
APT Training: Outline

DAY 1: APT Setup

1.A Introduction

- Introduction to Accounts Payable Technology (APT)
- Introduction to Dynamic Natural Analysis (DNA)
- How APT and DNA Identify and Process Invoices and their Data
- Vendor Selection Concepts
- Fingerprint Matching Concepts
- New Fingerprint Generation

1.B Installation of Accounts Payable Technology

- Installation of Taskmaster 7
 - APT Folders and Files
 - Key Files of the APT Process Directory, and its Verify Sub-folder
 - APT Taskmaster Client
 - APT Rulemanager
 - The APT Settings file (.ini)

1.C APT Rulemanager

- How to Access Rulemanager
- Rulemanager Panels
 - Fingerprints & Zones
 - Rules
- What are the Roles of the APT Rulemanager?

Document Hierarchy Setup

Definitions of Rulesets and Rules

Setup Testing

1.D The APT Document Hierarchy: Objects, Properties and Variables

What is the *APT* Document Hierarchy?

How to “unlock” the Document Hierarchy

The *APT Batch* Object: Properties and Variables

The *APT Batch* Object’s *Other Page* Object - Introduction

Document Objects of the APT Document Hierarchy

The *Document Document* Object s

The *Separator Document* Object: Purpose

Page Objects of the *APT* Document Hierarchy

The **Batch** Object’s *Other Page* Object – Again!

The *Main_Page* Source **Page** Object

What is a “Source” Page?

The *Trailing_Page* **Page** Object

The *Attachment Separator* **Page** Object

The *Attachment* **Page** Object

The *Document Separator* **Page** Object

Field Objects of the APT Document Hierarchy

Header **Field** Objects: *Invoice_Number, Invoice_Date, PO_Number*

Vendor **Field** Objects: *Vendor, Vendor Number, Remittance_Zip*

Parent **Field** Object (*Details*)

Parent **Field** Object (*LineItem*)

Child **Field** Objects of the *LineItem* parent: *ItemID, ItemDesc, QTY, Price, LineTotal.*

Additional Header **Field** Objects: *Shipping, Tax, Invoice_Total*

Additional **Field** Object: *Add_New_Fingerprint*

How to Add or Delete Objects (**Batch** Object Excepted!)

1.E APT RuleSet Types

Components of the Rulemanager Window's *Rules* Panel

How to Review the APT RuleSet Types, Rulesets, and Actions

How to Explore the APT Actions Libraries

What is an APT Action?

What is an APT Actions Library?

How to Find an Action's Explanation (HELP!)

How to Assign an Action to a Rule

1.F APT Fingerprints

Components of the Rulemanager Window's *Fingerprints & Zones* Panel

What is a Fingerprint?

Vendor ID - Fingerprint Class

Invoice Image: Fingerprint Image File (.tif)

Image Enhancement Procedures

Fingerprint Details: Fingerprint File (.cco)

How to Zone a New Fingerprint: Step-by-Step

How *Taskmaster's* Verify Task Produces New Fingerprints

Day 2: APT Tasks

2.A APT Task Operations

The APT Workflow

- Important Operating Considerations

- How to Use Icons in the Operations Dialog

- Security Parameters – Agreement

- Taskmaster Server Service – On!

- Standard Batch IDs and Locations

- How to use the Job Monitor

- What You Will Find in the Typical APT Batch

VScan Task Operations

- Launching

- Batch Contents (new): Image files (.tif) and Page file (vscan.xml).

RuleRunner Task Operations

- Launching

- Batch Contents (new): TIO, CCO, Data Files, and Page file – RuleRunner.xml.

Verify Task Operations

- Elements of the APT Verify Panel

- Field Pairs: Snippets and Data Edit Fields

- Vendor Selection

- Click ‘n Key Procedures

- Intellocate Procedures

- Additional Features of the Panel

- How the Verify Panel Creates New Fingerprints

- Launching the Verify Task

- How to Navigate within the Panel, Document and Batch

- Hot Keys

- Batch Contents (new): Verify.xml

Export Task Operations

Export Records vs Export Database

Launching the Export Task

Reviewing Export Data

Processing Multi-Page Invoices

2.B APT RuleSet Types and APT Tasks (Taskmaster Administrator)

The APT *Taskmaster* Workflow

How to Access the APT *Taskmaster* Client

Prerequisites

Security

Task Definitions: How to Use the APT *Taskmaster Administrator*

Vendor Databases

RuleSet Types Assigned to Tasks of the APT Demo Job...What does each RuleSet Type Accomplish?

VScan Task

VScan

RuleRunner Task:

- | | | |
|--------------------|---------------------|--------------------------|
| 1. PageID | 6. Locate | 11. VendorNumLookupClose |
| 2. ImageFix | 7. Clean | 12. Validate |
| 3. CreateDoc | 8. Filter | 13. Routing |
| 4. Recog | 9. Lookup | |
| 5. FindFingerprint | 10. VendorNumLookup | |

Verify Task

Validate

A Detailed Exploration of the APT Verify Panel

Field Pairs: Snippets and Data Edit Fields

The Settings.ini file

The special features of APT verify

Other Essential Setup Criteria of the Verify Task

Export Task

PreExport

Export

ExportClose

2.C Modifying the verify panel

Adding fields

Adding buttons

2.C Additional APT Considerations

How to Manage an Expanding Fingerprint Volume

Troubleshooting APT