

# Expense Management

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*Invoice Management*

## Installation Guide

**NEC** NEC Corporation

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# 1

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## Introduction

This document provides the information and steps needed to install the Expense Management Invoice Management module (referred to as Invoice Management in the remaining text). The Invoice Management module enables a reduction in telecom costs through efficient administration of invoices and assets.

The system provides alerts when invoices are not received on time, not paid on time, or they simply exceed their expected amount. This information can be used to better monitor your telecom expenditures and reduce the amount. Manual invoices can be loaded as one line items, or summary by device to properly allocate telecom costs within the organization and identify excessive usage by employees.

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### Prerequisites

The Invoice Management application is an add-on module of the Expense Management system so the same prerequisites apply. This guide assumes that the MA4000 application is already installed on your computer; hence all prerequisites are already fulfilled.



NOTE

*During the installation the DB service is stopped. Other users of Expense Management will not be able to use the system.*



NOTE

*At the end of the installation, the installation program performs reset to the IIS (Internet Information Services). Users who are connected to Expense Management will lose their session and will have to login again.*





# 2

## Installation

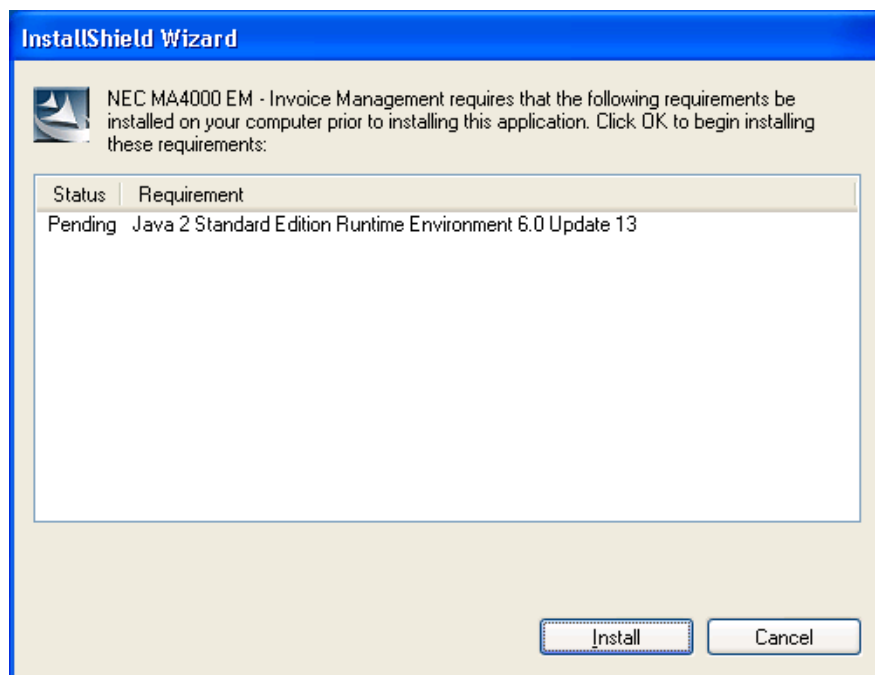
This chapter describes the information and steps needed to install the Invoice Management application.

### Installing the Invoice Management Application

**Step 1** Insert the disk into the computer's DVD drive. A Readme file with a link to the Invoice Management will display.

The installation wizard checks whether or not Java is installed on the machine. If Java is not installed, [Figure 2-1](#) displays. If Java is already installed, [Figure 2-2](#) displays.

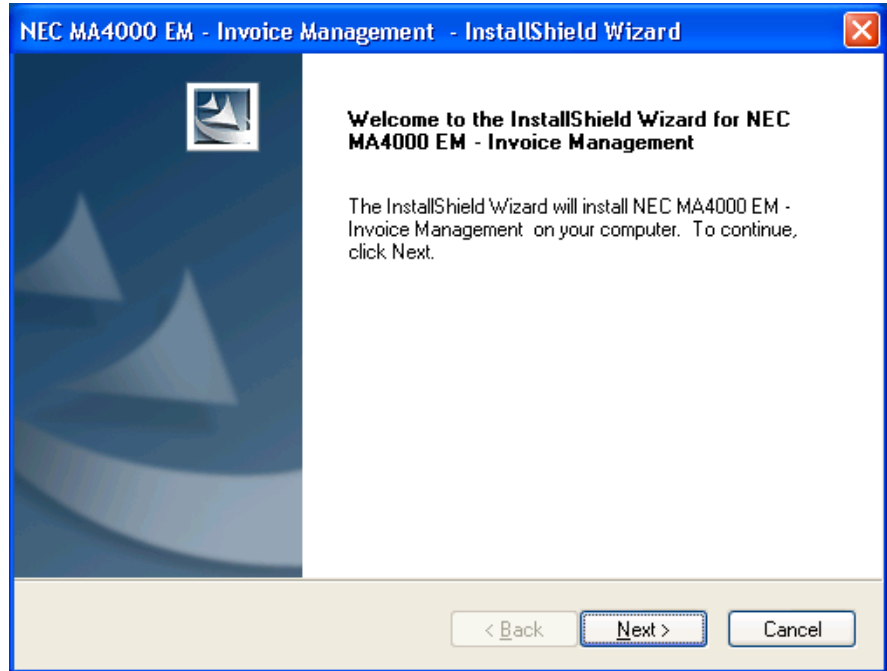
**Figure 2-1** Installation Prerequisites



**Step 2** Click **Install** and then follow the Java installation wizard using the existing defaults.

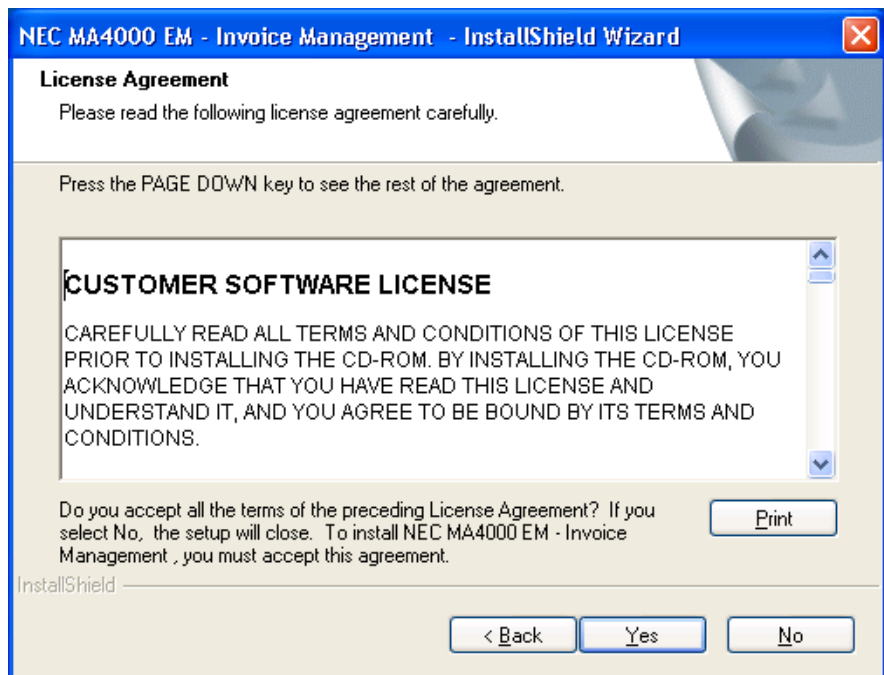
Once the Java installation is completed, a Welcome screen of the installation wizard displays (Figure 2-2).

**Figure 2-2** MA4000 EM - Invoice Management—Welcome



**Step 3** Click **Next**. Figure 2-3 displays.

**Figure 2-3** NEC MA4000 EM - Invoice Management



- Step 4** Click **Yes** to accept the license agreement and continue with the installation. [Figure 2-4](#) displays.

**Figure 2-4** Database Configuration dialog box

NEC MA4000 EM - Invoice Management - InstallShield Wizard

**Database Server**  
Select database server and authentication method.

Select the database server to install to from the list below or click Browse to see a list of all database servers. You can also specify the way to authenticate your login using your current credentials or a SQL Login ID and Password.

Database Server:  
(local)\TABS Browse...

Connect using:  
 Windows authentication  
 SQL Server authentication using the Login ID and password below

Login ID: sa  
Password:

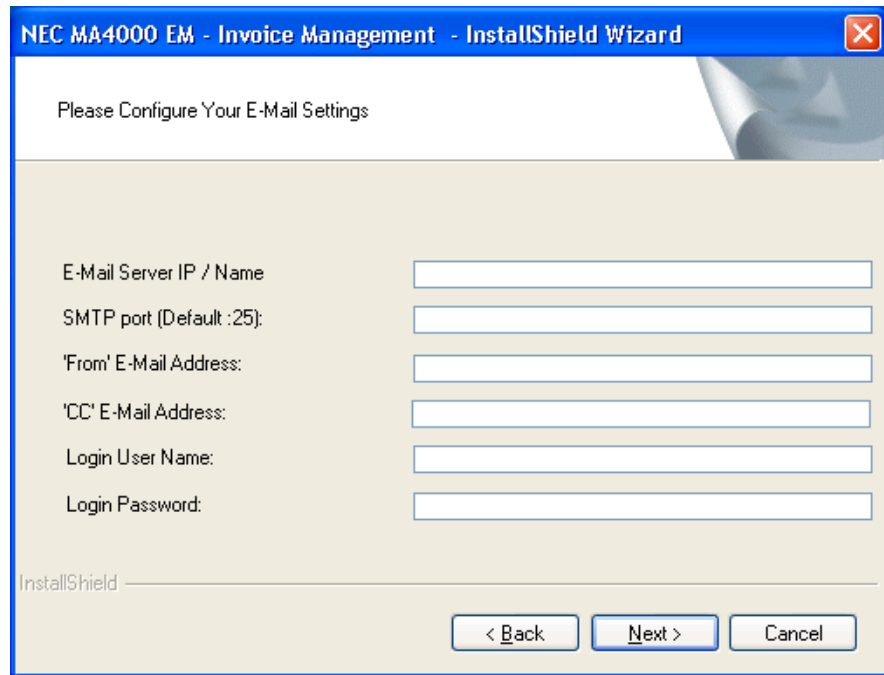
InstallShield

< Back Next > Cancel

- Step 5** Select **Windows authentication** or **SQL server authentication using the Login ID and password below**.

Selecting SQL Server authentication requires the Login ID and Password for the database. [Figure 2-5](#) displays.

Figure 2-5 E-mail Settings dialog box



The screenshot shows a Windows-style dialog box titled "NEC MA4000 EM - Invoice Management - InstallShield Wizard". The main text inside the dialog reads "Please Configure Your E-Mail Settings". Below this text are seven input fields, each with a label to its left: "E-Mail Server IP / Name", "SMTP port (Default :25)", "'From' E-Mail Address:", "'CC' E-Mail Address:", "Login User Name:", and "Login Password:". At the bottom of the dialog, there are three buttons: "< Back", "Next >", and "Cancel". The "InstallShield" logo is visible in the bottom left corner of the dialog area.

**Step 6** Enter all relevant data in the available fields.

**E-Mail Server IP / Name** - the IP Address or the name of the organization e-mail server.

**SMTP Port** - connection port to the server (default is 25).

**From E-Mail Address** - this is the e-mail address for e-mail messages sent from the Invoice Management.

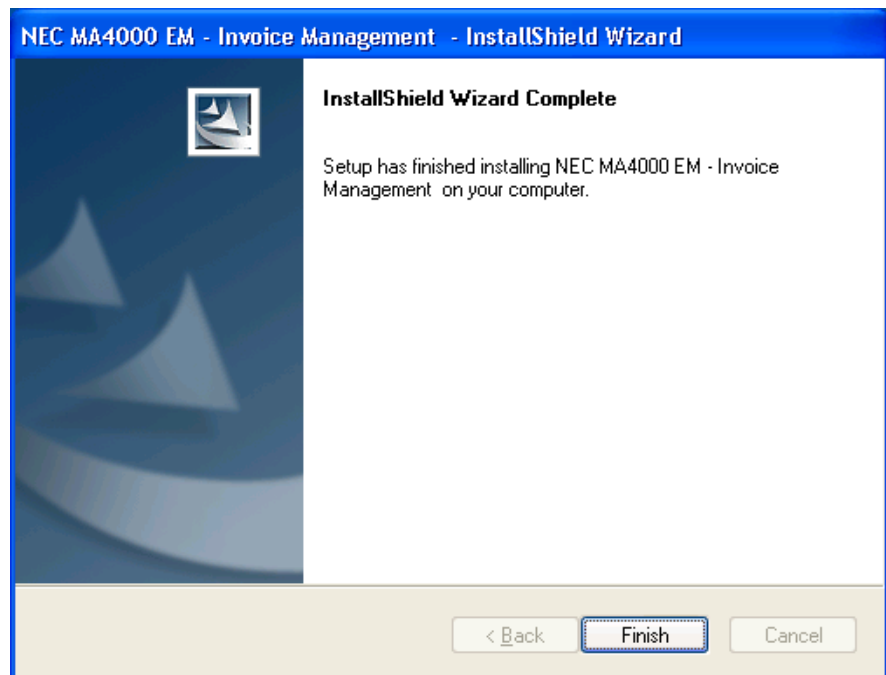
**CC E-Mail Address** - if you want certain recipients to receive all e-mail from the Invoice Management, enter their e-mail address in this field. Otherwise, leave it empty.

**Login User Name** - the user name for accessing the e-mail server (in case authentication is required).

**Login Password** - the password for accessing the e-mail server (in case authentication is required).

**Step 7** Click **Next** after entering all desired data. [Figure 2-5](#) displays after the software is installed. This may take a few minutes.

**Figure 2-6** Installation Complete dialog box



**Step 8** Click **Finish**.

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## Opening the Invoice Management Module

The installation process added the Invoice Management application as an integral part of your MA4000 system.

### Opening the Invoice Management Application

Open your Expense Management system application and click the **IM** (**I**nvoice **M**anagement) tab in the module selection bar.



***For additional information or support on this NEC Corporation product, contact your NEC Corporation representative.***

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