

MICROS Materials Control

Delivery Notes & Invoices – Attachments



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Introduction

This document will explain in detail the required setup for attachments for Delivery Notes and Invoices in Materials Control.

This feature will allow the user to attach documents (e.g. DOC, PDF, etc...) to Delivery Notes, Delivery Notes booked as Invoice, Returns to Suppliers and Invoices.

These attachments will be stored with the documents and/or positions and can be recalled when needed.

This feature is supported by the Thick Client as well as by MCweb.

The minimum required version of Materials Control is 8.7.10.17.1381.

Configuration:

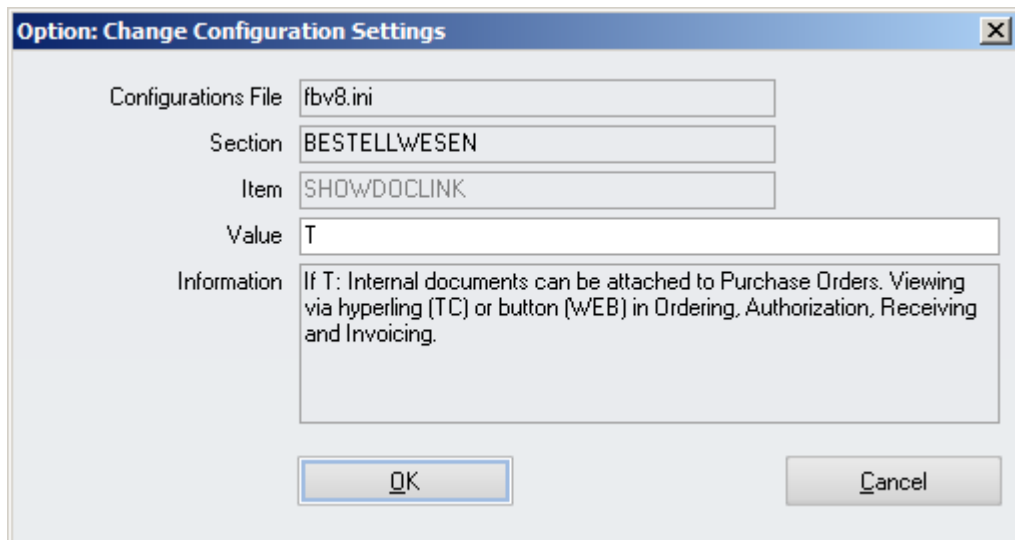
The following chapter will describe the required steps to use this functionality in both client applications:

In case MCweb is in place the configuration also for the thick client is different!

As first step the functionality must be activated in general.

Go to System > Configuration FBV8.INI > [Bestellwesen]:

Here you can find the main parameter "SHOWDOCLINK".



Set this parameter to "T" to activate the feature.

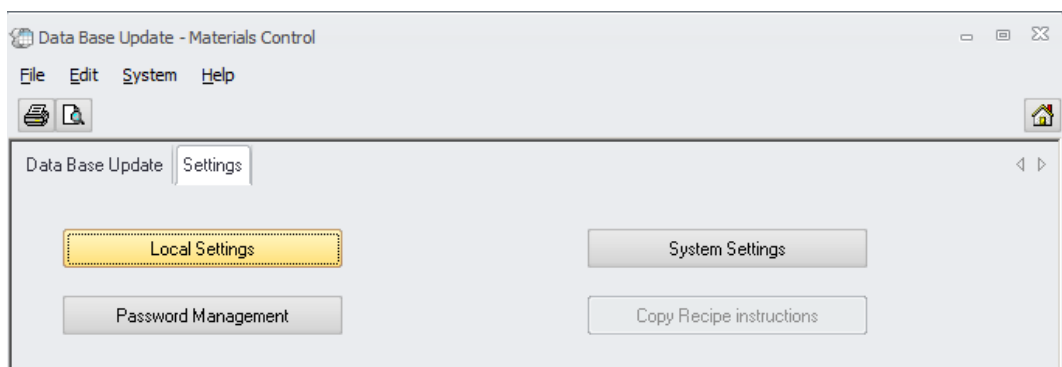
Document Storage:

In order to use this functionality a central location in the network must be defined. This location needs to be accessible for all users who should be able to access these attachments from the Thick Client. For MCweb users the IIS will link to the folder. This location should be a shared directory accessible for all users who should be able to access the files from MC.

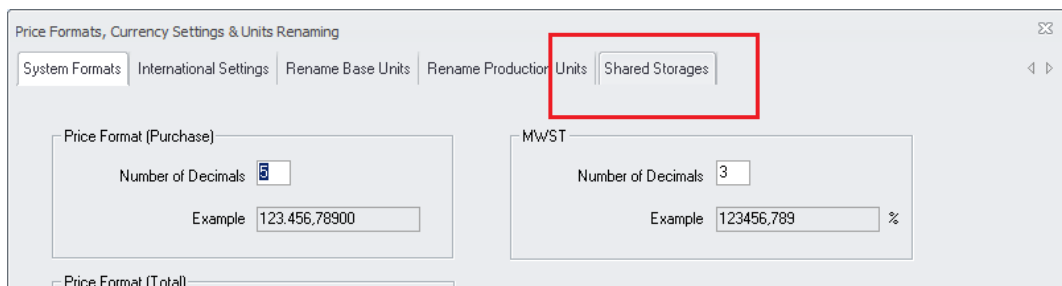
Thick Client only:

In case the classic Thick Client only will be used, this could be a shared folder anywhere in the network.

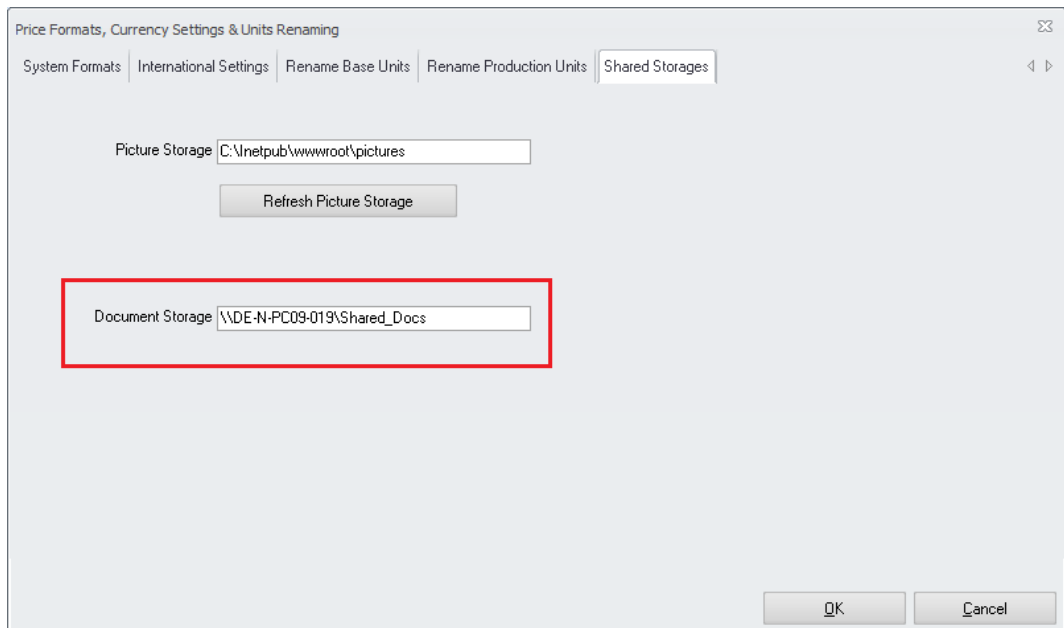
Go to System > Database Update > Settings > Local Settings:



In the next screen switch to the tab “Shared Storages”



In former versions this tab was named “Pictures”. Since now also the document storage is defined here, it was decided to rename this tab.



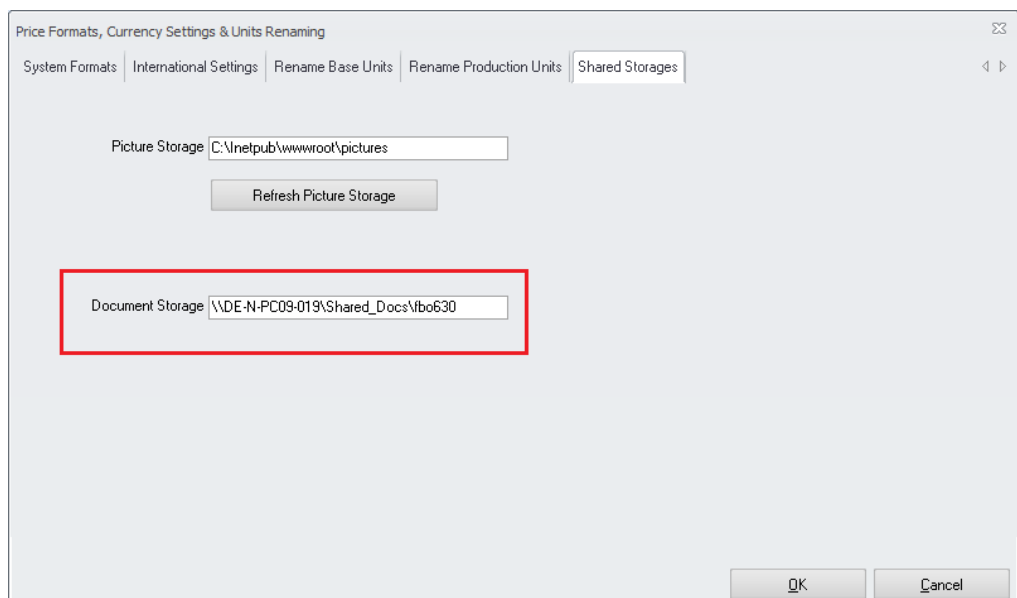
Here the path to the share must be defined.

Depending on the network setup either the PC name or the IP address could be used.

Thick Client & MCweb:

In case MCweb is place as well, the configuration is a bit different.

- a) The shared directory should be located on the webserver.
- b) The shared directory must contain a subdirectory named exactly the same as the Oracle connection name. This subdirectory is the real location now for the shared documents.
- c) In the classic Thick Client the path must be entered including the name of the subdirectory.



Configuration MCWEB:

Open the web.config of the MCweb application.

```

web.config - Notepad
File Edit Format View Help
<?xml version="1.0"?>
<configuration>
  <configSections>
    <sectionGroup name="system.web.extensions" type="System.Web.Configuration.SystemWebExtensionsSectionGroup, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <sectionGroup name="scripting" type="System.Web.Configuration.ScriptingSectionGroup, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <sectionGroup name="webServices" type="System.Web.Configuration.ScriptingWebServicesSectionGroup, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <section name="jsonSerialization" type="System.Web.Configuration.ScriptingJsonSerializationSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <section name="profileService" type="System.Web.Configuration.ScriptingProfileServiceSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <section name="authenticationService" type="System.Web.Configuration.ScriptingAuthenticationServiceSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
    <section name="roleService" type="System.Web.Configuration.ScriptingRoleServiceSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
  </sectionGroup>
  <section name="scriptResourceHandler" type="System.Web.Configuration.ScriptingScriptResourceHandlerSection, System.Web.Extensions, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
  </sectionGroup>
  <section name="infragistics.web" type="System.Configuration.SingleTagSectionHandler, System.Configuration, Version=1.0.3300.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35" />
</configSections>
<infragistics.web imageDirectory="~/../Ilg_common/Images" javascriptDirectory="~/../Ilg_common/20061CLR20/scripts" />
  <appSettings>
    <add key="ExpirationPage" value="Common/forms/SessionExpired.htm"/>
    <add key="PathToRoot" value="../.."/>
    <!-- See help 3) -->
    <add key="LogPath" value="c:/temp"/>
    <!-- Place to store error logs -->
    <add key="ImagePathIIS" value="../pictures"/>
    <!-- Recipe Pictures for MCweb -->
    <add key="DocumentPathIIS" value="../Shared_Docs"/>
    <!-- Shared Documents for MCweb -->
    <add key="ImagePath" value="Common/Images"/>
    <!-- Normal images of MCweb -->
    <add key="AppImagePath" value="Common/AppImages"/>
    <!-- Images needed for the menus -->
    <add key="ServicePath" value="c:/service"/>
    <!-- scheduler working directory -->
    <add key="UseLoadingBar" value="true"/>
    <!-- "true" / "false" //replace the please wait msg into the new one (in style of the MCweb menubar)-->
    <add key="FilterAlign" value="left"/>
    <!-- experimental key if filter buttons refresh & sort are left or right aligned-->
  </appSettings>

```

Search for the section "<appSettings>":

Here a new key must be added (if not already existing) as below shown in red:

```

<appSettings>
  <add key="ExpirationPage" value="Common/forms/SessionExpired.htm"/>
  <add key="PathToRoot" value="../.."/>
  <!-- See help 3) -->
  <add key="LogPath" value="c:/temp"/>
  <!-- Place to store error logs -->
  <add key="ImagePathIIS" value="../pictures"/>
  <!-- Recipe Pictures for MCweb -->
  <add key="DocumentPathIIS" value="../Shared_Docs"/>
  <!-- Shared Documents for MCweb -->
  <add key="ImagePath" value="Common/Images"/>
  <!-- Normal images of MCweb -->
  <add key="AppImagePath" value="Common/AppImages"/>

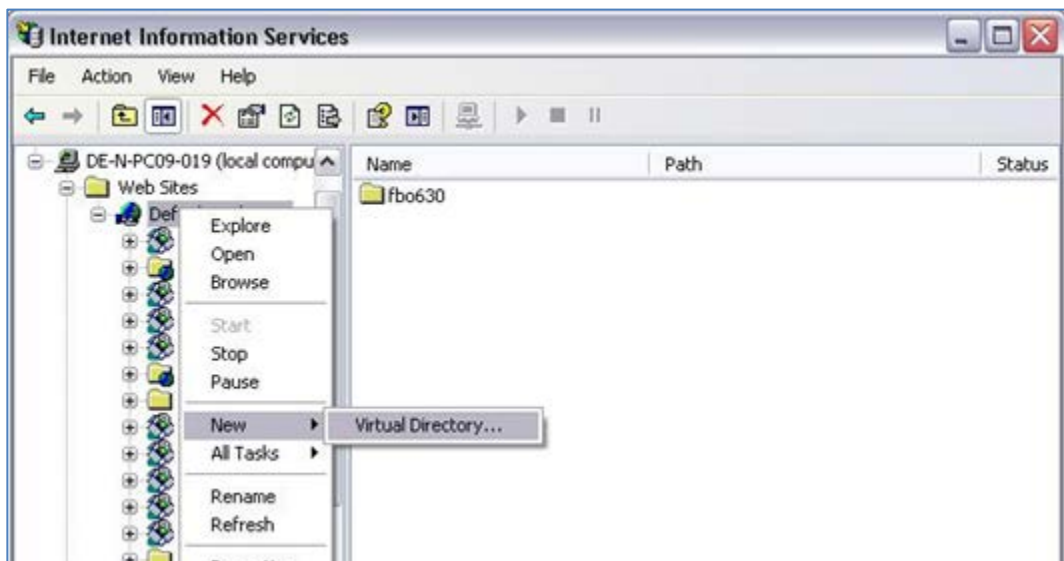
```

Configuration IIS:

The IIS now must be configured to offer this directory as attachment repository.

IIS 5.x

Open the IIS main screen. In the tree view on the left please mark the record "Default Web Site" and right-click to open the context menu.



Select "New" > "Virtual Directory":

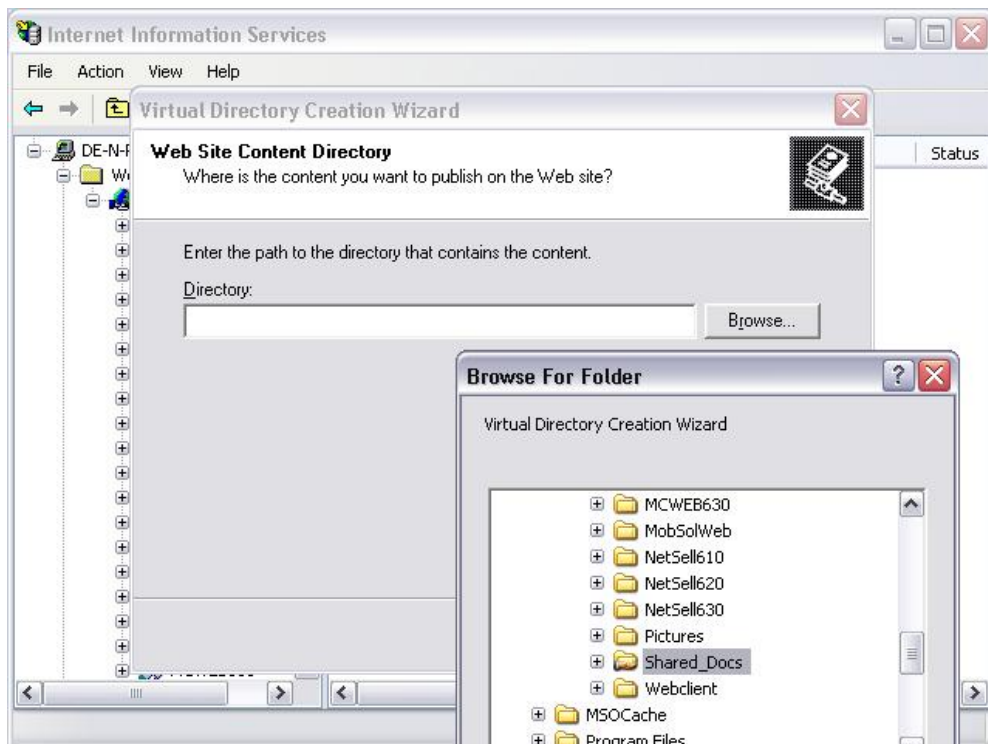


Click "Next" to continue.



Here now define the name of the virtual directory. This must be the same as the name of the network share!

Click "Next" to continue.



Browse to the network share.



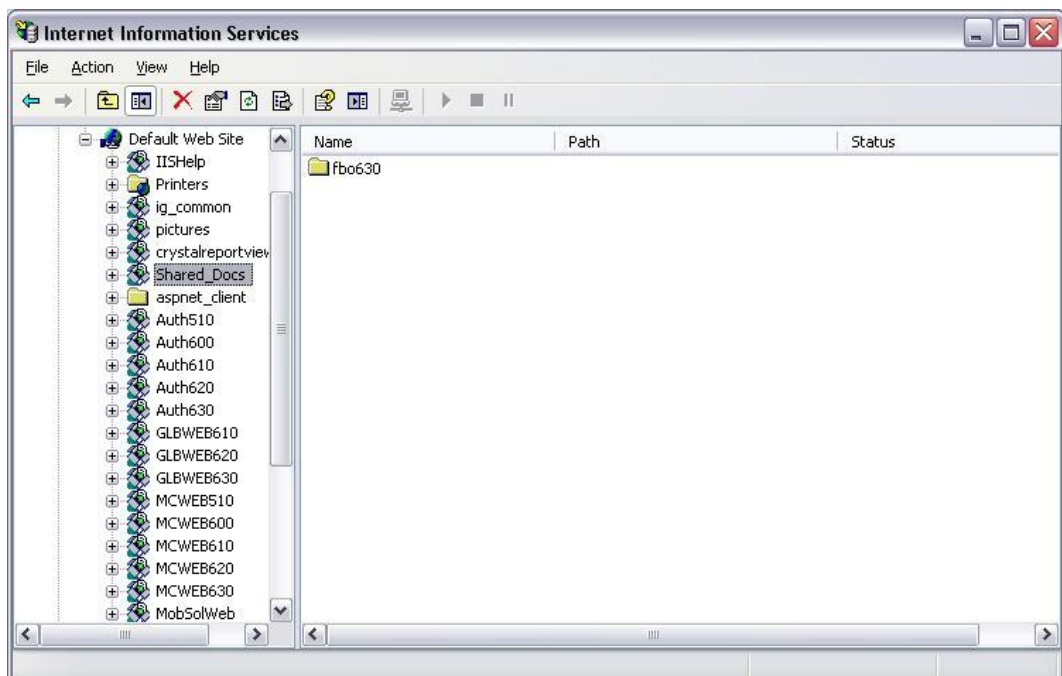
Click "Next" to continue.



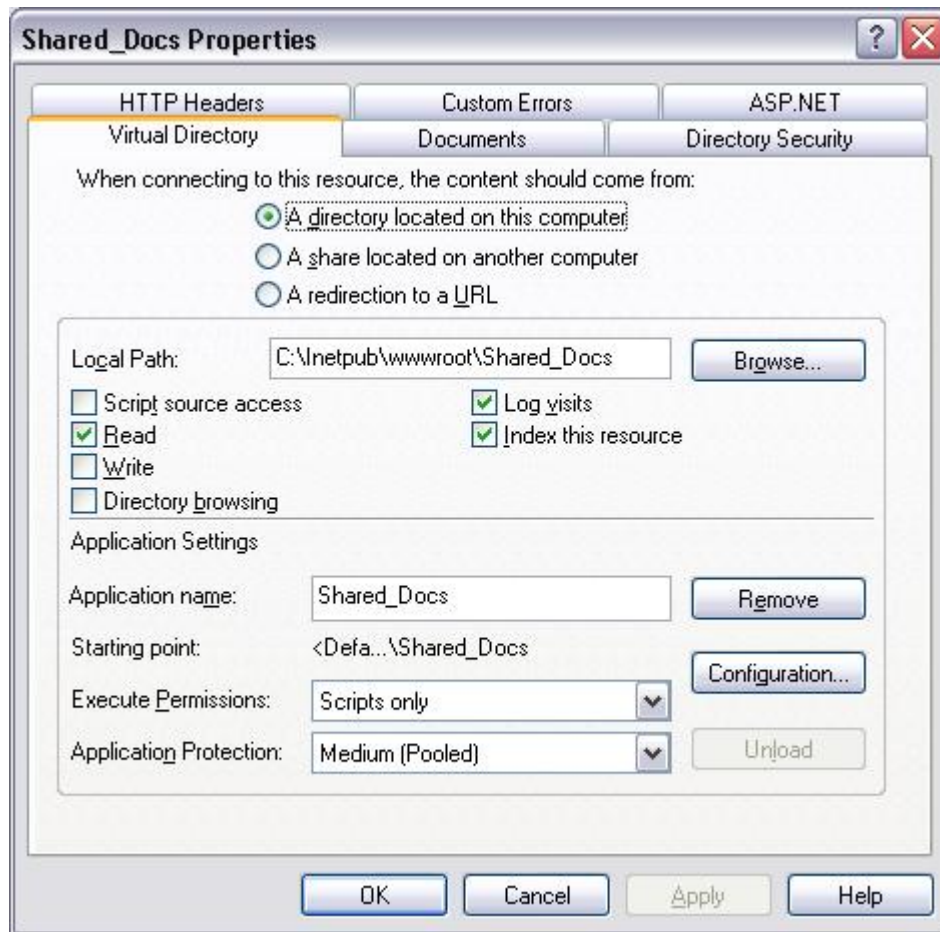
Check the Access Permissions and click "Next".



Click "Finish" to complete the wizard.



This repository will now be displayed as an application in the IIS Overview. Right click on this to check the properties.

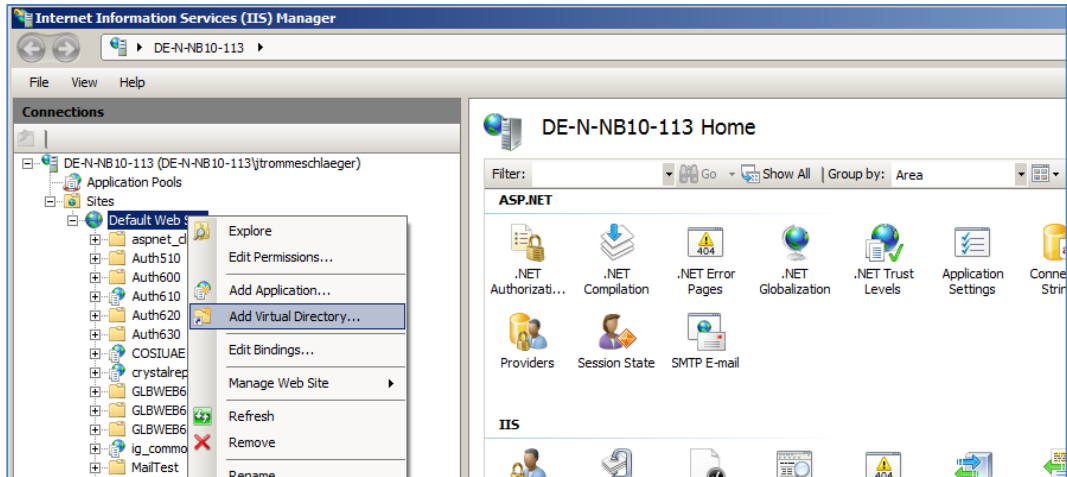


Click "OK" to close the screen.

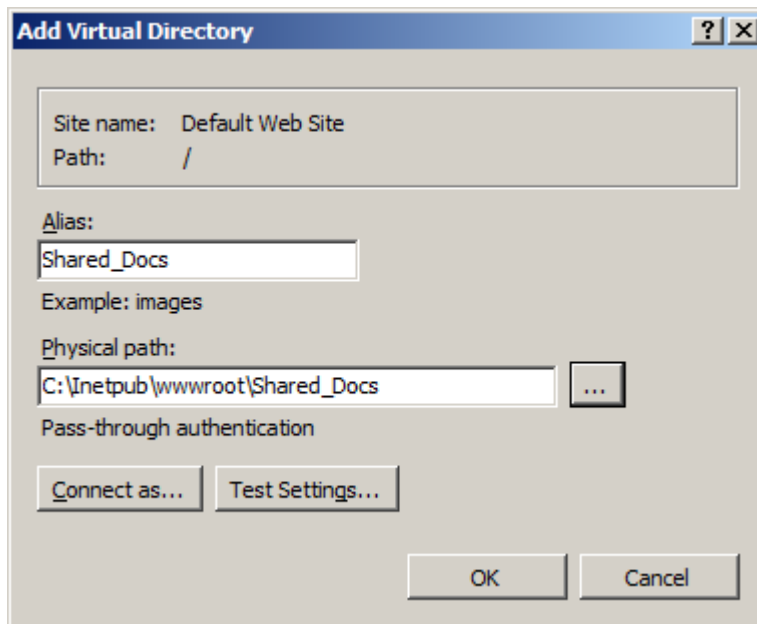
Close the IIS screen and restart it via IISRESET.

IIS 7.x

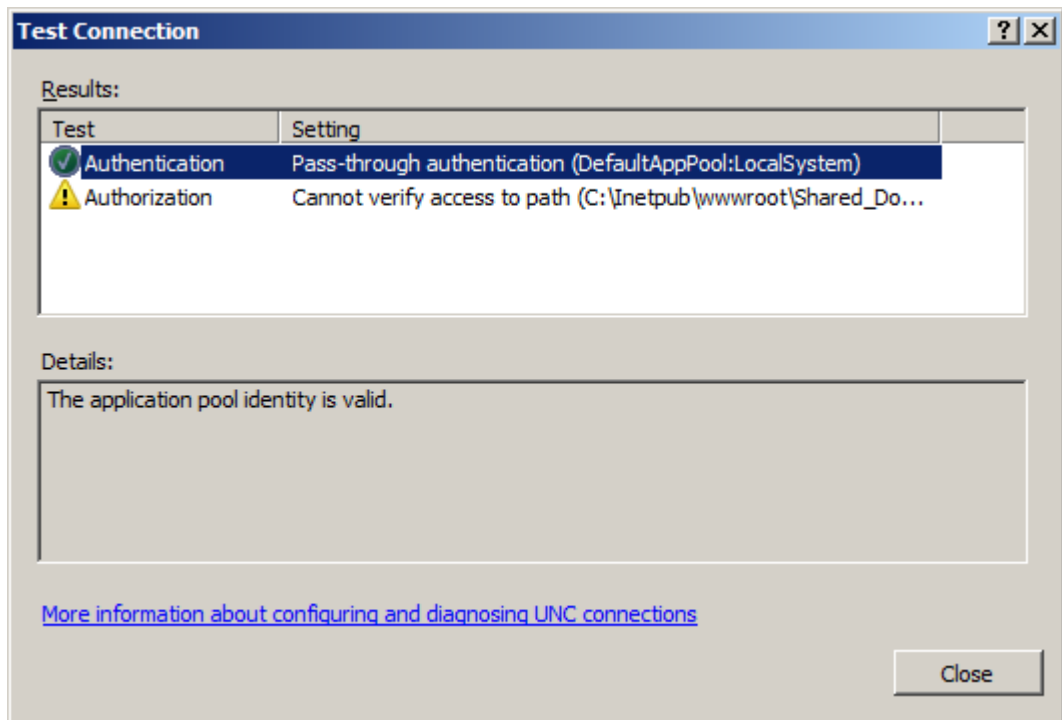
Open the IIS main screen. In the tree view on the left please mark the record “Default Web Site” and right-click to open the context menu.



Select “Add Virtual Directory”:

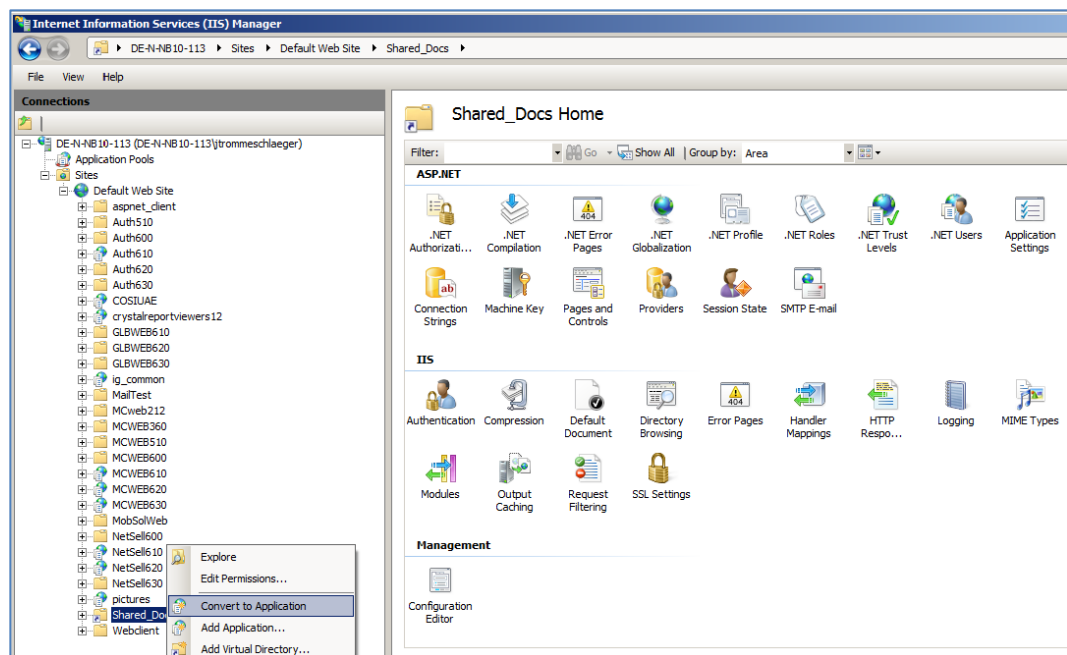


Define the alias. This must be named as the network share. Define the physical path and click on “Test Settings”:

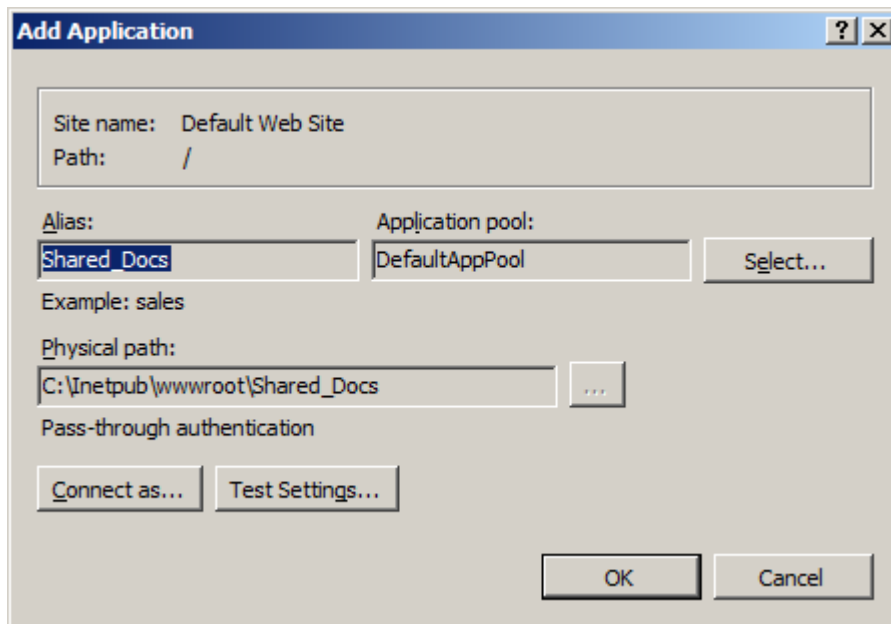


Make sure that the Authentication is marked as successful. The eventually warning sign for the Authorization can be ignored.

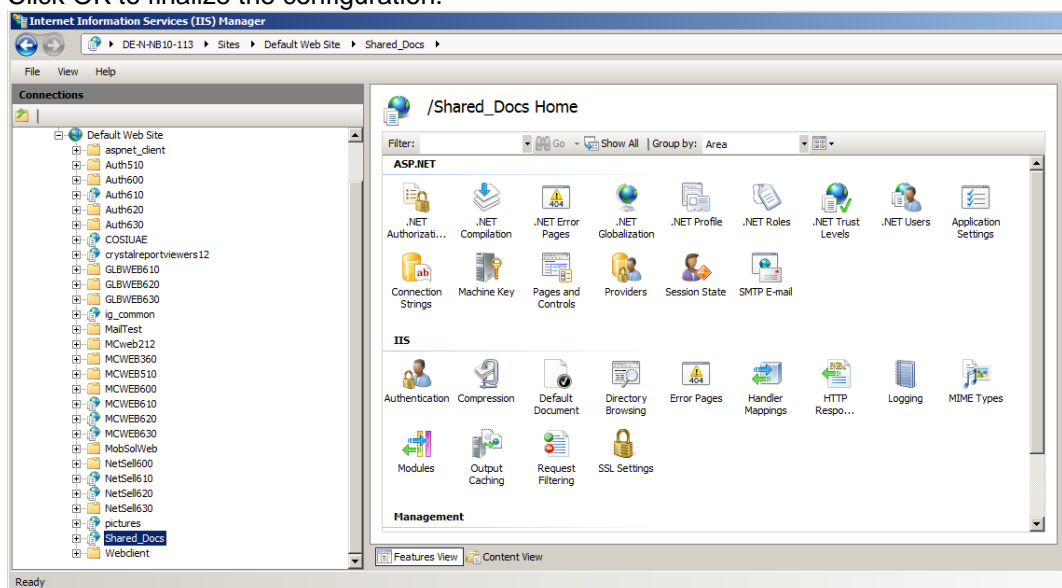
Close the screen. Now again right click the folder “Shared_Docs” in the tree view and select “Convert to Application”:



Check the definitions:



Click OK to finalize the configuration.



Now the repository will be displayed as application in the IIS.

Close the IIS screen and restart it via IISRESET.

Functionality:

The following will show examples of the different screens where this feature can be used in the classic thick client.

For a better understanding of the entire document attachment possibilities examples with attachment from the ordering process will be used.

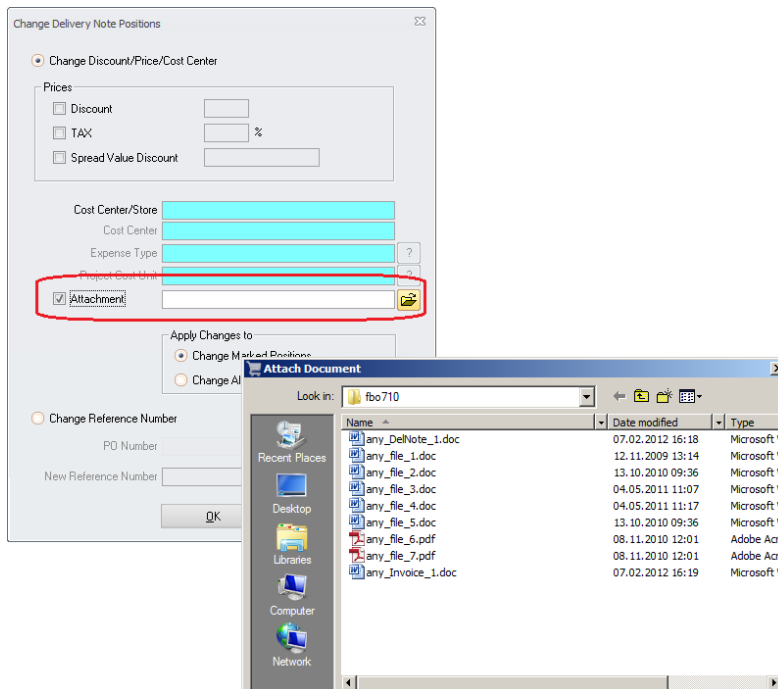
Delivery Notes:

The Delivery Notes screen shows now, besides the eventually existing internal attachments (green frame), also an additional column for documents attached to the actual Delivery Note (red frame).

The screenshot shows the 'Receiving' application window. At the top, there is a menu bar (File, Edit, Purchase, Master Data, Help) and a toolbar. The main area is titled 'Edit Delivery Note' and includes fields for 'Supplier' (Mr Drink), 'Date' (14.03.2012), and 'Delivery Note' (20120314001). Below these are summary statistics for Net/TAX/Gross and a 'Supplier Rating' button. A table lists items with columns for S, P, Pos, Article No., Article, QTY, Unit, Price/Unit, Internal Attachment, Delivery Note Attachment, QTY/BU, and Pr. The 'Internal Attachment' column is highlighted with a green border, and the 'Delivery Note Attachment' column is highlighted with a red border. At the bottom, there is an 'Adjustment' table and a row of buttons including 'New Position', 'Reorganize Pos', 'Change Status', 'Apply Changes', 'Change QTY/BU', 'Deposits', and 'Book'.

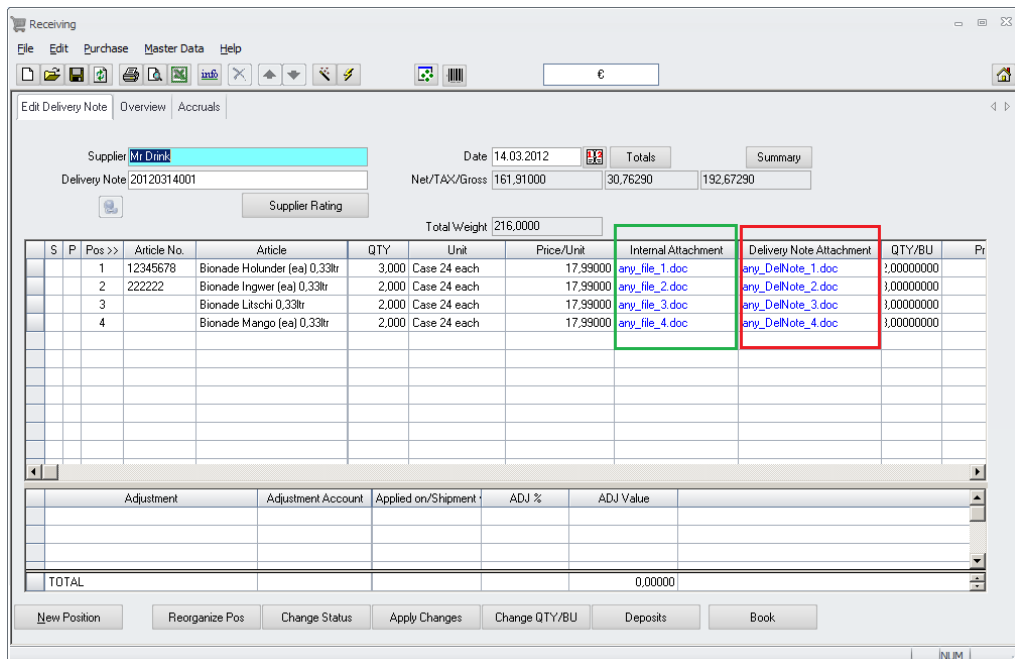
S	P	Pos >>	Article No.	Article	QTY	Unit	Price/Unit	Internal Attachment	Delivery Note Attachment	QTY/BU	Pr
		1	12345678	Bionade Holunder (ea) 0,33ltr	3,000	Case 24 each	17,9900	any_file_1.doc		3,00000000	
		2	222222	Bionade Ingwer (ea) 0,33ltr	2,000	Case 24 each	17,9900	any_file_2.doc		3,00000000	
		3		Bionade Litschi 0,33ltr	2,000	Case 24 each	17,9900	any_file_3.doc		3,00000000	
		4		Bionade Mango (ea) 0,33ltr	2,000	Case 24 each	17,9900	any_file_4.doc		3,00000000	

Mark one or more records and click on the button "Apply Changes":



The system will open a dialog window showing the content of the shared storage. Select the document, select if the attachment should be done for all or just for the marked records and click OK.

The documents will be attached per position, since a Delivery Note could be split over multiple Invoices afterwards.



The linked documents will be shown in the column "Delivery Note Attachments" in blue colour.

The document now can be saved/booked as usual.

Delivery Notes booked as Invoice:

In addition to the attachments for Delivery Notes the system now allows also to attach Invoice documents to the transaction. This can be done at two different locations in the application. The first example, booking a Delivery Note directly as Invoice in the Receiving module, will be explained here.

Create the Delivery Note as usual and click on book.

S	P	Pos >>	Article No.	Article	QTY	Unit	Price/Unit	Internal Attachment	Delivery Note Attachment	QTY/BU	Pr
→		1	12345678	Bionade Holunder (ea) 0.33ltr	3,000	Case 24 each	17,99000	any_file_1.doc	any_DelNote_1.doc	3,000000000	
→		2	2222222	Bionade Ingwer (ea) 0.33ltr	2,000	Case 24 each	17,99000	any_file_2.doc	any_DelNote_2.doc	3,000000000	
→		3		Bionade Litschi 0.33ltr	2,000	Case 24 each	17,99000	any_file_3.doc	any_DelNote_3.doc	3,000000000	
→		4		Bionade Mango (ea) 0.33ltr	2,000	Case 24 each	17,99000	any_file_4.doc	any_DelNote_4.doc	3,000000000	

The example above was created based on a previous order having already internal attachments per position as well as Delivery Note attachments per position.

In the booking dialog select the option “Book Delivery Note as Invoice”:

The application now offers the new attachment function. Here one attachment for all positions will be saved, as in this case one Invoice is linked to this one Delivery Note. After this the document can be booked as usual.

Return to Supplier:

Similar to the Receiving process also the module Return to Supplier offers to attach documents.

S	P	Pos.	Article No.	Article	QTY	Unit	Price/Unit	Internal Attachment	Delivery Note Attachment	QTY/BU
→		1	12345678	Bionade Holunder (ea) 0,33ltr	3,000	Case 24 each	17,99000		any_RTS_1.doc	3,00000000
→		2	222222	Bionade Ingwer (ea) 0,33ltr	2,000	Case 24 each	17,99000		any_RTS_2.doc	3,00000000
→		3		Bionade Litschi 0,33ltr	2,000	Case 24 each	17,99000		any_RTS_3.doc	3,00000000
→		4		Bionade Mango (ea) 0,33ltr	2,000	Case 24 each	17,99000		any_RTS_4.doc	3,00000000

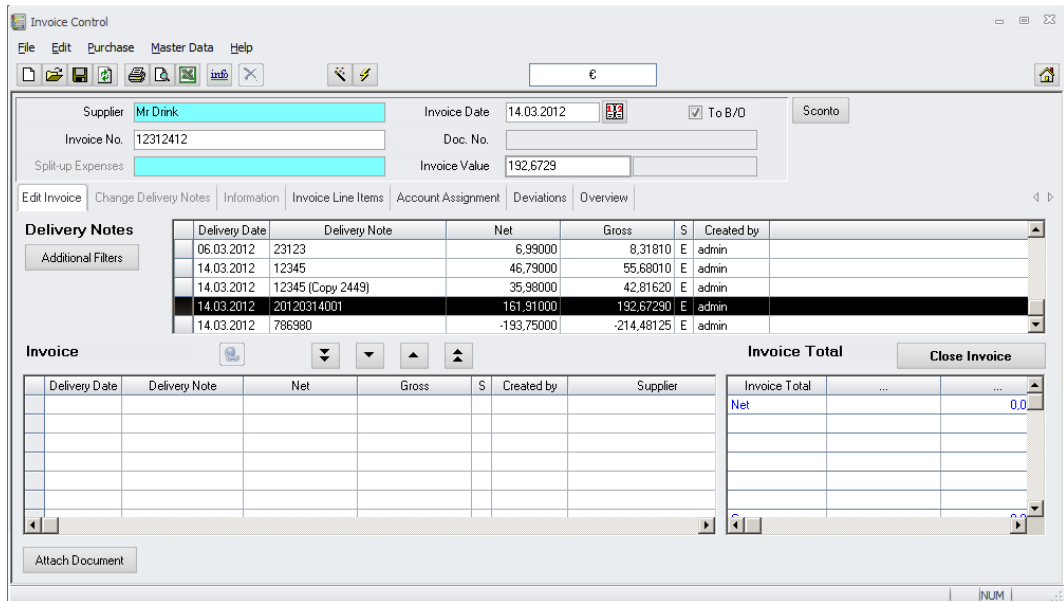
The logic and functionality is exactly the same as used in the Receiving module.

NOTE: Attachments done in this module will **not** be sent to the supplier!

Invoice Control:

The Invoice Control module usually is the final stage for a document within Materials Control (before sending it to B/O).

Here booked Delivery Notes can be invoiced and already invoiced documents exported to the B/O system.

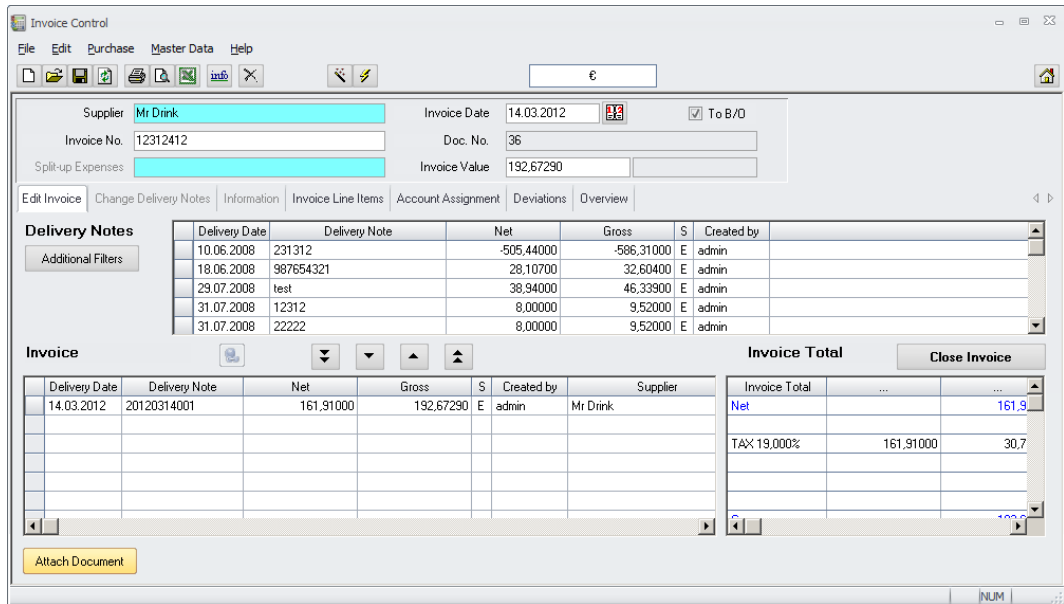


This module now offers a function to attach scanned Invoice documents to the transactions booked in Materials Control.

Create the invoice as usual:

- Select Supplier
- Enter Invoice Number, Invoice Date and Invoice Value

Select Delivery Note from middle grid down to bottom grid:



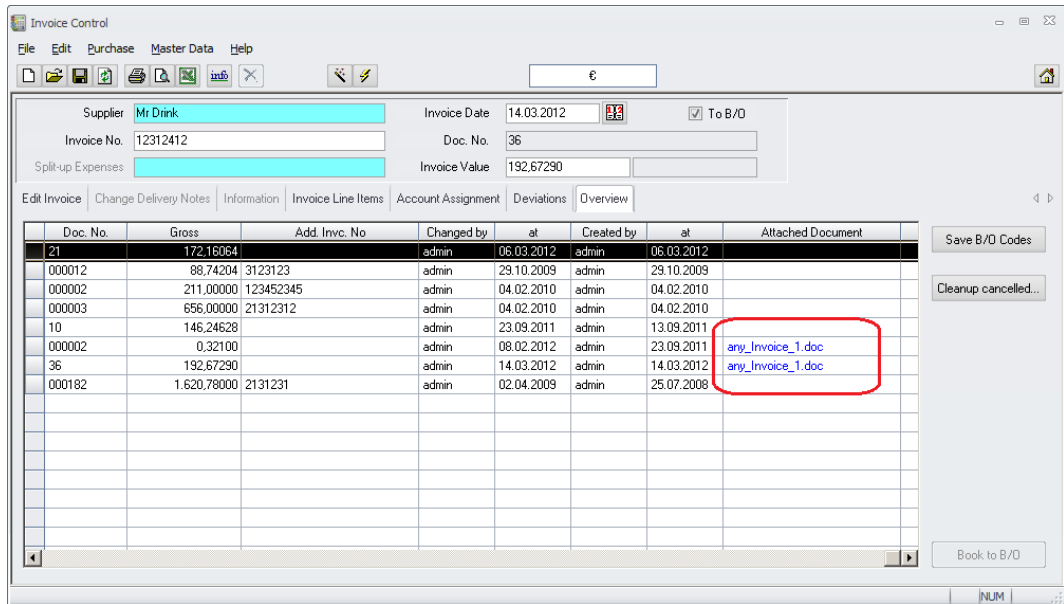
Click on the button “Attach Document”:



The system will open a dialog to browse the content of the shared storage. Select the document and click OK.

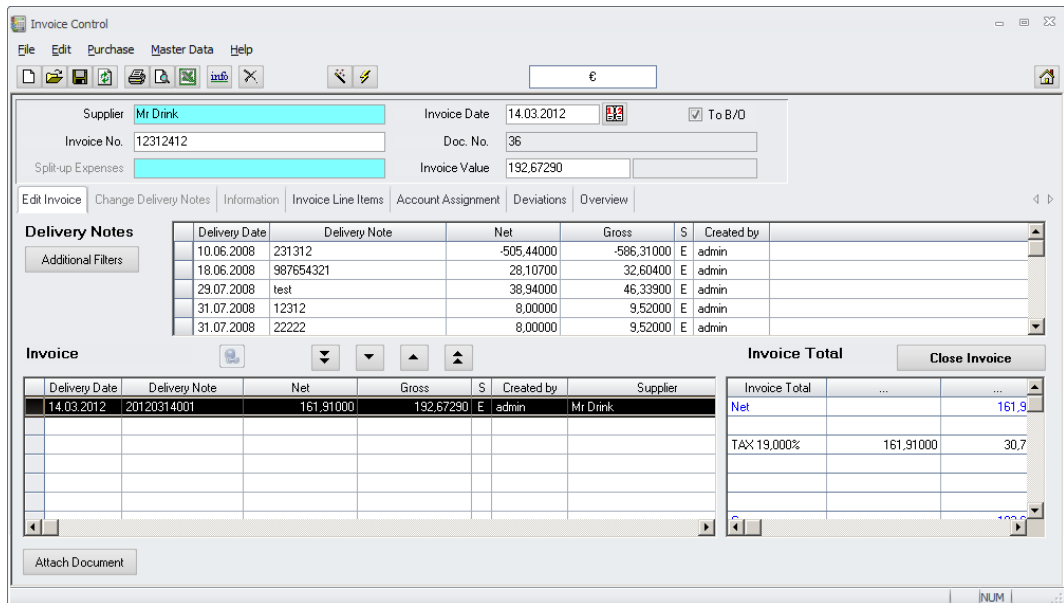
Now save and/or book the Invoice.

Linked Invoice Documents can be found in the Overview screen:



The attachment can be opened simply by click on it.

Select the Invoice by double click from the Overview screen.



The system will switch now back to the "Edit Invoice" screen. Here open the Delivery Note transaction with a double-click:

Invoice Control

File Edit Purchase Master Data Help

Supplier: Mr Drink Invoice Date: 14.03.2012 To B/O

Invoice No.: 12312412 Doc. No.: 36

Split-up Expenses: Invoice Value: 192,67290

Edit Invoice Change Delivery Notes Information Invoice Line Items Account Assignment Deviations Overview

Supplier: Mr Drink Date: 14.03.2012 Totals Summary

Delivery Note: 20120314001 Net/TAX/Gross: 161.91000 30.76290 192.67290

Supplier Rating

Total Weight: 216.0000

S	P	Pos >>	Article No.	Article	QTY	Unit	Price/Unit	Internal Attachment	Delivery Note Attachment	QTY
		1	12345678	Bionade Holunder (ea) 0,33ltr	3,000	Case 24 each	17,99000	any_file_1.doc	any_DelNote_1.doc	3,000
		2	222222	Bionade Ingwer (ea) 0,33ltr	2,000	Case 24 each	17,99000	any_file_2.doc	any_DelNote_2.doc	2,000
		3		Bionade Litschi 0,33ltr	2,000	Case 24 each	17,99000	any_file_3.doc	any_DelNote_3.doc	2,000
		4		Bionade Mango (ea) 0,33ltr	2,000	Case 24 each	17,99000	any_file_4.doc	any_DelNote_4.doc	2,000

New Position Reorganize Pos Change Status Apply Changes Change QTY/BU Deposits Book

NUM

The system will open the “Change Delivery Notes” screen and here the user can find/open the files attached during the Order process and during the Receiving process as well.

MCweb:

This part shows examples of the different screens where this feature can be used in MCweb:

Delivery Notes:

MCweb also offers, besides the possibility to attach documents to Purchase Orders, now a feature to link scanned documents to Delivery Note positions and Invoices.

The screenshot below shows a Delivery Note based on a previous Purchase Order with linked documents per Order position.

Supplier No.	Article	Unit	Qty	Price	Discount (%)	Unit Cost	Net	TAX(%)	TAX	Gross	Shipment	Delivery Loc.	Reason Code	Delivery Info
12345678	Bonade Bonade (ea) 0.33tr	Case 24 each	2,000	17,99000	0,000	17,99000	35,97900	19,00	6,83620	42,81520		Main Store Beverage		
222222	Bonade L (ea) 0.33tr	Case 24 each	2,000	17,99000	0,000	17,99000	35,98000	19,00	6,83620	42,81620		Main Store Beverage		
	Bonade L (ea) 0.33tr	Case 24 each	2,000	17,99000	0,000	17,99000	35,98000	19,00	6,83620	42,81620		Main Store Beverage		
	Bonade M (ea) 0.33tr	Case 24 each	2,000	17,99000	0,000	17,99000	35,98000	19,00	6,83620	42,81620		Main Store Beverage		
Total							161,91000	30,76290	192,67290					

At the right end of the grid the icons for the document links are displayed:

code	Delivery Info



Links from Order positions



Links for Delivery Note positions

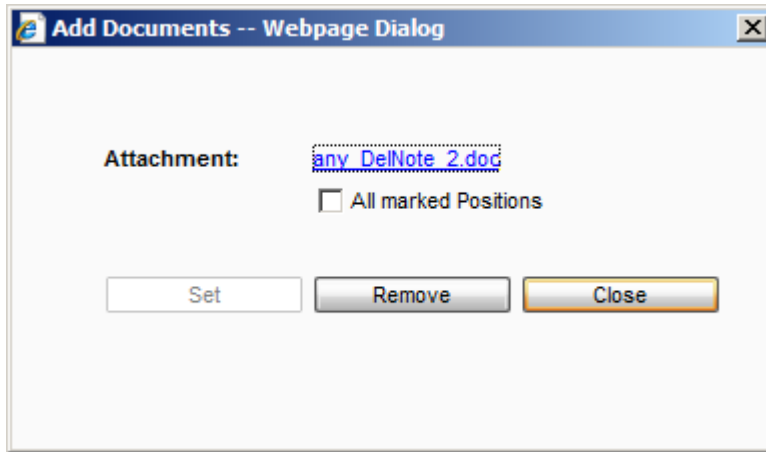


grey icon: nothing linked.



coloured icon: attachments for this position available.

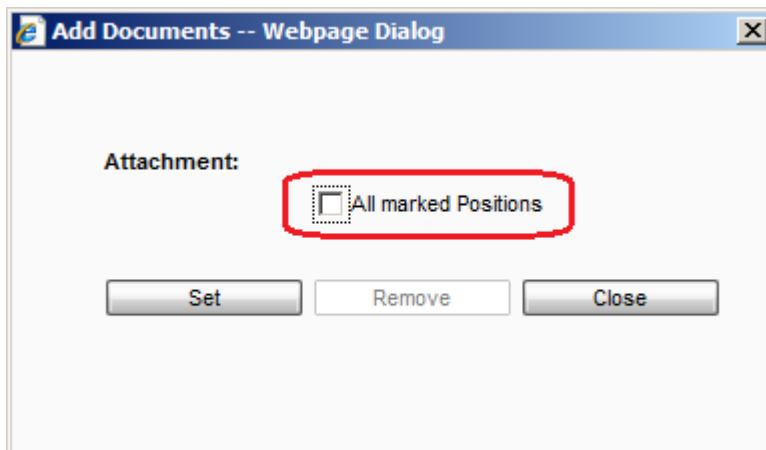
Click on a coloured icon:



The application shows the title of the document which is linked to this position.

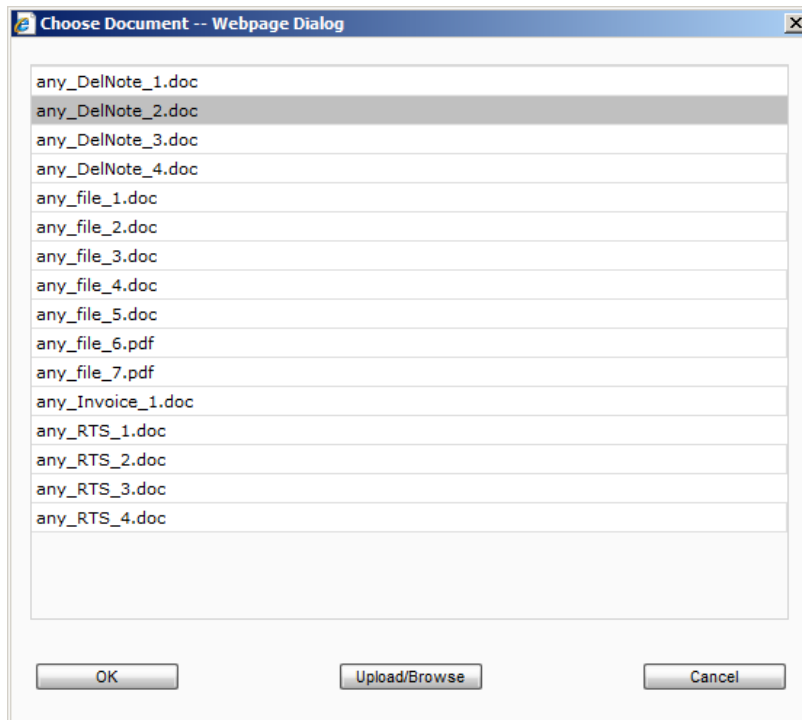
- **Attachment:** Here the name of the linked document is shown in blue as hyperlink. A click on the name will open it.
- **All marked Positions:** has no functionality in this status.
- **Remove** A click on "Remove" will unlink the attachment. Of course only Delivery Note attachments can be removed here. Order attachments can be removed in order status only!
- **Close** A click on "Close" will close the dialog without any changes

Click on a grey icon:

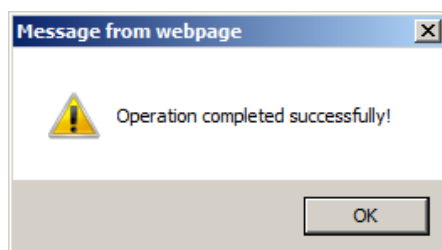


This dialog allows to attach a document to one or more positions:

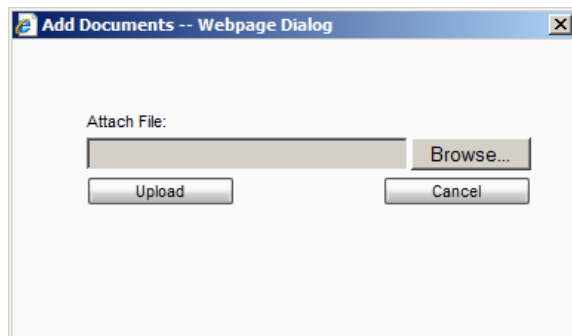
- **Attachment:** : in case of any already attached document the name of it will be shown here
- **All marked Positions:** : in case of multiple marked records the document could be linked to all of them or a single record only (default)
- **Set** : A click on “Set” will show the document repository to create the link:

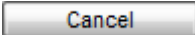


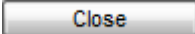
- **OK** : mark a document and click on “OK” to create the link. The system will confirm the action with this message:





- **Upload/Browse** : click this button to select a document which is not yet located in the repository. The application will show dialog below which lets the user browse his local drives to select a document:



- : A click on this button will close the repository browser without saving any link.

- : A click on "Close" will close the dialog without any changes

Once all links for the Delivery Note are done, the screen could/should look like this:

Status		Saved							
Net	TAX(%)	TAX	Gross	Shipment	Delivery Loc.	Reason Code	Delivery Inf		
53,97000	19,00	10,25430	64,22430		Main Store Beverage				
35,98000	19,00	6,83620	42,81620		Main Store Beverage				
35,98000	19,00	6,83620	42,81620		Main Store Beverage				
35,98000	19,00	6,83620	42,81620		Main Store Beverage				

Now proceed with the Delivery Note as usual.

Delivery Notes booked as Invoice:

MCweb offers, similar as the Materials Control thick client, the option to book a Delivery Note directly as Invoice.

Book Delivery Note as Invoice : Mark this option invoice the document directly

In this case it is also possible to attach the scanned Invoice document directly to the transaction header. A new button will be displayed in the dialog:

: click this button to select the scanned Invoice document and link it to the Delivery Note header.

The link process will be the same as explained [above](#).

Return to Supplier:

The module Return to Supplier offers the possibility to link scanned documents as well.

The procedure here is the same as described for the delivery note. The only differences here are the missing attachments from the Ordering positions (since there is no ordering).

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