



Deltek

Deltek + ComputerEase

Integration Guide for Nvoicepay

August 11, 2022

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Overview

This guide describes procedures on how to integrate ComputerEase with Nvoicepay to use the Accounts Payable feature of ComputerEase.

Scope

This guide applies to ComputerEase 22.1.5 and later.

Intended Audience

This guide is for system administrators who install and configure ComputerEase with Nvoicepay.

ComputerEase Setup for the Nvoicepay Accounts Payable Service

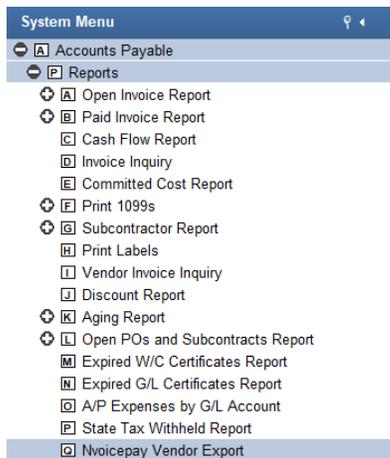
Generating a Vendor List for Nvoicepay

Nvoicepay may request a list of your vendors.

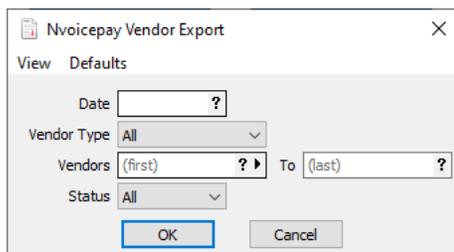
Export the Vendor List for Nvoicepay

To export the file:

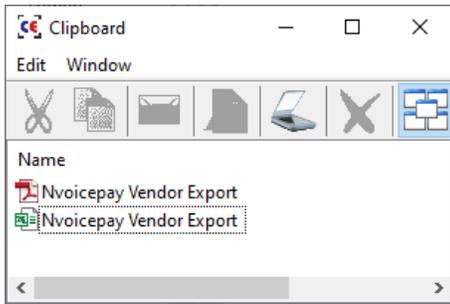
1. Navigate to **System Menu » Accounts Payable » Reports**, and single click **Nvoicepay Vendor Export**.



2. Leave the date defaulted to today's date. You can select only one type of Vendor (supplier, Subcontractor or All), only Active vendors or use the Vendor selection to select only certain vendors.



3. The file for Nvoicepay will be saved to your Clipboard.



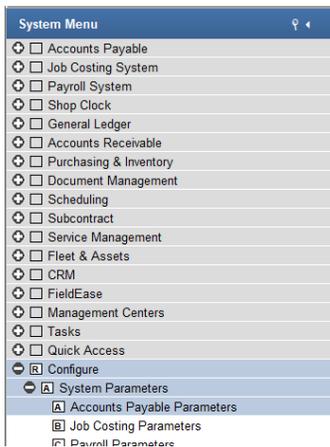
Configure Accounts Payable Parameters

The Accounts Payable Parameters should be updated to enable Nvoicepay Payment Processing.

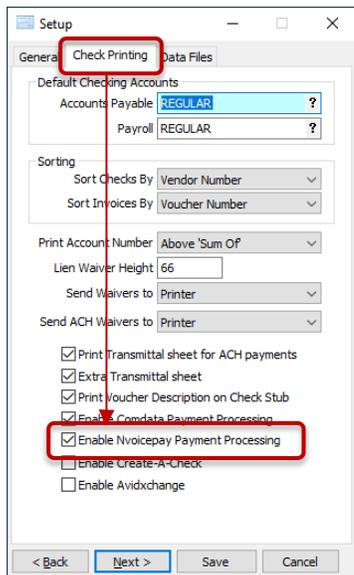
Enable Nvoicepay Payment Processing

To enable Nvoicepay payment processing:

1. Open ComputerEase and in the System Menu pane, click **Configure » System Parameters » Accounts Payable Parameters**.



2. On Check Printing tab of the Setup dialog box, select the **Enable Nvoicepay Payment Processing** check box to enable Nvoicepay.



3. Click **Save**.

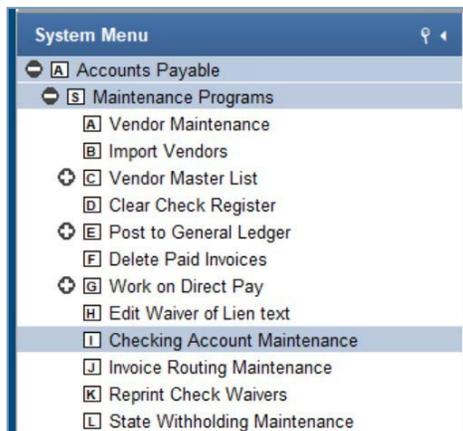
Checking Account Setup

A checking account designated for Nvoicepay processing must be available in Checking Account Maintenance. If the checking account used for Nvoicepay process does not exist, you must first create in.

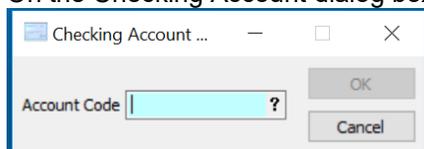
Create New Checking Account

To create a new checking account:

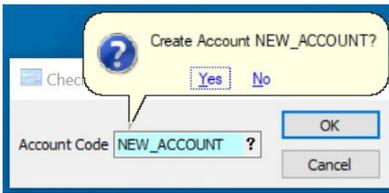
1. Navigate to **System Menu » Accounts Payable » Maintenance Programs**, and single click **Checking Account Maintenance**.



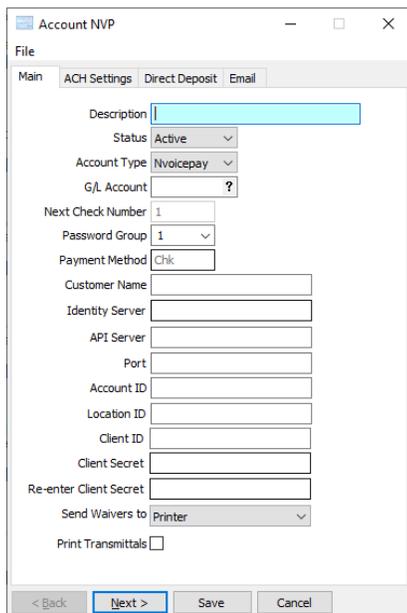
2. On the Checking Account dialog box, type a new **Account Code** and click **OK**.



- When prompted to create the new account, click **Yes**.

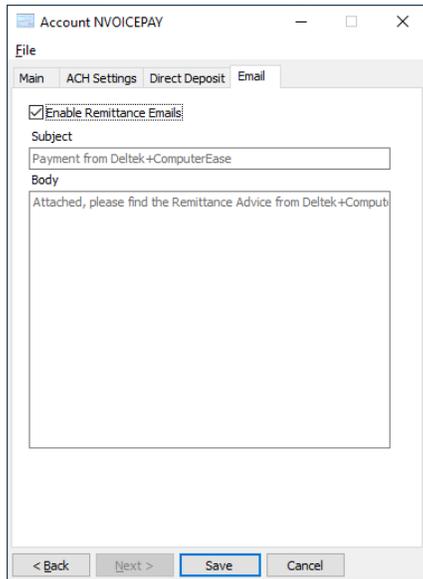


- On the Main tab of the Account dialog box that displays, take the following actions:
 - Description:** Add a description for the new account.
 - Account Type:** Select **Nvoicepay** from the drop-down list. The fields change to display the Nvoicepay credential fields.
 - G/L Account:** Select the account to credit with your Nvoicepay payments.
 - Customer Name:** Add the Nvoicepay-assigned name, which is your Nvoicepay Company ID.
 - Account ID and Location ID:** These are optional and are for information only



Note: The ACH Settings tab and Direct Deposit tab do not apply to Nvoicepay.

- Optional. To send remittance emails to the vendor detailing payment information, select the **Enable Remittance Emails** check box on the Email tab.

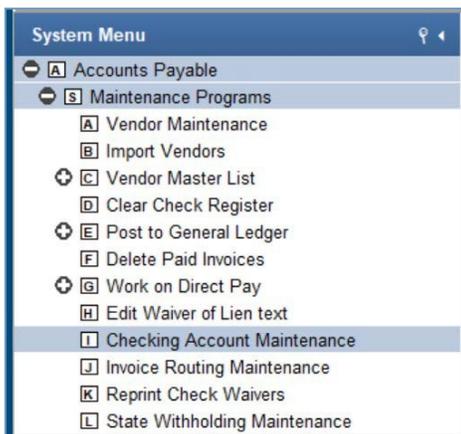


6. Click **Save** to save your changes and close the dialog box.

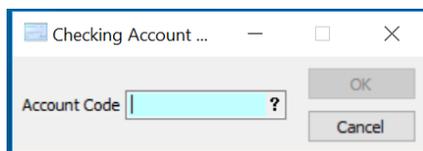
Designate the Nvoicepay Checking Account

To designate a Nvoicepay checking account:

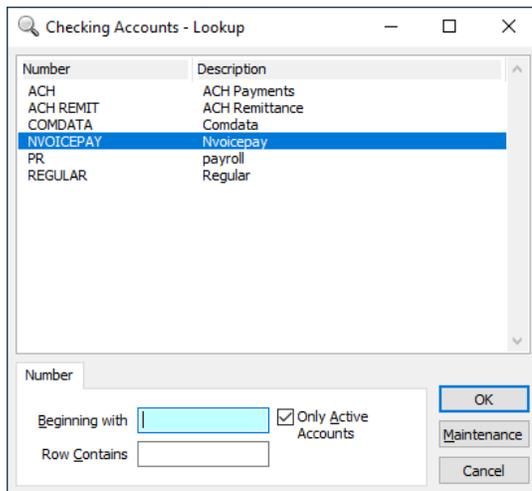
1. Navigate to **System Menu » Accounts Payable » Maintenance Programs**, and single click **Checking Account Maintenance**.



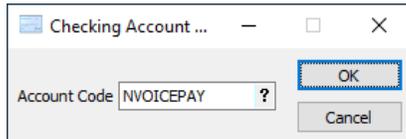
2. On the Checking Account dialog box, click the question mark to display a list of existing checking accounts.



3. On the Checking Accounts – Lookup dialog box, select the account to use for Nvoicepay processing, and click **OK**.



4. On the Checking Account dialog box, click **OK**.



5. On the Main tab of the Account dialog box, verify the following information:
 - **Status:** This should be set to **Active**.
 - **Account Type:** This should be set to **NvoicePay**.
 - **Customer Name:** This is your Nvoicepay-assigned Company ID.
 - **Identity Server:** This should be **identity.nvoicepay.com**.
 - **API Server:** This should be **api.nvoicepay.com/customer**.
 - **Port:** This should be **443**.
 - **Account ID** and **Location ID:** These two fields are optional and may be used for customer needs.

- **Client ID and Client Secret:** These two fields are assigned by Nvoicepay.

Note: The ACH Settings tab and Direct Deposit tab do not apply to Nvoicepay.

6. Optional. To send remittance emails to the vendor detailing payment information, select the **Enable Remittance Emails** check box on the Email tab.
7. Click **Save**.

Vendor Setup – New and Existing

A vendor must have an account set up with the Nvoicepay payments system to receive payments before the customer can successfully use ComputerEase to process invoices using the Nvoicepay service. Invoices submitted will have a response indicating that the vendor has not been set up.

Add a New Vendor

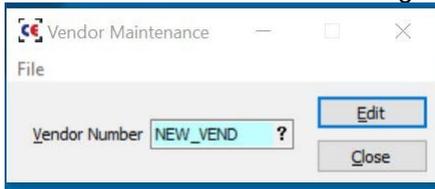
To add a new vendor:

1. Navigate to **System Menu » Accounts Payable » Maintenance Programs**, and single click **Vendor Maintenance**.



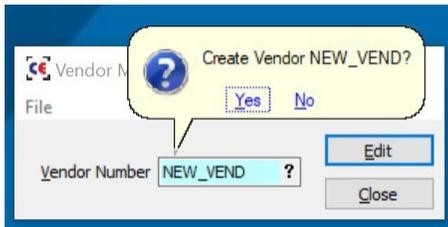
ComputerEase Setup for the Nvoicepay Accounts Payable Service

- On the Vendor Maintenance dialog box, type a new vendor code into **Vendor Number** field.

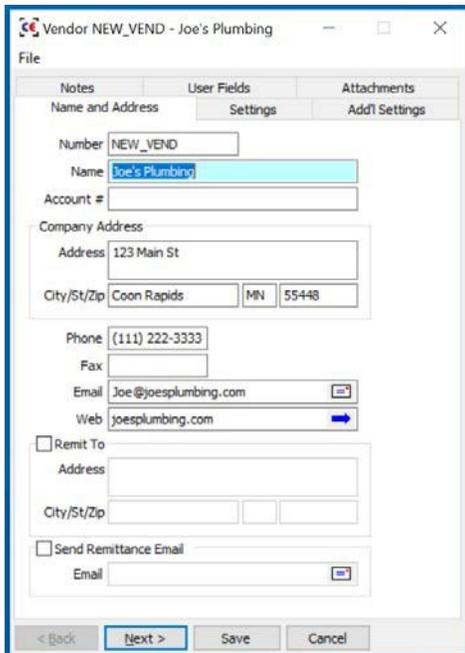


The code can include letters, numbers, and special characters. The vendor code can be a maximum of 8 characters.

- Click **Edit**, and then click **Yes** when prompted to create a new vendor.



- On the Name and Address tab of the Vendor dialog box, enter the new Vendor company contact information.



- Click the Addt'l Settings tab.

Tip: Clicking **Next** cycles through the tabs on the dialog box.

- Select the **Pay via Nvoicepay** check box and select a **Default Payment Type** for the vendor from the drop-down list.

Note: Selecting the **One Invoice per Check** check box sends individual invoices to a vendor in individual payments, regardless of whether the invoices are paid and processed in the same batch.

7. Click **Save**.

Set Up Existing Vendor

To set up an existing vendor as a Nvoicepay processing vendor:

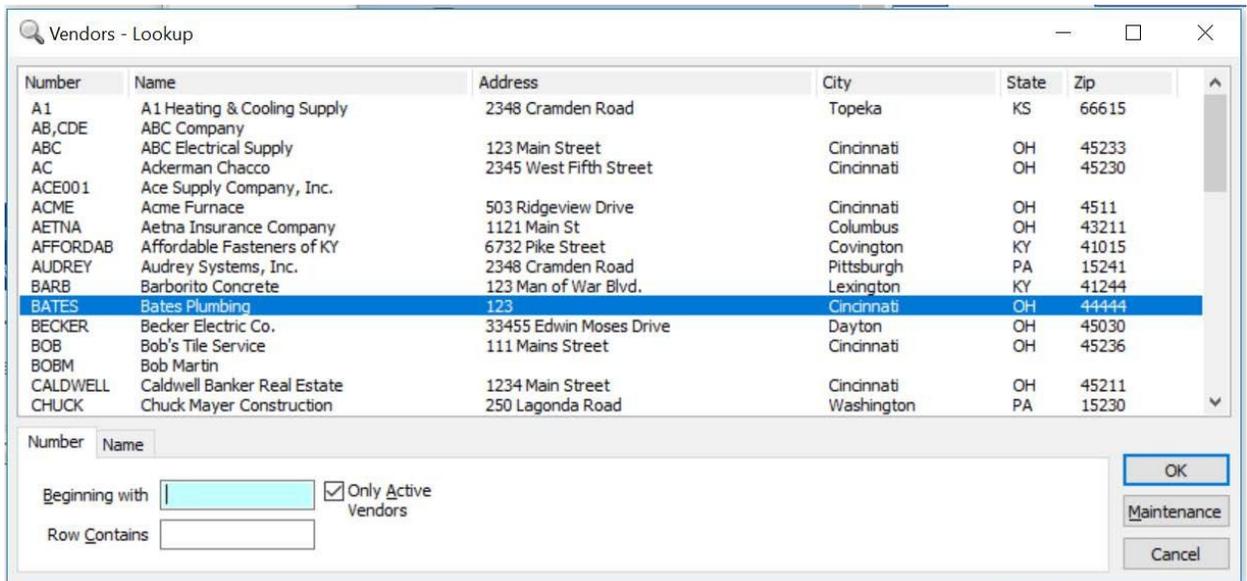
1. Navigate to **System Menu » Accounts Payable » Maintenance Programs**, and single click **Vendor Maintenance**.



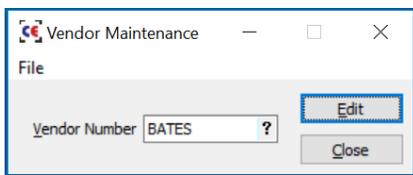
2. On the Vendor Maintenance dialog box, left click the question mark to display the list of vendors.

3. On the Vendors – Lookup dialog box, select the vendor, and click **OK**.

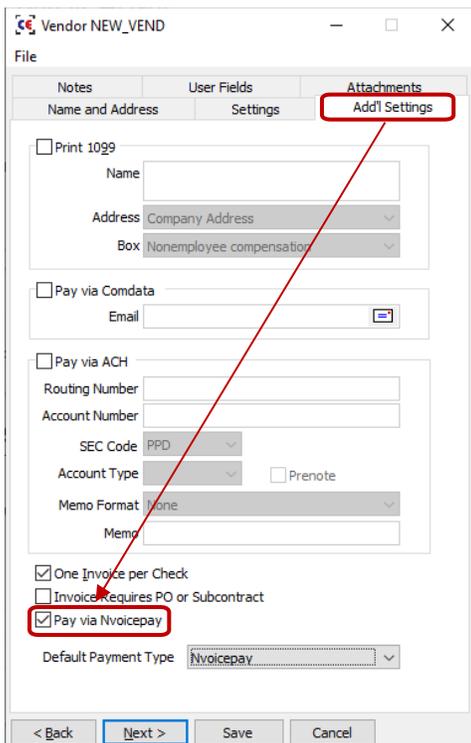
ComputerEase Setup for the Nvoicepay Accounts Payable Service



4. Click **Edit** to display the Vendor dialog box.



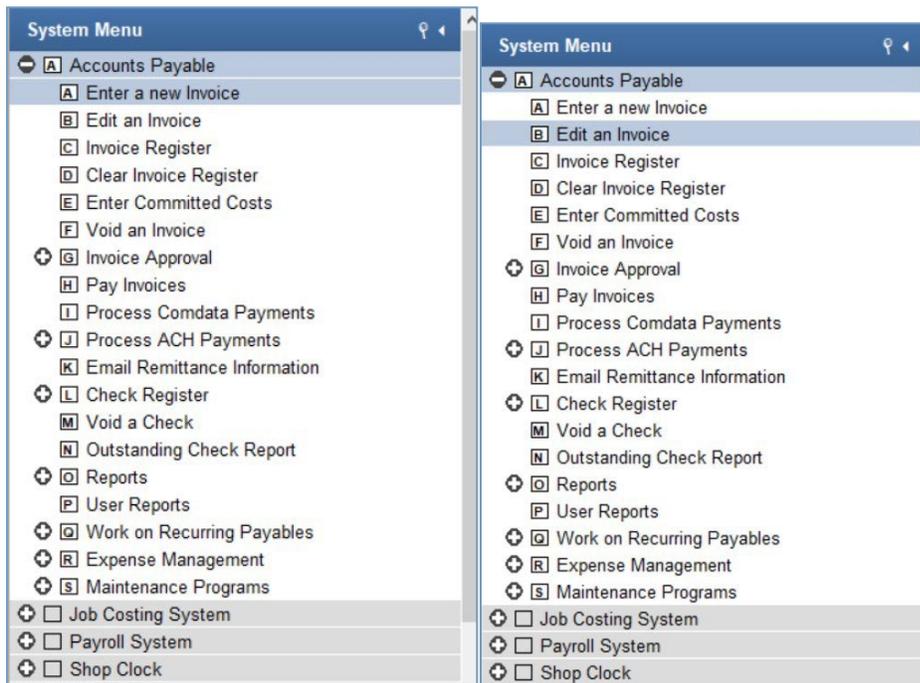
5. On the Vendor dialog box, click the Add'l Settings tab, and select the **Pay via Nvoicepay** check box.



6. Select a **Default Payment Type** for the vendor. This specifies the default payment type in the Pay Source column for the Pay Invoices dialog box.
7. Click **Save**.

ComputerEase Data Entry for Nvoicepay Processing

After setting up the vendors, invoices can be created or edited as usual. Invoices assigned to Nvoicepay vendors will be included in the Nvoicepay processing when paying invoices with ComputerEase. ComputerEase will generate the files to upload to Nvoicepay.



To successfully process invoices using Nvoicepay, invoices require the following data:

- Invoice number
- Invoice amount
- Invoice Date
- Due date
- G/L accounts payable number
- Gross amount is > 0
- Net amount is > 0
- Vendor code cannot be blank
- A valid invoice date
- A valid invoice due date
- Payment dates cannot be blank
- Invoice numbers cannot be blank
- Total invoice amount for a supplier cannot be 0
- Vendor address must be complete including city, state and zip code

ComputerEase Data Entry for Nvoicepay Processing

New Invoice

Invoice Reports Job Notes

Vendor: A1 ? A1 Heating & Cooling Supply
 2348 Cramden Road
 Suite 2005A
 Topeka, KS 66615
 Account #4988 7806 8197 5716

PO/Subcontract: [] ? Edit

Invoice Number: 111111

Invoice Amount: 500.00

Status: Pay

Invoice Date: 7/23/2020 ?

Department: []

Description: Service call - public bathroom

Post To: Jul, 2020

Route To: []

Print on stub:

Due Date: 8/22/2020 ?

Waivers: []

| Percent | of | Amount | Account | Valid Thru | State Withholding | |
|--------------|------|--------|---------|------------|-------------------|--------|
| Discount | 0.00 | 500.00 | 0.00 | 600.00 | 7/23/2020 | (none) |
| Retention | 0.00 | | 0.00 | 201.00 | | |
| Workers Comp | 0.00 | | 0.00 | 217.00 | | |

| Cost Code | Cost Type | Account | Amount | Direct Pay | Equipment | Code | Service Order |
|-----------|-----------|---------|--------|------------|-----------|------|---------------|
| TESTJOB.1 | M - | 200.00 | 500.00 | | | | |
| | | | 0.00 | | | | |

500.00

OK Cancel

/ Test overhead / Category 1

NUM

Submitting Invoices to the Nvoicepay Service

Pay the Nvoicepay Invoice in ComputerEase

Before an invoice can be paid via **Process Nvoicepay Payments**, it must be designated as paid in ComputerEase using **System Menu » Accounts Payable » Pay Invoices**. Add the **Pay Source** column to the **Invoice Selection** dialog to allow for changing the payment method if necessary. Note that you will NOT select your Nvoicepay checking account when making payments; because you can process multiple payment types at once, you will select your regular checking account and any Nvoicepay payments will be processed through your Nvoicepay checking account.

Process Nvoicepay Payments

Invoices are submitted to the Nvoicepay service via **Systems Menu » Accounts Payable » Process Nvoicepay Payments**. ComputerEase generates the invoice data files and uploads them to Nvoicepay.

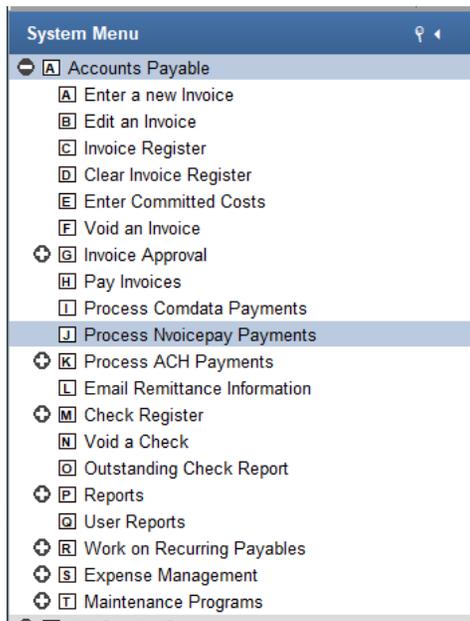
ComputerEase will notify you when to check the Nvoicepay payments status. Click the link in the **Attention** pop-up message to continue.



You can also check the status manually at any time.

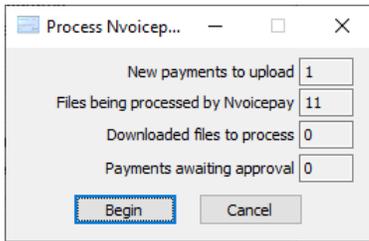
To check the Nvoicepay payments status:

1. Navigate to **Systems Menu » Accounts Payable**, and single click **Process Nvoicepay Payments**.

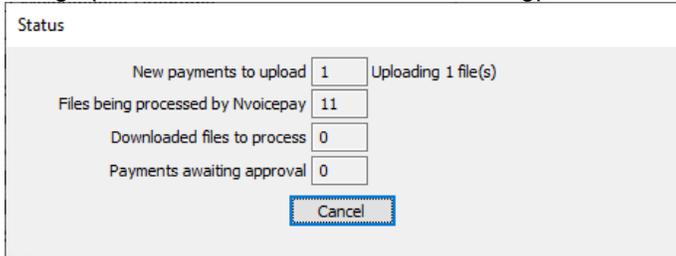


2. On the Process Nvoicepay dialog box, new payments needing processing are indicated in the **New payments to upload field**.

Submitting Invoices to the Nvoicepay Service



3. Click **Begin** to start the payment processing. The Status dialog box displays the number of files being uploaded and the number of files being processed by Nvoicepay.



4. ComputerEase downloads the response files from Nvoicepay and processes them.
 - Since there is not a process complete message, the dialog box will close if there are no errors during processing.
 - If errors are encountered, a Warning popup displays listing the errors.

Files Created

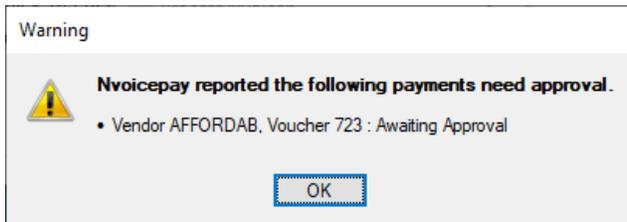
If you installed ComputerEase in the default directory C:\ComputerEase\Accounting, the accounts payable Nvoicepay upload and download files can be found in the logs subdirectory of the company data directory. For example:

[DRIVE]:\[CEDirectory]\data\[COMPID]\logs, where **[DRIVE]** is the drive on which your CE directory is saved, **[CEDirectory]** is the ComputerEase directory and **[COMPID]** is your company ID.

Payment Approval

Invoice Approval Needed

If you set up an approval process with Nvoicepay to only allow payments with approval that are exceeding a predetermined amount, the following warning displays:



Note: This displays when downloading files to process from Nvoicepay.

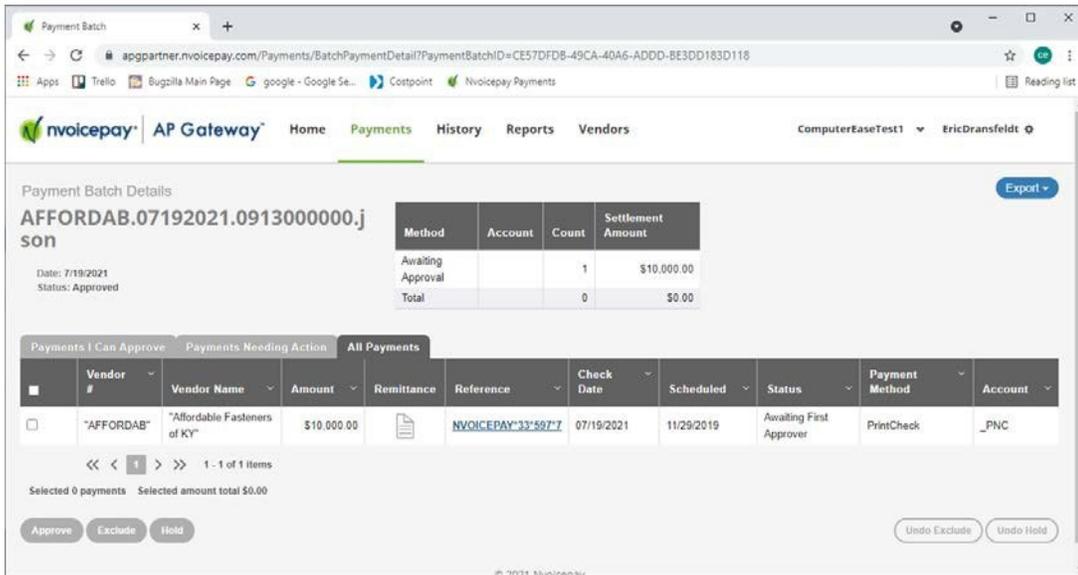
To approve the invoice for payment:

1. Log into the Nvoicepay AP Gateway website.
2. On the Payments screen, a value displays in the Payments Needing Action column for the affected file.

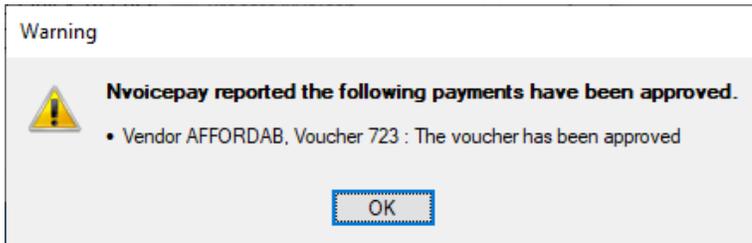
| File Name | Date | File Status | Payments Needing Action | Processing Details | Return File | Processed |
|---|------------|-------------|-------------------------|----------------------|--------------------------|-------------------------------------|
| AFFORDAB.07192021.0913000000.json | 07/19/2021 | Approved | 1 | View | Download | Mark as Processed |
| AFFORDAB.07192021.0857000000.json | 07/19/2021 | Approved | | View | Download | Mark as Unprocessed |
| AFFORDAB.07192021.0749000000.json | 07/19/2021 | Approved | | View | Download | Mark as Unprocessed |
| AFFORDAB.07192021.0729000000.json | 07/19/2021 | Approved | | View | Download | Mark as Unprocessed |
| AFFORDAB.07192021.0726000000.json | 07/19/2021 | Error | | View | | |
| AFFORDAB.07152021.1131000000.json | 07/15/2021 | Error | | View | | |
| AFFORDAB.07152021.1124000000.json | 07/15/2021 | Error | | View | | |
| AFFORDAB.07152021.1016000000.json | 07/15/2021 | Error | | View | | |
| AFFORDAB.07152021.1008000000.json | 07/15/2021 | Error | | View | | |

3. Click **View** for the file, select the invoice to be approved, and then click **Approve**.

Payment Approval



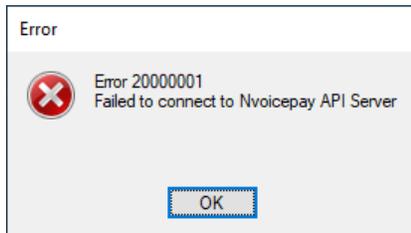
4. Navigate to **System Menu » Accounts Payable**, and single click **Process Nvoicepay Payments**.
5. On the Process Nvoicepay Payments dialog box, click **Begin** to start processing the file(s).
6. When processing finishes, you will be notified that the payment(s) have been approved.



Troubleshooting Nvoicepay Submittal Errors

Failed to Connect to Nvoicepay API Server

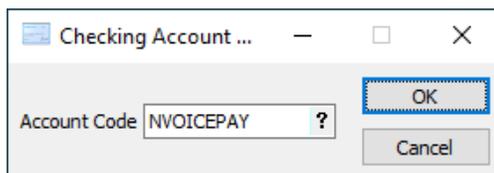
If your sign-in credentials are invalid, the internet connection is down, or if ComputerEase cannot reach the Nvoicepay API Server, the following Error message displays:



This also applies to checking account errors.

To fix an issue with user credentials:

1. Navigate to **System Menu » Accounts Payable » Maintenance Programs**, and single click **Checking Account Maintenance**.
2. On the Checking Account Maintenance dialog box, click **OK**.



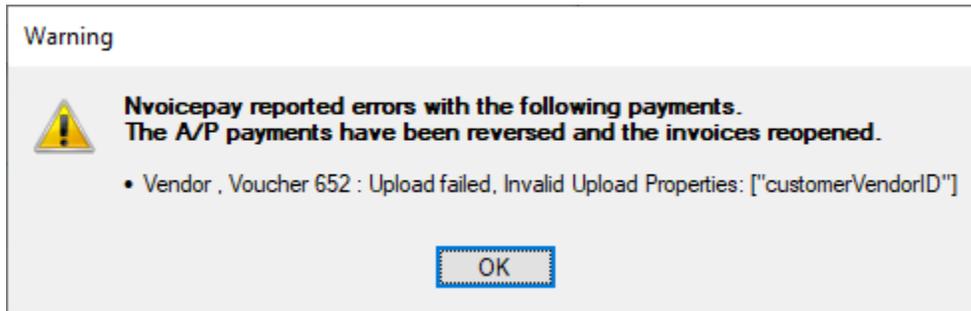
3. Confirm that the **Customer Name**, **Identity Server**, **API Server**, and **Port** are correct. Re-enter any information that is incorrect.
4. Click **Save**.
5. Run [Process Nvoicepay Payments](#) again.

Upload and response files will be deleted from the ComputerEase company data directory after they have been processed. Response files downloaded from Nvoicepay are located in the same directory.

If you have a valid internet connection, then Nvoicepay's API Server may be down. Please contact Nvoicepay to check on the status of their API Server.

Invalid Field Names Have Been Entered

If you submitted a file or files, but there was an issue with one of the data fields that was uploaded, you will get a warning similar to the following that indicates what the issue is. In the following example, the **VendorID** was incorrect.



If there were invalid characters for one of the upload properties, the payment will be voided. You must fix the properties before you can upload the invoice. Once the property is fixed, please try to pay the invoice again.

Appendix: If You Need Assistance

If you need assistance installing, implementing, or using Deltek + ComputerEase, Deltek makes a wealth of information and expertise readily available to you.

Deltek + ComputerEase Customer Corner

The Customer Corner is a support website for Deltek + ComputerEase customers who are current on their Enhancements and Maintenance Package.

The following are some of the many options that the Customer Corner provides:

- [Monthly Advanced Training classes](#)
- [Twice-a-week *Meet the Expert* sessions](#)
- [Submit a support ticket](#)
- [Request a training appointment](#)
- Access product documentation from the following Documentation Lists:
 - [ComputerEase 22.1 GA Documentation List](#)
 - [ComputerEase 21 GA Documentation List](#)
 - [ComputerEase 20 GA Documentation List](#)
- [Utilize Payroll Services' forms, calculators, and more](#)
- [Request a custom report for your Deltek + ComputerEase solution](#)
- Learn about the many Deltek + ComputerEase offerings to include the CPA Partner Program, Payroll Services, and our Deltek Marketplace Partners

Attention: For more information regarding Deltek + ComputerEase Customer Corner, refer to the online help available from the Web site.

Access Deltek + ComputerEase Customer Corner

To access the Deltek + ComputerEase Customer Corner:

1. Go to <https://www.construction-software.com/customer-corner/>.
2. Enter your Customer Corner **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Having Trouble Logging In?** button on the login screen for help.

Deltek Support Center

The Deltek Support Center is a support website for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

Attention: For more information regarding Deltek Support Center, refer to the online help available from the Web site.

Access Deltek Support Center

To access the Deltek Support Center:

1. Go to <https://deltek.custhelp.com>.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

Note: If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

About Deltek

Better software means better projects. Deltek delivers software and information solutions that enable superior levels of project intelligence, management and collaboration. Our industry-focused expertise makes your projects successful and helps you achieve performance that maximizes productivity and revenue. www.deltek.com