



hh2 User Guide

Document Flow-Invoices

For the Manager Role

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Document Flow Capabilities and Benefits

The Document Flow Module assists with:

- **Effortless Invoice Management:** Enables multiple paths to upload invoices to the hh2 cloud, simplifying the entire invoice submission process.
- **Empower Selective Approval:** Take control and eliminate errors by accepting only valid invoices.
- **Swift Data Entry with OCR:** Utilize advanced Optical Character Recognition (OCR) technology for rapid and accurate data acquisition, saving time and reducing manual effort.
- **Enhanced Organization:** Code invoices precisely to the appropriate Jobs, Cost Codes, Categories and Cost Types to ensure accurate financial tracking.
- **Flexible Distribution Handling:** Easily distribute costs from a single invoice to different Commitments, Cost Codes, Categories and Cost Types, providing flexibility and accuracy in financial distribution.
- **Simplified Approval Workflow:** Route Invoices down custom Workflows with branching logic for hassle-free approval or rejection, ensuring efficient decision-making.
- **Efficient Invoice Review:** Filter and review invoices and payments using a variety of methods, allowing quick access to vendor invoices, payments, and financial account status.
- **Seamless Integration:** Export data to the accounting system effortlessly, streamlining the transfer of information for consistent financial reporting.

The Document Flow Module streamlines the invoice management process to enhance overall financial accuracy, 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.

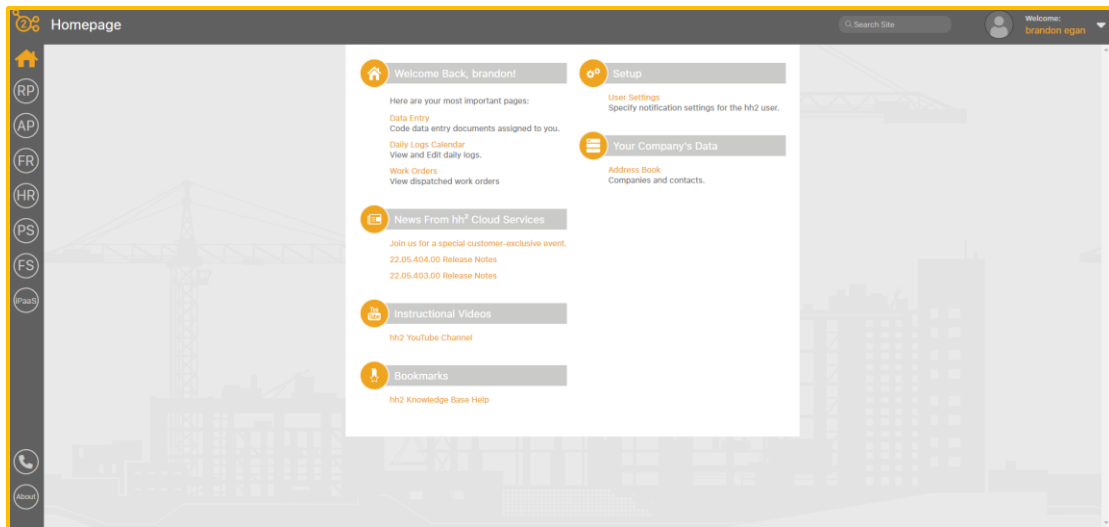
Note: A comprehensive Glossary of Terms is available at the end of this document. It includes hh2 terminology for all product areas and some general industry language.

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 may 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 may 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:

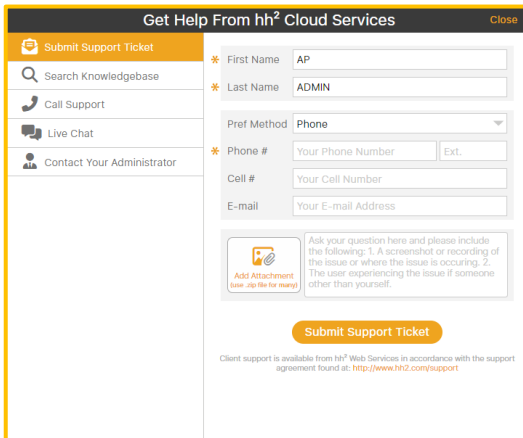
- Remote Payroll indicated by the RP link.
- Document Flow indicated by the AP link.
- Field Reports indicated by the FR link.
- Human Resources indicated by the HR link.
- Pay Stubs indicated by the PS link.
- Field Service indicated by the FS link
- The iPaaS Channel iPaSS link. This channel is for 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.

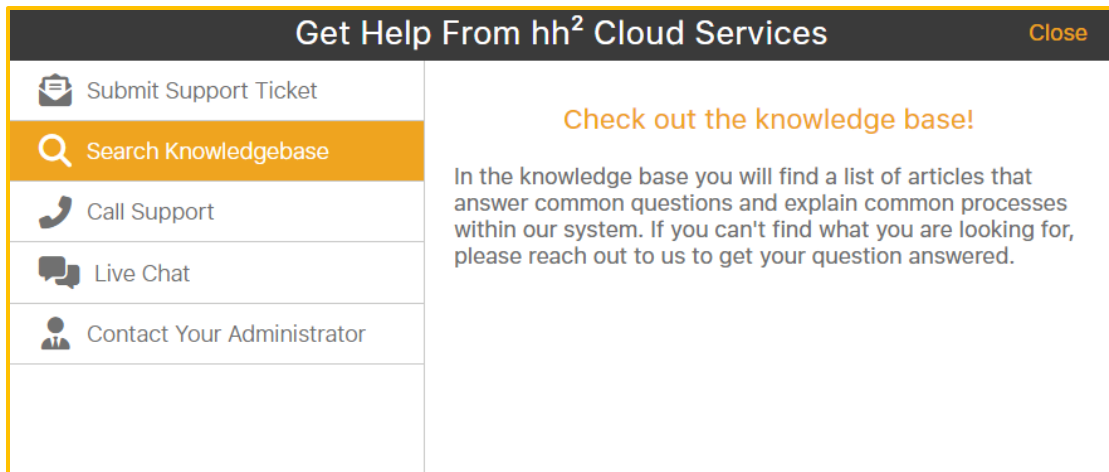


The screenshot shows a web interface titled "Get Help From hh2 Cloud Services" with a "Close" button in the top right. On the left is a navigation menu with options: "Submit Support Ticket" (highlighted), "Search Knowledgebase", "Call Support", "Live Chat", and "Contact Your Administrator". The main content area contains a form with the following fields: "First Name" (value: AP), "Last Name" (value: ADMIN), "Pref Method" (dropdown menu set to "Phone"), "Phone #" (with sub-fields for "Your Phone Number" and "Ext."), "Cell #" (with sub-field for "Your Cell Number"), and "E-mail" (with sub-field for "Your E-mail Address"). Below the form is an "Add Attachment" section with a file upload icon and instructions: "Ask your question here and please include the following: 1. A screenshot or recording of the issue or where the issue is occurring. 2. The user experiencing the issue if someone other than yourself." At the bottom of the form is a "Submit Support Ticket" button. A small disclaimer at the very bottom reads: "Client support is available from hh2 Web Services in accordance with the support agreement found at: <http://www.hh2.com/support>".

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:

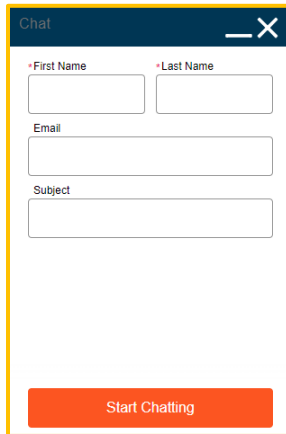
1. From the Home Page, select the Phone icon.
2. Select Search Knowledgebase.



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  icon at the bottom of any page. This will be displayed for Administrators only.



Chat

*First Name

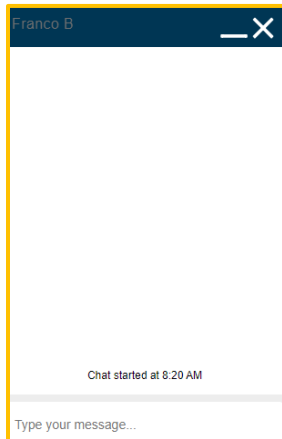
*Last Name

Email

Subject

Start Chatting

2. Enter the data requested.
3. Select Start Chatting.



Franco B

Chat started at 8:20 AM

Type your message...

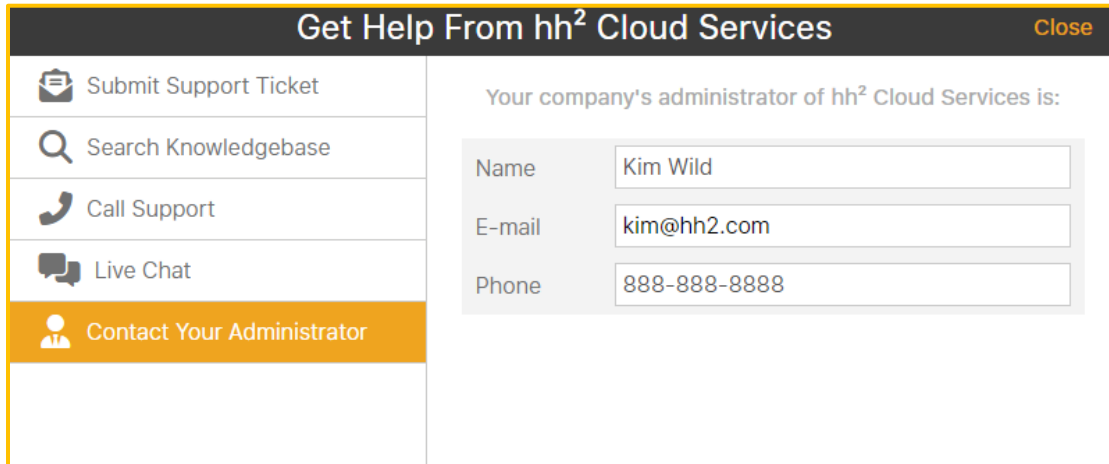
4. Type your message and an expert will reply.
5. When complete, select X.
6. Select Confirm End Chat.
7. Select Close.

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.


1. From the Home Page, select the Phone icon.
2. Select the Contact Your Administrator tab.



The screenshot shows a help interface titled "Get Help From hh² Cloud Services" with a "Close" button in the top right. On the left is a vertical menu with five options: "Submit Support Ticket", "Search Knowledgebase", "Call Support", "Live Chat", and "Contact Your Administrator". The "Contact Your Administrator" option is highlighted in orange. To the right of the menu, the text "Your company's administrator of hh² Cloud Services is:" is displayed above a form. The form contains three input fields: "Name" with the value "Kim Wild", "E-mail" with the value "kim@hh2.com", and "Phone" with the value "888-888-8888".

3. The contact information will be provided.

The About Icon:

The 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

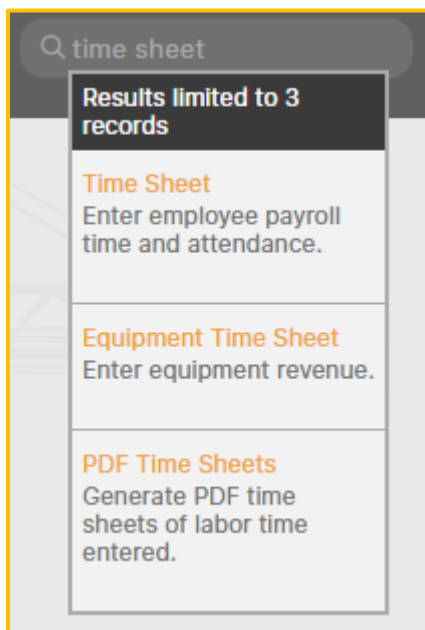
Along the top of the Home Page there are other tools. Those tools include the Search Sitemap tool, the User Avatar, and User Profile Information.



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


To Use the Search Sitemap:

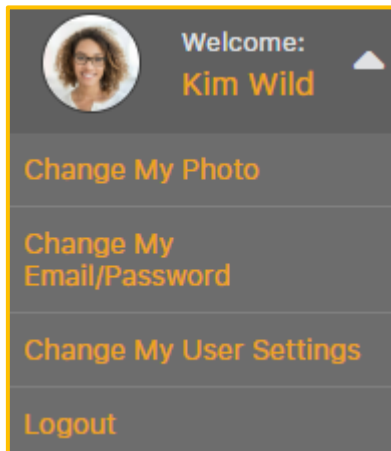
1. Enter a topic or partial topic.
2. The field will auto-populate with potential topics.




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.

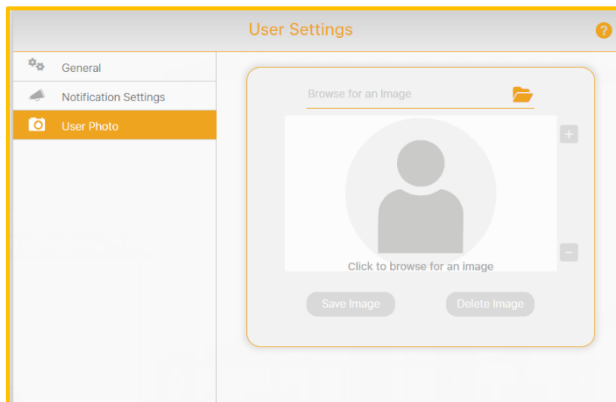
User Avatar:


By clicking on the User Avatar  icon or username, the Profile Data Picklist and associated links appear.




To Upload a Photo:

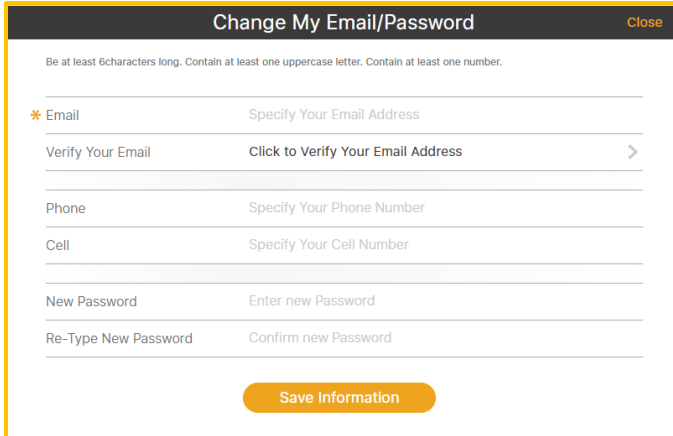
1. Select the User Avatar  icon or username.
2. Select Change My Photo.



3. Select the Folder  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 or username.
2. Select Change My Email/Password.



Change My Email/Password Close

Be at least 6 characters long. Contain at least one uppercase letter. Contain at least one number.

* Email Specify Your Email Address

Verify Your Email Click to Verify Your Email Address >

Phone Specify Your Phone Number

Cell Specify Your Cell Number

New Password Enter new Password


Re-Type New Password Confirm new Password

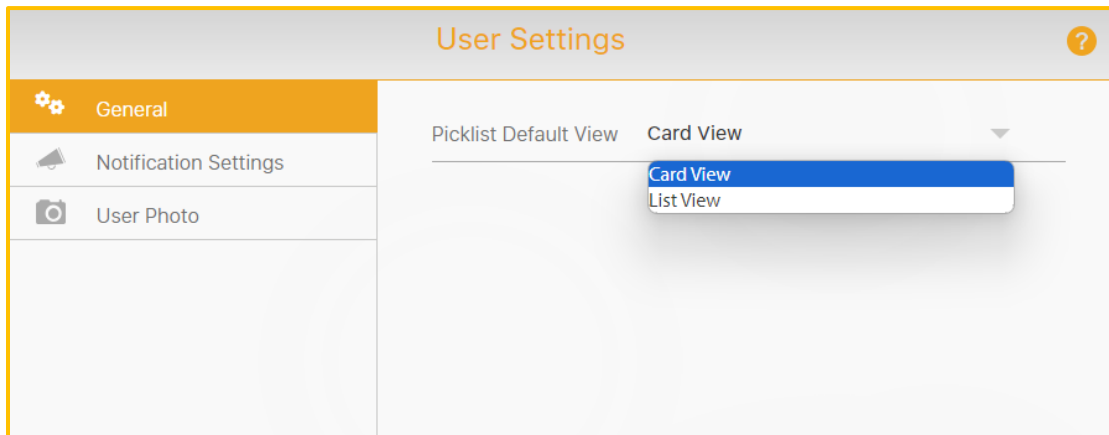
Save Information

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 or username.
2. Select Change My User Settings.

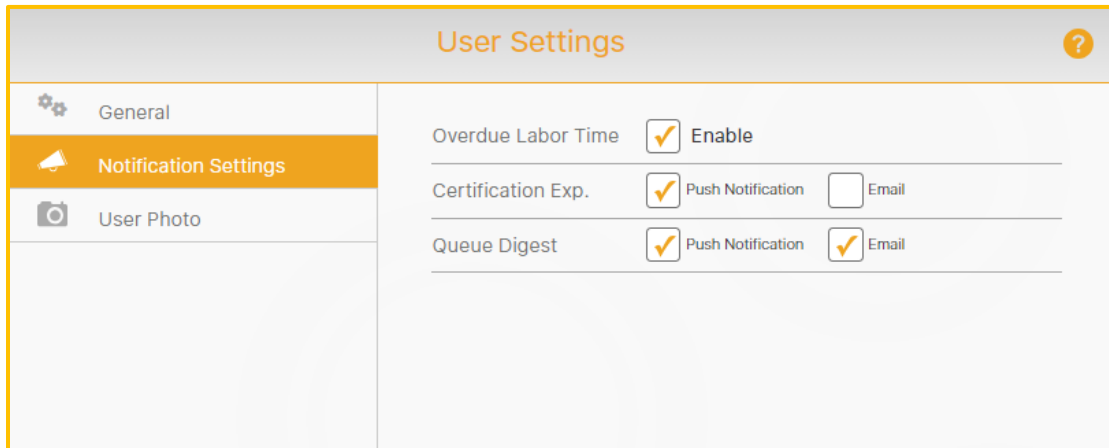


In the **General Tab of the User Settings Page**, users can select their Picklist preference. A Picklist, also known as a dropdown list, is a menu-like interface element often seen in forms and websites, offering users a set of predetermined choices to pick from, enhancing data entry efficiency and uniformity.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



The screenshot shows the 'User Settings' page with the 'Notification Settings' tab selected. The page has a header 'User Settings' with a help icon. The left sidebar contains three tabs: 'General', 'Notification Settings' (highlighted), and 'User Photo'. The main content area shows three settings:

Setting	Push Notification	Email
Overdue Labor Time	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Certification Exp.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Queue Digest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

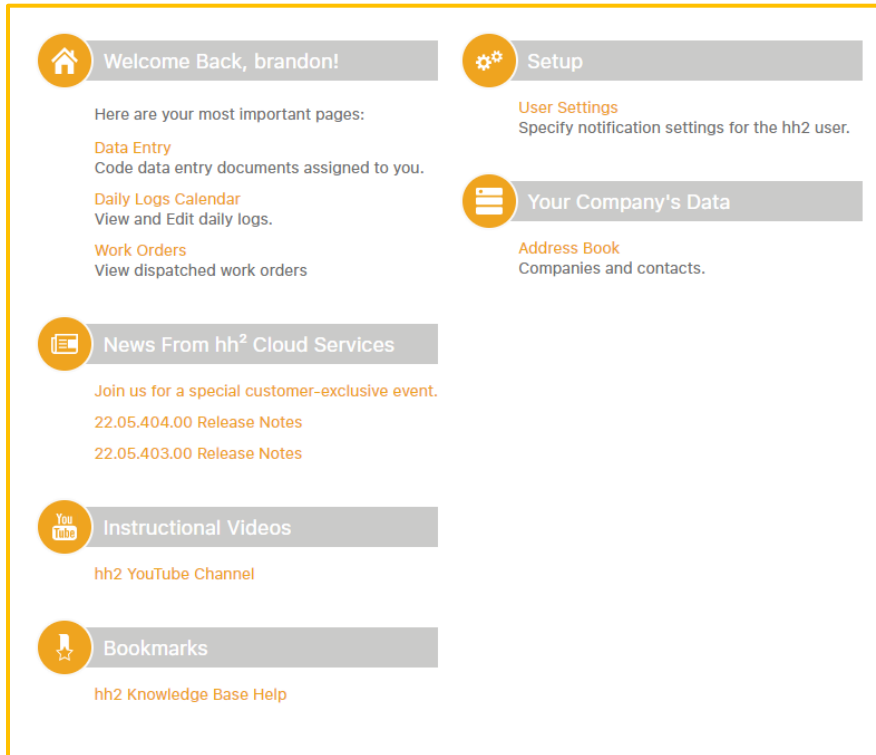
To Set Notification Settings:

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 [To Upload a Photo](#).

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:

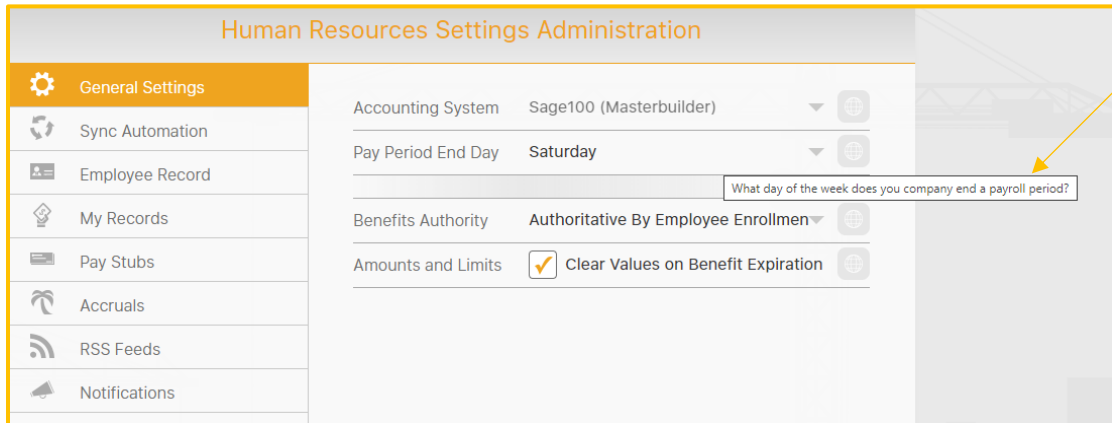
- Their **most important pages**, based on the modules and permissions they use.
- **News From hh2 Cloud Services**, with information on the latest software updates.
- Links to **Instructional Videos**.
- A **Bookmarks** section that allows quick access to important websites.
- A User **Setup** link 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 Invoices Module:

- ✓ System Settings/Permissions
- ✓ Document Flow Users
- ✓ Integration Formats
- ✓ Tags (optional)
- ✓ AP Groups (optional)
- ✓ Vendors
- ✓ Header and Distribution Fields
- ✓ General Ledger Accounts (optional)
- ✓ Jobs and Cost Codes
- ✓ Workflow List (Invoice 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 Invoices are located on the left side of the AP Home Page. They are:

- AP>Document Flow>Document Acceptance
- AP>Document Flow>Data Entry
- AP>Documents>Invoices
- AP>Documents> Invoice List

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 Invoices

Document Flow includes three key processes.

1. Document Flow for Invoices
2. Document Flow for Credit Card Receipts
3. Document Flow for Reimbursements

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

After AP module Setup, only users with permissions will complete the four steps of the Document Flow Process.

There are four steps to Document Flow for Invoices:

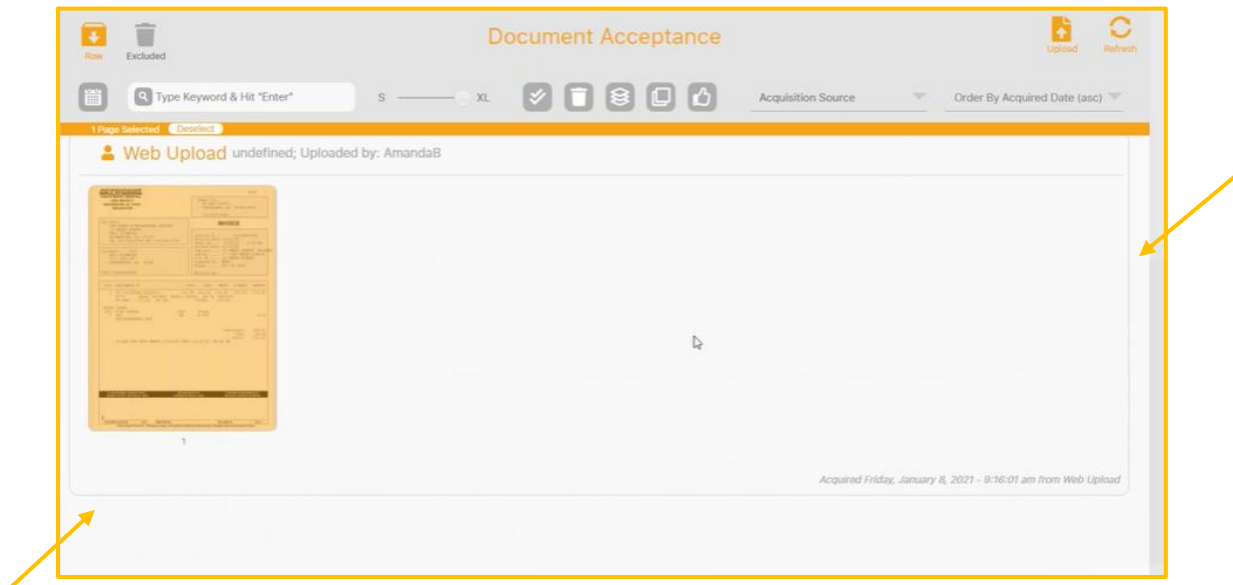
1. **Document Acceptance:** This is the process of accepting invoices that were captured using one of the many methods available to hh2 Document Flow Customers. Invoices can be captured by the mobile app, email, document scanner, monitored network folder, API, manual web upload, scanned by app, and uploaded 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. Users decide whether to retain the image in the hh2 system and eventually export it to the accounting system. This step provides an excellent means to prevent submission of fraudulent invoices.
2. **Data Entry:** 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, 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. The last step of Data Entry is choosing which workflow to use for approval or rejection, if the default needs to be overridden.
3. **Workflow:** In this step, the invoice is routed to designated user roles 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. Workflows are customizable and based on the construction company’s needs. 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.
4. **Final Review and Export:** The invoice is sent to Final Review to correct any mistakes and for final approval, prior to exporting it to the accounting system. Reports in hh2 may assist the AP Manager, and others, to ensure all data is correct.

Step 1: Document (Image) Acceptance

Navigation: AP>Document Flow>Document Acceptance (must have permissions to access the Document Acceptance Page).

Images may come from a variety of sources such as emails, scanners/copiers or an application programming interface (API). Likewise, images may also be added via the hh2 mobile application or manually added into the hh2 website if the user has permissions to do so as defined in their User Setup. Images imported via email, or the designated shared drive appear on the Document Acceptance Page. Accepting an image in the hh2 system is necessary to classify it as an invoice for export to the accounting system. Document Acceptance provides an opportunity to either push an image through hh2 or not. This feature allows users to rotate misoriented images and filter out unnecessary pages, including duplicates and blanks. This also allows users to check for fraudulent invoices.

Each image is contained within an Acceptance Group. An Acceptance Group is defined by the area within the gray outline. There can be one or many images within an Acceptance Group.





This is an example of an Acceptance Group with only one image:

The Date, Time and source of acquisition is noted in the lower right corner of the Acceptance Group.

This is an example of an Acceptance Group with many images.



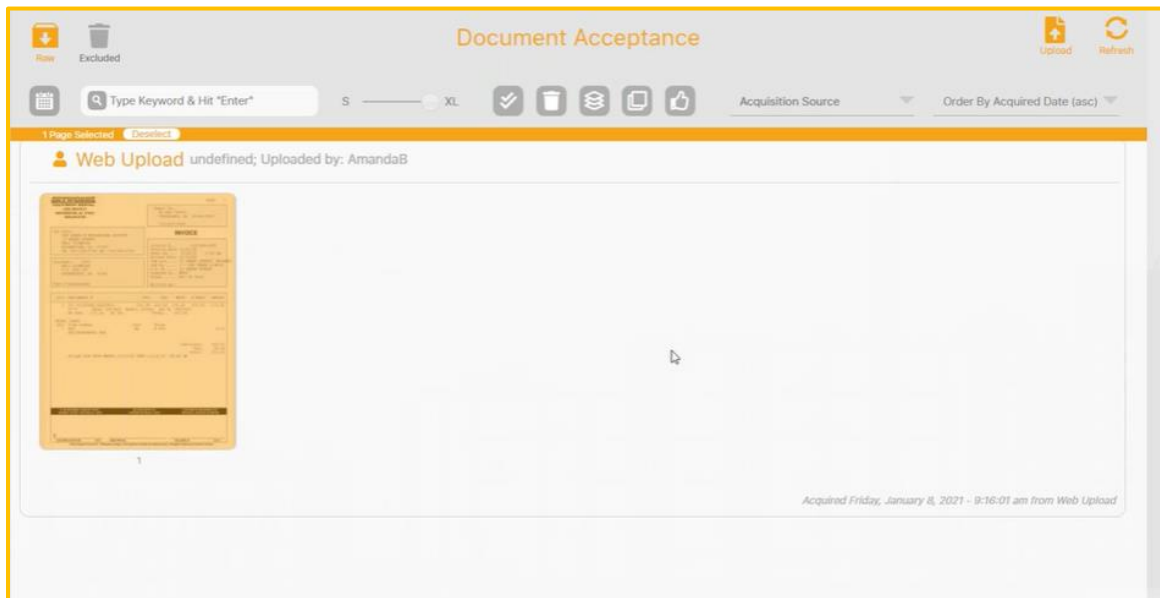
 : Allows the user to scroll to the previous document in the Acceptance Group.

 : Allows the user to scroll to the next document in the Acceptance Group.




Note: 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.

Icons and Tools on the Document Acceptance Page


Navigation: AP>Document Flow>Document Acceptance




Raw and Excluded Folders

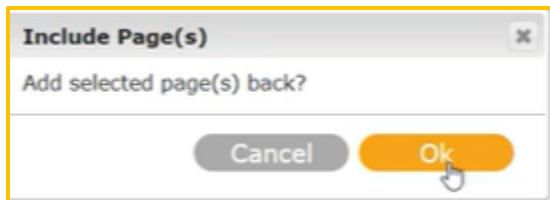
- The Raw Folder  is where all images are initially uploaded and stored.
- The Excluded Folder  is where images are stored just prior to permanent deletion. Within this folder there is a Delete  icon which permanently deletes the image out of hh2.
- The user can toggle between Raw and Excluded Folders, simply by selecting one or the other. The folder highlighted in color is the one selected. It is important to pay attention to which folder the user has selected prior to making any deletions.

To Move Images from the Raw Folder to the Excluded Folder:

1. Select AP>Document Flow>Document Acceptance.
2. Select the image from the Raw Folder.
3. Verify the Raw Folder is selected.
4. Select the Delete  icon.
5. This will move the image to the Excluded Folder.


To Move Images from the Excluded Folder back to the Raw Folder:

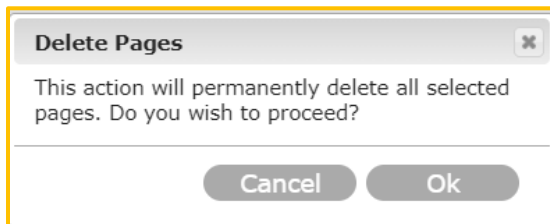
1. Select AP>Document Flow>Document Acceptance.
2. Select the Excluded Folder.
3. Select the image to send back to the Raw Folder.
4. Select the Back  icon.



5. Select Ok.
6. The image will now reappear in the Raw Folder.


To Permanently Delete Images Out of hh2:

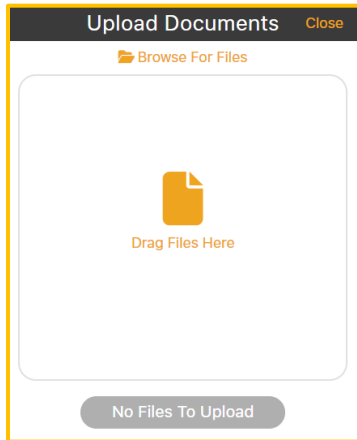
1. Select AP>Document Flow>Document Acceptance.
2. Select the Excluded Folder.
3. Select the image to permanently delete. **Note:** The image can no longer be retrieved once deleted from the Excluded Folder.
4. Select the Delete  icon.



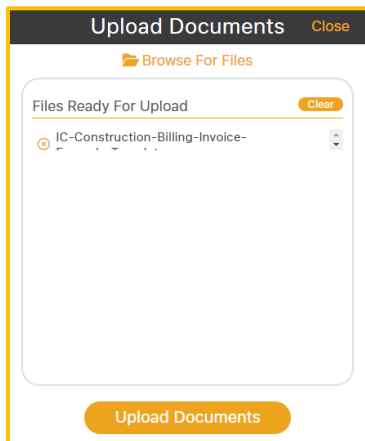
5. Select Ok.

To Manually Upload an Image:

1. Select AP>Document Flow>Document Acceptance.
2. Select the Upload  icon on the Document Acceptance Page.



3. Either Drag Files into the box or Browse for Files (select the file and choose Open for the browsing option).



4. Clear the box, using Clear, or hover over on the file and select Remove File to remove it. Either method will cancel the upload.
5. Click Upload Documents to upload the file.
6. Upload Documents will change to Upload Successful.
7. Select Close.
8. The file will be located in the Raw Folder.


Document Acceptance

File Excluded Upload Refresh

Type Keyword & Hit "Enter" S XL Acquisition Source Order By Acquired Date (asc)

1 Page Selected Download


Web Upload undefined; Uploaded by: AmandaB



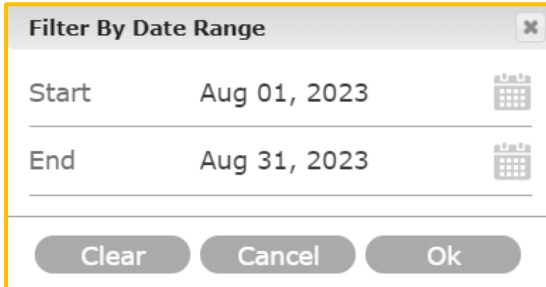
Acquired Friday, January 8, 2021 - 9:16:01 am from Web Upload

Other Tools on the Document Acceptance Page:


Refresh Icon


The Refresh  icon is used throughout the hh2 system. It is used to Refresh the Page.

Calendar Icon




A dialog box titled "Filter By Date Range" with a close button (X) in the top right corner. It contains two rows: "Start" with the date "Aug 01, 2023" and a calendar icon, and "End" with the date "Aug 31, 2023" and a calendar icon. At the bottom, there are three buttons: "Clear", "Cancel", and "Ok".

The Calendar  icon allows the user to filter images by date.

Search Field The Search  Type Keyword & Hit "Enter" Field is used to find any image on the Document Acceptance Page. At least three characters must be used in the Search Field.

Sizing Tool

Images appear relatively small on the Document Acceptance Page. The Sizing Tool  allows the user to adjust the size of the image for easy viewing.

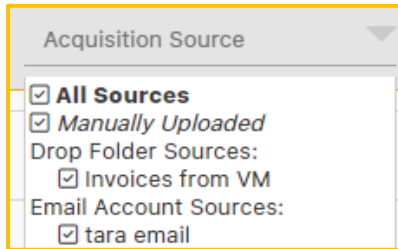
Middle Icons

There are a variety of other icons on the top middle section of the Document Acceptance Page. These icons are used to accept images. See [Tools Used to Accept an Image](#).



Acquisition Source

This Picklist allows the user to easily sort and locate images by Acquisition Source.



To Filter by Acquisition Source:

1. Check the boxes of the sources to filter by.
2. Uncheck the unwanted boxes to use as filters.
3. The Document Acceptance Page will display the filtered images accordingly.

Order By Acquired Date

This filter is used to sort images by date of acquisition.






- (asc) indicates the images will be sorted in ascending order.
- (desc) indicates the images will be sorted in descending order.

Tools Used to Accept an Image

Navigation: AP>Document Flow>Document Acceptance>Raw Folder

When accepting images, it is important to understand how the icons in the middle of the Document Acceptance Page>Raw Folder behave.




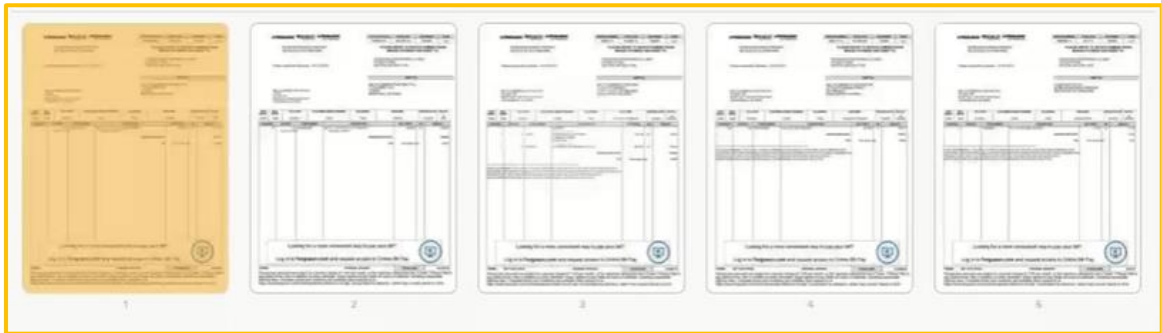
-  Selects all images in Document Acceptance, not just images within the Acceptance Group.
-  Deletes the image from the Document Acceptance Page and places it in the Excluded folder. Documents can permanently be removed from hh2 from the Excluded folder, as noted.
-  This icon treats each selected page of an image as a separate document. For instance, if an image has five separate pages, each will be viewed as a separate image. **Use case:** If a vendor sends five invoices in one document and there is a need to separate the document into individual invoices, this icon will enable the separation.
-  Accepts images with selected pages. It will keep documents in their uploaded Acceptance Groups. A window will display to inform the user this will occur.
-  Accepts selected pages into one document. For instance, in the case of two separate images, Document Acceptance will accept them as one. The advantage of using the Thumbs Up icon is it provides a preview of how images will be accepted.

These tools allow the user to split pages, combine pages and separate pages no matter how they were uploaded.

Methods to Accept an Image

To provide for business flexibility, there are three methods to accept an image. The method used will largely depend on how many pages were uploaded and if images (later invoices) need to be separated out. The icons that display will also depend on how images were uploaded.

When selecting only one page, utilize any of the icons  each representing a different method to accept the image.



When two or more pages are selected, it impacts which method (icon) to use.



For instance, does the user want to accept the selected images as one invoice with two pages, or split them into two invoices?

The First Method to Accept an Image:


Navigation: AP>Document Flow>Document Acceptance>Raw Folder

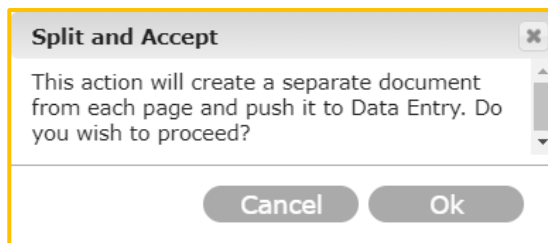
This will accept every selected page as a separate document. For instance, if there is an image that has two separate pages and each is supposed to be invoiced separately, this would be the option to select. The result is two separate invoices.

To Create Separate Images (Invoices) from the Selected Images:

1. Select the images to include with a click on each.



2. Select the Split and Accept  icon.



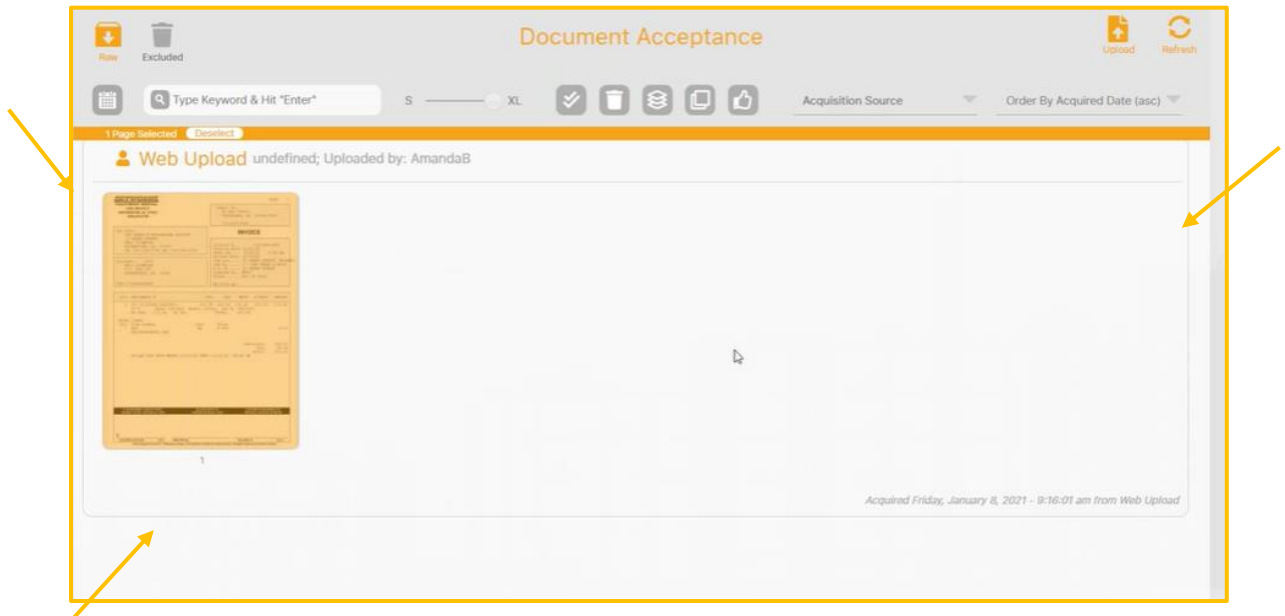
3. Select Ok.
4. The selected images populate in AP>Document Flow> Data Entry.

Note: Once accepted, the image goes to the Data Entry and is now considered an invoice. Invoices may be moved from Data Entry back to Document Acceptance. See [To Move an Invoice Back to Document Acceptance](#). Invoices may also be permanently deleted from hh2. See [To Permanently Delete an Invoice from hh2](#). This applies to any of the three methods.

The Second Method to Accept an Image:

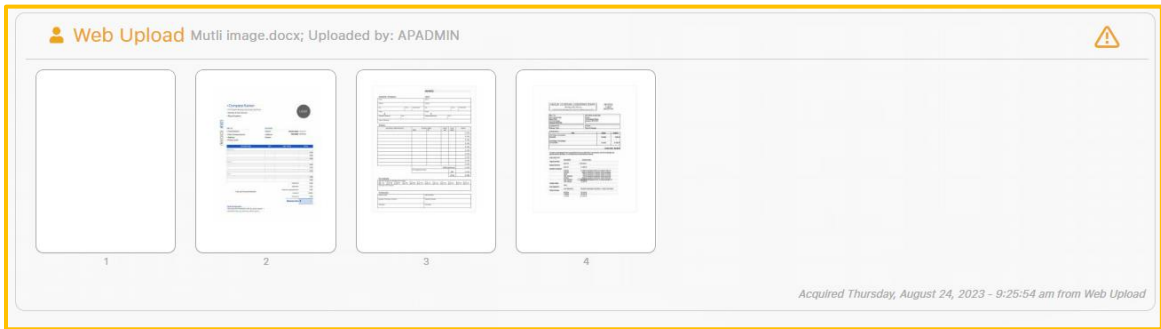
Navigation: AP>Document Flow>Document Acceptance

This method will accept selected pages but keep them in their Acceptance Groups on the Data Entry Page. Acceptance Groups include any documents contained within the gray outlined box. There may be multiple Acceptance Groups.




To Accept Multiple Images in an Acceptance Group as One Document in Data Entry:

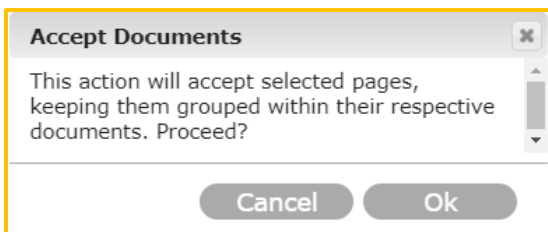
In this example, there are four images in the Acceptance Group. The first image is blank. Take the steps that follow to combine the images in this Acceptance Group combine, so they display as one document on the Data Entry Page. The blank image will also be eliminated in this example.




1. Go to AP>Document Flow>Document Acceptance>Raw Folder.
2. Select the images to accept. Notice, the blank image was not selected.

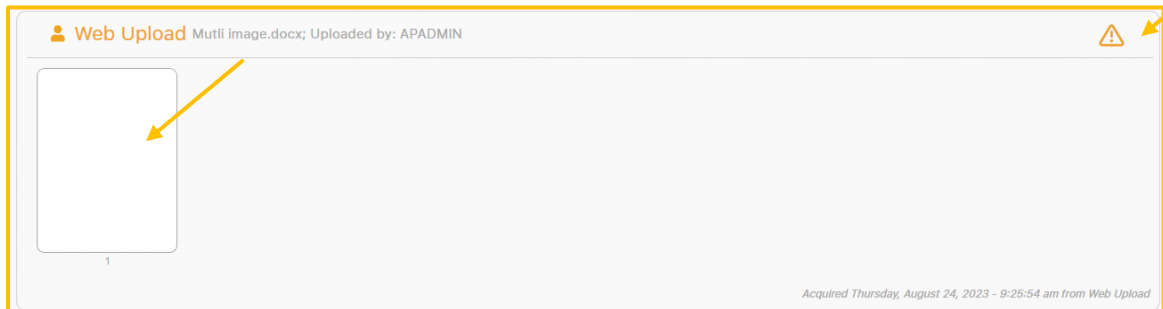



3. Select the  icon.

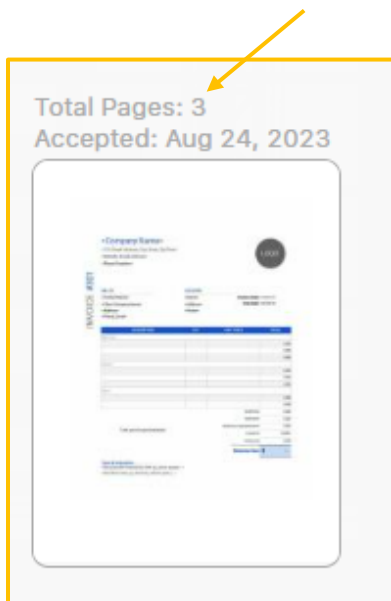


4. Select Ok.

- The selected images were moved to Data Entry. The blank image remained in Document Acceptance where it can be moved to the Excluded Folder with the  icon and subsequently deleted.



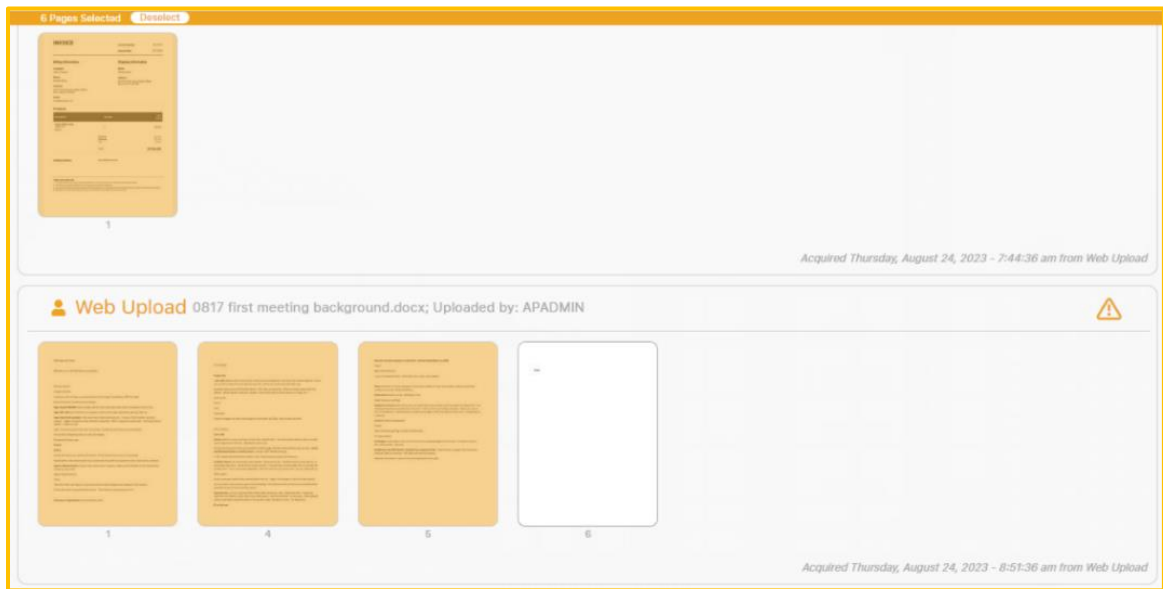
- Note:** The Warning  indicator above informs the user that there may be a duplicate image in hh2.
- The remaining three images were moved to the Data Entry Page as one document.
- Go to AP> Document Flow> Data Entry to view them:




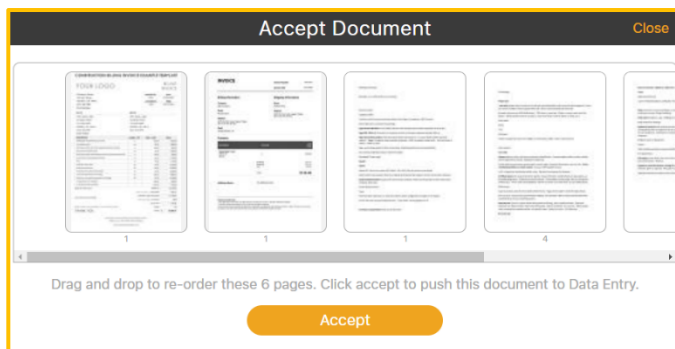
The Third Method to Accept an Image:

This will merge select pages, across Acceptance Groups, into one document. If for instance, there is a one-page image in one Acceptance Group and four in another, this method will merge any selected pages into one document. This provides a means to combine pages. It is the only method that allows the user to preview while accepting images. **Use Case:** To rapidly accept numerous pages rolled into one document and preview them at the same time.

1. Select the images to accept.

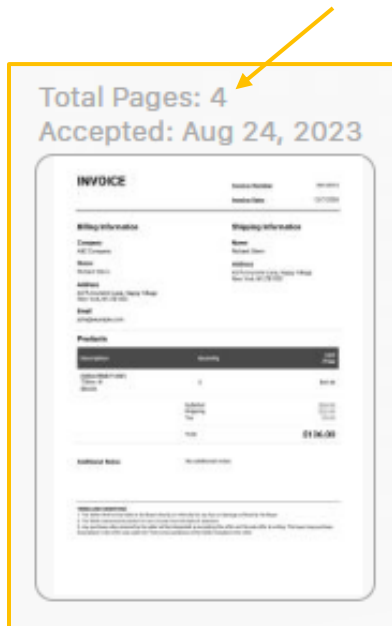


2. Select the Accept  icon. This will take the user to the Accept Document Page to review.



3. On the Accept Document Page, the user can drag and drop pages to reorder them.
4. Select Accept to move the images to Data Entry.

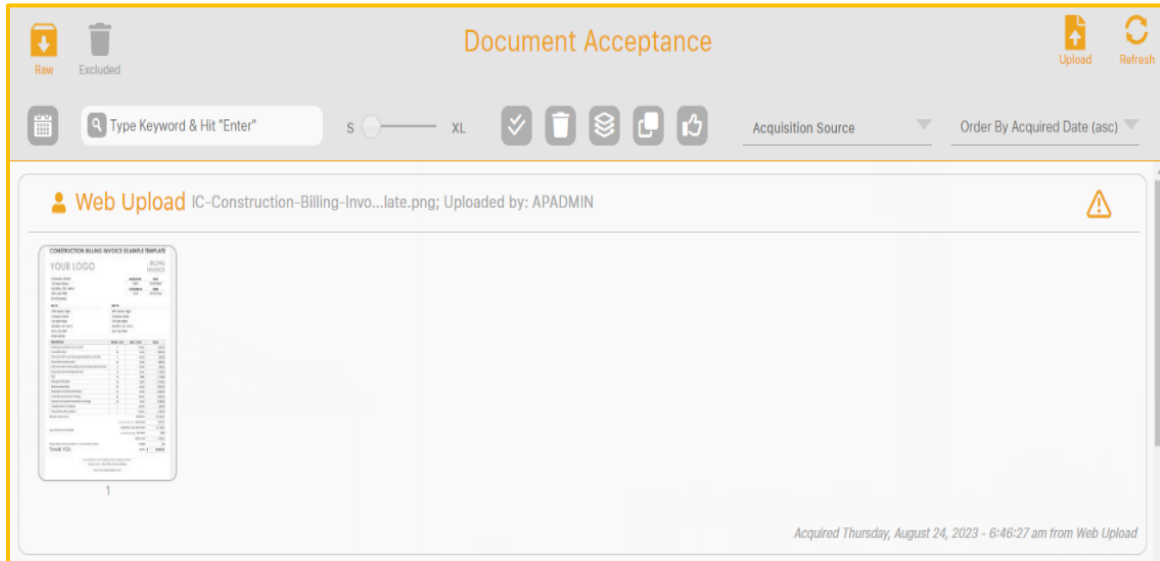
5. Go to AP>Document Flow>Data Entry to view the invoices (documents). A total of four (one from the first Acceptance Group and three from the other) images were moved to the Data Entry.



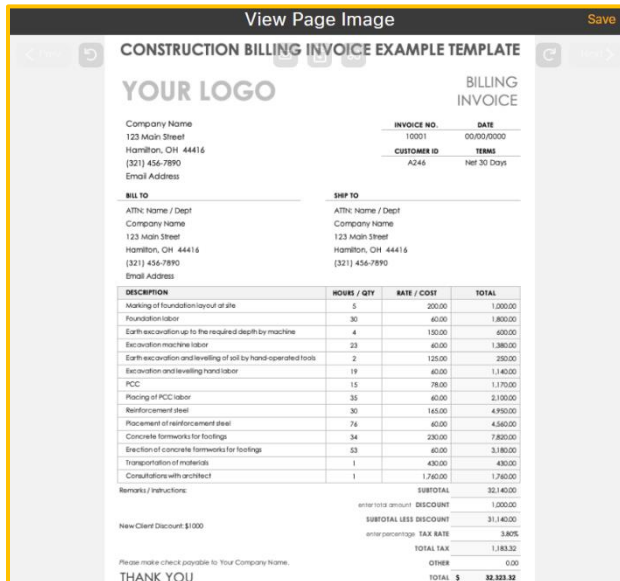
Work with an Image in Document Acceptance

During the Document Acceptance step, images can be viewed, emailed, rotated, and enhanced.






Navigation: AP>Document Flow> Document Acceptance.





1. Select the image, with a double-click, to view in detail. This navigates to View Page Image.



2. Use the following icons to manage the image:

- Select the Email  icon to email it.
- Select the Download  icon to download it. The image will populate in the Downloads folder.
- Use the Glasses  icon to enhance the invoice to a higher quality, in the case of a low-quality scan. Simply select the icon and the image will automatically enhance.
- If the image is in the incorrect orientation, rotate it using the  or  icon. Select the appropriate direction until the image is properly oriented.

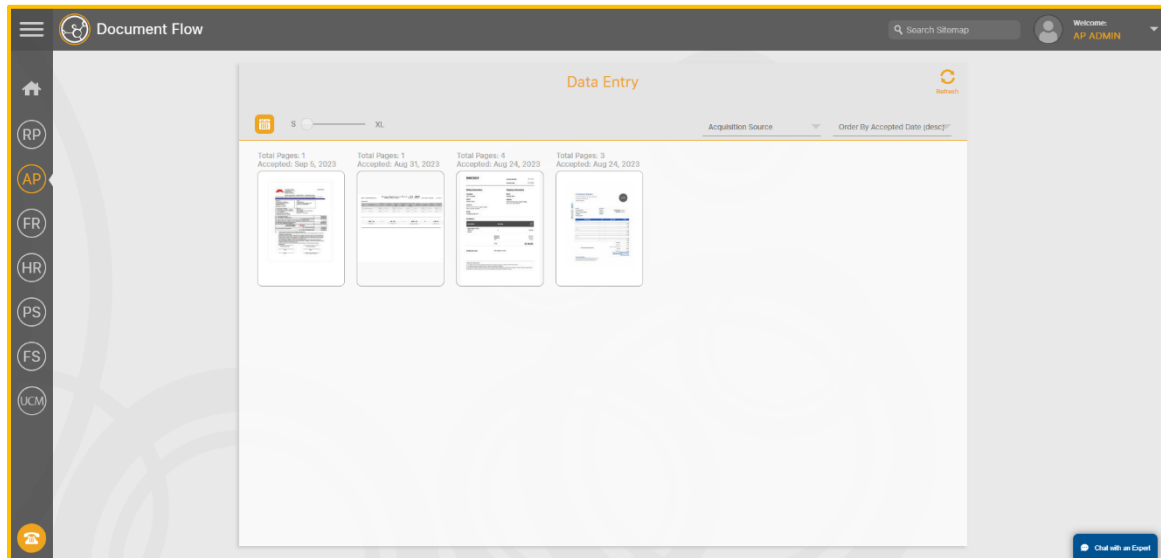
3. Select Save when using the Glasses icon and rotation icons.

Note: If the image has multiple pages, use the Prev  or Next  icons to move to the previous or next image

Step 2: Data Entry

Once images have been accepted into the system through the Document Acceptance step, they move to Data Entry. They are now technically invoices. Data Entry is where the invoice is verified and coded.

Navigation: AP>Document Flow>Data Entry (the user must have permissions set to access this page).




- Data for the invoice is coded via Data Entry in hh2 and later exported to the accounting system.
- Automated tools such as Optical Character Recognition (OCR) and Auto-Fill assist in this process.
- As with Document Acceptance, Data Entry provides similar tools to work with in the Data Entry step.


Tools Used on the Data Entry Page

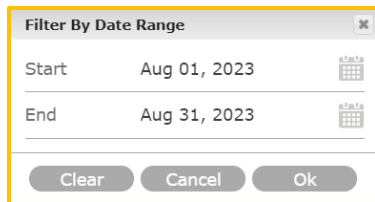
The following tools and icons are available on the Data Entry Page:

Refresh Icon

The Refresh  icon is seen through the hh2 system. It is used to Refresh the page.

Calendar Icon

The Calendar  icon allows invoices to be filtered by date.




Filter By Date Range

Start Aug 01, 2023


End Aug 31, 2023

Clear Cancel Ok

To filter by Date:

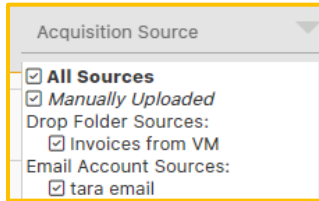
1. Select the Calendar  icon.
2. Enter the Start and End dates for the date range.
3. Select Ok.

Sizing Tool

The Sizing Tool  allows the user to adjust the size of the image for easy viewing.

Acquisition Source:

This feature sorts invoices by Acquisition Source and is used as a filter to easily locate images.



To Filter by Acquisition Source:

1. Check the boxes of the sources to filter by.
2. Uncheck the boxes to not filter by.
3. Invoices will be displayed accordingly on the Data Entry Page.

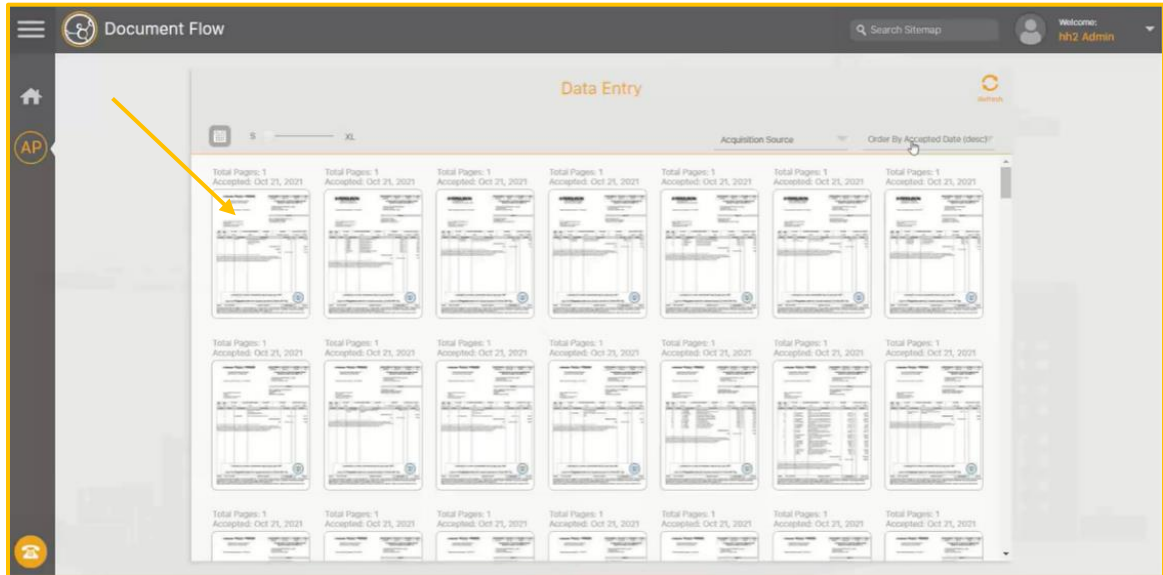
Order By Accepted Date

This provides the user with the ability to filter and order invoices.

The Order by Invoices Accepted Date dropdown menu provides a means to filter invoices.

- Order by Accepted Date (ascending)
- Order by Accepted Date (descending)
- Order by Acquired Date (ascending)
- Order by Acquired Date (descending)

Note: When Accepted Date in descending order is selected, the very last image accepted will be the first one to display. However, this can be ordered based on the user's preference.

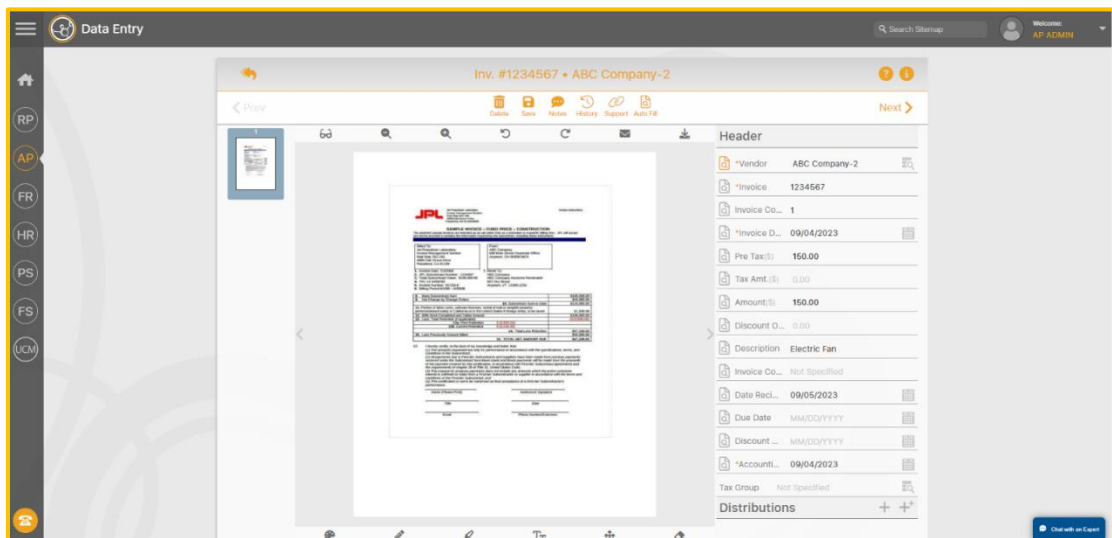


The Data Entry Detail Page

Navigation: AP>Document Flow> Data Entry

The Data Entry Detail Page provides a more detailed view of the Invoice.

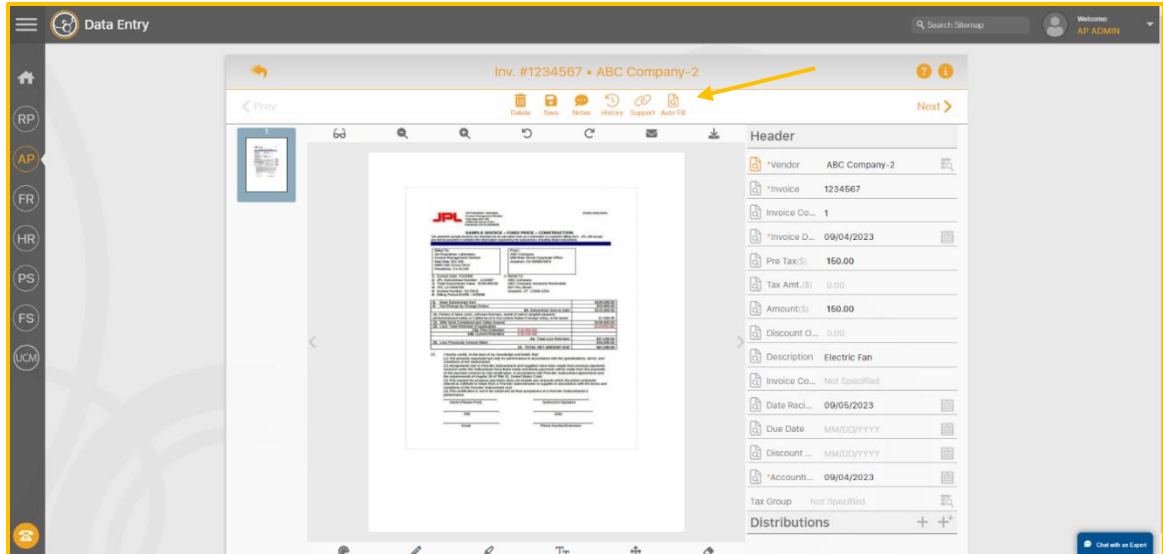
1. From the Data Entry Page, click on the invoice.



2. This brings the user directly into the Data Entry detail.


Tools Used on the Data Entry Detail Page

Just like in Document Acceptance, a variety of tools are available to the user. Some, in fact, are remarkably similar.




On the Data Entry Detail Page, the following tools and icons are available to manage the invoice:


Back Icon

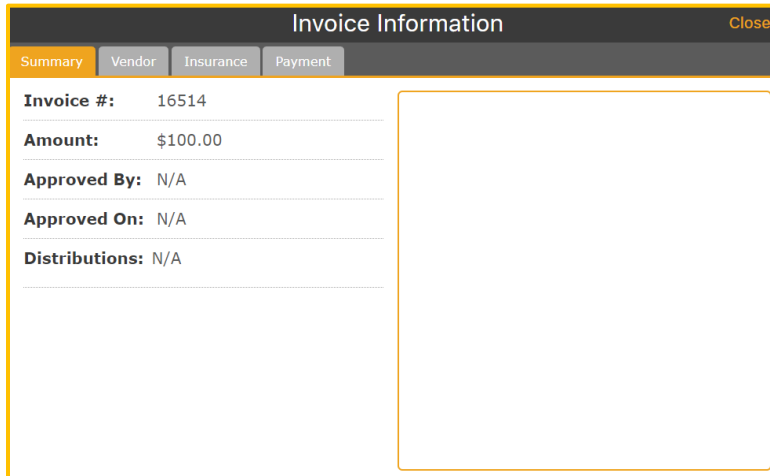
The Back  icon takes the user back to the previous page, in this case AP>Document Flow>Data Entry. This icon is used on other pages throughout the hh2 system.

AP Knowledge Base Icon

The AP Knowledge Base  icon links the user to the hh2 AP Knowledge Base for related topics.

Invoice Information Icon

The Invoice Information  icon links the user to additional Invoice Information.





The screenshot shows a dialog box titled "Invoice Information" with a "Close" button in the top right corner. Below the title bar are four tabs: "Summary" (selected), "Vendor", "Insurance", and "Payment". The "Summary" tab displays the following information:


Invoice #:	16514
Amount:	\$100.00
Approved By:	N/A
Approved On:	N/A
Distributions:	N/A

To the right of this information is a large empty rectangular box.

Previous and Next Icons

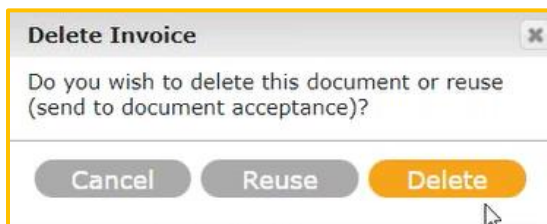
The Previous  icon takes the user to the previous invoice. The Next  icon takes the user to the next invoice.

The Delete Icon

The Delete  icon is used to either permanently delete an invoice or move it back to Document Acceptance.

To Permanently Delete an Invoice from hh2:

1. Select the Delete  icon.

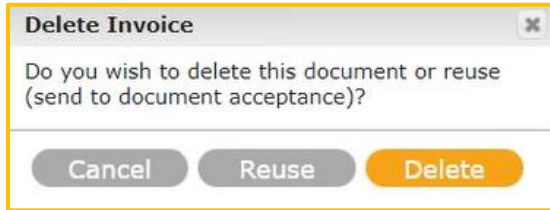


The screenshot shows a dialog box titled "Delete Invoice" with a close button (X) in the top right corner. The text inside the dialog asks: "Do you wish to delete this document or reuse (send to document acceptance)?" At the bottom of the dialog are three buttons: "Cancel", "Reuse", and "Delete". The "Delete" button is highlighted in orange, and a mouse cursor is pointing at it.

2. Select Delete.


To Move an Invoice back to Document Acceptance:

1. Select the Delete  icon.




2. Select Reuse.
3. This will send the invoice back to Document Acceptance.

Save Icon

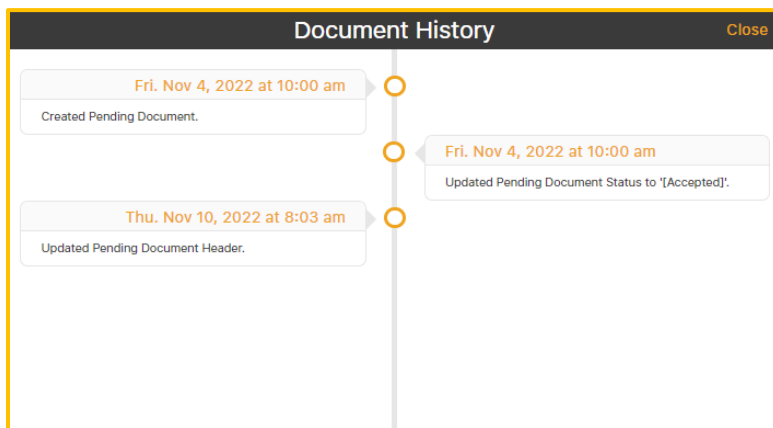
The hh2 system automatically saves work. However, the Save  icon is used when the user is in the middle of a process and needs to exit the current page.

Notes Icon



The Notes  icon allows the user to make notes about the invoice.

History Icon


The History  icon allows the user to view all history associated with the invoice.



Optical Character Recognition (OCR) and Auto-Fill Icons

The OCR  icon will display the first time a vendor invoice is coded. The system will require mapping to the OCR feature. Once mapped for a vendor, the OCR icon will no longer appear for that vendor. Instead, the Auto Fill  icon will display instead and be used to populate data fields. If a Header is partially mapped both icons will display.


Supporting Documents Icon

The Supporting Documents  icon provides an opportunity for the user to attach any supporting documents to the invoice. This may include a photo or any Pay App document that supports the invoice.


More Tools for the Data Entry Step



Glasses

The Glasses  icon is used to enhance the invoice to a higher quality, in the case of a low-quality scan.


Zoom In/Out

The Zoom in/out  icons make the invoice either larger or smaller.


Rotate Back

The Rotate Back  icon rotates the invoice counterclockwise.


Rotate Forward

The Rotate Forward  icon rotates the invoice clockwise.

Email

Select the Email  icon to email the invoice.

Download

Select the Download  icon to download the invoice.

The Data Entry Step Process

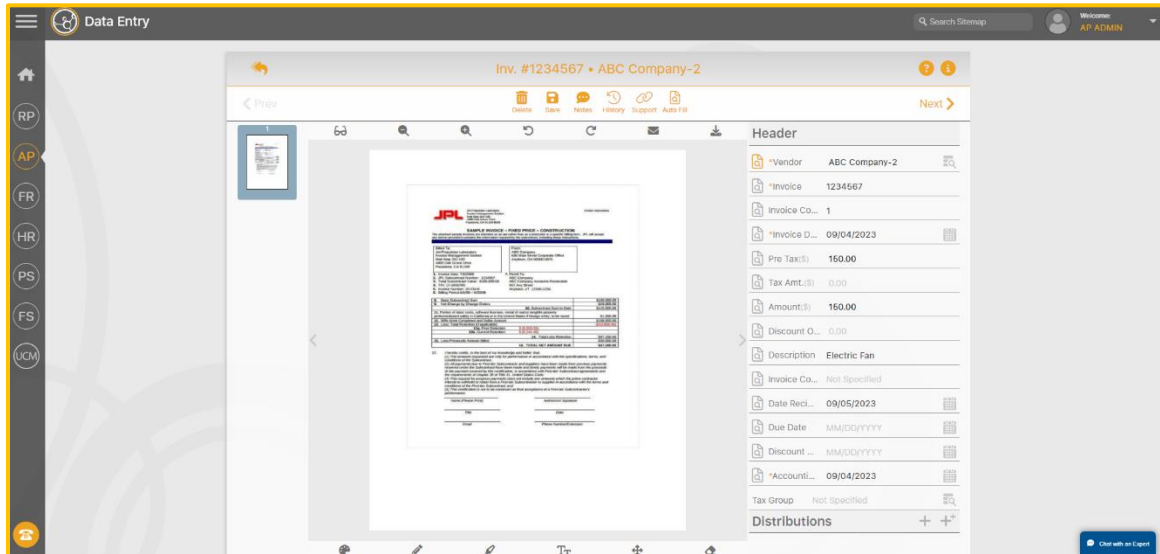
During the Data Entry Step, two processes are completed:

1. **Header** Data is coded on the Data Entry Detail Page.
2. **Distribution** Data is coded on the Data Entry Detail Page.

Note: The user must have the appropriate permissions set in Document Flow User Setup to code and edit Header and/or Distribution Data (AP>Configuration>Document Flow Users>Document Flow Permissions).

Header Information

Navigation: AP>Document Flow>Data Entry>Click on the Invoice> Header information is on the right.




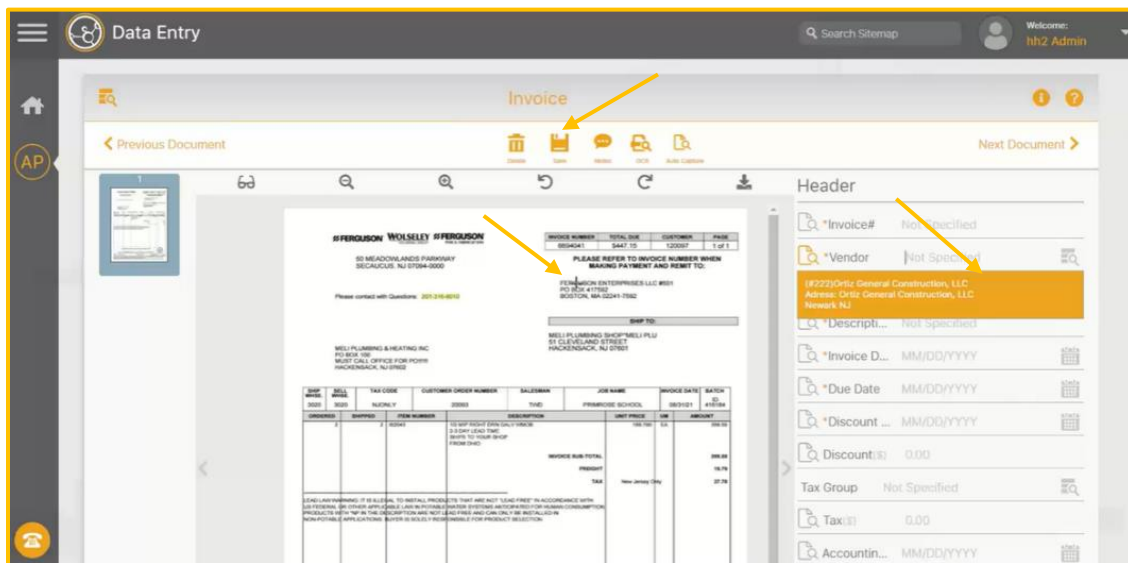
Notes about the Header Information:

- When a data field is highlighted, it indicates the Optical Character Recognition (OCR) feature is functional for that field. This means that when the field on the right is selected, information will populate from the invoice into the Header.
- The OCR technology will require mapping upon first use. After a vendor has been mapped using OCR, the Auto Fill icon will appear on the Data Entry Detail Page.
- The data fields are based on the requirements of the accounting system.
- An * indicates the data field is required. This will vary depending on the accounting system utilized.
- Any of the Header Fields can be mapped. However, they can also be manually entered or overridden. Therefore, a combination of OCR/Auto Fill and manual entry is typical.
- Dates must be in the numeric format not alphabetical. If a date on the invoice is in alphabetic format, use the calendar or simply type in the date in numeric format.
- The Discount Date is required by the accounting system. If a Discount Date does not apply for the invoice, select any date such as the Invoice Date. This will satisfy the field requirement.
- If an invoice already exists in the accounting system, an error message will display while coding the Header information.

To Map Data Using the OCR Feature:

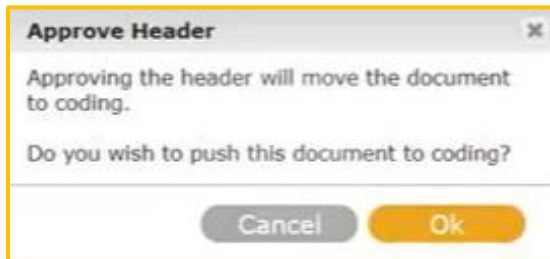
The first-time data from a vendor is coded into the Header section of the invoice, it needs to be mapped using the Optical Character Recognition (OCR) feature. After the initial mapping, data can then be coded to the Header section using the AutoFill feature.

1. Select the Field Capture  icon in Vendor data field of the Header section. The Vendor data field is the recommended starting point, as other data fields are connected to the Vendor field.



2. This will enable a + symbol, or crosshairs symbol.
3. Move the + to the corresponding information on the invoice and hover. In this case, the Vendor's information is hovered.
4. Click on the data. If OCR takes too many numbers or letters that should not be included, click, and highlight. Performing this action will prompt OCR to correct itself and grab the correct data.
5. The data from the invoice will populate to the corresponding data field in the Header.
6. Repeat with other data fields, until all necessary data fields are coded.
7. Select Approve Header. This automatically saves the data. The Save icon saves data prior to the selection of Approve Header. For instance, if the user needs to leave their desk before completing the Header information.

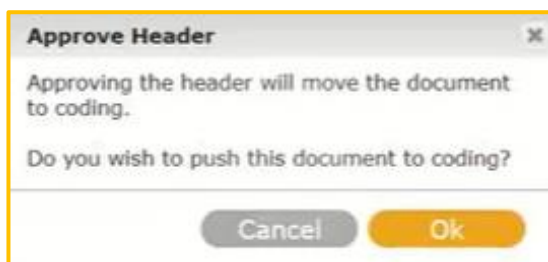
8. When Approve Header is selected, the Approve Header window appears. The purpose of this window is to confirm the Header information is correct.



9. Select Ok if the information is correct. If not, select Cancel and correct the Header data. Once Ok is selected the Distribution section will display below the Header.

To Manually Code Data:



1. Select the data field in the Header on the right.
2. Type in the information. As information is typed, it may automatically filter data. Select the appropriate data with a click.
3. Select Approve Header. This automatically saves the data. The Save icon saves data prior to the selection of Approve Header.
4. When you select Approve Header, the Approve Header Page appears. The purpose of this page is to confirm the Header information is correct.



5. Select Ok if the information is correct. If not, select Cancel and correct the Header data. Once Ok is selected the Distribution section will display below the Header.

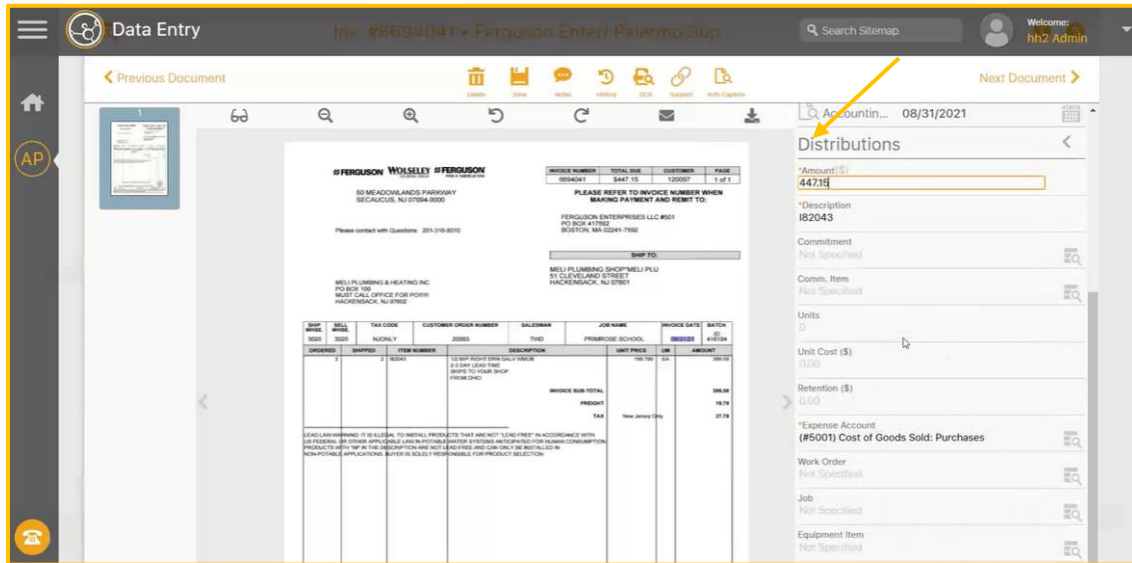
Note: Most typically, data is entered via a combination of both OCR and manual entry into the Header section. When using a combination of the two, the same outcome occurs, with the display of the Approve Header Page. Once the Header is approved, it ties the invoice to an Invoice Number.

To Code to the Header Using Auto Fill:

1. After an initial mapping of a vendor's invoice, the Auto Fill  icon will display on the Invoice Page.
2. Select the Auto Fill  icon.
3. The mapped data fields will automatically code.
4. Code any other unfilled necessary fields.
5. Verify all necessary fields are coded.
6. Select Save.

Distribution Data

When Approve Header or Save (with the Auto Fill feature) are selected, the Header data is saved, and the Distributions section will display for coding. Scroll down to view the Distributions section.



Note: Some Distribution data automatically populates from the Header data fields and the accounting system. Likewise, coding Distribution data is not required to move through the Workflow.

To Code Distribution Data:


1. 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.

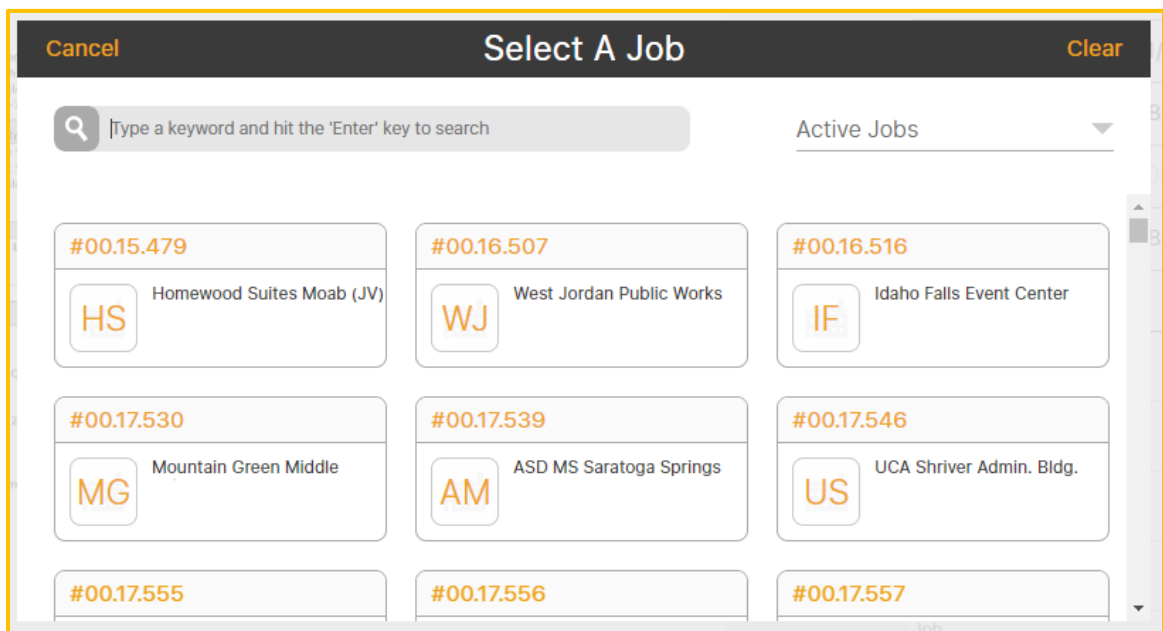
Note: Some fields are required depending on the accounting system used. For instance, Expense Account is a required field, when using Sage 100.

2. Select + Add Distribution icon. If + does not display, the user is in the appropriate area for coding. The + and < toggle.
3. To code data, select the appropriate field with a click. It will be outlined in color.
4. 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.

The screenshot shows the 'Data Entry' interface for an invoice. The top bar includes a search bar and a user profile for 'hh2 Admin'. The main content area displays an invoice from Ferguson Enterprises LLC #501 to Ferguson Enterprises LLC #501. The invoice includes a table of items with columns for 'ORDERED', 'SHIPPED', 'ITEM NUMBER', 'DESCRIPTION', 'UNIT PRICE', 'UN', and 'AMOUNT'. The table contains one item: '1/2\"/>

5. Verify the desired data.

6. Click on the desired data field, and it will populate the field.
7. If nothing auto-populates in the field, use the Magnifying  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.

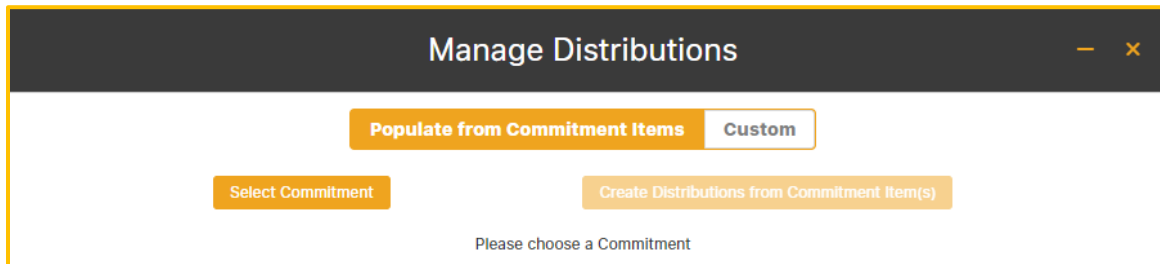


8. Select the appropriate data from the Master List with a click.
9. The data will populate into the field.
10. Select Save.
11. Repeat these steps for other applicable fields.
12. If < is selected all the line items entered can be viewed. The user can toggle between + and <.

To Add Multiple Distributions to the Invoice:

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

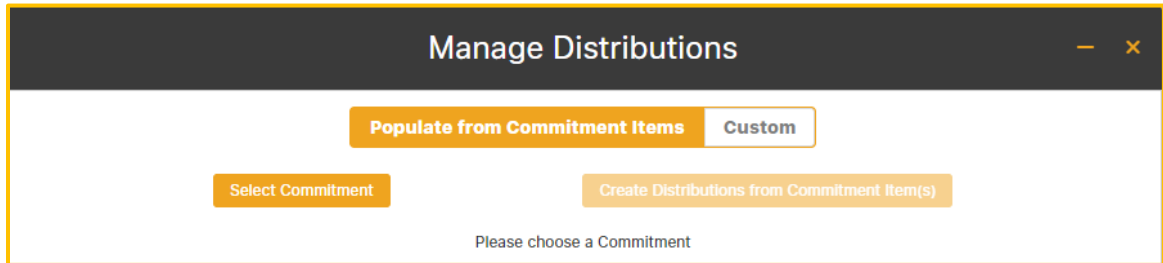
1. Select ++ from the Distributions section. A vendor must be added in the Header section first.



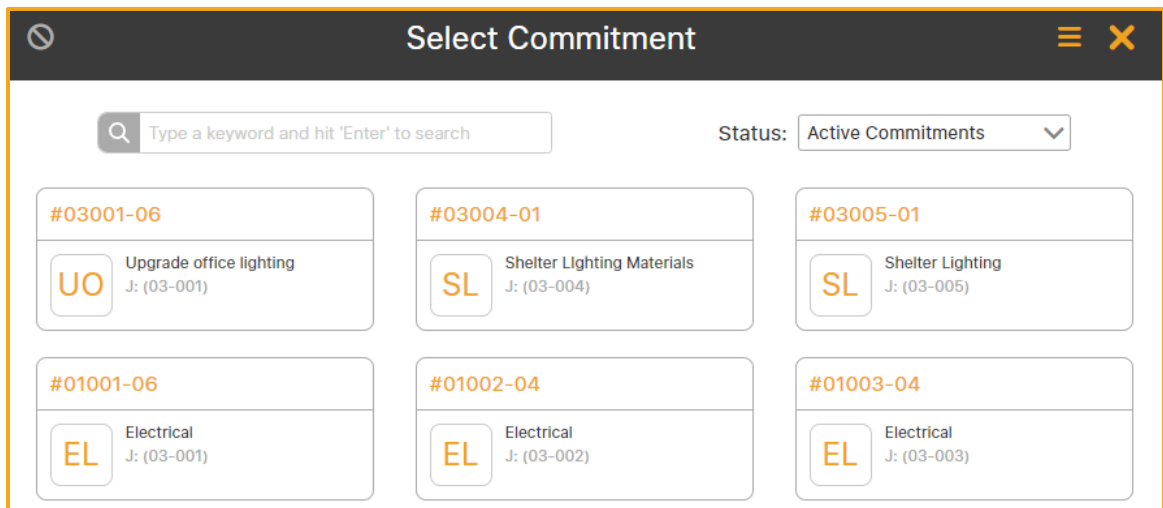
2. Select either Populate from Commitment Items or Custom.
 - **Populate from Commitment Items** allows the user to select a Commitment and Commitment Items under that Commitment. This allows the user to code all the distributions to the same commitment with different commitment items.
 - **Custom** 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 Populate from Commitment Items from the Manage Distributions Page.



2. Choose Select Commitment.



3. From the Select Commitment Page, choose a Commitment.
4. Select Create Distribution from Commitment Items back on the Manage Distributions Page.

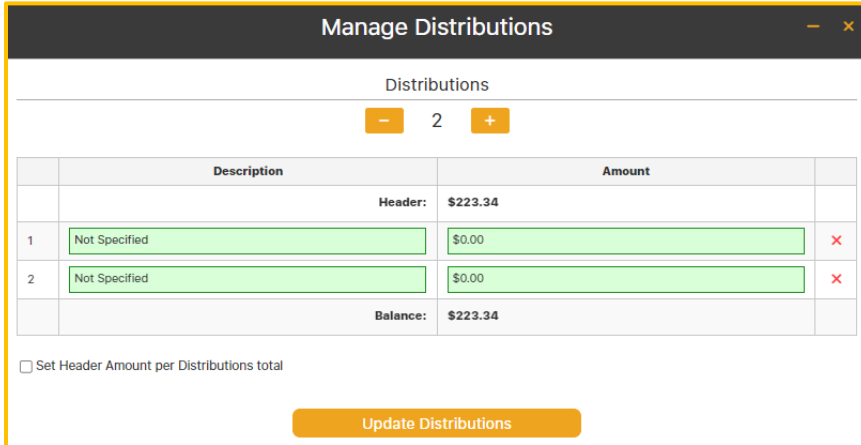
5. Select each Commitment Item from the Select Commitment Items Page.
6. Choose the Select the Selected Item  icon.

7. The user may check the 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.

8. Enter the amount for each Distribution.
9. Items can be removed from the Manage Distributions Page by selecting the **X**.
10. Select Create Distributions for new distributions, or Update if this is an update.

To Use Custom:

1. Select Custom from the Manage Distributions Page.




The screenshot shows a window titled "Manage Distributions" with a sub-header "Distributions". Below the sub-header are minus and plus buttons flanking the number "2". A table with two columns, "Description" and "Amount", is displayed. The table has a header row with "Header: \$223.34" in the Amount column. Below the header are two rows, each with a "Not Specified" description and "\$0.00" amount. A red "X" icon is in the rightmost column of each row. Below the table is a checkbox labeled "Set Header Amount per Distributions total" which is unchecked. At the bottom is an orange "Update Distributions" button. A balance icon (scales) is visible next to the "Balance: \$223.34" text at the bottom of the table.

	Description	Amount	
		Header: \$223.34	
1	Not Specified	\$0.00	X
2	Not Specified	\$0.00	X
		Balance: \$223.34	

Set Header Amount per Distributions total

Update Distributions

2. Using the – or + toggle to the number of distributions.
3. Select on the Description Field
4. Enter a Description.
5. Select the Amount Field.
6. Enter the Amount.
7. 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.
8. Select Create Distributions, or Update Distributions if a modification is being made to an existing distribution.
9. The amounts will automatically fill in as Distribution line items on the invoice.
10. Items can be removed from the Manage Distributions Page by selecting the X.
11. 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 (AP>Document Flow>Data Entry>select the specific invoiced) .

*Discount ...	08/31/2021
Discount(\$)	0.00
Tax Group	Not Specified
Tax(\$)	0.00
Accountin...	08/31/2021
Distributions	
IB2043 CAT: (#Material) Material EXP: (#5001) Cost of Goods Sold: Purcha JOB: (#21324) PRIMROSE SCHOOL CC: (#6,000) Materials	\$ 447.15
Total: \$447.15 (balanced)	
Tags	
Associations	
Jobs	+
Vendors	+
Commitments	+

2. Select the Split  icon.

Split Distribution


Please enter the amount to split off:

150 I

Ok


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.

Distributions		+	+
182043	\$ 297.15		
CAT: (#Material) Material			
EXPA: (#5001) Cost of Goods Sold: Purchas			
JOB: (#21324) PRIMROSE SCHOOL			
CC: (#6.000) Materials			
182043	\$ 150.00		
CAT: (#Material) Material			
EXPA: (#5001) Cost of Goods Sold: Purchas			
JOB: (#21324) PRIMROSE SCHOOL			
CC: (#6.000) Materials			
Total: \$447.15 (balanced)			

6. Click on each 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:

Distributions can be deleted.

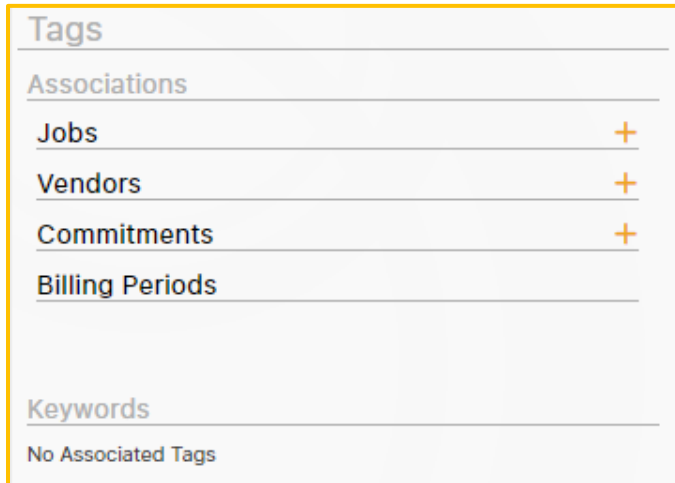
1. Click on the Distribution.
2. Select the Delete  icon.

Are you sure you wish to delete this distribution?

3. Select Ok.

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. They are optional.



Tags	
<hr/>	
Associations	
<hr/>	
Jobs	+
Vendors	+
Commitments	+
Billing Periods	
<hr/>	
Keywords	
<hr/>	
No Associated Tags	

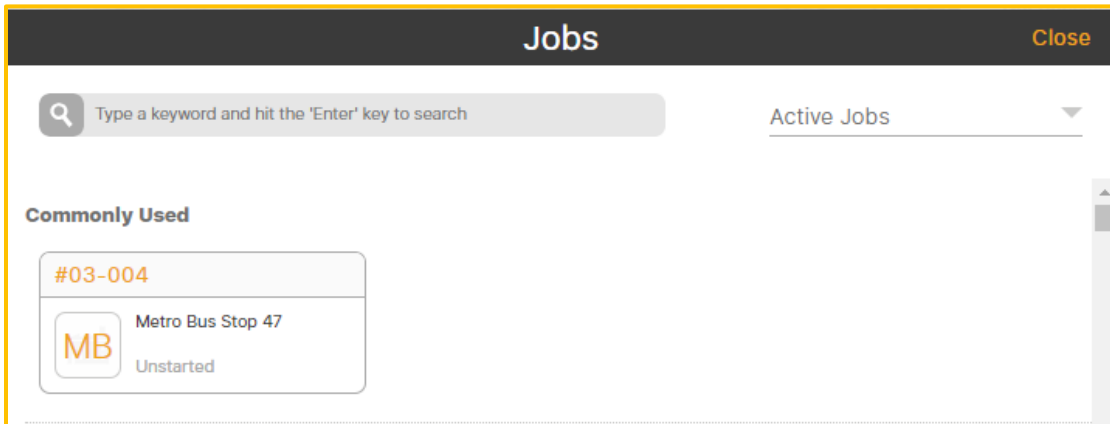
To Use a Tag for a Search:

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.

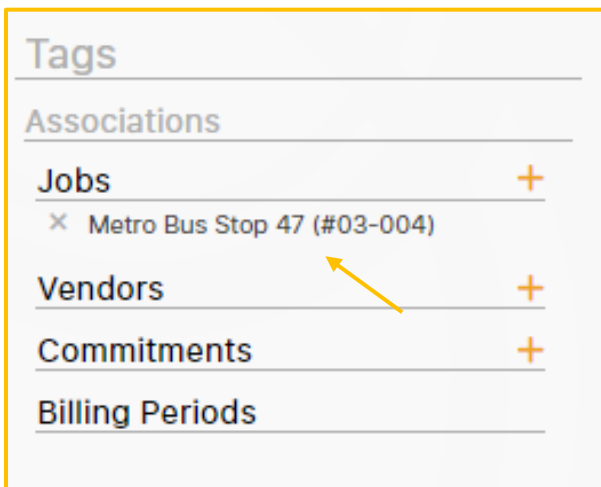
Note: Users must have permissions in the Document Flow User Setup to add Tags.

To Add a Tag:

1. Select + next to the Search Field

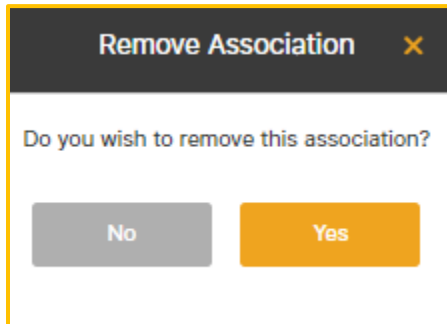


2. Select the search item from the associated Master List.
3. The Tag will now display under the Tags section.



To Remove a Tag:

1. Click the X to the left of the Tag.



2. Select Yes.
3. The Tag will no longer display.

Step 3: Move the Invoice through the Workflow

Now that the image has been uploaded, accepted, and coded as an invoice, it can be sent through the Workflow. The purpose of Workflow is to route the invoice for approval or rejection by job/user role. Workflows may also include steps (decisions) such as sending an email to someone or flagging an invoice that is over a certain amount. This is controlled by the Workflow List (AP>Configuration>Workflow List) which is customizable to meet the preferences and needs of the construction company.

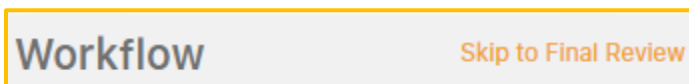
Workflow can involve multiple job roles like Data Entry Clerk, Project Manager, and AP Manager, or it can be as simple as a Data Entry Clerk and the AP Manager. If a single individual handles Document Acceptance, Data Entry, Final Review and Export, the Workflow process can be skipped to eliminate redundancy.

Navigation: AP>Document Flow>Data Entry>Selected Invoice>Data Entry Detail

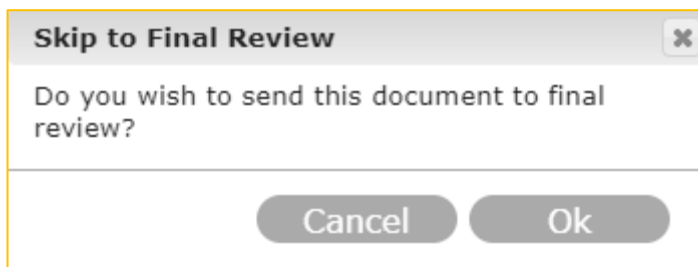
To Skip the Workflow:

Use Case: If only one person (job role) is completing Document Acceptance, Data Entry and Final Review and Export, the user can skip Workflow, by selecting Skip to Final Review.

1. When the Distribution section is complete, save the invoice.
2. Scroll to the bottom until *Workflow* displays. **Note:** Permissions must be set in the user's Document Flow User Setup to allow a user to skip to the Final Review.



3. Select Skip to Final Review.

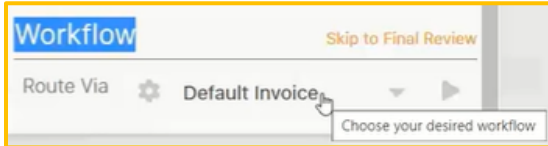


4. Select Ok to send the invoice to Final Review. This will remove the invoice from Data Entry and send the invoice to the Invoice List for Final Review.
5. The next invoice in Data Entry will appear, so the user can continue their coding process in Data Entry.

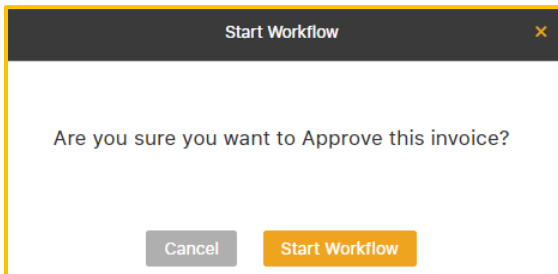
To Send the Invoice through the Complete Workflow:

Use Case: When more than one job role is involved in the Approval Process for an invoice.

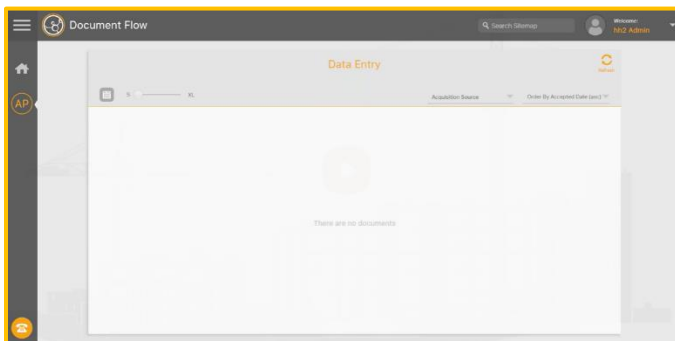
1. Go to AP>Document Flow>Data Entry>Selected Invoice>Data Entry Detail.
2. When the Distribution section is complete, save the invoice.
3. Scroll to the bottom to Workflow.



4. Select the Play  icon.



5. Select Start Workflow.
6. This will move the invoice out of Data Entry and onto the Invoice List for the Administrator to track. It will also display in the Primary Queue of the next approver by job role in the Workflow to either view, approve or reject.



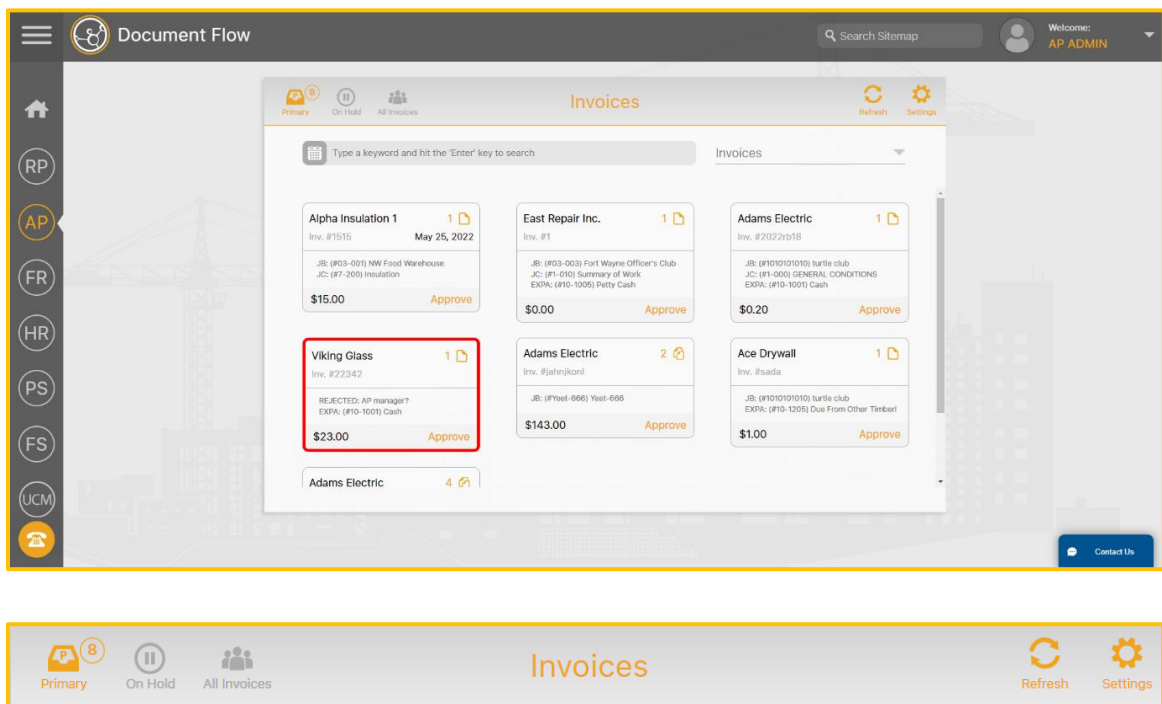
7. The next invoice in Data Entry will appear, so the user can continue their coding process in Data Entry and subsequently move the invoice through the Workflow.


Invoice Approval

Note: AP>Documents> **Invoices** can be thought of as the place the user in the Workflow views invoices to Approve or Reject. In contrast, AP>Documents>**Invoice List** is where AP Managers and AP Administrators review and export invoices to the accounting system. However, those with permissions may also access the Invoice List.

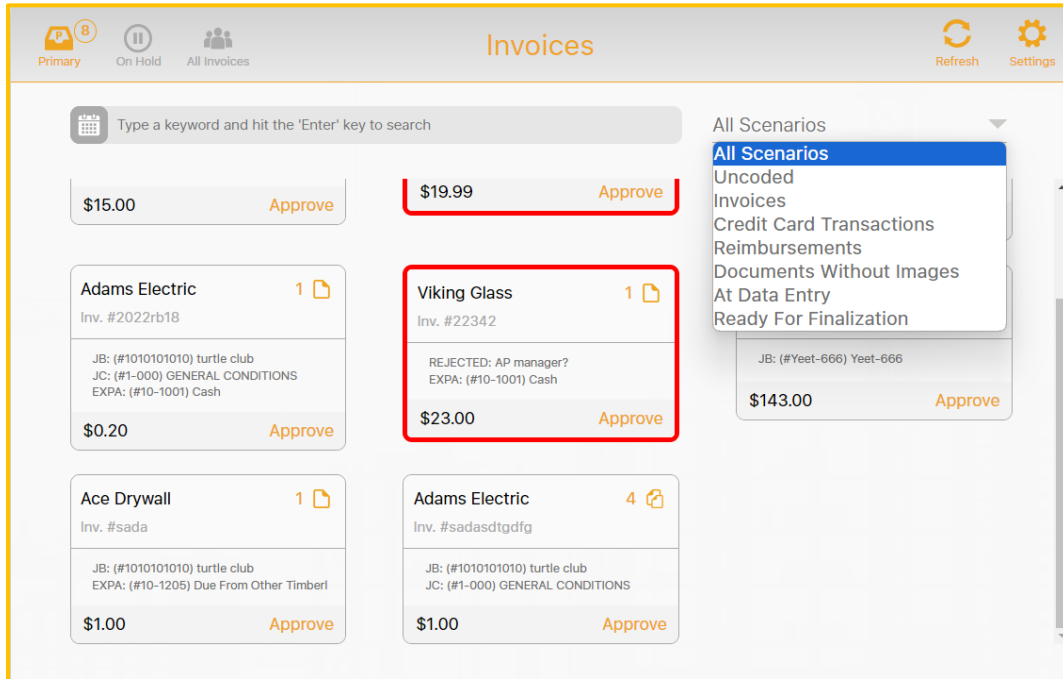
Navigation: AP>Documents> Invoices




On the Invoices Page, members of the Workflow view, approve or reject invoices sent to them.

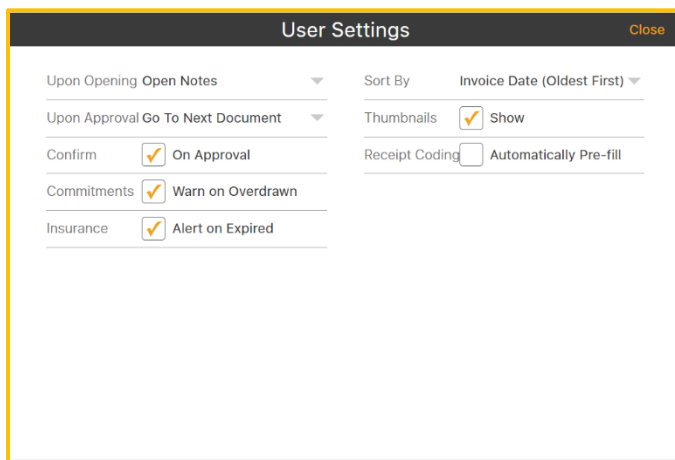


The Primary  icon allows the user to view and manage invoices (and credit card transactions for Receipts and invoices for Reimbursements, if applicable) sent to them. The number of invoices the user needs to review is indicated with the number. In this example, 8. Invoices can be searched by key words or filtered by Scenario.

Note: An invoice bordered in red indicates the invoice was rejected.

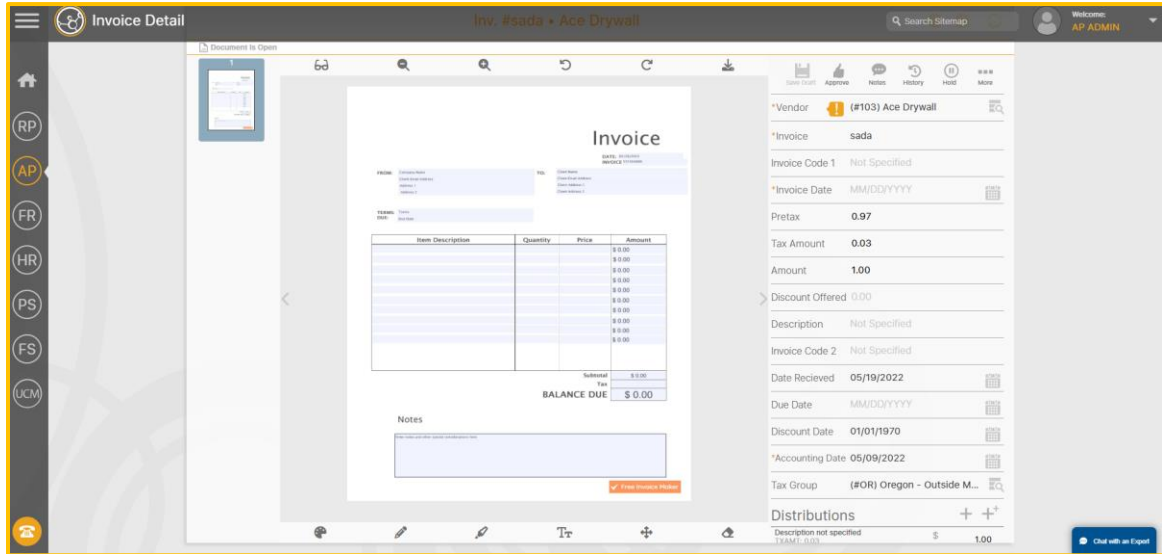


- The On Hold  icon will display invoices held by the user.
- The All-Invoices  icon will display all invoices in the Workflow.
- The Settings  icon allows each approver to set up personal settings for the approval process.

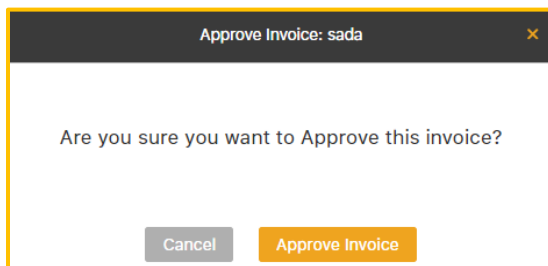


To Approve an Invoice from the Invoice Detail Page:

1. Select the Invoice with a click. This will take the user into the Invoice Detail Page.



2. In Invoice Detail, select the Approve  icon.




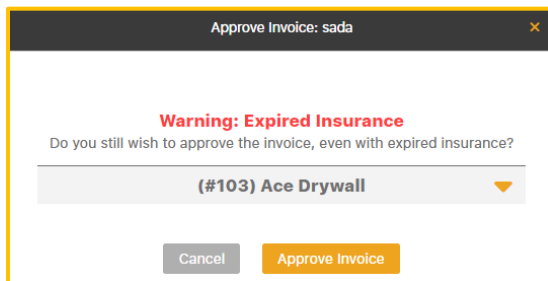
3. Select Approve Invoice.
4. The invoice progresses through various workflow steps, including approval or rejection by members (job role) of the Workflow, or email notification, depending on the hh2 system's setup. These routing steps are configured to accommodate the construction company's needs. Examples include emailing copies to office or field personnel, sending invoices to the Superintendent or Project Manager, or flagging high-value invoices. Ultimately, the process ends with the AP Manager's final review and export to the accounting system.

Note: This process is used by the AP Manager when the AP Manager is part of the approval process in the Workflow. When the AP Manager is not a part of the Workflow, they will review invoices from the Invoice List (AP>Documents>Invoice List).

To Approve an Invoice with Alert on Expired Insurance:

If the Document Flow Settings are set to warn the approver if the vendor's insurance is expired, a warning will appear after the Approve icon is selected.


1. Select the Invoice with a click to go to the Invoice Detail Page.
2. In Invoice Detail, select the Approve  icon.
3. A warning window will appear if the Vendor's insurance is expired.

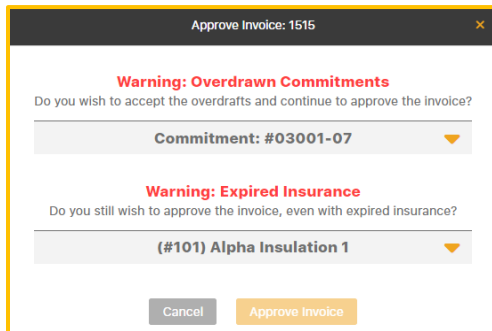


4. Either Cancel and investigate the expired insurance or select Approve Invoice.
5. When the invoice is approved, it will then be displayed in the Primary Queue for the next member (job role) of the Workflow.

To Approve an Invoice with an Overdrawn Commitment Warning:

If the Settings are set to warn the approver that the commitment is overdrawn, the approver will receive a warning after the Approve icon is selected.

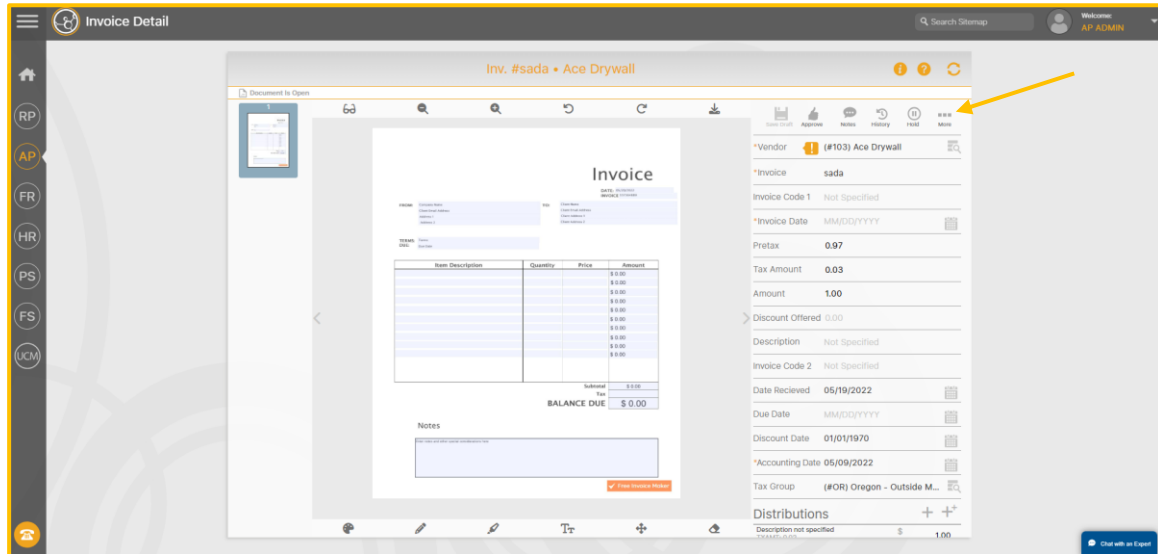
1. Select the Invoice with a click to go to the Invoice Detail Page.
2. In Invoice Detail, select the Approve  icon.
3. A warning window will appear if the Commitment is overdrawn.



4. Either Cancel and investigate the overdrawn commitment or select Approve Invoice.



Other Options for Managing an Invoice in the Workflow, including Rejection

Navigation: AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail




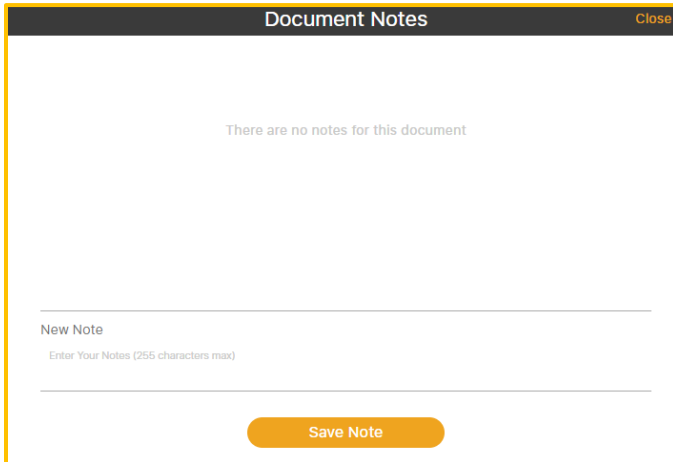
From Invoice Detail, the user can also:

- Make notes about the invoice
- View the routing history of an invoice
- Hold the invoice
- Reject the invoice
- Route the invoice to another person or group
- Dispute the invoice
- Delete the invoice
- Attach receipts
- Edit pages of the invoice
- Attached supporting documentation to the invoice

Note: Within the Queues, the Receipts  icon is utilized when credit card receipts are processed in Document Flow and the Reimbursement  icon is for reimbursements. See the Document Flow-Receipts User Guide or the Document Flow Reimbursements User Guide, respectively.

To Make Notes about the Invoice (to communicate to others in the Workflow):

1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select the Notes  icon.



Document Notes Close

There are no notes for this document


New Note

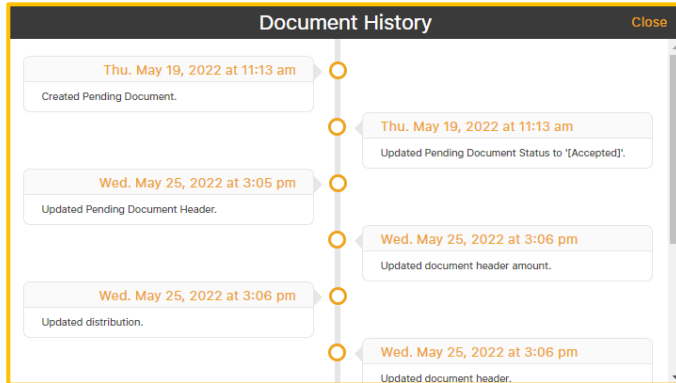
Enter Your Notes (255 characters max)

Save Note

3. Enter the note.
4. Select Save Note.


To View the Document History:

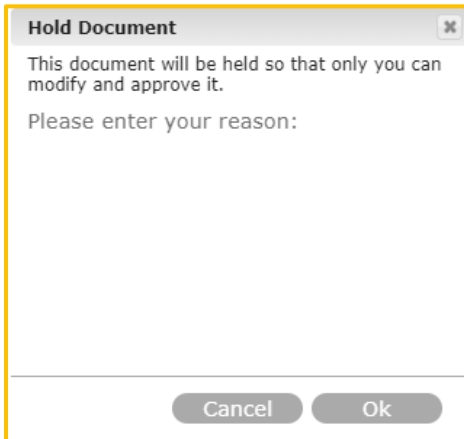
1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select the History  icon.



3. Scroll, if needed.
4. Select Close.

To Place a Document on Hold:

1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select the Hold  icon.



Hold Document [X]


This document will be held so that only you can modify and approve it.

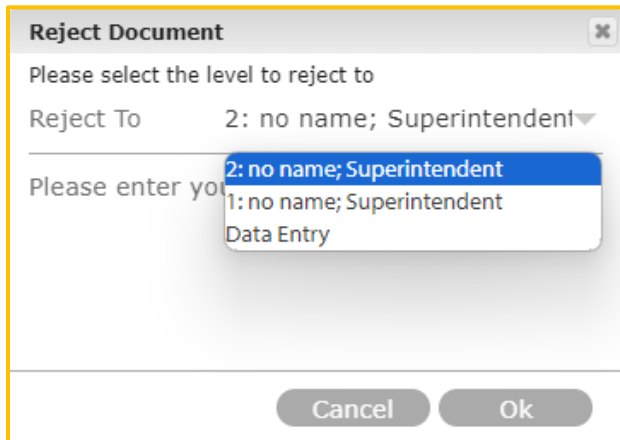
Please enter your reason:

Cancel Ok

3. Enter the required reason for the Hold.
4. Select Ok.
5. The document will reside in the On Hold Queue until further action is taken.


To Reject a Document and Send it Back Down a Level in the Workflow:

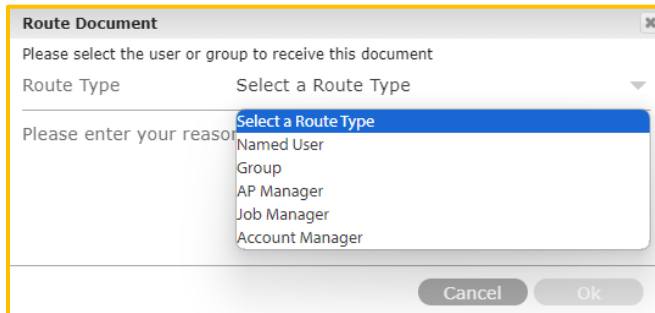
1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Reject  icon.



4. Select the Level to reject the invoice back to with the dropdown arrow. Options here depend on the Workflow set up.
5. Enter the required Rejection Reason
6. Select Ok.


To Route the Document to a Job Role or Group:

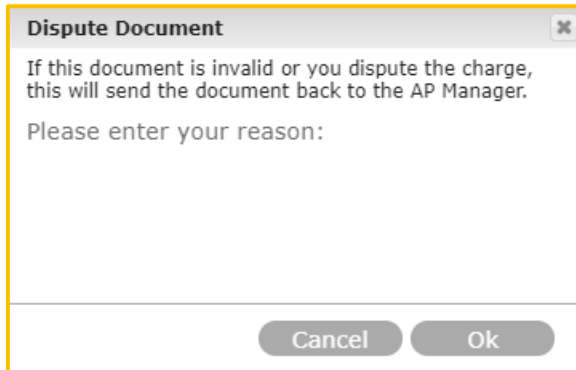
1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Route  icon.



4. Select a Route Type. Options will depend on the Workflow set up.
5. Enter the required reason.
6. Select Ok.

To Dispute a Document:

1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Dispute  icon.




Dispute Document ✕

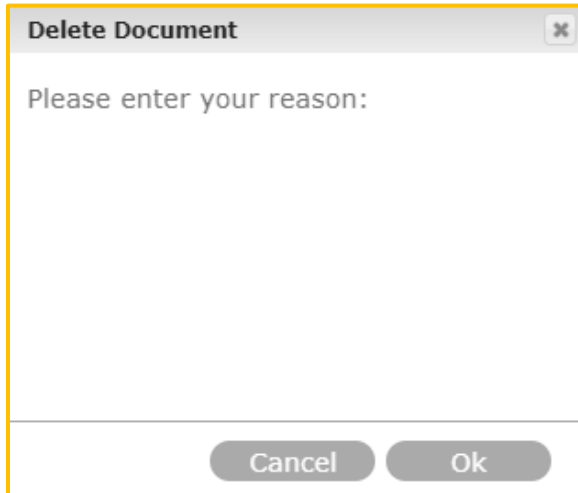
If this document is invalid or you dispute the charge, this will send the document back to the AP Manager.

Please enter your reason:

4. Enter the reason for the Dispute. This is required.
5. Select Ok.
6. The invoice will be sent to the AP Manager.

To Delete an Invoice:


1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Delete  icon.

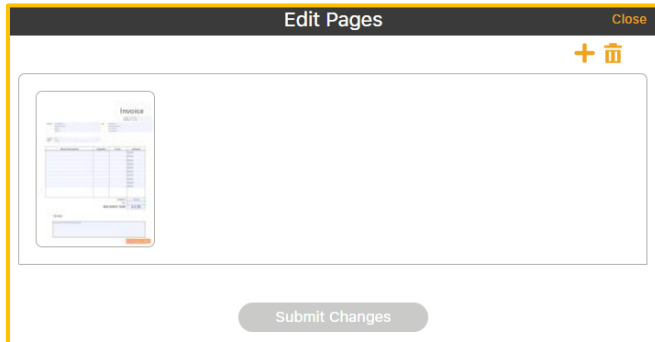


The image shows a dialog box titled "Delete Document" with a close button (X) in the top right corner. The main text inside the dialog box reads "Please enter your reason:". Below the text is a large, empty rectangular area for entering the reason. At the bottom of the dialog box, there are two buttons: "Cancel" on the left and "Ok" on the right.

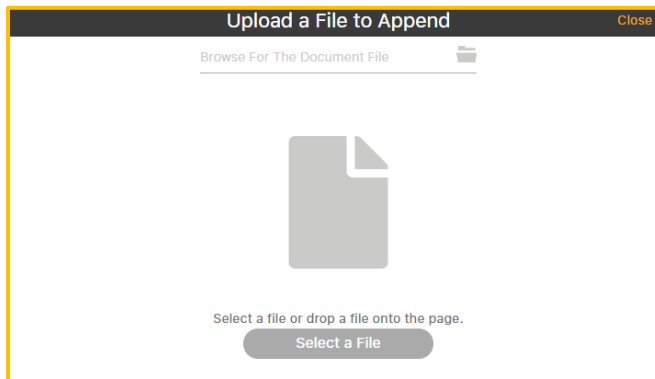
4. Enter the required reason.
5. Select Ok.


To Edit Pages with an Add to the Document:

1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Edit Pages  icon.





4. Select + to add a document.




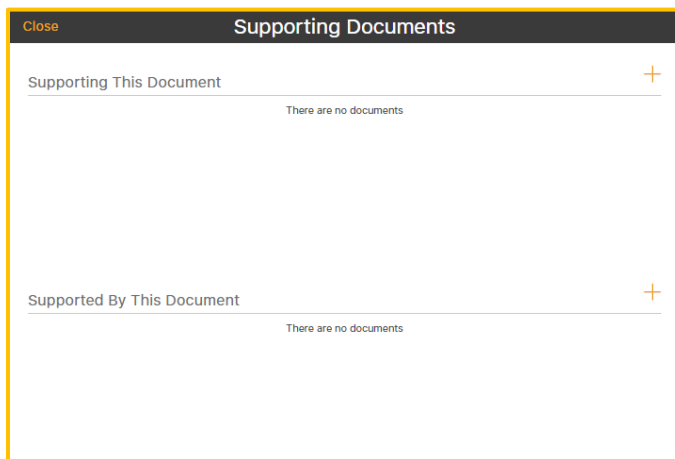
5. Browse and select, using the  icon.
6. Select the file and Open.
7. Select Upload Document.
8. Select Submit Changes.
9. Or drag and drop the file onto the page, select Upload Document and Submit Changes.

To Edit Pages (Make a Deletion) to the Document:

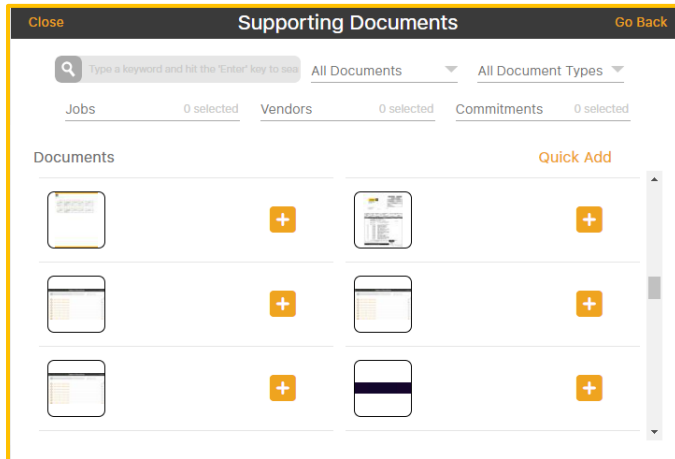
1. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail.
2. Select More...
3. Select the Edit Pages  icon.
4. Select the Delete  icon.
5. Select the Document to delete.
6. Select Submit Changes.



To Add Supporting Documents:

7. Navigate to AP>Documents>Invoices>Select the Queue (Primary, On Hold or All Invoices)>Select the Vendor> Select the Invoice>Invoice Detail
8. Select More...
9. Select the Supporting Documents  icon.



10. Select +.



11. Supporting Documents can be filtered with the Search Field, by Associated and Unassociated Documents, Document Types, Jobs, Vendors and Commitments.
12. Click the  icon that is next to the Supporting Document.
13. Select Go Back.
14. Select Close.
15. The Document selected will now be displayed as a Supporting Document.
16. The  icon is used to remove Supporting Documents.

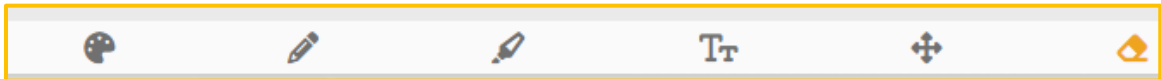
Note: Supporting This Document are documents that support the selected invoice. Supported By This Document are documents that support something other than the selected invoice.

Self-Service Invoice Reconciliation is also available from the Invoice Detail Page. See [Self-Service Invoice Reconciliation](#).








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> 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.

The Invoice List

Navigation: AP>Documents>Invoice List

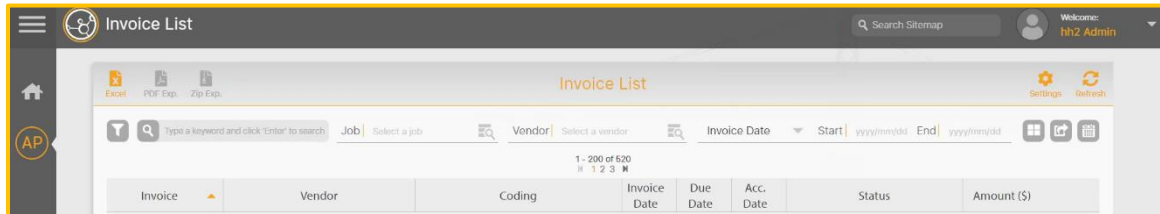
The Invoice List is where the AP Manager can view all invoices in the system. This is where the AP Manager will make a final review of the invoice, approve it, and export it to the accounting system.




Invoice List Notes:

- Only those granted permission to access the Invoice List are permitted to do so.
- It is where invoices can be exported into the accounting system.
- An invoice will not display on the Invoice List until the Header is approved inside Data Entry. During the Data Entry step, the invoice is tied to an invoice number.
- Invoices can be filtered and viewed many ways in the Invoice List. One of the most common ways is by Status.
- AP>Documents> Invoices can be thought of as the place the user views Invoices to Approve or Reject. In contrast, AP>Documents>Invoice List is where AP Managers and AP Administrators review and export invoices to the accounting system.
- Make note not to confuse the Invoices>Invoice Detail Page with the Invoice List Page in the pages that follow.

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.

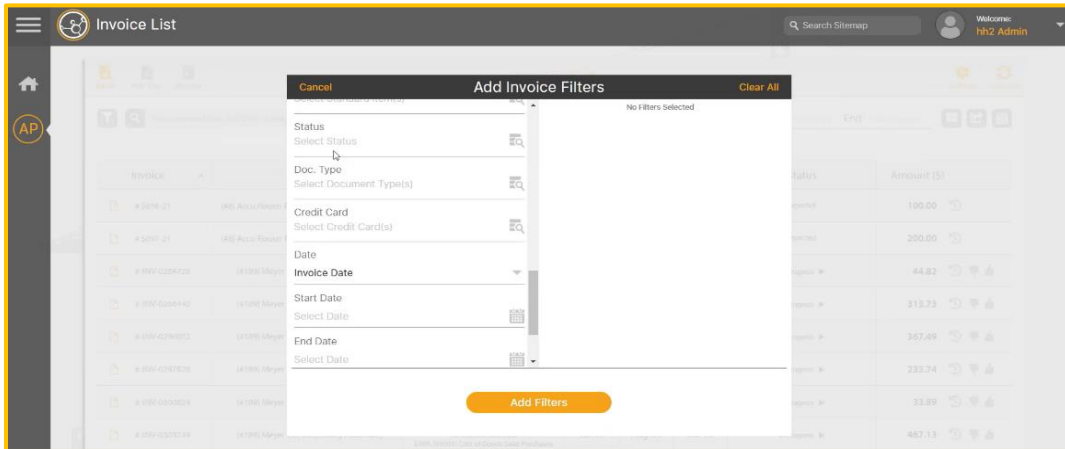
A screenshot of the 'Invoice Settings' dialog box. It has a 'Close' button in the top right corner. The settings are organized into two columns. The left column contains: 'Upon Opening' (Do Nothing), 'Upon Approval' (Go To Next Document), 'Confirm' (checked, On Approval), 'Commitments' (checked, Warn on Overdrawn), and 'Insurance' (checked, Alert on Expired). The right column contains: 'Acc. Date' (unchecked, Show), 'Disc. Date' (unchecked, Show), 'Due Date' (checked, Show), 'Invoice Date' (unchecked, Show), and 'Disc. Amount' (unchecked, Show).

- **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.

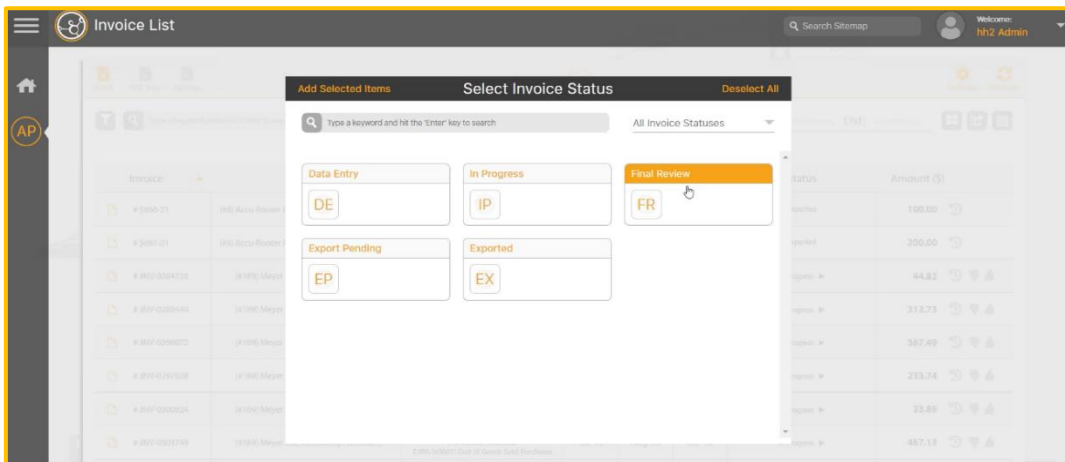
- **Refresh:** The Invoice List Page can be refreshed using the Refresh  icon.
- **Search:** Invoices can be searched using keywords in the Search Field, by Job, Vendor, various types of dates and by a date range.
- **Select All:** The Select All  icon will select all invoices in the current view. To Deselect, click the icon.
- **Batch Export:** Use the Batch Export  icon to Batch Export all selected invoices to Final Review.
- **Updates the Accounting Date for all selected invoices in Final Review:** To update the Accounting Date use the  icon.
- **Filter Icon:** The purpose of this feature 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

The Middle of the Invoice List provides valuable information.

 01002-04 (#001)	(#100) A-1 Electric Co	JB: (#03-002) Clackamas Office Park #4 JC: (#16-100) Electrical Sub	-	Data Entry	430.22	
 03009-01 (#001)	(#105) Adams Electric	JB: (#03-009) OHSU Lighting Renovation JC: (#16-100) Electrical Sub	-	Exported	28,000.00	
 03009-03 (#001)	(#101) Alpha Insulation 1	JB: (#03-001) NW Food Warehouse JC: (#7-200) Insulation	Dec-09 2021	Exported	4,491.09	
 03009-03 (#002)	(#103) Ace Drywall	JB: (#03-009) OHSU Lighting Renovation JC: (#9-250) Drywall	Oct-13 2022	In Progress  Step 5 of 5 : Job Manager Troyunc;Vash	675.00	 

The Invoice List provides:

- The Invoice Number
- Vendor name
- Coding
- Date (as selected in the user Settings)
- Status (Data Entry, In Progress with routing information, Final Review and Exported)
- Amount

Understanding Invoice Status

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


Data Entry: Indicates the invoice was rejected or routed to Data Entry by anyone 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 invoice.

In Progress: Indicates the 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 invoice.

Final Review: Indicates the invoice has been approved by the final approver in the Workflow and is 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 invoice is in the process of exporting.


Exported: Indicates the 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.

On the line item for the Invoice, there are additional tools:


The History  icon allows the User to view the Invoice history.

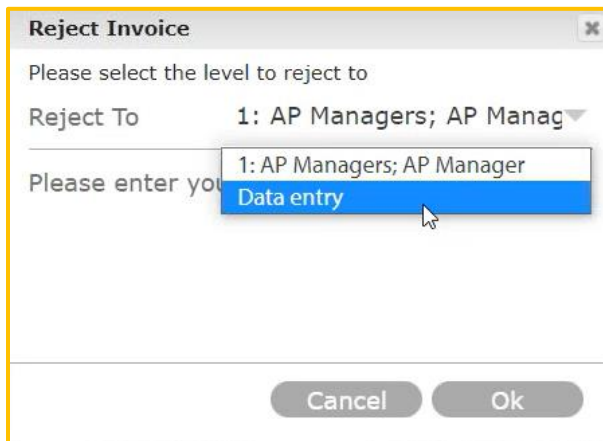
The Skip  icon moves the invoice to the next member (job role) or step in the Workflow.

Use Case: This is commonly used if a member (job role) of 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.

The Reject  icon will reject the invoice and send it to a lower level of the Workflow.


To Reject an Invoice:


1. Click on the invoice.
2. Select the Reject  icon.
3. Select the level to Reject the invoice back to in the Reject To field. Any level below is acceptable.
4. A reason for rejection is required.



5. Select Ok.


The Approval Icon on the Invoice List:

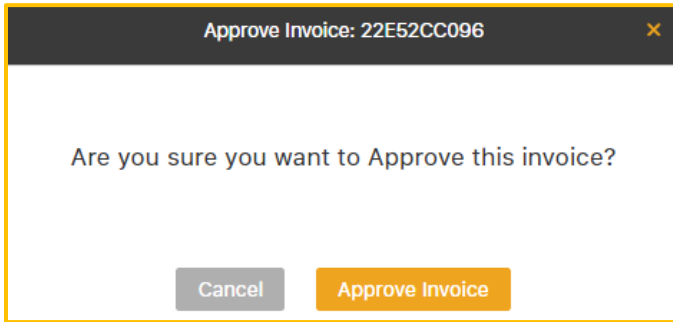
The Approve  icon will approve the invoice and move it to the next level in the Workflow.

Since the Invoice List is typically used by AP Managers and AP Administrators, the only time an approval icon will appear is if the user is in the Workflow. Some AP Managers prefer to be a part of the Workflow to provide an additional opportunity for invoice review. In that case, the Approval  icon will display. AP Managers who are a part of the Workflow may also approve invoices from the Invoice Detail Page. See how to [Approve an Invoice from the Invoice Detail Page](#).

However, most AP Managers and/or AP Administrators prefer to review for accuracy only during Final Review status and are not a part of the Workflow, as an approver. In this case, the Approve icon will not appear. AP Managers can still make modifications, but their only requirement is to export.

To Approve an Invoice and Send it to Final Review Status from the Invoice List:

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 invoices.




3. Select Approve Invoice.
4. The invoice will move to the next Workflow step. If the AP Manager/Administrator is the final person in the Workflow, the status will change to Final Review, if there are no further steps in the Workflow.

Step 4: Export to the Accounting System




After the invoice has been reviewed and approved by the final approver in the Workflow List, it is ready for export to the accounting system.


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

To Export a Single Invoice to the Accounting System:

1. Select the invoice.
2. Select the Export  icon.
3. Select Ok.

To Export a Batch of 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, 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.

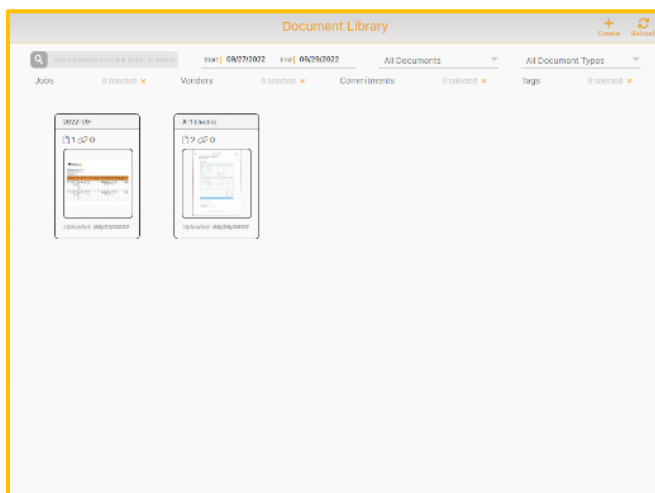
Other Tools for Managing Invoices

Other tools may be used to review invoice information.

Document Library

Navigation: AP>Documents>Document Library

The purpose of the Document Library is to view and add all documents associated with an invoice, such as photos, backup invoices and backup documentation. The Document Library provides a means to add Pay-App documents to an invoice. **Note:** Payment Applications is currently in the Beta phase of development.

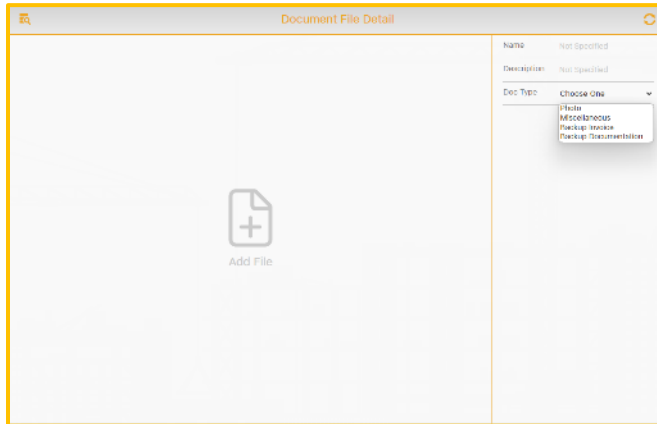


The following filters can be used to filter Documents:

- Dates
- All, Associated and Unassociated Documents
- Document Types (photos, miscellaneous, backup documents and invoices)
- Jobs
- Vendors
- Commitments
- Tags (not required, but can be used as a search tool for finding documents)

To Add a Document or Photo to the Document Library:

1. Select the +Create icon.



2. On the Document File Detail Page, enter a Name, Description and select the Doc Type from the Picklist.
3. Select Add File
4. Choose the file.
5. Select Open.
6. The file will display and now populate in the Document Library.


Distribution Worksheet

Navigation: AP>Documents>Distribution Worksheet



The Distribution Worksheet provides an additional means to code and split distributions in in the Workflow step. Likewise, the Distribution Worksheet allows for Batch Coding and Approving. Only invoices that need approval will be displayed on the Distribution Worksheet. On the Distribution Worksheet, Distributions appear in a worksheet format. Also see [Distribution Data](#).

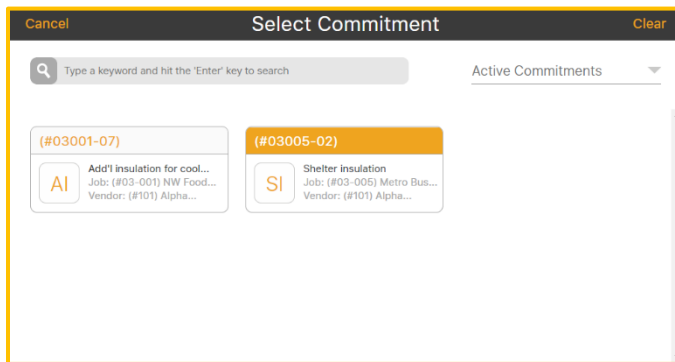
Description	Inv. Date	Amount	Commitment	Commit. Item	Equipment	Equip. Cost Code	Job	Cost Code	Category	G.L. Account
East Repair Inc.										
		0.00					01-003 Fort Wayne Officer's Club	1-010 Summary of Work	Labor	10-1000 Party Cash
Alpha Insulation 1										
		15.00								
1016 Insulation	May 26, 2022	7.00	01009-01	1	Insulation		01-001 NW Food Warehouse	7-200 Insulation	0 Subcontracts	
1016 Insulation	May 26, 2022	5.00	01009-01	1	Insulation		01-001 NW Food Warehouse	7-200 Insulation	0 Subcontracts	
1016 Insulation	May 26, 2022	3.00	01009-01	1	Insulation		01-001 NW Food Warehouse	7-200 Insulation	0 Subcontracts	
admin admin Group										
		19.99								
8F90SCDATA	Jun 7, 2022	9.99								
8F90SCDATA	Jun 7, 2022	10.00								
8F90SCDATA	Jun 7, 2022	0.00								
Adams Electric										
		0.20								
2022418		0.16					10010010 turtle club	1-200 GENERAL CONDITIONS	10-2000 Cash	

To Split Distribution on the Distribution Worksheet:

1. Select the Split  icon.
2. Enter the amount to be split.
3. Select Ok.
4. Select Save All.
5. Two-line items will display indicating the amounts split.

To Batch Code Invoices from the Distribution Worksheet:

1. Select the  icon located in the column title section of the page. **Note:** The Upward Arrow  icon disables Batch Coding.
2. Select the Distribution.
3. Select the associated box in the row which represents the Distribution Fields, and the Master List for the Distribution Field will appear. For instance, if the user clicks on the Commitment box, the Select Commitment Page will appear.



4. Continue to select each box that requires coding and choose from the associated Master List that appears.

Just like on the Invoice Detail Page (AP>Documents> Invoice Detail>More) there are additional functions that can be performed including approving and rejecting an invoice. Some of these same functions apply here such as Save, Approve, Notes, Hold, Reject, Route, Dispute, Delete, Supporting Documents, and History. See [Other Options for Managing an Invoice, including Rejection.](#)

Invoice Aging Summary

Navigation: AP>Documents>Invoice Aging Summary

The purpose of the Invoice Aging Summary is to provide the user a summary of all invoices.

Vendor	Current	Current Week 08/28 - 09/01	0-30 days Overdue	31-60 days Overdue	61+ days Overdue	No Payment	Total
---	-	-	-	-	412.16 (1)	0.00 (6)	412.16 (7)
A-1 Electric Co	-	-	5,950.00 (1)	-	125,293,301.31 (144)	2,880.34 (8)	125,302,131.65 (153)
AAA Insurance and Bonding	-	-	-	-	336,738.23 (11)	1,586.11 (2)	338,324.34 (13)
Ace Drywall	-	-	-	-	1,026,670.92 (101)	1,084.27 (7)	1,027,755.19 (108)
Ace Uniform	-	-	-	-	199.74 (2)	308.12 (3)	507.86 (5)
Acme Door & Glass Distributors	-	-	-	-	560.86 (9)	159.00 (1)	719.86 (10)
Adams Electric	-	-	-	-	18.54 (2)	10,970,597.48 (404)	10,970,616.02 (406)
Alpha Insulation 1	-	-	-	-	10,554.38 (4)	-	10,554.38 (4)

Invoices can be filtered by:

- Keyword
- User
- Date: Invoice, Payment, Discount, Received or Accounting Date (Invoice Date is the default).
- Vendor (The user may also click on the Vendor name to view specific invoices that make up the total amount on the Invoice Aging Summary).
- Additionally, the User Field can be used as a filter.

The data can be exported into an Excel Spreadsheet.

To Export the filtered data into Excel:

1. Filter the data.
2. Refresh.
3. Select the Excel icon.
4. Check the Downloads folder for the Excel file.










Invoice List

Navigation: AP > Documents > Invoice List

The Invoice List is used to view the:

- Invoice Number
- Vendor
- Coding
- Selected Date
- Status
- Amount
- Create Excel and PDF reports
- Export to the accounting system

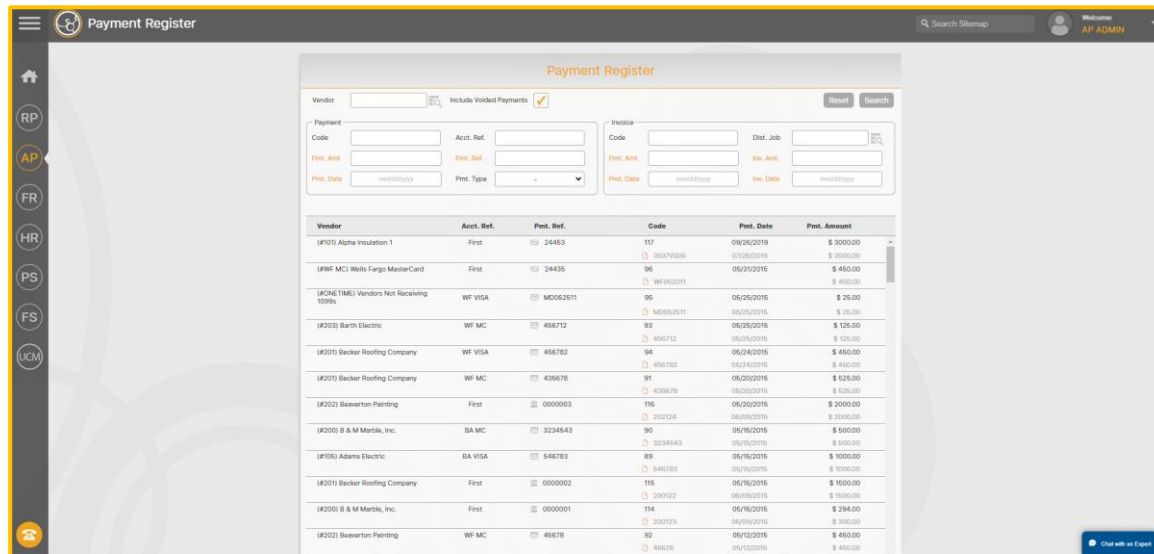
See additional information about the [Invoice List](#) during the Final Review and Export Step.

 01002-04 (#001)	(#100) A-1 Electric Co	JB: (#03-002) Clackamas Office Park #4 JC: (#16-100) Electrical Sub	-	Data Entry	430.22	
 03009-01 (#001)	(#105) Adams Electric	JB: (#03-009) CHSU Lighting Renovation JC: (#16-100) Electrical Sub	-	Exported	28,000.00	
 03009-03 (#001)	(#101) Alpha Insulation 1	JB: (#03-001) NW Food Warehouse JC: (#7-200) Insulation	Dec-09 2021	Exported	4,491.09	
 03009-03 (#002)	(#103) Ace Drywall	JB: (#03-009) CHSU Lighting Renovation JC: (#9-250) Drywall	Oct-13 2022	In Progress ▼ Step 5 of 5 : Job Manager Trioun:Yash	675.00	 

Payment Register

Navigation: AP>Documents>Payment Register

The purpose of the payment register is to view payment information for invoices. This is a view only page.




Vendor	Acct. Ref.	Post. Ref.	Code	Post. Date	Post. Amount
(F021) Alpha Insulation 1	First	24453	117	09/26/2019	\$ 3000.00
(F021) Alpha Insulation 1	First	24453	38877008	07/26/2019	\$ 2000.00
(WFV MC) Wells Fargo MasterCard	First	24435	96	05/01/2015	\$ 450.00
(WFV MC) Wells Fargo MasterCard	First	24435	WF002011	05/01/2015	\$ 450.00
(KONE TIME) Vendors Not Receiving Tolls	WF VISA	MD052511	96	05/25/2015	\$ 25.00
(KONE TIME) Vendors Not Receiving Tolls	WF VISA	MD052511	MD052511	05/25/2015	\$ 25.00
(K203) Earth Electric	WF MC	456712	93	05/26/2015	\$ 125.00
(K203) Earth Electric	WF MC	456712	456712	05/26/2015	\$ 125.00
(K201) Becker Roofing Company	WF VISA	456782	96	05/24/2015	\$ 450.00
(K201) Becker Roofing Company	WF VISA	456782	456782	05/24/2015	\$ 450.00
(K201) Becker Roofing Company	WF MC	436678	91	05/20/2015	\$ 425.00
(K201) Becker Roofing Company	WF MC	436678	436678	05/20/2015	\$ 425.00
(K202) Beaverton Painting	First	0000005	116	05/20/2015	\$ 2000.00
(K202) Beaverton Painting	First	0000005	200124	05/20/2015	\$ 2000.00
(K200) B & M Merkle, Inc.	BA MC	3234543	90	05/15/2015	\$ 500.00
(K200) B & M Merkle, Inc.	BA MC	3234543	3234543	05/15/2015	\$ 500.00
(F05) Adams Electric	BA VISA	546783	89	05/15/2015	\$ 1000.00
(F05) Adams Electric	BA VISA	546783	546783	05/15/2015	\$ 1000.00
(K201) Becker Roofing Company	First	0000002	116	05/15/2015	\$ 1500.00
(K201) Becker Roofing Company	First	0000002	200122	05/15/2015	\$ 1500.00
(K200) B & M Merkle, Inc.	First	0000001	114	05/15/2015	\$ 284.00
(K200) B & M Merkle, Inc.	First	0000001	200123	05/15/2015	\$ 300.00
(K202) Beaverton Painting	WF MC	45678	92	05/12/2015	\$ 450.00
(K202) Beaverton Painting	WF MC	45678	45678	05/12/2015	\$ 450.00

To Search for Invoice Payment Information, the user can search by:

- Vendor
- Payment information (Code, Account, Amount, Reference, Date, Type, or any combination of)
- Invoice information (Code, Job, Amount, Invoice Amount, Payment Date, Invoice Date, or any combination of).
- Or a combination of Payment and Invoice information.

To View Payment Details:

1. Click on the Invoice Line Item.
2. Scroll down to the bottom.
3. The Payment details display.

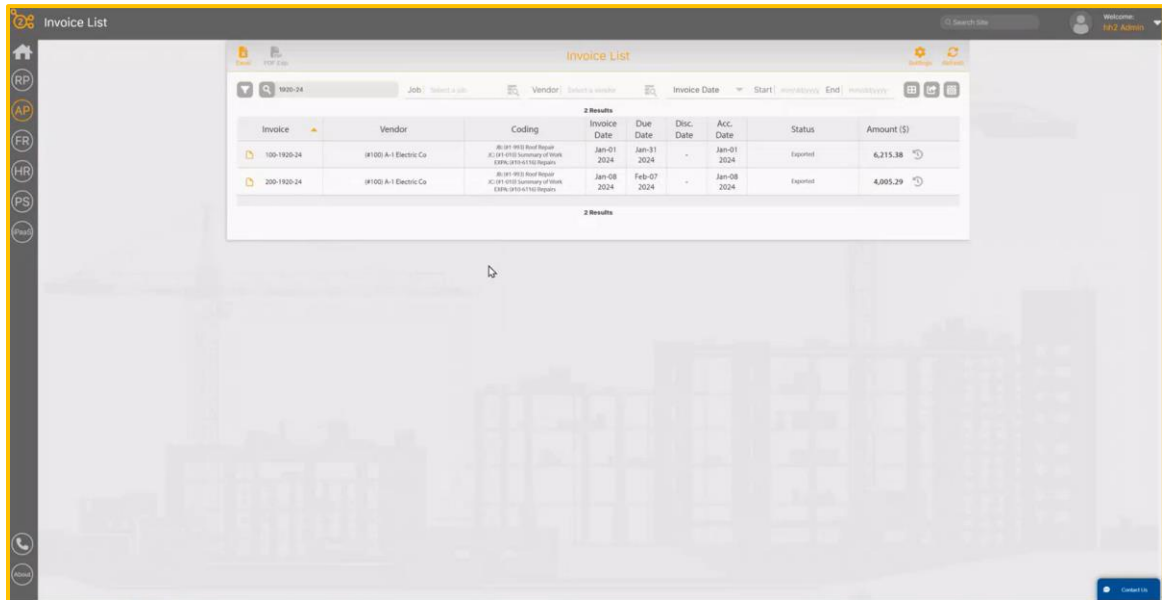
Payments		Paid
Code	#117	
Date	2019-09-26	
 Acct. Ref.	First	\$3000.00
Pmt. Ref.	24453	
		Total Paid: \$3000.00

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

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.





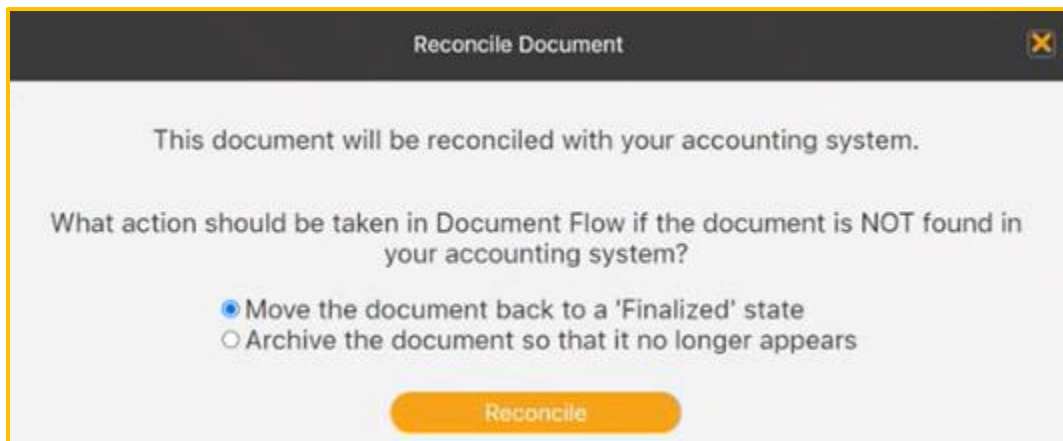
The screenshot displays the 'Invoice List' interface. At the top, there is a search bar and a 'Welcome: hh2 Admin' notification. Below the search bar, there are filters for 'Job' and 'Vendor'. The main content is a table with the following columns: Invoice, Vendor, Coding, Invoice Date, Due Date, Disc. Date, Acc. Date, Status, and Amount (\$). The table contains two rows of data:

Invoice	Vendor	Coding	Invoice Date	Due Date	Disc. Date	Acc. Date	Status	Amount (\$)
100-1920-24	8100 A-1 Electric Co	81-91-953 Roof Repair A: 171-910 Summary of Work EPRR-2019-10-10-Repairs	Jan-01 2024	Jan-31 2024	-	Jan-01 2024	Exported	6,215.38
200-1920-24	8100 A-1 Electric Co	81-91-953 Roof Repair A: 171-910 Summary of Work EPRR-2019-10-10-Repairs	Jan-08 2024	Feb-07 2024	-	Jan-08 2024	Exported	4,995.29

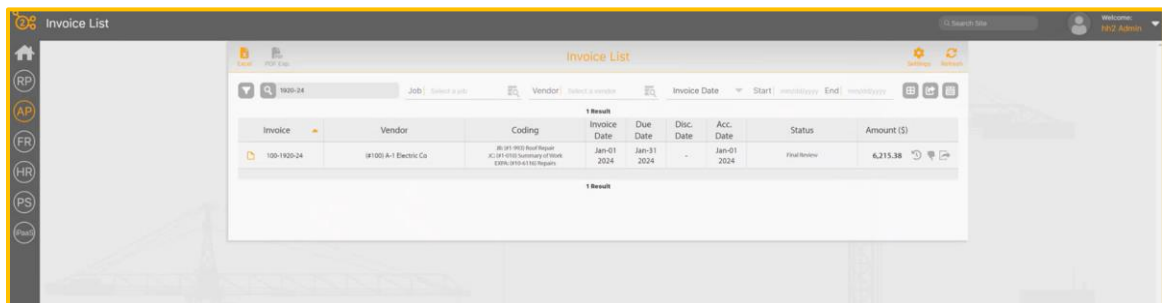
- AP Managers can select an invoice which has previously been exported .
- All AP managers will see the Reconcile feature, however full functionality is currently only available for customers with the Sage 300 accounting system.

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.





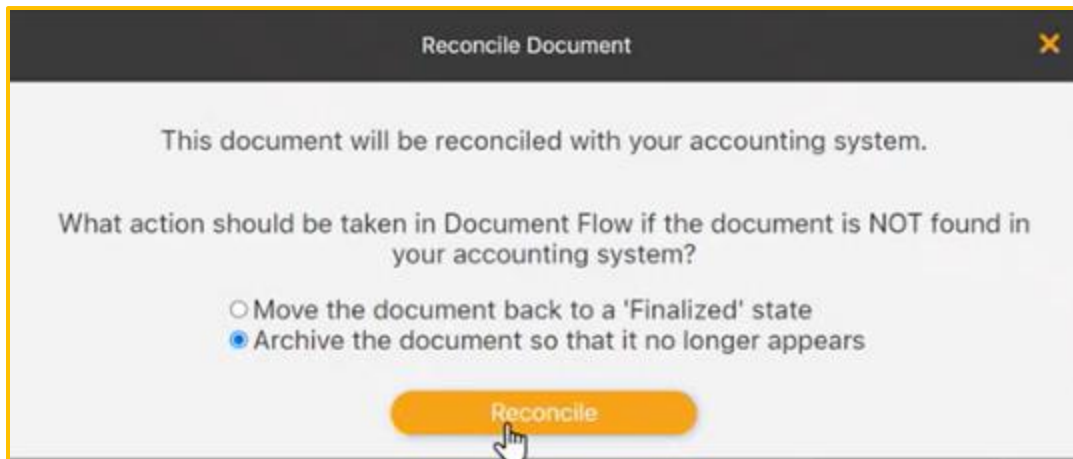
3. Select Move the document back to a 'Finalized' state.
4. Select Reconcile.
5. A message noting the Document is Approved (Final) will be displayed.
6. Refresh the Invoice list.



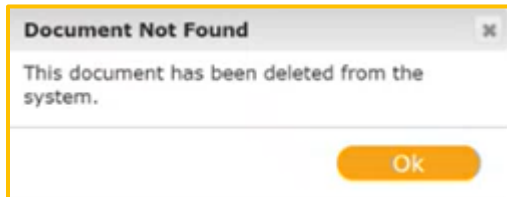
7. The Document will be listed in a Final Review status in hh2.

To Delete an Invoice Completely from hh2:

1. Navigate to AP>Documents>Invoice List>select a specific invoice.
2. Select the Reconcile  icon. **Note:** The Reconcile  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.

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 Administrator configures hh2. Only those granted permissions can work in this process. Invoice images are uploaded into hh2. They are coded and sent through the Workflow. Once the Workflow is completed, the invoices are ready to be exported 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.
- How to Add a Tag was added.
- Navigation was modified on To Split Distributions.