

Centralized AP Inbox Options

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Centralized AP Email Integration

Use AP Email Integration Capture Recurrence: This option activates the Capture Recurrence scheduler to capture invoices from AP inbox emails received automatically. (If not activated, all options below will not be visible.)

Start: The date on which the Capture recurrence should begin.

The frequency at which the **Capture Recurrence** should review the email inbox for potentially received invoices:

- **Minutes (Every):** The minimum number is 30 minutes.
- **Hourly (Every):** The minimum number is every hour on the hour.
- **Daily: The days** on which the Capture Recurrence should run. The scheduled process runs at 4 am and reviews emails received before that time that have not yet been reviewed in a previous scheduled run.

Emails to include: The criteria the Capture Recurrence scheduler should use to determine whether an email contains an invoice to be Captured. SGA sets initial criteria during implementation.

Folder to look for emails in: The Capture Recurrence scheduler should review the email inbox folder for emails that could be captured. It was initially set as INBOX and should not need to be changed.

Move Emails to folder after Capture: If Captured, emails should be moved to a stated folder after being captured. If unchecked, all emails will remain in the INBOX folder.

Folder to move emails to after captured: Folder to which Captured emails should be moved after being captured.

Image to text template to parse attachments to: Master template to use when Capture Recurrence processes emails. Set by SGA as Master Template established during implementation and does not need to be changed.

Make a Word Document of email contents and include it as an attachment: If received, email contents should be added as a Word document attachment to invoices created through the Capture process (either through the Capture Recurrence scheduler or manual Capture).

Create a new batch: Should new AP batches be created for each Capture Recurrence schedule run or each invoice Captured?

Create temporary blank invoices for attachments that cannot be mapped to a page: If blank, invoices should be created for image files without template instructions. It should remain checked if invoices will be Captured for all vendors regardless of template instruction status.

Settings Specific to Digital Capture:

- **Parse Log:** Log results of each run of the Capture Recurrence scheduler indicate the number of emails reviewed and the number of invoices created.
 - **Parsed Invoices:** Invoices are created with the assigned invoice ID for each Capture Recurrence schedule run.
 - **Use Camera for Digital Invoice Capture:** Whether the user's system camera should be enabled to retrieve images for the Capture process. Defaulted to **Off**, given that the Capture process will most likely be completed from a desktop computer.
 - **Use Capture Rows Container:** This feature, activated in the event system, retrieves grid details from invoice documents. SGA activates it in cases where client Digital Capture templates require a complex setup.
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