

When receiving and recognizing documents from your vendors, you probably want to have the right colleague approving the invoice. To help you, Document Capture has a great feature for auto translating the name in the invoice to the relevant colleague.

Let's look at the invoice from "Electronics Ltd."

NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000005	<input checked="" type="checkbox"/>	61000	Electronics Ltd.	T000003	
D000006	<input type="checkbox"/>	61000	Electro Electronics Ltd.		

The recognized person in the field "Our Contact" is Richard Lum. Due to the built-in translation in Document Capture, his initials are automatically found in the purchaser list of Business Central.

FIELD	VALUE	OK
Invoice No.	I-77777	
Invoice Date	04/14/19	
Due Date	04/21/19	
Our Contact	RL	
Our Order No.		
Currency Code		
Amount Excl. VAT	1,443.00	
VAT Amount	360.75	
Amount Incl. VAT	1,803.75	
G/L Account No.		

In some situations someone else, than the person mentioned in the document, is to approve the invoice. To create or adjust the purchaser translations, select "Translations" in the ribbon.

Select "Salesperson/Purchaser".

NO.	OK	VENDOR	NAME	TEMPLATE NO.	SEARCH TEXT
D000005	<input checked="" type="checkbox"/>	61000	Electronics Ltd.	T000003	
D000006	<input type="checkbox"/>	61000	Electronics Ltd.		

In the list "Our Contact to Purchaser/Salesperson" for Electronics Ltd., we already have one translation entry.

The existing translation is a general rule that applies to all vendors, which automatically chooses AH as the purchaser when the recognized value in the field "Our Contact" is "John Roberts".

OUR CONTACT	SALESPERSON CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		

It is now time to create a new translation of the recognized contact. This translation must only apply to the current vendor. Place the cursor in the "Our Contact" field.

OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		

Whenever the field Our Contact contains "Richard Lum" we would like to translate this value to another colleagues initials.

OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
* RICHARD LUM	AH	All vendors		

The next step is to place the cursor in the field "Salesperson/Purchaser Code" to view the list of purchasers/approvers.

OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	All vendors	All vendors		

In this scenario, "Annette Hill" is the desired choice.

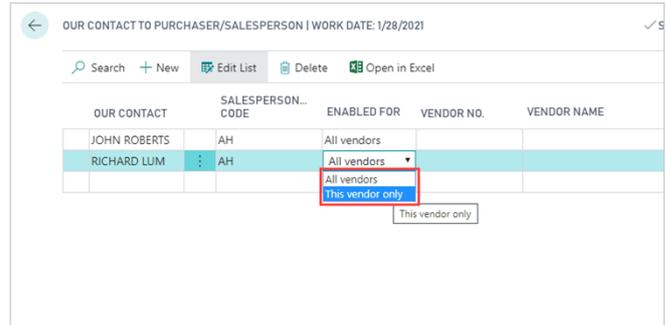
OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	All vendors	All vendors		

CODE	NAME
AH	Annette Hill
BD	Bart Annette Hill
DC	Debra L. Core
JR	John Roberts
LM	Linda Martin

As mentioned earlier, the new translation must only apply to the current vendor. Place the cursor in the field "Enabled for"...

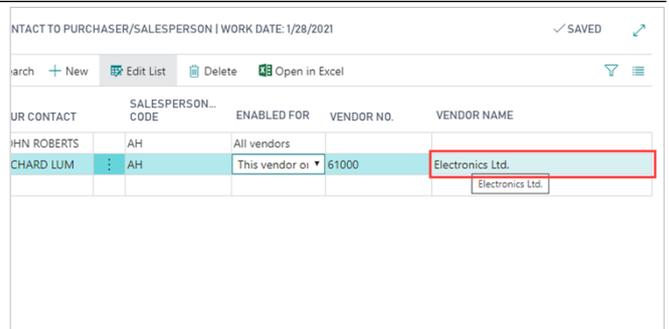
OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	AH	All vendors		

...and choose "This vendor only" as the new value.



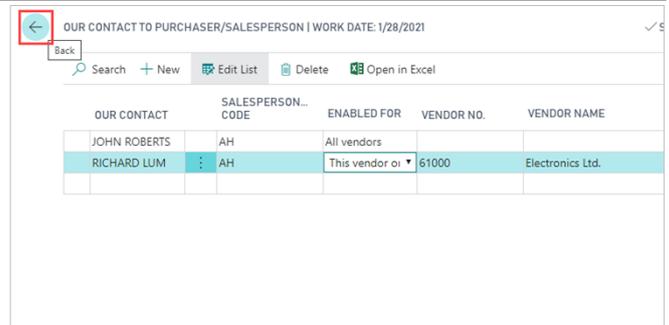
OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	AH	All vendors		
		This vendor only		

The name "Electronics Ltd." is automatically shown in the field "Vendor Name", which means that the newly created translation only applies to this specific vendor.



OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	AH	This vendor only	61000	Electronics Ltd.

Select "Back" to return to the Document Journal and confirm the changes by choosing "Yes".



OUR CONTACT	SALESPERSON... CODE	ENABLED FOR	VENDOR NO.	VENDOR NAME
JOHN ROBERTS	AH	All vendors		
RICHARD LUM	AH	This vendor only	61000	Electronics Ltd.