Contents

Introduction

This Document has been created to give a brief overview of the Procedure required in order to Set up:

1. A Customer on a Publisher to 'Push' Invoice Data to a Target Supplier for Auto-Grn/Sync Grn Capture

2. A Supplier on a Subscriber to Receive this Push Data, and process this autonomously without user intervention

This document does not detail the initial link building for the Sync Protocols between publishers/subscribers, nor does it go into detail on Supplier Rankings (which is an element of this but is a feature of all products and should be found under instructions/setup for products).

Publisher Customer Setup

User Rights Required to Setup a Customer to Push Invoices

See Figure [1]. There are read only and edit rights required in order for a user to set up a Customer to push invoices to a target subscriber company.
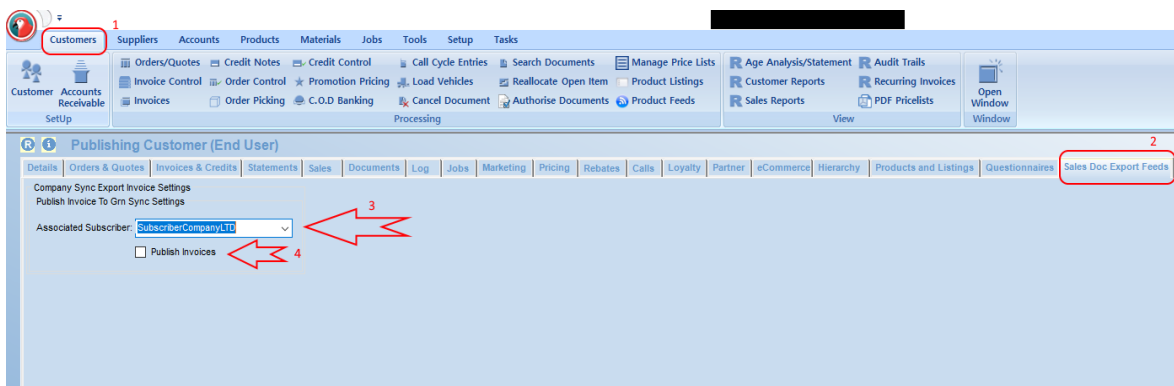
Figure [1]

Customer Setup

See Figure [2]. Note that if you have multiple Subscribers, you can only choose ONE to which to push Invoices at a time. Also, not the Publish Invoices flag [Item 4 in Figure [2]] is a 'default' for the customer. This will by default set all invoices and recurring invoice templates to push to the Target. This can be overridden by users with rights (see Figure [4]) but if a user does not have these rights, this default is applied to each document.

Figure [2]

User Rights to Ad hoc edit Invoices/Recurring Invoice Push State

See Figures [3], [4].

Figure 3 shows the location of the export to sync option on an invoice. This is in the same position for a Recurring Invoice Template. This is the 'ad hoc' flag. If your user has Rights [See Figure [4]] they can override the customer default.

NB: Bear in mind that as a Recurring Invoice is a Template for each Invoice generate from it, if flagged to Export, all Invoices created from that template will also be flagged to export and vice versa.
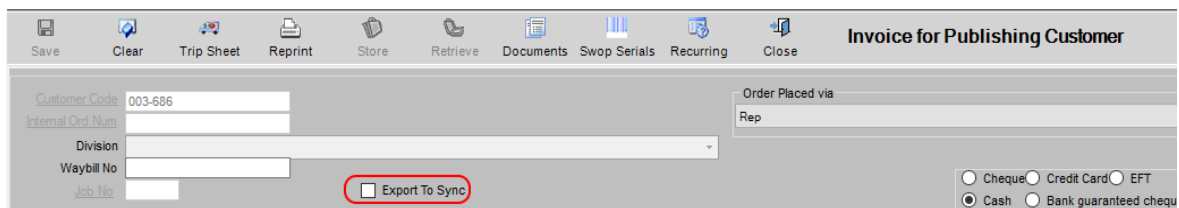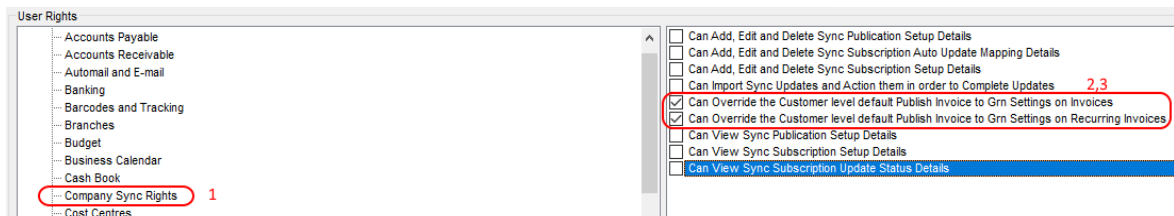
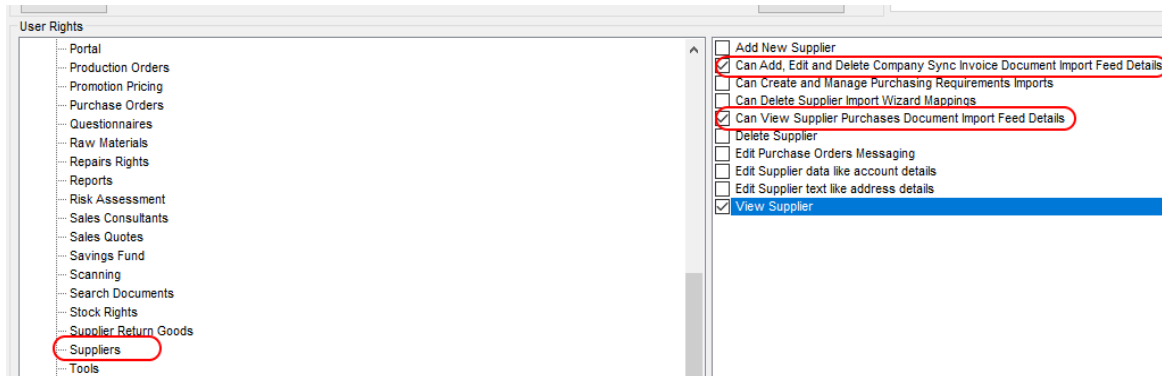### *Figure [3]*

Figure [4]

Subscriber Supplier Setup

User Rights Required to Setup a Supplier to Receive Sync Invoices to GRN

See Figure [5]. The Supplier Rights are read only and Full Edit Variants, similar to the Customer Setup Rights.
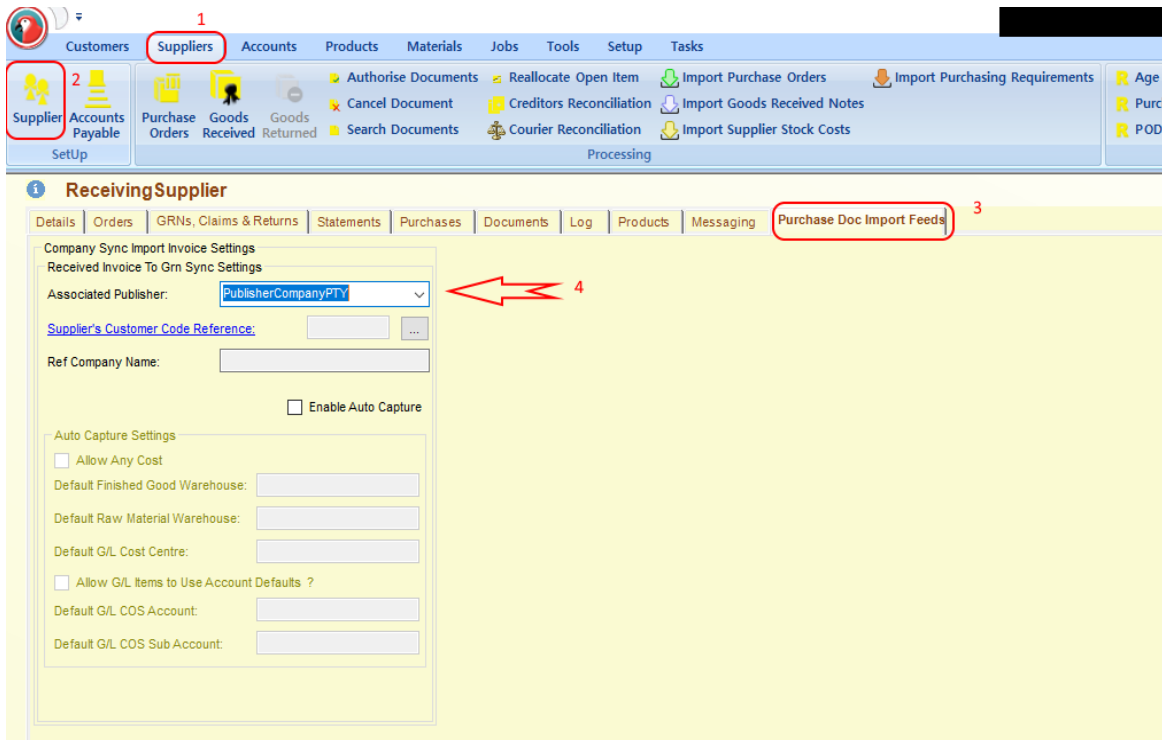
Figure [5]

Options to Setup a Supplier to Receive Invoices

In Figure [6], you will see the navigation path to the Import feed settings tab on a Supplier.

Additionally, you will see item 4 is your starting point, as you will target the Publisher to Which you want this Supplier to Draw Invoices from.

Figure [6]

In Figure [7] you will see how to choose the customer to link to. Here there is a lookup from which you can search for your target. In our demo case we search for the Publishing customer we set up earlier and link the Supplier to receive from this particular customer.
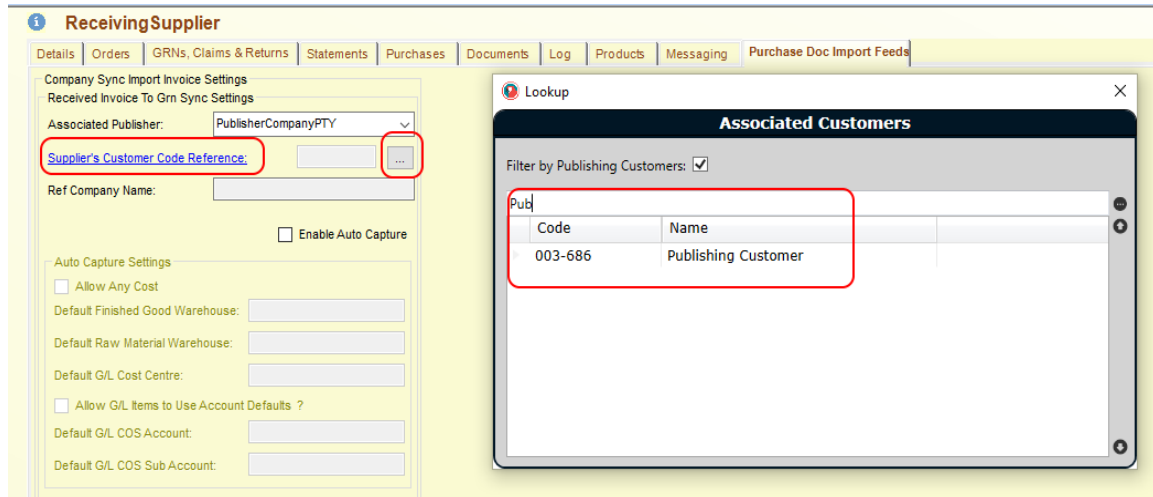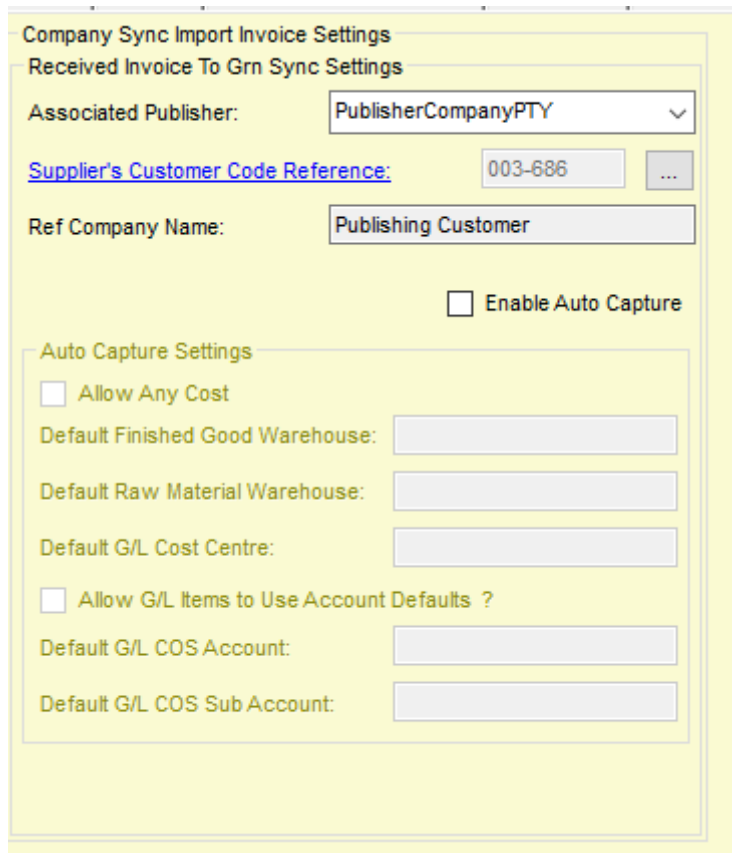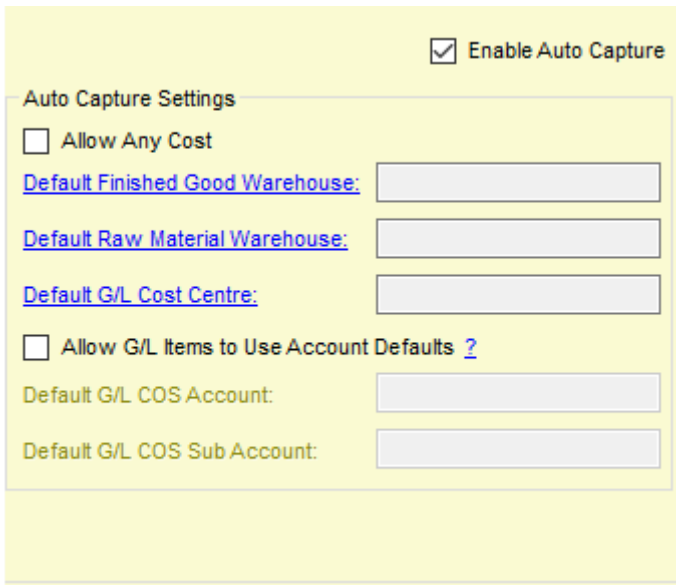
Figure [7]

Figure [8] Simply shows the display after you have selected your Customer. To Change selection, use the Hyperlink text OR the […] Ellipsis button to change your Target.

Figure [8]

In order to automate capture and not have to Manually Import your GRNS through the Importer, you need to flag the Supplier to Enable Auto Capture [Figure [9]].
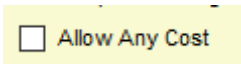
Figure [9]

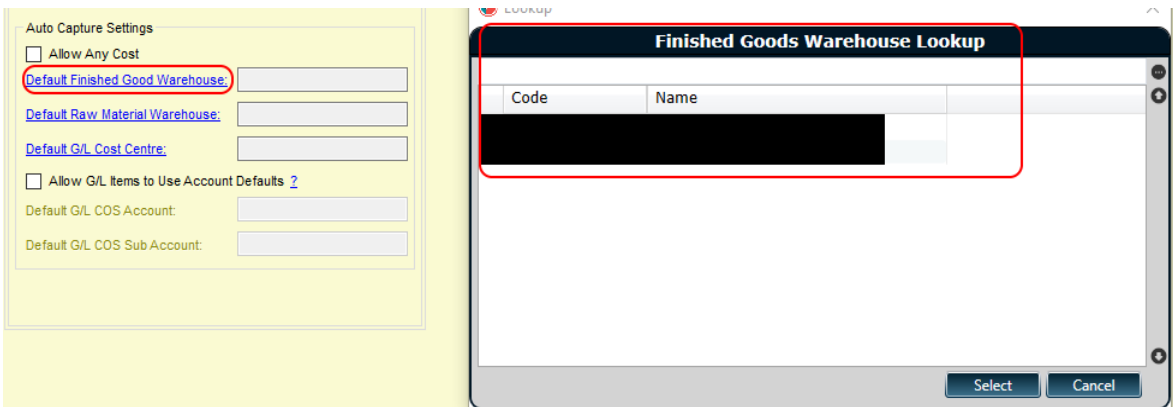## Enable Auto Capture Settings

Allow Any Cost

This field means that If your Supplier Ranking and the Incoming Invoice Price differ, the System will auto accept the Invoice Price. If this is not set, the GRN Cannot Auto Create and you will need to Import the GRN from the Publication Service manually [Import on the GRN Screen for this Supplier] and fix the import values/costing etc.

Default Finished Good Warehouse

For Auto Capture, you must define a single default Warehouse. If your Supplier must capture these into different warehouses, you cannot automate the process and must import from the GRN Screen and select your target warehouse.

Default Raw Material Warehouse

Similar to the Finished goods default. Note that, as Raw Materials are an OPTIONAL Product Type, if you do not use Raw Materials you can leave this option blank [as in the above image].

Default G/L Cost Centre

In order to Capture G/L Items [Service Items] you must also define a default target Cost Centre. If you need to have variable cost centres for the individual G/L items, this will require you to manually import.

Allow and Setup GL Cost of Sales Account Defaults

See the information box in the image below for further details on when a G/L item would use these Defaults. Note that this highlights how Stock CANNOT use the COS Account and in order to Auto Capture MUST have a supplier stock ranking.

The below is the location of where Supplier Stock Rankings are defined in system. This is a basic functionality of Products that pre-exists the sync functionality and as such it's use should be located under the Product related documentation setup, and is not within the scope of this quick setup guide.