

**UnForm 8 Document Archiving and Management  
Integration to FACTS 7.7 and Later  
Implementation Guide**

# Copyright Notice

Copyright © 2010 Infor. All rights reserved. The word and design marks set forth herein are trademarks and/or registered trademarks of Infor and/or related affiliates and subsidiaries. All rights reserved. All other trademarks listed herein are the property of their respective owners. [www.infor.com](http://www.infor.com).

<b>Contents</b>	
<b>Contents</b> .....	<b>1</b>
<b>Overview</b> .....	<b>3</b>
<b>Requirements</b> .....	<b>3</b>
<b>Hardware Considerations</b> .....	<b>3</b>
<b>Important Terms</b> .....	<b>4</b>
<b>Configuration</b> .....	<b>5</b>
<b>Optional Configuration Settings</b> .....	<b>6</b>
<b>UnForm Archiving Functionality</b> .....	<b>8</b>
<b>Registers and GL Distributions</b> .....	<b>11</b>
<b>Checks</b> .....	<b>11</b>
<b>Technical Changes and Release Notes</b> .....	<b>11</b>
<b>Appendices</b> .....	<b>15</b>
<b>Appendix 1--Meta Data Changes</b> .....	<b>15</b>
<b>Appendix 2 –FACTS Program Table for UnForm</b> .....	<b>17</b>



# UnForm v.8 Document Archiving and Management Integration to FACTS 7.7 and Later Implementation Guide

## Overview

SDSI's UnForm 8.0 Document Archiving and Management (DAM) is integrated to FACTS and is available as a FACTS Module (UA). This integration allows documents and reports printed from FACTS to be archived (stored online) for later retrieval, printing or emailing. UnForm DAM functionality is available from almost all FACTS report and forms.

For more information on the UnForm DAM product, refer to <http://synergetic-data.com/sdsi.cgi?p=unform8>. For more information on the UnForm/FACTS integration and access to the rule file, facts7.7.rul, and the available scan jobs, refer to <http://synergetic-data.com/sdsi.cgi?p=unform8&sp=articles/facts>.

## Requirements

To implement UnForm 8.0 DAM with FACTS, you must have the following:

FACTS 7.7 or later

UnForm 8.0 with the UnForm Rule File (facts7.7.rul) developed for FACTS 7.7 and later by SDSI, with DAM authorized

ImageMagick – a freeware image conversion utility ([www.imagemagick.org](http://www.imagemagick.org))

Ghost Script – a freeware PostScript and PDF interpreter ([www.ghostscript.com](http://www.ghostscript.com))

Properly-configured FACTS Printer

**Note:** For UnForm Archiving to function correctly with FACTS (regardless of where the output is going - i.e. FaxLink, a printer, etc), there are two requirements of the ProvideX device driver being used:

The letters "uf" must be in the device driver program name. This is case sensitive as lower case. If, for example, you setup a FaxLink printer which utilizes UnForm to format the output prior to faxing, the device driver program name could be "faxlink-uf". The device driver program name cannot be simply "faxlink", as the letters "uf", which identify it as an UnForm driver, are not present.

The device driver must declare the '\*X' mnemonic the same way that the standard uf8ptr device driver defines it - e.g. 2190 mnemonic (chan)\*X'=pgn+";process". This likewise is case sensitive.

If both of these conditions are true, the printer is recognized as an UnForm Archiving device, and FACTS adds the appropriate information to tell UnForm how to archive the document.

If either of these conditions is not true, UnForm may still be used, but the document will not be archived.

## Hardware Considerations

There are two primary hardware considerations: processing power and disk space.

The process of archiving a document requires that the print job be processed twice by UnForm – once to produce the printed output (if any) and once to create the PDF to be archived. As a result, the server chosen to be the UnForm server should have adequate processing power and memory to handle the expected volume of print jobs.

If you are currently using UnForm for forms generation, expect the Archiving function to consume roughly twice the resources when it is implemented.

Disk space requirements should be given serious consideration. While the PDF files are stored in compressed format, over time they will consume significant amounts of disk space.

The UnForm DAM integration with FACTS allows you to select a physical location for each library that is created. Libraries roughly follow the FACTS modules, so there will be a library for AR, for AP, for GL, etc. And you are able to select which documents you wish to archive and which you only want to print (see details below). However, once a library is created in a specific physical location, it is not easy to move it, because the internal links between documents (a key feature of the integration) reference the physical locations.

As a result, it is highly recommended that you plan your server for growth from the beginning. Be sure that you have plenty of disk space or that you can easily add disk space without having to change directory locations.

Server virtualization products (like VMWare's ESX Server) are excellent tools to help this process, because they allow resources to be allocated and reallocated as needed or for the server itself to be quickly and easily moved from one physical machine to another without disruption.

### **Important Terms**

**Library** – This is a collection of documents within UnForm DAM. All security in UnForm is controlled at the library level.

**Library Name** – This is the actual name of the directory that contains the library files. Library names cannot exceed 20 characters long. All library names for FACTS have a dash (-) and the company number added to the end of them.

**Library Path** – This is the location on the UnForm server where the library is located. The Library + Library path may not exceed 120 characters long. A blank library path will result in the library being located under the UnForm server's arc directory.

**Document Code** – This is a fixed code we have assigned to each form or document that is specifically recognized by UnForm DAM. This code allows FACTS and the Rule file to agree on which document is being handled without worrying that it could change. This code is hard-coded in FACTS programs and in the Rule file.

**Document Type** – This is the term used to identify a specific type of document to the user within the UnForm browser interface. This value is soft-coded within FACTS and is communicated to UnForm via a trailer page specifically for the UnForm DAM integration.

**Document ID** – This identifies a specific document within a document type. For example, while all Daily Sales Registers have the document type 'DailySalesRegister', an individual DSR's document ID will be the register number.

**Category** – Categories are created within the UnForm library for each document that is stored there. Categories group document into hierarchical tree views to allow the user to quickly and easily navigate to the document they are looking for.

**PDF Link** – A PDF link appears as underlined text within a PDF document. They function much like a hypertext link, as when the user clicks on the underlined text, the document the link refers to will be loaded in a new browser window. PDF links are usually used when there are many relationships between documents (e.g. the Daily Sales Register has references to many invoices).

**Document Link** – A Document link appears in an expandable window accessed by a "Document" button at the top of stored PDF documents. Document Links are usually used when the document relationship isn't based on something printed on the document itself (e.g. the Daily Sales Register is related to its GL Distribution, but there is no text on the register on which to create a PDF link). Note that there are cases where a document may have multiple document links (e.g. an Invoice will have a document link to the Pick Ticket and potentially a Bill Of Lading).

**Entity** - Entities are used to relate documents to a single customer, vendor or employee. For example, an AP Check belongs to a specific Vendor; an AR Statement or SO Invoice belongs to a specific Customer. As these documents are printed, UnForm automatically captures the Vendor, Customer or Employee the document belongs to and records that with the archived document. This allows the distributor to create an

UnForm user code and associate it with an Entity. When that user signs in, they can see only those documents that belong to them.

### **Configuration**

UnForm DAM configurations require several components:

FACTS 7.7 or later with the UA module authorized and a properly-configured printer.

UnForm 8.0 or later with DAM authorized.

It should be noted that UnForm Archiving requires more CPU usage and more memory than UnForm without the Archiving module. There are multiple options for server configuration with UnForm – please refer to the UnForm documentation for details. Following are some of the situations that may indicate a need for UnForm to be run on a separate server:

High volume of printing through UnForm

Expected high volume of browsing through the UnForm Archives

Existing concerns over the performance of the FACTS server

Limited available disk space on the FACTS server

Prior to deciding whether UnForm should be installed on a separate server, care should be taken to consider the impact on other applications or modules which rely on UnForm. For example, Earnest and Associates' Document Delivery Module relies on UnForm, and if your customer uses Document Delivery, you should consult with Earnest and Associates concerning its compatibility and its configuration requirements.

Properly configured FACTS clients – when using WindX, no UnForm client is required, but when running a local ProvideX instead of WindX, the UnForm 8.0 client must be installed.

Print jobs that are sent to a FACTS UnForm printer are transmitted to the UnForm server by the UnForm client. The UnForm product uses the new rule file to identify the print job, enhance it as appropriate, print it to the selected destination (which can be nowhere), and place an archive of the document in the proper library.

FACTS must be running with the UA module code turned on and a proper authorization code. Both the Modules Purchased Flag in System Control F/M and the Modules Used Flag in Company Control F/M must be set, and the Archiving tab of System Control F/M must be properly filled out to identify the UnForm server, port address, and CGI location (usually /arc).

The FACTS printer (or printers) must be setup such that the link file refers to the uf8ptr device driver (this device driver is updated for UnForm 8.0 and is automatically placed in the UnForm server directory when 8.0 is installed), and the .unf file associated with each link file must identify the UnForm server and rule file (e.g. -p winpvw -server localhost -f facts7.7.rul).

With UnForm Installed on a Windows Server

ImageMagick and GhostScript must be installed, and the proper executables must be identified in the UnForm Server Manager's Configuration Screen.

The ImageMagick executable is convert.exe and the GhostScript executable is gswin32c.exe (both with the proper path). Refer to the UnForm documentation for further installation instructions.

With UnForm Installed on a Unix/Linux/AIX Server

ImageMagick and GhostScript must be installed and the uf80d.ini file edited based on SDSI's instructions found in the UnForm User Guide.

The ImageMagick program is 'convert' and the GhostScript program is often just 'gs' (both with the proper path if they are not located in the operating system's PATH variable). These programs may already be installed on some Unix/Linux OS's. Before downloading and installing them, verify that they are not already there.

It can be difficult to locate ImageMagick and GhostScript binaries for some Unix platforms. When this is the case, a “Windows Support Server” can be used – this configuration allows UnForm on Unix/Linux to use a separate Windows server to do image and PDF conversion. Refer to the UnForm documentation for a complete explanation and installation instructions.

**Optional Configuration Settings**

There is no further configuration required, but there are some optional settings that may be implemented.

Archiving or not

Depending on how you count them, there are approximately 65 individual reports and forms that are specifically recognized by UnForm DAM. Each of those may be individually selected within FACTS to archive or not. By default they are all set to be archived when printed to an UnForm printer.

The program SME630 UnForm Archiving Setup, is used to flag each of these reports or forms to either be archived or not. This program is specific to company, so while one company may choose to archive a specific document, another may choose not to.

In addition to those reports and forms that are specifically recognized, the UnForm rule file contains logic to generically detect other reports and either archive all of them or none of them based on the module they originated from. At the beginning of the UnForm rule file is a set of constants which turn on/off archiving of the “generic” reports by module.

Library Location

By default, all of the libraries are stored under the UnForm server’s “arc” directory. If this location is acceptable, there is no need to do anything else.

If you wish to change the physical location of the libraries, the program SME631 Archiving Library Setup, may be used to change the location library by library.

The path entered here is relative to the UnForm server, not the client, and it should be a full path with the proper slashes (forward for Unix/Linux, backward for Windows), and it must end with a slash. It is allowed to use a global variable or function to control the actual path.

Note that the library locations should be established prior to printing anything to the library, as moving a library after it contains documents will cause the PDF links within the documents to break.

Also note that changing the path does not move any existing documents already in the library. It will simply create a NEW library at the new location, leaving the old one intact. To move an existing library, refer to the UnForm Archiving documentation.

Library Names

As standard product, FACTS contains default names for all of the libraries, and all of the documents are assigned to a specific library. If the default settings are acceptable, there is no need to do anything.

Below are the default libraries and assignments:

Library	Documents
AcctsPayable-xx	All Accounts Payable Documents
AcctsReceivable-xx	All Accounts Receivable Documents
Banking-xx	Bank Transaction Register and Listing
Commissions-xx	SA Commission Report
GeneralLedger-xx	All GL Document, including Financial Statements
InventoryControl-xx	All Inventory Control Documents
JobCost-xx	All Job Cost Documents



Library	Documents
Manufacturing-xx	All Manufacturing Control Documents
Payroll-xx	All Payroll Documents
PurchaseOrders-xx	All Purchase Order Documents
SalesOrders-xx	All Sales Order Documents

The “-xx” at the end of the library names represent the company number being added to the end of the library names. This happens automatically so company data is stored separately.

Note that controlling and securing access to libraries is done at the library level. A user either has access to the entire library or to none of it. As a result, we have separated the libraries largely by module, with the exceptions seen above.

The “generic reports” that are recognized by the rule file will go into the same libraries listed above with the following additions:

EC reports will go to the “EDI-xx” library.

EM reports will go to the “Email-xx” library.

EW reports will go to the “WarehouseMgt-xx” library.

FL reports will go to the “FaxLink-xx” library.

JS reports will go to the “JobStream-xx” library (e.g. Job Stream Listing, Job Stream Results)

OA reports will go to the “OfficeAutomation-xx” library.

RM reports will go to the “RelationshipMgt-xx” library.

SA reports will go to the “SalesAnalysis-xx” library.

SR reports will go to the “ServiceRepair-xx” library.

Each of the default library selections may be changed on a company-by-company level. The program SME630 UnForm Archiving Setup, allows the user to select a different library for each of the specifically-recognized documents. Libraries for the “generic reports” may be changed by updating the constant at the beginning of the UnForm rule file.

Note that document categories were designed based on the default library structure. Changing the default may or may not adversely impact the usability of the document categories. Categories will be discussed in more detail later in this document.

#### Document Types

FACTS ships with default document types defined for each of the specifically recognized forms and reports. These document types may be overridden on a company-by-company basis using the SME630-UnForm Archiving Setup program.

Changing document types to make them more readable or to localize them for a specific company is fine, but it should be done at the beginning of the process to avoid breaking any existing PDF links in the existing documents.

#### Barcoding

Many of the forms in FACTS are setup to support adding a barcode to the bottom of the form. The purpose of this barcode is to allow the printed document to later be scanned back into UnForm and have it automatically be recognized and attached to the original document.

The barcoding is accomplished by shrinking the image of the form slightly to allow blank space at the bottom where the barcode is added.

For a form to “support” barcoding requires work be done in the rule file, thus you cannot simply add a barcode to a form without first adding the proper code to the rule file. All of the forms that support barcoding already have the coding changes made to the rule file.

For those forms, the user is able to change whether or not the barcode is added to the document by changing the flag in SME630-UnForm Archiving Setup.

By default, all of the forms that support barcoding will be set to add the barcode. If the user doesn't want the barcode added, they can change the setting in SME630.

#### Categories

Categories are essentially levels of a tree view that may be navigated from the UnForm browser interface to locate documents. Out of the box, the UnForm rule file contains a set of defined categories for each document.

Changing the categories, adding new ones or deleting existing ones requires changes to the rule file.

Making changes to the categories defined in the rule file does not change the established categories for documents already on file. It only impacts new documents being printed.

#### Scanning

Scan jobs are UnForm programs that allow a user to scan in external documents and store them in the UnForm DAM libraries. Out of the box, SDSI has created two scan jobs for FACTS.

The first scan job will scan any and all of the documents printed from FACTS with a barcode added. This scan job will automatically recognize the document and place it in the correct library.

The second scan job scans Accounts Payable Vendor Invoices. Since these documents are not able to be recognized automatically, the user is prompted for the critical information, including company #, vendor # and document ID.

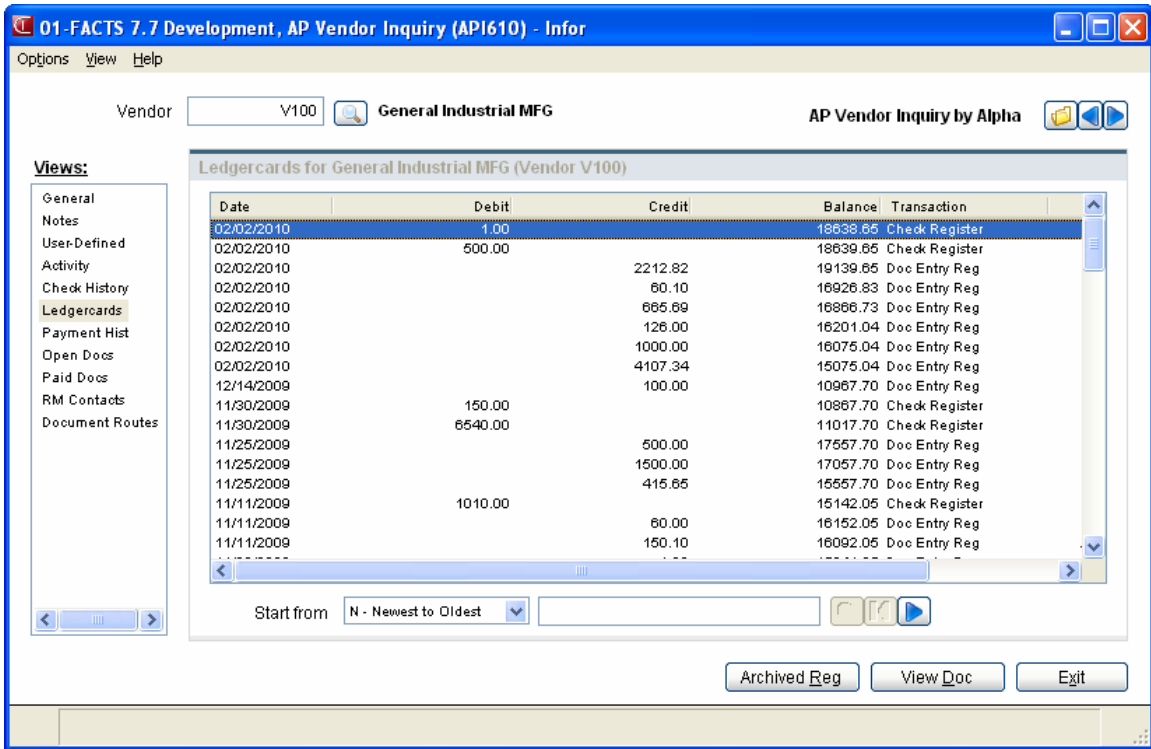
Both scan jobs require and utilize an ODBC connection to the FACTS server to capture the proper library that the documents belong in.

Any additional scan jobs that the user may want must be coded. Additionally, the AP Vendor Invoice scan job could be enhanced to automatically recognize specific Vendor invoices utilizing OCR technology. Refer to the UnForm documentation for details.

### **UnForm Archiving Functionality**

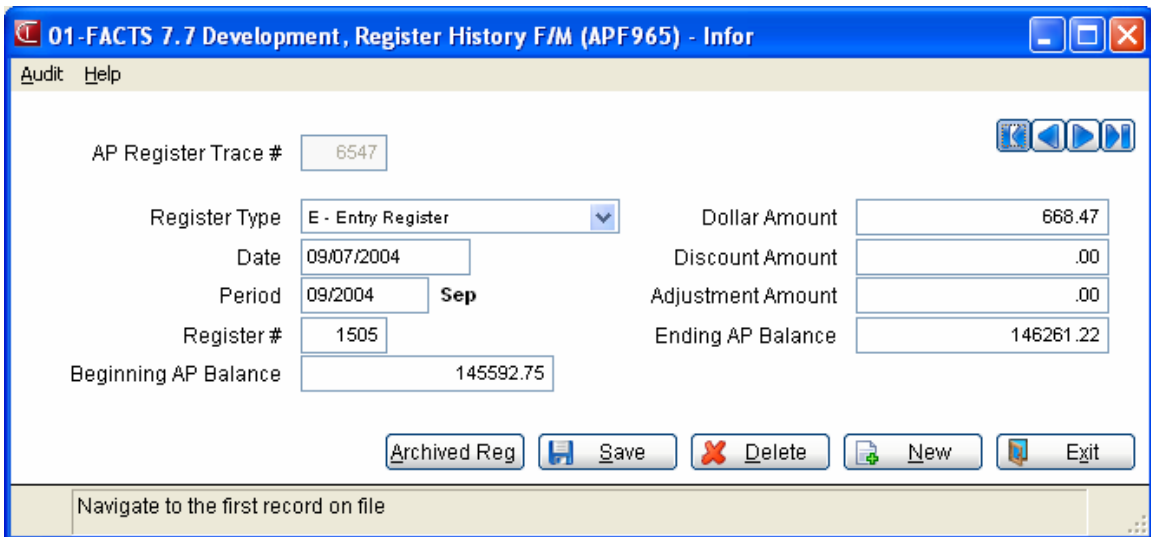
Documents that are archived in UnForm are available for viewing from literally hundreds of programs throughout FACTS. Throughout FACTS inquiry, print, maintenance and entry programs, look for buttons or hyperlinks that refer to **Archived Doc**, **Archived PO**, **Archived Reg**, etc. Refer to the FACTS program table in Appendix 2 of this document for a listing of the FACTS programs that contain archive functionality.

Examples of FACTS programs with archive links are displayed below:

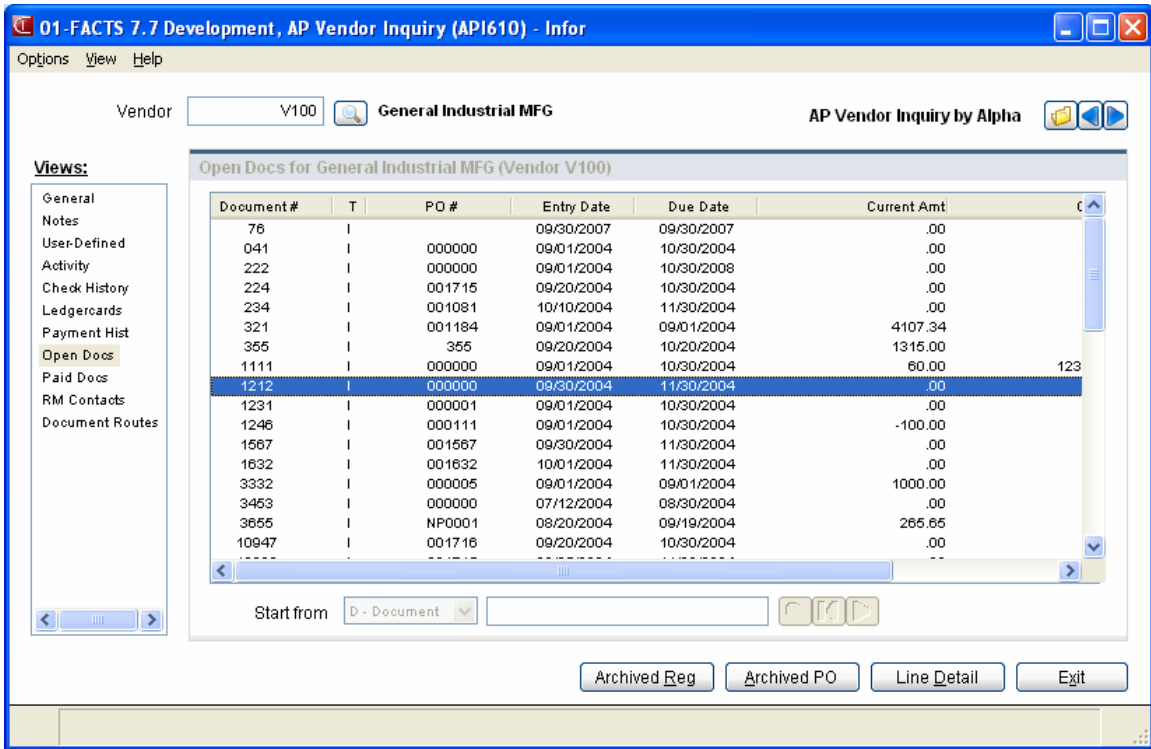


In AP Vendor Inquiry, Ledgercards View, the **Archived Reg** button displays the archive of the register that the highlighted transaction appeared on.

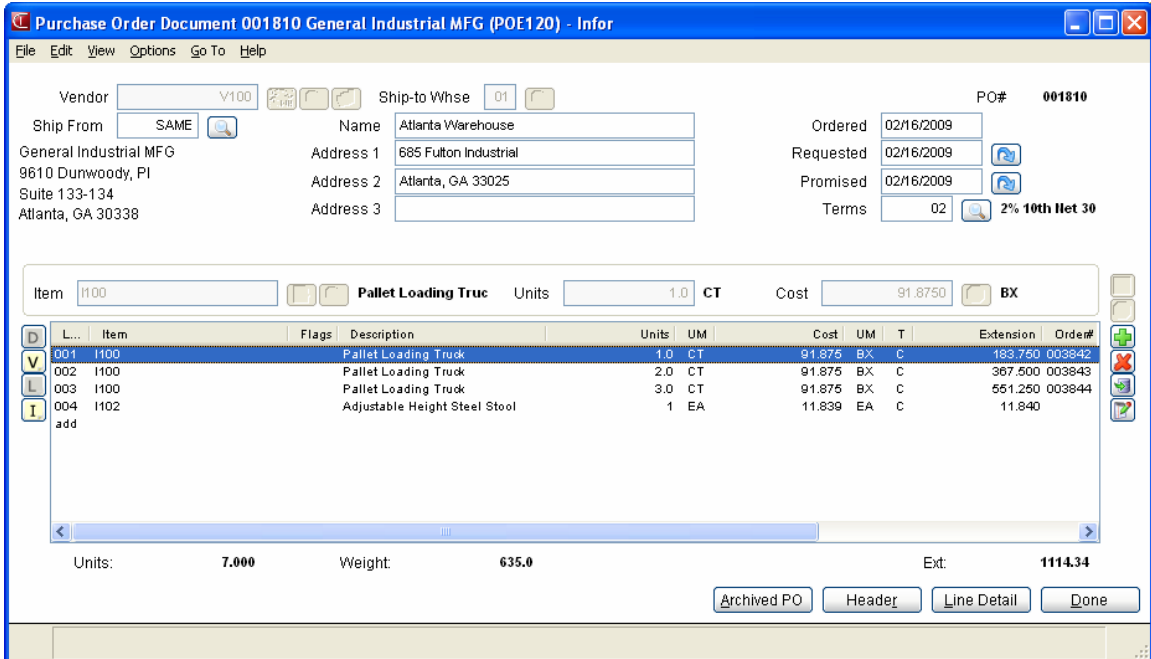
The **Archive** button is the link to the Archive Module’s copy of that register and is unrelated to the UnForm Archiving integration.



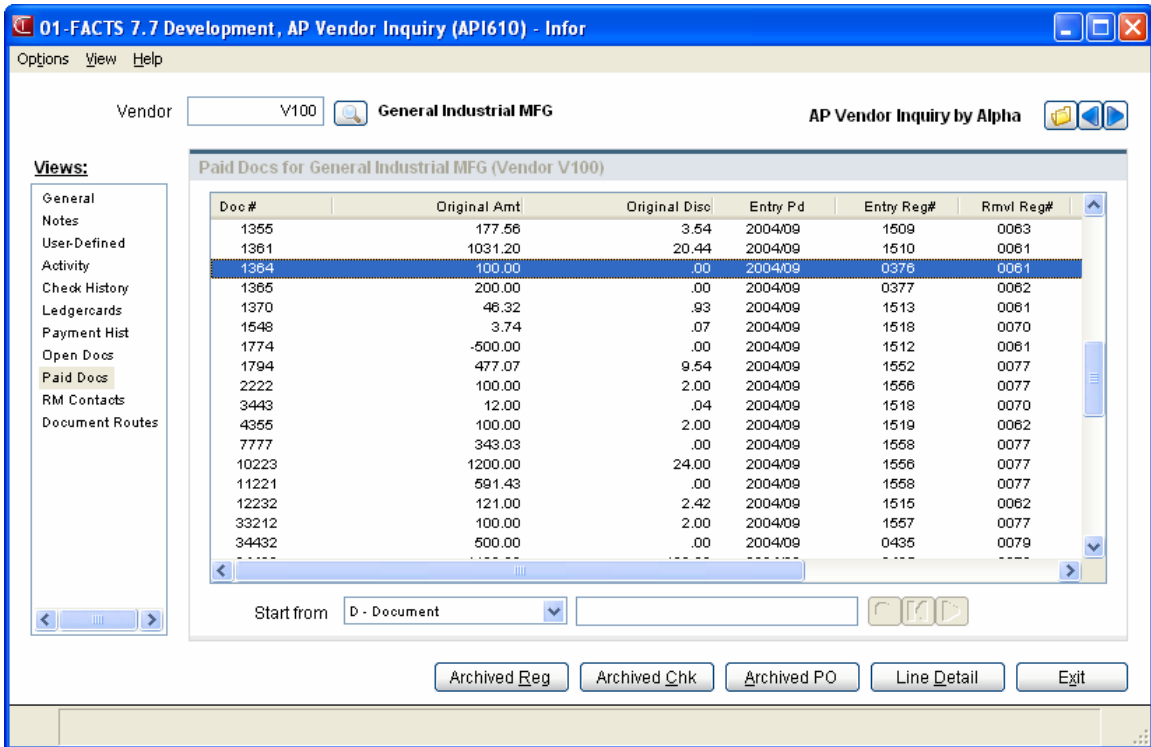
Register History F/M has an **Archived Reg** button that displays the archived image of the register.



On the AP Vendor Inquiry, Open Docs View, the **Archived Reg** button displays the archived copy of the AP Document Entry Register, and the **Archived PO** button displays the archived copy of the purchase order.



From within PO Entry, the **Archived PO** button displays the archived image of the purchase order if it has already been printed.



On the Paid Docs view of AP Vendor Inquiry, there are three documents the user can access: The AP Document Entry and Adjustment Register, the AP Check that paid the document, and the Purchase Order the document was for.

### Registers and GL Distributions

There are typically three steps involved with running a register: Print the Register, Print the GL Distribution, and Update the Register. The steps must be done in that order, and the user may choose to stop anytime prior to running the Update.

The register and the GL distribution are stored separately in UnForm DAM, but they are linked together. When a register and GL distribution have been printed, but the update was not run, the two documents will appear in the UnForm Archives. There is no way to capture within UnForm that the update was not run until the register is re-run. At that point, UnForm will see a second copy of the register and can know that the original copies of both the Register and the GL distribution are obsolete.

UnForm will save the original copies, and in the time between the second printing of the register and the second printing of its GL distribution, the GL distribution will be marked Obsolete in UnForm.

### Checks

There is similar functionality for checks. When checks are printed, the user may decide to make changes and reprint them. There is no direct link between the multiple copies of the checks, and it will appear in UnForm that both checks are valid.

When the check register is run, it prints the check numbers that were voided as a result of the reprint. At that point, UnForm will know when checks are no longer valid, and it will mark each of them as voided.

Additionally, the user may also print "Plain Paper Vouchers". These are also archived as separate documents and attached to the checks.

### Technical Changes and Release Notes

Note: Due to the extensive rework of the Rule file and the accompanying changes within FACTS 7.7, customers upgrading to 7.7 will have to have their existing modifications to their rule file applied to the

new rule file, even if they are not going to use UnForm Archiving. Details of the changes below are covered in this section. It is not feasible to use the new rule file with UnForm 7.0 or earlier. To utilize the UnForm 7.0 rule file with FACTS 7.7 would require making the necessary change for all of the reports and forms that changed, which are listed below.

UnForm Archiving has introduced two new metadata files, SMUNFO and SMUNFL, and two new FACTS files, SMUNFC and SMUNFP.

A new field has been added to SMRPTS – UNIFORM\_DOC\_CODE\$. For reports that use the Report Formatter, this field allows the Report Formatter to add the proper UnForm trailer page. It is ignored for reports that do not use Report Formatter.

There are 4 programs that control the UnForm Archiving Interface:

#### SME631 – UnForm Library Setup

As a default, all archiving libraries will be physically placed on the UnForm server under the ./arc directory (e.g. /SDSI/uf80/server/arc). This location may be overridden by entering the desired path (or variable containing the path). Note that the library path must be appropriate to the server and must end in a slash. This field is not validated since it can be an eval.

#### SME630 – UnForm Archiving Setup

As a default, all available documents are set to archive, and all documents that can be bar coded are set to be bar coded. There is no need to enter or run either SME630 or SME631 in order for UnForm Archiving to work. You only need to enter these programs to change the default settings.

#### SMF004 – UnForm Library Metadata

This program simply maintains the list of valid UnForm Libraries.

#### SMF003 – Archiving Metadata Entry

This program maintains the list of recognized, archivable documents and their default title, library and document type. Additionally, the user can set which date to report on the UnForm archiving trailer page and whether bar coding is enabled for this document.

Enabling bar coding requires rule file work be performed.

Documents that are not setup in SMF003 and do not have the appropriate calls (detailed below) to add the trailer page and do not have the proper UnForm rule file changes, are considered “generic reports”. Archiving these reports is not controlled by FACTS.

Most generic reports may be archived by updating specific rule file constants at the beginning of the rule file. Generic reports that may be captured are limited to all reports which use SMC040 to add the standard title to the report.

#### UnForm Scan Jobs and ODBC

UnForm scan jobs require an ODBC connection to the FACTS server to determine the library and document type of the scanned documents. Therefore, the ProvideX data dictionary must be updated after installing FACTS.

Archiving is accomplished by UnForm rule file changes and changes to FACTS reports and prints.

All reports/prints/forms that are specifically referenced in the metadata now make 2 calls:

```
prog/SM/SMC040;archiving_to_unform”,print_channel,document_code$,return_unform_flag
```

```
prog/SM/SMC040;output_unform_info”,print_channel,document_code$,alternate_document_title$
```

**SMC040;archiving\_to\_unform** checks that the printer selected is an UnForm printer and that the document ID being printed is selected to be archived. If both of those are true, `unform_flag` will be returned as true.

**SMC040;output\_unform\_info** adds the additional page to the end of the document that instructs UnForm how to archive that document. This page **MUST** be the last page printed or UnForm will not recognize it.

As a result, **SMC045** was changed to receive the document code, so it can properly suppress any trailing form feeds, etc. If a call to SMC045 is already present, it must be modified to send in the document code. If there is no call to SMC045, one must be added and must include the document code.

Drill downs from FACTS to archived documents are accomplished in a few ways:

call

```
“prog/SM/SMC040;archived_document_url”,document_code$,document_id$,run_it,return_document_url$
```

This call will construct the URL to the specific document requested. If the document doesn't exist in the archives, no URL will be returned. If the variable run\_it is true and the document doesn't exist, the user will be given a message that the document isn't on file.

Setting run\_it=1 before the call will cause SMC040 to automatically launch the URL in addition to returning the URL in the variable return\_document\_url\$. Setting run\_it=0 will only return the URL.

Running the URL is accomplished by calling %api\_prog\$+”;fire\_url”,document\_url\$.

Alternatively, to access a list of documents starting at a specific document ID, you can:

call

```
“prog/SM/SMC040;partial_document_url”,document_code$,partial_document_id$,run_it,document_url$
```

The only difference between this and archived\_document\_url is that the browser will list all documents, starting with the first one on file beginning with document\_id\$. It doesn't look for an exact match on the document\_id\$, and no check is made to determine if any documents are on file that match the partial document ID.

General Changes to Registers and GL Distributions:

Headings of registers and GL Distributions were changed to include 4-digit years and periods and to include both the register date and the GL period on both documents. This was necessary for UnForm to create the appropriate links between the documents and to create the required categories.

Specific Report Changes

AR Cash Receipts Register and GL Distribution – When printing to UnForm, we print at column 140 an “A” or “S” to indicate whether the invoice is from AR or SO. this is not printed in the final output but is stripped by UnForm.

IC/PO Document Fill Report – A new column for document type has been added.

SA Commission Report – Fields from SAINVH are now available to be included on the report, and we have added a new column for the module the document came from.

Daily Sales Register – On the register and the GL Distribution, the system now prints a “+” in front of the document number if it was a Counter Sale.

Blanket Order Release Register – Changed the format of the register number in the title.

GLR710 is unique because it can be a Detail Ledger or a Trial Balance, which are different Document Codes, and it's printed by the report formatted. SMRPTS has only a single field to indicate the UnForm Document Code, so we have to change it in GLR711 if needed. Also expanded the period and ending date to include 4-digit years.

Financial Reports have all been updated so they can be stored as separate documents in UnForm DAM. If printing to UnForm DAM, each financial report will be stored separately. Those reports not being archived will continue to print together unless separated by one that is being archived. Also, the titles have been expanded to include the period they are being run for.

SMR520 – Bank Transaction Listing – Changed the format of the register number on the transaction detail to be filled with 0's to facilitate the link in the PDF.

PRR210 – Payroll Check Register – Added a column for Bank number after the check number.

ICR350 – Document Fill Report – Added a new column “T” for type of document to facilitate adding a link.

ARR715 – Aged Trial Balance, Detail and Detail with Transactions – Added new column “S” for document source to facilitate adding a link, and moved a couple of fields around in the process.

SOU720 – Blanket Order Release Register – Updated the format of the register number in the header of the Preliminary and Final reports.

Forms that have been updated include:

AR Invoice – Date in header moved back 2 spaces and prints 4-digit year.

AR Dunning Letter – Now shows the invoice source as “AR” or “SO” in front of the invoice number. If printing to UnForm Archiving, it also adds the dunning letter number at column 100 on the page number line – this is not included in the final output. Prints 4-digit year in the header.

AR Statements – If printing to UnForm Archiving, it prints an “S” or “A” at column 100 on the invoice line. – This is not included in the final output. The date in the header was moved back 1 space and made a 4-digit year.

IC Transfer Ticket – The date in the header has been moved back 2 spaces and is printed as a 4-digit year.

SO Invoice & Credit Memo Print, Past Invoice Print, Counter Sale Print, Pick Ticket Print and Quote Print – The date in the header has been moved back 2 spaces and it now prints a 4-digit year.

SO Bill of Lading Print – The date in the header has been moved back 2 spaces and it now prints a 4-digit year.

Blanket Sales Order Acknowledgement Print – The date in the header has been moved back 2 spaces and it now prints a 4-digit year.

Purchase Order – The date in the header has been moved back 2 spaces and it now prints a 4-digit year.

AP 1099 Form – If printing to UnForm, print the Vendor Number and Reporting Year at column 80 to allow UnForm to identify the document ID. This is not printed in the final output.

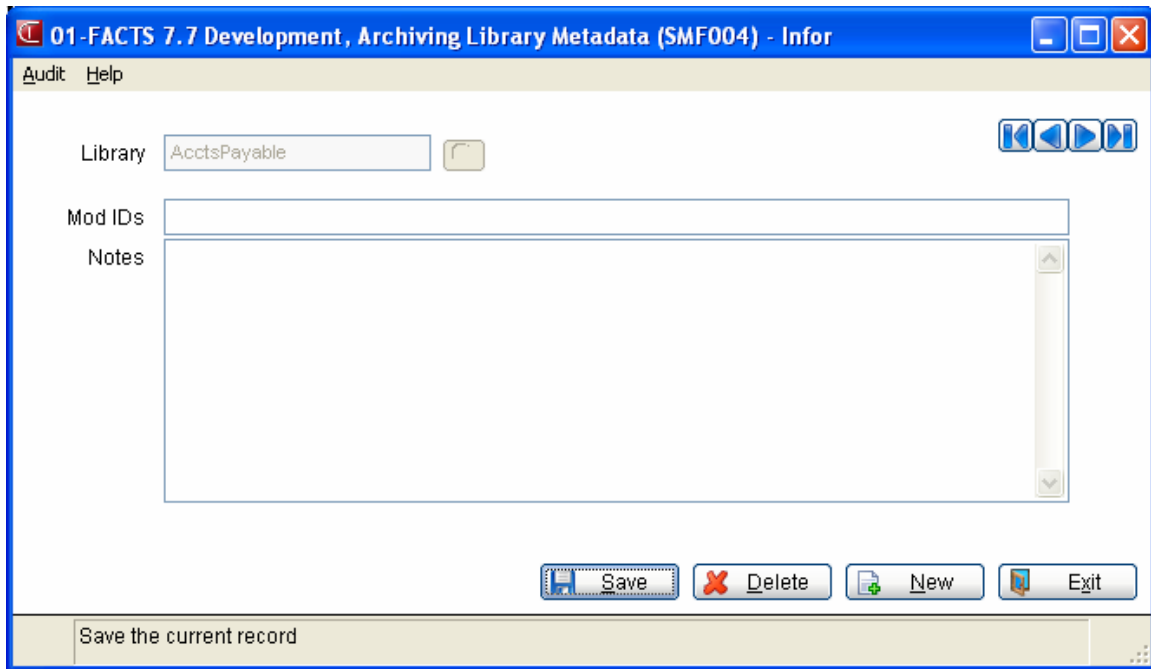


## Appendices

### Appendix 1--Meta Data Changes

On the META menu, there are two programs for metadata changes for Unform Archiving.

The Archiving Library Metadata (SMF004) program allows you to create document libraries for Unform.



The Archiving Metadata Maintenance (SMF003) program allows you to create or update information for the document codes. You can update the library and document type associated with a document code.

01-FACTS 7.7 Development, Archiving Metadata Maintenance (SMF003) - Infor

Audit Help

Document Code AP1099

General Mods

Title Vendor 1099 Tax Form

Library Name AcctsPayable

Document Type Vendor\_1099

Date S - System date at time of printing

Barcode Enabled

Avail for Unform

Source File Descriptions

Key 1  Key 3

Key 2  Key 4

Save Delete New Exit

Save the current record

The information entered in this program is displayed in the Unform Archiving Setup (SME630) program.

01-FACTS 7.7 Development, 01-FACTS 7.7 Development, UnForm Archiving Setup (SME630) - Infor

Help

Archive  Title Vendor 1099 Tax Form

Library AcctsPayable Document Type Vendor\_1099

Add Barcode

Doc Code	Archive	Title	Library	Doc Type	Barcode
AP1099	Yes	Vendor 1099 Tax Form	AcctsPayable	Vendor_1099	
APAPR	Yes	Aged Payables Report	AcctsPayable	AgedPayablesReport	
APCK	Yes	Accounts Payable Check	AcctsPayable	Check	
APCRG	Yes	Accounts Payable Check Register	AcctsPayable	CheckRegister	
APCRR	Yes	Cash Requirements Report	AcctsPayable	CashRequirementsRpt	
APDOC	Yes	Vendor Invoice	AcctsPayable	VendorInvoice	
APDR	Yes	AP Document Entry & Adjustment Register	AcctsPayable	DocEntryRegister	
APVBR	Yes	Vendor Balancing Register	AcctsPayable	VendorBalancingReg	
ARCBR	Yes	Customer Balancing Register	AcctsReceivable	CustomerBalancingReg	
ARCRR	Yes	Cash Receipts & Adjustment Register	AcctsReceivable	CashReceiptsRegister	
ARDL	Yes	Dunning Letter	AcctsReceivable	DunningLetter	
ARINV	Yes	AR Invoice	AcctsReceivable	Invoice	
ARRCR	Yes	Returned Check Register	AcctsReceivable	ReturnedCheckReg	
ARSRG	Yes	Sales Register	AcctsReceivable	SalesRegister	
ARST	Yes	Customer Statement	AcctsReceivable	Statement	
ARTB	Yes	Aged Trial Balance	AcctsReceivable	AgedTrialBalance	
GLBL50	Yes	Balance Sheet 50 - Period Actual Balance	GeneralLedger	BL50_Pd_Balance	
GLBL52	Yes	Balance Sheet 52 - Period and Last Year Period Balan...	GeneralLedger	BL52_Pd_LYPd_Balance	
GLBL54	Yes	Balance Sheet 54 - 12 Period Balance Sheet	GeneralLedger	BL54_12Pd_Balance	
GLBL56	Yes	Balance Sheet 56 - 6 Period Balance Sheet	GeneralLedger	BL56_6Pd_Balance	

Done

**Appendix 2--FACTS Program Table for Uniform**

FACTS program table in this appendix is a complete listing of the FACTS programs that contain archive functionality.

The Links are defined paths from one document to another, and links require a library, document type and document ID that the link refers to. The Links column below describes the link for each FACTS program that uses archiving. The Logic column describes are the archives are accessed and stored. The Drill From column indicates the locations in FACTS that have access to the archive. There is access to PO and AP archive information. The FACTS programs with yes in the Scanning column indicate which program have scan jobs created for FACTS.

<b>FACTS Program Name</b>	<b>Links</b>	<b>Logic</b>	<b>Drill From</b>	<b>Entity</b>	<b>Scanning</b>
APP310 - Checks	Document link to the Voucher	Break into multiple document. If voucher exists, mark it obsolete. Ignore alignment prints.	Check Detail - SMI510/check info AP Vendor Inquiry - Paid Documents	"Vnd"+cvs(Vendor Number,3)	
APP310 - Vouchers	Document link to the Check	Break into multiple documents. Add document links between Check and Voucher.		"Vnd"+cvs(Vendor Number,3)	
APP730		Ignore alignment prints. Break into multiple documents.		"Vnd"+cvs(Vendor Number,3)	
APR110 - GL Distribution	Document link to the Register	Add document links between Register and GL Distribution.			
APR110 - Register	PO Number to PORD Document link to the GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete. Mark voided checks and vouchers as Voided.	AP Vendor Inquiry - Ledgercards, Open Docs, Paid Docs AP Register History F/M		

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
APR310 - GL Distribution	Bank + "-" + Check # to APCK Document link to the Register	Add document links between Register and GL Distribution.			
APR310 - Register	Bank + "-" + Check # to APCK Document link to the GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete. Mark voided checks and vouchers as Voided.	AP Vendor Inquiry - Ledgercards AP Register History F/M Check Detail - SMI510/check info		
APR710	Document to APDOC.				
APR730	Document to APDOC.				
APR780			AP Vendor Inquiry - Ledgercards AP Register History F/M		
ARP110		Ignore alignment prints. Break into multiple documents.	AR Customer Inquiry - Open Docs, Paid Doc History	"Cst"+cvs(Customer #,3)	
ARP410	Invoice# to ARINV (if "AR") or SOINV (if "SO")	Ignore alignment prints. Break into multiple documents.	AR Customer Inquiry (Options View)	"Cst"+cvs(Customer #,3)	

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
ARP810	Invoice# to ARINV (if "A" in 100th position) or SOINV (if "S" in 100th position)	Ignore last page if customer number is "RECAP". Note the message that is printed on the last page of each customer's statement. Break into multiple documents. Ignore alignment prints. Don't print the "A" or "S" in the 100th position.	AR Customer Inquiry ((Aging View)	"Cst"+cvs(Customer #,3)	
ARR110 - GL Distribution	Invoice # to ARINV Document Link to Register	Add document links between Register and GL Distribution.			
ARR110 - Register	Invoice# to ARINV Document link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	AR Register History F/M AR Customer Inquiry - Ledgercards, Open Docs		
ARR210 - GL Distribution	Document to ARINV or SOINV	Add document links between Register and GL Distribution.			
ARR210 - Register	Document to ARINV (if "A" in 140th position) or SOINV (if "S" in 140th position)	If GL Distribution exists, mark it obsolete. Don't print the "A" or "S" in the 140th position.	AR Register History F/M AR Customer Inquiry - Ledgercards, Check History		
ARR310 - GL Distribution	Document link to Register	Add document links between Register and GL Distribution.			
ARR310 - Register	Document link to GL distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	AR Register History F/M AR Customer Inquiry - Ledgercards		
ARR715	Doc # to ARINV (if "A" in preceding column) or SOINV (if "S" in preceding column)				

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
ARR780			AR Register History F/M AR Customer Inquiry - Ledgercards		
GLR710 - Detail Ledger					
GLR710 - Trial Balance					
GLR750					
GLR820					
GLR822					
GLR824					
GLR826					
GLR828					
GLR830					
GLR832					
GLR834					
GLR836					
GLR838					

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

<b>FACTS Program Name</b>	<b>Links</b>	<b>Logic</b>	<b>Drill From</b>	<b>Entity</b>	<b>Scanning</b>
GLR840T					
GLR842					
GLR844					
GLR848					
GLR850					
GLR852					
GLR854					
GLR856					
GLR880					
ICP310	Order # to SODOC.	Ignore alignment prints. Break into multiple documents.	Item Inquiry - Transfers		yes
ICR210 - GL Distribution	Document Link to Register	Add document links between Register and GL Distribution.			
ICR210 - Register	Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	Item Inquiry - Ledgercards		
ICR320 - GL Distribution	Ticket # to ICTR Document Link to Register	Add document links between Register and GL Distribution.			

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
ICR320 - Register	Ticket # to ICTR Order # to SODOC Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.			
ICR330 - GL Distribution	Ticket # to ICTR Document Link to Register	Add document links between Register and GL Distribution.			
ICR330 - Register	Ticket # to ICTR Document to SODOC Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	Item Inquiry - Ledgers		
ICR350 - Purchase Orders	PO# to PORD Document Num to ICTR (T=T) or SODOC (T=S)				
ICR350 - Transfers	Ticket # to ICTR Document Num to ICTR (T=T) or SODOC (T=S)				
ICR795			Item Inquiry - Ledgers		
JCP410		Break into multiple documents.		"Cst"+cvs(Customer #,3)	
JCR310 - GL Distribution	Document link to Register	Add document links between Register and GL Distribution.			
JCR310 - Register	Document link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.			



UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

<b>FACTS Program Name</b>	<b>Links</b>	<b>Logic</b>	<b>Drill From</b>	<b>Entity</b>	<b>Scanning</b>
JCR440 - GL Distribution	Invoice # to JCINV Document link to Register	Add document links between Register and GL Distribution.			
JCR440 - Register	Invoice # to JCINV Document "REG#" to JCJPR Document link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	AR Register History F/M AR Customer Inquiry - Ledgercards		
JCR760					
MCP110		Break into multiple documents.	Item Inquiry - Production		
MCR110 - GL Distribution	Ticket to MCBPT Document link to Register	Add document links between Register and GL Distribution.			
MCR110 - Register	Ticket to MCBPT Document link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	Item inquiry - Ledgercards		
n/a				"Vnd"+Vendor # input by user	Scanning job only

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
POP110		Ignore alignment prints. Break into multiple documents. Add barcodes if indicated for Company+"PORD" and Document ID.	PO Doc Inq PO Vend Inq - Receipts Detail, Past PO, POs, Receipts Item in Process Inq Item Inq - Receipts,Purch,Ser/Lot AP Vend Inq - Open Docs,Paid Docs PO Entry PO Receipt Entry PO Invoice Receipt Entry AP Document Entry AP Document Adjustment Entry	"Vnd"+cvs(Vendor Number,3)	yes
POR230 - GL Distribution	PO Number to PORD Document Link to Register	Add document links between Register and GL Distribution.			
POR230 - Register	PO Number to PORD Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	Item Inquiry - Ledgercards		
PRP210				"Emp"+cvs(Employe e #,3)	
PRR210 - GL Distribution	Document Link to Register	Add document links between Register and GL Distribution.			
PRR210 - Register	Bank + Check # to PRCK Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete. Mark checks voided that are voided.			
SAR330 - Detail	Invoice # to ARINV (if "AR"), SOINV (if "SO") and JCINV (if				

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
	"JC")				
SAR330 - Summary	Invoice # to ARINV (if "AR"), SOINV (if "SO") and JCINV (if "JC")				
SMR510 - GL Distribution	Document Link to Register	Add document links between Register and GL Distribution.			
SMR510 - Register	Bank+Check # to APCK or PRCK (based on MC column) Reg# (main trans line beside payee) based on MC column (AP=APCRG,PR=PRCRG) Reg# (on transaction detail) based on S column (A=ARSRG,C=ARCRR,S=SODSR) Document Link to GL Dist Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.			
SMR520	Bank Code + Check # to either APCK or PRCK (based on MC column) Reg# (on main report section) to APCRG or PRCRG (based on MC column) Reg# (on transaction detail) based on S column (A=ARSRG,C=ARCRR,S=SODSR)				

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
SOC240	For Invoices only (not Credit Memos) Document # to SODOC	Ignore alignment prints. Break into multiple documents. Change title to "Past Invoice", "Past Credit Memo", or "Past Counter Sale Invoice".		"Cst"+cvs(Customer #,3)	yes
SOP110		Ignore alignment prints. Break into multiple documents.		"Cst"+cvs(Customer #,3)	
SOP210	"From Blanket # " to SOB SO	Ignore alignment prints. Break into multiple documents. Shrink and add barcode (based on flag) for Company + "SODOC" and Document ID.	Order Entry Order Confirmation Invoice Entry SO Document Inquiry SO Customer Inquiry - Orders AR Customer Inquiry - Orders Item Inquiry - Orders	"Cst"+cvs(Customer #,3)	yes
SOP310	For Invoices only (not Credit Memos) Document # to SODOC "From Blanket# " to SOB SO.	Ignore alignment prints. Break into multiple documents. Change document title to "Invoice" or "Credit Memo"	Customer Inquiry - Open Docs Invoice, Credit Memo, Counter Entry SO Document Inquiry SO Customer Inquiry - Past Sales, Past Invoices AR Customer Inquiry - Paid Doc History, Open Docs	"Cst"+cvs(Customer #,3)	yes
SOP320		Ignore alignment prints. Break into multiple documents. Change document title to "Counter Sale Invoice"		"Cst"+cvs(Customer #,3)	yes
SOP330 - Sales Orders	Document link between this and SODOC - both directions Document # to SODOC	Ignore alignment prints. Break into multiple documents.		"Cst"+cvs(Customer #,3)	yes

UnForm 8 Document Archiving and Management Integration to FACTS 7.7 Implementation Guide

FACTS Program Name	Links	Logic	Drill From	Entity	Scanning
SOP330-Transfers	Document link between this and ICTR - both directions Ticket # to ICTR	Ignore alignment prints. Break into multiple documents.			yes
SOP710		Ignore alignment prints. Break into multiple document.	Item Inquiry - Blankets	"Cst"+cvs(Customer #,3)	
SOR310 - GL Distribution	Invoice # to SOINV or SOCS (if + before invoice number) Document link to Register	Add document links between Register and GL Distribution.			
SOR310 - Register	Invoice # to SOINV or SOCS (if + before document number) Document # to SODOC Document Link to GL Distribution Look for "GL Distribution=true"	If GL Distribution exists, mark it obsolete.	Item Inquiry - Ledgerscards AR Register History F/M AR Customer Inquiry - Ledgerscards, Open Docs		
SOU720 - Final Report	Blanket # (multiple locations) to SOBSO SO Doc # to SODOC Document link to Preliminary Report	Add document links between Preliminary and Final Reports.			
SOU720 - Preliminary Report	Blanket # (multiple locations) to SOBSO Document link to Final Report				