

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 | the invoice from "Electronics Ltd.". | | | | | | | | | | |
|--|--------------------------------------|---|--|--|---|---|---|---|--|-------------------------|--|
| | Document Category PURCHASE | | | | | | | | | | |
| | | Manage | Process | Doc | ument | Template | Translations | s Vendor | More opti | ons | |
| | | N0. | | ок | VENDO | R | NAME | | TEMPLATE NO. | SEARCH TEXT | |
| | | D000005 | 1 | | 61000 | E | lectronics Ltd. | 114 | r000003 | | |
| | | 000008 | | | 81000 | | lectiq becauto | | | | |
| The recognized person in the field "Our Contact " is Richard Lum. Due to the built-in translation in | Document Header | | | | | | | | | | |
| Document Capture, his initials are automatically found | FIELD | N- | | | | | VALUE | VALUE | | | |
| in the purchaser list of Business Central. | Invoice No. Invoice Date | | | | | | 04/14/19 | | | | |
| | Due Date | | | | | | 04/21/19 | | | | |
| | Our Contact | | | | | | RL | | | | |
| | Current | cy Code | | | | | | | | | |
| | Amount Excl. VAT | | | | | | 1,443.00 | | | | |
| | VAT Amount Amount Incl. VAT | | | | | | 1,803.75 | | | | |
| | G/L Acc | ount No. | | | | | | | | | |
| In some situations someone else, than the person mentioned in the document, is to approve the invoice. | | | REGISTER | WORK | DATE: 1/2 | 8/2021 | | | | | |
| To create or adjust the purchaser translations, select "Translations" in the ribbon. | | Document Category | | | | | | | | | |
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| | | D000006 | | | 61000 | E | lectronics Ltd. | | | | |
| Select "Salesperson/Purchaser". | ¢ | READY TO F | REGISTER | IWORK | 61000 | 8/2021 | lectronics Ltd. | | | | |
| Select "Salesperson/Purchaser". | ÷ | READY TO P Document | REGISTER | WORK | 01000 | 8/2021 | PURCHASE | | | | |
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| Select "Salesperson/Purchaser". 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 | ¢ | READY TO F Document Manage Accor NO. D000005 D000005 D000005 | REGISTER Category Process ints for A : : | I WORK Doci Mounts OK W IRCHASE | DATE: 1/2 Jument Sales FR/SALES CODE | E B/2021 Templatt esperson, R E E E E E D D PERSON. | PURCHASE PURCHASE Translation Purchaser VAME VetV or tectronics Ltd. I WORK DATE: 1/, ilete Gill Ope ENABLED Fi All vendors | edit Salesperson/ 28/2021 n in Excel OR VENDOF | More opti Purchaser translatic TVV. T000003 | | |
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| 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 TO PURCHASER/SALESPERSON I WORK DATE: 1/28/2021 Search + New Edit List © Delete © Open in Excel OUR CONTACT SALESPERSON ENABLED FOR VENDOR NO. OUR CONTACT SALESPERSON ENABLED FOR VENDOR NO. |
|---|---|
| Whenever the field Our Contact contains "Richard Lum" we would like to translate this value to another colleagues initials. | OUR CONTACT TO PURCHASER/SALESPERSON WORK DATE: 1/28/2021 \$\$ Search + New Edit List © Delete © Open in Excel OUR CONTACT SALESPERSON ENABLED FOR VENDOR NO. JOHN ROBERTS AH All vendors Image: All sectors 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 TO PURCHASER/SALESPERSON WORK DATE: 1/28/2021 NOT S Search + New |
| In this scenario, "Annette Hill" is the desired choice. | Search + New |
| As mentioned earlier, the new translation must only apply to the current vendor. Place the cursor in the field " Enabled for " | OUR CONTACT TO PURCHASER/SALESPERSON I WORK DATE: 1/28/2021 NOTS P Search + New Edit List Delete Delete |



| and choose "This vendor only" as the new value. | \leftarrow | OUR CONTACT TO PURCHASER/SALESPERSON I WORK DATE: 1/28/2021 | | | | | | | | |
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| 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. | NTACT TO PURCHASER/SALESPERSON WORK DATE: 1/28/2021 SAVED 2 | | | | | | | | | 2 |
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| Select " Back " to return to the Document Journal and confirm the changes by choosing "Yes". | OUR CONTACT TO PURCHASER/SALESPERSON WORK DATE: 1/28/2021 | | | | | | | | | |
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