



# xSuite Invoice Prism

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## Administration Guide

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# 1. About this Guide

This manual is intended for administrators in charge of the functional and technical administration of xSuite Invoice ERP.

It describes the configuration, workflow definitions, and functions essential to maintaining trouble-free operation of the xSuite Invoice Prism system.

This manual contains references to user exits. User exits are used to program extensions to the system. Step-by-step instructions for programming user exits are not included in this documentation.

The use of user exits is reserved for trained xSuite Invoice Prism partners who have completed xSuite administrator training.



Administration of xSuite Invoice Prism requires basic technical knowledge.

In addition, basic knowledge of the DOCUMENTS Manager application is assumed. Information on this can be found in the otris documentation, which is available separately.



## CAUTION

All references to scripts or configuration files are for informational purposes only.

All enhancements to User Exits performed by the Customer or the party implementing them are exempt from support. From the time of project acceptance by the customer, the customer is always solely responsible for the results of the User Exits.

## 1.1. Icons and special characters

Icon	Description
	Indicates additional information. This additional information is intended to contribute to a better understanding of individual topics and to help avoid additional work.
	Indicates a note that may result in data loss if ignored.
>	Indicates an intermediate result of one or more actions.
>	Indicates the final result of a sequence of actions.

## 1.2. Feedback on this guide

It is of great importance to us that the guide we create for you is informative and user-friendly.

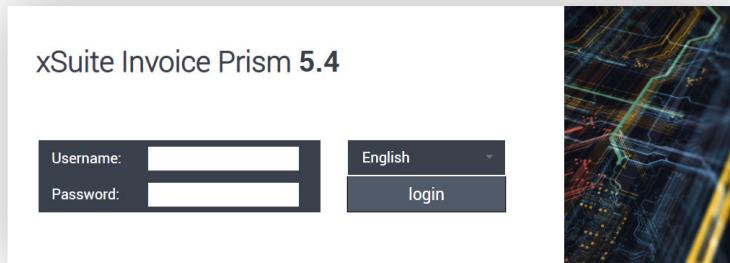
We welcome any suggestions that will help us improve this guide.

If you have any, please use this [feedback form](#) to submit them.

## 2. Administration in the web interface

Administration of xSuite Invoice Prism can be done mostly via the web interface.

This requires logging in with a user who has administrative rights in xSuite Invoice Prism.



After successful login the outbar **Administration** and outbar **Configuration** is available.

# 3. Administration – users and user groups

User management is used to maintain individual users or user groups.

As administrator, you can create and edit users and user groups via the DOCUMENTS Manager on the application server or in the xSuite Invoice Prism web interface.



## CAUTION

To avoid errors and inconsistencies in the data, users must be maintained uniformly either via the web interface or via the DOCUMENTS Manager.

The connection of an Active Directory is also possible. Hybrid use of Active Directory users and DOCUMENTS users is also possible.

Users and user groups can be used for assigning authorizations and agent determination for a workflow.

## 3.1. User management – web interface



## CAUTION

The availability of the web user management depends on the configuration made during the installation and setup of xSuite Invoice Prism.

User management can be accessed in the web interface of xSuite Invoice Prism via the outbar **Administration**.

Here, you can create new users and user groups and edit existing user data.

When synchronizing and saving user data, the data from the web interface is matched with the user data in the DOCUMENTS Manager.



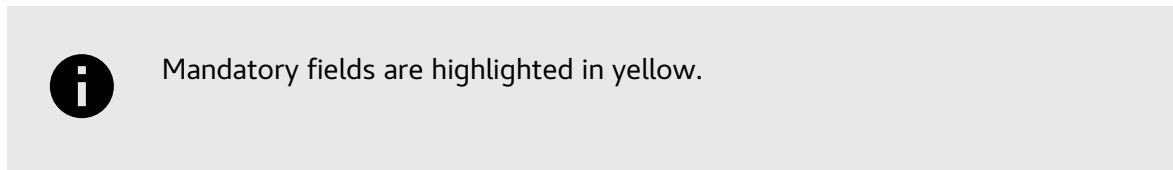
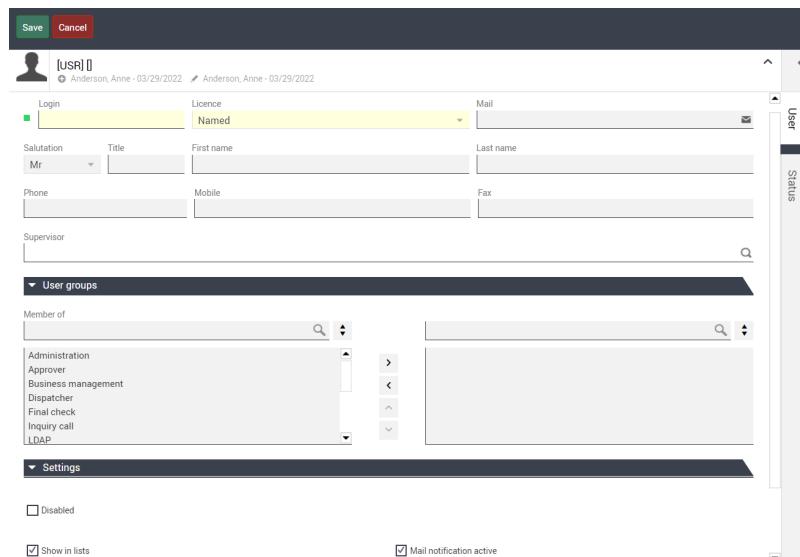
In the web interface, only users are displayed for whom the **Display user in Documents lists** check box is activated in the DOCUMENTS Manager. For more information, see [DOCUMENTS Manager – creating new users \(page 19\)](#).

### 3.1.1. User – web interface

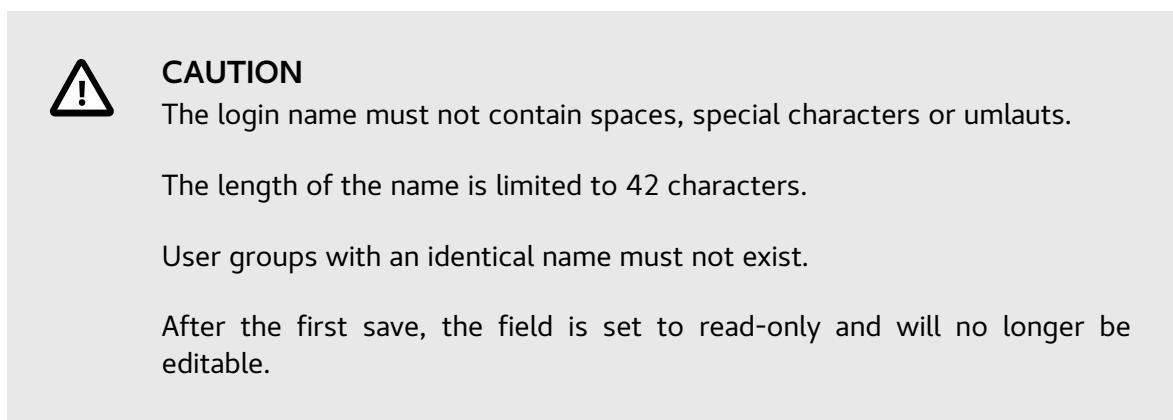
#### 3.1.1.1. Creating a user

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.

- > A list of all existing users will open.
3. In the work folder, click on the button  in the **New user** area.  
> A new user record will be created.
  4. Enter the relevant data of the user in the fields of the user file.

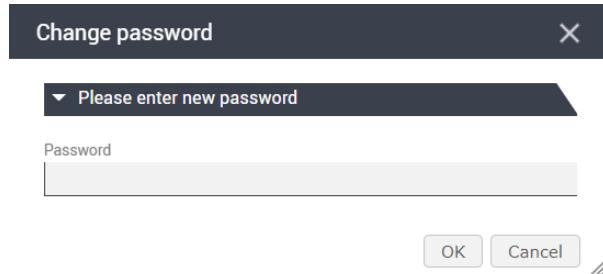
5. In the **Login** field, enter the user's login name.



6. In the drop-down list **Licence**, select one of the following licence types:
  - **Named**: The license is directly linked to a user (default setting).
  - **Concurrent**: The license is drawn from an available license pool. If the license pool is occupied, the user cannot log on to the system.
7. In the **User groups** area, select one or more user groups in which the user is to be included.
8. In the **Settings** area, activate or deactivate the following check boxes:

- **Show in lists:** The system will show the user in selection lists and lists for *ad-hoc* dispatch.
- **Mail notification active:** The user will be notified via e-mail whenever a new invoice arrives in the inbox or if a dispatched transaction has been returned.

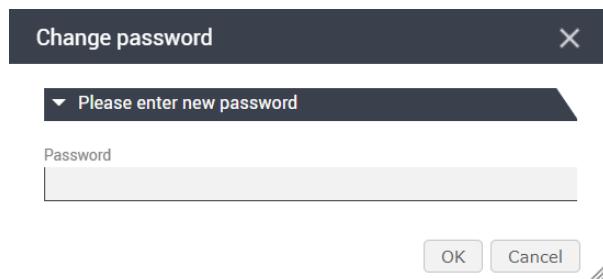
9. Click **Save**.
  - The user data will be saved.
10. In the action list of the user, click **Change password**.
  - The **Change password** dialog will open.



11. Enter the initial password for the user and click **OK**.
  - The user has been created.
  - The user can log in to xSuite Invoice Prism with the login name and the initial password.

### 3.1.1.2. Changing the password of a user

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.
  - A list of all existing users will open.
3. Click on the entry of a user.
  - The user data will open.
4. In the action list of the user, click **Change password**.
  - The **Change password** dialog will open.



5. Enter the new password for the user and click **OK**.
  - The new password has now been saved.

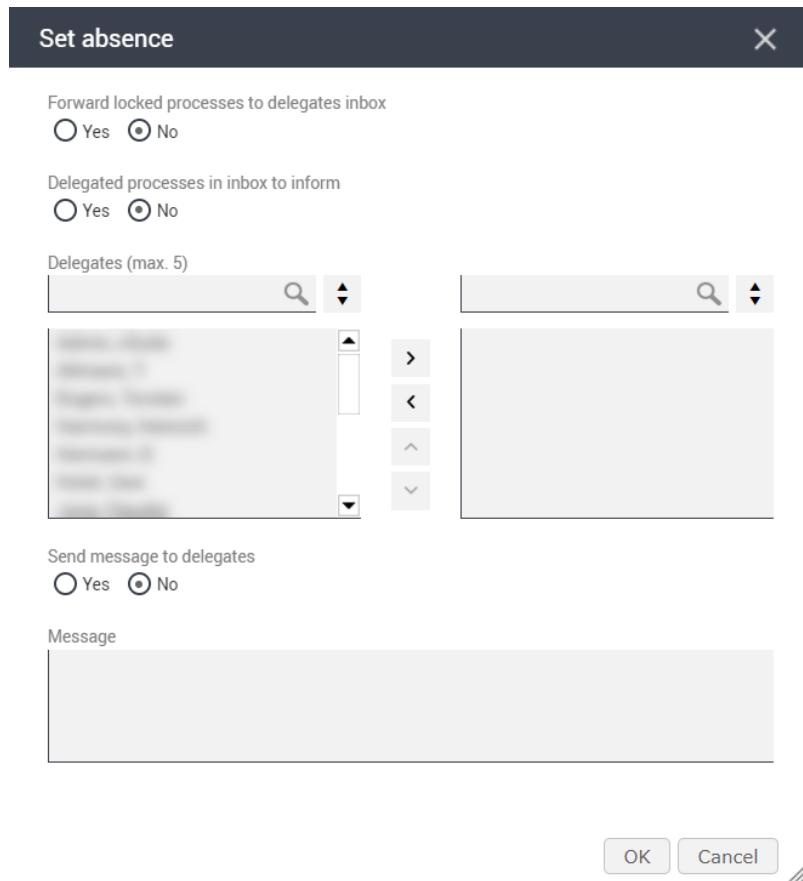
### 3.1.1.3. Editing a user absence



Functionally speaking, this function corresponds to the user function **Absence**, through which the user can manage absences.

For more information, see the publication *xSuite Invoice Prism User Guide*.

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.  
➤ A list of all existing users will open.
3. Click on the entry of a user.  
➤ The user data will open.
4. In the action list of the user, click **Set absence**.  
➤ The **Set absence** dialog will open.



5. If necessary, use the field **Delegates** to set one or more substitutes for the user. The transactions of the absent user are always sent only to the first representative in the list.

If the first substitute is also absent, the transactions will be sent to the second substitute in the list, and so on.



When a substitute is selected, authorizations have not yet been transferred to the substitute. For this, the authorizations must be delegated by executing the function **Set missing rights** in the next step in the web administration.

For more information, see [Assigning missing access rights \(page 15\)](#).

6. Click **OK**.

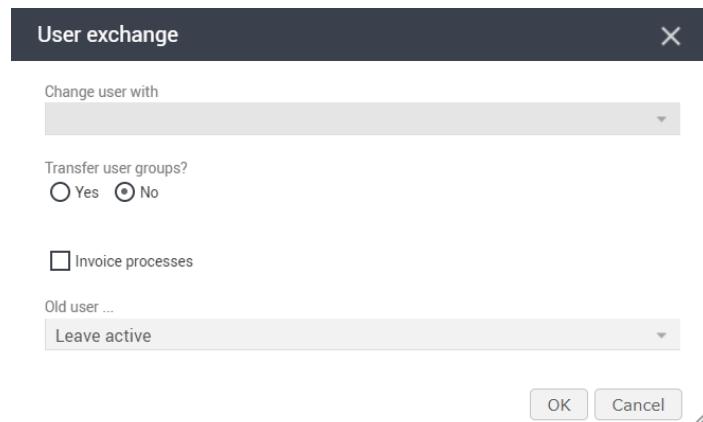
► The user has been marked as absent.



To mark a user as present again, go to the action list of the user and click **Remove absence**.

### 3.1.1.4. Replacing a user

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.  
➤ A list of all existing users will open.
3. Click on the entry of a user.  
➤ The user data will open.
4. In the action list of the user, click **User exchange**.  
➤ The **User exchange** dialog will open.



5. Make the following settings:

Field / Check box	Technical description
<b>Change user with</b>	Defines the user with whom data exchange is to be performed.  The user selected here will receive the user data of the user whose account is currently open.
<b>Transfer user groups?</b>	Controls whether the selected user is assigned to the same user groups as the user whose account is currently opened.
<b>Invoice processes</b>	Controls whether the selected user is assigned the same rights to Invoice transactions as the user whose account is currently opened.
<b>Old user...</b>	Determines which action will be performed for the user whose account information is currently displayed.  The following actions are available: <ul style="list-style-type: none"> <li>• <b>Leave active</b></li> <li>• <b>Deactivate</b></li> <li>• <b>Delete</b></li> </ul>

6. Click **OK**.  
➤ The exchange of user data is now complete.

### 3.1.1.5. Synchronizing users



In the event that users maintained in DOCUMENTS Manager do not exist in the web interface, you can use the *Synchronize user* function to create the missing users as a user record in the web interface and to apply any changes you have made to users.

Users created, changed or deleted in the web interface are automatically synchronized with the user status in *DOCUMENTS Manager*.

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.  
► A list of all existing users will open.
3. Click the button **Synchronize**.



#### CAUTION

This function will overwrite all data in the web interface with data from the *DOCUMENTS Manager*.

	Status	Login	Licence	Mail	Salutation	First name	Last name	Member of
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							
<input type="checkbox"/>	■							

- The user data will be transferred to the *DOCUMENTS Manager* with all adjustments.

### 3.1.1.6. Assigning missing access rights



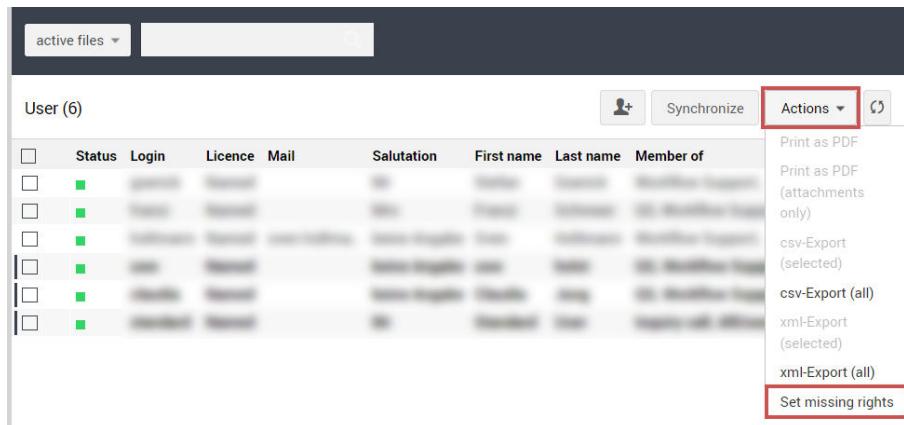
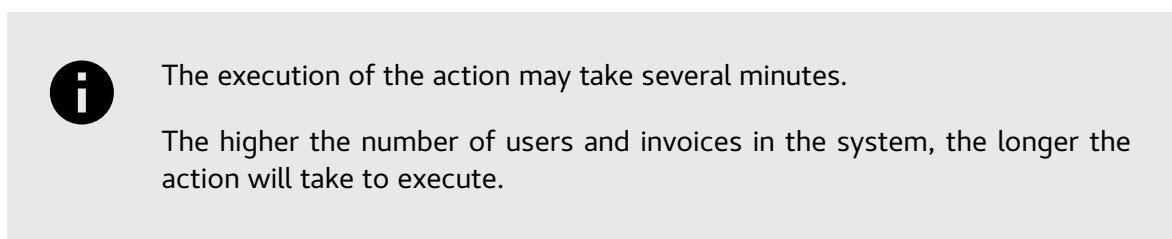
When a user is set as a substitute for another user, in some cases the substitute may lack the necessary permissions to edit the operations.

xSuite Invoice Prism checks all user inboxes for transactions to which the user does not have access and assigns the necessary permissions.

You can also start this job manually in the user administration with the action **Set missing rights**.

1. Open the web interface of xSuite Invoice Prism.
2. Click on the **User** folder in the outbar **Administration**.

- A list of all existing users will open.
- 3. In the action list, click **Set missing rights**.



- The missing permissions have now been set for all users.

### 3.1.2. User groups – web interface

User groups are used to assign rights to xSuite Invoice Prism objects, e.g., invoices, outbars or folders.

As administrator, you can assign to a user group all the users who should have the same rights to certain objects, and the rights of the group will be automatically propagated to all the members of the group.

#### 3.1.2.1. Creating user groups

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Administration**, click the folder **Groups**.
3. In the work folder area, click the button **New group**.  
➤ A new record will be created.

- Enter the relevant user group data in the fields of the record.



Mandatory fields are highlighted in yellow.

- In the **Technical Value** field, enter the technical name of the user group.



#### CAUTION

The technical name must not contain spaces, special characters or umlauts.

The length of the name is limited to 42 characters.

Users with an identical name must not exist.

After the first save, the field is set to read-only and will no longer be editable.

- In the **Display** field, enter the display name of the user group in each language.

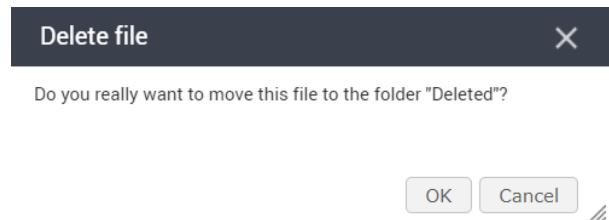


Specification of a display name for the first language is mandatory. Specification in other languages is optional.

- In the **Users** area, select the users to be included in the group.
- Click **Save**.
  - The user group has now been created.

### 3.1.2.2. Deleting a user group

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Administration**, click the folder **Groups**.
3. Open the user group you want to delete.
4. Click **Actions → Delete**.  
► The **Delete file** dialog will open.



5. Click **OK**.  
► The user group has now been deleted.

### 3.1.2.3. Synchronizing user groups



User groups that are managed in the DOCUMENTS Manager but which do not exist in the xSuite Invoice Prism web interface can be transferred to the web interface with the **Synchronize** function.

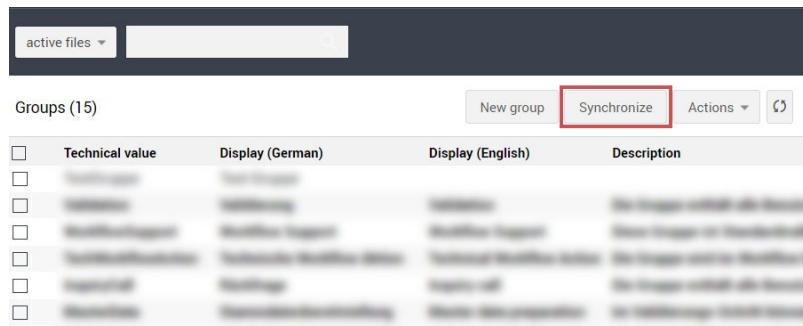
User groups that are created, modified or deleted via the web interface are always synchronous with the user groups in the DOCUMENTS Manager.

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Administration**, click the folder **Groups**.  
► A list of all existing user groups will open.
3. Click the button **Synchronize**.



#### CAUTION

This function will overwrite all data in the web interface with data from the DOCUMENTS Manager.



- The user data will be transferred to the DOCUMENTS Manager with all adjustments.

### 3.2. User management - DOCUMENTS Manager

For user management, go to the DOCUMENTS Manager and navigate through the tree structure to **User Management** → **All Accounts**.

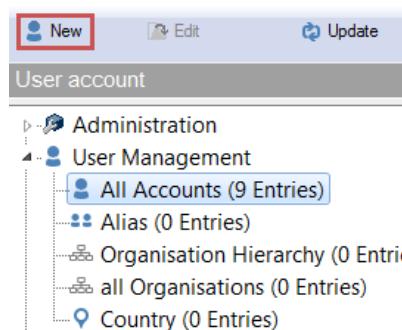
To access user management, the DOCUMENTS Manager must be opened on the server where xSuite Invoice Prism is installed. An administrator account is required to log in.

Here, you can create new users and user groups and edit existing user data.

### 3.2.1. Users – DOCUMENTS Manager

### 3.2.1.1. DOCUMENTS Manager – creating new users

1. Open the DOCUMENTS Manager and log in from an administrator account.
  2. In the tree structure, navigate to **User Management** → **All Accounts**.  
➤ A list of all users will open.
  3. Click the button **New**.



- The **New – User account** dialog will open.

4. In the **General** tab, go to the **Login** field and enter the login name of the user.



### CAUTION

The login name must not contain spaces, special characters or umlauts.

The length of the name is limited to 45 characters.

User groups with an identical name must not exist.

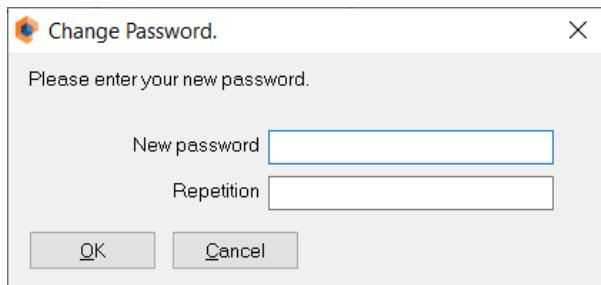
Before saving the record, the system will check whether the name is unique.

5. In the drop-down list **Status**, select the value **released**.
6. Enter the user's data in the remaining fields.
7. In the tab **Documents / Archive settings**, set global authorizations and policies for access to xSuite Invoice Prism.



If the **Show user in Documents lists** check box is selected, the user will be displayed in the **ad hoc dispatch** lists and in selection lists in xSuite Invoice Prism.

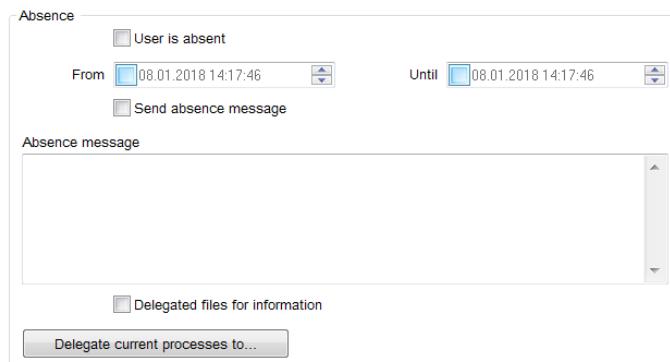
8. In the tab **Access profiles**, assign the user to user groups.
9. Click the button **Change password**.  
➤ The **Change password** dialog will open.



10. Enter the initial password for the user and click **OK**.
  - The user has been created.
  - The user can log in to xSuite Invoice Prism with the login name and the initial password.

### 3.2.1.2. Editing a user absence – DOCUMENTS Manager

1. Open the DOCUMENTS Manager and log in from an administrator account.
2. In the tree structure, navigate to **User Management** → **All Accounts**.
  - A list of all users will open.
3. Open the user data of a user and select the tab **Documents settings 2**.
4. In the area **Absence**, make the following settings:



Field / Check box	Technical description
<b>User is absent</b>	Specifies that the user is absent.
<b>From / Until</b>	Sets the absence period of the user.
<b>Send absence message</b>	Controls whether an out-of-office mail is sent.
<b>Absence message</b>	Sets the text of the out-of-office mail.
<b>Delegated files for information</b>	<p>Controls whether all tasks revised by a substitute are placed in the inbox of the absent user.</p> <p>In this way, the absent user is informed about which files have been processed by a substitute.</p>

5. To set a substitute for an absent user, click **Delegate current processes to** and select a substitute.



When a substitute is selected, authorizations have not yet been transferred to the substitute. For this, the authorizations must be delegated by executing the function **Set missing rights** in the next step in the web administration.

For more information, see [Assigning missing access rights \(page 15\)](#).

6. Click **Apply** and then click **OK**.  
► The user has been marked as absent.

### 3.2.2. User groups – DOCUMENTS Manager

User groups are used to assign rights to xSuite Invoice Prism objects, e.g., invoices, outbars or folders.

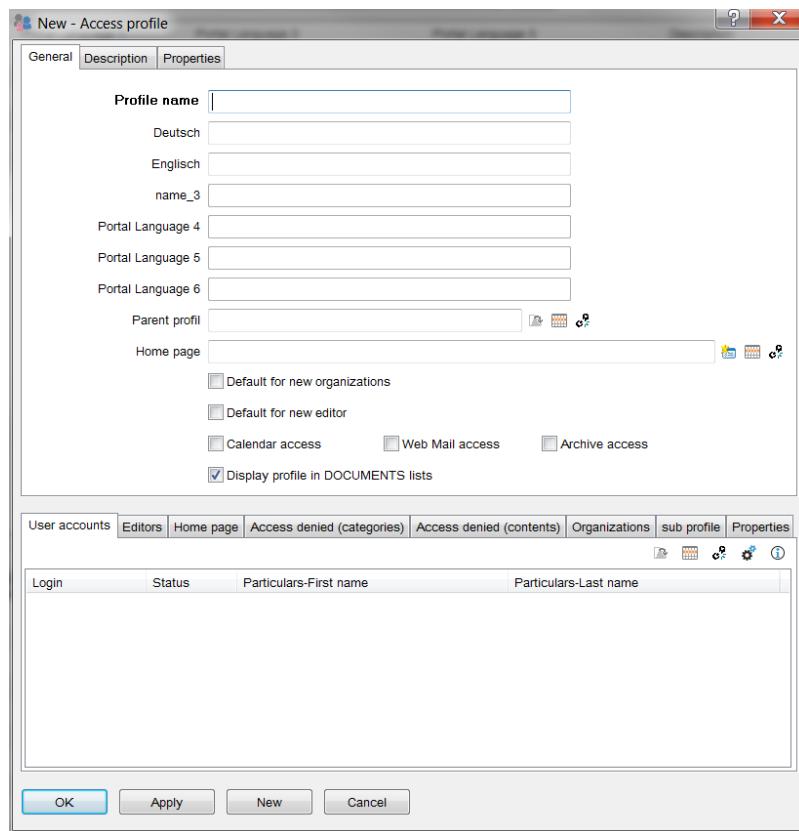
As administrator, you can assign to a user group all the users who should have the same rights to certain objects, and the rights of the group will be automatically propagated to all the members of the group.



In DOCUMENTS Manager, user groups are referred to as "access profiles."

#### 3.2.2.1. Creating an access profile – DOCUMENTS Manager

1. Open the DOCUMENTS Manager and log in from an administrator account.
2. Navigate through the hierarchy to **Administration** → **Access profiles**.  
► A list of all access profiles will open.
3. Click the button **New**.  
► The **New – Access profile** dialog will open.



4. In the tab **General**, go to the **Profile name** field and enter a unique name for the access profile.



#### CAUTION

The name must not contain special characters or umlauts.

The name must be unique within the client. Editors, users or user groups with an identical name must not exist.

5. In the language fields (e.g., **German**, **English**), enter the name of the access profile in the respective language.
6. In the **Parent profile** field, enter the name of an access profile that is parent to the new access profile.



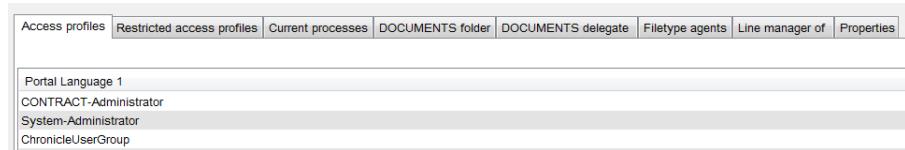
The parent profile will assume all rights of the child profiles.

7. Click **Apply** and then **OK**.  
► The access profile has been created in the system.

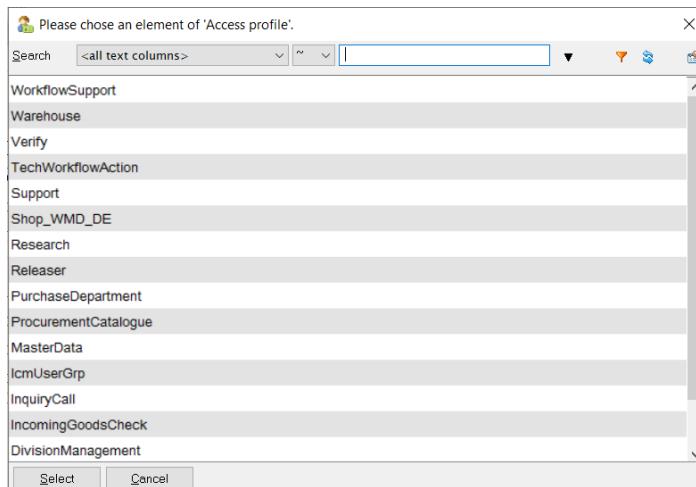
### 3.2.2.2. Assigning access profiles – DOCUMENTS Manager

1. Open the DOCUMENTS Manager and log in from an administrator account.

2. Open the user settings of a user.
3. Select the tab **Access profiles**.  
➤ All access profiles currently assigned to the user will be displayed in the list.



4. Click the button **Select existing record**.  
➤ A list of all available access profiles will appear.



5. Select one or more of the access profiles, and then click **Select**.  
➤ The access profiles selected will be assigned to the user.
6. Click **Apply** and then **OK**.  
➤ The assignment of the access profiles has been saved.



The button **Remove link to selected record** allows you to delete the existing assignment of an access profile.

This will not delete the access profile.

### 3.3. LDAP

You can integrate users maintained in an external directory service (e.g., Microsoft Active Directory) into the xSuite Invoice Prism user management.

Information on setup and configuration can be found in the LDAP documentation from otris, which is available separately.

## 3.4. Technical users

The following technical users are included in standard system settings of xSuite Invoice Prism:

User	Technical description
<b>import</b>	<p>User for importing documents via xSuite Interface Prism</p> <p>This user does not necessarily have to be created as an editor.</p> <p>To avoid conflicts during import, ensure that the user is assigned a dedicated ("named") license.</p>
<b>wmd</b>	<p>Product support user</p> <p>This user must have initial permissions on all operations. The user must be assigned to the <b>Administration</b> and <b>WorkflowSupport</b> groups.</p>
<b>jobuser</b>	<p>Users for the execution of jobs</p> <p>In the DOCUMENTS settings (<b>Documents</b> → <b>Settings</b> → Tab <b>Documents [basic]</b>), the user must be saved as <b>Job user</b>. If another user has already been defined here, this user must always be granted the access rights for invoice transactions.</p> <p>The user must be assigned to the group <b>TechWorkflowAction</b> group.</p> <p><b>Info:</b> The user's password should comply with the customer's security guidelines, as the user is used exclusively as a technical user.</p>

## 3.5. Predefined user groups

The following predefined user groups are included in the standard system settings of xSuite Invoice Prism:



The predefined user groups serve as initial definitions and can be customized.

The exception is the **TechWorkflowAction** group. This group must not be deleted.

Name	Technical value	Technical description
Master data preparation	<b>MasterData</b>	<p>In the <b>Validation</b> step, missing master data, e.g., a missing vendor, can be requested via a query action to these groups.</p> <p>The members of the group create the master data in the leading ERP system and transfer the data to the xSuite Invoice Prism database tables.</p> <p>Following this action, the invoice is returned to the original user.</p>
Division management	<b>DivisionManagement</b>	<p>Use the division management group in workflow rules for the corresponding release procedures.</p> <p>Release can be performed on a multi-level basis or via the separate user action <b>ReleaseDM</b>.</p>
Business management	<b>BusinessManagement</b>	<p>Use the business management group in workflow rules for the final release.</p> <p>Release can be performed on a multi-level basis or via the separate user action <b>ReleaseDM</b>.</p>

Name	Technical value	Technical description
Workflow Support	<b>WorkflowSupport</b>	<p>This group is stored in the <b>WorkflowSupport</b> field of the workflow rules in the default settings.</p> <p>The field is used to address the responsible group in the case of workflow errors (e.g., errors in script).</p> <p>Via the callback scripts in the workflow, the field value can be assigned to other groups (e.g., client-specific groups).</p>
Administration	<b>Administration</b>	<p>Members of this group have access to the <b>Administration</b> outbar.</p> <p>The folders on the outbar can be given additional customer-specific permissions. Administrators are allowed to take over and outsource invoices, among other things.</p>
Technical Workflow Action	<b>TechWorkflowAction</b>	<p>This group is addressed in the event of technical workflow actions.</p> <p>Only technical users may be assigned to this group. Departmental users may not be assigned to this group.</p> <p>At least one technical user must be a member of this group.</p>
Validation	<b>Validation</b>	<p>The group contains all users for the validation of documents. The group can be controlled via the workflow rules.</p> <p>The group is also used to configure forwarding as part of the "<b>Validation</b>" workflow action.</p> <p>More specific groups, e.g., one group per client, can be used via the <b>Standard Access Profiles</b> configuration.</p>
Dispatcher	<b>Dispatch</b>	<p>This group contains all invoice distribution users and is used for selection when forwarding in <b>Distribution</b>. The group can also be used via workflow rules.</p> <p>More specific groups, e.g., one group per client, can be used via the <b>Standard Access Profiles</b> configuration.</p>
Inquiry call	<b>InquiryCall</b>	<p>This group includes all users shown in the pick list for the <b>Inquiry</b> action.</p> <p>More specific groups, e.g., one group per client, can be used via the <b>Standard Access Profiles</b> configuration.</p>
Approver	<b>Approver</b>	<p>This group contains all factual approvers, and it is used to select a user for forwarding to the "<b>factual validation</b>" step.</p> <p>More specific groups, e.g., one group per client, can be used via the <b>Standard Access Profiles</b> configuration.</p>
Final check	<b>FinalCheck</b>	<p>This group contains all users of the final invoice check. Depending on the requirements, a final invoice check can be integrated into the workflow.</p> <p>You can then use the workflow rules to assign any group to this action.</p>
Releaser	<b>Releaser</b>	<p>This group contains all releasers, and it is used to select a user during forwarding to the "<b>release</b>" step.</p> <p>More specific groups, e.g., one group per client, can be used via the <b>Standard Access Profiles</b> configuration.</p>
Research	<b>Research</b>	<p><b>Initial access rights</b> to invoice files are assigned via the initial permissions configuration.</p> <p>Via the groups that are stored there, the group members get access to all processes, e.g., of a client.</p>

## 4. Workflow

Workflows consist of any number of individual actions that are executed in sequential order.

The actions that are performed in workflows are both technical actions and user actions. For more information, see [Actions \(page 30\)](#).

You as administrator define workflow rules to assign processing tasks for actions within a workflow to a user or to a user group.

You can configure workflows for a combination of client, company code, invoice type, and invoice subtype.

The sequence of workflows, i.e., of the actions performed and the users involved, are documented in a log for each invoice folder.

In addition, digital approval stamps can be set for each action in the workflow, recording the user checking the action and the time at which the check was performed.

### 4.1. General workflow configuration

Step		Technical description
1	<b>Define workflow</b>	<p>In the workflow definition, you can create new workflows and edit existing workflows. You can define a different sequence of actions for each workflow definition.</p> <p>For more information, see <a href="#">Workflow definition (page 28)</a>.</p>
2	<b>Define actions</b>	<p>Here, you can add and define new workflow actions.</p> <p>For more information, see <a href="#">Actions (page 30)</a>.</p>
3	<b>Configure actions</b>	<p>Here, you can make further configurations for user actions that are already defined.</p> <p>For more information, see <a href="#">Configuration of actions (page 44)</a>.</p>
4	<b>Action approval stamp</b>	<p>Here, the approval stamps can be configured for user actions.</p> <p>Each user who completes a workflow action can be written to the item data with an approval stamp.</p> <p>For more information, see <a href="#">Action approval stamp (page 46)</a>.</p>
5	<b>Define workflow process</b>	<p>Here, you can define the sequence of technical and user actions for each defined workflow.</p> <p>For more information, see <a href="#">Workflow process definition (page 48)</a>.</p>
6	<b>Priorities</b>	<p>Priorities are used to control which workflow rule is used when multiple rules apply.</p> <p>For more information, see <a href="#">Priorities (page 52)</a>.</p>
7	<b>Workflow rules</b>	<p>Workflow rules are used to define the individual rules for controlling the processing of invoices.</p> <p>Each rule must have a responsible user or user group assigned to it.</p> <p>For more information, see <a href="#">Workflow rules (page 54)</a>.</p>

## 4.2. Workflow definition

In the workflow definition, you can create new workflows and edit existing workflows. You can define a different sequence of actions for each workflow definition.

A workflow definition can be made by client, company code, invoice type, subtype and/or whether it is an invoice or credit note.

The standard system settings include two workflow definitions:

- **WF\_FI**: Workflow for invoices without PO reference
- **WF\_MM**: Workflow for invoices with PO reference

You can create any number of workflow definitions in xSuite Invoice Prism.

The workflow definition that belongs to an invoice folder is determined initially when the workflow rules are created, each time they are determined. The workflow definition assigned can therefore change in the course of the process.

Workflow definitions should not be split by client unless the overlap of the workflow rules of the clients only slight.

### 4.2.1. Creating a workflow definition

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration**, click on the **Define Workflows** folder.  
➤ A list of the existing workflow definitions will open.



The standard system settings include two workflow definitions for invoices with and invoices without PO reference.

<input type="checkbox"/>	*Workflow ID	German	English	*Principal	*Company Code	*Invoice Type	Sub-Type
<input type="checkbox"/>	WF_FI	Ohne Bestellbezug	Without order	xSuite Group	master	Finance invoice	master
<input type="checkbox"/>	WF_MM	Mit Bestellbezug	With order	xSuite Group	master	Order invoice	master

**Buttons:**      Site: 1 of 1 Sites 1 to 2 of 2 Entries

3. Click  **Create new entries**.  
➤ A dialog for the new workflow definition will open.

<input type="checkbox"/>	*Workflow ID	German	English	*Principal	*Company Code	*Invoice Type	Sub-Type
<input type="checkbox"/>				master	master		master

**Buttons:**

4. Specify the workflow definition settings in the following columns:



The value **master** can be used in several columns of a workflow definition. The value **master** is not evaluated lower than other values.

For this reason, either all entries in a column must contain the value **master**, or all entries must be specific values. Otherwise, it will not be possible to make a unique assignment.

Column	Description
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.
<b>Principal</b>	Defines the client to which the workflow definition applies The value <b>master</b> represents all clients. For more information on clients, see <a href="#">Principal (page 89)</a> .
<b>Company Code</b>	Defines the company code to which the workflow definition applies. The value <b>master</b> represents all company codes. For more information on company codes, see <a href="#">Principal (page 89)</a> .
<b>Invoice Type</b>	Specifies the invoice type to which the workflow definition applies. The standard system settings include the values <b>Without order reference</b> and <b>With order reference</b> . For more information on invoice types, see <a href="#">Invoice types (page 90)</a> .
<b>Subtype</b>	Specifies the invoice subtype to which the workflow definition applies. The value <b>master</b> represents all subtypes. For more information on subtypes, see <a href="#">Invoice subtypes (page 91)</a> .
<b>Invoice / Credit Note</b>	Determines whether the workflow definition applies to invoices or credit memos. The value <b>master</b> stands for both types of bills.
<b>Workflow ID</b>	Specifies a unique technical identifier for the workflow definition. Each workflow ID may only be assigned once. The workflow ID may not contain more than 5 characters.
<b>Language (activated)</b>	Sets the display name of the workflow definition in the languages activated.

5. Click **Save entry**.

► The workflow definition has now been created.



To delete an existing workflow definition, select a line and click on

<input type="checkbox"/>	<b>*Workflow ID</b>	German	English
<input checked="" type="checkbox"/>	WF_FI	Ohne Bestellbezug	Without order
<input type="checkbox"/>	WF_MM	Mit Bestellbezug	With order
<b>+</b>			Searching...

## 4.3. Actions

Here, you can add and define new workflow actions.

The standard system settings include the most important actions, e.g., "Validation," "Approval," "Release," and "Final Check."

For actions, a distinction is made between technical actions and user actions:

- **Technical action:** action performed by the system in the background

In a technical action, activity on the part of a user is rarely required. Technical actions involve activities such as the processing of scripts and other processes by the system.

The standard system settings include preconfigured technical actions, e.g., "Archiving" and "Posting."

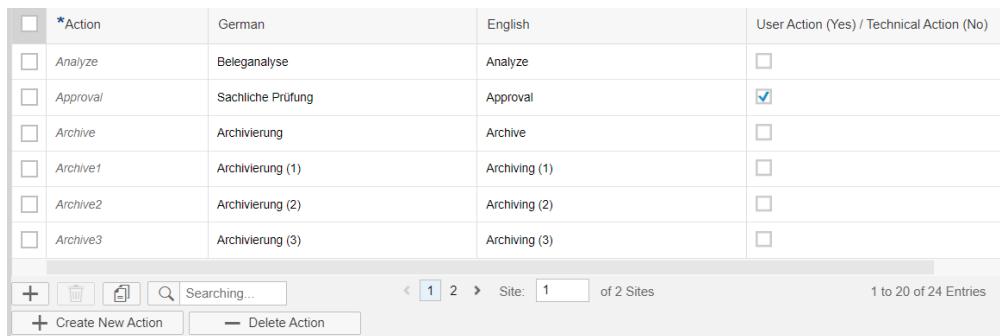
For more information, see [Technical workflow actions \(page 32\)](#).

- **User action:** action performed by a user

A user action requires interaction with a user. These actions must be performed and completed by the user responsible. Which user is responsible is determined by the workflow rules (see [Workflow rules \(page 54\)](#)).

### 4.3.1. Defining actions

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration** click the folder **Workflow** → **Define Actions**.  
► A list of the available actions will open.



<input type="checkbox"/> *Action	German	English	User Action (Yes) / Technical Action (No)
<input type="checkbox"/> Analyze	Beleganalyse	Analyze	<input type="checkbox"/>
<input type="checkbox"/> Approval	Sachliche Prüfung	Approval	<input checked="" type="checkbox"/>
<input type="checkbox"/> Archive	Archivierung	Archive	<input type="checkbox"/>
<input type="checkbox"/> Archive1	Archivierung (1)	Archiving (1)	<input type="checkbox"/>
<input type="checkbox"/> Archive2	Archivierung (2)	Archiving (2)	<input type="checkbox"/>
<input type="checkbox"/> Archive3	Archivierung (3)	Archiving (3)	<input type="checkbox"/>

Buttons: + Create New Action, - Delete Action. Page navigation: 1 to 20 of 24 Entries.

3. Click on the button **+ Create new entries**.  
► A dialog for the new definition will open.



<input type="checkbox"/> *Action	German	English	User Action (Yes) / Technical Action (No)
<input type="checkbox"/>			<input type="checkbox"/>

Buttons: Save entry.

4. In the **Action** column, enter the technical name of the action.



#### CAUTION

The technical name must not contain spaces, special characters or umlauts.

5. Activate or deactivate the check box in the column **User Action (Yes) / Technical Action (No)**.
  - Activated check box: The action is a user action.
  - Deactivated check box: The action is a technical action.
6. Click **Save entry**.  
► The action has now been saved.



To change values of an existing action, adjust the values directly in the table.

The changes will become effective without explicitly saving.

### 4.3.2. Technical workflow actions

Technical actions usually do not require user intervention, so the workflow rules for user determination are not needed for technical actions.

The **TechWorkflowAction** user group is authorized to access all operations that are located in technical workflow actions.

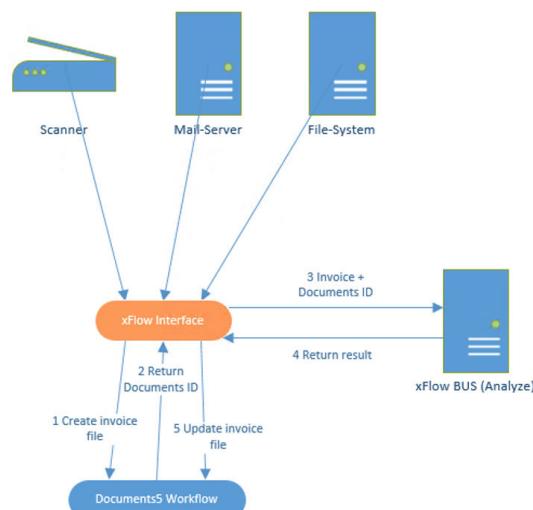
Users in this group can, for example, manually forward operations from a technical workflow action.

The standard system settings include the following preconfigured technical actions:

Name	Information and comments
Analyze	See <a href="#">Document analysis (Analyze) (page 32)</a> .
Archiving / Direct archiving	See <a href="#">Archiving / Direct archiving (page 34)</a> .
Pre-Posting	See <a href="#">Pre-Posting (page 36)</a> .
Posting interface	See <a href="#">Posting interface (page 37)</a> .
Payment	See <a href="#">Payment (page 39)</a> .

#### 4.3.2.1. Document analysis (Analyze)

Invoice information is usually extracted automatically via document analysis, which is performed by an external system.



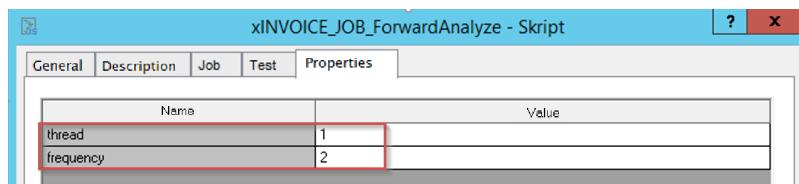
Step	Description
1	The documents are created as invoice files in DOCUMENTS 5 via the uniform xSuite Interface Prism, regardless of the input channel. The file is created via the SOAP interface of DOCUMENTS 5.
2	DOCUMENTS 5's SOAP interface sends the unique ID of the invoice file back to xSuite Interface Prism.

Step	Description
3	<p>xSuite Interface Prism sends the invoice file including the ID via a second output to xSuite Bus Prism for document analysis.</p> <p>In parallel, DOCUMENTS 5 starts the workflow as soon as the invoice file has been created.</p> <p>The document is initialized, i.e., the workflow ID is determined, and the first workflow action, usually the document analysis, is started.</p> <p>In the technical action, the invoice file is assigned to the <b>TechWorkflowAction</b> group. When it enters the action, the <b>ActionStatus</b> field is set to the <b>TechAction</b> value.</p>
4	<p>After document analysis, xSuite Bus Prism delivers the results of the document extraction to xSuite Interface, via a second configuration.</p> <p>xSuite Interface Prism extracts the analyzed values.</p>
5	<p>Using the ID, xSuite Interface Prism transfers the field values to the correct invoice file via the SOAP interface.</p> <p>The update will set the value for the <b>ActionStatus</b> field to <b>Analyzed</b>.</p> <p>The task of the technical action "Document analysis" has been completed and the document can be forwarded.</p>

## Forwarding after completion of the action

The job script `xINVOICE_JOB_ForwardAnalyze` checks the **ActionStatus** field. The documents analyzed, i.e. those documents with the field value **Analyzed**, are forwarded to the next workflow action.

In the DOCUMENTS Manager, you can configure faster execution time intervals via the script properties **thread** and **frequency**. Specify the time in minutes.



When entering the action and updating via xSuite Interface Prism, the value of the **ActionStatus** field will be set.

If the update occurs after the input to the action, the field value will be reset from **Analyzed** to **TechAction**.

The job script does not process the invoice in this case. Without manual intervention, the invoice folder is not forwarded.

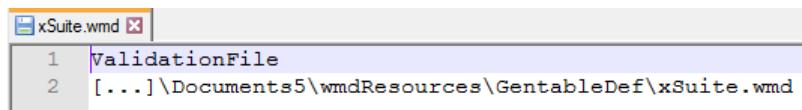
For this reason, early archiving should be performed only after document analysis.

## Supplementary analysis

After analysis, the script `xINVOICE_WF_Analyze_After` causes revision of the data transmitted.

The following revisions will be made:

- If there is no item yet, the script will create an initial invoice item.
- For xSuite Viewer display, a file with the file extension wmd is uploaded to the folder. The template file `xSuite.wmd` is located in the folder `xSuiteResources\GentableDef\`. Technically, it is a renamed text file. The file extension `wmd` is associated with the xSuite Viewer during installation.



- Missing vendor information is added from the master data. The document types recognized in the document analysis, e.g., ROB, RMB, CV, GOB, or GMB, are split into two pieces of field information:
  - "FI" (without PO reference) or "MM" (with PO reference)
  - "Invoice" or "CreditNote"
- If only one invoice item was determined for the invoice, the header amounts **gross**, **net**, and **tax** will be entered in the first invoice item.
- If a default account assignment is linked to the vendor stored in the invoice folder, this default account assignment will be applied automatically. You can use the **VatRateInitialValue** and **VatCodeInitialValue** parameters to specify a default value for the VAT code and the VAT rate.

### Additional information about invoices with PO reference

The recognition of an invoice with PO reference ("MM") is an indication that a minimum of one valid purchase order or delivery note number has been recognized on the invoice.

For invoices with PO reference, all open purchase order items can be determined for the transferred values and added to the invoice.

For these purposes, the parameter **GetOrderPosFrom** must be set to the value **Order**.

### Callback Analyze

At the end of the script, any additional code can be executed via the callback function `callbackAfterAnalyze()`.

Finally, the header data of the invoice folder is written to the database.

#### 4.3.2.2. Archiving / Direct archiving

##### Direct archiving (ArchiveDirect 0-5)

With the action "Direct archiving," the archiving is performed by the script `xINVOICE_WF_Signal_ArchivingDirect`.

The script resides directly on a signal input, allowing the workflow engine to control the checking of the conditions and the scripts themselves.

The stored script is executed directly as soon as the invoice folder enters the signal input. Default settings for DOCUMENTS 5 determine that if an error occurs, an additional execution will take place every 5 minutes via an internal DOCUMENTS 5 job.

Archiving is executed directly. After successful activation, the workflow is continued directly.



### CAUTION

Depending on the number of processes that are archived at the same time, this conversion can lead to problems in the process.

In many cases, archiving is performed directly after a successful posting confirmation. Depending on how many documents receive a confirmation in parallel, mass archiving can lead to performance problems.

When there are interruptions in the connection to the archive, the number of waiting documents can accumulate quickly. This, too, can lead to problems.

## Archiving (Archives 0-5)

A second archiving option is available for mass archiving.

Here, the invoice folders run into a group action and are locked by the technical group **Tech-WorkflowAction**.

The `xINVOICE_JOB_Archive` job script accesses the invoice folders via `FileResultset` and archives the documents. Once the documents have been successfully archived, they are forwarded.

In this way, performance bottlenecks can be eliminated by a scheduled job.

## Callback archiving

Both the "Direct archiving" action and the "Archiving" action call the script-callback function `callbackArchive()`. Archiving is performed via this function.

In the standard system settings, the function includes a simple example of the archiving action. Through the callback, all forms of archiving can be performed.

In this way, separate archives can be implemented for different clients and/or years, for example.



### CAUTION

In the `callbackArchive()` function it is mandatory to ensure that a return message is sent only when the transfer into the archive has been successful.

Otherwise, the folder will be forwarded without archiving.

The responsibility for this lies with the consultant involved.

## Early archiving

In most installations, archiving is set once at the end of the workflow.

However, the implementation of an additional early archiving step is also possible.

Due to the restriction requiring each action to only be assigned to a workflow ID once, several technical actions exist for archiving.

For direct and for job-controlled archiving, the standard system settings include six technical actions each.

<input type="checkbox"/>	Archive	Archivierung	Archive	<input type="checkbox"/>
<input type="checkbox"/>	Archive1	Archivierung (1)	Archiving (1)	<input type="checkbox"/>
<input type="checkbox"/>	Archive2	Archivierung (2)	Archiving (2)	<input type="checkbox"/>
<input type="checkbox"/>	Archive3	Archivierung (3)	Archiving (3)	<input type="checkbox"/>
<input type="checkbox"/>	Archive4	Archivierung (4)	Archiving (4)	<input type="checkbox"/>
<input type="checkbox"/>	Archive5	Archivierung (5)	Archiving (5)	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect	Direkte Archivierung	Archiving direct	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect1	Direkte Archivierung (1)	Archiving direct (1)	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect2	Direkte Archivierung (2)	Archiving direct (2)	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect3	Direkte Archivierung (3)	Archiving direct (3)	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect4	Direkte Archivierung (4)	Archiving direct (4)	<input type="checkbox"/>
<input type="checkbox"/>	ArchiveDirect5	Direkte Archivierung (5)	Archiving direct (5)	<input type="checkbox"/>

### 4.3.2.3. Pre-Posting



For information on the tables for pre-posting, see the publication *xSuite Invoice Prism Master Data Interface Documentation*.

The field configurations can be used to configure the transfer to the posting interface per header field and per item field.

By default, only header data is transferred. Item data can also be transferred via the **PrePostPositions** parameter.

Customer-specific fields have to be added to the database tables. You can automate this action by selecting the **Write to Database (Pre-Posting)** check box.

#### User assignment in case of error

In case of write errors to the interface or error feedback from the interface, the group stored in the **ActionAccessProfile** field will be responsible for error recovery.

By default, the **Validation** group is stored in this field.

You as administrator can configure an alternative group via the **PrePostErrAccessProfile** parameter.

## Callback

The following callback functions are available when writing to the interface:

- Before writing the data: `callbackPrePostStart()`
- After writing the data: `callbackPrePostEnd()`

Any code can be executed in the callback functions.

## Completion of action

When the invoice data is successfully transferred to the interface, the invoice folder will be directed to the user action **PrePost**.

In this action, the invoice folder is locked for error handling by the **TechWorkflowAction** technical group.

In the background, the system checks every 5 minutes whether the posting status of the folder is **PrePosted**.

After successful confirmation via the status column, the invoice folder will be forwarded.

## Parameter

The following parameters are available for the technical "Pre-Posting" action:

- **PrePostReceivePostNumber**: The posting number from the status table is transferred to the **PostingNumber** field.
- **PrePostReceiveHeadData**: The item data is written from the leading system back to the invoice folder.  
This parameter is relevant if the correct data is not recorded until it reaches the leading system.
- **PrePostReceivePosData**: The header data is written from the leading system to the invoice folder.  
This parameter is relevant if the correct data is not recorded until it reaches the leading system.

### 4.3.2.4. Posting interface



For information about the tables in the posting interface, see the publication *xSuite Invoice Prism Posting Interface Documentation*.

The field configurations can be used to configure the transfer to the posting interface for each header and item field.

Customer-specific fields must be added to the database tables.

## User assignment in case of error

In case of write errors to the interface or error feedback from the interface, the group stored in the **ActionAccessProfile** field will be responsible for error recovery.

By default, the **Validation** group is stored in this field.

You as administrator can configure an alternative group via the **PostErrAccessProfile** parameter.

## Callback

The following callback functions are available when writing to the interface:

- Before writing the data: `callbackPostStart()`
- After writing the data: `callbackPostEnd()`

Any code can be executed in the callback functions.

## Parameter

You can use the following parameters to specify whether, for example, a payment block is to be set or removed, or whether the posting date, posting period and/or posting number is to be transferred to the status table:

Post: error access profile
Post: release payment block
Post: set payment block
Post: set post date
Post: set post number
Post: set post period
Pre-post: set post number

Decide during installation whether the leading system should automatically determine the posting period and/or automatically assign the posting number, or whether this information should be provided via the interface.

## Completion of action

Upon successful transfer of the invoice data to the interface, the invoice folder will dead-end into a user action and will be locked by the **TechWorkflowAction** technical group.

This prevents the invoice folders from being checked against the database status every 5 minutes.

Using the `xINVOICE_JOB_AnswerPostings` job script, the affected invoices are checked only at the times or time intervals defined in the job.

## Feedback from the interface

The leading system changes the status in the status table as feedback.

The posting information (posting number, posting date and posting period) from the Status table will be transferred to the **PostingNumber**, **PostingDate** and **PostingPeriod** fields after successful posting.

The invoice folder is then forwarded on the outgoing control flow.

In case of errors in the interface, the **Error** status is set and an error message is displayed in the **PostErrorMessage** column.

In the case of errors, the invoice folder is sent to the group defined in the **ActionAccessProfile** field for troubleshooting.

The error message is copied to the **PostingError** field and the field is displayed.

#### **4.3.2.5. Payment**

A payment status together with a date and the ID of the payment proposal list can be transferred via the database table for the posting status.

No data has to be sent again for the payment status. The collection of invoices to a payment proposal list and the release for payment is performed externally or has to be mapped to specific customer needs.

The invoice folders run into an action where the folders are locked by the technical group **TechWorkflowAction**.

The `xINVOICE_JOB_AnswerPayments` job script is used to check the payment status of the affected invoices.

When the payment status `paid` is set in the status table and the script is executed, the payment date will be transmitted from the table into the **PaymentDate** field. The number of the payment proposal list will be entered into the **PaymentList** field.

In addition, the specification for the payment block will be transferred to the **PaymentBlock** field. At the end, the invoice will be forwarded.

#### **4.3.3. Customer-specific technical workflow actions**

The standard system settings include the technical actions "XML export" and "Wait for goods receipt" as preconfigured examples.

Any number of technical actions can be added on a customer-specific basis.

##### **4.3.3.1. XML export**

The standard system settings include the technical action "XML Export" as a preconfigured example.

The action can be used, for example, for archiving to an external archive that cannot be directly connected to DOCUMENTS.

The invoice folder is stored in a defined directory via an XML export and then waits for successful archiving feedback.

The invoice folders first run into a signal input with the script `xINVOICE_Callback_WF_Signal_NoUserAction1`. This callback script is delivered unencrypted and can be customized as desired.

The customer-specific actions can be mapped separately via the `if` blocks.

```

18  var action = docFile.ActionId;
19  |  action = action.toString().toUpperCase();
20  /*
21  * ===== EXPORTIERT DIE MAPPE ALS XML
22  * IN DER FOLGE AKTION WIRD AUF EINE IRGENDWIE GEARTETE RÜCKMELDUNG GEWARTET
23  * ===== */
24  if( action == "XMLEXPORT" )
25  {
26      log.info("XMLEXport");
27      var withDocuments = true;
28      var withStatus = true;
29      var withMonitor = true;
30      var exportPath = cDocuments_HOME + "\_xmlexport\\\" + sysId + ".xml";
31
32      docFile.ActionTask = "pf:ActionTask_XMLEXport";
33      if( docFile.sync() )
34      { log.debug("set ActionTask:=pf:ActionTask_XMLEXport"); }
35      else
36      { log.error("could not sync() file: " + docFile.getLastErrorMessage()); }
37
38      log.info("docFile.exportXML(" + exportPath + ", " + withDocuments + ", " + withStatus + ", " + withMonitor + ")");
39      if( docFile.exportXML( exportPath, withDocuments, withStatus, withMonitor ) )
40      {
41          log.info("exported .. return 1");
42          return 1;
43      }
44      log.error("could not export file: " + funcFile.getLastErrorMessage() + " .. return -1");
45      return -1;

```

The invoice is forwarded after successful script execution (return 1).

The next place where the process branches determines whether the second level should be controlled via another signal input or via an action with the technical group **TechWorkflowAction**.

Branching is controlled by the callback function `callbackUserActionSignalOrAction()`, which also contains the example for the technical action "XML Export."

```

344  /*
345  * ===== Callback function in script "xINVOICE_WF_CheckNoUserAction_CustomUseSignal".
346  * All project specific technical actions are always splitted into 2 parts.
347  * At first there is always a Receive signal with the Callback the guard-script "xINVOICE_Callback_WF_Signal_NoUserAction1".
348  * Then you have to decide via this callback wether you want to use a second Receive Signal or if you want use a workflow action.
349  * Return Signals will be checked each 5 minutes which is quite often and this will cause problems if a run takes more than 5 minutes.
350  * In that case you should use the workflow action and you will have to create an project specific job script.
351  * By returning boolean value "true" the file is forwarded to the second Receive Signal.
352  * By returning boolean value "false" the file is forwarded to the workflow action and will be Locked by the access profile "TechWorkflowAction".
353  * @param {xInvoice} funcFile as docFile object.
354  */
355  function callbackNoUserActionsSignalOrAction( funcFile )
356  {
357      var fResult = true;
358      var fSysId = funcFile.SystemID;
359      var fScriptName = context.scriptName;
360      var fLog = new Log(fSysId, fScriptName, "callbackNoUserActionsSignalOrAction()");
361      fLog.debug("==> callbackNoUserActionsSignalOrAction() START ==> ");
362      /*
363      * EXAMPLE: "XMLEXPORT"
364      */
365      var action = funcFile.ActionId;
366      |  action = action.toString().toUpperCase();
367      if( action == "XMLEXPORT" )
368      {
369          fLog.info("XmlExport .. return false (use workflow action)");
370          return false;
371      }

```

If the function returns the value `true`, the next signal input will be triggered. If this route is not taken, the folder will be sent to the **TechWorkflowAction** group via the `ELSE` path.

By default, the folder is forwarded to the group when the action "XML Export" is performed (return `false`).

The exported invoices must be forwarded after successful feedback from the technical action via the `NoUserActionDone` control flow.

A job script must be created for this on a customer-specific basis. Invoices are locked by the **TechWorkflowAction** group. For forwarding, a user from this group must execute the script

#### 4.3.3.2. Waiting for goods receipt

The standard system settings include the technical action "Wait for goods receipt" (WaitIncGoods) as a preconfigured example.

This action is executed for invoices with PO reference, either directly after document execution or after validation. In standard system settings, the action is assigned to workflow **WF\_MM**.

Invoices with PO reference often arrive before goods receipt. However, the common procedure is often to leave checking, posting and payment of the invoice until goods receipt has been completed. This requires employees to put invoices on hold and retrieve them manually once goods receipt has taken place. The procedure is time-consuming and error-prone. This is where the action "Wait for goods receipt" can be put to good use.

In the first signal input, the start time stamp for the action is defined because the invoice is to be automatically forwarded for verification after X number of days in the absence of goods receipt.



By default, documents are automatically forwarded after 30 days (work calendar left out of the calculation).

The number of days can be adjusted via the parameter **EscalationIncGoodsWait**.

```

47  /* -----
48  /* WAITINGGOODS:: WARTEN AUF WARENEINGANG
49  /* EINE PRÜFUNG ERFOLGT INITIAL BEI DER ENTSCHEIDUNG ÜBER DIE CALLBACK-FUNKTION
50  /* "callbackNoUserActionSignalOrAction()"
51  /* WENN DER WARENEINGANG ZU EINIGEN POSITIONEN FEHLT, DANN WIRD DIE MAPPE AN DIE WORKFLOW AKTION GESENDET
52  /* UND DER WE WIRD IN REGELMÄSSIGEN ABSTÄNDEN ÜBER DAS JOB-SKRIPT "xINVOICE_JOB_WaitIncGoods" GEPRÜFT
53  /* ÜBER DAS FELD "ActionStartTS" WIRD DIE ESKALATIONSZEIT BERECHNET
54  /* WENN ZU JEDER POSITION EIN WARENEINGANG VORLIEGT, DANN WIRD DIE MAPPE AN DEN 2. SIGNALEINGANG GESENDET
55  /* DORT WIRD DIE MAPPE DIREKT WEITERGELEITET
56  /* -----
57  if( action == "WAITINGGOODS" )
58  {
59      log.info("WaitIncGoods");
60      docFile.ActionTask = "pf:ActionTask_IncGoodsWait";
61      docFile.ActionStartTS = new Date();
62      if( docFile.sync() )
63      {
64          log.info("set ActionTask:=pf:ActionTask_IncGoodsWait / ActionStartTS:=new Date() ["+new Date()+" .. return 1");
65          return 1;
66      }
67      log.err("could not sync() file: "+docFile.getLastErrorMessage()+" .. return -1");
68      return -1;
69 }

```

Where the process branches, the status of the goods receipts is checked within the callback function called.

If the function returns the value `true`, the invoice will be forwarded directly to the next workflow action via the second signal input.

If the function returns `false`, the invoice will be sent to the **TechWorkflowAction** technical group via the `ELSE` path, where it will wait for goods receipt.

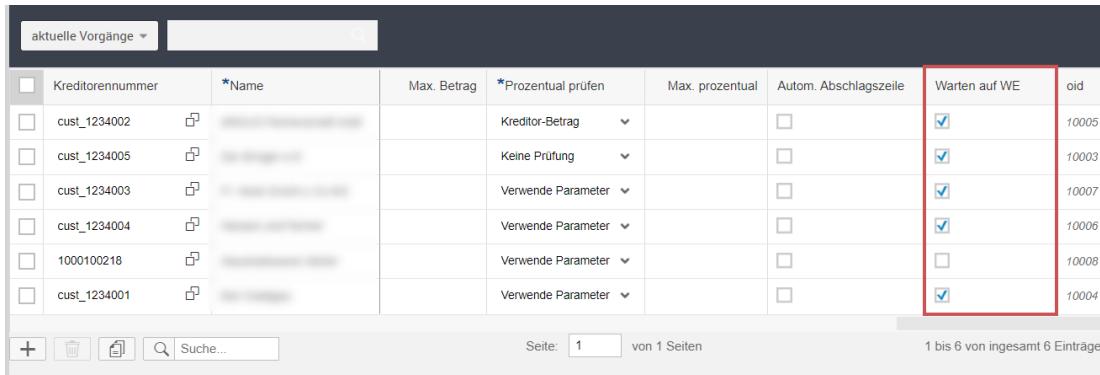
First, vendor configuration will be obtained via the `getCreditorSetting()` function.

```

372  /*=====
373  /* EXAMPLE: "WAITINGGOODS"
374  /*=====
375
376  else if( action == "WAITINGGOODS" )
377  {
378      var principal      = funcFile.Principal;
379      var companyCode    = funcFile.CompanyCode;
380      var creditorId    = funcFile.CreditorID;
381      var credSettingObj = getCreditorSetting(fsysId, principal, companyCode, creditorId);
382      if( credSettingObj.JUMPINGWAIT === true )
383      {
384          log.info("do not wait for incoming goods (creditor setting for creditor '"+creditorId+"') .. return true (use receive signal)");
385          return true;
386      }
387      var checkResObj = checkIncomingGoods(docFile, script);
388      if( checkResObj.RES === true )
389      {
390          log.info("incoming goods check ok .. return true (use receive signal)");
391          return true;
392      }
393      else if( checkResObj.ERR === true )
394      {
395          log.err("incoming goods check direct forward with errors .. return true (use receive signal)");
396          return true;
397      }
398      log.info("WaitInGoods .. return false(use action)");
399      return false;
}

```

To activate or deactivate waiting for goods receipt by vendor, go to vendor configuration (outbar **Configuration** → **Creditor Configuration**) and enable the check box in the column **Wait for Inc. Goods**.



aktuelle Vorgänge ▾								
	Kreditornummer	*Name	Max. Betrag	*Prozentual prüfen	Max. prozentual	Autom. Abschlagszeile	Warten auf WE	oid
<input type="checkbox"/>	cust_1234002	██████████		Kreditor-Betrag	<input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10005
<input type="checkbox"/>	cust_1234005	██████████		Keine Prüfung	<input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10003
<input type="checkbox"/>	cust_1234003	██████████		Verwende Parameter	<input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10007
<input type="checkbox"/>	cust_1234004	██████████		Verwende Parameter	<input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10006
<input type="checkbox"/>	1000100218	██████████		Verwende Parameter	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="checkbox"/>	10008
<input type="checkbox"/>	cust_1234001	██████████		Verwende Parameter	<input type="button" value="▼"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10004

If waiting for goods receipt is enabled for the invoice, the goods receipt will be checked in the callback function by the `checkIncomingGoods()` function. The function will automatically assign missing goods receipts and subsequently checks whether an order item and a goods receipt item could be assigned to each invoice item. Surcharge/discount lines will be excluded.

If it was not possible to assign a purchase order item to an item, it will never be possible to automatically assign a goods receipt item to the item. Therefore, the invoice will be sent directly via the second signal input to the next workflow action.

If a goods receipt item has already been assigned to each item, the invoice will also be forwarded directly to the next workflow action.

If a purchase order line item has been assigned to each line item aside from the surcharge/discount lines, but a goods receipt has not been assigned to all line items, the invoice is sent to the **TechWorkflowAction** group, where the invoice is waiting for the goods receipt.

Invoices waiting for goods receipt are monitored by the `xINVOICE_JOB_WaitIncGoods` job script. The job also executes the `checkIncomingGoods()` function per waiting invoice and forwards the invoice if either a goods receipt could be assigned to each invoice item or if the invoice waits longer than X days for goods receipt (default: 30 days).

Invoices that are to be routed directly to the next workflow action, on the other hand, are routed directly to the second signal input. The pre-programmed script `xINVOICE__Call-`

back\_WF\_Signal\_NoUserAction2, which is located in the signal input, always returns the value 1 for the WaitIncGoods technical action. The invoice is routed directly.

```
29  /* ===== */
30  /* WAITINGGOODS:: PRÜFUNG AUF WARENEINGANG */
31  /* BEI DER VOAUSGEHENDEN ENTSCHEIDUNG WIRD DER WARENEINGANG INITIAL GEPRÜFT */
32  /* WENN DER WARENEINGANG FEHLT, DANN WIRD DIE MAPPE AN DIE WORKFLOW-AKTION GESENDET UND EIN JOB-SKRIPT */
33  /* PRÜFT DIE MAPPE REGELMÄSSIG AUF WARENEINGANG */
34  /* WENN DER WARENEINGANG HINGEGEN BEREITS VORLIEGT WIRD DIE MAPPE ZU DIESEM SIGNALEINGANG GESENDET, DAMIT */
35  /* DER WORKFLOW DER MAPPE DIREKT WEITER LÄUFT */
36  /* ===== */
37  if( action == "WAITINGGOODS" )
38  {
39      log.info("WAITINGGOODS .. direct forward .. return 1" );
40      return 1;
41 }
```

## 4.4. Configuration of actions

The **Configure actions** configuration is used to further configure the behavior of defined workflow actions.

You as administrator can make this configuration only for actions that are marked as user actions.

### 4.4.1. Configure Actions

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration**, click the folder **Configure Actions**.  
➤ A list of the existing user actions will open.

	*Workflow ID	*Action	*Level	Validation	Approval	Release	Final Check	*Navigation	Enable Group Basket	Open in Edit Mode
<input type="checkbox"/>	master	Validation	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/>	master	Approval	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Approval	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Approval	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Release	1	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Release	2	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Release	3	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	master	Final check	1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Next File	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

3. Click  **Create new entries**.  
➤ A dialog for the new configuration will open.

	*Workflow ID	*Action	*Level	Validation	Approval	Release	Final Check	*Navigation	Enable Group Basket	Open in Edit Mode
<input type="checkbox"/>	master			<input type="checkbox"/>						

4. Specify the settings of the actions in the following columns:



#### CAUTION

A maximum of one of the four **control flow** check boxes may be activated per action.

The translation can be changed in **Languages/Translations** → **xSuite (properties)**. The technical descriptors of the buttons are:

- Control flow output 1: ActionEnd1
- Control flow output 2: ActionEnd2
- Control flow output 3: ActionEnd3
- Control flow output 4: ActionEnd4

Column	Description
<b>Licence No. (PEM)</b>	Shows the license number of otris DOCUMENTS 5.  <b>Info:</b> This column is hidden by default.
<b>Workflow ID</b>	Defines the workflow ID (workflow definition) for which the configured action is available.  The value <b>master</b> represents all workflow IDs.
<b>Action</b>	Specifies the workflow action to which the configuration applies.
<b>Level</b>	Sets the level of the workflow action to which configuration applies.  A maximum of five levels can be configured per action.
<b>Navigation</b>	Sets the type of navigation for the action.  Possible values: <ul style="list-style-type: none"> <li>• <b>Next File:</b> After the user has completed the action, the next invoice will appear.</li> <li>• <b>Keep File:</b> After the user completes that action, the invoice that has been opened will remain displayed.</li> </ul>
<b>Validation</b> (Action End 1)	Sets the name of the button that will be used to complete the configured action.  Default: <b>Validated</b>
<b>Approval</b> (Action End 2)	Sets the name of the button that will be used to complete the configured action.  Default: <b>OK</b>
<b>Release</b> (Action End 3)	Sets the name of the button that will be used to complete the configured action.  Default: <b>Release</b>
<b>Final Check</b> (Action End 4)	Sets the name of the button that will be used to complete the configured action.  Default: <b>Finish action</b>
<b>Enable Group Basket</b>	Controls whether the button for completing the action is displayed in the group inbox.  If display of buttons has been disabled, the user must first click <b>Adopt</b> for the invoices from a group inbox before the invoice action can be edited and completed.
<b>Open in Edit Mode</b>	Controls whether the invoice is opened directly in edit mode for the user in the configured workflow action.

5. Click **Save entry**.

► The action has been configured.

## 4.5. Action approval stamp

In the configuration **Action Approval Stamp**, you can configure the fields of the approval stamps for user workflow actions.

Each user who completes an action in the xSuite Invoice Prism workflow can be written to the item data with an approval stamp.

The approval stamp is displayed in the item data of an invoice. Each approval stamp consists of the following data:

1	TS	2	Login	3	1. Approver (Name)	4
<input checked="" type="checkbox"/>	29.12.2021 13:46		anderson		anderson, anne	
<input checked="" type="checkbox"/>	29.12.2021 13:46		anderson		anderson, anne	

No.	Description
1	Check box for the approval stamp
2	<b>Time Stamp</b>
3	Login name of the user
4	First and last name of user

### 4.5.1. Configuring an approval stamp

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration**, click the folder **Workflow** → **Action Approval Stamp**.  
➤ A list of the existing approval stamp configurations will open.

	*Workflow ID	*Action	*Level	*Field (Checkbox)	Field (Login)	Field (Name)	Field (Timestamp)
<input type="checkbox"/>	master	Approval	1	APPR1CHECK	APPR1USERLOGIN	APPR1USERNAME	APPR1TS
<input type="checkbox"/>	master	Release	1	REL1CHECK	REL1USERLOGIN	REL1USERNAME	REL1TS
<input type="checkbox"/>	master	Final check	1	FINALCHECK	FINALCHECKUSERLOGIN	FINALCHECKUSERNAME	FINALCHECKTS
<input type="checkbox"/>	master	Validation	1	APPR5CHECK	APPR5USERLOGIN	APPR5USERNAME	APPR5TS

[\[+\]](#) [\[Delete\]](#) [\[Edit\]](#) [\[Search\]](#) Searching... Site: 1 of 1 Sites 1 to 4 of 4 Entries

3. Click [\[+\]](#) **Create new entries**.  
➤ A dialog for the new approval stamp configuration will open.

	*Workflow ID	*Action	*Level	*Field (Checkbox)	Field (Login)	Field (Name)	Field (Timestamp)
<input type="checkbox"/>	master						

[\[Save entry\]](#)

4. Specify the settings of the approval stamp in the following columns:

Column	Description
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.
<b>Principal</b>	Specifies the client to which the configuration applies. The value <b>master</b> represents all clients.
<b>Company Code</b>	Sets the company code to which the configuration applies. The value <b>master</b> represents all company codes.

Column	Description
<b>Workflow ID</b>	Specifies the workflow ID (workflow definition) to which the configuration applies. The value <b>master</b> represents all workflow IDs.
<b>Action</b>	Specifies the user workflow action to which the configuration applies. Workflow actions are defined via <a href="#">Configure Actions (page 44)</a> .
<b>Level</b>	Sets the level of the workflow action to which the configuration applies.
<b>Field (Checkbox)</b>	Defines which field in the item data is used for saving the approval stamp. <p><b>i</b> Use each approval stamp field no more than once per workflow. If you use a field more than once within a workflow, the approval stamp data will always be overwritten with the latest data.</p>
<b>Field (Login)</b>	Shows the name of the item field where the user's login name is stored. This field is read-only. The value depends on the value in the column <b>Field (Check box)</b> .
<b>Field (Name)</b>	Shows the name of the item field where the user's display name is stored. This field is read-only. The value depends on the value in the column <b>Field (Check box)</b> .
<b>Field (Timestamp)</b>	Shows the name of the item field where the time stamp of the action is stored. This field is read-only. The value depends on the value in the column <b>Field (Check box)</b> .

5. Click **Save entry**.  
► The approval stamp is now configured.

## 4.6. Workflow process definition

The configuration **Define Workflow process** is for defining the sequence of technical actions and user actions within the workflow.

As administrator, always specify the sequence of actions here for each workflow defined at [Workflow definition \(page 28\)](#).

The sequence is determined by assigning a number to each workflow action, in ascending order.

### 4.6.1. Defining a workflow process

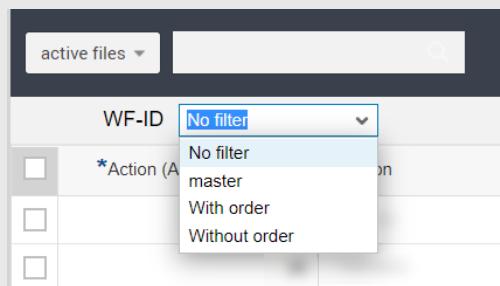
1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration**, click on the folder **Workflow** → **Define Workflow process**.  
➤ A list of the existing workflow processes will open.

<input type="checkbox"/>	*Action (Ascending ...)	*Action	*Workflow ID	Group Basket Configuration	oid
<input type="checkbox"/>	10	Analyze	With order		43
<input type="checkbox"/>	20	Wait for incoming goods	With order		38
<input type="checkbox"/>	30	Validation	With order	Open View Mode / No E-Mail Notification / No Inbox Filling	33
<input type="checkbox"/>	40	Approval	With order	Open View Mode / No E-Mail Notification / No Inbox Filling	34
<input type="checkbox"/>	50	Release	With order	Open View Mode / Send E-Mail / Fill Inbox	35
<input type="checkbox"/>	60	Final check	With order	Open View Mode / No E-Mail Notification / No Inbox Filling	36
<input type="checkbox"/>	70	Posting interface	With order		40
<input type="checkbox"/>	80	Archive	With order		37

**Buttons:**     **Site:**  of 1 Sites **Entries:** 1 to 8 of 8 Entries



You can use the **WF-ID** drop-down list above the list to filter workflow display by workflows.



3. Click on the button  **Create new entries**.  
➤ A dialog for configuring the new workflow process will open.

<input type="checkbox"/>	*Action (Ascending ...)	*Action	*Workflow ID	Group Basket Configuration	oid
<input type="checkbox"/>	10		master	Open View Mode / Send E-Mail / Fill Inbox	Auto
<input type="button" value="Save entry"/>					

4. Specify the workflow settings in the following columns:

Column	Description
<b>Workflow ID</b>	Defines which workflow the configuration of the flow applies to  For more information on workflows, see <a href="#">Creating a workflow definition (page 28)</a> .
<b>Action (Ascending Order)</b>	Determines when an action is executed in the workflow.  The action assigned the lowest number in this column will be executed first for a workflow.  Process definitions must be created for all workflow actions that are to be processed. This applies to technical workflow actions as well as to user workflow actions.  <b>Info:</b> We recommend specifying the values in steps of 10 (1st value = 10, 2nd value = 20, etc.). This simplifies the subsequent addition of new entries.
<b>Action</b>	Specifies the workflow action to which the configuration of the flow applies.   A workflow action may only be used once within a workflow.
<b>Group Basket Configuration</b>	Sets the behavior of the action when using group inboxes.  This configuration is only useful for user workflow actions.  Possible values: <ul style="list-style-type: none"> <li>• <b>1:</b> Opened in read-only mode, e-mail dispatch enabled, invoice record placed in inbox, action options and copy options listed.</li> <li>• <b>2:</b> Opened in edit mode, e-mail dispatch enabled, invoice record placed in inbox, action options and copy options listed.</li> <li>• <b>3:</b> Opened in read-only mode, e-mail dispatch disabled, invoice record not placed in inbox, action options and copy options listed.</li> <li>• <b>4:</b> Opened in read-only mode, e-mail dispatch disabled, action options and copy options listed.</li> <li>• <b>5:</b> Opened in read-only mode, no e-mail dispatch, no display of action and copy options. <b>Read</b> button available for progressing to next workflow step.</li> </ul>

5. Click **Save entry**.  
► The workflow sequence has now been saved.

## 4.7. Workflow Wizard

The Workflow Wizard enables the quick creation of workflow actions.

The wizard can be used to automatically set or delete all configuration entries of workflow actions.

### 4.7.1. Create a workflow action via the Workflow Wizard

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration** click the folder **Workflow** → **Define Actions**.  
➤ A list of the available actions will open.
3. Click **Create New Action**.  
➤ The Workflow Wizard will open.

The screenshot shows the 'Create New Action' dialog box. It includes fields for 'Technical Name of the Action' (mandatory), 'German (de)' and 'English (en)' (disabled), 'Create example for Workflow-Rules?' (checked), 'Create example for Priorities?' (checked), 'Position Workflow' (set to 'After Action'), 'Copy field-entries from' (set to 'Analyze (Analyze)'), 'Entires for Action' (set to 0), and several checkboxes for 'User-Action?', 'Create "Define Actions"-Entries?', 'Create "Action"-Entries?', 'Fieldname' (set to 'APPR1CHECK'), 'Delete old entries for new action?', and 'Delete Master-Entries?'. At the bottom are 'Close' and 'Create Action' buttons.

4. Specify the settings of the action in the following fields:

Field	Description
<b>Technical Name of the Action</b>	Sets the technical name of the action. The technical name must not contain spaces, special characters or umlauts.
<b>Language (activated)</b>	Sets the display name of the action in the enabled languages.
<b>Create example for Workflow Rules</b>	Controls whether sample entries are created in the workflow rule table for the action.
<b>Create example for Priorities</b>	Controls whether sample entries are created in the workflow priorities table for the action.
<b>Position Workflow</b>	Determines where the action is added in the workflow. The action will be inserted in each workflow where the selected action has been configured.
<b>Copy field entries from</b>	Sets the action whose field configuration is to be copied. The configurations of all header and item fields of the action selected here are copied and applied to the new workflow action.

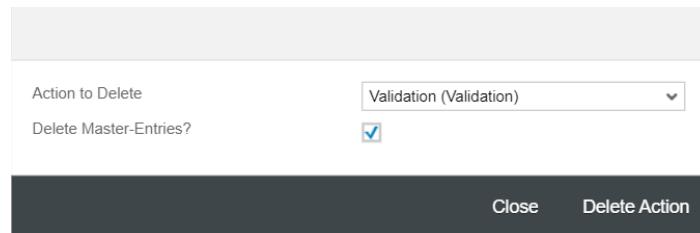
Field	Description
<b>User-Action</b>	Controls whether the action is created as a user action.
<b>Create "Define Actions" Entries</b>	<p>Controls whether entries are created for the new action in the <b>Configure</b> action configuration.</p> <p>If this check box is activated, the following values will be set in the entry:</p> <ul style="list-style-type: none"> <li>• <b>Workflow ID:</b> <code>master</code></li> <li>• <b>Level:</b> 1</li> <li>• <b>Action End:</b> 4/<code>Final Check</code></li> <li>• <b>Navigation:</b> <code>Keep File</code></li> <li>• <b>Enable Group Basket:</b> Check box activated</li> <li>• <b>Open in Edit Mode:</b> Check box deactivated</li> </ul>
<b>Create "Action" Entries</b>	Controls whether entries for the new action are created in the <b>Action Approval Stamp</b> configuration.
<b>Field name</b>	<p>Defines the item field used for the entry in the configuration <b>Action Approval Stamp</b>.</p> <p>Prerequisite: The check box in the column <b>Create "Action" Entries</b> is activated.</p>
<b>Delete old entries for new action</b>	<p>Controls whether the entries of the action are deleted in all configuration tables.</p> <p>If this check box is selected, all entries in all workflow configuration tables for the workflow action will be deleted.</p> <p>The default for the delete operation is the technical name of the action. Master entries remain.</p>
<b>Delete Master-Entries</b>	<p>Controls whether the master entries of the action are deleted in all configuration tables.</p> <p>If this check box is activated, all master entries in all workflow configuration tables for the workflow action will be deleted.</p> <p>Prerequisite: The check box in the column <b>Delete old entries for new action</b> is activated.</p>

5. Click **Create Action**.

► The action will be created.

### 4.7.2. Delete a workflow action via the Workflow Wizard

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration** click the folder **Workflow** → **Define Actions**.  
➤ A list of the available actions will open.
3. Click **Delete Action**.  
➤ The Workflow Wizard will open.



4. In the **Action to Delete** field, select the workflow action to be deleted.
5. To delete all master entries from the selected action, activate the check box **Delete Master-Entries**.
6. Click **Delete Action**.  
➤ The action will be deleted.

## 4.8. Priorities

Priorities control determining which workflow rule is applied when multiple workflow rules apply simultaneously.

A priority contains up to 5 field names and is always assigned to a priority number.

The workflow rules belonging to a priority must always list the same field names in the same order. The individual fields must be allotted field values.

### 4.8.1. Priorities

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on the folder **Workflow** → **Priorities**.  
➤ A list of existing priorities will open.

## Workflow

WF-ID	Action	Fieldname (1)	Fieldvalue (1)	Fieldname2	Fieldname3	Fieldname4	
Pr...	*WF-ID	*Action	*Priority	*Fieldname1	Fieldname2	Fieldname3	Fieldname4
3	Financial invoices	Approval	50 P	GL Account (P)	P	Cost Center (P)	
29	Financial invoices	Final check	79 P	GL Account (P)			
1	Financial invoices	Verify	80 H	Principal (H)			
2	Financial invoices	Approval	80 P	Cost Center (P)			
4	Financial invoices	Release	80 P	Cost Center (P)			
5	Financial invoices	Final check	80 H	Principal (H)			
27	Financial invoices	Approval	81 P	GL Account (P)			
28	Financial invoices	Release	81 P	GL Account (P)			
25	Material Management ir	Release	80 H	Principal (H)			
6	Material Management ir	Verify	80 H	Principal (H)			
7	Material Management ir	Approval	80 H	Principal (H)			
13	Material Management ir	Final check	80 H	Principal (H)			
19	Material Management ir	Approval	99 H	Ready for posting (H)			
21	Material Management ir	Final check	99 H	Ready for posting (H)			
23	Material Management ir	Release	99 H	Ready for posting (H)			
24	Material Management ir	Verify	99 H	Ready for posting (H)			



Using the selection and search fields above the list, you can filter the display of priorities by workflow, action, user and/or fields.

3. Click on the button **Create new entries**.

► A dialog for the new priority will open.

<input type="checkbox"/> PrioID	*Workflow ID	*Action	*Priority	*Field Name (1)	Field Name (2)	Field Name (3)	Wildcard allowed?
<input type="checkbox"/> Auto	master						<input checked="" type="checkbox"/>
<input type="button" value="Save entry"/>							

4. Specify the settings of the priorities in the following columns:

Column	Description
<b>PrioID</b>	Shows a unique ID set by the system. The field is read-only.
<b>Workflow ID</b>	Defines the workflow ID (workflow definition) to which the priority applies. For more information on workflow definitions, see <a href="#">Workflow definition (page 28)</a> .
<b>Action</b>	Sets the user workflow action to which the priority applies. You can create any number of priorities for a given combination of workflow ID and workflow action.
<b>Priority</b>	Sets the priority as a unique, numeric value. The highest numeric value has the highest priority.
<b>Field Name (1) to Field Name (5)</b>	Specifies which field (Field 1 to Field 5) is to be checked for the priorities defined here.
<b>Wildcard allowed?</b>	Controls whether wildcards are allowed for values in the associated priority workflow rules.

5. Click **Save entry**.

► The priority data are saved.

## 4.8.2. Example of a priority

In the following example, three priorities have been created for the "Factual check" action:

WF-ID	Without order	Action	Approval	Fieldname (1)	Fieldvalue (1)	Fieldname (2)	Fieldvalue (2)	Field Name (3)	Fieldvalue (3)	Field Name (4)	Fieldvalue (4)	Field Name (5)	Fieldvalue (5)	Wildcard allowed?
PriID	*Workflow ID	*Action	*Priority	*Field Name (1)	Field Name (2)	Field Name (3)	Field Name (4)	Field Name (5)	Fieldvalue (1)	Fieldvalue (2)	Fieldvalue (3)	Fieldvalue (4)	Fieldvalue (5)	Wildcard allowed?
	10033	Without order	Approval	50	GL Account (P)	Cost Center (P)								✓
	10026	Without order	Approval	80	Cost Center (P)									✓
	10029	Without order	Approval	90	Approver (Selection) (H)									✓

Site: 1 of 1 Sites      1 to 3 of 3 Entries

+ | - | | | | | | | | | | | | |

The highest priority with the value **90** is applied first, then the priority with the value **80**, and finally the priority with the value **50**.

In the example, only the field **Approver (Selection)** will be queried from the highest priority, in the example that with the value **90**. The column **Field Name (1)** is allocated to the field. All other fields are empty.

Workflow rules are searched for corresponding workflow rules with the same workflow ID assignment, workflow action, and field structure.

In addition, it is possible to specify for each defined priority whether wildcards (see [Wildcards \(\\*\) \(page 58\)](#)) should be allowed in the workflow rules. A wildcard can be applied for "all other cases apply..." rules or for "this rule should always apply..." rules.

In the following example, 2 workflow rules contain a specific cost center. If no corresponding rule has been created for the cost center specified in the item, the wildcard rule will take effect.

*Field Name (1)	*Field Value (1)
Cost Center (P)	*
Cost Center (P)	222701
Cost Center (P)	222702



Wildcard workflow rules are ranked lower than workflow rules with exact specifications.

## 4.9. Workflow rules

User determination is realized via workflow rules. You as the administrator can create multiple rules per workflow action.

Workflow rules are defined based on header and item fields of the invoices and on amount limits and/or time intervals.

In addition, workflow rules can be configured to skip workflow actions. Skipping workflow actions can be used, for example, in the case of background posting.

To define the order applied when evaluating workflow rules, use priorities. For more information, see [Priorities \(page 52\)](#).



### CAUTION

A workflow rule without an associated priority is not valid. The structure of a workflow rule must correspond to the structure of the associated priority.

Workflow rules are only used and applied for user actions, since workflow rules are used to assign users or user groups. This is not necessary for technical actions.

### Example

- For vendor A invoices, a combination of cost center and G/L account defined in the rules should be checked first.  
If this combination results in a hit, the rule is applied and the invoice is forwarded to the users defined for this rule.
- If no valid combination of cost center and G/L account is found, only the cost center and the associated cost center manager should be checked.
- If no workflow hit exists here either, these invoices are to be sent to the Purchasing department.

#### 4.9.1. Creating a workflow rule

1. Open the web interface of xSuite Invoice Prism.

2. In the outbar **Configuration**, click on the folder **Workflow** → **Workflow Rules**.  
 ➤ A list of the existing workflow rules will open.

WF-ID	With order	Action		User	
Position (1)		Fieldname (1)		Fieldvalue (1)	
Position (2)		Fieldname (2)		Fieldvalue (2)	
Position (3)		Fieldname (3)		Fieldvalue (3)	
Position (4)		Fieldname (4)		Fieldvalue (4)	
Position (5)		Fieldname (5)		Fieldvalue (5)	
<input type="checkbox"/>	ID	*Workflow ID	*Action	*Field Name (1)	*Field Value (1)
<input type="checkbox"/>	10025	With order	Approval	3-way-match (checkbox)	*
<input type="checkbox"/>	10026	With order	Approval	Principal (H)	*
<input type="checkbox"/>	10028	With order	Final check	Principal (H)	*
<input type="checkbox"/>	10030	With order	Final check	Principal (H)	*
<input type="checkbox"/>	10031	With order	Release	Principal (H)	*
<input type="checkbox"/>	10032	With order	Release	Principal (H)	*
<input type="checkbox"/>	10027	With order	Validation	Principal (H)	*

Expr. (1) Field Name (2) Field Value (2)

Site: 1 of 1 Sites 1 to 7 of 7 Entries

[+ Create new entries](#) [CSV](#) [Check Expression](#) [Show Log](#)



Using the selection and search fields above the list, you can filter the display of workflow rules by workflow, action, user and/or fields.

3. Click on the button [+ Create new entries](#).  
 ➤ A dialog for configuring a new workflow rule will open.

<input type="checkbox"/>	ID	*Workflow ID	*Action	*Field Name (1)	*Field Value (1)	Expr. (1)	Field Name (2)	Field Value (2)
<input type="checkbox"/>	Auto					<input type="checkbox"/>		

[Save entry](#)

4. Set the workflow rule settings in the following columns:

Column	Description
<b>ID</b>	Shows a unique ID set by the system. The field is read-only.
<b>Workflow ID</b>	Specifies the workflow to which the rule applies.
<b>Action</b>	Specifies the workflow action to which the rule applies.
<b>Field Name (1) to Field Name (5)</b>	Specifies the field to which the rule applies. For each field name, a value must be entered in the corresponding <b>Field Value</b> column.
<b>Field Value (1) to Field Value (5)</b>	Sets the value of the field specified in the <b>Field name</b> column. A workflow rule is applied when all field values of the workflow rule match the field values of the invoice. A workflow rule is also used when the check box <b>Wildcard allowed</b> is activated in the priority and the field value <b>*</b> is specified in the rule.
<b>Expr. (1) to Expr (5)</b>	Determines whether an expression may be entered as a value in the corresponding <b>Field Value</b> column. For information about expressions, see <a href="#">Expressions (page 59)</a> . A workflow rule is applied if an expression has been defined in the rule for the field value and the field value of the invoice matches the expression.

Column	Description
<b>Amount From</b> and <b>Amount To</b>	<p>Sets the limits for amount limits.</p> <p>The specification of amount limits is optional.</p> <p>The <b>Amount From</b> column sets the lower limit. The amount specified here is included.</p> <p>The <b>Amount to</b> column sets the upper limit. The amount specified here is included.</p> <p>Thousands separators are set automatically.</p> <p>When checking the thresholds, the system will convert invoice amounts to the currency configured for the principal.</p> <p>For example:</p> <p>The value in the column <b>Amount From</b> is <b>1000</b> and the value in the column <b>Amount To</b> is <b>2000</b>. In this case, the rule applies to invoice amounts starting from and including €1,000 and up to and including €2,000.</p> <p>If another workflow rule is to take effect already starting with the amount €2,000, the value <b>1999</b> must be entered in the column <b>Amount to</b>.</p>
<b>Valid From</b> und <b>Valid To</b>	<p>Sets the limits for a validity period.</p> <p>The specification of a validity period is optional.</p> <p>The column <b>Valid From</b> sets the lower value. The date specified here is included.</p> <p>The <b>Valid until</b> column sets the upper limit. The date specified here is included.</p> <div style="background-color: #f0f0f0; padding: 10px;"> <p><b>i</b> Workflow rules whose validity period has expired are not deleted, but they can no longer affect processed invoices.</p> <p>Workflow rules that do not have a validity period remain valid indefinitely.</p> <p>The system will automatically rank an identical rule without a validity period lower, so there is no need for making any temporary adjustments to it.</p> </div>
<b>User</b>	<p>Specifies the user or user group to which the rule applies.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• Login name of the user</li> <li>• Technical name of the user group</li> <li>• Technical field name</li> </ul> <p>The responsible user or user group is read from the field specified here. Header fields are specified using simple percent signs (%<b>TechnicalNameHeaderField%</b>%).</p> <p>Item fields are specified with double percent signs (%<b>ItemFieldName</b>%%).</p> <p>The standard system settings include a large number of fields are already available for selection. An overview of these fields can be found at <a href="#">Standard fields overview (page 65)</a>.</p>

Column	Description
	<ul style="list-style-type: none"> <li><b>SYSTEM</b></li> </ul> <p>Certain workflow actions do not necessarily require review or approval by a user. For example, depending on the invoice amount, approval steps may not be required.</p> <p>If no user action is required for this reason, you can assign the <b>SYSTEM</b> user to the corresponding workflow rule.</p> <p>If you assigned the entire invoice to the <b>SYSTEM</b> user, the system will directly transfer the process to the next action.</p>
<b>Level</b>	<p>Specifies the level of the action to which the rule applies.</p> <p>When a new workflow rule is created, level 1 will automatically be assigned.</p> <p>By default, up to five levels can be defined per workflow action.</p> <p>The workflow rules for subsequent levels are independent of the workflow rules and the results of the preceding levels.</p> <p>The structure of the workflow rules does not have to correspond to the structure of the predecessor rules. The workflow rules for the next level can be defined using completely different checks.</p> <p>However, for workflow rules that are dependent on item data, workflow rules must also be created for the items for which the action has actually already been completed according to the predecessor rule.</p>
<b>Action finished?</b>	<p>Determines whether the action is completed.</p> <p>When creating a new workflow rule, the check box will automatically be activated.</p> <p>If this check box is selected, the action will be considered completed after the user finishes editing it, and the invoice will be forwarded to the user handling the next action.</p> <p>If this check box is unchecked, the action will be considered incomplete after the user finishes editing it, and the invoice will be forwarded to the user assigned to handle the next level of the action.</p> <p>If there are multiple levels, a workflow rule must be created for each level of the action.</p>

- Click **Save entry**.
  - The workflow rule has been created.

#### 4.9.2. Wildcards (\*)

Wildcards are used to define workflow rules with a generally valid range of values.

This may be useful if, for example, a workflow action is always to be executed by the same user or user group.



##### CAUTION

To enable use of a wildcard in a workflow rule, the check box **Wildcard allowed?** must be activated in the respective priority. For more information, see [Priorities \(page 52\)](#).

#### Example

The following screenshot shows several workflow rules where wildcards are used.

ID	Workflow ID	Action	Field Name (1)	Field Value (1)
22	Without order	Approval	Cost Center (P)	*
9	Without order	Final check	Principal (H)	*
10	Without order	Release	Principal (H)	*

The workflow rule with the ID **9** should always be applied to the action "Final check." The "Final check" is always performed by the same user group across all clients for the client in this example. Alternatively, a workflow rule can be created separately for each client, and the same group will be assigned to each workflow rule.

In addition, the wildcard can also be used for "for all other cases applies..." rules. In the following screenshot, one workflow rule is defined for each of the cost centers **222701** and **222702**.

ID	Workflow ID	Action	Field Name (1)	Field Value (1)
22	Without order	Approval	Cost Center (P)	*
1	Without order	Release	Cost Center (P)	222701
8	Without order	Release	Cost Center (P)	222702

If cost center 222703 is specified in the account assignment of the invoice and no specific workflow rule is defined for this cost center, the wildcard workflow rule with ID **15** will be applied.

To ensure that the workflow rule with ID **1** is applied when cost center **222701** is specified and not the wildcard workflow rule, wildcard workflow rules are weighted with a lower priority than exact field value matches.

### 4.9.3. Expressions

Expressions are used within xSuite Invoice Prism to map checks of workflow rule values using a specific syntax and regular expressions.

Among other things, value ranges can be mapped by specifying an expression. For example, if all cost centers from **1000** to **5000** are to be assigned to the same person for checking, it is not necessary to create a separate workflow rule for each cost center. Instead, a value range can be defined using an expression.

ID	WF-ID	Action	Fieldname1	Field Value (1)	Expr. (1)
11	Financial invoices	Release	P	Cost Center (P)	52000 1..199999 200000 999999
31	Financial invoices	Release	P	Cost Center (P)	01621031148



#### CAUTION

The use of expressions within workflow rules requires basic technical knowledge, for example regarding regular expressions. Incorrect expression checks may lead to misbehavior of workflow control.

As soon as an expression is specified in a field value column of a workflow rule, the check box to the right of the expression must be activated.

A high number of existing workflow rules with expressions in the system can affect the performance of the application.

## Syntax – linking expressions

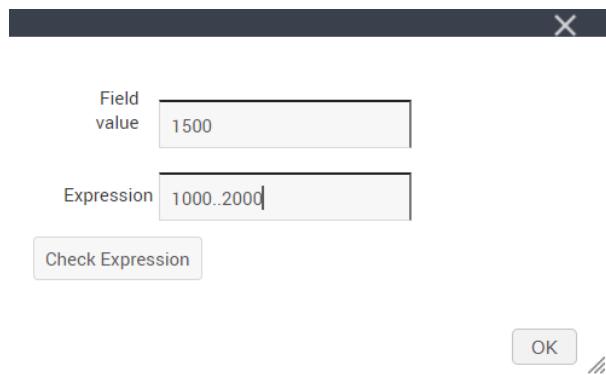
Category	Syntax	Description
Order of evaluation	( )	Parentheses have an impact on the order in which the system evaluates partial expressions.
AND operator	&	The AND operator links two partial expressions by means of a logical AND. Both expressions must be true for the entire expression to be interpreted as being true or applicable.  Both expressions must be true for the entire expression to be interpreted as being true.
OR operator		The OR operator links two partial expressions by means of a logical OR. At least one of the expressions must be true for the entire expression to be interpreted as being true or applicable.  At least one of the expressions must be true for the entire expression to be interpreted as being true or applicable.

## Syntax – expression

Category	Syntax	Description
Regular expression	* ? [ ] { } \	The system will evaluate the expression as a regular expression. It must include at least one of the following characters: * ? [ ] { } \.  You must define a <b>range</b> ( .. ) in a regular expression!
Range	..	If a range is defined, the system will compare the field value against the <b>from .. to</b> range.  You may only use numeric values when defining a range! Alphanumeric values must be described as a regular expression.
Comparisons	<> (not equal to) >= (equal to or greater than) > (greater than) <= (equal to or less than) < (less than)	If you want to check expressions by means of comparisons, enter the operator and then the value to be compared against. When checking for an exact match, directly enter the value to be checked against.  Only use numeric values when making comparisons!
<b>Not case sensitive</b>	@	Use the @ sign to perform a non-case-sensitive check. This means that upper-/lower-case differences will be ignored in the check.

In **Workflow Rules** folder, you can check expressions for their correctness with the button **Check Expression**.

When you call the function, a pop-up window will open for you to test the expression against sample values.



When you click on the button **Check Expression**, the result of the check will be displayed.

If the value entered is valid, the return value **positive** will appear in the first line. If the value entered is invalid, the return value **negative** will appear in the first line.



### CAUTION

The length of an expression is limited to 1500 characters!

## Sample expressions for workflow rules

Expression	Description
<code>11000..14999   16500</code>	<p>A workflow rule is to be assigned to the same user for all invoices with cost centers from <b>11000</b> to <b>14999</b> and for cost center <b>16500</b>.</p> <p>Since these are exclusively numeric values, a range specification can be used for the cost centers from <b>11000</b> to <b>14999</b>. The cost center <b>16500</b> must be checked separately using the OR link.</p>
<code>^ab1[0-9]{2}\$   ab200</code>	<p>A workflow rule is to be assigned to the same user for all invoices with cost centers from <b>ab100</b> to <b>ab200</b>. The prefix <b>ab</b> is always set here.</p> <p>Since these are alphanumeric values, no range specification can be used. The check must be implemented as a regular expression.</p> <p>The values <b>from100</b> to <b>from199</b> can be checked with the regular expression <code>^ab1[0-9]{2}\$</code>. The cost center <b>from200</b> is additionally checked using the OR operation.</p>
<code>[a-zA-Z]{1}&amp;[^null]</code>	<p>Optionally, an invoice can be manually assigned to an approver via a header field, saving the selected user's login to a field on the invoice.</p> <p>The associated workflow rule may only take effect if this field is not empty, because otherwise other workflow rules should take effect. In the case of item fields, care should also be taken to ensure that the value is neither empty nor "null." The query as to whether a value is not equal to empty is implemented by this expression.</p>

#### 4.9.4. CSV export and import



##### CAUTION

Each time you change the workflow rules via CSV Export and Import, always export a snapshot of the current status.

This ensures that the CSV file contains the current state of the workflow rules and has the correct structure.

The configuration **Workflow Rules** allows you to export workflow rules that exist in the system in a CSV file.

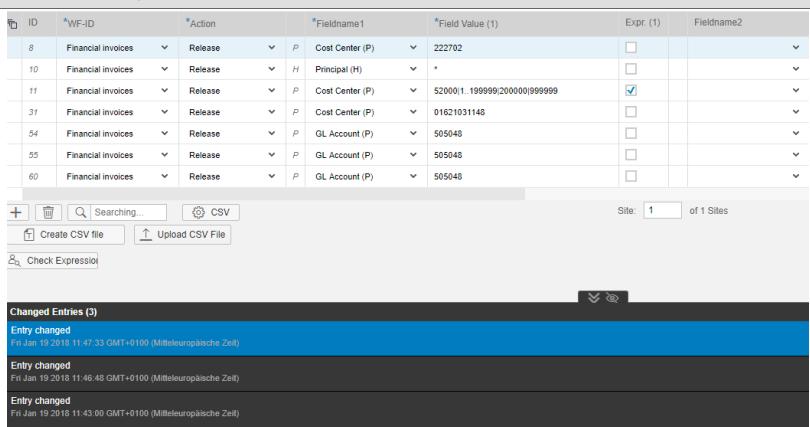
This feature is an alternative to maintaining workflow rules directly via the administration in the web interface. As administrator, you can use the CSV export to edit workflow rules in a spreadsheet program.

For CSV export and import, the following buttons are available in the web interface:

The screenshot shows a table of workflow rules with columns: ID, \*Workflow ID, \*Action, \*Field Name (1), \*Field Value (1), and Expr. (1). Below the table is a toolbar with buttons for adding, deleting, and searching. A red box highlights the 'CSV' button and the 'Create CSV file' and 'Upload CSV File' buttons. The status bar shows 'Site: 1 of 1 Sites'.

ID	*Workflow ID	*Action	*Field Name (1)	*Field Value (1)	Expr. (1)
10025	With order	Approval	3-way-match (checkbox	*	
10026	With order	Approval	Principal (H)	*	
10028	With order	Final check	Principal (H)	*	
10030	With order	Final check	Principal (H)	*	
10031	With order	Release	Principal (H)	*	

Button	Technical description
<b>CSV</b>	Shows or hides the buttons for importing and exporting a CSV file.
<b>Create CSV file</b>	Exports all entries of the list of workflow rules as a CSV file.
<b>Upload CSV file</b>	Imports the data of a CSV file into the list of workflow rules. After import, a log will appear displaying the actions performed. The log shows the workflow rules to which changes were made and the actions which could not be executed.

Button	Technical description
	 <p>If a line has been marked with a <b>U</b> even though no changes have been made, the rule ID is displayed under <b>Skipped entries</b>.</p>

## CSV file structure

Action	RulesID	RulesWorkflow	ActionID	FieldLocation	FieldName1	FieldValue1	FieldExpressic	FieldLocation	FieldName2	FieldValue2
	63	WF_FI	Release	H	Principal	*	0			
	64	WF_FI	FinalCheck	H	Principal	*	0			
	65	WF_MM	Approval	H	Principal	*	0			
	66	WF_MM	Validation	H	Principal	*	0			
	67	WF_MM	FinalCheck	H	Principal	*	0			
	69	WF_FI	Approval	H	DispatchAppr	{[a-zA-Z0-9]}{3}	1			
	70	WF_FI	Release	H	DispatchRelay	{[a-zA-Z0-9]}{3}	1			
	71	WF_FI	Validation	H	Principal	*	0			
	72	WF_FI	Approval	H	CreditorID	31950	0 H	Principal	*	
	73	WF_FI	Approval	H	Principal	*	0 H	CreditorID	31950	
	74	WF_FI	Approval	H	Principal	kkk	0			
	75	WF_FI	Release	H	Principal	*	0 P	COSTCENTER	130001	
	76	WF_FI	Release	H	Principal	*	0 P	COSTCENTER	5001	
	77	WF_FI	Release	H	Principal	*	0 P	COSTCENTER	5001	
	78	WF_FI	Information	H	Principal	*	0			
	79	WF_MM	Information	H	Principal	*	0			
	81	WF_FI	ReleaseBM	H	Principal	*	0			

With a CSV export, only technical values are exported, so editing workflow rules via a CSV export and import is reserved for users who are familiar with editing technical values.

Check boxes are represented in the CSV file as bit characters (1 – check-box set, 0 – check-box not set). For each field, it is mandatory to specify the field position (H for a header field or P for an item field).

The **Action** column is used to determine which action will be applied to the changed rules when the CSV file is imported.

The following values are allowed in the **Action** column:

Value	Technical description
(No value)	If there is no specification or an undefined specification in the <b>Action</b> column, the row will be ignored during import.  <b>Caution:</b> Even if you have changed field values for a workflow rule, the change will not be applied. If you want a change to be applied, a value must always be entered in the <b>Action</b> column.

Value	Technical description
I	<p>This value indicates the specification of a new workflow rule (INSERT).</p> <p><b>Caution:</b> Do not specify a workflow ID. The workflow ID is automatically assigned by the system when the workflow rule is created. If an ID is specified, the line will be ignored.</p> <p>Specifying the value I will result in a workflow rule with no values if the line is empty.</p>
U	<p>This value indicates update of an existing workflow rule (UPDATE).</p> <p>During an update, the individual rule ID details in the CSV file are compared with the rule ID in the database table. Only details that differ from one another are changed.</p>
D	<p>This indicates the deletion of an existing workflow rule (DELETE).</p> <p>When a deletion is performed, the workflow rule for the specified ID is deleted. If no rule ID is specified, the deletion cannot be performed.</p>

#### 4.9.5. Split invoices

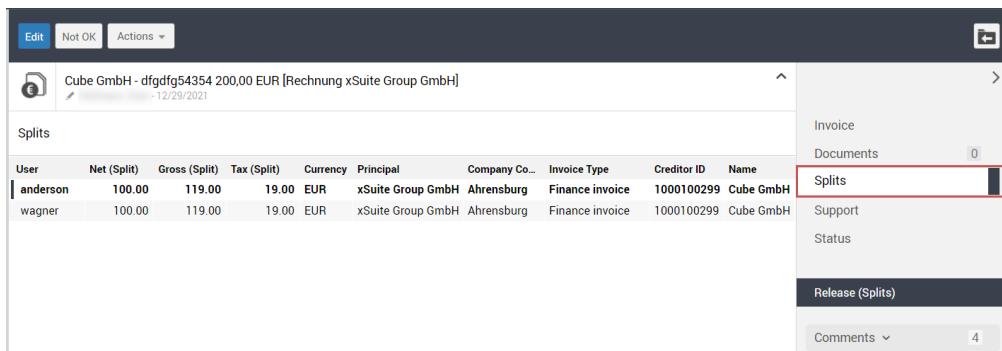
When workflow rules are configured based on item fields, the invoice folders are temporarily split into multiple split invoices.

For example, if an invoice folder contains 3 items with 3 different cost centers and 3 different cost center managers, the folder will be divided into 3 folders and each of the 3 users will receive a portion of the transaction.

These users can view the entire invoice header, but only the data for the line item that is relevant to them. When all 3 users confirm the folder, the information from the split folders is merged back into one folder and forwarded in the workflow.

If one of the users rejects the folder, the folder will be withdrawn from the other users and returned to the previous action.

The user can call up the entire invoice folder via the outbar **Invoice** → **Invoice Control**. The split maps are displayed in the tab **Splits**.



#### 4.9.6. Workflow action status

A workflow action can have different action statuses.

The following statuses are available:

Status	Technical description
<b>Archive</b>	Within the current workflow action, the invoice file is in the process of being archived.
<b>Basket</b>	A workflow action is being applied to the invoice file; the file is in a group inbox and is not assigned to any individual user.
<b>BasketIC</b>	A workflow action is being applied to the invoice file; the file has been directed to a group with a query to respond to.
<b>Delay</b>	The invoice file has been forwarded to the next workflow action, but is presently in the process of being posted in the background.  For more information, see the descriptions of the parameters <b>Delay</b> and <b>DelayTechAction</b> in the outbar <b>Configuration</b> → <b>Parameter</b> .
<b>Error</b>	The invoice file has been directed to the next workflow action, but has run into a workflow error.  The invoice file is now being processed by Workflow Support.
<b>Signal1</b>	An individually programmed technical action is being applied to the invoice file, activated as a result of a change in values in the invoice file.
<b>Signal2</b>	An individually programmed technical action is being applied to the invoice file, after <b>Signal1</b> .
<b>TechAction</b>	A technical action is being applied to the invoice file.
<b>User</b>	Within the current workflow option, the invoice file is in the hands of a single user.
<b>UserIC</b>	Within the current workflow option, the invoice file is in the hands of a single user for inquiry.
<b>WaitSplits</b>	The invoice file has been split and is waiting for all split invoice files to be processed.  For more information, see <a href="#">Split invoices (page 64)</a> .

#### 4.9.7. Standard fields overview

Technical field name	Field type	Description
DispatchApprover	Header field	Manual assignment – approver
DispatchReleaser	Header field	Manual assignment – releaser
Approver1Manually	Item field	Manual assignment – approver 1
Approver2Manually	Item field	Manual assignment – approver 2
Approver3Manually	Item field	Manual assignment – approver 3
Releaser1Manually	Item field	Manual assignment – releaser 1
Releaser2Manually	Item field	Manual assignment – releaser 2
Releaser3Manually	Item field	Manual assignment – releaser 3

## 4.10. Workflow error analysis

The operations that encounter an error during the workflow are assigned to the users of the **WorkflowSupport** group.

To view these transactions, go to the web UI of the outbar **Administration** in the folder **Technical Workflow Actions** → **WF Error**.

### 4.10.1. Typical causes of workflow errors

After an action has been completed, the system will check all rules that are defined for this action in the workflow rules table.

When a workflow error occurs, it may be due to one of the following causes:

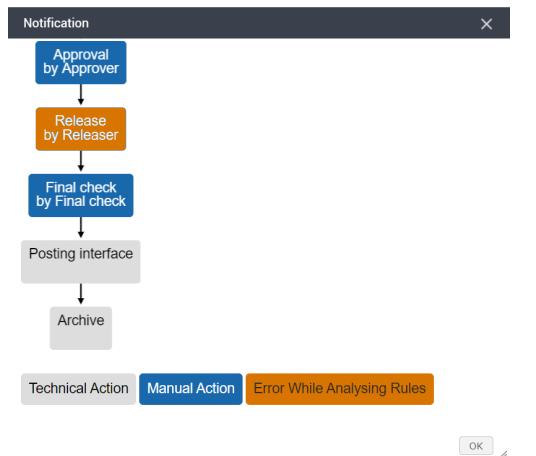
- The user defined in the workflow rules does not exist.
- No workflow rule exists for the operation. This may be due to the following reasons, among others:
  - In the case of item field rules based on a specification such as cost center, no rule and accordingly no responsible person was maintained for the cost center entered in the invoice.
  - In the case of header field rules based on a specification such as the vendor, no workflow rule was maintained for the vendor ID set in the transaction and accordingly no responsible person.
  - In the case of rules based on value limits, no value limit exists in the workflow rules for the amount set in the transaction.
- A workflow rule exists for the operation, but no matching priority.

### 4.10.2. Error analysis procedure

Step		Information and comments
1	Determining workflow action	See <a href="#">Determining workflow action (page 66)</a> .
2	Checking log	See <a href="#">Checking log (page 67)</a> .
3	Checking workflow rules	See <a href="#">Checking workflow rules (page 69)</a> .
4	Checking workflow priorities	See <a href="#">Checking workflow priorities (page 69)</a> .
5	Forwarding invoice in workflow	See <a href="#">Forwarding invoice in workflow (page 70)</a> .

#### 4.10.2.1. Determining workflow action

To check which action the error has occurred, go to the area **Administration** → **Technical Workflow Actions** → **WF Error** and click **View workflow structure**.



In this example, the top action is the action into which the workflow dead-ended as a result of the error. Redirection of the workflow into the action "Approval" failed here.

In the tab **Support** of the invoice folder, you can view the current workflow action along with the action level and the workflow ID.

▼ WORKFLOW ACTION

Task	Task-Add
Start Action 11/16/2021 10:32	Workflow ID WF_FI
Action ID Approval	Level 1
Start Verification	Status Error
Access Profile	User
Approver	Releaser
Workflow Support WorkflowSupport	

#### 4.10.2.2. Checking log

To open the error log, go to the area **Administration** → **Technical Workflow Actions** → **WF Error** and click **Show log**.

One of the following two causes of error can usually be determined from the error log:

##### Error cause 1: Workflow rule found, error during evaluation

2118209	20.02.2019 12:17:51	xINVOICE_WF_Rules_GetWfRules		ERROR	callback callbackWfRules() with error ... return -1	
2118208	20.02.2019 12:17:51	xINVOICE_WF_Rules_GetWfRules	callbackWfRules()	ERROR	line[0][ACTIONUSERAP] == 'wiede' (INVALID USER OR ACCESS PROFILE!) .. return false	
2	2118207	20.02.2019 12:17:51	xINVOICE_WF_Rules_GetWfRules	checkRulesValue()	ERROR	[[line0][entry#0][ACTIONUSERAP] == 'wiede' (INVALID USER OR ACCESS PROFILE!) .. return false
1	2118206	20.02.2019 12:17:51	xINVOICE_WF_Rules_GetWfRules	getWorkflowRules()	INFO	WF(WF_FI) Action(Approval/1) / [0]oid(7051)rule(5090)usrapp(wiede)fin(true)

This protocol indicates the following:

- Line 1: The system has found a workflow rule for the workflow action "Approval." The workflow rule has the number 5090.
- Line 2: The system has detected during the workflow rule check that the user "wiede" does not exist in the first line (**line 0**).

**Solution:** A user is maintained in the workflow rules that does not exist. As administrator, you must adjust workflow rule 5090.

If the user was selected in a previous action via a manual selection, you as administrator will be able to return the invoice folder with a comment.



## Error cause 2: No workflow rule found

2118216	20.02.2019 12:19:05	xINVOICE_DocFile_WFNAV	getNextWorkflowAction()	INFO	[8] current action 'archive1' is last workflow action .. set Obj.ACTIONID := 'WFEND'
2118214	20.02.2019 12:19:05	xINVOICE_DocFile_WFNAV	getWorkflowRules()	INFO	WF(WF_F) Action(FinalCheck/1) / [0]oid(7051)rule(5078)usrap(Validation)fin(true)
② 2118213	20.02.2019 12:19:04	xINVOICE_DocFile_WFNAV		ERROR	getWorkflowRules(Release/1) .. could not get workflow rules
① 2118212	20.02.2019 12:19:04	xINVOICE_DocFile_WFNAV	getWorkflowRules()	ERROR	[WF_F][Release/1] missing rule for gadget line numbers:0 .. assigned 0/1 lines to workflow rules .. return err:true

This protocol indicates the following:

- Line 1: The system has not found a valid workflow rule for Item 1 (**line 0**).
- Line 2: Workflow rule evaluation failed for the entire invoice in the Release workflow action.

**Solution:** There is no matching workflow rule in the system. As administrator, you must create a new workflow rule.

For more information, see [Checking workflow rules \(page 69\)](#).

#### 4.10.2.3. Checking workflow rules

If no workflow rule is found, you as administrator must add this rule afterwards.

For example, if workflow rules were created based on the vendor ID, but no rule exists for the vendor of the invoice, an error will occur.

To add the rules for this vendor, go to the outbar **Administration** → **Workflow** → **Workflow Rules**.

WF-ID	Ohne Bestellbezug	Aktion	Sachliche Prüfung	Benutzer			
Position (1)		Feldname (1)		Feldwert (1)			
Position (3)		Feldname (3)		Feldwert (3)			
Workflow ID	Aktion	Feldname (1)	Feldwert (1)	Expr. (1)	Feldname (3)	Feldwert (3)	
Ohne Bestellbezug	Sachliche Prüfung	Mandant (H)	001	<input type="checkbox"/>	Kreditor ID (H)	6000240000600	
Ohne Bestellbezug	Sachliche Prüfung	Mandant (H)	001	<input type="checkbox"/>	Kreditor ID (H)	6001310000600	

In this case, sample vendor rules were added for the vendors with IDs 6000240000600 and 6001310000600.

#### 4.10.2.4. Checking workflow priorities

41364	04.01.2022 15:33:52	xINVOICE_WF_Rules_GetWfRules		ERROR	if( wfRulesObj.ERR == true ) .. return -1;
41363	04.01.2022 15:33:52	xINVOICE_WF_Rules_GetWfRules	getWorkflowRules()	ERROR	[WF_F1][Approval/1] missing rule for gadget line numbers:0 .. assigned 0/1 lines to workflow rules .. return err:true

If a valid rule was found within the workflow rules, but clicking the **Retry** button in the invoice folder still results in an error, this indicates a missing priority.

In this example, a rule exists in the workflow rules for the vendor **31950** and the client **\***:

	ID	*Workflow ID	*Action	*Field Name (1)	*Field Value (1)	Expr. (1)	Field Name (2)	Field Value (2)
	69	Without order	Approval	Approver (Selection) (H)	((a-zA-Z0-9){3}&[^NULL])	<input checked="" type="checkbox"/>		
	72	Without order	Approval	Creditor id (H)	31950	<input type="checkbox"/>	Principal (H)	*
	73	Without order	Approval	Principal (H)	*	<input type="checkbox"/>	Creditor id (H)	31950
	74	Without order	Approval	Principal (H)	kkk	<input type="checkbox"/>		

However, there is no suitable entry for this in the priorities:

	Pri...	*Workflow ID	*Action	*Priority	*Field Name (1)	Field Name (2)	Field Name (3)	Wildcard allowed?
	50	Without order	Approval	24	Approver (Selection) (H)			<input checked="" type="checkbox"/>
	56	Without order	Approval	23	Principal (H)	Creditor id (H)	Cost Center (P)	<input checked="" type="checkbox"/>
	53	Without order	Approval	22	Principal (H)	Creditor id (H)		<input checked="" type="checkbox"/>
	52	Without order	Approval	21	Principal (H)	Cost Center (P)		<input checked="" type="checkbox"/>
	57	Without order	Approval	20	Principal (H)			<input checked="" type="checkbox"/>

In the priorities there is only one similar entry with **Field Name (1) = Principal** and **Field Name (2) = Creditor id**.

Since the priority in the order of the field names must be identical to the order of the field names in the rule configuration, an error will occur here.

Adjust the rule or priority so that they match.

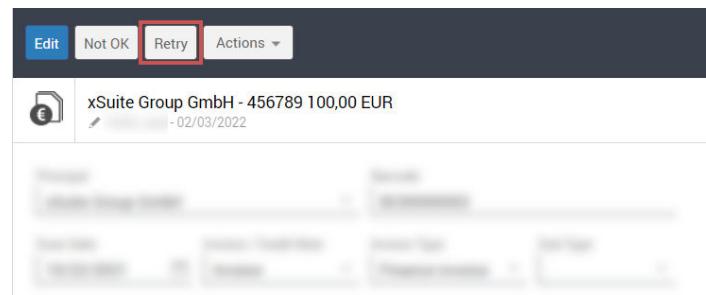


In the case of such an error, the rule should usually be adjusted.

#### 4.10.2.5. Forwarding invoice in workflow

Once the workflow rule is customized, you can send the invoice to the next action of the workflow.

To continue the workflow, click the **Retry** button. It is not necessary to restart the workflow.



The invoice is forwarded according to the adjusted rule in the workflow.

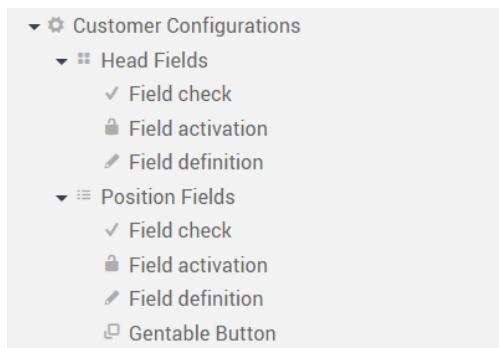
# 5. Configurations

## 5.1. Field configuration

You can configure header and item fields at runtime of xSuite Invoice Prism.

The fields can be configured on an individual basis for any combination of workflow ID, workflow action, action level, action status, client, company code, invoice type, or invoice subtype.

In the web interface, the field configuration can be called up via the Outbar **Configuration**. The configuration of fields is divided into the header field configuration and the item field configuration.



The field configuration procedure is basically identical for header and item fields.

In the field check configuration, additional settings are available for item fields. For more information, see [Field check – advanced settings for item fields \(page 78\)](#).

In addition, you can configure the execution of functions in item tables. For more information, see [Item buttons \(page 82\)](#).

### 5.1.1. Field configuration procedure

Basically, the following sequence must be followed when adding fields:

Step		Technical description
1	Field Definition	<p>This is where to define new fields and specify the name and type of the fields.</p> <p>For more information, see <a href="#">Field Definitions (page 72)</a>.</p>
2	Activating fields	<p>This is where to activate fields that have been defined.</p> <p>Activation can be performed by client, company code, invoice type, and subtype.</p> <p>Only fields that are enabled can be used within xSuite Invoice Prism.</p> <p>For more information, see <a href="#">Field activation (page 74)</a>.</p>

Step		Technical description
3	Field Checks	<p>This is where to define how fields are displayed and which field checks are to be performed.</p> <p>This includes, for example, the configuration of a write protection or a mandatory field check.</p> <p>For more information, see <a href="#">Field checks (page 76)</a>.</p>

## 5.1.2. Field Definitions

<input type="checkbox"/> *Field Name	*Type	*Max Length	*Decimal Pla...	Customer-Specific Field	Write to Database (Workflow)	Write to Database (Posting)
<input type="checkbox"/> ActionAccessProfile	String <input type="button" value="▼"/>	150	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionId	String <input type="button" value="▼"/>	75	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionLevel	Number <input type="button" value="▼"/>	0	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionStartTS	Datetime <input type="button" value="▼"/>	0	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionStatus	String <input type="button" value="▼"/>	50	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionUser	String <input type="button" value="▼"/>	150	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> ActionWId	String <input type="button" value="▼"/>	75	0 <input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

For configuration of field definitions, go to outbar **Configuration** → **Header Fields / Item Fields** → **Field definition**.

This is where to inform the system about the header and item fields. The fields are initially implemented with their properties and configured for SQL data management.

In the standard system settings, the table of the field definitions includes the standard fields of header and item data.

### 5.1.2.1. Data for field definition

Column	Description
<b>Field Name</b>	<p>Sets the technical name of a field.</p> <p>The technical name must not contain spaces, special characters or umlauts.</p> <p><b>Caution:</b> The technical identifiers of item fields must be written in capital letters, e.g., <b>NET, GROSS, or VATCODE</b>.</p>

Column	Description
Type	<p>Defines the data type of a field.</p> <p>The following data types are available:</p> <ul style="list-style-type: none"> <li>• <b>String</b></li> <li>• <b>Decimal</b></li> <li>• <b>Number</b></li> <li>• <b>Bool</b></li> <li>• <b>Date</b></li> <li>• <b>Datetime</b></li> </ul> <p>For more information, see <a href="#">Data-type conventions (page 74)</a>.</p>
Max Length	<p>Sets the maximum character length of a field.</p> <p>Prerequisite: The data type <b>String</b> is selected in the <b>Type</b> column.</p>
Width	<p>Sets the default field width of an item field for display in the Gentable.</p> <p>If an alternate field width is defined in the <b>Field check</b> configuration, the value will override the default values.</p> <p><b>Info:</b> This column is only available for item fields.</p>
Decimal Places	<p>Sets the number of decimal places in a field.</p> <p>Prerequisite: The data type <b>Decimal</b> is selected in the <b>Type</b> column.</p>
Customer-Specific Field	<p>Specifies whether this is a custom field.</p> <p>When a new field is created, this check box is automatically activated.</p> <p>This flag is mandatory for the header fields. This flag determines which database table is written to (DocFile_Head or DocFile_Head_%PEM%).</p>
Write to Database (Workflow)	<p>Controls whether a field is written to the workflow table (xFlowERP_DocFile-Head).</p> <p>The activation of this check box is mandatory if the field is to be displayed to the user and/or used within the workflow rules.</p> <p>For technical help fields that are only needed for background processes, the check box does not necessarily have to be activated.</p> <p>Only activated fields can be written to a database table, see <a href="#">Field activation (page 74)</a>.</p> <p><b>Caution:</b> Individual header fields must be created additionally in the DOCUMENTS Manager at the folder type <b>xInvoice</b>.</p>
Write to Database (Posting)	<p>Controls whether a field is written to the posting table.</p> <p>For more information about tables, see the publication <i>xSuite Invoice Prism Posting Interface Documentation</i>.</p>
Write to Database (Pre-Posting)	<p>Controls whether a field is written to the parking (pre-posting) table.</p> <p>For more information about tables, see the publication <i>xSuite Invoice Prism Posting Interface Documentation</i>.</p>
Select Field	<p>Controls whether a field is an enumerated field.</p> <p>If this check box is enabled, the values of the enumeration field must be specified in the <b>Options</b> column.</p> <p><b>Info:</b> This column is only available for item fields.</p>

Column	Description
<b>Options</b>	Sets the values of an enumeration field. The values are separated by the character  . Example: <b>value1 value2 value3 </b> Prerequisite: The check box in the column <b>Enumeration field</b> is activated. <b>Info:</b> This column is only available for item fields.
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

### 5.1.2.2. Data-type conventions

In the configuration table **Field definition** (xFlowERP.Conf\_DocFile\_FieldDefinition), the technical names of the fields are specified. Each field is assigned a type.

The type **String** requires the specification of a maximum character length to which the database field is restricted. For example, the field **InvoiceNumber** with the length **100** is converted in the database with **nvarchar(100)**.

The following table provides several examples of what entries are mandatory, depending on the field type.

Field Type	Max. Length	Number of Decimal Places	Sample Implementation in the Database
String	Mandatory	-	nvarchar(max. length)
Decimal	-	Mandatory	decimal(specific, number of decimal places)
Number	-	-	int
Bool	-	-	bit
Date	-	-	date
Datetime	-	-	datetime

### 5.1.3. Field activation

active files							
Fieldname: <input type="text"/>							
	*Field Name	*Work Flow Status	*Workflow Rules Status	Mandatory Field for ...	*Principal	*Company Code	*Invoice Type
<input type="checkbox"/>	Horizontal Ruler (Contr...	Inactive	Inactive	<input type="checkbox"/>	master	master	master
<input type="checkbox"/>	Horizontal Ruler (Order I...	Inactive	Inactive	<input type="checkbox"/>	master	master	Finance invoice
<input type="checkbox"/>	Horizontal Ruler (Order I...	Active	Active	<input type="checkbox"/>	master	master	Order invoice
<input type="checkbox"/>	Horizontal Ruler (Projec...	Inactive	Inactive	<input type="checkbox"/>	master	master	master
<input type="checkbox"/>	WF-Action (Access Prof...	Active	Inactive	<input type="checkbox"/>	master	master	master
<input type="checkbox"/>	WF-Action (ID) (Actionic...	Active	Inactive	<input type="checkbox"/>	master	master	master
<input type="checkbox"/>	WF-Action (Level) (Actic...	Active	Inactive	<input type="checkbox"/>	master	master	master

For configuration of field activation, go to outbar **Configuration** → **Header Fields / Item Fields** → **Field activation**.

Only fields that are activated will be written to the corresponding database tables when saving, during pre-posting or when posting. The activation of the fields is also checked during the field checks (see [Field checks \(page 76\)](#)).

You can enable or disable fields by client, company code, invoice type and subtype.

## Example

For example, a purchase order number is only required for invoices with PO reference, so this field can be enabled for invoices with PO reference and disabled for invoices without PO reference.

The queries to the database tables are always made with the specific field value of the invoice and via the value **master**. If the same field is configured once for invoice with order reference and once with **master**, the assignment for the field will be unclear for an invoice with order reference.

If a specific value has been specified for a field in a column, there may not be an entry for this action that contains the value **master**. Otherwise, no unique assignment will be possible.

### 5.1.3.1. "Field name" selection filter

Use the filter **Field name** to drill down to a field in the table.

All fields defined under **Field definition** are available for selection. The field names are displayed translated directly in the selection list and in the table.

The display names for new fields can be edited in [Languages/Translations → Field names](#) for each activated language (see [Field names \(page 109\)](#)).

The display is automatically in the user's login language. If no translation of the field label could be determined, the technical field label will be displayed.

### 5.1.3.2. Data for field activation

Column	Description
<b>Sort Order</b>	Defines the order in which the item fields in the invoice are stored internally and displayed in the interface.  <b>Info:</b> This column is only available for item fields.
<b>Field Name</b>	Sets the field to be enabled or disabled.  All fields defined at <a href="#">Field Definitions (page 72)</a> are available for selection.
<b>Workflow Status</b>	Controls whether the field is enabled or disabled.  Possible values: <ul style="list-style-type: none"> <li>• <b>Active:</b> The field has been activated.</li> <li>• <b>Inactive:</b> The field is disabled. Fields that are disabled are hidden in the invoice, not checked and not written to the database tables.</li> </ul>

Column	Description
<b>Workflow Rules Status</b>	<p>Specifies whether the field can be used for checks in the workflow rules.</p> <p>Only enabled fields are available in the workflow rule configurations.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Active</b>: The field can be used in the workflow rules.</li> <li>• <b>Inactive</b>: The field cannot be used in the workflow rules.</li> </ul>
<b>Mandatory Field for Posting</b>	<p>Controls whether the field is mandatory for posting.</p> <p>This check box is relevant for the background posting of invoices with PO reference.</p> <p>For invoices with PO reference, the purchase order has usually already been released.</p> <p>If the invoice data does not show any discrepancy when checked against the purchase order data and the goods receipt, the invoice can be posted in the background.</p> <p>If this check box is enabled, a filled-in field will be prerequisite to invoice posting.</p> <p>This configuration has no impact on any error messages that may be issued during validation.</p>
<b>Principal</b>	<p>Specifies the client to which the field activation applies.</p> <p>The value <b>master</b> represents all clients.</p>
<b>Company Code</b>	<p>Specifies the company code to which the field activation applies.</p> <p>The value <b>master</b> represents all company codes.</p>
<b>Invoice Type</b>	<p>Specifies the invoice type to which the field activation applies.</p> <p>The value <b>master</b> represents all available invoice types.</p>
<b>Subtype</b>	<p>Specifies the invoice subtype to which the field activation applies.</p> <p>The value <b>master</b> represents all subtypes.</p>
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

#### 5.1.4. Field checks

Fieldname:	Action:	Field View	Check at Save	Check Field to End Action	Mandatory	Priority	Workflow ID	Action	
Horizontal Ruler (Cx)	hide	▼	□	□	□	10	master	▼	master
Horizontal Ruler (Or)	hide	▼	□	□	□	5	master	▼	master
Horizontal Ruler (Pr)	show	▼	□	□	□	5	master	▼	master
Horizontal Ruler (Pr)	hide	▼	□	□	□	10	master	▼	master
Barcode (Barcode)	show	▼	□	✓	✓	10	master	▼	master
Cash Discount Amo	hide	▼	□	□	□	10	master	▼	Sachliche Prüfung
Cash Discount Amo	hide	▼	□	□	□	10	master	▼	Finale Prüfung

For configuration of field checks, go to outbar **Configuration** → **Header Fields / Item Fields** → **Field check**.

This is where you can define how header and item fields are displayed and checked, and assign read rights.

The basic settings of the field check configuration are identical for header and item fields, see [Data for field checks \(page 77\)](#).

Additional settings are available for item fields, see [Field check – advanced settings for item fields \(page 78\)](#).

#### 5.1.4.1. Data for field checks

Column	Description
<b>Field Name</b>	<p>Specifies the field to which the field check applies.</p> <p>All available fields are available for selection. In the selection list, the fields are sorted by position and technical name.</p> <p>The field selection is used to set the position specification <b>H</b> or <b>P</b> for header and item fields.</p>
<b>Field View</b>	<p>Defines the way the field is displayed.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>show</b>: The field is displayed and is read-only.</li> <li>• <b>hide</b>: The field is hidden in display and edit mode.</li> <li>• <b>edit</b>: The field is displayed and can be edited.</li> <li>• <b>load</b>: The field is used only for the OID.</li> </ul>
<b>Check at Save</b>	<p>If this check box is activated, the system will check whether the field contains valid data when saving.</p> <p>If the field does not contain any data, an error message will be displayed to the user.</p>
<b>Check Field to End Action</b>	<p>If this check box is enabled, when a workflow action is completed, the system will check whether the field contains valid data.</p> <p>If the field does not contain valid data, an error message will be displayed to the user.</p>
<b>Mandatory</b>	<p>If this check box is activated, the system will check whether the field has been filled in when saving.</p> <p>If the user has not filled in the field, an error message is displayed and the saving process is interrupted.</p>
<b>Priority</b>	<p>Sets the priority of the field check.</p> <p>Field configurations in conjunction with master entries may result in no unique hit when evaluating the table.</p> <p>Priority can be used to prioritize such entries. The entry with the highest priority will be selected.</p>
<b>Workflow ID</b>	<p>Specifies the workflow ID (workflow definition) to which the field check applies.</p> <p>The value <b>master</b> represents all workflow IDs.</p>
<b>Action</b>	<p>Specifies the workflow action to which the field check applies.</p> <p>You can select from among user actions and technical actions.</p> <p>The value <b>master</b> represents all available workflow actions.</p>
<b>Level</b>	<p>Sets the level of the workflow action to which the field check applies.</p> <p>The value <b>0</b> represents all available levels of a workflow action.</p>
<b>Action Status</b>	<p>Sets the status of the action to which the field check applies.</p> <p>An overview of all action statuses can be found at <a href="#">Workflow action status (page 65)</a>.</p>

Column	Description
Principal	Specifies the client to which the field check applies. The value <b>master</b> represents all clients.
Company Code	Specifies the company code to which the field check applies. The value <b>master</b> represents all company codes.
Invoice Type	Specifies the invoice type to which the field check applies. The value <b>master</b> represents all available invoice types.
Subtype	Specifies the invoice subtype to which the field check applies. The value <b>master</b> represents all subtypes.
oid	Shows a unique ID set by the system. The field is read-only.

## 5.1.5. Field check – advanced settings for item fields



### CAUTION

The standard system settings include all essential functions of the fields that are necessary for the operation of xSuite Invoice Prism.

Changing this configuration may cause the solution to behave incorrectly.

The option of configuring additional functions is therefore limited to self-defined functions and requires advanced programming skills.

Besides the general data of the field check, which are identical for header and item fields, additional settings are available for item fields.

The table for configuring field checks for item fields can be called up via the outbar **Configuration** → **Customer Configurations** → **Item Fields** → **Field check**.

As administrator, you can make the following additional settings here:

- Configuration of pop-ups for the selection of master data from an SQL database for a single field
- Set up auto-completion for fields
- Configuration of buttons, e.g., to start calculations
- Creation of item-global functions, e.g., the sum check or field calculations on field change, field focus or when leaving a field

### 5.1.5.1. Data for checking fields (item)

Column	Description
+ Event (1) to + Event (3)	Controls whether the JavaScript event is enabled.

Column	Description														
<b>JavaScript Event</b>	<p>Determines the time at which the JavaScript event is executed.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>onChange</b>: execution when the field value is changed</li> <li>• <b>onFocus</b>: execution when the field is selected</li> <li>• <b>onBlur</b>: execution when leaving the field</li> </ul>														
<b>JavaScript Function</b>	<p>Determines which JavaScript function is executed.</p> <p>You can define your own JavaScript functions in the following file: ...\\Documents5\\xSuiteResources\\jsp\\invoice\\InvoiceCallbacks.jsp</p>														
<b>+ Autocomplete</b>	Controls whether autocomplete is enabled for a field.														
<b>Autocomplete Parameter</b>	<p>Specifies which parameter in XML encoding is used for autocomplete.</p> <p>If the check box in the <b>+ Autocomplete</b> column is activated, default settings require that the following value be entered:</p> <pre>&lt;scriptParam name="xSuitePrincipal"&gt;%FILE_FIELD:Principal%&lt;/scriptParam&gt;&lt;scriptParam name="xSuiteCompanyCode"&gt;%FILE_FIELD:CompanyCode%&lt;/scriptParam&gt;</pre> <p>The <b>xINVOICE_CALLBACK_Autocomplete</b> script is responsible for the execution of the autocomplete. In this script, you as administrator can implement additional autocompletions.</p> <p>The standard system settings include auto-completion for the following fields:</p> <table> <tbody> <tr> <td>• GLACCOUNT</td> <td>• DIVISIONNO</td> </tr> <tr> <td>• VATCODE/VATRATE</td> <td>• RESPONSIBILITYCENTER</td> </tr> <tr> <td>• COSTCENTER</td> <td>• DIMENSION1-10</td> </tr> <tr> <td>• COSTUNIT</td> <td>• PRINCIPAL</td> </tr> <tr> <td>• PROJECTNO</td> <td>• COMPANYCODE</td> </tr> <tr> <td>• ASSETNO</td> <td>• POSTINGPERIOD</td> </tr> <tr> <td>• BRANCHNO</td> <td>• CURRENCY</td> </tr> </tbody> </table>	• GLACCOUNT	• DIVISIONNO	• VATCODE/VATRATE	• RESPONSIBILITYCENTER	• COSTCENTER	• DIMENSION1-10	• COSTUNIT	• PRINCIPAL	• PROJECTNO	• COMPANYCODE	• ASSETNO	• POSTINGPERIOD	• BRANCHNO	• CURRENCY
• GLACCOUNT	• DIVISIONNO														
• VATCODE/VATRATE	• RESPONSIBILITYCENTER														
• COSTCENTER	• DIMENSION1-10														
• COSTUNIT	• PRINCIPAL														
• PROJECTNO	• COMPANYCODE														
• ASSETNO	• POSTINGPERIOD														
• BRANCHNO	• CURRENCY														
<b>Min. Query Chars</b>	Defines the number of digits from which a search in the master data is to be performed for auto-completion.														
<b>+ Description</b>	<p>Controls whether a description field is added to the field.</p> <p>Example: The description field is activated for the <b>CostCenter</b> field.</p> <p>When the user or the system writes a cost center in the <b>CostCenter</b> field, the name of the cost center will be displayed in the user's login language.</p>														
<b>Field Width</b>	<p>Sets the width of the description field in pixels.</p> <p>Default: 150</p>														
<b>+ Button (1-2)</b>	<p>Controls whether a button is added to the field.</p> <p>Buttons can be used to perform JavaScript actions and open dialogs.</p>														
<b>Button Width</b>	<p>Sets the width of the button in pixels.</p> <p>Default: 30</p>														

Column	Description
<b>Button Image</b>	<p>Determines which image is used to display a button.</p> <p>An image of the type <code>Entypo</code> can be stored for a button.</p> <p>The available entypos can be called up via the Field Check Wizard.</p> <p>For more information on the Field Check Wizard, see <a href="#">Field Check Wizard (page 81)</a>.</p>
<b>Button Function</b>	<p>Specifies which JavaScript event is executed when the button is clicked. The JavaScript event calls a defined function.</p> <p>The following pop-ups are predefined:</p> <ul style="list-style-type: none"> <li>• <code>showGLAccount</code></li> <li>• <code>showCostCenter</code></li> <li>• <code>showDimension1-10</code></li> <li>• <code>showPrincipal</code></li> <li>• <code>showCompanyCode</code></li> <li>• <code>showPostPeriod</code></li> <li>• <code>showApprover</code></li> <li>• <code>showReleaser</code></li> <li>• <code>showAssetNumber</code></li> <li>• <code>showFileCurrency</code></li> <li>• <code>showDivision</code></li> <li>• <code>showResponsibilityCenter</code></li> </ul>
<b>+ Condition</b>	<p>Enables the Gentable HTML condition.</p> <p>For example, an HTML condition can be used to write-protect fields that are dependent on other fields.</p>
<b>Html Condition</b>	<p>Sets the HTML condition.</p> <p>Examples are as follows:</p> <pre>&lt;rule type="INVISIBLE" filefield="COSTCENTER" value="50001" /&gt; &lt;rule type="READONLY" filefield="COSTCENTER" value="50001" /&gt; &lt;rule type="READONLY" filefield="COSTCENTER" value="50001" .accessprofile="Validation"/&gt;</pre> <p>If whole rows are to be set to READONLY or INVISIBLE, you can implement this in the <code>Invoice__CallbackLib</code> script in the <code>callbackGentableDefScript_addRowCondition()</code> function.</p>
<b>Alt. Sort Order</b>	<p>Defines the order in which the item fields in the invoice are stored internally and displayed in the interface.</p> <p>The order specified here overrides the order from the field activation (see <a href="#">Data for field activation (page 75)</a> → <b>Sort Order</b> column).</p>
<b>Alt. Field Width</b>	<p>Sets the field width of an item field for display in the Gentable.</p> <p>The width specified here overrides the width from the field definition (see <a href="#">Data for field definition (page 72)</a> → <b>Width</b> column).</p>

### 5.1.5.2. Field Check Wizard

The Field Check Wizard allows you to quickly create fields.

All configuration entries of a field can be defined in a dialog via the wizard.

In addition, you can select here the entypos for buttons as well as the default functions that are stored for the buttons.



For an overview of all available entypos, see `{Installation Directory}\Documents5\xSuiteResources\wmd\js\entypos`.

#### Creating a field via the Field Check Wizard

1. Open the web interface of xSuite Invoice Prism.
2. In the outbar **Configuration**, click on the folder **Item Fields** → **Field check**.  
➤ A list of the existing field checks will open.
3. Click on the button **+ Create new entries**.  
➤ A dialog for configuring the new field check will open.

	*Field Name	*Field View	Check at Save	Check Field to End Action	Mandatory	*Priority	*Workflow ID
<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	master

4. In the dialog of the new field check, click the **Settings** button.  
➤ The Field Check Wizard will open.

Properties for Field:

**Properties**

Alt. Width (Default: 0px)

Field for description available?

Width of Description-Field (in px)

Set for actions of this field?

**Field-Events**

Event active?

Execute

Called Function

Event 2 active?

Type

Function called

**Abort** **Save Changes**

5. Set the settings of the field.



If the check box **Set for actions of this field?** is activated, the configuration will automatically be applied to all configuration entries of the field in the configuration table.

6. Click **Save Changes** and then **Save entry**.

► The configurations of the field have now been saved.

### 5.1.6. Item buttons

<input type="checkbox"/> *Function Name	Show Button	Sort Order	*Workflow ID	*Action	*Level	*Action Status	Inquiry Call Type	*Principal	*Company Code
<input type="checkbox"/> appendNewRow();	<input checked="" type="checkbox"/>	1	master	Analyze	0	master	master	master	master
<input type="checkbox"/> cloneRow();	<input checked="" type="checkbox"/>	2	master	Analyze	0	master	master	master	master
<input type="checkbox"/> deleteRow();	<input checked="" type="checkbox"/>	3	master	Analyze	0	master	master	master	master
<input type="checkbox"/> splitRow();	<input checked="" type="checkbox"/>	5	master	Analyze	0	master	master	master	master
<input type="checkbox"/> splitRowToN()	<input checked="" type="checkbox"/>	6	master	Analyze	0	master	master	master	master
<input type="checkbox"/> mergeRow();	<input checked="" type="checkbox"/>	7	master	Analyze	0	master	master	master	master
<input type="checkbox"/> checkAmounts();	<input checked="" type="checkbox"/>	10	master	Analyze	0	master	master	master	master
<input type="checkbox"/> appendNewRow();	<input checked="" type="checkbox"/>	1	master	Approval	0	master	master	master	master
<input type="checkbox"/> cloneRow();	<input checked="" type="checkbox"/>	2	master	Approval	0	master	master	master	master

For configuration of item buttons, go to outbar **Configuration** → **Item Fields** → **Gentable Buttons**.

Here the administrator can activate or deactivate the functions of the item table.

You can select from among the following functions:

Function	Description
appendNewRow();	Adds a new item to the item table. This automatically sets the difference amounts between the sum of the net item fields and the net header amount in the new item line.
cloneRow();	Copies the selected item and adds it below the selected line.
deleteRow();	Deletes the selected items.
splitRow();	The value fields of the item are split and distributed to 2 item lines, and the original item is discarded.
mergeRows();	The selected item lines are summarized. All value fields are summed up.
checkAmounts();	The item amounts are checked against the header amounts, and if there is a difference, the calculation will be displayed in a pop-up. If there is no difference, a message will appear reading, "Totals match." This function can be adjusted via various parameters.
openFixAccountTable();	Opens a pop-up where the configured default account assignments can be selected.
copyLineValues();	Copies the field values GLACCOUNT,GLACCOUNT_DESC, COSTCENTER, COST-CENTER_DESC, COSTUNIT, COSTUNIT_DESC, VATCODE of the selected item to the other items. Additional fields can be configured using the <b>AdoptValueField</b> parameter.
adoptPosToHeadValues();	Sums up the values of the items and overwrites the header amounts.

Function	Description
selectOrderPosition- sMultiSearch();	<p>Opens a list of all order items stored in the transfer database for the vendor selected in the header data.</p> <p>In the list, item lines can be selected and added to the item line of the invoice.</p> <p>Alternatively, selected item lines can be replaced by the item lines selected in the pop-up.</p>

### 5.1.6.1. Data for item buttons

Column	Description
<b>Function Name</b>	<p>Sets the function to be executed.</p> <p>An overview of the available functions can be found at <a href="#">Item buttons (page 82)</a>.</p>
<b>Show Button</b>	<p>Controls whether the button is displayed in the item data.</p> <p>If the check box is enabled, the button will be displayed.</p>
<b>Sort Order</b>	<p>Sets the order in which the buttons are displayed.</p> <p>Buttons with a lower numerical value are displayed on the left. Buttons with a higher numerical value are displayed on the right.</p>
<b>Workflow ID</b>	<p>Specifies the workflow ID (workflow definition) to which the configuration applies.</p> <p>The value <b>master</b> represents all workflow IDs.</p>
<b>Action</b>	<p>Specifies the workflow action to which the configuration applies.</p> <p>The value <b>master</b> represents all available workflow actions.</p>
<b>Level</b>	<p>Sets the level of the workflow action to which the configuration applies.</p> <p>The value <b>0</b> represents all available levels of a workflow action.</p>
<b>Action Status</b>	<p>Sets the status of the action to which the configuration applies.</p> <p>An overview of all action statuses can be found at <a href="#">Workflow action status (page 65)</a>.</p>
<b>Inquiry Call Type</b>	<p>Sets the consultation type.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>master</b></li> <li>• <b>InquiryCall</b></li> <li>• <b>MasterData</b></li> </ul>
<b>Principal</b>	<p>Specifies the client to which the configuration applies.</p> <p>The value <b>master</b> represents all clients.</p>
<b>Company Code</b>	<p>Specifies the company code to which the configuration applies.</p> <p>The value <b>master</b> represents all company codes.</p>
<b>Invoice Type</b>	<p>Specifies the invoice type to which the configuration applies.</p> <p>The value <b>master</b> represents all available invoice types.</p>
<b>Subtype</b>	<p>Specifies the invoice subtype to which the configuration applies.</p> <p>The value <b>master</b> represents all subtypes.</p>
<b>Use Image</b>	<p>Controls whether an image is used for the button.</p> <p>If the check box is enabled, the entypo specified in the <b>Image</b> column will be displayed.</p>

Column	Description
<b>Image</b>	<p>Defines which entypo will be used for the button.</p> <p>Syntax: <code>entypo:&lt;entypo_name&gt;</code></p> <p>For an overview of all available entypos, see <code>{Installation Directory}\Documents5\xSuiteResources\wmd\js\entypo</code>.</p>
<b>Label</b>	<p>Sets the label of the button.</p> <p>For these purposes, a reference to the entry from the <b>Gentable (properties)</b> table (outbar <b>Configuration</b> → <b>Languages/Translations</b> folder) must be specified.</p> <p>Syntax: <code>pf:&lt;Gentable-Properties configuration entry&gt;</code></p> <p>Example: The value <code>pf:GEN_checkAmounts</code> displays the entries of the configuration entry <code>GEN_checkAmounts</code> as labels.</p>
<b>Tooltip</b>	<p>Sets the text for the tooltip of the button.</p> <p>For these purposes, a reference to the entry from the <b>Gentable (properties)</b> table (outbar <b>Configuration</b> → <b>Languages/Translations</b> folder) must be specified.</p> <p>Syntax: <code>pf:&lt;Gentable-Properties configuration entry&gt;</code></p> <p>Example: The value <code>pf:GEN_checkAmounts_Tooltip</code> displays the entries of the configuration entry <code>GEN_checkAmounts_Tooltip</code> as a tooltip.</p>
<b>Priority</b>	<p>Sets the priority used to evaluate the configuration entry.</p> <p>The highest numeric value has the highest priority.</p> <p>For example:</p> <ul style="list-style-type: none"> <li>• A configuration entry is set for Show button = true, Client = Master and Priority = 10.</li> <li>• A configuration entry is set for Display button = false, Client = DE01 and Priority = 20.</li> </ul> <p>The button is not displayed in client DE01.</p>
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

### 5.1.7. Possible field checks using parameters and configurations

Example	Parameter or Configuration	Description
Automatic adjustment of principal or company code	<p><b>Parameters:</b></p> <p><code>SetCompanyCodeByPrincipal</code></p> <p><code>SetPrincipalByCompanyCode</code></p>	The client is automatically set based on the company code when saving, or the company code is set based on the client.
Automatic population of an empty barcode field	<p><b>Parameters:</b></p> <p><code>BarcodeNoForEmptyField</code></p>	<p>This parameter allows you to specify the number range to be used in case the barcode is empty.</p> <p>For example, in most cases no barcode is included with e-mail invoices. The empty barcode field is set when the invoice file is saved.</p>

Example	Parameter or Configuration	Description
Checking the combination of principal and company code	Configuration: <b>Principal</b>	<p>The specifications for the combination of client and company code must be stored as valid combinations in the <b>Client</b> configuration (see <a href="#">Principal (page 89)</a>).</p> <p>In case of an invalid combination, an error message will only be issued if both fields <b>Client</b> and <b>Company code</b> are configured as mandatory fields and if an error output is configured for both fields for the action executed (<b>Save</b> or <b>Action end</b>).</p>
Principal or company code automatically preset in line-item data	<b>Parameters:</b> SetEmptyPosPrincipalByHeadValue SetEmptyPosCompanyCodeByHeadValue SetPosPrincipalByCompanyCode SetPosCompanyCodeByPrincipal	<p>For cross-client or cross-company-code invoices, the information for client and/or company code must be provided per invoice item.</p> <p>Via the parameters <code>SetEmptyPosPrincipalByHeadValue</code> and <code>SetEmptyPosCompanyCodeByHeadValue</code>, non-specified item values are automatically set by the header data.</p> <p>Via the parameters <code>SetPosPrincipalByCompanyCode</code> and <code>SetPosCompanyCodeByPrincipal</code>, the specification can be set either based on the client or based on the company code. However, this will only work if there is a unique assignment!</p>
Checking the combination of principal and company code in item data	Configuration: <b>Principal</b>	<p>For cross-client and cross-company-code invoices, this information must be provided per invoice item.</p> <p>As in the header data, the respective specified combination is checked against the <b>client</b> configuration (see <a href="#">Principal (page 89)</a>).</p> <p>In case of an invalid combination, an error message will only be issued if both fields <b>Client</b> and <b>Company code</b> are configured as mandatory fields and if an error output is configured for both fields for the action executed (<b>Save</b> or <b>Action end</b>).</p>
Checking the totals (net, gross, tax) of invoice items against header data	<b>Parameters:</b> CheckSumNet2Head CheckSumGross2Head CheckSumTax2Head MaxToleranceSumTax2Head	<p>You can configure the check of the various invoice totals by configuring the <code>CheckSumNet2Head</code>, <code>CheckSumGross2Head</code>, <code>CheckSumTax2Head</code> and <code>MaxToleranceSumTax2Head</code> parameters.</p> <p>This will return an error message to the user in the case of a discrepancy when a workflow action is completed.</p> <p>A tolerance amount for deviations in the cent range can be defined via the <code>MaxToleranceSumTax2Head</code> parameter. A check can also be made if the tax amount is not calculated from the existing data, e.g., the net amount, the gross amount, or the VAT rate. Cent deviations can occur due to this automatic calculation.</p>

Example	Parameter or Configuration	Description
Calculating reduction amounts and totals	<b>Parameters:</b> CheckSumReducedNet2Head - CheckSumReduced- Net2HeadOnSave  CheckSumReduced- Gross2Head - CheckSum- ReducedGross2HeadOnSave  CheckSumReducedTax2Head - CheckSumReduced- Tax2HeadOnSave	<p>If the shortening functionality is enabled within xSuite Invoice Prism, the automatic calculations will always be performed using the shortening rate (REDUCTIONRATE).</p> <p>The rate is used to calculate the amounts by which sums are reduced.</p> <p>There are two parameters per field for controlling error output when saving and at the end of the workflow action. A tolerance amount can be defined for each field via an additional parameter.</p>
Calculating discountable amounts and sums	<b>Parameters:</b>  CheckSumNetCashDiscountAmount2Head - CheckSumNetCashDiscountAmount2HeadOnSave  CheckSumGrossCashDiscountAmount2Head - CheckSumGrossCashDiscountAmount2HeadOnSave	<p>For the discountable amounts there are separate fields for the net amount and the gross amount. If the sum check corresponding to the field is activated and the field value is empty, the corresponding reduced amount will automatically be taken as the field value.</p> <p>Otherwise, the corresponding invoice item amount (gross or net) is set. Subsequently, the totals are calculated.</p> <p><b>Info:</b> This functionality is only available if reductions are enabled and configured in xSuite Invoice Prism.</p>
Creditor check – validating bank account information	<b>Parameters:</b>  CheckCreditorBankData	<p>You can use the CheckCreditorBankData parameter to define whether the associated account data of a creditor will be checked against master data.</p> <p>If the account data stored there on the vendor is used in the posting system, the bank information will not have to be transmitted via the interface and the verification can be skipped.</p> <p>By default, the parameter is enabled and checks the account information against the vendor master data table. If no default bank details have been specified, it will also check against the alternative bank details table.</p>
Calculating payment terms	<b>Parameters:</b>  EscalationPPCReference- Date	<p>Individual payment term information is retrieved and set based on the payment term code.</p> <p>A payment term can contain the number of net days, as well as 3 levels, each consisting of the specification of a percentage value and the specification of the associated days.</p> <p>Using the reference date (parameter EscalationPPCReferenceDate) and the number of days, an expiration date is calculated in each case. This date is provided with a traffic light display.</p> <p>There are further parameters for this configuration, which are described in a separate documentation.</p>

Example	Parameter or Configuration	Description
Checking for duplicates	<b>Parameters:</b> CheckDoubletDays	<p>Each invoice is checked for a duplicate within xSuite Invoice Prism. The license number (PEM), client, company code, vendor ID, and invoice number are used for this duplicate check.</p> <p>If a possible duplicate has been determined, the invoice date will also be checked. The <code>CheckDoubletDays</code> parameter can be used to configure the number of days that the invoice date may deviate in order to be considered a duplicate. The default value here is 100 days.</p> <p>The error message issued to users depends on the check configuration of the "<b>InvoiceNumber</b>" field.</p>
Checking the invoice date	<b>Parameters:</b> MaxDaysValidInvoice	<p>An invoice date must not be a future date and may not be older than 365 days (<code>MaxDaysValidInvoice</code> parameter).</p> <p>The check only takes place if the field is not empty (otherwise, a mandatory field check, for example, may take effect).</p> <p>The error output is linked to the configuration of the <b>InvoiceDate</b> field.</p>
Calculating the exchange rate	<b>Parameters:</b> WfRulesCalculateAmountFieldBy WfRulesCheckAmountField	<p>Amount limits can be set for individual workflow rules, allowing rules to be created that send an invoice to person X up to a certain amount and send it to person Y if the amount is exceeded.</p> <p>You can change the numeric fields using the <code>WfRulesCalculateAmountFieldBy</code> and <code>WfRulesCheckAmountField</code> parameters. The standard system settings include</p> <p>The numeric fields can be changed using the <code>WfRulesCalculateAmountFieldBy</code> and <code>WfRulesCheckAmountField</code> parameters.</p> <p>For the calculation, first the currency of the client will be determined (configuration <b>client</b>, see <a href="#">Principal (page 89)</a>) and then the exchange rate of the invoice currency.</p> <p>If errors occur during determination, an error message will only be issued if this has been configured as needed for the <b>NetHome</b> field (or for the field specified in the parameter).</p>

### 5.1.8. Configuration data storage

The header fields and their properties are initially set up at the folder type **xInvoice** in DOCUMENTS Manager, kept and mirrored in the database of xSuite Invoice.

The item fields and their properties are only set up and kept in the xSuite Invoice database.

### 5.1.9. Process index data storage

The field configuration data is used to determine which fields are intended for which data storage.

Fields are divided into the following categories:

Field category	Description
Workflow field	<p>All header and item fields used in the workflow.</p> <p>Tables:</p> <ul style="list-style-type: none"> <li>• DocFile_Head</li> <li>• DocFile_Pos</li> <li>• DocFile_Head_&lt;PEM&gt;</li> </ul>
Posting field	<p>All fields that are relevant for posting.</p> <p>Tables:</p> <ul style="list-style-type: none"> <li>• DocFile_PostingHead</li> <li>• DocFile_PostingPos</li> </ul>
Pre-posting field	<p>All fields that are used for pre-posting.</p> <p>Tables:</p> <ul style="list-style-type: none"> <li>• DocFile_PostingPreHead</li> <li>• DocFile_PostingPrePos</li> </ul>

The defined posting and pre-posting fields form a subset of the workflow fields.

For more information about posting tables, see the publication *xSuite Invoice Prism Posting Interface Documentation*.



#### CAUTION

The workflow rules draw on field information from the database as well as from the "xInvoice" record type.

If you have made any changes to fields, e.g., scripts, always transfer these changes to the database.

### 5.1.10. Configuration data application in the system

When loading a folder, the parameters stored in the configuration data are evaluated and applied.

In this way, for example, a different display of the folder can be implemented for each workflow action.

## 5.2. Principal

For configuration of clients, go to outbar **Configuration** → **Client**.

Here, you as administrator can add new clients and edit the data of existing ones, such as client currency and tax ID.

In addition, the assignment of company codes to clients takes place here.



Since in some ERP systems there is no differentiation between client and company code, they can be maintained in identical manner in the client configuration.

### 5.2.1. Adding a client

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on the **Principal** folder.  
➤ A list of existing clients will open.

	*Principal	*Name	*Company Code	Name	*Country	*Currency	*Standard Language	*Tax-ID	oid
	xSuite	xSuite Group	DE01	Ahrensburg	DE	EUR	de	DE123456789	9
	xSuite	xSuite Group	AS01	Singapur	AS	EUR	en	DE123456789	10
	xSuite	xSuite Group	US20	North America	US	USD	en	US1234	11
	xSuite	xSuite Group	NL02	xSuite Benelux	NL	EUR	en	NL	12

3. Click on the button **Create new entries**.  
➤ A dialog for configuring a client will open.

	*Principal	*Name	*Company Code	Name	*Country	*Currency	*Standard Langu...	*Tax-ID	oid
					master	▼	▼		Auto

4. Specify the client settings in the following columns:

Column	Description
<b>Principal</b>	Sets the technical name of a client. The technical name must not contain spaces, special characters or umlauts.
<b>Name</b>	Sets the display name of the client.
<b>Company Code</b>	Defines the technical name of a client company code. The technical name must not contain spaces, special characters or umlauts.
<b>Country</b>	Sets the country code of the client.
<b>Currency</b>	Sets the currency of the client. You must make this entry to allow the system to convert invoice amounts into the respective currency of a principal.
<b>Standard Language</b>	Sets the default language of the client.
<b>Tax-ID</b>	Sets the tax ID of the client. If you enter a dedicated tax ID, you can customize the system to have it automatically transfer this tax ID to the document extraction module.

Column	Description
oid	Shows a unique ID set by the system. The field is read-only.

5. Click **Save entry**.  
➤ The client settings have now been saved.

**i** To change values of an existing client, adjust the values directly in the table.  
The changes will become effective without explicitly saving.

### 5.3. Invoice types

For configuration of invoice types, go to outbar **Configuration** → **Invoice Types**.

Here, you can create new invoice types and edit the data of existing invoice types. You can define in which company codes and/or clients which invoice types are used.

The standard system settings include the invoice types "FI" for invoices without PO reference and "MM" for invoices with PO reference.

**CAUTION**  
The technical identifiers "MM" and "FI" are part of xSuite Invoice Prism and must not be unnamed.

### 5.3.1. Adding an invoice type

1. Open the web interface of xSuite Invoice Prism.
  2. In the **Configuration** outbar, click on the **Invoice Types** folder.  
➤ A list of the existing invoice types will open.

	*Invoice Type	German	English	Active?	*Principal	*Company Code	oid
<input type="checkbox"/>	fi	Ohne Bestellbezug	Finance invoice	<input checked="" type="checkbox"/>	master	master	9
<input type="checkbox"/>	mm	Mit Bestellbezug	Order invoice	<input checked="" type="checkbox"/>	master	master	10

3. Click on the button  **Create new entries.**  
➤ A dialog for configuring an invoice type will open.

<input type="checkbox"/>	*Invoice Type	German	English	Active?	*Principal	*Company Code	oid
<input type="checkbox"/>	<input type="button" value="▼"/>			<input type="checkbox"/>	master	<input type="checkbox" value="▼"/>	master <input type="checkbox" value="▼"/> Auto
<input type="button" value="Save entry"/>							

4. Specify the settings of the invoice type in the following columns:

Column	Description
<b>Licence No. (PEM)</b>	Shows the license number of otrs DOCUMENTS 5. <b>Info:</b> This column is hidden by default.
<b>Invoice Type</b>	Sets the invoice type. Possible values: <ul style="list-style-type: none"> <li>• <b>fi</b>: invoice without PO order</li> <li>• <b>mm</b>: invoice with PO order</li> </ul>
<b>Language (activated)</b>	Sets the display name of the invoice type in the enabled languages.
<b>Active?</b>	Controls whether the invoice type is enabled or disabled.
<b>Principal</b>	Specifies the client for which the invoice type is available. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code for which the invoice type is available. The value <b>master</b> represents all company codes.

5. Click **Save entry**.

► The invoice type has now been saved.



To change values of an existing invoice type, adjust the values directly in the table.

The changes will become effective without explicitly saving.

## 5.4. Invoice subtypes

For configuration of invoice subtypes, go to outbar **Configuration** → **Invoice sub types**.

Here you as administrator can divide invoice types into further subtypes.

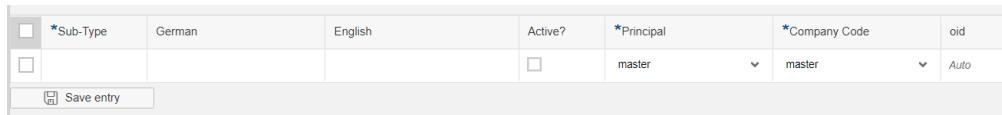
Subtypes can be used to further classify invoice types on a customer-specific basis. This way, you can configure invoices for contracts, intercompany invoices, etc.

### 5.4.1. Adding an invoice subtype

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on the **Invoice sub types** folder.  
► A list of the existing invoice subtypes will open.

<input type="checkbox"/>	*Sub-Type	German	English	Active?	*Principal	*Company Code	oid
<input type="checkbox"/>	Baurechnung	Baurechnung	A/PConstruction	<input checked="" type="checkbox"/>	master	<input type="button" value="▼"/>	master
<input type="checkbox"/>	xRech	xRechnung	xRechnung	<input checked="" type="checkbox"/>	master	<input type="button" value="▼"/>	16

3. Click on the button  **Create new entries**.  
 ➤ A dialog for configuring a subtype will open.



4. Set the invoice subtype settings in the following columns:

Column	Description
<b>Licence No. (PEM)</b>	Shows the license number of otrs DOCUMENTS 5. <b>Info:</b> This column is hidden by default.
<b>Subtype</b>	Enter a technical abbreviation for the invoice subtype. The technical abbreviation must not contain spaces, special characters or umlauts.
<b>Language (activated)</b>	Sets the display name of the subtype in the languages activated.
<b>Active?</b>	Enable or disable the invoice subtype by checking or unchecking this check box.
<b>Principal</b>	Select the principal to which the invoice subtype will apply. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code for which the invoice subtype is available. The value <b>master</b> represents all company codes.

5. Click **Save entry**.  
 ➤ The invoice subtype has now been saved.

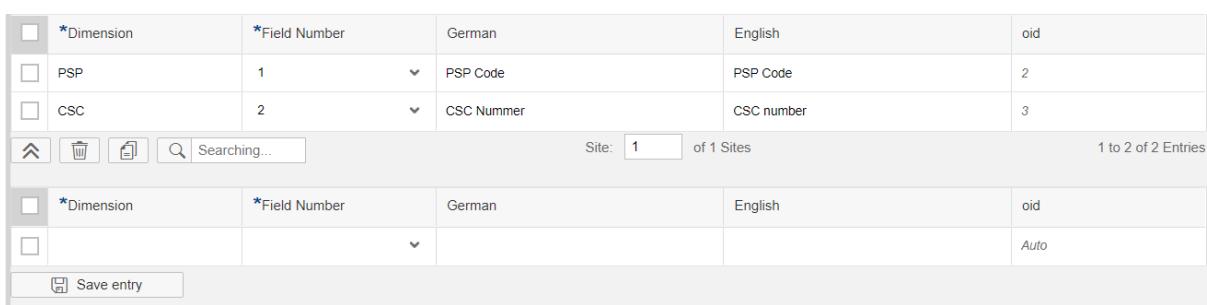


To change values of an existing invoice subtype, adjust the values directly in the table.

The changes will become effective without explicitly saving.

## 5.5. Dimensions

For configuration of dimensions, go to outbar **Configuration** → **Dimensions**.



Here you can individually configure special master data requirements. 10 dimensions can be configured by the administrator per license number.

For each dimension, a technical name and the dimension number must be assigned. In addition, a translation must be specified per activated language.

To use a dimension, you must define the dimension field and add the necessary master data.

In the standard system settings, dimension fields are defined and included in the database tables as columns. You only need to activate the selected field and configure it in the field checks.

The display is controlled via the Gentable XML files. If there are dependencies with other fields during checks of the fields, always map them individually.



Item tables, pop-ups, and autocomplete are already defined for the dimension fields and can be once the item field has been activated.

The check of master data against the input data can also be used for the dimension fields.

## 5.6. Parameters

Configuration parameters of xSuite Invoice Prism can be accessed via the outbar **Configuration** → **Parameters**.

You can use these parameters to configure e.g., escalation settings, field checks, tolerances or presets of field values.



The standard system settings include a large number of parameters.

If you have specific requirements for xSuite Invoice Prism, first check whether the available parameters can be used for their implementation.

Eine Beschreibung der einzelnen Parameter ist über den Button **Settings** in der Parameter-Liste aufrufbar.

### View of the configuration parameters

Parameter	*Value	*Principal
Adopt values from other fields	GLACCOUNT,GLACCOUNT_DESC,	master
Automatic fix accounting	false	master
Automatic fix accounting	false	master
Check head amounts: net + tax = gross	true	master
Escalation: delegate inquiry call after	8	master
Escalation: delegate inquiry call after	8	master
Escalation: do not escalate these activities	Post,Archive,Payment.XMLExport, Va	master
Escalation: do not escalate these activities	Post,Archive,Payment.XMLExport, Va	master
Escalation: mail-adress for global escalation		master
Escalation: mail-adress for global escalation		master
Escalation: max. number of days for value	2	master
Escalation: max. number of days for value	2	master

## Description of parameter



Über die Auswahlliste **Category** können Sie die Anzeige der Parameter nach Kategorie filtern.

**CSV-Upload**

- Automatically correct amount values on csv-upload
- Calculate exact sum of amounts on csv-upload
- Update head amounts on csv-upload

**Escalations**

- Escalation: delegate inquiry call
- Escalation: delegate inquiry call after this number of hours
- Escalation: do not escalate these actions
- Escalation: escalate invoices waiting for incoming goods after this number of days
- Escalation: excluded payment practise codes for mail escalation
- Escalation: mail-adress for global escalation
- Escalation: max. number of days for workflow-action
- Escalation: number of days for global escalation
- Escalation: payment practise code check db table
- Escalation: payment practise code turn red after this number of days
- Escalation: payment practise code turn yellow after this number of days
- Escalation: reference date
- Escalation: reference date for global escalation
- Escalation: reset escalation timestamp on forward on workflow-action

**Category:**

**Search:**

**Parameter:**  
Adopt values from other fields  
(*AdoptValueFields*)

**Value:**

**Default Value:**  
GLACCOUNT,GLACCOUNT\_DESC, COSTCENTER, COSTCENTER\_DESC, COSTUNIT, COSTUNIT\_DESC, VATCODE

**Allowed Values:** List of pos fields separated by ,

**Valid Since Version:** V5.0.001

**Category:** Gentable

**Description:**  
The accounting of one line is transferable with a gentable button on other lines if there are multiple lines. One has to select one line and after that press the button. The pop up asks a few settings regarding the specific lines and if the selected lines should be overwritten. The entries in the list are separated by commas. Only the entries from this list are conveyed. It is important to state the description field while stating the GL account.

## 5.7. Initial rights

For configuration of initial authorizations, go to outbar **Configuration** → **Initial rights**.

Here, you can assign initial authorizations for invoices for users and user groups. These authorizations are assigned by client and company code.

The users and user groups that are configured here are granted read rights on all invoice folders for the specified combination of client and company code.

A user will have access to the invoice folder only if the user is listed in this field with his login or is a member of a listed group.



Technically, the permissions to invoice folders are controlled by the folder field **RightsGACL**. The users or the user groups are stored in this field.

### 5.7.1. Add an initial authorization

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on the **Initial rights** folder.  
➤ A list of initial permissions will open.

<input type="checkbox"/>	Benutzer (Login)	Zugriffsprofil / Gruppe	*Mandant	*Buchungskreis	oid
<input type="checkbox"/>		Administration	xSuite Group	master	24
<input type="checkbox"/>		Research	master	master	28
<input type="checkbox"/>		TechWorkflowAction	master	master	26
<input type="checkbox"/>		Validation	master	master	27
<input type="checkbox"/>		WorkflowSupport	master	master	25
<input type="checkbox"/>	import		master	master	30
<input type="checkbox"/>	jobuser		master	master	29
<input type="checkbox"/>	wmd		master	master	31

Seite: 1 von 1 Seiten  
1 bis 8 von insgesamt 8 Einträgen

3. Click on the button **Create new entries**.  
➤ A dialog for configuring an initial authorization will open.

<input type="checkbox"/>	Benutzer (Login)	Zugriffsprofil / Gruppe	*Mandant	*Buchungskreis	oid
<input type="checkbox"/>			master	master	Auto

**Eintrag Speichern**

4. Set the initial permission settings in the following columns:



#### CAUTION

Only one user or user group may be specified per initial authorization.

The specification of a user and a user group at the same time is not permitted.

Column	Description
<b>User (Login)</b>	Specifies the user to whom the initial authorization applies. <b>Caution:</b> If a value is specified in this column, no value may be specified in the <b>Access Profile / Group</b> column.
<b>Access Profile/ Group</b>	Specifies the user group to which the initial authorization applies. <b>Caution:</b> If a value is specified in this column, no value may be specified in the <b>User (Login)</b> column.
<b>Principal</b>	Specifies the client to which the authorization applies. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code to which the authorization applies. The value <b>master</b> represents all company codes.
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

5. Click **Save entry**.
    - The initial authorization has now been saved.

To change values of an existing initial permission, adjust the values directly in the table.

The changes will become effective without explicitly saving.

## 5.8. Standard Access Profiles

active files											
		*Access Profile (Inq...	*Access Profile (Veri...	*Access Profile (Ap...	*Access Profile (Rele...	*Access Profile (Fin...	*Access Profile ...	*Principal	*Company Code	*Workflow ID	oid
<input type="checkbox"/>	InquiryCall	Validation	Approver	Releaser	FinalCheck	Dispatch	master	master	master	master	2
<input type="checkbox"/>											
   	Searching...	Site: <input type="text" value="1"/> of 1 Sites				1 to 1 of 1 Entries					

For configuration of standard access profiles, go to outbar **Configuration** → **Standard Access Profiles**.

Here, you can define per client, company code and/or workflow ID which standard access profiles are used.

The standard access profiles are used for the user-defined actions "Forward" and "Consultation" for the selection list of users.

The following access profiles are available:

Access profile	Description
<b>Validation</b>	In the workflow action "Validation," documents can only be forwarded to users of the <b>Validation</b> group.
<b>Approver</b>	In the workflow action "Factual check," documents can only be forwarded to users of the <b>Approver</b> group.
<b>Releaser</b>	In the workflow action "Release," invoices can only be forwarded to users of the <b>Releaser</b> group.
<b>InquiryCall</b>	Inquiries can only be made to users of the <b>InquiryCall</b> group in the default configuration.
<b>FinalCheck</b>	In the "Final check" workflow action, invoices can only be forwarded to users in the <b>Final-Check</b> group.
<b>Dispatch</b>	In the „Dispatch“ workflow action, invoices can only be forwarded to users of the <b>Dispatch</b> group.

## 5.9. Vendor configuration

<input type="checkbox"/> Creditor ID	*Name	*Principal	*Company Code	*MM Item Options (Post-Analy...	*FI Line-Item Options (Post-An...	Use Vat Values
<input type="checkbox"/> cust_1234002	...	master	master	Replace by order	Cut to one line	<input type="checkbox"/>
<input type="checkbox"/> cust_1234005	...	master	master	Keep lines	Use Parameter	<input type="checkbox"/>
<input type="checkbox"/> cust_1234003	...	master	master	Use Parameter	Keep lines	<input type="checkbox"/>
<input type="checkbox"/> cust_1234004	...	master	master	Use Parameter	Cut to one line	<input type="checkbox"/>
<input type="checkbox"/> 1000100218	...	master	master	Use Parameter	Use Parameter	<input checked="" type="checkbox"/>
<input type="checkbox"/> cust_1234001	...	master	master	Use Parameter	Cut to one line	<input type="checkbox"/>

For vendor configuration, go to outbar **Configuration** → **Creditor configuration**.

Here, you can make specific configurations by vendor. The assignment of this configuration can be made by client and company code.

One vendor can be selected per line. If the vendor ID is unique only for the client or the company code, the values must be set for the other.

### 5.9.1. Data for vendor configuration

Column	Description
<b>Creditor ID</b>	Specifies the vendor to which the configuration applies.
<b>Name</b>	Shows the name of the selected creditor.
<b>Principal</b>	Specifies the client to which the configuration applies. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code to which the configuration applies. The value <b>master</b> represents all company codes.
<b>MM Item Options (Post-Analysis)</b>	<p>Determines how the item data of an MM invoice is handled after document analysis is completed.</p> <p>If a purchase order number was recognized on the invoice, the standard system settings will be retained for the invoice items.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li><b>Use Parameter:</b> The <b>GetOrderPosFrom</b> parameter is used. If the value <b>Order</b> is specified for this parameter, for example, the determined items will be replaced by the PO items. For more information on parameters, see <a href="#">Parameters (page 93)</a>.</li> <li><b>Replace by order:</b> The items determined are replaced by the PO items.</li> <li><b>Keep lines</b> The items determined are retained.</li> </ul>

Column	Description
<b>FI Line-Item Options (Post-Analysis)</b>	<p>Determines how the item data of an FI invoice is handled after document analysis has been completed.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Use Parameter:</b> The items determined are discarded by the <b>GentableShrinkPositionsFI</b> parameter and merged into one line. For more information on parameters, see <a href="#">Parameters (page 93)</a>.</li> <li>• <b>Cut to one line:</b> The items determined are shortened to one line.</li> <li>• <b>Keep lines</b> The items determined are retained.</li> </ul>
<b>Use Vat Values</b>	<p>Defines whether a VAT code other than the default code should be used for a vendor.</p> <p>The <b>VatCodeInitialValue</b> and <b>VatRateInitialValue</b> parameters can be used to automatically assign predefined VAT codes to invoice items if no value has been set yet.</p> <p>If this check box is enabled, the global parameter for setting a VAT code will be overridden.</p> <p>For this purpose, in the VAT <b>Code</b> column, it is necessary to go to the <b>VAT Code</b> column and select the VAT code to be used for the vendor.</p>
<b>Vat. Code</b>	<p>Sets the VAT code and VAT rate used for the vendor.</p> <p>Prerequisite: The check box <b>Apply VAT</b> has been activated.</p>
<b>Vat Rate (%)</b>	<p>Shows the VAT rate as a percentage.</p>
<b>No. / Valid Supplemental Lines</b>	<p>Defines how many surcharge/discount lines may be added for a vendor.</p>
<b>Amount Check</b>	<p>Defines how to check the amount after surcharges/deductions have been made.</p> <p>The amount of the surcharge/discount line is the difference in the amount of the invoice header and the sum of the invoice items.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Use Parameter:</b> The amount of surcharges/deductions is checked against a maximum amount. The maximum amount is set by the value of the <b>AddLinesMaxAmountValue</b> parameter. For more information on parameters, see <a href="#">Parameters (page 93)</a>.</li> <li>• <b>Creditor Amount:</b> The amount resulting from surcharges/deductions is checked according to the vendor configuration.</li> <li>• <b>No check:</b> The amount of surcharges/deductions is not checked.</li> </ul>
<b>Max. Amount</b>	<p>Sets the maximum amount for surcharge/discount lines.</p>

Column	Description
Check (Percentage-Based)	<p>Defines whether the amount resulting from surcharges/deductions should be checked on a percentage basis.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Use Parameter:</b> The amount resulting from surcharges/deductions is checked against a maximum percentage. The maximum percentage is set by the value of the parameter <b>CheckAddLinesPercent2Head</b>. For more information on parameters, see <a href="#">Parameters (page 93)</a>.</li> <li>• <b>Creditor Amount:</b> The amount resulting from surcharges/deductions is checked against a maximum percentage. The maximum percentage is defined by the value in the <b>Max. percentage</b> column.</li> <li>• <b>No check:</b> The amount of surcharges/deductions is not checked on a percentage basis.</li> </ul>
Max. by Percentage	Sets the maximum percentage. The maximum amount is calculated using the <b>NetHome</b> amount field for surcharge/discount lines.
Autom. Suppl. Line	<p>Controls whether an automatic discount line is added.</p> <p>If this check box is selected, a discount line will be created automatically if, after the document analysis, the item amounts do not add up to the header amount.</p> <p>The discount line contains the remaining amount.</p>
Wait for Inc. Goods	<p>Controls whether the workflow action "Wait for goods receipt" is to be used for the vendor.</p> <p>If this check box is disabled, the workflow action for the vendor will be skipped.</p> <p>For more information on the action, see <a href="#">Waiting for goods receipt (page 41)</a>.</p>

## 5.10. Creditor CSV

	Creditor ID	*Name	*Principal	*Company Co...	Seperator	Delimiter	Thousand Separator	No. / Headlines to ...
	115820	115820	master	master	:	,	.	1
	115925	115925	master	master	:	"	,	1
	115913	115913	master	master	,	,	,	1
	115832	115832	master	master	:	,	,	1
	114008	114008	master	master	:	,	,	1
	1000100318	1000100318	master	master	:	,	,	0
	115666	115666	master	master	:	,	,	1

For vendor-CSV configuration, go to outbar **Configuration** → **Creditor CSV**.

This is where to specify the structure of the CSV file per vendor.

The user can upload a CSV file of a vendor in the **CSV** tab of an invoice folder. The items from the uploaded CSV file will be extracted. One item line will be created in the invoice file for each invoice line in the file.

In order to be able to extract the data of the CSV file, the structure of the CSV file must be stored for each vendor.



Vendor master data is not necessarily unique across multiple clients and company codes.

For this reason, the respective client and company code must be specified along with the vendor ID.

### 5.10.1. Data for configuration of vendor CSV

Column	Description
<b>Creditor ID</b>	Specifies the vendor to which the configuration applies.
<b>Name</b>	Shows the name of the selected creditor.
<b>Principal</b>	Specifies the client to which the configuration applies. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code to which the configuration applies. The value <b>master</b> represents all company codes.
<b>Separator</b>	Specifies which separator is used for the columns in the CSV file, e.g., a semicolon (;).
<b>Delimiter</b>	Specifies which delimiter character is used for the column values in the CSV file. For example, if the column contents in the CSV file are enclosed in a quotation mark ("), a quotation mark ("") must be specified here.
<b>Thousand Separator</b>	Specifies which separator is used for the thousands digits of amounts, e.g., a period (.).
<b>No. / Headlines to Skip</b>	Specifies how many headers the CSV file contains. The numeric value specified here determines from which item line the CSV file is evaluated. The system starts the evaluation from the line following the numeric value specified here.
<b>&lt;Field name&gt;</b>	Indicates the position at which a field is located in the CSV file. The first column in the CSV file corresponds to the value 0 (numerically zero), the second column corresponds to the value 1 and so on.
<b>&lt;Fix&gt;</b>	Specifies a fixed value for the field specified in the column <b>&lt;Field name&gt;</b> . In this way, for example, all invoice items can be assigned to a fixed cost center. Missing gross, net or tax amounts are calculated based on the data, if possible. For the calculation, the column for the VAT rate must be specified.

## 5.11. Payment type

<input type="checkbox"/>	*Payment Type	German	English	*Principal	*Company Code	oid
<input type="checkbox"/>	cash	Bar bezahlt	Paid cash	master	master	13
<input type="checkbox"/>	cashOnDelivery	Nachnahme	Cash On Delivery	master	master	14
<input type="checkbox"/>	prepayment	Vorkasse	Advance Prepayment	master	master	15
<input type="checkbox"/>	remittance	Überweisung	Remittance	master	master	16

Searching...
Site: 1 of 1 Sites
1 to 4 of 4 Entries

For configuration of payment method, go to outbar **Configuration → Payment Type**.

The payment types are usually synchronized from the ERP system and displayed here.

You can define payment types by client and by company code.



On a technical level, the payment type is associated with the "**PaymentType**" field.

If this field is not used, the **Payment type** configuration folder can be hidden.

### 5.11.1. Data for payment type configuration

Column	Description
<b>Payment Type</b>	Sets the technical name of the payment type. The technical name must not contain spaces, special characters or umlauts.
<b>Language (activated)</b>	Sets the display name of the payment type in the languages enabled.
<b>Principal</b>	Specifies the client for which the payment type is configured. The value <b>master</b> represents all clients.
<b>Company Code</b>	Sets the company code for which the payment type is configured. The value <b>master</b> represents all company codes.

## 5.12. Rejection reasons

<input type="checkbox"/>	*Type of Refu...	*Technical Name	German	English	oid
<input type="checkbox"/>	form	Adress	Name und Anschrift des leistenden Unternehm...	Name and Adress of the company and beneficia...	13
<input type="checkbox"/>	form	Betragfalsch	Betrag nicht korrekt - siehe Bestellung		17
<input type="checkbox"/>	form	Date	Ausstellungsdatum	Issue date	15
<input type="checkbox"/>	form	rgPosition	RG-Position(en) falsch/unvollständig/nicht erbra...	RG-Position wrong	16
<input type="checkbox"/>	form	Taxnumber	Steuernummer, bzw. USt.-ID-Nummer des leiste...	Taxnumber respectively; Vat-ID of the company	14

For configuration of rejection reasons, go to outbar **Configuration → Rejection Reasons**.

Here, you can define rejection reasons that the user can select in the action list when editing an invoice folder.

These actions provide the user with functions that generate automated rejection letters. The rejection letters then are added to the invoice folder.

### 5.12.1. Data for configuration of rejection reason

Column	Description
CustomerID	Shows the license number.  <b>Info:</b> This column is hidden by default.
Type of Refusal	Specifies the type of reason for rejection.  Default values are as follows: <ul style="list-style-type: none"><li>• <b>form</b> – Pick list containing the rejection reasons for a formal rejection</li><li>• <b>total</b> – pick list containing the rejection reasons for a factual rejection</li></ul>
Technical Name	Sets the technical name of the rejection reason.  The technical name must not contain spaces, special characters or umlauts.  The technical name necessary to provide the rejection reasons in multiple languages.
Language (activated)	Sets the display name of the rejection reason in the enabled languages.

## 5.13. Login matching

<input type="checkbox"/>	*Login (External System)	*Login (Documents)	oid
<input type="checkbox"/>	Login Name Accounting System	Login Name Documents	1
<input type="checkbox"/>			

For assignment of external logins, go to outbar **Configuration → Login Matching**.

In some cases, when transferring data to a third-party system, a user's login must be included.

Here you can assign an external login to each xSuite Invoice Prism login.

## 5.14. Script debug

	*Script	Function	Debug	Debug 2	oid
	csvimport_DueTo_db_Mapping	master	<input type="checkbox"/>	<input type="checkbox"/>	462
	system_invoice-executeFileActions	master	<input type="checkbox"/>	<input type="checkbox"/>	463
	xINVOICE_DocFile_OnEdit	master	<input type="checkbox"/>	<input type="checkbox"/>	464
	xINVOICE_DocFile_OnSave	addIncomingGoodsPosInfo()	<input type="checkbox"/>	<input type="checkbox"/>	465
	xINVOICE_DocFile_OnSave	checkCreditorBankInfo()	<input type="checkbox"/>	<input type="checkbox"/>	466
	xINVOICE_DocFile_OnSave	checkCreditorData()	<input type="checkbox"/>	<input type="checkbox"/>	467
	xINVOICE_DocFile_OnSave	checkDoublet()	<input type="checkbox"/>	<input type="checkbox"/>	468

For script-debug configuration, go to outbar **Configuration** → **Script Debug**.

Here you can control the log output for scripts and individual function calls.

By default, only messages of type **Info**, **Error** and **Warn** are output. The **Debug** and **Debug 2** outputs are skipped in the scripts.

The script debug configuration allows you to temporarily enable debug output for support cases or reprogramming.

This function is also available for custom scripts or functions within the callback scripts. For this, as administrator you must implement the `Log` function within the custom scripts as follows:

```
/*
#####
##### initializes a log-object for db-logging. Examples:
var log = new Log("MySystemId", "MyScript", "MyFunction()");
log.write("Write Log Info");
log.print("Write Log Info");
log.info("Write Log Info");
log.debug("Write Debug Message");
log.debug2("Write Debug2 Message");
log.warn("Write Warning Message");
log.err("Write Error Message");
@param {String} funcSystemID Logging ID
@param {String} funcScript calling script name
@param {String} funcFunction calling function()name
@param {String} funcLogTableName Optional: different db log-table (standard:'Log')
@param {String} funcOptionalFields Optional: additional db-columns for insert
@param {String} functionOptionalValues Optional: addition db-column-values for insert
@return {Boolean} true / false
*/
function Log( funcSystemID, funcScript, funcFunction, funcLogTableName,
funcOptionalFields, functionOptionalValues )
```

### 5.14.1. Data for script debug configuration



#### CAUTION

Activate the **Debug** and **Debug 2** check boxes only for a short period of time.

Debug output can have a negative impact on system performance.

Column	Description
<b>Script</b>	Specifies the script to which the configuration applies.
<b>Function</b>	Function within the script to be monitored and written to the session log.  If the value <b>master</b> is specified here, the configuration will apply not only to the selected script, but also to all called functions.
<b>Debug</b>	Specifies that the <code>Log.debug</code> entries are to be output.
<b>Debug2</b>	Specifies that the <code>Log.debug2</code> entries are to be output.

### 5.15. GL account to cost center

GL Account	Cost Center	*Principal	*Company Code	oid
100002	48659	master	master	1

Site: 1 of 1 Sites      1 to 1 of 1 Entries

**Check Expression**

This is where you can define which combinations of G/L account and cost center are allowed.

Using the parameter `CheckGLAccountCostCenterRule`, you can activate a check of the G/L-account/cost-center combination against the master data table `MasterData_GLAccount2CostCenter`.

For an error message to be issued, both fields (`GLACCOUNT` / `COSTCENTER`) must have an error message configured for the action (**Save** / **End action**).

### 5.16. Cost center to cost unit

Cost Center	Cost Units	*Principal	*Company Code	oid
222703	78642	master	master	1

Site: 1 of 1 Sites      1 to 1 of 1 Entries

**Check Expression**

Here, you can define which combinations of cost center and cost object are allowed.

Using the parameter `CheckCostCenterCostUnitRule`, you can activate a check of the cost center-cost unit combination against the master data table `MasterData_CostCenter2CostUnit`.

For an error message to be issued, an error message must be configured for the action (**Save** / **End action**) for both fields (`COSTCENTER` / `COSTUNIT`).

## 5.17. Incoming goods

Shows all records for the table `xFlowERP_MasterData.MMIncomingGoods`.

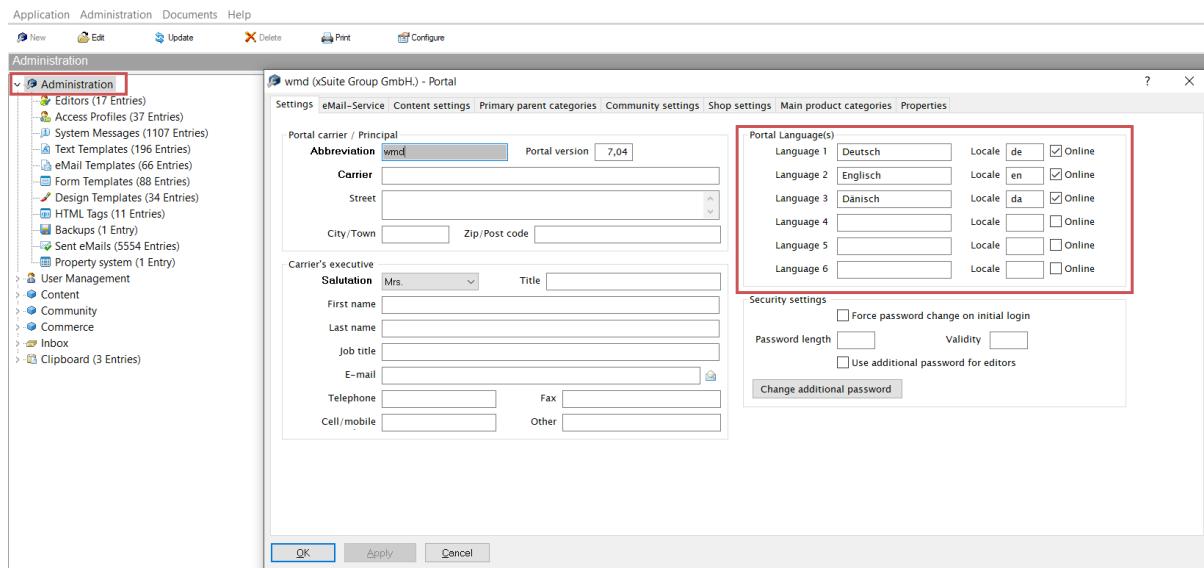
## 5.18. Order data

Shows all records for the table `xFlowERP_MasterData.MMOrder`.

## 6. Languages and translations

xSuite Invoice Prism supports up to 6 languages per DOCUMENTS 5 license. The languages can be configured in DOCUMENTS Manager in the client.

In a simple installation, application is limited to 6 languages. To use additional languages, multiple DOCUMENTS 5 licenses must be used.



Additional licenses will also separate user administration; the invoices will not just be separated via authorizations, but also technically. Such an implementation is generally possible – but creates additional costs.

Most of the translations specified by xSuite Invoice Prism for all field labels, button labels, public folders, etc. are located in language files (properties files).

A separate properties file must be created for each language. The standard files are located in the {Installation directory}\Documents5\server\locale\ folder. Additional properties files are located in the xSuiteResources directory.

The language files for the item data are located in {Installation directory}\Documents5\xSuiteResources\GentableDef\. Additional properties files are needed for the configuration pages.

Some translations for xSuite Invoice Prism are kept in database tables. Database tables have also been created for the properties files so that these files can be maintained directly via the web administration as an alternative.

Adjustments to the properties files, for example in the case of an update, are delivered directly via the files.

## 6.1. OpenUI5 (table headers)

The table **OpenUI5 (Table header)** contains all translations for the headings of the configuration table in the web UI.

You can define and customize the table headings per language.

## 6.2. Error messages

The **Error Messages** table contains all texts for error and informational notifications displayed in the login language defined by the respective user.

All (error) messages issued on the web interface must be displayed in the login language defined for the respective user.

You can configure the message texts by DOCUMENTS client.

Column	Description
<b>Technical Name</b>	Sets the technical name of the message.  The technical name must not contain spaces, special characters or umlauts.
<b>Language (activated)</b>	Sets the text of the message in the languages enabled.
<b>Customer-Specific Change</b>	Marks an entry as a customer-specific change.  <b>Caution:</b> Entries that are not marked as a customer-specific change will be overwritten or deleted during updates.
<b>Type</b>	Sets the message type.  Possible values: <ul style="list-style-type: none"> <li>• <b>ErrMsg:</b> Error message</li> <li>• <b>Escalation:</b> Escalation message</li> <li>• <b>Info:</b> Informational message</li> </ul>
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

## 6.3. xSuite (properties)

The table **xSuite (properties)** contains the translations of all xSuite changes to otris DOCUMENTS.

These customizations include, for example, the folder type (fields, tabs, custom actions, etc.), the public folders, and all workflow texts.

The "xSuite-properties" are included during the installation of xSuite Invoice Prism via the documents.ini file.

```

204 # Load properties files for the solutions
205 $AdditionalPropertiesFiles lcmstrings
206 $AdditionalPropertiesFiles xsuitestrings
207
208 comunitattachmentMaxSize 10 100 MB

```

As administrator, you can view and modify the "xSuite properties" in the outbar **Configuration** → **xSuite (properties)**.

The adjustments are only effective when the properties file is rewritten and scanned. For this, restart the Documents and DocumentsTomcat8 services.

i

As an alternative to restarting the services, you can make a small change to the client in the DOCUMENTS Manager, e.g., add a space in a field and then remove it again.

When the **Apply** button is clicked in the DOCUMENTS Manager, the "xSuite properties" will be reloaded.

To implement messages that you have defined yourself in your own scripts or in the callback scripts of xSuite Invoice Prism, use the following function:

```
/*
#####
#####
*/
/**Returns a language message from db table 'Language_ErrorMessages' in client
language.
 *@param {String} funcMsgStr as technical message string.
 *@returns {String} Message in client language.
 */

```

## 6.4. Gentable (properties)

The table **Gentable (properties)** contains the translations for all elements that are displayed in the item data of invoice folders, e.g., button and column names.

The field identifiers of the item table are written to the Language\_Prop\_xSuiteGentable database

When loading a folder, the properties files needed for the translation of otrs DOCUMENTS are loaded from the program directory ...\\Documents5\\xSuiteResources\\Gentable-Def\\ xSuiteGentableMessages\_%locale%.properties and the translation is applied.

Column	Description
<b>Technical Name</b>	Sets the technical name of the designation. The technical name must not contain spaces, special characters or umlauts.
<b>Language (activated)</b>	Sets the display name in the languages enabled.
<b>Customer-Specific Change</b>	Marks an entry as a customer-specific change. <b>Caution:</b> Entries that are not marked as a customer-specific change will be overwritten or deleted during updates.
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

## 6.5. Field names

The **Field names** table contains the translations for the field labels used in the field configuration tables in the web interface.

Column	Description
<b>Position</b>	<p>Specifies whether the field is a header field or an item field.</p> <p>This specification is mandatory. Some technical field designations are only unique in conjunction with the position specification.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>H</b>: Header field</li> <li>• <b>P</b>: Item field</li> <li>• <b>None</b></li> </ul>
<b>Technical Name</b>	<p>Sets the technical name of the field label.</p> <p>The technical name must not contain spaces, special characters or umlauts.</p>
<b>Language (activated)</b>	Sets the name of the field label in the enabled languages.
<b>Customer-Specific Change</b>	<p>Marks an entry as a customer-specific change.</p> <p><b>Caution:</b> Entries that are not marked as a customer-specific change will be overwritten or deleted during updates.</p>
<b>Type</b>	Sets the type of the field label, e.g., <b>FieldName</b> .
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

## 6.6. Workflow actions

The table **Workflow actions** contains the translations of the technical workflow actions.

For example, these translations are shown in workflow and field configurations instead of technical names. The sort order of the pick lists is based on the technical name.

In selection lists, the actions are sorted alphabetically based on the technical name.

Column	Description
<b>Technical Name</b>	<p>Sets the technical name of the designation.</p> <p>The technical name must not contain spaces, special characters or umlauts.</p>
<b>Language (activated)</b>	Sets the display name in the languages enabled.
<b>Customer-Specific Change</b>	<p>Marks an entry as a customer-specific change.</p> <p><b>Caution:</b> Entries that are not marked as a customer-specific change will be overwritten or deleted during updates.</p>
<b>oid</b>	Shows a unique ID set by the system. The field is read-only.

## 6.7. OpenUI5 (properties)

The **OpenUI5 (properties)** table contains the translations for elements that are displayed in the xSuite Invoice Prism configuration tables. Such elements might be headers, button names, or field names.

Column	Description
Technical Name	Sets the technical name of the designation. The technical name must not contain spaces, special characters or umlauts.
Language (activated)	Sets the display name in the languages enabled.
Customer-Specific Change	Marks an entry as a customer-specific change. <b>Caution:</b> Entries that are not marked as a customer-specific change will be overwritten or deleted during updates.
oid	Shows a unique ID set by the system. The field is read-only.

## 6.8. Activate languages

In the standard system settings, the languages **de** (German) and **en** (English) are activated, with German as the primary language.

Only for these two languages are translations included in xSuite Invoice Prism. For other languages, all translations have to be created individually.

The languages used must be activated both in the DOCUMENTS client and via the configuration **Activate languages**.



### CAUTION

The same language abbreviations must be used in the DOCUMENTS client and in the **Activate languages** configuration.

Activating a new language via the **Activate languages** configuration will automatically add the activated language to the other language configurations. The translations in the activated language must be added manually.

### 6.8.1. Enabling a language

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** click on the **Activate languages** folder.  
➤ A list of the activated languages will open.

	*Language	Primary Language?	*Number	oid
<input type="checkbox"/>	de	<input checked="" type="checkbox"/>	1	13
<input type="checkbox"/>	en	<input type="checkbox"/>	2	14

**Buttons:** +, -, , , ,

Site: 1 of 1 Sites

3. Click on the button **+ Create new entries**.  
➤ A dialog for activating a language will open.

	*Language	Primary Language?	*Number	oid
<input type="checkbox"/>		<input type="checkbox"/>	3	Auto

**Buttons:**

## 4. Set the activation settings in the following columns:

Column	Description
Language	<p>Specifies the abbreviation of the language.</p> <p>The language abbreviation must appear as a column in all language tables with translations.</p> <p>In standard system settings, all language tables are delivered with 21 translation columns.</p> <p>An overview of the default languages and the associated abbreviations can be found at <a href="#">Appendix A: Language abbreviations of the default languages (page 125)</a>.</p> <div style="background-color: #f0f0f0; padding: 10px;"> <p><b>i</b> If you want to use a language that is not included in the standard system settings, you must first add the language abbreviation as a new column in all tables.</p> <p>This concerns the following tables:</p> <ul style="list-style-type: none"> <li>• In the database xFlowERP_Invoice: table WfRules_Workflow_Def</li> <li>• In the xFlowERP_MasterData database: all tables, including the master data tables</li> </ul> <p>In order for the new language to appear in the selection list, you must also modify the following file:</p> <pre>Folder [installation directory]\Documents5\xSuiteResources\wmd\tables\Conf_DefinedLanguages\→ file getTableData.jsp</pre> </div>
Primary language?	<p>Specifies that the language is the main language in xSuite Invoice Prism.</p> <p>The main language is used for error messages, for example, if no valid language has been determined or the language context is unclear.</p> <p>However, it is not consistently possible to fall back on the main language, so if a new language has been defined, then the translations should be maintained.</p>
Number	<p>Specifies the allocation number of the language.</p> <p>In the DOCUMENTS client, each language is assigned a number from 1 to 6. This number must be specified here.</p>
oid	Shows a unique ID set by the system. The field is read-only.

5. Click **Save entry**.

► The language is now activated.



The system will not accept the translations until the DOCUMENTS service is restarted.

## 6.9. Properties

Files with the file extension `properties` are used for translations. One file is required per language. The files have the same file name and differ only in terms of the language abbreviation (e.g., `de` or `en`).

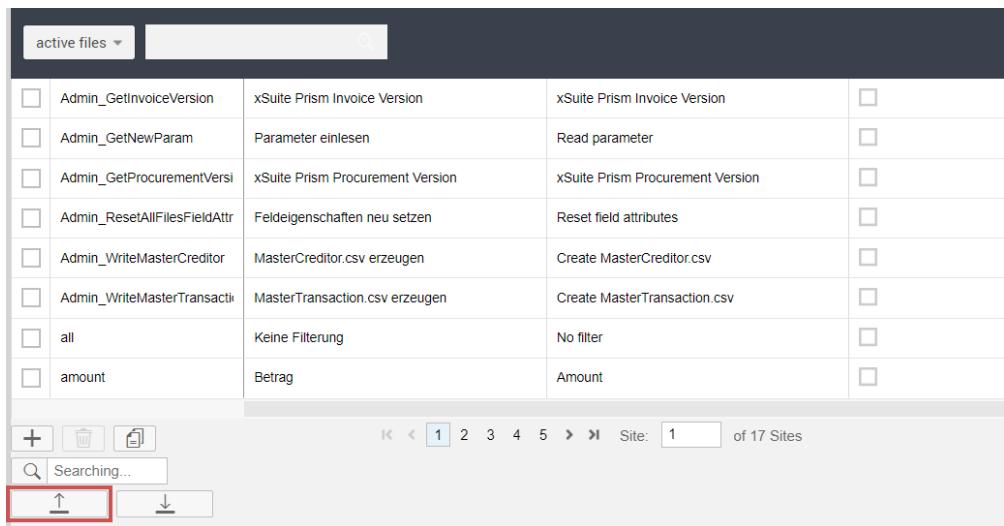
For the `properties` files of xSuite Invoice Prism there is a separate database table each in the database `xFlowERP_MasterData`. All configurations have the same structure.

Configuration	DB Table	File Path   File Name   Description
<b>xSuite (properties)</b>	Language_Prop_xSuiteStrings	{install directory}\Documents5\server\locale\ xsuitestrings_%locale%.properties Contains all translations for <b>xSuite</b> solutions, including field names, folder titles, and user-defined actions.
<b>Gentable (properties)</b>	Language_Prop_xSuiteGentable	{install directory}\Documents5\xSuiteResources\GentableDef\ xSuiteGentableMessages_%locale%.properties Contains all translations for the GenTable XML files used in the <b>xSuite</b> solutions.
<b>Open UI5 (properties)</b>	Language_Prop_xSuiteOpenUI5	{install directory}\Documents5\xSuiteResources\wmd\openui5\locale\ i18n_%locale%.properties These properties files contain all content required for the Open UI5 grid such as, for instance, table headings or error messages.
<b>Documents5 (properties)</b>	Language_Prop_Documents	{install directory}\Documents5\server\locale\ portalstrings_%locale%.properties The files contain all translations for Documents5 standard display items.
<b>LDAP (properties)</b>	Language_Prop_Ldap	{install directory}\Documents5\server\locale\ ldapstrings_%locale%.properties These files contain all translations for the Documents5 LDAP module. The files are only needed if you licensed and utilize the optional LDAP connection. These files are only required if the paid LDAP connection is licensed and used.

### 6.9.1. Uploading a properties file

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on a folder in **Languages/Translations**.  
➤ A list of the existing designations will open.

3. Click the button  **Import from properties-file into database.**



active files			
<input type="checkbox"/>	Admin_GetInvoiceVersion	xSuite Prism Invoice Version	<input type="checkbox"/>
<input type="checkbox"/>	Admin_GetNewParam	Parameter einlesen	Read parameter
<input type="checkbox"/>	Admin_GetProcurementVersi	xSuite Prism Procurement Version	<input type="checkbox"/>
<input type="checkbox"/>	Admin_ResetAllFilesFieldAttr	Feld Eigenschaften neu setzen	Reset field attributes
<input type="checkbox"/>	Admin_WriteMasterCreditor	MasterCreditor.csv erzeugen	Create MasterCreditor.csv
<input type="checkbox"/>	Admin_WriteMasterTransacti	MasterTransaction.csv erzeugen	Create MasterTransaction.csv
<input type="checkbox"/>	all	Keine Filterung	No filter
<input type="checkbox"/>	amount	Betrag	Amount

    
 Searching...     
1 2 3 4 5 > >  
 Site:  of 17 Sites

- The file path `{Installation directory}\Documents5\server\locale\` will be searched for files with the matching structure.
- The properties file has been read and uploaded. Entries that are marked as a customer-specific change have not been overwritten.



The language column of the table is specified by the language abbreviation in the file.

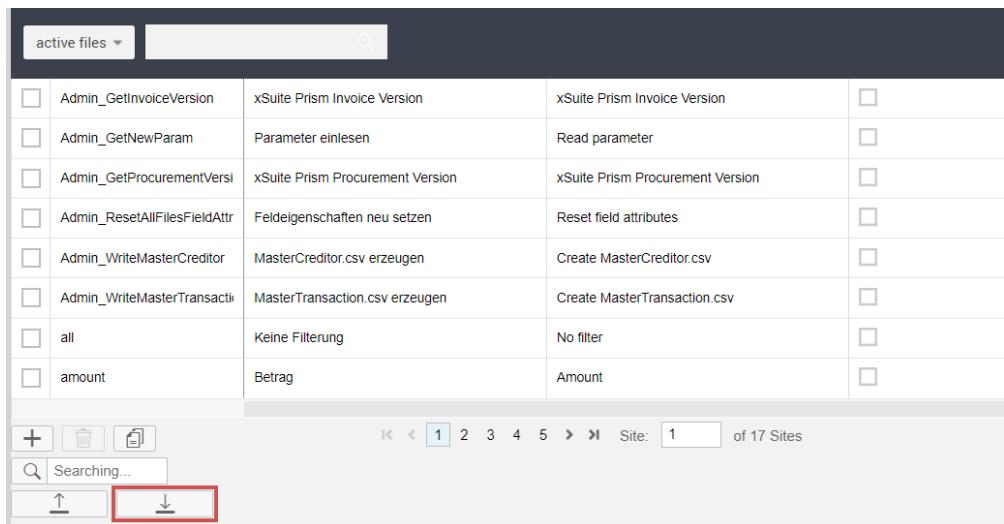
The first line of the properties file is always skipped during reading. From the second line on, the technical field value is extracted. From the equal sign (=) on, the translation value starts.

If the technical value exists in the table, the column value will be updated. If the technical one does not exist in the table, a new table entry for the technical value will be created.

## 6.9.2. Saving a properties file

1. Open the web interface of xSuite Invoice Prism.
2. In the **Configuration** outbar, click on a folder in **Languages/Translations**.  
 ► A list of the existing designations will open.

3. Click on the button  **Save data from database in properties-files.**



The screenshot shows a table with two columns. The first column contains file names and the second column contains their descriptions. The table includes a header row and several data rows. At the bottom, there are buttons for sorting (up and down arrows), a search bar, and a page navigation section showing page 1 of 17 sites.

<input type="checkbox"/>	Admin_GetInvoiceVersion	xSuite Prism Invoice Version	<input type="checkbox"/>
<input type="checkbox"/>	Admin_GetNewParam	Parameter einlesen	Read parameter
<input type="checkbox"/>	Admin_GetProcurementVersi	xSuite Prism Procurement Version	<input type="checkbox"/>
<input type="checkbox"/>	Admin_ResetAllFilesFieldAttr	Feldeigenschaften neu setzen	Reset field attributes
<input type="checkbox"/>	Admin_WriteMasterCreditor	MasterCreditor.csv erzeugen	Create MasterCreditor.csv
<input type="checkbox"/>	Admin_WriteMasterTransacti	MasterTransaction.csv erzeugen	Create MasterTransaction.csv
<input type="checkbox"/>	all	Keine Filterung	No filter
<input type="checkbox"/>	amount	Betrag	Amount

   Searching...  Site: 1 of 17 Sites

- The data has now been saved in new property files.



The existing files are not deleted, but are time-stamped.

The new properties files are created for each activated language. The entries are sorted alphabetically.



### CAUTION

The sorting and all comments from the standard files are lost.

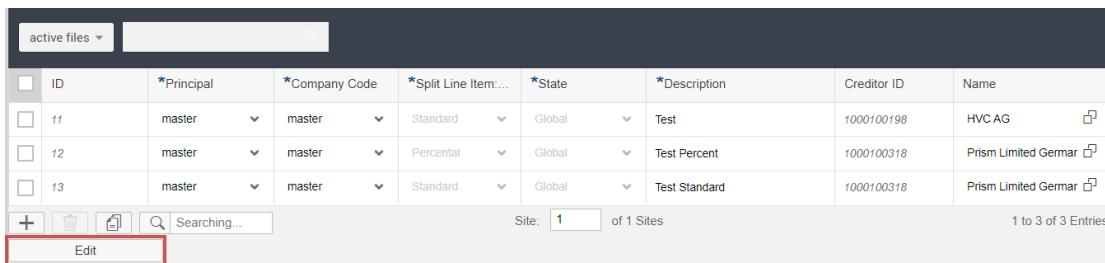
## 7. Fixed Account Assignments

Default account assignments can be used to assign the same G/L accounts and cost centers per client, company code and/or per vendor.

This can be useful if, for example, a vendor issues very similar invoices, which are usually divided into the same number of invoice items with the identical account assignment.

For configuration of default account assignments, go to outbar **Invoice** → **Standard Account Assignments**.

As administrator, you can create new default account assignments and edit the data of existing ones here. Editing existing account assignments is done by clicking the **Edit** button.



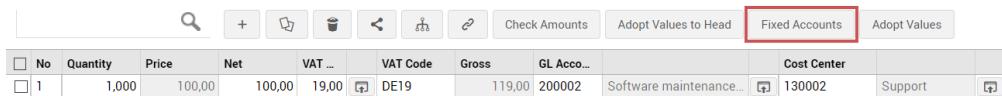
ID	*Principal	*Company Code	*Split Line Item...	*State	*Description	Creditor ID	Name
11	master	master	Standard	Global	Test	1000100198	HVC AG
12	master	master	Percental	Global	Test Percent	1000100318	Prism Limited Germar
13	master	master	Standard	Global	Test Standard	1000100318	Prism Limited Germar

Site: 1 of 1 Sites      1 to 3 of 3 Entries

**Edit**

### Display in invoice folders

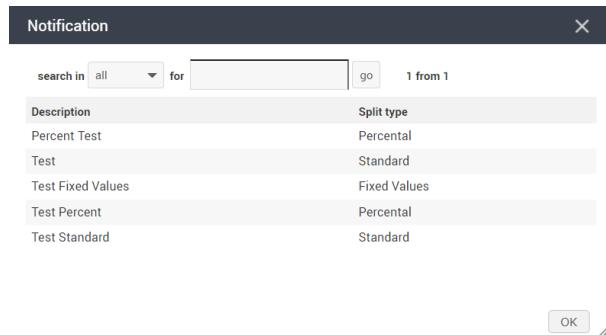
When editing an invoice, the user will see the **Standard Account Assignment** button in the item data.



No	Quantity	Price	Net	VAT ...	VAT Code	Gross	GL Acco...	Cost Center	Gross
1	1,000	100,00	100,00	19,00	DE19	119,00	200002	Software maintenance...	130002

When the user clicks on the **Standard Account Assignment** button, a dialog for selecting default account assignments that match the client and company code opens.

The user will only see default account assignments that are globally available or that the user has created and marked as **private**.



Notification	
search in	all
for	
go	1 from 1
Description	Split type
Percent Test	Percental
Test	Standard
Test Fixed Values	Fixed Values
Test Percent	Percental
Test Standard	Standard

**OK**

## 7.1. Data for default account assignment

Column	Description
<b>ID</b>	Shows a unique ID set by the system. The field is read-only.
<b>Principal</b>	Specifies the client to which the default account assignment applies. The value <b>master</b> represents all clients.
<b>Company Code</b>	Specifies the company code to which the default account assignment applies. The value <b>master</b> represents all company codes.
<b>Split Line Item: Options</b>	<p>Defines how the invoice items are divided.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Default:</b> The data will be transferred to the invoice items. Existing data will be overwritten. For more information, see <a href="#">Default account assignment – "Standard" breakdown (page 117)</a>.</li> <li>• <b>Fixed values:</b> The existing amounts will be overwritten by fixed amounts. This splitting option can be useful, for example, when recurring invoices with always the same amounts arrive. For more information, see <a href="#">Default account assignment – "Fixed values" breakdown (page 117)</a>.</li> <li>• <b>Percentages:</b> The amounts are divided by percentage. Any rounding differences in the amounts due calculation as percentages will need to be adjusted manually by the user. For more information, see <a href="#">Default account assignment – "Percentages" breakdown (page 118)</a>.</li> </ul>
<b>State</b>	<p>Defines which users have access to the default account assignment.</p> <p>Possible values:</p> <ul style="list-style-type: none"> <li>• <b>Private:</b> Only the user who created the default account assignment has access to this default account assignment. Other users will not be able to see the default account assignment either through the configuration or through the selection on the invoice.</li> <li>• <b>Global:</b> All users have access to the default account assignment.</li> </ul>
<b>Description</b>	A default account assignment should be clearly described in the description, which is displayed in the dialog for selecting the account assignment.
<b>Creditor ID</b>	<p>Specifies the vendor to which the default account assignment applies.</p> <p>When the vendor is recognized in the data extraction, the account assignment will automatically be applied to the document.</p> <p>When selecting an account assignment on an invoice, all available account assignments will still be displayed.</p>
<b>Name</b>	Shows the name of the selected creditor.

## 7.2. Default account assignment – "Standard" breakdown

The **Default** breakdown (technical value: `off`) contains columns for account assignment of VAT code, G/L account, cost center and cost object.

Principal: master  
Company code: master  
Name: Test Standard (ID: 13)

	*Row	Vat. Code	GL Account	Cost Center	Cost Unit
	1	DE0	100001	222701	
	2	DE19	100002	222702	

Site: 1 of 1 Sites

Back

	*Row	Vat. Code	GL Account	Cost Center	Cost Unit

Save entry

When using this default account assignment, the data of the first line will be transferred to the first invoice item. The information of the second line is transferred to the second item, and so on.

Existing information in the invoice items will be overwritten.

## 7.3. Default account assignment – "Fixed values" breakdown

For the type **Fixed values** (technical value: `fix`), multiple values can be specified by field, separated with semicolons.

In addition to the master data, fixed amounts can be specified for net, gross and tax.

Principal: master  
Company code: master  
Name: Test Fixed Values (ID: 16)

	*Row	Vat. Code	GL Account	Cost Center	Cost Unit
	1	DE19;DE19;DE19	100001;100002;100003	222701;222072;222073	
	2	DE19;DE19	100001;100002	222701;222072	

Site: 1 of 1 Sites

Back

In this example, 3 values are specified in the first line and 2 values in the second line. The same number of entries must always be made in each field in a line.

When this account assignment is applied, the first line of the invoice is divided into 3 new items. The G/L account **100001** and the net amount **115.00** are entered in the first line.

The G/L account **100002** and the net amount **225.00** are entered in the second line, which has been newly created. The third information is entered in the third line.

The second line of the default account assignment is applied to the second invoice item.

If a cost object has been specified in the invoice items and no specification is made in the default account assignment, this value will be transferred to the new lines.

If the default account assignment contains more lines than specified in the invoice folder, a new empty line with the amount **0.00** will be split accordingly.

## 7.4. Default account assignment - "Percentages" breakdown

For the **Percentages** type (technical value: `percent`), the amounts are not specified as fixed amounts, but rather as percentages.

For this reason, the distribution must be specified only once.



### CAUTION

The percentages must add up to 100.

Principal: master Company code: master Name: Test Percent (ID: 12)						
	*Row	Vat. Code	GL Account	Cost Center	Cost Unit	Percent
<input type="checkbox"/>	1	DE19;DE19;DE19	100001;100002;100003	222701;222072;222073		30;30;40
<input type="checkbox"/>	2	DE0;DE0	100004;100005			60;40
<input type="button" value="Back"/> <input type="button" value="Up"/> <input type="button" value="Delete"/> <input type="button" value="New"/> <input type="button" value="Search"/> <input type="text" value="Searching..."/>						
Site: <input type="text" value="1"/> of 1 Sites						



Any rounding differences in the amounts due calculation as percentages will need to be adjusted manually by the user.

## 8. Administrative functions in invoice folders

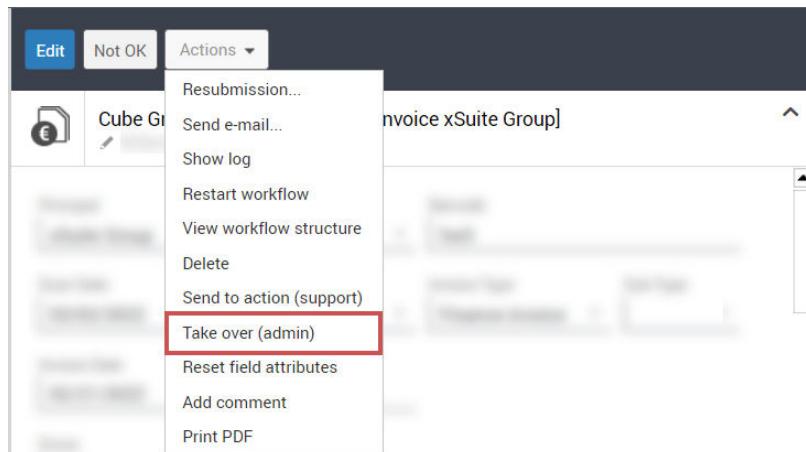
Additional functions are available to you as administrator when processing invoices.

These functions can be accessed via the action list and via additional tabs in the invoice folder.

The following administrative functions are available:

Function	Information and comments
Action <b>Take over (admin)</b>	See <a href="#">Action "Take over (admin)" (page 119)</a> .
Action <b>Show log</b>	See <a href="#">Action "Show log" (page 120)</a> .
Action <b>Restart workflow</b>	See <a href="#">Action "Restart workflow" (page 120)</a> .
Action <b>Print PDF</b>	See <a href="#">Action "Print PDF" (page 121)</a> .
Tab <b>Support</b>	See <a href="#">Tab "Support" (page 123)</a> .
Tab <b>Status</b>	See <a href="#">Tab "Status" (page 124)</a> .

### 8.1. Action "Take over (admin)"



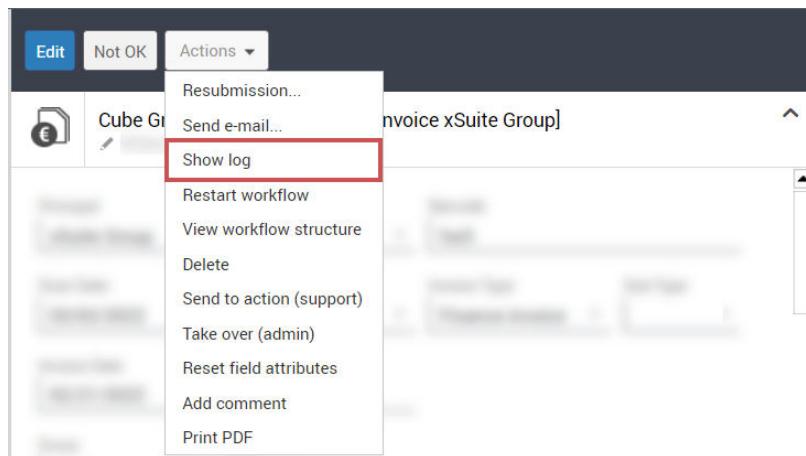
Using the **Take over** action, you can take over individual invoices, specifying a comment.

By default, the action can be performed by users of the **WorkflowSupport** group.

This action can be used if, for example, responsible users are absent for a short period of time and as a result invoices are blocked that need to be processed urgently.

After the transfer, you can reassign the invoice to a user using the **Forward** function.

## 8.2. Action "Show log"



Using the **Show log** action, you can open an excerpt of the log. This excerpt will display the last 500 log entries of the current invoice.

By default, only informational, warning and error messages are written to the database.

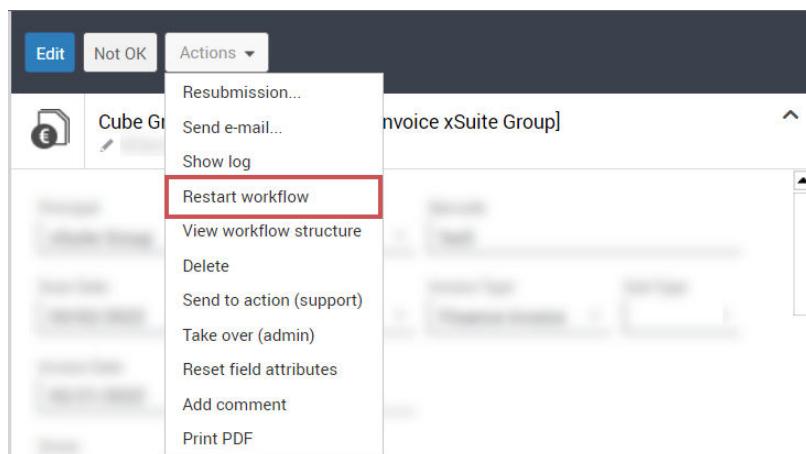
To set that debug notification are to be output, go to the configuration **Script Debug**. For more information, see [Script debug \(page 103\)](#).

In the event of error messages, always check the log entries too.



When reporting an error message to support, a screenshot of the log output should always be included.

## 8.3. Action "Restart workflow"



To abort the current workflow and restart, use the function **Restart workflow**.

**CAUTION**

When a workflow is canceled, all entries in the **Status** tab will be lost.

By default, the action can be performed by users of the **WorkflowSupport** group.

When the action is executed, a dialog will open where you can select any workflow action. This action is defined by the user and allows for an option to skip workflow actions.

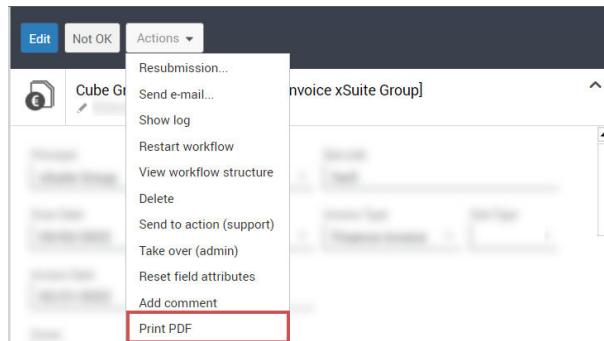


This action should be reserved for a small group of administrators.

To return an invoice to a previous workflow action, a separate action exists where the workflow has not been canceled.

In addition, you can specify an action level here and change the client and/or the company code. A comment must always be entered.

## 8.4. Action "Print PDF"



Using the **PDF Print** action, you can create a PDF file with the essential information of the invoice.

The layout of the PDF file generated can be edited. For more information, see [PDF printing – customizing of layout \(page 121\)](#)

### 8.4.1. PDF printing – customizing of layout

In the path `{installation directory}\xSuiteResources\HandlebarsTemplates`, there is a file `wmdInvoiceCoverPDF.txt`. This file defines the structure and content of the generated PDF file. The template engine used is the JavaScript file `Handlebar.js`.

The file is structured as follows:

- The object `fieldLabel` or `gridLabel` contains the labels of the fields of a record.
- The object `fieldData` or `gridData` contains the contents of the fields of a record.

Use of `fieldLabel.%FieldName%` and `fieldData.%FieldName%` enables access to the concrete labels and contents. `%FieldName%` must be replaced by the technical identifier of the field.

To access any contents of the data object in the template, the expressions are enclosed in double curly brackets.



For general information on the use of Handlebars, see <https://handlebarsjs.com/>.

Graphical elements can be presented, as in an HTML file, in the form of tables (`<td>` and `<tr>`), paragraphs (`<p>`) or other building blocks.

Following the usual structure of the file, you either add new content to one of the existing sections (for example, posting data, payment terms, or vendor data) or create a new section to accommodate content.

The file is visually and structurally divided into header and item data.

## Header data

1. A new section starts with a heading and has the following structure:

```
<table class = 'office' width="100%" style="table-layout:fixed"><tr><th colspan="6" class='office' style="font-size:14pt;color:#004E92">{{fieldLabel.%FieldName%}}</th></tr></table>
```

2. The following is the structure of the table with the rows.

```
<td class='office'><p><b>{{fieldLabel.%FieldName%}}</b></p>{{#if fieldData.%FieldName%}}<p>{{fieldData.%FieldName%}}</p>{{/if}}</td>
```

3. Whole areas can also be output only if conditions are met.

```
 {{#if fieldData.PPC_Percent3}}
  <tr>
    <td class = 'office'>...</td>
    <td class = 'office'>...</td>
    <td class = 'office'>...</td>
  </tr>
 {{/if}}
```

## Item Data

The range of items is marked with the comment `<!--GRIDDATA-->`. After a check if item data is available ( `{{#if gridData}}` ) the access to the data starts.

Analogous to the header data, `gridData` and `gridLabel` are used for this purpose. The content is again embedded in a table object (`<table>...</table>`).

1. First the iteration of the item rows is done via `{#each gridData}...{/each}`.
2. Due to the condition `#ifINthItem nth=30}...{/ifIsNthItem}`, only 30 lines are displayed per PDF page.  
A page break follows this and the table headings are output again.
3. The column headings are specified as follows:  

```
<td class='griddata'><p><b>{ ../../gridLabel.%fieldName%</b></p></td>
```

The field name is the column name from the item data configuration.
4. After the labels have been created, the data is inserted using a second line definition with the following structure:  

```
<td class='griddata'><p>{this.%fieldName%}</p></td>
```

Through `this.%FieldName%`, the respective field or the content of the object `gridData` can be accessed.

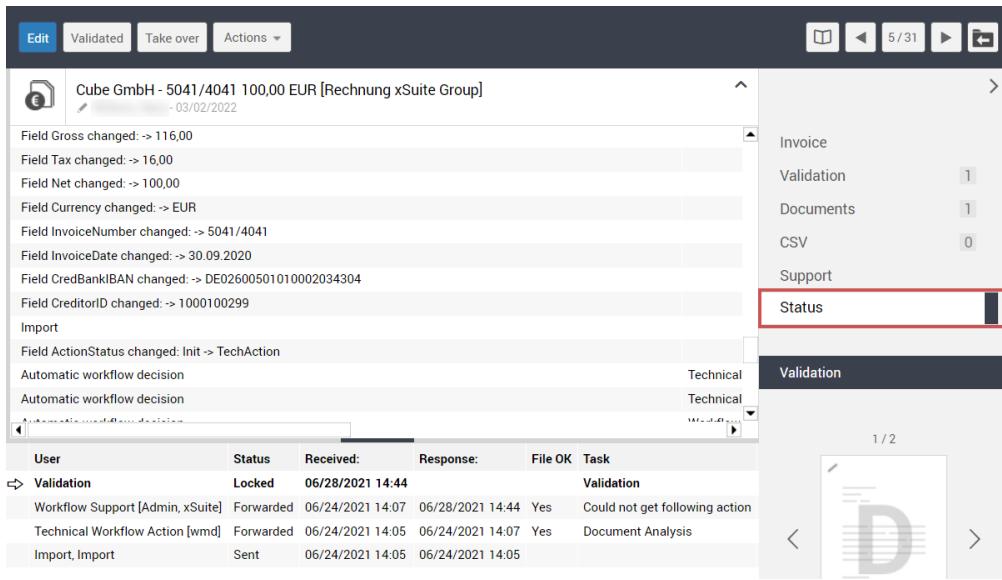
## 8.5. Tab "Support"

The screenshot shows the 'Support' tab of an invoice folder. The tab is highlighted with a red box. The interface includes a header with 'Edit', 'Validated', 'Take over', and 'Actions' buttons. Below the header, there's a file icon and the invoice details: 'Cube GmbH - 5041/4041 100,00 EUR [Rechnung xSuite Group]' and '- 03/02/2022'. A 'WORKFLOW ACTION' section is expanded, showing a task named 'pf.ActionTask\_validation\_1' with a start action on '06/28/2021 14:44' and a workflow ID 'WF\_FI'. The action ID is 'Validation (20)' and the level is '1'. Below this, there's a 'Start Verification' section with the same date and profile 'Validation'. A 'Validation' tab is selected in the sidebar on the right, which also lists 'Invoice', 'Validation' (1), 'Documents' (1), 'CSV' (0), and 'Status'. The status section shows 'Support'.

In the **Support** tab of an invoice folder displays technical information as well as workflow information.

If an error occurs in the workflow, you can use this information for error analysis and, if necessary, pass it on to the support of xSuite Group GmbH.

## 8.6. Tab "Status"



The screenshot shows the 'Status' tab of an invoice folder. At the top, there are buttons for 'Edit', 'Validated', 'Take over', and 'Actions'. The main area displays a list of changes made to the invoice, such as 'Field Gross changed: -> 116,00' and 'Field Tax changed: -> 16,00'. Below this is a table of workflow actions:

User	Status	Received:	Response:	File OK	Task
Validation	Locked	06/28/2021 14:44			Validation
Workflow Support [Admin, xSuite]	Forwarded	06/24/2021 14:07	06/28/2021 14:44	Yes	Could not get following action
Technical Workflow Action [wmd]	Forwarded	06/24/2021 14:05	06/24/2021 14:07	Yes	Document Analysis
Import, Import	Sent	06/24/2021 14:05	06/24/2021 14:05		

On the right, there is a sidebar with tabs for 'Invoice', 'Validation' (which is selected), 'Documents', 'CSV', 'Support', and 'Status'. The 'Status' tab is highlighted with a red box. Below the sidebar, there is a preview of the invoice document.

The **Status** tab of an invoice folder displays the workflow actions that the invoice has passed through so far.

Here, you can view the executing user, the time stamp, and the executed changes for each workflow action that has been performed.

This tab also shows which user or user group currently has the invoice for processing.

## A. Language abbreviations of the default languages

Code	Language
de	German
en	English
fr	French
es	Spanish
it	Italian
da	Danish
pl	Polish
nl	Dutch
fi	Finnish
no	Norwegian
pt	Portuguese
cs	Serbian
hr	Croatian
hu	Hungarian
ro	Rumanian
sl	Slovenian
bg	Bulgarian
ru	Russian
se	Swedish
al	Albanian
gr	Greek