SEIS Integration:
Viewing Invoices and/or Checks in IBPM from Oracle

**OVERVIEW**

SEIS integration allows end-users the capability to access documents, for which they have the appropriate security, such as invoices and checks from the Stellent Imaging and Business Process Management (IBPM) system using functionality within Oracle. This enhancement provides viewing capabilities for end users so they may easily obtain invoice and/or check images as necessary. These images will be readily available eliminating the need to request and wait for copies from the Accounts Payable department.

Images can be accessed via Oracle from the Payables, Purchasing, General Ledger and Grants applications.

The following screens will allow access to AP invoice images:

- **MCW Purchasing End-User Inquiry or MCW Purchasing End-User Entry**
  - Purchase Order Summary
- **MCW Payables End-User Inquiry**
  - Invoices
  - Invoice Overview
- **MCW Grants End-User Inquiry**
  - Expenditure Inquiry
  - Project Status
- **MCW General Ledger End-User Inquiry**
  - Account Inquiry

Check images can be accessed via the following Oracle screens:

- **MCW Payables End-User Inquiry**
  - Payment Overview
PURCHASING APPLICATION:

The Purchasing application within Oracle provides detailed information relative to the purchase orders, standing orders and check requests. Information regarding invoices paid against these orders can be retrieved through the **Purchase Order Summary** window.

**Accessing Invoices via Purchase Order Summary**

**Navigation Path:** MCW Purchasing End-User Entry > Purchase Orders > Purchase Order Summary  
OR  
MCW Purchasing End-User Inquiry > Purchase Orders > Purchase Order Summary

**Overview**

Invoice images are accessible through the **Purchase Order Summary** form within the Purchasing application of Oracle. Navigate to the **Purchase Order Summary** by selecting **Purchase Orders > Purchase Order Summary** from the MCW Purchasing End-User Entry or MCW Purchasing End-User Inquiry responsibilities. The **Find Purchase Orders** window will appear.

![Find Purchase Orders](image)

Enter the appropriate Purchase Order number in the **Number** field then select the **Find** button. The **Purchase Order Headers** window will appear.
The information reflected in the **Matched Amount** field will indicate whether an invoice has been processed against the Purchase Order. If the field displays zero (0.00), an invoice has not yet been processed therefore it is likely that an invoice has not yet been received by the Accounts Payable department. If the field reflects a number other than zero, at least one invoice has been processed.

To view the invoices processed against the order, select Inquire > View Invoices from the toolbar.

The **Invoices** window will appear.
This window will present all of the invoices paid against a particular Purchase Order. To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select \texttt{Ctrl + Shift + F1}. The IBPM \textbf{Login} window will appear.

- \textbf{Username} field – Enter your network user name
- \textbf{Password} field – Enter your network password

\textit{NOTE: If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at \texttt{help@mcw.edu}}
Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.

The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, *Basic IBPM Functionality*, for additional information relative to navigation within the IBPM system.
ACCOUNTS PAYABLE APPLICATION:

The Accounts Payable application within Oracle provides detailed information relative to the invoices and/or payments. Information regarding invoices can be retrieved through the Invoices or Invoice Overview windows. Payment information can be retrieve via the Payment Overview window.

Accessing Invoices via Invoices

Navigation Path: MCW Payable End-User Inquiry > Invoices > Invoices

Overview

Invoice images are accessible through the Invoices form within the Payables application of Oracle. Navigate to the Invoices window by selecting Invoices > Invoices from the MCW Payables End-User Inquiry responsibility. The Find Invoices window will appear.

Enter the appropriate Purchase Order number in the PO Num field and/or invoice number in the Number field then select the Find button. The Invoices window will appear.
Depending on the information entered in the Find Invoices window, this window will either present all of the invoices paid against a particular Purchase Order or it will present a specific invoice. To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, Accessing IBPM from Oracle for the First Time, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select Ctrl + Shift + F1. The IBPM Login window will appear.

- **Username** field – Enter your network user name
- **Password** field – Enter your network password

**NOTE:** If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu.
Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.

The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, *Basic IBPM Functionality*, for additional information relative to navigation within the IBPM system.
Accessing Invoices via Invoice Overview

Navigation Path: MCW Payable End-User Inquiry > Invoices > Invoice Overview

Overview

Invoice images are accessible through the Invoice Overview form within the Payables application of Oracle. Navigate to the Invoice Overview window by selecting Invoices > Invoice Overview from the MCW Payables End-User Inquiry responsibility. The Find Invoices window will appear.

Enter the appropriate invoice number in the Number field then select the Find button. The Invoice Overview window will appear.
This window will present all of the detail relative to a particular invoice. To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select **Ctrl + Shift + F1**. The **IBPM Login** window will appear.

- **Username** field – Enter your network user name
- **Password** field – Enter your network password

**NOTE:** If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu

Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.
The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, Basic IBPM Functionality, for additional information relative to navigation within the IBPM system.
Accessing Payments via Payment Overview

Navigation Path: MCW Payable End-User Inquiry > Payments > Payment Overview

Overview

Check images are accessible through the Payment Overview form within the Payables application of Oracle. Navigate to the Payment Overview window by selecting Payments > Payment Overview from the MCW Payables End-User Inquiry responsibility. The Find Payments window will appear.

![Payment Overview window](image)

Enter the appropriate check number in the Numbers field then select the Find button. The Payment Overview window will appear.

![Payment Overview window](image)
This window will present all of the detail relative to a particular check as well as all of the invoices paid on that check. To view the check image, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the appropriate invoice and select **Ctrl + Shift + F1**. The IBPM **Login** window will appear.

- **Username** field – Enter your network user name
- **Password** field – Enter your network password

![IBPM Login window](image)

**NOTE:** *If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu*

Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.
The check image will appear. Refer to Appendix B, *Basic IBPM Functionality*, for additional information relative to navigation within the IBPM system.
**GRANTS APPLICATION:**

The Grants application within Oracle provides detailed information relative to transactions posted, committed or budgeted to grants (projects). Information regarding invoices posted to a particular grant can be retrieved through the **Project Expenditures** or **Project Status** windows.

**Accessing Invoices via Project Expenditures**

**Navigation Path:** MCW Grants End-User Inquiry > Expenditures > Expenditure Inquiry > Actuals

**Overview**

Invoice images are accessible through the **Project Expenditure Items** form within the Grants application of Oracle. Navigate to the **Project Expenditure Items** window by selecting Expenditures > Expenditure Inquiry > Actuals from the MCW Grants End-User Inquiry responsibility. The **Find Project Expenditure Items** window will appear.

Enter the appropriate project number in the **Project Number** field then select the **Find** button. The **Project Expenditure Items** window will appear.
This window will present all of the detail relative to a particular project. Highlight the appropriate expense line then select the **Item Details** button. The **Item Details** list of values window will appear.

Select **AP Invoice** then select **OK**. The **Invoice Overview** window will appear. To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select **Ctrl + Shift + F1**. The **IBPM Login** window will appear.
- **Username** field – Enter your network user name
- **Password** field – Enter your network password

**NOTE:** If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu

Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.
The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, Basic IBPM Functionality, for additional information relative to navigation within the IBPM system.
Accessing Invoices via Project Status

Overview

Invoice images are also accessible through the Project Status form within the Grants application of Oracle. Navigate to the Project Status window by selecting Project Status from the MCW Grants End-User Inquiry responsibility. The Find Project Status window will appear.

Enter the appropriate project number in the Number field then select the Find button. The Project Status window will appear.
This window will present detail relative to a particular project. Select the **Task Status** button. The **Task Status** window will appear.

From this window, either the **Actual** or **Resource Status** buttons can be selected. The following example will walk through the process when the **Resource Status** button is selected.

The **Resource Status** window will appear.

Double click on the appropriate resource category within the **Resource** column to expand the data.
Highlight the appropriate expenditure line then select the Actuals button. The Find Expenditure Items window will appear.

Enter the appropriate date range in the PA Periods fields then select the Find button. The Expenditure Item Details window will appear.
If multiple lines appear, highlight the specific expense needed then select the **AP Invoice** button. The **Invoice Overview** window will appear. To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select **Ctrl + Shift + F1**. The **IBPM Login** window will appear.

- **Username** field – Enter your network user name
- **Password** field – Enter your network password

**NOTE:** If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu
Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.

The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, *Basic IBPM Functionality*, for additional information relative to navigation within the IBPM system.
GENERAL LEDGER APPLICATION:

The General Ledger application within Oracle provides detailed information relative to transactions posted, committed or budgeted to general ledger accounts. Information regarding invoices posted to a particular account can be retrieved through the General Ledger Account Inquiry window.

Accessing Invoices via Account Inquiry

Navigation Path: MCW General Ledger End-User Inquiry > Inquiry > Account

Overview

Invoice images are accessible through the Account Inquiry form within the General Ledger application of Oracle. Navigate to the Account Inquiry window by selecting Inquiry > Account from the MCW General Ledger End-User Inquiry responsibility. The Account Inquiry window will appear.

Enter the appropriate accounting period(s) in the From and To fields then place the cursor within the Accounts fields. The Find Accounts window will appear.
Enter the appropriate cost center, natural account and/or fund in the **Cost Center**, **Natural Account** and **Fund** fields then select **OK**. The **Account Inquiry** window will reappear.

Select the **Show Journal Details** button. The **Journals** window will appear.
Select the **Drilldown** button. The **Payables Invoice Accounting** window will appear.

Select the **Show Transaction** button. The **Invoices** window will appear.
To view the invoice images, the IBPM system will need to be activated.

If IBPM is not already activated in Oracle, launch the program. Refer to Appendix A, *Accessing IBPM from Oracle for the First Time*, if the program will be run on a particular PC for the first time. To launch IBPM, highlight the invoice needed and select **Ctrl + Shift + F1**. The **IBPM Login** window will appear.

- **Username** field – Enter your network user name
- **Password** field – Enter your network password

**NOTE:** *If you are not currently on the MCW network, enter the username and password you use to access the MCW network. If you do not have access to the MCW network (via Citrix, etc.), please contact the help desk at help@mcw.edu*
Select the **Login** button. To view the invoice image, select the **Zoom** icon from the toolbar.

The invoice image will appear. Note; if the invoice was processed via an alternate supplier payment (i.e. the supplier paid differs from that referenced on the PO), an invoice image will not be available from this view. Contact the Accounts Payable department if invoice copies are needed. Refer to Appendix B, *Basic IBPM Functionality*, for additional information relative to navigation within the IBPM system.
APPENDIX A:
ACCESSING IBPM FROM ORACLE FOR THE FIRST TIME

When the IBPM system is launched from Oracle for the first time, a message may appear indicated that the Stellent Viewer Plug-in is not installed.

To install the software, select the Get IBPM Plug-In icon. A File Download – Security Warning message will appear.

Select **Run**. The Stellent IBPM Plugin Viewer – InstallShield Wizard will appear.

Select **Next**. The License Agreement will appear.

Select the first radial button to indicated agreement with the terms.
Select the radial indicating acceptance of the terms, then select Next.

Select Next. A Stellent IBPM Setup message will appear.

Select OK. From the appropriate window within Oracle, re-select the Zoom icon. Refer to the following sections for detailed information relative to obtaining images from the various screens within Oracle.

PLEASE NOTE: If the software does not install properly, contact the MCW-IS Service Center at help@mcw.edu for assistance.
APPENDIX B:
BASIC IBPM FUNCTIONALITY

The IBPM system encompasses some basic functionality that may further enhance the clarity or view of the image presented. A toolbar will be displayed with each image allowing the user the ability to enlarge, shrink, print and/or adjust the image as necessary.

The first set of icons on the toolbar allows the user to select the mode in which the document is presented (i.e. one page at a time, tabbed or all pages at once). The SDI icon will present multiple paged images on a page-by-page basis. This mode will display one page of the document at a time. The Tab icon will display the pages in a tabbed view which resembles a set of folders with labeled tabs. The MDI icon will display all of the pages of the document at the same time. This mode will present each page overlying one another.

When the SDI mode is activated, one page of the document will be presented at a time. In this view, the Arrow icon can be used to navigate from one page to the next.

When the Tab mode is activated, the images will display in a tabbed view. In this view, select the tabbed areas to navigate from one page to the next.
When the MDI mode is activated, all of the images will display at the same time. In this view, each image can be displayed by placing the cursor anywhere within the corresponding page.

The Arrow icons within the toolbar will position the image so that it fills either width or height of the window. Activating the Horizontal Arrow icon will fill the entire width of the window whereas the Vertical Arrow view will fill the height.

The Magnifying Glass icons allow sizing of image. The Magnifying Glass icon with the plus (+) sign will enlarge images whereas the icon with the (-) sign will reduce the size.
The **Page Forward** and **Page Back** icons allow navigation through multiple paged images. The arrows pointing toward the right will page to the next image whereas the arrows pointing left will present the previous image. The arrows followed by a vertical bar will navigate to the last or first page of the document.

The **Print** icon allows the user to print certain image(s). Users may print copies of invoices but for security purposes this is not allowed for checks.

In addition to the standard toolbar, the image will also provide a toolbar on the left side of the document. The icons available within these tools will allow the user to rotate the image clockwise or counterclockwise as necessary. To activate the **Rotate** icons the **Pencil** icon must first be initiated.

Please note; if the image is adjusted using the **Rotate** icons, a **Save Annotations** message will appear upon closing of the document. Always select **No**.

**VIEWING MULTIPLE IMAGES PRESENTED FOR AN INVOICE:**

When an invoice is selected there may be occurrences in which more than one image is presented. In general, this will likely occur when an invoice and subsequent documentation, such as email correspondence, requisition copies, etc, are indexed in separate applications. All of the images can be viewed in these cases.

In cases in which multiple images are presented for a particular invoice, the following window will appear.
To view the images, check the box in the column to the left of the camera icon. This action will activate the View Selected Documents option within the gray bar of the window.
Select the **View Selected Documents** option. Each image will appear.
When the first image appears, the Next Document option will be activated. This option allows the user to move from one image to the next. Only the images related to the invoice queried in Oracle will be presented. To move to the next image, select the **Next Document** option. The next image will appear.

To navigate back to the previous image, select the **Previous Document** option.
VIEWING MULTIPLE PAGES WITHIN A DOCUMENT (IMAGE):

If an image encompasses multiple pages, the Page Forward/Page Back icons can be used to move from one page to the next. The number of pages within an image is noted in the lower right corner of the screen. In addition, if there are multiple pages, the Page Forward icon will be activated (the icon will not activate for one-paged images).

To view the subsequent pages, select the Page Forward or Page Back icons. The next page will appear.