



Documentation for Invoice capture

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Invoice capture

Invoice Capture is a web application to manage invoices (PDF documents) in OpenKM. It helps to sent and received invoices related to a company and, eventually, catalog automatically.

License



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Invoice Capture 1.x compatibility

Application version	OpenKM Compatibility		Status
	Professional	Community	
1.1	Version 7.1.14 and upper	Not compatible	Active
1.0	Version 7.1.13	Not compatible	Deprecated

Requirements



Invoice Capture is distributed as a war file.

- Standalone Tomcat or standard OpenKM within Tomcat
- OpenKM administration access to:
 - Automation
 - Database query
 - Roles
 - Users
 - Languages
 - Metadata
 - Be able to create folders (Import and Wizard nodes)
- Configure the **invoice-capture.properties** file to get working with your OpenKM.

User guide version 1.x

Invoice Capture is a web application to manage invoices (PDF documents) in OpenKM. It helps to sent and received invoices related to a company and, eventually, catalog automatically.



Currently are available English and Spanish translations.

Modes

Application may working in two modes (both modes work separately):

- Standard mode.
- Wizard mode.

In **Standard mode**, the invoices are **uploaded uploaded into import folder**, just to be cataloged by users with **ROLE_ADVANCED**.

In **Wizard mode**, the invoices are **uploaded into wizard folder**, to be cataloged by users with **ROLE_STANDARD** and **ROLE_MANAGER**.



User member of ROLE_ADVANCED should not be a member of ROLE_STANDARD or ROLE_MANAGER.

Metadata used by catalog

Application use metadata in combination with Automation to automatically catalog invoices. The metadata fields are:

- Company CIF
- Invoice status (sent or received values)
- VAT
- Total cost
- Invoice date



The invoices are cataloged into OpenKM with the following folder structure:
`/okm:root/{user}/{CIF}/{year}/{month}` where **{CIF}**, **{year}** and **{month}** corresponds with metadata field values.

Configuration preliminaries

These roles must be available in OpenKM:

- **ROLE_ADVANCED**

- **ROLE_STANDARD**
- **ROLE_MANAGER**

- Create companies related to the login user.
- Register metadata used to catalog the invoices.

Standard mode



User works in **standard mode** when is **member of ROLE_ADVANCED**.

In the Standard mode users are able to **catalog invoices**, **create companies** and **search for invoices by company**.

Catalog invoices with metadata

1. Click on **STEP 1** option located at **top left menu**
2. Add invoices from your local disk by clicking **Add files** button, and upload them by clicking **Upload** button for each one (or clicking **Upload all** button).
3. Once you have uploaded the invoices, click **STEP 2** option at **top left menu**.
4. Set invoice metadata for each uploaded invoice in the previous step. To confirm the changes click the **Add** button. This button will be enabled when the form is fully completed.



In the metadata form, the field **Company name** is a **list of companies created by the authenticated user**.

Companies management

1. Click on **COMPANY** option on the **top right menu**.
2. Fill **CIF** and **Name** to create a new company and finally click on **New** button.
3. In the list of companies you can edit or delete companies, by clicking on the **Edit** button or **Delete** button respectively.



When you create a **new company**, it is automatically **associated to the authenticated user**.

Search for invoices

1. Click on **SEARCH** option on the **top right menu**.
2. Fill the year, month and CIF fields then click on the **Search** button.

3. A list of invoices filtered by the year, month and CIF will be shown.



A row in a table with fields *Type, Name, Size, Author, Date, CIF, VAT* and *Total* is shown for each invoice.

In each row you can see a **Download** button to download the invoice.

Wizard mode



User works in **wizard mode** when is **member of ROLE_STANDARD and ROLE_MANAGER**.

In Wizard mode are able to **catalog invoices, create companies** and **search for invoices by company**.

Upload invoices



Only the **users members of ROLE_STANDARD** are able to **upload invoices**

1. Click on **UPLOAD** on the **top left menu**.
2. Click on **Upload invoices SENT** button to upload invoices from your local disk. The invoices are set to **sent** state automatically.
3. Click on **Upload invoices RECEIVED** button to upload invoices from your local disk. The invoices are set to **received** state automatically.

Catalog invoices



Only the **users members of ROLE_MANAGER** are able to **catalog invoices**

1. Click on **WIZARD** option on the **top left menu**.
2. Set invoice metadata for each invoice uploaded in the previous step. To accept the changes click the button **Add** which will be enable once all form field are filled.

Companies management



Only the **users members of ROLE_MANAGER** are able to **manage companies**

1. Click on **COMPANY** option on the **top right menu**.
2. Fill the **CIF** and **Name** to create a new company and finally click on **New** button.
3. In the list of companies can edit or delete companies, by clicking on the **Edit** button or **Delete** button respectively.



When you create a **new company**, it is automatically associated to the authenticated user.

Search for invoices



Only the users members of **ROLE_MANAGER** are able to search for invoices

1. Click on **SEARCH** option on the **top right menu**.
2. Fill the year, month and CIF fields then click on the **Search** button.
3. A list of invoices filtered by the year, month and CIF will be shown.



A row in a table with fields **Type, Name, Size, Author, Date, CIF, VAT and Total** is shown for each invoice.

In each row you can see a **Download** button to download the invoice.

Change log of version 1.x

Invoice Capture 1.x

v1.1

- *Released 2020-07-24*
- *Some translations corrected*
- *Code improvements*
- *Usability improvements*
 - *Boostrap-select component added*

v1.0

- *Released 2020-07-17*
- *Compatibility with OpenKM 7.14*