K12Docs Setup Checklist

Follow the steps below to set up the K12Docs module and integrate it with the School Accounting System and the Web Link module, if applicable.

Step 1: Activate K12Docs
- The K12Docs module will be activated at the time of the K12Docs training.

Step 2: Complete Document Management Information Section in System File in SAS
- Complete the Document Management Information section in the System File within the School Accounting System by doing the following:
  - From the main School Accounting System screen, select the **Maintenance** menu and then **System File**.
  - Click the **General** tab.
  - If applicable, select the Automatically Convert Documents to TIFF field to have all .PDF, .DOC, .DOCX, .TXT, .RTF, .HTM, and .HTML documents saved as .TIFF files that are added from within the School Accounting System and Web Link module. A checkmark will appear in the box if the field is selected. The field is selected by default.

    Tip: If this field is <u>un</u>selected, users can stipulate at the time a document is uploaded (from within the School Accounting System or Web Link module) whether or not to save the document as a .TIFF file.

    Note: The Automatically Convert Documents to TIFF field does <u>not</u> apply to documents uploaded from within the K12Docs module (it only applies to documents uploaded from within the School Accounting System and Web Link module, if applicable).
  - Click the **Save** button.

Step 3: If Applicable, Complete Document Management Tab in Web Link Setup Options in SAS
- Only if your organization has licensed the Web Link module, complete the Document Management tab in the Web Link Setup Options option within the School Accounting System to allow users to quickly upload and view supporting documents from within the Web Link module, and also view and upload their employee documents in Web Link, by doing the following:
  - From the main School Accounting System screen, select the **Utilities** menu and then **Web Link Setup Options**.

    Note: The Web Link Setup Options option is only accessible to users defined as a supervisor, database administrator, or Web Link administrator (within the User Security option).
  - Click the **Document Management** tab.
  - From the list in the Allow Add/View Documents section, select the options in the Web Link module from which to allow users to quickly add (upload) and view supporting documents. A checkmark will appear in the box if the field is selected.

    Note: If an option is selected, the **Add Document** button and the **View Documents** button will appear on the applicable screen, and all the users with rights to the option will be able to add and view documents for the particular type of record (cash receipts, requisitions, purchase orders, or leave requests).
  - Select the Allow Employee Subfolder Access field to let employees view their employee documents in Web Link that are saved (filed) in K12Docs. A checkmark will appear in the box if the field is selected.
  - If the Allow Employee Subfolder Access field is selected, the Allow Employee Document Uploads field is enabled. If applicable, select the Allow Employee Document Uploads field to permit employees to upload documents in Web Link that need to be filed in their employee folder in K12Docs. A checkmark will appear in the box if the field is selected.

    Note: If this field is selected, employee documents uploaded in Web Link will need to be indexed and filed to K12Docs using the Process Employee Uploaded Documents option in Payroll and/or Human Resources.
  - The SUI_PR_Employees Subfolders List appears if the Allow Employee Subfolder Access field is selected. If applicable, select the subfolders within the SUI_PR_Employees application in K12Docs from which the employees can view documents in Web Link. To allow the employees

to view their documents from a particular subfolder, click the box for the Selected column to the left of each desired subfolder name. A checkmark will appear in the box if the subfolder is selected.

Note: If the School Accounting System is unable to connect to K12Docs, a message will appear to the right of the Allow Employee Subfolder Access field and the SUI_PR_Employees Subfolders List will <u>not</u> appear.

Tip: The Employee Uploaded (Pending) subfolder, which is used with uploading employee documents, appears in the list and will be disabled; it will be selected by default if the Allow Employee Document Uploads field is selected.

° The Employee Document Upload Emails section appears if the Allow Employee Subfolder Access field is selected, and the section will be enabled only if the Allow Employee Document Uploads field is selected. If applicable, complete the Employee Document Upload Emails section to send users email notification messages when employee documents are uploaded in Web Link and are waiting to be filed to K12Docs.

Tip: The notification emails for pending employee documents use a default verbiage that <u>cannot</u> be changed. Regardless if notification emails are sent or <u>not</u>, an alert will appear on the Payroll and Human Resources screen if there are documents pending.

- If desired, select the Send First Email Only field to only send one notification email to each user listed in the Email Notifications List until the user accesses the Process Employee Uploaded Documents option in Payroll or Human Resources. Regardless of the number of documents uploaded, only one email is sent (per user) when the *first* document is pending; then once a user accesses the Process Employee Uploaded Documents option in Payroll or Human Resources, the system initiates another notification email when the next document is uploaded. A checkmark will appear in the box if the field is selected.

- Enter the users who are to receive email notification messages for uploaded employee documents that are pending. To add a user, complete the blank line (indicated with an asterisk) at the bottom of the Email Notifications List by entering the ID of the user to receive an email notification in the User ID field, or clicking the **down-arrow** button to select the correct one. If applicable, repeat these steps until all the users have been added. If needed, to remove a user from the list, click the **Delete** button located to the left of the desired record; when prompted to delete the line, click **Yes**.

  Note: In order to send notification emails for pending employee documents to a user entered in this list, complete the following: 1) complete the General Options tab in the Email Manager option (if <u>not</u> already completed) by selecting the Enable Email Manager field and completing the remaining fields; 2) if needed, on the Email Addresses tab in the Email Manager option, add an email address to use when emailing the notifications for pending documents; 3) complete the Email Address ID field in the General Options section on the Web Link tab in the Email Manager option (if <u>not</u> already completed); and 4) verify the employee tied to the user specified in this field has an email address entered in the Employee File with the Other Communication field selected.

° Click the **Save** button.

Step 4: Define Users for K12Docs in Host Site Manager

- In the Host Site Manager application, define the users who will have access to the K12Docs module. To do this, log into the Host Site Manager application (https://intellicloud1.intellinetics.com/K12Docs/hsm) and add the necessary new users; then assign the applicable roles to the users and/or set the appropriate rights for each application for each user.

  Note: When logging into Host Site Manager, use the K12Docs administrator role user initially set up by Software Unlimited, Inc.

Step 5: Edit Applicable Users in User Security in SAS

- Within the User Security option in the School Accounting System, edit the applicable users as needed:

  1) For any users created in Step 4 (above) who also have a user ID defined for the School Accounting System, complete the Document Management User ID field with their K12Docs User ID and save the changes. By completing the Document Management User ID field, the user will then be able to access (open) the K12Docs module from within the School Accounting System, by using the K12Docs link under the Document Management section on the main module screens or clicking the **Manage Documents** button on the applicable screens, or using the K12Docs link from within the Web Link module, if applicable.

2) If desired, for any users who should be able to upload reports from within the School Accounting System to K12Docs, select the Allow Report Upload to K12Docs field and save the changes. By selecting the Allow Report Upload to K12Docs field, the **Upload to K12Docs** button on the Report Printing Options screen will be enabled for reports.

3) If applicable, for any users who should have rights to view their employee documents and upload employee documents (if applicable) in Web Link, verify the Employee ID field is completed, select **Full Access** for View/Add File Documents under the Web Link module in the User Permissions List, and save the changes.

Note: If desired, override rights can also be set for users who should not be able to upload and/or view documents from a particular option within the School Accounting System or process (index and file) employee documents that were uploaded from Web Link, if applicable. To set the override rights for a user to not upload and/or view documents from a particular option within the School Accounting System (using the **Add Document** button and/or the **View Documents** button), change the rights in the Permission field for the Document Management Add/View option (under the Form Control Description heading) in the User Permissions List for the appropriate module and option (**Note:** The Document Management Add/View option only appears under the applicable options (as noted for the **Add Document** button and the **View Documents** button) if the K12Docs module is licensed.). If applicable, to set the override rights for a user to not process (index and file) employee documents that were uploaded from Web Link, change the rights in the Permission field for the Process Employee Uploaded Documents option in the User Permissions List under the Payroll and/or Human Resources module.

- To edit a user in the User Security option, do the following:

  ° From the main School Accounting System screen, click the **User Controls** button and then select **User Security**.

    Note: The User Security option is only accessible to users defined as a supervisor or Web Link administrator.

  ° At the User Security screen, enter the ID of the user to change in the User ID field. If the ID is not known, click the **down-arrow** button or the **Find** button to select the correct one.

  ° Make the desired changes to the user.

  ° After all the changes have been made, click the **Save** button.

Step 6: Create Document Management Folders

- Complete the Create Document Management Folders option in the School Accounting System to create the folders in the appropriate applications within the K12Docs module for your existing employees, vendors, payees, customers, and/or assets, and for the current year and/or the next four future years. Refer to **Handout #2** for detailed instructions. Typically, this step is completed for only active employees, vendors, payees, and customers (if applicable), in addition to the current year and next four future years; assets are generally excluded because there are usually a large number of assets and the need for uploading documents for all the assets is very low.

  Note: When adding a new employee, vendor, payee, customer, or asset in the School Accounting System in the future, the folder will automatically be created in the K12Docs module at that time. Additionally, if a document is added from within the School Accounting System using the Add Document button for an existing employee, vendor, payee, customer, or asset for which there is not currently a folder, the folder will automatically be created at that time. However, if uploading documents from within the K12Docs module for an employee, vendor, payee, customer, asset, or year for which there is not currently a folder, the folder will need to be manually created first.

 *Tip:* The Create Document Management Folders option is only accessible to users defined as a supervisor.

Step 7: Users (Employees) Access and Utilize K12Docs

- Users (employees) access and utilize K12Docs by:

  ° Clicking the **Add Document** button in the School Accounting System and the Web Link module, if applicable

  ° Clicking the **View Documents** button in the School Accounting System and the Web Link module, if applicable

  ° Clicking the **Manage Documents** button in the School Accounting System -- *Only applicable for users with the Document Management User ID field completed in the User Security option (within the School Accounting System)*

  ° Completing the Document Inquiry option in the School Accounting System

- Clicking the K12Docs link on the main module screens in the School Accounting System (and the menu bar in the Web Link module, if applicable) -- *Only applicable for users with the Document Management User ID field completed in the User Security option (within the School Accounting System)*

- Clicking the **Upload to K12Docs** button on the Report Printing Options screen for the reports accessed in the School Accounting System -- *Only applicable for users with the Allow Report Upload to K12Docs field selected in the User Security option (within the School Accounting System)*

- Completing the View/Add File Documents option in the Web Link module, if applicable -- *Only applicable for users with **Full Access** to the View/Add File Documents option in the User Permissions List for Web Link in the User Security option (within the School Accounting System)*

- Logging into K12Docs directly at: https://intellicloud2.intellinetics.com/sui/k12docs/Signin -- *Only applicable for those with user ID defined in Host Site Manager for access to K12Docs; refer to Step 4 above*

- Logging into GX, which is installed locally on the desired computer(s) -- *Only applicable for those with user ID defined in Host Site Manager for access to K12Docs; refer to Step 4 above*

The **Manage Documents** button is available on most screens in the School Accounting System and is only enabled for users with the Document Management User ID field completed in the User Security option.

The **Add Document** button is only available on certain screens in the School Accounting System (and Web Link, if applicable) in order to upload a document for a specific item, such as for a specific cash receipt, requisition, purchase order, invoice, or leave request.

Document Management:
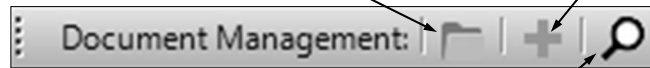
The **View Documents** button is only available on certain screens in the School Accounting System (and Web Link, if applicable) in order to view the documents that were previously uploaded for a specific item, such as for a specific cash receipt, requisition, purchase order, invoice, or leave request. The icon on the **View Documents** button will appear black if there are not any documents previously uploaded, or will appear green if there are documents previously uploaded.
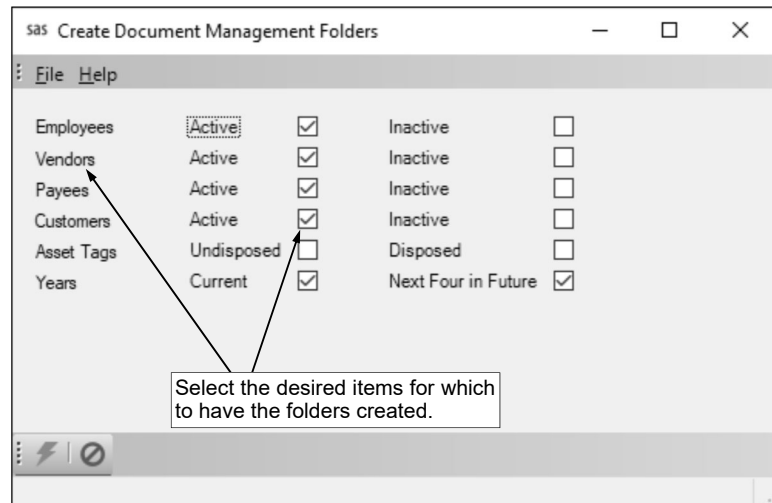
Create Document Management Folders

The Create Document Management Folders option is only available to those users defined as a supervisor (within the User Security option) if the organization has licensed the K12Docs module. The Create Document Management Folders option is used to easily create the folders within the K12Docs module for the appropriate applications. With the Create Document Management Folders option, folders can be created for existing employees, vendors, payees, customers, and/or assets in the appropriate applications (those with an index on the corresponding ID), and for the current year and/or the next four future years (as based on the computer date) for the appropriate applications (those with an index on year); refer to the K12Docs Default Filing Cabinet Structure topic in the Help File to view the indexes for the various applications. When the Create Document Management Folders option is completed, the system compares the values for the required indexes (for example, Employee ID) of existing folders to the selected items (employees, vendors, payees, customers, assets, and/or years) and only the folders that do not already exist are added; the information in the non-required indexes (i.e. Last Name) of existing folders is not checked with the selected items nor updated if different.

Note: When adding a new employee, vendor, payee, customer, or asset in the School Accounting System in the future, the folder will automatically be created in the K12Docs module at that time. Additionally, if a document is added from within the School Accounting System using the Add Document button for an existing employee, vendor, payee, customer, or asset for which there is not currently a folder, the folder will automatically be created at that time. However, if uploading documents from within the K12Docs module for an employee, vendor, payee, customer, asset, or year for which there is not currently a folder, the folder will need to be manually created first.

Creating Document Management Folders:
Note: The Create Document Management Folders option is only available if the organization has licensed the K12Docs module. Also, only those users defined as a supervisor within the User Security option have the ability to access this option.

1. From the School Accounting System screen, select the **Utilities** menu and then **Create Document Management Folders**.

2. At the Create Document Management Folders screen, select the items for which to create the folders within the K12Docs module. See **Diagram A**.

Diagram A

- To create the folders in the SUI_PR_Employees application for the existing employees that are active, select the Active field for Employees. To create the folders for the existing employees that are inactive, select the Inactive field for Employees. A checkmark will appear in the box if the field is selected.

- To create the folders in the SUI_AP_Vendors application for the existing vendors that are active, select the Active field for Vendors. To create the folders for the existing vendors that are inactive, select the Inactive field for Vendors. A checkmark will appear in the box if the field is selected.

- To create the folders in the SUI_PR_Payees application for the existing payees that are active, select the Active field for Payees. To create the folders for the existing payees that are inactive, select the Inactive field for Payees. A checkmark will appear in the box if the field is selected.

- To create the folders in the SUI_AR_Customers application for the existing customers that are active, select the Active field for Customers. To create the folders for the existing customers that are inactive, select the Inactive field for Customers. A checkmark will appear in the box if the field is selected.

- To create the folders in the SUI_FA_Assets application for the existing assets that are current (<u>not</u> disposed), select the Undisposed field for Asset Tags. To create the folders for the existing assets that are disposed, select the Disposed field for Asset Tags. A checkmark will appear in the box if the field is selected.

- To create the folders for the current year (as based on the computer date) in the appropriate applications (those with an index on year, such as the SUI_GL_Documents application and the SUI_AP_Documents application), select the Current field for Years. To create the folders for the next four future years (as based on the computer date), select the Next Four in Future field for Years. A checkmark will appear in the box if the field is selected.

Tip: Typically, the option is completed for only active employees, vendors, payees, and customers (if applicable), in addition to the current and next four future years; assets are generally excluded because there are usually a large number of assets and the need for uploading documents for all the assets is very low.

<u>Note</u>: When the Create Document Management Folders option is completed, the system compares the values for the required indexes (for example, Employee ID) of existing folders to the selected items (employees, vendors, payees, customers, assets, and/or years) and only the folders that do <u>not</u> already exist are added; if applicable, the information in the non-required indexes (for example, Last Name) of existing folders is <u>not</u> checked with the selected items nor updated if different.

3. Click the Execute button.

4. A message will appear stating the process could take a while (up to several hours) to complete; click **OK**.

5. A message will appear in the status bar once the process for determining which folders need to be added is completed; the system will then start creating the folders and will continue working in the background.

6. Click the **X** in the upper right-hand corner to close the Create Document Management Folders screen.

Adding and Viewing Documents from within the School Accounting System

Adding a Document:

Note: The instructions below are for uploading a document from within the School Accounting System using the **Add Document** button, which is only available to organizations who have licensed the K12Docs module. As a reminder, documents can also be added by clicking the **Manage Documents** button for screens (options) that do <u>not</u> have an **Add Document** button; the **Manage Documents** button is only enabled if the user has the Document Management User ID field completed within the User Security option.

1. From the applicable screen, bring up a specific record (or click on the desired record (row) in the grid, if applicable) for which to upload the document and then click the **Add Document** button. See **Diagram A**.

   Note: The **Add Document** button is only enabled if your organization has licensed the K12Docs module and the user has Full Access rights for the particular screen (as defined within the User Security option).
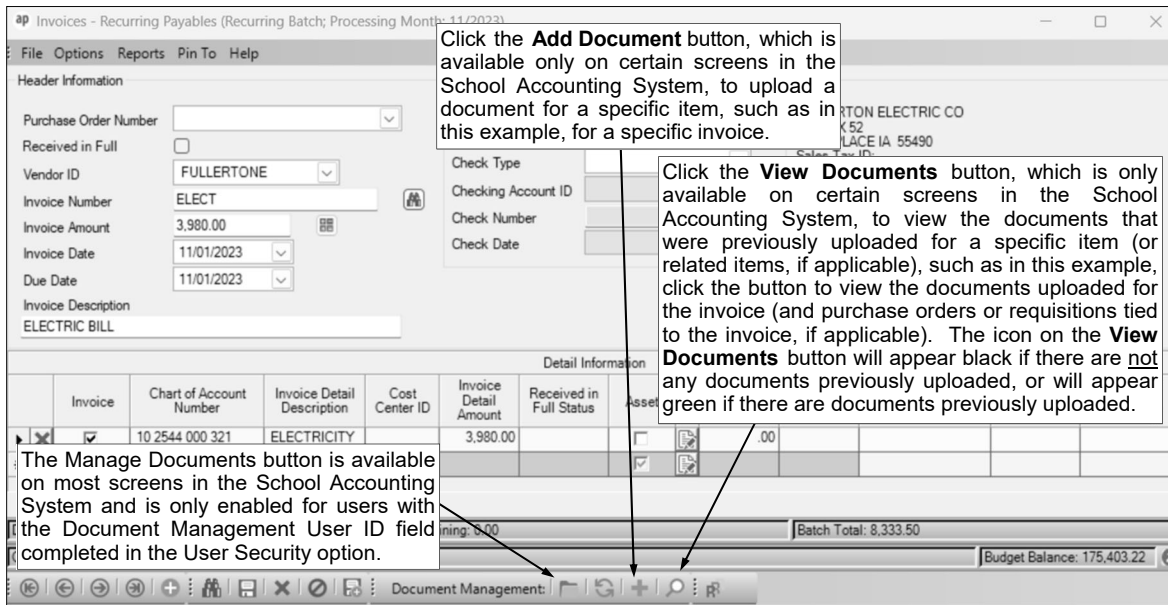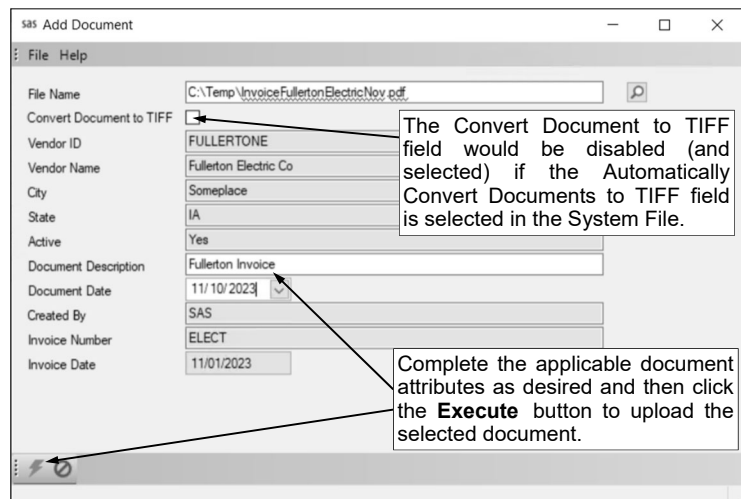

Diagram A

2. On the Add Document screen (see **Diagram B**), enter the correct path (drive and folders) and file name of the document (file) to upload in the File Name field, or click the **Search** button to select the correct path and specify the file name. The file to upload can also be specified by clicking on the desired file, and then dragging and dropping it into the File Name field (<u>not</u> applicable if using the School Accounting System-Online version).

   Note: The file size of the document to upload <u>cannot</u> be greater than 50MB.

3. Select the Convert Document to TIFF field to have the file saved as a .TIFF file when uploading. A checkmark will appear in the box if the field is selected. If the Automatically Convert Documents to TIFF field is selected in the System File, this field will be selected by default and <u>cannot</u> be changed.

   Tip: If this field is selected, only .PDF, .DOC, .DOCX, .TXT, .RTF, .HTM, and .HTML documents

Diagram B

are saved as .TIFF files; if a different type of file is being uploaded, a warning icon will appear noting the file will <u>not</u> be converted to a .TIFF file and will be uploaded in its original format.

4. The folder index fields appear next and are populated with the applicable data for the folder where the document will be filed; the folder indexes are disabled and <u>cannot</u> be changed.

5. Complete the standard attributes for the document as desired:

   a. Enter a description (up to **100** characters) for the document in the Document Description field.

   b. Enter the date of the document in the Document Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The current date will appear by default but can be changed.

   Note: All other document attribute fields are disabled and <u>cannot</u> be changed; the values for the other document attributes that are known by the system display the applicable data.

6. Click the **Execute** button to upload the document.

Viewing Documents:

Note: The instructions below are for viewing documents from within the School Accounting System using the **View Documents** button, which is only available to organizations who have licensed the K12Docs module. As a reminder, documents can also be viewed by clicking the **Manage Documents** button for screens (options) that do <u>not</u> have a **View Documents** button; the **Manage Documents** button is only enabled if the user has the Document Management User ID field is completed within the User Security option.

1. From the applicable screen, bring up a specific record (or click on the desired record (row) in the grid, if applicable) for which to view the documents and then click the **View Documents** button. See **Diagram A**.

   Tip: The icon on the **View Documents** button will appear black if there are <u>not</u> any documents previously uploaded for a selected item; otherwise, it will appear green if there are documents. (**Note:** If in a batch of purchase orders or invoices, the **View Documents** button will appear green if there are documents previously uploaded for the selected item or related items (for example, if there are documents previously uploaded for an invoice or documents uploaded for a purchase order or requisition tied to the invoice, if applicable).)

   Note: The **View Documents** button is only enabled if your organization has licensed the K12Docs module and the user has Full Access rights or Read Only Access rights for the particular screen (as defined within the User Security option).

2. The View Documents screen will appear listing all the documents previously uploaded for the specific item, or if the **View Documents** button was selected from within a batch of purchase orders or invoices, the Document Inquiry screen will appear instead showing all the documents uploaded for the specific item and related items (for example, all the documents previously uploaded for an invoice display, in addition to the documents for a purchase order or requisition tied to the invoice, if applicable). See **Diagram C**.
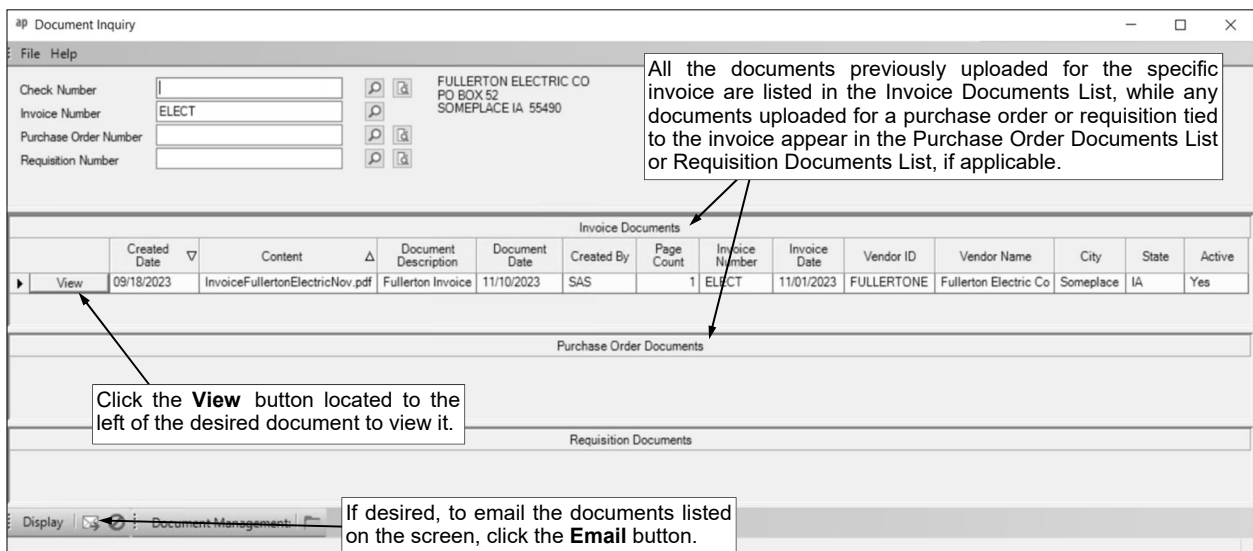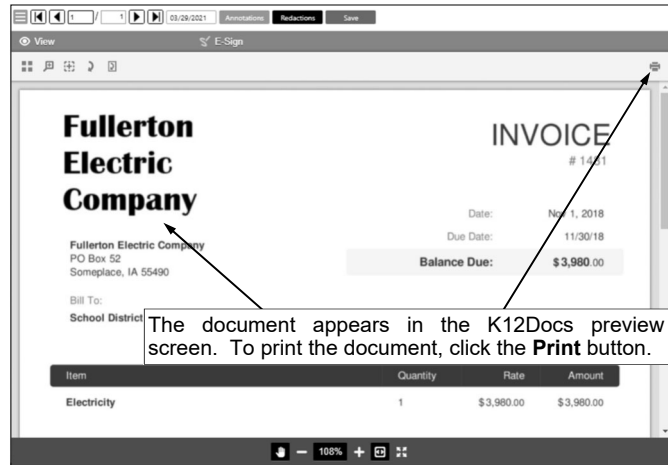

Diagram C

3. To view a document:

   a. Click the **View** button to the left of the desired file.

   b. The document will appear in the K12Docs preview screen and can be printed by clicking the **Print** button, if desired. See **Diagram D**.

   c. When finished, close the K12Docs preview screen.

   Tip: The documents can also be emailed from the View Documents screen (or Document Inquiry screen, if applicable) by clicking the **Email** button, if desired.

4. After viewing all the desired documents for the designated item, click the **X** in the upper right-hand corner to close the View Documents screen (or Document Inquiry screen, if applicable).

Diagram D

Emailing Documents:

Note: The instructions below are for emailing documents using the **View Documents** button, which is only available to organizations who have licensed the K12Docs module. In order to email documents, complete the following: 1) complete the General Options tab in the Email Manager option (if <u>not</u> already completed) by selecting the Enable Email Manager field and completing the remaining fields, including the Default Email Address ID field in the Report Options section; 2) if needed, on the Email Addresses tab in the Email Manager option, add an email address to use when emailing documents; 3) enter up to three email addresses (for Business, Personal, and/or Other) in the Employee File for each employee who will be emailed documents; and 4) select the Other Communication field for each applicable email address for the employees (a checkmark will appear in the box if the field is selected).

1. From the applicable screen, bring up a specific record (or click on the desired record (row) in the grid, if applicable) for which to email the documents and then click the **View Documents** button.

2. The View Documents screen (or Document Inquiry screen, if applicable) will appear listing all the documents previously uploaded for the specific item.

3. Click the **Email** button to email all the documents on the screen. See **Diagram C**.

   Note: If the total file size of all the documents is greater than 25MB, the documents <u>cannot</u> be emailed and a message will appear stating the process was cancelled; click **OK** and then continue with Step 10 below.

   Tip: The documents from K12Docs will be emailed as follows: 1) any .TIFF files that are single-page documents will be attached as .TIFF files; 2) any .TIFF files that are multi-page documents will be converted and attached as .PDF files; and 3) all other file types, such as .PDF files or .DOC files, will be attached as their original file type. Also, the documents will <u>not</u> include any annotations or redactions, but will include E-signatures, if applicable (any .TIFF files will include the E-signatures, while all other file types will attach both versions of the files--the original file without the E-signatures and the file with the E-signatures saved).

4. The Email Document screen will appear with the Employee Selection List showing all the active employees with an email address defined for the Other Communication usage. In the Employee Selection List, select the employees for which to email the documents by clicking the box for the Selected column to the left of the desired employee. A checkmark will appear in the box if the employee is selected. To select all the employees listed on the screen, click the **Select All** button located above the Employee Selection List. If desired, change the filters to modify the employees displayed here.

5. Click the **Email** button.

6. The Email Options screen will appear; complete the email options as needed. See **Diagram E**.

   Note: The Email Options screen may take a while to appear depending on the number and size of the documents that will be emailed.

7. Click the **Execute** button to email the documents.

   Note: If the first email is unable to be sent successfully, a prompt will appear asking to continue trying to send the remaining emails; click **Yes** to continue sending the remaining emails, or click **No**
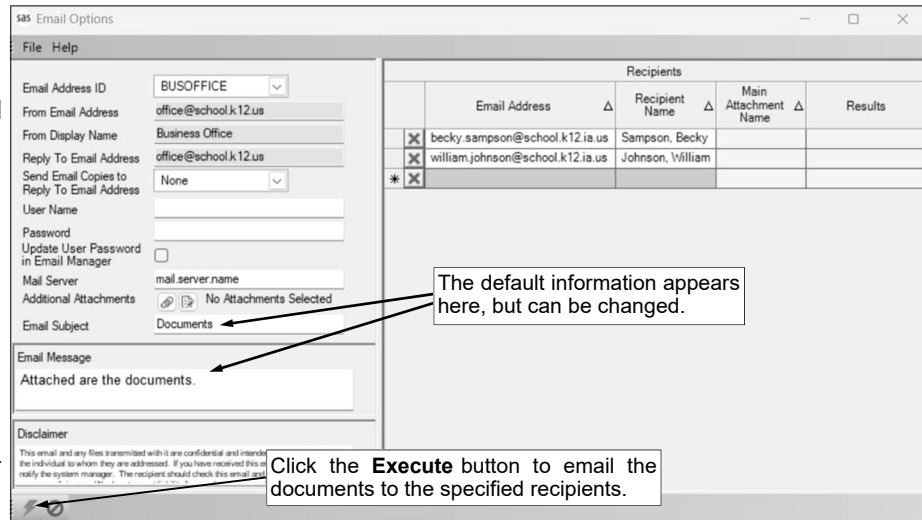
to quit sending the emails at this time (and, if desired, edit the Recipients List and then resend). If an email is rejected because an incorrect email address was entered for a recipient, the rejection notice will be sent to the appropriate address for the designated email address in the Email Manager option.

The default information appears here, but can be changed.

Click the **Execute** button to email the documents to the specified recipients.

Diagram E

8. A message will appear in the status bar once the documents have been emailed.

9. Click the **X** in the upper right-hand corner to close the Email Options screen.

   Note: If there were one or more emails not successfully sent, the **Cancel** button and **Retry** button appear at the bottom of the Email Options screen. If desired, edit the Recipients List and then click the **Retry** button to try resending the emails to those recipients who did not have one sent initially; otherwise, click the **Cancel** button to close the Email Options screen.

10. Click the **X** in the upper right-hand corner to close the View Documents screen (or Document Inquiry screen, if applicable).

Completing a Document Inquiry:
Note: The Document Inquiry option is only available if your organization has licensed the K12Docs module.

1. From the Accounts Payable screen, select the **Options** menu and then **Vendor Inquiry**.

   Note: The Vendor Inquiry option can also be accessed from the **Options** menu within the Vendors, Invoices, and Purchase Orders options.

2. At the Vendor Inquiry screen, select the **Options** menu and then **Document Inquiry**.
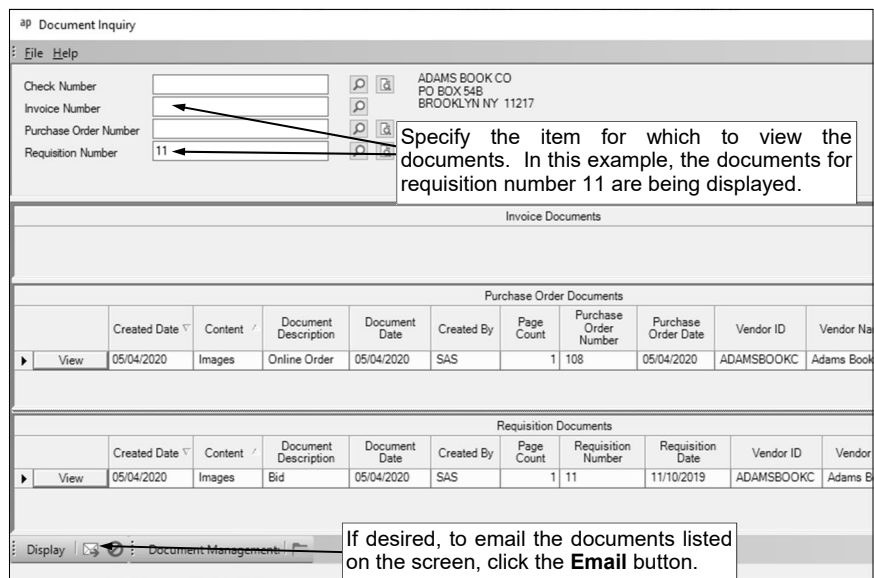
3. At the Document Inquiry screen (see **Diagram F**), complete one of the following:

   a. To view all the documents in K12Docs for the invoices, purchase orders, and/or requisitions tied to a specific Accounts Payable check, enter the number of the check in the Check Number field or click the **Search** button to select the correct check.

   b. To view all the documents in K12Docs for a particular invoice, purchase order, or requisition (along with the documents for the invoices, purchase orders, and/or requisitions tied to the item, if applicable), enter the number of the invoice, purchase order, or requisition in the Invoice Number field, Purchase Order Number field, or Requisition Number field, or click the **Search** button to select the desired one.

Specify the item for which to view the documents. In this example, the documents for requisition number 11 are being displayed.

If desired, to email the documents listed on the screen, click the **Email** button.

Diagram F

4. Click the **Display** button.

   Note: If there are not any documents in K12Docs for
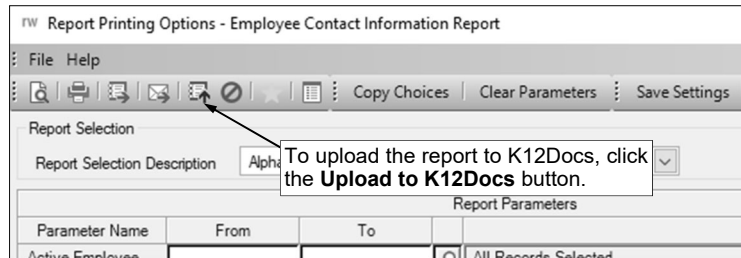
the selected item, a message will appear stating there are no documents to display; click **OK** and then select a different item for which to view documents.

5. All the documents in K12Docs for the selected item appear in the Invoice Documents List, the Purchase Order Documents List, and/or the Requisition Documents List. The document attributes and folder indexes display for each document.

6. To view a document, click the **View** button to the left of the desired file. The document will appear in the K12Docs preview screen. When finished viewing the document, close the K12Docs preview screen.

7. If desired, to email all the documents on the screen, click the **Email** button and complete the applicable steps.

8. After viewing (and emailing, if desired) all the desired documents for the designated item, click the **Cancel** button to clear the screen in order to select a different item for which to view documents, or else click the **X** in the upper right-hand corner to close the Document Inquiry screen.

Uploading a Report to K12Docs:

1. After selecting the desired report to print (upload), complete the required report printing options, if applicable.

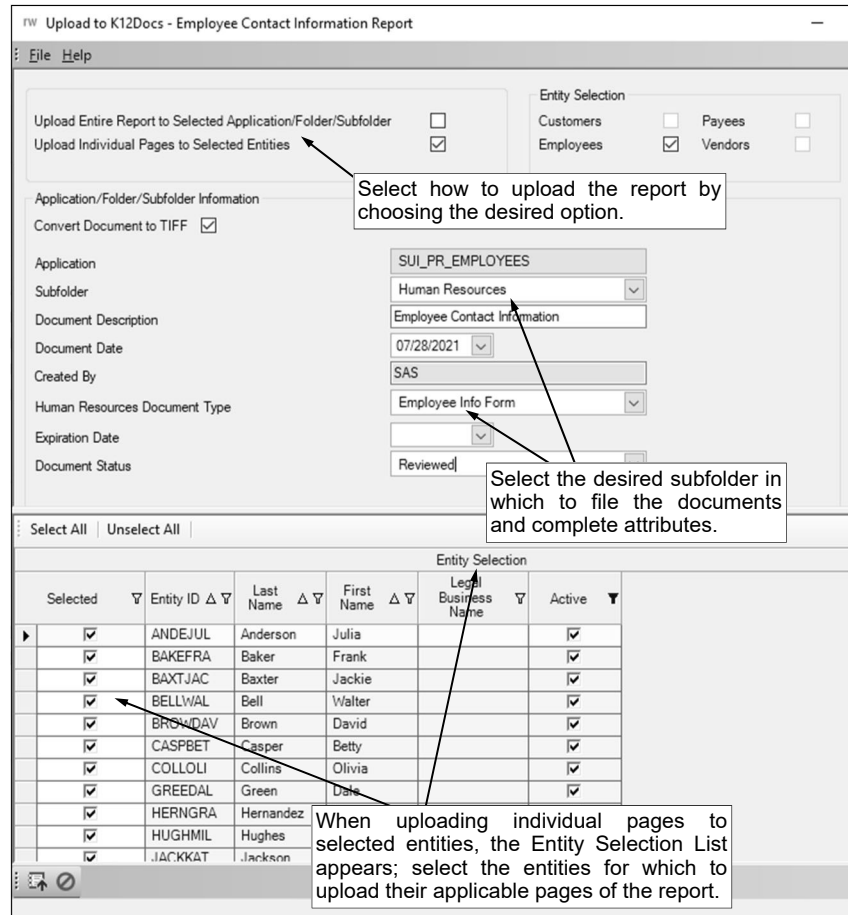2. Click the **Upload to K12Docs** button. See **Diagram G**.

   Note: The **Upload to K12Docs** button will only be enabled if the organization has licensed the K12Docs module and the user has rights to upload documents (the Allow Report Upload to K12Docs field is selected for the user within the User Security option).

Diagram G

Tip: A report previewed on the screen can also be uploaded by clicking the **Upload to K12Docs** button on the preview screen.

3. At the Upload to K12Docs screen, select how to upload the report by selecting the Upload Entire Report to Selected Application/Folder/ Subfolder field or the Upload Individual Pages to Selected Entities field. See **Diagram H**. Select the Upload Entire Report to Selected Application/Folder/Subfolder field to upload the entire report to a particular application, folder, and subfolder; or select the Upload Individual Pages to Selected Entities field to upload only the applicable pages of the report to the appropriate entities. A checkmark will appear in the box if the field is selected.

   Note: The Upload Individual Pages to Selected Entities field is only enabled if the report contains a parameter for Customer ID, Employee ID, Payee ID, or Vendor ID, and there is data available to

Diagram H

be generated for that parameter. If the Upload Individual Pages to Selected Entities field is disabled because the report does <u>not</u> contain one of the specified parameters (or there is <u>not</u> any data for that parameter), the Upload Entire Report to Selected Application/Folder/Subfolder field will be selected by default and <u>cannot</u> be changed.

4. The Entity Selection section is enabled if the Upload Individual Pages to Selected Entities field is selected. If applicable, specify the entities for which to upload the appropriate pages of the report by selecting the desired entity type field: Customers, Employees, Payees, or Vendors. A checkmark will appear in the box if the field is selected.

   Note: Only the entity types applicable for the selected report will be enabled, and only one entity type can be selected.

5. Complete the Application/Folder/Subfolder Information section:

   a. Select the Convert Document to TIFF field to have the report saved as a .TIFF file when uploading; otherwise, leave the field unselected to save the report as a .PDF file. A checkmark will appear in the box if the field is selected. If the Automatically Convert Documents to TIFF field is selected in the System File, this field will be selected by default and <u>cannot</u> be changed.

   b. If the Upload Entire Report to Selected Application/Folder/Subfolder field is selected, complete the Application and Subfolder fields by clicking the **down-arrow** button to select the desired application and subfolder for where to file the report; then complete the Folder field by clicking the **Search** button to select the appropriate folder in which to file the report.

      Note: The Subfolder field will be disabled if the selected application does <u>not</u> contain subfolders.

   c. If the Upload Individual Pages to Selected Entities field is selected, the Application field will be completed by default with the appropriate application (as based on the entity designated in the Entity Selection section) and <u>cannot</u> be changed; then complete the Subfolder field by clicking the **down-arrow** button to select the desired subfolder for where to file the report.

   d. Complete the attributes for the document as desired:
      - Enter a description (up to **100** characters) for the document in the Document Description field.
      - Enter the date of the document in the Document Date field. Use the **mm/dd/yyyy** format or click the **down-arrow** button to select the desired date. The current date will appear by default but can be changed.
      - If applicable, enter the appropriate information for any additional attribute fields.

        Note: The values for the other document attributes that are known by the system appear by default and <u>cannot</u> be changed; also document attributes that are defined as read only (within K12Docs) will be disabled.

6. If the Upload Individual Pages to Selected Entities field is selected, the Entity Selection List appears showing all the active entities for the designated entity types. In the Entity Selection List, select the entities for which to upload the applicable pages of the report by clicking the box for the Selected column to the left of the desired record. A checkmark will appear in the box if the entity is selected. To select all the entities listed on the screen, click the **Select All** button located above the Entity Selection List. If desired, change the filters to modify the entities displayed here.

   Note: If the entity ID parameter was completed for the report (on the Report Printing Options screen), the applicable entities selected for the entity ID parameter will be selected in the Entity Selection List by default, but can be changed as needed. If report parameters other than the entity ID parameter were completed for the report, only the entities based on the selections for those other parameters appear in the Entity Selection List.

7. Click the **Upload to K12Docs** button.

8. A message will appear stating the process could take a while to complete; click **OK**.

9. After the report is uploaded to K12Docs, a message will appear in the status bar on the Report Printing Options screen.

   Note: If the report was previewed to the screen prior to selecting to upload to K12Docs and the Auto Close Report Printing Options field in the User Options option is selected, the Report Printing Options screen does <u>not</u> appear, and thus no message will display once the process is complete.

10. Click the **X** in the upper right-hand corner to close the Report Printing Options screen, if applicable.