hh2 User Guide

Document Flow-Credit Card Receipts

For the Manager Role

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Document Flow for Receipts Capabilities and Benefits

The Document Flow Module assists with:

☐ **Effortless Receipt Management:** Enables multiple paths to upload receipts to the hh2 cloud, simplifying the entire receipt submission process.

☐ **Empower Selective Approval:** Take control and eliminate errors by accepting only the receipts that match credit card transactions.

☐ **Improve Collaboration:** Enable stakeholders to access and review receipts and invoices, facilitating quicker approvals or rejections.

☐ **Enhanced Organization:** Code receipts precisely to the appropriate Jobs, Cost Codes, and Cost Code Types to ensure accurate financial tracking.

☐ **Flexible Distribution Handling:** Easily allocate costs to different Commitments, Cost Codes, Categories and Cost Types, providing flexibility and accuracy in financial distribution.

☐ **Simplified Approval Workflow:** Route receipts down custom Workflows with branching logic for hassle-free approval or rejection, ensuring efficient decision-making.

☐ **Seamless Integration:** Import credit card transactions from the bank and export data to the accounting system effortlessly, streamlining the transfer of information for consistent financial reporting.

The Document Flow for Receipts Module streamlines the receipt management process to enhance overall financial control and efficiency. Let's get started!

Users that will Benefit from this User Guide

- ☐ AP Clerk
- ☐ Field Supervisor
- ☐ Project Manager
- ☐ AP Manager
- ☐ AP Administrator

**Note**: An AP Administrator may also function as an AP Manager.

Note: A comprehensive Glossary of Terms is available at the end of this document. It includes hh2 terminology for all product areas and some general industry language.

Note: This User Guide is intended to be used alongside the software for maximum comprehension.

Home Page

Upon log in, the user is brought to the Home Page.

The Home Page will appear differently for different users depending on the modules purchased, the user role, and permissions granted.
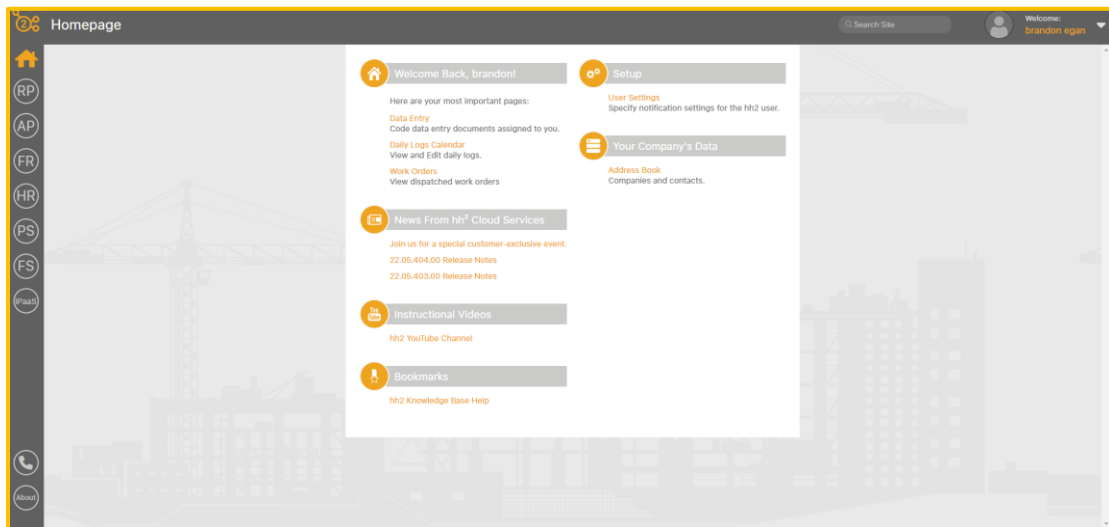
This is an example of how the Home Page <u>may</u> appear for a Foreman out in the field.

Note: The Home Page ⌂ icon is present on all pages. A colored Home Page icon indicates the user is situated on the Home Page. Use this icon to navigate back to the Home Page.

This is how a Home Page <u>may</u> appear for users such as a manager, with many permissions.

The Modules the user has access to are listed in the left column.

Modules include:
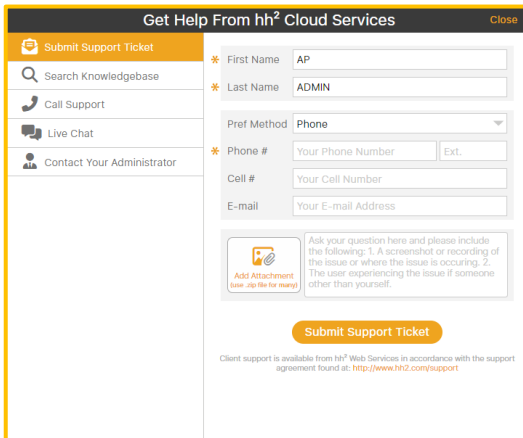
- Remote Payroll indicated by the RP link.

- Document Flow indicated by the AP link.

- Field Reports indicated by the FR link.

- Human Resources indicated by the HR link.

- Pay Stubs indicated by the PS link.

- Field Service indicated by the FS link

- The iPaaS Channel iPaSS link. This channel is for users that synchronize data between the hh2 and 3rd party providers such as Procore, Autodesk and Trimble.

Each link will take the user to the associated module of the hh2 system by clicking on it.

The Phone icon sits below the Module links. The Phone icon is used to reach out to hh2 Customer Support, after the implementation process. When selected, the Get Help From hh2 Cloud Services Page displays.

To Submit a Customer Support Ticket:

1. Go to the Home Page.

2. Select the Phone Icon.

3. Select the Submit Support Ticket tab in the upper left corner.

4. Enter any information that has not automatically populated from the User Profile.

5. Select Add Attachments if there are supporting documents.

6. Select Submit Support Ticket.

7. A Customer Support Agent will reach the individual using the contact information provided.

To Search the Knowledgebase:
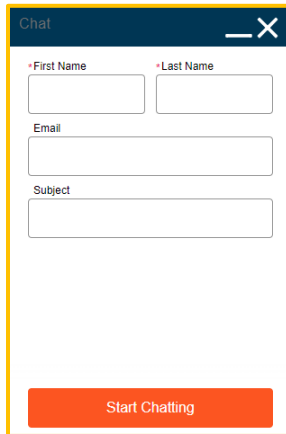
1. From the Home Page, select the Phone icon.

2. Select Search Knowledgebase.
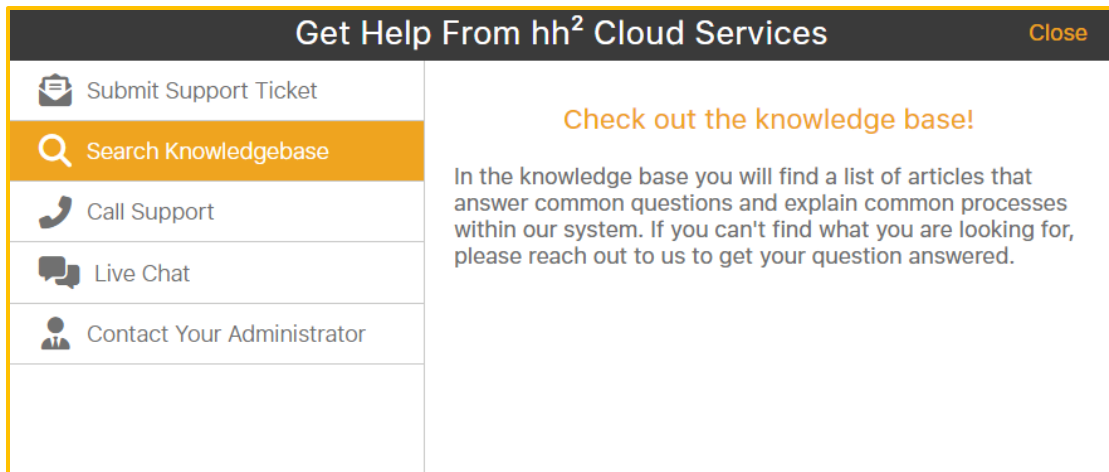
3. Click on the words, "Check out the knowledge base!"

4. Search the knowledge base using key words in the Search field or select a box by product area.

5. Close the browser when complete to return to the Home Page.

To Contact hh2:

1. Select the Contact Us [Chat with an Expert] icon at the bottom of any page. This will be displayed for Administrators only.
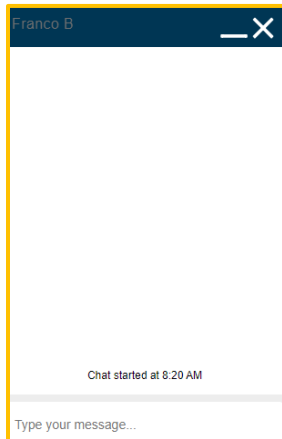
2. Enter the data requested.

3. Select Start Chatting.

4. Type your message and an expert will reply.

5. When complete, select X.

6. Select Confirm End Chat.

7. Select Close.
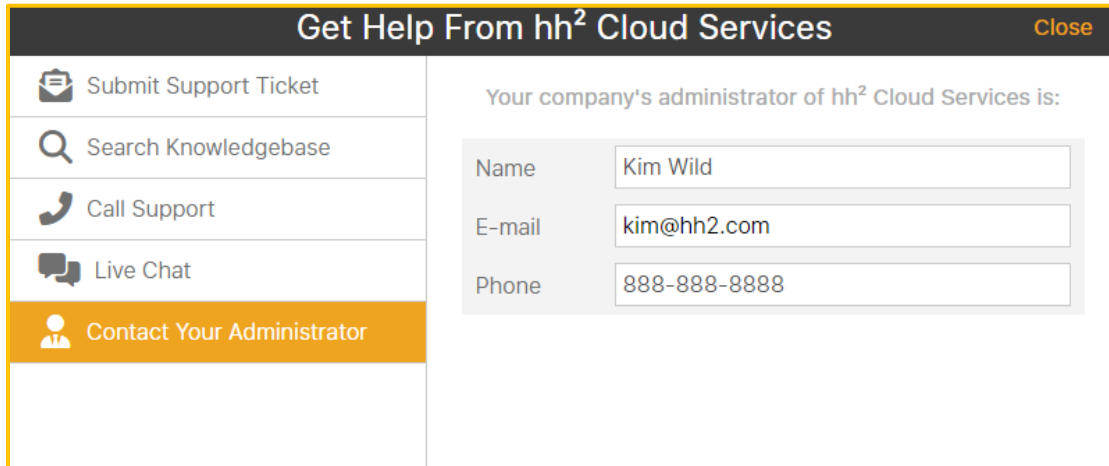
Note: Call Support and Live chat are an add on subscriptions available to Pro Support customers and only available to users with System Administrator permissions enabled.

To Contact Your Administrator:

This allows the user to contact the system administrator at the construction company.

From the Home Page, select the Phone icon.

Select the Contact Your Administrator tab.

The contact information will be provided.

The About Icon:

The About [About] icon provides the user with version and server information. This is useful information when contacting Customer Support.

About The hh² Cloud Services Web App   Close

hh² Cloud Services. ©2005 – 2024 Digital Business Integration.
End-User License Agreement

Client Version	23.11.426.0
Server Version	Unknown

The Top Task Bar on the Home Page

Along the top of the Home Page there are other tools. Those tools include the Search Sitemap tool, the User Avatar, and User Profile Information.

The Search Sitemap ⟨ Q Search Sitemap ⟩ field allows the user to search for any feature the user has permission to access.

To Use the Search Sitemap:

1. Enter a topic or partial topic.

2. The field will auto-populate with potential topics.
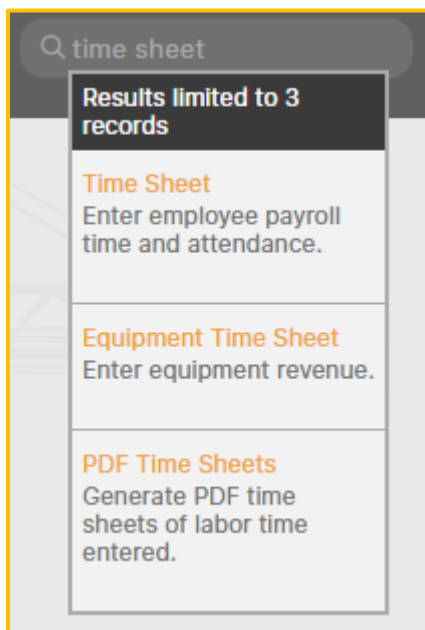
3. Select the topic title with a click.

4. The system will automatically navigate the user to the associated hh2 page if permissions are granted to that user.

User Avatar:

By clicking on the User Avatar ![icon] icon or username, the Profile Data Picklist and associated links appear.
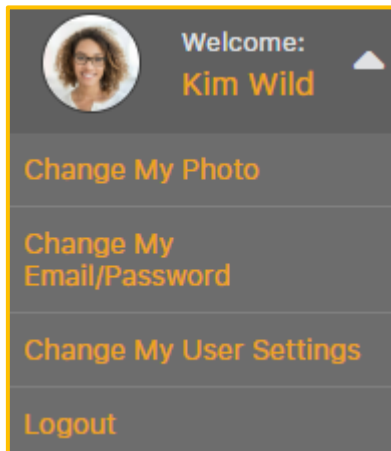
To Upload a Photo:
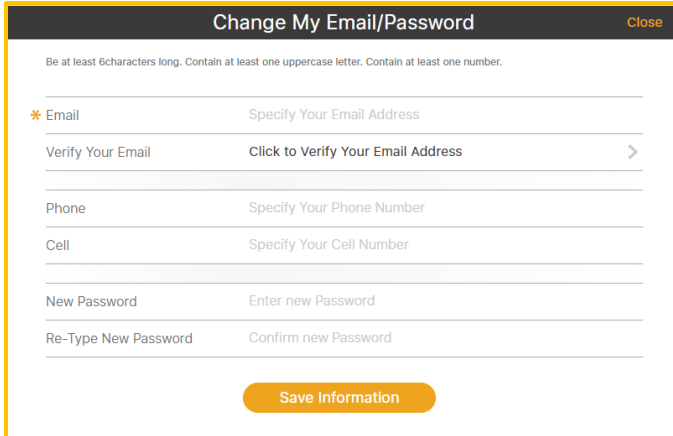
1. Select the User Avatar ![icon] icon or username.

2. Select Change My Photo.
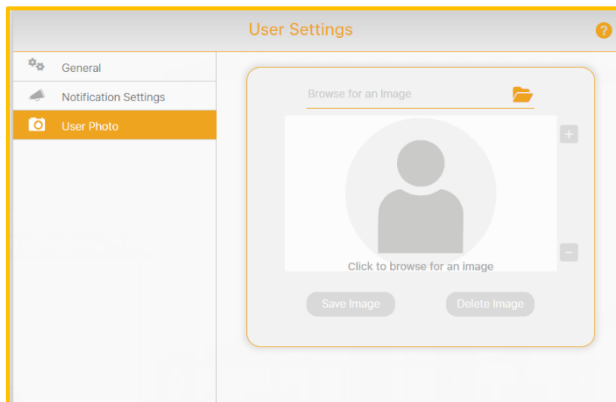
3. Select the Folder ![icon] icon to browse for an image.

4. Select the file that contains the photo.

5. Select Open.

6. The image can be sized using the + and — icons.

7. Select Save Image.

8. Select Delete Image to delete the current photo.

To Change Email or Password Information:

1. Select the User Avatar [icon] icon or username.

2. Select Change My Email/Password.

3. Enter the Email and Verify the Email Address.

4. Enter Phone and Cell Numbers. These numbers are used for contact information when submitting a Support Ticket.

5. Enter and Confirm a new password.

6. Select Save Information.

To Change User Settings

User Settings are unique to each user.

1. Select the User Avatar [icon] icon or username.

2. Select Change My User Settings.

In the **General Tab of the User Settings Page**, users can select their Picklist preference. A Picklist, also known as a dropdown list, is a menu-like interface element often seen in forms and websites, offering users a set of predetermined choices to pick from, enhancing data entry efficiency and uniformity. In hh2 Picklists are either in Card View or List View format. The default is Card View.

To Select a Picklist Preference:

1. Select the User Avatar [icon] icon or username.

2. Select Change My User Settings.

3. Select the General tab.

4. Click the Picklist arrow.

5. Select user's preference (either Card View or List View).

6. When the Ajax [✓] icon appears, the selection has been saved.

In the **Notification Settings Tab of the User Settings Page**, users can choose how they wish to be notified of events that relate specifically to their job role. For example, a user in the Admin Role may wish to receive notifications when overtime occurs. Other users may wish to know when certifications expire or when actions related to invoices are required by them. These notifications can occur via push notifications, email, both or not at all.
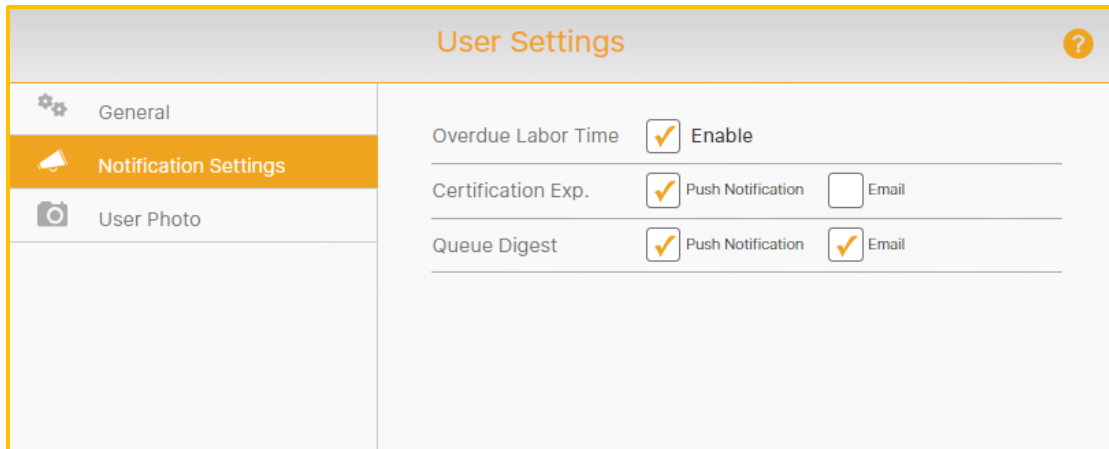
To Set Notification Settings:

1. Select the User Avatar icon or username.

2. Select User Settings>the Notification Settings tab.

3. Check Overdue Labor Time (if using the Remote Payroll Module) to be notified of Overtime.

4. Next to Certification Expiration, check the preferred method of notification when Certifications have expired (if using the HR Module): Push Notification, mail, both or uncheck for no notifications.

5. Next to Queue Digest, check the preferred method of notification when there are Workflow items in the user's Primary Queue to be approved or rejected: Push Notification, Email, both or uncheck for no notifications. This is used in conjunction with the Document Flow module.

User Photo Tab of the User Settings Page. See <u>To Upload a Photo</u>.

The Middle of the Home Page

The appearance of the Home Page's middle section will vary depending on the modules purchased, user roles, and permissions. Administrators and Managers will experience different functionality on their Home Page than other users.
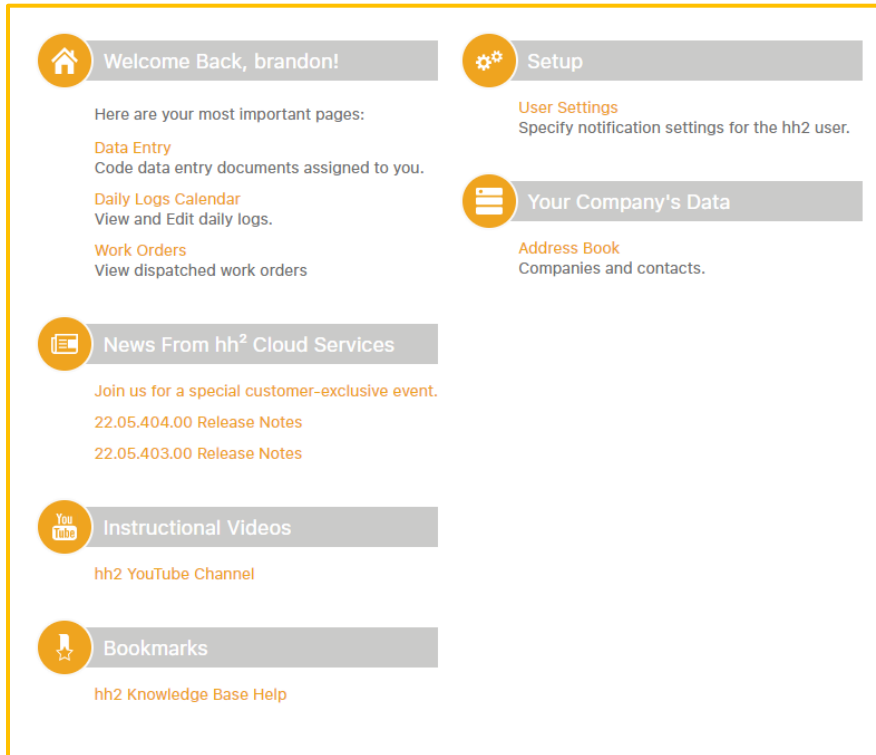
However, all users will have:

- Their **most important pages**, based on the modules and permissions they use.

- **News From hh2 Cloud Services**, with information on the latest software updates.

- Links to **Instructional Videos**.

- A **Bookmarks** section that allows quick access to important websites.

- A User **Setup** link to set their personal settings.

- **Your Company's Data**.

The Tool Tip

Throughout the system, the Tool Tip can be used to obtain a quick description of the associated item.

To Use the Tool Tip:

1. Hover the mouse over the topic where additional information is needed. In this case, Pay Period End Day. It will turn white.
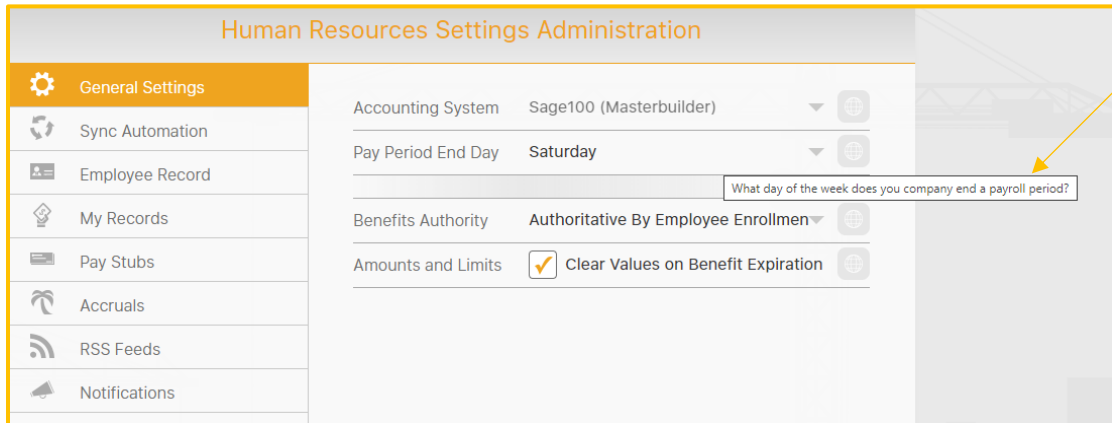
2. A description will automatically display.

System Setup and Configuration

The following components of hh2 must be set up prior to using the Document Flow for Credit Card Receipts Module:

- ✓ System Settings/Permissions
- ✓ Document Flow Users
- ✓ Integration Formats
- ✓ AP Groups (optional)
- ✓ Vendors
- ✓ Credit Cards
- ✓ Header and Distribution Fields
- ✓ General Ledger Accounts (optional)
- ✓ Jobs and Cost Codes
- ✓ Workflow List (Credit Card Workflow Type)
- ✓ Commitments

In general, when an Administrator signs into hh2, set up and configuration will be located on the right side of the page and use tools are located on the left side of the page.

The key sections of the software utilized for AP Document Flow for Credit Card Receipts are located on the left side of the AP Landing Page. They are:

- AP>Document Flow>Data Entry

- AP>Documents>Invoices

- AP>Documents> Invoice List

- AP>Receipts>Receipts

Note: Vendor Portal, Vendor Compliance and Payment Applications are currently in the Beta phase of development and will be fully released in the future.

The Document Flow Process for Receipts

Document Flow includes three key processes.

1. Document Flow for Invoices (submitted by outside vendors)

2. Document Flow for Credit Card Receipts (submitted by employees using company credit cards)

3. Document Flow for Reimbursements (submitted by employees using their own funds for purchases).

This User Guide covers Document Flow for Credit Card Receipts. See the Document Flow for Invoices and Document Flow for Reimbursements User Guides for information on how to operate Document Flow for Invoices and Reimbursements, respectively.

There are five steps to Document Flow for Credit Card Receipts:

1. **Capture and Upload the Receipt**: The Field user can snap a photo of a receipt via the hh2 phone app. Both Field and Office users have the option to upload receipts on the hh2 website.

2. **Code Header and Distribution Information**: Header and Distribution coding including Vendor, Transaction Date, and Description, should ideally be done upon receipt upload, however, it can be completed later. Improper coding will result in <u>invoices</u> being sent back to the cardholders.

3. **Import Credit Card Transactions**: In this step, the Administrator uploads credit card transactions, with the system generating invoices for unmatched receipts and converting any missing or incorrectly coded receipts into invoices for cardholder review. Matched receipts will also be converted to invoices.

4. **Workflow:** Once a receipt is uploaded and coded, it becomes a credit card invoice and follows the customized Workflow established during implementation, where approval, rejection, and progression are guided by the construction company's preferences. It is crucial to note that improperly coded or missing receipts are also reclassified as <u>invoices</u>, and usually sent back to the cardholder (based on the Workflow configuration).

   In this step, the credit card invoice is routed to designated user <u>roles</u> that have been granted access to perform approval or rejection duties. Workflows automatically adjust to the roles assigned to the Job by which the invoice is coded. Along with routing to designated user roles, the Workflow may also include criteria, such as routing by Job or G.L., sending an email, or flagging an invoice over a certain dollar amount. Reports in hh2 may assist the AP Manager and others to ensure all data is correct.

5. **Exporting to the Accounting System:** After credit card transactions are matched and have gone through the Workflow as credit card invoices, they are in the status of Final Review. This means they are ready for export into the accounting system.

Step 1: Receipt Capture and Upload

The first step in the Document Flow for Credit Card Receipts process is to upload receipts. This is primarily done by cardholders in the field on either a mobile device or tablet. However, receipts may be added from the website by both field and office employees. When a cardholder in the field captures and uploads a receipt, the Administrator can see it immediately on the hh2 website and can even code it.

Navigation: AP

This is an example of how the Field User's AP Page may look on the website. This may vary based on permissions granted.
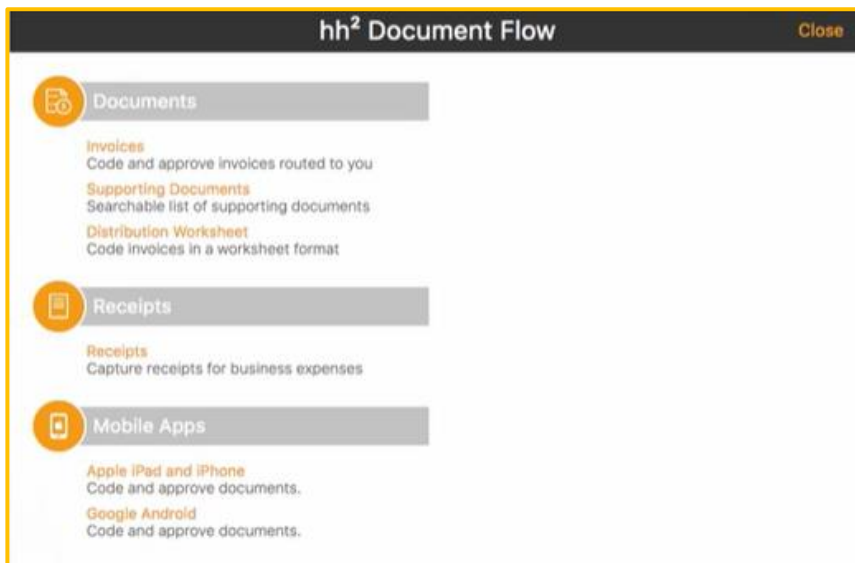
Navigation: AP>Receipts>Receipts

Once the cardholder captures a picture of the receipt and uploads it on their mobile device, it will appear in the cardholder's Receipt Queue. Receipts will remain in the Receipt Queue until the Administrator uploads the credit card transaction from the bank. Once the Administrator performs this upload, ideally the receipt will match up to the credit card transaction and become a Credit Card Invoice.
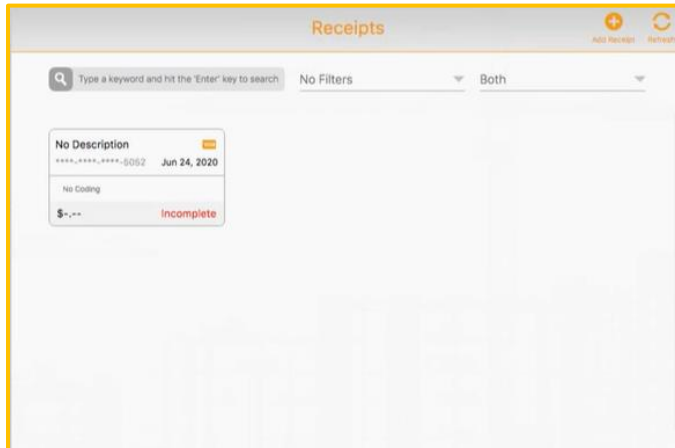
This is how the Receipts Page looks for the Administrator. It has similar functionality to the Receipts Page for the non-Administrator, except the Administrator has access to receipts from all users, while the credit cardholder has access only to their own receipts.
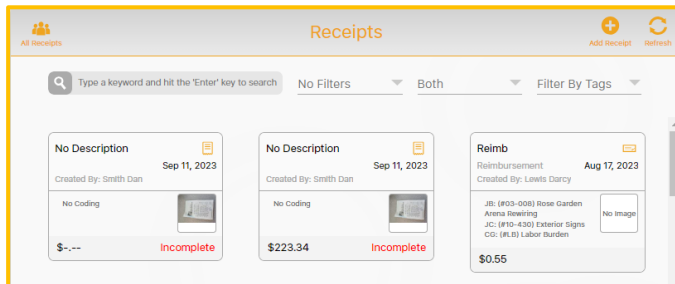
To Add a Receipt from the Website:

Not only can a cardholder add a receipt in the field from their mobile app, but they can also add receipts on the website. AP Managers and Administrators can also add receipts from here as well. **Note:** Permissions must be granted to do so in the user's Document Flow User Setup.

1. Navigate to AP>Receipts>Receipts.

2. Select the Add Receipts ![icon] icon in the upper right corner of the Receipts Page. This will navigate the user to the Receipts Detail Page.

3. Select the Type. In the case of receipts, the type is Company Card.
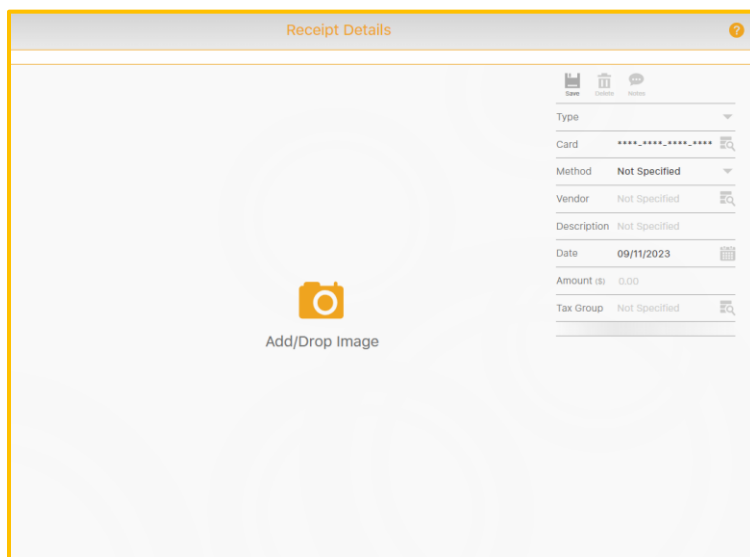
4. Select either the words Add/Drop Image or click on the Camera ![icon] icon.

5. Select the file and then Open. The Upload process will begin and load the receipt.

6. Alternatively, the user may drop the image. Simply drag the receipt image to the Receipt Details Page and drop it.

7. Once the image is uploaded, the user can hover over the receipt in the Receipts Detail Page and use the Zoom in/out ![icons] icons to adjust the size of the image.

Step 2: Code Header and Distribution Information for the Receipt

The next step in the process is to code the Header and Distribution sections. The cardholder is responsible for coding the receipt. When receipts are not coded, they have a difficult time progressing through the Workflow.

Navigation: AP>**Receipts**>**Receipts**>**click on the receipt to the Receipt Detail**

The cardholder can view the receipt in greater detail by selecting it with a click. The Receipt Details Page then displays. At this point, the receipt is considered an image in the hh2 system. **Note:** Receipts are indicated by the Receipts [icon] icon. Reimbursements (expenses paid by other methods other than a company credit card-such as cash or employee credit card) are indicated by the Reimbursement [icon] icon and other invoices are indicated by the Invoice [icon] icon.
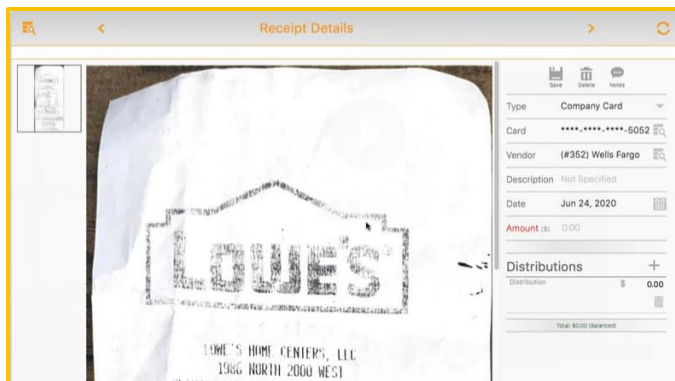
Available Tools on the Receipt Details Page:

- The Back icon will return the user to the Receipts Queue Page.

- The Refresh icon will refresh the Page.

- The < icon will take the user to the previous receipt.

- The > icon will take the user to the next receipt.

- The Save icon saves data entered.

- The Delete icon will delete the receipt.

- The Notes icon allows the cardholder to make notes about the receipt.

- The Supporting Documents icon will allow the user to attach supporting documentation to the receipt. **Note:** The receipt Header must be saved for this icon to display.

To Add Already Uploaded Supporting Documents:

1. Select the Supporting Documents ![Support] icon from the Receipts Details Page (AP>Receipts>Receipts>click a specific receipt)

Note: The difference between Supporting <u>This</u> Document and Supported <u>By</u> This Document is that Supporting <u>This</u> Document will support the current receipt. This option is the most typically used. The Supported <u>By</u> This Document option allows the user to upload a supporting document to the receipt that is not necessarily related to the current receipt. For instance, a receipt that was mailed to the office, but is not related to the anything in the Receipt Queue. The Supported <u>By</u> This Document option provides a space for storing that information.
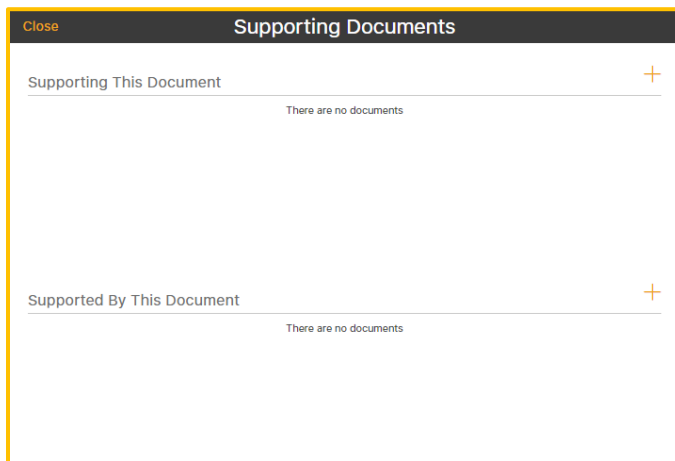
2. Select +.
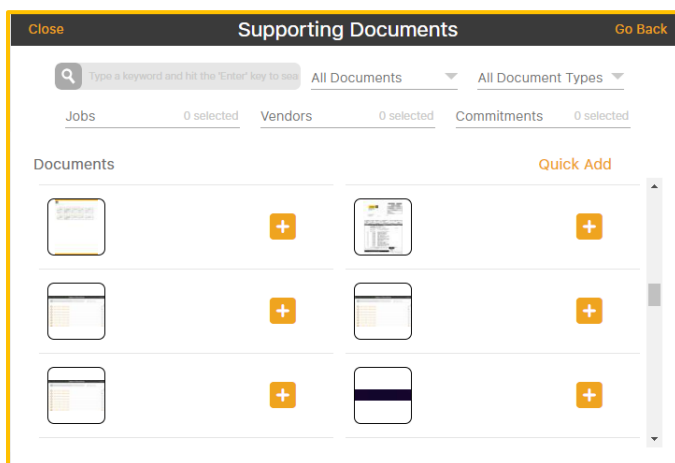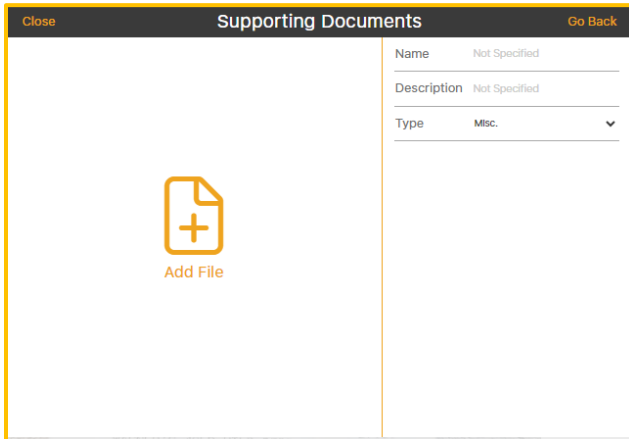
3. Supporting Documents can be filtered with the Search Field, by Associated and Unassociated or All Documents, Document Types, Jobs, Vendors and Commitments.

4. Click the **+** icon that is next to the supporting document.

5. Select Go Back.

6. The **−** icon is used to remove supporting documents.

7. Select Close.

8. The document selected will now be displayed as a Supporting Document.

9. This document can now be selected and viewed in further detail.

To Add a New Supporting Document:

Note: This method will work for uploading documents into either the Supporting This Document or the Supported by This Document section.

1. Select the Supporting Documents ![Support icon] icon.

2. Select **+** in either the Supporting <u>This</u> Document or the Supported <u>By</u> This Document section.

3. Select Quick Add.

4. Enter the Name, Description and Type of Document.

5. Select Add File.

6. Select the File to Add and then Open.

7. The Document will be uploaded into the respective section of Supporting Documents. The ![minus icon] icon is used to remove supporting documents.

8. Select Close.

To Code the Header of the Receipt:

1. Navigate to AP>Receipts>Receipts>select the specific receipt.

2. Based on the cardholder's User Account, the Card number and Vendor (bank) automatically populate into the Header fields.

3. The date defaults to today's date. The date <u>must</u> be changed to the transaction date noted on the receipt, so that the transaction date on the receipt reconciles with the transaction date on the uploaded bank statement. Use the Calendar [📅] icon to change the date to the transaction date.

4. Enter a Description. This field provides a means to indicate what the receipt entails.

5. Enter the Amount on the receipt.

6. Select the Save [💾] icon.
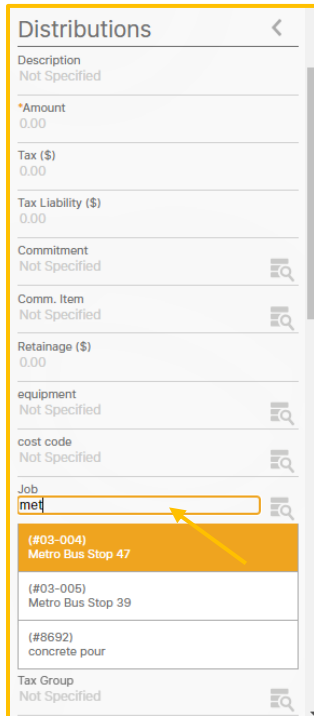
To Code the Distribution of the Receipt:

1. Scroll to the Distributions section on the right side of the Receipts Details.

2. Determine which Distributions to code. The user can code to the following and any combination of:

   ▪ Commitment/Purchase Order: The Commitment Item, Job, Cost Code and Cost Types will default with it.

   ▪ Job: Cost Code and Cost Types are required when coding to a Job, so the accounting system will accept it.

Note: Some fields are required depending on the accounting system. For instance, Expense Account is a required field, when using Sage 100.

3. Select the Add Distribution `+` icon. If the Add Distribution `+` icon does not display, it means the user is in the appropriate location for data entry. Select < to toggle between adding line items and the distribution line-item totals sections.

4. To code data, select the appropriate field with a click. It will be outlined in color.

5. Start entering the data into the designated field. The fields will function as search fields and automatically suggest data as the user types. For example, in the Job Field, the user can enter various types of data for searching, such as the job name, number, or address.

6. Verify the desired data.

7. Click on the desired data field, and it will populate the field.

8. If nothing auto-populates in the field, use the Magnifying [icon] icon to serve as a search tool. This will display the associated Master List for that data field if permissions were granted to the user. In this example, the Jobs Master List appears, because the Job field was clicked.
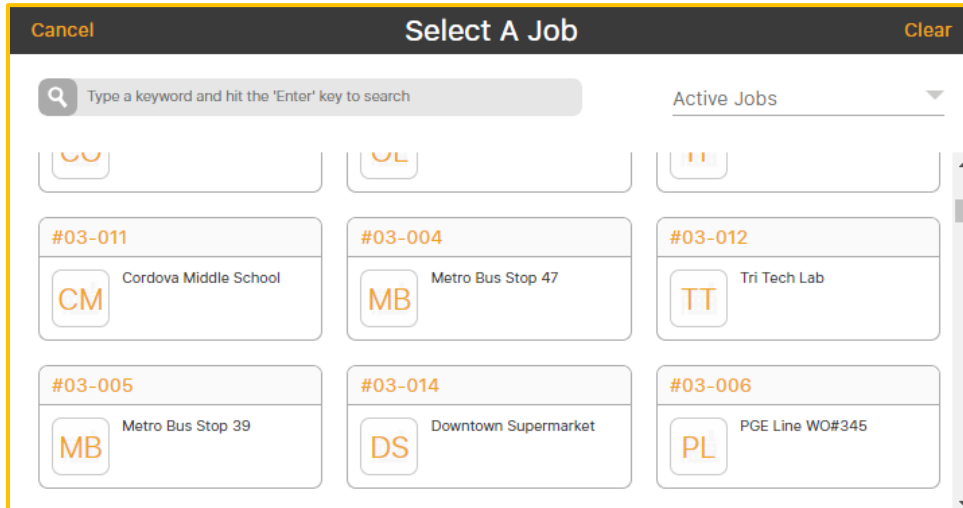
9. Select the appropriate data from the Master List with a click.

10. The data will auto-populate into the field.

11. Repeat these steps for other applicable fields.

12. Select Save.

Note: If < is selected all the line items entered can be viewed. The user can toggle between
+ and <.

Selecting <:

Distributions	+	+⁺
Description Not Specified	$	226.34
		🗑

Versus selecting +:

Distributions	<
Job (#03-004) Metro Bus Stop 47	🔍
Cost Code Not Specified	🔍
Expense Account Not Specified	🔍
*Amount 0.00	
Description Not Specified	
Tax Liability ($) 0.00	
Tax Amt. ($) 0.00	
Tax Group Not Specified	🔍
Retainage ($) 0.00	
Category Not Specified	🔍
Equipment Not Specified	🔍
Total: $226.34 (Balanced)	

To Add Multiple Distributions to the Receipt:

Multiple distributions may be added to a receipt at once. The system allows for 60 distribution items per receipt.

1. Select $+^+$ from the Distributions section (AP>Receipts>Receipts>select the specific receipt). A vendor must be added in the Header section first.
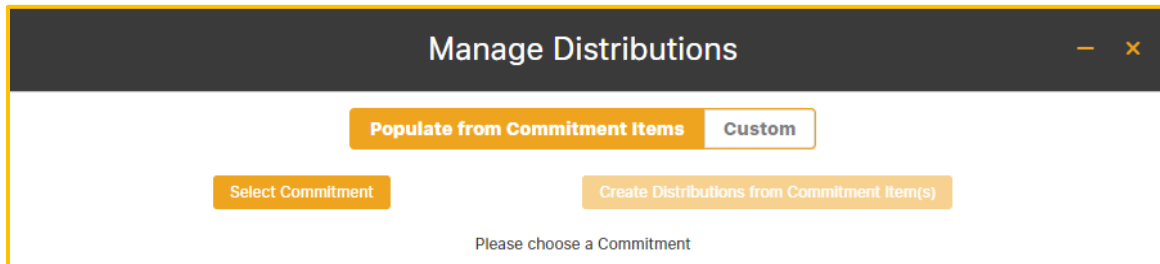
2. Select either Populate from Commitment Items or Custom.

▪ **Populate from Commitment Items** allows the user to select a Commitment and Commitment Items under that Commitment. This allows the user to code all the distributions to the same commitment with different commitment items.

▪ **Custom** only allows the user to specify the number of distributions to create with optional Descriptions and respective amounts. Each distribution will then need to be opened and individually coded.

To Use the Populate from Commitment Items Option:

1. Select +⁺ from the Distributions section (AP>Receipts>Receipts>select the specific receipt). A vendor must be added in the Header section first.

2. Select Populate from Commitment Items from the Manage Distributions Page.
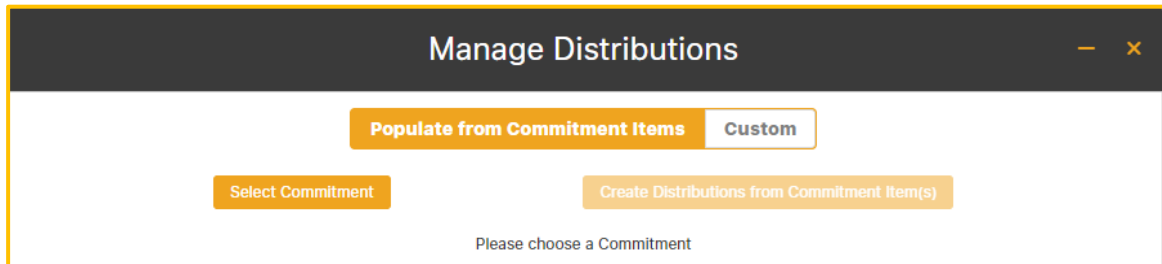
3. Choose Select Commitment.

4. From the Select Commitment Page, choose a Commitment.
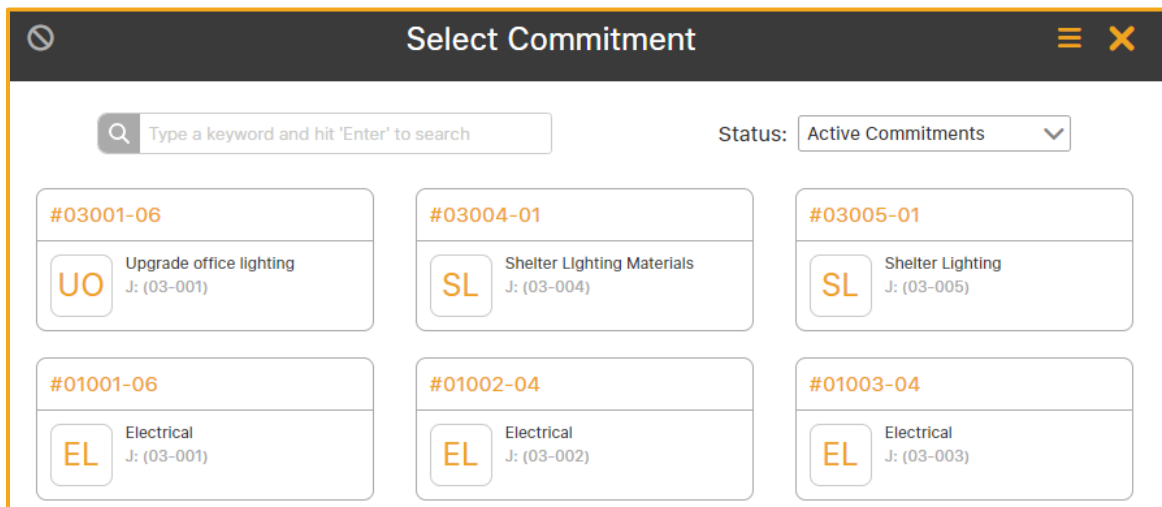
5. Select Create Distribution from Commitment Items back on the Manage Distributions Page.
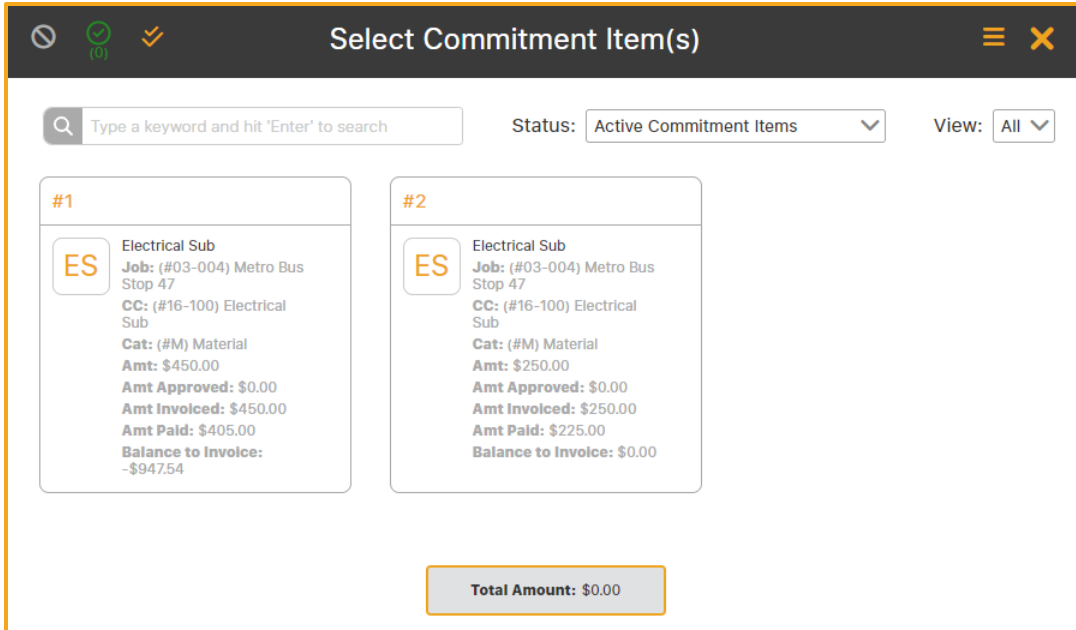
6. Select each Commitment Item from the Select Commitment Items Page.

7. Choose the Select the Selected Item [icon] icon.
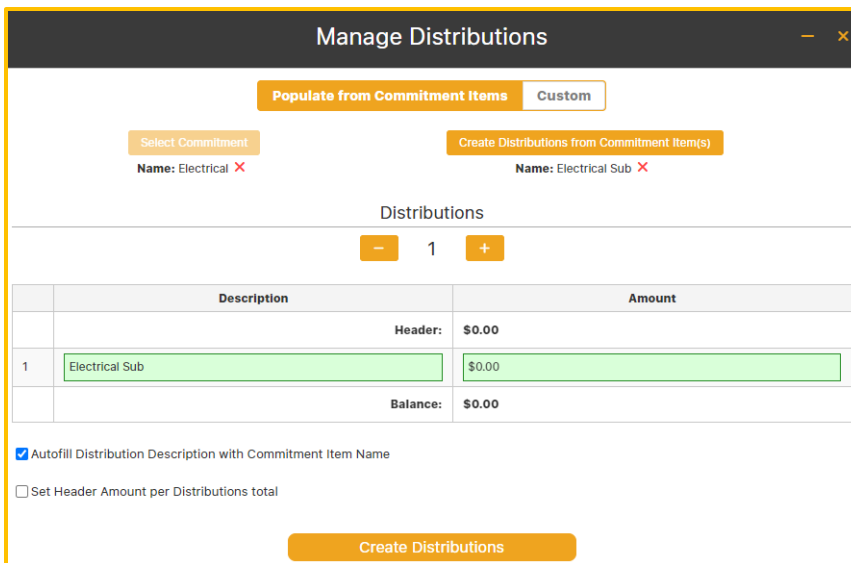
8. The user may check Autofill Distribution Description with Commitment Item Name box to fill the Description field automatically. If the Set Header Amount per Distribution total box is checked, the Amount field in the Header section will change to the Balance amount on the Manage Distributions Page.

9. Enter the amount for each Distribution.

10. Items can be removed from the Manage Distributions Page by selecting the X.

11. Select Create Distributions for new distributions or Update Distributions if this is an update.

To Use Custom:

1. Select $+^+$ from the Distributions section (AP>Receipts>Receipts>select the specific receipt). A vendor must be added in the Header section first.

2. Select Custom from the Manage Distributions Page.
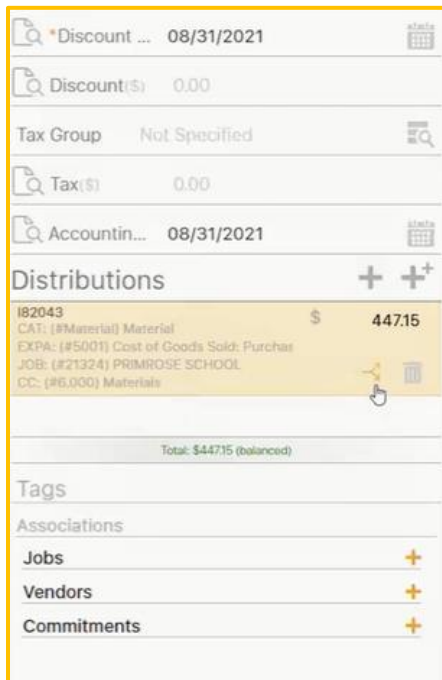
3. Using the − or + toggle to the number of distributions.

4. Select on the Description Field

5. Enter a Description.

6. Select the Amount Field.

7. Enter the Amount.

8. If the Set Header Amount per Distribution total box is checked, the Amount field in the Header section will change <u>to</u> the Balance amount on the Manage Distributions Page.

9. Select Create Distributions, or Update Distributions if a modification is being made to an existing distribution.

10. The amounts will automatically fill in as Distribution line items on the invoice.

11. Items can be removed from the Manage Distributions Page by selecting the X.

12. If the Balance ⚖ icon appears, it indicates that the Distributions do not balance, and requires additions or subtractions to achieve balance.

To Split Distributions:

The hh2 system allows for an additional way to split distributions.

Use Case: This feature can be used for scenarios such as separating Sub-totals and Taxes into separate line items or splitting a Job into multiple Cost Codes. Other uses may apply.

1. Click on the Distribution on the Receipt Detail Page (AP>Receipts>Receipts>select the specific receipt)
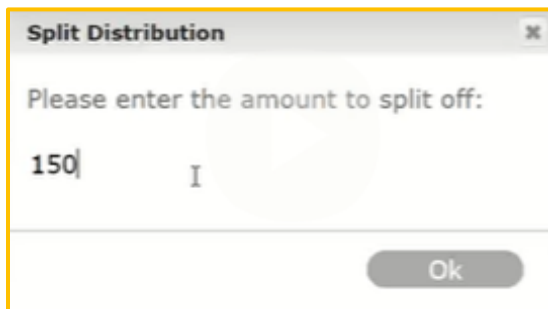
2. Select the Split icon.

3. Enter the amount to be split.

4. Select Ok.

5. The Distribution will now display two separate distribution line items, with the amounts automatically calculated. Notice that it copies the original coding.

6. Click on <u>each</u> split Distribution and take the steps that follow.

7. Scroll to the Cost Code and Cost Type data fields.

8. Type the appropriate Cost Code and Cost Type or use the Magnifying 🔍 icon to search for and select them.

9. If the Distribution is not balanced, a balance icon will display. If clicked, hh2 will balance the out of balance distribution.

To Delete a Distribution on a Receipt:

1. Select the Delete 🗑 icon.
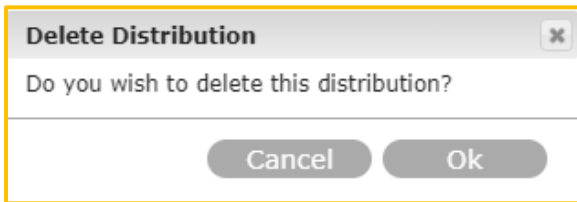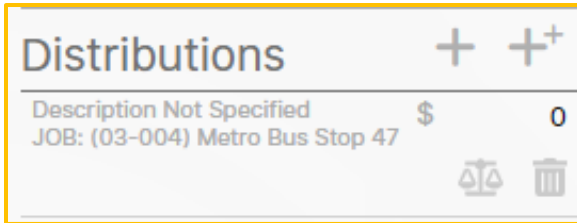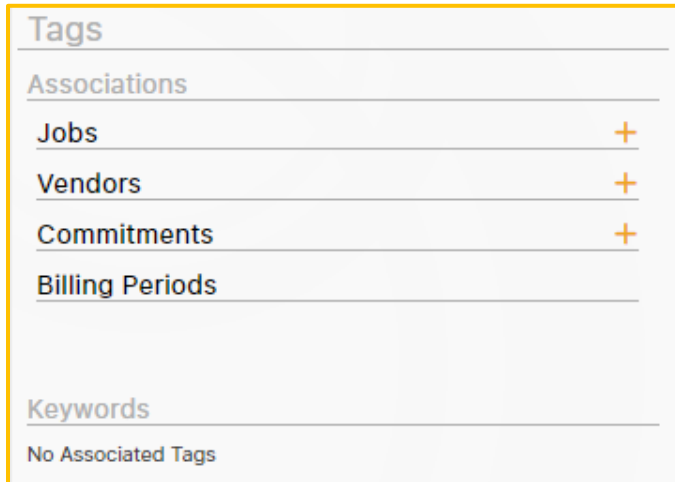
2. Select Ok.

3. The Distribution will no longer be displayed in the Distributions section.
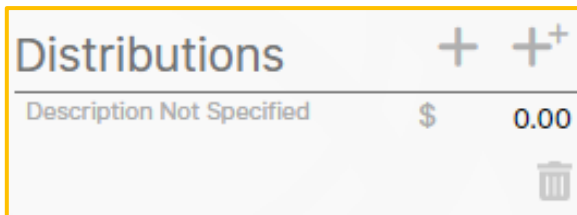
Note: Receipts will remain in the cardholder's Receipt Primary Queue (AP>Receipts>Receipts) until the Administrator uploads the credit card transactions and they are matched with the receipts. This is true even when the Header and Distribution are properly coded.

Tags

The Tags section is located beneath the Distribution section. Tags are used as a search tool to rapidly find Jobs, Vendors, Commitments and Billing Periods. Keywords may also be used in the search. Tags are optional.

To Use a Tag for a Search:

1. Select + next to the Search Field.

2. Select the search item from the Master List.

3. The Tag will now display under the Tags section.

Note: Users must have permissions in the Document Flow User Setup to add Tags.

To Add a Tag:

1. Select + next to the Search Field
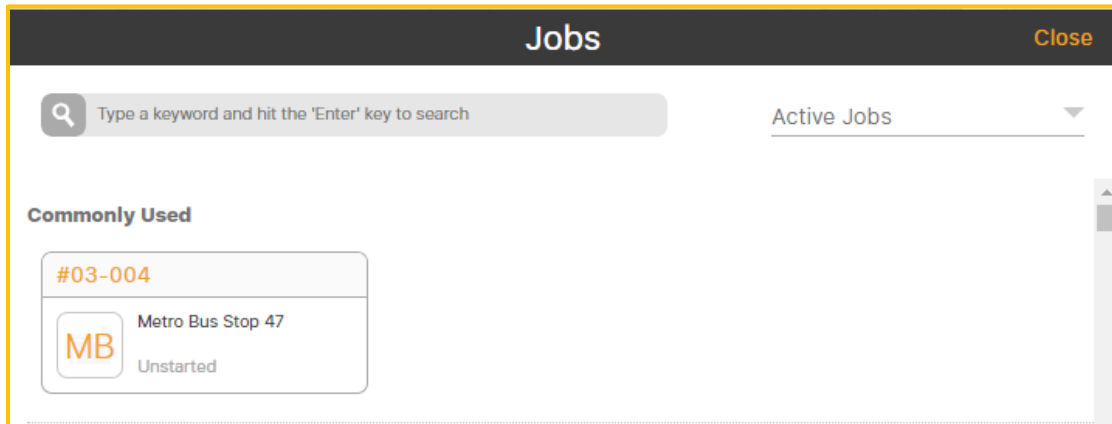
2. Select the search item from the associated Master List.
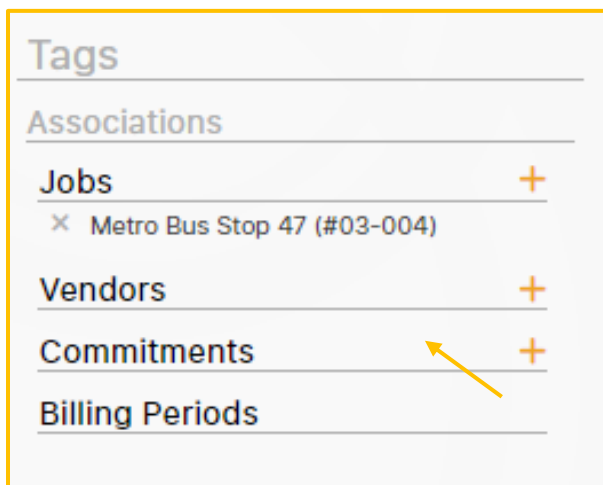
3. The Tag will now display under the Tags section.

To Remove a Tag:

1. Click the X to the left of the Tag.
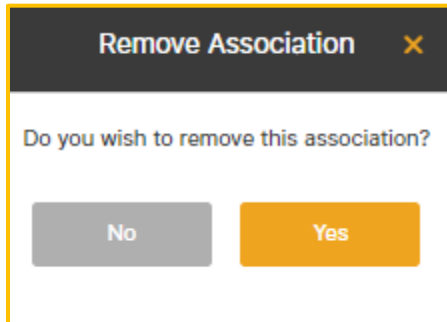
2. Select Yes.

3. The Tag will no longer display.

Potential Scenarios in Which the Receipt is not Properly Coded

In a perfect world, the cardholder makes the purchase and immediately captures an image with their camera using the hh2 app in the field. They then upload the image and code both the Header and Distribution data fields immediately. The Administrator then uploads transactions from the bank, the receipt turns into an invoice which goes through the Workflow to final review and then export into the accounting system. However, there are circumstances where this does not always happen. How the Workflow List (AP>Configuration>Workflow List) is set up will impact potential scenarios. Here are some examples of what may occur when a credit card receipt is not properly coded.

Scenario 1: Distribution information is not coded.

In this scenario the Header information is coded, but the cardholder does not enter Distribution information. If Distribution information is not coded, the process follows the directives in the Workflow List (AP>Configuration>Workflow List). For instance, the Workflow <u>may</u> direct the receipt to return to the cardholder. In that case, the receipt will return as an <u>invoice</u> in the cardholder's <u>Invoice</u> Queue (AP>Documents>Invoices>Primary Queue). This process will require the cardholder to code the Distribution information before it moves forward in the Workflow. Since the receipt is now considered an invoice, it will be displayed in the Invoice Primary Queue and not on the Receipts Page.

Navigation: AP>Documents>Invoices>Primary Queue
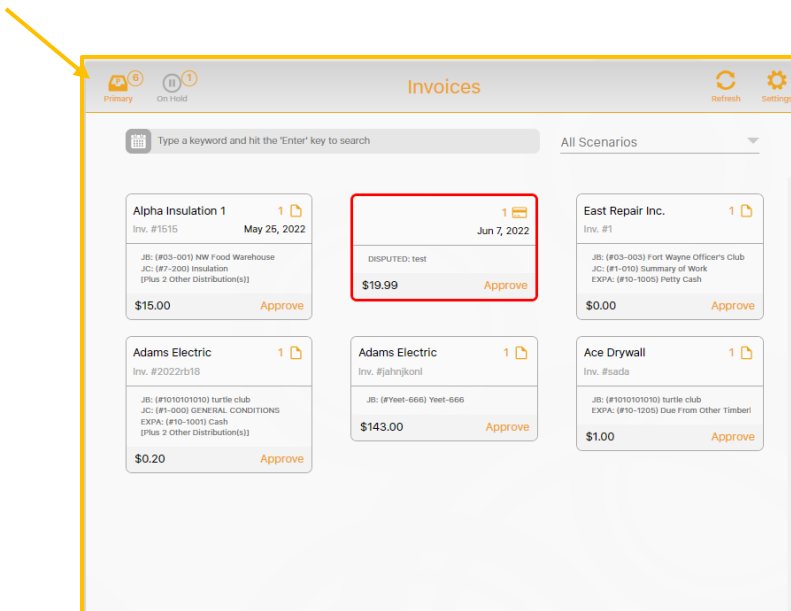
This is an example of how a Credit Card Workflow may appear on the Workflow List. In this example, if there is no Distribution to a Job or G.L., the credit card invoice is returned to the cardholder for coding for approval. Again, Workflow Setups will vary by the construction company's preference.
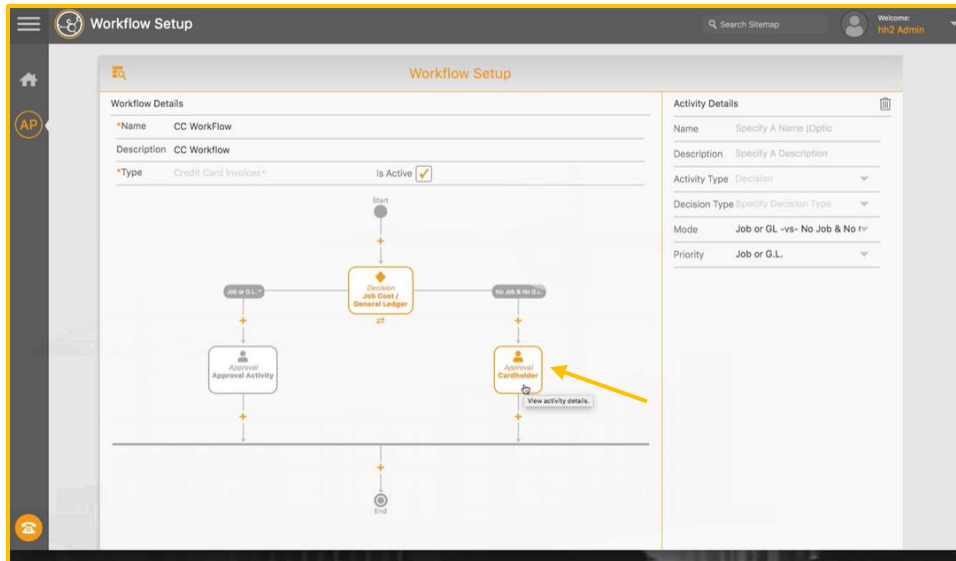
Scenario 2: The Cardholder Forgot to Upload or Lost a Receipt:

In this scenario, the credit cardholder forgot to upload a receipt or cannot find a receipt. When the Administrator uploads the credit card transactions from the bank, there is no match for that transaction. Again, what occurs next is dependent on the configuration of the Workflow List (AP>Configuration>Workflow List>select the Workflow for credit cards). This credit card transaction will also turn into an <u>invoice</u> after the credit card import and can be found in the Invoice Queue (AP>Documents>Invoices>Primary Queue).
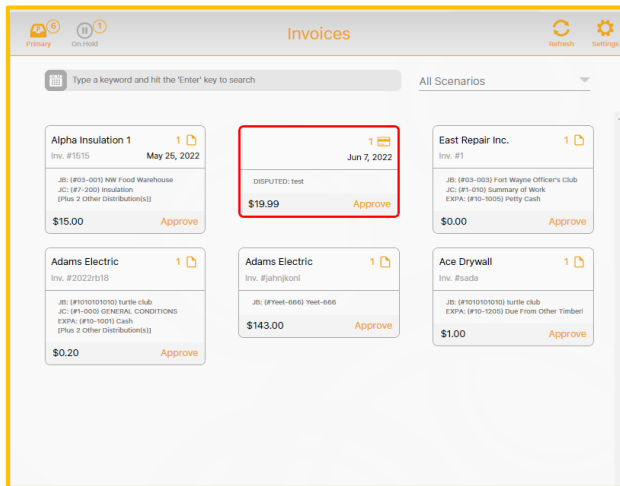
It will display in the cardholder's Primary Queue using an auto generated placeholder invoice that has a default image with transaction date (either from the credit card statement or the receipt based on how the Credit Card Group is set up) and amount. It will be bordered in red. When the invoice is selected with a click, the system drills down into the Invoice Detail Page. Invoices that were auto generated will appear like the following example, with an indication that it was Auto-Generated:
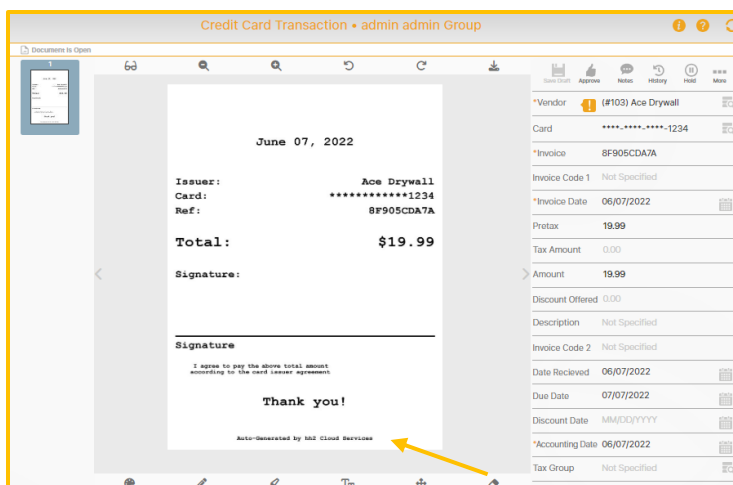
Step 3: Import Credit Card Transactions

After the receipt has been uploaded and coded, the Administrator then uploads the credit card transactions from the bank statement. This can be done on a daily, weekly, or monthly basis depending on the Administrator's preference and/or what their bank allows.

The receipt stays in the credit cardholder's Receipt Queue (AP > Receipts>Receipts>Primary Queue) until the Administrator uploads both the credit card transactions and the receipt matches a transaction. This matching process transforms the transactions into a credit card <u>invoice</u>.

There are three sub-steps to the Import Credit Card Transactions process:

1. The Integration Format Setup (done by the Administrator)

2. Importing of the credit card transactions from the bank (done by the Administrator)

3. Refreshing the Receipts Page to remove receipts that matched with uploaded credit card transactions. This should be done regularly by the cardholder.

To Set up the Integration Format:

Navigation: AP> **Configuration**>**Integration Formats**

The purpose of the Integration Format is to configure the hh2 system to match data fields on the credit card electronic statement from the bank. Typically, setting up the Integration Format is a one-time event, unless the bank statement changes. However, there are cases in which the bank statement fields vary greatly from the hh2 format, and the Integration Format may have to be configured on each upload. It is recommended that when changing Integration Formats, the Administrator contact Customer Support for assistance, as this can impact the export process. Notice the warning that displays.

To Create a New Format:

1. Navigate to AP>Configuration>Integration Formats.
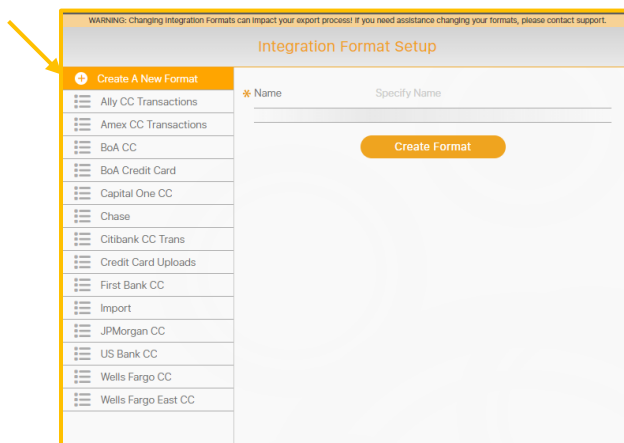
2. Select ⊕ Create a New Format in the upper left corner.

3. Enter the Name of the format. The Name used often reflects the bank name for easy tracking.

4. Select Create Format in the center of the Integration Format Setup Page.
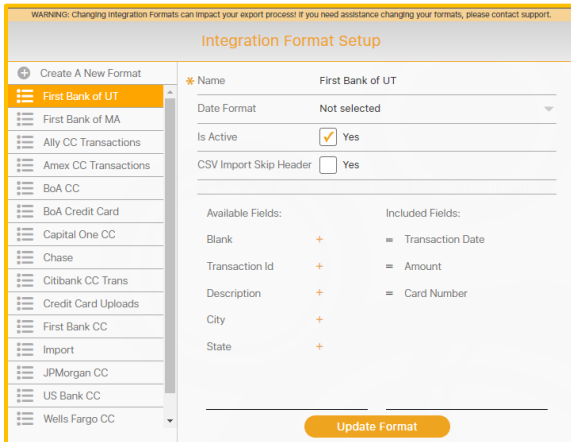
5. Select a Date Format that matches the format on the electronic bank statement.

6. Check the Is Active Yes box to make the Format Active.

7. By checking the CSV Import Skip Header box, the Header Row of the CSV file will be ignored during the credit card transaction import process.

8. Review the electronic bank statement and determine which fields are needed for configuration. Transaction Date, Amount and Card Number are required by hh2.

9. Make a backup copy of the electronic bank statement to save prior to making any modifications.

10. Next, prepare the electronic bank statement for matching with the configured fields in the hh2 system. On one of the copies of the electronic bank statement, remove any field columns that do not match the fields that will be configured in hh2. Below is a sample electronic bank statement. The only fields required are the Transaction Date, Card Number and Amount. However, some construction companies prefer to upload additional data fields besides the required fields. In this case the construction company included the Transaction Id (in column A), the Cardholders Name (in column B), the Card Number (in column C), the Transaction Date (in column D), the Merchant (in column E) and the Amount (in column F). All other columns were removed. Remove all columns from the electronic bank statement expect the fields containing the required data and the additional preferred data.
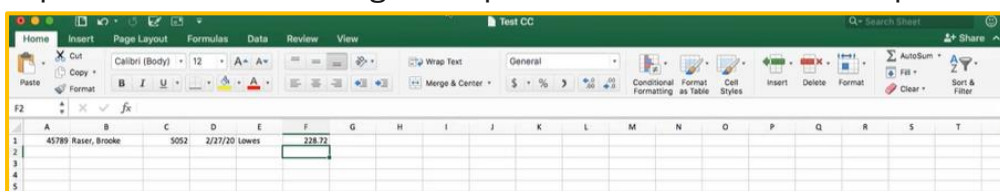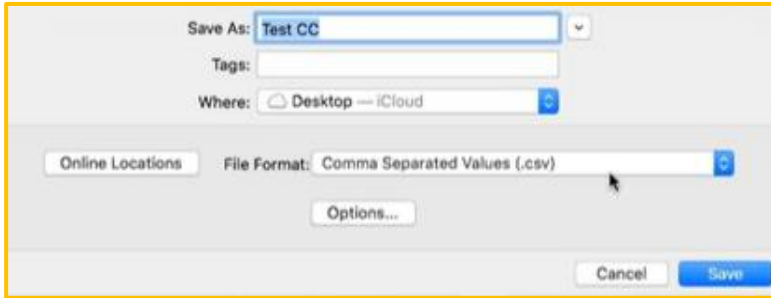
11. Save the file in CSV format.

12. Return to the newly added Integration Format Setup Page (AP>Configuration>Integration Formats) in hh2. The left side of the Integration Format Setup Page represents the Available Fields. The fields on the right side represent fields that have been selected and will be included in the upload. To include a field, simply select +. The field will move to the Included Fields column. To remove a field from the Included Fields column, select -. The three required fields (Transaction Date, Amount and Card Number) cannot be removed. Blank fields can be added and used for the construction company's additional preferred data.
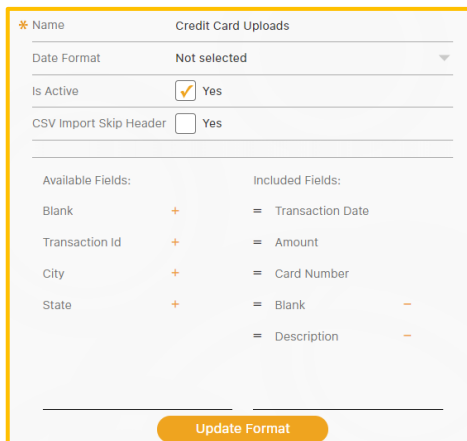
13. Order the fields on the Integration Format Setup Page to match the CSV file order by clicking the field and dragging the field to the proper position. In this example, notice that when comparing to the CSV file layout, Transaction Id (in column A) is the first on the Included Fields, the Cardholder's Name (in column B) is represented by the Blank Field, the Card Number (in column C) is listed next. The Transaction Date matches column D. The Description is next, used in this case, to match the merchant's name (in column E). Finally, the Amount is ordered last to match the amount in column F. This is just an example and can be configured to meet the construction company's needs.
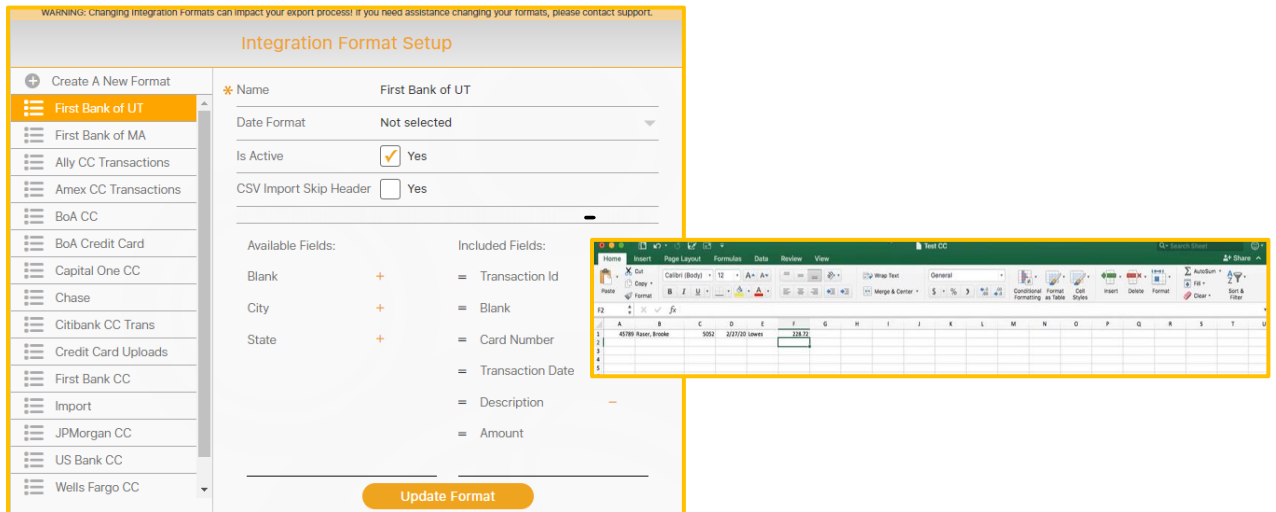
14. Select Update Format.

15. A message stating the format was successfully created appears and the format will now display on the Integration Format Setup Page.

Notes:

▪ Four, five or six digits of the Card Number are accepted by hh2. This is dependent on how the Credit Card Group is set up. The Card Number is automatically tied to the cardholder. However, a Blank field can be associated with the cardholder's name. Simply add it and place it in the correct order that matches the electronic bank statement.

▪ The Transaction Date must utilize slashes on the electronic bank statement.

▪ The Description Field is often used for the Merchant Name but can be used to meet the needs of the construction company.

Import Credit Card Transactions

Navigation: AP>Documents>Import Credit Card Transactions

Once the Integration Format is set up, the Administrator can complete the next step of the Credit Card Transactions import.

1. Select the Card Group using the Magnifying icon.

2. Select the Format name.

3. If the Bank does not provide Transaction Identifications, check the Generate Transaction IDs box. The transaction id will be the invoice number.

4. The Prevent Data Loss box, when checked, will stop uploads if the data is truncated during the import process.

5. A variety of Dates can be selected (Accounting, Received, Discount, and Payment).

6. Select the Import ![Import icon] icon.

7. Browse for Files or simply drag and drop the file. If browsing, select the CSV file and select Open.

8. Select Upload Documents.
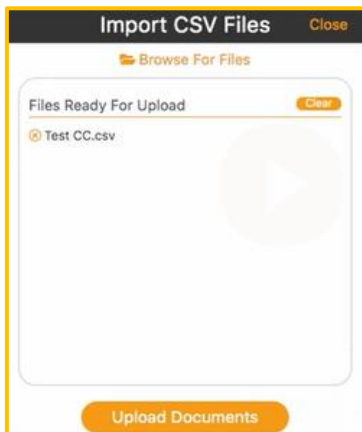
9. An Upload Successful message will display. Once the import has been performed, the status can be found in the Import Log tab on the Import Credit Card Transactions Page (AP>Documents>Import Credit Card Transactions).

Refreshing the Cardholder's Receipts Queue

Navigation: AP>**Receipts**>**Receipts**
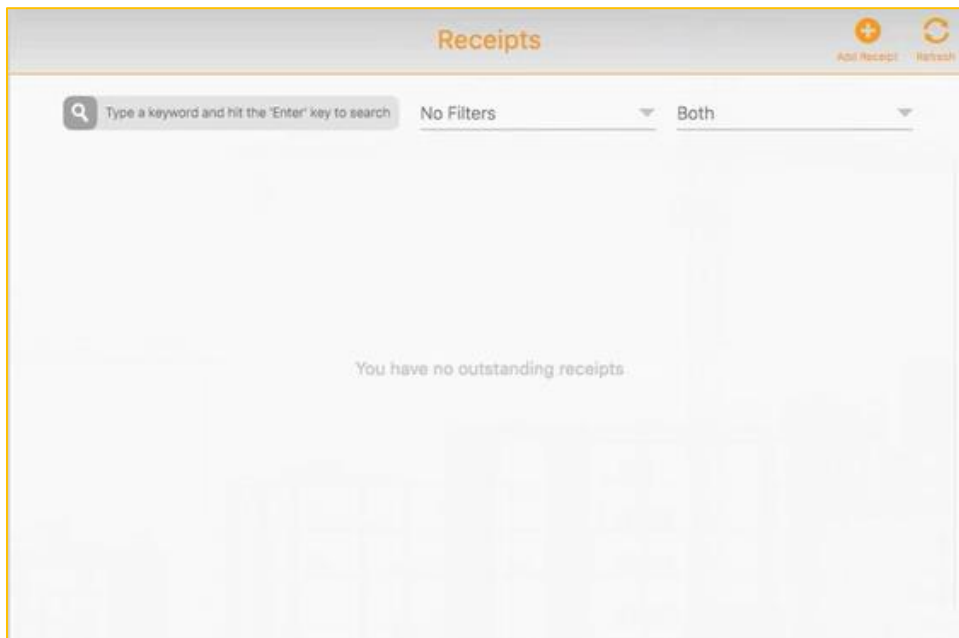
The final step in the Import Credit Card Transaction step is a Receipts Refresh by the cardholder. The cardholder will want to periodically refresh their Receipts Page using the Refresh ⟳ icon. As receipts are uploaded and successfully matched with credit card transactions, they will be removed from the Receipts Page for the credit cardholder. The receipt is now a Credit Card Invoice which appears in the Invoice List for the Administrator (and others with permissions). For the cardholder, the goal is to have an empty Receipts Page.

If a receipt does not disappear from the cardholder's Receipts Page, it means the receipt 1) did not match a credit card transaction, or 2) the Administrator has not yet uploaded the credit card transaction.

Note: A receipt that did not match a credit card transaction can be forced to match by making changes in the Header section. See To Code the Header of a Receipt. Or, it can be deleted on the Receipt Detail Page, using the Delete 🗑 icon.
(AP>Receipts>Receipts>Click on the Credit Card Receipt> Receipt Detail Page).

Step 4: Move the Credit Card Invoice through the Workflow

After the AP Manager or Administrator imports the credit card transactions and the system matches them to credit card invoices, the credit card invoices are sent through the Workflow by job role. The credit card invoice will move through the Workflow based on the Workflow set up for credit cards (AP>Configuration>Workflow List>select the specific Workflow with a click).

When the credit card invoices are generated, they automatically start to flow through Workflow assigned to the Credit Card. For instance, an American Express credit card may be assigned to one Workflow, while Bank of America is assigned to another. The Default Workflow for the credit card is assigned to the Credit Card (AP>Configuration>Credit Cards>Group Details>Default Workflow) and determines which Workflow will be utilized.

During Workflow routing, the cardholder will work from Invoices (AP>Documents>Invoices):

Or from the Home Page>Welcome Back>Document Flow>Invoices).
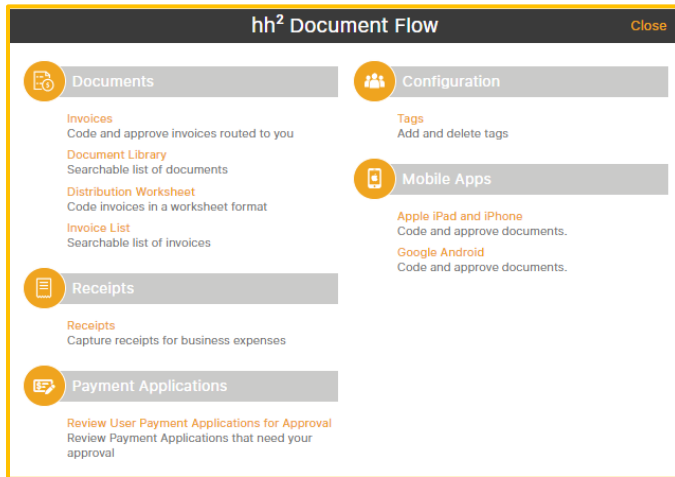
The AP Manager and/or Administrator will work from primarily from the Invoice List (AP>Documents>Invoice List).

Note: When the AP Manager/Administrator is part of the Workflow, they can also access, approve, and manage credit card invoices via Invoices (AP>Documents>Invoices). The Invoice List (AP>Documents>Invoice List) allows the AP Manager/Administrator to access, approve, manage, and export <u>all</u> invoices. Likewise, if provided permissions (AP>Configuration>Document Flow Users>Document Flow Permissions>Invoice Inquiry>All Invoices), other users may also access all invoices from the Invoice List. They simply will not have export privileges.

What Happens for the Cardholder after the Credit Card Import:

Once the credit card transactions are imported, receipts become credit card invoices which are sent through the credit card invoice Workflow. Most of the time, a credit cardholder is done with the receipt once it is captured, uploaded, and coded. Therefore, the Workflow generally does not direct back to a credit cardholder unless a credit card invoice is missing information. When credit card invoices require attention, the process for managing credit card invoices for the cardholder is a little different from the process for the AP Manager/Administrator. The AP Manager/Administrator will work from the Invoice List, while the cardholder will work from the Invoice Detail Page or from Receipts depending on the system configuration.

When the Invoice Generation Field is set to Converted from Receipts

When the Credit Card Group (AP>Configuration>Credit Cards>specific Credit Card group>Group Details) has Invoice Generations set to *Converted from Receipts*, the receipts will display in AP>Receipts>Receipts. They will then need to be manually matched with existing invoices or converted to credit card invoices.

Likewise, prior to the Importing Credit Card Transactions step, receipts remain on the Receipt Detail Page and are still considered receipts. On the Receipt Detail Page, the cardholder has the following options:

- Save

- Delete

- Write Notes

- Attach Supporting Documents

See [Available Tools on the Receipt Details Page](#).

When the Invoice Generation Field is set to Imported

When the Credit Card Group (AP>Configuration>Credit Cards>specific Credit Card group>Group Details) has Invoice Generations set to *Imported*, the receipts are now considered credit card invoices and cardholders will work from the Invoice Detail Page (AP>Documents>Invoices) after the import.

If the credit card invoice requires attention, the cardholder will work primarily out their Primary Queue from Invoices (AP>Documents>Invoices>Primary Queue>select the invoice>Invoice Detail Page or Home Page>Welcome Back>Document Flow>Invoices>Primary Queue>select the invoice, Invoice Detail Page). Both navigations take the user to the Invoice Detail Page.

The Invoice Detail Page

After the credit card transactions have been matched. Receipts now become credit card invoices and move through the credit card Workflow based on Workflow List setup. As noted, most of the time, a credit cardholder is not in the Workflow unless a credit card invoice is missing information. If a credit card invoice requires additional attention by the cardholder, it can be accessed in AP>Documents>Invoices>in their Primary Queue. By selecting an invoice, it brings the user to the Invoice Detail Page. **Note:** Those in the Workflow can also access credit card invoices from this location.

The Invoice Detail Page provides functionality beyond what is available on the Receipts Detail Page. By selecting More…, those in the credit card invoice Workflow can perform the following functions on the Invoice Detail Page:
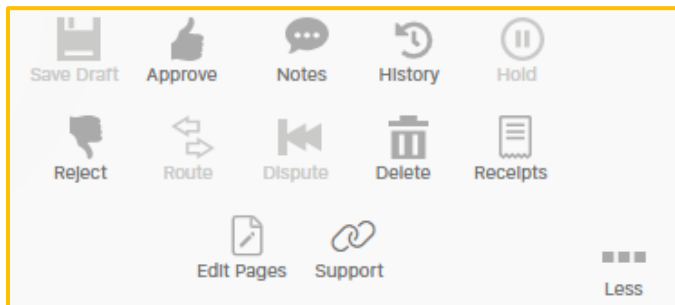
- Upload a receipt-requires permissions on the Document Flow User Setup

- Write notes about the invoice

- Put the invoice in the Hold Queue

- Reject the invoice

- Route the invoice to a job role in the Workflow

- Dispute the invoice

- Delete the invoice

- Edit Pages

- Manage Supporting Documents

To Upload a Receipt to Match the Credit Card Transaction:
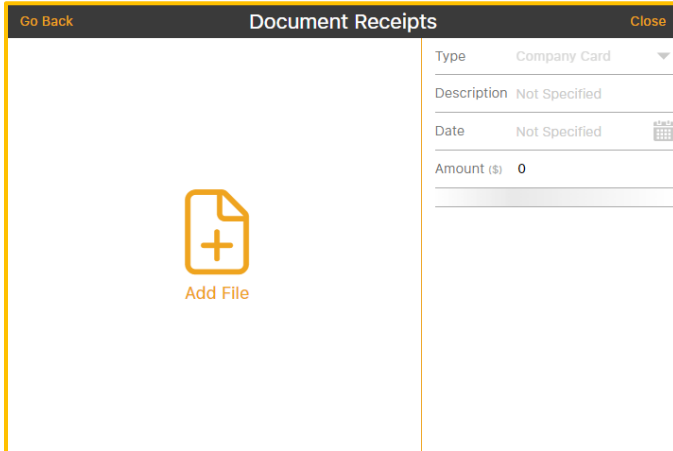
This feature provides the credit card holder the opportunity to upload any missing receipts that were not matched with a credit card transaction.

1. Navigate to AP>Documents>Invoices.

2. Click on the appropriate Queue (Primary, On Hold). In the case of the receipt being returned to the cardholder, the receipt will be in the Primary Queue.

3. Click on the Invoice (the receipt without the matching credit card transaction). This brings the user to the details of the Credit Card Transaction or the Invoice Detail Page.

4. Select More…

5. Select Receipts.
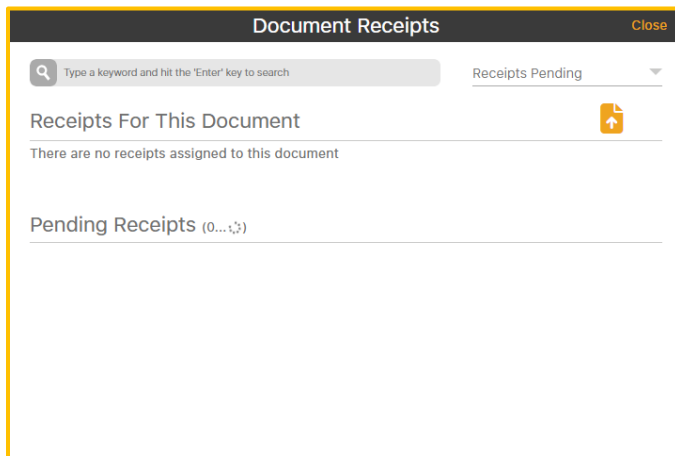
6. Use the Picklist to filter receipts in the following manner:

    a. **Pending:** Receipts created by the user currently logged in which have not been associated with an invoice before.

    b. **All My Receipts:** Receipts created by the user currently logged in.

    c. **All: All** receipts.

7. If any documents populate when using this filter, the user can select + to associate the receipt record with the invoice. Or the user can add a new receipt by selecting the Upload icon and proceed with the steps that follow.

8. Select the Upload ![icon] icon.

![Document Receipts screen with Go Back and Close buttons, Add File area on the left, and Type (Company Card), Description (Not Specified), Date (Not Specified), and Amount ($) 0 fields on the right]
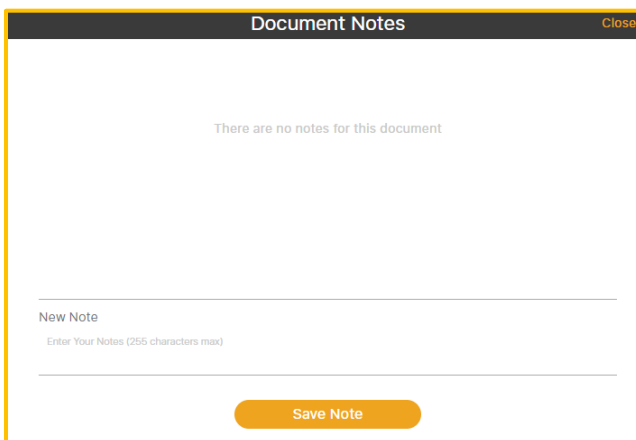
9. Select Add File

10. Select the file and Open.

11. Select Close.

To Make a Note about a Credit Card Invoice:

This provides a means for the user to communicate with others in the Workflow about the credit card invoice.

1. Select the Notes ![Notes icon] icon.

![Document Notes screen with Close button, "There are no notes for this document" text, New Note field "Enter Your Notes (255 characters max)", and a Save Note button]

2. Enter the note.

3. Select Save Note.

To View the Invoice History:

This allows the user to view the credit card invoice's history.

1. Select the History ⟲ icon.
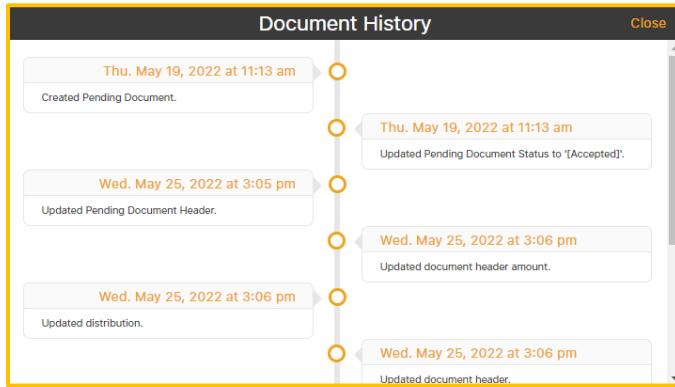
2. Scroll, if needed.

3. Select Close.

To Place a Credit Card Invoice on Hold:

This allows users to place an invoice on hold before progressing it through the Workflow.

1. Select the Hold ⏸ icon.
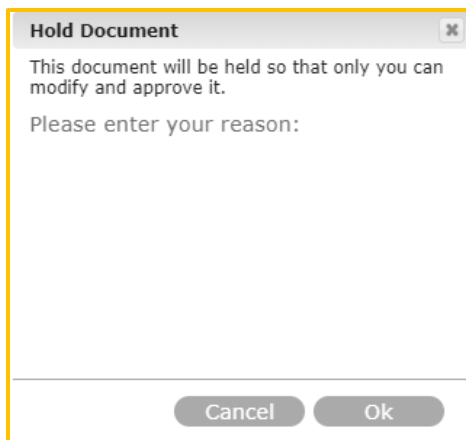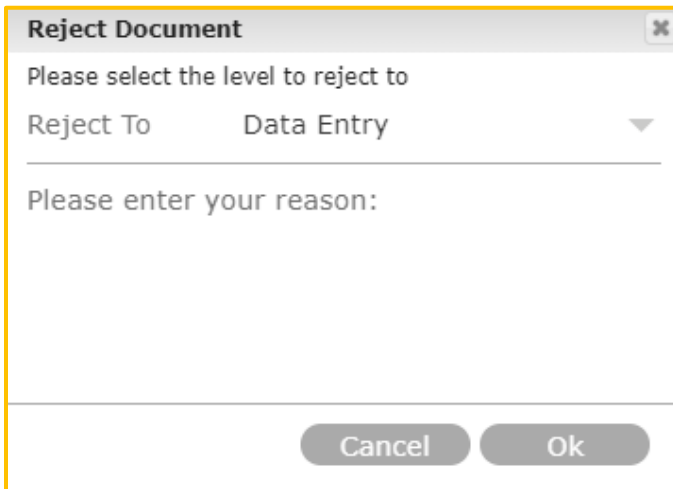
2. Enter the required reason for the Hold.

3. Select Ok.

4. This will place the invoice in the cardholder's On Hold Queue.

To Reject a Credit Card Invoice and Send it to Data Entry:

Reject allows the user to move the credit card invoice to a job role in the Workflow below them (including Data Entry).

1. Select More...

2. Select the Reject ![Reject icon] icon.

3. Select Data Entry from the dropdown arrow.

4. Enter the required Rejection Reason.

5. Select Ok.

6. This will send the invoice to Data Entry for the AP Manager to modify or delete.

To Route the Document to Job Role or Group:

Allows the user to route the credit card invoice to job role or group in the Workflow.

1. Select More…

2. Select the Route [Route icon] icon.
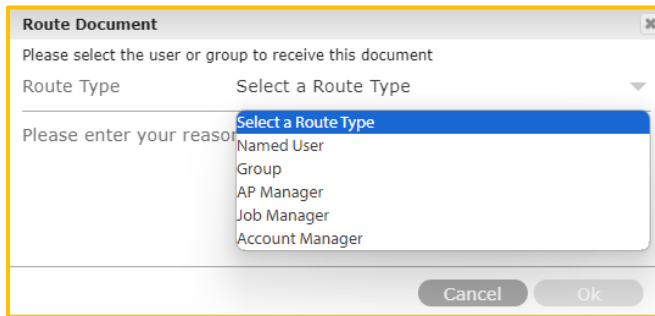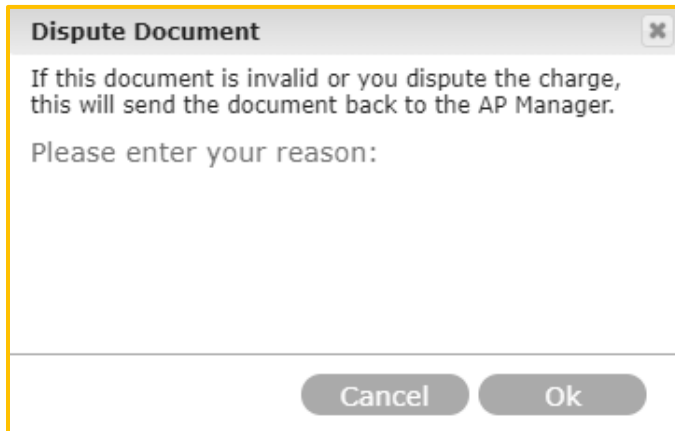
3. Select a Route Type.

4. Enter the required reason.

5. Select Ok.

To Dispute a Document:

This feature will send the credit card invoice to the AP Manager or above, unlike Reject which allows the user to send the rejected receipt invoice to any job role in the Workflow.

1. Select More...

2. Select the Dispute [icon] icon.

Dispute Document

If this document is invalid or you dispute the charge, this will send the document back to the AP Manager.

Please enter your reason:

Cancel   Ok

3. Enter the reason for the Dispute. This is required.

4. Select Ok.

5. The invoice will be sent to the AP Manager.

To Delete an Invoice:

1. Select More…

2. Select the Delete icon.

Delete Document   ✖

Please enter your reason:

Cancel   Ok
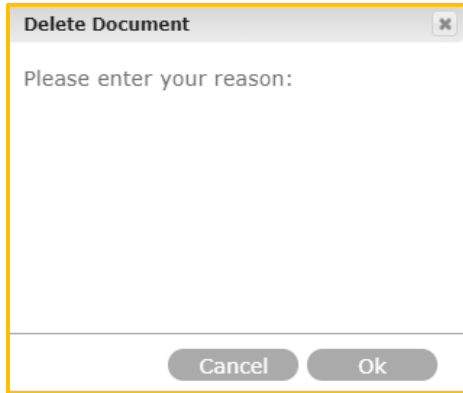
3. Enter the required reason.

4. Select Ok.

To Edit Pages with an Add to the Document:

1. Select More…

2. Select the Edit Pages icon.

3. Select + to add a document.
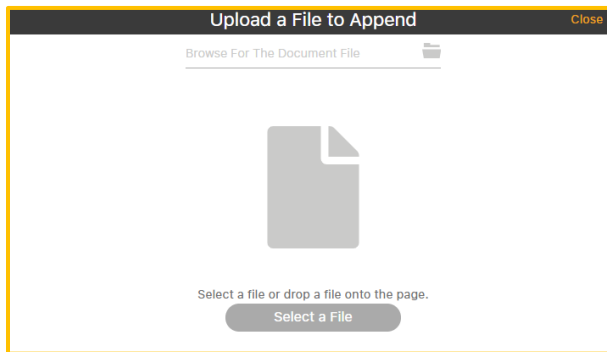
4. Browse and select, using the icon.

5. Select the file and Open.

6. Select Upload Document.

7. Select Submit Changes.

8. Or drag and drop the file onto the page, select Upload Document and Submit Changes.

To Edit Pages (Make a Deletion):

1. Select More…

2. Select the Edit Pages icon.

3. Select the Delete icon.

4. Select the Document to delete.

5. Select Submit Changes.

To Add Supporting Documents: See Supporting Documents

1. Select More…

2. See The Supporting Documents icon.

Annotation Tools on the Invoice Detail Page

On the Invoice Detail Page, there are several annotation tools on the bottom of the page.

1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor (cardholder)> Select the Invoice>Invoice Detail Page.
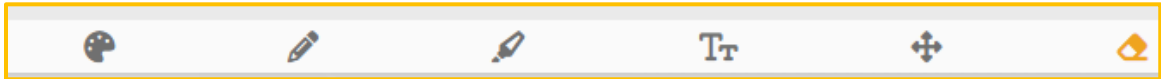
These tools allow the user to annotate the invoice with:

- **Color:** Color can be selected after the Pen or Highlighter tool is chosen using the Color icon.

- **Writing:** Pen marks allow the user to write on the invoice. Select the Pen icon to do so.

- **Highlights:** Highlights can be made on the invoice. Select the Highlight icon to do so.

- **Text:** Text can be added using the Text icon. Select the Text icon and type the text in the window the appears.

- Annotations can be moved using the Move icon and erased using the Erase icon.

What Happens for the AP Manager and/or Administrator:

The AP Manager and/or Administrator will work from the Invoice List.

Navigation: AP>Documents>Invoice List.
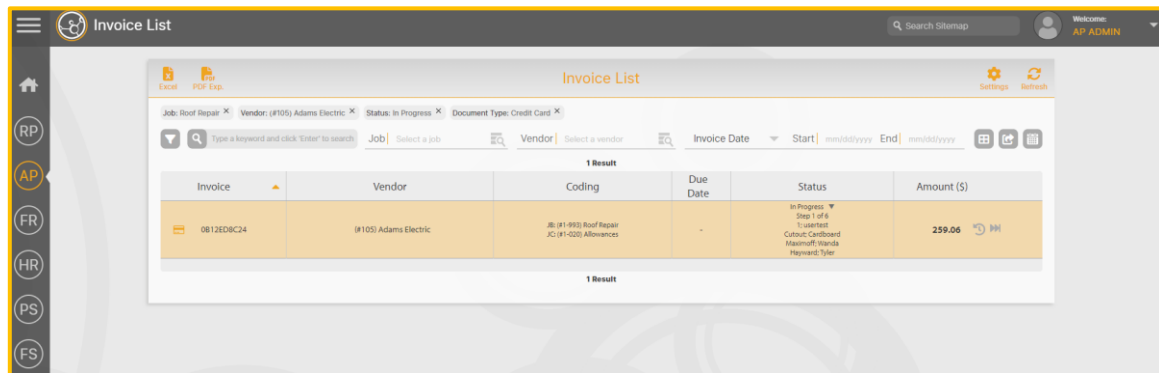
The Invoice List displays <u>all</u> credit card invoices within the system. Each credit card transaction line item creates a credit card invoice. Even when receipts are not fully coded, credit card invoices are created. **Note:** Non-credit card invoices will be displayed on the Invoice List Page. Credit card invoices are indicated by the Credit Card [icon] icon, while other non-credit card invoices are represented by the Invoice [icon] icon. Reimbursements are indicated by the Reimbursement [icon] icon. Reimbursement represent expenses paid with a non-company credit card, such as by cash or personal credit card.

Invoice List Notes:

- Only individuals with permissions are granted access to the Invoice List. This may include others besides AP Managers and Administrators.

- It is also the only place to Export invoices to the accounting system.

- Credit card invoices can be filtered and viewed in many ways in the Invoice List. One of the most common ways is by Status.

- Generally, AP>Documents> **Invoices** can be thought of as the place the user views receipts to Approve or Reject. In contrast, AP>Documents>**Invoice List** is where AP Managers/Administrators review and export credit card invoices to the accounting system.

- Along with exporting, the AP Manager and or Administrator can approve, reject, modify, delete, and route credit card invoices from the Invoice List. Available actions are dependent on the credit card Workflow List.

Invoice List Tools

There are a variety of tools available to the user on the Invoice List to ease the approval process.
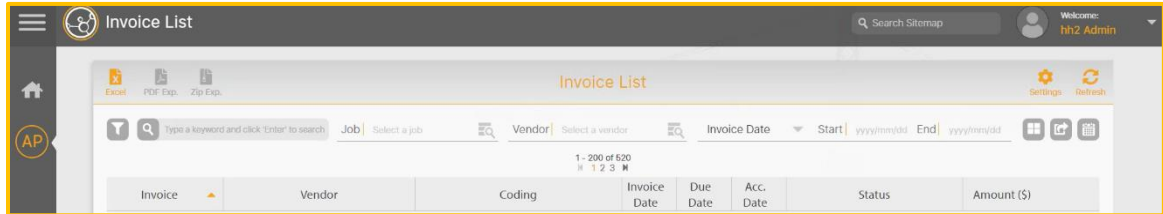
- **Excel:** The Invoice List can be imported into an Excel spreadsheet using the Excel spreadsheet icon.

- **PDF Exp:** Invoice List can be imported into a PDF document using the PDF icon.

- **Settings:** User settings for the Invoice List can be set using the Settings icon.
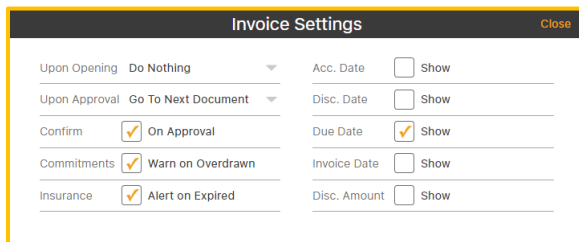
- **Upon Opening what should happen:** Nothing, open notes, open log, or open summary.

- **Upon Approval:** Go to the next document or do nothing.

- **Confirm on Approval:** When checked, it shows a confirmation upon approval.

- **Commitments:** When checked, shows a warning when commitments are overdrawn.

- **Insurance:** When checked, it shows an alert if vendor insurance is expired.

- **Dates:** When checked, the Accounting Date, Discount Date, Due Date, Invoice Date and/or Discount Amount will display as a column on the Invoice List.

- **Refresh:** The Invoice List Page can be refreshed using the Refresh ⟳ icon.

- **Search:** Credit card invoices can be searched using keywords in the Search Field, by Job, Vendor, various types of dates and by a date range.

- **Select All:** The Select All ⊞ icon will select <u>all</u> invoices in the current view (including all invoice types). To Deselect, click the icon.

- **Batch Export:** Use the Batch Export ↗ icon to Batch Export <u>all selected</u> invoices to Final Review.

- **Updates the Accounting Date for <u>all selected</u> invoices in Final Review:** To update the Accounting Date use the 📅 icon.

- **Filter Icon:** The purpose of the Filter 🔽 icon is to assist in locating specific invoices. **Use Case:** A typical use of this feature is to filter by invoice status, so the AP Manager can find all invoices in Final Review status prior to exporting.

To Filter the Invoice List:

1. Select the Filter 🔽 icon.

2. Select Add 🔽.
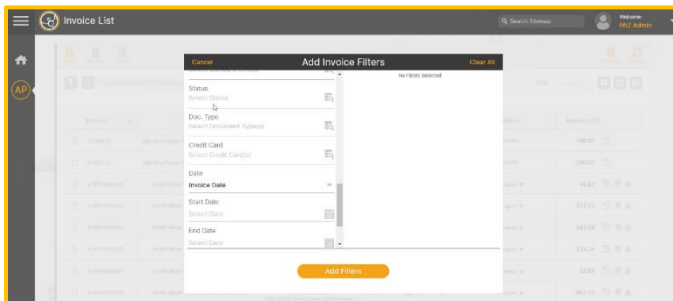
3. On the Add Invoice Filters Page, select the filter (in this example Status).
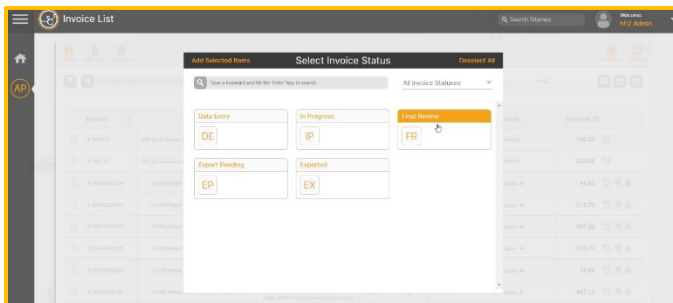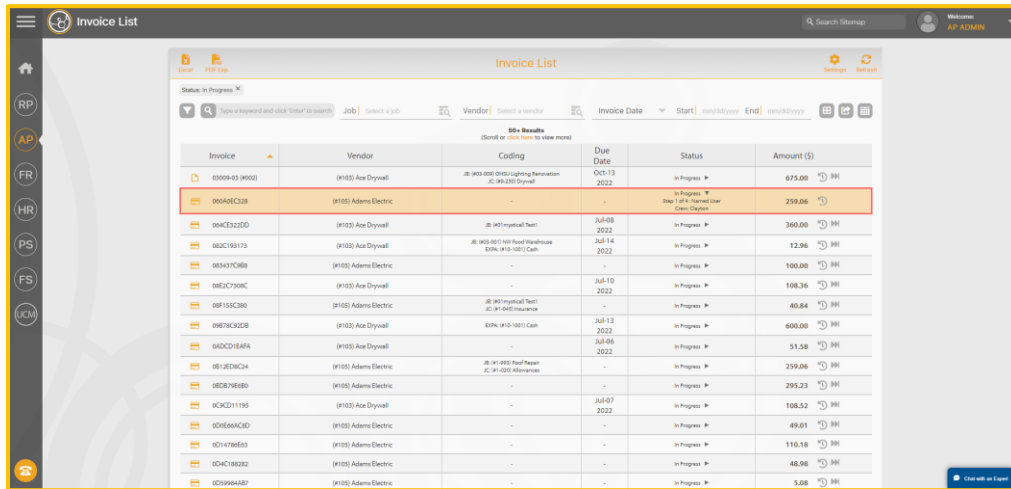
4. From the Master List of the data being filtered (in this case, Select Invoice Status), select the category to filter (in this case Final Review). **Note:** Multiple filters can be used.

5. Select Add Selected Items in the upper left corner.

6. Select Add Filters.

7. The selected Filters will be displayed on the top portion of the Invoice List.

8. To Remove a filter, use the X.

The Middle of the Invoice List Page

Navigation: AP>**Documents**>**Invoice List**

The Middle of the Invoice List provides valuable information.

The Invoice List provides:

- The type of Invoice: Credit card ▭ or non-credit card ▭ invoice. Reimbursements are indicated with the Reimbursement ▭ icon.

- The Invoice Number

- Vendor name

- Coding

- Date (as selected in the user Settings)

- Status (Data Entry, In Progress with routing information, Final Review, Export Pending and Exported)

- Amount

- Tools for viewing invoice history and approving and rejecting invoices.

In this example above, the second line (bordered in red) represents a credit card invoice that did not have coding. Any time the coding column is blank, it indicates the receipt was not properly coded. The hh2 system still created the invoice. Since the receipt was not coded, it was returned through the Workflow to the credit cardholder, as indicated by the In Progress status and the name of the cardholder tied to the credit card. It will display in the cardholder's Receipt Queue. The next line item represents a credit card transaction that was fully coded and moved forward in the Workflow to the AP Managers.

Credit Card Invoice Status

Navigation: AP>**Documents**>**Invoice List**

The Status column on the Invoice List offers important insights to the AP Manager, Administrator, and those with permissions to help track the progress of credit card invoices (and other invoice types) through the Workflow stages.

- **Data Entry:** Indicates an invoice was rejected or routed to Data Entry by any role in the Workflow. The invoice is moved to the Data Entry Page where the AP Manager or any user with data entry permissions can modify or delete the credit card invoice. With credit card invoices, they will only be sent to Data Entry if no Workflow is assigned in the Credit Card Group.

- **In Progress:** Indicates the credit card invoice is in the Workflow process. Using the downward arrow, the AP Manager and/or Administrator (and other permitted users) can view who in the Workflow is working with the credit card invoice.

- **Final Review:** Indicates the credit card invoice has been approved by the final approver in the Workflow and has reached End in the Workflow List. It is now ready for Export. The final approver is defined in the Workflow List (AP>Configuration>Workflow List) and is set to the construction company's preference. Typically, this is the AP Manager.

- **Export Pending:** Indicates the credit card invoice is in the process of exporting.

- **Exported:** Indicates the credit card invoice has successfully exported into the accounting system.

- **Export Failed:** A failure is denoted by the Failure icon. This indicates the export has failed. Place the cursor over the icon and the system will provide a message as to why the export failed. The error message comes from the accounting system.

Note: Prior to making final approval, the last job role (typically the AP Manager) will conduct a review of all invoices. This is not to be confused with the Final Review status, in which invoices have been approved and ready for export. While conducting a review (prior to the final approval), many AP Managers will utilize available reports in the hh2 system.

Additional Tools on the Credit Card Invoice Line Item

Navigation: AP>**Documents**>**Invoice List**

The History 🕔 icon allows the user to view the credit card invoice history.

The Skip ⏭ icon moves the invoice to the next job role or step in the Workflow. **Use Case:** This is commonly used if a member (job role) in the Workflow is on vacation and others do not want the process to be held up. Skip is used to promote the invoice to the next level. See [Skipping (Promoting) a Credit Card Invoice through the Workflow](#).

The Reject 🚩 icon will reject the credit card invoice and send it to Data Entry. See [Rejecting a Credit Card Invoice in the Workflow from the Invoice List](#).

Approving a Credit Card Invoice from the Invoice List

Navigation: AP>**Documents**>**Invoice List**

The Approve icon on the Invoice List will approve the credit card invoice and move it to the next level in the Workflow.

When the AP Manager is NOT in the Workflow:
Some AP Managers prefer to only approve credit card invoices just prior to exporting them into accounting system and not be a part of the Workflow, as an approver. In this case, the Approve icon will <u>not</u> appear on the Invoice List. AP Managers can still make modifications, but their only requirement is to export.

When the AP Manager is in the Workflow:
Other AP Managers prefer to be a part of the Workflow to provide an additional opportunity to review the invoice. In this case, the Approval icon will display. Likewise, the credit card invoice will also display in the AP Manager Primary Queue (AP>Document Flow>Invoices). The AP Manager can approve the credit card invoice from either location (the Primary Queue or the Invoice List). In other words, AP Managers only approve, if they are the final approver in the Workflow. **Note:** The Distribution Worksheet provides another location for AP Manager to approve invoices of all types in batch.

To Approve the Credit Card Invoice from the <u>Invoice Detail Page</u> **-when the AP Manager is a Member of the Workflow:**

1. Navigate to Documents>Invoices>Primary Queue>Select the Invoice>Invoice Detail.

2. Select the Approve 👍 icon.

3. Select Approve Invoice.

4. The Workflow set up will determine the next step. Once the Workflow Setup has reached End in the Workflow List, the Credit Card Invoice will be in Final Review status.

5. Or the AP Manager may just opt to approve directly from the Invoice List Page (AP>Documents>Invoice List).

To Approve a Credit Card Invoice and Send it to Final Review from the <u>Invoice List</u>**:**

1. When the AP Manager/Administrator wants to approve from the Invoice List Page, navigate to AP>Documents>Invoice List.

2. Select the Approval 👍 icon to approve credit card invoices.
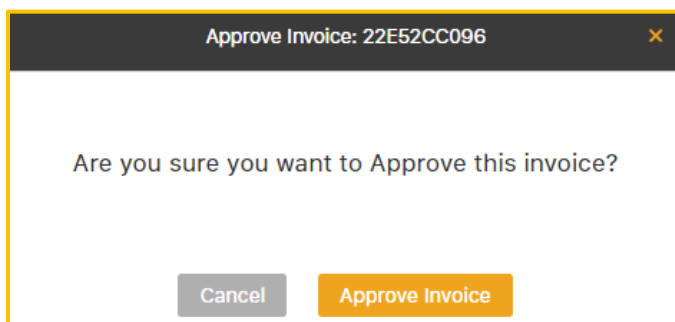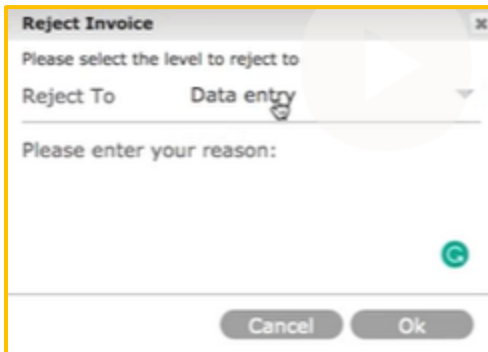
3. Select Approve Invoice.

4. The credit card invoice will move to the next Workflow step. If the job role of AP Manager/Administrator is the final person in the Workflow and there are no further steps in the Workflow, the status will change to Final Review. In other words, when the credit card invoice meets the End point in the Workflow List, the status will change to Final Review.

Rejecting a Credit Card Invoice in the Workflow from the Invoice List

Rejection allows users to reject credit card invoices that are in the Workflow. Credit card invoices may be rejected because they are invalid or do not have a match to a credit card transaction. **Use Case:** The credit cardholder never made the purchase, and it was determined to be fraudulent. This provides the AP Manager with the ability to delete it out of the hh2 system.

To Reject a Credit Card Invoice:

1. Navigation: AP>Documents>Invoice List.

2. Click on the credit card invoice.

3. Select the Reject 🚩 icon.

4. The credit card invoice will be sent back to a queue called Data Entry (AP>Document Flow>Data Entry),or wherever the Credit Card Workflow indicates (to the cardholder, AP Manager or Data Entry).

5. A reason for rejection is required.

6. Select Ok.

7. The status on the Invoice List will read Data Entry.

8. Navigate to AP>Document Flow> Data Entry, if set to Data Entry.

9. The Data Entry Page is a location in hh2 where AP Manager can modify or delete invoices (both credit card invoices and non-credit card invoices). The credit cardholder <u>also</u> has the ability in AP>Receipts>Receipts to deny a credit card invoice and send it back to Data Entry. This provides the opportunity for the AP Manager to either code the invoice or delete it out of hh2. The Rejected credit card invoice (receipt) is outlined with a red border for easy identification on the Data Entry Page.
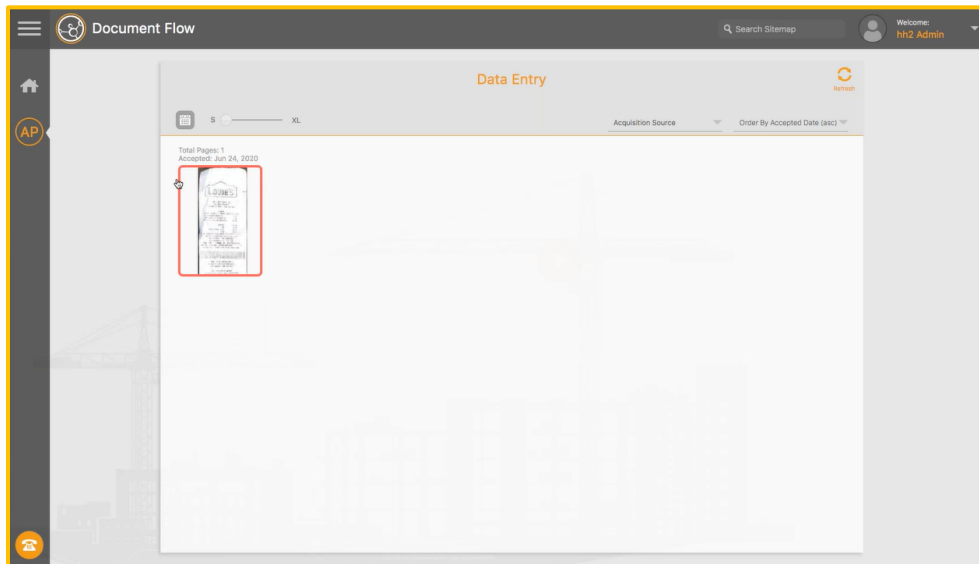
To Modify a Credit Card Invoice (receipt) in Data Entry:

1. Navigate to AP>Document Flow>Data Entry.

2. Click on the Rejected Credit Card invoice (receipt), indicated with the red border, to view the receipt details.
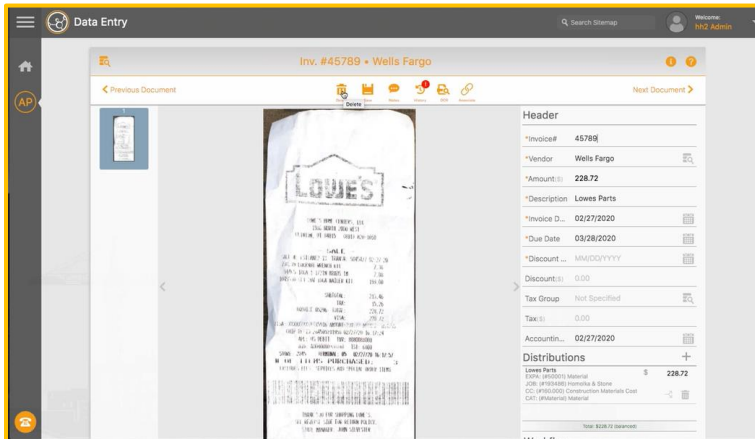
3. Modify the necessary Header and/Distribution information.

4. Select Save.

5. Select the Workflow Play icon below the Distribution section to send the credit card invoice (receipt) back through the Workflow.

6. Select Ok.
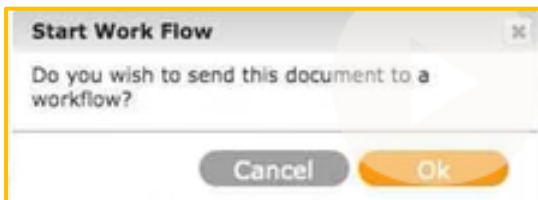
7. Once it is pushed back through the Workflow, the credit card invoice (receipt) no longer displays in the Data Entry Page.
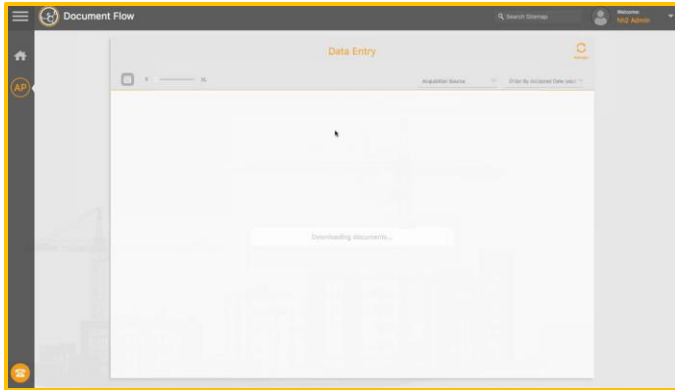
8. On the Invoice List (AP>Documents>Invoice List) the receipt will display as a credit card invoice with a status of In Progress.
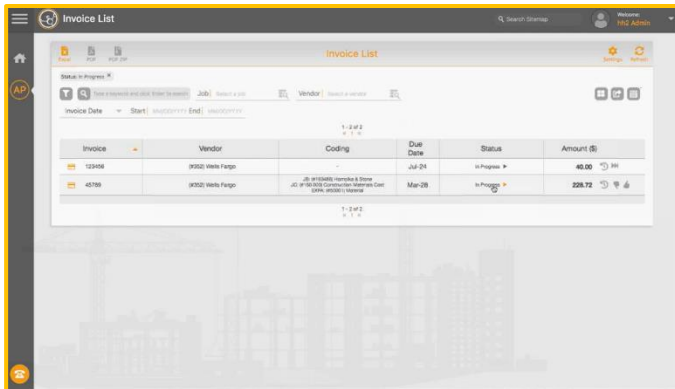
To Delete a Credit Card Invoice (Receipt) in Data Entry:

1. Select AP>Document Flow>Data Entry.

2. Select the credit care invoice (receipt) with a click>Receipt Details.

3. Select the Delete 🗑 icon.
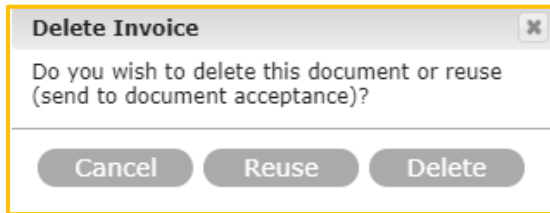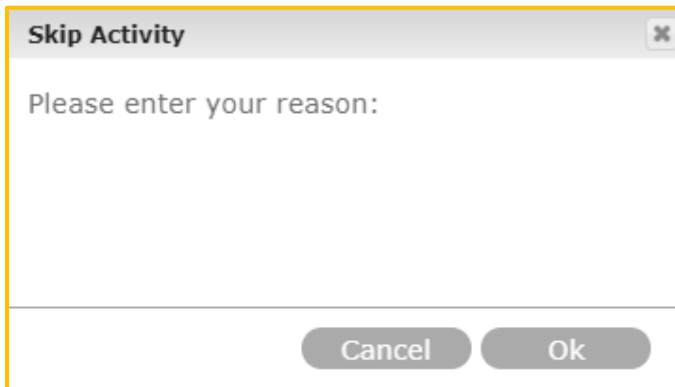
4. To permanently delete the receipt, select Delete.

5. Reuse will send the credit care invoice back to AP>Document Flow>Document Acceptance where it can be modified.

Skipping (Promoting) a Credit Card Invoice through the Workflow

The Skip ⏭ icon on the Invoice List moves the invoice to the next job role or step in the Workflow. **Use Case:** This is commonly used if a job role (person) in the Workflow is on vacation and others do not want the process to be held up. Skip is used to promote the invoice to the next level.

To Skip the Credit Card Invoice to the Next Activity in the Workflow:

1. Navigate to AP>Documents>Invoice List.

2. Select the invoice to Skip.

3. Select the Skip ⏭ icon.

Skip Activity ✖

Please enter your reason:

Cancel   Ok

4. Enter the required reason for the Skip.

5. Select Ok.

6. The receipt will move to the next step in the Workflow.

The Quick Approval Feature

The Quick Approval Feature allows the user (cardholder, AP Manager, or others in the Workflow) to quickly approve credit card invoices in their Workflow directly from the Invoice Page. This eliminates the need to drill into the Invoice Detail Page.

Back on the Invoices Page, notice the word *Approve*. Approve on the Invoices Page behaves as a Quick Approval feature. This allows the user to quickly approve the credit card invoice, if needed, without going into the Invoice Detail Page.

To Use the Quick Approval Feature:

1. AP>Documents>Invoices
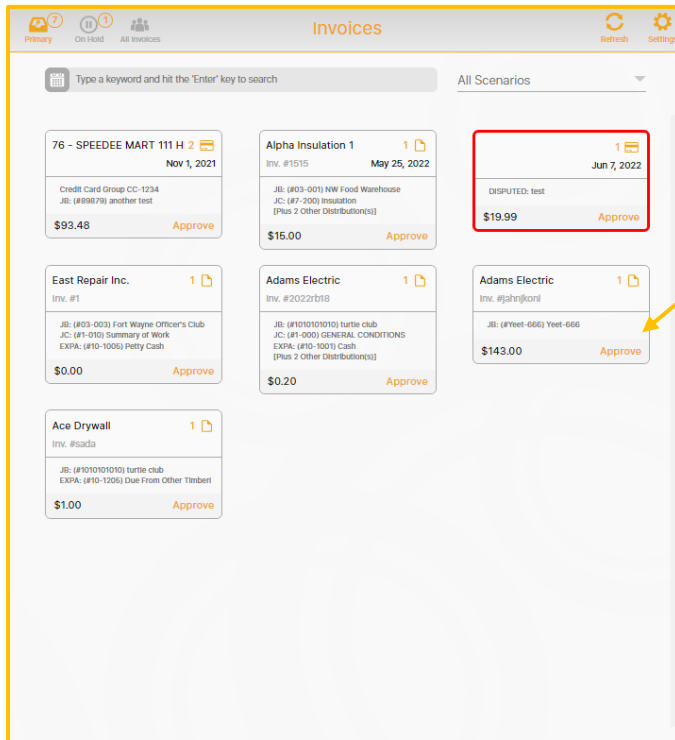
2. Simply click on the word *Approve* for the specific credit card invoice.
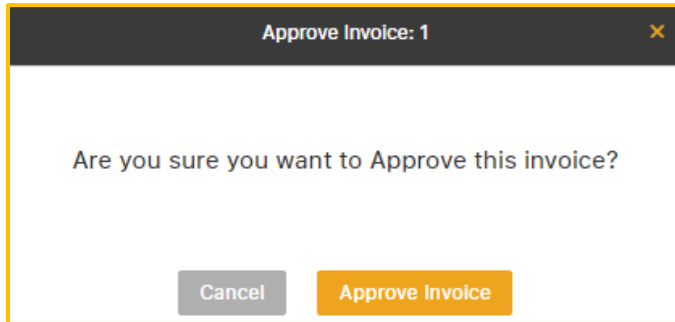
3. Select Approve Invoice.

Step 5: Export to the Accounting System

The final step in the process is to export the credit card invoices to the accounting system. This is performed by the AP Manager/Administrator. This occurs on the Invoice List Page (AP>Documents>Invoice List). Only AP Managers/Administrator can perform this duty. Once a credit card invoice is in Final Review status, it is eligible to be exported to the accounting system.

The Export 📤 icon exports a single credit card invoice into the accounting system.

To Export a Single Credit Card Invoice to the Accounting System:

1. Select the Export 📤 icon.
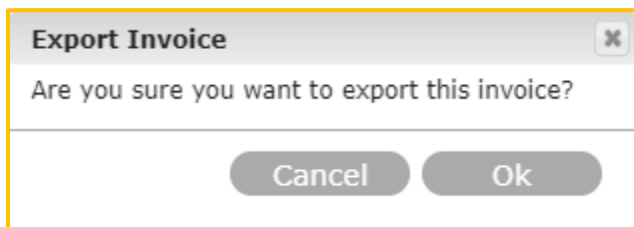
2. Select Ok.

3. The credit card invoice will be exported to the accounting system and the status will now be read as Exported on the Invoice List.

To Export a Batch of Credit Card Invoices to the Accounting System:
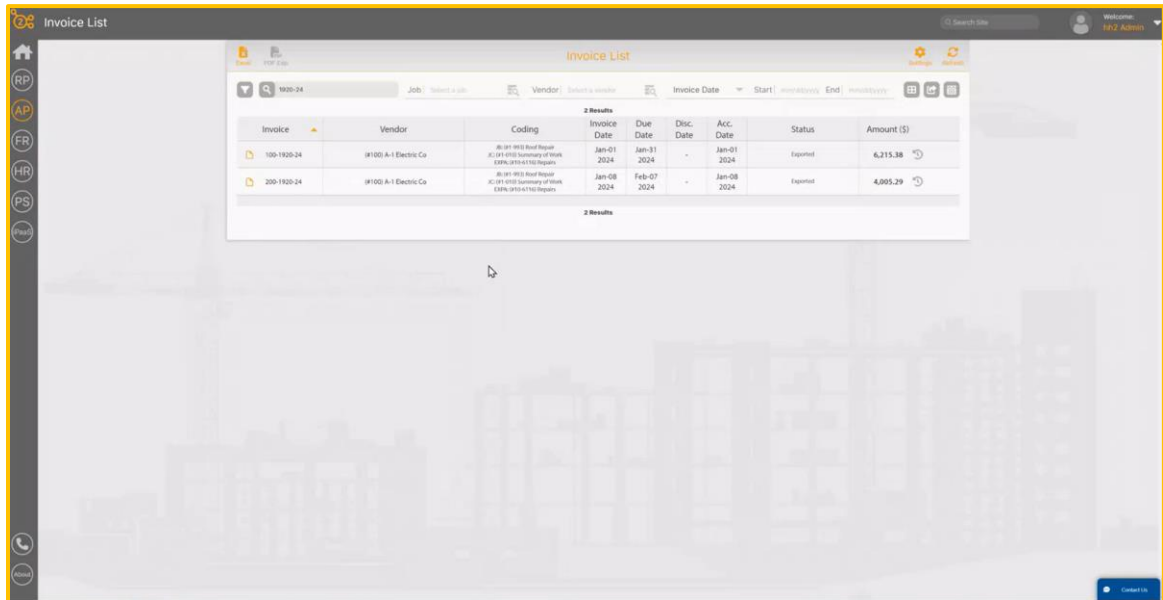
1. Filter which invoices to export using the Filter 🔽 icon. See To Filter the Invoice List.

2. Highlight the invoices to export. The Select All ⊞ icon can be used to select all invoices, if applicable.

3. Select the Batch Export 📤 icon.

4. Select Ok.

5. The Status for the selected invoices will display as Exported on the Invoice List.

⚠ = Export failed. Place the cursor over the icon and the system will provide a message as to why the export failed. The error message comes from the accounting system.

Self Service Invoice Reconciliation

This feature is used when an invoice has been exported from hh2 and the corresponding record has been deleted from Sage 300. AP Managers can select Reconcile on the Invoice Detail Page and either delete the invoice from hh2 or move the invoice back to final review status for editing and re-export.

Navigation: AP>Documents>Invoices>specific invoice.

- AP Managers can select an invoice which has previously been exported .

- All AP managers will see the Reconcile feature, however full functionality is currently only available for customers with the Sage 300 accounting system.

To Move an Invoice Back to Final Review:

1. Navigate to AP>Documents>Invoice List>select a specific invoice.

2. Select the Reconcile ⟳ icon. **Note:** The Reconcile ⟳ icon will only be displayed if the invoice has been exported to the Sage 300 accounting system.
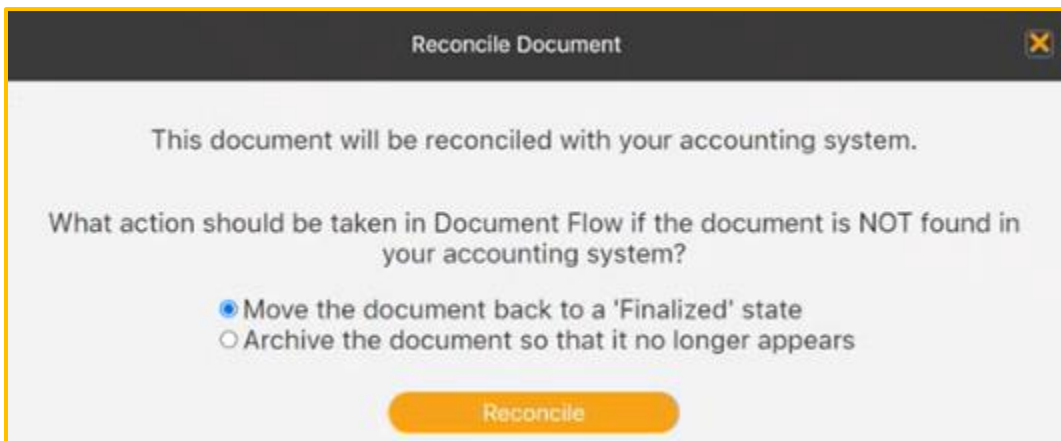
3. Select Move the document back to a 'Finalized' state.

4. Select Reconcile.

5. A message noting the Document is Approved (Final) will be displayed.

6. Refresh the Invoice list.
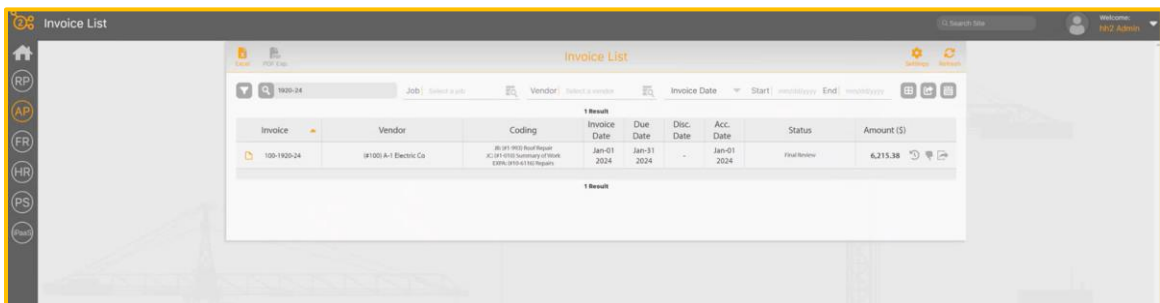
7. The Document will be listed in a Final Review status in hh2.

To Delete an Invoice Completely from hh2:

1. Navigate to AP>Documents>Invoice List>select a specific invoice.

2. Select the Reconcile [icon] icon. **Note:** The Reconcile [icon] icon will only be displayed if the invoice has been exported to the Sage 300 accounting system.

3. Select Archive the document so that it no longer appears.

4. Select Reconcile. A message noting the document reconciliation is processing will be displayed. Once processing has occurred, the following displays:
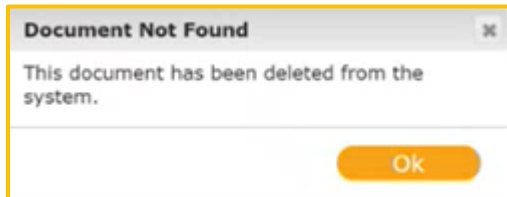
5. Select Ok.

6. Refresh the Invoice list.

7. The Document will be removed from the hh2 system and no longer display.

Mobile Apps

See the User Guide for Document Flow Mobile App for the Field User.

Summary

The purpose of Document Flow for Receipts (credit card transactions) is to streamline the process of uploading and moving receipts through a customized Workflow and then seamlessly export the now credit card invoices to the accounting system. This is done through a five-step process: capturing and uploading the receipt (usually in the field); coding the receipt; importing credit card transactions; sending the receipts (now credit card invoices) through a Workflow; and finally exporting the credit card invoices into the accounting system.

Please feel free to submit any comments, or issues regarding this documentation to documentation@hh2.com

Glossary of Terms

Note: This includes terminology for all hh2 modules as well as some industry language.

AB Locations: This term is utilized in the hh2 HR module. AB (Address Book) Locations can be used to assign an employee to a particular location. For instance, a home office or state location.

Acceptance Group: In the document Acceptance step in the Document Flow (AP) module, multiple Acceptance Groups can be set up so that larger companies can divide new invoices into groups for more orderly processes. This is frequently done when the company has multiple physical office locations, multiple business entities, or multiple divisions within the company. Using Acceptance Groups, AP Clerks can process invoices for their own office, entity, or division and not get documents outside their jurisdiction.

Accounting System: For the purposes of this document, the accounting system is the construction company's Enterprise Resource Planning System. See ERP.

Accrual: This term is used in the HR, Remote Payroll and Pay Stubs modules. It refers to the accumulation or gradual increase of benefits or earned time off over a specific period, typically based on the length of an employee's service or time worked.

Admin or Administrator: An employee at a construction company that has a high level of permissions within the hh2 system. This individual can create users and set permissions for users. Likewise, this individual can configure certain portions of the hh2 system. This person is different from both the hh2 Admin and the System Administrator. See hh2 Admin.

AP Clerk: An AP Clerk is a user at the construction company that has permissions to perform some aspect of the invoice processing within hh2 Document Flow. Permissions can be set up to allow or deny AP Clerks access to portions of the software. This allows hh2 customers to configure AP Clerk permissions around their unique needs.

AP Group: This term is used in the Document Flow module. AP Groups are set up so that users can be given permissions based on the roles that they fill within the company. For example, an hh2 customer might set up a Field Supervision group and add all foremen and superintendents to it, so they only need to grant access to the accounting codes once.

AP Manager: This individual is someone at the construction company that has high levels of access and permissions within hh2 Document Flow. They oversee the processes of managing recipients, reimbursements, and invoices.

AP Page: This is the landing page of the hh2 system's Document Flow (AP Module). The AP Page is where the user can access features and functionality of the Document Flow Module. Each user's AP landing page will display based on the permissions granted to them. **Note:** The terms AP and Document Flow are used interchangeably within the hh2 system. See Document Flow.

Approval Path: In the Remote Payroll module, the Approval Path is configured based on the construction company's needs and preferences, dictating the flow of time approval. The Approval Path can be established according to employee levels, group manager roles, or job manager roles. It is also structured in levels.

Attendance Punch Clock: In the Remote Payroll module, the Attendance Punch Clock captures time for Payroll Managers or Administrators to review. Coding is not captured with this feature. This should not be confused with the Punch Clock feature, which does capture coding.

Bank: The Financial Institution the construction company processes their credit card transactions through

Batch: Processing more than one piece of data at a time. This term typically refers to large numbers of invoices, receipts, or other financial instruments and time managed by hh2.

Cardholder: This term is used in the Document Flow (AP) module. This is the individual whom the credit card is assigned to in the Document Flow User Setup. This is also the person using the credit card for purchases, and who will upload the credit card receipts into hh2. **Note:** AP Administrators and AP Managers may also upload credit card receipts for the cardholder.

Categories: Some accounting systems have a customizable layer between Cost Codes and Cost Types. This enables a contractor to distinguish between multiple categories of the same Cost Type. For example, there might be two labor categories that accumulate to the Labor Cost Type, one for regular labor, one for overtime. A Contractor may budget for this ahead of time if they know the job will be on a tight deadline.

Certified Work: Work that the government guarantees an assured wage for certain types of work (by Certified Class) for government Jobs. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Davis Bacon or Prevailing Wage Work.

Child: In construction and business, structures often follow a hierarchical format, which means they are organized in a clear and structured manner with parent and child relationships. In the business realm, this can be observed in the presence of subsidiary companies operating under a larger parent company. Similarly, in data management, certain abstract concepts are categorized as child entities under a larger entity. For example, in construction projects, Extras or Sub Jobs can be considered as child entities of a more comprehensive Job. Furthermore, Cost Codes may serve as child entities tied to the specific Job. The term "Parent" is used to denote the larger, overarching entity in these hierarchical structures. Also see Parent.

Commitment: In hh2, this term is often used interchangeably with "Purchase Order." It is an official document issued by a General Contractor to a Subcontractor or Supplier outlining the specifics of the commitment to perform labor or purchase materials. Commitment Items will include specifics like quantities, prices, and delivery terms.

Cost Code: Also referred to as "Phase Codes," Cost Codes are used as part of a Job Cost system to track the costs of a Job. In construction, many companies opt to use the standardized CSI Divisions as cost codes. For example, the CSI Division for Concrete is "03" and the Section for Decks is "500", so the cost code of "03-500" is for Concrete Decks. The fundamental purpose of cost codes is to track all job-related expenses in an orderly fashion that is consistent across all jobs, enabling complex cost management, reporting, and analysis.

Cost Types: Cost Types accumulate expenses under cost codes and categories using fixed types of costs. Common examples of Cost Types include Labor, Materials, Equipment, Overhead, Subcontract, and Misc/Other. Some construction ERPs allow partial customization of Cost Types instead of supporting Categories. When Categories are used for coding, there is no need to use Cost Types as all categories have a fixed Cost Type.

Credit Card Transactions: This term is used in the Document Flow (AP) module. It is a financial transaction in which a cardholder uses their credit card to make a purchase or payment, with the promise to repay the card issuer later. In hh2, the AP Administrator or AP Manager will upload these transactions from the bank into hh2 and the system will match them with receipts uploaded by the cardholder.

Crew Punch: In the Remote Payroll module, the Crew Punch feature allows a manager to punch all employees, designated to a certain Payroll Group, in or out at once.

CVS (Comma-Separated Values) File: A plain text file format used to store and exchange structured data, where each line represents a record, and fields within each record are separated by commas. This term is used in the Document Flow (AP) module.

Daily Logs/Field Reports: Within the Field Reports module, these terms are used interchangeably to reference construction logs that allow for reporting of a variety of variables on or off the job site.

Data Entry: This term is used in the Document Flow (AP) module. In hh2, Data Entry is the second step in the Document Flow-Invoice Process. It includes reviewing the Invoice, and coding data into the Header and entering full or partial Distributions. Typically, Data Entry is performed by AP staff before sending the invoice down the customizable Workflow. Much of the Header can be automated by using OCR and Autofill features of hh2 Document Flow. Often, the distribution coding during Data Entry is limited to just assigning a Job, and the detailed distribution coding is done during the workflow process by those assigned to manage the Job, such as a Superintendent or Foreman for smaller Jobs. The last step of Data Entry is choosing which workflow that should be used for approval or rejection if the default needs to be overridden.

Davis Bacon: Work where the government guarantees an assured wage for certain types of work (by Certified Class) on government. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Certified Work or Prevailing Wage Work.

Decrement: This term is used in the HR and Pay Stubs modules. It refers to the reduction or deduction of accumulated time off from an employee's leave balance.

Distribution: In the context of AP Invoices, Distribution refers to the allocation or assignment of costs to various Commitments, Jobs/Projects, Cost Codes, Categories or G.L. Accounts within a construction company. This process is essential for accurately tracking the financial performance of different Jobs/Projects and segments of the business. In hh2, Distributions are partially coded during the Data Entry step and final coding of Distributions can occur during the Workflow phase of the hh2 Document Flow-Invoice Process.

Distribution Split: This term is used in the Document Flow (AP) and Remote Payroll modules. When a single invoice must be coded to more than one Commitment, Job/Project, Cost Code, Category or GL Account (General Ledger), the user may elect to split the Distribution into multiple distributions. Users have the option to calculate the value of one of the Distributions to adjust to the remaining value after all other distributions are added up. Negative Distributions are permitted when necessary (although not common). This feature can also be utilized for Equipment in the Remote Payroll module.

Document: hh2 Document Flow is primarily a Document Management system. Documents refer to the financial instruments that hh2 Document Flow currently manages: Invoices, Reimbursements, Credit Card Transactions, and Application for Payments. Sometimes, the term Image is also used during the Data Acceptance step for images that need to be recognized by the Optical Character Recognition (OCR) before becoming a Document. The standard hh2 Document format is a Searchable PDF (either native pdf, or from raster images that have been run through the OCR process built into hh2 Document Flow Data Entry).

Document Acceptance: This is the process of accepting invoices that were captured using one of the many methods available to hh2 Document Flow Customers. Invoices can be captured by email, document scanner, monitored network folder, API, manual web upload, scanned by app, and uploaded after "opened in" an app. In cases where large groups of invoices were scanned in batch, typically by a document scanner, hh2 has advanced options to delete blank pages or split a document into multiple invoices and can be configured to combine multiple documents into a single invoice. Images may be enhanced and OCR'ed into Searchable PDF format.

Document Class: Utilized in the hh2 HR module. Document Classes provide a means to categorize available document types, appearing on Employee Records and Job/Crew Dashboards. For instance, documents may be related to 401K benefits, job offers or even company newsletters. This feature allows for a quick search on types of documents.

Document Flow: The hh2 module that streamlines the invoice management process. Also referred to as the AP Module.

Document Flow Process for Invoices: The four-step process of Document Acceptance, Data Entry, Workflow, Final Review and Export of invoices in the hh2 Document Flow (AP) system.

Document Flow for Receipts: The five-step process of Capturing and Uploading the Receipt Image, Receipt Coding, Importing Credit Card transactions, Workflow routing and the Final Review and Export to the accounting system. This process is performed in the Document Flow (AP) module.

Document Flow Process for Reimbursements: The four-step process of Capturing and Uploading receipts for reimbursement, Coding the reimbursement, sending it through a Workflow and conducting a Final Review and Export to the accounting system. This process is performed in the Document Flow (AP) module.

EEO-1 Reporting: Referred to in the hh2 HR module. The EEO-1 (Equal Employment Opportunity-1) report is a mandatory survey for U.S. employers with 100 or more employees, collecting data on workforce composition by race, ethnicity, gender, and job category. It helps identify and address workplace discrimination and promotes diversity and inclusion.

Entity: This term is used in the Document Flow (AP) module. It refers to the Business Unit used by the ERP accounting system. Sometimes the business entity is part of a larger parent company or entity. Sometimes business entities are created specifically for a large single project. Data Entities are abstract concepts that identify the properties that make it unique. Examples of data entities include Job, Employee, Cost Codes and GL Accounts.

Equipment Revenue: Within the Remote Payroll module, construction companies can monitor the duration of equipment usage. Employee time is linked to specific pieces of equipment for revenue tracking purposes. The Equipment Revenue undergoes an Approval Path and is ultimately exported to the accounting system.

ERP: Enterprise resource planning (ERP) is a type of software system that helps organizations automate and manage core business processes for optimal performance. In this case, the ERP system refers to the construction accounting system, such as Sage 300, Construction and Real Estate, Sage Intacct, Viewpoint Vista, and QuickBooks.

Export: Refers to the process of moving data from the hh2 system to the construction accounting system or ERP.

Extra: Sage 300 Construction, Real Estate, and Sage accounting systems (ERPs) opted to use a separate entity for a child job called an Extra. It denotes a smaller portion of a parent job that can be managed like a normal job. Most other construction accounting systems (ERPs) have opted to use hierarchal jobs (parent jobs and child jobs or sub jobs) instead of Extras. An example of an Extra might be an auditorium or exhibit hall as part of a larger complex.

Field User: A construction company employee that uses hh2 software out in the field.

Field Work: Work that happens in the field, versus in the Shop or Office.

Finalize: In the context of Field Reports, this refers to the process of locking down a log, so no further edits are allowed. Logs not finalized within the period specified in the System Setting (FR>Settings>System Settings>General Settings tab>Auto-finalize logs) will be automatically finalized by the hh2 system. This will protect the legal integrity and credibility of the Daily Log. However, there is the ability to add an addendum. Unit Production/Activities data is synchronized to the Sage 300 accounting system, as well as Remote Payroll data from the Remote Payroll module at the time of finalization.

Final Review and Export: During this step, invoices or are reviewed and then exported to the accounting system. Mistakes can either be corrected and invoices (for Document Flow) or time (for Remote Payroll) are sent back to earlier stages in the Workflow for revision. If everything checks out, the Invoice (for Document Flow) or Labor Time Sheet (for Remote Payroll) is approved and then exported to the accounting system (ERP).

Foreman: This role varies based on the construction company's business model and needs. Typically, this person is responsible for managing a crew of construction workers. For larger jobs, with multiple crews, a Foreman usually reports to a Superintendent. Within the hh2 system, this job role may be set up as a part of the Workflow process. Foremen usually approve standard invoices, receipts, or reimbursements and time in the Document Flow (AP) and Remote Payroll modules. Further, allowed Formen may have access to certain employee records in the HR module.

Fringe: The employer paid portion of the employee's benefits, such as health care costs. This term is used in the HR and Pay Stubs modules.

General Ledger or G/L Account: A comprehensive record of all financial transactions and accounts for an organization, providing a snapshot of its financial health. Sometimes referred to as the G.L. For construction accounting systems, the Job Cost is an abstraction of the G.L. that makes it easier to record transactions related to specific cost codes on specific jobs. Overhead expenses are commonly coded directly to a G.L. Account or to an overhead Job that rolls up to the G.L. Examples of overhead expenses may include rent, insurance, taxes, and salaries of office staff.

Global Password: A separate password in addition to the Administrator's own log in password. It is utilized when organizations have multiple Administrators, and only certain Administrators should have access to the Security Group Setup. See Security Group. This provides a means to create security around Pay Stubs and employee records in the HR module.

Header: The portion of the invoice that uniquely identifies information for the entire invoice but is separate from the distribution (where costs are allocated to) data. Typical Header information includes, but is not limited to, items like Vendor, Invoice Date, and Due Dates. Data requirements for the Header are heavily based on individual construction accounting system requirements. This term is used in the Document Flow (AP) module.

Hh2 Admin: An hh2 employee that assists with set up of the construction company's hh2 site.

HIPPA Regulations: Referred to in the hh2 HR module. HIPAA (Health Insurance Portability and Accountability Act) regulations aim to protect employee privacy by establishing standards for the confidentiality and security of information, ensuring that sensitive details are safeguarded in the workplace. This term is used in the HR module.

Home Page: the initial landing page a user is brought into when signing into hh2.

Icon: a small graphical representation or symbol that represents an object, concept, action, or function. They are often designed to be easily recognizable and can represent anything from simple actions (like saving a file) to more complex concepts (like settings or navigation). For the purposes of this document, they may also be considered a button.

Identifier or Site Identifier: Refers to the company's unique hh2 URL site name. For example, if the construction company is ABC Construction, the identifier of "ABC," might be included in the URL. For example: "https://abc.hh2.com".

Image: This refers to any sort of raster image (like photos) or scanned invoices that have been uploaded to the hh2 system that have not yet been accepted into the AP-Document Flow module. Once these images have been run through the Document Acceptance process, they become Documents. Most of the time, these images become Invoice Documents, but can also become Credit Card Receipts or Reimbursements. Images may be uploaded in other hh2 modules such as Field Reports and HR.

Import: The process of moving data into the hh2 system from the construction accounting system or ERP. There are some places where data can be manually imported into hh2 like credit card transactions. Sometimes data can be imported by hh2 staff in excel format. For instance, a list of employees to set up as users.

Invoice: A bill a company receives from a vendor. Many vendors send invoices by email and are already in a native searchable pdf. For paper invoices that must be scanned, invoices may be received in an image format that must be run through hh2's OCR software in Data Entry before data can be automatically captured. This term is used to in the Document Flow (AP module).

Invoice Acquisition: Refers to how an invoice was acquired. Invoices can be acquired by email, document scanner, monitored network folder, API, manual web upload, scanned by app, and uploaded after "opened in" app. This term is used in the Document Flow (AP module).

iPaaS (Integration Platform as a Service): An hh2 product, depending on the software version, it may be seen as the OCM module on the Home Page. This links and syncs data between hh2 and certain 3rd party products such as Procore. hh2 Document Flow is bundled with hh2's Integration Platform as a Service or iPaaS. iPaaS is configured to automatically pull data from the construction accounting system (ERP) and reconcile it with the online copy within hh2. This ensures all accounting codes like Jobs, Costs codes, employees and others are always kept current within hh2. hh2's iPaaS also ensures that changes made in hh2 are synchronized automatically to the ERP. In some cases, hh2's iPaaS can also be configured to synchronize data from 3rd parties, such as Procore, directly to the ERP.

Job: A job is a contractual obligation to perform a specified scope of work for a customer. Also called a Project, a job can have multiple commitments (subcontracts and purchase orders) by vendors associated with it. hh2 Document Flow is set up to allow permissions to be configured by job and job role. Sometimes jobs can have child jobs or sub-jobs. In Sage 300 Construction and Real Estate, these sub-jobs are called Extras. In most other construction ERPs, they are simply child jobs of a larger parent jobs in a hierarchal relationship. Job and Project are used interchangeably by hh2. Time may be coded to Jobs in Remote Payroll.

Job Code/Number: A unique code assigned to a specific project or job within a construction company. This code is typically set up in sections to help make it easier to identify the job. It helps track and organize financial transactions, costs, and revenues associated with a particular project. Job Numbers are used to differentiate and manage various ongoing projects, allowing for accurate cost allocation, budgeting, and financial reporting. Job Codes can be alphanumeric and may include separator characters for each section. For example: "200-24" might be the 200th project the company has done, and it started in the year 2024.

Job Phase: Although some within the construction industry may refer to phases of construction, most of the time it refers to the work breakdown structure in Job Cost. Cost Codes and Phase Codes are used interchangeably. Some construction accounting systems use hierarchal cost codes or phase codes. Hh2 imports them as separate codes.

Level: In hh2, levels within the Workflow handle invoice review, approval, and passing from lower to higher levels, culminating in data export to the accounting system. Levels are more of a loose term as routing within a workflow can have decisions and branching logic that make levels more abstract.

Module: Refers to hh2's product offerings: AP-Document Flow for Invoices, Credit Cards, and Reimbursements; RP-Remote Payroll; HR-Human Resources; PS-Pay stubs; and FR-Field Reports.

OCR: Optical Character Recognition. It is a technology used to convert raster documents (any documents that use colored pixels to make a larger image), such as scanned paper documents, raster PDF files (pdf files that come from scanned images), or images taken by a digital camera, into hh2's native file format, searchable pdf. OCR technology enables computers to recognize and extract text from these raster images, turning them into machine-readable text that can be manipulated, searched, and analyzed. OCR is used to easily pre-fill header information on invoices.

Overhead Expenses: Expenses that are not coded directly to a job or project. These might include certain types of office workers or laborers assigned to maintain equipment, for instance. Many times, overhead expenses are coded directly to GL Accounts but sometimes companies choose to set up an overhead job to track overhead as it gives them advanced reporting available in the job cost system.

Page: The terms Page, Screen, Form or Window are used interchangeably in this document. All referring to the location of the visual display of information.

Parent: Some concepts in construction are hierarchal, meaning they are organized and structured with parents and children. For business entities, sometimes child companies are part of a larger parent company. For data entities, some abstract concepts fall as child entities of another larger entity, such as Extras or Sub jobs being a child of a larger Job, or Cost Codes being a child entity to the Job that tracks costs. See: Child.

Pay-app: Refers to a payment application or payment request. It is a formal document submitted by a contractor or subcontractor to request payment for work completed on a construction project. The pay app outlines the amount of work done, materials used or stored to date, and any other billable items, along with their associated costs. In hh2 this is currently in Beta.

Pay Identifier: This is the identifier for a type of pay within the accounting system.

Payroll Group: In the Remote Payroll module, a Payroll Group refers to a collection of employees who share similar payroll characteristics. For example, all salaried employees may be assigned to one Payroll Group, while another Payroll Group may include all hourly employees.

Pay Type: This is how hh2 distinguishes types of pay. For example, Regular Pay, Overtime Pay, Paid Time Off, Sick Pay and others. Pay Types can be set to display, or not, on hh2 Pay Stubs. This term is used in the Remote Payroll, HR, and Pay Stubs modules.

Picklist: Also known as a dropdown list, is a menu-like interface element often seen in forms and websites, offering users a set of predetermined choices to choose from, enhancing data entry efficiency and uniformity. In hh2, Picklists come in the form of Cards or dropdown lists.

Prevailing Wage Work: The government guarantees an assured wage for certain types of work (by certified class) on government Jobs. Examples of such Jobs may include work on schools, highways, or government buildings. Other interchangeable terms include Certified Work or Davis Bacon.

Project: A project is a contractual obligation to perform a specified scope of work for a customer. More commonly called a Job within hh2, a project can have multiple commitments (subcontracts and purchase orders) by vendors associated with it. hh2 Document Flow is set up to allow permissions to be configured by job and job role. In the Remote Payroll module, Payroll Groups may be assigned to Jobs. Sometimes jobs can have child jobs or sub-jobs. In Sage 300 Construction and Real Estate, these sub-jobs are called Extras. In most other construction ERPs, they are simply child jobs of a larger parent jobs in a hierarchal relationship.

Promote: In the context of Workflows, "Promote" refers to the capability to advance an approval from one level in the approval process to the next without requiring approval from the current level. This functionality is utilized when an approver is unavailable to approve time or receipts. Additionally, "Promote" signifies that the time or document is currently at a lower level than the logged-in user. This term is used in the Document Flow (AP) and Remote Payroll modules.

Punch Clock: In the Remote Payroll module, the Punch Clock feature enables employees to log their time by punching in and out, including coding. It is important to note that this feature should not be confused with the legacy Attendance Punch feature, which does not capture coding. Similar to labor and equipment, Punch Clock time follows an Approval Path and is eventually exported to the accounting system.

Push Notification: A push notification is a short message or alert sent to a user's device. These notifications "push" information to the user without requiring them to actively open them. They appear on the device's screen, usually accompanied by a sound.

Queue Digest: A queue digest, often referred to as a "queue summary" or "queue report," is a consolidated overview of activities or items in a queue. It provides a snapshot of the status, progress, and contents of the queue at a specific point in time. This summary can include information such as the number of items waiting, being processed, or completed, as well as any relevant details about those items. Queue digests are often used to help users or administrators quickly understand the state of a queue without having to review each item individually. Specific to hh2's Document Flow, a Queue is a summary of all invoices in the workflow requiring action from the user.

Receipts: Receipts are written or electronic documents that serve as proof of purchase. Purchases are typically made on the construction company's credit card, then uploaded into the hh2 system by snapping a picture. The AP Manager or Administrator then imports credit card transactions from the construction company's bank. Once this process occurs, the receipt is now converted to and considered an invoice in hh2. This term is used in the Document Flow (AP) module.

Reclaim: In the context of Workflow or Approval Path, "Reclaim" denotes the action of retrieving time or documents back to one's own level for approval. This feature allows users to bring items back to their stage in the approval process for further review or necessary adjustments. It also serves as an indicator to the individual in the highest level of the Workflow or Approval Path that either documents or time is ready for export. This term is used in the Document Flow (AP) and Remote Payroll modules.

Reimbursements: Unlike receipts, reimbursements are purchases made directly by the employee, either by cash or on their personal credit card. Receipts, on the other hand, are purchases made on a company credit card. Once uploaded and coded, reimbursements move through the Workflow as an invoice. Finally, they are exported to the accounting system. This term is used in the Document Flow (AP) module.

Roadblock: In the context of the time approval process, a "Roadblock" refers to an obstruction disrupting the normal flow of the approval process. Payroll Managers and Administrators can leverage the Roadblock feature to identify the specific level within the Approval Path where the obstruction is occurring. This feature aids in pinpointing issues and streamlining the resolution process.

Section/Tab: These terms are often used interchangeably. This is the portion of the Daily Log/Field Report that contains specific data related to the Section. For instance, the Weather Section (tab) stores information about the current logs weather conditions. This term is used in the Field Reports module.

Security Group: Security Groups: Utilized to in the hh2 HR and Pay Stub modules. Security Groups are utilized to categorize users, including HR Managers and other authorized individuals, into specific groups, dictating their access to employee records and pay stub information. The configuration of Security Groups is restricted to System Administrators.

Shop: An in-house workshop where employees of a construction company perform work such as welding for Jobs. This may also include fixing and maintaining company equipment. This is the opposite of Field Work, where work occurs on the job site.

Skills Matrix: In the HR module, the Skills Matrix allows the HR Administrator the ability to set up skills matrices that tie into the Evaluations tab on the Employee Record, Jobsite Dashboard, and the Crew Dashboard. Furthermore, Skills appear on Classifications and Locations reporting.

Synchronization (Sync): The process of syncing data between hh2 and the construction accounting system or ERP. This can be either importing or exporting data to and from hh2.

Standalone: If a construction company uses hh2 without an ERP, then they do not synchronize data to and from an ERP accounting system using hh2's built-in iPaaS. Some features and functionality will behave differently without this automated integration. Setup for the system will differ as well. Generally, this is not considered a best practice if the integration for the ERP in context already exists. However, construction companies that use non-construction accounting systems or rarely used construction ERPs may choose to use hh2 standalone.

Superintendent: Oversees the entire project in the field. These individuals typically report to a Project Manager and holds teams and foremen accountable for completion of work. In some smaller construction companies, the Superintendent acts as the Foreman and Project Manager.

System Administrator (Also referred to as Global Administrator): This is typically the IT person at the construction company. The System Administrator's role is to roll out the hh2 product at the construction company. They usually work with synchronization tools to ensure data is properly synchronized between hh2 and the company's accounting system and may be involved with the initial setup of user accounts and permissions.

Unit: A standardized quantity or measure used to quantify and price specific tasks, materials, or services within a project.

Unit Cost: The unit cost represents the expense of obtaining or creating a single unit of an item, including materials, labor, equipment, and overhead. This cost estimation method aids in calculating the total cost for a project component by multiplying the unit cost by the required quantity. For example, when building a concrete foundation, there may be a unit of "cubic yards of concrete." The unit cost would include the cost of materials (cement, aggregates), labor, equipment, and other expenses required to produce one cubic yard of a concrete foundation.

Unit Production: This term is referenced in the Field Reports module. In construction, Unit production involves quantifying work tasks using standardized units, such as square footage or linear feet. An example of unit production is tracking the square footage of drywall installation. This method allows for precise measurement, tracking, and management of construction activities. By breaking down tasks into measurable units, construction professionals can more accurately estimate costs, assess project progress, and allocate resources efficiently.

User: Anyone that logs into hh2. They must have a user account, with a username, password, first and last name and email address and ideally a cell phone number.

Username and Password: Within hh2 software, a user's username and password are considered global, and can be used across all the hh2 modules that have been purchased.

User Preferences: Customizable settings that allow individual users to tailor the software's functionality, appearance, and behavior to their specific needs.

User Roles: User Roles define specific permissions, access levels, and responsibilities assigned to different individuals within a system, ensuring proper data security and functionality based on their roles and responsibilities. In hh2 Document Flow, for example key roles include the 1) System Administrator 2) Administrator 3) AP Manager 4) AP Clerk 5) Office User and 6) Field User. The key differentiator between the Administrator and Manager is that the Administrator can create new users and grant permissions to users.

Vendor: For Invoices in hh2 Document Flow, a vendor refers to an Account Payable (AP) Vendor, which is a supplier for Purchase Orders or a Subcontractor for a Subcontract. All Commitments have an AP Vendor assigned to it. For Credit Card transactions, a Vendor refers to the business that the item was purchased from in the credit card transaction. For reimbursements, some companies choose to set employees up as Vendors so that approved reimbursements can be processed via AP check.

Workflow: A system designed to facilitate the routing and approval of time, invoices, and other documents down a predefined path with branching logic. Hh2's workflows are designed with Role Based Approval so that very few workflows need to be configured. Decision nodes in the workflow determine how time, invoices and other documents will be routed in the workflow. For example, invoices can be routed in one direction if certain criteria are met, or the opposite direction if it is not. For instance, one possible configuration is to route the invoice in one direction if it is coded to an overhead GL Account or another direction if the invoice was coded to a job. Another possible configuration is to route the invoice in one direction if the invoice is over a certain dollar amount or another direction if it is less. Labor time, on the other hand, may be routed to various levels of job roles for approval and rejection through an Approval Path. This term is used in the Document Flow (AP) and Remote Payroll modules.

Change Log

A Change log is a documented list of changes between one version of a document and the next version.

Between Version 3 and Version 4 of this document the following changes were made:

- The addition of the Changelog.
- The addition of the newest version of the Glossary of Terms.
- The addition of a new Home Page section.
- Added the Self Reconciliation feature.