# ExFlow for Dynamics NAV

# Technical Manual

ExFlow version 5.02

Signup Software AB | Hallonbergsplan 5 | SE-174 52 Sundbyberg | Sweden
+46 8 567 800 00 | info@signupsoftware.com | www.signupsoftware.com

# Introduction

ExFlow is an add-on module for Microsoft Dynamics NAV that enables easy electronic approvals of Purchase Invoices, Purchase Orders and Quotes available via a web interface. ExFlow helps automate and improve the whole process involving Purchase Invoices, scanning with or without data capture, electronic approval, finalizing and posting, while retaining the full history for follow-up and statistical analysis.

ExFlow is fully integrated within Microsoft Dynamics NAV, which means that the Accounts Payable staff can work the same way as in standard Dynamics NAV with entry and processing of Purchase Invoices. ExFlow handles transactions that are going through an Approval process. Entry of Purchase Invoice data can be done manually, or via a data capture application (both Invoice image and data). The approval flow can be automatically suggested from pre-defined approval settings based on General Ledger Accounting, Dimensions, Vendor and Amounts etc. Approvers, as well as administrators, Accounts Payable staff and management can at any time get an overview in Dynamics NAV of Purchase Invoices that are routed through an Approval flow, as well as historical data for each Purchase Invoice.
Approvers will receive an email with information regarding all Purchase Invoices awaiting approval. In this email, approvers can see relevant Purchase Invoice details such as the Invoice number, and Invoices that are past the due date or close to their due date, which are highlighted. The email also contains a link to the web-based Approval interface, where all Purchase Invoices involving that approver can be retrieved and viewed. Purchase Invoices are shown with an image of the original Invoice and may include suggested accounting codes, depending on the setup. If an approver has the appropriate permissions, he/she can also change the GL Account, GL Dimensions and even split line amounts across multiple lines, as well as change the line type to project, asset etc. As soon as the approver has approved an Invoice, it automatically moves on to the next person or group in the Approval flow.

Administrators and/or Accounts Payable staff with appropriate permissions can at any time cancel or change the Approval flow.

This manual will provide information on fields and settings in ExFlow.

For specific questions, please contact the ExFlow support.
Email: support@signupsoftware.com

# Contents


Vendor Card ..... 5

- ExFlow ribbon ..... 5

Import Document Worksheet ..... 6

- Import Document Worksheet list ..... 6
- Tabs in Import document worksheet ..... 7
- Sections in Import document worksheet ..... 10
- Main list section ..... 10
- Lines section ..... 13
- Columns ..... 14
- Home tab ..... 16
- Actions tab ..... 17
- Navigate tab ..... 18
- Approval Status ..... 19
- Document Lines section ..... 19
- Doc. Line Approvers section ..... 19

Approval Status History ..... 21

- Home tab ..... 21
- Actions tab ..... 21
- Navigate tab ..... 22
- Posted Document Lines section ..... 23
- Posted Document Line Approvers section ..... 23

Approval Status Follow-Up ..... 24

- Home tab ..... 24
- Navigate tab ..... 24
- Main list section ..... 25
- Document Lines section ..... 26
- Doc. Line Approvers section ..... 27

ExFlow Setup ..... 28

- General ribbon ..... 28
- Doc. Creation Checks ribbon ..... 32
- Doc. Posting Checks ribbon ..... 33
- PO Matching ribbon ..... 34
- Line difference Unit cost ..... 36
- Automatic Difference Line ..... 36

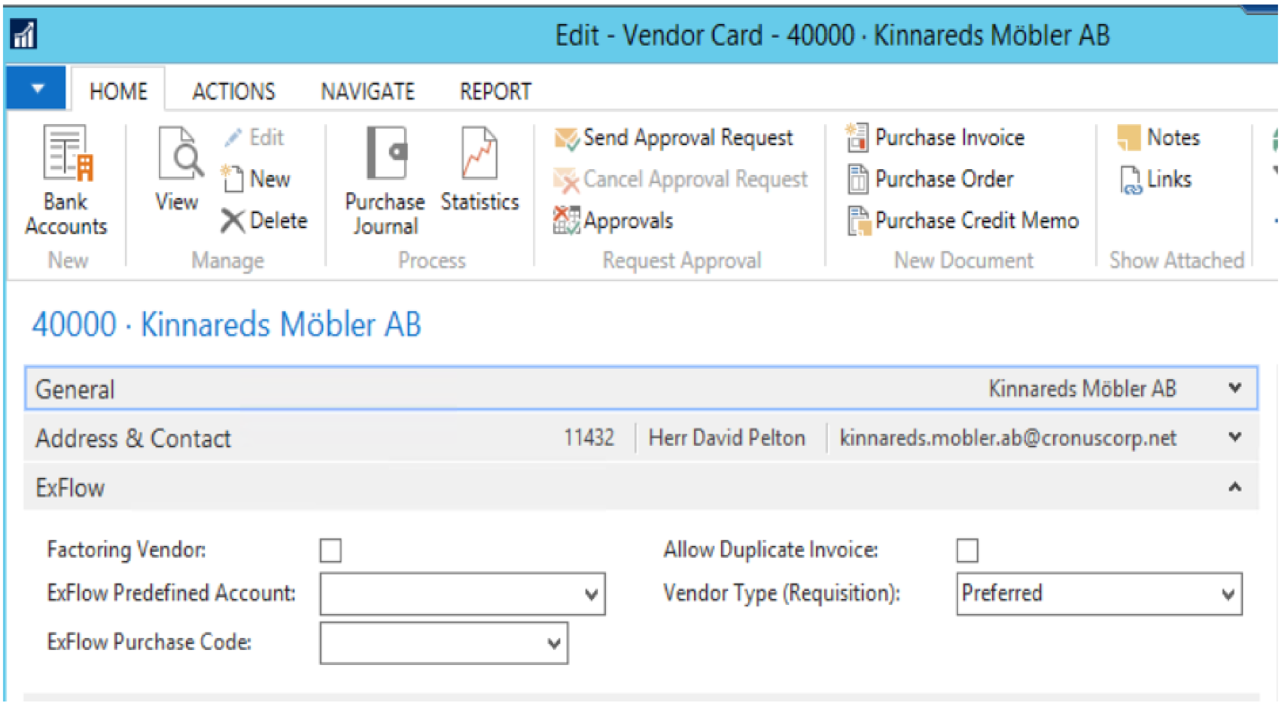

 

OCR import ribbon ..... 37
Escalation ribbon ..... 40
Requisition ribbon ..... 41
ExFlow User Setup ..... 43
Main list section ..... 43
Actions tab ..... 45
Approval Groups ..... 46
Main list section ..... 46
Approval Groups Line on card ..... 48
ExFlow Template Rules ..... 49
Main list section ..... 49
Template Rule Lines on card ..... 51
User Coding Rules ..... 52
Coding Rules are used in the ExFlow web. ..... 52
Deny Coding Rules ..... 53
ExFlow Contracts ..... 54
Contracts Matching ..... 55
ExFlow References ..... 57
ExFlow E-mail Setup ..... 58
ExFlow Purchase Codes ..... 60
ExFlow Dimension Owners ..... 62

## VENDOR CARD

*Path: ExFlow/Document Processing/Vendors*




### ExFlow ribbon

You can specify a Predefined Account under the ExFlow setup. You can also set the Predefined Account for a specific Vendor on its Vendor card.

| | |
|---|---|
| Factoring Vendor | Tick this field if this vendor uses factoring i.e. the payment should not go to this vendor directly but to another. In the “Import Document Worksheet”, if this has been ticked, ExFlow will block the creation of invoices until a correct ‘Buy-from Vendor’ has been assigned in the worksheet (‘Pay-to Vendor’ is changed to the vendor that should receive the payment). The Factoring field can also be unticked in the worksheet in order to override the setting from the vendor card. |
| ExFlow Predefined Account | To automate the Accounts Payable process, enter a G/L Account if the purchase, from the Vendor, uses the same G/L Account from time to time. Remember that a Vendor can have a Predefined Account ExFlow OR a Predefined ExFlow Purchase Code. |
| ExFlow Purchase Code | To get one or more lines proposed when importing the purchase document, use a Predefined ExFlow Purchase Code. A code can populate several lines to the Purchase document including distribution to G/L |

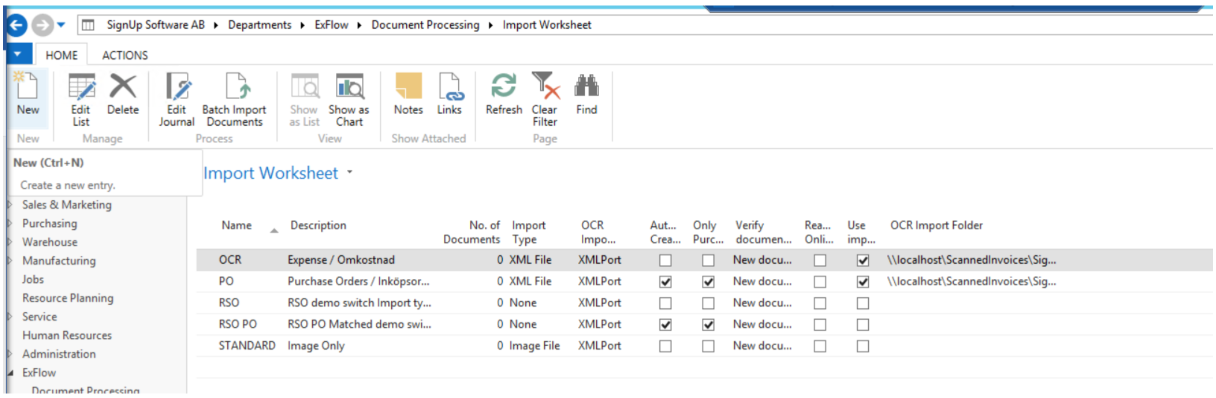
 

| | |
|---|---|
| | Accounts with different VAT Product Posting Groups and departments, jobs, job tasks and deferral codes. Distribution can be made by different weights. |
| Allow Duplicate Invoice | Tick this field if ExFlow shall accept the same invoice number more than once for this vendor. |
| Vendor Type (Requisition) | Use this field to assign visibility for the requisition workflow. You can hide vendors and/or put them on top of the list when creating a new requisition. |

## IMPORT DOCUMENT WORKSHEET

*Path: ExFlow/Document Processing/Import Document Worksheet + open one of the journals.*

The "Import Document Worksheet" is used for importing documents, applying all information before approval, handling error messages and finally creating invoices/credit memos for approval.



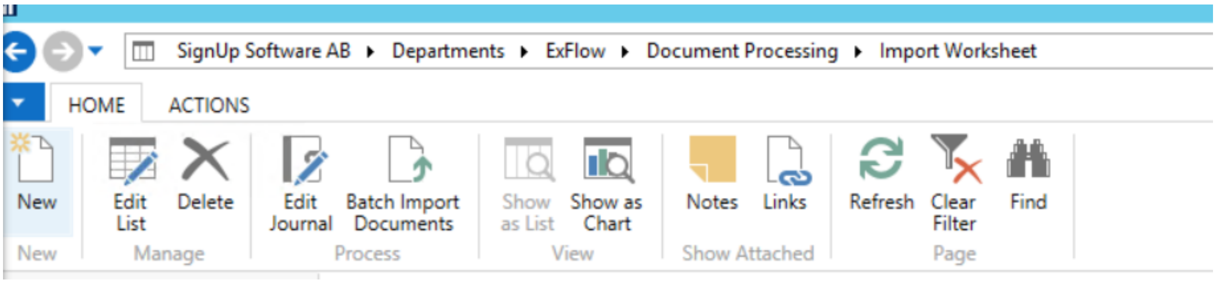

### Import Document Worksheet list

| | |
|---|---|
| Batch Import Documents | This function imports all new Purchase Invoice documents, both those that have and have not been processed by the Data Capture software. |
| Create Invoices/Cr.Memos | This function will create Dynamics NAV Purchase Invoices and Purchase Credit Memos in the journal, for documents that do not trigger any errors or otherwise require adjustments |
| Verify journal | This function will re-verify all pending records in the Journal to update the status and/or errors based on the most recent available data. For instance, if an imported Invoice has been stopped with an error due to the Vendor not existing in ExFlow, adding the Vendor (through standard Dynamics NAV processes) and running this function, will now allow that Invoice |

| | |
|---|---|
| | to find that vendor and continue validating other data. If no other error is encountered at this time, the Invoice will be marked as ready for Invoice creation in ExFlow. |

Tabs in Import document worksheet



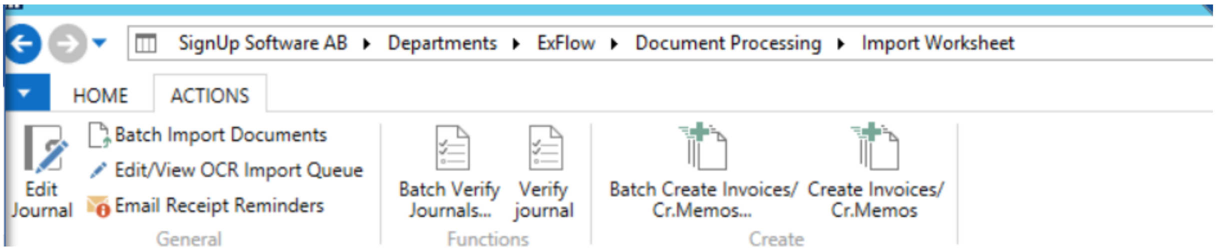

Home tab

| | |
|---|---|
| Import Documents | This function imports all new Purchase Invoice documents and images that have been processed by the Data Capture software. The imported data will be used to populate the journal. When importing to the journal batch, PDF files are saved temporarily in the Dynamics NAV database and removed from the import folder (to ensure the document is not re-imported by another user or in a different company). When the Purchase Document is created, the PDF file will be moved from the Dynamics NAV database to the folder defined in ExFlow setup. If a document is deleted, the PDF file and XML file (for OCR imported data) will be moved to a different folder - Deleted Files, which will exist as a subfolder to the folder used for import |
| Batch Create Invoices/Cred. Memos | This function will create Purchase Invoices or Purchase Credit Memos for the documents in the journals, provided they do not have any errors, else they will require adjustments |
| Show Document Image | This function shows the document image (Ctrl+I). |
| Batch Verify Documents | This function will re-verify all pending documents in the Journal to update the status and/or errors based on the most recent available data. For instance, if an imported Invoice has been stopped with an error due to the Vendor not existing, adding that Vendor (through standard Dynamics NAV) and then running this function, will now allow that Invoice |

| | |
|---|---|
| | to find the vendor and continue validating other data. If no other error is encountered at this time, the Invoice will be marked as ready for creation. |
| Create Invoices/Cred. Memos | This function will create a Purchase Invoice or Purchase Credit Memo for the selected document in the journal, provided it has not triggered any errors, else it will require adjustments. |
| Statistics | This function opens the Statistics page for the currently selected Purchase document. |
| Card | This function shows the imported documents card. |

Actions tab



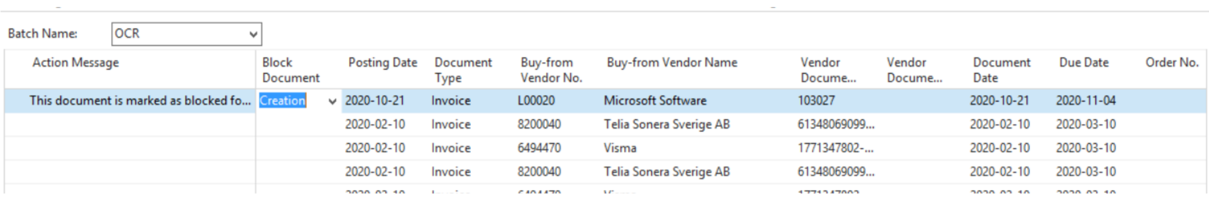

| | |
|---|---|
| Import Documents | This function imports all new Purchase Invoice documents and images that have been processed by the Data Capture software. The imported data will be used to populate the journal. When importing to the journal batch, PDF files are saved temporarily in the Dynamics NAV database and removed from the import folder (to ensure the document is not re-imported by another user or in a different company). When the Purchase Document is created, the PDF file will be moved from the Dynamics NAV database to the folder defined in ExFlow setup. If a document is deleted, the PDF file and XML file (for OCR imported data) will be moved to a different folder - Deleted Files, which will exist as a subfolder to the folder used for import. |
| Edit/View OCR Import Queue | If ExFlow has been set up to handle document data import for multiple companies (defined by Company-ID Filter in ExFlow setup), documents in the queue for other companies can be viewed and edited here. |
| Move Document to other Company | In the event that a document has been imported to a journal for the wrong company, |

| | |
|---|---|
| | this function can be used to move it from this current company to another in the database. |
| Move selected documents to other batch | In the event that a document has been imported to the wrong batch, this function can be used to move it to a different journal. A possible scenario is when an imported document could not be matched to a Purchase Order due to the Purchase Order not yet having been posted; this would allow a document (incorrectly interpreted as an expense document) to be moved from the expense documents batch to a PO matching batch for further processing. |
| Import Lines from Excel | This function can be used to import data from an Excel file. Note that specific data formatting and columns are required in the Excel file for this to work as intended. |
| Batch Verify Documents | This function will re-verify all pending documents in the Journal to update the status and/or errors based on the most recent available data. For instance; if an imported Invoice has been stopped with an error due to the Vendor not existing, adding that Vendor (through standard Dynamics NAV processes) and then running this function, will now allow that Invoice to find the vendor and continue validating other data. If no other error is encountered at this time, the Invoice will be marked as ready for Invoice creation in ExFlow. |
| Verify Document | This function will re-verify the currently selected document in the Journal to update the status and/or errors based on the most recent available data. |
| Copy Document | This function can be used to copy document lines including approvers from another document. |
| New Mail Message | This function can be used to send a new e-mail message. |
| See email log | This function shows details of the e-mail logs. |
| Create Invoice/Cr.Memo... | This function will create a Dynamics NAV Purchase Invoice or Purchase Credit Memo for the selected line in the journal, provided it has not triggered any errors, else it will require adjustments. |
| Batch Create Invoices/Cr.Memos... | This function will create Purchase Invoices and Purchase Credit Memos for all the documents in the journal(s), provided they do not require adjustments. |

| | |
|---|---|
| Get Receipt/Return Shpmt/Order lines | This function opens the page "Get Receipt Lines" where receipts/return shipments/order lines can be linked to the selected Document Line. |

## Sections in Import document worksheet




### Main list section

In the main list section, there are several columns available for various standard Dynamics NAV data related to each Purchase Invoice – the following fields should be noted specifically for ExFlow processing. Note that these columns may not be displayed by default and you may have to make the column visible (right-click on column header, and select Choose Columns... from the drop-down menu).

| | |
|---|---|
| Action Message | This function displays a message if anything needs to be modified on the document. For instance; "Vendor cannot be identified for Vendor ID XXXXX", or "Approvers Missing" etc. |
| Approval | If ticked, this function allows the document to go through an approval flow. |
| Block Document | This function, if ticked, ensures Accounts Payable staff to prevent the creation or posting of a Purchase Document. This can be used if Accounts Payable staff are unsure if processing of the document should proceed. The document can still go, if wanted, through an Approval flow despite being blocked. It will continue processing (Purchase Document creation and/or posting) once unblocked. |
| Buy-from Vendor No. | This function will show the Dynamics NAV Vendor No. Here you can set or change vendor. |
| Document Type | This will show whether it is an Invoice, Credit Memo or Prepayment. Here you can change what type of document will be created. In a normal case the various amounts are kept positive, even if you change the document type. |
| Receipt No. Mandatory | This field enables a mandatory Receipt No. on the header or line level, and is used during Import and Validation to check that valid Receipt No(s) are referenced and matched against existing posted receipts in Dynamics |

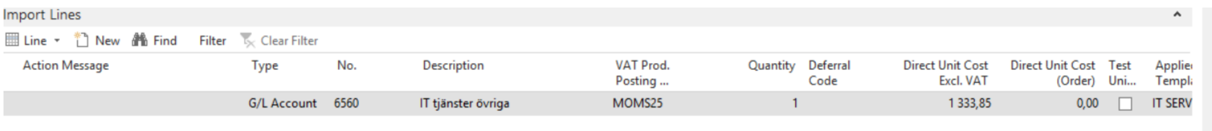
| | |
|---|---|
| | NAV. This field is copied to the related Import Lines. Typically, this field is set by default if an order number is selected/captured. The user can then untick this field, which will “inform” ExFlow that a line is not to be order matched so that the invoiced can be further processed. |
| Vendor ID | The vendor ID field is used to link Vendor IDs (for example “bank accounts”) to a Dynamics NAV vendor No. This is commonly used in a setup where the external OCR/data capture system is not using Dynamics NAV vendor numbers. If ExFlow cannot identify a vendor number based on the submitted Vendor ID, the user should select a vendor in the “Buy from vendor no” field. This will automatically link the current vendor ID to the selected vendor (Note, “Create Vendor ID” needs to be ticked in ExFlow setup). |
| Order No. | This function shows the linked Purchase Order No. If the document has not been matched to a purchase order, one can be manually selected by clicking the Look-up button and selecting one from the list. |
| Order No. (Import) | This function shows the Order No. from OCR data capture. |
| On Hold | This function relates to the Purchase Invoice header, Invoicing section. Entering something in this field will place the Invoice on hold and not make it available for payment. See the field ”Block Document”. |
| First Approver | This field is used as a filter for the Template Rule functionality. The first approver field can be manually entered, or suggested automatically via defined reference(s) in the OCR data capture. With the ExFlow setup, if “Copy First Approver to the Approval Flow” is ticked, ExFlow will always copy the person defined by the first approval field as the first approver of the approval workflow. If this setting is not used, the approval workflow will be defined by the template rule used. |
| Template Rule | This field allows for manual selection of an approval Template Rule that will apply to all lines. |
| Prop. Line G/L Account | This function will propose a G/L Account. When applying an account in this column, a line will be created in the lines section. |
| Predefined ExFlow Purch. Code | This function contains an ExFlow Purchase Code and can be manually selected for the |

| | |
|---|---|
| | document. The Purchase Code is used to define automatic Purchase Document line creation for the amount posting. |
| Diff. Line Purch. Code | If there is a difference between the amount in the header and the total line amount, this field is used to set the ExFlow Purchase Code for the automatically created difference line on the document. This can also be manually selected for the document. For instance, this might be an ExFlow Purchase Code for freight – which then adds an accounting setup for freight charges on the difference line. The field is copied to the related Import Lines on any change. See also the field "Predefined ExFlow Purch. Code". |
| Amount including VAT | The Invoice Gross Amount, including VAT/Taxes. If the Invoice has been processed through OCR data capture this amount should be automatically populated. |
| VAT Amount | VAT/Tax Amount for the Invoice. If the Invoice has been processed through OCR data capture this amount should have been automatically populated |
| Amount | The Invoice Net Amount, excluding any VAT/Taxes. If the Invoice has been processed through OCR data capture this amount should have been populated automatically from Amount incl. VAT minus VAT Amount. |
| Currency Code | Currency Code for the Invoice which must match an existing Currency Code in ExFlow. If the Invoice has been processed through OCR data capture this field should have been automatically populated. |
| Comments | This function allows for entry of a Comment on the Invoice header – any comment entered here will be displayed on the Invoice in the ExFlow web approval screen as well. |
| Reference | This function contains a Reference for the Invoice. If the Invoice has been processed through OCR data capture software, this field should have been populated automatically. The value can also be manually adjusted – thus potentially changing the Approval flow (provided the Reference field is used to determine Approval flow). See also the "Reference" field in ExFlow setup for further information. |
| Has Attachments | This field indicates if the Purchase Invoice has any attachments (other than the Purchase Invoice image file). |

| | |
|---|---|
| Image File Name | File Name and path for the Purchase Invoice image file. |
| Import Type | This value is automatically set by ExFlow, as defined for the Journal Batch. See also the field “Import Type for Import Document Worksheet”. Possible values are:<br>OCR: Batch is intended for OCR document import.<br>Image: Batch is intended to be used for manual import of document images (in PDF format) only.<br>None: Used to manually import or enter documents/document data and images. |
| Matched against Purchase Order | This field indicates if the received Purchase Invoice has been matched against Purchase Orders in ExFlow. |
| Only File Name | This field sets the Purchase Invoice image File Name without the storage path. |
| Date Created | Date for which the Purchase Invoice document was Created/Imported. |
| Time Created | Time for which the Purchase Invoice document was Created/Imported. |
| Validation Error | This field indicates that there is a data Validation Error for the Purchase Invoice header or for any of the linked Purchase Lines – the Action Message field contains a description of the error. |

## Lines section




## Line drop down

In the page section for Import Lines, you can from the Line drop-down choose the following options:

| | |
|---|---|
| Purchase Order Card | This field shows the standard Dynamics NAV Purchase Order Card for the selected Document. |
| Dimension | This field shows the Dimensions for the selected Document Line. |
| Show Approval Proposal | This field shows the currently proposed Approval flow for the selected Document Line (Ctrl+Alt+A). This can also be seen in the fact box “Approval Proposal”. |

| | |
|---|---|
| Show Available Templates | This field shows template rules that meet the line criteria. This could be several, but only one of them is applied. |
| Deferral Schedule | This field shows details on the schedule of the chosen "Deferral Code". |

## Functions drop down

| | |
|---|---|
| Get Receipt/Return Shpmt./Order Lines: | This function opens the page "Get Receipt Lines" where receipts/return shipments/order lines can be linked to the selected Document Line. |

## Columns

In the Import Lines page section, the list includes various standard Dynamics NAV columns – the following columns should be noted specifically for ExFlow functionality. Note that these columns may not be displayed by default in your ExFlow; you may have to make the column visible (right-click on column header, and select Choose Columns… from the drop-down menu).

| | |
|---|---|
| Action Message | Line Action Message; this displays if anything needs to be corrected on the document line. |
| Validation Error | This field indicates that there is a data Validation Error for the Purchase Invoice Line – the Action Message field for the Line contains a description of the error. |
| Check Order Line (OCR) | For OCR data import, this field can be used to make sure a matching receipt exists for the line. If no receipt could be matched, an Action Message is displayed, and manual selection of a receipt can be processed in the "Receipt No." field. |
| Receipt Date | This field displays the receipt date for a matched Purchase Receipt. |
| Receipt No. | This field displays the matched Purchase Receipt No. This can be manually selected by using the "Receipt document" look-up in the field. |
| Receipt Line No. | This field displays the matched Purchase Receipt Line Number. This can be manually selected by using the "Receipt line" look-up in the field. |
| Approval | If this field is ticked, the line will be processed through an approval flow. |
| Order No. | This field displays the shows the linked Purchase Order Number. If the document line has not been matched to a purchase order, one |

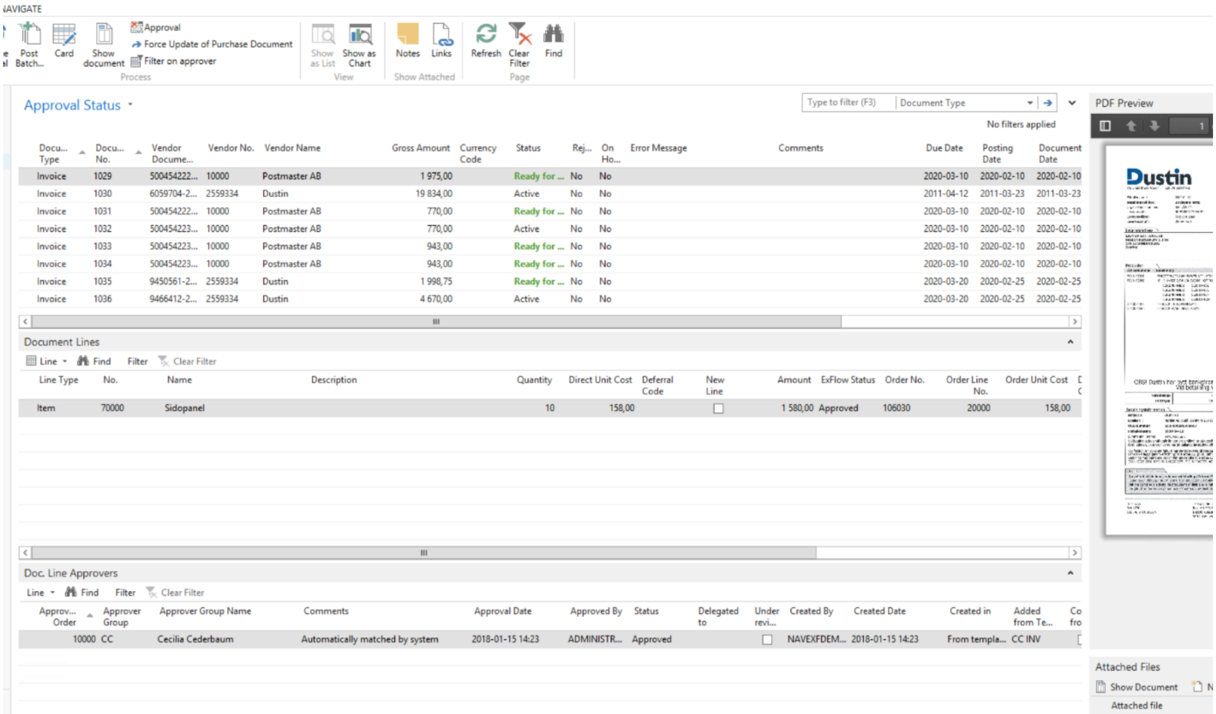
| | |
|---|---|
| | can be selected by clicking the Look-up button and selecting one from the list. |
| Order No. (Import) | This field displays the shows the Order Number from OCR data capture. |
| First Approver | This field is used as a filter for the template rule functionality. The first approver field can be manually entered, or suggested automatically via defined reference(s) in the OCR data capture. With the ExFlow setup, if “Copy First Approver to the Approval Flow” is ticked, ExFlow will always copy the person defined by the first approval field as the first approver of the approval workflow. If this setting is not used, the approval workflow will be defined by the template rule used. |
| Receipt No. Mandatory | This field enables a mandatory Receipt Number on the header or line level, and is used during Import and Validation to check that valid Receipt Number/s are referenced and matched against existing posted receipts in Dynamics NAV. This field is copied to the related Import lines. Typically, this field is set by default if an order number is selected/captured. The user can then untick this field which will “inform” ExFlow that a line is not to be order matched so that the invoice can be further processed. |
| Template Rule | This field allows for manual selection of an approval Template Rule. |
| Applied Template Rule | This field shows the applied Template Rule. To change the applied template rule, use the “Template Rule” column |

## Approval status

*Path: ExFlow/Document Processing/Approval Status*

The Approval Status page is used by Accounts Payable staff to give an overview of all non-posted Purchase Invoices in ExFlow. You can see all Approval flows, restart rejected Invoices, change GL Accounts or Dimensions, place Invoices On Hold, review the Invoice image and modify Approval flows.



Home tab

| | |
|---|---|
| Change Journal | If an approver has made any change when approving, this Change Journal will display the changes. In the Change Journal you can go to the document by clicking “Show document”. To accept the changes, click “Update marked line” (one line) or click “Update Batch” (all lines). Update will change the status of the document from Approved to Ready for Posting. For Documents without changes and with Status “Approved”, running Change Journal will change the Status to “Ready for posting”. |
| Post Batch… | This function will post all documents with a status of “Ready for Posting”. If there is a Purchase Order in Dynamics NAV this will be posted. (Note, this is also available on the ”Actions” tab). |
| Show Document | This function shows the document image (Ctrl+I). (Note, this is also available on the “Navigate” tab) |
| Card | This function opens the selected Purchase Invoice in the standard Dynamics NAV page for Purchase Orders/Posted Purchase Invoices/Posted Purchase Credit Memos. |
| Approval | This function opens the Order/Invoice document for making changes in the approval flow. It is possible to Propose new Approvers, |

| | |
|---|---|
| | Copy to all lines, Restart the Route, and Complete and Show document on the Home tab. "Propose new Approvers" will remove the present approver and make it possible to add one or more new approvers. "Restart Route" will make it possible to restart the route from the marked Approver, Restart a line, Restart all lines or Restart from the marked Approver for all lines. "Complete" will Approve all lines. |
| Filter on approver | This function allows you to filter the document list view to show only documents that include a specific approver. You can also filter on a specific Status.<br>Note that filtering is only done on the header/document level – this means that all lines are shown for documents that are included in the filter selection. |

Actions tab

| | |
|---|---|
| Approval | This function opens the Order/Invoice document for making changes in the approval flow. It is possible to Propose new Approvers, Copy to all lines, Restart a Route, and Complete and Show document on the Home tab. "Propose new Approvers" will remove the present approver and make it possible to add one or more new ones. "Restart Route" will make it possible to Restart from the marked Approver, Restart a line, Restart all lines or Restart from marked Approver for all lines. "Complete" will Approve all lines. (Also available on Home tab) |
| Change Journal | If an approver has made any change when approving, this Change Journal function will display the changes. In the Change Journal, you can go to the document by clicking "Show document". To accept the changes, click "Update marked line" (one line) or click "Update Batch" (one or many lines). Update will change the status of the document from "Approved" to "Ready for Posting". |
| Batch Update Posting Dates | Use this functionality if you want to change the suggested posting dates. This can be required when an accounting period is closed. Instead of changing the posting date on each invoice, it is possible to change posting date for all within a date in an interval and changing to the entered date in "Update To Date". |

| | |
|---|---|
| Print new Purchase Quote Document | This function gives the chance to print the Quote from here. The document needs to have the "Document Type" equal to "Quote". This is used by ExFlow requisition functionality. This function will force ExFlow to generate an updated PDF copy of the Quote document. |
| Post | This function will post the document with a status of "Ready for Posting". If there is no Purchase order in Dynamics NAV, a new Purchase Invoice will be posted. If there is a Purchase Order in Dynamics NAV, this will be posted. (The function "Post" is also available on "Actions" tab). |
| Post Batch... | This function will post all documents with a status of "Ready for Posting". If there are no Purchase orders in Dynamics NAV, a Purchase Invoice is posted. If there is a Purchase Order in Dynamics NAV it will be posted. (The function "Post" is also available on "Actions" tab). |

Navigate tab

| | |
|---|---|
| Card | This function opens the selected Purchase Invoice in the standard Dynamics NAV page for Purchase Orders/Posted Purchase Invoices/Posted Purchase Credit Memos. |
| Per Approver | This function shows a list of document lines to be approved per approver (current). This list can be printed. |
| Next Approver | This function shows a list of upcoming approvers (next). This list can be printed. |
| Approval follow-up | This displays a report with the possibility to show approvals for all companies, filtered on Approval Group. |
| Filter on Approver | This function allows you to filter the document list view to show only documents that include a specific approver. You can also filter on a specific Status. Note that filtering is only done on the header/document level – this means that all lines are shown for documents that are included in the filter selection. |
| Reset approver filter | This function removes the filter set in "Filter on an Approver". |
| Show document | This function shows the document image (Ctrl+I). |
| Attached Files | This function shows a list of the files attached to the document. It is also possible to attach new documents here. Note; to finish attaching, click the button "Connect" (in the Home tab). |

| | |
|---|---|
| Show Approver Comments | This function opens a new window showing comment details; who added them, insert date and the text. |
| Show Import Details OCR | This function shows the data details from the import. |

## Approval Status

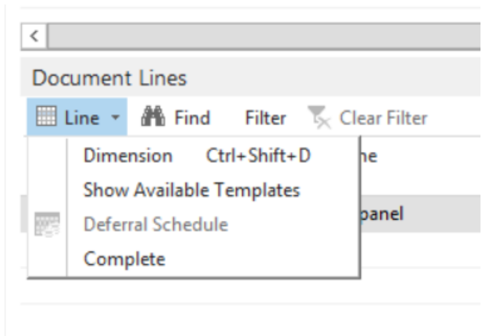
Main list section

Documents can have status set to “Active”, “Active, Approved” or “Ready for posting”

| | |
|---|---|
| Inactive | The Document has no Approval flow |
| Active | The Document has Approval flow but has not yet been approved completely. |
| Approved | The Document has been approved completely. There are changes made by approver. Possible changes have not been synchronized by Change Journal yet. |
| Ready for posting | The Document has been approved completely, the Change Journal has been run and the document has been updated. |

## Document Lines section

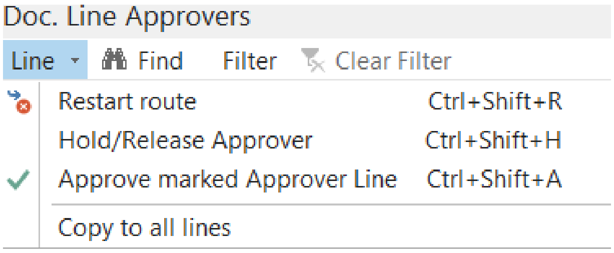
Line drop down




| | |
|---|---|
| Dimension | This function shows the dimensions used with their values |
| Show Available Templates | This function shows template rules that meet the line criteria. This could be several, but only one of them is applied. |
| Complete | Accounts Payable staff may complete the line, or the whole invoice to status “Approved”. They also have the possibility to update, thus making the invoice “Ready for posting”. A comment is needed for this function. |

## Doc. Line Approvers section

Line drop down



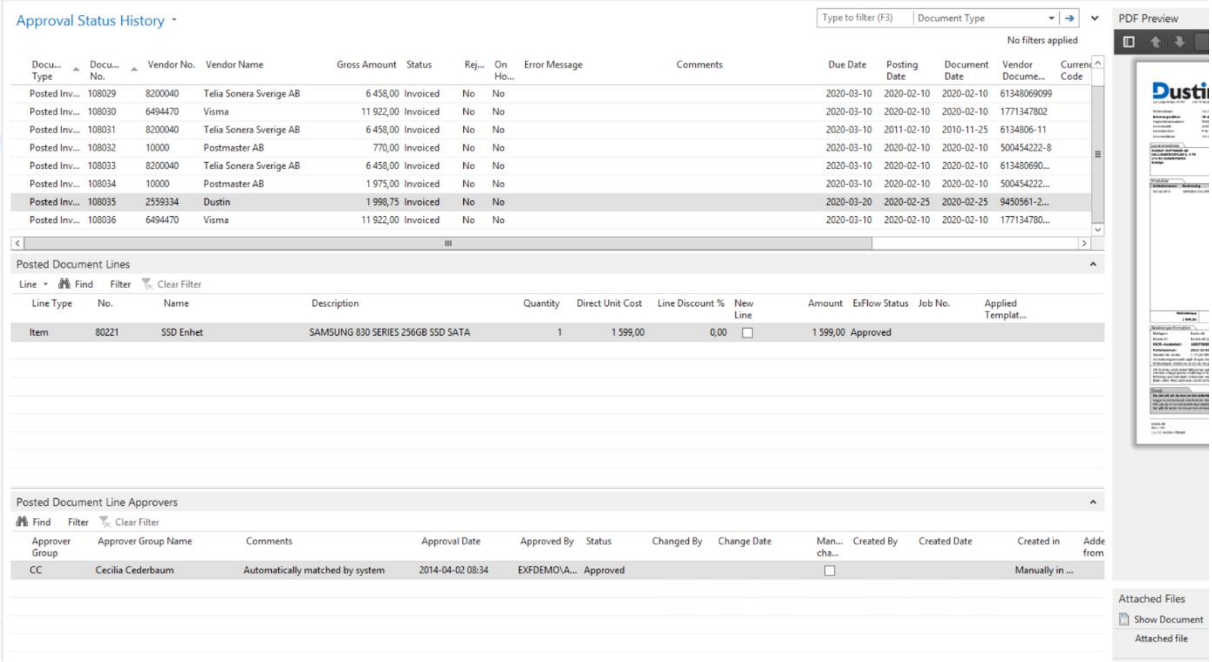

| | |
|---|---|
| Restart route | Accounts Payable staff may restart the approval route, i.e. resend on approval. It can be done for one line only, or the whole invoice. |
| Hold/Release Approver | Accounts Payable staff can put a line, or all lines, on hold. Accounts Payable staff can also release a line that an approver has put on hold in the web interface. |
| Approve marked Approver Line | Accounts Payable staff may approve a line. |
| Copy to all lines | This function copies approvers from a selected Document Line to all other Document Lines. |

## APPROVAL STATUS HISTORY

*Path: ExFlow/History-Follow-Up/Approval Status History*

The Approval Status History page is used by Accounts Payable staff to give an overview of posted documents. It also shows when various documents have been approved and by whom.



Previously processed Purchase Invoices / Credit Memos can also be viewed.

### Home tab

| | |
|---|---|
| Show document | This function shows the document image (Ctrl+I). |
| Navigate | This is the standard Dynamics NAV search function, allowing the user to find all related entries, including Ledger entries for a specific Purchase Invoice. |
| Filter on approver | This function allows you to filter the document list view to show only documents that include a specific approver. You can also filter on a specific Status. Note that filtering is only done on the header/document level; this means that all lines are shown for documents that are included in the filter selection. |

### Actions tab

| | |
|---|---|
| Navigate | This is the standard Dynamics NAV search function, allowing the user to find all related entries – including Ledger entries – for a specific Purchase Invoice document. |

Navigate tab

| | |
|---|---|
| Card | This function opens the selected Posted Purchase Invoice / Credit Memo in the standard Dynamics NAV page |
| Show document | This function shows the document image (Ctrl+I). (Also available on Navigate tab) |
| Attached files | This function shows list of attached files to the selected document. |
| Show Approver Comments | This function shows list of comments added by approvers to the document. |
| Show Import Details (OCR) | This function shows imported data contents, as originally interpreted by the OCR Data Capture software. |
| Filter on approver | This function allows you to filter the document list view to show only documents that include a specific approver. You can also filter on a specific Status. Note that filtering is only done on the header/document level – this means that all lines are shown for documents that are included in the filter selection. |
| Reset filter | This function removes any filter previously set. This means all documents are displayed again. |

Main list section

Columns

In the main list page section, there are several columns available for various standard Dynamics NAV data, related to each Purchase Invoice. The following fields should be noted specifically for Approval processing. Note that these columns may not be displayed by default in your system; you may have to make the column visible (right-click on column header, and select Choose Columns… from the drop-down menu).

| | |
|---|---|
| Comments | Comments entered by Accounts Payable staff will be visible here. Note that this does not refer to any comments entered by Approvers (on lines). They will be available in a separate form (but noted in the columns explained below). See NAVIGATE/Show Approver Comments. |
| Has Attachments | This field is set to **Yes** if there are any attachments linked to the Purchase Invoice. |
| Has Approver Line Comments | This box is set to Yes if there are any comments for any of the Purchase Invoice Lines added by Approvers. |
| Approver Header Comments | This field is ticked if there are any comments for the selected Purchase Invoice added by Approvers. |
| Document No | This field contains information of the posted document number, which is also the Voucher number. |

| | |
|---|---|
| Vendor Document No. | This field contains information of the Vendor's Document Number. |

Posted Document Lines section

Line drop down

| | |
|---|---|
| Line/Dimension | This function shows the Dimensions for selected Document Line (Ctrl+Shift+D) |

Columns

In the Document Lines page section, the list includes various standard Dynamics NAV columns – and the following columns should be noted specifically for ExFlow functionality. Note that these columns may not be displayed by default; you may have to make the column visible (right-click on column header, and select Choose Columns... from the drop-down menu).

| | |
|---|---|
| New Line | Is ticked for Purchase Invoice Lines that have been added in the Approval process. |
| Line Difference | This field contains is ticked if there was a Line Difference between the matched Purchase Order and the received Purchase Invoice. |

Posted Document Line Approvers section

Columns

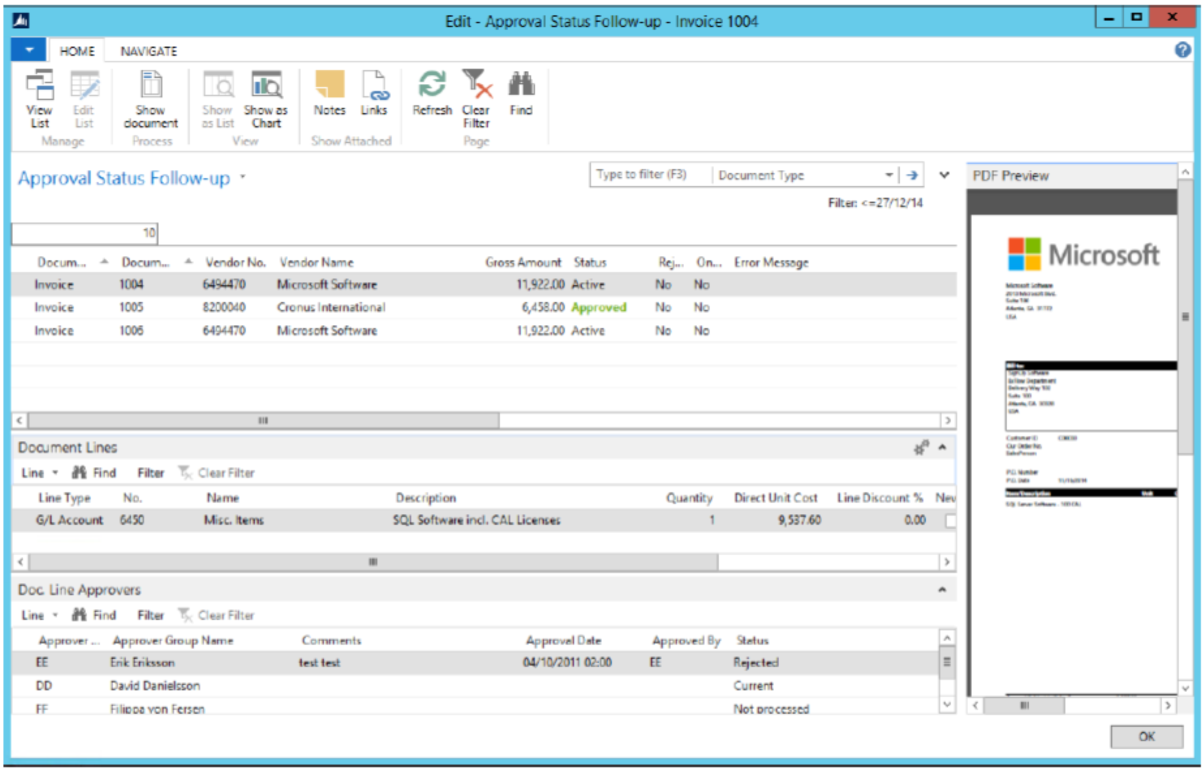
| | |
|---|---|
| Approver Group | This field shows the Approver Group code for the Approver line. |
| Approver Group Name | This field shows the Approver Group Name for Approver Group on the Approver line. |
| Comments | This field shows any entered Comment for the Approver line by the Approver or ExFlow. |
| Approval Date | This field displays the Date for Approval. |
| Approved by | This field shows the Approver Group code who approved this line. Note that this can be a different approver than the line Approver Group. For example, if an approver is an individual approver, included in an Approver Group, if it is a Replacement Approver, or if the Accounts Payable staff or Administrator has approved the line using the Complete function. |

## APPROVAL STATUS FOLLOW-UP

*Path: ExFlow/History-Follow-Up/Approval Status Follow-Up*

The Approval Status Follow-Up page gives an overview of documents with a due date that has passed or will pass in the near future. Depending on the user settings, it also gives the opportunity to show documents from all companies running ExFlow.




This page shows all Purchase Invoices filtered by Due Date, where this date is within an interval based on ExFlow setup. The page shows Invoices with a Due Date that is less than or equal to <Todays Date> + <No. Of Days (Due Date Calc.)> as defined in ExFlow setup. Depending on the user permissions, this may include Purchase Invoices for all companies, or only for the current company (based on ExFlow Web User Level Permissions).

### Home tab

| | |
|---|---|
| Show document | This function shows the document image (Ctrl+I). |

### Navigate tab

| | |
|---|---|
| Card | This function opens the selected Purchase Invoice in the standard Dynamics NAV page for Purchase Invoices/Purchase Credit Memos/Purchase Orders. |
| Filter on approver | This function allows you to filter the document list view to show only documents that include a specific approver. You can also filter on a specific Status you want to see documents for. Note that filtering is only done on the |

| | |
|---|---|
| | header/document level – this means that all lines are shown for documents that are included in the filter selection. |
| Reset filter | This function removes any filter previously set. This means all documents are once again displayed. |
| Show document | This function shows the document image (Ctrl+I). |
| Attached files | This function shows list of attached files for the selected document. |
| Show Approver Comments | This function shows the list of approver comments for the selected document. |

## Main list section

### Columns

In the main list page section, there are several columns available for various standard Dynamics NAV data related to each Purchase Invoice – the following fields should be noted specifically for Approval processing. Note that these columns may not be displayed by default. You may have to make the column visible (right-click on column header, and select Choose Columns… from the drop-down menu).

| | |
|---|---|
| Status | The Status field can contain the following values:<br>Inactive: There are no Approvers listed.<br>Active: The Purchase Invoice is active within an Approval flow.<br>Approved: The Purchase Invoice has been fully approved and is only waiting to be released for posting. When the “Change Journal” is the run, the Status is changed to “Ready for posting”.<br>Ready for posting: The Purchase Invoice is ready for posting. |
| Rejected | This field is set to Yes if the Purchase Invoice has been rejected by any approver or Accounts Payable staff. |
| On Hold | This field is set to Yes, if the Purchase Invoice has been placed with status of “On Hold”, by any approver or Accounts Payable staff. It cannot be posted with this status. |
| Error Message | This field contains the last Error Message related to Purchase Invoice processing in ExFlow. |
| Comments | Comments entered by Accounts Payable staff will be visible here. Note that this does not refer to comments entered by Approvers – they will be available in “NAVIGATE/Show approver |

| | |
|---|---|
| | comments" (but noted in a column as explained below). |
| Has Attachments | This field is set to **Yes** if there are any additional attachments linked to the Purchase Invoice (in addition to the invoice image). |
| Has Approver Line Comments | This field is set to **Yes** if there are any comments for any of the Purchase Invoice Lines added by Approvers. |
| Approver Header Comments | This field is ticked if there are any header comments for the selected Purchase Invoice added by Approvers. |
| Company Name | This field contains the Company Name for the selected Purchase Invoice. This refers to the login Company in Dynamics NAV, and might - depending on permissions – only contain your current company or different companies for different Purchase Invoices. |
| Predefined Posting No. | This field contains the ExFlow-suggested Vendor Number (if any) for the selected Purchase Invoice. |
| Image Name | This field shows the file path for the document image file. |

### Document Lines section
Line and Functions drop downs

| | |
|---|---|
| Line/Dimension | This function shows Dimensions for the selected Document Line (Ctrl+Shift+D) |
| Show available Templates | This function shows template rules that meet the line criteria. These could be several, but only one of them is applied. |
| Functions/Complete | This function allows changing the document Status to "Approved". |
| Functions/Modify Approved Line | This function opens a new page where you can split or modify already approved Document Lines. The Status must need to be "Ready for posting". |

### Columns
In the Document Lines section, the list includes various standard Dynamics NAV columns – and the following columns should be noted specifically for ExFlow functionality. Note that these columns may not be displayed by default; you may have to make the column visible (right-click on column header, and select Choose Columns... from the drop-down menu).

| | |
|---|---|
| ExFlow Status | The ExFlow Status field can contain the following values:<br>**Inactive**: The Approval flow is inactive because there are no Approvers listed. |

| | |
|---|---|
| | **Active**: The Purchase Invoice is active within an Approval flow.<br>**Approved**: The Purchase Invoice has been fully approved and is only waiting to be released for posting by the Change Journal function.<br>**Ready for posting**: The Purchase Invoice is ready for posting. |
| New Line | This field is ticked for Purchase Invoice Lines that have been added in the Approval process. |
| Line Difference | This field contains a tick mark if there is a Line Difference between matched Purchase Order and received Purchase Invoice. |

### Doc. Line Approvers section

Line drop down

| | |
|---|---|
| Restart route | This field allows for restarting the Approval flow. The Purchase Invoice will require approvals from all approvers and any previous approvals will be ignored. |
| Hold / Release Approver | If a Purchase Invoice has been placed On hold by an approver in ExFlow, it can be released from here. The reverse is also true; a user can put a Purchase Invoice on hold. |
| Approve marked Approver Line | This will approve the currently selected line. To use this function, the user must be a Superior User in ExFlow User setup. |
| Copy to all lines | This function copies approvers from selected Document Line to all other Document Lines for the Purchase Invoice. |

### Columns

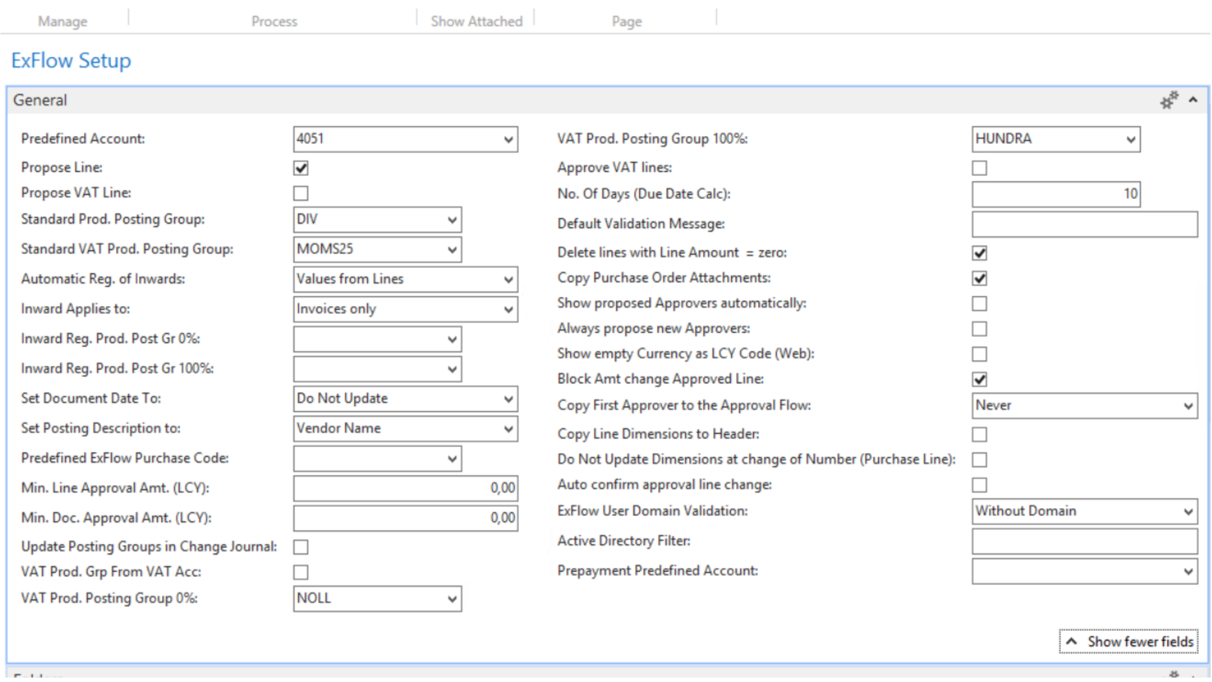
| | |
|---|---|
| Approver Group | This field shows the Approver Group code for the Approver line. |
| Approver Group Name | This field shows the Approver Group Name for the Approver Group on the Approver line. |
| Comments | This field shows any entered Comments for the Approver line by the Approver. |
| Approval Date | This field shows the date of approval. |
| Approved by | This field shows the Approver Group code that approved this line – note that this can be a different approver than the line Approver Group if an approver is an individual approver included in an Approver Group, or if a Replacement Approver, Super User Accounts Payable staff or Administrators have approved the line. |

| | |
|---|---|
| Status | This field shows the current Status of the Doc. Line Approver line, and can have the following values:<br>**Not processed**: Approver for the line has not yet become the active approver.<br>**Current**: Approver for the line, from which an action is expected.<br>**Approved**: Approver for the line has approved the Document Line.<br>**Rejected**: Approver for the line has rejected the Document Line. Note that this means the Document Line requires a resolution by Accounts Payable staff or an Administrator, and will not automatically continue in the Approval flow to next approver.<br>**On hold**: The current approver (or Accounts Payable staff) has placed the Document Line on Hold for further review. This means the approval flow is currently 'paused' until it is released again. Note that an approver placing a Document Line on Hold must also enter a comment, which will be visible in the Comment field. |

## EXFLOW SETUP

*Path: ExFlow/Setup/ExFlow Setup*




### General ribbon

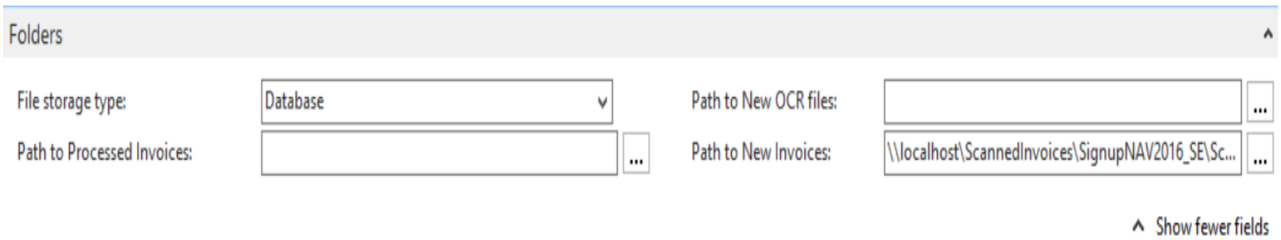
The most important settings are the fields below.

| | |
|---|---|
| Predefined Account | Select an account that is proposed for imported invoices if the G/L Account is not proposed by other functionality. Other functionality has priority. |
| Propose Line | This will decide if ExFlow shall generate a line based on the header information in the Import Document Worksheet |
| Propose VAT Line | This will decide if ExFlow shall generate a separate VAT line based on the VAT amount in the header information. |
| Standard Prod.Posting Group | Select a default standard NAV Product Posting group. The standard group is only applied when the related entity (G/L account / Item etc) is missing this information. The standard group is applied while operating the Import Document worksheet, Invoice/ Cr.e memo card and indirectly through the change journal. |
| Standard VAT Prod.Posting Group | Select a default standard NAV Product Posting group. The standard group is only applied when the related entity (G/L account / Item etc) is missing this information. The standard group is applied while operating the Import Document worksheet, Invoice/ Cr. memo card and indirectly through the change journal. |
| VAT Prod. Posting Group 0% | Select the Posting Group, which should apply for 0% VAT. (Note – this only applies to proposed VAT Line setting) |
| VAT Prod. Posting Group 100% | Select the Posting Group which should apply for 100% VAT. (Note – this only applies to proposed VAT Line setting) |
| Automatic Reg. of Inwards | Choose this to switch on automatic inward registration when a document is created from the Import Journal (This is only supported in the Swedish Dynamics NAV localization). |
| Inward Applies to | Choose if Inwards should be automatically posted for Invoices only or Invoices and Credit Memos. This requires Automatic Reg. of inwards to be activated. |
| Inward Reg. Prod. Post Gr 0% | This setting requires Automatic Reg. of Inwards to be set to "Header Values". This setting then defines what VAT posting group to use for when Inward registering NET values. |
| Inward Reg. Prod. Post Gr 100% | This setting requires Automatic Reg. of Inwards to be set to "Header Values". This setting then defines what VAT posting group to use for when Inward registering VAT values. |
| Set Document Date To: | Choose a "Posting Date" if you want to allow changing the document date when the posting date is altered. Otherwise, choose "Do Not |

| | |
|---|---|
| | Update". The standard in Dynamics NAV is that the document date is changed when the posting is changed but this behavior can be blocked with this setting. |
| Set Posting Description to | This option can be used to alter the posting description of the ledger transactions generated when posting invoices. Standard NAV uses "Invoice Number". Warning - the Swedish add-on has a localization that retrieves ledger descriptions from each individual invoice line. When that localization is active, this setting is overruled. |
| Predefined ExFlow Purchase Code | Automatically code all invoices using an ExFlow Purchase code. However, If an ExFlow Purchase Code is selected on the vendor card it will take priority over this setting. |
| Min. Line Approval Amt. (LCY) | Set the minimum line amount for Web approval. This is done by automatically setting the "Approve" field on the invoices lines. |
| Min. Doc. Approval Amt. (LCY) | This defines the minimum document line amount for Web Approval. Documents with a total amount less than the value of this field become ready for posting immediately when created from the Import Document Worksheet. Unless approve VAT lines is active, the amount refers to the NET value, always in local currency. |
| Update Posting Groups in Change Journal | When an existing line has been coded to a "new No.", activating this setting will make ExFlow update posting groups from the related card (G/L, Item etc.). When not ticked ExFlow will keep the selected groups from when the invoice line was sent out for approval. |
| Approve VAT lines | This option will activate lines with 100% VAT for web approval (by setting the approve check box to yes). If not active lines with 100% VAT will by default not be sent for approval. |
| Delete lines with Line Amount = zero | If a line has been set to Amount = 0 during web approval, the change journal will delete/ignore adding any line with amount zero to the Invoice Card. |
| Copy Purchase Order Attachments | Selecting this option will copy "ExFlow-attachments" from the Purchase Order to the invoice(s) matching the purchase order. |
| Show empty Currency as LCY Code (Web) | This option will allow showing the local currency (LCY) code in the web interface even though you work with "blank" currency in NAV. |
| Block Amt change Approval Flow | This option disallows making changes that affect the amount for approved lines. (Note – effective for all users) |

| | |
|---|---|
| Copy First Approver to the Approval Flow | This option will copy the user entered in the field “first approver” as an approver of the invoice. After that additional approvers can be added from an applied template rule. |
| Copy Line Dimensions to Header | This option will copy line dimensions to the header when a document is created from the Import worksheet. (Note – effective for the first line only) |
| Do Not Update Dimensions at change of Number (Purchase Line) | This option will reapply any existing dimensions when changing the No. field of a purchase document. (Note – effective for the Import worksheet and standard NAV documents). |
| ExFlow User Domain Validation | In ExFlow users should be created consistently with or without (recommended) a domain name. This setting ensures consistency. |
| Active Directory Filter | This setting can be used to define your domain when using “Get AD (Active Directory) users” in ExFlow setup. Especially if you have multiple domains in your AD, this option can improve performance for that function. |
| Prepayment Predefined Account | Select a prepayment “dummy” account for the ExFlow prepayment process. Its recommended but not required to use the same account as you have assigned for prepayments in standard NAV. |




## Folders ribbon

Shows where PDF, attachments and XML files are stored

| | |
|---|---|
| File storage type | Here you can choose if Invoice Images are to be stored inside the NAV database (recommended) or in an external folder. The path to processed invoices are only required to be selected if you choose to store the invoices outside the database. |
| Path to Processed Invoices | Select a path to invoices after registration in Dynamics NAV. This folder is divided into subfolders – first the year and then the week number. The work date decides where the document image is stored. |
| Path to New OCR files | Select a path to images and data files for new electronically translated invoices (for instance, |

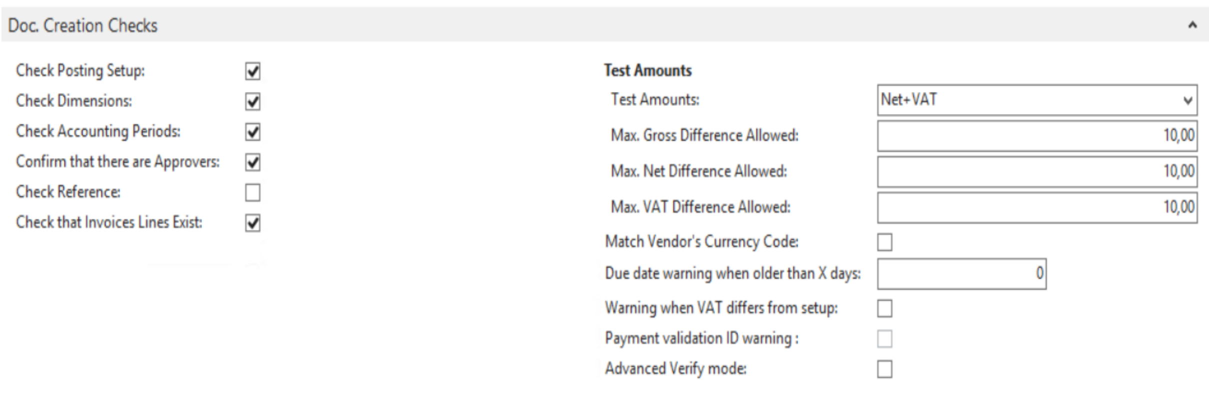
| | |
|---|---|
| | when using Readsoft or another OCR solution for interpreting the document images). |
| Path to new Invoices | Select a path to the invoice images that will be processed by manual import. |

### Access Rights to folders

When you create a UNC share, there are two different access settings: permissions to the share and NTFS permissions or access rights to the folders themselves. Normally, the easiest thing for the share permissions is to grant “Everyone” the permission “Full Control”, and then define a more restrictive access on the folders. Note: the most restrictive of the two levels will take priority in determining the access granted to users or groups. Use the following scheme:

- All Accounts Payable staff who will be importing documents must have “Modify” on all folders
- The web application user is normally the machine identity of the web server but could be an AD service account depending on how the application pool has been defined. This should have “Read” rights to the “History” folder.
- “Read” and “Write” rights should be assigned to the “Attachments” folder.

In some Dynamics NAV versions/setups, it may also be required to grant file permissions to Dynamics NAVs service tier users. “Scanned” and “OCR” new documents, “History” archived images and “Attachments”.

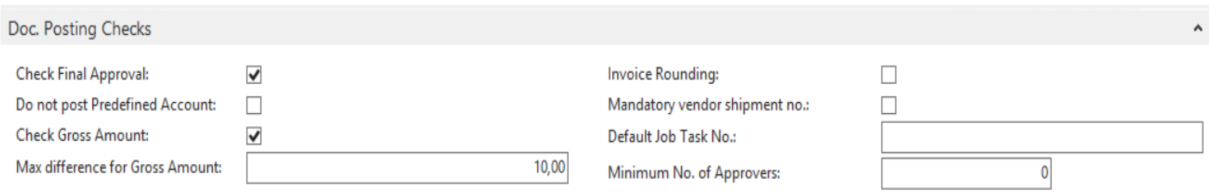



### Doc. Creation Checks ribbon

Fields under this tab are used to perform different checks before a document from the import journal, is allowed to be created. Some of the checks apply to standard Dynamics NAV requirements. The reason you may not want to perform the standard checks in the import journal, is perhaps because not to halt the approval process as the required information may be corrected later/during the approval process (for example required dimensions may be added during approval instead of before).

| | |
|---|---|
| Check Posting Setup | Perform the standard Dynamics NAV posting check. |
| Check Dimensions | Perform the standard Dynamics NAV dimensions checks. |
| Check Accounting Periods | Perform a check that accounting periods are set up for posting date. |

| | |
|---|---|
| Confirm that there are Approvers | Check that all lines have approvers (should normally be active) |
| Check Reference | If the reference field shall be mandatory in the "Import Document Worksheet". |
| Check that Invoice Lines Exist | Check that invoices have at least one invoice line. (this should normally be activated) |
| Test Amounts | Test the Amount totals for differences between header and lines. The amount tested can either be the Gross amount or the Net plus the VAT amounts. Look at the field "Difference" in the bottom right of the form Document Import Journal that will show the difference between the header and the lines. |
| Max. Gross Difference Allowed | Allowed gross difference when using Test Amounts = Gross. |
| Max. Net Difference Allowed | Allowed NET Difference when using Test Amounts = NET + VAT |
| Max. VAT Difference Allowed | Allowed VAT Difference when using Test Amounts = NET + VAT |
| Match Vendor Currency Code | Ensure that the vendor's default currency is always used. |
| Due date warning when older than X days | If you choose a number of days here, the system will generate an "ExFlow warning" in the import journal whenever ExFlow identifies an Invoices which is older than that number of days. |
| Warning when VAT differs from setup | ExFlow will give a warning if the imported VAT value differs from the standard NAV calculated amount. |
| Payment validation ID warning | ExFlow will give a warning if the Payment validation ID is missing or incorrect. |
| Advanced Verify mode | This field may identify additional Invoices creation errors when the Verify function is used – at the cost of performance (otherwise, these errors may not be identified until the user selects to "create invoice"). |

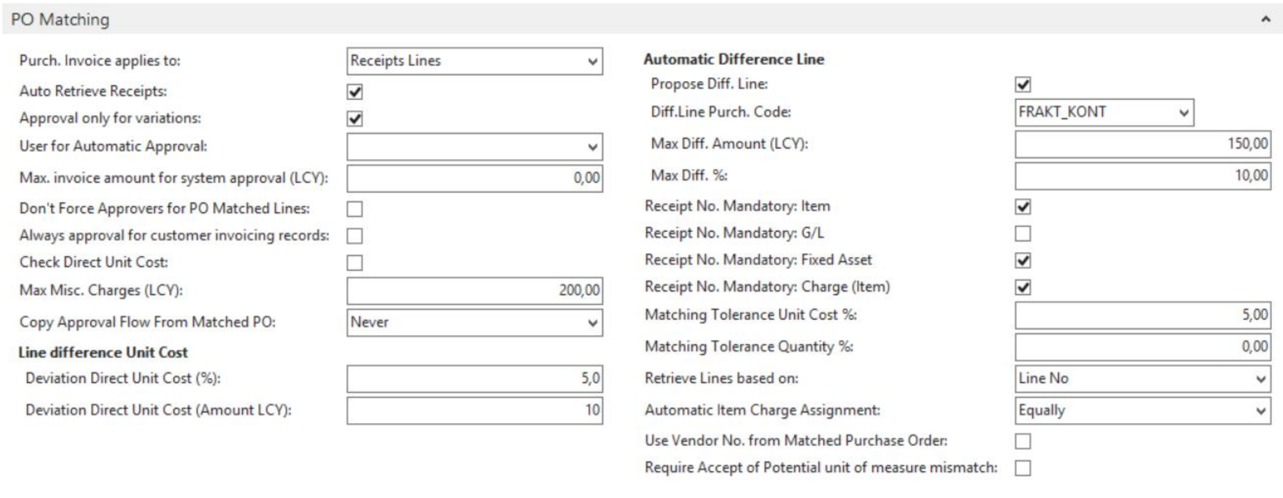

Doc. Posting Checks
Check Final Approval: ☑
Do not post Predefined Account: ☐
Check Gross Amount: ☑
Max difference for Gross Amount: 10,00
Invoice Rounding: ☐
Mandatory vendor shipment no.: ☐
Default Job Task No.:
Minimum No. of Approvers: 0

## Doc. Posting Checks ribbon

Used to check the document at the time of posting.

| | |
|---|---|
| Check Final Approval | Tick this if a Purchase invoice should be approved or not before it can be posted. |
| Do Not Post Predefined Account | If ticked, ExFlow will not allow an invoice to be posted on the same account as the predefined account found under the “General” tab. |
| Check Gross Amount | Tick this if the header amount is the same as the sum of the lines including VAT before an invoice can be posted. |
| Max difference for Gross Amount | This sets the rules for the gross difference allowed for setting Check Gross Amount. |
| Invoice Rounding | Allow Invoice rounding when posting according to standard NAV setup |
| Mandatory vendor shipment no. | Check if there must be a Vendor Shipment No. before the Purchase Order is received. |
| Default Job Task No. Select a | Select a default Job Task No. is to be auto selected when a Job is selected without a Job Task No. (should only be used in specific Job setups.) |
| Minimum No. of Approvers | Assign a minimum amount of unique approvers to be validated against before an invoice can be posted. |




## PO Matching ribbon

Used for purchase order matching setup

| | |
|---|---|
| Purch. Invoice applies to | This should always be set to "Receipts Lines" if purchase order matching is used. If purchase order matching is not used, set this to "Order Not Used". This is an option to connect a purchase invoice directly against a purchase order. This option will not allow any postings (receipts or invoices) from the purchase order - instead the receipt will be posted together with the invoice. This option is only aimed for |

| | |
|---|---|
| | companies without a real inventory process where purchase orders is received by warehouse employees. There are other changes as well with this option and it is therefore recommended that contact is made with SignUp Software before implementing this option. |
| Auto Retrieve Receipts | This should be selected if receipted lines shall be automatically retrieved when a purchase order number is imported or entered manually in the import document header. |
| Approval only for variations | This should be selected if the invoice lines that match the receipted lines from the PO should be approved or not. The invoice lines do not need to be approved when the sum of the receipt lines match against the net amount on the invoice line. This is true provided that all amounts are within the maximum allowed difference (Max Misc Charges and Line difference Unit Cost). |
| User for Automatic Approval | This selects the user for auto approval. If this option is left blank the user, generating the Invoice, will be marked as the approver. |
| Max. invoice amount for system approval (LCY) | Automatic approval by ExFlow will only apply up to this amount. If the amount is higher, the invoice will go through the Approval flow as normal even if the invoice may be matched against an order. |
| Don't force Approvers for PO-matched Lines | Disables the requirement that all lines have to have approvers if the line is system matched. Without this option, all lines require an Approval workflow even though they may be auto approved. |
| Always approval for customer invoicing records | Stops auto approval of line which will be invoices to customers |
| Check Direct Unit Cost | When purchase order matching is used for the lines in the Import Document Worksheet, line amounts outside allowed tolerance will be stopped. The amount for each stopped line will either have to be changed to match the PO amount, or they will have to be manually released (by unticking the field with same name on the import journal line), which will post them with the invoiced amount. |
| Max Misc. Charges (LCY) | The total amount of invoice lines not matched against PO lines. (For example, freight). If exceeding the amount a warning will be received if the "Check Unit Costs" are active. When an invoice is generated, lines will not be |

| | |
|---|---|
| | automatically approved if you did exceed the maximum misc. amount. |
| Copy Approval Flow From Matched PO | Requires ExFlow orders for approval/requisitions. Selecting this option will copy the actual approval workflow from the matched PO lines to the invoice lines. |

Line difference Unit cost

| | |
|---|---|
| Deviation Direct Unit Cost % | Enter an allowed percentage difference between an invoice and a receipt line where it will be auto approved. |
| Deviation Direct Unit Cost (Amount LCY) | Enter a fixed amount in local currency that is the allowed difference between an invoice and a receipt line to be automatically approved or to be sent out for approval. |

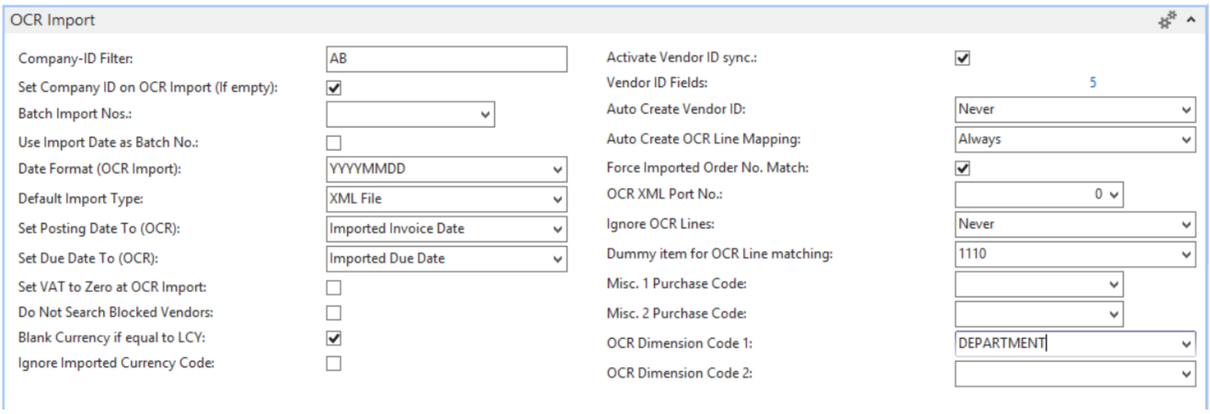
If both settings are used, the application will check if any of the limitations are processed.

Automatic Difference Line

| | |
|---|---|
| Propose Diff. Line | When matching invoices against purchase orders, there may be differences. These are often due to shipping costs or other small additions that are not specified on the order but are added on the invoice. ExFlow can automatically enter an ExFlow Standard Purchase Code that you specify below. You can also specify proposed accounts per vendor; see "ExFlow Vendor Advanced Options". |
| Diff. Line Purch. Code | If 'Propose Diff. Line' above is ticked then you can enter here the purchase code you want to be used on the difference line. |
| Max Diff. Amount (LCY) | Enter the highest difference amount allowed on an automatic line creation. |
| Max Diff. % | Enter the highest difference in percentage allowed on an automatic line creation. |
| Receipt No. Mandatory | These settings are useful when using OCR line matching. This field prevent OCR lines, with specific line types; these are either are forced to be matched against receipt lines (typically items) or to prevent that certain lines are not generating warnings as the line cannot be found on the related PO (typically G/L or Item Charges). This behavior is only active for invoices with PO Numbers. |
| Receipt No. Mandatory: Item | Set the receipt number mandatory for the Item Lines on PO related invoices |

| | |
|---|---|
| Receipt No. Mandatory: G/L | Set the receipt number mandatory for G/L Lines on PO related invoices |
| Receipt No. Mandatory: Fixed Asset | Set the receipt number mandatory for Fixed Asset lines on PO related invoices |
| Receipt No. Mandatory: Charge (Item) | Set the receipt number mandatory for Charge (item) lines on PO related invoices. |
| Matching Tolerance Unit Cost % | This is used when OCR lines are matched based on Unit Cost. Set the tolerance in Unit Cost for when ExFlow will consider that an Invoice Line refers to a specific order line. (this is not to be confused with the price checks for automatically approval above) |
| Matching Tolerance Quantity % | This is used when OCR line matching is based on Unit Cost. Set the tolerance in Unit Cost for when ExFlow will consider that an Invoice Line refers to a specific order line. (this is not to be confused with the price checks for automatic approval above) |
| Automatic Item Charge Assignment | This option will automatically distribute Item Charge Lines between other lines on the invoice. (This will disallow manual distribution) |
| Use Vendor No. from Matched Purchased Order | This is used when using OCR order matching. This option will use vendor no. from the matched purchase order instead of based on the Vendor ID. |




### OCR import ribbon

These settings are used when importing interpreted data. The most common scenario is importing data in file as XML.

| | |
|---|---|
| Company-ID Filter | If the OCR-files/File paths are used that contain data for several companies, you can set up ExFlow to filter out the correct data for the current company. |
| Set Company ID on OCR Import (If empty) | You may use this when importing OCR documents that have blank Company IDs and |

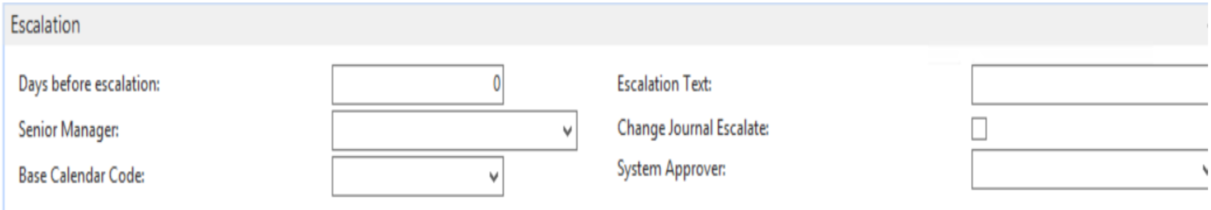
| | |
|---|---|
| | you want to set field value for all the incoming documents. Then, use the 'Move documents between the companies' function in the Import Document Worksheet. |
| Batch Import Nos. | Use a number series instead of an incremented integer to populate the 'Import Document Number'.* |
| Use import date as Batch No. | Generate an OCR batch number based on import date.* |
| * | When multi Invoice OCR files are imported, it may be useful to set a Batch number so it can identify which invoices were imported together. However, if the external system can include a batch number in the XML file this would be the preferred option – in this case the batch no could be the same even if the OCR import files are split into single files. |
| Date Format (OCR Import) | The date format used in OCR XML files |
| Default Import Type | Set default batch type when creating new Import Batches. |
| Set Posting Date to (OCR) | Choose between keeping Imported Invoice Date (from file) or setting the Imported Invoice Date (from file) to the Work (current) Date. |
| Set Due Date To (OCR) | This setting allows you to choose whether you want to use the due date of the invoice or instead let the supplier's payment terms apply. |
| Set VAT to Zero at OCR Import | Ignores the Imported VAT value and will set the invoice VAT to zero. (Only used in specific scenarios) |
| Do Not Search Blocked Vendors | This is used when Vendors are identified based on OCR Vendor IDs. It may occur that a blocked vendor is found (the invoice can still not be processed however this may halt possible further vendor identification.) |
| Blank Currency if equal to LCY | This will blank out the OCR currency code if it equals the local currency. |
| Ignore Imported Currency Code | Using this option will ignore the imported OCR currency code and always copy the currency code from vendor card instead. (Note – the OCR currency will still be visible as reference) |
| Activate Vendor ID sync | Synchronize Vendor IDs in Dynamics NAV with ExFlow's Vendor ID register. |
| Vendor ID Fields | Shows the number of fields which are used to match vendor IDs in the OCR data with the vendor register in Dynamics NAV. Here you can add to and edit the register. |
| Auto Create Vendor ID | If a Vendor ID is submitted and the user selects a new vendor for the invoice. Option **Always** will automatically link the Vendor ID to the selected |

| | |
|---|---|
| | vendor. Option **Ask** – will ask the user if he wants to link the vendor id to the selected vendor. |
| Auto Create OCR Line Mapping | If an OCR line is imported it may be so that ExFlow cannot identify what type and number to used based on OCR line data identifier and/or Order numbers. This means that the user will have to submit the type/number manually (possibly indirect by selecting the Order number). If this option is used, then ExFlow will automatically link the imported OCR line identifiers with the type and number. |
| Force Imported Order No. Match | This forces that when an Order number is imported that this invoice, or if the line is matched against an order. |
| OCR XML Port No. | Select from the included or custom created XML ports. Leaving this blank will use ExFlow's most current OCR format. (The only included ports use SignUp specific formats). |
| Ignore OCR Lines | This will always ignore processing OCR line data (and generate the invoice only based on header data). When the Order has fewer lines, ExFlow will ignore the OCR line date if the invoice refers to an order and that order has a fewer number of lines than included in the OCR file. |
| Dummy item for OCR Line matching | When working with the OCR line matching, select a "dummy" item to be used before the actual item number has been identified (if there is a mismatch). |
| Misc 1 Purch. Code | It is possible to import an OCR Misc. value. If such value is imported and a Misc. Purch code is selected, ExFlow will generate additional coding lines based on the combination of value and selected Purchase Code. See File specification for info in which XML field to provide the data. |
| Misc 2 Purch. Code | It is possible to import an OCR Misc. value. If such value is imported and a Misc. Purch code is selected, ExFlow will generate additional coding lines based on the combination of value and selected Purchase Code. See separate File specification for info in which XML field to provide the data. |
| OCR Dimensions Code 1 | It is possible to import dimension values through OCR. Select this option to select which Dimension the values belong too. See the separate File specification for information in which XML fields to provide the data. |

| | |
|---|---|
| OCR Dimensions Code 2 | It is possible to import dimension values through OCR. Select this option to select which Dimension the values belong too. See the separate File specification for info in which XML field to provide the data. |

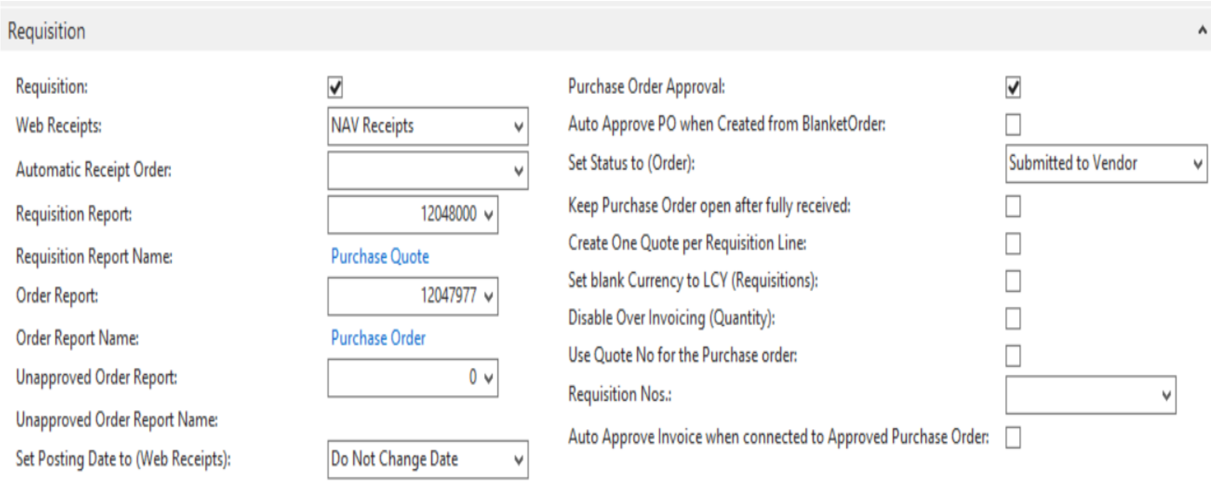



### Escalation ribbon

These settings are used to control the escalation routines in ExFlow. The escalation routine is used when an approver does not, for whatever reason, approve his or her document lines in a certain period of time. The escalation routines will send the document to the next approver in the Approval flow or to a specific user (defined in the field Senior Manager).

| | |
|---|---|
| Days before escalation | This determines the number of days that an invoice will sit in an approvers inbox before the it is escalated. This setting will be ignored if a value, in the corresponding field on the Approval group card, is selected. |
| Senior Manager | This is the user group that the document will be sent to if the approver does not have a manager defined on his or her Approval Group card. |
| Base Calendar Code | Select a Base calendar code that can be used so that number of days used in the escalation routine does not include banking or public holidays. |
| Escalation Text | This is the text that will be inserted in the Comment field on the approver line when it is being escalated. |
| Change Journal Escalate | This option will automatically run the escalation routine when the change journal is executed (To avoid additional scheduling/additional manual task at a small performance cost). |
| System Approver | A line that is escalated will have the approver field set to the Approval Group specified with this setting. |




### Requisition ribbon

These settings are only used when creating requisitions via the ExFlow web. Please contact Signup Software if this functionality will be used.

| | |
|---|---|
| Requisition | Tick this field if it shall be possible to create requisitions in the ExFlow web and have them sent out for approval, after they have been approved a purchase order is created in Dynamics NAV. |
| Web Receipts | This option will set ExFlow to use "ExFlow Web receipts" instead of the standard Dynamics NAV receipts. WARNING, this will affect the result of posting a receipt from a standard order card. This should typically ONLY be used if the you do not work with inventory (G/L).<br>*Contact SignUp Software if you are unsure about the effects*.<br>This option should not be confused with the receipt window in the ExFlow Web as it can be used with both options. The setting simply defines how Dynamics NAV posts receipts, no matter if they are posted in the ExFlow Web or in Dynamics NAV. |
| Automatic Receipt Order | Select this option if, when an order is created, it should be automatically received. |
| Requisition Report | Select Report ID generates the Quote Images. (The report must support the Quote document type). |
| Order Report | Select Report ID generates the Order Images. (The report must support the Order document type). |
| Unapproved Order Report | Select Report ID generates the Order Images. (The report must support the Order document |

| | |
|---|---|
| | type and should display that the order is not approved yet) |
| Set Posting Date to (Web Receipts): | Which date to use when posting receipts from the web interface. |
| Purchase Order Approval | Tick this if it shall be possible to send out purchase orders created in Dynamics NAV for approval. |
| Auto Approve PO when Created from Blanket Order | Tick this if using Order Approval – use this field to automatically approve an order created from a blanket order. |
| Set Status to (Order) | Un-submitted / Submitted to Vendor. Set to submitted to order if you want to disable manually confirmation that an order has been issued to the vendor. |
| Keep Purchase Order open after fully received | This setting requires matching against the PO lines option. This setting will automatically close the PO for further receipting once all PO lines have been received. |
| Create One Quote per Requisition Line | This setting makes ExFlow create one quote for each requisition line, instead of one quote per requisition (created with ExFlow's Requisition process). |
| Set blank Currency to LCY (Requisitions) | If there is no currency code in the Requisition, the local currency code in General Ledger Setup will be used. |
| Disable Over Invoicing (Quantity) | This setting requires the matching against PO lines option. This option will disable over invoice quantity, which is otherwise allowed when matching using PO Lines option. |
| Use Quote No for the Purchase Order | Use this option in the requisitions flow if you want to keep document number when the quote is promoted to an order. (in this scenario you typically want to set Quote Nos = Order Nos in the standard Purchase setup). |
| Requisition Numbers | Enter the Number Series Code for requisitions. (A requisition is the document used in the requisition list – before the quote is generated). In most setups this number is irrelevant as the most part of the processing is done after the quote is created) |

## EXFLOW USER SETUP

*Path: ExFlow/Setup/Users/ExFlow User Setup*

ExFlow User Setup ▾

| User ID | User Name | Sup... | E-mail | Web User Rights L... | Coding Rule ID | Coding Rule Name | Dimension 1 Filter | Related Purchas... | Bloc... | Permane... Replace... |
|---|---|---|---|---|---|---|---|---|---|---|
| AA | Anders Andersson | ☑ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| ADMINIST... | Administrator | ☑ | daniel@signup.se | Super User | 7 | All Users | | | ☐ | |
| BB | Bertil Boo | ☐ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| CC | Cecilia Cederbaum | ☐ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| DD | David Danielsson | ☐ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| EE | Erik Eriksson | ☐ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| EXFLOW | ExFlow | ☑ | daniel@signup.se | Super User | 7 | All Users | | | ☐ | |
| FF | Filippa von Fersen | ☐ | daniel@signup.se | Power User | 7 | All Users | | | ☐ | |
| SIGNUP | SignUp Admin | ☑ | daniel@signup.se | Super User | 7 | All Users | | | ☐ | |
| ST | Stefan Tyve | ☑ | daniel@signup.se | User | 7 | All Users | | | ☐ | |

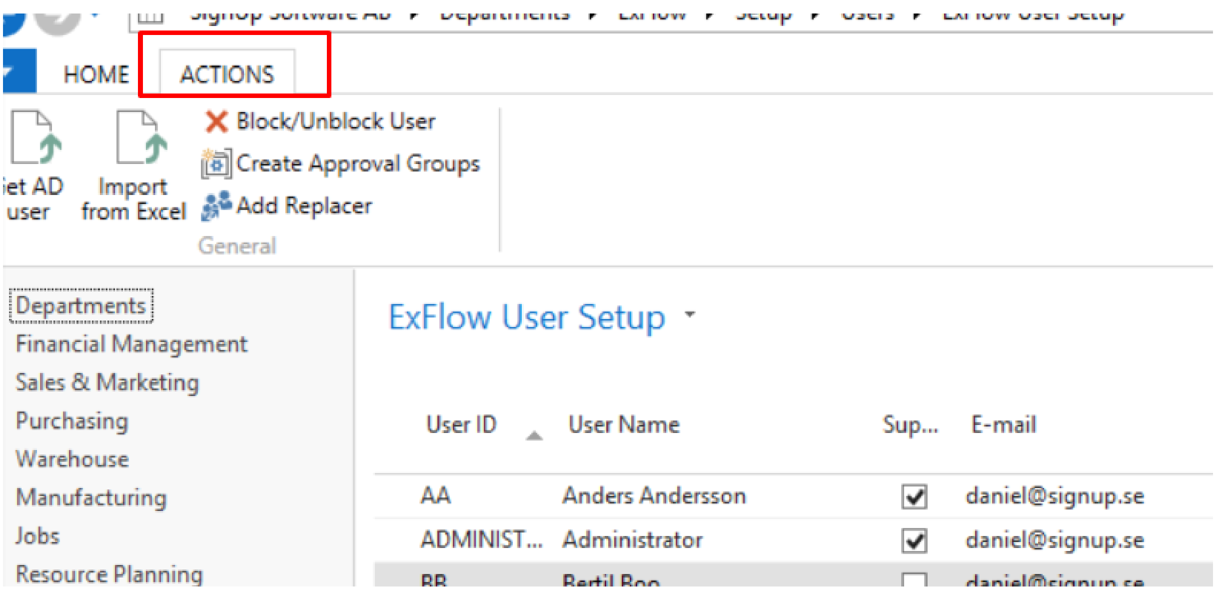
You must enter all the users that will be approving invoices in the ExFlow Web. In addition, Accounts Payable staff who will work within ExFlow for Dynamics NAV need to be entered.
Users can be added manually, which means that an approver does not have to be connected to a Dynamics NAV user or exist in the Active Directory (AD), E.g. an approver who will only approve on the in ExFlow web. When users are manually added, the corresponding Approval Group will automatically be created.
Users can be added from Active Directory (AD). Click on the 'Get AD user' button and select from the list.
Users can be imported from an Excel spreadsheet. Fill in the template and click on the 'Import from …' button and follow the instructions in the Wizard.
When a user is created, a new corresponding approval group is created automatically.
Missing Approval Groups can be created by clicking the 'Create Approval Groups' button. This will automatically create an approval group for each user. Every user must have a corresponding Approval Group. See 'Approval Groups' below.
The User ID is recommended to be without domain. Never mix usernames with domain and usernames without domain. Accounts Payable staff need to use their Dynamics NAV user name. Note that Accounts Payable staff who have domain and username in Dynamics NAV can be set up with only the username in ExFlow.

### Main list section

| | |
|---|---|
| User ID | This is the User ID used for log in to ExFlow. If you will be using the ExFlow Single Sign-on Portal for integrated windows login, bypassing the ExFlow login page, it is important that the User ID's entered are exactly the same as the AD user name. Never mix users with domain (e.g. domain/leonard) and users without domain (e.g. leonard) |
| User name | This is the user's full name. |
| Superior | If someone is able to do final approval, add approvers, restart an Approval flow etc., in |

| | |
|---|---|
| | ExFlow (compared to web user rights below) then they should be set as a Superior. |
| Email | This email address will be used to send a report on invoices to approve. |
| Web User Rights | A Web-user can be set up as Super user, Power user or User. These three different 'Roles' determine what an approver can do in ExFlow web.<br>Super user: Can assign an account/dimension, approve, reject or set an invoice On hold. They also have the right to search ALL invoices in the company.<br>Power user: Can assign and change an account/dimension, approve, reject or set an invoice On hold. They also have the right to search through their OWN invoices in the company they have access to.<br>User: Can approve, reject or set an invoice on hold. They also have the right to search through their OWN invoices in the company they have access to..<br>Note that it is possible to make adjustments to the three roles. This is done in the ExFlow Permissions setup. |
| Coding Rule ID | If an approver should have the right to modify approval lines, set up which accounts, projects, dimensions etc. the approver has the right to use on an invoice. See more under "Coding Rules". |
| Dimension 1 Filter | This setting used for setting up a user in the ExFlow web to be able to view all documents belonging to a specific dimension value/values even when not being part of the approval route. This is used in combination with setting up the user to "Super user" but restricted by values in this filter. When the web user wants to search for all invoices for example, in a department, he/she must remember also to set the field 'Approver' to blank, on the search page, in the ExFlow web (this functionality must be turned on through a so called "merge file" in the web configuration). |
| Blocked | An approver who has been part of an approval flow cannot be removed. Instead, tick here to block the login to ExFlow. Setting/releasing this block is done from the  corresponding action buttons. |
| Replaced with user | This field will displays the chosen replacer if the current user has been blocked. |

| | |
|---|---|
| All-Company access to ExFlow Documents fields | When this is selected, the user can search ExFlow documents in Dynamics NAV and in the Approval follow-up, for ALL companies in the database.<br>Approve Order When ticked markes Users' Purchase Order approval requests which will be sent out (applies to Purchase Order Approval Process Only). |
| Location Code (Req.) | A requisition item created by this user will be assigned a location code from this setting. If blank, a standard method will be used to determine the location instead, for example from the vendor card. |




Actions tab

| | |
|---|---|
| Get AD user | Opens a list of all user accounts in AD where you can mark one or more, to be created in the ExFlow User setup. |
| Import from Excel | Allows import of users from an Excel spreadsheet. This is useful when you already have all users stored in a file. It must have the following format, outlined below: |

1. User list starts on line 2 (line 1 is used for column names).
2. The following fields should be imported and must be in this order:

a. User-id
b. User name
c. Superior (only valid values are YES or blank)
d. E-mail

e. Mobile telephone no.
f. User Permission (WEB) (only valid values are SUPERUSER, USER or blank which stands for POWERUSER).
g. Password (in versions older than ExFlow version 4.00)

| | |
|---|---|
| Block User | Used to replace blocked user XX with new user NN. For example, if user XX has a long term sickness, you can choose NN to be a replacement approver for user XX. This will be applied to all open documents. Note: if XX and NN are organized in different approval flows, these must be changed manually. If user XX should not be included in any future approvals, it is recommended to remove the user instead (which is allowed as long as the user is not a part of any approval flow and user is not approving or has not approved anything). |
| Create Approval Groups | Use this function to create an approval group for every user. Afterwards, if needed, you can go to 'Setup / Approval Groups' and edit the group. Note: An approval group is only created automatically when creating new user, if an email address has been entered for the user. |

## APPROVAL GROUPS

*Path: ExFlow/Setup/Users/Approval Groups*

ExFlow Approval Groups

| Code | Name | Bloc... | Excl... fro... | Auto App... | Auto Approve Comment | Replacem... type | Manager | Days before e... |
|---|---|---|---|---|---|---|---|---|
| AA | Anders Andersson | ☐ | ☐ | ☐ | | | | 0 |
| ADMINIST... | Administrator | ☐ | ☐ | ☐ | | | | 0 |
| BB | Bertil Boo | ☐ | ☐ | ☐ | | | | 0 |
| CC | Cecilia Cederbaum | ☐ | ☐ | ☐ | | | | 0 |
| DD | David Danielsson | ☐ | ☐ | ☐ | | | | 0 |
| EE | Erik Eriksson | ☐ | ☐ | ☐ | | | | 0 |
| EXFLOW | ExFlow | ☐ | ☐ | ☐ | | | | 0 |
| FF | Filippa von Fersen | ☐ | ☐ | ☐ | | | | 0 |
| IT | IT | ☐ | ☐ | ☐ | | | | 0 |
| LAGER | Lager | ☐ | ☐ | ☐ | | | | 0 |
| SIGNUP | SignUp Admin | ☐ | ☐ | ☐ | | | | 0 |
| ST | Stefan Tyve | ☐ | ☐ | ☐ | | | | 0 |

### Main list section

| | |
|---|---|
| Code | A unique name for this group. This can be a single user id or a role or group. In this form, you can also work with groups which contain |

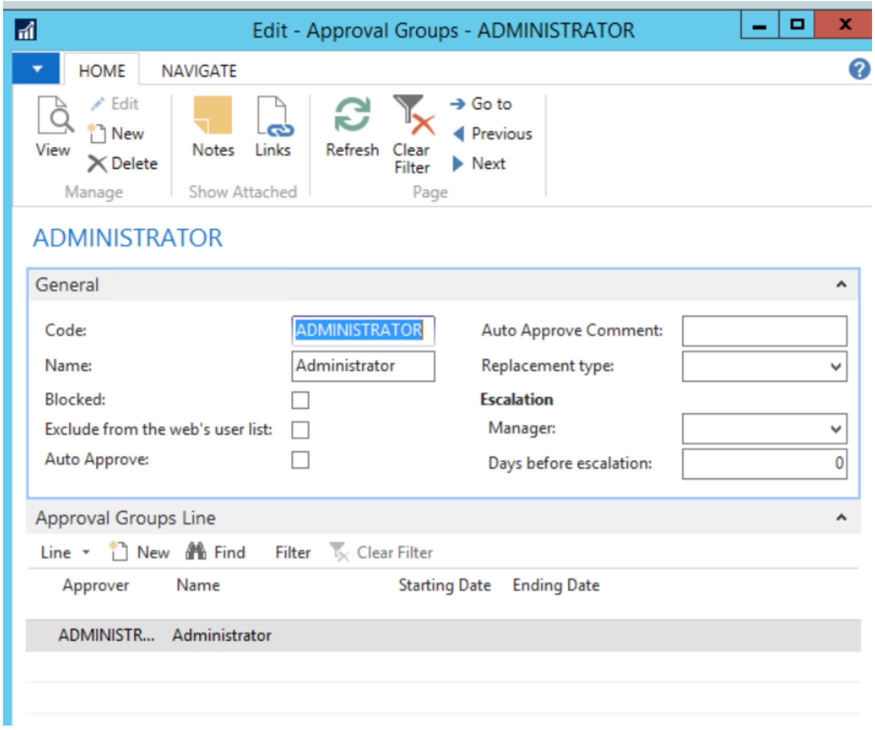
 

| | |
|---|---|
| | several approvers, for example “IT”. The invoice notification is sent to the group instead of to an individual. Anyone in the group can see the invoice. The first one to approve it will be recorded as the approver. This function could be used for sending an invoice to a group that should confirm that a product or service has been delivered. After that, the invoice may go to the manager for final approval, and finally for payment. In a similar way, this can be a “Role” name, in which case the invoice approval will be assigned to a role instead of an individual. Updating of the group membership should be done when personnel changes happen. NB: Every user in the ExFlow User table must have an approval group with the same user code. |
| Name | A description of what the Approval group applies to. |
| Exclude from the web’s user list | If this field is ticked, then the approver group will not be available in the approver group list on the ExFlow web. |
| Auto Approve | This setting makes it possible to create approval flows that are automatically approved. This is, for instance, useful when issuing intercompany invoices where the intercompany invoice does not have to be approved. |
| Auto Approve Comment | Enter a comment that describes why the document is automatically approved. This will be visible in the Approval Status window. |
| Manager | This is used by the escalation routine. With this field you set the approver’s manager (or other Approval Group), which will be sent any documents escalated from this approver. If this setting is blank, then the (Manager) setting under ExFlow setup will be used instead. |
| Days before escalation | This is used by the escalation routine. With this field, you set the number of days that an invoice should be allowed to remain in the approvers inbox before it is escalated. If this setting is blank, then the setting under ExFlow setup will be used instead (ExFlow Setup, Escalation ribbon, Days before escalation). |

## Approval Groups Line on card

Open the card for the Approval Group ADMINISTRATOR, by clicking the Edit button in the ExFlow Approval Groups window (selecting the line for the ADMINSTRATOR).

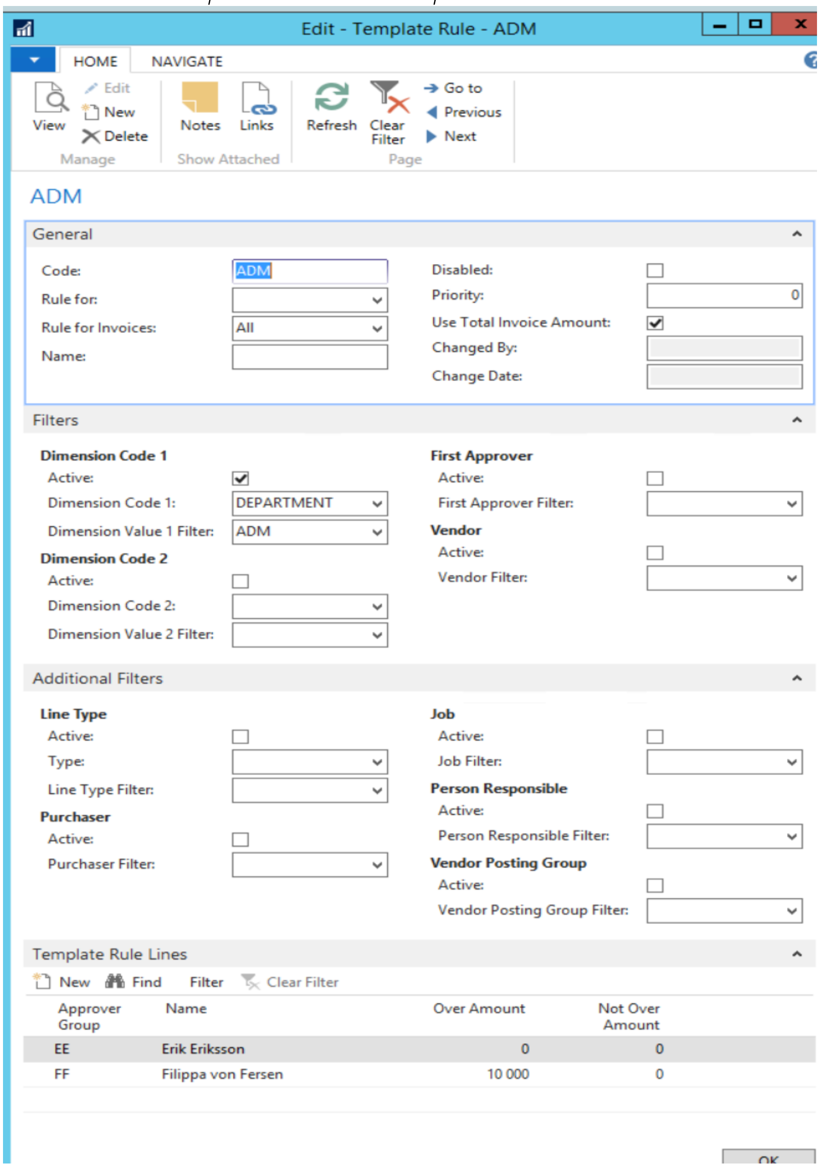



| | |
|---|---|
| Approver/Name | Choose the approver/approvers that will belong to the Approval Group. Every user who will be approving, must belong to at least one Approval Group. |
| Starting/Ending Date | Temporary replacement approvers can be set up here, inside Dynamics NAV, or in the ExFlow web. When set here, choose an Approver and set the start and end dates. Emails will only be sent to the user/s during this time. Both dates MUST be entered. |

## EXFLOW TEMPLATE RULES

*Path: ExFlow/Setup/Users/ExFlow Template Rules*




Template Rules are used for setting up Approval Flows automatically. They apply a template, of an Approval Flow, on a line level for the document. The Template Rule will be applied automatically depending on several factors defined below. This adds approval flow depending on various Filters. See the example in the image below.  This Template Rule will automatically be activated if the dimension DEPARTMENT has the value ADM on one the document lines.

### Main list section

| | |
|---|---|
| Code | The Code used to give the template a unique name. |
| Name | This is a description of the Template Rule. |
| Use Total Invoice Amount | You can choose to have the Template Rule pick approvers by the amount on each line or by the total invoice amount. If “Use Total Invoice Amount” is ticked, the amount used for the |

| | |
|---|---|
| | Template Rules is compared to the total invoice amount. If it is not ticked then it will look to see if it is over or under the amount on every single detail line. |
| Disabled | If this checkbox is ticked then the Template Rule will never be automatically selected for a document even if the criteria matches the document line. *Note that the Template Rule can still be applied manually by an ExFlow user.*<br>If the field is not ticked, the Template Rule is activated as soon as the criteria matches the details of the Document line. This means that ExFlow will never apply a Template Rule automatically when the criteria on the document does not match the Template Rules (a rule without criteria is applicable to all documents). You should use this field to avoid conflicts between rules. It can be that you want two similar rules but with different approval groups selected.<br>One tip is to look at the column 'Applied Template Rule' in the Import Document Worksheet on the Import Lines which will show the rule applied, as opposed to field under 'Template Rule' where you can manually choose a rule. |
| Rule for | This defines the type of document the Template Rule is automatically used for. Leave blank to apply this rule to ALL types of documents (Invoice/Credit Note, Purchase Order, and Requisition). |
| Rule for invoices | With this setting, you can control if the template rule should be automatically applied for Cost account Invoices, Matched against Purchase Orders, PO Connected with Differences or POs Connected without Differences. |
| Dimension Code 1 | Select a dimension and dimension value that will determine a specific Approval Flow. |
| Dimension Code 2 | Same as for Dimension Code 1 but for Dimension Code 2. |
| First Approver | A filter for the first approver (field) and if it is active. |
| Vendor | A filter for the vendor and if it is active. |
| Line Type | A filter for the Line Type and if it is active e.g. G/L Account, Item, Fixed Asset or Charge (Item). |
| Purchaser | A filter for the Purchaser and if it is active. |
| Job | A filter for the Job and if it is active. |
| Person responsible | Only available if the Job module is used. With this field, it is possible to set a filter on the field |

| | |
|---|---|
| | “Person responsible” available on the job card and thereby setting the Approval Flow based on the project leader. |
| Vendor Posting Group | A filter for the “Vendor Posting Group” field and if it is active. |

Template Rule Lines on card

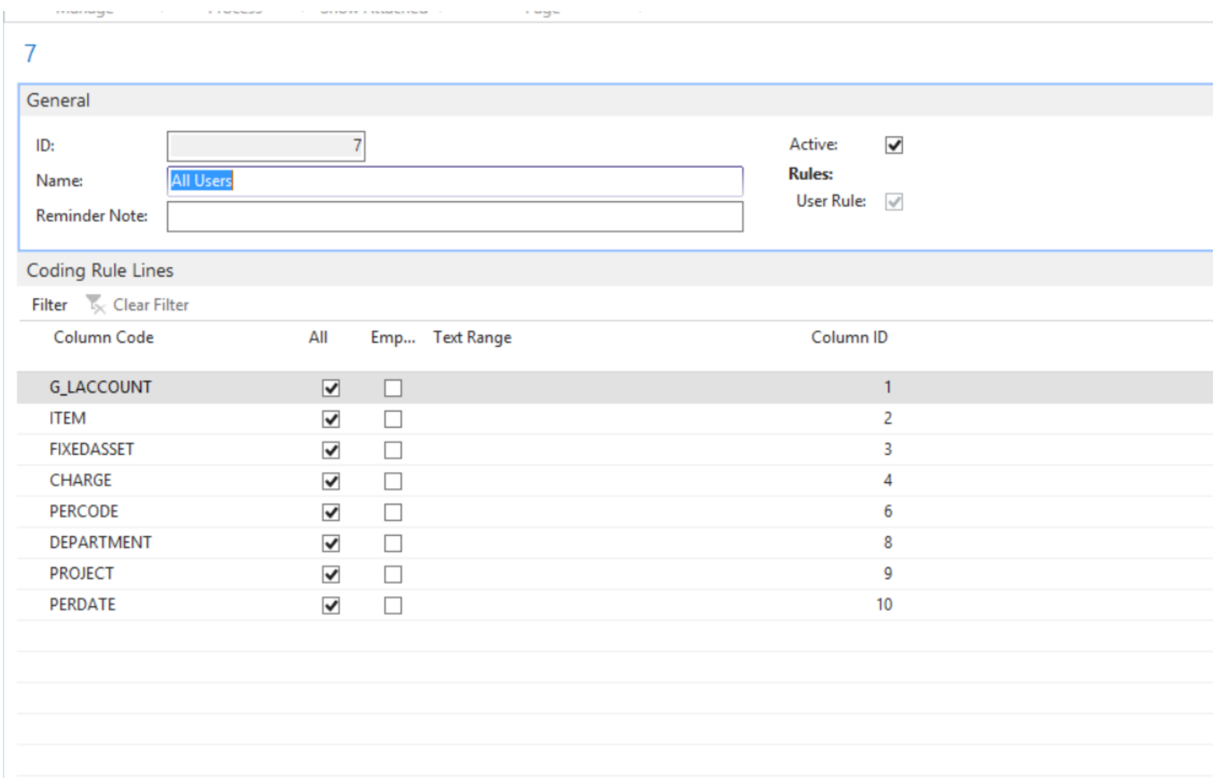
| | |
|---|---|
| Approver Group | An Approval Group to be included in the Approval Flow for this Template Rule. The Approval Flow will be processed from “top to bottom” |
| Over Amount | The Approval Group will only be added to the Approval Flow if the amount is equal to or over this value. The recommendation is that the first Approver Group always has ‘Over Amount’ set to ‘0’ (zero) to make sure that ExFlow finds at least one approver. |
| Not Over Amount | If the amount is equal to or over this value, the approver will not be added to the approval flow but will instead move on the next approver. The recommendation is that the last Approver Group always has ‘Not Over Amount’ set to ‘0’ (zero) to make sure that ExFlow finds at least one approver. |

It is possible to combine several parameters to make a Template Rule. In the lower part of the page, called “Template Rules lines”, you set up the Approval Groups that will be part of the Approval Flow. In the image example of a Template Rule below, the invoice will be sent first to ‘EE’ and when someone from that Approval Group has approved, and the amount is above 10 000, the Approval will continue to ‘FF’ as a final approver.

Filter based Template rules.
If one or more filter based Template Rules (inactive Disabled is Unticked) has been set up, ExFlow will try to identify the “best rule” for each and every invoice line. ExFlow will go through all Template Rules in ExFlow and exclude those rules which has a “filter miss”. A filter miss means that for example you have selected on the rule that a DEPARTMENT equalling to ADM, but your invoice has DEPARTMENT equalling to PROD (if the Template Rule has not specified a DEPARTMENT then it is still applicable). This will leave a list of possible templates to use. Next, the number of “filter hits” will be counted, and a Template Rule with possibly many filters assigned will thus have high priority. For example, a Template Rule with G/L and Vendor filter will always have higher priority than a rule with only G/L filter, but the latter will match with more scenarios. It may occur that if an invoice line matches two Template Rules with the same number of filter hits. If this is the case, then the Template Rule with the highest Priority will be selected.. Finally, if multiple rules with same number of filter hits and same priority is identified, ExFlow will simply select the last rule found. It is recommended to that rules use filters instead of priority when possible - only use priority for exceptions.
Note, if a Template Rule is selected manually (or through the reference functionality), ExFlow will ignore filters and use the Template Rule specified in the field ” Template Rule”. This will also update the field “Applied Template Rule” with the value in Template Rule.

## USER CODING RULES

*Path: ExFlow/Setup/Users/ExFlow User Coding Rules*




Coding Rules are used in the ExFlow web.
User Coding Rules filters what an approver can see in ExFlow web. The approver can add what is allowed in the filers. Still, the approver can approve values filtered out. If an approver has permissions to one cost center, only this cost center can be added, and other cost centers cannot be added.
One Coding Rule can include many different filters. The easiest way to begin setting this up is to add simple rules with broad allowances. More precise, constraining conditions can be added with new rules, later on.

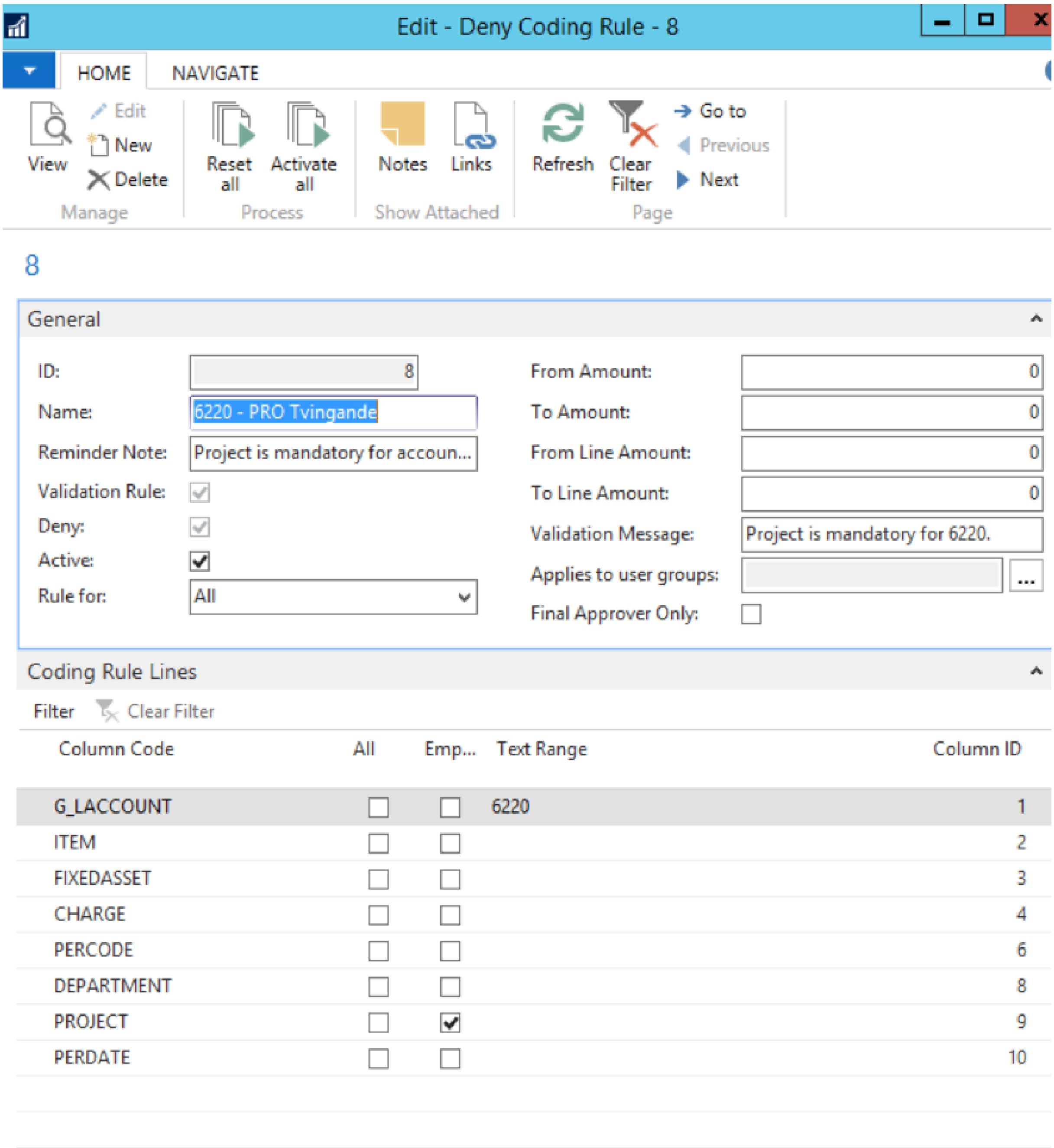
| | |
|---|---|
| ID | ID numbers are assigned to the Coding Rule in the order they are created. This has no effect on prioritization. |
| Name | This is the descriptive name for the Coding Rule. |
| Reminder Note | Add an optional description if needed. |

IMPORTANT: Even if you do not want to work with accounting rules, ExFlow requires for each company at least one Coding Rule marked with 'All' for all Column Codes. In addition, the Coding Rule has to be connected to every user.

## DENY CODING RULES

*Path: ExFlow/Setup/Users/ExFlow User Coding Rules*




### General ribbon

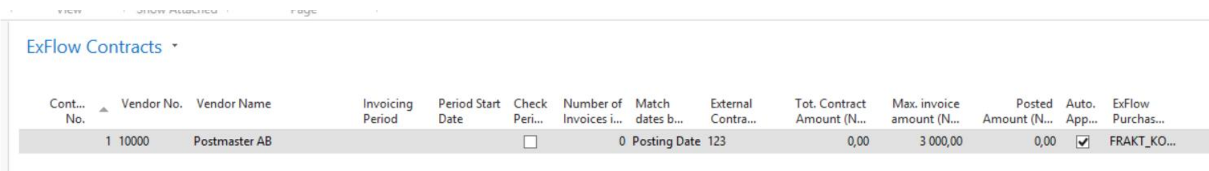
You can make it mandatory to add a user to an Approval Flow if a specific value is used when an approver changes the accounting of the line. In the example above you can see that if an approver decides to change G/L Account to 6220, he or she also have to set a project since it is mandatory. The validation message shows the message that will appear for the approver, in the ExFlow web, if the field is not populated.
Deny Coding Rules work without changes made. User Coding Rules work when changes are made.

| | |
|---|---|
| ID | ID number for the Deny Coding Rule (automatically filled in). |

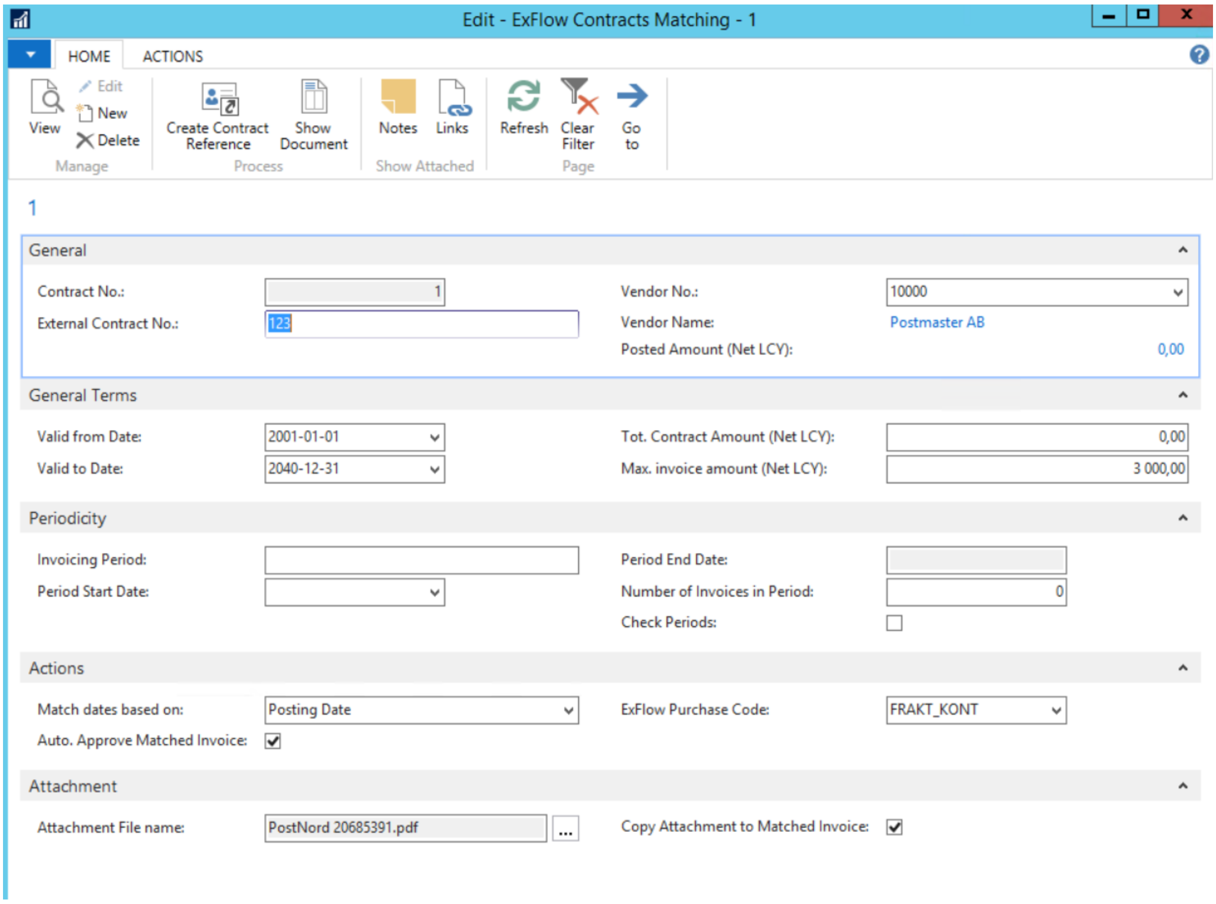
| | |
|---|---|
| Name | Descriptive name for the Deny Coding Rule. |
| Reminder Note | Add an optional description if required. |
| Validation Rule | A Deny Coding Rule is always set to be a validation rule. |
| Deny | A Deny Coding Rule is always set to be a deny rule. |
| Active | If the Deny Coding Rule is active or not. |
| Rule for | All / Quote / Invoice / Requisition / Quote & Invoice |
| Validation Message | This is the message that will appear when the user tries to validate/save the document on the ExFlow web. |
| Applies to user groups | You can add the mandatory approver/approvers by clicking the ellipsis symbol (…) that appears when the cursor is in the field 'Applies to user groups'. |
| Final Approver only | When the Final Approval is selected, the "Deny Coding Rule" will only be applied if current approver is the last user in the Approval Flow. |

## EXFLOW CONTRACTS



## Contracts Matching




## General

| | |
|---|---|
| Contract No. | Internal contract number (auto generated) |
| External Contract No. | Assign the External contract number. Note, this can be used for matching purpose. |
| Vendor No. | Choose which vendor the contract applies to |
| Posted Amount (Net LCY) | This field will display the total amount of the invoice posted against the contract. |

## General Terms

| | |
|---|---|
| Valid from Date | The start date of the contract (required) |
| Valid to Date | The end date of the contract (required) |
| Tot. Contract Amount (Net LCY) | Choose the total amount that can be posted against the contract. (optional) |
| Max. invoice amount (Net LCY) | Choose the maximum Invoice amount. (optional) |

## Periodicity

| | |
|---|---|
| Invoicing Period | Define the frequency of the invoice as a NAV “data formula” (For example 1M = 1 Month). |

| | |
|---|---|
| Period Start Date | Enter the date of your first invoicing period. The dates will then be updated automatically when invoices are registered against the contract. (Note – this can be manually adjusted if the invoice is outside of the settings) |
| Period End Date | This is calculated automatically based on the current period start date and the "date formula" in the Invoicing period field. |
| Number of Invoices in Period | Assign the number of expected invoices in each period (defaults to 1, but can be adjusted) |
| Check Periods | This option activates/inactivates the periodicity checks. |

### Actions

| | |
|---|---|
| Match dates based on | Select if you want to check dates against the: Posting date, Document date or the Due date of the invoices matching the contract. |
| Auto. Approve Matched Invoice | Select if you want invoices matched against contracts without exceptions to be automatically approved by the system. |
| ExFlow Purchase Code | Choose an ExFlow Purchase Code that will automatically be applied when matching an invoice against the contract. |

### Attachment

| | |
|---|---|
| Attachment File name | Use the assisted "Edit button" to manually connect a scanned contract copy to the contract record. |
| Copy Attachment to Matched Invoice | Choose this option so that a copy of the scanned contract will be available to an approver as an attachment. |

## EXFLOW REFERENCES

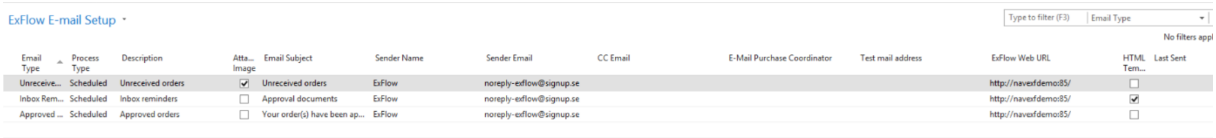
ExFlow References

| Refer... | Description | First Approver | Template Rule | Predefined ExFlow P... | Purchaser Code | Contract No. |
|---|---|---|---|---|---|---|
| CECILIA | | CC | | | | 0 |
| CECILIA2 | | | CC INV | | | 0 |
| ERIC | | EE | | | | 0 |
| ERIK | | EE | | | | 0 |
| GODSMÄR... | | CC | | | | 0 |

| | |
|---|---|
| Reference | Enter the Reference captured or specified in the incoming electronic-invoice file. You can set up multiple references (aliases) to achieve the result, for example a specific approval workflow. |
| Description | Enter a description (for internal reference), Note - this is free text only and does not affect functionality. |
| First Approver | Connect a "first approver" to the reference. The first approver can be used as a filter for a template rule or for automatically assign the selected entity as first approver if you have the option "Copy first approver to the approval workflow" selected in ExFlow setup. |
| Template Rule | Select a Template rule that will be automatically used for the invoice. Note, you cannot select first approver and template rule at the same time. |
| Predefined ExFlow Purch. Code | Select an ExFlow Purch. Code to automatically code the invoice. |
| Purchaser Code | The selected Purchase code will automatically be selected for the invoice. The Purchaser code can then be used apply Template rules. |
| Contract No. | Connect the "Reference" with a contract. Note that you can automatically generate contract references from the contract card. Also supported is that the contract number is captured in a separate field in the OCR/electronic invoicing definition (in this case contract references are not required). |

## EXFLOW E-MAIL SETUP



ExFlow E-mail Setup

Type to filter (F3) | Email Type

No filters appl

| Email Type | Process Type | Description | Atta... Image | Email Subject | Sender Name | Sender Email | CC Email | E-Mail Purchase Coordinator | Test mail address | ExFlow Web URL | HTML Tem... | Last Sent |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Unreceive... | Scheduled | Unreceived orders | ☑ | Unreceived orders | ExFlow | noreply-exflow@signup.se | | | | http://navexfdemo:85/ | ☐ | |
| Inbox Rem... | Scheduled | Inbox reminders | ☐ | Approval documents | ExFlow | noreply-exflow@signup.se | | | | http://navexfdemo:85/ | ☑ | |
| Approved ... | Scheduled | Approved orders | ☐ | Your order(s) have been ap... | ExFlow | noreply-exflow@signup.se | | | | http://navexfdemo:85/ | ☐ | |

| | |
|---|---|
| Email Type | Select what type of e-mail to use.<br>Supported e-mail reminders are:<br><br>Unreceived order: Notifies responsible purchasers that there are invoices for which receipts are missing.<br><br>Order not found: Notifies the responsible purchasers that there are invoices for which Purchase Orders cannot be found.<br><br>Inbox reminder: Notifies approvers that they have documents to approve. This option is set up by default in the “default company” when the ExFlow wizard is executed. (runs from within all ExFlow companies)<br><br>Approved Order: Is used in the requisition process/ ExFlow PO approval only. When activated it will notify the requestor/assigned purchase group that there are approved POs.<br><br>Rejected quote: Is used in the requisition process only. When activated it will notify the requestor that they have requisitions that have been rejected.<br><br>SSO login: Used to send out tickets for the ticket authentication model. This option is set up by default in the “default company” when the ExFlow Wizard is executed. (Note – that this runs from there in all ExFlow companies). Use the Test Ticket E-mail function to ensure the system is set up to send out tickets (which allows user to login to ExFlow Web) |
| Process Type | Options are:<br>Scheduled: The job is executed by standard NAV job ques according to the settings from the job que entry. The Wizard will automatically create a job queue in the default company. |

| | |
|---|---|
| | When adding email jobs in other companies you may need to create them manually. All jobs except SSO login is designed to run on a schedule by default.<br><br>On Demand: The job is executed when required only. Only the SSO login and the created requisition job is currently supporting this option. |
| Description | Internal reference of what the job is used for. |
| Attach Image | Tick this option to have the job attach associated images to the mail as attachments. |
| Email Subject | Enter the subject to be used in the email(s) sent. |
| Sender Name | Enter the e-mail sender name used in the e-mail |
| Sender email | Select the e-mail address to be used as "sent from address". Note that e-mail servers typically have rules which "send from" addresses which can be used. |
| Test mail address | This option can be used for troubleshooting/ For example, when you enter an e-mail address in this field, all e-mails will be directed to this address instead of the individual persons. |
| ExFlow Web URL | By default this field is only used by the Inbox reminder e-mail. For that e-mail type you should enter the URL of ExFlow web to ensure that the approvers can login seamlessly.. |
| HTML Template Exists | By default this field is only used by the Inbox reminder e-mail. For the inbox reminder the HTML template is used to generate the layout of the e-mails sent to the approvers. There are default templates included in "ExFlowAddins" folder which can be downloaded through the Wizard. |

## EXFLOW PURCHASE CODES

### ExFlow Purchase Codes

| Code | Description | Propose VAT Line |
|---|---|---|
| FRAKT | Freight Item charge / Frakt ... | ☐ |
| FRAKT_KO... | Freight GL Account / Frakt ... | ☐ |
| TELEFONI | Phone per department / Tel... | ☐ |

| Header fields | |
|---|---|
| Code | Select a code |
| Description | Internal reference of the Purchase Code |
| Propose VAT Line | Select this option to apply the separate VAT principle code when coding the invoice. (Cost is coded with 0% VAT and NET is coded with 100% VAT directly to your VAT account) |

| Line fields | |
|---|---|
| Type | Select a line type |
| Description | Select the line description, which will be copied to the invoice line/s. This will default to the description of the “No.”. |
| Weight | Use this field to assign the NET amount to be distributed to the generated invoice lines. The system will calculate this based on the total amount of assigned weights of all lines. IE if you have an invoice of 1000 NET and use a purchase code with two lines and the weight 1 on both lines. The result will be two lines with ½*1000 = 500 on each invoice line. |
| VAT Weight | Select this option to distribute the VAT amount over (typically) multiple lines. This uses the same principle for distribution as the weight field but calculated on VAT totals. This distribution is typically used for invoices on which VAT is not fully deductible (In Sweden, for example leasing invoices) |
| VAT Prod. Posting Grp | Select which VAT posting group to use. This will override the account/default settings. |

| | |
|---|---|
| Deferral code | Select a deferral code to be automatically selected for the generated invoice line. |
| Job & Job Task | Select a Job/Job task |
| Shortcut dimensions | Select shortcut dimensions to be automatically selected. |

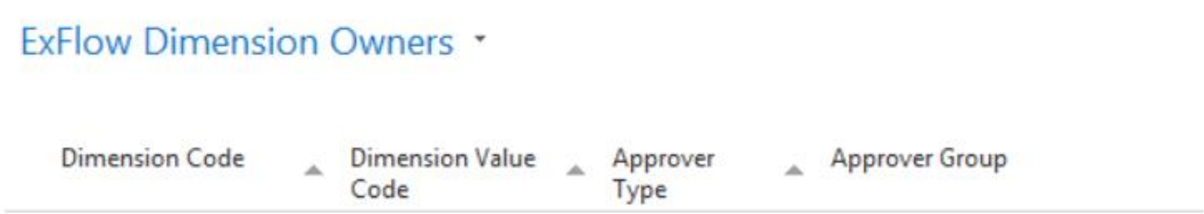
## EXFLOW DIMENSION OWNERS

Dimension owners are used to assign responsibility for different dimensions. This can limit the number of required template rules and make the approval responsibilities clearer. This is a way of implementing a role based approval workflow. The dimensions owner table structure is also useful for importing and exporting data using standard NAV.

As perquisite, you need to set up an approval group to be used with the dimension owner structure.

To do this, create an empty approver group, under "replacement" type select dimension owner 1 or 2. This will connect the group with the two possible owner types in the dimension owner table.

In your Template rule, select the appropriate approval group and the group will be exchanged for the actual user defined as dimension owner.




| | |
|---|---|
| Dimension Code | Select the Dimension Code for the dimension you want to assign user responsibility. |
| Dimension Value Code | Select the dimension value for which you want to assign responsibility. |
| Approver Type | Select to which owner type you want to assign responsibility (check the approval group) |
| Approval Group | The ExFlow user/group responsible for the dimension value. |

---ooo000ooo---