MITRATECH

AP Link 5.0

Administrator Guide

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NOTE: Throughout Mitratech product publications, in addition to using full product names where necessary, we also use familiar and shorter terms to increase your ease of reading. You may find the following aliases for our product names:

TeamConnect for TeamConnect Enterprise
Matter Management for TeamConnect Legal Matter Management
TeamConnect Legal for TeamConnect Legal Matter Management
CSM for TeamConnect Collaborati Spend Management
Collaborati Spend Management for TeamConnect Collaborati Spend Management
SOP or SOP Manager for TeamConnect SOP Manager
Legal Hold for TeamConnect Legal Hold
Legal Reports for TeamConnect Legal Reports
Deadlines for TeamConnect Deadlines
AP Link for TeamConnect AP Link
Office Suite for TeamConnect Office Suite
Financial Management for TeamConnect Financial Management
Screen Designer for TeamConnect Screen Designer
Upgrade Toolkit for TeamConnect Upgrade Toolkit

Acknowledgements

This product includes software developed by the following organizations:

Apache Software Foundation (http://www.apache.org/)

OpenSymphony Group (http://www.opensymphony.com/).

The license agreements for these and other supplemental software packages can be found in your installation media in subfolder Supplemental_Software_Licenses. That subfolder also contains Open Source Components.pdf, which lists the locations, license types, and specific versions of components that are available on the web.

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Welcome to the *TeamConnect® AP Link 5.0 Administrator Help*.

Initial Setup	Data Exports and Imports
Output and Input Files	Mapping Fields

1.1 Getting Started

Use TeamConnect Accounts Payable Link to allow TeamConnect to work with an external AP system. This help explains to setup TeamConnect to extract approved invoice data to be sent to AP for payment and import payment data from the AP system to update TeamConnect.

Use Cases for AP Link

- If a vendor calls someone at your company to ask when they will receive payment for an invoice, he or she can check the status of the invoice to find out whether or not it has been approved and flagged for payment. Based on the knowledge of how often TeamConnect generates a list of approved invoices and how often the Finance department makes payments, your coworker can tell within how many days the vendor can expect to be paid.
- When the Finance department requests certain data to make payments, you can select which fields from the invoice you want to be included with the output data that the Finance department receives.
- When the Finance department makes invoice payments, you may want to update the amount paid in the TeamConnect invoices. Entering input settings about the invoice data that the external AP system returns, TeamConnect can input the amount paid for each invoice.

Initial Setup

When you install AP Link, you must restart the application server.

Note: *Use the **Available Updates** section of the **About** page to install. For more information about how to install, refer to Viewing Information About Available Updates.*

After you restart the application server, perform the following tasks to complete the initial setup:

1. Add users to the **AP Admin** group. See Changing a User's Group Membership for how to add a user to a group.
2. Add **AP Settings** to any tab, such as the **Finance** or **Admin** tab. From the **Setup**, select **Object: AP Settings** as the **Add Sub-navigation Item** on the desired tab under **Global Navigation**. See Working with Tab Bar Contents for more explanation.
3. Add AP custom fields to invoice records to aid in selecting invoices for payment. See Adding AP Custom Fields to an Invoice for an example.

4. Create an AP search view using the AP fields in the previous step. See Creating an Invoice Search View for an example.

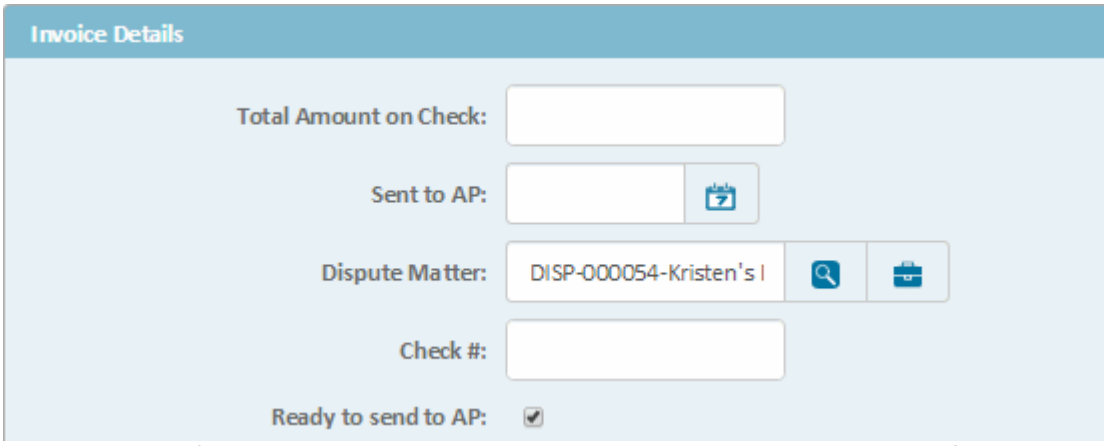
5. If you do not want to manually update every invoice that is ready to be paid, create a rule that updates the ready-to-send indicator on each invoice that has been approved. See "Using Rules" in the TeamConnect Customization Guide for more information.

1.1.1 Adding AP Custom Fields to an Invoice

If you do not have TeamConnect Legal Matter Management, you must create ready-to-send and sent-to-AP custom fields and add them to the invoice.

Using the search view you create in Creating an Invoice Search View, TeamConnect determines the invoices to include with the output data. See the following image for more explanation.

In TeamConnect Legal, the ready-to-send field is **Ready to send to AP** and the sent-to-AP field is **Sent to AP**.



Fields in TeamConnect Legal That Indicate the Invoice Is Ready To Be Included with Output Data

Note: *If you have TeamConnect Legal Matter Management, check to make sure these fields are on the* ***General*** *page of an invoice.*

From the **Setup**, create the following AP custom fields on the **Custom Fields** tab of the **Invoice** object definition:

- One or more ready-to-send fields that indicate the invoice is ready to be included with the output data.
- A sent-to-AP field that updates when output data includes the invoice.

Note: *You can customize these fields according to your company's business practices.*

While you can use field names and labels that you prefer, the following image provides example fields.

	Field Name	Label	Field Type
1	AP_Ready	Ready to Send to AP	Check Box
2	AP_Sent	Sent to AP	Date Field

Example of Custom Fielsd for the Invoice Object

When you open an invoice, the custom fields appear in the **Invoice Details** block on the **General** page.

1.1.2 Creating an Invoice Search View

In order for TeamConnect to export invoice data for payment, you need to create an AP search with the defined AP fields. The purpose of this search view is so that TeamConnect can determine the invoices to include with the output data.

For example, if you have TeamConnect Legal, you can create a search view so that when the **Ready to send to AP** field indicates that the invoices are ready and the **Sent to AP** field is empty, the output data will include the invoice.

If you are using custom fields, the **Search Qualifiers** of the search view determine the invoices that appear in the output data.

Note: *The Search Qualifiers are specific to the custom fields you created in* *Adding AP Custom Fields to an Invoice*.

From **Setup**, create a new search from the **Search Views** tab of the **Invoice** object definition. The tabs of the search may look similar to the following images:

Search View Information

Entity Name: Invoice

* View Name: AP Search

* Unique Key: APSE

Used for:
- [ ] Custom Search
- [ ] Related Object
- [ ] Portal Pane
- [x] Object Collection

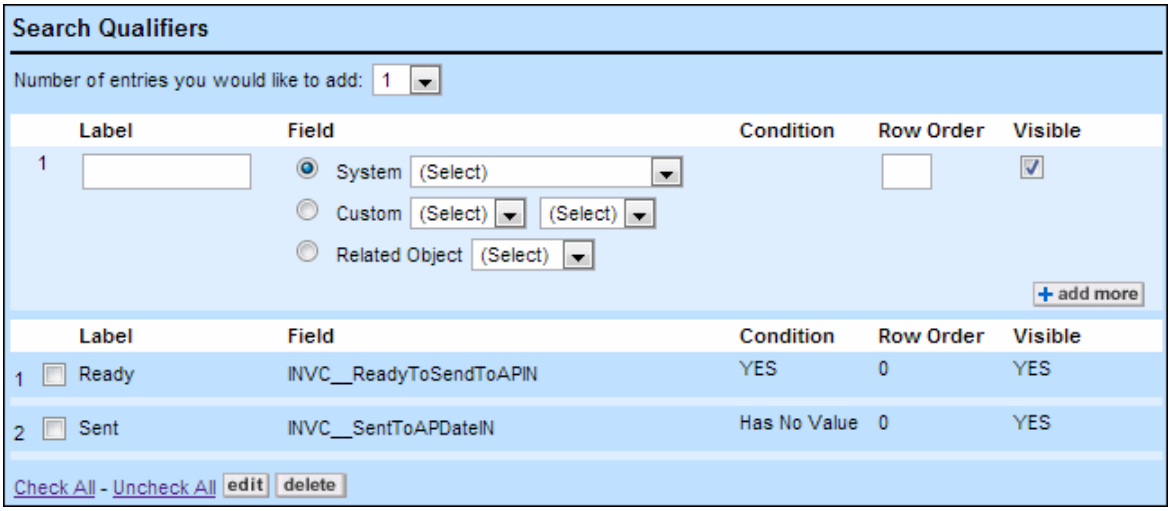
(All Groups)
All Rights
AP Admin
Dispute Attorney
Paralegal

Subscribe | Unsubscribe

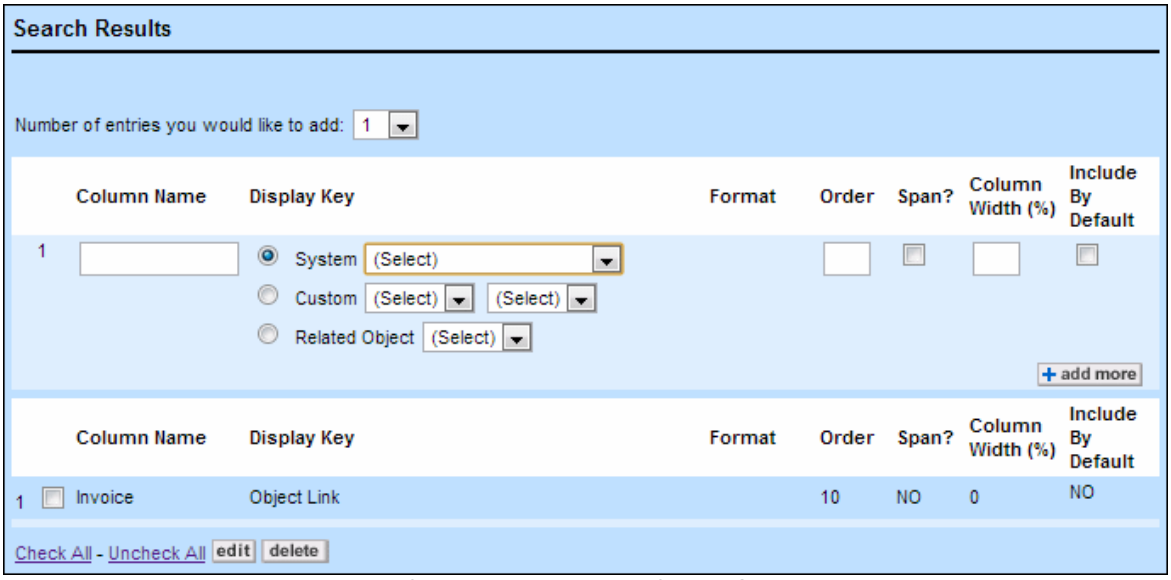
Order: 10

[x] Auto Search

Example of General Page for the Search View



Example of Filter Display Page for the Search View



Example of Results Display Page for the Search View

1.2 AP Settings

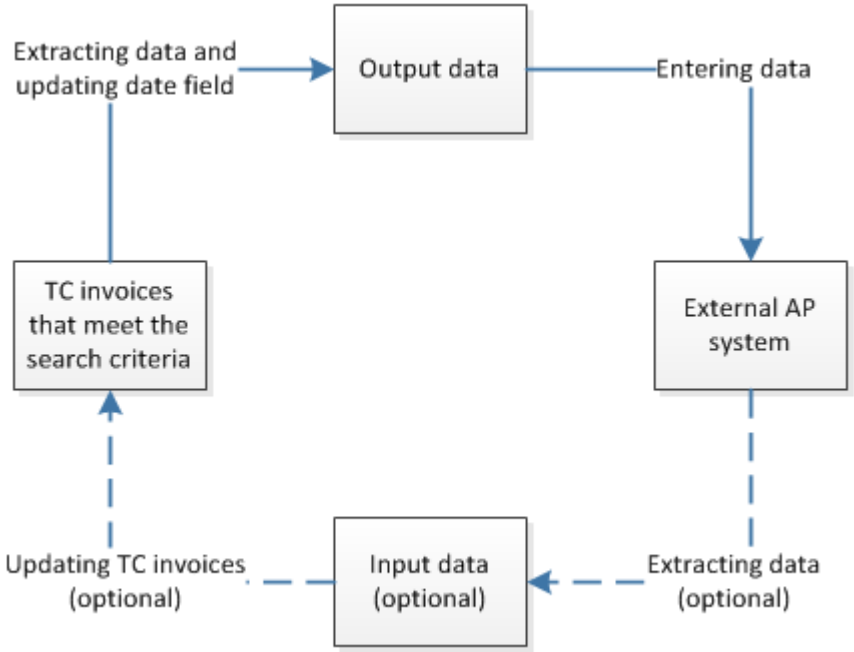
Use **AP Settings** to specify how output and input data works with an external AP system. You can access **AP Settings** from more than one location.

To open AP Settings

- Click the tab where you added **AP Settings** in the Initial Setup, and click the **AP Settings** link.
- From the **All** button, click the **AP Settings** link.

1.2.1 Output and Input

The following flowchart explains how AP Link uses output and input data.



Output. TeamConnect invoices that meet the search criteria indicate that the invoice is ready to be included with the output data. In order to ensure that invoices appear with the output data only once, you can configure a custom date field on the invoice to update with the current date. After invoice data is extracted from TeamConnect, the output data can be sent to an external AP system for payment.

Note: *If you create custom AP fields, you can choose not to add a date field to the invoice for the sent-to-AP field. However, if you use another field to indicate the invoice has been sent, you must find another way to update that field.*

Input. You do not have to enter input settings if you do not plan to import input data. If desired though, the external AP system can return data about the invoices paid. TeamConnect imports this input data to update invoices.

1.2.1.1 Scheduling Data Exports and Imports

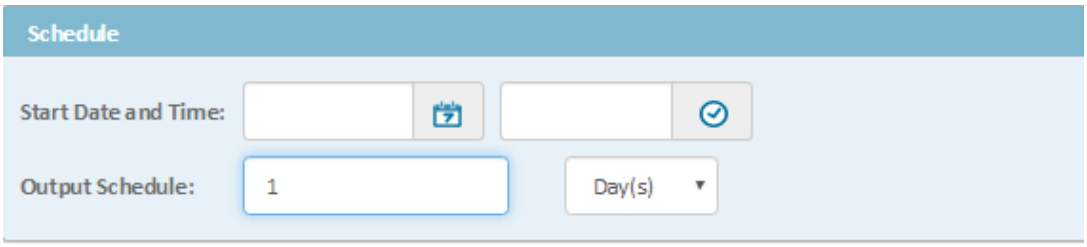
Output. Schedule how often invoice data is extracted from TeamConnect. Scheduling data extraction to occur often is recommended so that you are not generating too much output data each time.

Input. Schedule how often TeamConnect imports information that the AP system returns.

To schedule data exports and imports

1. From the **Output** or **Input** page of **AP Settings**, click the icon to select the start date of the first time data exports or imports.

2. Click the icon to select the start time of the first time data exports or imports.
3. From **Output Schedule** or **Input Schedule**, specify the frequency in days or hours you want TeamConnect to export or import data:
   - From the text field, enter a number for every number of days or hours.
   - From the drop-down field, select **Days** or **Hours**.



Scheduling TeamConnect to Extract Output Data Once a Day

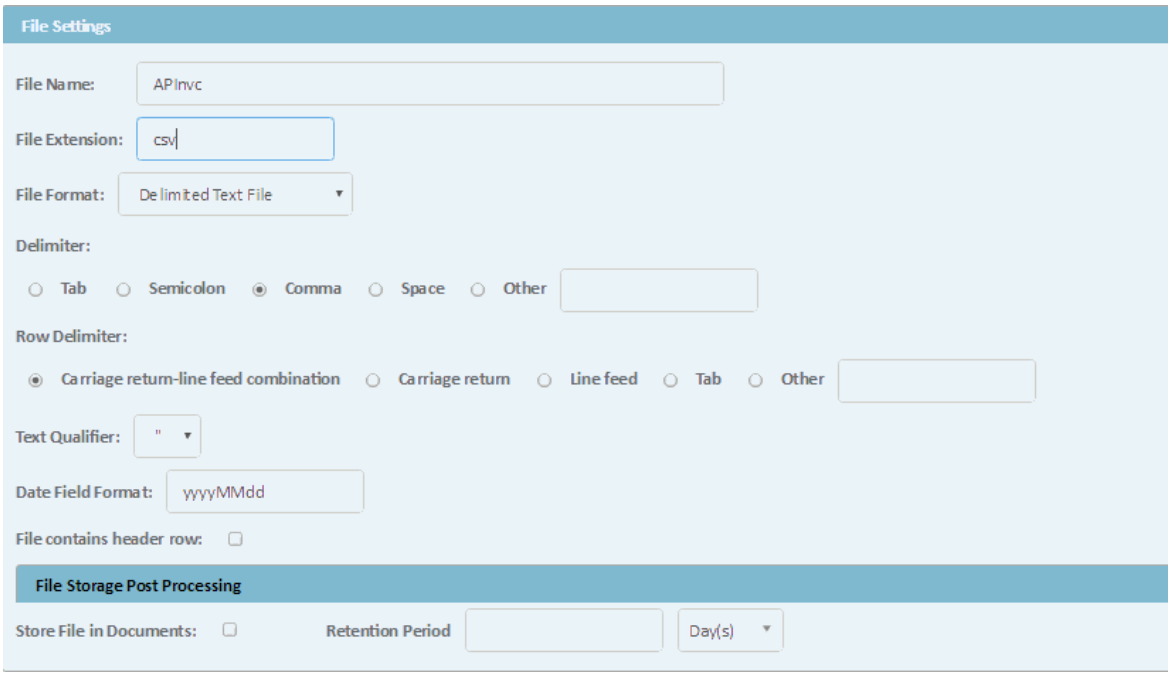
To stop the export or import schedule, click **Stop Action** and the scheduled information clears.

To run output or input data outside the schedule

From the **Output** or **Input** page of **AP Settings**, click the **Run Now** button.

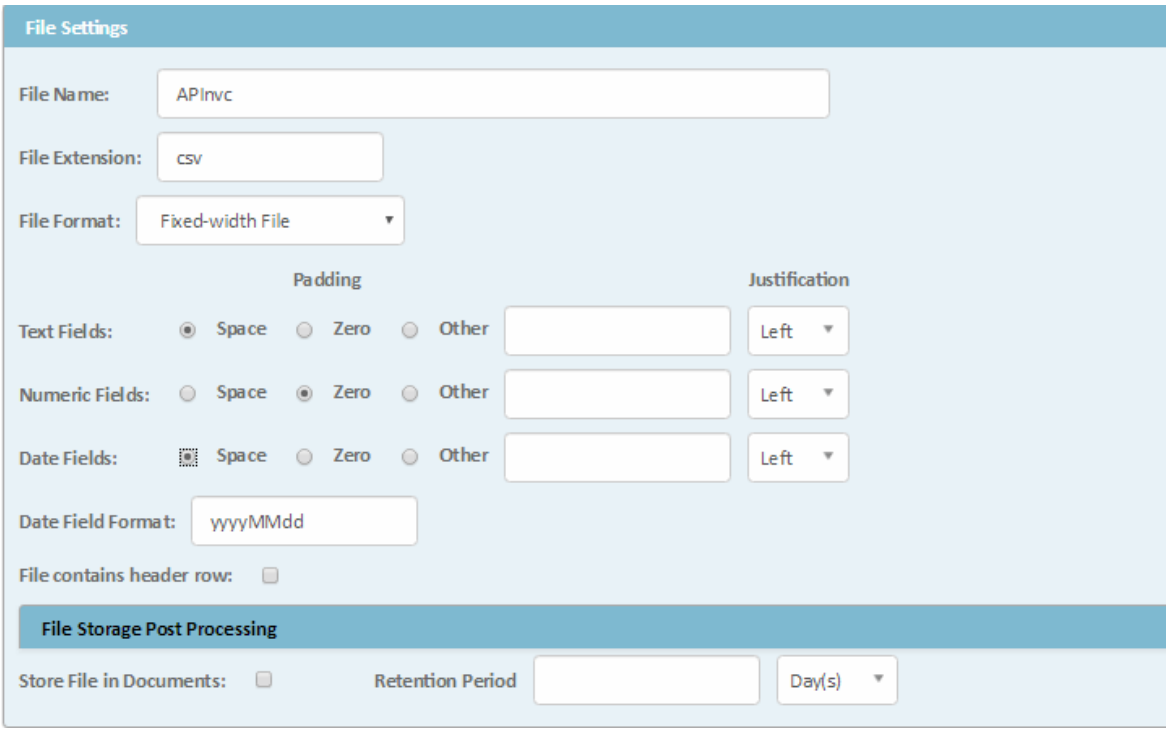
1.2.1.2 Creating Output and Input Files

Output: You must specify file settings and formatting information before TeamConnect can create an output file.



Specifying File Settings for a Delimited Text Output File

Input: For TeamConnect to import information from the file that the external AP system returns, you must specify file settings and formatting.



Specifiying File Settings Information for a Fixed-width Input File

To specify file information for an output file

1. From the **Output** page, select **File** from the **Output Interface Type** drop-down.
2. (Optional) In the **File Name** field, enter the first half of the filename. You can enter up to 35 characters.

   The name of the output file automatically includes a naming convention based on the year, month, day, hour, minute, second, and millisecond when the system creates the file. TeamConnect inserts any name you enter at the beginning of the filename.
3. In the **File Extension** field, enter the file extension. Do not include the . (dot) with the extension.
4. From the File Format drop-down, select one of the following:
   - **Text Delimited File**—A file where a character separates each field of a row.
   - **Fixed-Width File**—A file where each column has a defined width. When the field value has fewer characters than the defined width, the user-specified character pads the empty spaces in the column.
5. Specify the file format details. If you select **Text Delimited File**, see the Text Delimited File Fields table. If you select **Fixed Width**, see the Fixed Width Fields for Text, Numeric, and Date Fields table.

6. (Optional) Place a check-mark in the **File Contains Header Row** check-box if you want the file to have a header row with field names on the first line.

To specify file information for an input file

1. From the **Input** page, select **File** from the **Input Interface Type** drop-down.
2. In the **File Name** field, specify information about the name of the file by selecting the drop-down and entering part or all of the name in the text field
3. In the **File Extension** field, enter the file extension. Do not include the . (dot) with the extension.
4. From the **Input Format** drop-down, select one of the following:
   - **Text Delimited File**—A file where a character separates each field of a row.
   - **Fixed-Width File**—A file where each column has a defined width. When the field value has fewer characters than the defined width, the user-specified character pads the empty spaces in the column.
5. Specify the file format details. If you select **Text Delimited File**, see the Text Delimited File Fields table. If you select **Fixed Width**, see the Fixed Width Fields for Text, Numeric, and Date Fields table.
6. (Optional) Place a check-mark in the **File Contains Header Row** check-box if the file has a header row with field names on the first line.

Text Delimited File Fields

Fields	Description
Delimiter	Specify the character that separates fields. Pre-defined options include a **Tab**, **Semicolon**, **Comma**, or **Space**. Select **Other** to enter a character not provided.
Row Delimiter	Specify the type of separator between rows (of invoices or line items). Pre-defined options include **Carriage return-line feed combination**, **Carriage return**, **Line feed**, **Tab**. Select **Other** to enter a character not provided.
Text Qualifier	Specify the type of quotation marks that the file inserts around a field.
Date Field Format	Specify the format for date fields in the file, for example yyyy-MM-dd. Any Java date format works in this field. See the date formats of the SimpleDateFormat class in the Java documentation for more information.

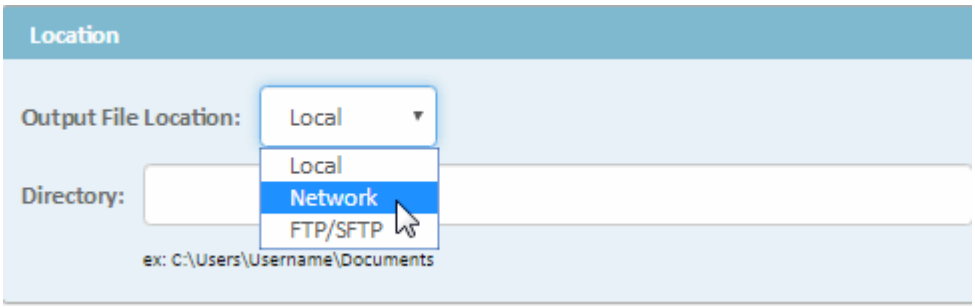
Fixed Width Fields for Text, Numeric, and Date Fields

Field	Description
Space Padding	Select to fill unused space in the field with spaces.
Zero Padding	Select to fill unused space in the field with zeros.
Other Padding	Select to fill unused space in the field with a character you specify.
Justification	Indicate which side to align data in a field.
Date Field Format	Specify the format for date fields in the file, for example yyyy-MM-dd. Any Java date format works in this field. See the date formats of the SimpleDateFormat class in the Java documentation for more information.

1.2.1.2.1 Specifying File Location

Because TeamConnect and the AP system are most likely not installed on the same server, save the output and input files to secure locations with privacy and standard encryption on the files.

Output and Input. From the **Output** or **Input** pages, select a location type in the **Output File Location** or **Incoming File Location** drop-down.



Specifying a Location on the Input Page

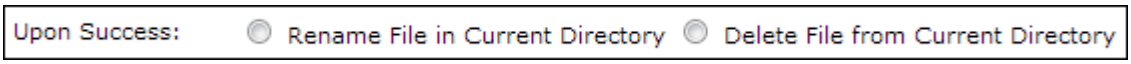
The following table includes a description of each location option.

Location Fields

Location	Description
Local	Specifies a location on the TeamConnect server. Enter the directory location in the **Directory** field.
Network	Specifies the location on another server on the network. Enter the location of the network **Directory** and a **Username** and **Password** for the network.

FTP/SFTP	Specifies the location of another server. Place a check-mark in the **Use Secure FTP** field if an SFTP is used. Enter the **URL** and a **Username** and **Password** for the server. If the FTP is secure, enter the location of the network file in the **Known Hosts Location** field.

Input. After an input file imports successfully, you can specify whether or not the file stays in the location you select in the previous section.



Input File Location Settings

Under the **File Storage Post Processing** block, in the **Upon Success** field, specify what happens to the input file:

- **Rename File in Current Directory**—TeamConnect renames each file after it imports the data into TeamConnect by appending Processed to the end of the file extension. The file remains in the same location.
- **Delete File from Current Directory**—TeamConnect deletes each file from the original location after it imports successfully.

Note: *If you select to delete the files from this location, but you want to save them elsewhere, you can specify that they save to the* ***Documents*** *page. See* *Saving Files to the Documents Page* *for more information.*

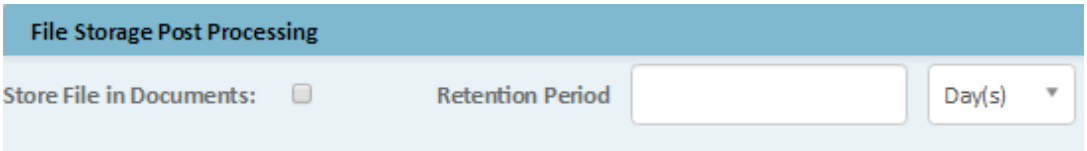
1.2.1.2.2 Saving Files to the Documents Page

Output. In addition to saving the output file in the **Location** block, you can also temporarily save the file to the **Output** folder of the **Documents** page.

Input. After you import the input file, you can temporarily save a copy to the **Input** folder of the **Documents** page.

To save files to the Documents page

1. From the **Output** or **Input** pages of the **AP Settings**, place a check-mark in the **Yes** check-box of the **Store File in Documents** field.



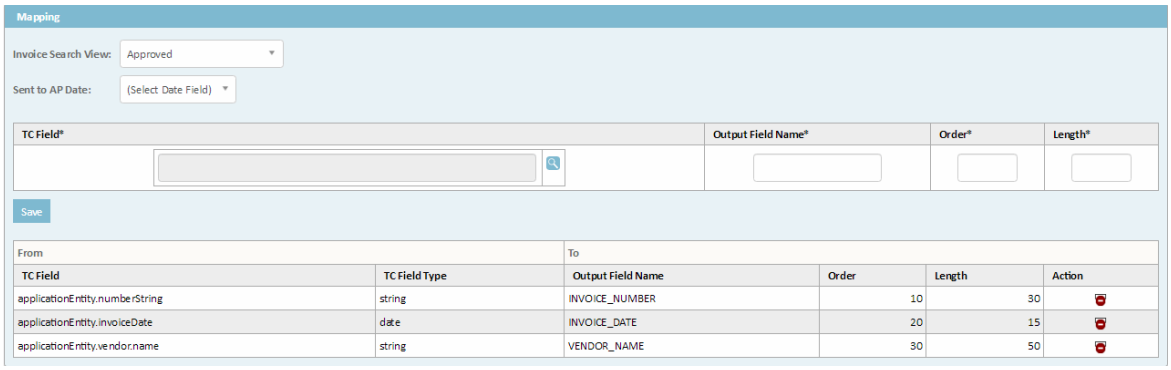
Saving Fileds to the Documents Page for a Certain Amount of Time

2. From the **Retention Period** field, specify how long in days or months you want TeamConnect to temporarily store the file. At the end of the Retention Period, TeamConnect deletes the file.
   - From the text field, enter the number of days or months.

- From the drop-down field, select **Days** or **Months**.

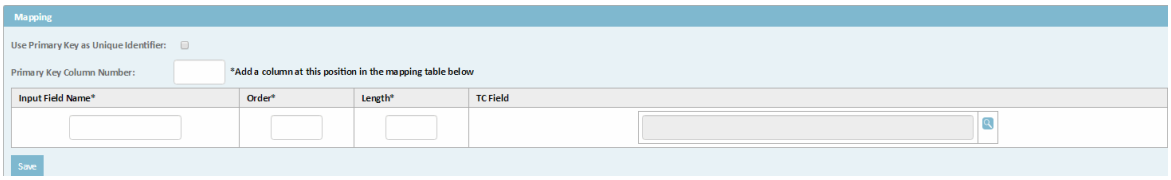
1.2.1.3 Mapping Fields

Output. Specify the TeamConnect fields that will be written to the output file for each invoice and/or line item exported.



Mapping Fields on the Output Page

Input. Specify the invoice-related fields that the AP system generates to identify or update the TeamConnect invoice.

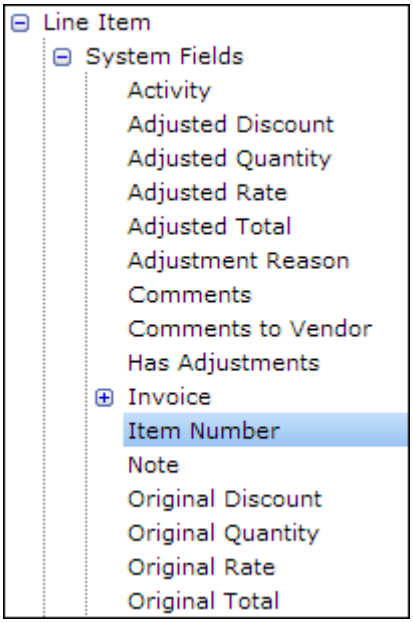


Mapping Fields on the Input Page

On the **Input** and **Output** pages, the vendor ID, invoice number, and invoice date fields are already present on the **Mapping** list.

To specify invoice fields for the output data

1. From the **TC Field** column on the **Output** page, click the magnifying glass icon to open the **Object Navigator**.



Object Navigator Opens When You Click the Object Navigator Icon

2. Navigate to and select a system or custom invoice-related field that you want to include with the output data. **Invoice Number**, **Invoice Date**, and **Vendor Last Name** fields are already included by default.

   Note: *You must click outside the selection box to save the field you selected and close the box.*

From		To			
TC Field	TC Field Type	Output Field Name	Order	Length	Action
applicationEntity.numberString	string	INVOICE_NUMBER	10	30	
applicationEntity.invoiceDate	date	INVOICE_DATE	20	15	
applicationEntity.vendor.name	string	VENDOR_NAME	30	50	

Example of Mapping Fields on the Output Page

3. For the **Output Field Name**, enter the column name that you want to appear in the header row. You must have selected **File Contains Header Row** under **File Settings** for the name to appear in the file.

4. For the **Order** field, enter a number for the order from left to right that the field will appear in the output file.

5. For the **Length** field, enter the number of characters that you want the field to have in a fixed-width file. If you are exporting a text-delimited file, you must still enter a length in the case that you change the **File Format**.

6. Click **Save**.

7. Repeat steps 1-6 for every field of data you want included with the output data.

8. Select an invoice search view from the **Invoices for Collection** drop-down.

   A search view for **AP Settings** should already exist. See Creating an Invoice Search View for more information.

9. From the **Sent to AP Date** drop-down, select a date field on the invoice object to be updated for each invoice that TeamConnect exports.

   If you have TeamConnect Legal, select **INVC.SentToAPDateIn**. If you do not have TeamConnect Legal and you created a custom sent-to-AP date field, select the **Field** name for that date.

Click edit in the **Action** column of the field row to edit the field information. Click minus icon in the **Action** column of the field row to delete the field from the list.

To specify invoice fields for the input data

1. If the input data has a header row, enter the column name that appears at the top of the input file in the **Input Field Name** column on the **Input** page. If the input data does not have a header row, you do not have to enter a name in this field.

   Invoice Number, **Invoice Date**, and **Vendor Last Name** fields are already included by default.

From			To		
Input Field Name	Order	Length	TC Field	TC Field Type	Action
INVOICE_NUMBER	10	30	applicationEntity.numberString	string	
INVOICE_DATE	20	15	applicationEntity.invoiceDate	date	
VENDOR_NAME	30	50	applicationEntity.vendor.name	string	

Example of Mapping Fields on the Input Page

2. For the **Order** field, enter a number for the order from left to right that the field appears with the input data.
3. For the **Length** field, enter the number of characters that the field has if the input file is a fixed-width file. If you are importing a text-delimited file, you must still enter a length in case the **File Format** changes.
4. From the **TC Field** column, click the magnifying glass icon to open the **Object Navigator**.
5. Navigate to and select a custom invoice-related field to be updated for each invoice when TeamConnect processes the input data.

   You must click outside the selection box to save the field you selected and close the box.
6. Click **Save**.
7. Repeat steps 1-6 for every field of data included with the input data.

Click Edit icon in the **Action** column of the field row to edit the field information. Click the minus icon in the **Action** column of the field row to delete the field from the list.

1.2.2 Documents

Like most records in TeamConnect, **AP Settings** also has **Documents** page. You can find the **Documents** page link in the left pane of the **AP Settings**. See Documents for more information about working with documents.

In addition to using this page like other **Documents** pages, you can automatically save output and input files to **Documents**. See Saving Files to the Documents Page for more information.

1.2.3 History

Each time output or input data processes, the **History** page updates with a record of the action. This page includes a record even if the import or export is not successful.

To view history actions

1. From **AP Settings**, click **History** in the left pane.

   You can see a list of all the input and output actions. See the History Table Fields table for a summary of descriptions.

2. To view only input or output actions, click the **View** drop-down and select **Output File Histories** or **Input File Histories**.

History Table Fields

Column Field	Description
Start Date and Time	The date the output or input action occurred.
Synchronization Status	The status of the action: • **Success**—The data exported or imported successfully. • **Failed**—An error occurred before the input or output action could finish. Open the log file to see a description of the error. See TeamConnect Logs for more information about log files.
Processing Duration	The amount of time the actions takes to process.
File Name	The name of the output or input file.
No. of Invoices	The number of invoices with the data.
Attachment Size	The size of the file.

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