
USING THE DOCUMENT ARCHIVE MENU

The Document Archive menu consists of the Manage Documents function.

The Document Archiving functionality provides users the ability to archive generated documents to the database and to search and retrieve them.

When printing documents from history, you have the option to retrieve archived copies instead of re-rendering from data in history tables. Transactions entered starting in build 16316 will include archived copies, but when they do not exist for transactions entered before this build, documents will be re-rendered using history data.

You can manage archived documents using the SM Manage Document Delivery function or the SM Manage Documents function.

Set-Up Information

In order to utilize the Document Archiving functionality, you must set the System Manager Business Rule to Enable Document Archiving to Yes. If you set the rule to No, the Archive settings in the application's Business Rules will have no effect.

Each application in which Document Archiving is available has an Archive section in its Business Rules:

- Set the Use Archive Business Rule to Yes to archive documents, and allow you to reprint prior printed versions of that document. This also activates the Search Document feature, in the Activity window.
- For the Archive Watermark rule, enter the watermark text you would like to appear on the reprinted documents. This is only applicable if Use Archive is set to Yes.

In other words, if Use Archive is set to No, after users print an Invoice, Order, or Check Stub, they will not have the capability to reprint prior printed versions of documents, and the Search Document feature, in the Activity window, will be unavailable. There are still functions that allow users to reprint a document using data from the history files.

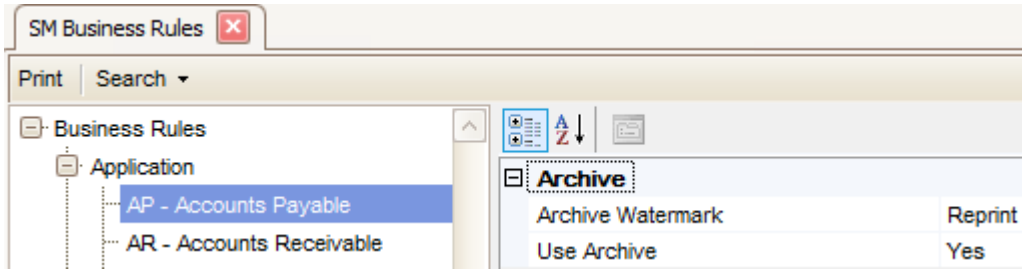
If the document was printed online or using batching with the document archiving feature enabled, the Business Rule Archive Watermark text will print. If the document was printed before build 16316, or if the Use Archive option is set to No, the Watermark Text for Reprinted Orders/Invoices will print.

Application Archive Business Rules screen

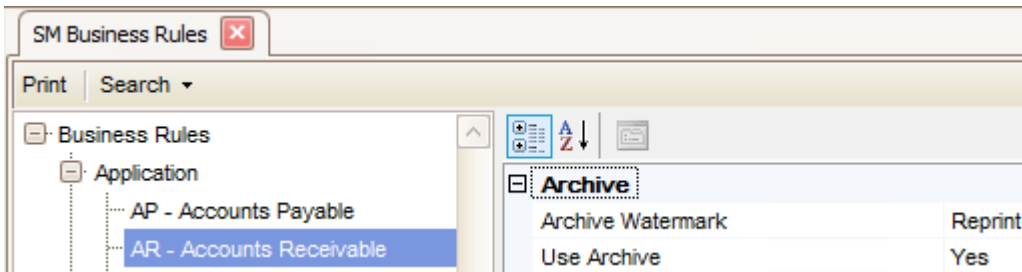
If Use Archive is set to No, after printing an Invoice, Order, or Check Stub, or POS Receipt, users will not have the capability to reprint prior printed versions of documents and the Search Document feature, in the Activity window, will not be available. There are functions that allow users to reprint a document using data from the history files. You must set the Use Archive Business Rule to Yes in order to reprint prior printed versions of that document.

The following applications include an option to define if you would like to use document archiving and the Archive Watermark feature.

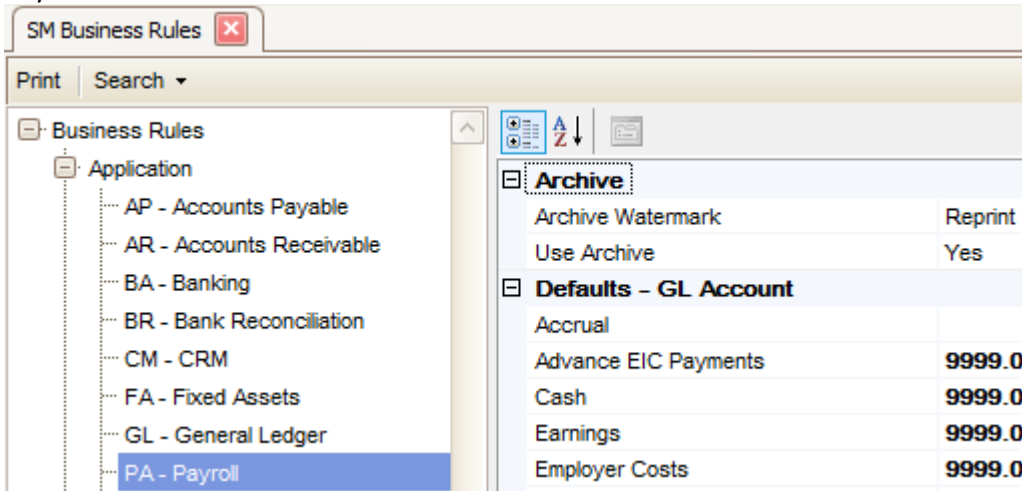
- Accounts Payable



- Accounts Receivable



- Payroll



Workflow

Transactions

If the Business Rule to Use Archive is set to Yes, each time a user prints Check or Voucher, a transaction activity record is saved. To view activity records, users can select the Activity or Search Document button on the toolbar to look for activity records based on specific information. Users can then reprint an activity record that includes the Archive Watermark text entered in Business Rules for that application.

If you use document delivery, that process also uses the same print functionality and treats the document as if it was being printed.

If you have a customized invoice, the system takes a snapshot of the invoice at the time of printing and stores it as an activity record. So if you change something (i.e. company name), when reprinting a prior activity record, the system will use the original company name.

This functionality exists in the following application functions:

- AP, Transactions, Transactions, Print Check
- PA, Payday Work, Print Checks

- PA, Payday Work, Print Vouchers

Post Run	Run Time	Description	User ID	Comments	Print Log
20180312182720	3/12/2018 11:27 AM	AP Print Checks	sa		...
69		AP Print Checks	sa	ABC001	...
70		AP Print Checks	sa	JOES	...
71		AP Print Checks	sa	NYC	...
20180110214426	1/10/2018 1:44 PM	AP Print Checks	sa		...
20180110145142	1/10/2018 6:51 AM	AP Print Checks	sa		...

Document N...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
71	3/12/2018 11:27 AM	AP Print Checks	NYC	AP Check	sa	ROXANN10		...
70	3/12/2018 11:27 AM	AP Print Checks	JOES	AP Check	sa	ROXANN10		...
69	3/12/2018 11:27 AM	AP Print Checks	ABC001	AP Check	sa	ROXANN10		...
63	1/10/2018 1:44 PM	AP Print Checks	Mine	AP Check	sa	ROXANN10		...
62	1/10/2018 6:51 AM	AP Print Checks	Mine	AP Check	sa	ROXANN10		...
50	11/8/2017 6:21 AM	AP Print Checks	ABC001	AP Check	sa	ROXANN10		...
57861	10/17/2017 7:30 AM	AP Print Checks	Visa/MC	AP Check	sa	ROXANN10		...
1009	5/16/2017 12:01 PM	AP Print Checks	EntC	AP Check	sa	ROXANN10		...

FIVE HUNDRED AND 00/100 US DOLLARS

8/28/2017

*****\$500.00

Joe's Sushi
 ATTN: Joe Takamura
 3039 Olden Rd
 La Habra, CA 85318

DATE	INVOICE NUMBER	VENDOR	JOES	Joe's Sushi AMOUNT DUE	DISCOUNT TAKEN	Check No 70 NET AMOUNT DUE
7/27/2016	99999 This is a test!!!!			500.00	0.00	500.00

Reprint

8/28/2017		TOTAL		500.00	0.00	500.00
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DATE	INVOICE NUMBER	VENDOR	JOES	Joe's Sushi AMOUNT DUE	DISCOUNT TAKEN	Check No 70 NET AMOUNT DUE
7/27/2016	99999 This is a test!!!!			500.00	0.00	500.00

8/28/2017		TOTAL		500.00	0.00	500.00
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Notice when reviewing the PA Print Checks Activity Log, you are able to reprint a Check Stub for each Employee.

Printing Invoices, Checks, and Vouchers using Batching

The same functionality available in Transactions is also available when printing by batches in the following application functions:

- AP, Pay Invoices, Print Checks
- AP, Pay Invoices, Print Vouchers

Interactive Views

After a transaction is posted, users can reprint Orders, Check Stubs, and Invoices from history. The Print function displays all Document No records for that transaction and users can select which one they would like to reprint.

This functionality is available in the following views:

- PA, Check History View, Print Check Stub

PA Check History View

3 of 56

Print ▾

Check Stub
Voucher Stub

Apply Filter

And

Drag a column header here to group by that column

Post Run	Check Number	Check Date	Employee ID	Employee Name	Department ID
20180320133156	20180320	3/20/2018	SalaryTT	Salary, Timothy T	Owners
20180222004332	20180221	2/21/2018	YorkNathan	York, Nathan	Office
20180222004332	20180221	2/21/2018	BILLYB	Bee, Billy V	Techs

Earnings Deductions Employer Costs Withholdings Employer Tax Leave

Earning Code	Description	Department ID
REG	Regular	Techs
REG	Regular	Techs
OT	Overtime	Techs
REG	Regular	Techs

Print Check From History

Print Output ▾ Send Preview Reset

Check Information

Employee Name: Bee, Billy V

Check Number: 20180221

Check Date: 2/21/2018

2/21/2018

Billy V Bee
1234 Test Way
Testville, TX 99999

Emp ID / Dept	Employee Name	SSN	Check No
BILLYB / Techs	Billy V Bee	XXX-XX-XXXX	20180221
Earnings	Hrs / Units	Curr Amt	YTD Earnings
Overtime	10.00	454.35	454.35
Earnings	Hrs / Units	Curr Amt	YTD
Overtime	10.00	454.35	454.35
Regular	40.00	1,211.60	1,211.60

Reprint

Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
401K Plan	832.98	832.98	CA State Other	16.66	16.66
CA State Withholding	45.96	45.96	Employee Medicare	24.16	24.16
Employee OASDI	103.29	103.29			

Check Amount	642.90					
Direct Deposit	0.00					
	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
	1,665.95	1,023.05	642.90	1,665.95	1,023.05	642.90

If the document was printed online or using batching with the new document archiving feature enabled, the Business Rule Archive Watermark text will print. If the document was printed before build 16316, or if the Use Archive option is set to No, the Watermark Text for Reprinted Orders/Invoices will print.

MANAGE DOCUMENTS

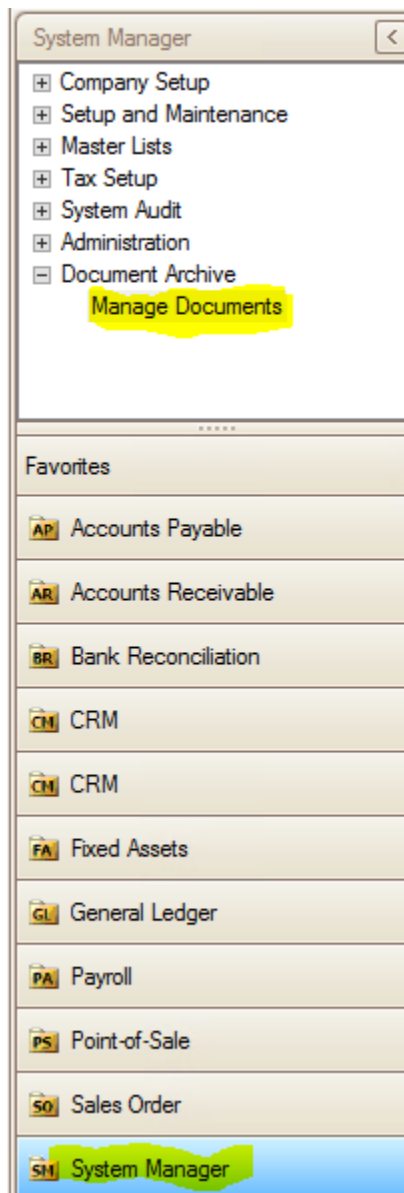
The SM **Manage Documents** function allows you to manage archived documents, including reprinting, purging, and exporting archived documents. You can also manage archived documents using the SM Manage Document Delivery function.

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- **You must select to use document archiving in the Business Rules function, as well as set the Archive business rules for each application in which you want to use document archiving.**
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Follow these steps to work with **Manage Documents**:

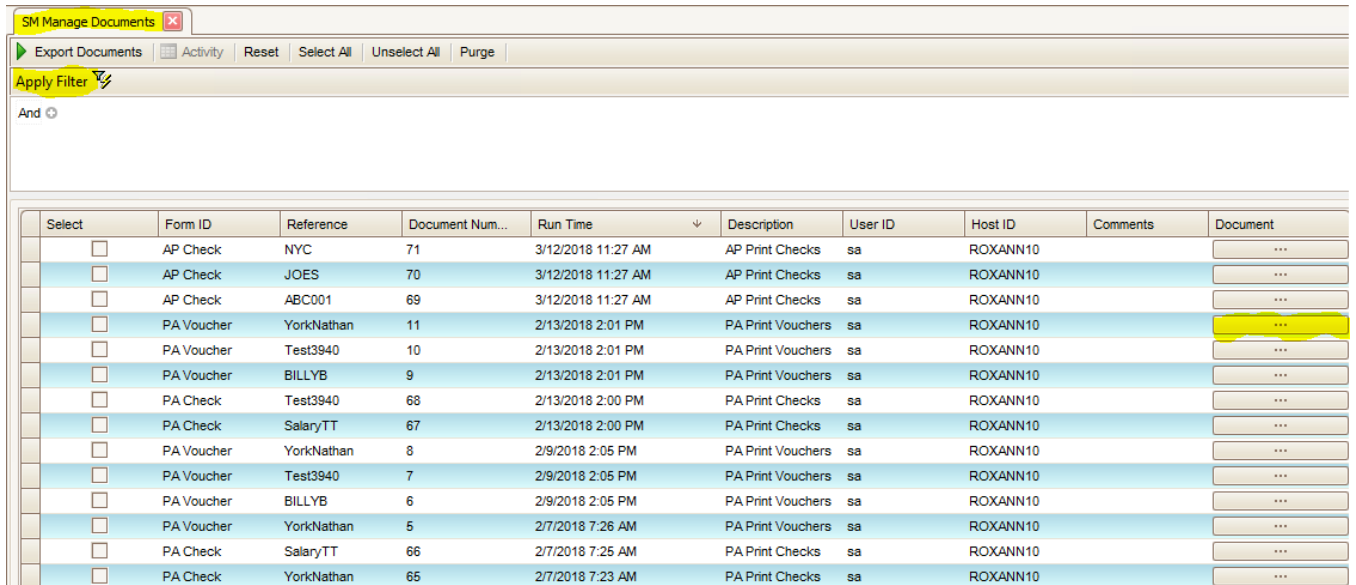
1. Select **Manage Documents** from the **Document Archive** menu.

Manage Documents Menu



2. The **Manage Documents** screen appears.

Manage Documents Screen



The screenshot shows the 'SM Manage Documents' interface. At the top, there are buttons for 'Export Documents', 'Activity', 'Reset', 'Select All', 'Unselect All', and 'Purge'. Below these is an 'Apply Filter' button and a filter configuration area with 'And' selected. The main part of the screen is a table with the following data:

Select	Form ID	Reference	Document Num...	Run Time	Description	User ID	Host ID	Comments	Document
<input type="checkbox"/>	AP Check	NYC	71	3/12/2018 11:27 AM	AP Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	AP Check	JOES	70	3/12/2018 11:27 AM	AP Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	AP Check	ABC001	69	3/12/2018 11:27 AM	AP Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	YorkNathan	11	2/13/2018 2:01 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	Test3940	10	2/13/2018 2:01 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	BILLYB	9	2/13/2018 2:01 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Check	Test3940	68	2/13/2018 2:00 PM	PA Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	PA Check	SalaryTT	67	2/13/2018 2:00 PM	PA Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	YorkNathan	8	2/9/2018 2:05 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	Test3940	7	2/9/2018 2:05 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	BILLYB	6	2/9/2018 2:05 PM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Voucher	YorkNathan	5	2/7/2018 7:26 AM	PA Print Vouchers	sa	ROXANN10		...
<input type="checkbox"/>	PA Check	SalaryTT	66	2/7/2018 7:25 AM	PA Print Checks	sa	ROXANN10		...
<input type="checkbox"/>	PA Check	YorkNathan	65	2/7/2018 7:23 AM	PA Print Checks	sa	ROXANN10		...

3. Use the **Data Filter** to select the range of filtering options or leave the filter blank to include all available data. Click **Apply Filter** to populate the grid with documents.

4. To Print documents:

- Click the **Document** (⋮) button in the Document column for the selected Document. The system will use your computer's default PDF viewer to open the document.
- You have the option to print the document via the PDF viewer.

DIRECT DEPOSIT VOUCHER

*** VOID *** ** VOID *** ** VOID *** ** VOID *** ** VOID *** ** VOID *** ** VOID ***

2/13/2018

*** VOID ***

Nathan York
123 Park Lane
New York, NY 69874

*** VOID *** ** VOID *** ** VOID *** ** VOID***

NON-NEGOTIABLE

Emp ID / Dept	Employee Name	SSN	Period Begin	Period End	Voucher No		
YorkNathan / Office	Nathan York	XXX-XX-XXXX	1/1/2018	2/13/2018	11		
Earnings	Hrs / Units	Curr Amt	YTD	Earnings	Hrs / Units	Curr Amt	YTD
Regular	50.00	1,800.00	1,800.00				

Description	Hours Remaining	Description	Hours Remaining	Description	Hours Remaining
Deductions	Curr Amt	YTD	Deductions	Curr Amt	YTD
401k	0.00	0.00	Federal WH	357.00	357.00
Employee Medicare	26.10	26.10	Employee OASDI	111.60	111.60
NY State Other	0.60	0.60	NY State Other Family	1.65	1.65
NY State Withholding	99.19	99.19			

Direct Deposit Account Distribution

Checking	1,203.86
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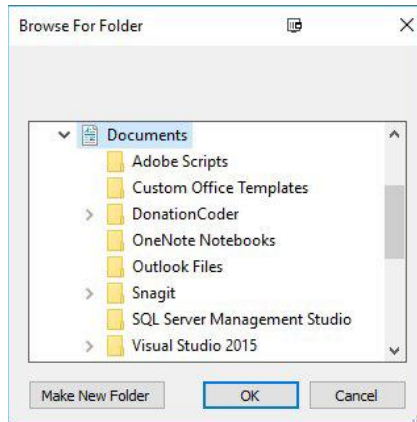
Pay Rate	Curr Earn	Curr Ded	Net Pay	YTD Earn	YTD Ded	YTD Net Pay
0.000	1,800.00	596.14	1,203.86	1,800.00	596.14	1,203.86

5. To Export documents:

- Select the Document(s) you want to export by marking the check box in the Select column. Use the **Select All** button to select all the documents, or the **Unselect All** button to clear all the check boxes.

- Click the **Export Documents** button to export the selected documents. A browse window will appear.

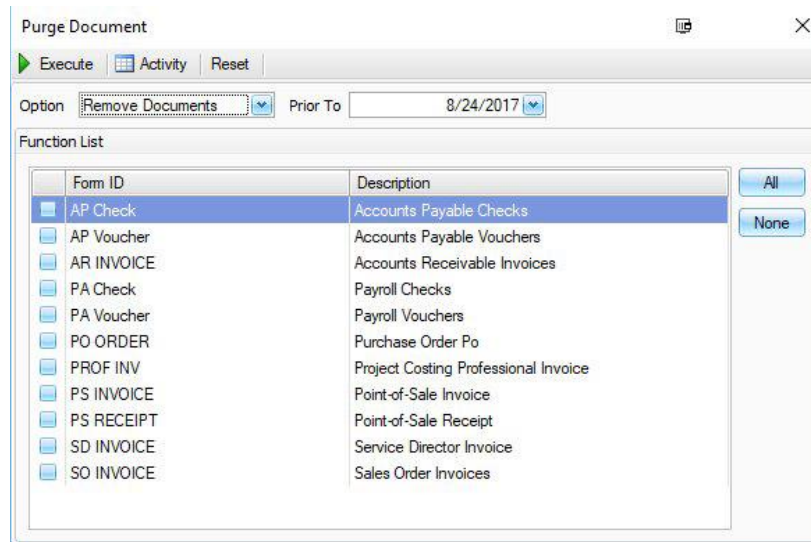
Manage Documents - Export Document Browse Screen



Navigate to the location in which you want to save the document(s), then click **OK**. The document(s) will be saved as .PDF files in the location you specified. A notification window will appear when the export is complete.

- To Purge documents:
 - Click the **Purge** button. The **Purge Document** window will appear.

Manage Documents - Purge Document Screen



- You have the **Option** to remove documents or remove document duplicates. Select an option from the drop-down list.
 - **Remove Documents** will delete the documents **Prior To** the selected date.
 - **Remove Duplicates** will delete duplicates of the document; only the latest version of the document will be retained.
- If you selected to Remove Documents, enter a date in the **Prior To** field. Documents that were generated before that date will be purged.

- Select the type(s) of documents you want to purge by marking the check box next to the **Form ID** column. To select all types of documents, click the **All** button. Click the **None** button to clear all the check boxes.
- Select a command button:

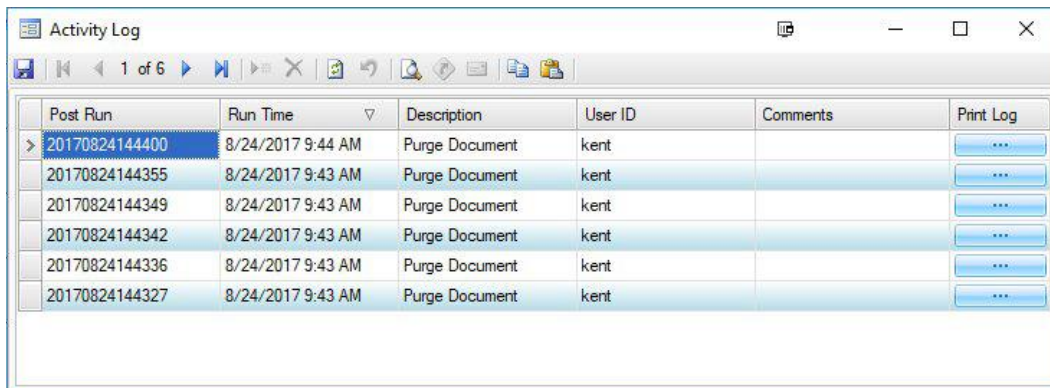
Command Buttons

Name	Description
Execute	Purge the selected documents.
Activity	View the Activity Log for processing.
Reset	Set all fields to their default values.

- A notification window will appear when the purge is complete.

The Activity Log dialog box appears when you click **Activity**. The Activity Log dialog box tracks all post activity for administrative purposes. The system assigns each post a run ID.

Activity Log Dialog Box



Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the purge was made.
Description	The purge description.

User ID	The user who performed the purge.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

7. Select a command button:

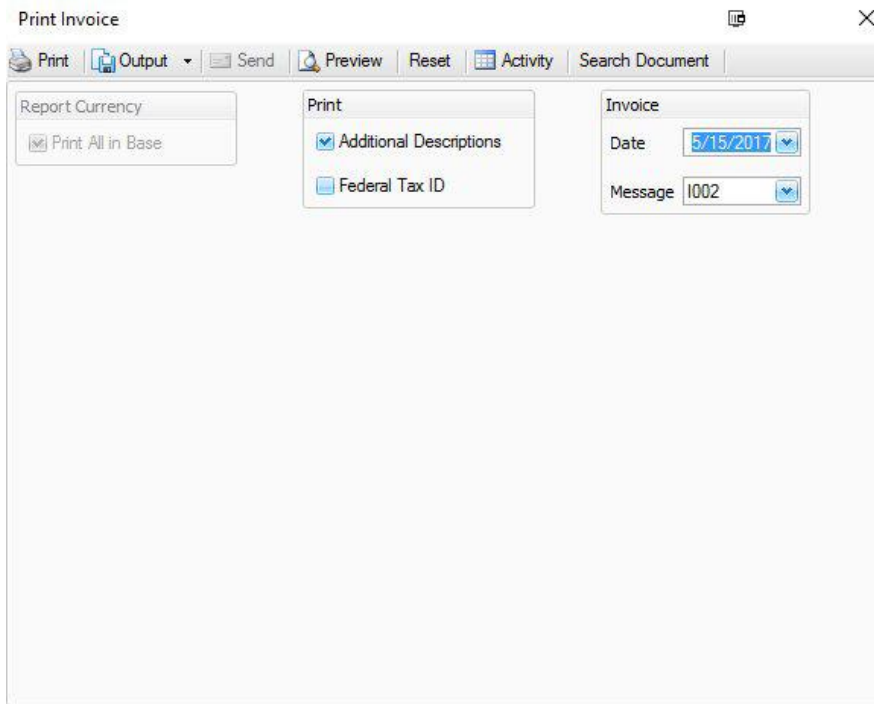
Command Buttons

Name	Description
Export Documents	Export the selected documents as a .pdf to a specific folder.
Activity	Not available for this function.
Reset	Set all fields to their default values.
Select All	Select all listed documents.
Unselect All	Clear all check boxes.
Purge	Open the Purge Document window.

Archive Document Example

Below is an example of what the Print Online Invoice for an Accounts Receivable Transaction will look like with the Document Archiving activated.

Print Online Invoices Dialog Box



1. The **Print Invoice** screen appears when you select **Print** and **Invoice** on the Transactions screen.
2. If you use multi-currency, select the **Print All in Base** currency check box, to print the invoice or credit memo in your company's base currency; otherwise, clear the box to print the invoice in the customer's currency. If you do not use multi-currency, this option is not available.
3. To **Print Additional Descriptions** on the invoice, select the check box; otherwise, clear it.
4. To print the **Federal Tax Id** for the current company at the bottom of the invoice, select the check box; otherwise, clear it.
5. The **Invoice Date** automatically appears.

If you enter an invoice number on the Transactions screen, that invoice number is printed on the invoice and the next available invoice number is ignored and not effected.

6. Select a **Message** for the invoice.
7. Select a command button:

Command Buttons

Name	Description
Reset	Set all fields to their defaults.

Preview	Preview the report on your monitor.
Output	Output the report as a .pdf file and save it.
Print	Print the report.
Activity	Display the Activity Log to view printing activity.
Search Document	Open the Archived documents search dialog box. (Button only available when you select Yes to Use Archive in the Business Rules.)

Activity Log

Use the **Activity Log** to view printing activity for administrative purposes.

Name	Displays
Post Run	The system assigned post run ID.
Run Time	The date and time the printing was done.
Description	The printing description.
User ID	The user who performed the print.
Comments	The comments, if applicable, entered in the Comments field.
Print Log	Not available for this function.

- Click the Plus (+) button next to the **Post Run** to view the Invoice(s) printed for the selected printing.
- Click the **Document** button to preview the Invoice printed for the selected **Document No.**

NOTE: These options are only available if you selected Yes to Use Archive in the Business Rules function.

Activity Log Screen

Post Run	Run Time	Description	User ID	Comments	Print Log
20170515134522	5/15/2017 8:45 AM	Print Invoice	kent		...
Document No: 33 Reference: Ace001 Document: ...					
20170515134024	5/15/2017 8:40 AM	Print Invoice	kent		...
Document No: 32 Reference: Alt008 Document: ...					
20170515133602	5/15/2017 8:36 AM	Print Invoice	kent		...
Document No: 31 Reference: Arg026 Document: ...					
20170511154639	5/11/2017 10:46 AM	Print Invoice	kent		...
20170511154619	5/11/2017 10:46 AM	Print Invoice	kent		...
20170511154458	5/11/2017 10:45 AM	Print Invoice	kent		...
20170414164537	1/22/2015 11:45 AM	Print Invoice	kent		...
20170414164354	1/22/2015 11:43 AM	Print Invoice	kent		...
20170414164336	1/22/2015 11:43 AM	Print Invoice	kent		...
20170413195820	1/21/2015 2:58 PM	Print Invoice	kent		...
20170413195704	1/21/2015 2:57 PM	Print Invoice	kent		...
20170413195533	1/21/2015 2:55 PM	Print Invoice	kent		...
20170413195400	1/21/2015 2:54 PM	Print Invoice	kent		...
20170413195202	1/21/2015 2:52 PM	Print Invoice	kent		...
20170413195045	1/21/2015 2:50 PM	Print Invoice	kent		...
20170413194958	1/21/2015 2:49 PM	Print Invoice	kent		...
20170413194904	1/21/2015 2:49 PM	Print Invoice	kent		...

Search Document

Use the **Search Document** button to view archived Invoices. This button is only available if you selected **Yes** to the **Use Archive Business Rule** (page 3-7).

Select the range of **Filter Criteria** to include in the View. Leave the filter criteria blank to include all records. Click **Apply Filter** to populate the grid below.

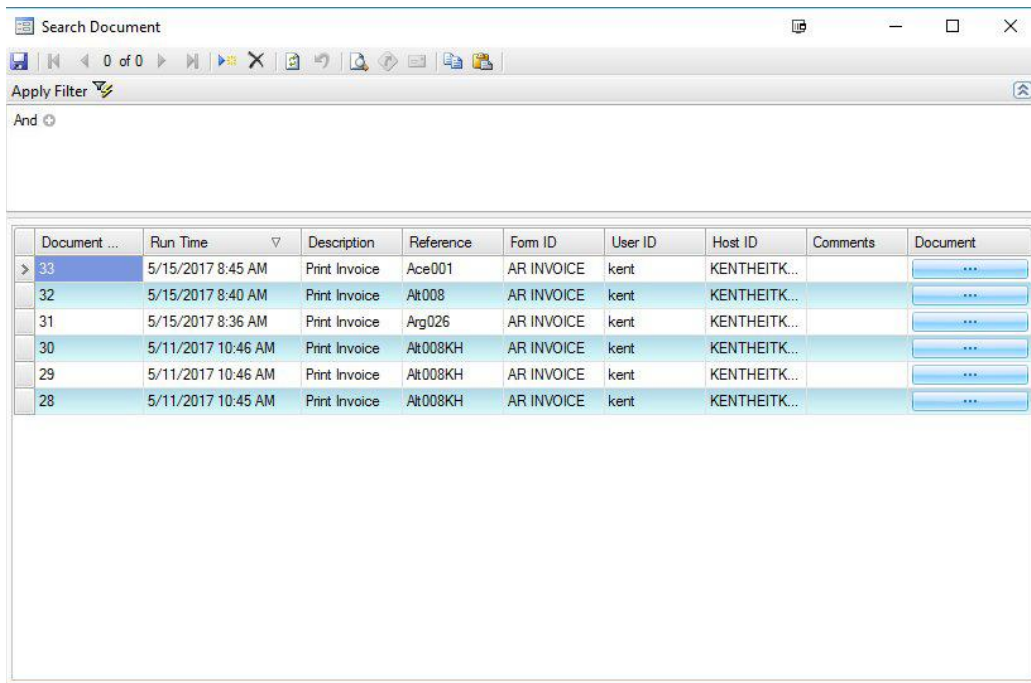
Name	Displays
Document Number	The Invoice number printed.
Run Time	The date and time the printing was done.
Description	The printing description.
Reference	The Customer ID for which the invoice was printed.
Form ID	The type of form printed.
User ID	The user who performed the print.

- Host ID** The workstation name used to print the invoice.

- Comments** The comments, if applicable, entered in the Comments field.

- Document** Preview the original invoice printed.

Search Document Screen



The screenshot shows a window titled "Search Document" with a toolbar and a table of results. The table has columns for Document ID, Run Time, Description, Reference, Form ID, User ID, Host ID, Comments, and Document (with a preview button). The following table represents the data shown in the screenshot:

Document ...	Run Time	Description	Reference	Form ID	User ID	Host ID	Comments	Document
33	5/15/2017 8:45 AM	Print Invoice	Ace001	AR INVOICE	kent	KENTHEITK...		...
32	5/15/2017 8:40 AM	Print Invoice	Akt008	AR INVOICE	kent	KENTHEITK...		...
31	5/15/2017 8:36 AM	Print Invoice	Arg026	AR INVOICE	kent	KENTHEITK...		...
30	5/11/2017 10:46 AM	Print Invoice	Akt008KH	AR INVOICE	kent	KENTHEITK...		...
29	5/11/2017 10:46 AM	Print Invoice	Akt008KH	AR INVOICE	kent	KENTHEITK...		...
28	5/11/2017 10:45 AM	Print Invoice	Akt008KH	AR INVOICE	kent	KENTHEITK...		...