xFlow Invoice ERP

User's Guide

Version 5.0
August 1, 2017

Table of Contents

1. Introduction

This user’s guide provides information on how to use the **xFlow Invoice ERP** product developed by **WMD Group GmbH**.

The descriptions in this guide presume familiarity with the Windows standard as well as with web applications and Windows GUIs.

CAUTION

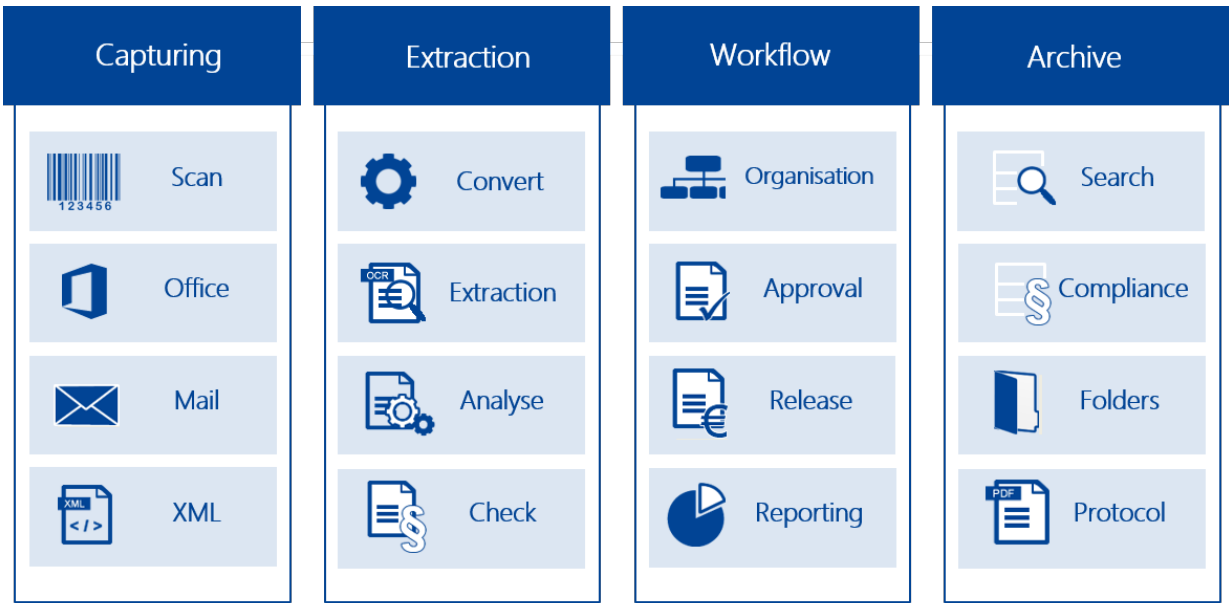
Product configurations and adaptations can cause certain functionalities to deviate from the standards described here. Also, customization can result in additional functions being available or certain functions being disabled.

2. Workflow–Driven Invoice Validation

The reasons for introducing a workflow-based invoice validation process are similar across different industries:

- Shorter processing cycles and idle times
- Higher degree of process transparency
- Maximize cash discounts and avoid dunning charges
- Support to simplify the month-end closing process
- Compliance with approval policies
- Process logging
- Audit-compliant, transaction-based archiving

Incoming invoice processing is automated and thus accelerated to a significant degree. As shown in the image below, automatic processing is divided into the following individual steps:



Individual Steps of the Invoice Verification Process

Receiving Invoices

In many companies, invoices are not only received via traditional mail, but also electronically. WMD offers components for scanning and digitizing paper-based invoices. Moreover, invoices received electronically via e-mail can be picked up from the mailbox and fed into the workflow automatically. Invoices available in a machine-readable format (e.g. XML, CSV) can be captured directly without applying OCR (optical character recognition) technology.

Processing

Once the paper-based invoices are digitized, they can be converted into a machine-readable format using OCR. Invoices that are received as PDF files via e-mail can be directly processed with OCR software. After the OCR process is completed, a background job identifies information relevant for accounting and posting, performs a plausibility check on the data and then extracts it. In addition, a test for completeness can be performed to scan the invoice for mandatory information, e.g. Section 14 UStG (German Sales Tax Law).

Business Process and Workflow

Many companies introduced approval policies a long time ago. The workflow ensures precise compliance with these policies. All employees involved in this process are automatically notified via e-mail. The verification and approval steps can be performed conveniently in a web browser.

Archive

As a final step in the process, the invoices can be transferred to an audit-compliant archive, which users can access when searching for relating information.

3. General Features of the Interface

This section describes the general basic functions of the user interface and the basic operation of **xFlow Invoice ERP**.

> **NOTE**
> Depending on the product's configuration, certain functions may be disabled. In addition, the application may provide additional functions that deviate from the standard **xFlow Invoice ERP** application.

3.1. Launching and Exiting the Web Application

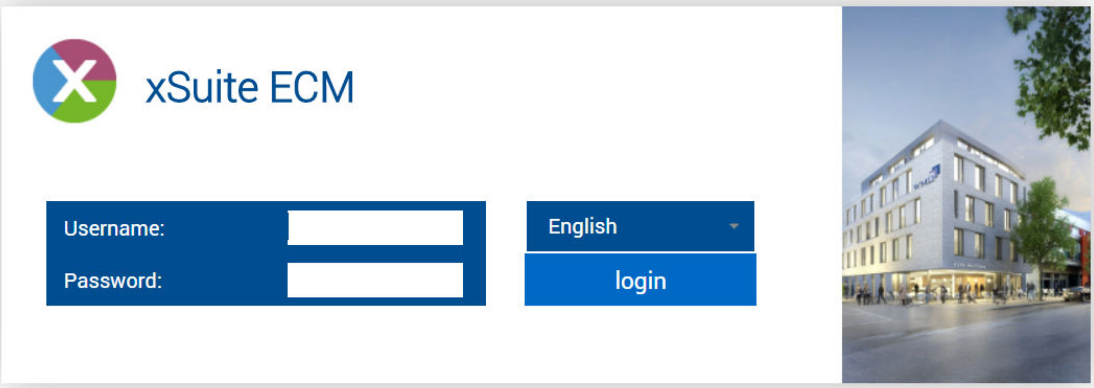
xFlow Invoice ERP is a web application that is executed in a web browser. This means that no software needs to be installed on the users' computer systems.

Before you can log in, you must start the web browser and connect to **xFlow Invoice ERP**.

> **NOTE**
> Your administrator will provide you with the link to **xFlow Invoice ERP** or the corresponding application server. The general pattern looks like this: ***http://server_name/*** or ***http://server_name:8080/*** .

Enter your user name and password on the **xFlow Invoice ERP** login screen and select the application language. **xFlow Invoice ERP** ships in German and English by default.

Ask your administrator for your user name and password!



xFlow Invoice ERP login screen

> **CAUTION**
>
> It is essential that you change your user account password after logging on for the first time to protect the application and data from unauthorized access.
>
> This step is only necessary if you do not connect to **xFlow Invoice ERP** via your Windows login or a similar directory service.

Use the *"Logout user"* button in the upper left panel to exit the web application. Ensure you have saved all actions and data before exiting **xFlow Invoice ERP**. After you successfully exited the application, you can close the web browser. Protect data by always using this button to exit the application!

3.2. Overview of the User Interface

This section describes the general panels of the **xFlow Invoice ERP** user interface and introduces you to various standard functions.

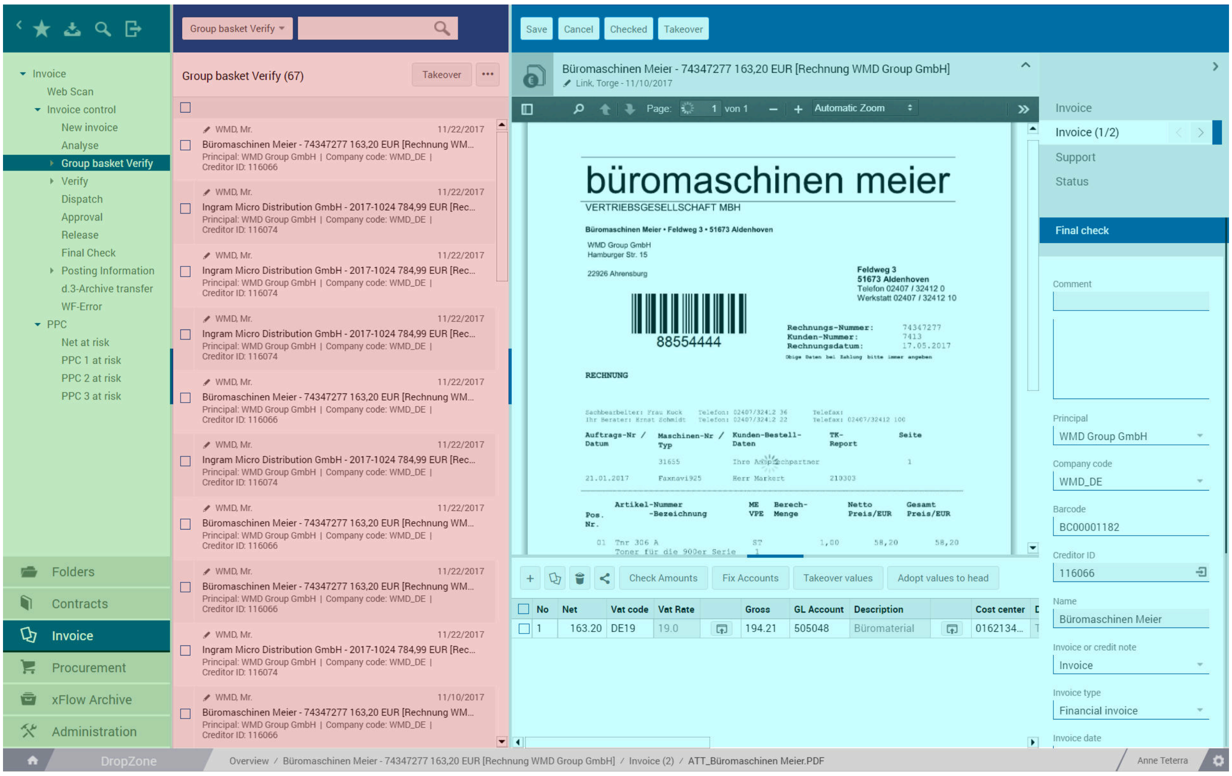


Illustration of the interface panel layout

Function panel (highlighted in green in the image above):

The function panel is located on the left side of the user interface. There is a *toolbar* above the folder tree view, and the various *outbar elements* (*folders*, *invoice* etc.) are located below the *folder tree*.

Work folder (highlighted in red in the image above):

The central section of the user interface accommodates the work folder. This is where the content of the folder selected in the function panel is displayed as a list. There are action buttons and a search box above the list view. In this panel you can perform actions on records of the folder, such as, e.g., *exporting*, *printing* or *deleting*.

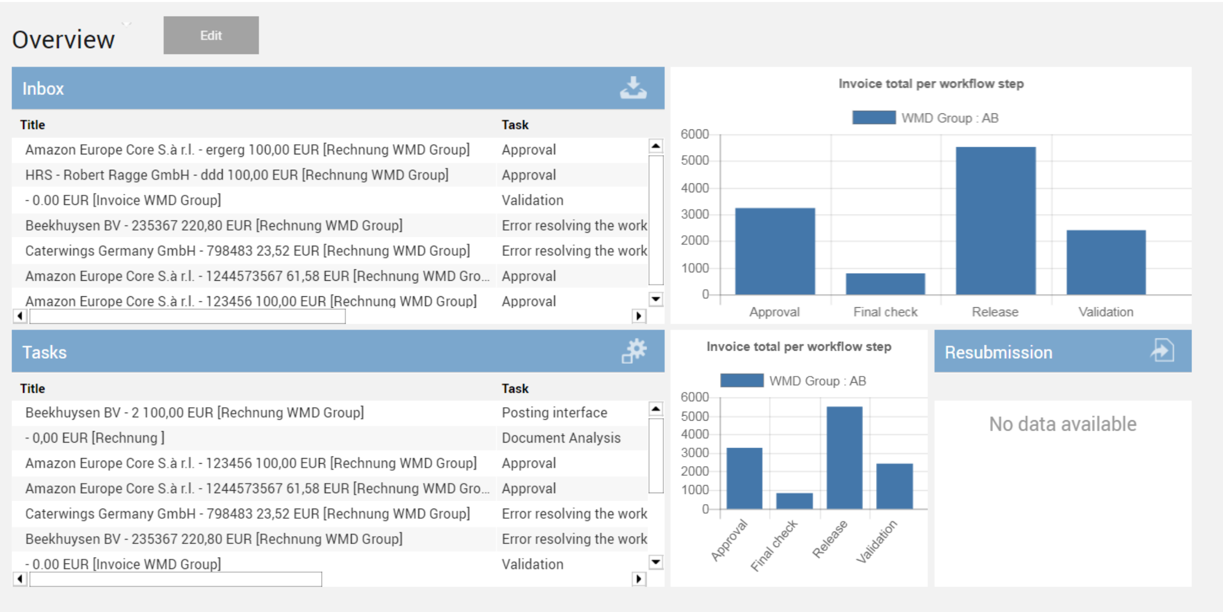
Workspace (highlighted in blue in the image above):

The right section of the user interface holds the workspace. It displays the record opened in the work folder and all associated tabs, fields and an item data table, if applicable.

3.2.1. Dashboard – Overview Screen

After launching **xFlow Invoice ERP** and logging into the web application, an overview dashboard screen is shown. You can change the tile display style to your liking.

The screen contains various informative folders and diagrams that provide you with a quick overview.

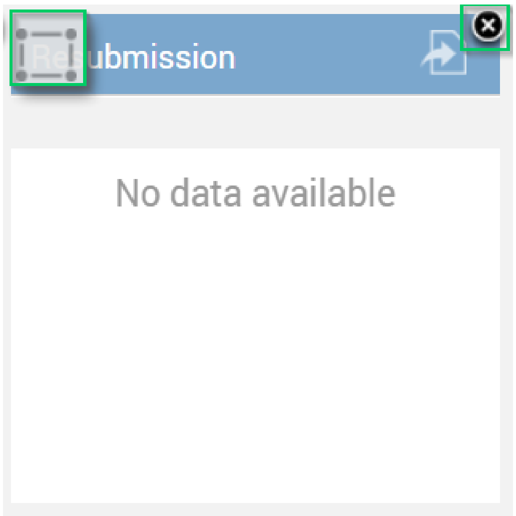


Dashboard

Use the *"Edit"* button above the dashboard to edit existing tiles or to add new ones.

Edit function on the dashboard

When you click the *"Edit"* button, new actions become available for the different tiles.



Functions for editing a tile on the dashboard

You can use the **(x)** button in the top right corner to delete tiles from the dashboard.

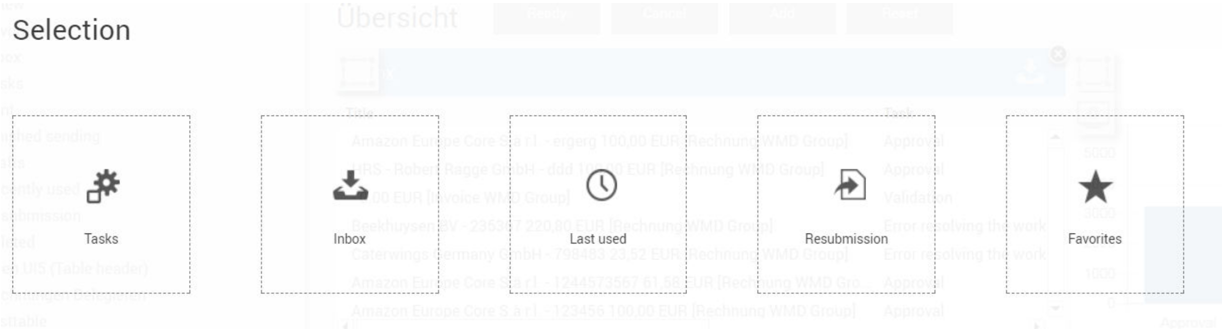
The button in the top left corner allows you to change the size of a tile. After clicking this button, use the mouse to drag the selected edge until it has the desired size.

In order to change the order and position of a tile, left-click and hold the center of the tile, and then pull it to the desired position.

To apply the changes, click the ***"Ready"*** button above the dashboard.

If you click the **"Reset"** button, all of your changes are dismissed and the default settings will be restored.

Use the **"Add"** button to add new tiles from a selection of predefined templates. The selection screen is displayed on top of the dashboard and shows you the range of available tiles. Select the desired tile with the mouse. This will close the list and display the new tile at a free space on the dashboard.



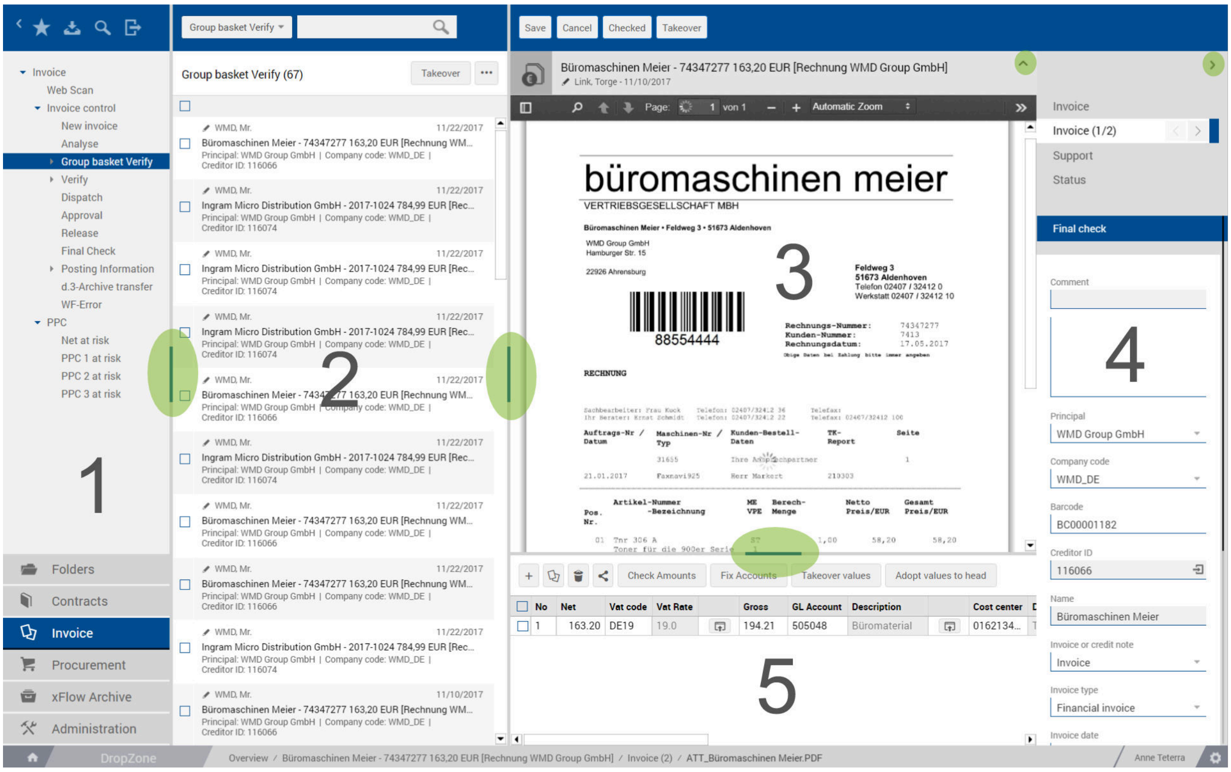
Selecting new tiles

3.2.2. Expanding and Reducing Panels

The standard display mode shows the three main panels (function panel **(1)**, work folder **(2)**, workspace **(3**, **4**, **5)**) that provide information at various levels of detail. This level generally increases from left to right. The left panel (**1**) shows the folder structure of **xFlow Invoice ERP**. If you select a folder there, its contents are shown in the next panel (**2**). The entry selected there (**2**), in turn, is displayed in panel (**3**) as a single transaction. Further information and sections of the individual record are shown in the rightmost panel (**4**). The item lines of a transaction are shown in panel (**5**), if applicable.

NOTE

Depending on the configuration of **xFlow Invoice ERP**, it is possible that the *work folder* (**2**) and the *workspace* (**3**, **4**, **5**) are not shown next to one another. In this case, either the *work folder* **or** the *workspace* is displayed.



Key panels of the application

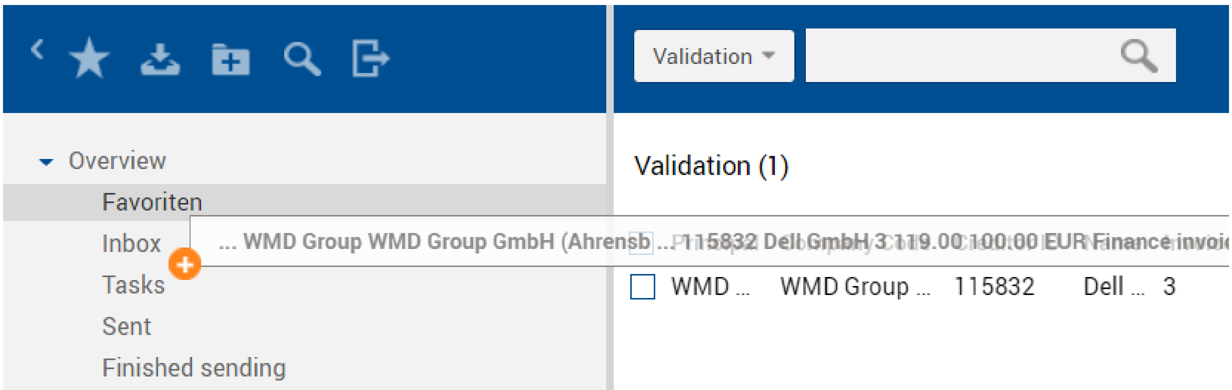
You can optimize the screen according to your personal preferences by enlarging or reducing the size of individual panels. The items highlighted in green in the above image are used to move and customize the different panels. If you right- or left-click the center of an item, the corresponding panel is moved to the outside and made smaller. This allots more space for displaying items in the central panel.

You can also use the vertical separator bars between the panels to completely hide a panel. Do so by clicking the item shown in green.

As an alternative, you can change the position of the horizontal separator bars by left-clicking, holding and then dragging the mouse to freely adjust the panel size.

3.2.3. Drag-and-Drop Features

The application provides *drag-and-drop* capability at various points. This enables you to easily copy transactions and records from folders to your personal receipts or favorites folder.



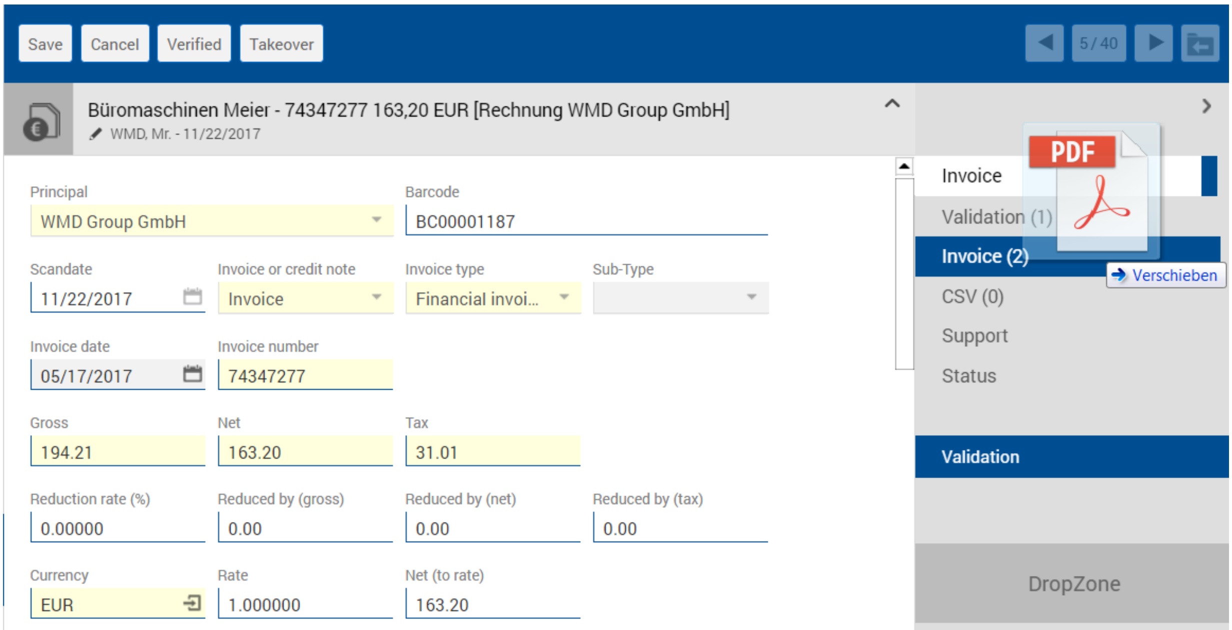
Copying transactions into folders using drag-and-drop

NOTE

The copy function does not actually duplicate the record; instead, it simply creates a link in the selected folder that points to the existing record.

As such, changes are applied to all copies of the record!

You can also upload files and documents to **xFlow Invoice ERP** via *drag-and-drop*. Drag the relevant documents to the corresponding tab (shown in the image below). This causes the document to be uploaded directly into the system. Note that you must set the record to edit mode before you can upload documents or files.

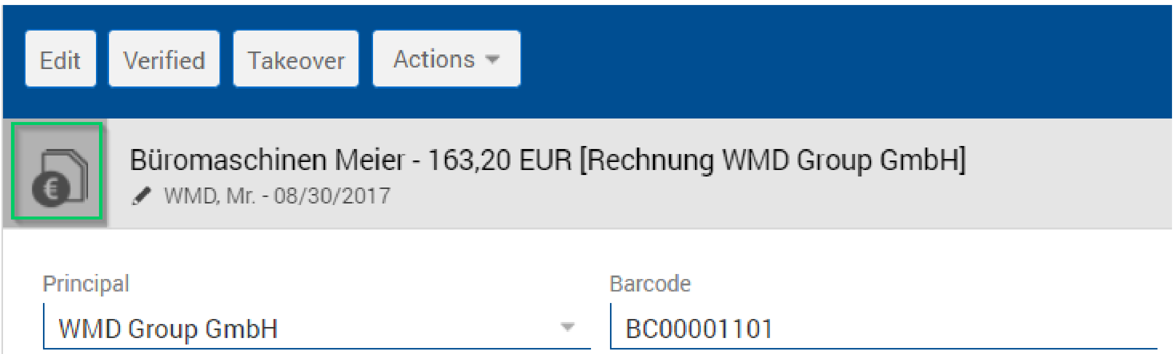


Uploading documents or files to a document tab via drag-and-drop

3.2.4. Disconnecting Transactions

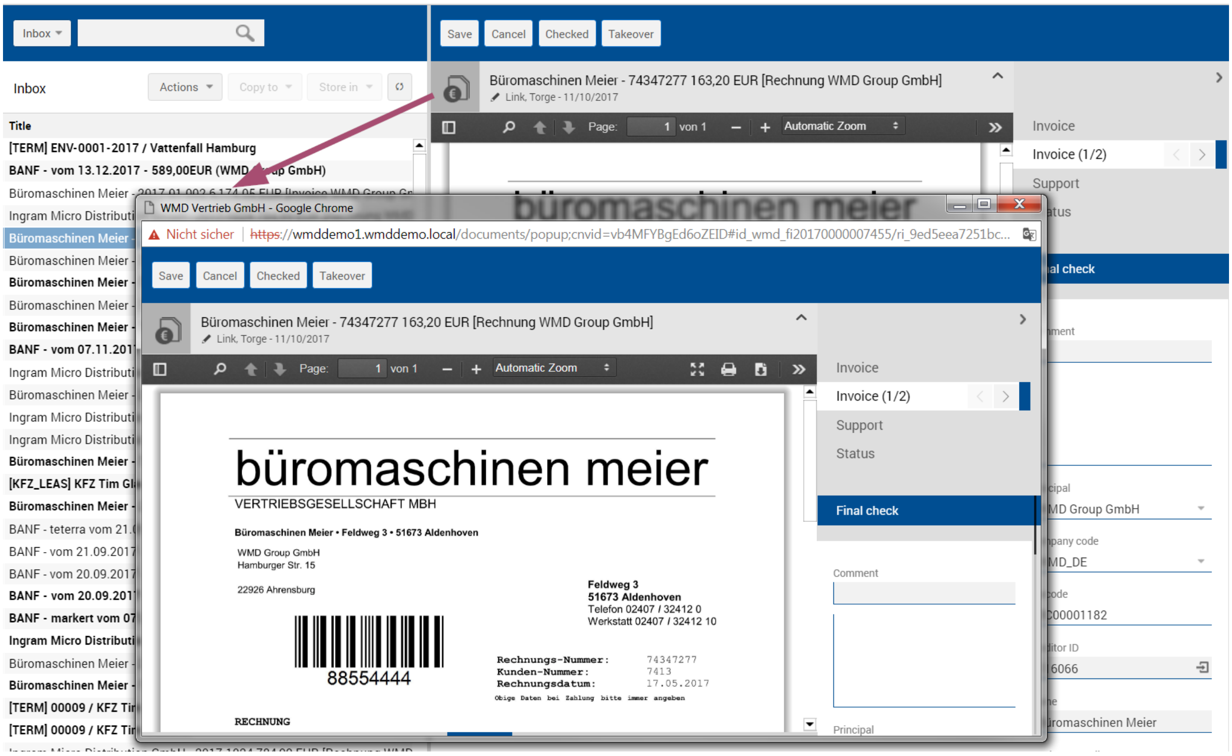
You can disconnect individual transactions from the application in order to open them in a dedicated browser window. You retain access to all previous folder functionalities.

If you want to disconnect a transaction, click the icon next to the title (highlighted in green in the image below).



Disconnecting a transaction

You can edit the disconnected transaction in the separate browser window or perform another action, such as comparing it with another transactions. The main application will continue to execute normally. You can disconnect any number of transactions in parallel. This function is particularly useful when working with two monitors.



View of a disconnected transaction

3.3. Keyboard Shortcuts

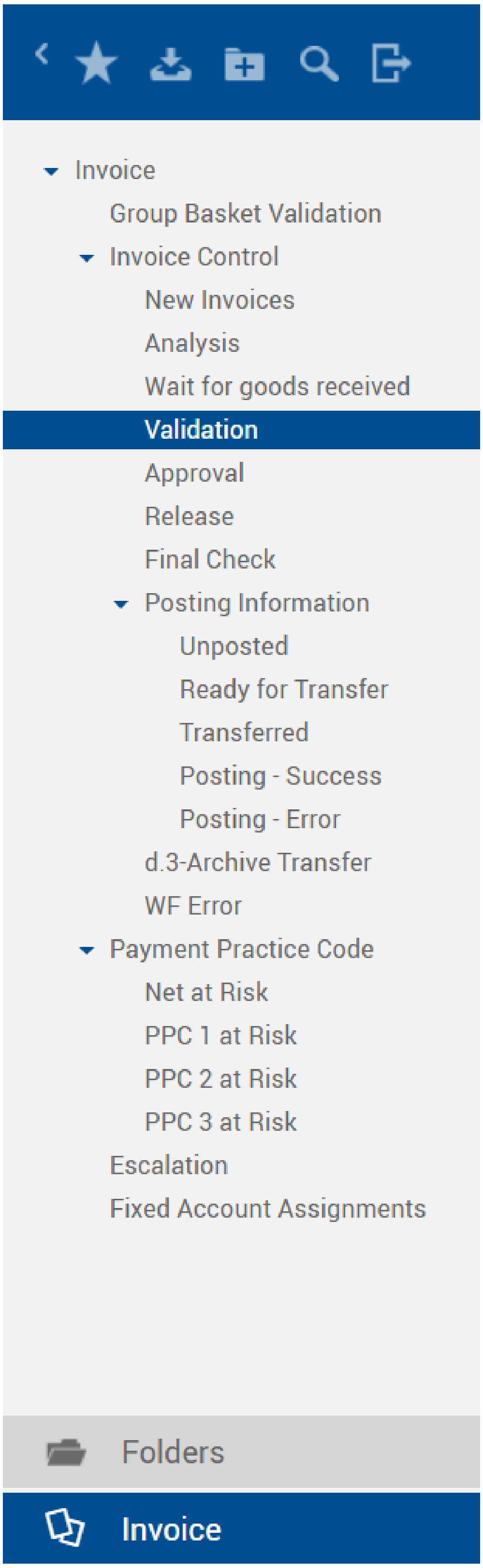
This section lists the shortcuts available for speeding up your interaction with **xFlow Invoice ERP**. You can also display a list of possible shortcuts in the web interface by pressing [**ALT + F1**].

Keyboard Shortcut	Description
CTRL + ALT + T	Focus on the tree view
CTRL + ALT + M	Focus on the menu bar
CTRL + ALT + L	Focus on the record list
CTRL + ALT + D	Focus on the record
CTRL + ALT + O	Focus on the outbar
CTRL + ALT + F	Find
CTRL + ALT + H	Show overview
CTRL + ALT + E	Edit current record
CTRL + ALT + S	Save current record
CTRL + ALT + C	Cancel editing
CTRL + ALT + Arrow up	Previous outbar
CTRL + ALT + Arrow down	Next outbar

Keyboard Shortcut	Description
CTRL + ALT + Arrow left	Expand/collapse tree view
CTRL + ALT + Arrow right	Expand/collapse tab bar
CTRL + ALT + 0–9	Record function keys
CTRL + Arrow right/left	Change document
ALT + 0–9	Show tab
ALT + Arrow up/down	Change tab

4. Function Panel

All key functions of **xFlow Invoice ERP** are controlled via the function panel. A toolbar at the top delivers quick access to global functions. The central section shows the folder tree of the selected outbar by filtering invoices according to the respective status and workflow steps. The records of the selected folder are displayed in a list beside the structure. Below it you will find the available *outbars* and a *home button*.



Function panel

4.1. Global Functions – Toolbar of the Function Panel

The toolbar offers global functions that provide easy access to relevant functionalities. The following functions are available:

Function Button	Description
	**Expand or collapse the function panel** When you collapse the function panel, the list view of the folder's content is enlarged. The global functions and outbars are arranged on the screen's margins as vertical menus. If you click the button again, the display mode reverts to the previous setting.
	**Change to the Favorites folder** Use the Favorites folder to collect transactions that might occur more frequently than others. To add a transaction to the folder, simply *drag-and-drop* it there. If you want to remove a transaction from the Favorites folder, select it and then open the " *Actions*" list above the folder and choose " *Remove from folder*". This will remove the transaction from the folder without deleting it!
	**Changing to the *inbox*** Clicking this button will open the inbox in the central workspace. The inbox contains transactions for which a task or action is pending.
	**Opening the advanced search** The advanced search allows you to find transactions and invoices with more precision by defining filter criteria and then browsing the resulting hit list.
	**Log off user** Click this button to exit the current session and return to the login screen. Please make sure you have saved all data before closing an active session.

Table 1. Global functions

4.2. General and personal folders

After logging on with xFlow Invoice ERP, the following folders are provided in the *Folders* outbar by default.

Folder	Description
Favorites	Use this folder to collect important/frequently used transactions for quick access.
Receiving Invoices	The inbox shows all transactions you received from users or automated system processes. **xFlow Invoice ERP** will automatically send invoices to your inbox if you are in charge of the respective workflow step.
Recently used	This folder lists the transactions you have been using recently.
Resubmission	You can define custom reminders for transactions and invoices. The corresponding items will be shown in this folder once the configured reminder date is reached.

Table 2. Standard folders

4.3. Function Panel Folders

This section briefly describes the folders in the **xFlow Invoice ERP** function panel.

> **NOTE**
> The visual representation and order may vary depending on the specific product configuration. Also, individual folders may be shown or hidden.

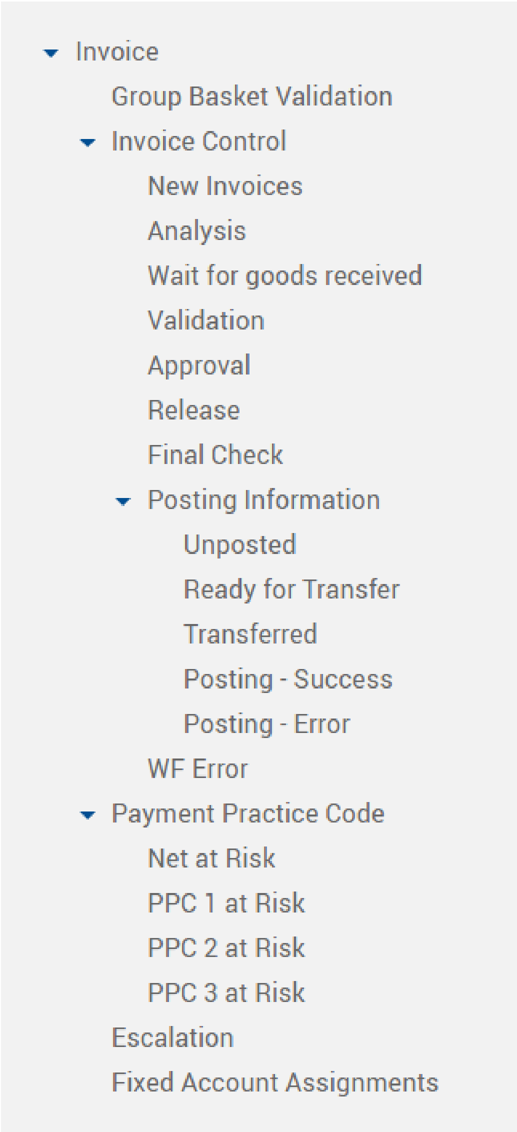


*Image of **xFlow Invoice ERP** folders in the function panel*

Invoice Control Folder	Description
Group Basket Validation	This folder lists all invoices pending validation in the *Validation* step that can be processed by a group. A group member must check out a transaction from the group basket in order to validate the invoice.
New Invoices	This folder contains all invoices whose scan date matches the current date.
Analysis	This folder lists all invoices that are presently in the *document extraction* or *analysis* stage. If your implementation is not using the document extraction feature, this folder will be disabled.
Validation	This folder shows all invoices pending validation by a user or group.
Dispatch	This folder contains all invoices that have entered the *Dispatch* workflow step.
Approval	All invoices that are pending *factual validation* by a user are listed in this folder.
Release	This folder lists all invoices that have entered the *Invoice Release* workflow step.
Final Check	All invoices awaiting *final checking* are shown in this folder.
Archiving	This folder shows all invoices that have completed the invoice processing workflow or were re-moved by users. After archiving, the transactions are removed from this folder.

Invoice Control Folder	Description
WF Error	The WF Error folder lists all transactions that encountered system errors during invoice processing. In the rare event that an error occurred with a transaction, please contact your administrator.

Table 3. xFlow Invoice ERP folder - Invoice Control

Posting Information Folder	Description
Unposted	The *Unposted* folder lists all invoices that are still in the workflow.
Ready for Transfer	This folder lists all invoices that completed the workflow and were transferred to the posting interface.
Transferred	All invoices that were transferred to the ERP system via the posting interface are listed in this folder.
Posting with payment block	This folder lists all invoices that are posted without a payment block.

Table 4. xFlow Invoice ERP folder - Posting Information

Payment Practice Code Folder	Description
Net at Risk	This folder lists all invoices in risk of missing the net payment deadline. The calculation for this is performed based on the payment condition code selected for the invoice, its date of entry as well as the current date. If the work calendar applies, weekends and bank holidays do not factor into the calculation.
PPC 1 at Risk	This folder lists all invoices in risk of missing the first discount period. The calculation for this is performed based on the payment condition code selected for the invoice, its date of entry as well as the current date. If the work calendar applies, weekends and bank holidays do not factor into the calculation.
PPC 2 at Risk	This folder lists all invoices in risk of missing the second discount period. The calculation for this is performed based on the payment condition code selected for the invoice, its date of entry as well as the current date. If the work calendar applies, weekends and bank holidays do not factor into the calculation.
PPC 3 at Risk	This folder lists all invoices in risk of missing the third discount period. The calculation for this is performed based on the payment condition code selected for the invoice, its date of entry as well as the current date. If the work calendar applies, weekends and bank holidays do not factor into the calculation.

Table 5. xFlow Invoice ERP folder - Payment Practice Code

Folder	Description
Escalation	The *Escalation* folder shows invoices assigned to a user or group and whose current workflow step has been idle for more than two days (the number of days may vary depending on the configuration). If the work calendar applies, weekends and bank holidays do not factor into the calculation.
Fixed Account Assignments	This folder is used to list or adjust the globally defined standard account assignments or to create private account assignments. (For more information, see the Standard Account Assignments [72] section.)

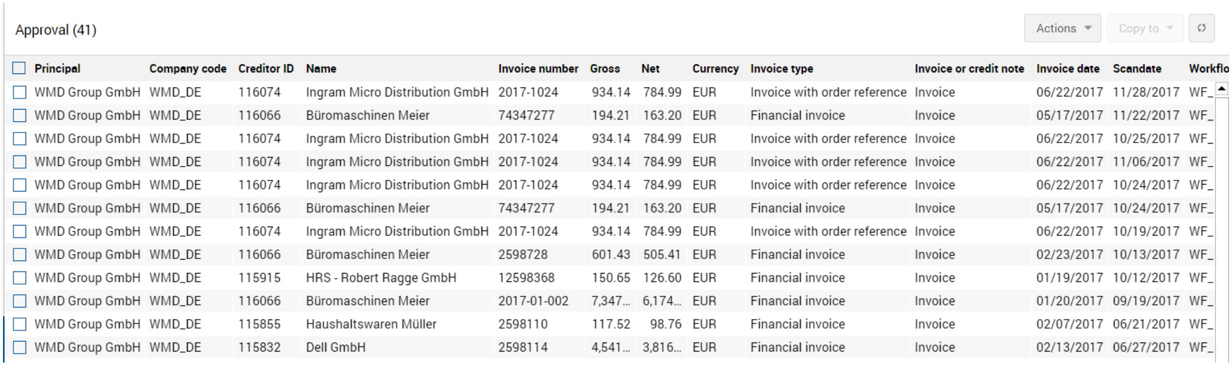
Table 6. xFlow Invoice ERP folder - Other

5. Work Folder

The central section of the application is occupied by the work folder. It contains all transactions associated with the folder that you selected in the left function panel. Whenever you select an invoice in the work folder, its detail view is shown in the right panel.

The entire work folder remains visible during this process, allowing for easy navigation of the list.

> **NOTE**
> Depending on the configuration of **xFlow Invoice ERP**, either the work folder (list of transactions) **or** the workspace (view of the individual record) is shown.



Approval (41)

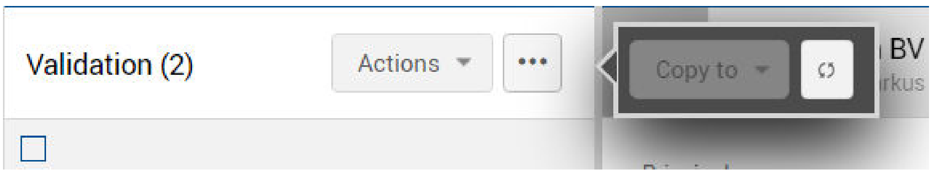
Actions | Copy to

Principal	Company code	Creditor ID	Name	Invoice number	Gross	Net	Currency	Invoice type	Invoice or credit note	Invoice date	Scandate	Workflo
WMD Group GmbH	WMD_DE	116074	Ingram Micro Distribution GmbH	2017-1024	934.14	784.99	EUR	Invoice with order reference	Invoice	06/22/2017	11/28/2017	WF_
WMD Group GmbH	WMD_DE	116066	Büromaschinen Meier	74347277	194.21	163.20	EUR	Financial invoice	Invoice	05/17/2017	11/22/2017	WF_
WMD Group GmbH	WMD_DE	116074	Ingram Micro Distribution GmbH	2017-1024	934.14	784.99	EUR	Invoice with order reference	Invoice	06/22/2017	10/25/2017	WF_
WMD Group GmbH	WMD_DE	116074	Ingram Micro Distribution GmbH	2017-1024	934.14	784.99	EUR	Invoice with order reference	Invoice	06/22/2017	11/06/2017	WF_
WMD Group GmbH	WMD_DE	116074	Ingram Micro Distribution GmbH	2017-1024	934.14	784.99	EUR	Invoice with order reference	Invoice	06/22/2017	10/24/2017	WF_
WMD Group GmbH	WMD_DE	116066	Büromaschinen Meier	74347277	194.21	163.20	EUR	Financial invoice	Invoice	05/17/2017	10/24/2017	WF_
WMD Group GmbH	WMD_DE	116074	Ingram Micro Distribution GmbH	2017-1024	934.14	784.99	EUR	Invoice with order reference	Invoice	06/22/2017	10/19/2017	WF_
WMD Group GmbH	WMD_DE	116066	Büromaschinen Meier	2598728	601.43	505.41	EUR	Financial invoice	Invoice	02/23/2017	10/13/2017	WF_
WMD Group GmbH	WMD_DE	115915	HRS - Robert Ragge GmbH	12598368	150.65	126.60	EUR	Financial invoice	Invoice	01/19/2017	10/12/2017	WF_
WMD Group GmbH	WMD_DE	116066	Büromaschinen Meier	2017-01-002	7,347…	6,174…	EUR	Financial invoice	Invoice	01/20/2017	09/19/2017	WF_
WMD Group GmbH	WMD_DE	115855	Haushaltswaren Müller	2598110	117.52	98.76	EUR	Financial invoice	Invoice	02/07/2017	06/21/2017	WF_
WMD Group GmbH	WMD_DE	115832	Dell GmbH	2598114	4,541…	3,816…	EUR	Financial invoice	Invoice	02/13/2017	06/27/2017	WF_

Sample view of the work folder

The application provides various function buttons above the work folder. These allow you, among other things, to export folder content. You can apply some actions to multiple transactions simultaneously. Enable the checkbox in front of the list entry to select the transactions to which you want to apply the function.

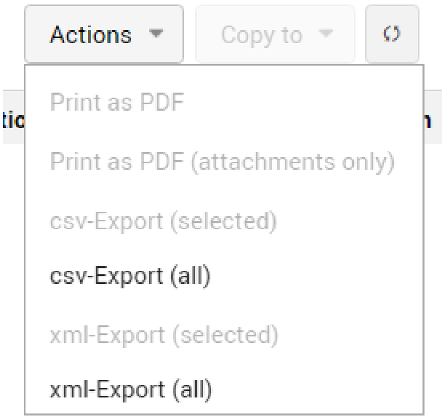
Depending on the available panel width, the application may be unable to show all actions at the same time. In this case, use the button with the three periods to access the hidden actions.



Show hidden actions

The refresh button ( ) allows you to update and reload entries in the work folder.

In addition, the action list of the work folder provides several export functions you can apply to multiple or all transactions (*PDF printout, CSV export, XML export*).



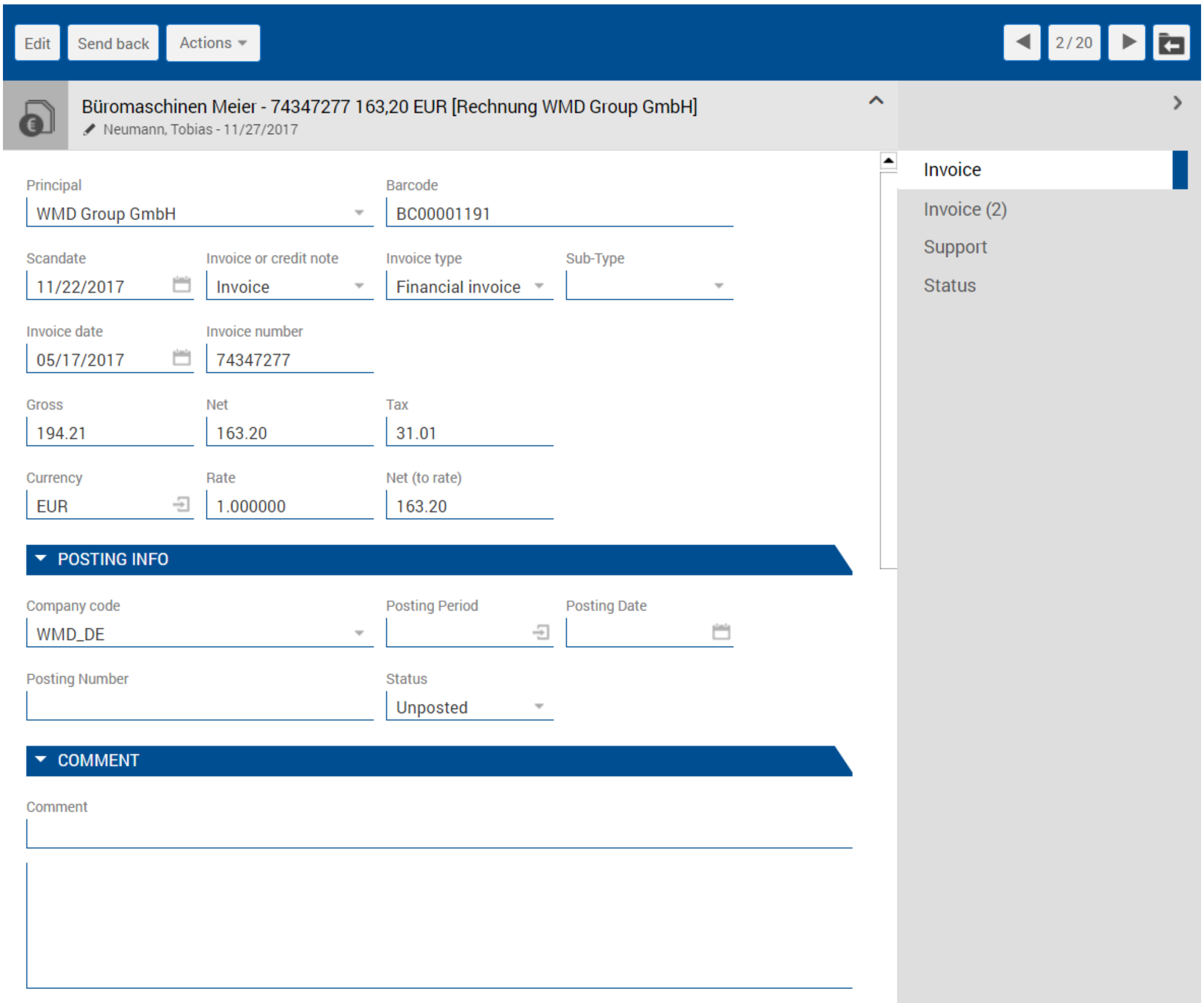
General actions in the work folder's action list

NOTE

Depending on the configuration of **xFlow Invoice ERP**, some actions may be disabled, or additional actions may have been enabled.

6. Workspace

This section describes the general structure of the workspace. For more information on the specific functions and fields, please refer to the Invoice Record [30] and Invoice Items [59] sections. The basic structure is the same for all transaction types. They only differ as regards the available actions, the content and tabs that are shown, as well as how the item table is displayed.

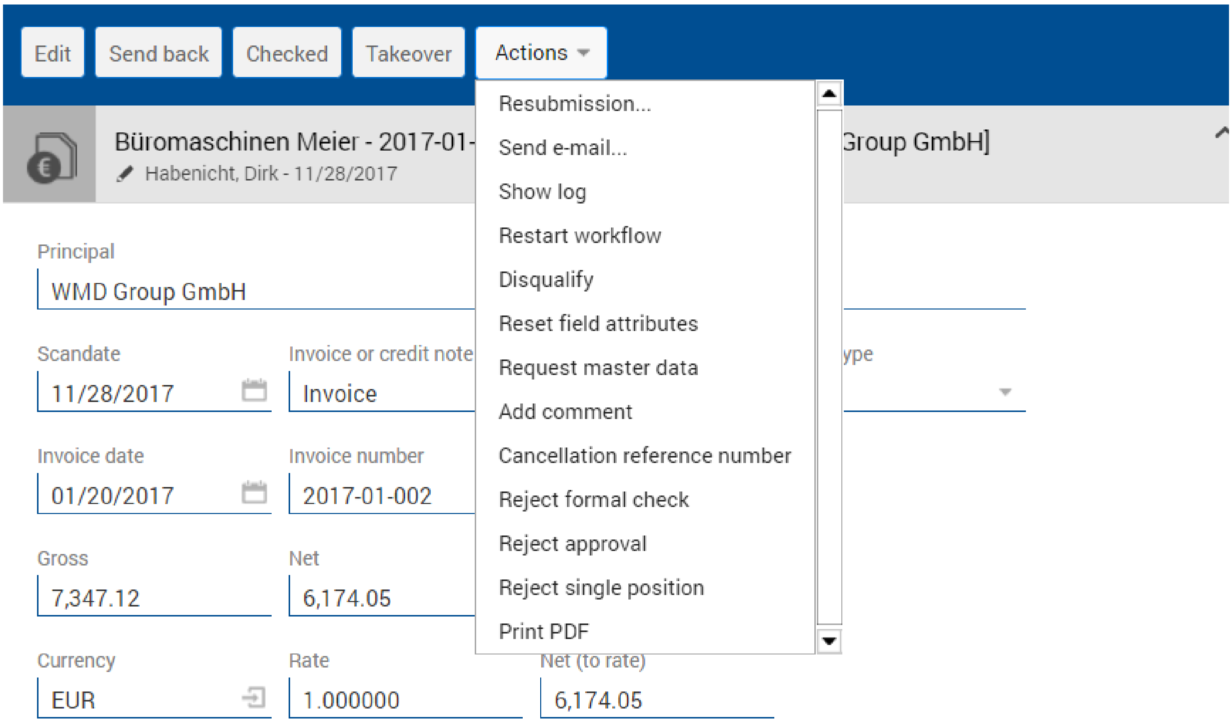


Transaction view in the workspace

6.1. Buttons and Action Lists

Above the transaction view, there are buttons and action lists that provide functions available for the current transaction.

These allow you to edit or save the transaction or print, export and send content via e-mail or to call specific **xFlow Invoice ERP** functions (For more information, see the Invoice—Actions and Buttons [44] section.).

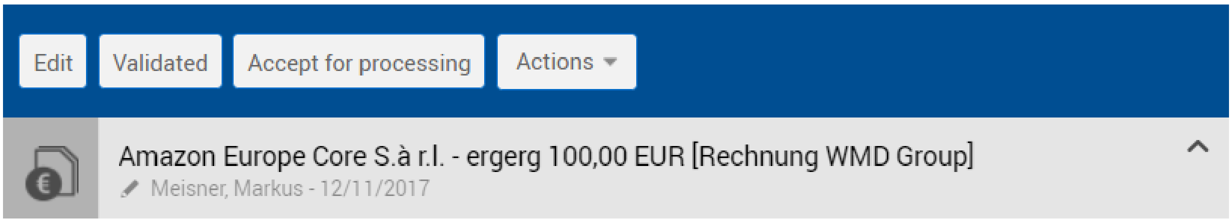


Sample buttons and action list of a transaction

NOTE

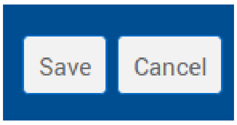
The available functions vary depending on the transaction type and the rights you have been assigned.

Use the *"Edit"* button to set any record within **xFlow Invoice ERP** to editing mode. However, you require write access to the transaction to use this feature. If you only have read access, you can only view this transaction in display mode. All users who receive the current workflow step based on the defined rules are authorized to edit data.



"Edit" *button of a transaction*

When a record is in editing mode, you can change field values or edit documents. You need to use the *"Save"* action to save the changes you made to this transaction. If you select the *"Cancel"* function, your changes will be discarded.



"Save" and "Cancel" buttons of a transaction

Completing Workflow Steps

The following standard actions are available for completing workflow steps. All these actions cause the invoice to be moved to the next workflow step. Use the Send back [45] function to return to a previous step. If you want to delegate the workflow step to another user, use the Delegate [44] function.

- Validated
- Approved
- Released
- Finish Action

6.2. Transaction View

The central section of the work panel shows the current transaction. Depending on the configuration of the workflow step, the transaction may be in view mode when you open it. As soon as you click the *"Edit"* button, it changes to edit mode. You need to enable this mode in order to change field values or documents. Click the *"Save"* button to save your changes. If you have been assigned read-only access to the transaction, you can view it but are prevented from editing it. This means that if you do not have write access, an error message will be shown when you click the *"Edit"* button.

For more information on how an invoice is structured in **xFlow Invoice ERP**, see the Invoice Record [30] section.

6.3. Navigation

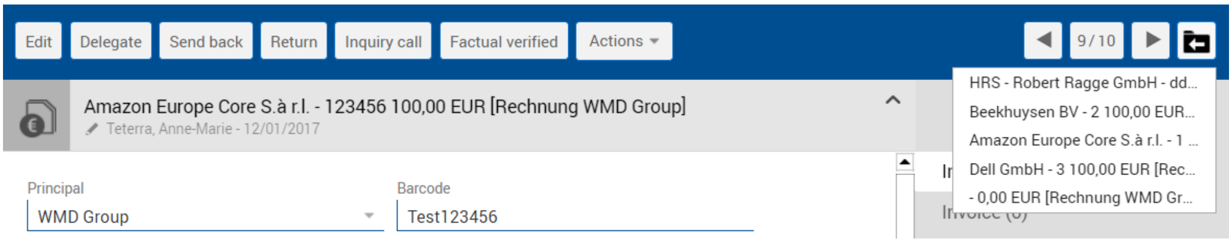
The workspace allows you to navigate the transactions of the selected work folder. Do so using the navigation buttons located on the top right of the transaction view,

which displays the location of the transactions currently opened in the folder as well as the number of transactions it contains. Click the arrow buttons to scroll forward or backward through the transactions in the folder at a rate of one at a time. The button on the far right will return you to the previously opened transaction.

Navigation functions for transactions in the selected folder

If you preselect invoices in a work folder—by enabling the respective checkbox in front of the list entry—you can conveniently move through the selected invoices using the arrow buttons.

Furthermore, you can press and hold the right button to open a shortcut menu that lists the transactions you have used most recently.



Shortcut menu showing most recent transactions for an invoice

6.4. Item Table

In addition to displaying the current transaction within **xFlow Invoice ERP**, the workspace also shows the item lines pertaining to the transaction. In the case of invoices, the items to be assigned to an account can be shown here.

No	Net	Vat code	Vat Rate	Gross	GL Account		Cost center		Cost unit	1	Comment
1	58.20	DE19	19.0	69.26	505048	Büromaterial	0162134...	Tobias Neumann			
2	105.00	DE19	19.0	124.95	505048	Büromaterial	0162134...	Tobias Neumann			

Sample view of invoice item lines

For more information on the item lines of an invoice in **xFlow Invoice ERP** and on how to use them, see the Invoice Items [59] section.

7. Incoming Invoice Processing

In the standard version of **xFlow Invoice ERP**, incoming invoice processing starts by receiving invoices via various input channels. Depending on the configuration, invoices can be imported to **xFlow Invoice ERP** via a scan client, via e-mail or through the direct transfer of electronic invoices. This import process is handled by **xFlow Interface**, a tool from **WMD Group GmbH** that is part of the delivery scope. As part of the import process with **xFlow Interface**, invoice records will be created automatically in **xFlow Invoice ERP**.

NOTE

This section only describes the standard process for **xFlow Invoice ERP**. As customers can configure the process to meet their needs, the process used in your installation may deviate from this description.

After importing the invoices, the system can optionally analyze them using the **xFlow Capture** component. The **xFlow Capture** component identifies key invoice elements by means of OCR (optical character recognition) and transfers these to the invoice record—for example, vendor, invoice date etc. All invoices with this status will be shown in the *Analysis* folder.

CAUTION

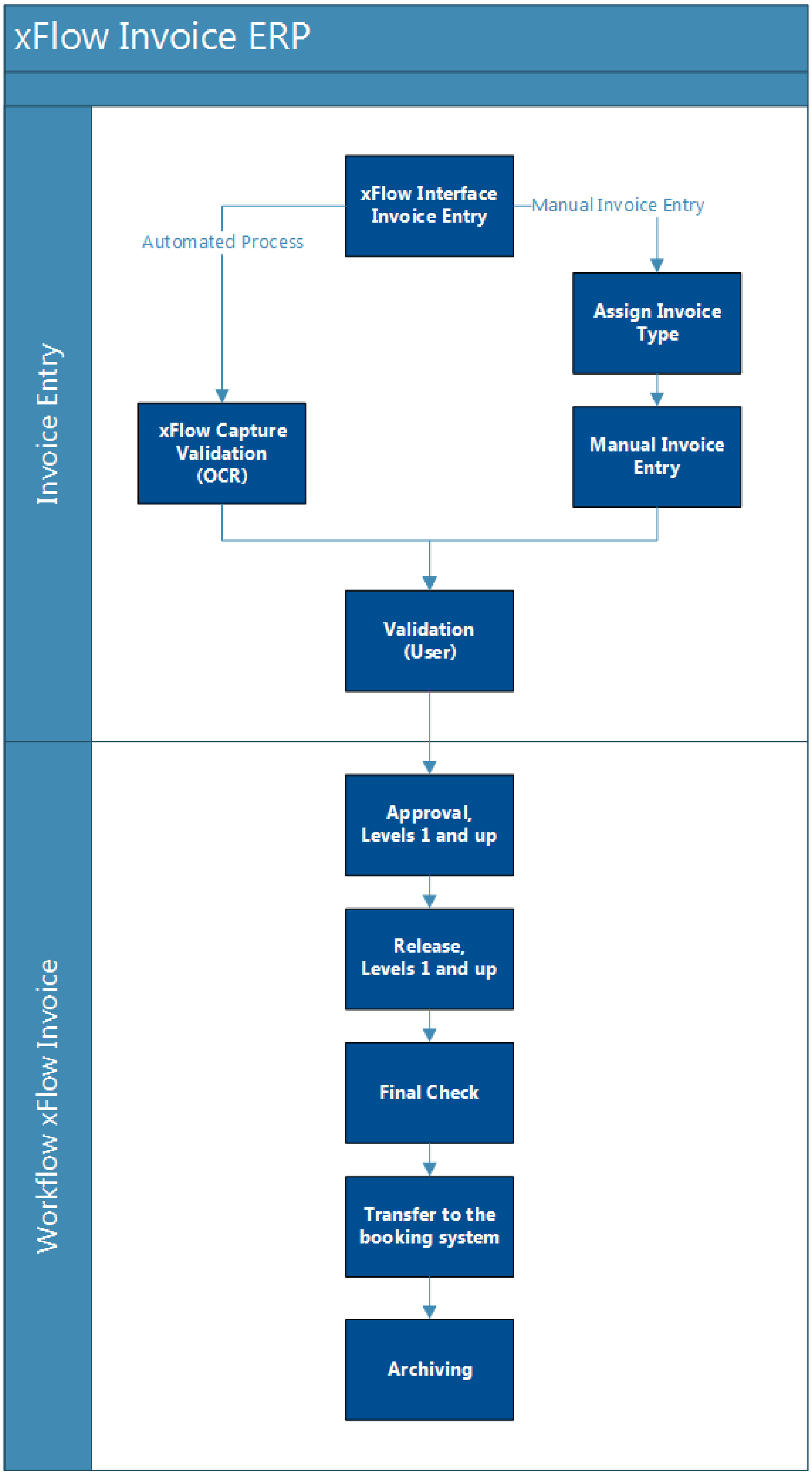
Depending on the configuration of **xFlow Invoice ERP**, the *Analysis* step may be disabled or not available at all. If this is the case, the system will take the imported invoices directly to the *Validation* step.

After successful document import—or after the captured invoices were successfully processed—the system will make the invoice available in the *Validation group basket* or will provide it directly to the respective user for invoice validation in the *Validation* step. The workflow rules configured in **xFlow Invoice ERP** determine which user receives a given invoice for processing. The OCR results are validated in the *Validation* step, which also involves entering any data that was not captured. In some cases, initial account assignment of the invoice will already take place in this step. For more information on these functions, please refer to the xFlow Viewer [35] and xFlow Viewer Training [40] sections.

After successful completion of the validation step, the invoice undergoes *factual validation*. Again, the user(s) or group(s) in charge of this task are determined based on defined workflow rules, or they are assigned manually. Factual validation can involve multiple stages.

After completion of factual validation, the invoice normally undergoes *approval*. The relevant approvers or approval groups are, once again, determined via defined workflow rules or are selected manually. The assignment depends on how **xFlow Invoice ERP** has been configured. Approval, too, can involve multiple stages.

The last step in the approval process is a *final inspection*, which is generally performed by members of the financial accounting department. During this inspection, all invoice data and account assignments are checked once again before the process is released to the posting system.



Example of incoming invoice processing in ***xFlow Invoice ERP***

8. Invoice Record

Incoming invoice processing in **xFlow Invoice ERP** is based on a structure similar to an invoice record. The system creates a transaction or record for each invoice, regardless of how the invoice is imported to **xFlow Invoice ERP**.

Each of these records contain fields, tabs and line-item data. The following sections describe the fundamental elements and functions you can perform on the invoice record.

NOTE

Depending on how your product has been configured, additional fields and functions may be activated or standard fields and functions may have been disabled.

8.1. Tabs—Overview

This section provides a detailed description of the tabs available on an invoice record.

NOTE

Depending on the configuration of **xFlow Invoice ERP**, some tabs may be disabled, or additional tabs may have been enabled.

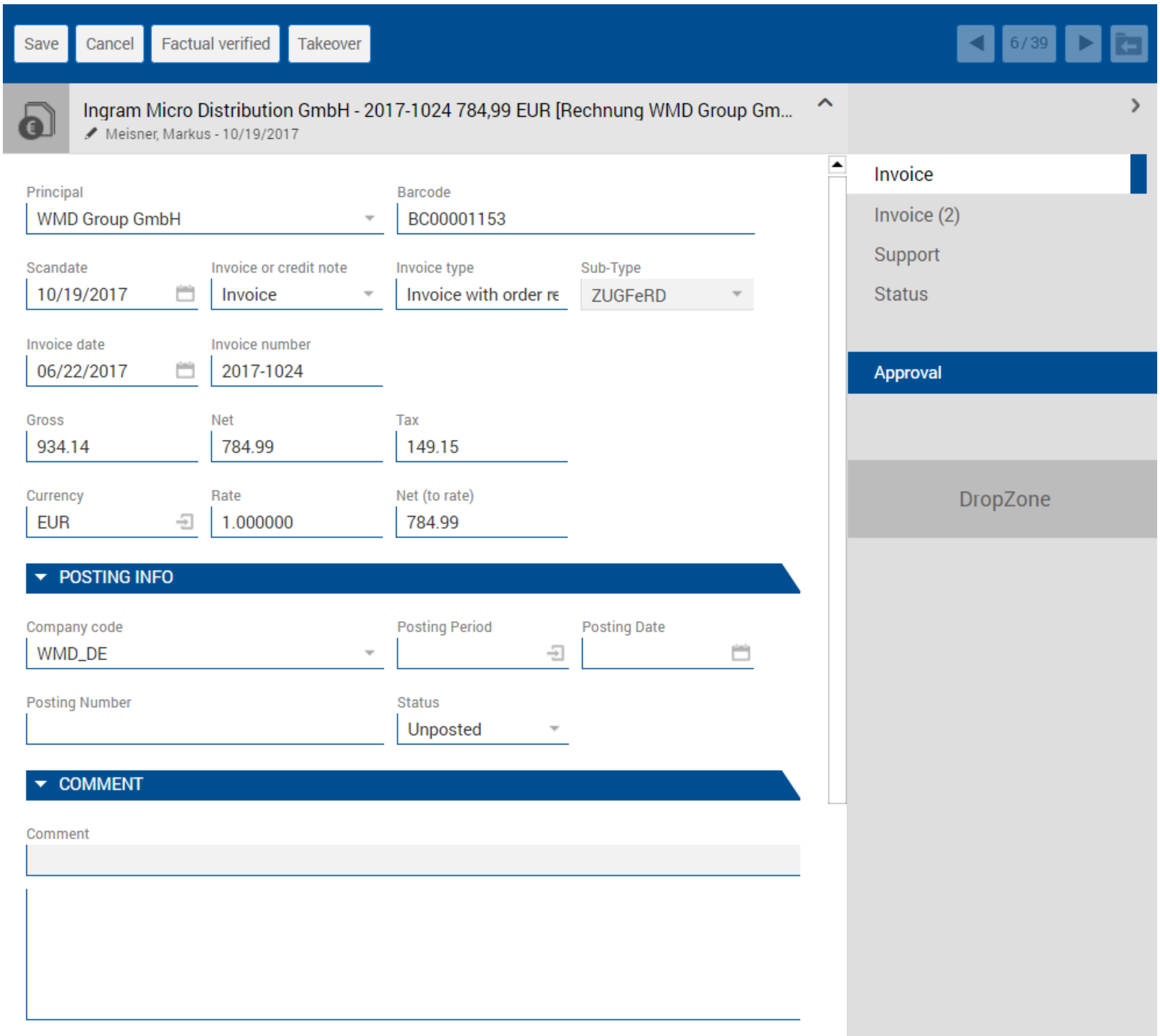
Tab	Description
Invoice	This tab shows all fields of the invoice record, and some fields of this screen may also be present on document tabs.
Validation	After completion of document analysis, use the *Validation* tab to open the **xSuite Viewer** application. The viewer graphically highlights the document capture results. It also displays key fields of the *Invoice* tab. For more information on validating the document analysis process, see sections xFlow Viewer [35] and xFlow Viewer—Training [40]. **CAUTION** By default, this tab is only displayed in the **Validation** workflow step.
Invoice	The second *Invoice* tab is a document tab for uploading files. By default, it contains the invoice document as well as optional invoice attachments.
Splits	The *Splits* tab is only displayed if the invoice was sent to multiple users or user groups for processing based on the workflow rules defined. This tab is only displayed on the original record, but not on the split records.

Tab	Description
CSV	The *CSV* tab is only visible if it was actively configured within **xFlow Invoice ERP**. The tab allows you to upload CSV files sent by the vendor. Use the button on the CSV tab to automatically create invoice items in the invoice record based on the item information. **NOTE** The structure of the corresponding vendor's CSV file must have been configured by an administrator prior to importing such files!

Table 7. Standard tabs of the invoice record

8.2. Invoice Tab

This section describes the fields of an invoice record.



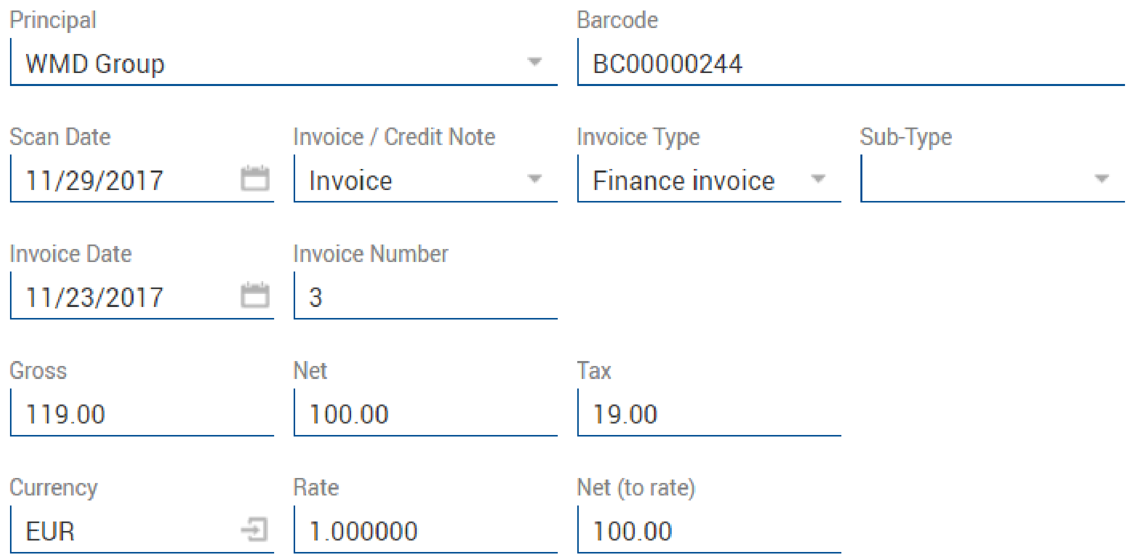
Invoice with fields view

NOTE

The display, order and presentation of fields may vary depending on the configuration of **xFlow Invoice ERP**.

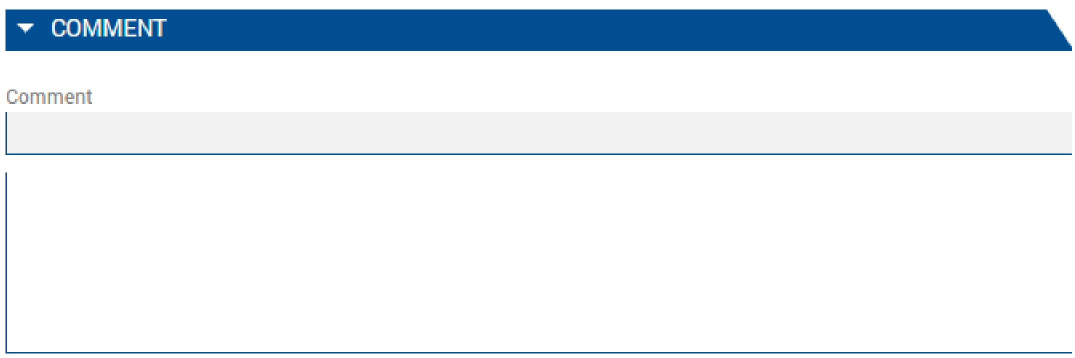
8.2.1. General Fields

The first section of the invoice record contains general fields pertaining to invoice data. This specifically includes fields for defining the invoice type, principal, invoice data, date of entry and invoice totals. If the system includes an invoice capture component, some fields may already contain data. The departmental administrator decides which principals or company codes can be selected.



General Fields of the Invoice

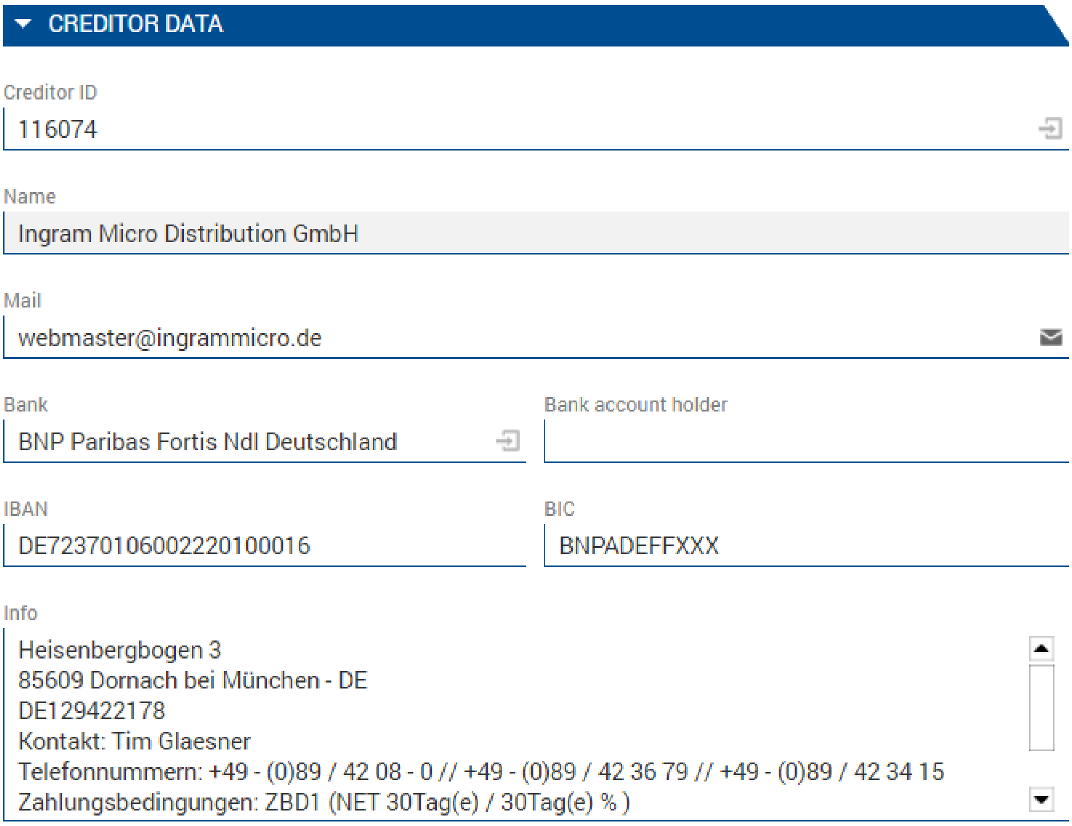
In addition to general invoice data, each transaction comes with a comment field that shows previous comments made for the current transaction. This may include information relevant to the process or user comments. When information is entered, the system adds the user name and a time stamp. Once submitted, it is not possible to delete entries in the comments field. As regards some actions such as, for instance, questions or delegation, the current user must enter a comment before forwarding the document. These comments are added to the comment field.



Comment fields of the invoice record

Each invoice record also shows relevant vendor information. The respective master data is generally provided by your company's ERP system. It is also possible to maintain the bank information for multiple accounts of a vendor, allowing you to select these directly on the invoice.

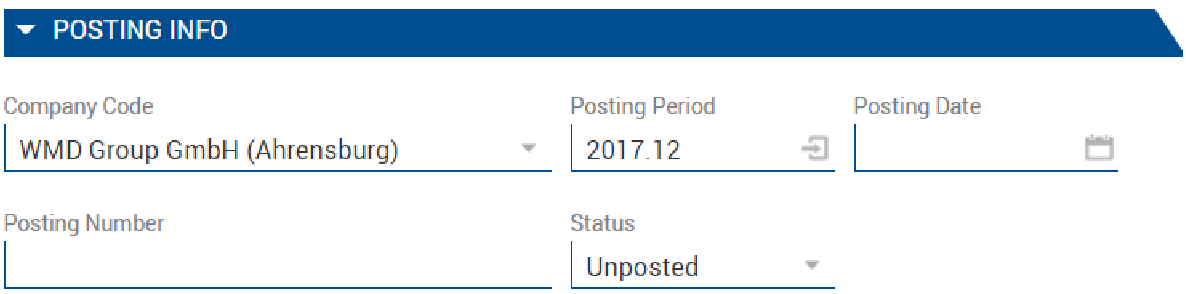
If you select the vendor manually via the pop-up, the system fills the payment term field with the term stored for the vendor and also supplies the default vendor bank information. In the case of principal- and/or company code-specific vendor master data, you first need to enter the principal and/or company code.



Vendor data in the invoice record

8.2.2. Fields—Posting and Payment

The **Posting Information** section provides relevant information on the posting status of an invoice.



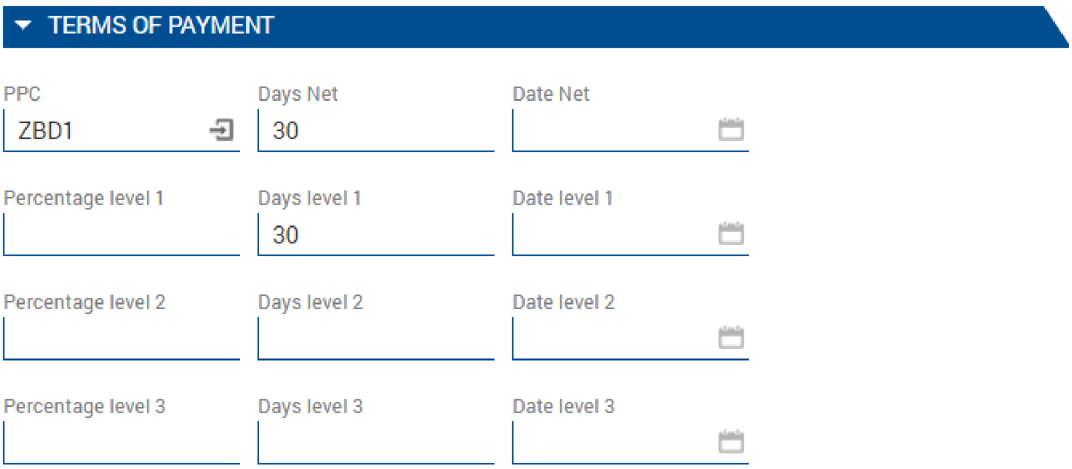
Posting information in the invoice record

Field	Description
Company Code	This is where you select the company code, which in generally the principal.
Posting Period	You can pull the posting period from the available master data via a pop-up.
Posting Date	Date of the posting (*write protected*).
Posting Number	Shows the posting number assigned in the ERP system (*write protected*).
Status	Status of the invoice posting (*write protected*).

Table 8. Posting information fields

xFlow Invoice ERP provides the option of configuring a standard payment term for certain vendors. When you select the vendor, this payment term is automatically entered into the respective field. If required, you can manually change it to any available payment term stored in the master data.

A payment term consists of a unique number (*PPC*) and contains data on the net days as well as up to three percentage rates with the associated number of days. By default, the days stored with the payment term are added to the invoice date to calculate the deadlines associated with the payment term (*Date Net, Date level 1, Date level 2, Date level 3*). The deadlines calculated in this way are compared with the current date and evaluated on a daily basis. **xFlow Invoice ERP** will adjust the traffic light indicator depending on the result of the evaluation.



Payment terms in the invoice record

CAUTION

The number of days associated with each traffic light indicator status can vary depending on the configuration of **xFlow Invoice ERP**. By default, the indicator turns yellow once a payment is due in six days and red once it is due in four days.

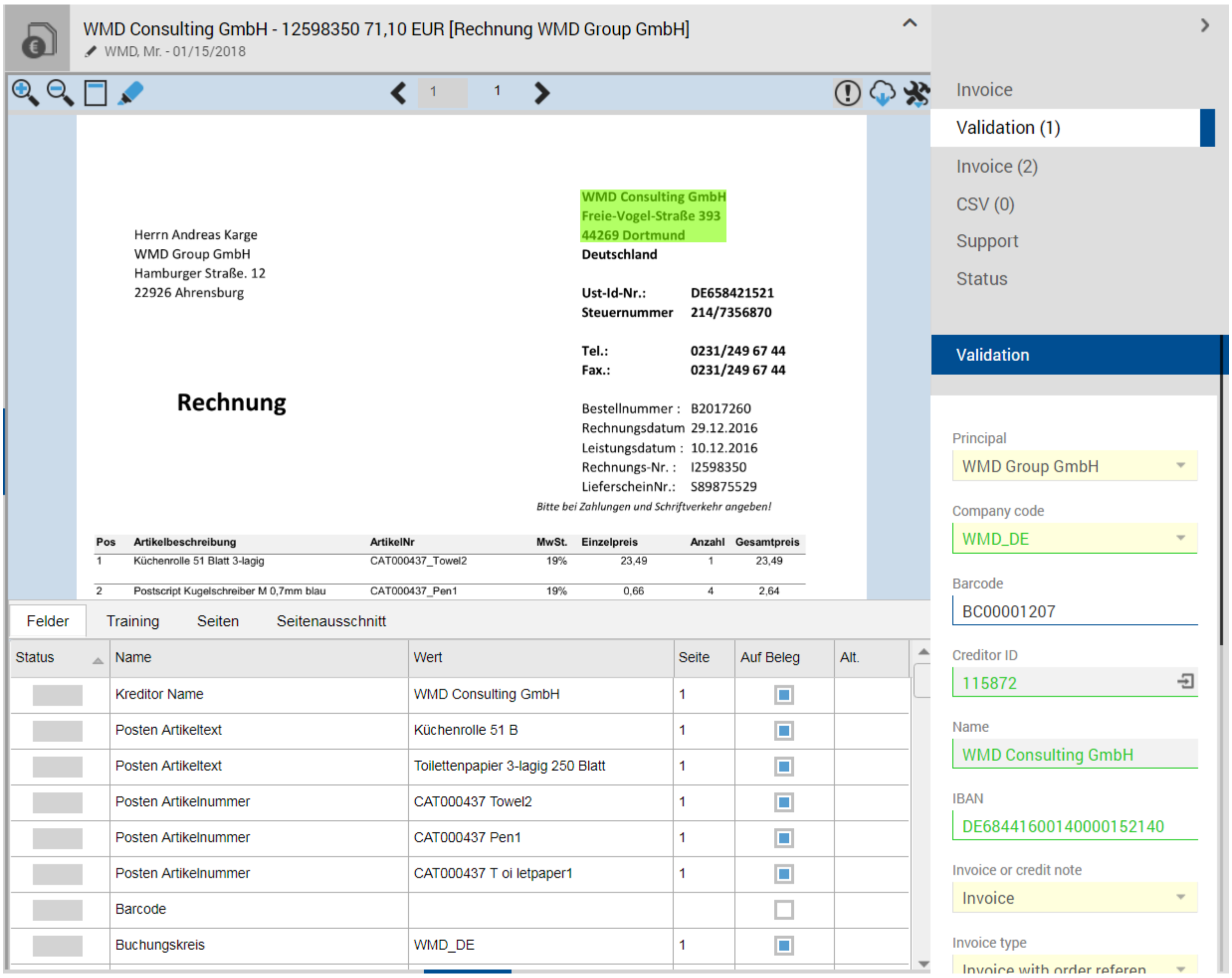
Icon	Meaning
	The due date defined in the payment term is more than six days away.

Icon	Meaning
	The due date defined in the payment term is between six and four days away.
	The due date defined in the payment term is four days or fewer away.
	The due date defined in the payment term is overdue or has been exceeded.

Table 9. Meaning of the traffic light indicators for the payment term

8.3. Validation Tab

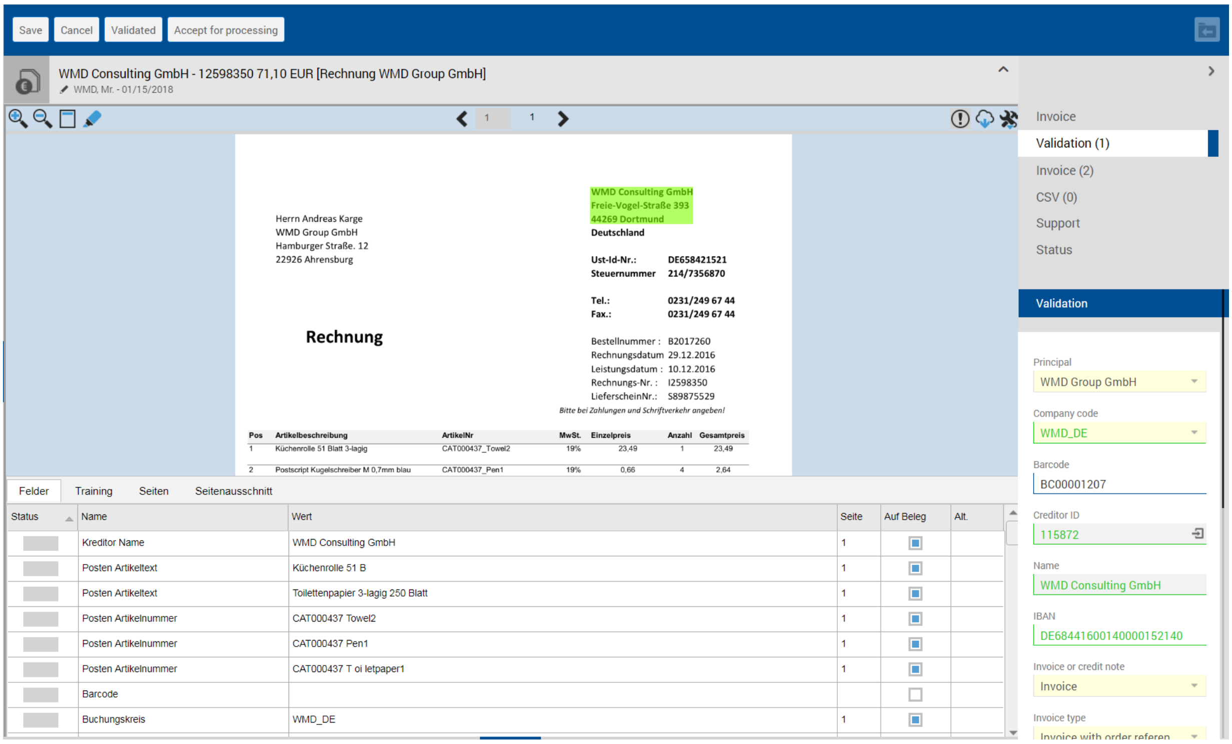
Once a transaction has reached the *validation* step, you can use the Validation tab to validate invoice data in the **xFlow Viewer**. For detailed information on how to use the **xFlow Viewer**, please refer to sections xFlow Viewer [35] and xFlow Viewer Training [40].



Example of xFlow Viewer display on the Validation tab

8.3.1. xFlow Viewer

xFlow Viewer is a proprietary tool developed by WMD Group GmbH. It serves the purpose of displaying image files together with certain applications. In addition to allowing you to flexibly view images and draw on various navigation options, the tool may deliver additional functions depending on the specific configuration.



Sample invoice view in xFlow Viewer

8.3.1.1. Using the xFlow HTML5 Viewer

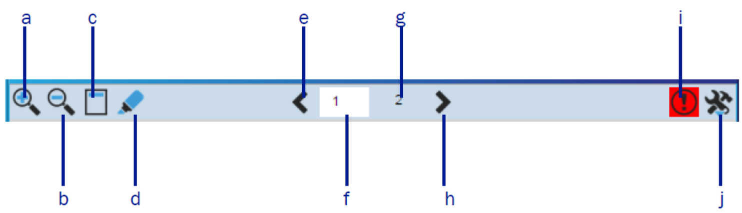
The xFlow HTML5 Viewer offers flexible navigational options for displaying images. Depending on configuration, other functions may also be available.

This section describes user operation of the HTML5 Viewer. The following terms are important for understanding Viewer operation:

- **Selection:** “Pan and zoom,” i.e., pulling a frame around the area to be selected or clicking to highlight an area of the document.
- **Navigation:** Clicking and holding the left or middle mouse button to move the document up and down. This can also be done with pan and zoom.

8.3.1.2. Toolbar

Depending on settings, the toolbar will either be visible on the upper edge of the HTML5 Viewer or as a context menu, activated with a right mouse click in the pane displaying the document. The following functions are provided.



	Button	Description
a	Increase zoom	… zoom into the document.

	Button	Description
b	Decrease zoom	... zoom out of the document.
b	Switch select recognized fields	... toggle between the following two field modes: *Fields* — for highlighting and selecting recognized fields. *Fulltext* — for highlighting and selecting full-text fields.
d	Show all recognized fields	... switch to the field mode “Fields” and highlight all recognized fields.
e	Go to previous page	... display the page one page number down from the current one.
f	Direct entry of page / current page	... view the current page. You can also enter a specific page number and press enter to access it.
g	Number of pages	... see the number of pages in the current document. Click the pane where the document is displayed to go to the last page.
h	Next Page	... display the page one page number up from the current one.
i	Show/Hide additional information panel	... show or hide the pane containing general information. If *Settings.menuSettings.enableDetailsILR* is activated, then the background color will indicate the current status of checks.
j	Additional features	... see the features menu to make additional settings.

Click *Additional Features* to access more buttons.

	Button	Description
a	Fit page size	... set the zoom level such that the whole page is always to be seen.
b	Fit page height	... set the zoom level such that the page is always to be seen in its entire height.
c	Fit page width	.. set the zoom level such that the page is always to be seen in its entire width.
d	Rotate left	... turn the page 90° to the left.
e	Rotate right	... turn the page 90° to the right.
f	Enable navigation mode / selection mode	... toggle between navigation mode and selection mode. In navigation mode, you can move the image with a left-click, if the zoom-level allows. In selection mode, you can select a recognized field by click or pan and zoom.
g	Clear all highlighted areas	... remove all highlighting of recognized fields in the image displayed.
h	Settings	...open a menu in which more settings can be made to the Viewer.

8.3.1.3. Document Section

In the section of the HTML5 Viewer dedicated to handling documents, the following interactive options are available: Click on the content or field you want, and the highlighted area will be transferred according to the settings in *Settings.modeKeys*. If you click on a highlighted area and drag and drop it, then, depending on settings in *Settings.modKeys*, either the item you have clicked or all highlighted fields will be transferred to the target point. To activate this function, go to Settings.highlightingAreaArgs.enableFieldDragDrop.

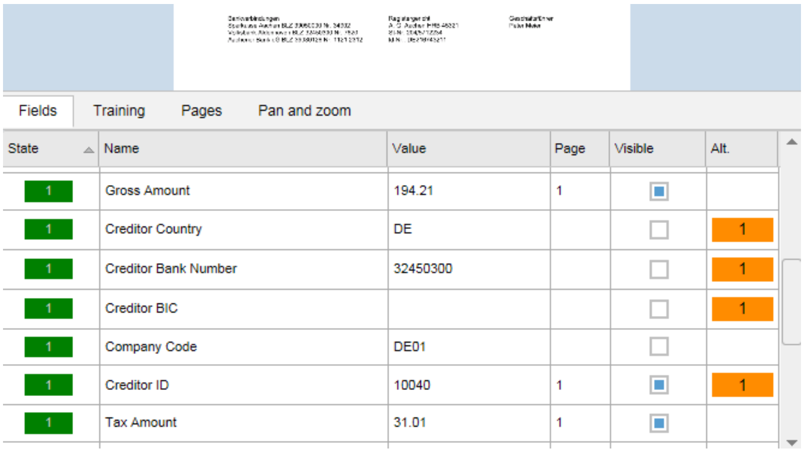
- Middle/right mouse button: the function Navigate always occupies these buttons.

- Mouse wheel: move the wheel forward to zoom into the document and back to zoom out of it.

- Left mouse button:
  - On a free area of the page, you can either select or navigate, depending on which mode you have selected.
  - Click on the content or field you want, and the highlighted area will be transferred according to settings in *Settings.modeKeys*.
  - If you click on a highlighted area and drag and drop it, then, depending on settings in *Settings.modKeys*, either the item you have clicked or all highlighted fields will be transferred to the target point. Go to *Settings.highlightingAreaArgs.enableFieldDragDrop* to activate this function.

8.3.1.4. Fields

The Fields section offers a list of all fields defined in the project. These fields may be those that have been recognized on the record or ones that have been transferred from the master data.

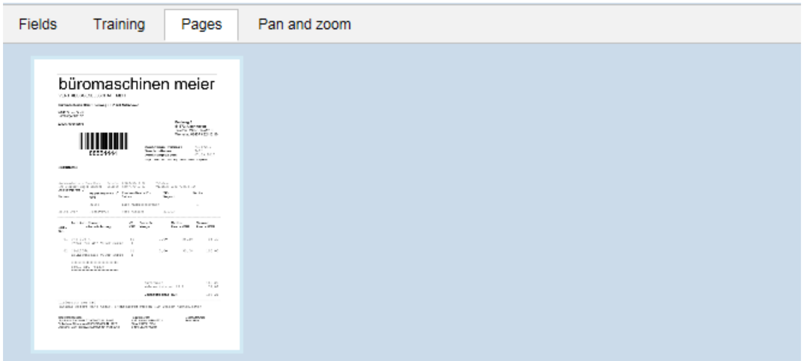


You can set up a field catalog in the xFlow Bus. This field catalog can be used in the Viewer for completeness checks. If a field has not been transferred from the master data but has been captured in the record, you can view it in the record with a double-click. The fields list includes the following columns.

- State: Field status. A small arrow in this column indicates that the field consists of sub-fields. If you wish to open the list of sub-fields, click on the arrow.
- Name: Field name (localized).
- Value: Field value (localized).
- Page: Specifies the page number on which the value is located. If a page number is not displayed, it means that the value has not been found on the document.
- Visible: Indicates whether the document contains a given field or a subfield. If the box is filled in, you can see the field by double-clicking on the record.
- Alt.: Indicates whether there are alternatives to this field. If so, an orange box showing the number of alternatives will appear. Click on this box to open the detail view of alternatives and their values.

8.3.1.5. Pages

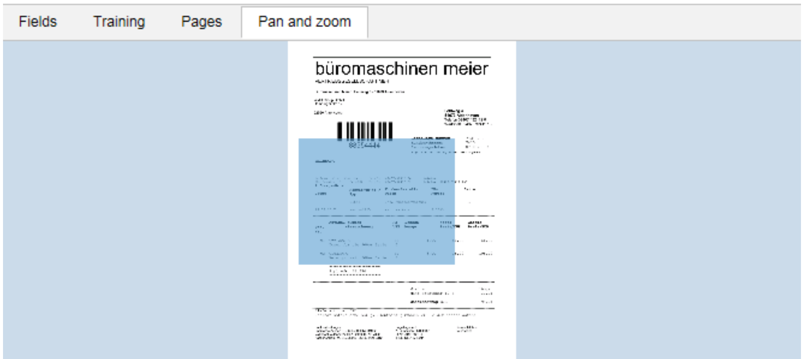
In the page preview, all pages of the current document are displayed as previewed images.



You can go directly to a page by clicking on it in the preview.

8.3.1.6. Pan and Zoom

In the section "Pan and Zoom," the page is displayed in the viewer pane.



A blue box indicates the area on the page of the document that is currently visible. Use the mouse to click in the area and move it. As in the Viewer section, you can zoom in and out with the mouse wheel.

8.3.1.7. Viewer Shortcuts

When using the xFlow HTML5 Viewer, you can use shortcuts for quick entry without needing to use the mouse. Make sure the window of the xFlow HTML5 Viewer is active. The following key combinations are provided:

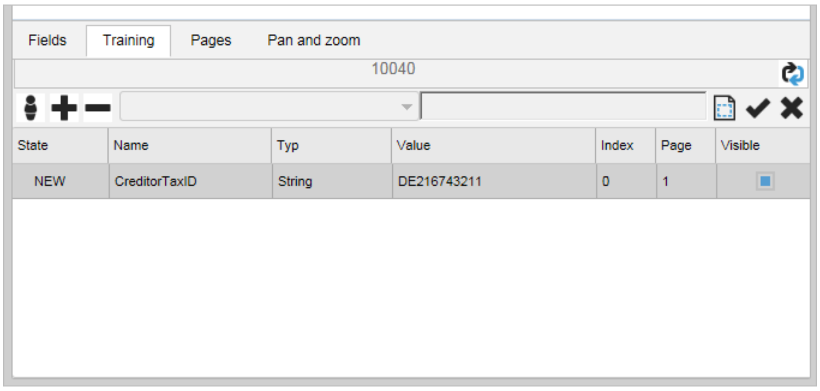
Keyboard shortcut	Description
ALT + Pos1	Go to first page
ALT + End	Go to last page
ALT + Page up	Next Page
ALT + Page down	Go to previous page
ALT + H	View full page height
ALT + W	View full page width
ALT + T	View full page
ALT + +	Zoom in

Keyboard shortcut	Description
ALT + -	Zoom out
ALT + Backspace	Clear all highlighted areas
ALT + * (Numpad)	Select all fields
ALT + .	Mode switch (Field/Fulltext selection)

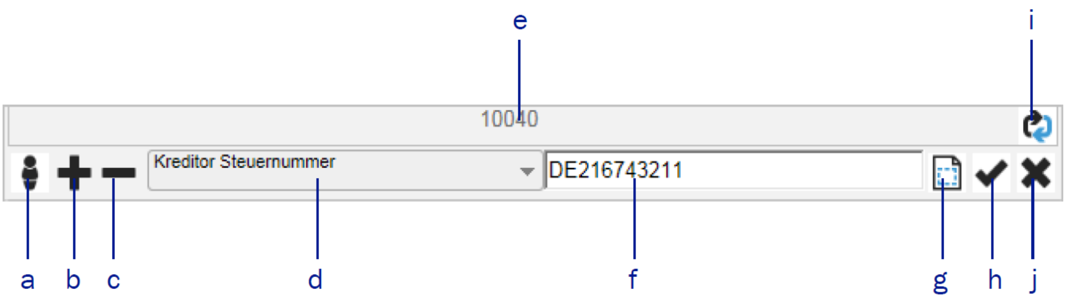
8.3.2. xFlow Viewer—Training

8.3.2.1. Training in the xFlow Viewer

The xFlow Viewer training function allows you to train index data that has either not been recognized correctly or has not been recognized at all. The trained fields will be used to determine the values the next time you capture an invoice from this vendor.



You can use the following buttons and fields for training.



	Field	Description
a	Creditor training	... train a specific creditor.
b	New training	... add a new line for a training session.
c	Remove selected training	... remove the training session currently selected in the table.
d	Field to be trained	... select a field to train from a list.
e	Creditor ID	... view the creditor ID that has been recognized or which applies to the training.
f	Training text	... view the field value that has been recognized in the area highlighted.
g	Select field area	... receive a tool for marking a field area on the image.
h	Accept training	... confirm a training that has been performed and adds it to the list of trainings.
i	Update training	... refresh the view of existing trainings.
j	Cancel training	... end every form of training.

8.3.2.2. Creditor Training

Creditor training is performed when a creditor has not been recognized or an incorrect creditor has been assigned. Creditor training (dactylogram training) is always performed automatically for the entire page of the image displayed. Therefore, the creditor is always assigned based on the layout of the invoice.

1. Click the button Creditor training (**a**).
2. Enter the vendor ID in the field Creditor ID (**e**).
3. Click the button Accept training (**h**). This will initiate creditor training on the current page of the image. Therefore, an area must not be selected.
4. As a final step, confirm the training with the button (**i**) Training Update.

8.3.2.3. Creditor Training with Safeguard

In addition to creditor training, creditor training with a safeguard can be performed. In this case, an additional field value is added to the actual training in order to ensure that the creditor you are training is the one you actually want to train. You can add the postal code and the location of the vendor in order to identify it uniquely. This is especially practical when multiple creditors are included in the layout of the invoice because they belong to a single group and postal codes and locations are differentiating factors.

1. Click the button Creditor training (**a**).
2. Enter the vendor ID in the field Creditor ID (**e**).
3. Then select a creditor from the selection list. In order to do so, select an area in the document just as you would in normal field training (using x/y coordinates).
4. Click the button Accept training (**h**). This will initiate creditor training on the current page of the image.
5. The final step is to confirm the training with the button (**i**) Training Update.

8.3.2.4. Field Training

Field training can be used when a creditor has been recognized but field values are incorrect or have not been recognized. Without a vendor number, it is not possible to train fields. The training is also saved by vendor. When values have been trained for a specific vendor, values are recognized the next time data is captured.

1. Enter the vendor ID in the field Creditor ID (**e**) if you do not wish a creditor to be identified automatically.
2. Click the button New training (**b**). Then the list of the fields provided for the training will appear automatically.
3. Select the field for which you wish to perform training.
4. Click the button Select field area (**g**) and select the corresponding section of the document. Then the recognized text will appear in the field-text input area, where it can also be edited. You can re-define the section you have selected by highlighting it again.
5. As soon as you have done so, the recognized value and how it is set up will appear in the field Training text (f). If this value has been recognized correctly, click on the button Accept training (**h**). Then the training for the selected field will be complete.

6. When all fields to be trained have been edited, the training will be sent to the xFlow Bus.
7. The final step is to confirm the training with the button (**i**) Training Update.

ATTENTION:

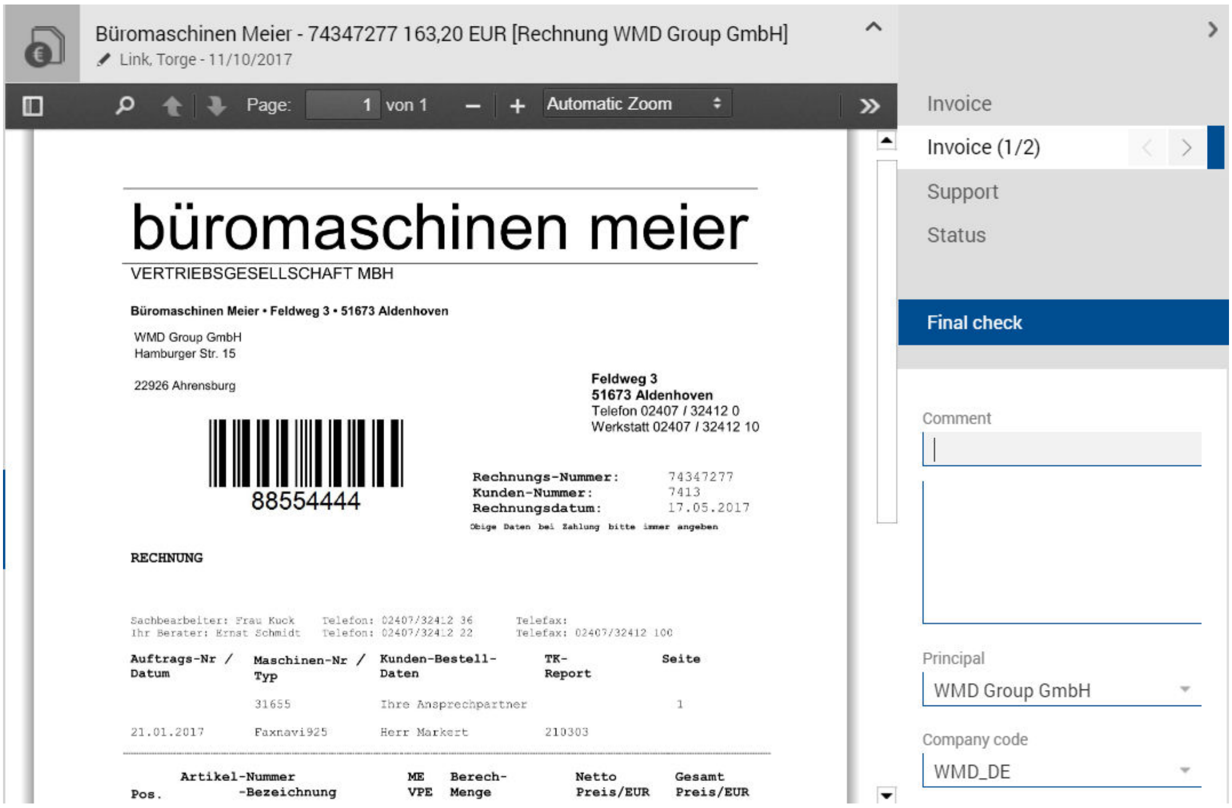
The field training determines the area of the document (in the form of x and y coordinates) in which the search for contents in the trained field will take place in the future. Therefore, only those fields can be trained whose position in the document is does not change. Gross and net amounts are mostly located at the end of the list of positions. These are generally not fixed positions. Invoice date and invoice number, on the other hand, are generally located in the header of an invoice at a point that appears repeatedly.

For this reason, only the following fields are trained in the standard version. Additional fields can be added during the project.

- Purchase order number
- Currency
- Document date
- Vendor VAT ID
- Vendor IBAN
- Vendor Tax Number

8.4. Invoice Documents Tab

In its standard configuration, **xFlow Invoice ERP** provides the *Invoice* document tab, which allows you to save invoice documents and any attachments.



Sample view of the Invoice Document Tab *tab*

Please see the Handling Documents [66] section for information on how to work with document tabs.

CAUTION

Invoice attachments may be shown on a separate document tab depending on how **xFlow Invoice ERP** is configured!

8.5. CSV Tab

The *CSV* tab of **xFlow Invoice ERP** gives you the option of importing invoice item lines from configured vendors in CSV format.

Do so using the *"CSV Import"* function described in the CSV Import [51] section.

8.6. Status and Monitor Tabs

The *Status* and *Monitor* tabs provide information on the workflow process to date as well as information on general actions relating to the current transaction.

The *Status* tab is used to document technical actions, workflow decisions, user processing time stamps etc.

Status

Action	Comment	Time	User
Field ActionStatus changed: -> Basket		11/10/2017 14:57	Link, Torge
Automatic workflow decision	Basket setting 2	11/10/2017 14:57	Link, Torge
Automatic workflow decision	Access profile	11/10/2017 14:57	Link, Torge
Automatic workflow decision	Set field attribute	11/10/2017 14:57	Link, Torge
Automatic workflow decision	User / Group	11/10/2017 14:57	Link, Torge
Automatic workflow decision	No split	11/10/2017 14:57	Link, Torge
Field ActionAccessProfile changed: -> VERIFY		11/10/2017 14:57	Link, Torge
Automatic workflow decision	Get workflow rules	11/10/2017 14:57	Link, Torge
Field ActionUserTS changed: 10.11.2017 14:54 -> 10.11.2017 14:57		11/10/2017 14:57	Link, Torge
Field ActionStartTS changed: 10.11.2017 14:54 -> 10.11.2017 14:57		11/10/2017 14:57	Link, Torge
Automatic workflow decision	WF_FI - FinalCheck - 1	11/10/2017 14:57	Link, Torge
Automatic workflow decision	Resolving next workflow action /action-level	11/10/2017 14:57	Link, Torge

Sample view of the Status tab of an invoice

The *Monitor* tab displays the performed workflow steps as a list. It also indicates the workflow step and group or user currently processing (and thus locking) the invoice.

User	Status	Received:	Response:	File OK	Task	Comment
Verify	Locked	11/10/2017 14:57			Final check	
Link, Torge	Forwarded	11/10/2017 14:54	11/10/2017 14:57	Yes	Release	Action completed
Schulze, Jan	Forwarded	11/10/2017 14:48	11/10/2017 14:54	Yes	Approval	Action completed
Neumann, Tobias	Forwarded	11/10/2017 14:39	11/10/2017 14:48	Yes	Verify	Action completed
Verify [Neumann, Tobias]	Forwarded	11/10/2017 11:30	11/10/2017 14:39	Yes	Verify	Takeover
Technical Workflow Action [WMD, Mr.]	Forwarded	11/10/2017 11:28	11/10/2017 11:30	Yes	Document analysis	Document analysis finished
Import, Import	Sent	11/10/2017 11:28	11/10/2017 11:28			

Sample view of the Monitor tab of an invoice

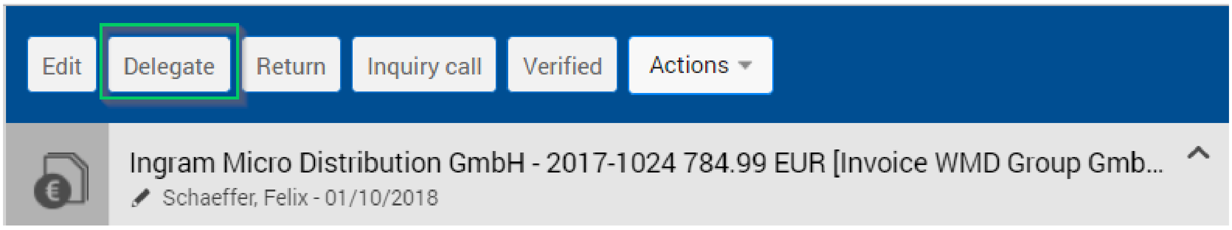
8.7. Actions and Buttons

The invoice record of **xFlow Invoice ERP** contains various actions and buttons. Which of these are available to you depends on the configuration, your access rights or the current workflow step. The sections below describe the core functionalities.

> **CAUTION**
>
> Certain functions or buttons may be disabled depending on the general configuration of **xFlow Invoice ERP**, the access rights of the current user and the current workflow step!

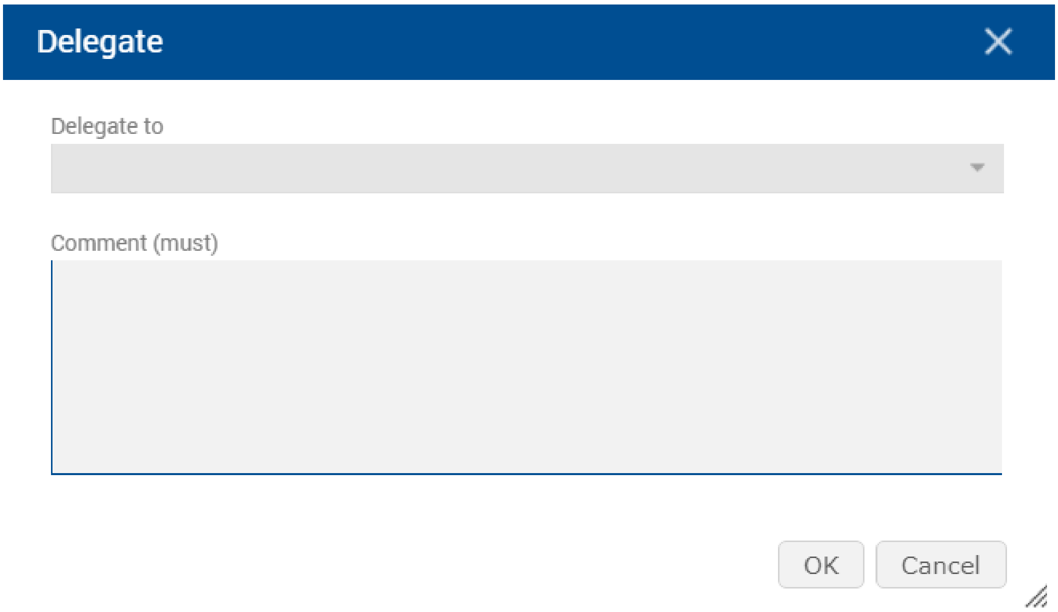
8.7.1. Delegate

The *"Delegate"* function serves the purpose of forwarding an invoice currently pending processing by a specific user to another user.



"Delegate" function of an invoice

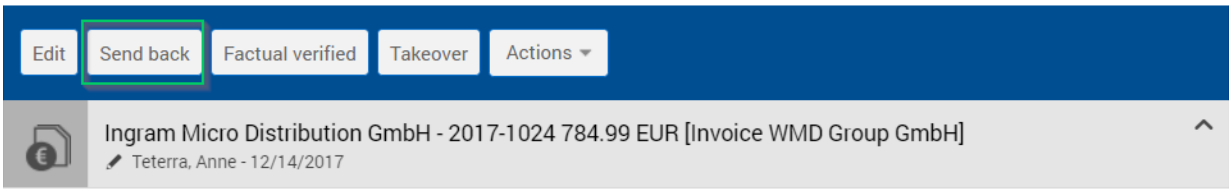
Use the pop-up window to select the user to whom you want to delegate the invoice and the associated task. Once you complete this action, the selected user will receive the record for processing.



Pop-up of the "Delegate" function

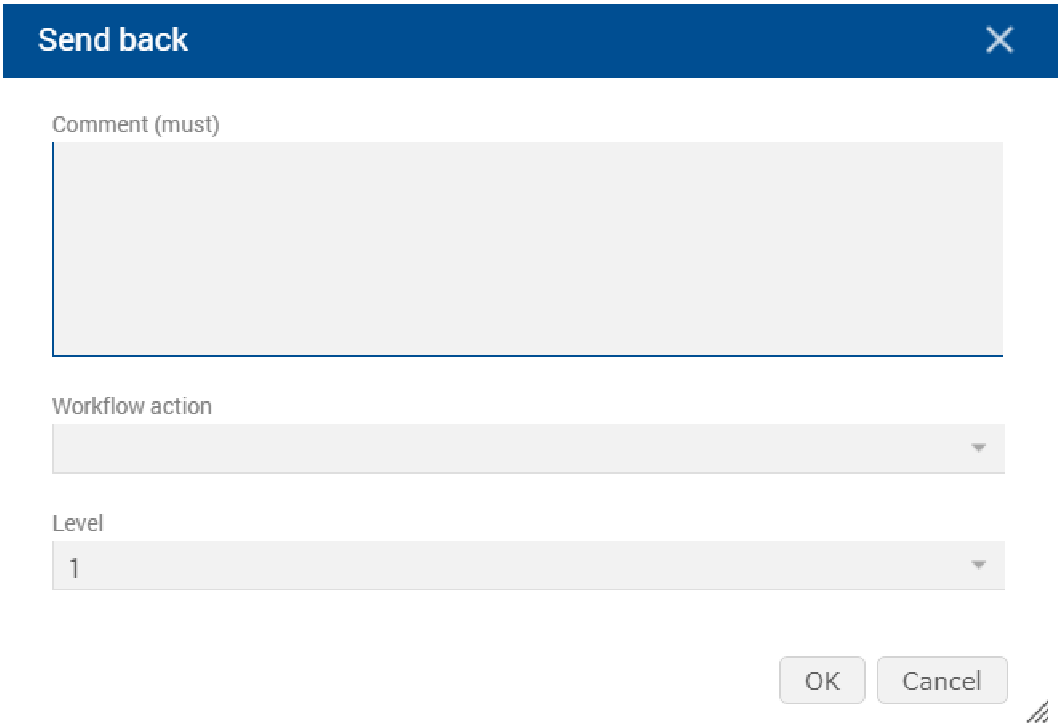
8.7.2. Send back

The *"Send back"* function enables you to return an invoice to a previously completed workflow step (e.g. *Validation* or *Approval*).



"Send back" function of an invoice

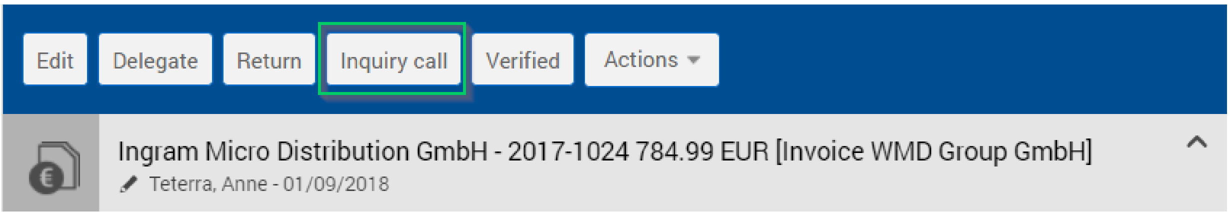
When you click this button, a pop-up window is displayed; use it to select the workflow step to which you want to return the invoice. You also need to enter a comment explaining why you are returning the invoice and then select the level of the corresponding workflow action. In the case of single-level validation and approval procedures, the level is always one. You do not need to select a responsible user for this action as the system will determine the user based on the approval rules.



Pop-up window of the "Send back" function

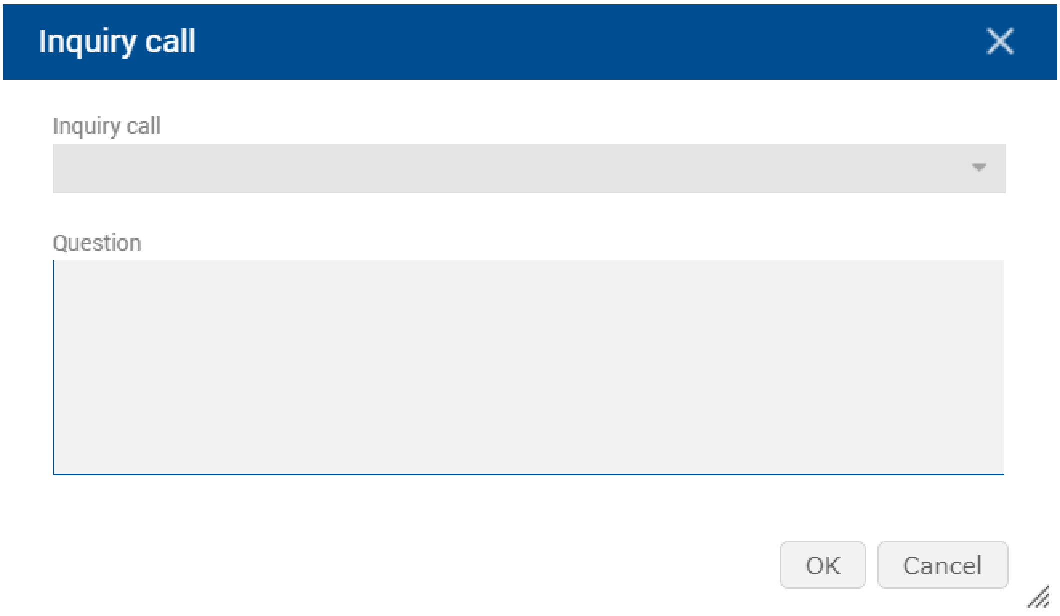
8.7.3. Question

Use the *"Question"* function to send a question to another user.



"Question" button of an invoice

When you click this button, a pop-up window is displayed. In the selection list, choose the user to whom you are addressing your question. Then enter your question into the text field below the list. You can select any user that was assigned to the relevant group by the department administrator. Finally, click *"OK"* to send the question to the selected user. The recipient will be able to reply to you through the system.



Pop-up for entering a question

8.7.4. Question Answer

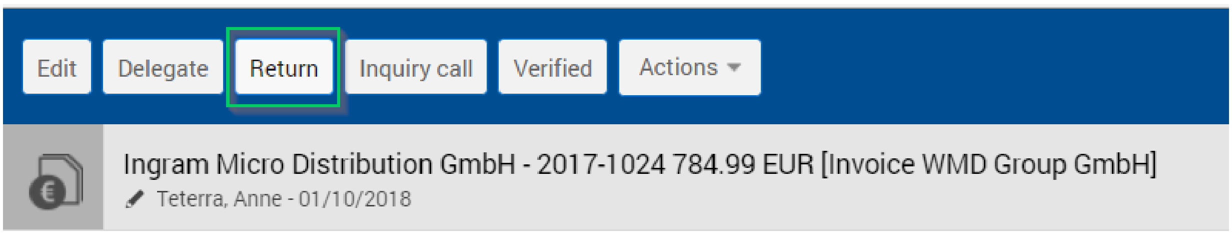
If you received a question from another user, (Question [46] section), utilize the *"Answer"* button to send a reply.

"Answer" function of an invoice

In the pop-up that opens, enter your reply to the question and return the invoice to the colleague who sent the query.

8.7.5. Back to Group Basket

xFlow Invoice ERP can be configured such that the invoice is processed by a group of users rather than a single user for a specific workflow step. In this case, all invoices are held in a group basket. As a group user, the *"Accept for Processing"* function allows you to check out and process the invoice. This action locks the invoice for all users, meaning only you will be able to process it at that point. Use the *"Back to Group Basket"* function to return the invoice to the group basket, once again giving other group users access to the invoice. The same mechanism is available for question-type actions.

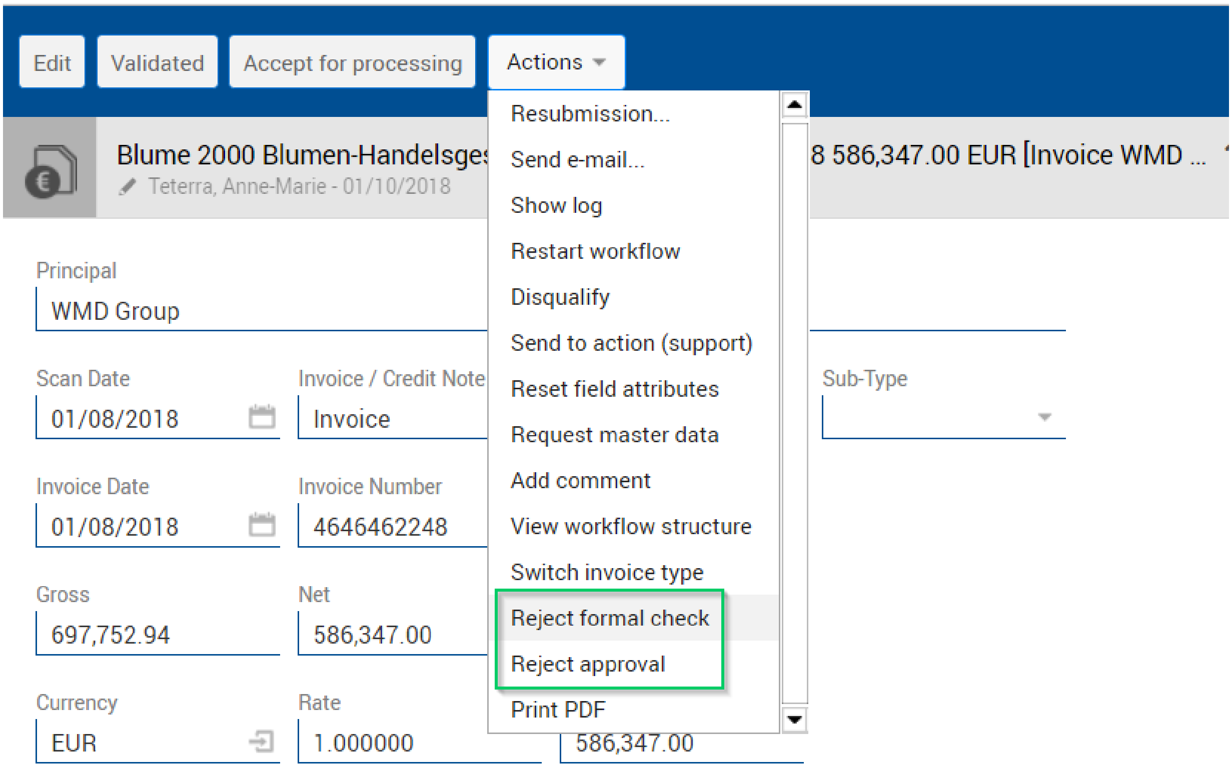


"Back to Group Basket" function of an invoice

8.7.6. Reject

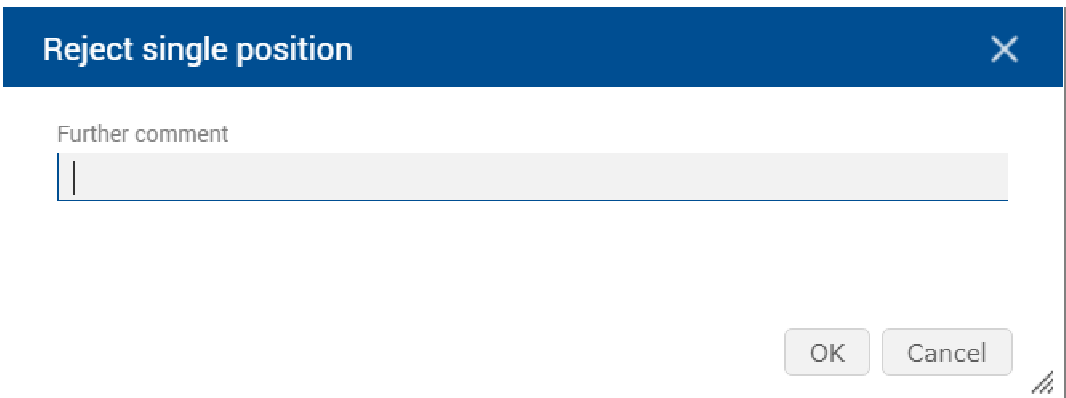
The *Reject* functions serve the purpose of composing letters in **xFlow Invoice ERP** to inform vendors about declined invoices. These letters are created based on Word template files. To facilitate this process, data from the invoice record is automatically applied to the Word document (e.g. vendor, date, processor in charge).

The application normally ships with three document templates (*Reject formal check, Reject approval, Reject single position*). Your qualified department administrator can adjust the layouts and the data that will be copied into the document.



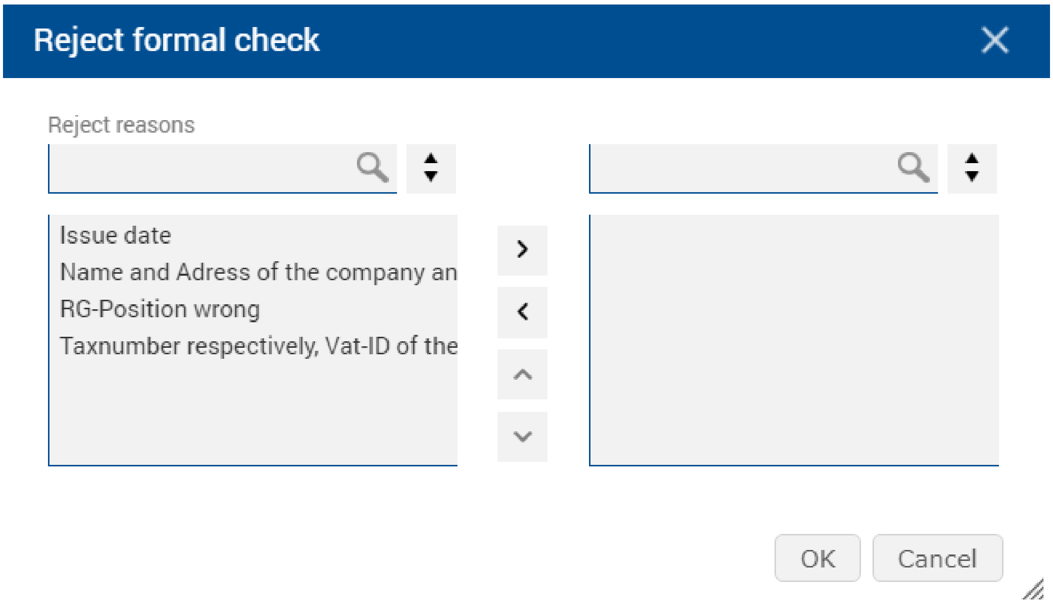
Rejection actions of an invoice record

If you select *Reject single position*, enter a comment in the text field of the pop-up that opens.



Free-text comment—Reject single position

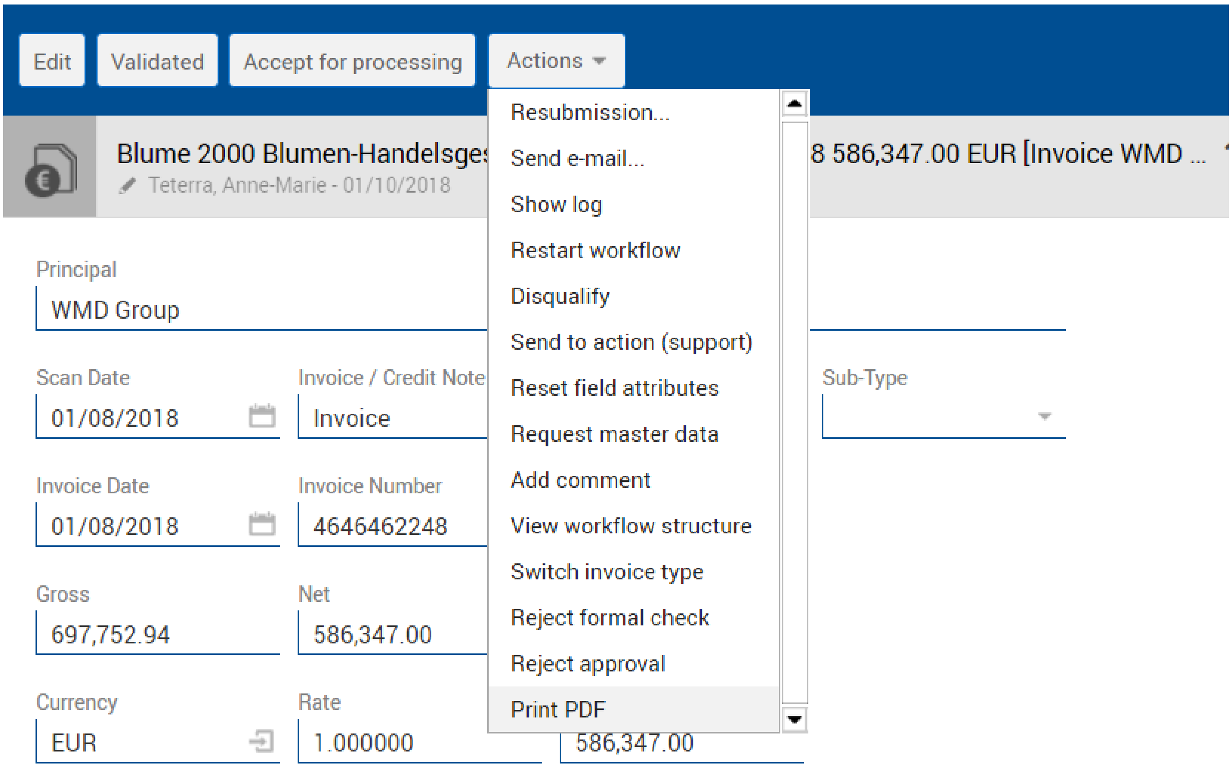
If you choose *Reject approval* or *Reject formal check*, the pop-up includes a selection list where you need to select the reason for rejection.



Pop-up when rejecting based on formal or factual validation

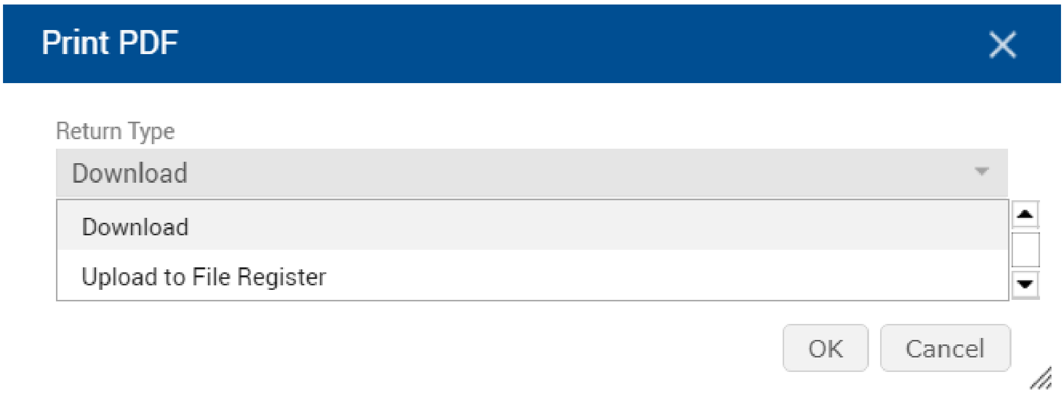
8.7.7. PDF Print

You can create a PDF file that transparently lists all invoice and item data using the *"PDF Print"* function, which is found in the action list of the transaction.



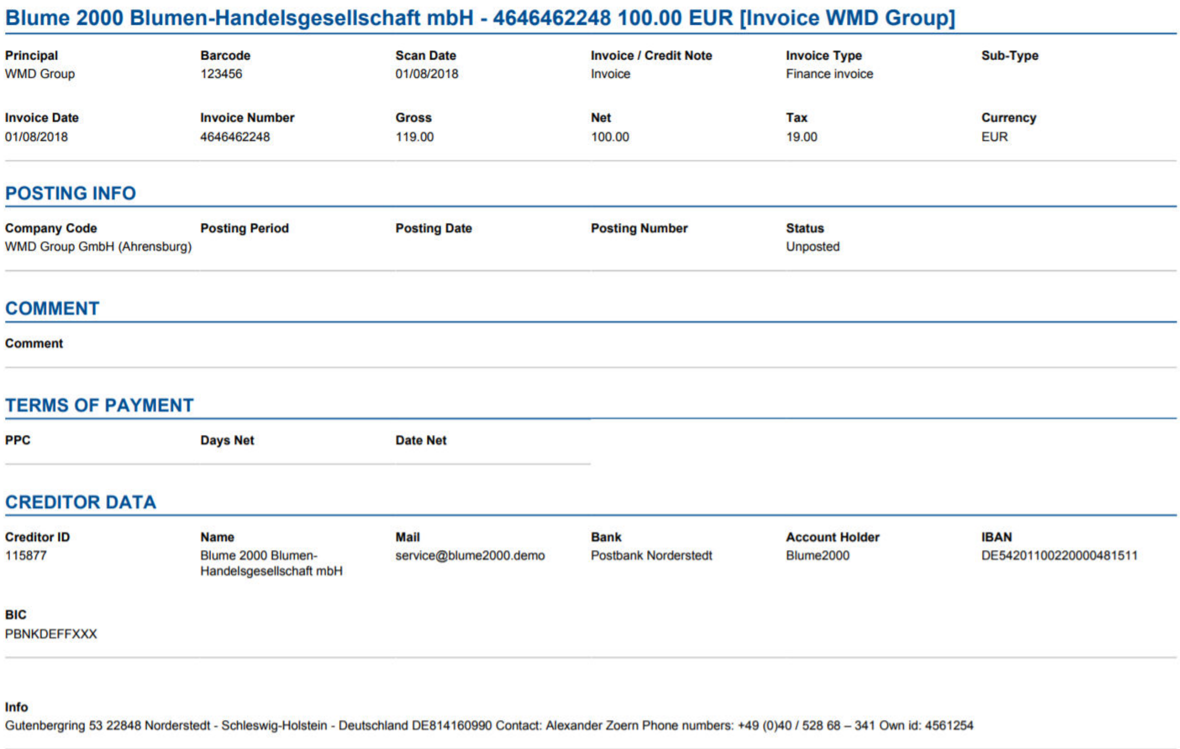
"PDF Print" action of the action list

You can download the generated PDF file to your client or upload it to the Invoice documents tab of the invoice record. Make this selection in the pop-up that opens when you choose the *“PDF Print”* function.



Selection pop-up of the PDF Print function

By default, the generated PDF file is structured as shown in the image below. The first page provides core invoice data. Starting with the second page, the PDF provides the item line data.



Blume 2000 Blumen-Handelsgesellschaft mbH - 4646462248 100.00 EUR [Invoice WMD Group]

Principal	Barcode	Scan Date	Invoice / Credit Note	Invoice Type	Sub-Type
WMD Group	123456	01/08/2018	Invoice	Finance invoice	
Invoice Date	**Invoice Number**	**Gross**	**Net**	**Tax**	**Currency**
01/08/2018	4646462248	119.00	100.00	19.00	EUR

POSTING INFO

Company Code	Posting Period	Posting Date	Posting Number	Status
WMD Group GmbH (Ahrensburg)				Unposted

COMMENT

Comment

TERMS OF PAYMENT

PPC	Days Net	Date Net

CREDITOR DATA

Creditor ID	Name	Mail	Bank	Account Holder	IBAN
115877	Blume 2000 Blumen-Handelsgesellschaft mbH	service@blume2000.demo	Postbank Norderstedt	Blume2000	DE54201100220000481511
BIC					
PBNKDEFFXXX					

Info
Gutenbergring 53 22848 Norderstedt - Schleswig-Holstein - Deutschland DE814160990 Contact: Alexander Zoern Phone numbers: +49 (0)40 / 528 68 – 341 Own id: 4561254

Sample image of a generated PDF

NOTE

Adjusting the layout of the generated PDF file and the data to be provided requires basic technical know-how (HTML, XML etc.). Therefore, any adjustments should be performed by a properly trained department administrator.

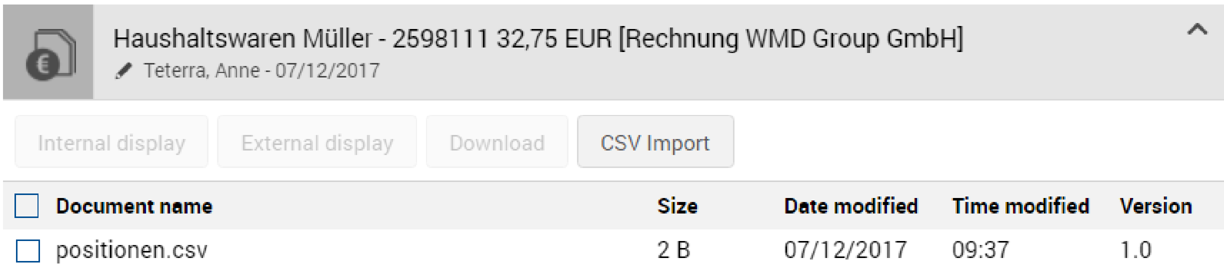
8.7.8. CSV Import

xFlow Invoice ERP allows you to import vendor invoice items into the system via CSV files. This is highly useful for handling vendor invoices in **xFlow Invoice ERP** that contain a large number of items, as it greatly simplifies account assignment and release.

CAUTION

Your department administrator must configure this CSV import for each vendor. For this reason, this function is not available for all vendors.

If you want to import a CSV file from a vendor to **xFlow Invoice ERP**, you need to upload it to the **CSV** tab. Then simply save the invoice record.

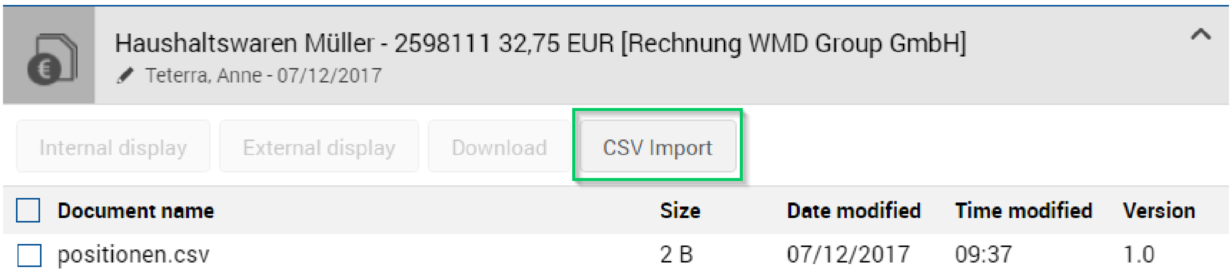


Uploading the CSV file to the CSV tab

CAUTION

There must never be more than one CSV file on this tab!

After uploading the CSV file, you need to execute the *"CSV Import"* function on this tab. Launching this function causes the system to replace the existing item lines with those in the uploaded CSV file.

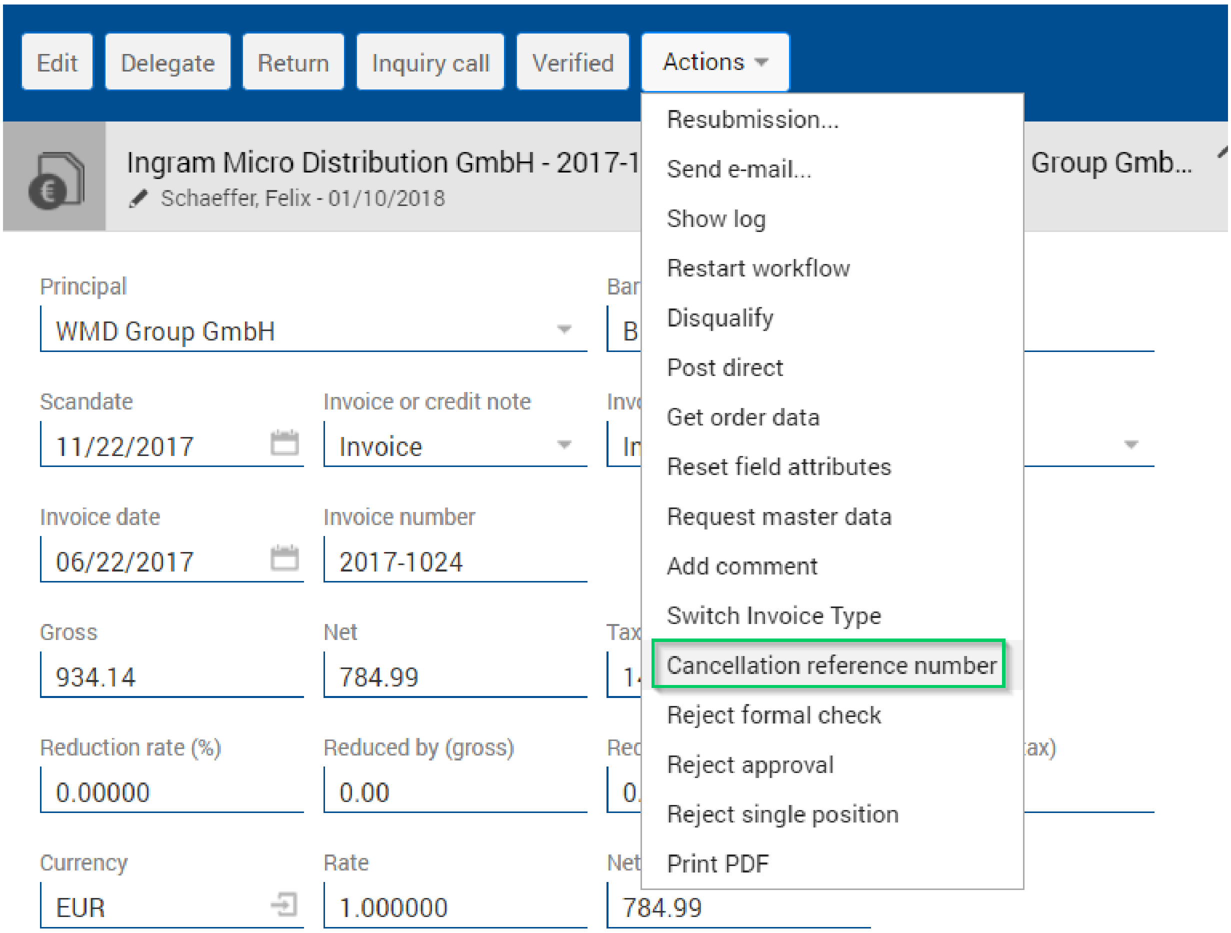


CSV Import function on the CSV tab (in invoice record display mode)

8.7.9. Cancellation reference number

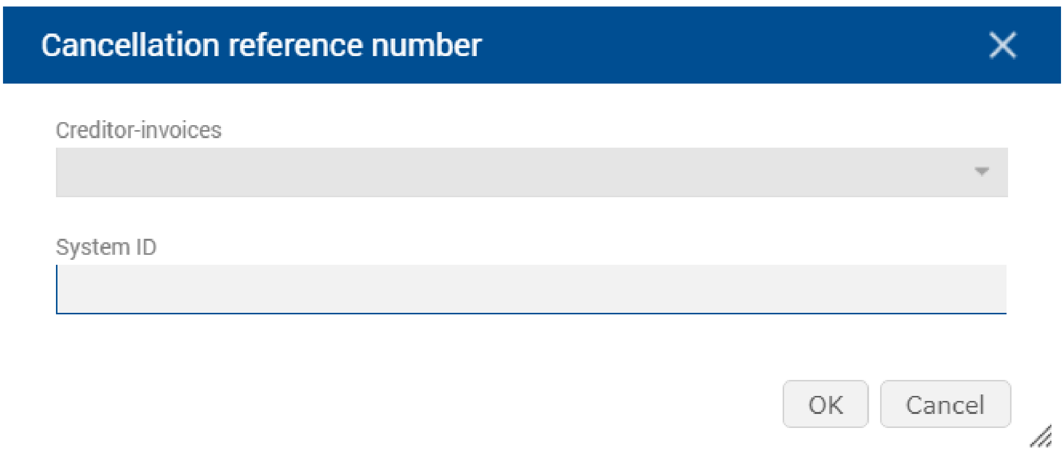
You can use the *"Cancellation reference number"* function of **xFlow Invoice ERP** to designate an invoice as a cancellation invoice for another invoice of the vendor. All invoice amounts of the cancellation invoice receive negative signs.

Select an invoice by choosing the *"Cancellation reference number"* function found in the action list.



"Canclellation reference number" function in the invoice action list

When you call the function, a pop-up window for selecting the invoice is displayed. The *Creditor-invoices* selection list shows the 100 most recent invoices of the vendor from which you can take your pick. Rather than using the selection list, you can also directly enter the respective system ID of the invoice into the *"System ID"* field. If you use both fields, only the invoice you selected in the selection list will be considered.



Selection pop-up of the Cancellation reference number function

8.7.10. Dispatch

The *"Dispatch"* function allows you to manually select a factual validator or an approver. The selected user will receive the entire invoice for validation.

Allocating a validator via invoice items is not possible by default, but this feature can be configured.

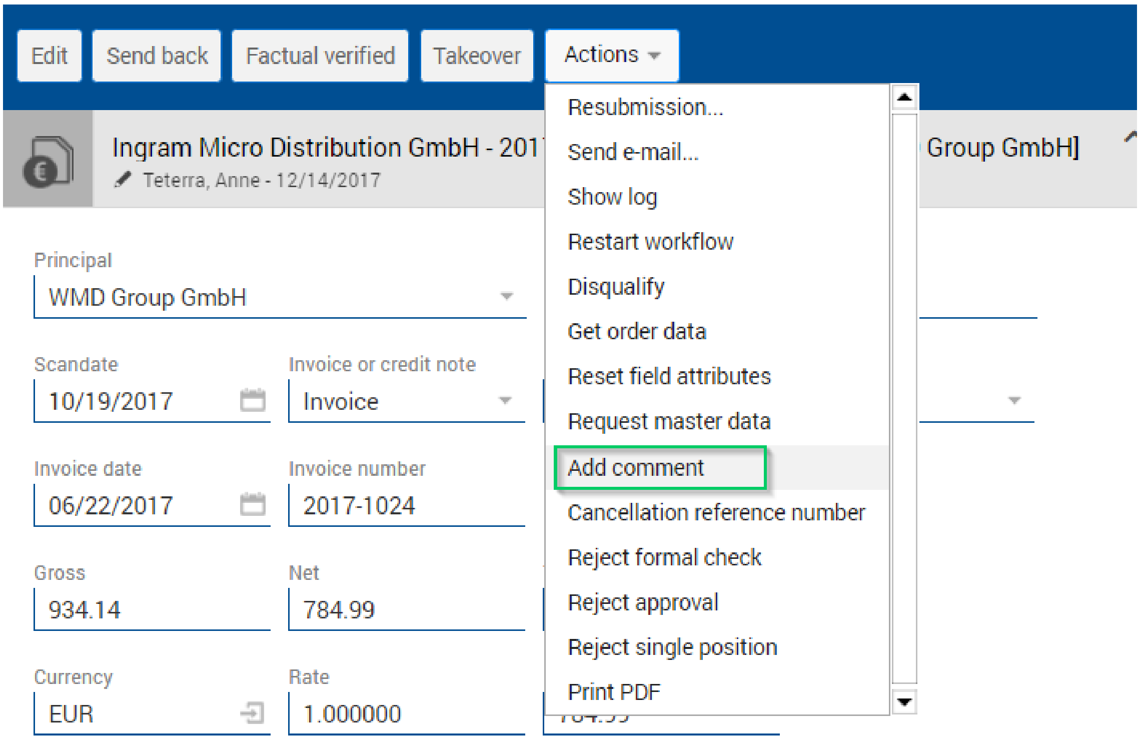
After you execute the *"Dispatch"* function, select the designated user in the pop-up list. You can only select users entered into the system by your department administrator.

Also note that the Dispatch function is not a global **xFlow Invoice ERP** function, which means it needs to be configured.

> **NOTE**
>
> This function may not be available depending on the configuration of **xFlow Invoice ERP**.
>
> The *"Dispatch"* function is only required if the validator is selected manually rather than based on workflow rules!

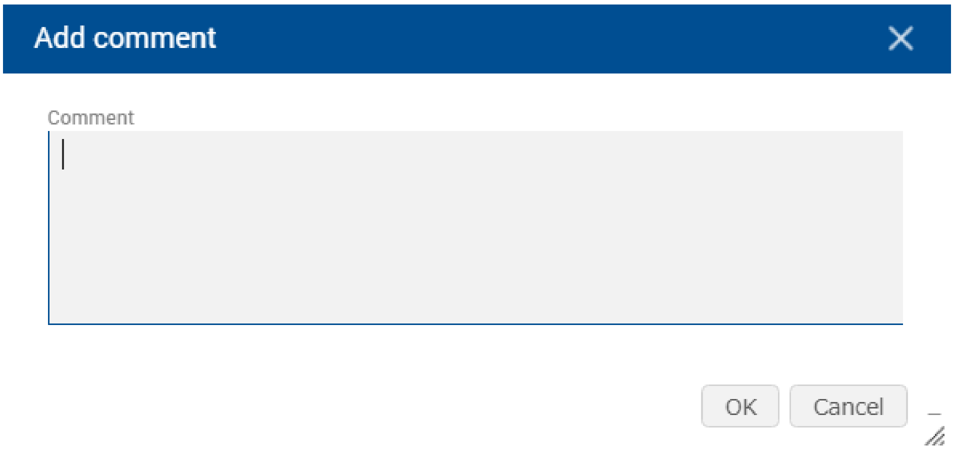
8.7.11. Add Comment

The *"Add Comment"* function of **xFlow Invoice ERP** enables any user with access to an invoice to add comments for an invoice, even when they are presently not in possession of the invoice. The comment is stored on the invoice's comment field and is visible to all users who can access the invoice.



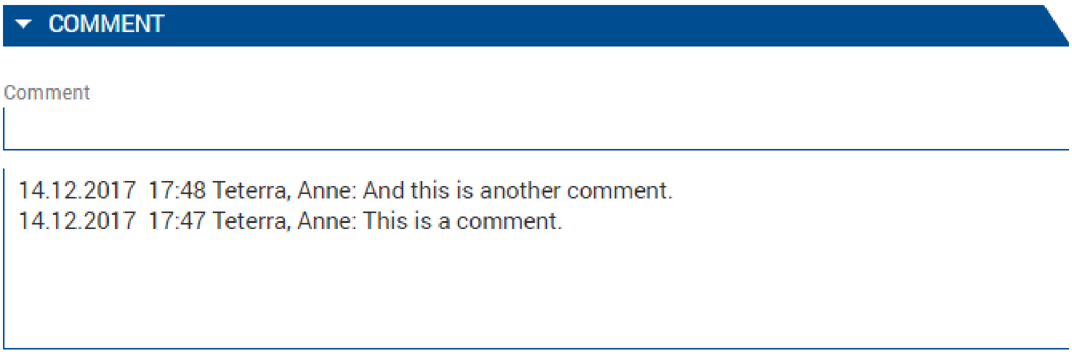
"Add Comment" function in the invoice action list

When you execute the *"Add Comment"* function, a pop-up window opens in the action list. Enter your comment there.



"Add Comment" pop-up

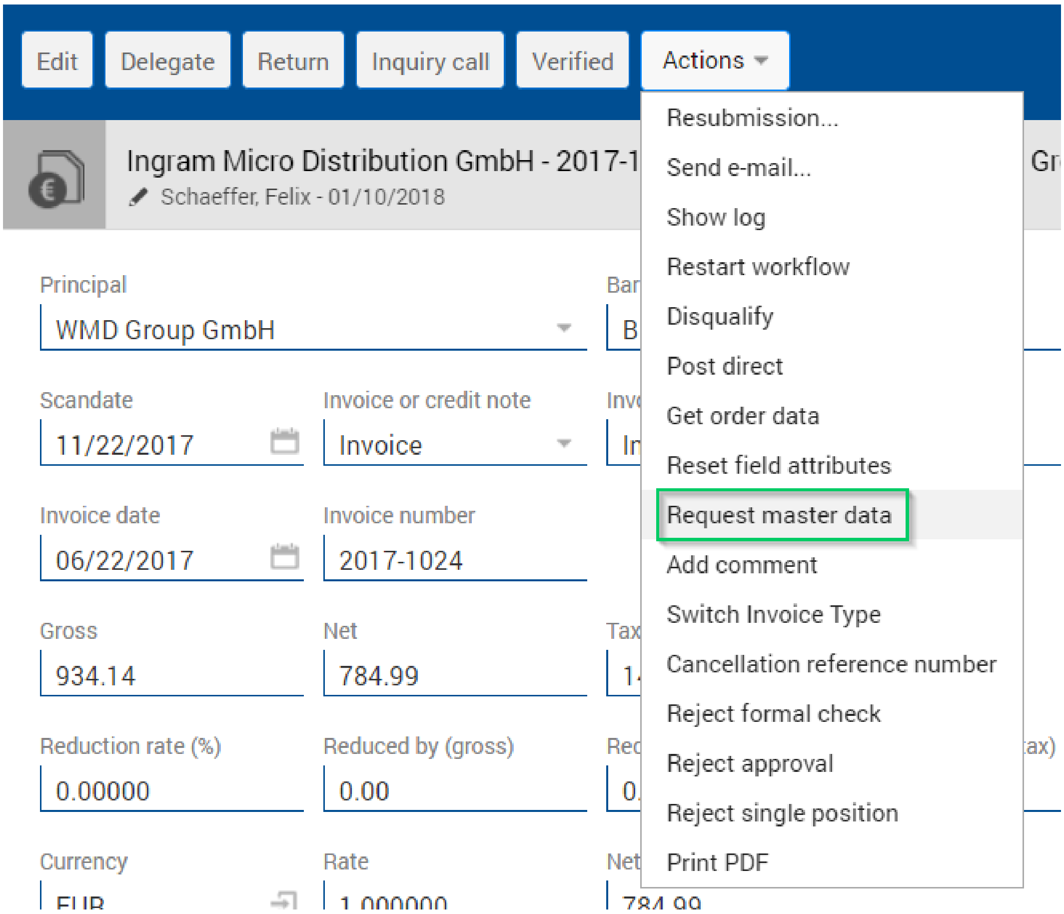
After you confirm the comment by pressing *OK*, the comment is transferred to the comment field of the invoice.



Sample view of hits

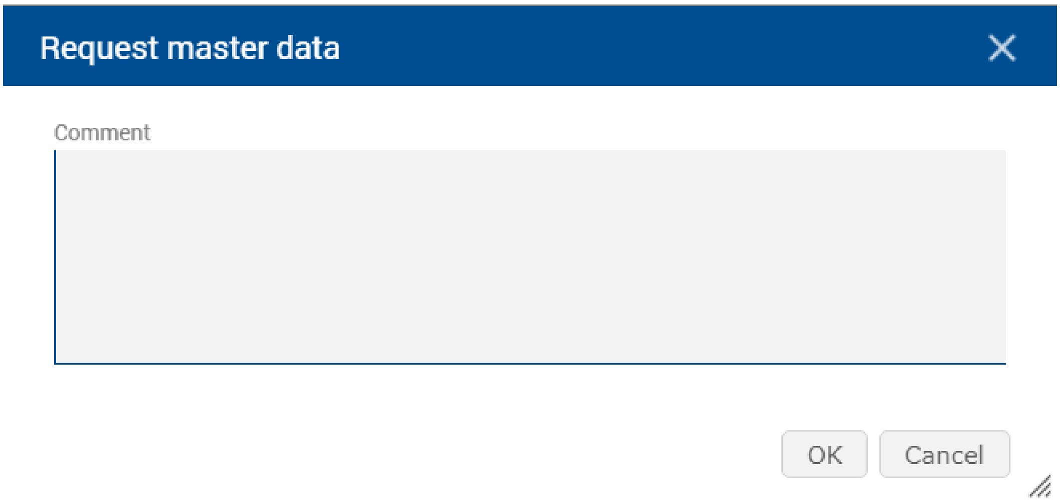
8.7.12. Request master data

In the *Validation* step, **xFlow Invoice ERP** allows you to request missing master data—for example a new vendor—from the group in charge of maintaining master data. This group must have been configured in the system as the corresponding group.



"Request master data" function in the invoice action list

When you execute the *"Request master data"* function, a pop-up window opens. Enter your comment regarding the request for master data here. The comment is stored in the invoice's comment field and is visible to all users who can access the invoice. The entire invoice is then sent to the relevant group for processing.



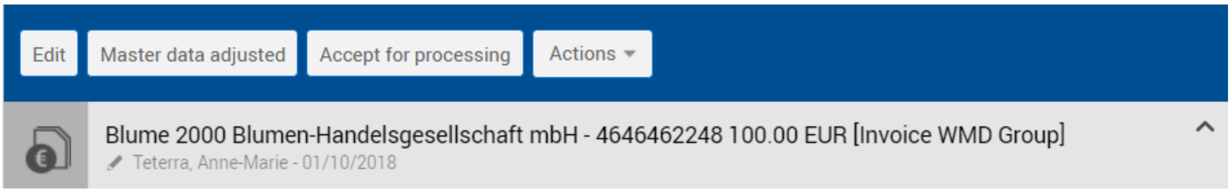
Entry of a comment to request master data

A user of the master data provisioning group will enter the missing master data into the core system and will then transfer it to **xFlow Invoice ERP**.

8.7.13. Reply from Master Data Provisioning

If you used the *"Request master data"* function (for more information, see the Request master data [54] section) to request new master data, the corresponding invoice is sent to the master data provisioning group. A member of this group must then enter the required master data into the relevant ERP system and transfer it to **xFlow Invoice ERP**.

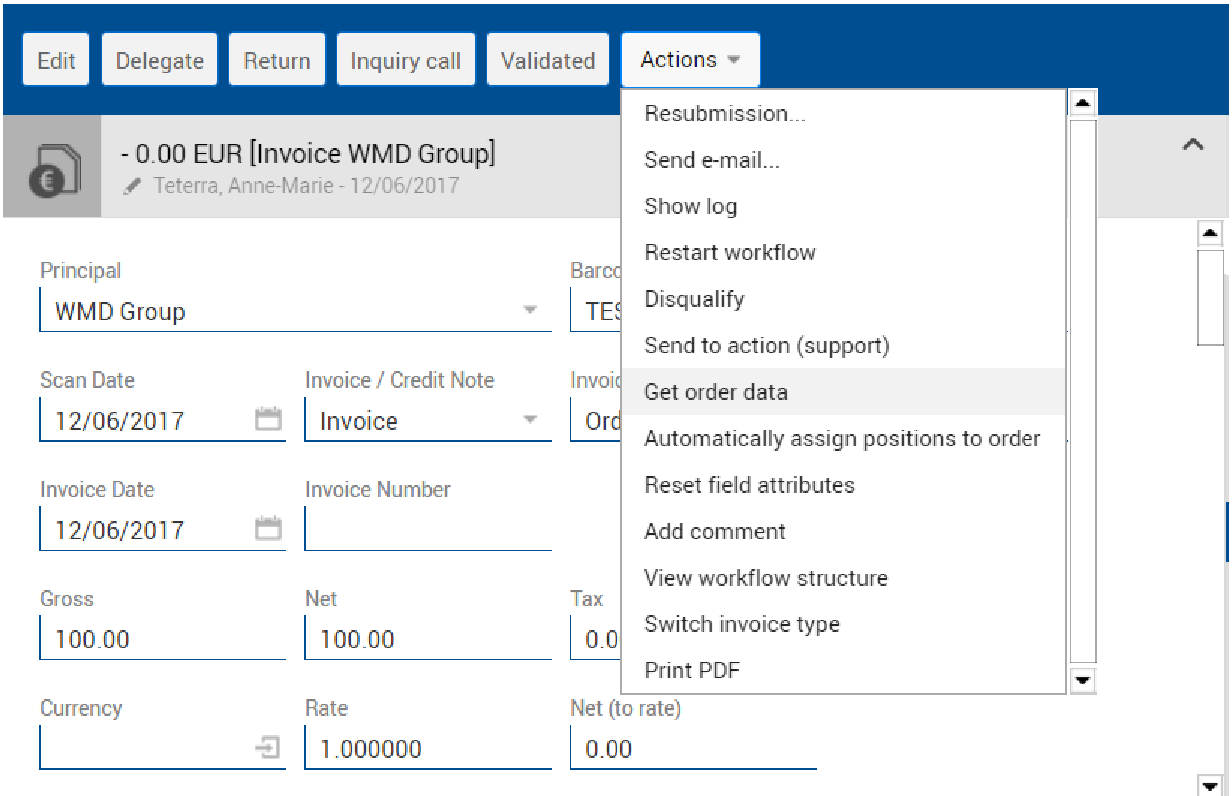
Once this has been done, the group member can use the *"Master data adjustes"* button to return the invoice to the person who requested the master data. After pressing the button, a pop-up window opens that provides a text field into which the user must enter a comment. This comment is then stored in the invoice comment field.



"Master data adjustesd" function of an invoice

8.7.14. Get order data

xFlow Invoice ERP offers a function for automatically determining the relevant order data for invoices with a reference purchase order. The order data is gathered based on the order and delivery note number.



"Get order data" function in the action list of an invoice with reference purchase order

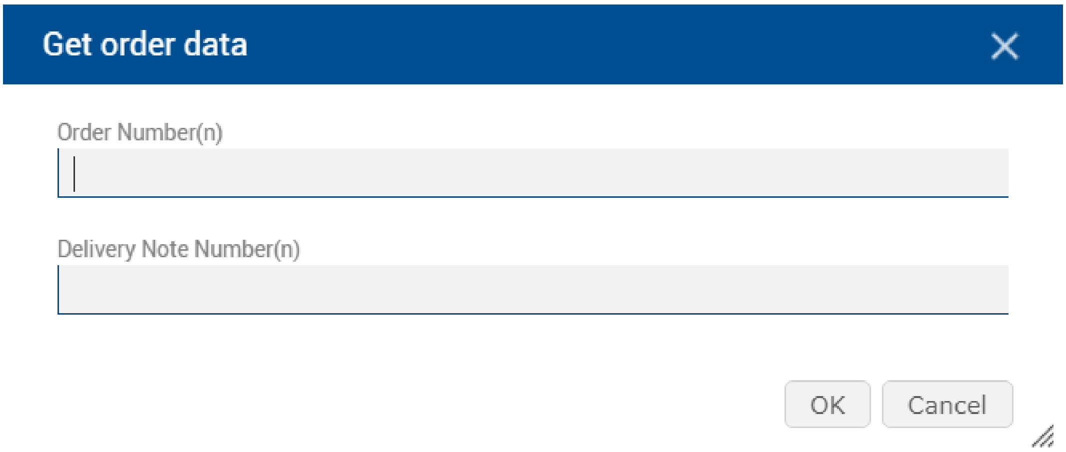
Use the pop-up that opens after executing the *"Get order data"* function to enter multiple order and delivery note numbers separated by commas. This function will only work if the required information is stored in the master data. If an invoice refers to the entire order even though it was issued for a partial delivery, you should only enter the order number.

NOTE

If you enter multiple order and delivery note numbers, the individual entries must be separated by commas!

CAUTION

When you utilize the *Get order data* function, the existing item lines will be overwritten in their entirety.



Pop-up for entering the order and delivery note number to load order data

CAUTION

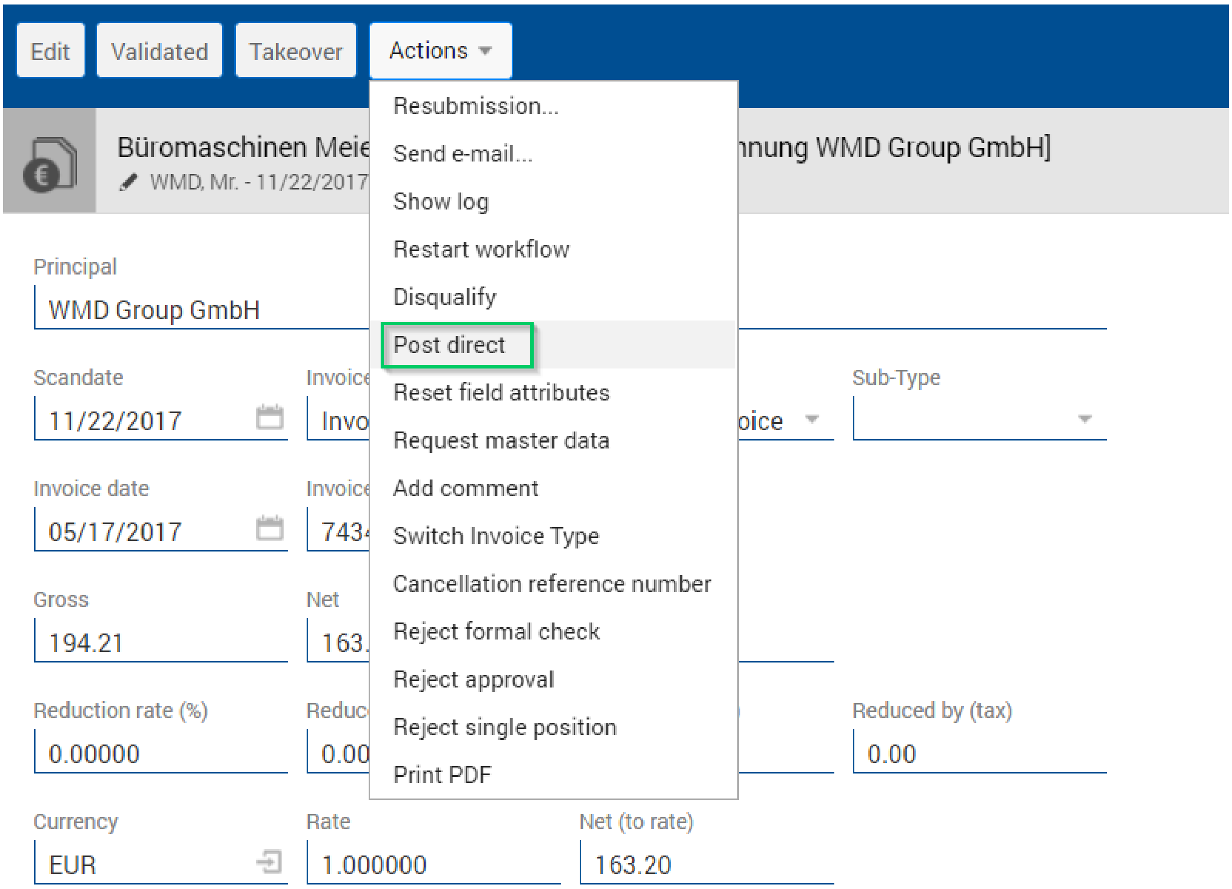
This function is only available for invoices with a reference purchase order.

8.7.15. Admit doublet

xFlow Invoice ERP marks invoices as duplicates if another invoice with the same combination of principal, company code, vendor and invoice number has already been processed. However, some vendors reset their invoice number ranges each year. For this reason, the system also checks the invoice dates. If a duplicate is found, the *"Admit doublet"* action is displayed, allowing you to enter a comment and accept the duplicate. The comment is added to the comment field.

8.7.16. Direct Posting

Use the *"Post direct"* action in the action list of an invoice to directly transfer invoice data to the posting system. The system will check the data before executing the action. If an error is encountered, it is communicated to you and the data is not transferred.



“Post direct” function in the invoice action list

NOTE

This function requires a posting interface to the posting system.

The function is not available to all users. The *“Post direct”* action requires a specific authorization.

9. Invoice Items

xFlow Invoice ERP displays invoice items below the invoice data in a table.

The functions available for these items are explained in the following sections.

No	Net	VAT Code	VAT ...	Gross	GL Acco...		Cost Center
1	146,586.75	DE19	19.0	174,438.23	099999	Other	130001
2	73,293.38	DE19	19.0	87,219.12	099999	Other	130001
3	73,293.37	DE19	19.0	87,219.11	099999	Other	130001
4	73,293.38	DE19	19.0	87,219.12	099999	Other	130001
5	73,293.37	DE19	19.0	87,219.11	099999	Other	130001
6	73,293.38	DE19	19.0	87,219.12	099999	Other	130001
7	18,323.35	DE19	19.0	21,804.79	099999	Other	130001
8	18,323.34	DE19	19.0	21,804.78	099999	Other	130001
9	18,323.34	DE19	19.0	21,804.78	099999	Other	130001
10	9,161.67	DE19	19.0	10,902.39	099999	Other	130001
11	9,161.67	DE19	19.0	10,902.39	099999	Other	130001

Image of invoice items in xFlow Invoice ERP

NOTE

The arrangement of the columns may differ depending on the system configuration,

and the layout style depends on whether or not the invoice has a reference purchase order.

The display may also vary based on the current workflow step (*Validation*, *Approval* etc.).

9.1. Master Data Fields with Auto Complete or Pop-Up

Enter master data—such as cost center, general ledger account or cost object—in the item lines either using auto complete or via selection from a pop-up window.

When you use the auto-complete function to add master data, enter at least two characters into the corresponding column to receive suggestions based on the master data stored. The suggestions of the auto-complete function account for the principal and/or company code entered in the header.

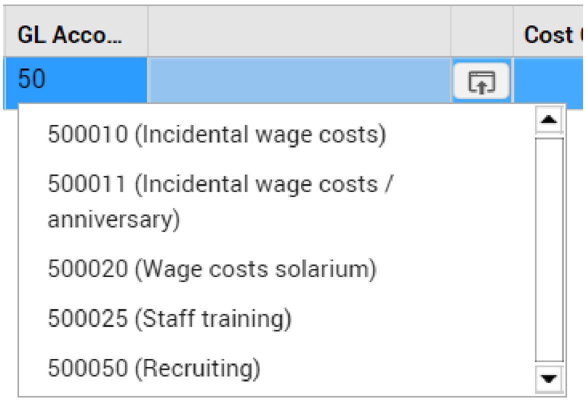
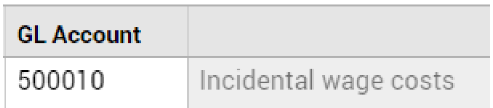


Image of auto complete at work in the GL Account column

As soon as you select a master data record from the auto-complete window, the associated description field is filled automatically.



Sample view of a selected G/L account

As an alternative to using the auto-complete function, you can open a pop-up that shows a table containing available master data. Do so by pressing the button next to the master data description field within an item line.

Button for selecting master data within an item line

The pop-up provides a search function. After you have selected the required master data record and confirmed your choice with *"OK"*, the values are applied to the item line.

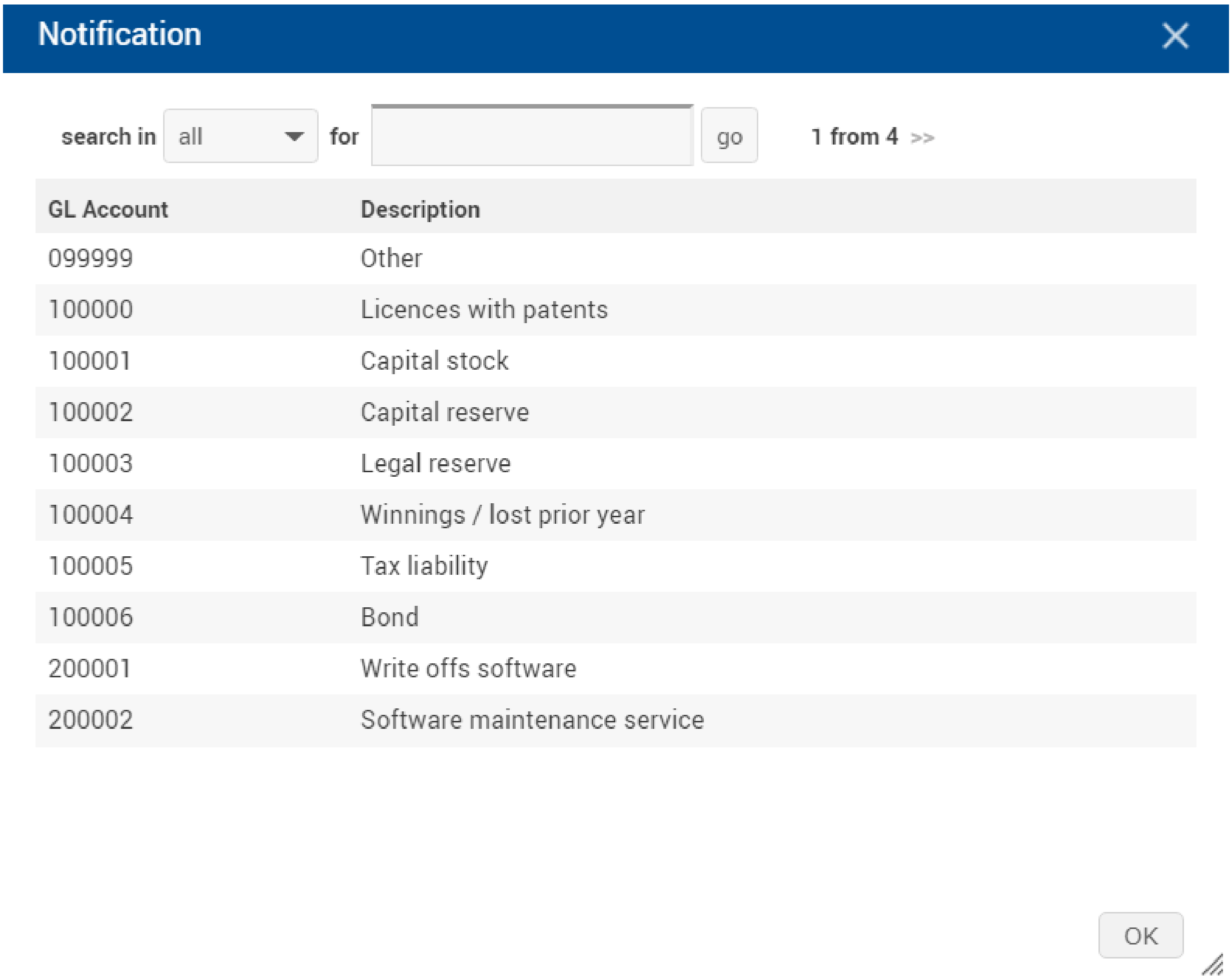
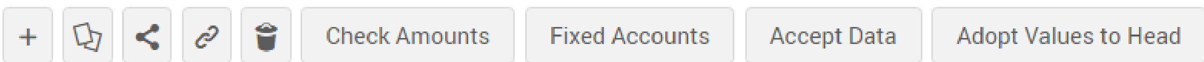


Image of pop-up for selecting master data within an item line

9.2. Item Line Functions

This section describes the functions available for processing invoice item lines.



Item line toolbar

NOTE

The *Reduce Amounts* and *Undo Reductions* functions will only be available if reductions have been enabled and configured in **xFlow Invoice ERP**.

CAUTION

Depending on the current workflow step, some item line functions may not be available. Also, depending on the system settings, functions may have been globally enabled or disabled!

The functions are only available when the invoice record is in editing mode!

9.2.1. Add line

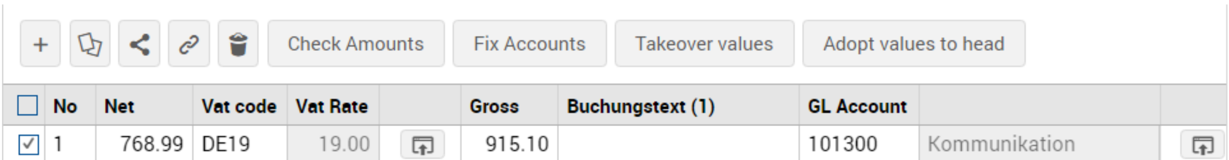
Use the plus icon ( ) to add a new line to the item table. It is always added at the bottom. Whenever a new line is added, the system automatically calculates the missing amount of the items compared against the invoice total and inserts this remainder into the line.

9.2.2. Copy selected line(s)

Use the page icon ( ) to copy one or multiple lines. You can select any number of lines for copying by enabling the checkbox in front of the corresponding line(s). When you copy items, this includes all account assignment elements. The new line(s) is/are inserted directly below the selected line(s).

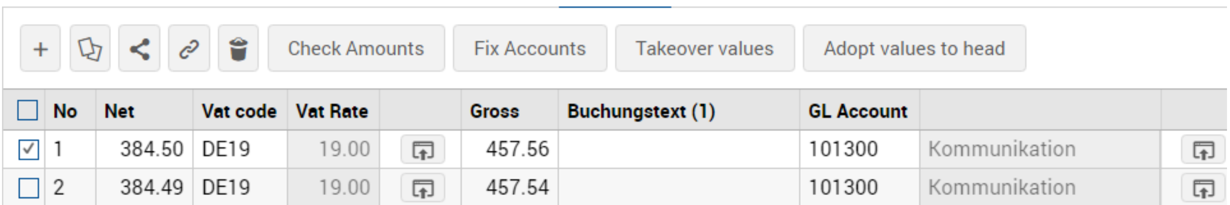
9.2.3. Split selected line(s)

Use the switch icon ( ) to split a selected line. When you execute this function, the line is split and its amounts are halved. If this results in rounding differences due to odd amounts, the difference will be added to one of the split lines.



	No	Net	Vat code	Vat Rate		Gross	Buchungstext (1)	GL Account		
☑	1	768.99	DE19	19.00		915.10		101300	Kommunikation	

Sample image of a selected line before splitting



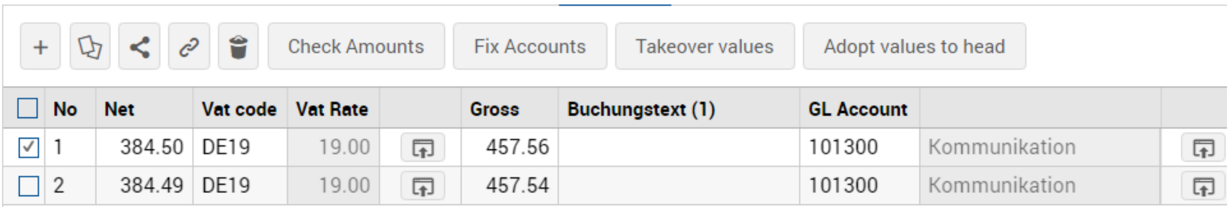
	No	Net	Vat code	Vat Rate		Gross	Buchungstext (1)	GL Account		
☑	1	384.50	DE19	19.00		457.56		101300	Kommunikation	
☐	2	384.49	DE19	19.00		457.54		101300	Kommunikation	

Sample image of a selected line after splitting

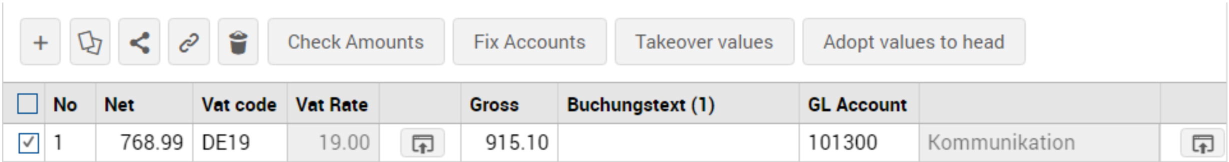
9.2.4. Merge items

Use the link icon ( ) to merge invoice item data. It serves the purpose of merging all items, for example, if you want to apply the same account assignment to all invoice items.

Alternatively, you can merge individual items. To do so, select each line by enabling the corresponding checkbox in front of it and then click the button.



Lines before merging



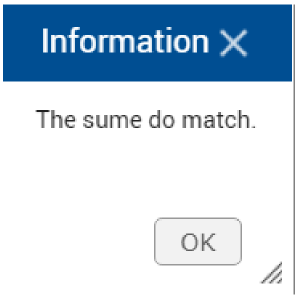
Lines after merging

9.2.5. Delete selected line(s)

Use the dust bin icon ( ) to delete one or multiple selected lines.

9.2.6. Check Amounts

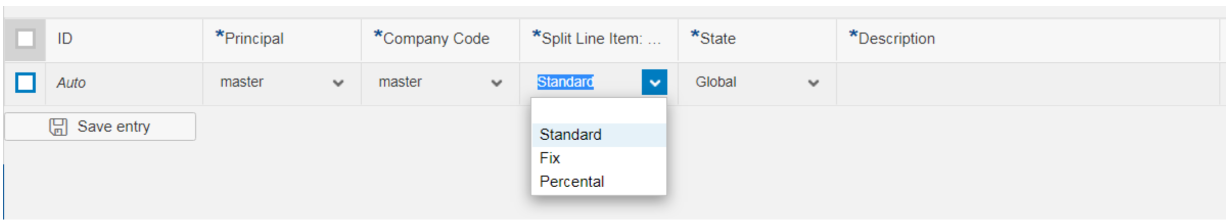
Use the *"Check Amounts"* button in the item line section to check the item amount totals against the invoice total in the invoice header data. The result of this validation is displayed in a window.



Totals validation with a positive result

9.2.7. Fixed Account Assignment

Standard account assignments assign fixed rules to invoices for which the same account assignment applies each time. This helps to speed up account assignment. Click the *"Fixed Account Assignment"* button in the item line section to select a standard account assignment for the current invoice. The pop-up that opens shows all standard account assignments that match the principal or company code of the invoice and that have been set either globally or privately for the current user.



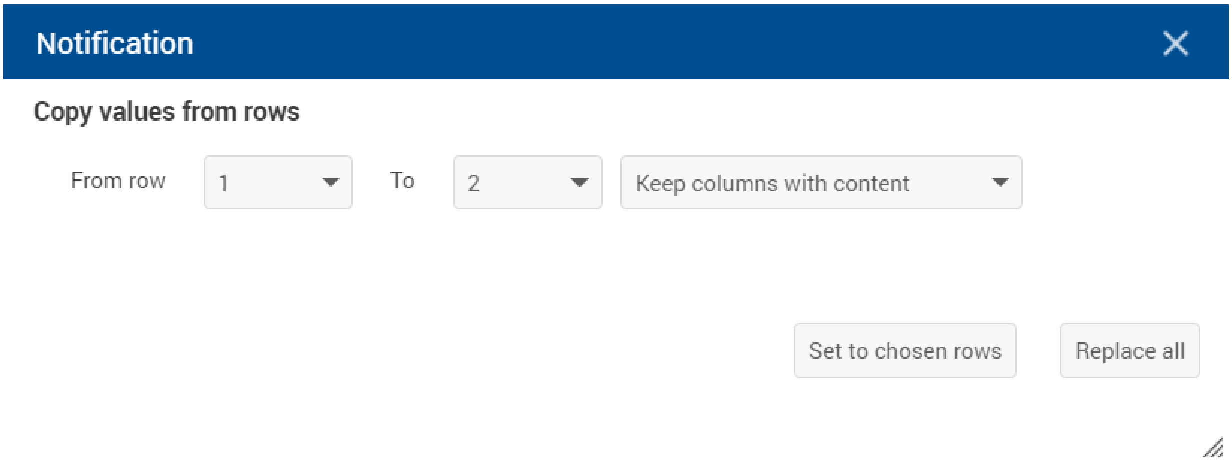
Pop-up for selecting a standard account assignment

For more information on how to define standard account assignments, see the Standard Account Assignments [72] section.

9.2.8. Accept Data

The *"Accept Data"* function in the item line section serves the purpose of copying account assignment elements (general ledger account, cost center etc.) from one line to another. Select **precisely one** line and click the button to open the following pop-up.

Here, you can optionally enter the line range to which you want to copy the account assignment of the previously selected line. If you click the *"Set to chosen rows"* button, the account assignment will only be copied to the range you specified. Alternatively, use the *"Replace all"* button to copy the account assignment to **all** existing item lines. The selection list on the right further allows you to define whether to replace or retain existing account assignments.



Pop-up of the Accept Data function

By default, the following account assignment elements will be copied:

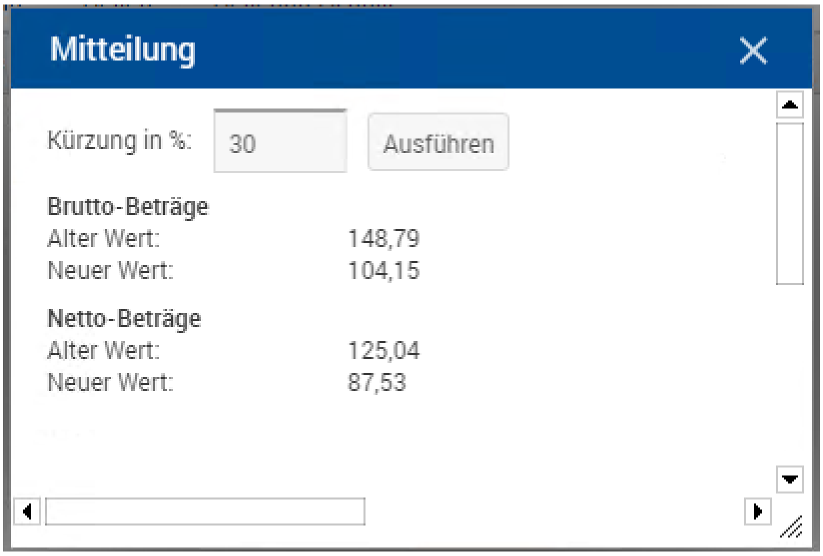
- General ledger account incl. description
- Cost center incl. description
- Cost object incl. description
- VAT code

9.2.9. Adopt Values to Head

Use the *"Adopt Values to Head"* function in the item line section to apply the line-item amount totals to the invoice's header data.

9.2.10. Reduce Amounts

Click the *"Reduce Amounts"* function in the item line section to open a pop-up where you can enter a reduction percentage value. The resulting header invoice amounts are directly shown in the pop-up window. The field values in the header and item lines are only applied after you press the *"Execute"* button. The new, reduced invoice amounts are written into the corresponding fields in the record. The original amounts are retained for easy traceability. The same applies to the item amounts.



Pop-up of the Reduce Amounts function

> **NOTE**
> This function will only be available if reductions have been enabled and configured in **xFlow Invoice ERP**.

9.2.11. Undo Reductions

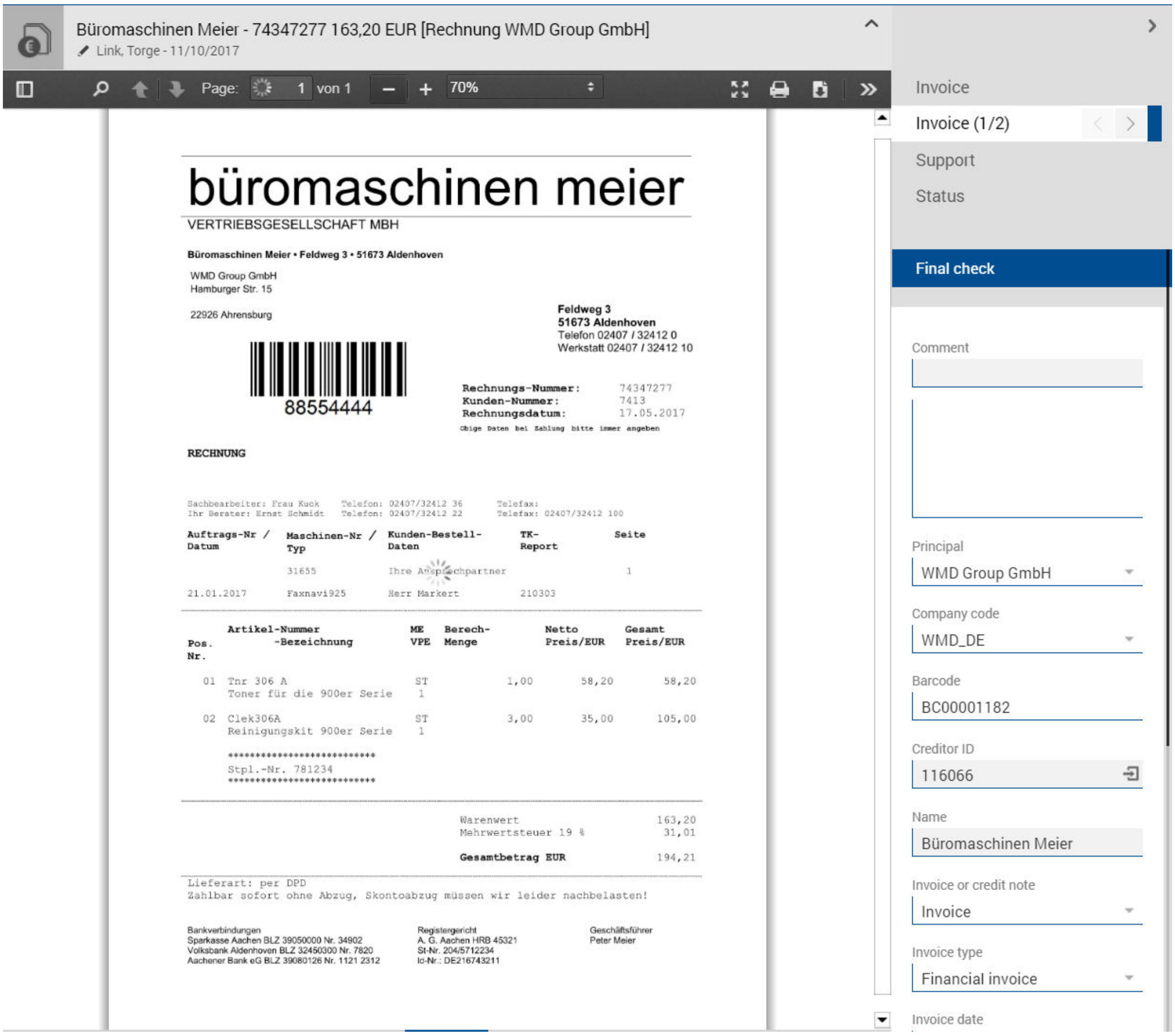
Use the "Undo reductions" button to undo invoice reductions as described in the Reduce Amounts [64] section. This will discard the reduction for the invoice record.

> **NOTE**
> The reduction functions will only be available if they have been enabled and configured in **xFlow Invoice ERP**.

10. Working with Documents

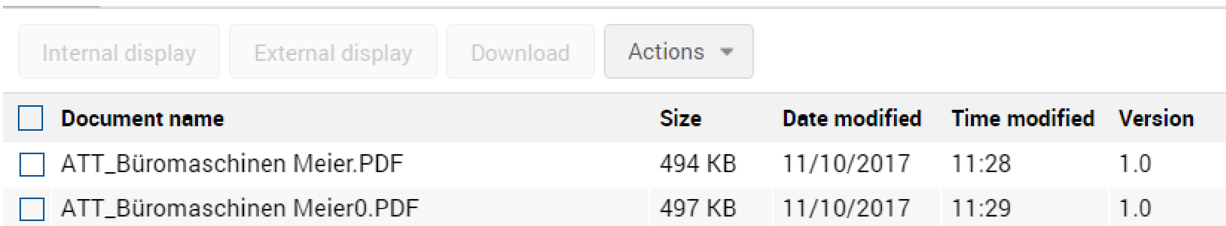
The document tabs generally enable you to save any documents such as, for example, the invoice document or its attachments and files. The files are saved in their original format and are available for further processing in the associated application. There is no restriction as to which file types can be used. You can download the file as a local copy at any time.

For example, if you open the the *Invoice documents* tab of an invoice, the first document will be shown directly on the tab, if possible.



Example of a document view on the invoice documents tab

One more click on the tab will open a list of the available documents.



Document name	Size	Date modified	Time modified	Version
ATT_Büromaschinen Meier.PDF	494 KB	11/10/2017	11:28	1.0
ATT_Büromaschinen Meier0.PDF	497 KB	11/10/2017	11:29	1.0

Example of a document list on the invoice documents tab

Click a list entry to open the document view on the tab.

The document list view provides additional functions such as, for instance, *"Internal display", "External diaplay"* or *"Download."* These functions refer to selected documents. You can select a document by enabling the checkbox in front of the document name in the list.

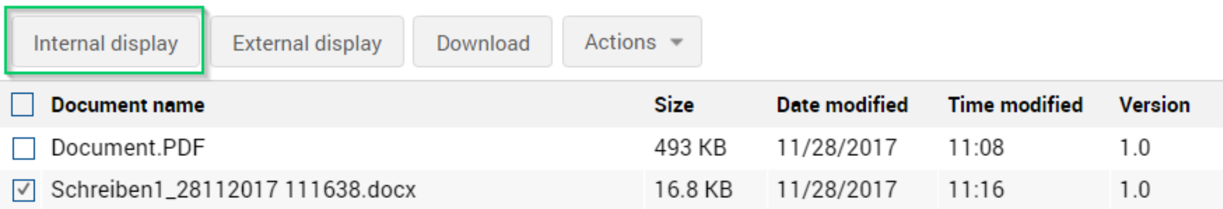
CAUTION

If you want to view documents other than PDF files directly in **xFlow Invoice ERP**, you require an additional viewer that is not installed/configured in the standard version (for example, a viewer for Word files).

You can only edit documents in a record and call the relevant functions if you are authorized to edit the entire transaction!

10.1. Internal display

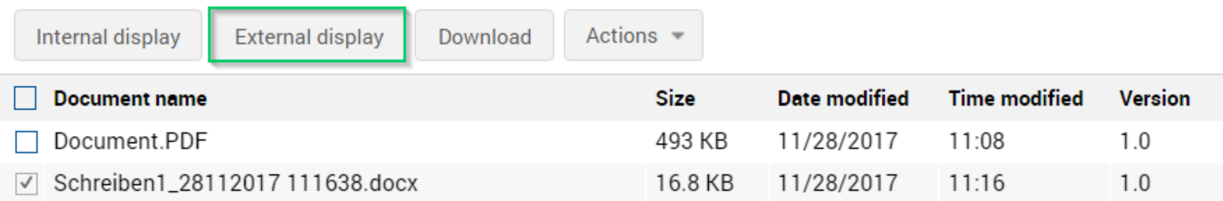
Use the *"Internal display"* function to open the single view of the document in **xFlow Invoice ERP** on the respective tab. In general, PDF documents are displayed in the internal viewer of the Internet browser (depending on the configuration of the user's PC), which also provides several functions.



"Internal display" *button of the document tab*

10.2. External display

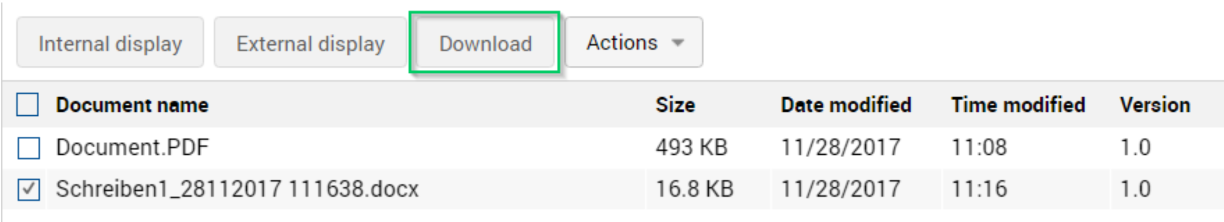
Use the *"External display"* function to display the document in the relevant standard application installed on the client.



"External display" *function of the document tab*

10.3. Download

Use the *"Download"* button on the document tab to download selected documents and files to your local computer.



"Download" *function of the document tab*

NOTE

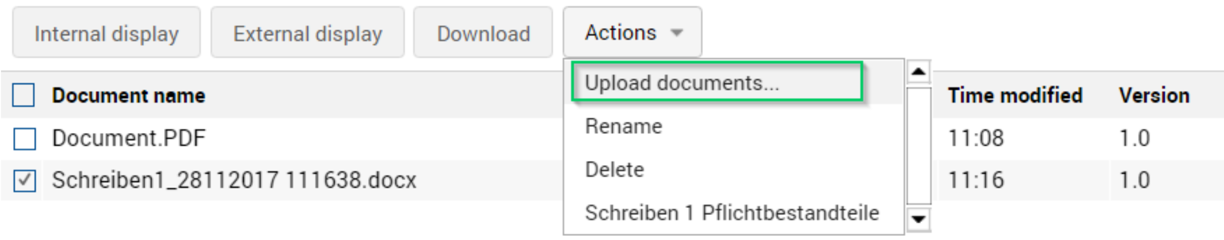
The changes you make to the downloaded copies have no effect on the original documents in **xFlow Invoice ERP**!

10.4. Uploading Documents

There are two ways to upload documents to a document tab.

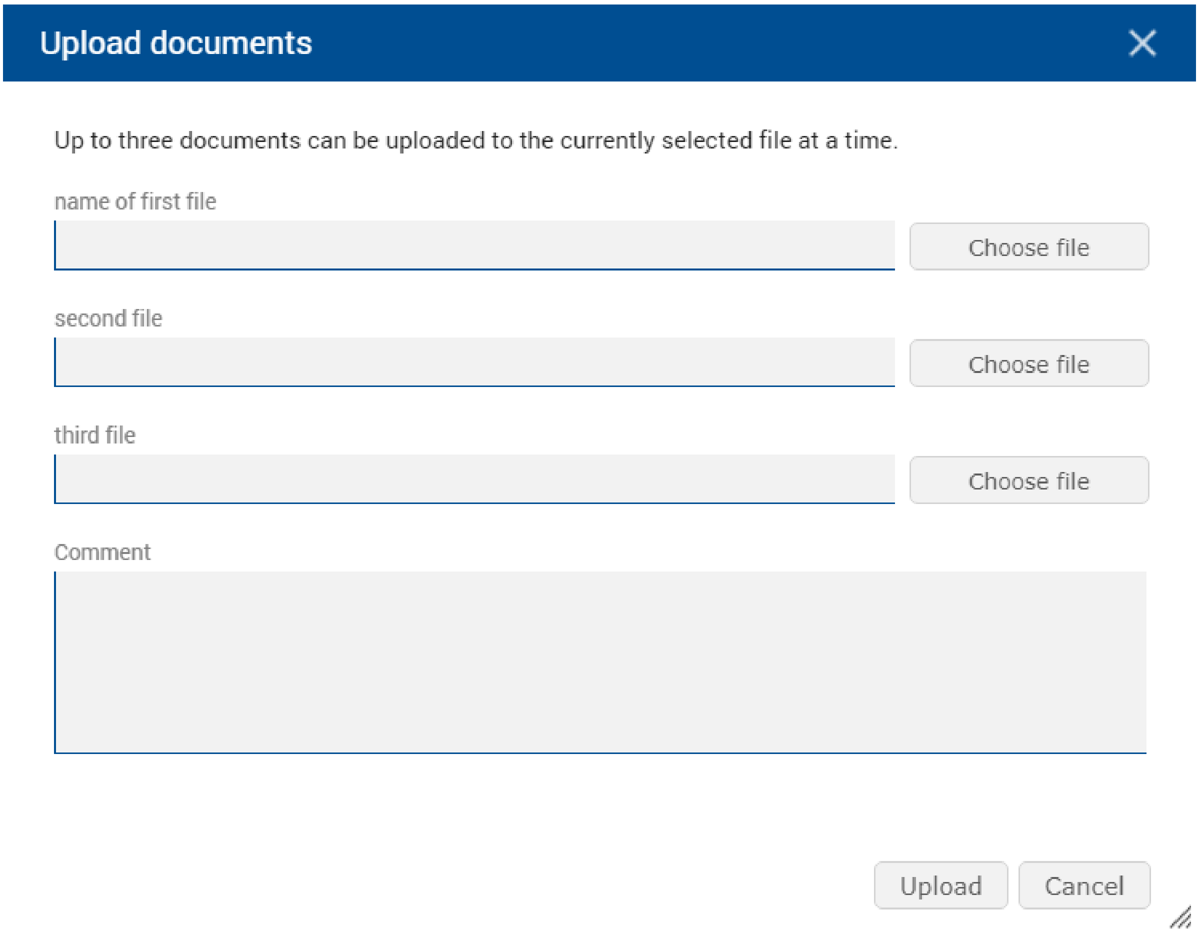
Uploading Documents via a Menu

When you set a record to editing mode, the document tab and the *"Actions"* list contain the *"Upload documents..."* function.



"Upload documents..." function *of the document tab*

When you execute the function, a pop-up window opens. Here, you can select the documents you want to upload. This action allows you to upload up to three documents in parallel. You can also enter a descriptive note about the documents in the Comment field. It will be saved together with each document.



Pop-up for uploading documents to a document tab

After you confirm your entry by executing the *"Upload"* action, the selected files will be added to the document tab.

Uploading Documents via Drag & Drop

The application also offers a convenient alternative to uploading documents via menu: *drag & drop*.

Open your Windows Explorer and select the files by highlighting the ones you want to upload to the currently active record. This may require you to reduce the size of the **xFlow Invoice ERP** application window so you can display both windows next to one another. Next, drag the selected documents from the Explorer to **xFlow Invoice ERP** while holding the left mouse button and then release the mouse button once the files are above the *DropZone* or directly above document tab. This will cause the system to upload the documents directly into the record.

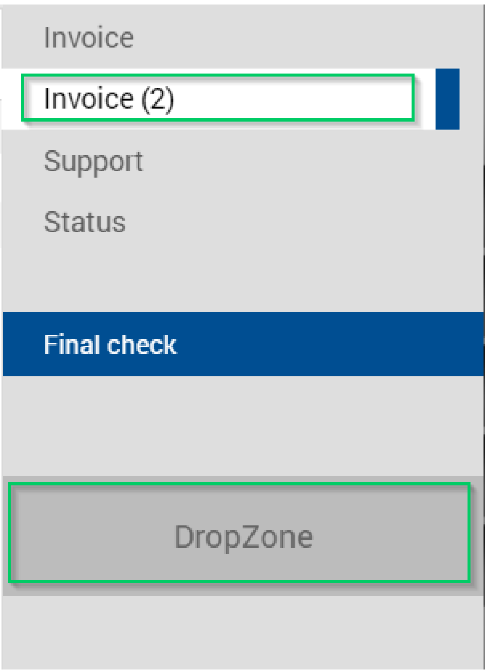
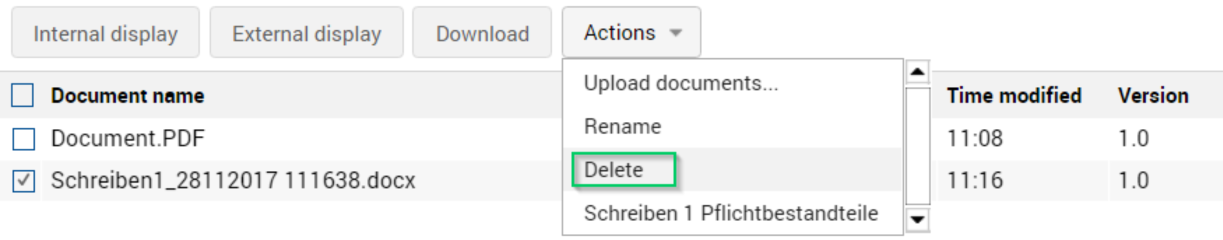


Image of the drop zone on the right side of a record view

CAUTION
You can only upload documents if the record is in editing mode!

10.5. Delete Documents

Use the *"Delete"* function to delete selected documents from a document tab.



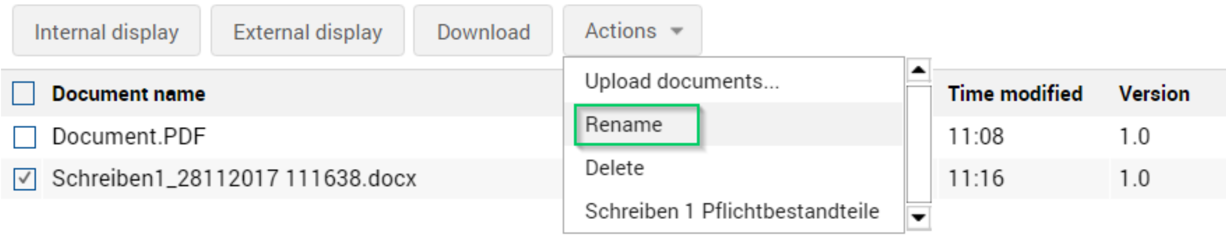
Function for deleting documents from a document tab

The deletion process of the documents will be final after you save the entire record. If you cancel the editing process, the documents will be retained. In other words, you can use the *"Cancel"* function to prevent a file from actually being deleted.

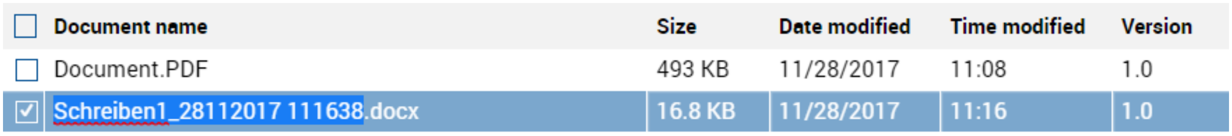
CAUTION
You can only delete documents if you have set the record to editing mode.

10.6. Renaming Documents

Use the *"Rename"* function to change the previous file name of a document directly in the list view. After you have entered a new name, press ENTER to apply the change. This function only works if you have selected precisely one document!



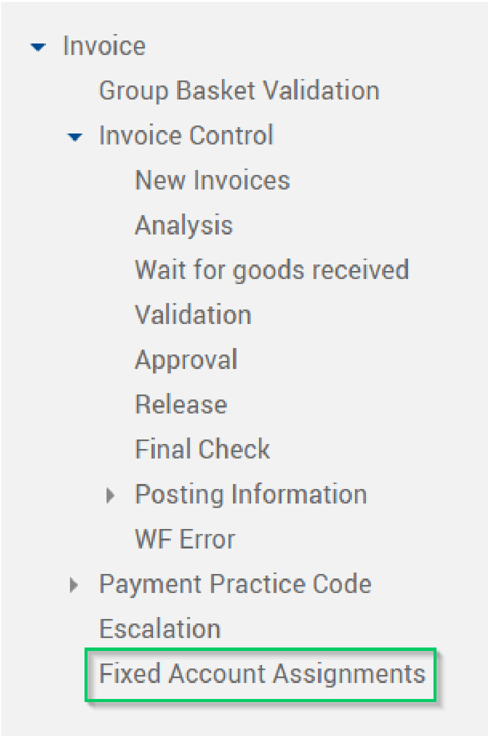
"Rename" function of the document tab



Allows for direct entry of a new file name

11. Fixed Account Assignments

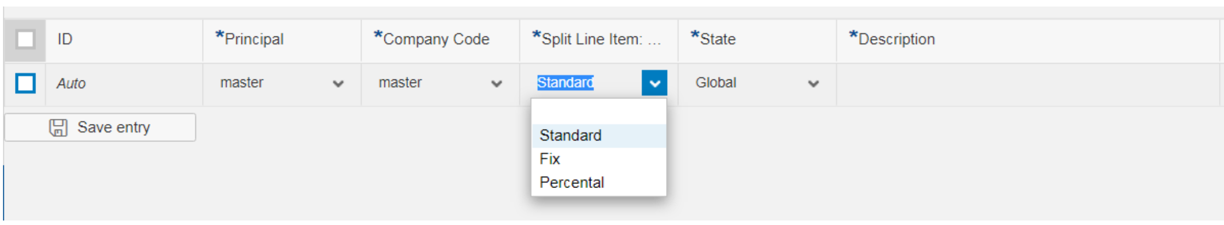
Some vendors regularly submit highly similar invoices that always break down to the same number of invoice items and account assignment. In order to save time processing these repetitive invoices, you can define fixed account assignments to general ledger accounts and cost centers by means of creating standard account assignments. The *Invoice* outbar contains the **Fixed Account Assignment** folder. You can define standard account assignments for each principal and/or company code. When processing such an invoice, you will only be given the choice of standard account assignments that match the combination of principal and company code on the invoice. By default, the **xFlow Invoice ERP** configuration folder shows all standard account assignments.



Fixed Account Assignment folder

There are three different types of standard account assignment.

In the standard configuration of **xFlow Invoice ERP**, each line specified in the standard account assignment is applied as an invoice line. You can use the**Fix** and **Percental** types to split up existing invoice items into multiple items. For example, the existing item amounts are overwritten with fixed amounts if you select the **Fix** type. This is useful when handling recurring invoices with set invoice amounts. The other type, **Percental**, allows you to express the invoice amounts as percentage values.

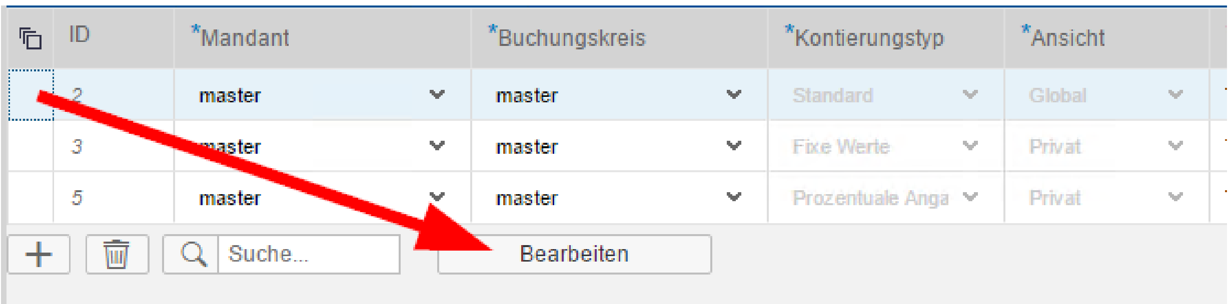


Selection of the standard account assignment type

The *State* column in the table for defining standard account assignments provides the option of marking account assignments as **Private** or **Global**. If you select **Private**, the user login of the creator is saved together with the standard account assignment. Only this user will be able to access the standard account assignment. Other users can neither view this standard account assignment via the configuration nor via the invoice selection function. Make sure to provide a clear description that uniquely identifies the standard account assignment. The description is shown in the pop-up list where standard account assignment are selected. Each standard account assignment can be allocated to a vendor. If the workflow includes an action for invoice capture using technological means and the vendor associated with a standard account assignment was identified during the capture process, the system will automatically apply this standard account assignment after invoice capture. If a standard account assignment was allocated to vendor X, this standard account assignment will also be present in the selection list of an invoice that was assigned to vendor Y. After entering general standard account assignment data, you need to configure individual item lines. To do so, select the standard account assignment on the left as shown in the following image, and then click the**Edit** button to edit it. This will call up the view of the selected standard account assignment.

NOTE

When a standard account assignment has been allocated to a vendor, this does not limit the selection options for the standard account assignment!



Editing an existing standard account assignment

Standard

The configuration page looks different depending on the standard account assignment type. The principal, company code and description are displayed in the upper section. The central section allows you to enter the individual account assignment lines. The three types allow you to enable columns for individual standard account assignment variants. By default, the **Standard** type (technical name: *off*) only shows the columns for the VAT code, general ledger account, cost center and cost object. You must enter precisely one value into each field. When applying this standard account assignment, the entries in the first line are copied to the first invoice item, the entries of the second line to the second invoice item etc. Existing entries are overwritten.

Mandant: master
Buchungskreis: master
Name: Test 'Off' (ID: 2)

*Zeile	MwSt.-Code	Sachkonto	Kostenstelle	Kostenträger
1	DE0	100001	222701	
2	DE19	100002	222702	

Seite: 1 von 1 Seiten

Suche...

Zurück

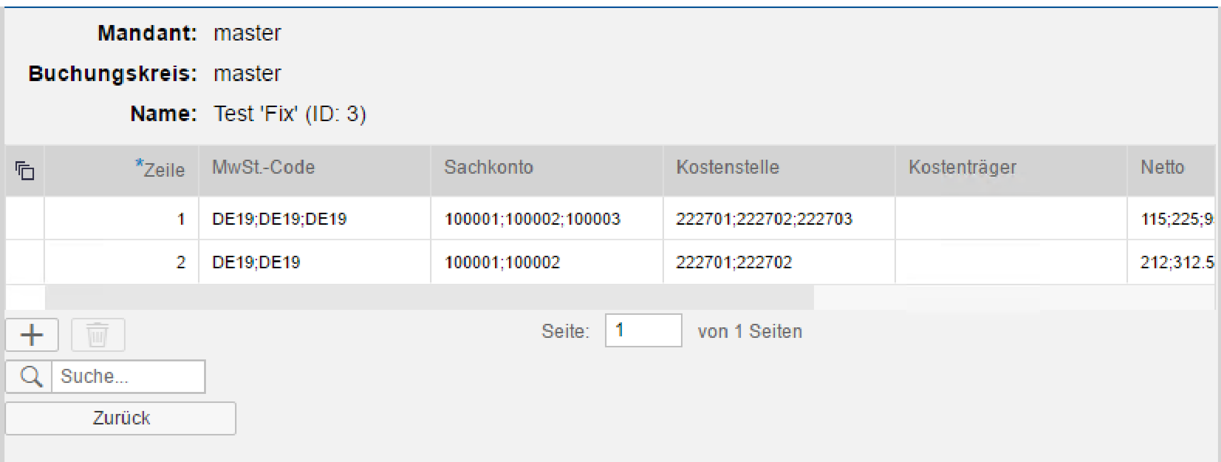
*Zeile	MwSt.-Code	Sachkonto	Kostenstelle	Kostenträger

Eintrag Speichern

*Standard account assignment of type **Standard***

Fix

In the case of the **Fix** type (technical name: *fixed*), you can enter multiple values separated by semicolons. In the example below, three values were entered into each of the fields of the first line, and two each in the second line. Make sure that each field in a line has the same number of entries! You can enter fixed net, gross and tax amounts in addition to the master data entries you made. In the standard account assignment example below, the first item line of the invoice was split up into three new items. The first line will contain the general ledger account *"100001"* and the net amount *"115.00"*; the second line—which will be generated—will contain the general ledger account *"100002"* and the net amount *"225.00"*; and the third set of entries will be entered into the third line, which will also be newly generated. The second line of the standard account assignment is applied to the second invoice item. If a cost object was provided in the invoice items and nothing is specified in the standard account assignment, this value will be applied to the new lines. If the standard account assignment contains more lines than specified in the invoice record, a new empty line with an amount of *"0.00"* will be provided accordingly.



Mandant: master
Buchungskreis: master
Name: Test 'Fix' (ID: 3)

*Zeile	MwSt.-Code	Sachkonto	Kostenstelle	Kostenträger	Netto
1	DE19;DE19;DE19	100001;100002;100003	222701;222702;222703		115;225;9
2	DE19;DE19	100001;100002	222701;222702		212;312.5

Seite: 1 von 1 Seiten

Suche...

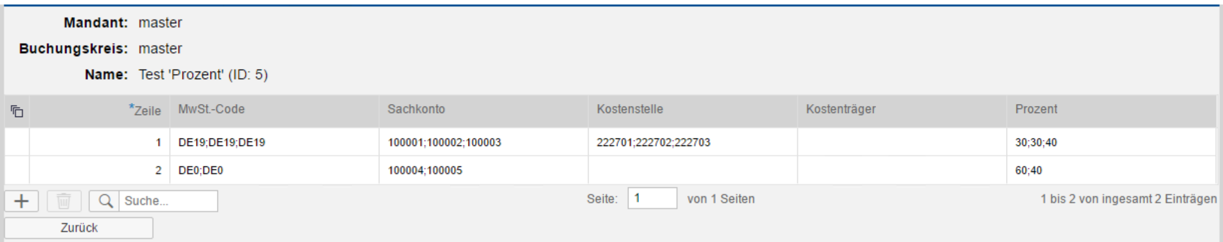
Zurück

*Standard account assignment of type **Fix***

Percental

The **Percental** type (technical name: *percent*) operates similar to the **Fix** type. What differs is that you do not enter amount values as fixed values, but rather as percentages. For this reason, you only need to enter the percentage distribution a single time, which will then be automatically applied to gross, net and tax.

> **CAUTION**
> The percentages must add up to *100 percent*!



Mandant: master
Buchungskreis: master
Name: Test 'Prozent' (ID: 5)

*Zeile	MwSt.-Code	Sachkonto	Kostenstelle	Kostenträger	Prozent
1	DE19;DE19;DE19	100001;100002;100003	222701;222702;222703		30;30;40
2	DE0;DE0	100004;100005			60;40

Suche... Seite: 1 von 1 Seiten 1 bis 2 von ingesamt 2 Einträgen
Zurück

*Standard account assignment of type **Percental***

Click the respective button to display the standard account assignment in the item lines. The pop-up shows all standard account assignments that match the principal and company code of the invoice and that have been configured for global access or that you created as a **private** account assignment.

> **NOTE**
> If the percentage distribution results in rounding differences, you need to correct these differences manually.

12. Search Function

xFlow Invoice ERP provides two options for finding invoices or other transactions stored in the system. You can enter simple search terms into the full-text search field. If you need to define complex filter criteria, use the advanced search. Both methods are described in the sections below.

By default, the **xFlow Invoice ERP** search function is configured such that you must enter the initial characters of the searched term precisely as used in the system. The remainder of the word is automatically added. Therefore, it can be helpful to insert a *wildcard* (*****) in front of the search term. When searching field contents, you do not need to enter a wildcard after the search term.

If you also want to search the uploaded documents, you also need to place a wildcard at the end of the word. The search function only works for documents that have been full-text indexed.

Example

When you enter **machinery*, you will get the same hit list as for **machi*.

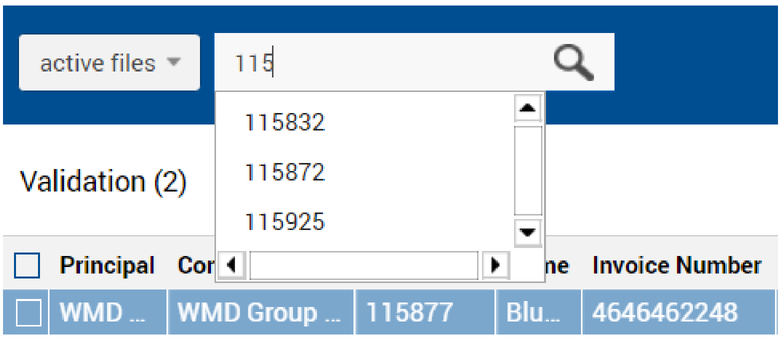
If you also want to search all existing documents, enter **machinery** or **machi**.

12.1. Full-Text Search

There is a full-text search field above the work folder. Use it to search transactions and invoices for content and indexed documents, such as, for instance, an invoice number. If you want to limit the search to specific types of transactions, use the selection list to the left. The search results are displayed in the work folder.

Full-text search function above the work folder

This function allows you to search indexed documents and fields. For example, you can use it to launch a search based on a specific invoice or vendor number.



Example of suggested values in the full-text search function

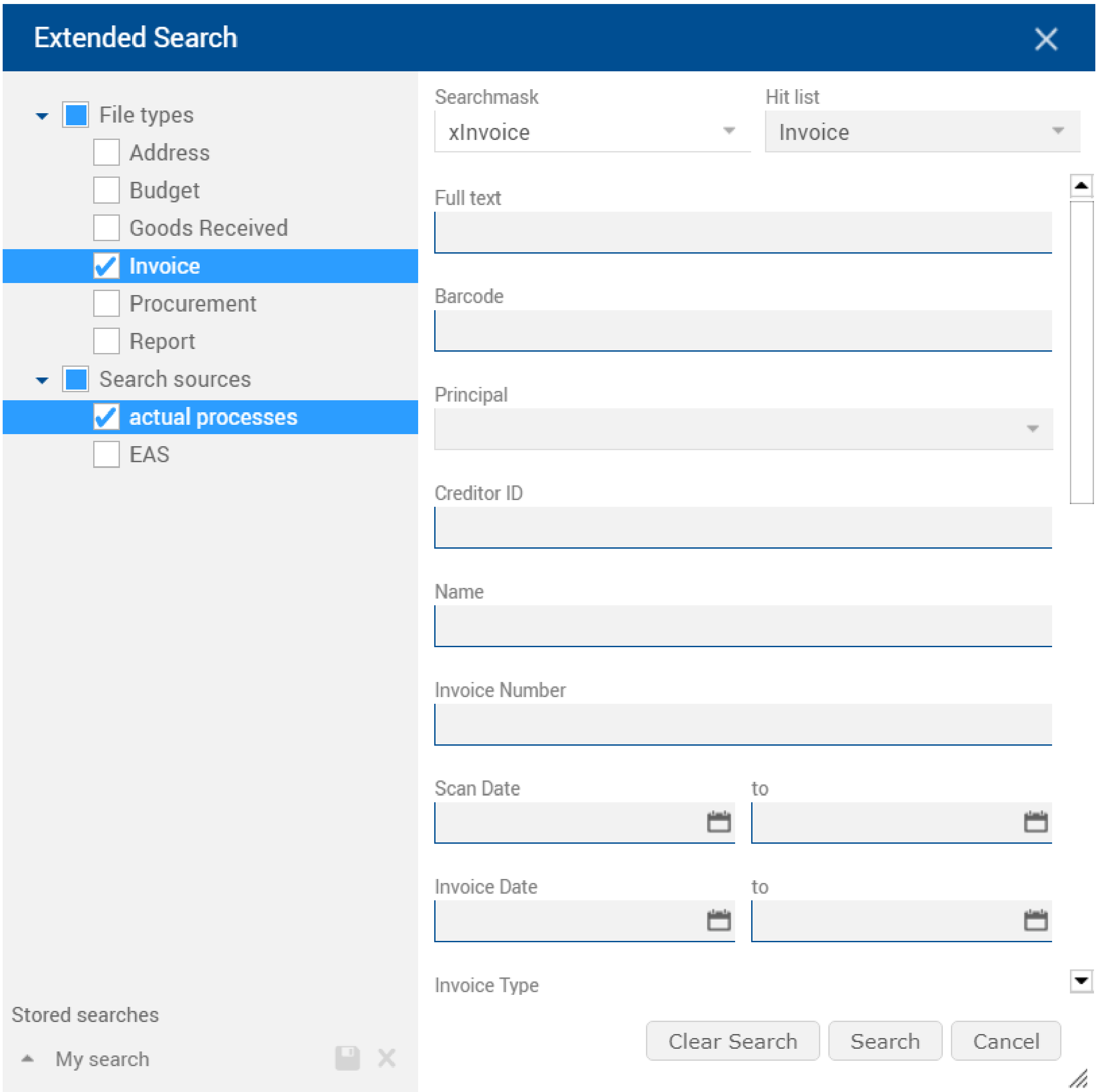
12.2. Advanced Search

Click the magnifying glass icon ( ) in the global functions to access the advanced search.

This feature helps you to find a specific invoice or invoice document. First select the *Invoice* folder type. The application will list all fields you can search in an invoice. The logical *AND operator* is applied if you fill in multiple fields. The more entries you make, the more precise the search result will be.

If you enter characters into the *full text* field, the system will search for this string in each field.

If you select more than one folder type, the fields they have in common will be shown as the search criterion.



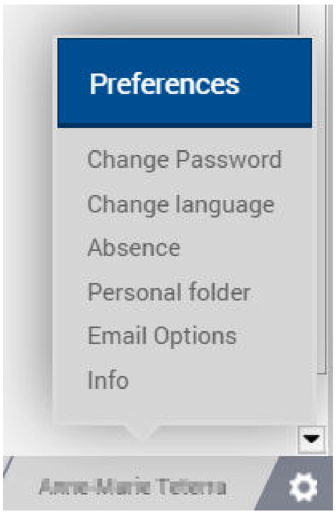
*Screen for making an advanced search in **xFlow Invoice ERP***

13. Personal Settings

Click the gearwheel icon in the lower right corner of the application window to view or change your personal settings. You can configure information across five different categories. The sections below describe these categories.

13.1. Absence

You can configure your absence status in the *Absence* option of the personal settings menu.



Personal settings menu

After you choose this menu item, configure your absence settings in the pop-up that opens. If you want to indicate that you are absent, select the *"I am out of the office."* option. You can additionally decide how the system should handle transactions and invoices in your personal inbox that are locked for other users. Next, select the users you want to designate as substitutes. You can designate up to five users.

When you are no longer absent, change your status in the system accordingly by once again selecting the *Absence* menu item and choosing the *"I am currently in the office."* option.

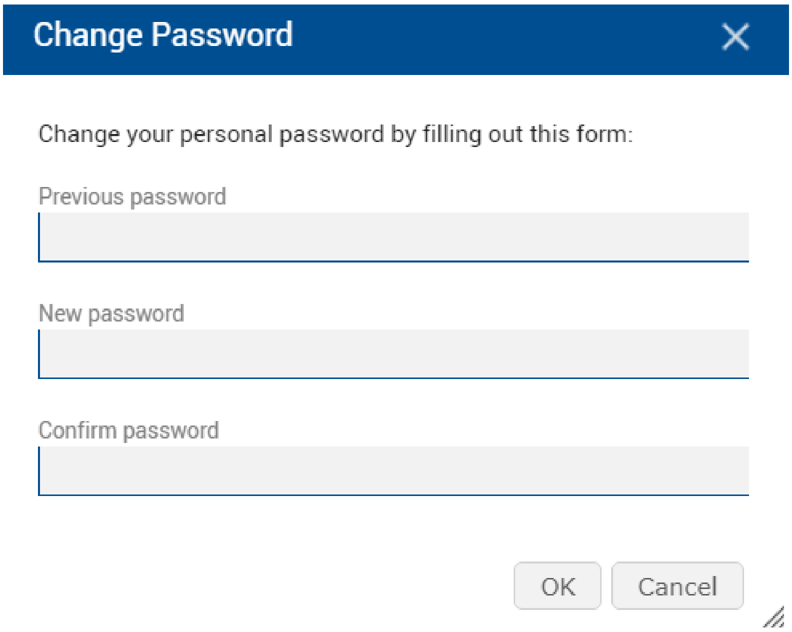
CAUTION

Note that no substitutions are possible for invoices assigned to a group. Groups in **xFlow Invoice ERP** are not resolved down to the individual user level! Therefore, when assigned to a group, another member must process the respective transaction. If you are the only member of the group, you need to temporarily assign the substitute to this group. In this case, manually delegate your records.

13.2. Change Password

Use this menu item to change the personal password for logging on to **xFlow Invoice ERP**. The dialog provides three input fields. First, enter the previous password. In the remaining fields, enter the new password and confirm it to avoid typos. The next time you log on to **xFlow Invoice ERP**, you will have to use the new password.

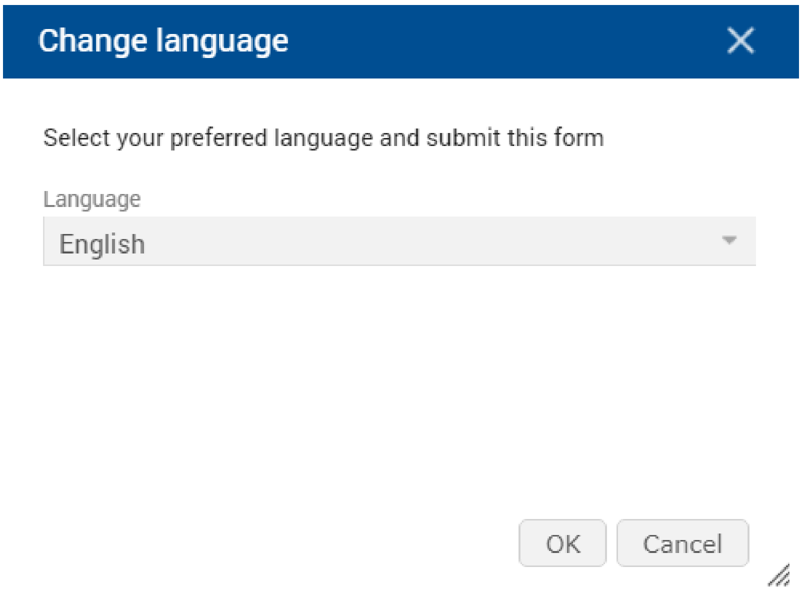
> **NOTE**
> If the **xFlow Invoice ERP** system integrates with your Active Directory or a similar directory service, this menu item is disabled.



Change Password—Entering a new password

13.3. Change Language

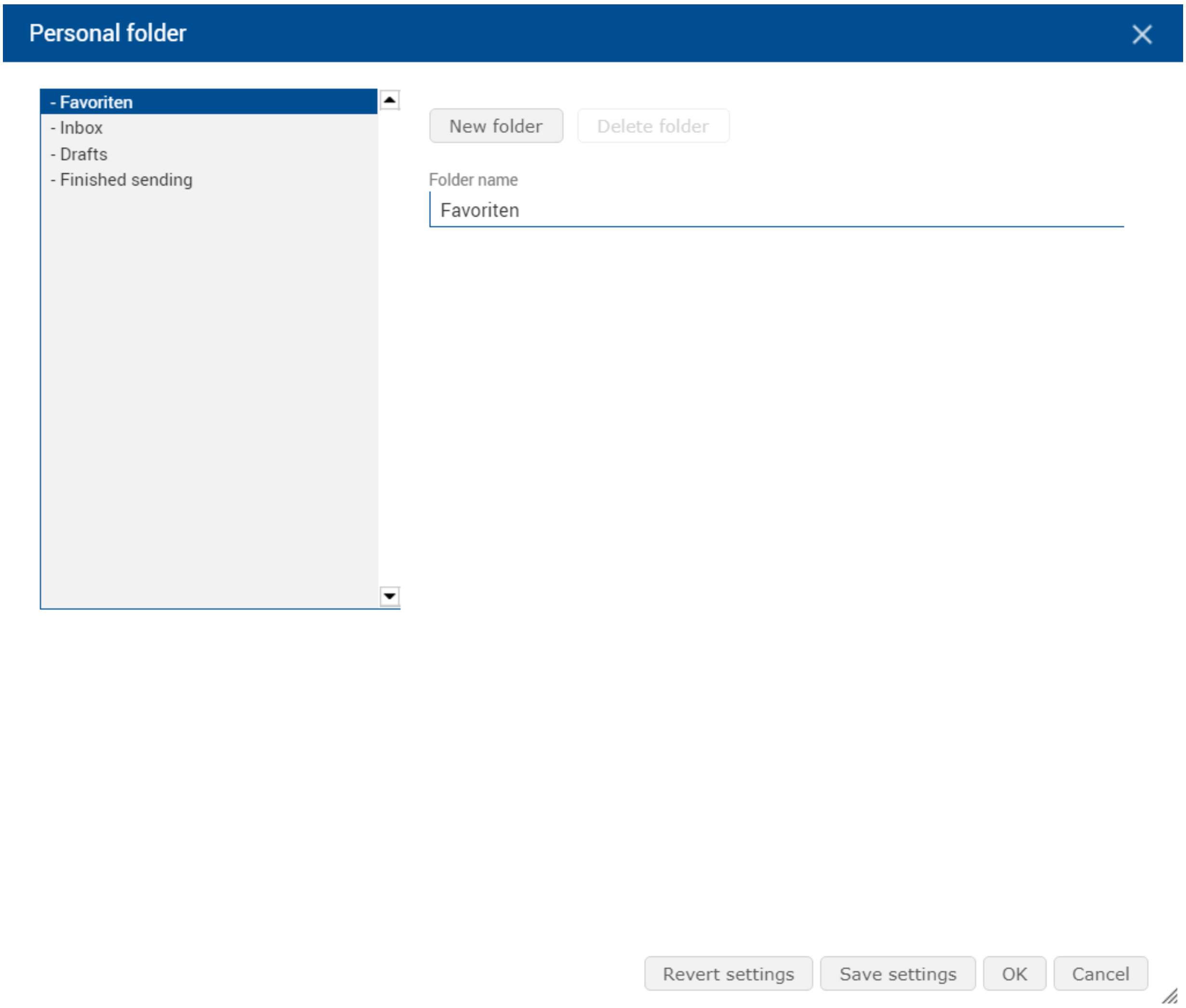
This menu item in the personal settings section allows you to change the application language (this will only affect you). The default system options are German and English.



Change language - Selecting a language in the personal settings menu

13.4. Personal Folder

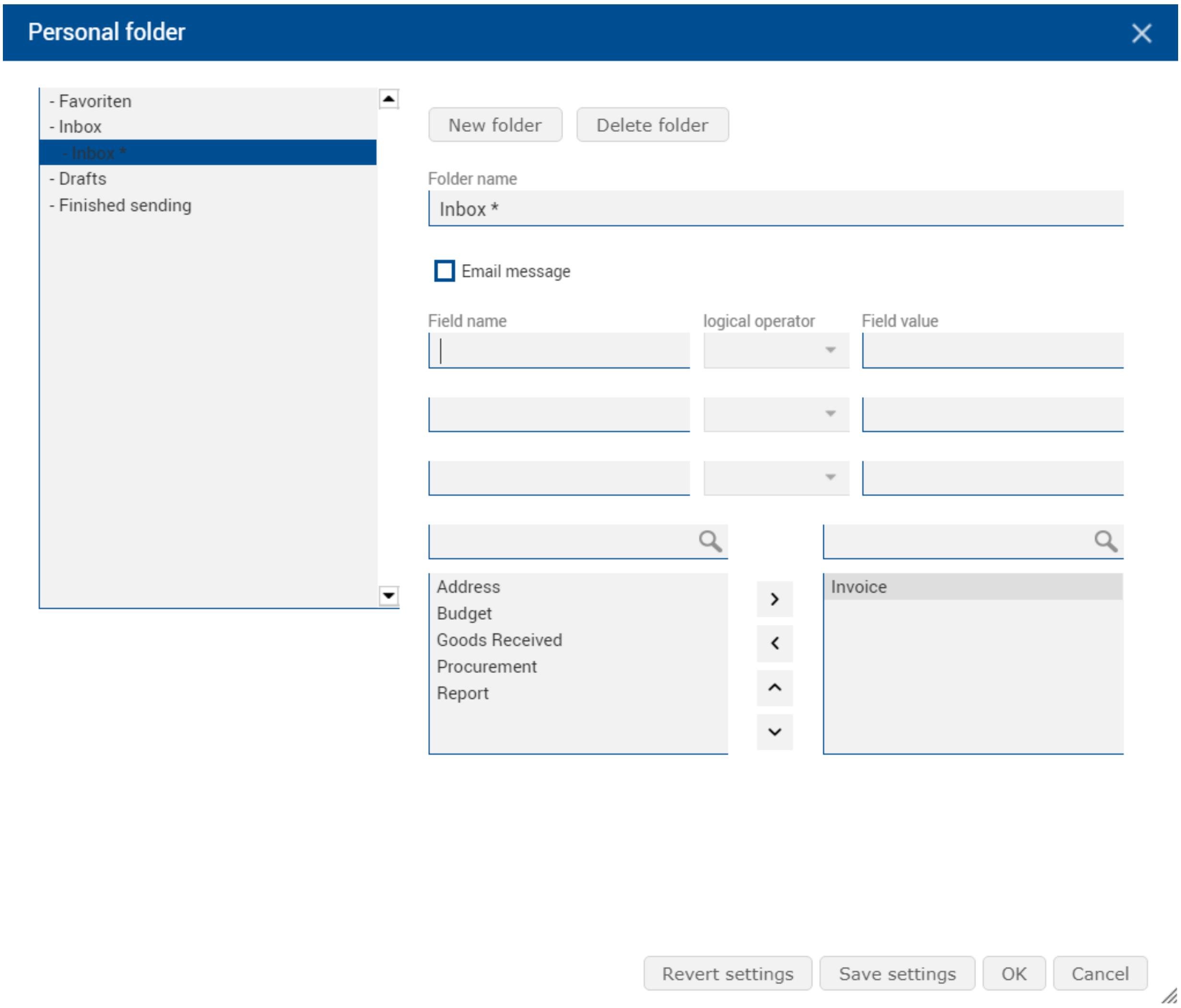
This function provides options for creating and configuring new individual folders. The system will create these as subfolders of your existing personal folders, e.g., your *favorites* or *receipts* folders. You can create nested structures on multiple levels.



Personal folder - settings in the configuration window

Start by selecting the respective main folder. Then click *"New folder"* and assign a meaningful name. In addition, you can enable or disable the *"Email message"* function, which informs you about new documents you received. The Email options [81] section provides more information on how to configure notification mails.

Use the filters in the lower part of the window to make the desired settings. You can select specific record types (e.g. invoice) or field values. Make sure that the field values you specify exist on the record types you have singled out. Finalize the folder creation process by selecting the *"Save settings"* action. The system will create a corresponding folder in your folder tree.



Personal folder—Filter options

If you want to delete a personal folder, select it and then remove it by clicking the *"Delete folder"* button.

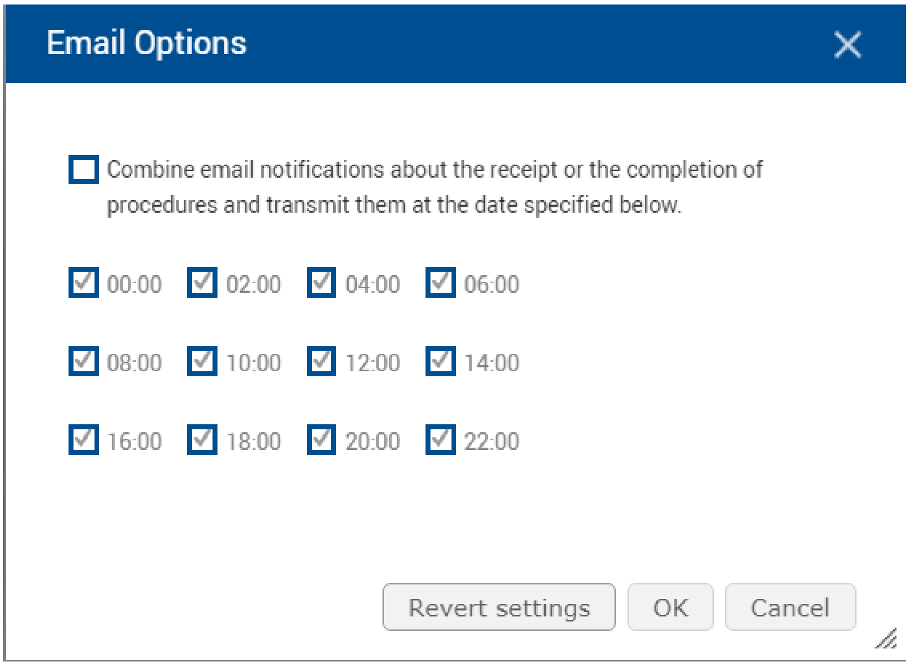
13.5. Email Options

This section of the personal settings allows you to configure whether and when the **xFlow Invoice ERP** system will send you e-mail notifications.

Enable the " *Combine email notifications about the receipt or the completion of procedures and transmit them at the date specified below.*" checkbox to activate e-mail notification. Select different times to control when and how often per day you will receive notifications about current transactions and completions. You can select one or multiple times.

NOTE

If you do not enable the " *Combine email notifications about the receipt or the completion of procedures and transmit them at the date specified below.*" checkbox shown above, the system will send you an e-mail each time a transaction is received or completed.



Email Options