in **[*shared path*]\inserver6\etc\ap**, rather than on the local drive.

Remove retired presentation files

To upgrade AP Invoice eForm from a version prior to 10.3.x, you must review and remove specific presentation files for AP Invoice eForm. Complete the following steps.

1. In **Management Console**, in the left pane, click **Forms** > **Manage Form Components**.
2. In the **Manage Form Components** window, in the left pane, click **Presentations**.
3. In the **Presentations Name** column, click **AP Invoice** > **Modify**.
4. In the **Presentation** window, in the left column, click **Files**.
5. In the **File Name** column, find each of the following files, if they exist, and click **Remove**.
    - AP_GetGLCodes_Client.js
    - AP_GetVendors_Client.js
    - AP_SkinHandler.js
    - AP_Validation_Client.js
    - AutoComplete.css
    - bg_bizinfo.gif
    - bg_invoiceinfo.gif
    - close.gif
    - cookies.js
    - DIV_FLOATING.js
    - find_down.gif
    - find_over.gif
    - psi.jpg
    - row_add.gif
    - row_add_down.gif
    - row_add_over.gif
    - roww_remove.gif
    - row_remove_down.gif
    - row_remove_over.gif

- start_search_over.gif

Create an application plan

To use AP Invoice eForm with ImageNow 6.7.x, you must create an application plan to load data into the virtual tables. To continue installing AP Invoice eForm on an ImageNow version prior to 6.7.x, proceed to the Assign privileges and create a view section of this document.

To create an external-type application plan for use with ImageNow interfaces, such as iScript or Message Agent, complete the following procedures, in order.

- Create the application plan
- Add the dictionary values
- Create the folder levels

Important You must type all names provided in the following steps exactly as listed. The application plan is case-sensitive.

Create the application plan

To create an application plan for AP Invoice eForm in ImageNow 6.7.x, complete the following steps.

1. In **Management Console**, in the left pane, expand the **Application Plans** tree, and click **External**.
2. In the right pane, on the **Applications** tab, click **New**.
3. In the **Plan Settings** dialog box, click the **General** tab.
4. Under **Information**, complete the following substeps.
    1. In the **Name** box, type **Z_APW_VirtualTables_AppPlan**.
    2. In the **Description** box, type a description for your application plan.
    3. Select the **Is active** check box.
    4. Click **OK**.
5. Continue to the Add the dictionary values section.

Add the dictionary values

To add the required dictionary values to the Z_APW_VirtualTables_AppPlan application plan, complete the following steps.

1. In the **Application Plan Designer**, in the **Dictionary** pane, click the **New Field** button.
2. In the **Dictionary Field** dialog box, in the **Name** box, type **FOLDER_NAME** and click **OK**.
3. Repeat the previous steps to create the dictionary value **FOLDER_TYPE**.

4. Continue to the Create the folder levels section.

Create the folder levels

To create the required folder levels in the Z_APW_VirtualTables_AppPlan application plan, complete the following steps.

1. In the right pane, on the **Map** tab, in the **Document – Default** section, click the **Remove Level** button. On the **Convert Map** confirmation window, click **Yes**.
2. In the **Drawer** pane, double-click on **Drawer**. In the **Drawer Attributes** dialog box, complete the following substeps.
    1. In the **Drawer** list, click **Z_APW_VirtualTables**.
    2. Click **OK**.
3. To add two folder levels, click **Add folder level** twice.
4. In the first **Folder – Default** pane, double-click on **Folder Name**. In the **Folder Name Attributes** dialog box, complete the following substeps.
    1. In the **Source** list, click **Dictionary**.
    2. In the **Value** list, click **FOLDER_TYPE**.
    3. Click **OK**.
5. In the first **Folder – Default** pane, double-click on **Folder Type**. In the **Folder Type Attributes** dialog box, complete the following substeps.
    1. In the **Source** list, click **Folder Type**.
    2. In the **Value** list, click **Z_APW_VirtualTable**.
    3. Click **OK**.
6. In the second **Folder – Default** pane, double-click on **Folder Name**. In the **Folder Name Attributes** dialog box, complete the following substeps.
    1. In the **Source** list, click **Dictionary**.
    2. In the **Value** list, click **FOLDER_NAME**.
    3. Click **OK**.
7. In the second **Folder – Default** pane, double-click on **Folder Type**. In the **Folder Type Attributes** dialog box, complete the following substeps.
    1. In the **Source** list, click **Dictionary**.
    2. In the **Value** list, click **FOLDER_TYPE**.

    3. Click **OK**.

8. Save and close the application plan.

Assign privileges and create a view

To assign the ImageNow privileges and create the view required for your users to access and use AP Invoice eForm, complete the following tasks.

Create a custom view and assign privileges

For your users to access AP Invoice eForm, create a view that includes the Project or Folder ID.

In ImageNow versions 6.5.1 to 6.6.x, you create a view at the Project level. In ImageNow version 6.7.x and higher, you create a view at the Folder level.

To create the custom view definition, complete the following steps.

1. In **Management Console**, in the left pane, click **Views**.
2. In the right pane, on the **Project** or **Folder** tab, click **New**.
3. In the **New View** dialog box, in the **Name** box, type the name of the <viewname> configured in **AP_Config.xml**. The default is **Z_APW All Projects**. In the **Description** box, type the description of the view that will appear in the **ToolTip** for the view. Click **OK**.
4. Click the new view > **Modify**.
5. In the **View Designer** window, in the **Preview** pane, click the **Columns** button.
6. In the **Columns** dialog box, select the check box for **Project ID** or **Folder ID** and click **OK**.
7. In the **Preview** pane, right-click **Project ID** or **Folder ID** > **Sort Ascending**.
8. Click the **Properties** button and in the **View Properties** dialog box, complete the following substeps.
    1. On the **Security** tab, under **Users and Groups**, add or select the group.
    2. In the **Privileges** list, click the column in front of **Access by URL** to display the **Grant Privilege** icon.
    3. Click **OK**.
9. **Save** and **close** View Designer. In the **View Designer** confirmation box, click **Yes** to activate the view.

Grant virtual table, drawer, and eForm user privileges

To allow your users the necessary access to the AP Invoice eForm virtual tables, the virtual tables drawer, and the eForm itself, assign the following privileges.

- To grant access to the virtual tables, apply the Use privilege for each virtual table project or folder.
- In ImageNow 6.7 or higher, to grant access to the Z_APW_VirtualTables drawer, apply the Search privilege.
- To grant access to the eForm, apply the Create, Delete, Modify and View privileges.

To assign these privileges to a user or a group of users, complete the following steps.

1. In **Management Console**, in the left pane, click **Groups** or **Users**.
2. Optional. To search for a group or user, in the right pane, on the **Security** tab, in the **Search for groups** box, type some or all of a group or user name, and then click **Search**.
3. In the **Select a group** or **user** list, click the appropriate group or user > **Modify**.
4. To grant access to the virtual tables, complete the following substeps.
    1. In the **Security Settings** dialog box, in the left pane, click **Project Privileges** or **Folder Type Privileges**.
    2. In the **Project Type** or **Folder Type** list, click the type to which you want to apply privileges. Virtual table projects begin with **Z_APW**.
    3. In the **Privileges** list, click the column in front of **Use** to display the **Grant Privilege** icon.
    4. For each Project or Folder type, repeat these steps.
5. To grant access to the Z_APW_VirtualTables drawer, complete the following substeps.
    1. In the left pane, click **Drawer Privileges**.
    2. In the **Drawer** list, click **Z_APW_VirtualTables**.
    3. In the **Privileges** list, click the column in front of **Search** to display the **Grant Privilege** icon.
    4. To save the security settings and exit the dialog box, click **OK**.
6. To grant privileges to use the eForm, complete the following substeps.
    1. In **Management Console**, in the left pane, click **Forms**.
    2. Under **Form**, click **AP Invoice** > **Modify**.
    3. In the **Form** dialog box, in the left pane, click **Security**.

4. In the **Presentation** list, click **AP Invoice**.
5. Under **Users/Groups**, add or select the group or user.

6. In the **Privileges** list, click the column in front of each of the following privileges to display the **Grant Privilege** ✅ icon.
   - **Create**
   - **Delete**
   - **Modify**
   - **View**
7. Click **OK**.

Schedule scripts to run

AP Invoice eForm includes scripts which you must run on a scheduled basis. We recommend adding a task with Windows Task Scheduler or Scheduled Tasks to run these scripts. For example, you could set the script to run on an hourly, daily, or weekly basis.

If using an active-active server environment, you can create tasks on each server instance. However, you only initially enable the tasks on the primary instance. In a server failure event, you enable the task on the secondary server.

The following table lists each script and our recommendations for scheduling a task.

Script	Recommendation
AP_Invoice_Export.js	Schedule this script to run once daily during the evening hours.
AP_VirtualTable_Updater.js	Schedule this script to run once daily during the evening hours. Depending on how often you push new data from your ERP, you may need to run this script more than once daily.
AP_Maintenance.js	Schedule this script to run once a minute. This eliminates the need to run this script manually when you make configuration changes.

Create the scheduled task

Windows Server 2003

Complete the following steps.

1. Click **Start** > **Control Panel** > **Scheduled Tasks** > **Add Scheduled Task**.
2. In the **Scheduled Task Wizard**, click **Next.**
3. On the next page of the wizard, click **Browse**.
4. In the **Open** dialog box, navigate to the appropriate directory, click the appropriate script > **Open**.

5. On the next page of the wizard, type a name for the task, such as **Run AP_Maintenance.js**, click the preferred length of time, such as **Daily** > **Next**.
6. On the next page of the wizard, accept the defaults and click **Next**.

7. On the next page of the wizard, complete the following substeps.
    1. In the **Enter the user name** box, type **<*computer name*>\<*username*>**.
    2. In the **Enter the password** box, enter the user password.
    3. In the **Confirm password** box, enter the user password and click **Next**
    4. Select **Open advanced properties for this task when I click Finish** > **Finish**.
8. In the **<*Task name*>** dialog box, on the **Schedule** tab, click **Advanced**.

    Note In an active-active server environment, select the **Enabled** check box when you schedule the task on the primary node. Clear the **Enabled** check box when you schedule the task on each secondary node.
9. In the **Advanced Schedule Options** dialog box, complete the following substeps.
    1. Select **Repeat task**.
    2. In the **Every** box, type the number and select the appropriate duration from the list. For example, type **10** and select **minutes** to run the script every 10 minutes.
    3. Select **Duration**.
    4. In the **hour(s)** box, type **24**.
    5. Click **OK**.
10. Click **OK**.

Windows Server 2008

Complete the following steps.

1. Click **Start** > **Server Manager**.
2. In the **Server Manager** window, in the left pane, expand the **Configuration** tree and click **Task Scheduler**.
3. In the right pane, click **Create Task**.
4. In the **Create Task** window, on the **General** tab, complete the following substeps.
    1. In the **Name** box, type a name for the task, such as **Run AP_Maintenance.js**.
    2. Optional. In the **Description** box, type a description for this task.
    3. Under **Security Options**, complete the following substeps.
        1. Click **Change User or Group**,

   2. In the **Change User or Group** dialog box, in the **Enter the object names to select (examples)** box, type ***<computer name>**<username>*** and click **Check Names**.
   3. Click **OK**.
4. Select **Run whether user is logged on or not**.

5. On the **Triggers** tab, complete the following substeps.
    1. Click **New**.
    2. In the **New Trigger** dialog box, complete the following substeps.
        1. From the **Begin the task** list, click **On a Schedule**.
        2. Under **Settings**, click **Daily**.
        3. Under **Advanced settings**, click **Repeat task every** > the appropriate time frame from the list.
        4. Click **OK**.
        5. Optional. In an active-active server environment, select the **Enabled** check box when you schedule the task on the primary node. Clear the **Enabled** check box when you schedule the task on each secondary node.
    3. Click **OK**.
6. On the **Action** tab, complete the following substeps:
    1. Click **New**.
    2. In the **New Action** dialog box, complete the following substeps:
        1. From the **Action** list, click **Start a program**.
        2. Under **Settings**, click **Browse**.
        3. In the **Open** dialog box, navigate to the appropriate directory, click the appropriate script > **Open**.
        4. Click **OK**.
    3. Click **OK**.
7. To create the task, in the **Create Task** dialog box, click **OK**.