

Centralized AP Inbox Options

Last Modified on 03/29/2022 1:13 pm EDT

Centralized AP Email Integration:

Use AP Email Integration Capture Recurrence: Activates the Capture Recurrence scheduler to automatically capture invoices from AP inbox emails received. (If not activated all options below will not be visible)

Start: The date on which the Capture recurrence should begin.

The frequency which the Capture Recurrence should review the email inbox for potentially received invoices:

- **Minutes (Every):** The minimum number is 30 minutes.
- **Hourly (Every):** The minimum number is every hour on the hour.
- **Daily:** Days on which the Capture Recurrence should run. The scheduled process runs at 4am and reviews emails received prior to that time not yet reviewed in a prior schedule run.

Emails to include: Criteria the Capture Recurrence scheduler should use to determine an email contains an invoice to be Captured. Initial criteria are set by SGA during implementation.

Folder to look for emails in: The email inbox folder the Capture Recurrence scheduler should review for emails for potential capture. Initially set as INBOX and should not need to be changed.

Move Emails to folder after Capture: If Captured emails should be moved to a stated folder after being captured. If unchecked all emails will remain in the INBOX folder.

Folder to move emails to after captured: Folder to which Captured emails should be moved after being captured.

Image to text template to parse attachments to: Master template to use when Capture Recurrence processes emails. Set by SGA as Master Template established during implementation and does not need to be changed.

Make Word Document of email contents and include as attachment: If received email contents should be added as word document attachment to invoices created through the Capture process (either through the Capture Recurrence scheduler or manual Capture).

Create a new batch: Whether new AP batches should be created for each Capture Recurrence schedule run or for each invoice Captured.

Create temporary blank invoices for attachments that cannot be mapped to a page: If blank invoices should be created for image files which do not have template instructions. Should remain checked if invoices will be Captured for all vendors regardless of template instruction status.

Settings Specific to Digital Capture:

- **Parse Log:** Log results of each run of the Capture Recurrence scheduler indicating the number of emails reviewed and number of invoices created.
 - **Parsed Invoices:** Invoices created, with assigned invoice id, for each Capture Recurrence schedule run.
 - **Use Camera for Digital Invoice Capture:** Whether the user's system camera should be enabled to retrieve images for Capture process. Defaulted to "Off" given that Capture process is most likely to be completed from a desktop computer.
 - **Use Capture Rows Container:** Activated in event system is to be used to retrieve grid detail from invoice documents. Will be activated by SGA in cases where client Digital Capture templates require complex setup.
-