



M3 ADC for Supplier Invoices User Guide

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About this guide

This guide is intended for super users in M3 Business Engine using Infor Smart Office or M3 H5 client to process captured supplier invoice data.

Overview

The M3 ADC for Supplier Invoices concept enables transferring captured invoice data to M3 Business Engine. An invoice image is also stored in Infor Document Management. The image can then be retrieved from various M3 Business Engine programs, to support the supplier invoice process.

Workflow

Supplier invoice capturing

A third-party capturing software captures supplier invoice data from scanned images, from attachments received in e-mails, or from fax printouts. The received images are interpreted and verified before both the image and the captured data are transferred to M3 Business Engine. The data is transferred in Business Object Documents (BOD) format (ProcessSupplierInvoice), according to a specification delivered together with M3 ADC for Supplier Invoices.

Supplier invoice entry

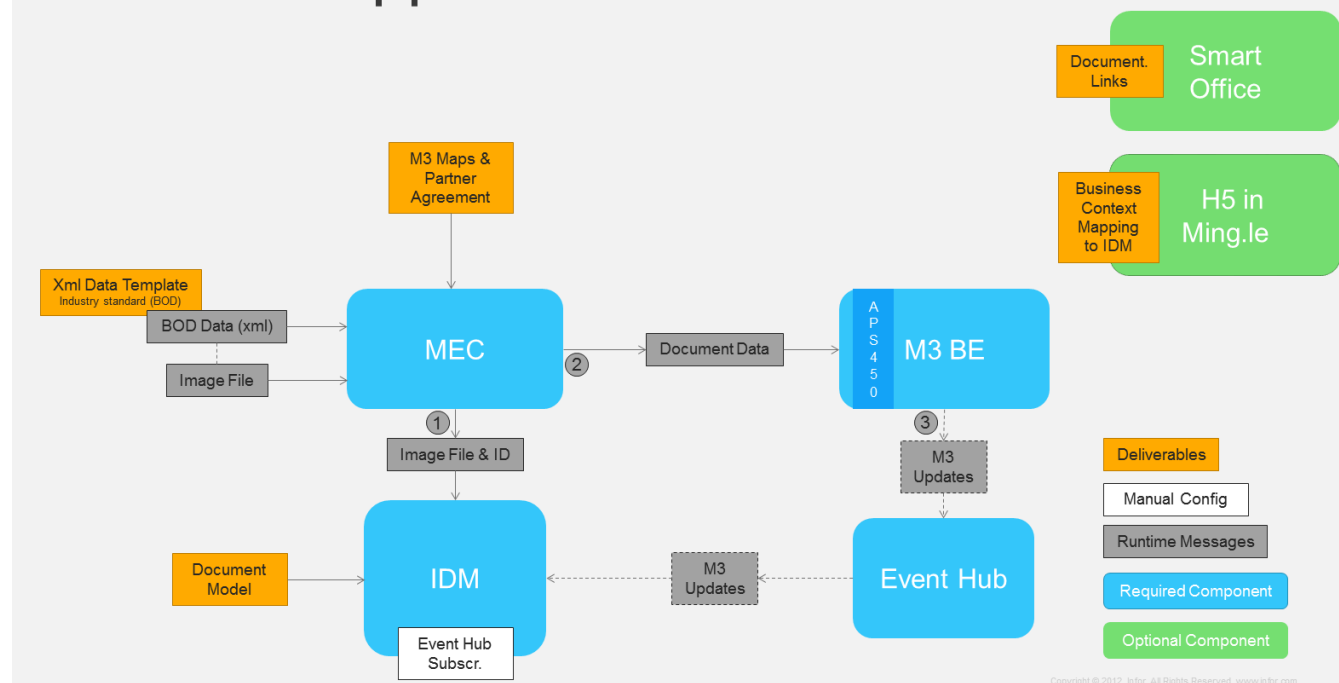
Infor Enterprise Collaborator (MEC) receives and processes the information from the capture software, and sends the invoice image to Infor Document Management, together with a unique ID. This ID is

created by MEC, and is referred to as correlation ID in Infor Document Management and M3 Business Engine.

The invoice data is transferred from MEC, processed via the standard API (APS450MI), and received in the Supplier Invoice Batch entry (APS450). Depending on the settings, the invoice control in APS450 can automatically validate the data, checking for errors or missing information.

When the invoice is validated without any errors, it can be added to Accounts Payable (AP).

M3 ADC Supplier Invoice M3 13.x



Invoice image display in M3 programs

Infor Document Management is updated via Event Hub with supplier invoice key fields such as supplier invoice number, supplier number, and voucher number.

When the supplier invoice is transferred to AP (status 90 in APS450), no more updates of Infor Document Management are required.

During the supplier invoice process, the invoice image can be displayed in various M3 programs. The image is displayed in the Related information window in Infor Smart Office using standard links delivered with ADC.

In M3 H5 Client running in Ming.le, the image is displayed in the Infor Document Management related information web part using business context mapping.

Transferring the captured information to M3 Business Engine

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This chapter describes how the invoice data is managed in the transfer process. For a more detailed specification of all invoice data that can be transferred to M3 BE, see <M3BEversion>_FIN_In_ION_ProcessSupplierInvoice_2_9_1_SPEC_vXX.xlsx that is delivered together with M3 ADC for Supplier Invoices.

- "Identifying the supplier" on page 8
- "Invoice matching" on page 9
- "Automatic invoice validation" on page 10
- "Item numbers in the scanned document and in M3 BE" on page 11
- "Transferring a payment reference" on page 11
- "Transferring VAT information" on page 12

Identifying the supplier

There are two ways to identify the supplier used in M3 BE:

- If the number used in M3 BE is printed on the scanned document, you can capture this value.
- Alternatively, you can capture a unique value from the scanned document and use it for identification, for example the VAT registration number, organization number or bank account number. During the transfer of the invoice to M3 BE, this value is translated into an M3 supplier number.

If the value fails to match an existing supplier record, the Supplier field (SUNO) in the supplier invoice batch function is populated with the first 10 positions of the alternative ID.

Configuring alternative search keys

In 'Altern Search Key – Supplier. Open' (CRS627), you decide which supplier-related fields to use to identify the supplier, and the supplier number used in M3 BE. You can select fields from the M3 tables listed in "[M3 tables and fields for creating alternative search keys](#)" on page 30.

Select fields that are suitable as unique identifiers, for example VAT registration number. The best fields to use depend on the customer installation, and the countries where the business is.

- ___1 From the fields listed in the appendix, identify the fields that are relevant for unique identification in your installation.
- ___2 Open CRS627, and create an entry for each relevant field by specifying the table and field.

Based on your setup, a reference table (CIDALL) is built with connections between the alternative identifiers and the M3 BE supplier number. This table is used to find the correct supplier number when the document is transferred to M3 BE.

To populate the supplier elements in the supplier invoice XML file

- Specify the content of either **SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/ID** or **SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/TaxID**.

- **SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/ID** Specify an ID that identifies the supplier, for example the M3 BE supplier number from 'Supplier. Open' (CRS620), or an alternative search key, like bank account number or telephone number.
If the M3 BE supplier number from CRS620 is used in the XML file, also specify the attribute **ID@schemeName** as 'Supplier Number'.

SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/ID@schemeName **Note:** Specify this element as 'Supplier Number' only when **SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/ID** contains the supplier number from M3 BE.
If the **ID@schemeName** is omitted in the XML file, the data in the **SupplierParty/PartyIDs/ID** element is used as an alternative search key.

- **SupplierInvoice/SupplierInvoiceHeader/SupplierParty/PartyIDs/TaxID** Specify this element if VAT registration number or organization number is used as an alternate search key to identify the supplier in M3 BE.

For examples, see "[Examples of elements in the Supplier Invoice XML file](#)" on page 35

Invoice matching

The invoice matching method IMCD determines how and if the invoice should be matched to a purchase order. If the Invoice XML file does not contain an invoice matching method, the parameter settings for **m3beInvoiceMatching** in Infor Enterprise Collaborator (MEC) will be used.

Table 1. Options for invoice matching for supplier invoices

Value	Description	Comment
0	No matching to purchase order	The supplier invoice is posted directly to a suspense account, accounting rule AP50-215.
1	Invoice matching on purchase order line level	Each transferred item line is matched against a PO line. (Default value)
2	Invoice matching on purchase order header level	The total amount from the invoice is used in the invoice matching.

For `m3beInvoiceMatching` =2, when the PO number on the header is used, all receipts for the purchase order are automatically selected for invoice matching. Invoice lines, invoice line charges and header charges are created based on the goods receipt.

The invoice amount (minus any VAT) is compared with the PO matching amount (line amounts + line charges + header charges). If there is a variance, it is compared with the limits in 'Settings – Supplier Invoice Match' (APS900) (inquiry type 03).

If the amount is within limits, the variance is distributed to the lines or accounted on PP20-240. This is the same logic as 'Next manually step 8' in 'Supplier Invoice. Record' (APS100). If the sum is not within limits, the total invoice amount is posted to the clearing account.

If no goods receipt is found for the PO, invoice lines of type 2 (invoiced not goods receipt) can be created instead. If some goods receipt is found, but all PO lines are not received, the total invoice amount is posted to the clearing account.

Automatic invoice validation

By default, all supplier invoices are automatically validated when transferred to M3 BE.

This corresponds to selecting the option 'Validation' (option 8) in 'Supplier Invoice Batch. Open' (APS450).

This functionality is configured in MEC with the parameter `m3beInvoiceValidation`.

Values for m3beInvoiceValidation:

- Yes – the validation routine is started automatically when the invoice is added in M3 Business Engine.
- No – the validation routine has to be started manually in M3 Business Engine.

Note: You can initiate the validation of the invoice manually with the option 'Validation' (option 8), or the function key F18 in APS450 if the automatic validation is disabled.

The invoice must be validated without any errors before you can update the invoice into Accounts Payable.

Item numbers in the scanned document and in M3 BE

The printed item numbers on the scanned document can differ from the item numbers in M3. This situation is handled by transferring all item numbers as alias numbers to M3 BE.

This requires that alias numbers are configured for the combination of supplier and item.

If an alias number is identified, the real item number field (ITNO) is populated with the correct item number. If an alias number cannot be found, for example because the item number transferred is an M3 item number, the item number field (ITNO) is updated with the value sent as an alias number.

Since alias number (POPN) is a longer field than item number, only the first 15 positions of the alias number are updated into the item number field (ITNO).

Alias numbers for suppliers are maintained in M3 BE program 'Supplier. Connect Item' (PPS040).

To populate the item number element in the supplier invoice XML file

- Specify the content of the item ID element:

**SupplierInvoice/
SupplierInvoiceLine/
Item/ItemID/ID** The same data element Item/ItemID/ID is used for item numbers and alias numbers.

An example of item number or alias number in the XML file:

```
<Item>
  <ItemID>
    <ID>2001</ID>
  </ItemID>
</Item>
```

Transferring a payment reference

Payment references, such as the KID numbers used in Norway, or OCR numbers used in Sweden, can be stored with the invoice in M3 BE. There are three information categories with a capacity of 45 positions each available for this purpose in 'Accounts Payable. Display Additional Information' (APS250): 412, 413, and 414.

Payment reference numbers up to 45 characters are stored in information category 412.

If the value has more than 45 characters, the value is transferred and automatically divided into multiple fields. The first 45 characters are stored in 412, and the subsequent characters are stored in information categories 413 and 414 as required, enabling storage of payment reference with a maximum 135 positions.

These three categories are the same fields that are available in 'Supplier Invoice. Record' (APS100) when manually recording supplier invoices. In (APS100) the fields are called 'Invoice reference'.

If there is a payment reference connected to the invoice, it can be viewed in for example 'Acc Payable. Display' (APS200), or 'Supplier Invoice. Display Separate' (APS215), when you select related option 'Additional info'.

- Specify the content of this element:

**SupplierInvoice/
SupplierInvoiceHeader/
AlternateDocumentID/
ID** Store the payment reference in this element.

**SupplierInvoice/
SupplierInvoiceHeader/
AlternateDocumentID/
ID@schemeName** Specify the attribute as 'StructuredCreditorReference'.

Transferring VAT information

On supplier invoices, there can be many different VAT amounts and percentages. VAT lines are displayed in 'Supplier Invoice Batch. Open Lines' (APS451/B) in M3 Business Engine as line type 03.

You can transfer VAT amount, VAT percentage and VAT code to M3 BE. However, on the supplier invoice document there is only information about the VAT amount and VAT percentage, not the VAT code. If transferring the VAT amount and VAT percentage, M3 BE looks for the first best suited VAT code that matches the invoice, and uses this on the VAT line. For more information on the selection of VAT code, see NCR 4726. If no VAT code can be found, the line presents with an error code after validation. The incorrect VAT line has to be verified and corrected manually.

If only a VAT amount is sent, the VAT code is retrieved from the supplier information in M3 BE.

For invoices with normal EU VAT, one VAT payable transaction, and one VAT receivable transaction is created automatically when the invoices are updated to Accounts Payable.

To populate the VAT elements in the supplier invoice XML file

- Specify the content of the VAT elements as required:

SupplierInvoice/ SupplierInvoiceHeader/ Tax@type	<p>Specify Tax@type only for VAT lines with VAT method Combined VAT or Chain VAT. The VAT method is specified on the VAT code in 'VAT Code. Open' (CRS030). If the attribute is omitted, the VAT lines are assumed to be single VAT.</p> <p>This attribute is used in the MEC mapping to indicate that this type of VAT has two amounts, and two rates on the same VAT line in 'Supplier Invoice Batch. Open Lines' (APS451/B) in M3 BE. The type also indicates if the VAT amount and/or rate are the first or second amount and/or rate for the specific VAT line.</p> <p>Types</p> <ul style="list-style-type: none"> • CombinedVAT1 • CombinedVAT2 • ChainVAT1 • ChainVAT2
SupplierInvoice/ SupplierInvoiceHeader/ Tax@sequenceNumber	<p>Use this attribute if there is more than one VAT amount and percentage on the invoice.</p> <p>If VAT method Combined VAT or Chain VAT is used, where there are two amounts and two percentages on the same VAT line in M3 BE, the sequence must be specified in the XML file. For example, use sequence no 1 for the first amount and percentage of the Combined VAT line, and sequence no 2 for the second amount and percentage.</p>
SupplierInvoice/ SupplierInvoiceHeader/ Tax/ID	<p>Specify the M3 BE VAT code in the format N(2) in this element. The VAT code determines what VAT method and VAT rate to apply.</p>
SupplierInvoice/ SupplierInvoiceHeader/ Tax/Calculation/ Formula	<p>Specify the VAT percentage in this element. For example, 25% VAT would be specified as 25.00 in the XML file.</p>
SupplierInvoice/ SupplierInvoiceHeader/ Tax/Amount	<p>Specify the VAT amount in this element.</p>
SupplierInvoice/ SupplierInvoiceHeader/ Tax/ Amount@currencyID	<p>Specify the currency code in this attribute, e.g. SEK, EUR, USD.</p>

For examples, see "[Examples of elements in the Supplier Invoice XML file](#)" on page 35.

Working in 'M3 Supplier Invoice Batch. Open' (APS450)

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A limited set of the invoice batch types, statuses and progress values in APS 450 are applicable in M3 ADC for Supplier Invoices.

These batch invoice types can be transferred to APS450 via M3 ADC for Supplier Invoices:

- 05= Prepayment invoice
- 20= Supplier invoice

These status values are used for prepayment invoices and supplier invoices:

- 10 - New
- 15 - Validated with errors (if errors)
- 50 - Approved (if no errors)
- 90 - Updated in Accounts Payable

These Invoice progress values are used to monitor the current state of the Invoice batch:

- 0= The invoice can be processed
- 2= Change in progress
- 4= Delete in progress
- 6= Printing in progress
- 8= Validation in progress
- 9= Update to APL in progress

Adding key field for image display in supplier invoice batch function views

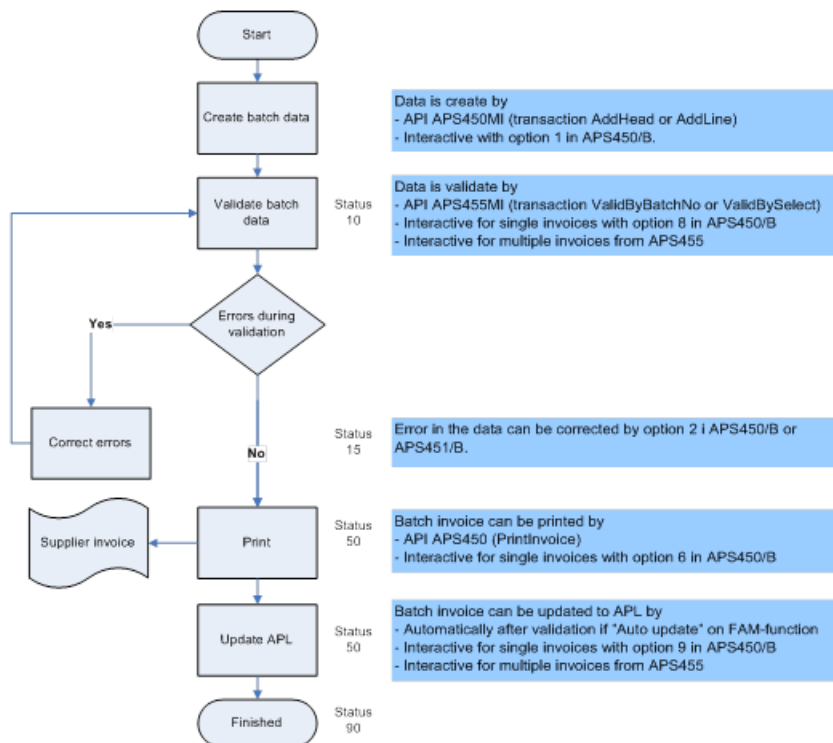
To be able to display the invoice image in APS450, the key field used to identify the invoice image in Infor Document Management must be displayed as a column in the APS450/B1 view.

The key field in APS450 is Correlation ID (CORI).

To add the key field as a column in a view

- 1 In APS450/B1, click the pencil icon in the column heading row to edit the view.
- 2 Click the arrow in the column heading row to select a column.
- 3 Scroll down to find the field Correlation ID.
- 4 Select the check box for the field, and click Save.

Batch invoice workflow



Creating batch data from captured invoice data

When the invoice data is transferred from the capture software to M3 BE, the supplier invoice data is created in the batch tables FAPIBH, FAPIBL and FAPIBA by API APS450MI.

During the creation of the batch data, an invoice batch number is assigned as a unique key for the invoice batch in M3 BE, and default data is retrieved from Suppliers, Payee, and Purchase orders (if applicable).

Validating batch invoices

By default, the validation of the invoices is started automatically. This parameter is set in MEC, for more information, see "[Automatic invoice validation](#)" on page 10.

Depending on the outcome of the validation, one of these options apply:

- If any error is found during the validation, the new Batch invoice status is 15 - Verified with errors.
The fields Invoice batch head error and Invoice batch line error indicate if errors are found on the header, lines or both, and if they must be corrected before the invoice can be updated to Accounts Payable.

Select option 2 – Change for the invoice to correct the errors.

- If no error is found during the validation, the new Batch invoice status is 50 – Approved.

Batch invoices that receives status 50 – Approved can be automatically updated to Accounts Payable, if parameter "Auto update" is set to 1 (always), or 2 (only if no warnings exist) on the FAM-function.

The data of an invoice with status 50 - Approved cannot be changed. However, it is possible to reset the status to 10 -New by selecting option 23 - Reset to status New, if changes are required.

Batch invoices with status 10 – New or 15 - Verified with errors must be validated.

Single batch invoices are validated from APS450. Multiple batch invoices can be validated with function key F18 from APS450, or from 'M3 Supplier Invoice Batch.Select Operation' (APS455). APS455 can be scheduled to run validation jobs at specific times.

Application messages 156 - Errors occurred during the validation of the supplier invoice can be created if any errors are found during the validation. This application message is activated in program 'M3 Settings - Application Messages' (CRS424).

Updating batch invoices to Accounts Payable

Batch invoices with status 50 – Approved can be updated to Accounts Payable (APL).

Multiple batch invoices are updated to APL from APS455 (function key F19 from APS450/B).

To update single batch invoices to APL

- 1 In APS450, select the approved invoice.
- 2 Right-click and select Option 9 - Update to AP ledger.

During the update to APL the batch invoices can be automatically matched to purchase orders or goods receipts, if applicable. If the matching is incomplete or could not be performed at all, the matching must be completed manually afterwards.

The Accounts Payable invoice is entered as approved for payment or not approved for payment, depending on the configuration of the FAM function. An accounting journal and a supplier invoice journal are printed, like for manually entered Accounts Payable invoices.

Batch invoices updated to APL will get status 90 – Updated in APL.

After the update to Accounts Payable, the invoice can be recoded and approved (this is applicable for invoices that received status 'Not approved for payment') in 'Supplier Invoice. Recode' (APS110). The invoice matching can also be completed from (APS110).

The invoices that are approved for payment can be included in a payment proposal in 'Supplier Payment Proposal. Open' (APS130).

Accounting configuration in M3 BE for M3 ADC for Supplier Invoices

Configuring 'FAM Function. Open' (CRS405)

In 'FAM Function.Open' (CRS405), these FAM functions are applicable:

- AP50 - Normal invoices
- AP53 - Prepayment

Configuration for 'Accounting Rule. Set' (CRS395)

These Accounting Rule settings are applicable for M3 ADC for Supplier Invoices:

Accounting Rule	Account	Debit	Credit
AP50-200	Creditor's control account (accounts payable)		X
AP50-210	AP accounts prepayment		
AP50-215	Clearing account	X	X
AP50-220	Prepaid cost		
AP50-230	Charges at invoice header level	X	
AP50-280	Rounding off	X	

Accounting Rule	Account	Debit	Credit
AP50-301	Realized exchange gains		
AP50-302	Realized exchange losses		
AP50-420	Claim against supplier		
AP50-440	Claim adjustment		
AP53-210	AP accounts prepayment		X
AP53-220	Prepaid cost	X	

These accounting rules for VAT are applicable for M3 ADC for Supplier Invoices:

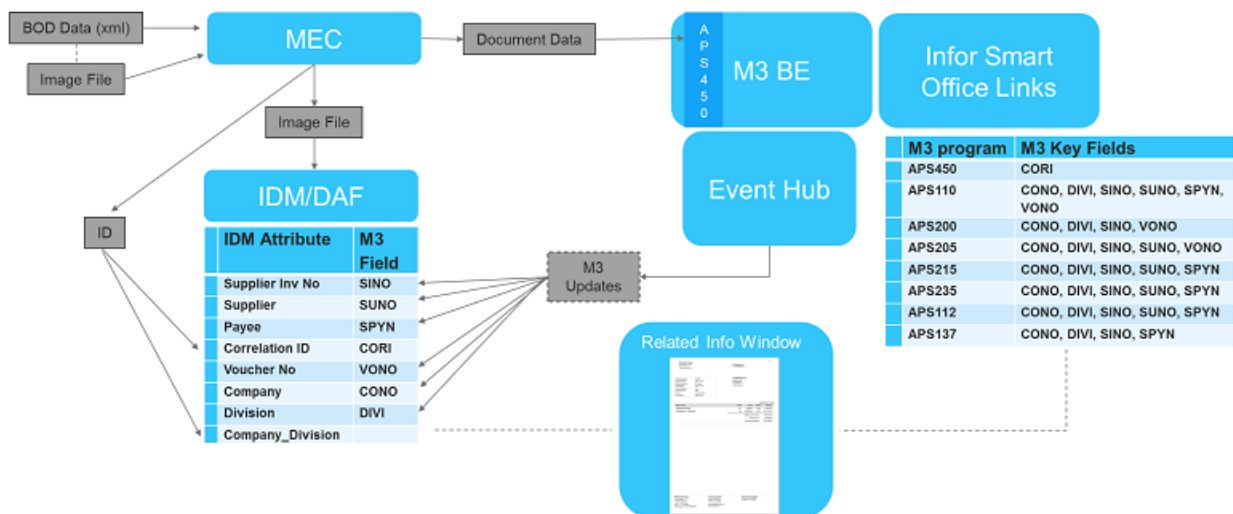
Accounting Rule	Account	Debit	Credit
AP50-111	VAT payable 1		X
AP50-112	VAT payable 2		X
AP50-113	Suspense account for VAT payable 1		X
AP50-114	Suspense account for VAT payable 2		X
AP50-211	VAT receivable 1	X	
AP50-212	VAT receivable 2	X	
AP50-213	Suspense account for VAT receivable 1	X	
AP50-214	Suspense account for VAT receivable 2	X	

Invoice image display in Infor Smart Office

Default invoice image display in Accounts Payable programs

Figure 1. The default invoice image display is enabled by links between the attributes of the original invoice, stored in Infor Document Management, and the corresponding key fields in M3 Business Engine Accounts Payable programs and panels.

M3 ADC Supplier Invoice image display in Infor Smart Office



The M3 ADC for Supplier Invoices deliverables include links and personalizations for displaying the invoice image in Infor Smart Office for selected Accounts Payable programs and panels, including these:

M3 BE program and panel	Name
APS450/B1	Supplier Invoice Batch. Open
APS200/B1	Acc Payable. Display
APS110/B1	Supplier Invoice. Recode
APS205/B1	Supplier Invoice. Display in Number Seq
APS137/B1	Suppl Payment Proposal. Update Details
APS115/B1	Supplier Invoice. Display Split
APS105/E	Supplier Invoice. Review
APS215/B1	Supplier Invoice. Display Separate
APS235/B1	Supplier Invoice. Display Log
APS112/H	Supplier Invoice. Recode (APS110 Related Option = 8 Simpl inv appr)
APS210	AP Statement of Account. Display

For these programs, a thumbnail of the original supplier invoice is displayed in the related information window when you select a supplier invoice record. The thumbnail remains visible in the subsequent panels in your workflow. The same invoice thumbnail is displayed until you open another program and panel from the selection listed above, and select another invoice.

Note: The related information window will not be displayed if you run Smart Office in full screen mode (maximized window).

Resizing the invoice image display

You can resize the related information window in Infor Smart Office by dragging the edges of the window. To view the full size of the invoice, you can also open the invoice image in a separate viewer by clicking on the thumbnail image.

Close and reopen image display

It is possible to close the thumbnail image by closing the Related information window. This action will behave differently depending on the user permissions.

- If a user is not authorized to create user personalizations, the Related information window will be there the next time the user opens the program.

- If a user is authorized to create user personalizations, the Related information window will not appear without a user action. The user will need to select Tools > Related information in the program.

Restrictions and limitations for default image display in Accounts Payable programs

To be able to display the invoice image in an M3 BE Accounts Payable program, the key fields used to identify the invoice image in Infor Document Management must be displayed on the panel. For list panel programs, the key field must be displayed as a column in the view. This is applicable for both standard views, and customized views.

- In 'Acc Payable. Display' (APS200), only view STD01-03 has the required key fields, Supplier Invoice Number (SINO) and Voucher Number (VONO). In other views, the Voucher Number must be manually added as a column in the view.
- In 'M3 Suppl Payment Proposal. Update Details ' (APS137), you can only use sorting orders 1 and 2 with the delivered links.
- 'Supplier Invoice. Recode' (APS110) has several sorting orders, displaying different key fields in the list. Different links are required for different sorting orders. The default link is applicable for sorting orders 2, 5, 6, 7, 12, and 16. See "[Configuring personalizations for image display - an example](#)" on page 21 for a description of how to set up image display for an additional sorting order.
- In 'Supplier Invoice. Recode' (APS110) , it is not possible to display the images for sorting orders 3, 13 and 15 since there are not enough key fields in those lists.
- The links for the following programs APS115, APS215, APS235, APS110 (sorting order 8), include invoice year (IN YR). Those links will only work if the fiscal year equals the calendar year. See "[Removing key field Invoice Year from a link - an example](#)" on page 22 for a description of how to remove invoice year from the links.

Note: By removing the year, the link may find more than one invoice image. This will, for example, happen if a supplier reuses the same invoice numbers every year.

- If voucher numbers with less than 8 digits are used, additional zeros are added in front of the voucher number in some programs. This affects the list panels in APS210, APS110 (sorting order 4 and 14), and APS215 (sorting order 4) where a match is not made with the value stored in Infor Document Management since this does not include the zeros. As a work-around, either use an 8 digit long voucher number, or display the image in another panel/program.

Configuring personalizations for image display - an example

The default personalizations included in the installation are configurable, you can add new personalizations and update existing ones. This example describes how to change the default link in

'M3 Supplier Invoice. Recode' (APS110) to display the invoice image for sorting order 1 instead of the link for the default sorting orders 2,5,6,7,12, and 16.

Before you start The end user must have permissions to create and change user personalizations. If the end user does not have this permission, the Infor Smart Office administrator can make the personalization and distribute it to the end user or role.

- 1 Open 'M3 Supplier Invoice. Recode' (APS110/B1).
- 2 If required, select Tools>Related information to open the Related Information window.
- 3 In Related Information, expand Settings.
- 4 In Link, select the appropriate option, in this example "ADC Invoice APS110 Sort Ord 1,11".
- 5 Select the check boxes Sync with list, and Keep information from current panel.
- 6 Click Save, and close the program.
- 7 Reopen 'M3 Supplier Invoice. Recode' (APS110/B1).
- 8 Change sorting order to 1 – Payee.

Select an invoice in the list to verify that the link is working, and that the invoice thumbnail is displayed in the Related Information window.

Removing key field Invoice Year from a link - an example

Before you start To execute these changes to an ADC link, you must be a Smart Office Administrator.

- 1 In the Smart Office Navigator, select **Administration Tools > Link Manager**.
- 2 In the window **Link Manager**, mark the link "ADC Invoice APS215" and click **Edit**.
- 3 In the window **Link Properties - New Link, step 1 of 2**, click **Next**.
- 4 In the window **Link Properties - New Link, step 2 of 2**, under **Summary Link Relations**, look up attribute "Invoice date".
- 5 To remove the key field, click the **X** at the end of that line.
- 6 Click **Update**.
You will now be back in the **Link Manager** start screen.
- 7 Click **Save**.
- 8 Click **Close**.

Using invoice image display links in General Ledger programs

As an addition to the default image display listed in "[Default invoice image display in Accounts Payable programs](#)" on page 19, there are Smart Office links available for a selection of General Ledger programs:

- 'Transaction. Open Erroneous' (GLS039/E)
- 'Voucher. Display' (GLS200/A1)
- 'General Ledger. Display Transactions' (GLS210/B1)

There are two main reasons for not adding these links to the default personalizations, rather leaving it up to every user to decide if they should be used:

- The related information window will always be displayed, also for General Ledger transactions that are not Supplier Invoices. This can be perceived as annoying.
- For (GLS200) and (GLS210) some restrictions apply, and configurations need to be done depending on how the M3 General Ledger is set up.

The link for GLS200 & GLS210 includes the key fields Company, Division, Voucher Number and Accounting Year.

Accounting Year is matched to the attribute Accounting Date in Infor Document Management. If the fiscal year differs from the calendar year, this logic will not apply and the link will not work. The key field Accounting Year can be removed from the link (see "[Removing key field Invoice Year from a link - an example](#)" on page 22) but this is **not** recommended if the same voucher number can be reused another year.

If Book of Account is used in the General Ledger setup, this need to be added to the link for GLS200 & GLS210 (in 'Settings — General Ledger' (CRS750/F)). See "[Adding key field Book of Account to a link - an example](#)" on page 23.

In (GLS210) the Accounting Year need to be added to the list panel view used. This configuration is similar to the one described in "[Adding key field for image display in supplier invoice batch function views](#)" on page 14.

To use one of the General Ledger links listed above you need to create personalizations. This is described in "[Configuring personalizations for image display - an example](#)" on page 21.

Adding key field Book of Account to a link - an example

Before you start To execute these changes to an ADC link, you must be a Smart Office Administrator.

- 1 In the Smart Office Navigator, select **Administration Tools > Link Manager**.
- 2 In the window **Link Manager**, mark the link "ADC Invoice GLS200 & GLS210" and click **Edit**.
- 3 In the window **Link Properties - New Link, step 1 of 2**, click **Next**.
- 4 In the window **Link Properties - New Link, step 2 of 2**, specify the link properties:

Document Types	Select Supplier Invoice
-----------------------	-------------------------

Attributes	Select Book of account
-------------------	------------------------

Operators	Select =
------------------	----------

M3 Transactions - Field	Enter "VSER"
--------------------------------	--------------

- 5 Click **Add**.
- 6 Under **Summary Link Relations**, verify the added line "Book of account = VSER" and click **Update**.
You will now be back in the **Link Manager** start screen.
- 7 Click **Save**.
- 8 Click **Close**.

Creating invoice image display links in additional programs

You can create your own links to the supplier invoice image in Infor Document Management from any M3 Business Engine Accounts Payable or General Ledger program, provided that the key values are displayed on the panel you are working in.

To identify the documents in Infor Document Management from an AP program, the panel display must include these key values:

- Mandatory: Supplier Invoice Number (SINO)
- At least one of the following: Supplier Number (SUNO), Payee (SPYN), Voucher Number (VONO), or Invoice Year (INYR).

To identify the documents in Infor Document Management from a GL program, the panel display must include these key values:

- Mandatory: Voucher Number (VONO)
- Depending on the GL set-up, the following: Accounting Year (YEA4) and Book of Account (VSER)

To create invoice image display links in additional programs:

- 1 In the applicable M3 Business Engine program, verify that the key values are displayed as applicable.
- 2 Select **Administration Tools > Link Manager** and create new links as required, or copy and modify an available link if applicable.

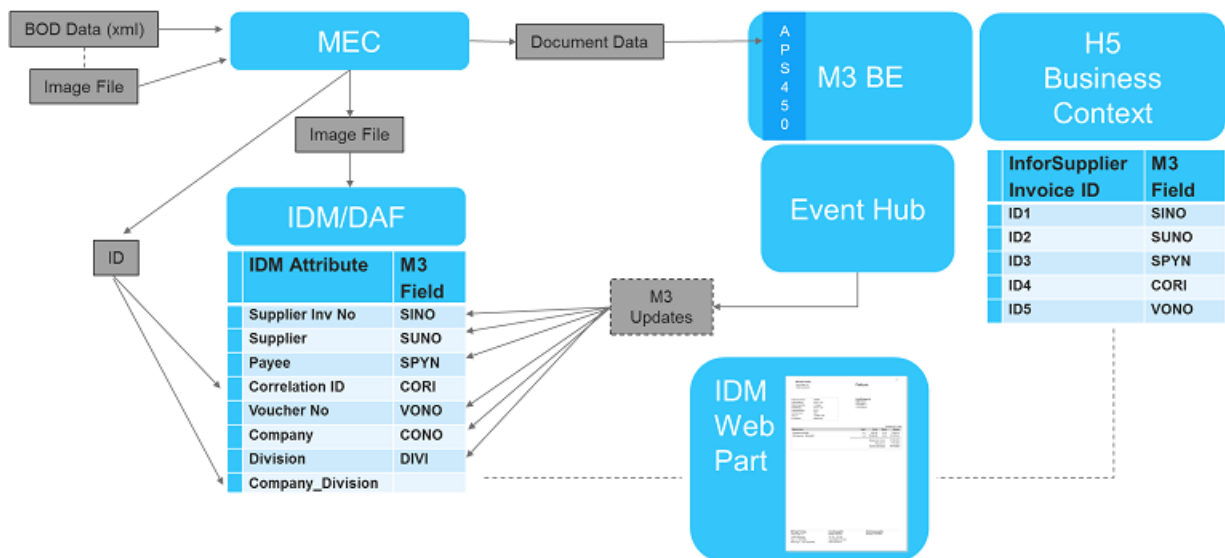
For a detailed description of how to create links, and managing the access to links, see *Infor Smart Office Administration Guide*.

Invoice image display in M3 H5 Client

Default invoice image display in M3 BE programs

Figure 2. Invoice image display is enabled by a mapping between Infor business context published by M3 H5 Client in Ming.le, and the attributes on the original invoice, stored in Infor Document Management. The context entity used is InforSupplierInvoice, and ID1-ID5 represents the M3 BE key fields for a supplier invoice.

M3 ADC Supplier Invoice in Ming.le



The M3 ADC for Supplier Invoices deliverables include context mappings for displaying the invoice image in M3 H5 Client for selected Accounts Payable and General Ledger programs and panels. Unfortunately, only the programs and panels listed here are available when using the M3 H5 client.

M3 BE program and panel	Name
APS450/B1	Supplier Invoice Batch. Open
APS450/E	Supplier Invoice Batch. Open
APS450/G	Supplier Invoice Batch. Open
APS110/B1	Supplier Invoice. Recode

M3 BE program and panel	Name
APS105/E	Supplier Invoice. Review
APS112/E	Supplier Invoice. Recode
APS200/B1	Acc Payable. Display
APS201/E	Acc Payable. Change Sep Invoice
APS205/B1	Supplier Invoice. Display in Number Seq
APS215/B1	Supplier Invoice. Display Separate
APS215/E	Supplier Invoice. Display Separate
APS137/E	Suppl Payment Proposal. Update Details
APS210/B1	AP Statement of Account. Display
GLS039/E	Transaction. Open Erroneous
GLS200/A1	Voucher. Display
GLS210/B1	General Ledger. Display Transactions

For these programs and panels, a thumbnail of the original supplier invoice is displayed in the Infor Document Management Related information web part window when you select a supplier invoice record.

Viewing the invoice image in full size

To view the full size of the invoice, you can open the invoice image in a separate viewer.

To view the image thumbnail in full size

- 1 Select the applicable invoice.
- 2 Click the invoice thumbnail in Related Information.

Depending on your browser settings, the invoice image is displayed in a new window, or in a new tab. The invoice is opened in full size in a stand alone viewer, depending on the file format.

Restrictions and limitations

To be able to display the invoice image in an M3 BE program, the key fields used to identify the invoice image in Infor Document Management must be displayed on the panel. For list panel programs, the key field must be displayed as a column in the view. This is applicable for both standard views and customized views.

- In 'Acc Payable. Display' (APS200), only view STD01-03 has the required key fields, Supplier Invoice Number (SINO) and Voucher Number (VONO). In other views, the Voucher Number must be manually added as a column in the view.
- In 'Supplier Invoice. Recode' (APS110) avoid using sorting orders 3, 8, 13 and 15 for invoice image display. This is due to the fact that only Supplier Invoice Number (SINO) is available in these sorting orders.
- In 'Supplier Invoice. Display Separate' (APS215/B1) **only** use sorting order 4 with column Voucher Number (VONO). This is due to the fact that only key field Supplier Invoice Number (SINO) is available in the other sorting orders.
- The image display for GLS200 & GLS210 includes the key fields Voucher Number, Book of Account and Accounting Year.

Accounting Year is matched to the year in the attribute Accounting Date in Infor Document Management. If the fiscal year differs from the calendar year, this logic will not apply and the link to Infor Document Management will not work.

- In (GLS210) the Accounting Year need to be added to the list panel view used. This configuration is similar to the one described in "[Adding key field for image display in supplier invoice batch function views](#)" on page 14.
- If voucher numbers with less than 8 digits are used, additional zeros are added in front of the voucher number in some programs. This affects the list panels in APS210, APS110 (sorting order 4 and 14), APS215 (sorting order 4) and GLS200/A1 where a match is not made with the value stored in Infor Document Management since this does not include the zeros. As a work-around, either use an 8 digit long voucher number, or display the image in another panel/program.

Configuring links to M3 BE programs in M3 H5 client for Infor Document Management

Before you start In order to make Link Manager available in H5, your user must be added to the M3_UI_Adapter/app-admin role mapping for the Document Links Manager.

You can create your own links to the Supplier Invoice image in Infor Document Management from any M3 Business Engine program.

To identify the documents in Infor Document Management, the panel display for Accounts Payable programs must include these key values:

- Mandatory: Voucher Number (VONO)

- Depending on the GL setup, the following: Accounting Year (YEA4) and Book of Account (VSER)

To identify the documents in Infor Document Management, the panel display for General Ledger programs must include these key values:

- Mandatory: Supplier Invoice Number (SINO)
- At least one of the following: Supplier Number (SUNO), Payee (SPYN), or Voucher Number (VONO).

The created links are available to all users.

How to create links in supplier invoice programs in M3 H5 client - an example

- 1 This example describes how to create a link in 'Simplified Invoice. Approval' (APS112/H).

In the M3 H5 client, open 'Supplier Invoice. Recode' (APS110/B), and select the related option for simplified invoice approval, Simpl Inv Appr.

- 2 In 'Simplified Invoice. Approval' (APS112/H), select Tools>Link Manager.
- 3 In Link Properties, New Link step 1 of 2, enter "Supplier Invoice document" in Title, select "Document Archive" in Target, and click Next.
- 4 In Link Properties, New Link, step 2 of 2, Document Archive, map an Infor Document Management attribute to an M3 Business Engine field.

Document Types	Supplier Invoice
Operators	AND
Attributes	Enter an Infor Document Management attribute from the list below, for example Company.
M3 Transactions	Select this option.
Field	Enter the corresponding field from the list below, in this example Company.

Click Add.

Repeat this step for all entries in the list:

Infor Document Management attribute	M3 Business Engine field
Company	Company
Division	Division
Supplier Invoice Number	WHSINO
Supplier	WHSUNO
Payee	WHSPYN

- 5 When all attributes from the list are displayed, click Close to exit the Link Manager.

- 6 Verify the new link by closing (APS112/H) and reopening it from (APS110/B). The link is now available when you select and right-click a line in the display list.

M3 Tables for Alternative Search Key Lookup



Any field from these M3 tables can be used in 'Altern Search Key – Supplier. Open' (CRS627). The recommended fields are listed here.

M3 tables and fields for creating alternative search keys

Table 7. CIDMAS - Supplier Master Table

Field	Description	Length/Decimals
IDSUNM	Supplier name	36
IDALSU	Search key	10
IDCORG	Organization number 1	11
IDCOR2	Organization number 2	11
IDPHNO	Telephone number 1	16
IDPHN2	Telephone number 2	16
IDTLNO	Telex number	16
IDTFNO	Facsimile transmission number	16
IDVRNO	VAT registration number	16
IDSUCO	Supplier number within group	10
IDSUAL	Supplier alternative identity	3
IDSUCM	Supplier computer communication address	20
IDCFI1	User-defined field 1 – item	10
IDCFI2	User-defined field 2 – item	15/2
IDCFI3	User-defined field 3 – item	3

IDCFI4	User-defined field 4 – item	5
IDHAFE	Harbor or airport	6

Table 8. CIDVEN – Supplier Purchase and Finance Table

Field	Description	Length/Decimals
IIBUYE	Buyer	10
IIRESP	Responsible	10
IISCNO	Supplier customer number	10
IIOUCN	Our customer number at supplier	10
IIAGNT	Recipient agreement type 1 - commission	10
IIPSTM	Pseudo identity	8
IIACRF	User-defined accounting control object	8
IICFI1	User-defined field 1 – item	10
IICFI2	User-defined field 2 – item	15/2
IICFI3	User-defined field 3 – item	3
IICFI4	User-defined field 4 – item	5
IISUGR	Statistical supplier	10
IIPWMT	PIN code	10

Table 9. CBANAC - Bank Accounts Table

Field	Description	Length/Decimals
BCBANA	Bank account name	36
BCBAF1	Bank account field 1	15
BCBAF2	Bank account field 2	15
BCBAF3	Bank account field 3	15
BCBAF4	Bank account field 4	15
BCBAF5	Bank account field 5	15
BCBKAG	Bank EDI agreement number	15
BCBRNO	Branch number	17

Field	Description	Length/Decimals
BCFINC	Financial institution	11
BCFIAN	Account number at financial institution	25
BCFICU	Customer number at financial institution	17
BCIBAN	International bank account number	34

Only supplier bank account (Bank type (BKTP) = 03) records are selected.

Table 10. CBANAC - Bank Accounts Table

Field	Description	Length/Decimals
BCBANA	Bank account name	36
BCBAF1	Bank account field 1	15
BCBAF2	Bank account field 2	15
BCBAF3	Bank account field 3	15
BCBAF4	Bank account field 4	15
BCBAF5	Bank account field 5	15
BCBKAG	Bank EDI agreement number	15
BCFINC	Financial institution	11
BCFIAN	Account number at financial institution	25
BCFICU	Customer number at financial institution	17
BCIBAN	International bank account number	34

Only customer bank account (Bank type (BKTP) = 02) records are selected.

Table 11. OCUSMA - Custom Master Table

Field	Description	Length/Decimals
OKALCU	Search key	10
OKCUNM	Customer name	36
OKCUA1	Address line 1	36
OKCUA2	Address line 2	36
OKCUA3	Address line 3	36

Field	Description	Length/Decimals
OKCUA4	Address line 4	36
OKPONO	Postal code	10
OKPHNO	Telephone number 1	16
OKPHN2	Telephone number 2	16
OKTFNO	Facsimile transmission number	16
OKCORG	Organization number 1	11
OKCOR2	Organization number 2	11
OKYREF	Your reference 1	30
OKYRE2	Your reference 2	30
OKOREF	Our reference	30
OKCUSU	Our supplier number at customer	10
OKVRNO	VAT registration number	16
OKINSN	Insurance number	20
OKEALO	EAN location code	13/0
OKTOWN	City	20
OKEDES	Place	10

Table 12. OCUSAD - Customer Addresses Table

Field	Description	Length/Decimals
OPALCU	Search key	10
OPCUNM	Customer name	36
OPCUA1	Address line 1	36
OPCUA2	Address line 2	36
OPCUA3	Address line 3	36
OPCUA4	Address line 4	36
OPPONO	Postal code	10
OPPHNO	Telephone number 1	16
OPTFNO	Facsimile transmission number	16

Field	Description	Length/Decimals
OPYREF	Your reference	30
OPVRNO	VAT registration number	16
OPEALO	EAN location code	13/0
OPTOWN	City	20
OPEDES	Place	10

Table 13. CEMAIL - Email Addresses Table

Field	Description	Length/Decimals
CBEMAL	Electronic mail address	60

Only customer email address (Email type (EMTP) = 01) records are selected.

Populating the supplier invoice XML file



Examples of elements in the Supplier Invoice XML file

This topic collects example elements for the supplier invoice XML file.

<SupplierParty> examples

Example 1. An M3 BE supplier number is sent in the XML file:

```
<SupplierParty>
  <PartyIDs>
    <ID schemeName="SupplierNumber">565842</ID>
  </PartyIDs>
</SupplierParty>
```

Example 2. The bank account number of the supplier is sent in the XML file to identify the supplier:

```
<SupplierParty>
  <PartyIDs>
    <ID>913052258</ID>
  </PartyIDs>
</SupplierParty>
```

Example 3. The VAT registration number of the supplier is sent in the XML file to identify the supplier:

```
<SupplierParty>
  <PartyIDs>
    <TaxID schemeName="TaxIdentificationNumber">SE911782284</TaxID>
  </PartyIDs>
</SupplierParty>
```

<Tax> - VAT information examples

Example 1. One VAT line with normal/single VAT with VAT amount only:

```
<Tax>
  <Amount currencyID="SEK">100.00</Amount>
</Tax>
```

Example 2. One VAT line with normal/single VAT with VAT percent and amount:

```
<Tax>
  <Calculation>
    <Formula>25.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">100.00</Amount>
</Tax>
```

Example 3. Two VAT lines with normal/single VAT. VAT line 1 with VAT code, percent and amount. VAT line 2 with percent and amount:

```
<Tax sequenceNumber="1">
  <ID>10</ID>
  <Calculation>
    <Formula>25.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">100.00</Amount>
</Tax>
<Tax sequenceNumber="2">
  <Calculation>
    <Formula>12.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">24.00</Amount>
</Tax>
```

Example 4, Two VAT lines (in M3 BE) with different VAT methods. The Tax lines in this example with sequence number 1 and 2 is using VAT method Combined VAT and belong to the same VAT line in APS451, but in the XML file there are two lines.

The Tax with sequence number 1 will be mapped to the fields for VAT amount 1 and VAT percent 1 for the VAT line in APS451 and the Tax with sequence number 2 will be mapped to the same VAT line in APS451, but to the fields VAT amount 2 and VAT percent 2. The Tax line with sequence number 3 is for a normal/single VAT:

```
<Tax sequenceNumber="1" type="CombinedVAT1">
  <ID>32</ID>
  <Calculation>
    <Formula>5.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">50.00</Amount>
</Tax>
<Tax sequenceNumber="2" type="CombinedVAT2">
  <ID>32</ID>
  <Calculation>
    <Formula>10.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">100.000</Amount>
</Tax>
<Tax sequenceNumber="3">
  <ID>3</ID>
  <Calculation>
    <Formula>25.00</Formula>
  </Calculation>
  <Amount currencyID="SEK">250.000</Amount>
</Tax>
```