

# ExFlow for Dynamics NAV/Business Central User Manual

ExFlow version 5.42  
Document version 0.29

Date	Version	Description
2019-03-15	0.08	Document created
2019-03-27	0.09	Document updated with report and analytics information
2019-03-28	0.10	Document updated with "Example Invoice flow"
2019-05-08	0.11	Document updated to reflect admins and users
2019-12-18	0.12	Document updated proofreading
2020-01-02	0.21	All pictures in same color and invoice flow adjusted
2020-01-09	0.22	Rewritten Priodic Activitis and History/Follow Up
2020-01-27	0.23	Requisition, Re-Invoice, Escalation Job and Fraudulent Vendor.
2020-07-24	0.24	Updated to EXF525000
2020-09-17	0.25	Updated to EXF530000
2020-11-17	0.26	Updated to EXF531000
2021-06-28	0.27	Updated to EXF540000
2022-01-13	0.28	Updated to EXF541000
2022-11-07	0.29	Updated to EXF542000

## Contents

Contents .....	3
Introduction .....	5
Overview of the Invoice Process Workflow .....	6
ExFlow Setup .....	7
ExFlow User Information .....	7
ExFlow Approval Group .....	12
ExFlow Template Rule.....	13
ExFlow User Coding Rules.....	16
ExFlow Denying Coding Rules .....	17
ExFlow Standard Purchase Code .....	18
Vendor Card.....	19
ExFlow Reference.....	20
ExFlow Contract .....	21
ExFlow Workflow .....	23
Import Document .....	23
ExFlow Approval Status .....	30
ExFlow Attachment.....	33
Examples of Invoice Flow .....	35
Import and handle Expense Purchase Invoice.....	35
Import Purchase Invoice with Order Matching .....	39
Import Prepayment Purchase Invoice .....	41
ExFlow Approval Status / ExFlow Web .....	46
ExFlow Approval Status History .....	51
Automatic Diff. Line .....	52
Item Charge Assignment.....	53
Requisition .....	54
ExFlow Quote Approval .....	58
ExFlow Order Approval .....	59
Reports and Analysis .....	61
ExFlow Approval Status .....	61
Book Preliminary Costs .....	62
Approval Documents .....	65
Outstanding Documents .....	66
ExFlow Re-Invoice Customer Report .....	67
ExFlow Number of Documents .....	68
Search ExFlow Documents.....	69
ExFlow Users.....	71
Approval Follow-up.....	72
Approver Statistics.....	73
User Replacements .....	74
Document Approval History .....	75
GDPR User Related Data .....	76
Template Rules .....	77
Template Rules per User.....	78
Periodic Activities.....	79

ExFlow Escalation Job .....	79
ExFlow Batch Send Emails.....	84
ExFlow Batch Import Documents .....	84
ExFlow Batch Check Fraudulent Vendor IDs.....	85
ExFlow Assign Replacers .....	86
ExFlow Re-Invoice Entries .....	87
History/Follow-Up.....	95
Reports and Analysis.....	95
Archive .....	95
Troubleshooting .....	99
Common Setup issues.....	99
Common Action Messages .....	100
Receipt missing .....	101
Vendor missing, Vendor cannot be identified .....	102
Localization Sweden.....	103
Language .....	103
Auto Acc. Group.....	103
Add On SweBase .....	104
Payment Reference – OCR No. ....	104
Inward Registration .....	104
Deferral .....	104
Extended Allow Posting To .....	106

## Introduction

ExFlow Business Central is a built-in AP and invoice process automation module for Dynamics 365 Business Central.

ExFlow automates and enhances the end-to-end invoice process: from scanning and data capture, through data import and validation, pre-coding, invoice matching, approval workflow and final posting to archiving and follow-up.

With ExFlow, Accounts Payable get full control and transparency of the invoice process.

ExFlow is built-into Dynamics 365 Business Central, AP staff continue to work in their familiar Business Central environment with entry and invoice processing.

End-users do not need to work in Business Central to approve invoices. Approvers will receive an email with Purchase Invoices awaiting their approval. In this email, approvers can see relevant Purchase Invoice details such as the Invoice number. Invoices that are close to or past their due date are highlighted in the e-mail. The email will also contain a link for the approver to log in to a web-based approval interface, where all Purchase Invoices involving that approver can be retrieved and viewed.

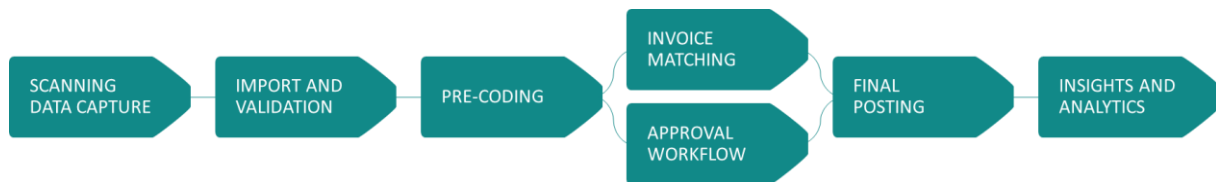
Approvers see all the invoice details as well as an image of the original Invoice. ExFlow suggests optimal accounting codes, depending on the setup. If an approver has the appropriate permissions, he/she can also change GL Account, Dimensions, and even split line amount across multiple lines. When a user approves an invoice, it automatically moves on to the next person or group in the selected Approval flow.

At all times, admins have full control of the invoice process and can cancel or change the approval flow. Search abilities and statistics provide historic views and analysis of the Approval flow processes and handling.

This User Manual will provide accounts payable staff and admin users with information about how to set up and use ExFlow functionality. This manual assumes that ExFlow is installed, and basic settings have been made before using this.

For specific questions, please contact ExFlow support at <https://support.signupsoftware.com>

## Overview of the Invoice Process Workflow



1. **Scanning and data capture** - ExFlow support all types of invoices including paper, pdf and other electronic formats. Incoming paper invoices are scanned and imported into an electronic workflow using ReadSoft *(or a similar OCR-solution)*. Electronic invoices are imported directly into ExFlow.
2. **Data import and validation** - Invoice information is interpreted down to line level. Data such as supplier, quantity, item number, and unit price are captured using OCR and validated. Missing data can be adjusted or added manually.
3. **Pre-coding** - ExFlow provides intuitive pre-coding of all incoming invoices, streamlining the process and minimizing manual labor.
4. **Invoice matching** - ExFlow can use the captured data to match a purchase order invoice to available purchase orders, contracts and/or goods receipts to determine how the invoice should be processed. ExFlow supports standard Dynamics 3-way matching.
5. **Approval workflow** - For expense invoices or if a purchase order invoice does not match or discrepancies are identified, it is sent for approval. The workflow is suggested based on pre-defined Template Rules. These rules can be based on supplier, accounts, dimensions, amount limits, etc. ExFlow also supports position hierarchies. For invoices needing approval, approvers are notified through email to ensure rapid turnaround.
6. **Final posting and archiving** - Approved invoices are automatically posted into the general ledger before they are archived. AP staff always have a clear overview of all invoices in the invoice process. At any time, any invoice can be accessed directly from the Dynamics 365 Business Central workspace.
7. **Insights and analytics** - At any time AP staff have a clear overview of all invoices in the invoice process. They can also access historic data for every invoice from their Dynamics 365 Business Central workspace. All data is processed in real-time ensuring that financial reports always have correct figures.

# ExFlow Setup

## ExFlow User Information

To be able to log in to ExFlow Web “ExFlow Users” need to be created.

Adding a new user will automatically create an Approval Group with the same name.

Besides manually adding new users it is possible for administrators to add users from AD (Active Directory) and Import ExFlow Users from Excel. To “Import from Excel” use the structured Excel spreadsheet. It is provided by SignUp.

### Add a New User

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

**User ID:** Do not mix users with domain (e.g. SignUp/lars) and users without domain (e.g. lars) names. If ExFlow User is Admin User Id needs to be the same as Business Central User Id.

**User Name:** Add Approvers full name.

**Superior:** **Yes** for Administrator working with ExFlow in NAV/Business Central. **No** if ExFlow User is only Approver on ExFlow Web.

**Email address:** Email address ExFlow will use for communication with approvers, i.e. reminders if approver have documents to approve.

**Web User Right Level:** All ExFlow Users need a Web User Right Level for ExFlow Web.

Note that it is possible to make changes in ExFlow Permission Setup.

- **User:** Approver can Approve, Reject, or set a document On Hold. Access only to documents where user is included in approval flow. No changes in coding is allowed.
- **Power User:** Same permission as User.  
Add and Forward to other Approver.  
Adding or changing in coding is allowed i.e. G/L Account or Dimensions.
- **Super User:** Same permission as Power User.  
See all approved documents in ExFlow History.
- **Admin:** Same permission as Super User.  
But can also do some changes for all Approvers in ExFlow Web.

**Coding Rule:** If an Approver should be able to do changes in coding on document line in ExFlow Web, ExFlow User Coding Rules can be used to decide/restrict what values he/she can select. All Approvers need a Coding Rule.

**Dimension Filter:** Will extend the Approvers Permission to see History in Search on ExFlow Web. Approver will be able to see all documents with this dimension value included.

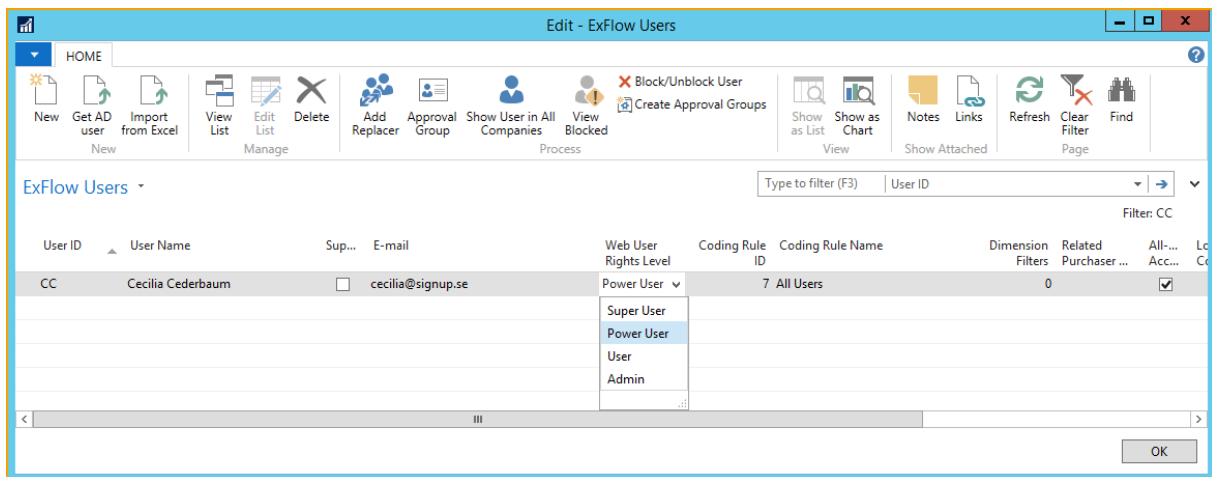
**Related Purchaser Code:** Add Purchaser to send reminder if Purchase Receipts is missing. This also requires ExFlow Email Setup.

**Blocked:** If Approver is blocked. Read more under “Approver leaving the Company”.

**Previously Replaced by User:** If Approver is blocked. Read more under “Approver leaving the Company”.

**Check max approval amount (web):** Specifies if ExFlow should check the “Max Amount for final Approval” or not.

**Max Amount for final Approval (Web):** This is the total amount ExFlow User can Approve. Only for safety when adding an Approver in Template Rule by mistake.



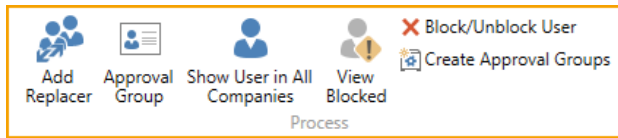
Screenshot - ExFlow Users



## Add a Replacer During Vacation Time

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

When a user is absent or on holiday a replacer can be assigned who can handle his/her documents. Click “Add Replacer”.

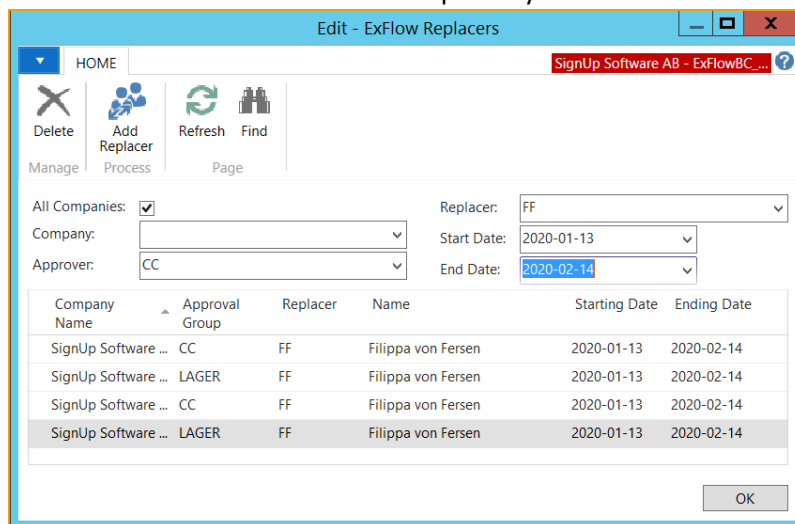


Screenshot - ExFlow Users Replace Icons

Select the user that is to be replaced in the “Approver” field and then add the replacer. A user can be replaced in a single company or all companies. Remember to always set a start and end date.

Go to: **Home --> Process --> Add Replacer** (In ribbon).

When all information is filled in complete by click: **Home --> Process --> Add Replacer** (In ribbon).

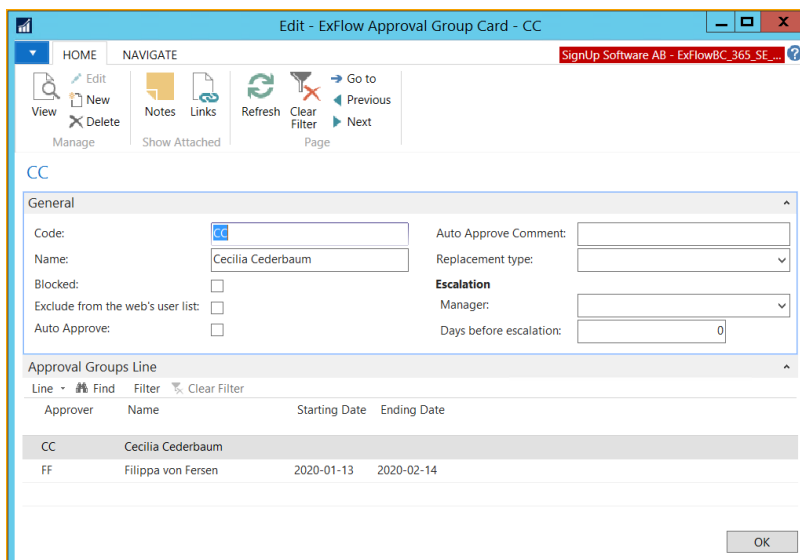


The screenshot shows the 'Edit - ExFlow Replacers' dialog box. It has a ribbon with 'Delete', 'Add Replacer', 'Refresh', and 'Find' buttons. Below the ribbon are several fields: 'All Companies' (checked), 'Company' (dropdown), 'Approver' (dropdown), 'Replacer' (dropdown), 'Start Date' (calendar), and 'End Date' (calendar). Below these fields is a table with columns: 'Company Name', 'Approval Group', 'Replacer', 'Name', 'Starting Date', and 'Ending Date'. The table contains four rows of data for 'Filippa von Fersen'.

Company Name	Approval Group	Replacer	Name	Starting Date	Ending Date
SignUp Software ...	CC	FF	Filippa von Fersen	2020-01-13	2020-02-14
SignUp Software ...	LAGER	FF	Filippa von Fersen	2020-01-13	2020-02-14
SignUp Software ...	CC	FF	Filippa von Fersen	2020-01-13	2020-02-14
SignUp Software ...	LAGER	FF	Filippa von Fersen	2020-01-13	2020-02-14

Screenshot - ExFlow Replacer

The replaced user can still approve even if there is a replacer in place. Both can approve. Both will receive email notifications.



The screenshot shows the 'Edit - ExFlow Approval Group Card - CC' dialog box. It has a ribbon with 'View', 'New', 'Delete', 'Notes', 'Links', 'Refresh', 'Clear Filter', 'Go to', 'Previous', and 'Next' buttons. Below the ribbon are several fields: 'Code' (CC), 'Name' (Cecilia Cederbaum), 'Blocked' (checkbox), 'Exclude from the web's user list' (checkbox), 'Auto Approve' (checkbox), 'Auto Approve Comment' (text), 'Replacement type' (dropdown), 'Escalation' (checkbox), 'Manager' (dropdown), and 'Days before escalation' (0). Below these fields is a table with columns: 'Line', 'Approver', 'Name', 'Starting Date', and 'Ending Date'. The table contains two rows of data for 'Cecilia Cederbaum'.

Line	Approver	Name	Starting Date	Ending Date
CC	Cecilia Cederbaum			
FF	Filippa von Fersen		2020-01-13	2020-02-14

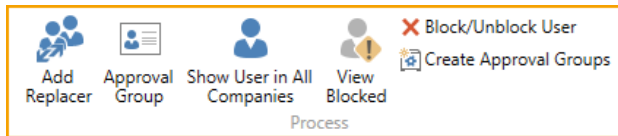
Screenshot - ExFlow Approval Group Card

## Approver Leaving the Company

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

Select the user that is leaving.

Go to: **Home --> Process --> Block/Unblock User** (In ribbon)

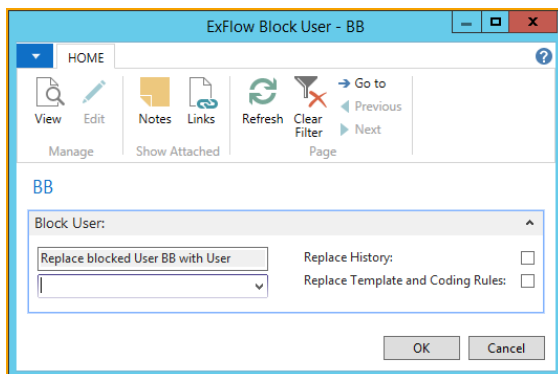


Screenshot - ExFlow Users Replace Icons

When blocking the user, add a replacer in the field. This updates the documents in the approval workflows.

Select the checkbox “Replace History” to give the new user access to the blocked users historical documents.

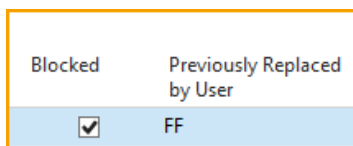
Select the “Replace Template and Coding Rules” to automatically replace the blocked user in all existing rules. Or create/change in templates and rules manually according to the situation.



Screenshot - ExFlow Block User

To see Blocked users in ExFlow User List,

Click: **Home --> Process --> View Blocked** (In ribbon) to clear filter  
 “Blocked” has been ticked and Replacer is showing.



Screenshot - ExFlow Blocked Users in User Setup List

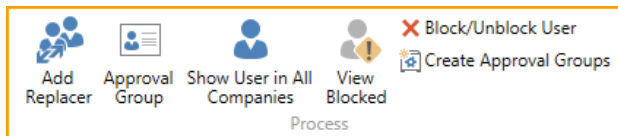
## Approver Who Left the Company, Returns

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

To reinitiate an approver who has been blocked.

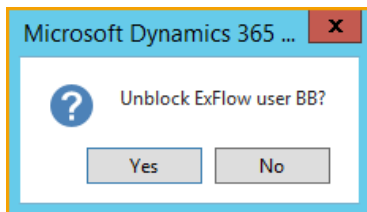
Click: **Home --> Process --> View Blocked** (In ribbon) to show all users.

Select and Click: **Home --> Process --> Block/Unblock User** (In ribbon)



Screenshot - ExFlow Users Replace Icons

Click "Yes" on the question Unblock.



Screenshot - ExFlow Block Users

The returned user must now manually be added in Templet Rules and Coding Rules again if "Replace Template and Coding Rules" was used when Blocking the user.

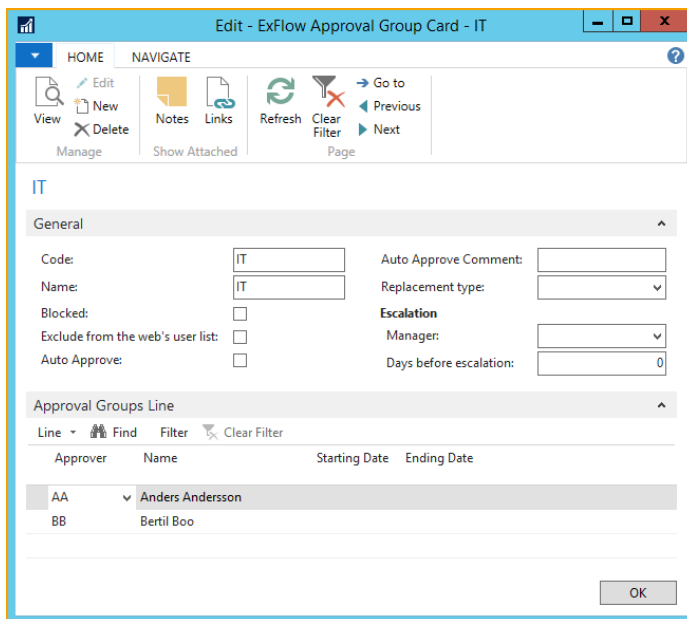
## ExFlow Approval Group

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

### Create a New Approval Group

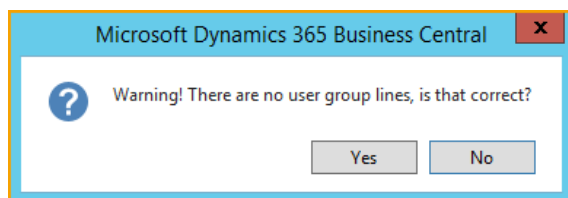
As mentioned in New User, Approval Groups are created automatically when a new user is created. Personal groups should not be modified (except from adding replacers). In addition, it is possible to set up logical groups, like Purchase Dept or IT Dept Approval groups with one or more users.

Only one user in this group can approve, but all users will receive and can find the document in folder Recent on ExFlow Web.



Screenshot - ExFlow Approval Group

An Approval group require at least one user unless the group is used as a replacement for the Dimension Owner functionality.



Screenshot - ExFlow No User Group Lines

## ExFlow Template Rule

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

### Create a New Template Rule

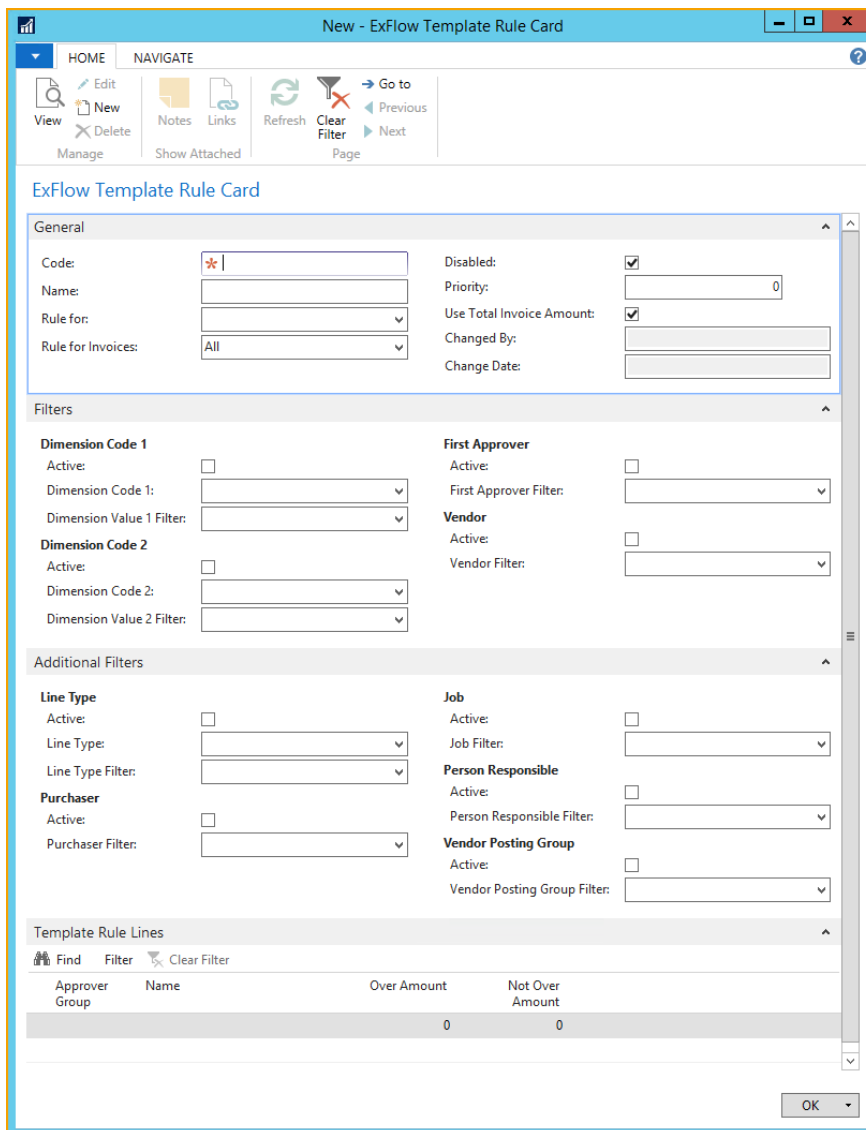
To automate/simplify the selection of approvers the ExFlow Template rules can be used.

The Template rules are used based on the filters assigned. The more filters that are assigned, the higher priority the Template rule will have. All assigned filters must match the data of the document if the Template rule should be selected automatically.

The Template rule can have filters so that it is used only when a certain combination of dimension values, Job, Vendor, G/L Account etc. is used. The rule adds an approval flow.

A template rule has one or more Approval Groups. Approval Groups are added on the Template Rule Lines.

Click: **Home --> New --> New** (In ribbon) and create the rule.



**General**

Code:  Disabled:

Name:  Priority:

Rule for:  Use Total Invoice Amount:

Rule for Invoices:  Changed By:

Change Date:

**Filters**

**Dimension Code 1**

Active:

Dimension Code 1:

Dimension Value 1 Filter:

**Dimension Code 2**

Active:

Dimension Code 2:

Dimension Value 2 Filter:

**First Approver**

Active:

First Approver Filter:

**Vendor**

Active:

Vendor Filter:

**Additional Filters**

**Line Type**

Active:

Line Type:

Line Type Filter:

**Purchaser**

Active:

Purchaser Filter:

**Job**

Active:

Job Filter:

**Person Responsible**

Active:

Person Responsible Filter:

**Vendor Posting Group**

Active:

Vendor Posting Group Filter:

**Template Rule Lines**

Find Filter Clear Filter

Approver Group	Name	Over Amount	Not Over Amount
		0	0

OK

Screenshot - ExFlow Template Rule Card

## Template Rule Lines

Add as many Approval Groups as needed for the Template Rule. With the four eyes-principle (two approvers), add at least two groups. With the six-eyes principle (three approvers), add at least three groups.

If it is required that at least 2 users approve the document line, then a setting like below could be used:

Approval Group 1	<i>Over Amount = 0</i>	<i>Not Over Amount = 0</i>
Approval Group 2	<i>Over Amount = 0</i>	<i>Not Over Amount = 0</i>

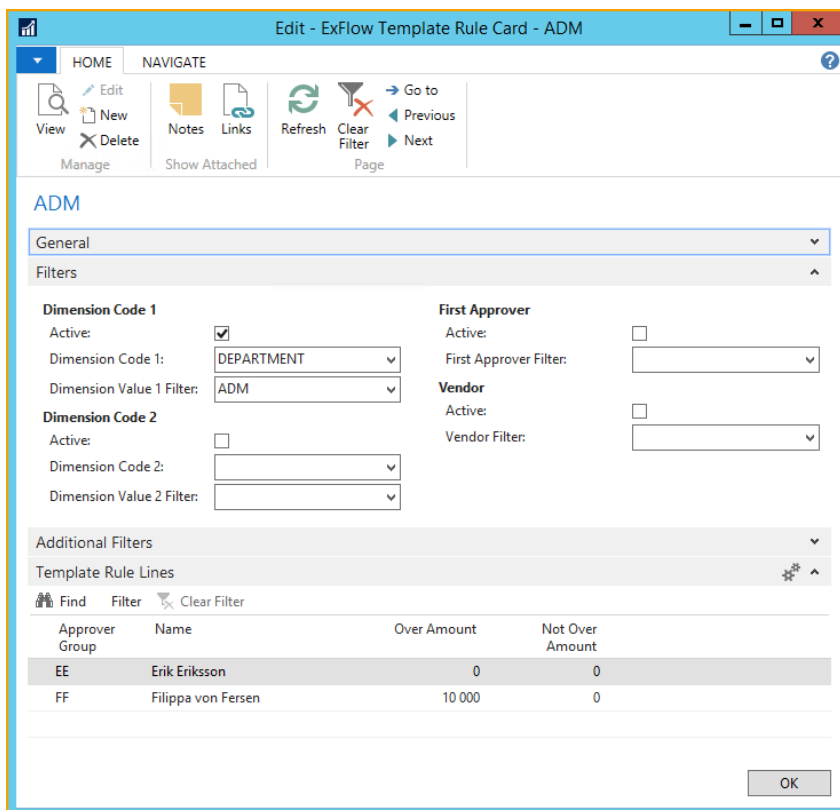
If one approval group always approves and the second user only approves an amount over 10 000, then a setting like below could be used.

Approval Group 1	<i>Over Amount = 0</i>	<i>Not Over Amount = 0</i>
Approval Group 2	<i>Over Amount = 10 000</i>	<i>Not Over Amount = 0</i>

If one approval group always approves and the second user is depending on the amount of 10 000, then a setting like below could be used. Approval Group 2 will then only approve documents with amount up till 9 999,99 and Approval Group 3 from 10 000 or more.

Approval Group 1	<i>Over Amount = 0</i>	<i>Not Over Amount = 0</i>
Approval Group 2	<i>Over Amount = 0</i>	<i>Not Over Amount = 10 000</i>
Approval Group 3	<i>Over Amount = 10 000</i>	<i>Not Over Amount = 0</i>

A Template Rule should always contain at least one user with “Over Amount” zero. If no Approver is set up like so, there is a risk that the document does not go out for approval and cannot be posted.



The screenshot shows the 'Edit - ExFlow Template Rule Card - ADM' window. It features a navigation bar with 'HOME' and 'NAVIGATE' tabs, and a toolbar with icons for View, Edit, New, Delete, Notes, Links, Refresh, Clear Filter, Go to, Previous, and Next. The main content area is divided into sections: 'ADM' (General), 'Filters', 'Dimension Code 1', 'Dimension Code 2', 'Additional Filters', and 'Template Rule Lines'. The 'Template Rule Lines' section contains a table with the following data:

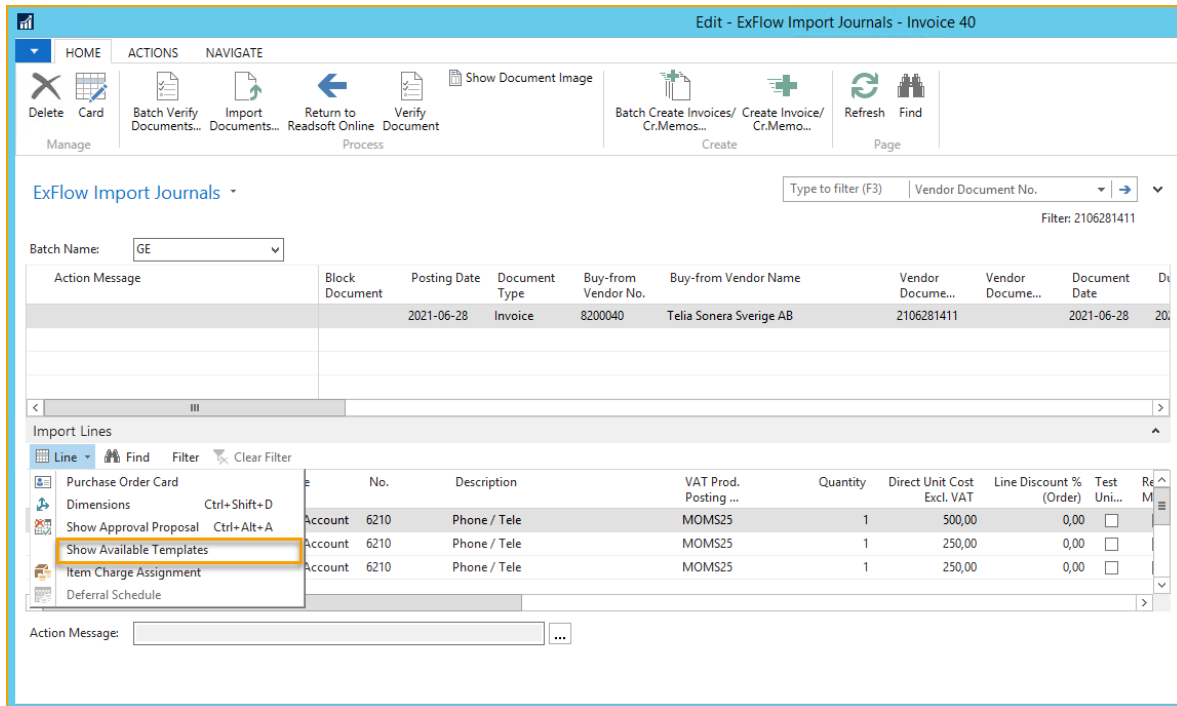
Approver Group	Name	Over Amount	Not Over Amount
EE	Erik Eriksson	0	0
FF	Filippa von Fersen	10 000	0

Screenshot - ExFlow Template Rule Card

## Priority of Template Rules

As mentioned above, the more filters that are assigned, the higher the priority of the Template rule. There is also a field in the header of the Template Rule, where you can prioritize between Template Rules, if they have an equal number of hits. The logic here is that a higher priority number has priority over a lower number.

In the import journal, available Template Rules is viewed by pressing Line--> Show Available Templates.

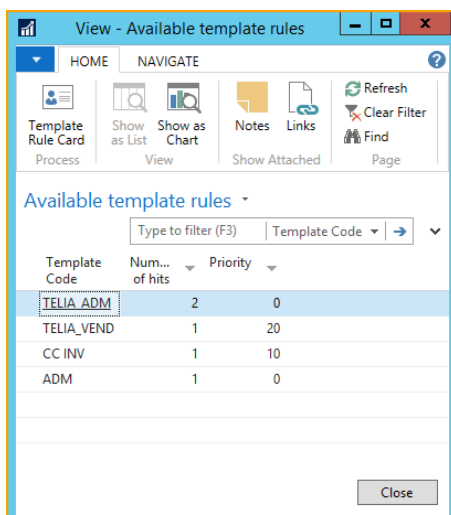


The screenshot shows the 'Edit - ExFlow Import Journals - Invoice 40' interface. The 'Import Lines' section is active, and the 'Line' menu is open, with 'Show Available Templates' highlighted. The main table displays the following data:

Action Message	Block Document	Posting Date	Document Type	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Docume...	Vendor Docume...	Document Date
		2021-06-28	Invoice	8200040	Telia Sonera Sverige AB	2106281411		2021-06-28

Screenshot - ExFlow Import Journal – Show Available Templates

This view also shows how they are prioritized with the higher priority from top down.



The screenshot shows the 'View - Available template rules' window. The table displays the following data:

Template Code	Num... of hits	Priority
TELIA_ADM	2	0
TELIA_VEND	1	20
CC INV	1	10
ADM	1	0

Screenshot – Available Template Rules

## ExFlow User Coding Rules

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

If an approver should be able to do coding changes of the invoice line in ExFlow Web, ExFlow User Coding Rules can be used to decide/restrict what values he/she can select.

Administrators can create User Coding Rules for individual or groups of users. The coding rule must be applied to the ExFlow User by referring to the ID.

Each visible column in ExFlow Web can be modified. Choose if the approver should be able to select all “All”, none “Empty”, or a filter of values “Text Range”.

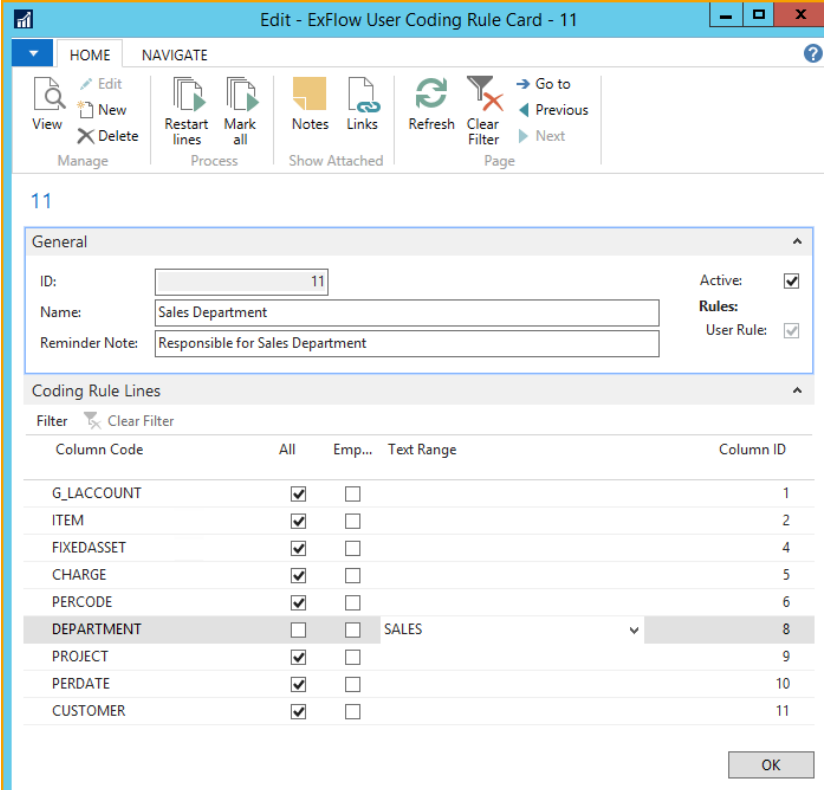
The “User Coding Rule” in the example below allows the approver to change the value of column “Department” to “SALES”.

**ID:** ID numbers are assigned to the coding rule in the order they are created. This has no effect on prioritization.

**Name:** Descriptive name for the rule.

**Reminder Note:** Add an optional description if needed.

**Active:** If the rule is active or not.



11

**General**

ID:  Active:

Name:  Rules:

Reminder Note:  User Rule:

**Coding Rule Lines**

Filter  Clear Filter

Column Code	All	Emp...	Text Range	Column ID
G_LACCOUNT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		1
ITEM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
FIXEDASSET	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
CHARGE	<input checked="" type="checkbox"/>	<input type="checkbox"/>		5
PERCODE	<input checked="" type="checkbox"/>	<input type="checkbox"/>		6
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	SALES	8
PROJECT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		9
PERDATE	<input checked="" type="checkbox"/>	<input type="checkbox"/>		10
CUSTOMER	<input checked="" type="checkbox"/>	<input type="checkbox"/>		11

OK

Screenshot - ExFlow User Coding Rule Card

When the User Coding Rule is created, go to “ExFlow Users” and apply the Coding Rule ID on the user. Start by clicking “Edit List”.

A user can only be selected to one User Coding Rule.



## ExFlow Denying Coding Rules

Path: **Departments/ExFlow/Setup/Users/ExFlow Denying Coding Rules**

Denying Coding Rules can be used to restrict approvers from creating invalid coding in ExFlow Web.

Denying Coding Rules are used to prohibit the approver in ExFlow Web from adding or approve values in certain ways. E.g. to block accounts 5910..5999 in combination with an empty Department value.

**ID:** ID numbers are assigned to the coding rule in the order they are created. This has no effect on prioritization.

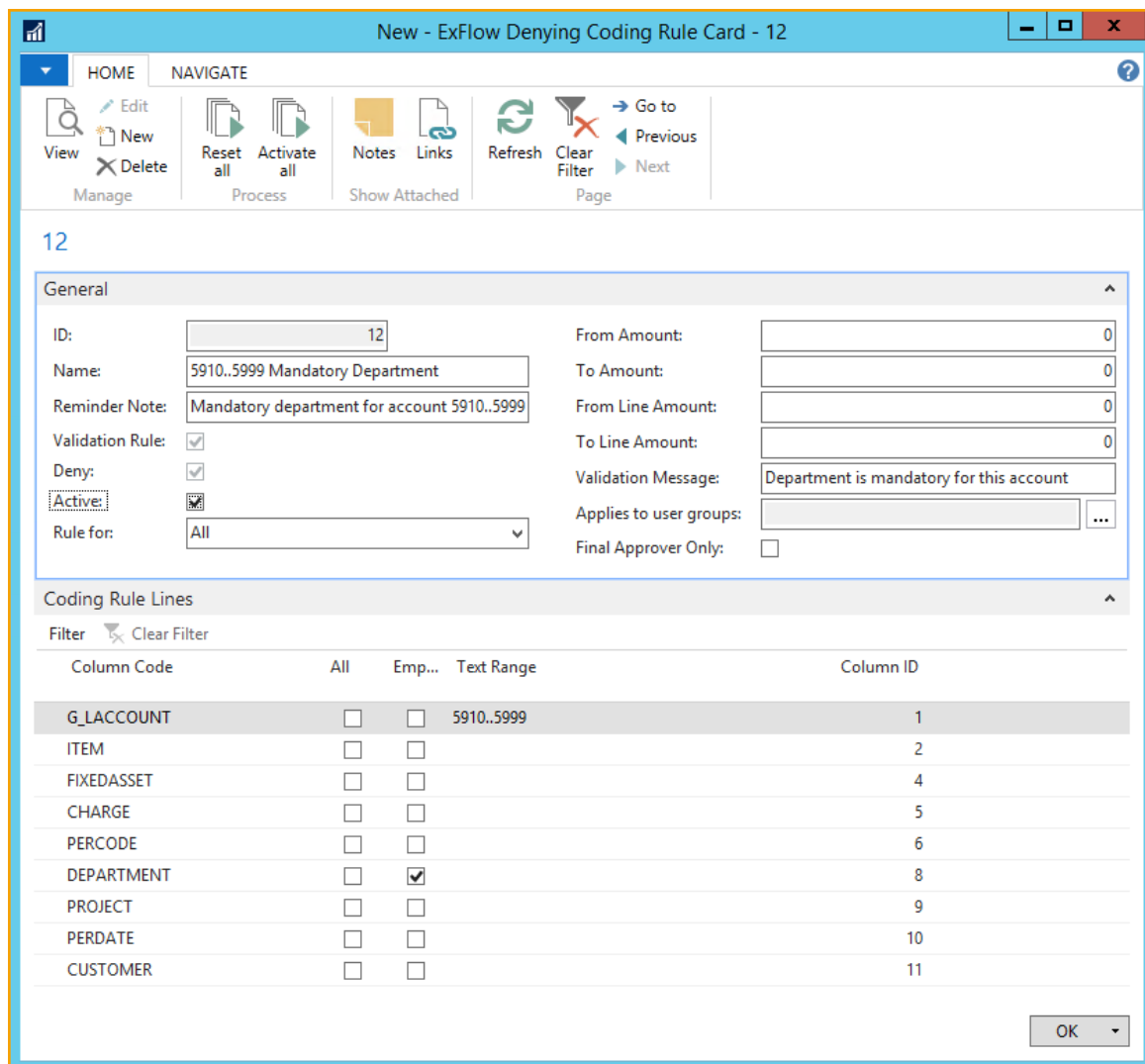
**Name:** Descriptive name for the rule.

**Reminder Note:** Add an optional description if needed.

**Active:** If the rule is active or not.

**From Amount:** Filter on total amount on the document.

**To Amount:** Filter on total amount on the document.



12

General

ID: 12

Name: 5910..5999 Mandatory Department

Reminder Note: Mandatory department for account 5910..5999

Validation Rule:

Deny:

Active:

Rule for: All

From Amount: 0

To Amount: 0

From Line Amount: 0

To Line Amount: 0

Validation Message: Department is mandatory for this account

Applies to user groups: ...

Final Approver Only:

Coding Rule Lines

Filter  Clear Filter

Column Code	All	Emp...	Text Range	Column ID
G_LACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>	5910..5999	1
ITEM	<input type="checkbox"/>	<input type="checkbox"/>		2
FIXEDASSET	<input type="checkbox"/>	<input type="checkbox"/>		4
CHARGE	<input type="checkbox"/>	<input type="checkbox"/>		5
PERCODE	<input type="checkbox"/>	<input type="checkbox"/>		6
DEPARTMENT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		8
PROJECT	<input type="checkbox"/>	<input type="checkbox"/>		9
PERDATE	<input type="checkbox"/>	<input type="checkbox"/>		10
CUSTOMER	<input type="checkbox"/>	<input type="checkbox"/>		11

OK

Screenshot - ExFlow Deny Coding Rule Card

## ExFlow Standard Purchase Code

Path: **Departments/ExFlow/Setup/General/ExFlow Standard Purchase Codes**

ExFlow Standard Purchase Code is used to add coding on invoice lines automatically from the Vendor Card, Reference, Contract or ExFlow Setup. ExFlow Standard Purchase Code can split lines on several dimension codes, VAT Prod. Posting Groups etc.

### Create a New ExFlow Standard Purchase Code

Start by clicking on “New”. Enter a Code and Description that fits the ExFlow Standard Purchase Code.

On ExFlow Standard Purchase Code Sub form, one or more fields can be used:

**Type:** G/L account, Item, Fixed Asset or Charge (Item.)

**No.:** Select from the list.

**Description:** Change or use as suggested.

**Allocation %:** This can be used as part off or percent. E.g., 2 rows with 1 on both rows is split to 50% each. When using more than one row and selecting amount manually in ExFlow Import Journal, leave this field empty.

**VAT Allocation %:** (Same as above, but for VAT).

**VAT Prod. Posting Group:** When using this field, it overrides value on Type/No. and “Standard VAT Prod. Posting Group” in ExFlow Setup.

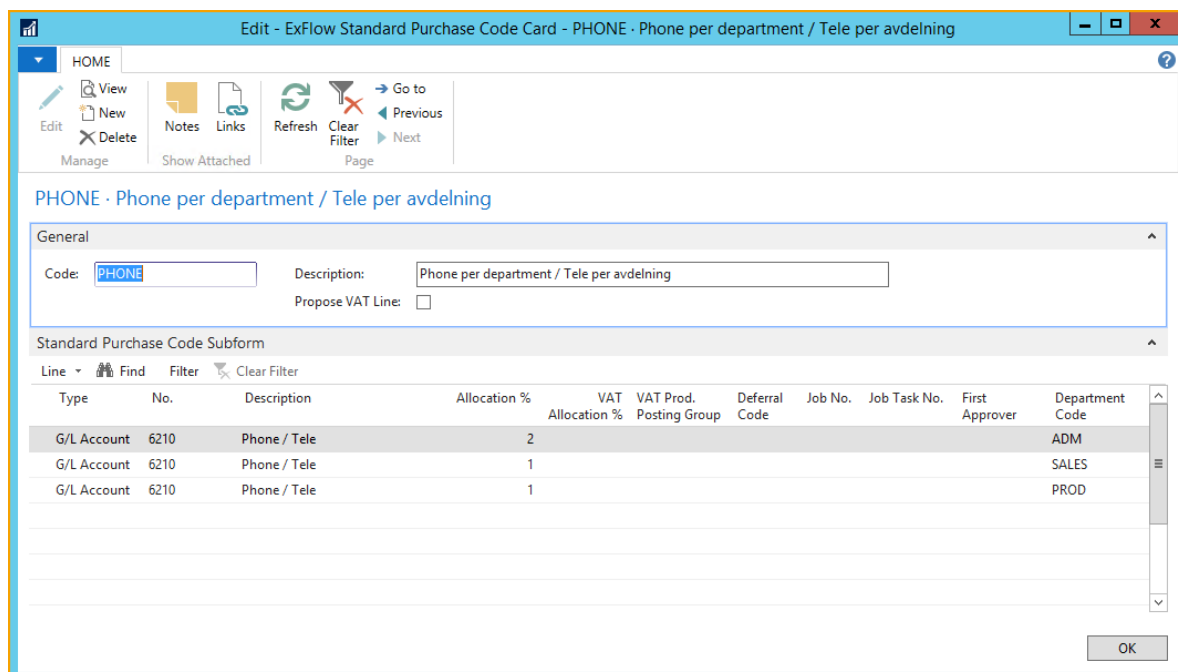
**Deferral Code:** Choose from list. Deferral Starting date will be selected automatically from Deferral Card.

**Job No.:** Choose from a list.

**Job Task No.:** Choose from a list.

**First Approver:** Choose from a list. How this is used depends on settings in ExFlow Setup.

**Dimensions:** Choose from a list.



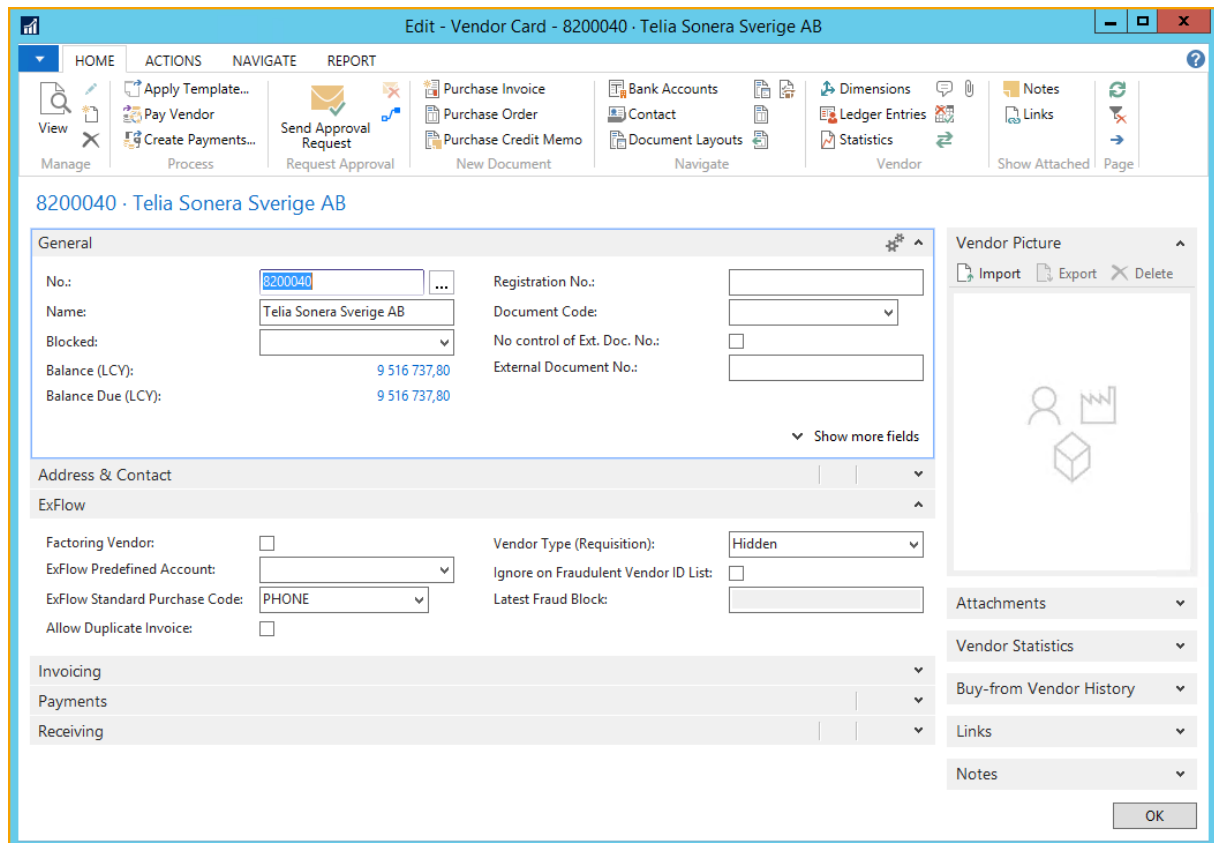
Line	Type	No.	Description	Allocation %	VAT Allocation %	VAT Prod. Posting Group	Deferral Code	Job No.	Job Task No.	First Approver	Department Code
	G/L Account	6210	Phone / Tele	2							ADM
	G/L Account	6210	Phone / Tele	1							SALES
	G/L Account	6210	Phone / Tele	1							PROD

Screenshot - ExFlow Standard Purchase Code Card

## Vendor Card

Path: **Departments/Purchasing/Order Processing/Vendors**

On the Vendor Card, Fast tab ExFlow it is possible to add ExFlow specific details.



**Edit - Vendor Card - 8200040 - Telia Sonera Sverige AB**

HOME ACTIONS NAVIGATE REPORT

View Apply Template... Pay Vendor Create Payments... Send Approval Request Request Approval Purchase Invoice Purchase Order Purchase Credit Memo Bank Accounts Contact Document Layouts Dimensions Ledger Entries Statistics Notes Links Show Attached Page

**8200040 · Telia Sonera Sverige AB**

**General**

No.: 8200040 Registration No.:  
 Name: Telia Sonera Sverige AB Document Code:  
 Blocked: No control of Ext. Doc. No.:  
 Balance (LCY): 9 516 737,80 External Document No.:  
 Balance Due (LCY): 9 516 737,80

▼ Show more fields

**Address & Contact**

**ExFlow**

Factoring Vendor: Vendor Type (Requisition): Hidden  
 ExFlow Predefined Account: Ignore on Fraudulent Vendor ID List:  
 ExFlow Standard Purchase Code: PHONE Latest Fraud Block:  
 Allow Duplicate Invoice:

**Invoicing**  
**Payments**  
**Receiving**

Vendor Picture  
 Attachments  
 Vendor Statistics  
 Buy-from Vendor History  
 Links  
 Notes

OK

Screenshot - Vendor Card

### Factoring Vendor

If the Vendor only is used for factoring, there is a checkbox that prevents creating Invoices/Credit Memos on this Vendor and it can only be used as Pay-to Vendor No via Buy-from Vendor.

Mark the checkbox Factoring Vendor on the “Pay-to Vendor No” and add this Vendor No. on the “Buy-From-Vendor” Card.

If a document is interpreted on a Factoring Vendor, the ExFlow Import Journals will give action message: This invoice is flagged as Factoring and is thus not allowed to be created!

### ExFlow Predefined Account

ExFlow Predefined Account is to be used to suggest only one G/L account for this Vendors Invoices/Credit Memos. This field cannot be used together with ExFlow Standard Purchase Code. If “ExFlow Predefined Account” and “ExFlow Standard Purchase Code” are empty the “Predefined Account” from ExFlow Setup will be used.

### ExFlow Standard Purchase Code

ExFlow Standard Purchase Code is used when only one G/L account is not enough. This field cannot be used together with ExFlow Predefined Account.

If “ExFlow Predefined Account” and “ExFlow Standard Purchase Code” is empty the “ExFlow Standard Purchase Code” can be used from ExFlow Setup instead.

### Allow Duplicate Invoices

When receiving invoices with the same invoice number from a vendor. E.g. Insurance and tax authority. This checkbox can be used to exempt control of this supplier's invoice number. It is now possible to post more than one invoice for this vendor with the same Vendor Document No.

## ExFlow Reference

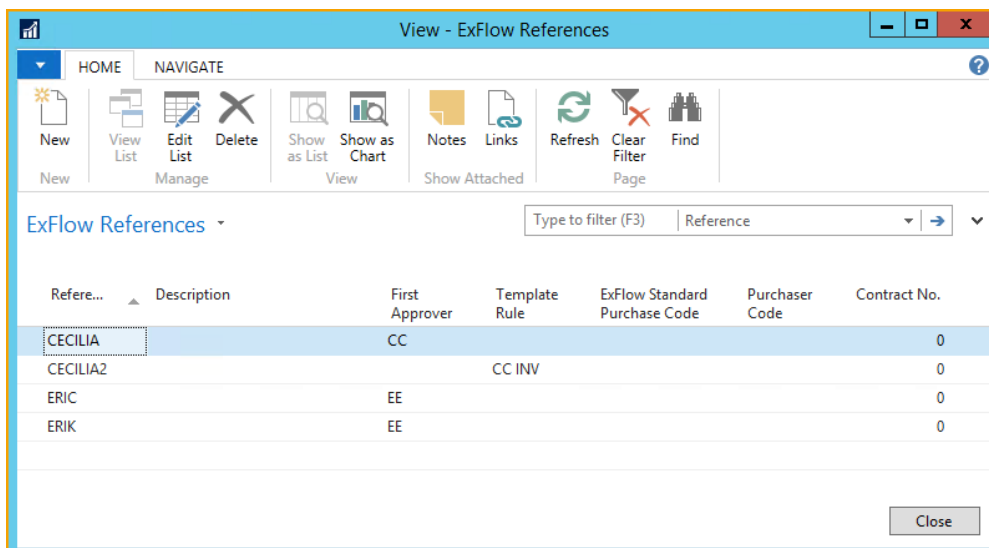
Path: **Departments/ExFlow/Setup/General/ExFlow References**

If an interpretation of Reference is done before importing the Invoice document into ExFlow Import Journals, then the reference can be used to trigger an approval workflow. When a reference is found, an approval flow can be applied either with First Approver or a Template Rule. The reference can add a predefined ExFlow Standard Purchase Code used to assign coding to the invoice lines (G/L account, dimensions etc.).

It is possible to use a combination of Reference and Vendor No. When a Reference is interpreted for a specific Vendor a special approval flow is to be used.

### Create a New Reference

Click: **Home --> New --> New** (In ribbon) and enter the information directly on the line.



Refere...	Description	First Approver	Template Rule	ExFlow Standard Purchase Code	Purchaser Code	Contract No.
CECILIA		CC				0
CECILIA2			CC INV			0
ERIC		EE				0
ERIK		EE				0

Screenshot - ExFlow Reference

## ExFlow Contract

Path: **Departments/ExFlow/Setup/General/ExFlow Contracts**

ExFlow Contract can be used to keep track on received invoices for Contracts and can also Automatically approve matched invoices.

Start by creating a new Contract by clicking **Home --> New --> New** (In ribbon).

### General

**Contract No.:** Assigned in order they are created.

**Description:** Internal Description for selected Contract.

**External Contract No.:** Reference that can be interpreted on Invoice.

**Vendor No.:** Add Vendor No.

### General Terms

**Valid from Date** and **Valid to Date:** Terms on the contract.

**Tot. Contract Amount (Net LCY):** Total amount during a contract period.

**Max. invoice amount (Net LCY):** Total amount per invoice.

### Periodicity

**Invoicing Period:** If invoicing period for example per quarter = 3M or every month = 1M.

**Period Start Date:** Start date for next invoice.

**Period End Date:** Calculates automatically.

### Actions

**Match dates based on:** Posting Date, Document Date or Due Date.

**Auto. Approve Matched Invoices on Contract:** For automatic approval, create an Template Rule with approvers that matches info on Contract, and activate "Auto. Approve Matched Invoices on Contract".

**ExFlow Standard Purchase Code:** Add ExFlow Standard Purchase Code and invoice rows will be created automatically in Import Journal.

### Attachment

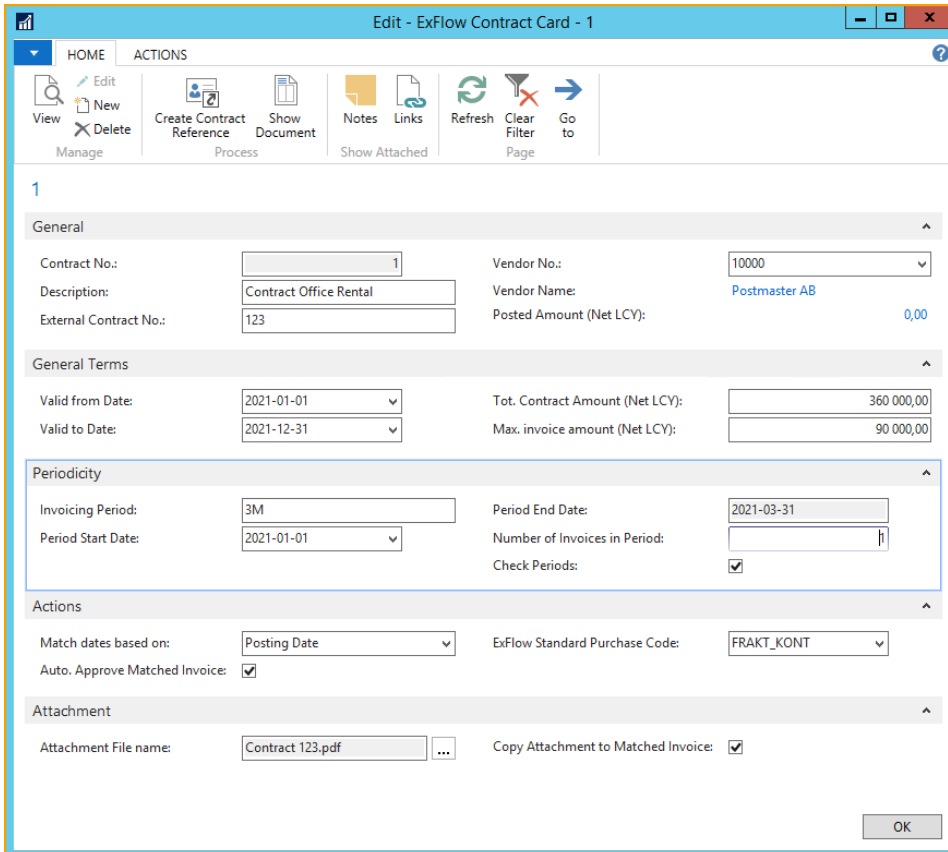
**Attachment File name:** Browse under Assist Button to select and save a contract document.

**Copy Attachment to Matched Invoice:** Yes or No.

## Create Contract Reference

“Create Contract Reference” by clicking **Home --> Process --> Create Contract Reference** (In ribbon).

A reference is now created with External Contract No. and can be assigned in ExFlow Import Journals in Reference as below.



The screenshot shows the 'Edit - ExFlow Contract Card - 1' window with the following fields and values:

General	
Contract No.:	1
Description:	Contract Office Rental
External Contract No.:	123
Vendor No.:	10000
Vendor Name:	Postmaster AB
Posted Amount (Net LCY):	0,00
General Terms	
Valid from Date:	2021-01-01
Valid to Date:	2021-12-31
Tot. Contract Amount (Net LCY):	360 000,00
Max. invoice amount (Net LCY):	90 000,00
Periodicity	
Invoicing Period:	3M
Period Start Date:	2021-01-01
Period End Date:	2021-03-31
Number of Invoices in Period:	
Check Periods:	<input checked="" type="checkbox"/>
Actions	
Match dates based on:	Posting Date
Auto. Approve Matched Invoice:	<input checked="" type="checkbox"/>
ExFlow Standard Purchase Code:	FRAKT_KONT
Attachment	
Attachment File name:	Contract 123.pdf
Copy Attachment to Matched Invoice:	<input checked="" type="checkbox"/>

Screenshot - ExFlow Contract Card

# ExFlow Workflow

## Import Document

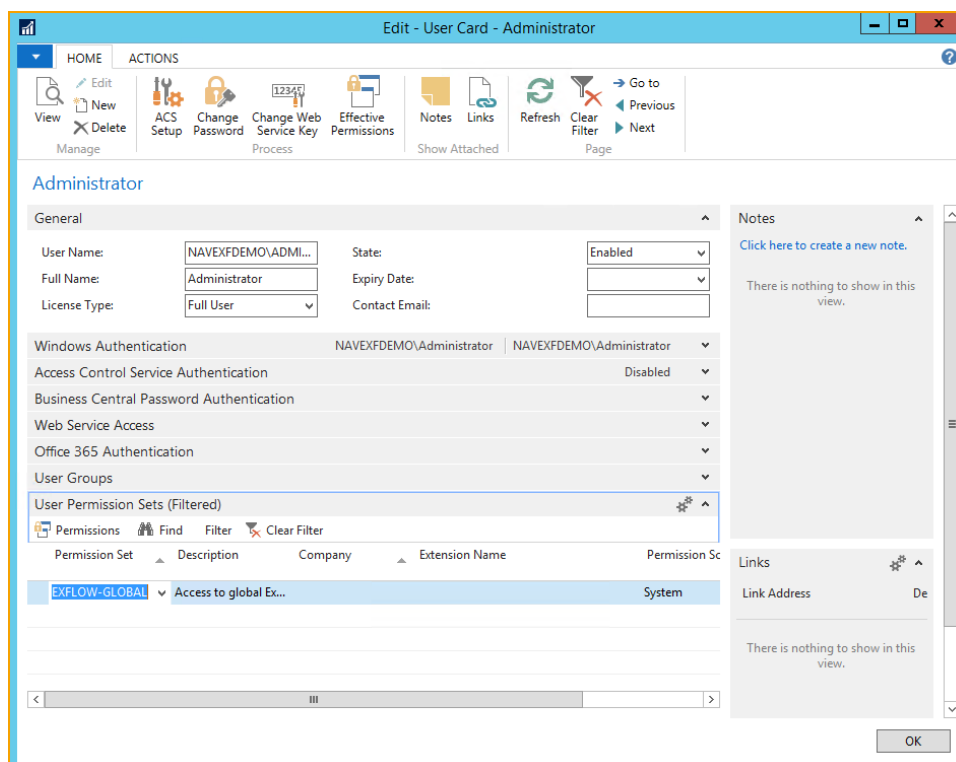
Path: **Departments/ExFlow/Document Processing/ExFlow Import Journals**

### Import Documents from Interpretation

The “ExFlow Import Journals” is used for importing documents, applying coding, handling action messages, and creating invoices/credits memos for approval. After scanning and interpreting the scanned documents, files are created and placed in import folders ready to be imported.

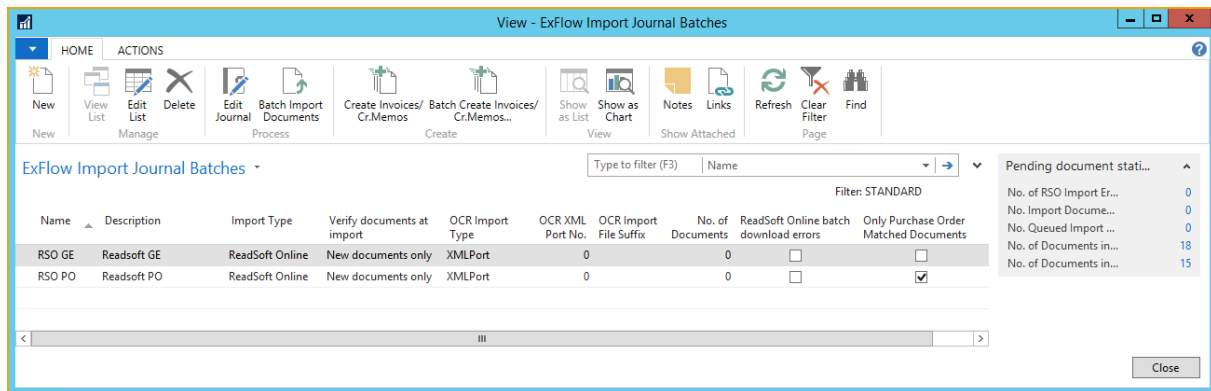
By clicking: **Home --> Process --> Batch Import Documents** (In ribbon) in “ExFlow Journal Batches” list the document images and the interpreted data will be imported. Depending on the journal settings the documents will be separated into the different journals.

Users that “Batch Import Documents” need to have at least ExFlow-Global (or ExFlow-Power depending on settings) Permission Set for all companies in Business Central User Card under User Permission Sets. All documents will be imported, documents to other companies in the same database will be imported to a queue.



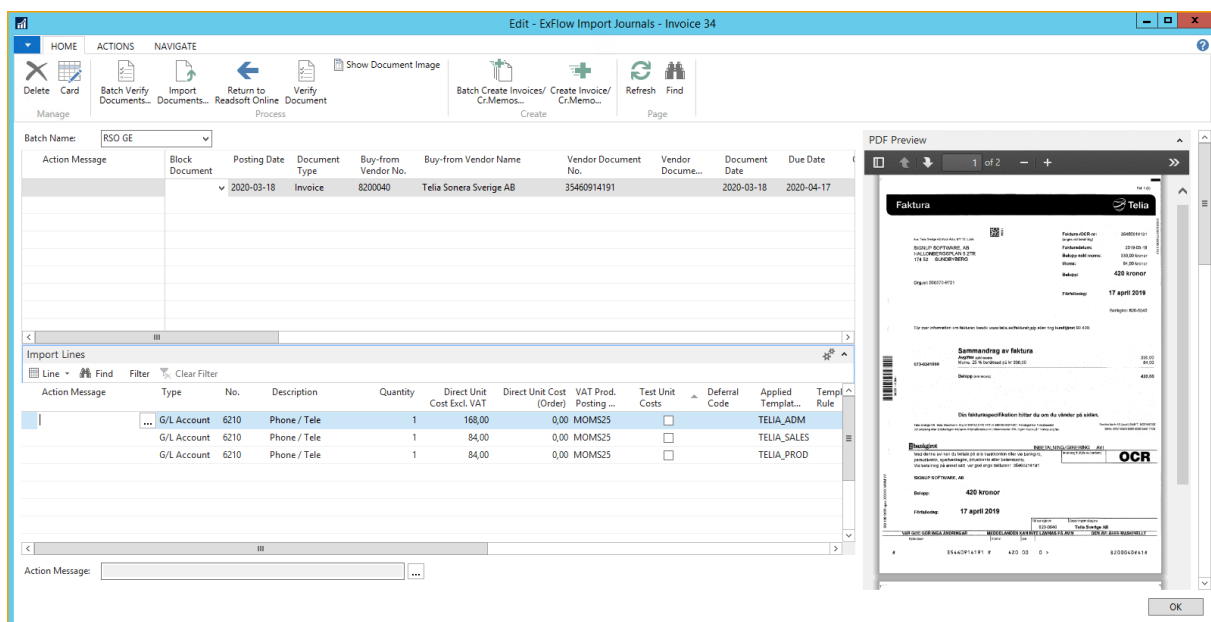
Screenshot - User Card

A journal with the setup checkbox ticked: "Only Purchase Order Matched Documents", will get order matched documents and documents containing "Order No." information. There can be other ways to separate the documents but a separation in Expense/Purchase Invoices matched is a very common.



Screenshot - ExFlow Import Journals

In the journals there will be one document header record for each imported OCR document. "Import Lines" in the lower section is line details for each document.



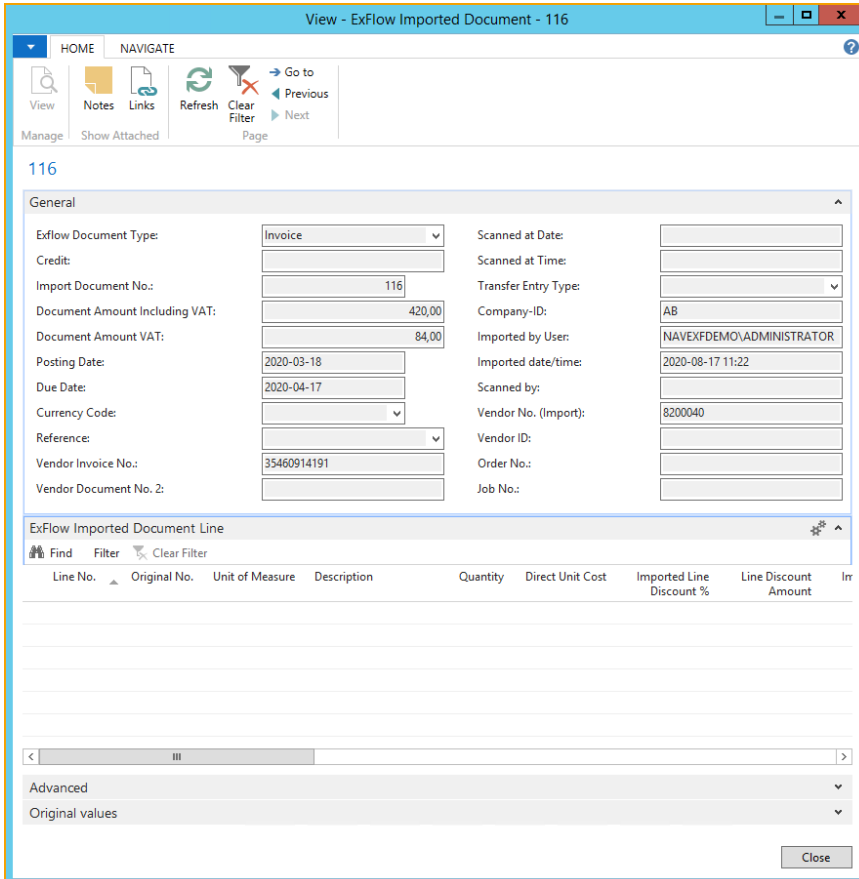
Screenshot - ExFlow Import Journal



## What do the interpreted Purchase Invoice data look like?

Go to: **Navigate --> Files --> Show Import Details (OCR)** (In ribbon)

To be able to see the interpreted data mark the correct document. The data cannot be modified.



Screenshot - ExFlow Imported Document

## Batch Verify Documents ...

Click: **Home --> Process --> Batch Verify Documents** (In ribbon)

After correcting an error this will delete or create a new action message if a document still has an error.

## Batch Create Invoice/Cr.Memos...

Click: **Home --> Create --> Batch Create Invoices/Cr.Memos** (In ribbon)

This will run both Batch Verify Documents and create Purchase Invoices and Credit Memos for all documents in this journal that do not have any action message.

In Import Journal, it is possible to batch create documents for a specific vendor by setting a Buy-From Vendor No. filter when using Batch Create Invoice/Cr.Memos function.

### Copy Document

Click: **Action --> Import --> Copy Document** (In ribbon)

When receiving a repeated document from a vendor, the function Copy Document can be useful. This works as Business Central standard function with possibility to also Copy Approvers. If Deferral Code is copied, Deferral Start Date is recalculated from Deferral Code.

### Get Latest Coding from Vendor

Click: **Action --> Import --> Get Latest Coding from Vendor** (In ribbon)

This function will find last posted invoice and copy rows with G/L Account with no Charge Type (Swebase)

### Return to ReadSoft Online

Click: **Home --> Process --> Return to ReadSoft Online** (In ribbon)

When using ReadSoft Online and imported document is not correct interpreted, use this function to return the document and verify once again in ReadSoft Online. By using this function ReadSoft Online will “learn” how to interpretant this document next time.

### Move Document to Another Company

Click: **Actions --> Functions --> Move Document to other Company** (In ribbon)

If the Business Central database includes more than one Company, a document can be moved to another Company before the document is created.

### Move Document to Another Batch

Click: **Actions --> Functions --> Move selected documents to other batch** (In ribbon)

The Business Central company have more than one ExFlow Import Journal, a document can be moved to another journal before the document is created.

### Add or Replace Document Image in ExFlow Import Journal

Select document and click the  button in filed “Image File Name”. Notice that existing document will be deleted.

### Add ExFlow Attachment from ExFlow Import Journals

Select the document and click: **Navigate --> Files --> Attachments** (In ribbon)

On the line Attached Files, click the  button on the row.

Browse to choose file to attach.

### Delete Imported Document

Select the document and click: **Home --> Manage --> Delete** (In ribbon)

The document has been imported to the Import Document Journal. Delete is done in the journal. No Purchase Invoice has yet been created.

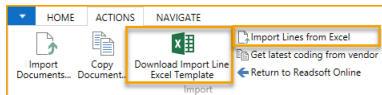
Document Image will be saved to folder in ExFlow Setup “Path to Deleted Document”.

## Import Lines from Excel

Click: **Actions --> Import --> Download Import Line Excel Template / Import Lines from Excel**

Sometimes it is easier to work in Excel when the invoice includes several rows. Start by download "Import Line Excel Template". The Excel Template includes all columns that can be imported but it is possible to delete columns not to be used.

Add rows in Excel, save, close, and use function "Import Lines from Excel".



Screenshot - ExFlow Import Journal Icons

Or Use Business Central Standard function, Copy (Ctrl+C) rows from Excel and Paste (Ctrl+Shift+V) in Business Central. Notice that all fields need to be in the same order.

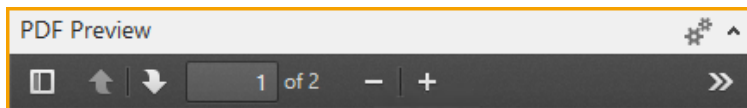
## Fact Boxes in Import journal

To the right in Import Journal there is useful fact boxes.

## PDF Preview

Change zoom PDF Preview Press - / + to zoom in out or zoom in Document Image.

Change PDF page No. use arrow up and down if document includes more than one page.



Screenshot - PDF Preview

Open PDF file in full size (Ctrl+I).

Click: **Home --> Process --> Show Document Image** (In ribbon).


## Approval proposal

View Approvers for current Document Line.

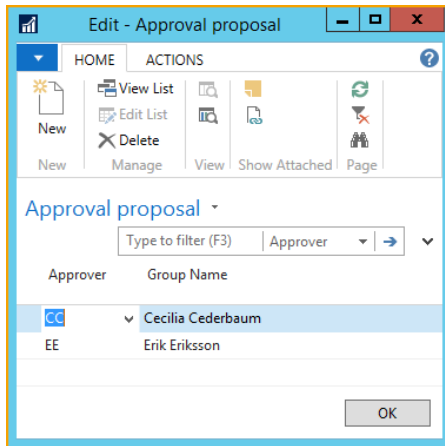
Open: **Fact Box --> Approval Proposal**

Approvers can be added manually. This is only to be used in special occasions.

Go to: **Fact Box --> Approval Proposal --> Show Approval Proposal**

Approval proposal	
Approval group Card  Show Approval Proposal	
Approver	Group Name
CC	Cecilia Cederbaum
EE	Erik Eriksson

Screenshot - Approval Proposal



Screenshot - Approval Proposal

## Line Details

Open: **Fact Box** --> **Line Details**

If the amount in document header and total amount on document lines don't have the same value, then document Details can help to see difference amount and if it is due to Direct Unit Cost excl VAT, Direct Unit Cost incl VAT or VAT amount.

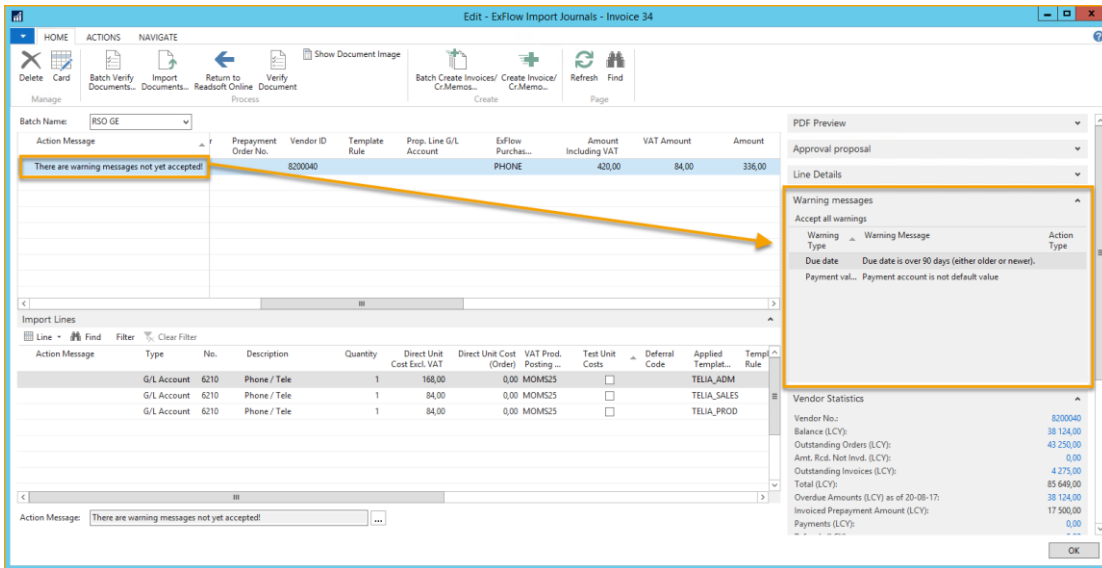
Line Details	
<b>Amount</b>	
Header Amount:	15 867,25
Line Total Amount:	15 628,00
Amount Difference:	239,25
<b>VAT</b>	
Header VAT Amount:	3 966,75
Line Total VAT Amount:	3 504,52
VAT Amount Difference:	462,23
<b>Amount incl. VAT</b>	
Header Amount incl. VAT:	19 834,00
Line Total Amount incl. VAT:	19 132,52
Amount incl. VAT Difference:	701,48

Screenshot - Import Journal, Fact Box, Line Details

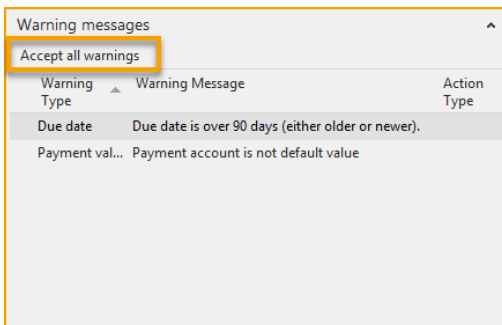
## Warning messages

Open: **Fact Box** --> **Warnings messages**

If Action Message displays "There are warning messages not yet accepted!" the message is viewed in Fact Box "Warning messages". Make appropriate changes or "Accept all warnings" as picture below.



Screenshot - ExFlow Import Journal



Screenshot - ExFlow Import Journal - Warning Message

## ExFlow Approval Status

Path: **Departments/ExFlow/Document Processing/ExFlow Approval Status**

When a document is created from the ExFlow Import Journal the document can be found in Approval Status.

### Handle rejected invoice / Restart Approval flow

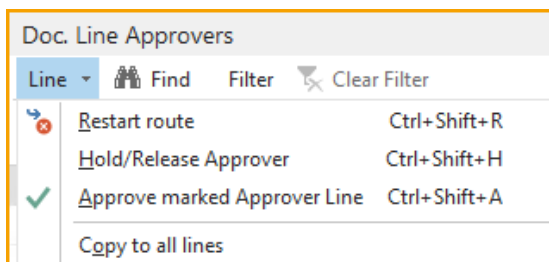
Go to fast tab: **Doc. Line Approvers --> Line --> Restart Route**

This is to be used when the correct approval workflow has been selected but for some reason it needs to be restarted (for example a rejection).

When using automatic Template Rules, the recommended option is instead to update the data on the invoice card. Then ExFlow will automatically assign a new approval workflow based on the new data.

When an approver has rejected an invoice line it needs to be handled by the AP Staff. One way is that the AP Staff restarts the approval flow on the line by clicking "Restart route" or assigning a new approval workflow.

This function is found on the Fast tab "Doc. Line Approvers".



Screenshot - ExFlow Approval Status - Document Line Options

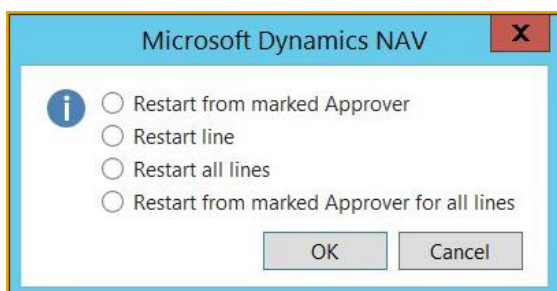
Restarting the route has four options

**Restart from marked Approver:** Restart from the "Doc. Line Approvers" line.

**Restart line:** Restart the "Document Lines", all the connected "Doc. Line Approvers" lines.

**Restart all lines:** Restart all "Document Lines" and all connected "Doc. Line Approvers" lines.

**Restart from marked Approver for all lines:** E.g. two "Document lines" with three approvers, all lines approved, restart standing on the second approver this option will restart all "Document Lines" lines from number two.



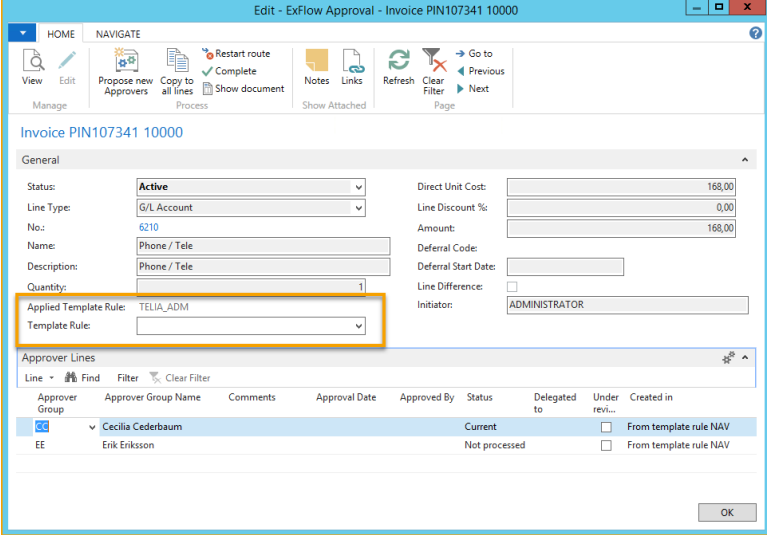
Screenshot - ExFlow Restart Approval Route

## Change approval flow

Select document line and go to: **Home --> Process --> Approval** (In ribbon)

A new window will open the Invoice line card (Edit - ExFlow Approval).

Add and/or remove approvers on the “Approver Lines” if needed or change Template Rule. This will only work if your user has “Superior” in ExFlow user setup.



The screenshot shows the 'Edit - ExFlow Approval - Invoice PIN107341 10000' window. The 'General' section includes fields for Status (Active), Line Type (G/L Account), No. (6210), Name (Phone / Tele), Description (Phone / Tele), Quantity (1), Applied Template Rule (TELIA\_ADM), and Template Rule. The 'Approver Lines' section is a table with columns: Line, Approver Group, Approver Group Name, Comments, Approval Date, Approved By, Status, Delegated to, Under revi..., and Created in. Two rows are visible: one for Cecilia Cederbaum (Current) and one for Erik Eriksson (Not processed).

Line	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Delegated to	Under revi...	Created in
	EC	Cecilia Cederbaum				Current		<input type="checkbox"/>	From template rule NAV
	EE	Erik Eriksson				Not processed		<input type="checkbox"/>	From template rule NAV

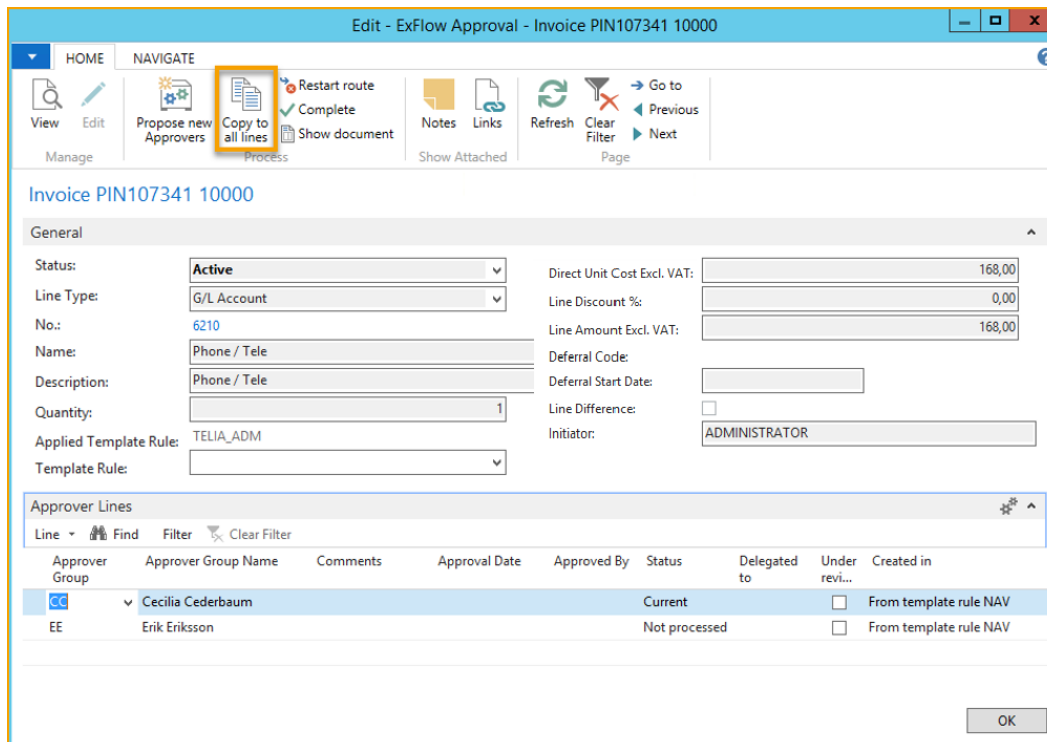
Screenshot - ExFlow Approval

## Propose new approvers

Propose new approvers will delete current and add new approver/approvers from a new Template Rule.

## Copy to all lines

If a user has many lines on current invoice, “Copy to all lines” helps a user by copying the Approver Groups (on one line) to all lines.



Screenshot - ExFlow Approval

## Change G/L Account during approval

Path: **Departments/ExFlow/Document Processing/ExFlow Approval Status**

It is possible to change G/L Account on the Document Line in ExFlow Approval Status

Click: **Home --> Manage --> Edit List** (In ribbon)

Changing the number (removes the old number and adds the new) on a G/L Account, that has an approval flow, will remove it, and insert a new if applicable.

## Delete a Purchase invoice in ExFlow Approval Status

When the document is created but Invoice not posted, deleting follows the Business Central standard. Go to "Purchase Invoice/Purchase Credit Memo" by clicking "Card" and delete. ExFlow Approval status Card will be saved with Invoice No. In "Deleted ExFlow Documents."

Path: **Departments/ExFlow/History/Follow-Up/Deleted ExFlow Documents.**

Posted Purchase Invoices should not be deleted. Start by creating a Credit Memo that neutralizes the Invoice. Then, create a new Purchase Invoice if needed.

## Fact Boxes in Approval Status

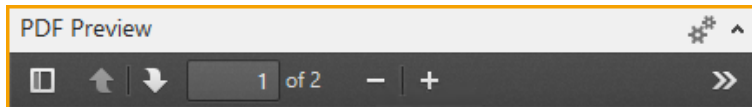
To the right in Approval Status there is useful fact boxes.

## PDF Preview

Change zoom PDF Preview Press - / + to zoom in out or zoom in Document Image.

Change PDF page No. use arrow up and down if document includes more than one page.





Screenshot - PDF Preview

Open PDF file in full size.  
Go to: "Show Document Image (Ctrl+I)".

### Change PDF Document Image

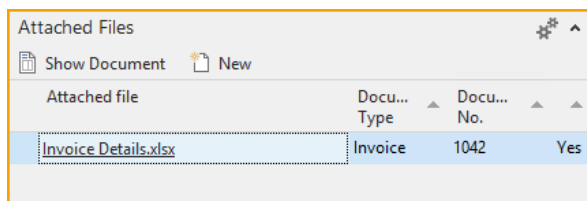
If PDF Image needs to be change it can be done before posting the document.  
Click "Edit Document Image"

Go to: **Actions --> Functions --> Edit Document Image** (In ribbon)

Notice that existing document will be deleted.

### Attached Files

To view, click "Show Document" and to add new attachment, Click "New"

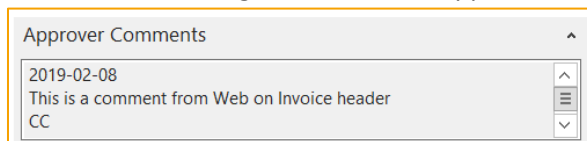


Screenshot - ExFlow Approval Status - Attached Files Fact box

Read more about attachments further down in the document.

### Approver Comments

When a web approver adds a comment in header and click "Save" the header comment can be seen in Fact Box to the right marked with approvers ID.



Screenshot - ExFlow Approval Status - Approval Comment Fact box

When a web approver adds a comment to a line and click Save the comment can be seen on the Fast tab: **Doc. Line Approvers** in field **Comments**.

### ExFlow Attachment

ExFlow attachment is not to confuse with Business Central Attachments or Incoming Document in Business Central standard.

Read more about how to view or add ExFlow attachment in ExFlow Import Journals or ExFlow Approval Status above.

### Attach file from Purchase Order

Path: **Departments/ExFlow/Order Processing/Purchase Orders**

Choose and open the purchase order from Purchase Order list.

Click: **Actions --> Print --> Attached Files**

Document Type is Order and the field Document Number has the Order number.

On the line Attached Files, click the  button.

Browse and choose file to attach. The box Attached is now checked.

### Attach file from Purchase invoice (Ctrl+B)

Path: **Departments/ExFlow/Order Processing/Purchase Invoices**

Choose and open the Invoice from Purchase Invoice list.

Click: **Actions --> Request Approval --> Attached Files**

Document Type is Invoice, and the field Document Number has the Invoice number.

On the line Attached Files, click the  button.

Browse and choose file to attach. The box Attached is now checked.

### Attach file from Purchase Credit Memo (Ctrl+B)

Path: **Departments/Purchasing/Order Processing/Purchase Credit Memos**

Choose and open the credit memo from the Purchase Credit Memo list.

Click: **Navigate --> Credit Memo --> Attached Files**

Document Type is Credit Memo, and the field Document Number has the Credit Memo number.

On the line Attached Files, click the  button.

Browse and choose file to attach. The box Attached is now checked.

## Examples of Invoice Flow

This chapter gives an example of an invoice flow in ExFlow from import to approving and posting in ExFlow / Business Central.

The following steps are made from the “ExFlow Import Journals” -> “ExFlow Approval Status” and the final step will be to view the posted invoice “ExFlow Approval Status History”.

Steps in ExFlow Import Journal

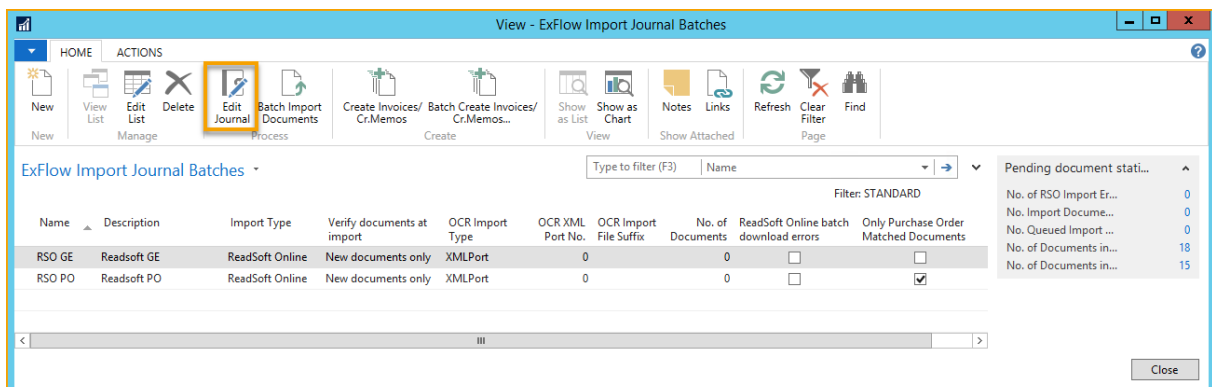
- Step 1 Import Document
- Step 2 Check and handle “Action Message”. If blank move to Step 4
- Step 3 When action have been done verify and see if all actions been taken
- Step 4 Create Invoice or Credit Memo

## Import and handle Expense Purchase Invoice

Path: **Departments/ExFlow/Document Processing/ExFlow Import Journals**

Import invoices is done from “ExFlow Import Journal”. Import documents either to all journals or open and import documents in one specific journal.

This part describes the way how to import from a journal created to use only for “Expense Invoices”. Select a journal and open by click “Edit Journal” or click on name.

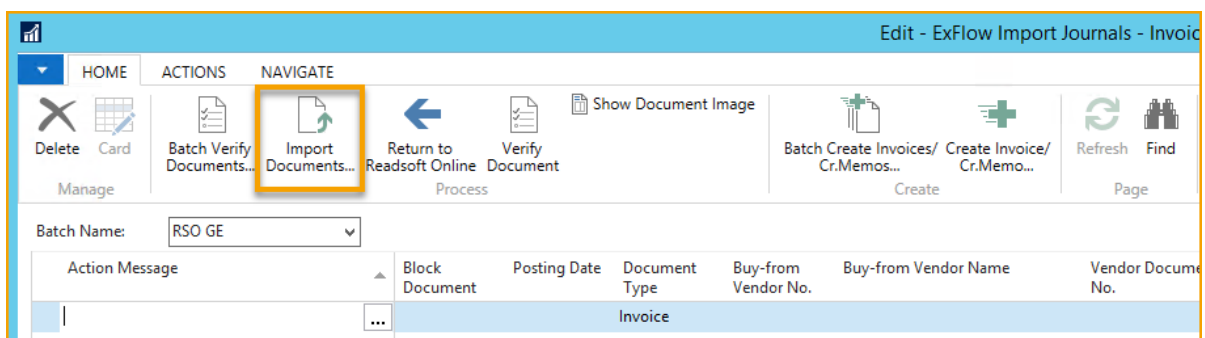


Screenshot - ExFlow Import Journals

Step 1 – Import document

Click: **Home --> Process --> Import Documents** (In ribbon)

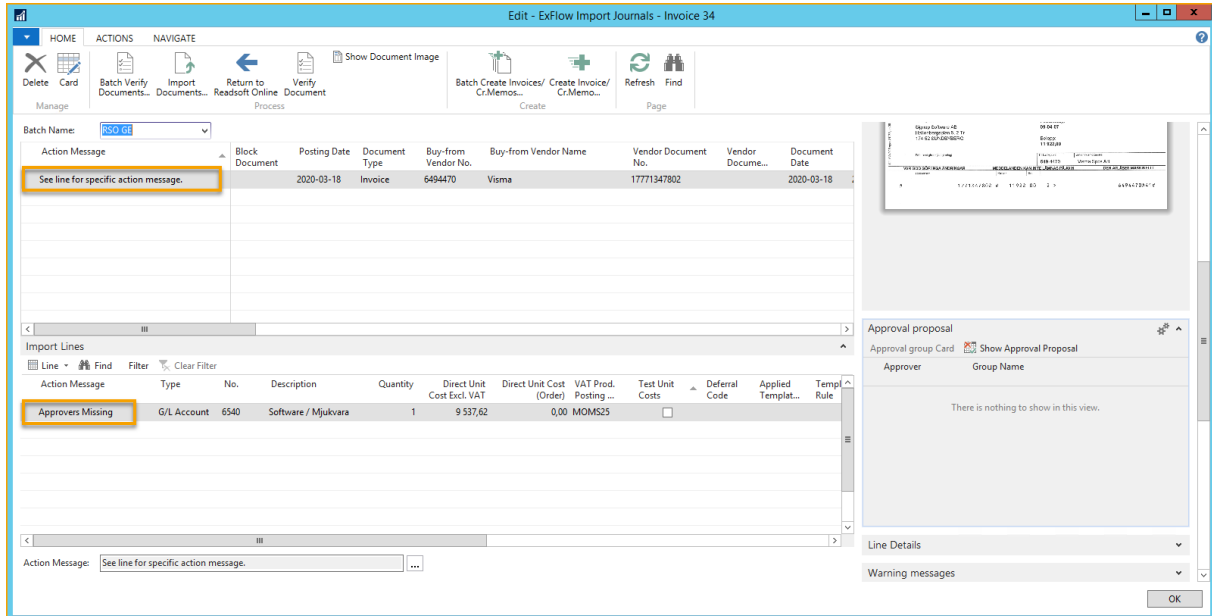
When the import is done a new line is created.



Screenshot - ExFlow Import Journals

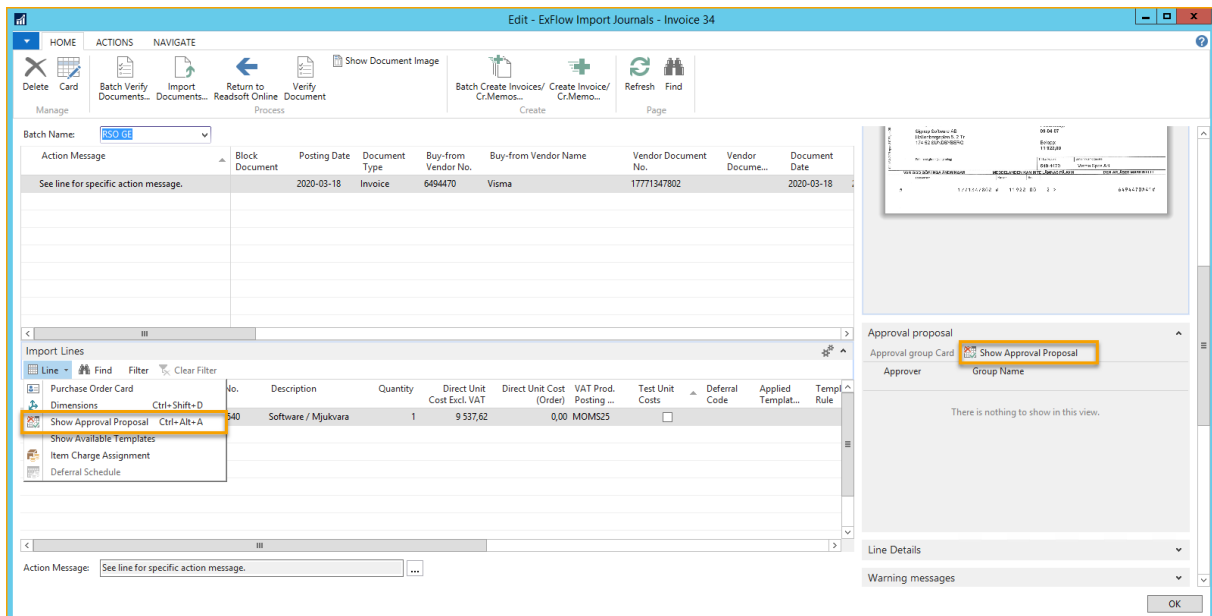
## Step 2 – Check and handle “Action Messages”.

In this example there are no predefined Template Rules, so Approver/Approvers must be added manually to the Invoice Line.



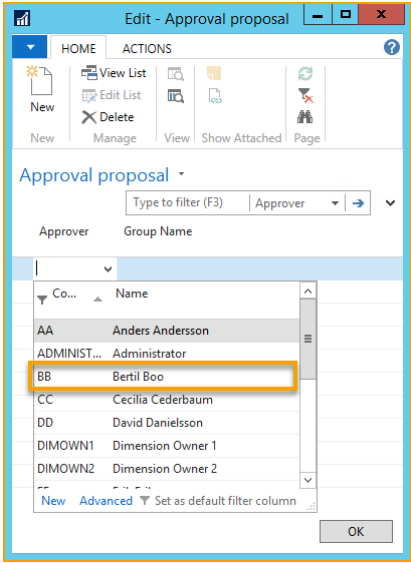
Screenshot - ExFlow Import Journals

Go to “Show Approval Proposal. From Fact Box --> Approval proposal  
Or from Import Lines --> Line --> Show Approval Proposal



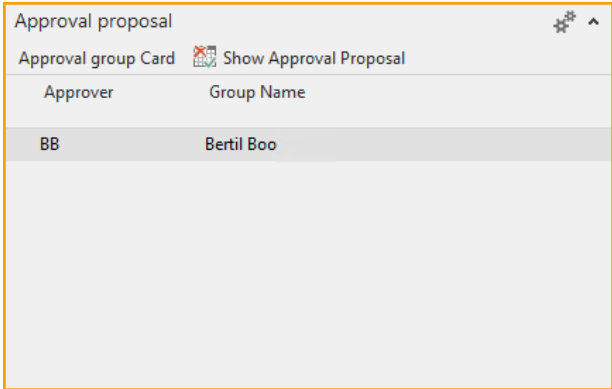
Screenshot - ExFlow Import Journals

Add one or several approvers.



Screenshot - Approval Proposal

In FactBox to the right approvers will be updated in "Approval proposal".

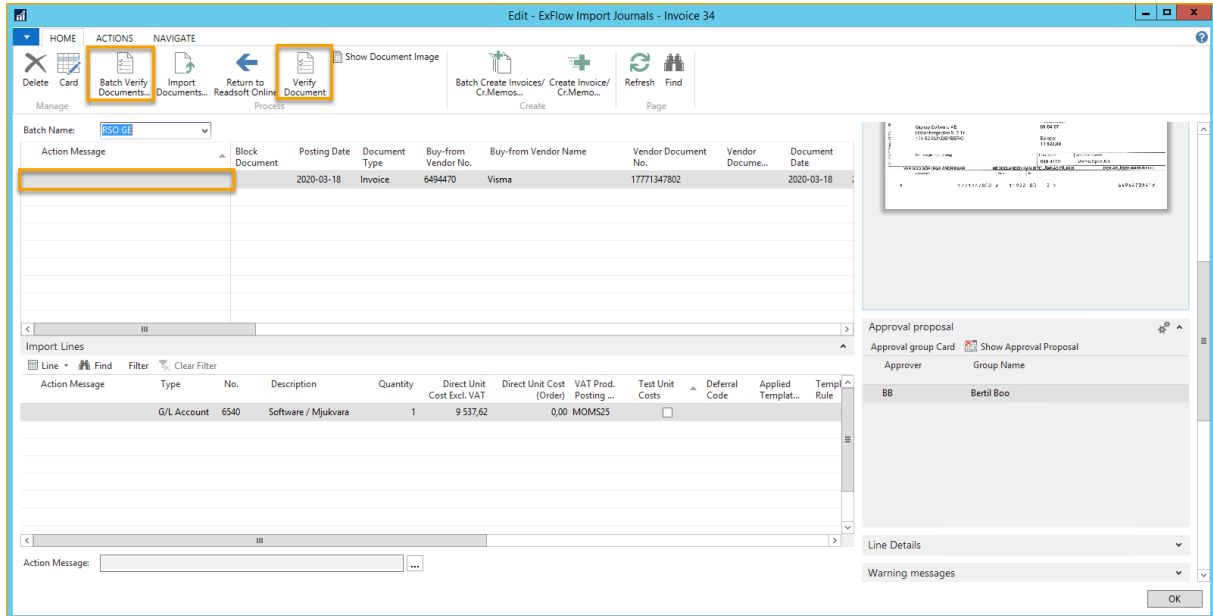


Screenshot - Fact Box Approval Proposal

### Step 3 – Verify Document

Click: **Home --> Process --> Batch Verify Documents/Verify Document** (In ribbon)

When all action messages have been handled, “Verify Document” to see if action message is empty and therefore ready to be created.

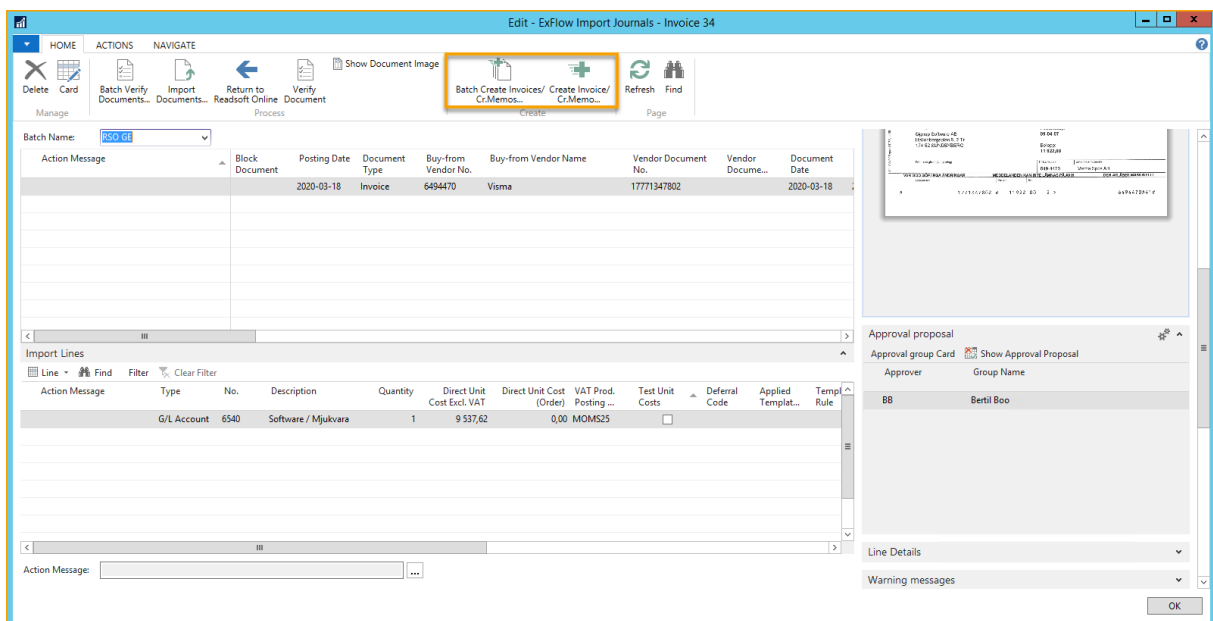


Screenshot - ExFlow Import Journal

### Step 4 – Create Document

Click: **Home --> Batch Create Invoices/Cr.Memos / Create Invoice/Cr.Memo**

Create invoice or credit memo by clicking “Create Invoice/Credit memo”.



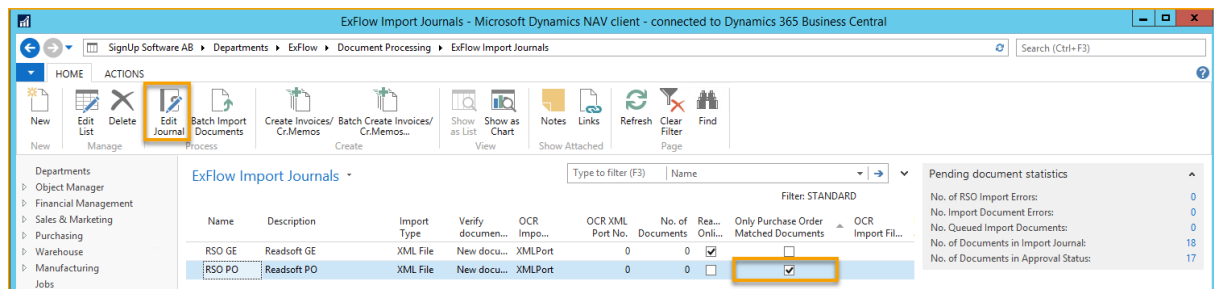
Screenshot - Fact Box Approval Proposal

## Import Purchase Invoice with Order Matching

Import invoices is done from “ExFlow Import Journal”. Import documents either to all journals or open and import documents in one specific journal.

This part describes the way how to import from a journal created to use only for “Purchase Order Matching Invoices”.

Select the journal and open by click “Edit Journal” or click on Name.



Screenshot - ExFlow Import Journals

### Step 1 – Import document

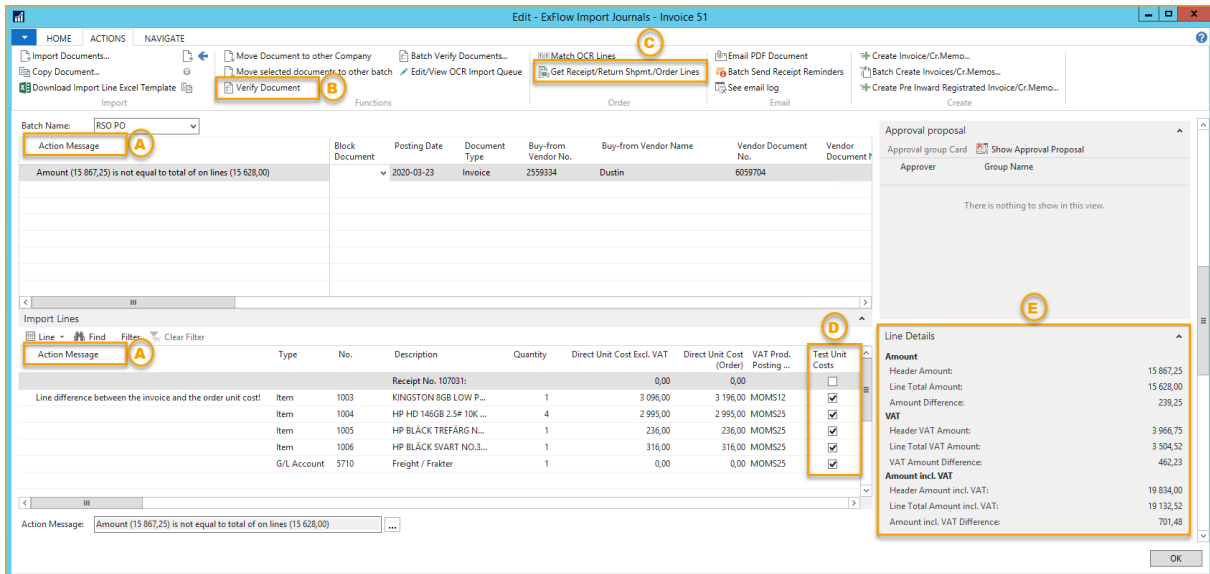
Click: **Home --> Process --> Import Documents**

When the import is done a new line is created.

### Step 2 – Check and handle “Action Messages” (A in picture below).

Common action messages and solutions:

- There are lines matched against order but where receipt is missing!**  
 Delivery has not been posted. Go to Purchase Order and post – Receive.  
 Run verify after receiving delivery and ExFlow will match invoice against posted delivery.  
 (B in picture below)
- Amount (18 867,25) is not equal to total of on lines (15 628,00)**  
 Change the prices and lines so it matches the invoice.  
 Use “Line Details” in Fact Box for totals and differences. (E in picture below).
- If the invoice includes more than one order** you can use “Get Receipt/Return Shpmt.”  
 (C in picture below).
- See line for specific action message - Line difference between the invoice and the order unit cost!**  
 Correct Direct Unit Cost Excl. VAT. or correct order price to match order against invoice.  
 Or untick “Test Unit Cost” on Import Lines and send invoice for approval. (D in picture below)



Screenshot - ExFlow Import Journal

### Step 3 – Verify Document

Click: **Home --> Process --> Batch Verify Documents/Verify Document** (In ribbon)

When all action messages have been handled, “Verify Document” to see if action message is empty and therefore ready to be created.

### Step 4 – Create Document

Click: **Home --> Batch Create Invoices/Cr.Memos / Create Invoice/Cr.Memo**

Create invoice or credit memo by clicking “Create Invoice/Credit memo”.



## Import Prepayment Purchase Invoice

This function is built on Business Central Standard functionality.

To create and approve a Prepayment Invoice, ExFlow creates a copy of the invoice that will be posted from Purchase Order.

### Prepayment Setup

To be able to create a Prepayment Purchase Invoice the standard setup is required in General Posting Setup. VAT will be calculated from setup from G/L Account added in setup.

To check setup for prepayment, use “Preview Prepmt. Invoice Posting” on the prepayment order.

Add Posted Prepmt. Inv. Nos. in Pruchase & payables Setup.

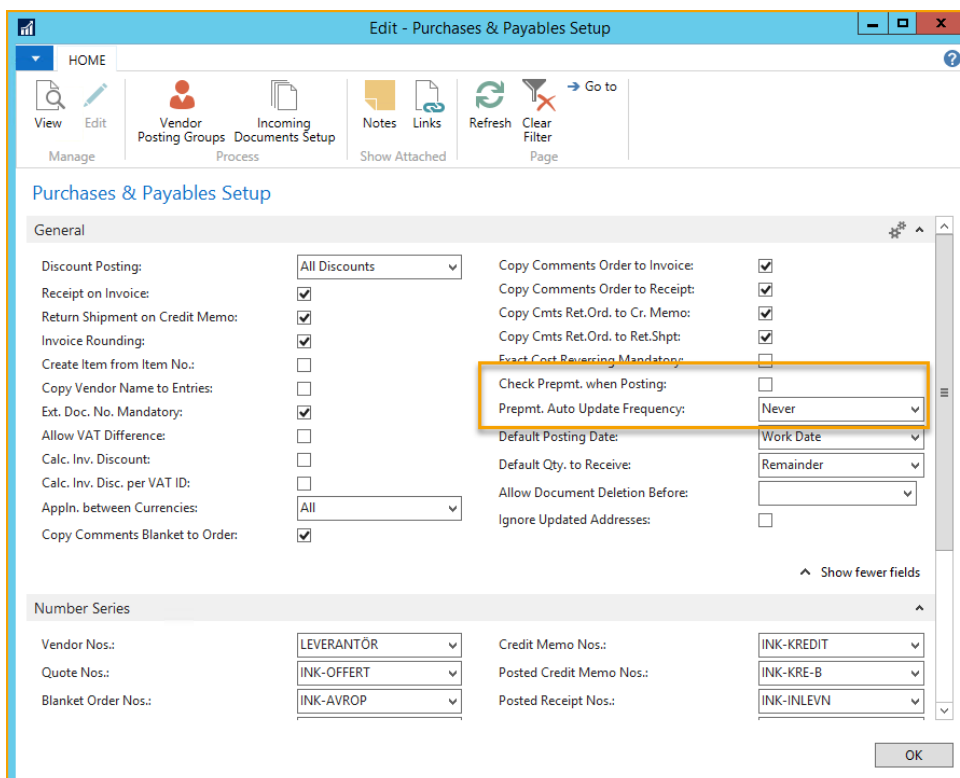
When creating the Prepayment Invoice, Nos is selected from Invoice Nos.

When posting Nos is selected from Posted Prepmt. Inv. Nos

Also, there are settings for Prepayment under General that can be useful.

**Check Prepmt. when Posting:** Prevents posting receipts or invoice a Purchase Order that has an unpaid prepayment amount.

**Prepmt. Auto Update Frequency:** Specifies how often the job must run that automatically updates the status of orders that are pending prepayment.

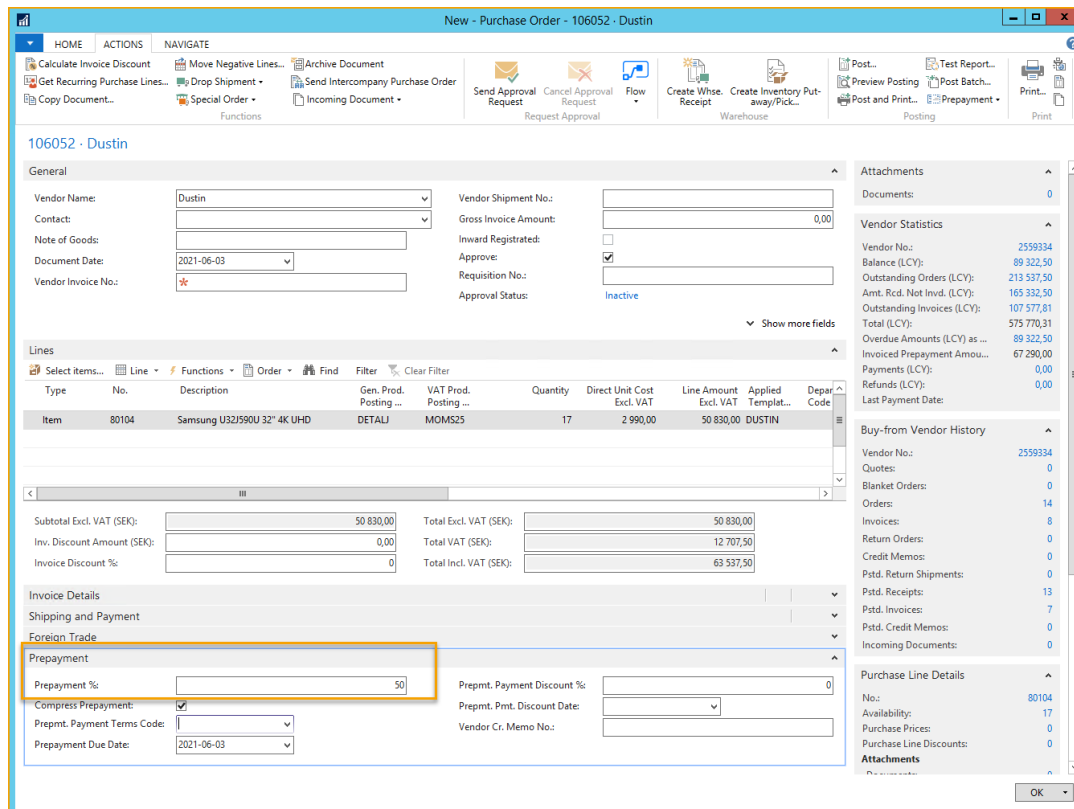


Screenshot - Purchase & Payables Setup

## Prepayment Purchase Order

To use the function “Prepayment”, start by creating a Purchase Order.  
Add Prepayment Percentage on the Order Card and use Compress if needed.

Untick Compress Prepayment to specify all lines on the Prepayment Invoice.



The screenshot shows the 'New - Purchase Order - 106052 - Dustin' form. The 'Prepayment' section is highlighted with a red box, showing 'Prepayment %' set to 50 and 'Compress Prepayment' checked. Other fields include Vendor Name (Dustin), Document Date (2021-06-03), and a table of lines with one item: Samsung U32J590U 32" 4K UHD. The total amount is 50,830.00 SEK.

Screenshot - Purchase Order for Prepayment

## Prepayment Purchase Invoice

Posting of prepayment Invoices will still be made from Prepayment Order in Business Central Standard in the background. ExFlow Prepayment Invoice is only a mirror of a posting to be.

Therefore, no changes are allowed except for a few fields that will update Prepayment Invoice when posting:

Document date, Posting Date, Due Date, Vendor Invoice No., Block Document, OCR, Payment Terms, and On Hold.

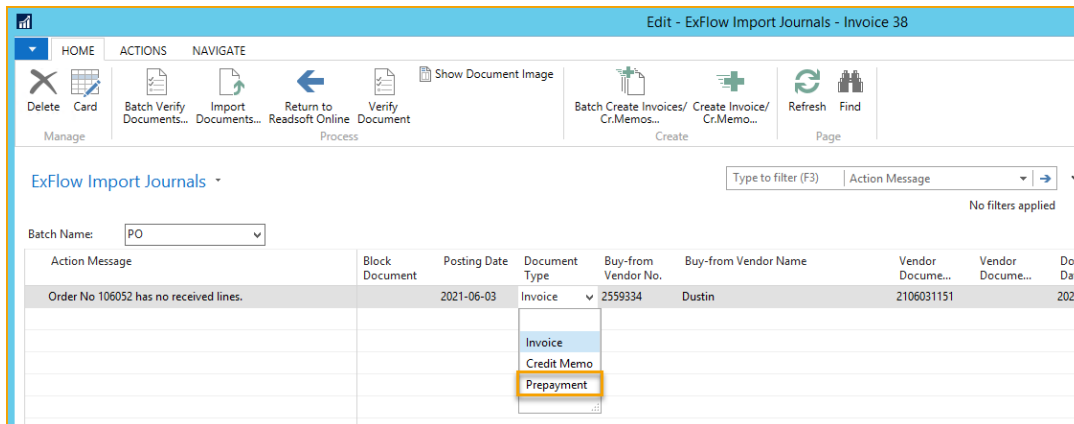
There can only be one Prepayment invoice, per order, out for approval.

To be able to create second Prepayment the first Prepayment Invoice needs to be posted and Purchase Order Prepayment Percentage increased to match the amount on the second Prepayment Invoice.

Interpret the Prepayment Purchase Invoice with Order No. on header.

When importing to ExFlow Import Journal, ExFlow will show Action Message “Order No 106052 has no received lines.”

Change Document Type from “Invoice” to “Prepayment”.

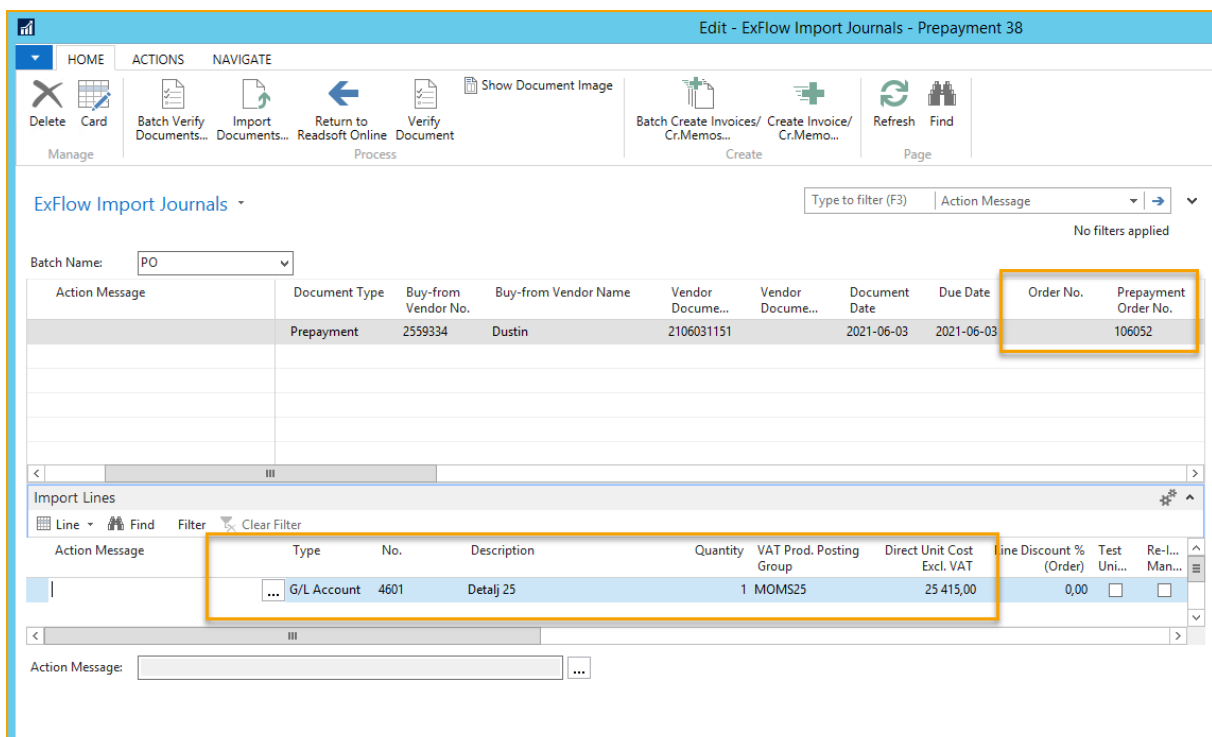


Screenshot - ExFlow Import Journal Prepayment

Prepayment Order No. is updated automatically from Order No.

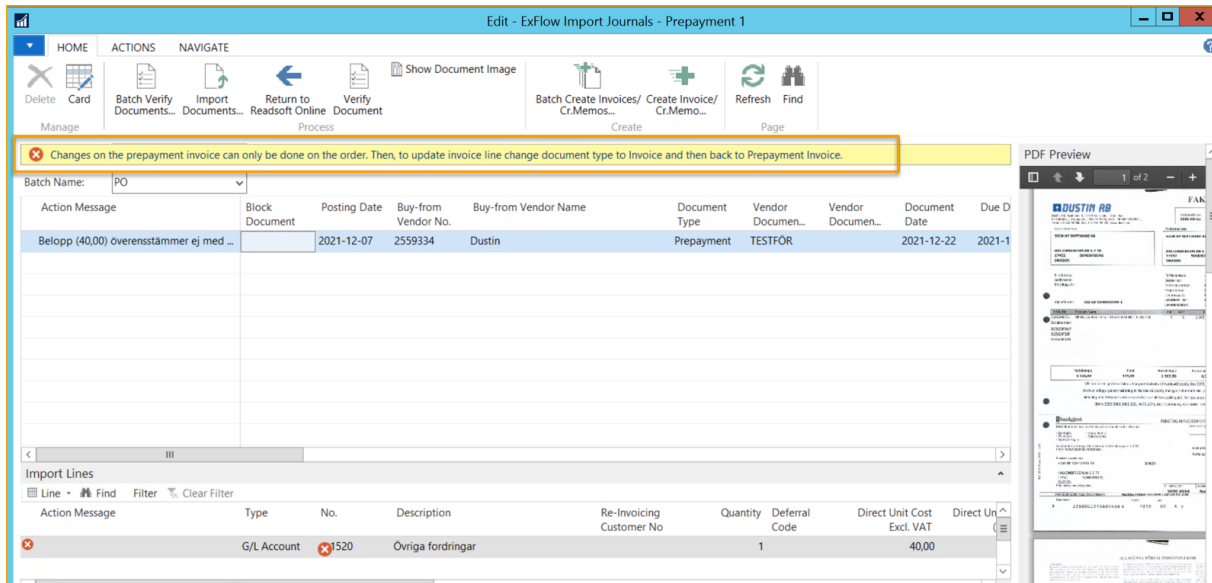
If any lines were created, they will be replaced by coding from Business Central General Posting Setup, and Amount is calculated from Prepayment Percentage on Purchase Order.

VAT Prod. Posting Group will be selected from G/L Account in General Posting Setup.



Screenshot - ExFlow Import Journal Prepayment

Changing a prepayment invoice line is not allowed, since this will be the result when posting. Only Approval Rule, First Approver and Approvers can be changed.

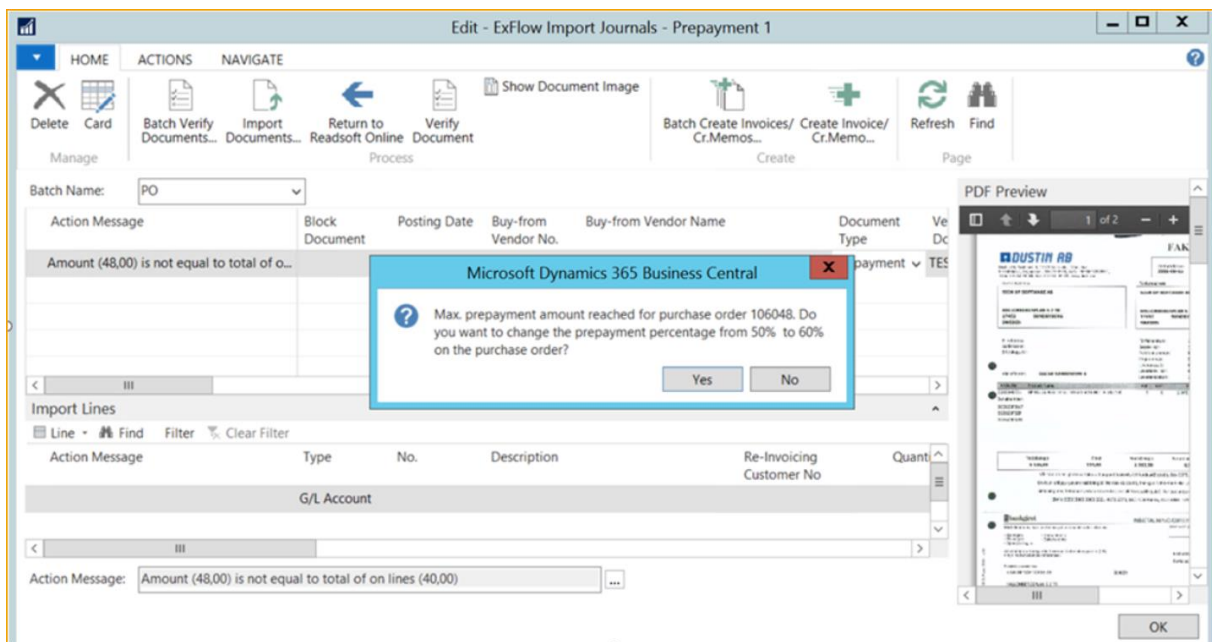


Screenshot - ExFlow Import Journal Prepayment - Changing a prepayment invoice line is not allowed

All potential updates or corrections needs to be done from the order card. Change document type back to Invoice and all Prepayment Invoicing Lines will be deleted. Update the order and change to Prepayment Invoice to receive new updated lines to Import Journal.

There can only be one prepayment invoice for approval, per a specific order. To be able to create another prepayment invoice, the first needs to be approved and posted.

From Import Journal, it also possible to update the prepayment percentage on the order if the interpreted value is more or less then the percentage on the order.



Screenshot - ExFlow Import Journal Prepayment - Change prepayment percentage

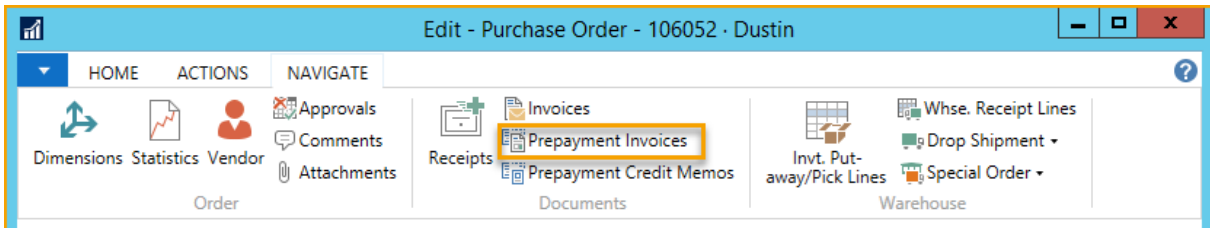
## Posting Prepayment

After Approval, posting needs to be done from ExFlow Approval Status.

## Prepayment History

Approval History will show in ExFlow Approval History.

Also, posted purchase documents i.e., Prepayment Invoices, can be found on Purchase Order card (under Navigate) as Business Standard.

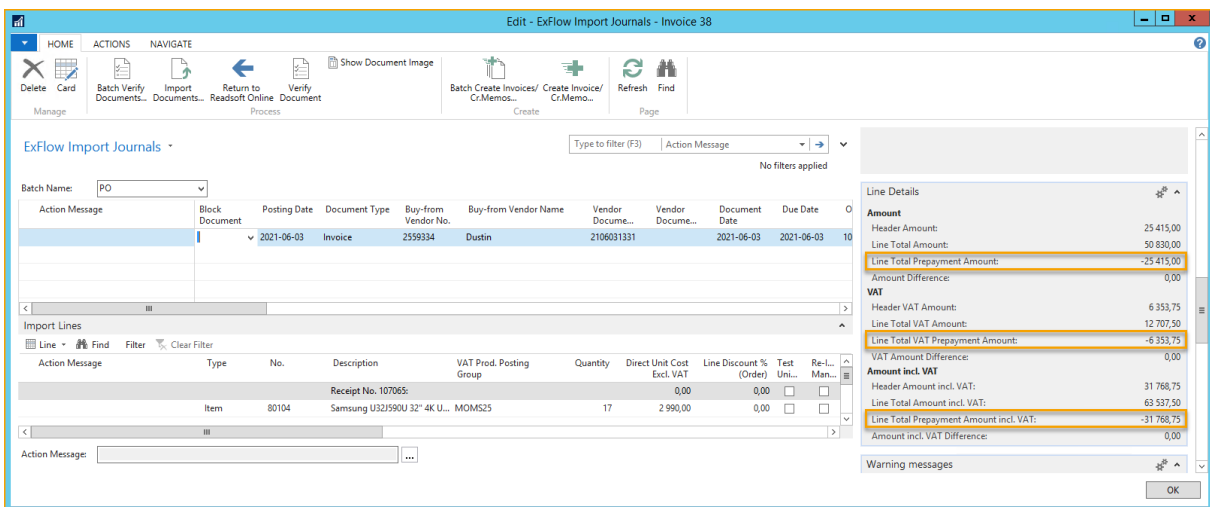


Screenshot - Purchase Order Icons

## Posting Final Purchase Invoice

To be able to post Final Purchase Invoice on a Prepaid Purchase Order, the receivable needs to be posted.

ExFlow will automatically find and calculate values in Fact Box "Line Details".



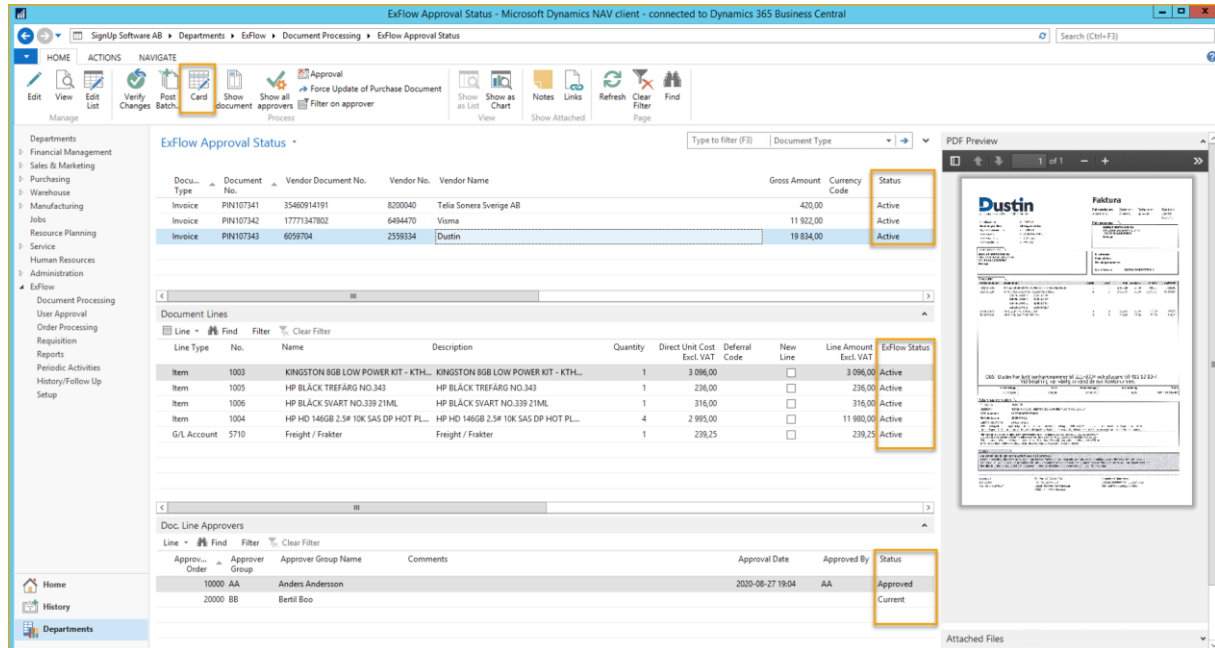
Screenshot - ExFlow Import Journal Final Purchase Invoice

Create, approve and post as usually.

## ExFlow Approval Status / ExFlow Web

Path: **Departments/ExFlow/Document Processing/ExFlow Approval status**

Approval Status shows all invoices that are out for approval and/or are approved and ready to be posted. As an administrator you can see information regarding status. Both for the Invoice, as well as the next approver for this specific Invoice.



The screenshot shows the 'ExFlow Approval Status' window in Microsoft Dynamics NAV. It displays a list of invoices and their details, including document type, number, vendor information, and status. A PDF preview of an invoice is shown on the right.

Docu. Type	Document No.	Vendor Document No.	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status
Invoice	PIN107341	35460914191	8200040	Telia Sonera Sverige AB	420,00		Active
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active
Invoice	PIN107343	6059704	2559334	Dustin	19 834,00		Active

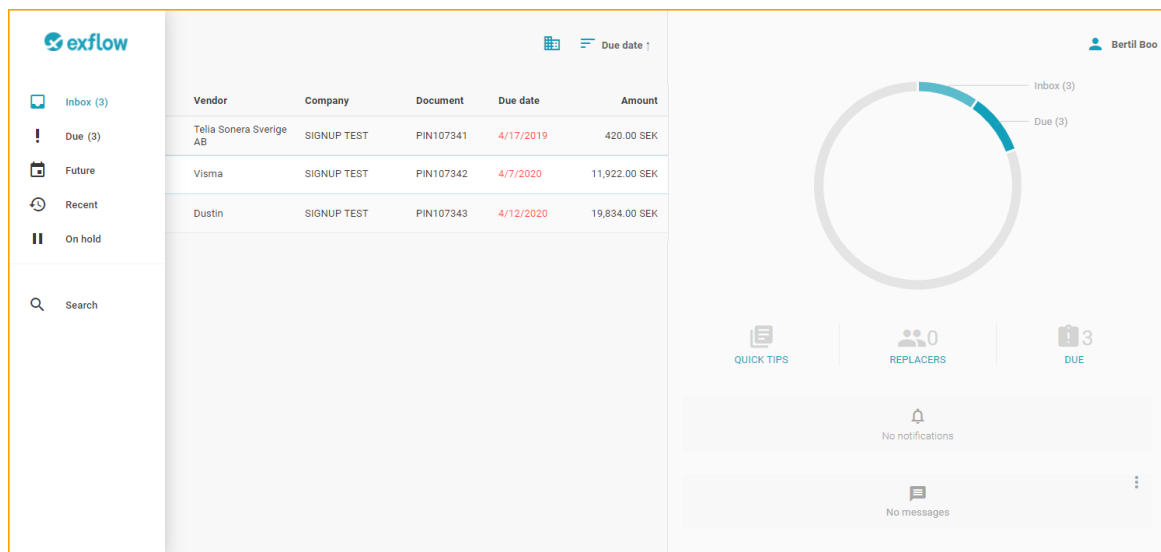
Line	Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Differential Code	New Line	Line Amount Excl. VAT	ExFlow Status
Item	1003		KINGSTON 8GB LOW POWER KIT - KTH...	KINGSTON 8GB LOW POWER KIT - KTH...	1	3 096,00		<input type="checkbox"/>	3 096,00	Active
Item	1005		HP BLACK TREFÄRG NO.343	HP BLACK TREFÄRG NO.343	1	236,00		<input type="checkbox"/>	236,00	Active
Item	1006		HP BLACK SVART NO.339 21ML	HP BLACK SVART NO.339 21ML	1	316,00		<input type="checkbox"/>	316,00	Active
Item	1004		HP HD 146GB 2.5" 10K SAS DP HOT PL...	HP HD 146GB 2.5" 10K SAS DP HOT PL...	4	2 995,00		<input type="checkbox"/>	11 980,00	Active
G/L Account	5710		Freight / Frakter	Freight / Frakter	1	239,25		<input type="checkbox"/>	239,25	Active

Line	Approver Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status
	10000	AA	Anders Andersson		2020-08-27 19:04	AA	Approved
	20000	BB	Bertil Boo				Current

Screenshot - ExFlow Approval Status

As soon as invoices are created from the Import Journal, the invoices will be ready to be handled and approved in ExFlow Web for current approvers.



The screenshot shows the 'ExFlow Web - Inbox' interface. It features a sidebar with navigation options (Inbox, Due, Future, Recent, On hold, Search) and a main area displaying a table of pending invoices. A circular progress indicator shows the status of the inbox, and there are buttons for 'QUICK TIPS', 'REPLACERS', and 'DUE'. The user's name 'Bertil Boo' is visible in the top right corner.

Vendor	Company	Document	Due date	Amount
Telia Sonera Sverige AB	SIGNUP TEST	PIN107341	4/17/2019	420.00 SEK
Visma	SIGNUP TEST	PIN107342	4/7/2020	11,922.00 SEK
Dustin	SIGNUP TEST	PIN107343	4/12/2020	19,834.00 SEK

Screenshot - ExFlow Web - Inbox

Click on the invoice you want to approve to open document with information about the invoice lines and image. It is possible to have the list expanded automatically.


← Invoice Dustin (PIN107343)

Company SIGNUP TEST	Invoice no. 6059704	Due date 4/12/2020
Amount 19,834.00	Vendor <a href="#">Dustin</a>	
Net amount 15,867.25	Posting date 3/23/2020	
VAT amount 3,966.75	Document date 3/23/2020	

	Approval		Amount	Quantity	Unit cost	Order no.	Coding	
1	<input checked="" type="checkbox"/> A Andersson Delivery received	<input type="checkbox"/> B Boo	3,096.00 +	1.00 1.00	3,096.00 3,196.00	<a href="#">106051</a>	Item	DESCRIPTION KINGSTON 8GB POWER KIT - KT XW6671 P/R/G
2	<input checked="" type="checkbox"/> A Andersson	<input type="checkbox"/> B Boo	11,980.00 +	4.00 4.00	2,995.00 2,995.00	<a href="#">106051</a>	Item	DESCRIPTION HP HD 146GB 2 SAS DP HOT PL
3	<input checked="" type="checkbox"/> A Andersson	<input type="checkbox"/> B Boo	236.00 +	1.00 1.00	236.00 236.00	<a href="#">106051</a>	Item	DESCRIPTION HP BLACK TREF NO.343
4	<input checked="" type="checkbox"/> A Andersson	<input type="checkbox"/> B Boo	316.00 +	1.00 1.00	316.00 316.00	<a href="#">106051</a>	Item	DESCRIPTION HP BLACK SVAR NO.339 21ML
5	<input checked="" type="checkbox"/> A Andersson	<input type="checkbox"/> B Boo	239.25 +	1.00	239.25		Account	DESCRIPTION Frakter och tran

sum 15,867.25	
---------------	---

**Dustin**  
c/o Lindorff Box 47297 100 74 51

Förfallodatum: 20  
 Betalningsvillkor: 20  
 Organisationsnummer: 55  
 Leveransställe: 00  
 Leveransvillkor: 14  
 Leveransdatum: 20

**Leveransadress**  
 SIGN UP SOFTWARE AB  
 HALLOWBERGSPLAN 5 2 TR  
 174 83 SUNDBYBERG  
 Sverige

**Produkter**

Artikelnummer	Beskrivning
5010197996	KINGSTON 8GB
5010196380	HP HD 146GB 2
	SERIENUM
	SERIENUM
	SERIENUM
5010072472	HP BLACK TREF
5010073360	HP BLACK SVAR

OBS! Dustin har t...

**Nettobelopp**  
15 728,00

**Betalningsinformation**  
 Mottagare: Dustin AB  
 Betalas till: Nordica AB  
 OCR-nummer: 1007000  
 Förfallodatum: 2009-04  
 Summa inkl. moms: 19 834,00  
 Vid betalningsöppnål utgår 8 rignr  
 förfallodagen. Dustin tar ut vat på 0

Vår fördran enligt denna faktura har  
 löst ut enligt gällande regler i  
 betalt med härförde verkan kin  
 IBAN: SE82 9500 0299 6042 0035 3

**Övrigt**  
 Du vet väl att du kan se din order  
 Logga in och klicka på orderhistorik.  
 Vår om du vill se alla beställda prod  
 har gått till under en viss period och

Dustin AB  
 Box 27204  
 102 54, STOCKHOLM

Screenshot - ExFlow Web - Document

Depending on the permission role on ExFlow User in Business Central, the user may adjust the line regarding dimensions, change Account etc.  
In this case, the user just approves the invoice by clicking "Approve" button.

← Invoice Dustin (PIN107343)

Company SIGNUP TEST	Invoice no. 6059704	Due date 4/12/2020
Amount 19,834.00	Vendor <a href="#">Dustin</a>	
Net amount 15,867.25	Posting date 3/23/2020	
VAT amount 3,966.75	Document date 3/23/2020	

**Dustin**  
c/o Lindorff Box 47257 100 74 50

Förfalldatum: 20  
**Betalningsvillkor:** 20  
 Organisationsnummer: 55  
 Leveranssätt: 00  
 Leveransvillkor: Fri  
 Leveransdatum: 20

**Leveransadress:**  
 SIGN UP SOFTWARE AB  
 HALLONBERGSPLAN 5 2 TR  
 174 52 SUNDYBERG  
 Sverige

**Produkter**

Artikelnummer	Benämning
5010197996	KINGSTON 8GB
5010196380	HP HD 146GB 2.5 SERIENUMM SERIENUMM
5010073472	HP BLACK TREF SERIENUMM
5010073360	HP BLACK SVAR SERIENUMM

**OBS! Dustin har b...**

**Nettobelopp**  
15 728,00

**Betalningsinformation**

Mottagare: Dustin AB  
 Betalas till: Nordea AB  
**OCR-nummer:** 1007000  
**Förfalldatum:** 2009-04  
 Summa inkl. moms: 19 834,00  
 Vid betalningsdröjsmål utgår årligen förfalldagen. Dustin tar ut vid var b...

Vår fordran enligt denna faktura har likviden erläggs genom ersättning till Betalning med befrämmande verkan kan IBAN: SE92 9500 0099 6042 0035 30

**Övrigt**  
 Du vet väl att du kan se din order Logga in och klicka på orderhistorik. Vår om du vill se alla beställda produkt har gått åt under en viss period och

Dustin AB  
 Box 27304  
 102 54, STOCKHOLM

	Approval	Amount	Quantity	Unit cost	Order no.	Coding	
1	✓ A Andersson → <input type="checkbox"/> ▾ B Boo <i>Delivery received</i>	3,096.00 +	1.00 1.00	3,096.00 3.196.00	<a href="#">106051</a>	Item 1003 KINGSTO...	DESCRIPTION KINGSTON 8GB POWER KIT - KT XW6671 P/RG
2	✓ A Andersson → <input type="checkbox"/> ▾ B Boo	11,980.00 +	4.00 4.00	2,995.00 2.995.00	<a href="#">106051</a>	Item 1004 HP HD 14...	DESCRIPTION HP HD 146GB 2 SAS DP HOT PL
3	✓ A Andersson → <input type="checkbox"/> ▾ B Boo	236.00 +	1.00 1.00	236.00 236.00	<a href="#">106051</a>	Item 1005 HP BLÄCK...	DESCRIPTION HP BLACK TREF NO.343
4	✓ A Andersson → <input type="checkbox"/> ▾ B Boo	316.00 +	1.00 1.00	316.00 316.00	<a href="#">106051</a>	Item 1006 HP BLÄCK...	DESCRIPTION HP BLACK SVAF NO.339 21ML
5	✓ A Andersson → <input type="checkbox"/> ▾ B Boo	239.25 +	1.00	239.25		Account 5710 Frakter oc...	DESCRIPTION Frakter och tran

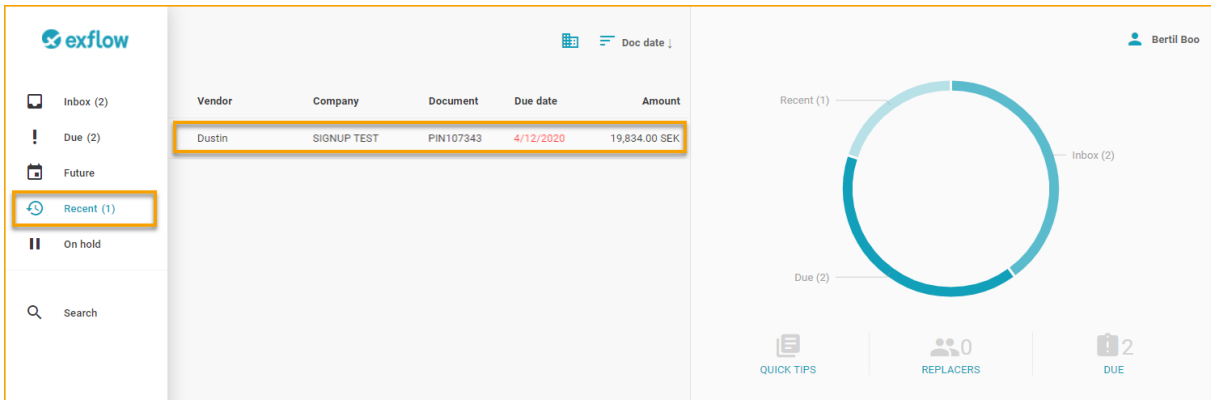
sum 15,867.25

CANCEL SAVE VALIDATE FORWARD HOLD REJECT APPROVE

Screenshot - ExFlow Web - Document

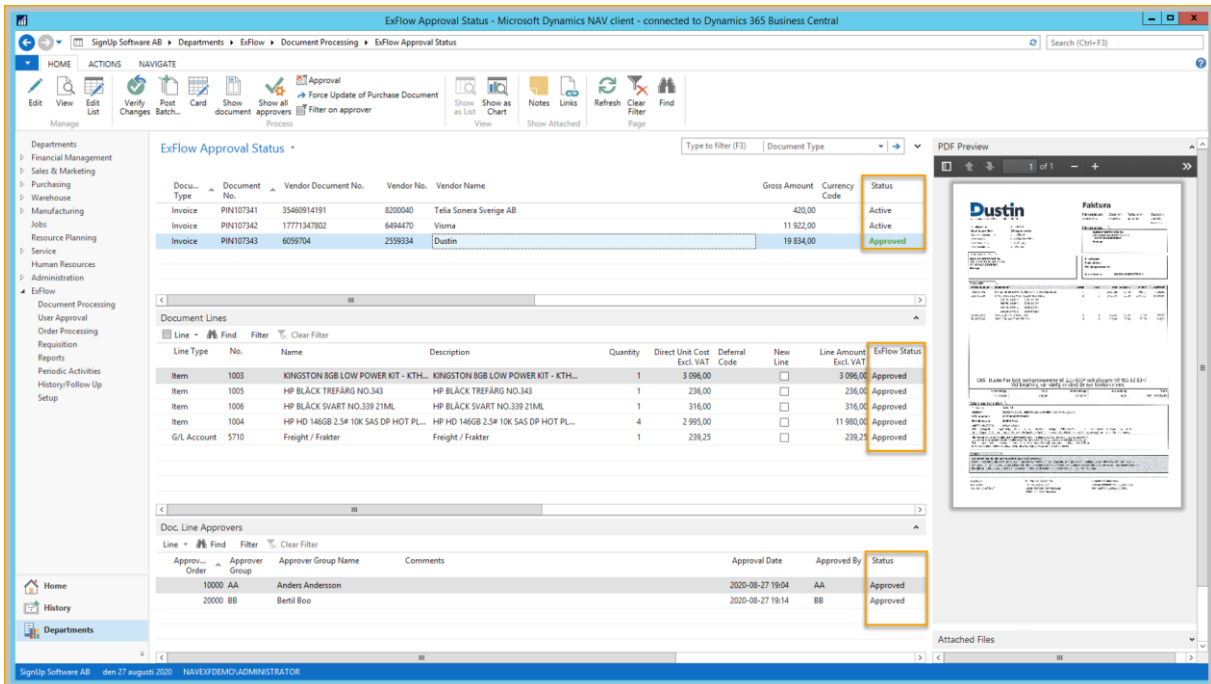


After approval, the invoice will be moved to the Box called “Recent” and Approval Status in Business Central will be updated. Invoice is also sent to the next approver if such exists.



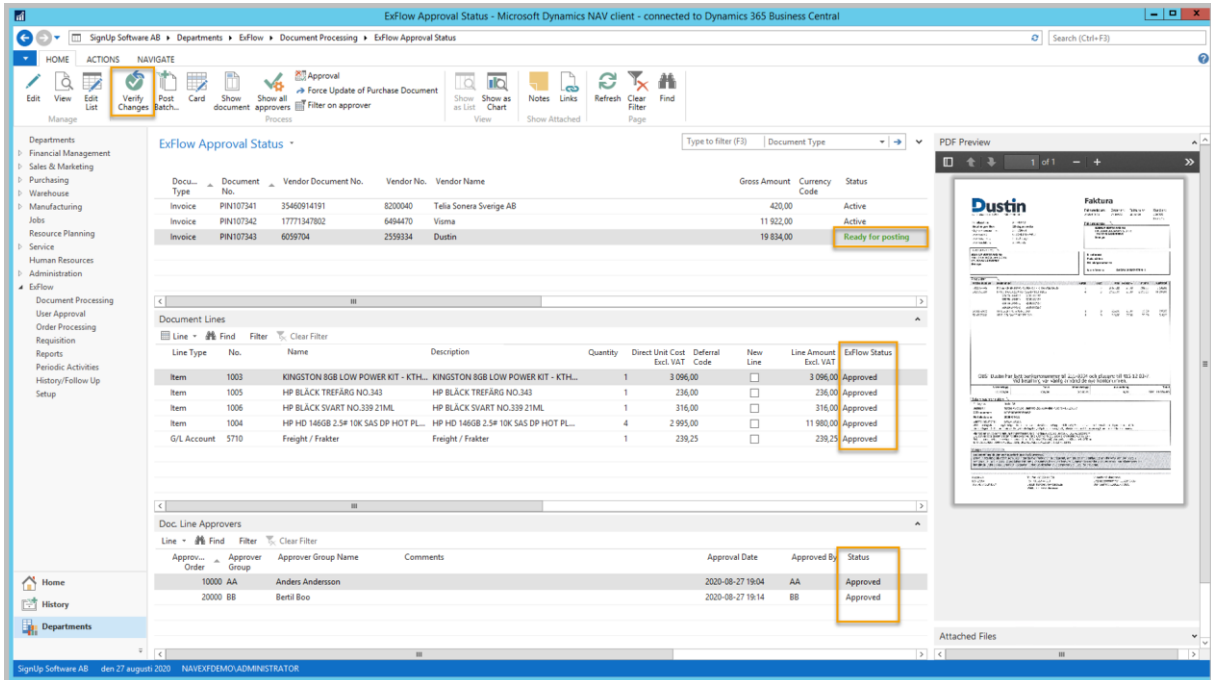
Screenshot - ExFlow Web - Recent

Status is now updated in the “ExFlow Approval Status” page.



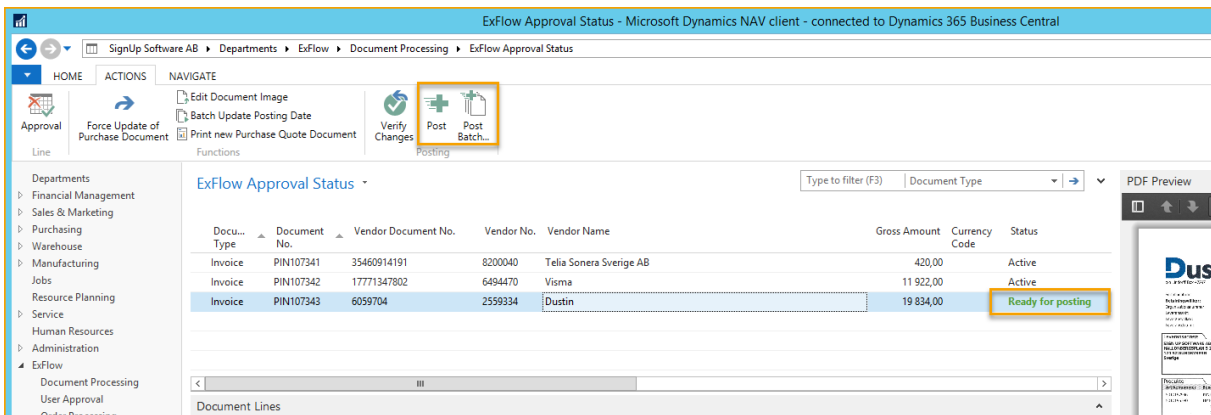
Screenshot - ExFlow Approval Status

The Invoice is now waiting to be updated to “Ready for Posting”. By using the function “Verify Changes” the administrator updates the “Status” of the invoice and approves the changes done on lines.



Screenshot - ExFlow Approval Status

The next step is to post the Invoice by using function “Post” or “Post Batch”.

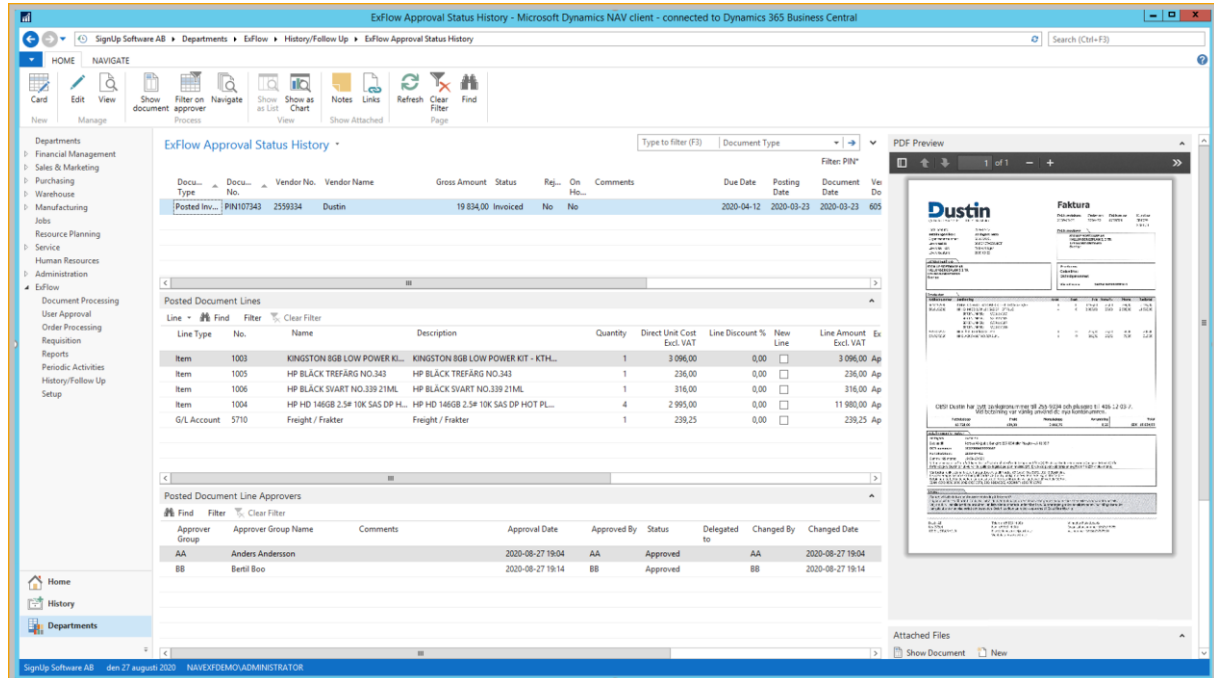


Screenshot - ExFlow Approval Status

## ExFlow Approval Status History

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

Invoice is now to be found in Approval Status History.



The screenshot shows the 'ExFlow Approval Status History' page in Microsoft Dynamics NAV. The main table displays document lines with the following data:

Docu. Type	Docu. No.	Vendor No.	Vendor Name	Gross Amount	Status	Rej. Ho...	On Ho...	Comments	Due Date	Posting Date	Document Date	Ve Do
Posted Inv...	PIN107343	2559334	Dustin	19 834,00	Invoiced	No	No		2020-04-12	2020-03-23	2020-03-23	605

Below this, the 'Posted Document Lines' table is shown:

Line	Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Line Discount %	New Line	Line Amount Excl. VAT	Ex
Item	1003	KINGSTON 8GB LOW POWER KL...	KINGSTON 8GB LOW POWER KIT - KTH...		1	3 096,00	0,00	<input type="checkbox"/>	3 096,00	Ap
Item	1005	HP BLACK TREFÄRG NO.343	HP BLACK TREFÄRG NO.343		1	236,00	0,00	<input type="checkbox"/>	236,00	Ap
Item	1006	HP BLACK SVART NO.339 21ML	HP BLACK SVART NO.339 21ML		1	316,00	0,00	<input type="checkbox"/>	316,00	Ap
Item	1004	HP HD 146GB 2.5" 10K SAS DP H...	HP HD 146GB 2.5" 10K SAS DP HOT PL...		4	2 995,00	0,00	<input type="checkbox"/>	11 980,00	Ap
G/L Account	5710	Freight / Frakter	Freight / Frakter		1	239,25	0,00	<input type="checkbox"/>	239,25	Ap

The 'Posted Document Line Approvers' table shows the following data:

Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Delegated to	Changed By	Changed Date
AA	Anders Andersson		2020-08-27 19:04	AA	Approved		AA	2020-08-27 19:04
BB	Bertil Boo		2020-08-27 19:14	BB	Approved		BB	2020-08-27 19:14

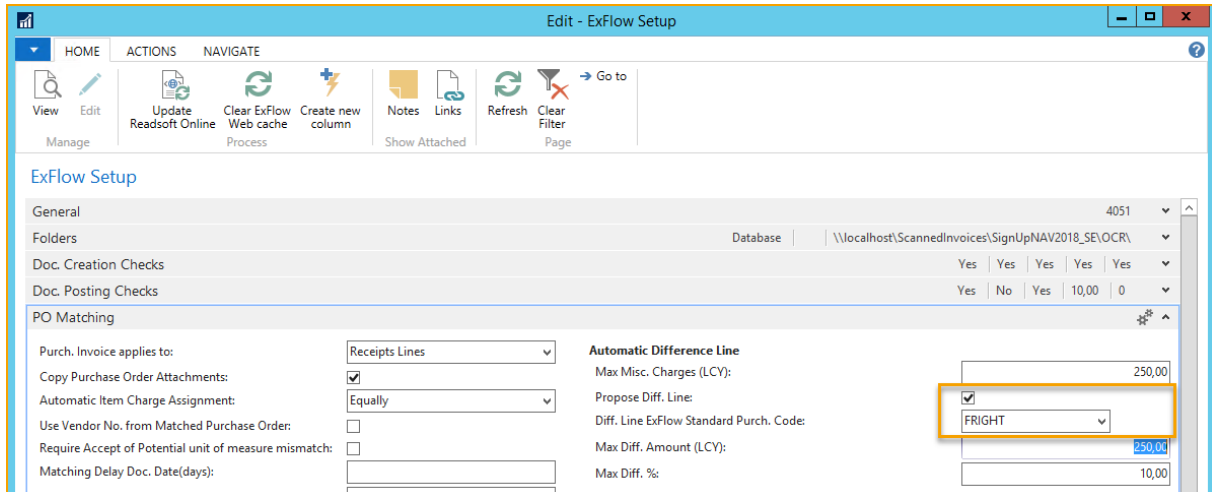
A PDF preview of an invoice from 'Dustin' is displayed on the right side of the interface.

Screenshot - ExFlow Approval Status History

## Automatic Diff. Line

In ExFlow Import Journal when matching Purchase Order, it is possible to detect and create Diff. Line to G/L Account, Item or Charge (Item) automatically.

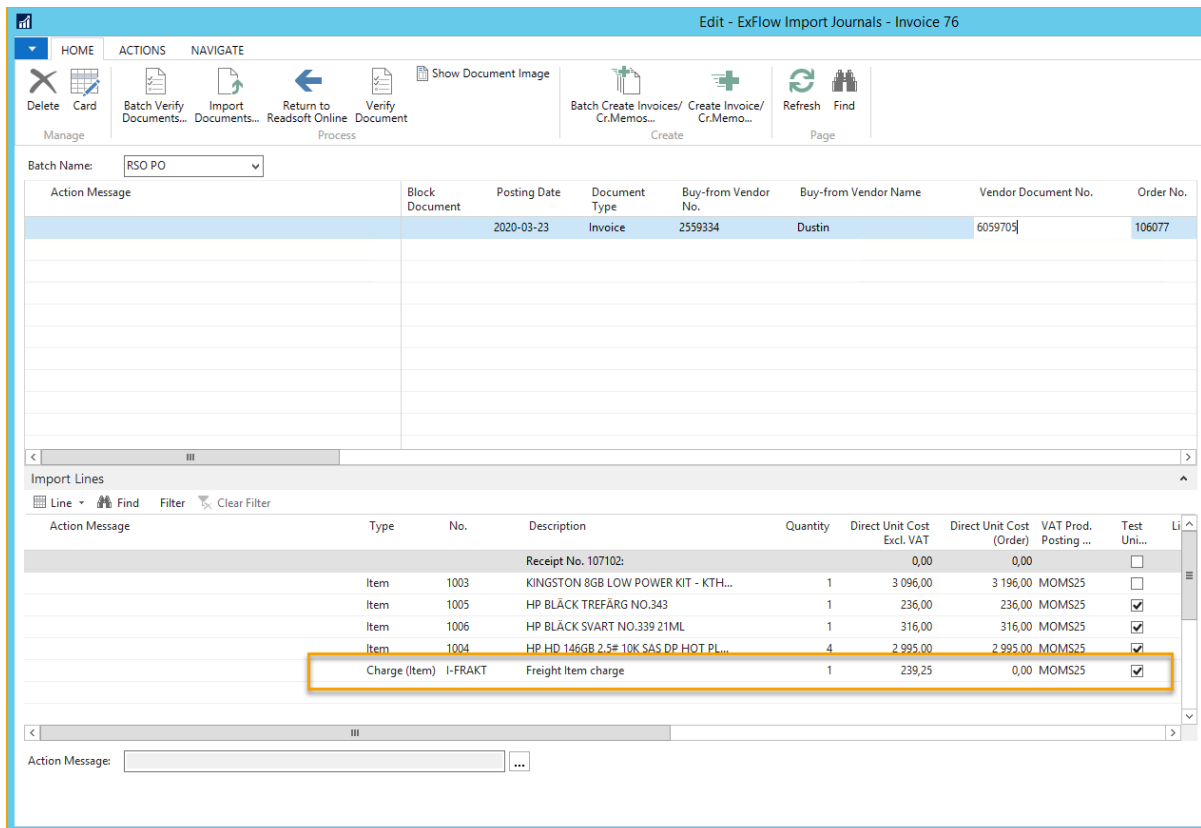
Add “ExFlow Standard Purchase Code” in field “Diff.Line ExFlow Standard Purch. Code” under PO Matching in ExFlow Setup.



The screenshot shows the 'Edit - ExFlow Setup' window. The 'PO Matching' section is expanded, showing various configuration options. The 'Automatic Difference Line' section is highlighted with a red box, showing the following settings:

- Max Misc. Charges (LCY): 250,00
- Propose Diff. Line:
- Diff. Line ExFlow Standard Purch. Code: **FRIIGHT** (highlighted in a red box)
- Max Diff. Amount (LCY): 250,00
- Max Diff. %: 10,00

Screenshot - ExFlow Setup



The screenshot shows the 'Edit - ExFlow Import Journals - Invoice 76' window. The 'Import Lines' section is expanded, showing a table of import lines. The table has the following columns: Action Message, Type, No., Description, Quantity, Direct Unit Cost Excl. VAT, Direct Unit Cost (Order), VAT Prod. Posting..., Test Uni..., and Li... The following table represents the data shown in the screenshot:

Action Message	Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Direct Unit Cost (Order)	VAT Prod. Posting...	Test Uni...	Li...
Receipt No. 107102:					0,00	0,00		<input type="checkbox"/>	
Item	1003		KINGSTON 8GB LOW POWER KIT - KTH...	1	3 096,00	3 196,00	MOMS25	<input type="checkbox"/>	
Item	1005		HP BLÄCK TREFÄRG NO.343	1	236,00	236,00	MOMS25	<input checked="" type="checkbox"/>	
Item	1006		HP BLÄCK SVART NO.339 21ML	1	316,00	316,00	MOMS25	<input checked="" type="checkbox"/>	
Item	1004		HP HD 146GB 2.5" 10K SAS DP HOT PL...	4	2 995,00	2 995,00	MOMS25	<input checked="" type="checkbox"/>	
Charge (Item)	I-FRAKT		Freight item charge	1	239,25	0,00	MOMS25	<input checked="" type="checkbox"/>	

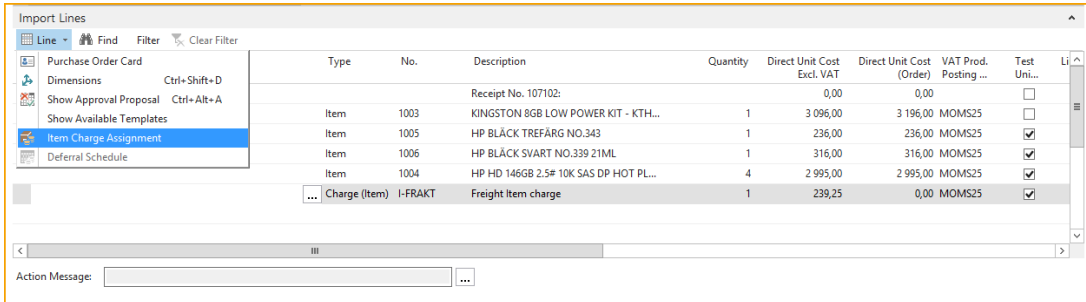
Screenshot - ExFlow Import journal

## Item Charge Assignment

When using Charge (Item), assignment can be done in three ways. From Import Journal, automatically or manually from Invoice Card.

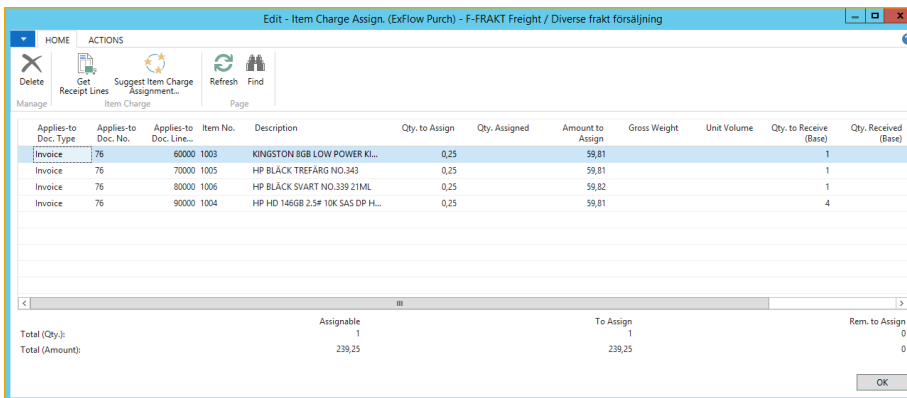
### Manually from Import Journal

Go to: **Import Lines --> Line --> Item Charge Assignment**



Line	Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Direct Unit Cost (Order)	VAT Prod. Posting ...	Test Uni...
Receipt No. 107102:								
	Item	1003	KINGSTON 8GB LOW POWER KIT - KTH...	1	3 096,00	3 196,00	MOMS25	<input type="checkbox"/>
	Item	1005	HP BLÄCK TREFÄRG NO.343	1	236,00	236,00	MOMS25	<input checked="" type="checkbox"/>
	Item	1006	HP BLÄCK SVART NO.339 21ML	1	316,00	316,00	MOMS25	<input checked="" type="checkbox"/>
	Item	1004	HP HD 146GB 2.5" 10K SAS DP HOT PL...	4	2 995,00	2 995,00	MOMS25	<input checked="" type="checkbox"/>
	Charge (Item)	I-FRAKT	Freight item charge	1	239,25	0,00	MOMS25	<input checked="" type="checkbox"/>

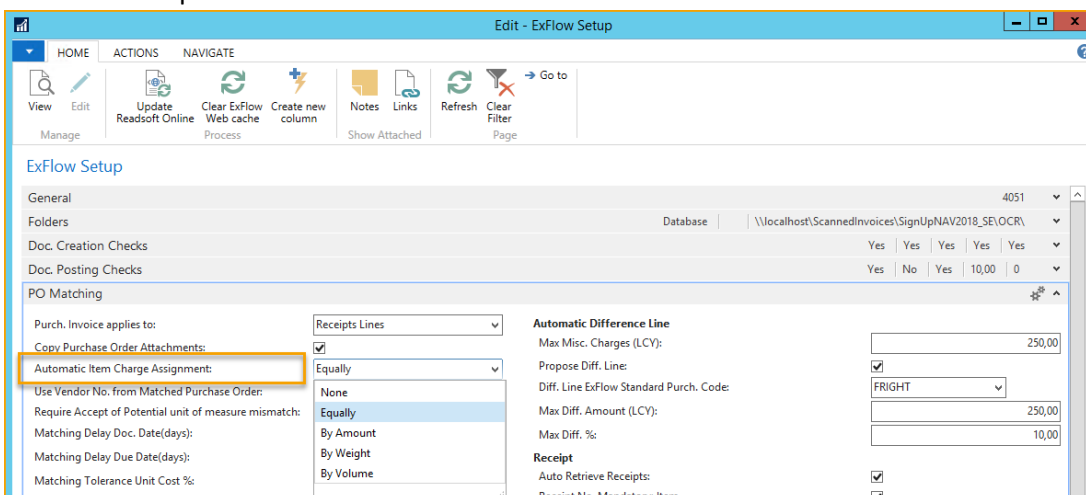
Screenshot - ExFlow Import journal - Import Lines - Item Charge Assignment



Applies-to Doc. Type	Applies-to Doc. No.	Applies-to Doc. Line...	Item No.	Description	Qty. to Assign	Qty. Assigned	Amount to Assign	Gross Weight	Unit Volume	Qty. to Receive (Base)	Qty. Received (Base)
Invoice	76	60000	1003	KINGSTON 8GB LOW POWER KL...	0,25		59,81			1	
Invoice	76	70000	1005	HP BLÄCK TREFÄRG NO.343	0,25		59,81			1	
Invoice	76	80000	1006	HP BLÄCK SVART NO.339 21ML	0,25		59,82			1	
Invoice	76	90000	1004	HP HD 146GB 2.5" 10K SAS DP H...	0,25		59,81			4	

Screenshot - Item Charge Assign. (ExFlow Purch)

Let ExFlow automatically assign Item Charge. Add value how to calculate assignment "Equally, By Amount, By Weight or By Volume" in field "Automatic Item Charge Assignment" under PO Matching in ExFlow Setup.



PO Matching	
Purch. Invoice applies to:	Receipts Lines
Copy Purchase Order Attachments:	<input checked="" type="checkbox"/>
Automatic Item Charge Assignment:	Equally
Use Vendor No. from Matched Purchase Order:	None
Require Accept of Potential unit of measure mismatch:	Equally
Matching Delay Doc. Date(days):	By Amount
Matching Delay Due Date(days):	By Weight
Matching Tolerance Unit Cost %:	By Volume

Screenshot - ExFlow Setup

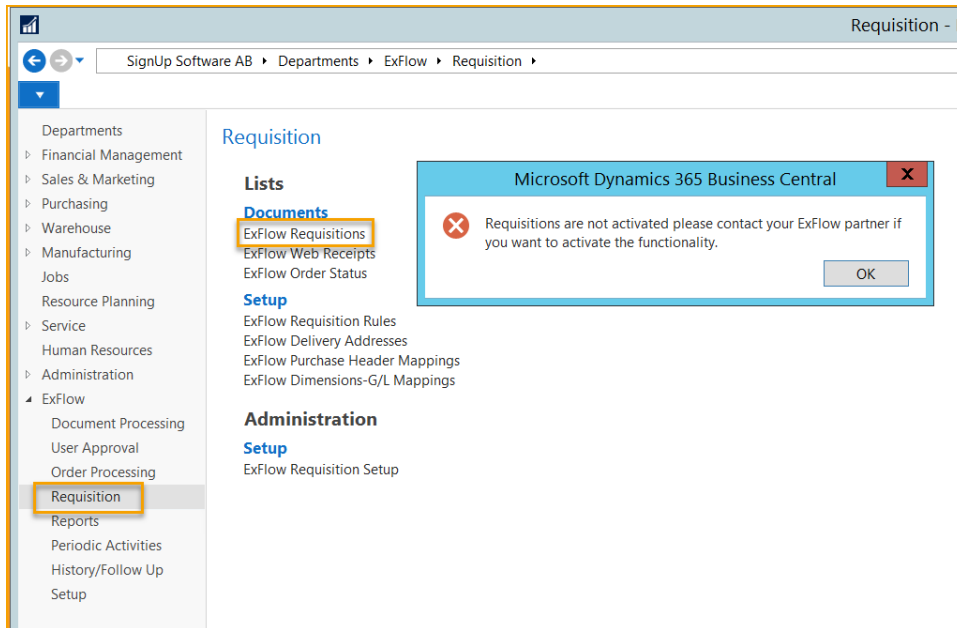
If Automatically Item Charge Assignment is used, Charge (Item) will be assigned when running Verify Changes in Approval Status and it is no longer possible to assign manually from Import Journal.

## Requisition

Path: **Departments/ExFlow/Requisition**

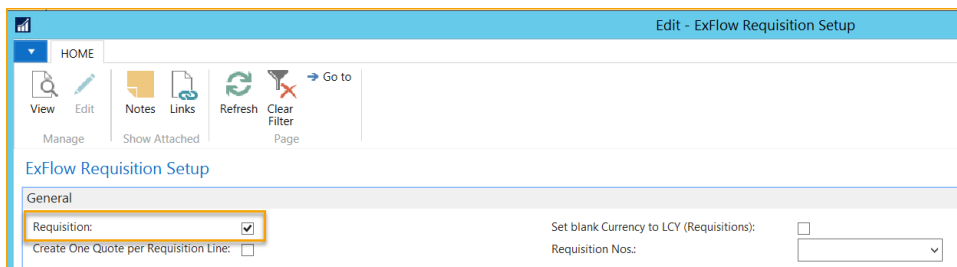
Requisition management in ExFlow Web makes it possible, without access to NAV/Business Central, to create a Requisition, get this approved, and finally get a purchase order in the system. This purchase order can then be printed or sent by e-mail to the supplier.

Normally the Requisition handling is inactivated in ExFlow.



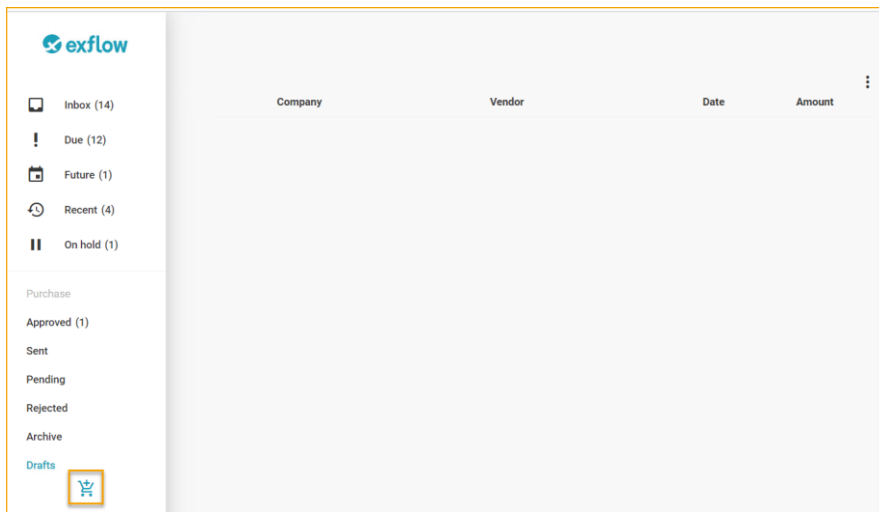
Screenshot - ExFlow Requisition Menu

To activated Requisitions, go to ExFlow Requisition Setup.



Screenshot - ExFlow Requisition Setup

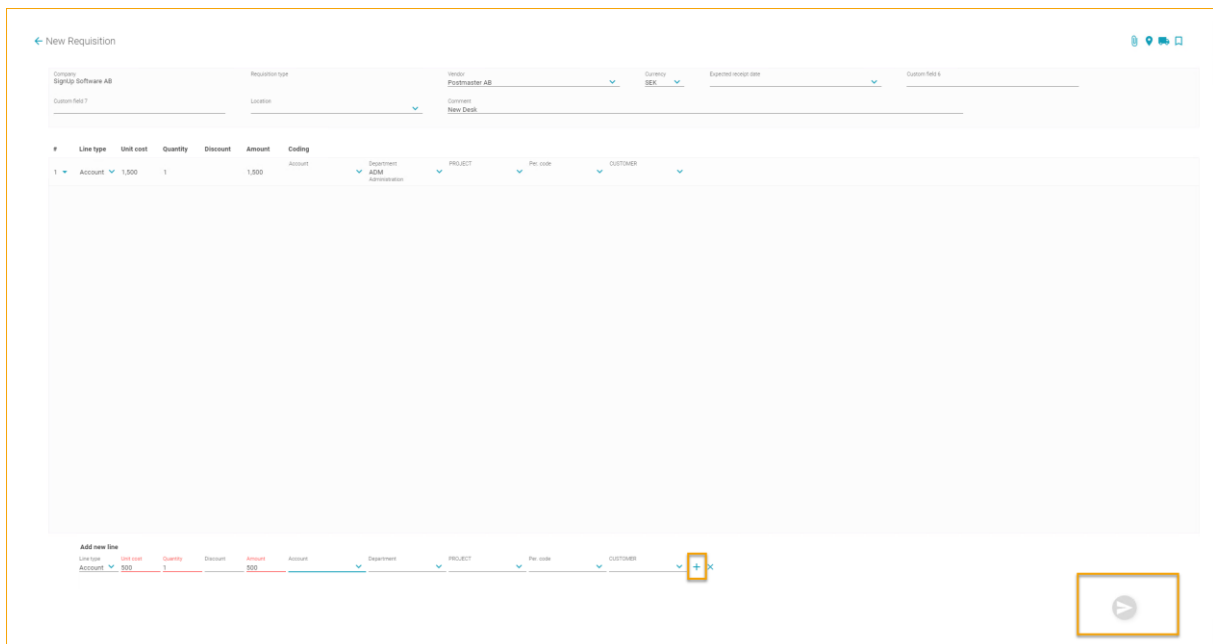
Also change is needed in the web configuration with help from SignUp Software or your Business Central Partner.



Screenshot - ExFlow Web - Requisition

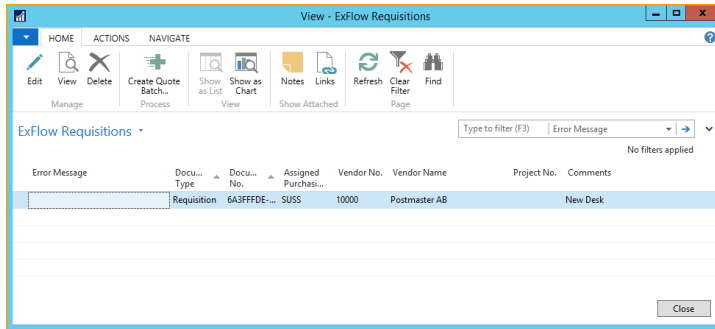
### How to create a Requisition in ExFlow Web:

Add Vendor information and lines for what to order. Click Save button to send requisition for approval.



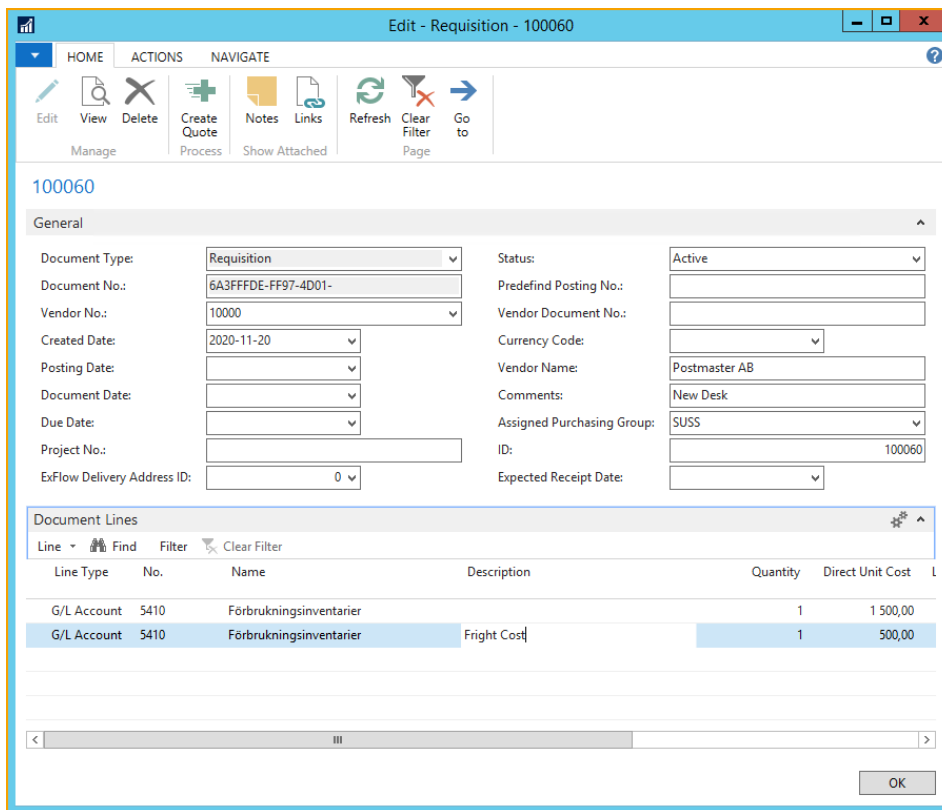
Screenshot - ExFlow Web - Requisition Document

The Requisition is now to be found in ExFlow Requisitions in Business Central  
 Path: **Departments/ExFlow/Requisition/Documents/ExFlow Requisitions**



Screenshot - ExFlow Requisitions

View to see all lines and edit, if needed, before creating the Purchase Quote.



Screenshot - ExFlow Requisition Card

Click “Create Quote Batch” in the Ribbon from the list view, or open and click on “Create Quote” from card.

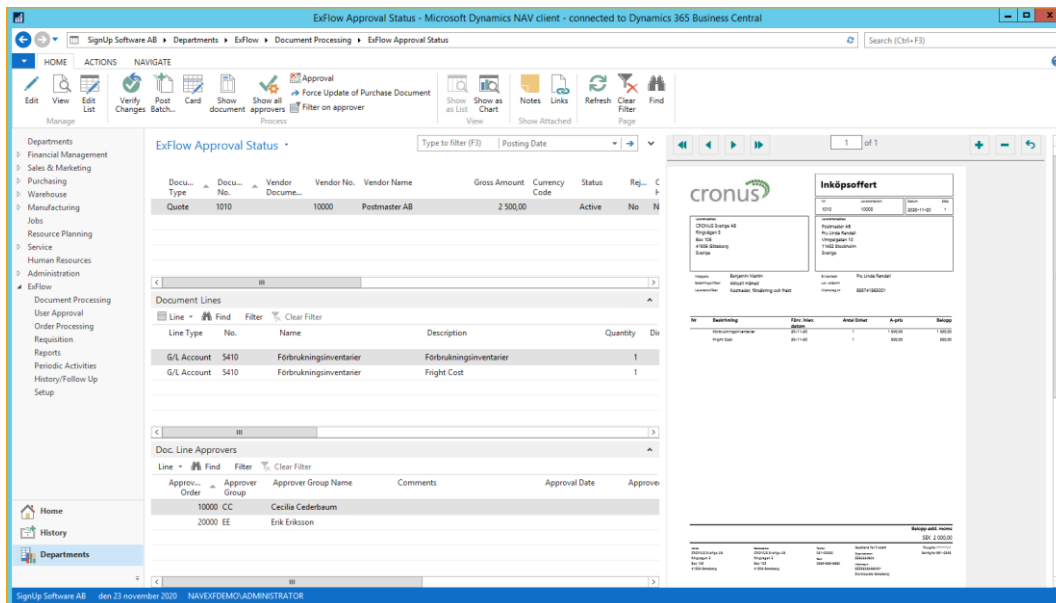


The Purchase Quote is automatically released and appears in ExFlow Approval Status. It is now ready for approval on ExFlow Web if Template Rules are added automatically.

Users who created the Requisition/Quote are automatically added as first approver, to be able to select separate Template Rules.

If the Quote is Inactive, manually add approvers or Template Rule on lines from the Document Card.

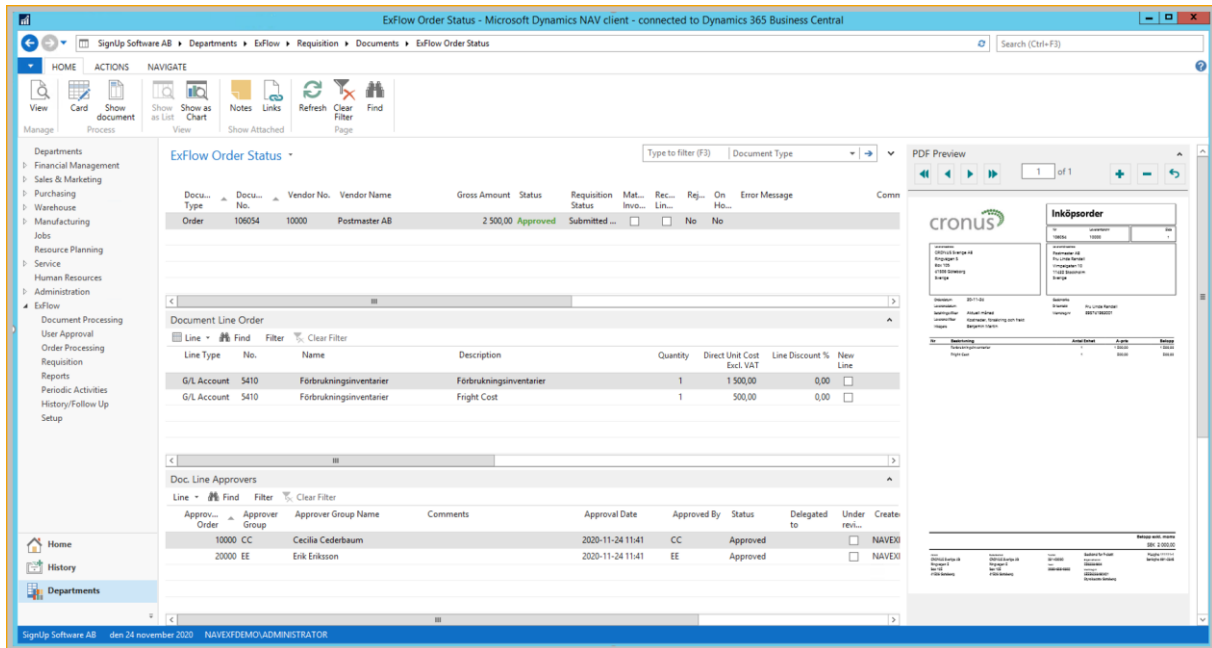
PDF is created from Reports in Requisition Setup.



Screenshot - ExFlow Approval Status

When the Quote is approved, a Purchase Order will be created and released automatically when running "Verify Changes".

The approval will be transferred from Quote to Purchase Order and can be found in ExFlow Order with status Approved.



Screenshot - ExFlow Order Status

It is also possible to auto approve Invoices that are already approved on the Purchase Order if Quantity and Amount is within ExFlow Setup differences. Activate “Auto Approve Invoice when connected to Approved Purchase Order” in Requisition Setup.

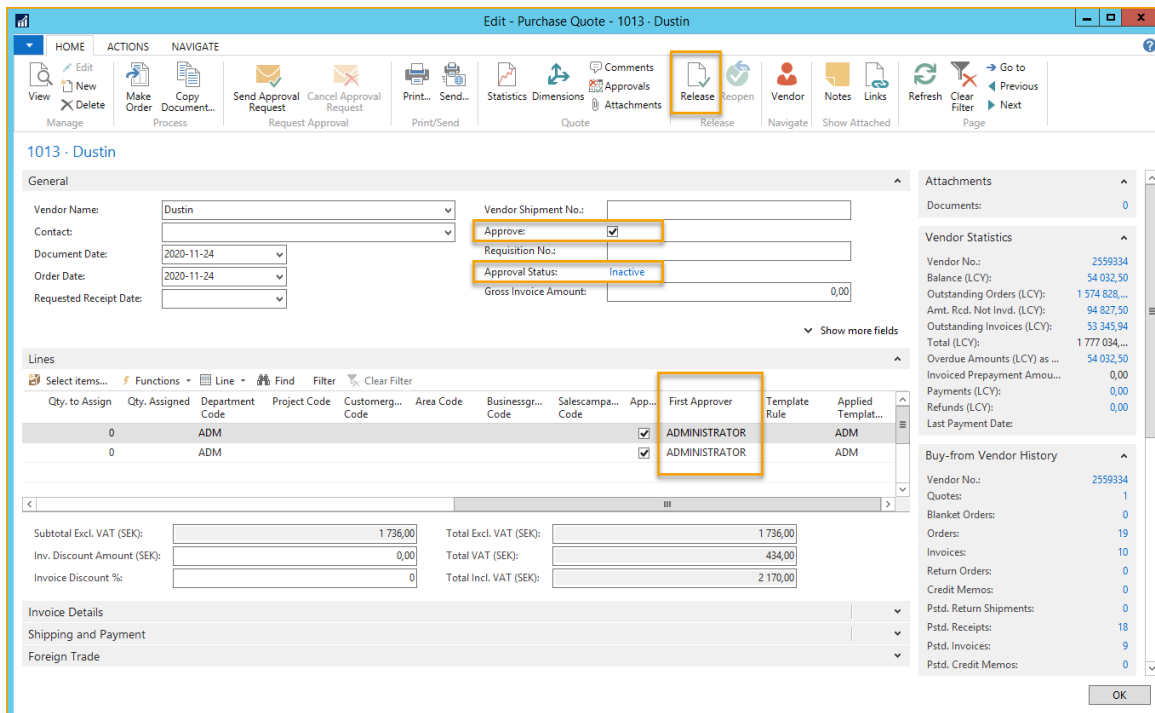
## ExFlow Quote Approval

ExFlow Requisition Setup needs to be activated for **“Purchase Quote Approval”**.

When creating a Purchase Quote “Approve” will be activated and the document will show in Approval Status as Inactive.

Users who created the Requisition/Quote are automatically added as first approver, to be able to select separate Template Rules.

To send the Purchase Quote for Approval the Quote needs to be “Released”. Now it will be visible in ExFlow Approval Status and current approver will be able to approve the Purchase Order on ExFlow Web.



Screenshot - Purchase Quote

It is possible to Reopen, make changes and Release again. Depending on ExFlow Setup and if Quote is approved, Restart Route might be needed.

When the Quote is approved, a Purchase Order will be created and released automatically when running "Verify Changes".

The approval will be transferred from Quote to Order and can be found in ExFlow Order Status with status Approved.

It is also possible to auto approve Invoices that are already approved on the Purchase Order if Quantity and Amount is within ExFlow Setup differences. Activate "Auto Approve Invoice when connected to Approved Purchase Order" in Requisition Setup.

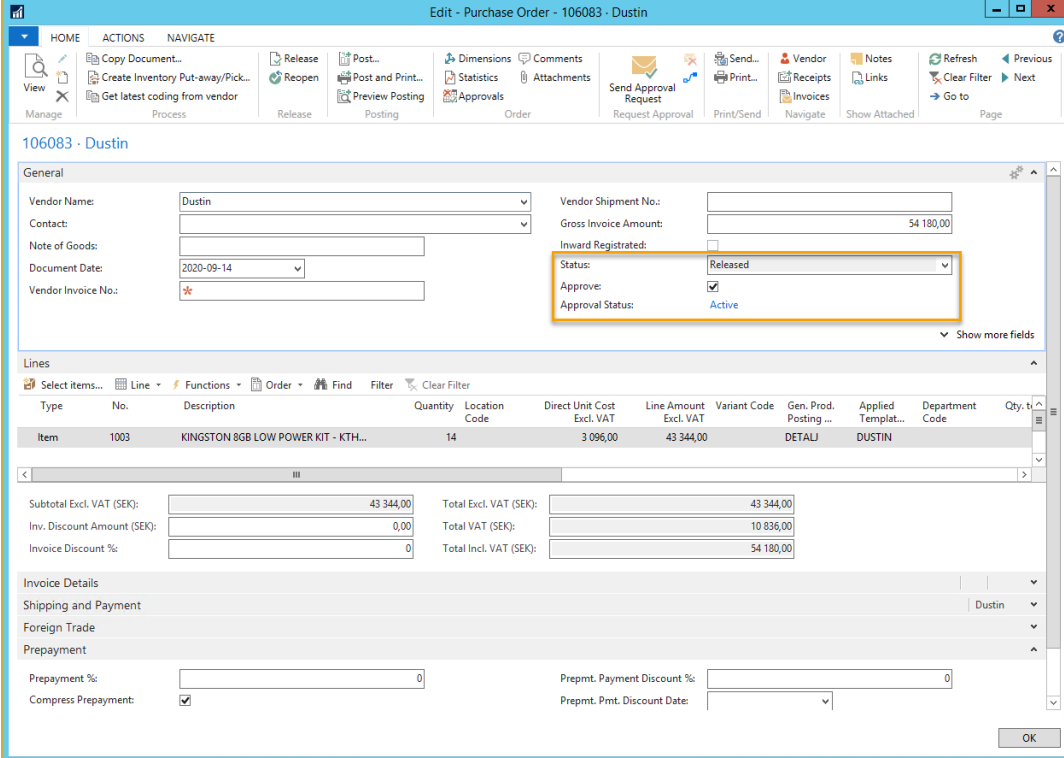
## ExFlow Order Approval

ExFlow Requisition Setup need to be activated for "Purchase Order Approval".

When creating a Purchase Order "Approve" will be activated and the document will show in Approval Status as Inactive.

Users who created the Requisition/Quote are automatically added as first approver, to be able to select separate Template Rules.

To send the Purchase Order for Approval the order needs to be "Released". Now it will be visible in ExFlow Approval Status and current approver will be able to approve the Purchase Order on ExFlow Web.

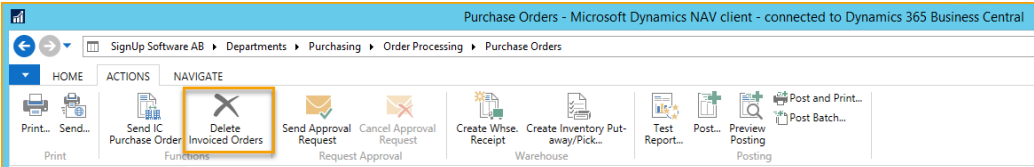


Screenshot - Purchase Order

It is possible to Reopen, make changes and Release again. Depending on ExFlow Setup and if order is approved, Restart Route might be needed.

It is also possible to auto approve Invoices that are already approved on the Purchase Order if Quantity and Amount is within ExFlow Setup differences. Activate "Auto Approve Invoice when connected to Approved Purchase Order" in Requisition Setup.

When the order is fully invoiced the Order Approval will moved to ExFlow Order Status History when using Business Central Standard function "Delete Invoiced Orders". If using "Delete" on the Purchase Order, this will also delete approval history.



Screenshot - Purchase Order List

# Reports and Analysis

Path: **Departments/ExFlow/Reports**

## ExFlow Approval Status

This report shows all the documents that are pending for approval and not yet posted. Use e.g. filter on due date to see documents for a specific period. In the tab "Options" select which documents to print.

Edit - ExFlow Approval Status

ACTIONS

Clear Filter  
Page

**Options**

Print Details:	<input checked="" type="checkbox"/>
All:	<input type="checkbox"/>
Inactive:	<input type="checkbox"/>
Active:	<input checked="" type="checkbox"/>
Approved:	<input type="checkbox"/>
Ready for posting:	<input type="checkbox"/>
On Hold:	<input type="checkbox"/>
Rejected:	<input type="checkbox"/>
<b>For Purchase Orders:</b>	
Received:	<input type="checkbox"/>
Invoiced:	<input type="checkbox"/>
Amount to use:	Order Amount <span style="font-size: x-small;">v</span>
Reduce order amount with matched open invoices:	<input type="checkbox"/>
Retrieve Lines From:	Purchase Line <span style="font-size: x-small;">v</span>
Invoice lines matched against purchase order:	All <span style="font-size: x-small;">v</span>
Only include G/L Lines:	<input checked="" type="checkbox"/>
Exclude Non Approval Lines:	<input type="checkbox"/>
Currency Rate Based on:	Today's date <span style="font-size: x-small;">v</span>

**Journal Line Integration:**

Purchase Header

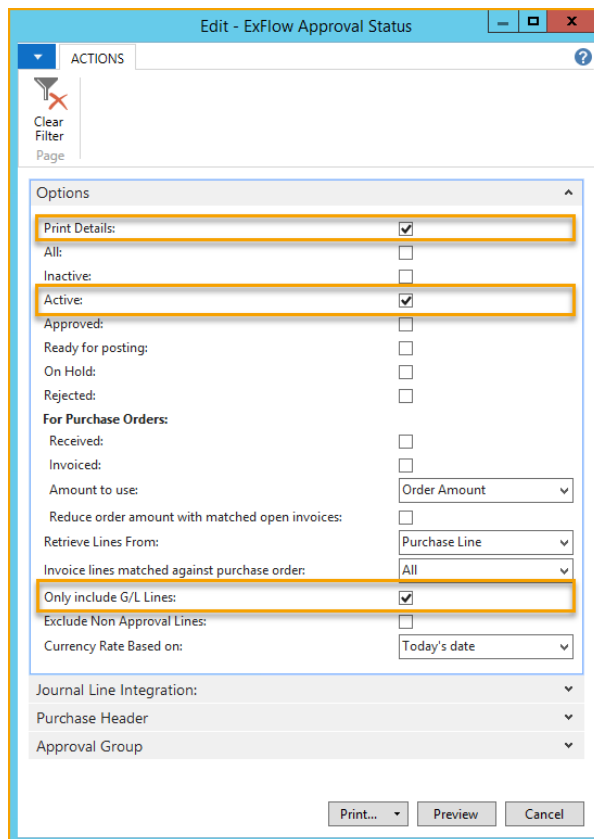
Approval Group

*Screenshot - Report - ExFlow Approval Status*

## Book Preliminary Costs

This report can also be used to fill a General Journal with entries that can be posted to book preliminary costs (per Purchasing) for documents not yet finally certified. In the example below, the following will occur:

- For all **Active** (i.e. still out for approval) document lines of type **G/L Account** a record is created in the General Journal and default batch.
- The line will have the Posting Date set to **2020-01-31**.
- The G/L Account number will be added from the purchasing line and the balance for the G/L Account will be set to **2445**.
- There will also be created a reverse posting with posting date **2020-02-01** on the same G/L Account but with opposite signs.
- All lines that have a Deferral Start Date set for accrual after 2020-01-31 will not be included. This is because the field **“Exclude Periodic lines with Starting Date after Posting Date:”** is checked.



Options

Print Details:

All:

Inactive:

Active:

Approved:

Ready for posting:

On Hold:

Rejected:

**For Purchase Orders:**

Received:

Invoiced:

Amount to use: Order Amount

Reduce order amount with matched open invoices:

Retrieve Lines From: Purchase Line

Invoice lines matched against purchase order: All

Only include G/L Lines:

Exclude Non Approval Lines:

Currency Rate Based on: Today's date

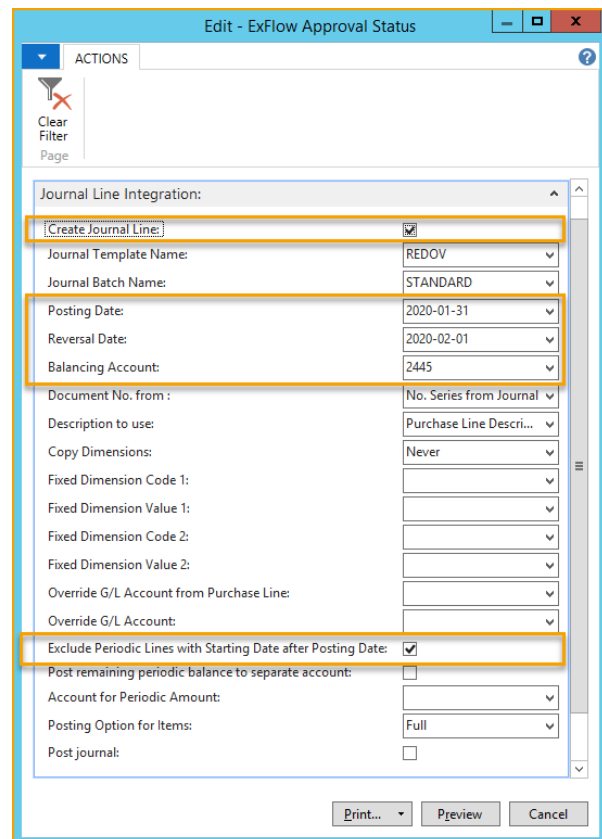
Journal Line Integration:

Purchase Header:

Approval Group:

Print... Preview Cancel

Screenshot - Report - ExFlow Approval Status



Journal Line Integration:

Create Journal Line:

Journal Template Name: REDOV

Journal Batch Name: STANDARD

Posting Date: 2020-01-31

Reversal Date: 2020-02-01

Balancing Account: 2445

Document No. from : No. Series from Journal

Description to use: Purchase Line Descri...

Copy Dimensions: Never

Fixed Dimension Code 1:

Fixed Dimension Value 1:

Fixed Dimension Code 2:

Fixed Dimension Value 2:

Override G/L Account from Purchase Line:

Override G/L Account:

Exclude Periodic Lines with Starting Date after Posting Date:

Post remaining periodic balance to separate account:

Account for Periodic Amount:

Posting Option for Items: Full

Post journal:

Print... Preview Cancel

Screenshot - Report - ExFlow Approval Status

## Other Journal Line Integration Settings

### Options

#### **Only Include G/L Lines:**

Only include G/L Accounts in the General Journal suggestion. If not selected all line types will be included. Items will be replaced by a G/L Accounts which is selected based on General Posting Setups.

#### **Exclude Non Approval Lines:**

Leaving this option unselected will include all Invoices/Credit Memos and Lines not only in ExFlow Approval Status. Selecting this option will ensure that only ExFlow generated Invoice/Credit Memo Lines will be included.

#### **Currency Rate Based on:**

Invoices/Credit Memos in other currency's than your LCY needs to be converted to LCY.

Today's date: Currency Exchange rate is calculated based on today's date.

Document's posting date: Exchange rate is calculated based on each source documents posting date.

Currency factor from purchase header: The (existing) Exchange rate from the source document is used.

### Journal Line Integration

#### **Copy Dimensions:**

Copy dimension to the suggested General Journal lines from source documents.

#### **Override G/L Account from Purchase Line:**

The blank option will suggest the G/L Account from the source purchase line.

Always: Replace all G/L Accounts with the G/L Account select below.

When Line has the Predefined Account: Only replace G/L Accounts from General Posting Setup in field Purch. Account.

#### **Override G/L Account:**

The G/L Account used for the setting above.

#### **Exclude Periodic Lines with Starting Date after Posting Date:**

Yes: Lines with Deferral Start Date after Posting Date will not be included.

No: All Deferral posting will be included.

#### **Post remaining periodic balance to separate account:**

Post remaining periodic amounts due to Deferral Templates to the G/L Account selected below.

#### **Account for Periodic Amount:**

The G/L Account used for the setting above.

#### **Posting Option for Items:**

Options are Full or Inventory Account Only.

### EX Approval Status

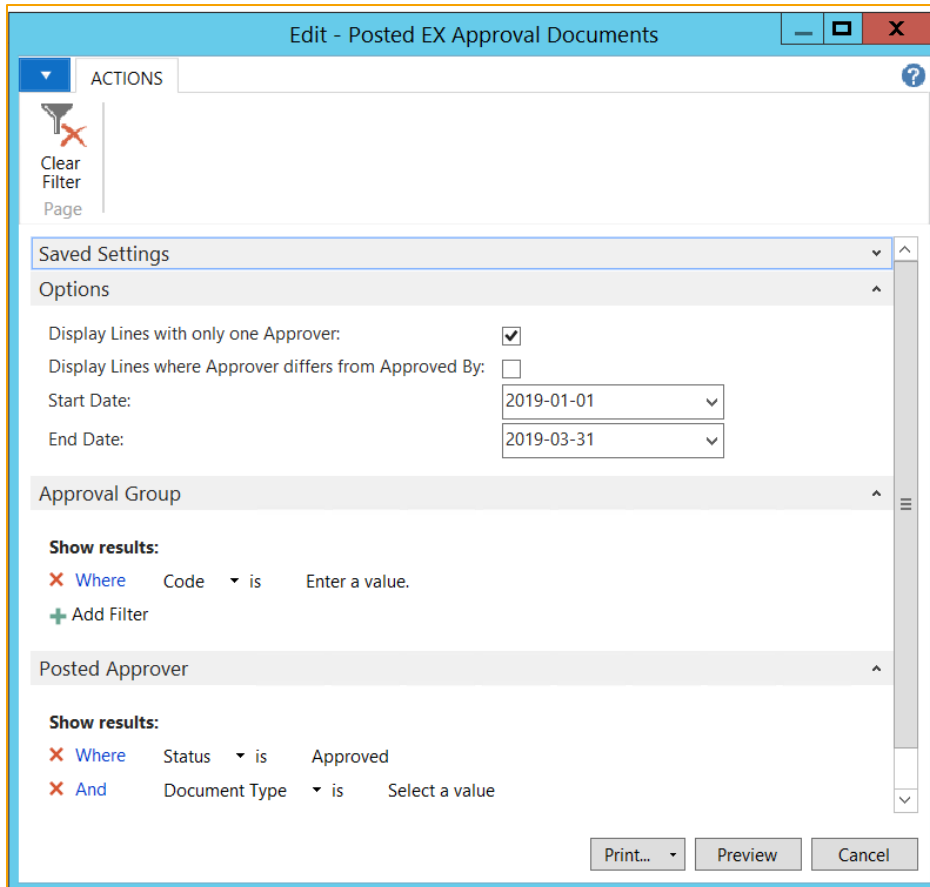
Doc. Type	No.	Vendor No. No.	Vendor name	Description	Outstanding amount	Due date	Status	Current approver
In	1036	2559334	Dustin		139,25	2011-04-12	Active	
		5710	Freight / Frakter		139,25			
In	1042	2559334	Dustin		139,00	2020-03-20	Active	
		5710	Freight / Frakter		139,00			
<b>Total</b>								
			Inactive		0,00			
			Active		278,25			
			Approved		0,00			
			Completed		0,00			
			Hold		0,00			
			Rejected		0,00			
					278,25			

Screenshot - Report - ExFlow Approval Status

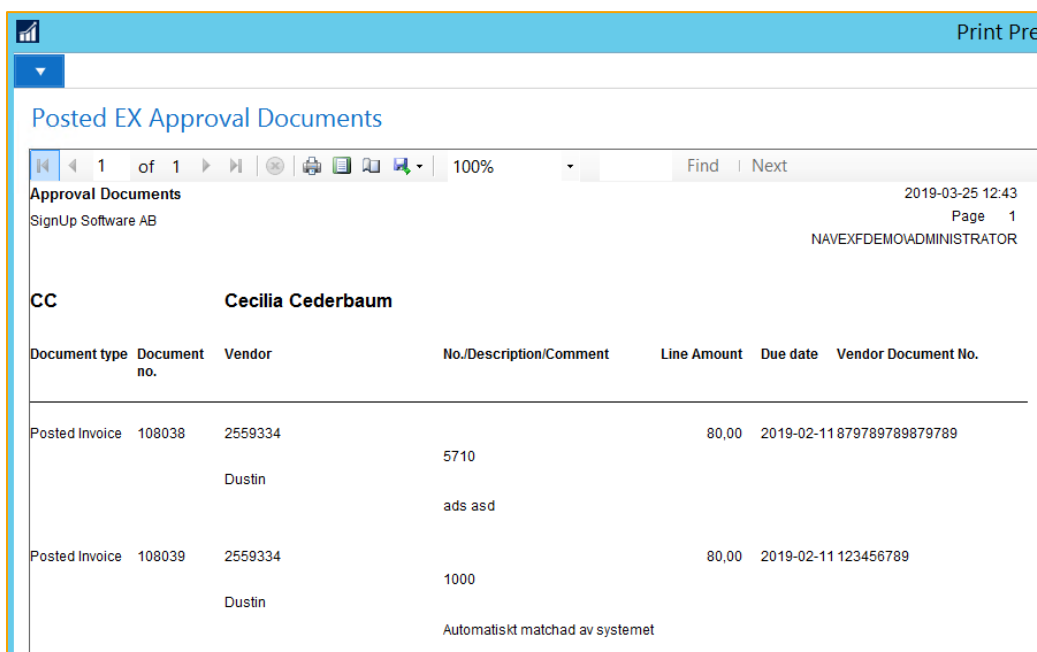


## Approval Documents

The Report Approval documents show documents grouped by approver. The report can also include documents which have been posted. It is possible to use this report to show documents with only one approver. This report can be exported to Excel.



Screenshot - Report - ExFlow Posted Approval Documents

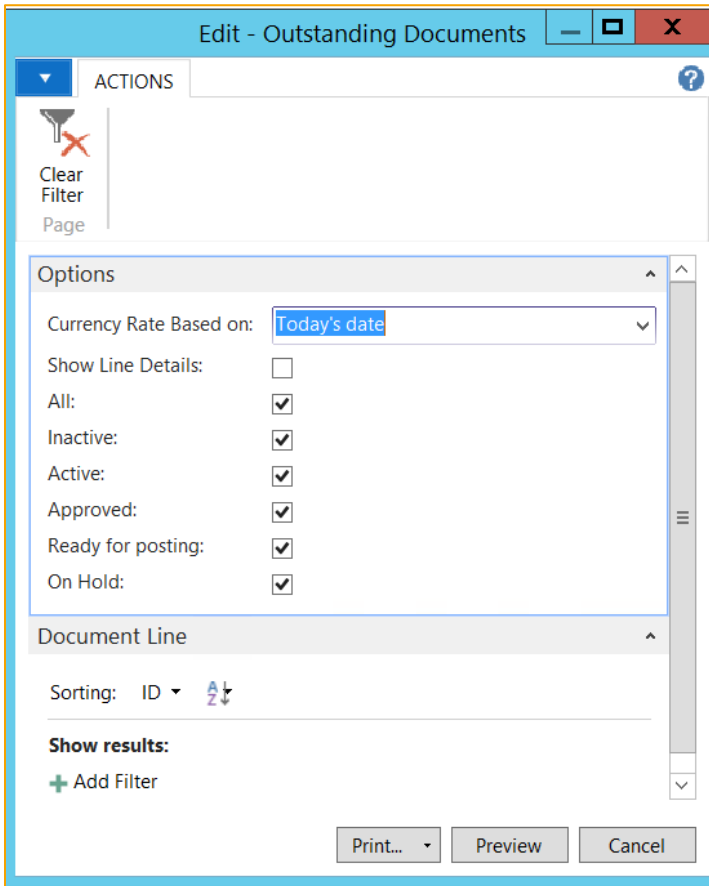


Document type	Document no.	Vendor	No./Description/Comment	Line Amount	Due date	Vendor Document No.
Posted Invoice	108038	2559334	5710	80,00	2019-02-11	879789789879789
		Dustin	ads asd			
Posted Invoice	108039	2559334	1000	80,00	2019-02-11	123456789
		Dustin	Automatiskt matchad av systemet			

Screenshot - Report - ExFlow Posted Approval Documents

## Outstanding Documents

This report can be used to see open documents for one specific or several Approval Groups.



Screenshot - Report - ExFlow Open Documents

Outstanding Documents

Applied Filters: Today's date, All, Active, Inactive, Approved, Ready for posting, On Hold

Document Type: Invoice

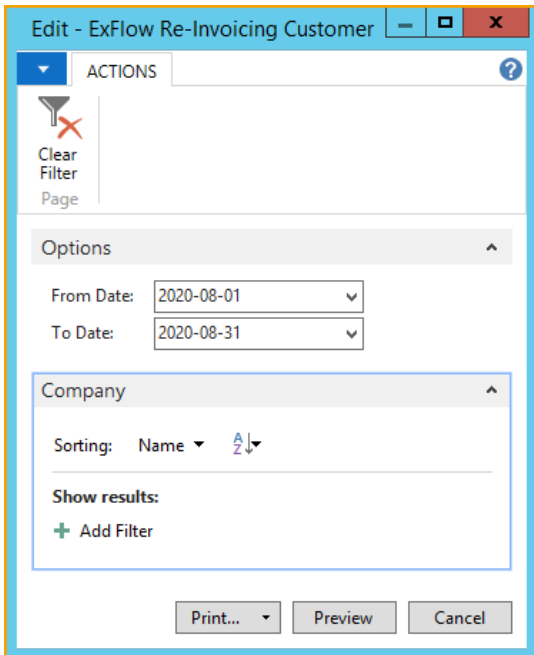
Document No.	Document Status	Vendor Document No.	Vendor No. - Vendor Name	Gross Amount	Gross Amount (LCY)	Due Date	Posting Date	Line Type	No.	Description	Line Amount	Current Approver
1035	Ready for posting	500454222-2015	10000 - Postmaster AB	1 975	1 975,00	2020-03-10	2020-02-10	Item	70000	Sidopanel	1580	Approved
1036	Active	6059704-2001	2559334 - Dustin	19 834	19 834,00	2011-04-12	2011-03-23	Item	70061	KINGSTON RGBLOW POWERKIT- KTH-XW667LP/8G	3196	CC
1036	Active	6059704-2001	2559334 - Dustin	19 834	19 834,00	2011-04-12	2011-03-23	Item	70063	HP BLÄCK TREFÄRG N0 343	236	CC
1036	Active	6059704-2001	2559334 - Dustin	19 834	19 834,00	2011-04-12	2011-03-23	Item	70064	HP BLÄCK SVART N0 339 21ML	316	Approved
1036	Active	6059704-2001	2559334 - Dustin	19 834	19 834,00	2011-04-12	2011-03-23	Item	70062	HP HD 146GB 2.5# 10K SAS DP HOT PLUG	11980	Approved
1036	Active	6059704-2001	2559334 - Dustin	19 834	19 834,00	2011-04-12	2011-03-23	G/L Account	5710	Freight / Frakter	139,25	Approved
1037	Ready for posting	500454222-2014	10000 - Postmaster AB	770	770,00	2020-03-10	2020-02-10	Item	70000	Sidopanel	200	Approved
1037	Ready for posting	500454222-2014	10000 - Postmaster AB	770	770,00	2020-03-10	2020-02-10	Item	70002	Bas	416	Approved
1039	Ready for posting	500454223-2016	10000 - Postmaster AB	943	943,00	2020-03-10	2020-02-10	G/L Account	5710	Frakt	139	Approved
1039	Ready for posting	500454223-2016	10000 - Postmaster AB	943	943,00	2020-03-10	2020-02-10	Item	70000	Sidopanel	200	Approved

Screenshot - Report - ExFlow Open Documents

## ExFlow Re-Invoice Customer Report

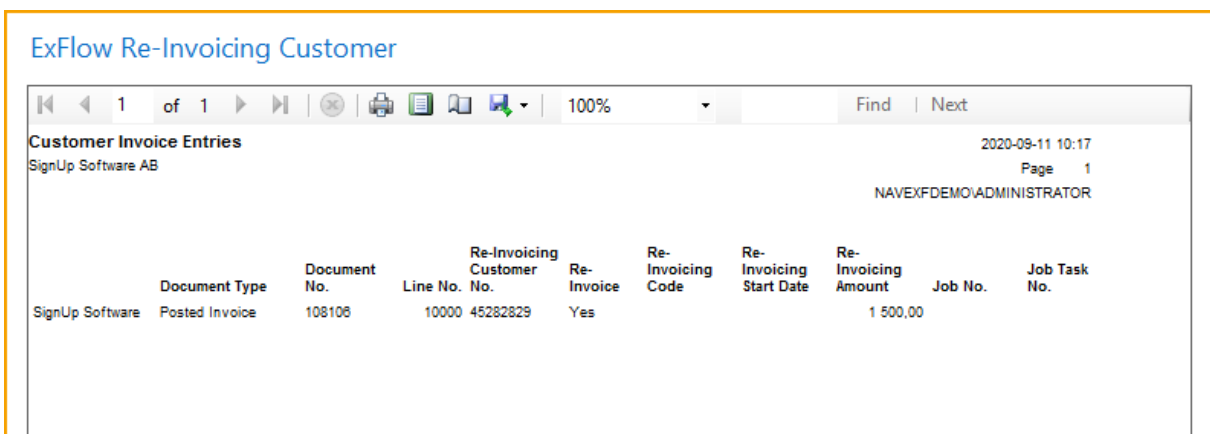
This report can be used to see purchase lines that should be re-Invoice to Customer.  
Enter From Date and To Date.

Filter dates are selecting from Document Date on Purchase Documents in ExFlow Approval Status and ExFlow Approval Status History.



Screenshot - Report - ExFlow Re-Invoicing Customer

The report includes all invoices with Re-Invoice to Customer.  
From ExFlow Approval Status with Document Type Invoice or Credit Memo without any filter on status and from ExFlow Approval History with document type Posted Invoice or Posted Credit Memo.

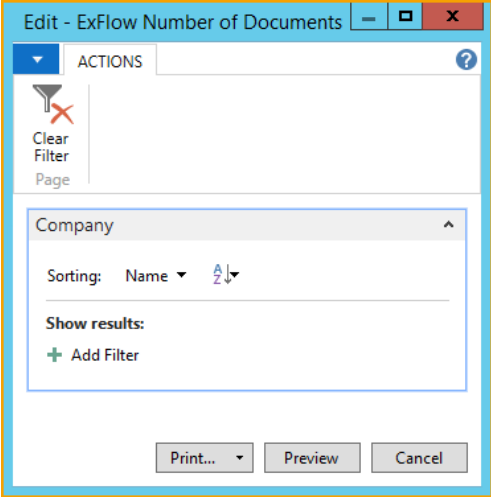


Document Type	Document No.	Line No.	Re-Invoicing Customer	Re-Invoice	Re-Invoicing Code	Re-Invoicing Start Date	Re-Invoicing Amount	Job No.	Job Task No.
SignUp Software	Posted Invoice	108106	10000 45282829	Yes			1 500,00		

Screenshot - Report - ExFlow Re-Invoicing Customer

## ExFlow Number of Documents

This report can be used to see the number of ExFlow documents per Company and the number of Approvers per company.



Screenshot - Report - ExFlow Number of Documents

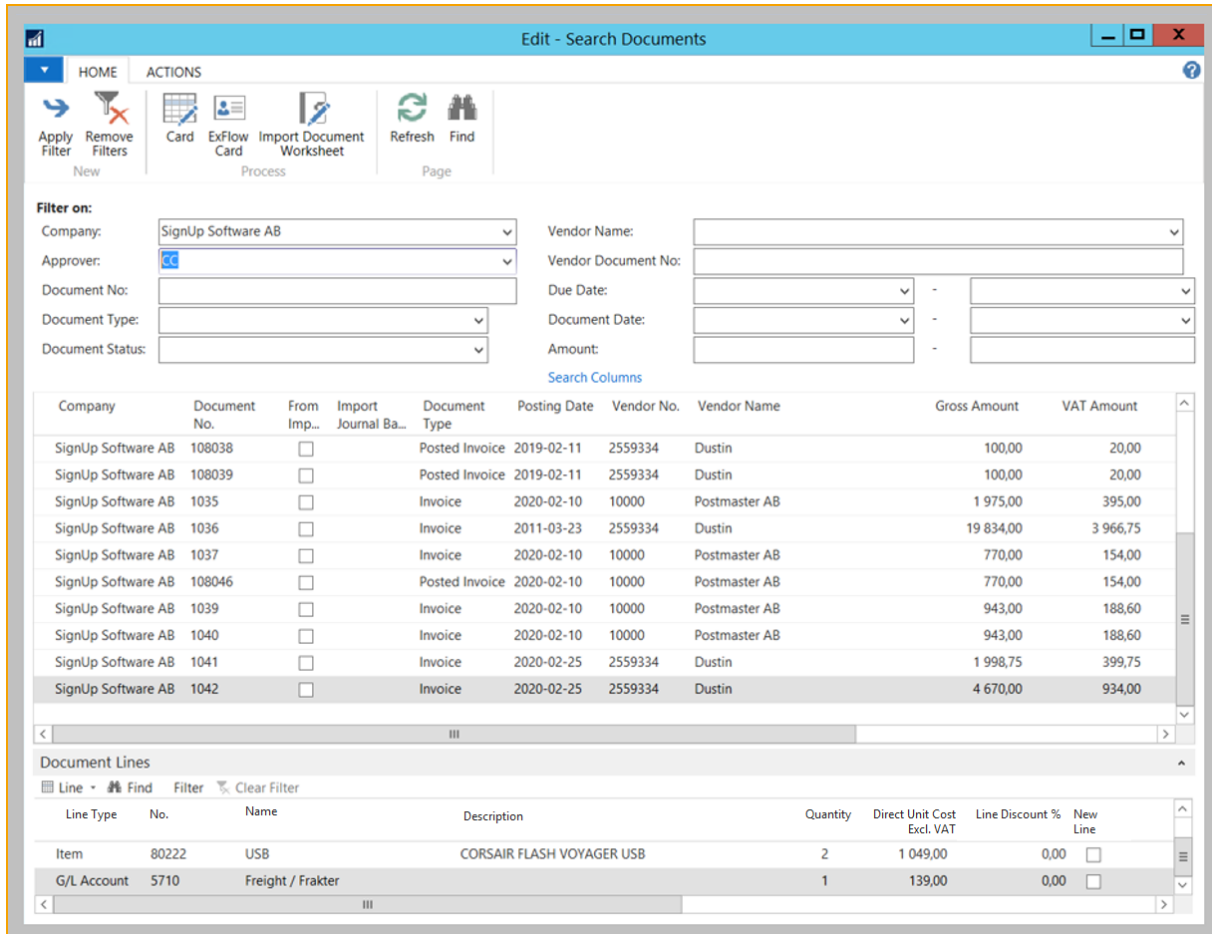
Number of ExFlow Documents		
		2019-03-25 14:51
		Page 1
		NAVEXFDEMOADMINISTRATOR
	Last Year	Current Year
Company in database:	18-01-01..18-12-31	19-01-01..19-12-31
<b>SignUp Software AB</b>		
Number of documents	0	10
Number of approvers	0	2
<b>SignUp Software NAV</b>		
Number of documents	0	0
Number of approvers	0	0
<b>Total:</b>		
<b>Number of Documents for all companies</b>	<b>0</b>	<b>10</b>
<b>Number of approvers for all companies</b>	<b>0</b>	<b>2</b>

Screenshot - Report - ExFlow Number of Documents

## Search ExFlow Documents

This report can be used for searching documents for different criteria. By choosing different filter user can find both Posted documents and Active. To be able to search user need to have at least two filter. Default is "Company".

When a user has entered filter push "Apply Filter" to show the result.



The screenshot shows the 'Edit - Search Documents' window. It features a navigation bar with 'HOME' and 'ACTIONS' tabs. The 'ACTIONS' bar includes buttons for 'Apply Filter', 'Remove Filters', 'Card', 'ExFlow Card', 'Import Document Worksheet', 'Refresh', and 'Find'. Below this is a 'Filter on:' section with various input fields for filtering documents.

**Filter on:**

- Company: SignUp Software AB
- Approver: CC
- Document No.: [Empty]
- Document Type: [Empty]
- Document Status: [Empty]
- Vendor Name: [Empty]
- Vendor Document No.: [Empty]
- Due Date: [Empty]
- Document Date: [Empty]
- Amount: [Empty]

**Search Columns**

Company	Document No.	From Imp...	Import Journal Ba...	Document Type	Posting Date	Vendor No.	Vendor Name	Gross Amount	VAT Amount
SignUp Software AB	108038	<input type="checkbox"/>		Posted Invoice	2019-02-11	2559334	Dustin	100,00	20,00
SignUp Software AB	108039	<input type="checkbox"/>		Posted Invoice	2019-02-11	2559334	Dustin	100,00	20,00
SignUp Software AB	1035	<input type="checkbox"/>		Invoice	2020-02-10	10000	Postmaster AB	1 975,00	395,00
SignUp Software AB	1036	<input type="checkbox"/>		Invoice	2011-03-23	2559334	Dustin	19 834,00	3 966,75
SignUp Software AB	1037	<input type="checkbox"/>		Invoice	2020-02-10	10000	Postmaster AB	770,00	154,00
SignUp Software AB	108046	<input type="checkbox"/>		Posted Invoice	2020-02-10	10000	Postmaster AB	770,00	154,00
SignUp Software AB	1039	<input type="checkbox"/>		Invoice	2020-02-10	10000	Postmaster AB	943,00	188,60
SignUp Software AB	1040	<input type="checkbox"/>		Invoice	2020-02-10	10000	Postmaster AB	943,00	188,60
SignUp Software AB	1041	<input type="checkbox"/>		Invoice	2020-02-25	2559334	Dustin	1 998,75	399,75
SignUp Software AB	1042	<input type="checkbox"/>		Invoice	2020-02-25	2559334	Dustin	4 670,00	934,00

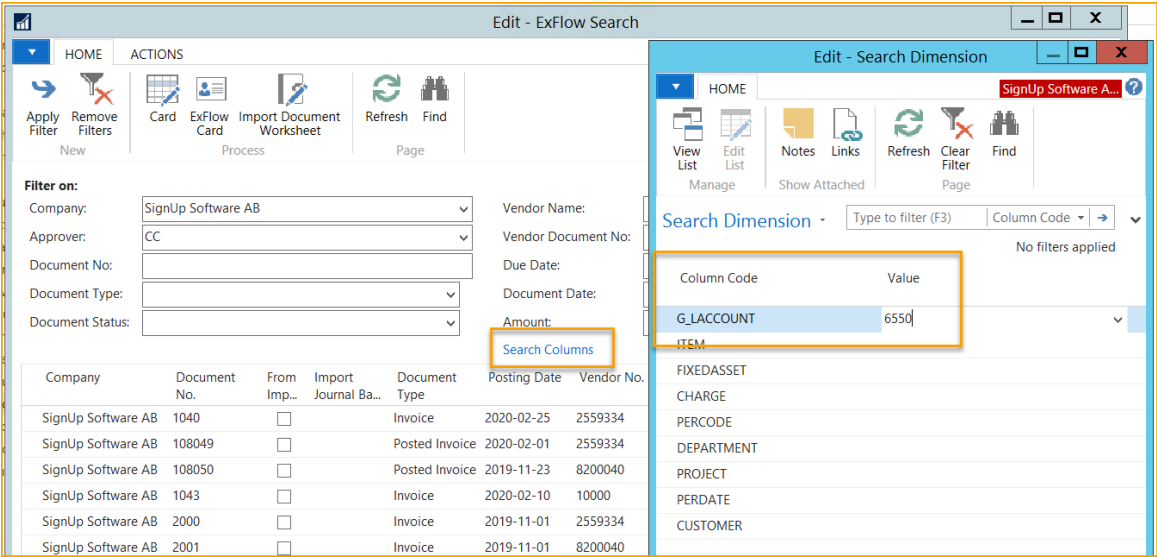
**Document Lines**

Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Line Discount %	New Line
Item	80222	USB	CORSAIR FLASH VOYAGER USB	2	1 049,00	0,00	<input type="checkbox"/>
G/L Account	5710	Freight / Frakter		1	139,00	0,00	<input type="checkbox"/>

Screenshot - ExFlow Search Documents

### Options "Search Columns"

Press Search Columns to add more search values on document lines.



The screenshot shows the 'Edit - ExFlow Search' window. On the left, there are filter fields for Company (SignUp Software AB), Approver (CC), Document No., Document Type, and Document Status. Below these is a table of search results:

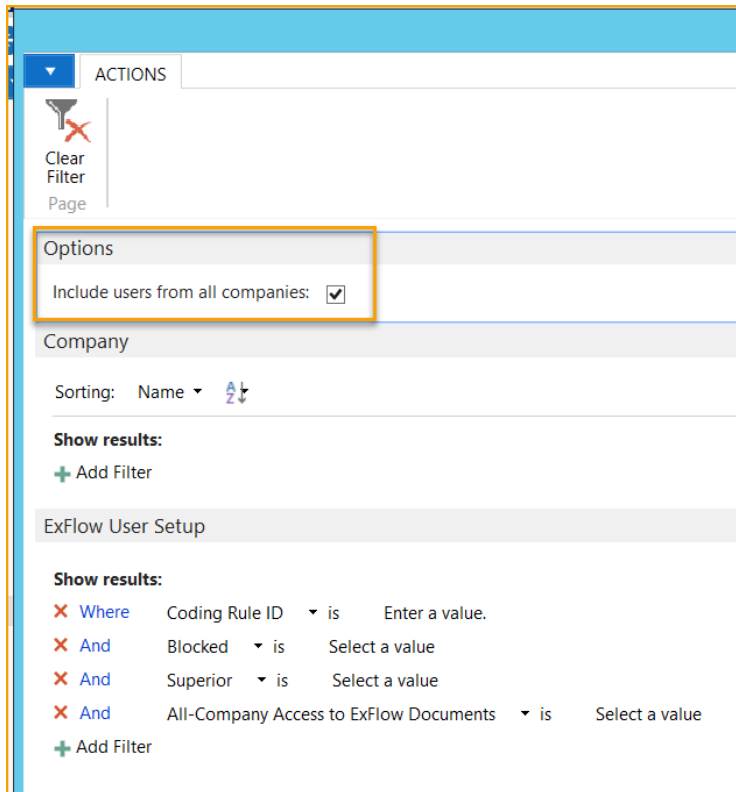
Company	Document No.	From Imp...	Import Journal Ba...	Document Type	Posting Date	Vendor No.
SignUp Software AB	1040	<input type="checkbox"/>		Invoice	2020-02-25	2559334
SignUp Software AB	108049	<input type="checkbox"/>		Posted Invoice	2020-02-01	2559334
SignUp Software AB	108050	<input type="checkbox"/>		Posted Invoice	2019-11-23	8200040
SignUp Software AB	1043	<input type="checkbox"/>		Invoice	2020-02-10	10000
SignUp Software AB	2000	<input type="checkbox"/>		Invoice	2019-11-01	2559334
SignUp Software AB	2001	<input type="checkbox"/>		Invoice	2019-11-01	8200040

On the right, the 'Edit - Search Dimension' panel is open, showing a 'Search Dimension' dropdown set to 'G\_LACCOUNT' with a value of '6550'. Below this is a list of dimension items: FIXEDASSET, CHARGE, PERCODE, DEPARTMENT, PROJECT, PERDATE, and CUSTOMER.

Screenshot - ExFlow Search Documents

## ExFlow Users

This report views both ExFlow Users and User Setup for all companies. Including different filter options.



Screenshot - Report - ExFlow Users

ExFlow Users 2019-03-26 14:00  
 SignUp Software NAV Page  
NAVEXFDEMOADMINISTRATC

Include users from all companies: Yes

Company Name	User ID	User Name	E-mail	Web User Rights Level	Coding Rule ID	Coding Rule Name	Blocked	Superior	All-Company Access to ExFlow Documents	Dimension 1 Filter
SignUp Software AB	AA	Anders Andersson	daniel@signup.se	Power	7	All Users	False	True	True	
SignUp Software AB	ADMINISTRATOR	Administrator	daniel@signup.se	Admin	7	All Users	False	True	True	
SignUp Software AB	BB	Bertil Boo	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software AB	CC	Cecilia Cederbaum	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software AB	DD	David Danielsson	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software AB	EE	Erik Eriksson	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software AB	EXFLOW	ExFlow	daniel@signup.se	Super	7	All Users	False	True	True	
SignUp Software AB	FF	Filippa von Fersen	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software AB	SIGNUP	SignUp Admin	daniel@signup.se	Super	7	All Users	False	True	True	
SignUp Software AB	ST	Stefan Tyte	daniel@signup.se	User	7	All Users	False	True	True	
SignUp Software NAV	AA	Anders Andersson	daniel@signup.se	Power	7	All Users	False	True	True	
SignUp Software NAV	ADMINISTRATOR	Administrator	daniel@signup.se	Super	7	All Users	False	True	True	
SignUp Software NAV	BB	Bertil Boo	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software NAV	CC	Cecilia Cederbaum	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software NAV	DD	David Danielsson	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software NAV	EE	Erik Eriksson	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software NAV	EXFLOW	ExFlow	daniel@signup.se	Super	7	All Users	False	True	True	
SignUp Software NAV	FF	Filippa von Fersen	daniel@signup.se	Power	7	All Users	False	False	True	
SignUp Software NAV	SIGNUP	SignUp Admin	daniel@signup.se	Super	7	All Users	False	True	False	
SignUp Software NAV	ST	Stefan Tyte	daniel@signup.se	User	7	All Users	False	True	True	

Screenshot - Report - ExFlow Users

## Approval Follow-up

This report can be used to follow up Approvers with unapproved document lines. Add filter for specific "Approval Group".

'. Other visible elements include 'Clear Filter', 'Page', 'Company', 'Sorting: Name', and 'Add Filter'." data-bbox="115 175 717 478"/&gt;

Screenshot - Report - ExFlow Approval Follow Up

Approval Follow Up						
Document Type	Document No.	Vendor	No./Description	Amount	Due Date	Vendor Invoice No.
<b>CC Cecilia Cederbaum</b> SignUp Software AB NAVEXFDEMOADMINISTRATOR 2019-03-26 14:10 Page 1						
Invoice	1036	2559334 Dustin	70061 KINGSTON 8GBLOW POWERKIT- KTH-XW667LP/8G	3 196,00	2011-04-12	6059704-2001
Invoice	1036	2559334 Dustin	70063 HP BLÄCK TREFÄRG N0.343	236,00	2011-04-12	6059704-2001
Invoice	1042	2559334 Dustin	80222 CORSAIR FLASH VOYAGER USB	2 098,00	2020-03-20	9466412-2012

Screenshot - Report - ExFlow Approval Follow Up



### Approver Statistics

This report gives admins/users statistic for the Approvers regarding for example “Number of Approve lines, Average No. of approval days”.

Edit - ExFlow Approver Statistics

▼ ACTIONS

Clear Filter

Page

Options

From date:

▼

To Date:

▼

ExFlow User Setup

Sorting: User ID ▼ ↕

**Show results:**  
✗ Where User ID ▼ is Enter a value.  
+ Add Filter

Screenshot - Report - ExFlow Approver Statistics

ExFlow Approver Statistics

1 of 1
100%
Find Next

**Approver Statistics** 2020-01-02 09:36  
SignUp Software AB Page 1  
NAVEXFDEMO\ADMINISTRATOR

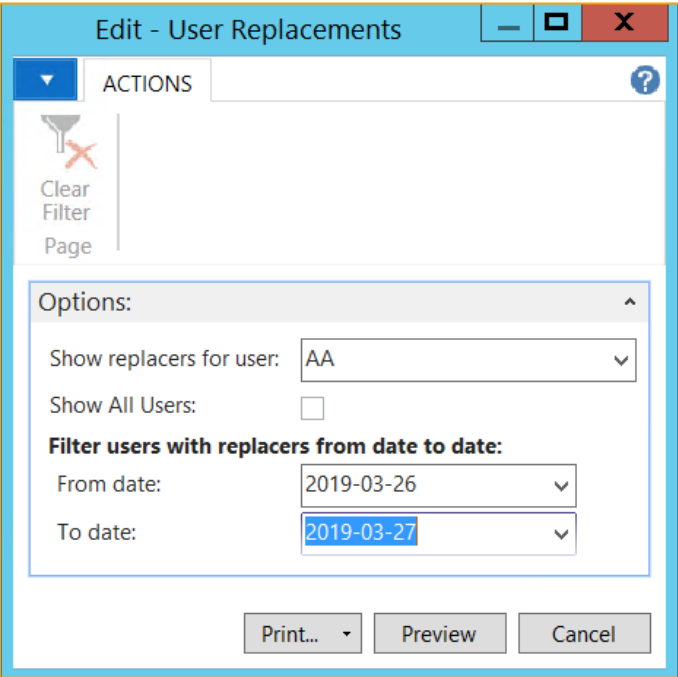
From Date: 19-01-01 To Date: 19-05-31

User ID	Number of approved lines	Average number of approval days	Total Approved Line Amount
AA	0	0	0,00
ADMINISTRATOR	2	0	160,00
BB	0	0	0,00
CC	0	0	0,00
DD	0	0	0,00
EE	0	0	0,00
EXFLOW	0	0	0,00
FF	0	0	0,00
LA	0	0	0,00
SIGNUP	0	0	0,00
ST	0	0	0,00
<b>Total</b>	<b>2</b>	<b>0</b>	<b>160,00</b>

Screenshot - Report - ExFlow Approver Statistics

## User Replacements

This report shows User Replacements for different users in different periods. Admins/Users can either filter on a specific user or on "All users".



**Edit - User Replacements**

ACTIONS

Clear Filter Page

Options:

Show replacers for user: AA

Show All Users:

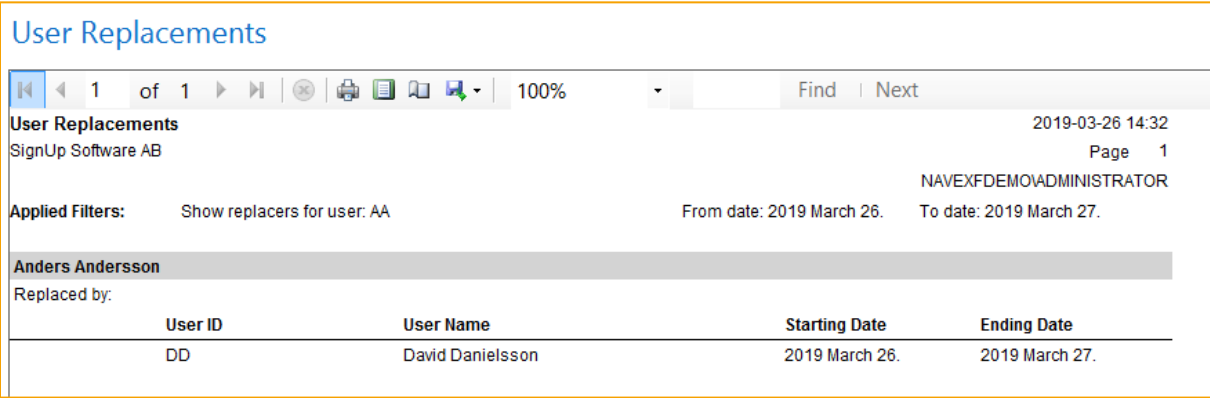
**Filter users with replacers from date to date:**

From date: 2019-03-26

To date: 2019-03-27

Print... Preview Cancel

Screenshot - Report - ExFlow User Replacements



### User Replacements

2019-03-26 14:32

SignUp Software AB Page 1

NAVEXFDEMOADMINISTRATOR

**Applied Filters:** Show replacers for user: AA From date: 2019 March 26. To date: 2019 March 27.

**Anders Andersson**

Replaced by:

User ID	User Name	Starting Date	Ending Date
DD	David Danielsson	2019 March 26.	2019 March 27.

Screenshot - Report - ExFlow User Replacements

## Document Approval History

This report can be used to see Approval History on "Posted Invoices" for Approval groups and Approvers.

Edit - Document Approval History
-
□
X

ACTIONS
?

✖
Clear Filter

Page

Options
^

Approver Group:

CC

Approved By:

Approval Date:

2019-01-01

-

2019-03-31

Posted ExFlow Document
v

Posted Document Line
v

Posted Approver
v

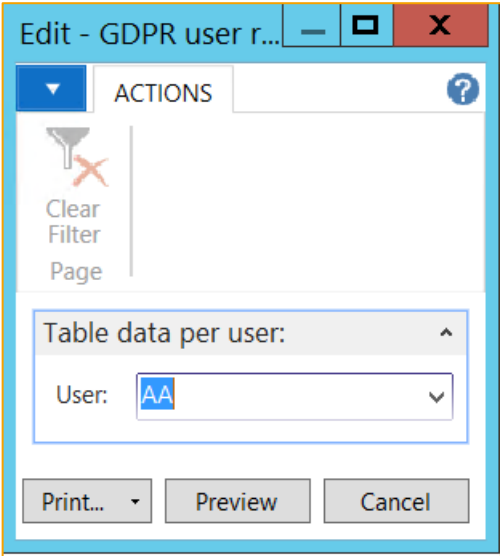
Screenshot - Report - ExFlow Posted Approval Documents

Approvers History										
SignUp Software AB								2019-03-25 14:30:14		
								Side 1		
Filters:								NAVEXFDEMOADMINISTRATOR		
Approver Group: CC										
Approval Date: From: 2019-01-01 To: 2019-03-31										
Document Type	Document No.	Vendor No.	Vendor Name	Gross Amount	Vendor Document No.	Posting Date	Document Date	Created Date		
Posted Invoice	108038	2559334	Dustin	100,00	879789789879789	2019-02-11	2019-02-11			
<b>Lines:</b>										
Line Type	No.	Name	Description	Quantity	Direct Unit Cost	Direct Unit Cost	New Line	Amount		
G/L Account	5710	Freight / Frakter		1	80,00	0,00	False	80		
<b>Approvers:</b>										
		Approver Group	Approver Group Name	Approval Date	Approved By	Created Date				
		CC	Cecilia Cederbaum	2019-02-11	ADMINISTRATOR	2019-02-11				
Posted Invoice	108039	2559334	Dustin	100,00	123456789	2019-02-11	2019-02-11			
<b>Lines:</b>										
Line Type	No.	Name	Description	Quantity	Direct Unit Cost	Direct Unit Cost	New Line	Amount		
Item	1000	Cykel		1	80,00	0,00	False	80		
<b>Approvers:</b>										
		Approver Group	Approver Group Name	Approval Date	Approved By	Created Date				
		CC	Cecilia Cederbaum	2019-02-11	ADMINISTRATOR	2019-02-11				
Posted Invoice	108046	10000	Postmaster AB	770,00	500454223-2015	2020-02-10	2020-02-10			
<b>Lines:</b>										
Line Type	No.	Name	Description	Quantity	Direct Unit Cost	Direct Unit Cost	New Line	Amount		
Item	70000	Sidopanel	Testar beskrivning	1	200,00	0,00	False	200		
<b>Approvers:</b>										
		Approver Group	Approver Group Name	Approval Date	Approved By	Created Date				
		CC	Cecilia Cederbaum	2019-02-21	CC	2019-02-18				
		Item	70002	Ovre panel	Bas	2	208,00	0,00	False	416
<b>Approvers:</b>										
		Approver Group	Approver Group Name	Approval Date	Approved By	Created Date				
		CC	Cecilia Cederbaum	2019-02-21	CC	2019-02-18				

Screenshot - Report - ExFlow Posted Approval Documents

## GDPR User Related Data

This report shows all the GDPR related data for a specific User.



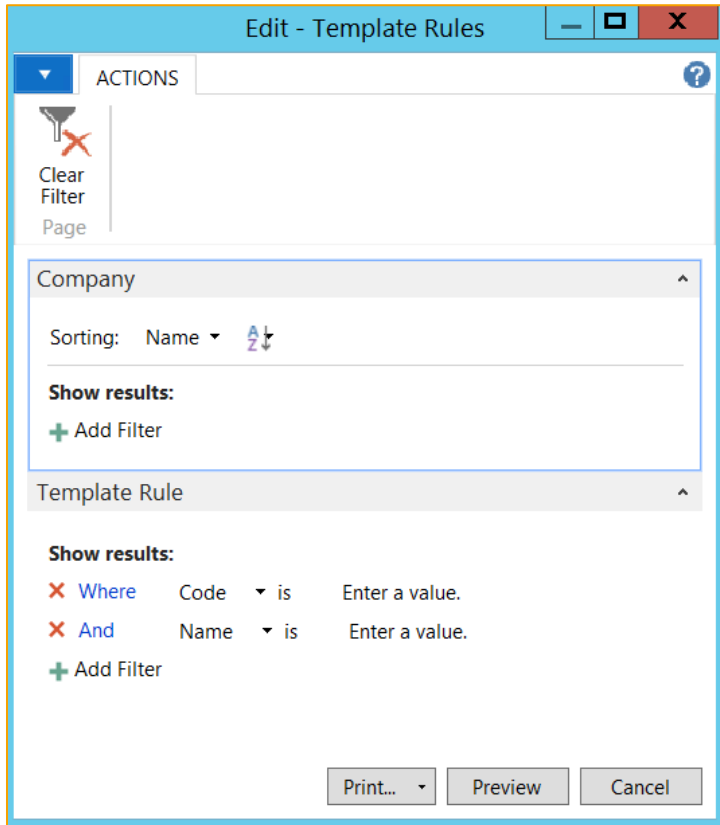
Screenshot - Report - ExFlow GDPR User Related Data

GDPR User Related Data							2019-03-26 14:42:08
Data for user: */AAJAA							Side 1
							NAVEXFDEMO\ADMINISTRATOR
Table ID: 12013603 Template Rule Line							
User Field:							
Approver Group	Code	Line No.	Group Name	Over Amount	Not Over Amount	Change Date	
	AA INV	10000	Anders Andersson	0	0		
	ADMIN PO	10000	Anders Andersson	0	0		
	BB PO	20000	Anders Andersson	0	0		
	DD PO	10000	Anders Andersson	0	0		
	EE PO	10000	Anders Andersson	0	0		
	FF INV	20000	Anders Andersson	0	0		
	FF PO	10000	Anders Andersson	0	0		
	IT_PO	10000	Anders Andersson	0	0		
Table ID: 12013606 EX User Group							
User Field:							
Code	Code	Name	Coding Rule	Auto Approve	Blocked	Search Name	
	AA	Anders Andersson	7	No	No	ANDERS ANDERSSON	
Table ID: 12013607 EX User Group Line							
User Field:							
Approver	Code	Line No.	Approver	Replacer added for User	Starting Date	Ending Date	
	AA	10000	AA				
	IT	10000	AA				

Screenshot - Report - ExFlow GDPR User Related Data

## Template Rules

This report shows “Template Rules” by company. There are different filter options such as “Vendor” or “Dimension Value”.



Screenshot - Report - Template Rules

ExFlow Template Rules

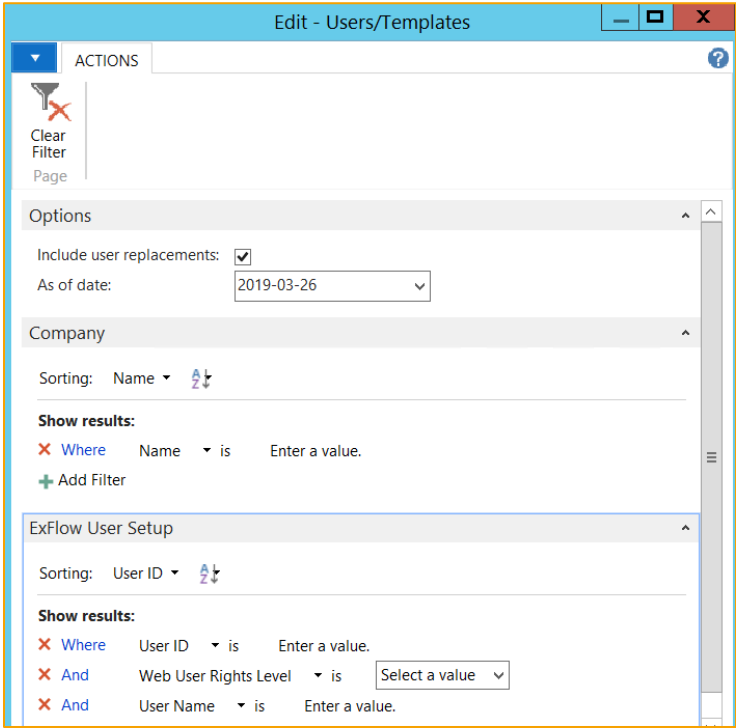
2020-09-11 13:55  
Page 1  
NAVEXFDEMO\ADMINISTRATOR

Company Name	SignUp Software AB	Rule for	Invoice
Template Rule Code	AA INV	Rule for Invoices	All
Template Rule Name		Use Total Invoice Amount	Yes
Priority	0		
Dimension Value 1 Filter		Job Filter	
Dimension Value 2 Filter		Purchaser Filter	
First Approver Filter	AA	Person Responsible Filter	
Vendor Filter		Vendor Posting Group Filter	
Line Type		Line Type Filter	
<b>Approver Group</b>	<b>Group Name</b>	<b>Over Amount</b>	<b>Not Over Amount</b>
AA	Anders Andersson	0,00	0,00
BB	Bertil Boo	10 000,00	0,00

Screenshot - Report - Template Rules

# Template Rules per User

This report shows "Template Rules per User" with filter options per "Company", "User ID" name and so on. Admins/Users can also include User Replacements for a date.



Screenshot - Report - ExFlow Template Rules per User

Users/Templates

2 of 3 ? | 100% | Find | Next

2019-03-27 08:08  
Page 2  
NAVEXFDEMOADMINISTRATOR

Company Name	User Name	Approver Group	Code	Line No.	Over Amount	Not Over Amount	Starting Date	Ending Date
SignUp Software AB	Cecilia Cederbaum	CC	BB INV	20000	15 000,00	0,00		
		CC	BB PO	10000	0,00	0,00		
		CC	CC INV	10000	0,00	0,00		
		CC	DD PO	20000	5 000,00	0,00		
		CC	EE PO	20000	5 000,00	0,00		
		CC	FF PO	20000	5 000,00	0,00		
		CC	TELIA_ADM	10000	0,00	0,00		
SignUp Software NAV		CC	AA PO	20000	5 000,00	0,00		
		CC	ADMIN INV	20000	5 000,00	0,00		
		CC	ADMIN PO	20000	5 000,00	0,00		
		CC	BB INV	20000	15 000,00	0,00		
		CC	BB PO	10000	0,00	0,00		
		CC	CC INV	10000	0,00	0,00		
		CC	DD PO	20000	5 000,00	0,00		
SignUp Software AB	David Danielsson	CC	EE PO	20000	5 000,00	0,00		
		CC	FF PO	20000	5 000,00	0,00		
		CC	TELIA_ADM	10000	0,00	0,00		
		AA	AA INV	10000	0,00	0,00	2019-03-26	2019-03-27
		AA	ADMIN PO	10000	0,00	0,00	2019-03-26	2019-03-27
		AA	BB PO	20000	0,00	0,00	2019-03-26	2019-03-27
		AA	DD PO	10000	0,00	0,00	2019-03-26	2019-03-27
AA	EE PO	10000	0,00	0,00	2019-03-26	2019-03-27		

Screenshot - Report - ExFlow Template Rules per User

# Periodic Activities

## ExFlow Escalation Job

Path: **Departments/ExFlow/Periodic Activities**

To run Escalation job, it needs to be activated.

This job will automatically approve the users' overdue documents and add a new approver from setup. General setup is done from "ExFlow Setup" and/or per ExFlow User from "ExFlow Approval Group".

The job can run when user click on "Verify Changes" in Approval Status, running the report manually or by setting up a Job Queue Entry in Business Central standard.

## ExFlow Setup

Path: **Departments/ExFlow/Setup**

**Days before escalation:** Calculated from when the user received the document for approval. (Changed Approval Date on Doc. Line Approvers in Approval Status). Server date sets "Changed Approval Date".

**Senior Manager:** User that will receive all overdue invoices.

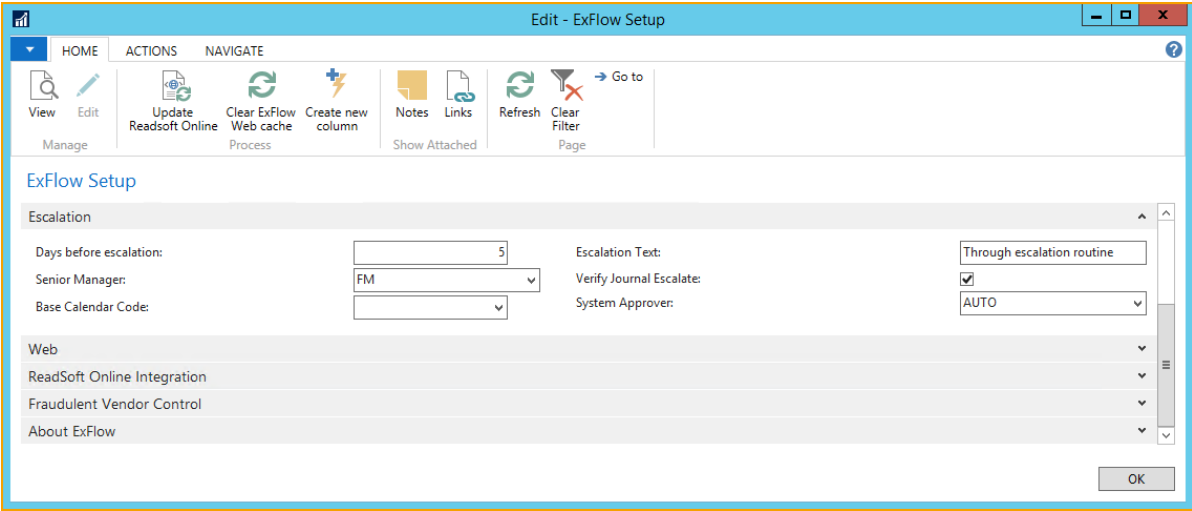
The superior approver needs to have same or higher permission since permission is not inherit in ExFlow.

**Base Calendar Code:** If no base calendar is added, Saturday and Sunday are not included.

**Escalation Text:** Internal information that will be filled in on Comments.

**Change Journal Escalate:** Run the escalation job when using Verify Changes in Approval Status.

**System Approver:** Approving user.

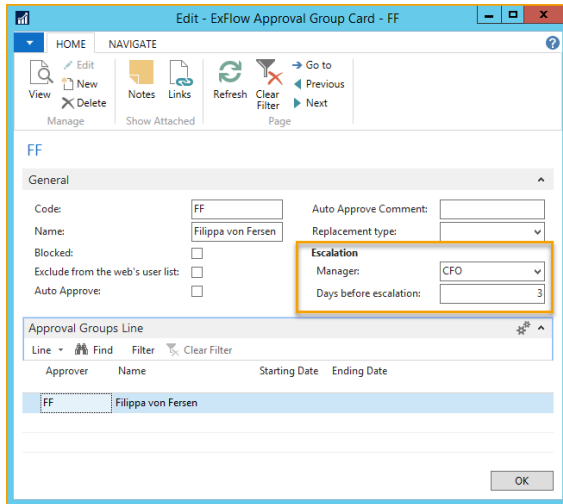


Screenshot - ExFlow Setup

## ExFlow Approval Group

Path: **Departments/ExFlow/Setup**

Use escalation settings on ExFlow Approval Group if a separate setup is needed.



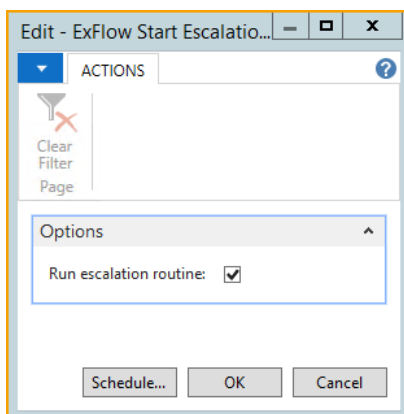
Screenshot - ExFlow Approval Group

## Approval Status

If "Verify Journal Escalate" is selected in ExFlow Setup, the escalation job will run when user clicks on Verify Changes in Approval Status.

## ExFlow Escalation Job

Run ExFlow Escalation Job manually or setup job in "Job Queue Entries" in NAV/Business Central standard.

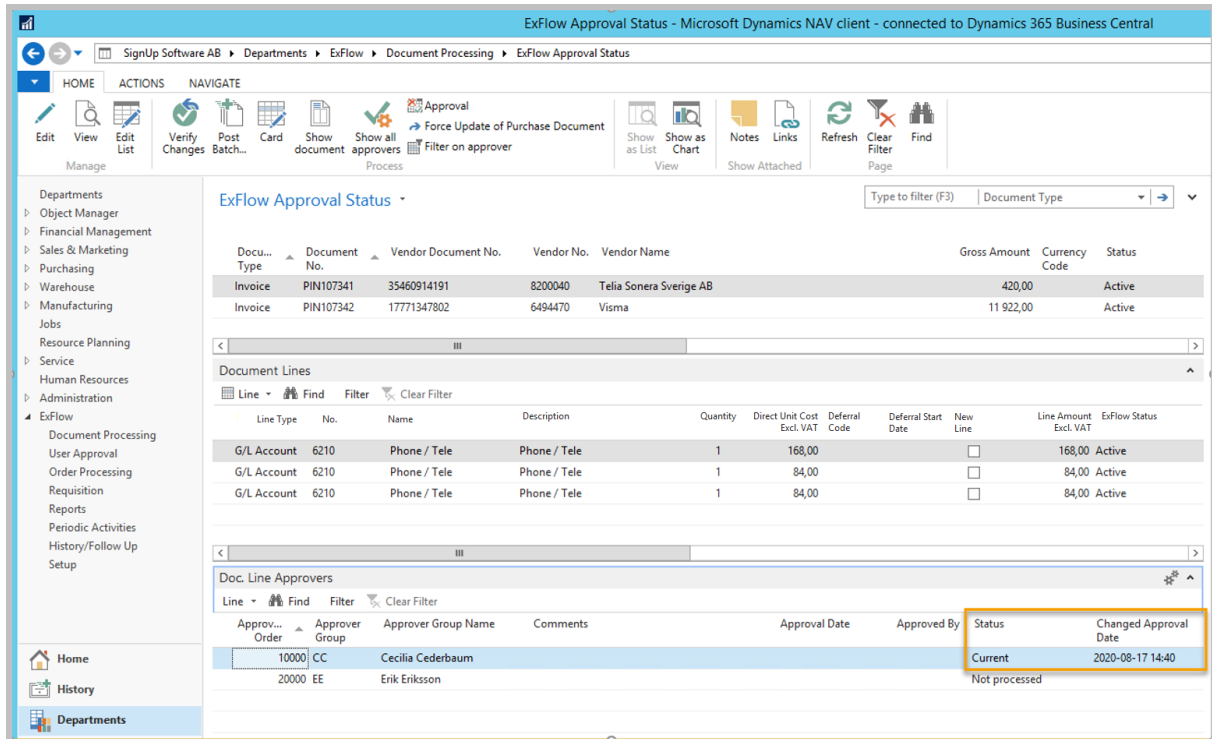


Screenshot - Report - ExFlow Start Escalation Job



## Example with Users with a General Escalation Setting in ExFlow Setup

In this example CC (Cecilia Cederbaum) is Current approver and there is no setup for Escalation on Approval Group CC. Second approver is EE (Erik Eriksson).



The screenshot displays the 'ExFlow Approval Status' window in Microsoft Dynamics NAV. The main area shows a list of documents with columns for Document Type, Document No., Vendor Document No., Vendor No., Vendor Name, Gross Amount, Currency Code, and Status. Below this, the 'Document Lines' section shows a table with columns for Line No., Name, Description, Quantity, Direct Unit Cost Excl. VAT, Deferral Code, Deferral Start Date, New Line, Line Amount Excl. VAT, and ExFlow Status. The 'Doc. Line Approvers' section is expanded, showing a table with columns for Approver Order, Approver Group, Approver Group Name, Comments, Approval Date, Approved By, Status, and Changed Approval Date. The row for approver CC (Cecilia Cederbaum) is highlighted, with a status of 'Current' and a changed approval date of 2020-08-17 14:40.

Docu... Type	Document No.	Vendor Document No.	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status
Invoice	PIN107341	35460914191	8200040	Telia Sonera Sverige AB	420,00		Active
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active

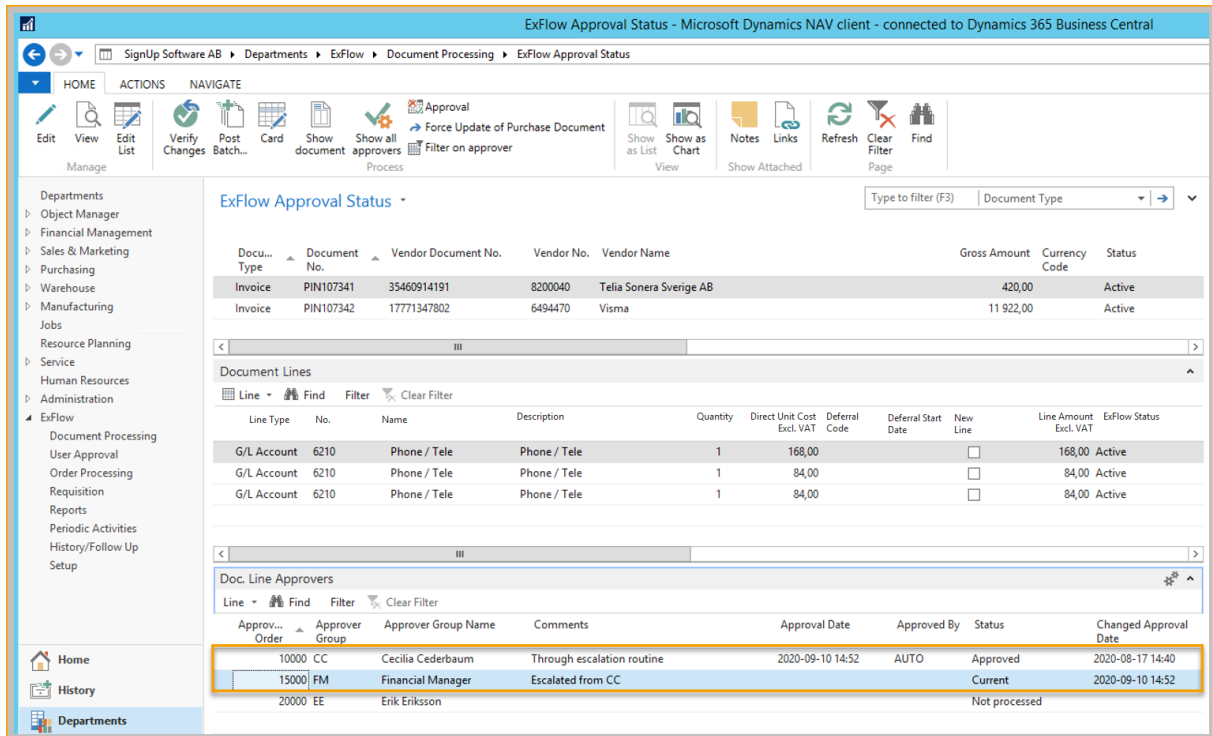
Line	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Deferral Start Date	New Line	Line Amount Excl. VAT	ExFlow Status
G/L Account	6210	Phone / Tele	Phone / Tele	1	168,00			<input type="checkbox"/>	168,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active

Approver Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Changed Approval Date
10000	CC	Cecilia Cederbaum				Current	2020-08-17 14:40
20000	EE	Erik Eriksson				Not processed	

Screenshot - ExFlow Approval Status

Escalation Job will approve CC automatically and add new approver, FM (Finance Manager), from ExFlow Setup since the number of days between 2020-08-17 till today (2020-09-10) is more than 5 days. (Setup, see picture above under ExFlow Escalation Job --> ExFlow Setup).



ExFlow Approval Status - Microsoft Dynamics NAV client - connected to Dynamics 365 Business Central

SignUp Software AB > Departments > ExFlow > Document Processing > ExFlow Approval Status

HOME ACTIONS NAVIGATE

Manage: Edit, View, Edit List, Verify Changes, Post Batch..., Card, Show document, Show all approvers, Filter on approver, Process: Approval, Force Update of Purchase Document, View: Show as List, Show as Chart, Notes, Links, Refresh, Clear Filter, Find, Page: Show Attached

Departments: Object Manager, Financial Management, Sales & Marketing, Purchasing, Warehouse, Manufacturing, Jobs, Resource Planning, Service, Human Resources, Administration, ExFlow: Document Processing, User Approval, Order Processing, Requisition, Reports, Periodic Activities, History/Follow Up, Setup

ExFlow Approval Status

Docu... Type	Document No.	Vendor Document No.	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status
Invoice	PIN107341	35460914191	8200040	Telia Sonera Sverige AB	420,00		Active
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active

Document Lines

Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Deferral Start Date	New Line	Line Amount Excl. VAT	ExFlow Status
G/L Account	6210	Phone / Tele	Phone / Tele	1	168,00			<input type="checkbox"/>	168,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active

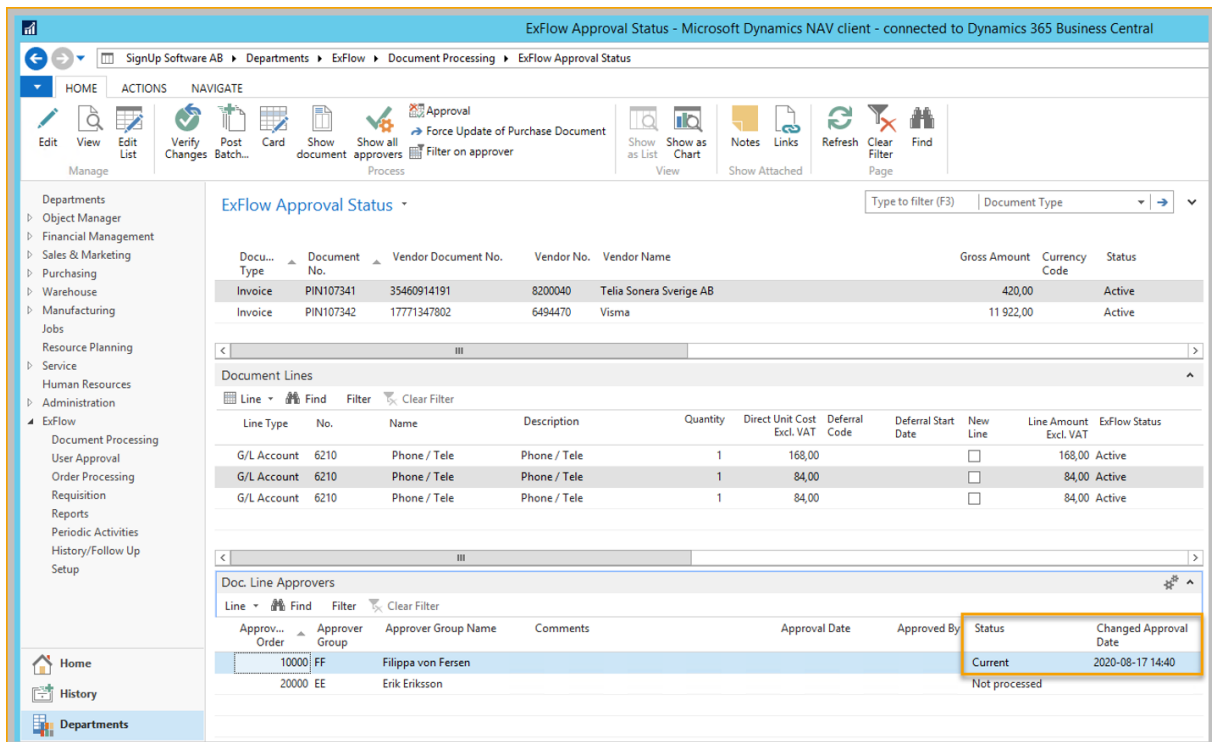
Doc. Line Approvers

Approv... Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Changed Approval Date
10000	CC	Cecilia Cederbaum	Through escalation routine	2020-09-10 14:52	AUTO	Approved	2020-08-17 14:40
15000	FM	Financial Manager	Escalated from CC			Current	2020-09-10 14:52
20000	EE	Erik Eriksson				Not processed	

Screenshot - ExFlow Approval Status

### Example with Users that have Escalation Settings on Approval Group:

In this example the first and current approver is FF (Filippa von Fersen). FF have an Escalation setup on Approval Group. (Setup, see picture above under ExFlow Escalation Job - ExFlow Approval Group) Second approver is EE (Erik Eriksson).



ExFlow Approval Status - Microsoft Dynamics NAV client - connected to Dynamics 365 Business Central

SignUp Software AB > Departments > ExFlow > Document Processing > ExFlow Approval Status

HOME ACTIONS NAVIGATE

Manage: Edit, View, Edit List, Verify Changes, Post Batch..., Card, Show document, Show all approvers, Filter on approver, Process: Approval, Force Update of Purchase Document, View: Show as List, Show as Chart, Notes, Links, Refresh, Clear Filter, Find, Page: Show Attached

Departments: Object Manager, Financial Management, Sales & Marketing, Purchasing, Warehouse, Manufacturing, Jobs, Resource Planning, Service, Human Resources, Administration, ExFlow: Document Processing, User Approval, Order Processing, Requisition, Reports, Periodic Activities, History/Follow Up, Setup

ExFlow Approval Status

Docu... Type	Document No.	Vendor Document No.	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status
Invoice	PIN107341	35460914191	8200040	Telia Sonera Sverige AB	420,00		Active
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active

Document Lines

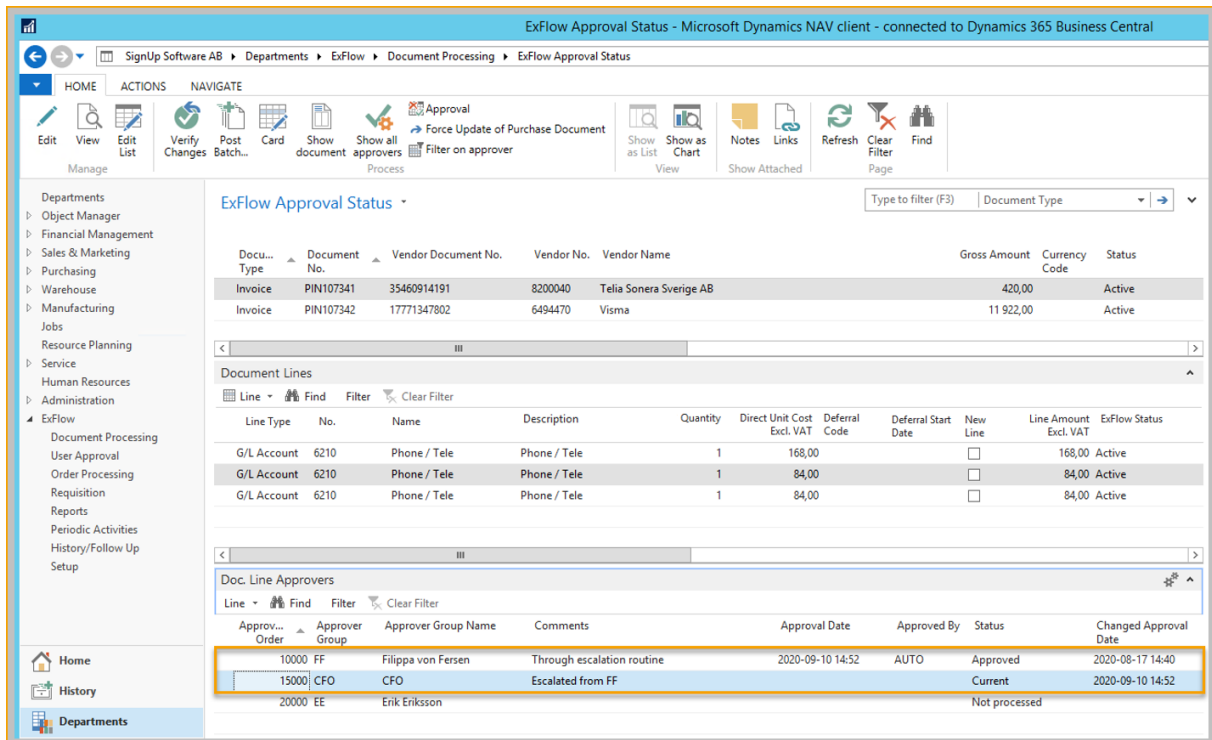
Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Deferral Start Date	New Line	Line Amount Excl. VAT	ExFlow Status
G/L Account	6210	Phone / Tele	Phone / Tele	1	168,00			<input type="checkbox"/>	168,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active
G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active

Doc. Line Approvers

Approv... Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Changed Approval Date
10000	FF	Filippa von Fersen				Current	2020-08-17 14:40
20000	EE	Erik Eriksson				Not processed	

Screenshot - ExFlow Approval Status

Escalation Job will approve FF automatically and add new approver, CFO, from Escalation Setup on Approval Group FF. Since the number of days between 2020-08-17 till today (2020-09-10) is more than 3 days. EE still must approve after CFO.



ExFlow Approval Status - Microsoft Dynamics NAV client - connected to Dynamics 365 Business Central

SignUp Software AB > Departments > ExFlow > Document Processing > ExFlow Approval Status

HOME ACTIONS NAVIGATE

Manage: Edit, View, Edit List, Verify Changes, Post Batch..., Card, Show document, Show all approvers, Filter on approver, Approval, Force Update of Purchase Document

View: Show as List, Show as Chart, Notes, Links, Refresh, Clear Filter, Find

Departments: Object Manager, Financial Management, Sales & Marketing, Purchasing, Warehouse, Manufacturing, Jobs, Resource Planning, Service, Human Resources, Administration, ExFlow (Document Processing, User Approval, Order Processing, Requisition, Reports, Periodic Activities, History/Follow Up, Setup)

ExFlow Approval Status

Docu... Type	Document No.	Vendor Document No.	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status
Invoice	PIN107341	35460914191	8200040	Telia Sonera Sverige AB	420,00		Active
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active

Document Lines

Line	Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Deferral Code	Deferral Start Date	New Line	Line Amount Excl. VAT	ExFlow Status
	G/L Account	6210	Phone / Tele	Phone / Tele	1	168,00			<input type="checkbox"/>	168,00	Active
	G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active
	G/L Account	6210	Phone / Tele	Phone / Tele	1	84,00			<input type="checkbox"/>	84,00	Active

Doc. Line Approvers

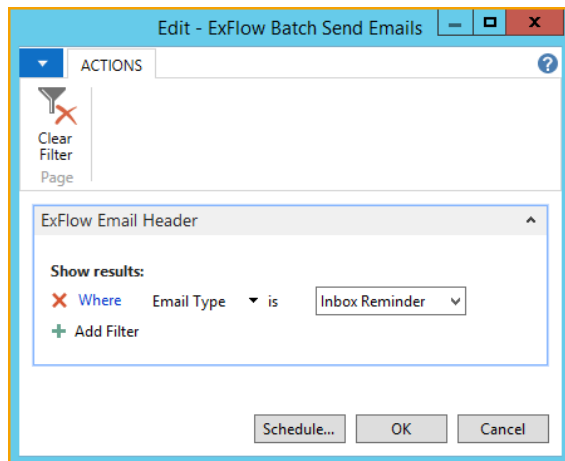
Approv... Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Changed Approval Date
10000	FF	Filippa von Fersen	Through escalation routine	2020-09-10 14:52	AUTO	Approved	2020-08-17 14:40
15000	CFO	CFO	Escalated from FF			Current	2020-09-10 14:52
20000	EE	Erik Eriksson				Not processed	

Screenshot - ExFlow Approval Status

## ExFlow Batch Send Emails

Path: **Departments/ExFlow/Periodic Activities**

Batch Sent Emails is usually running automatically through Job Queue Entries in NAV/Business Central standard. But if needed, run the job manually.



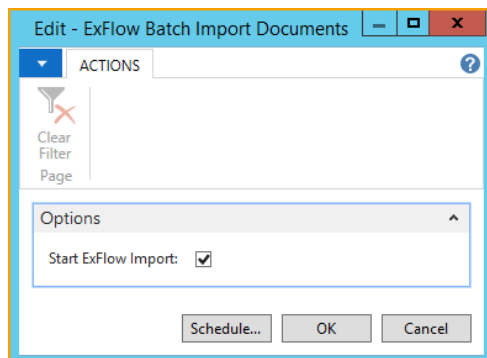
Screenshot - Report - ExFlow Batch Send Emails

This function can also be found in “ExFlow Email Setup”.

## ExFlow Batch Import Documents

Path: **Departments/ExFlow/Periodic Activities**

This report is another way to import all documents into Import Journal and can also be used to run automatically through Job Queue Entries in NAV/Business Central standard.



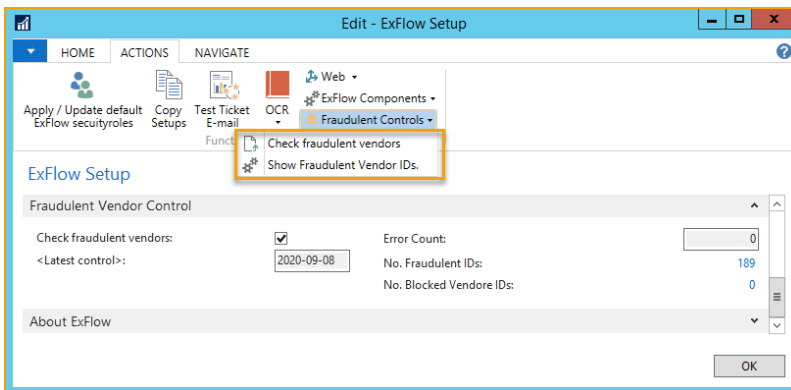
Screenshot - ExFlow Batch Import Documents

## ExFlow Batch Check Fraudulent Vendor IDs

Path: **Departments/ExFlow/Periodic Activities**

This function only works for our Swedish Customers.

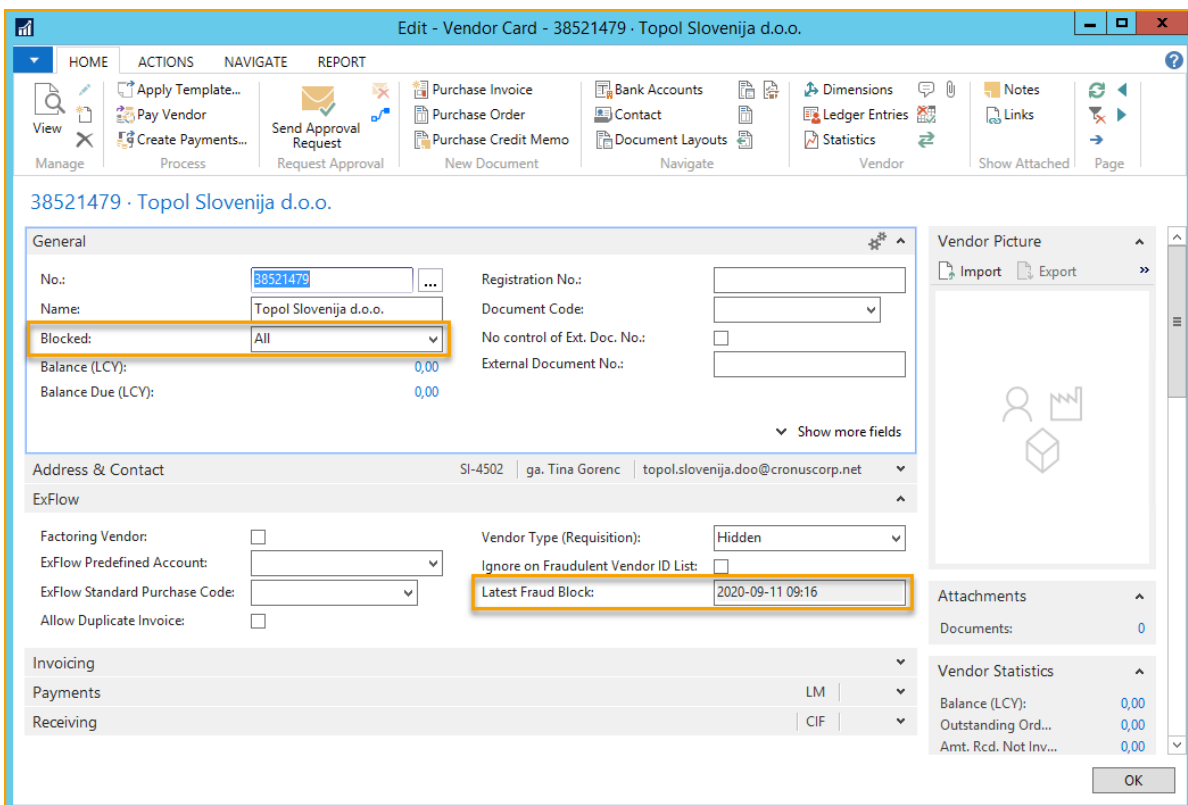
Once a week, Bankgiro No. and Plusgiro No. are downloaded from Varningsinfo i Sverige ABs service “Betalingsspärren” at [www.varningsinfo.se](http://www.varningsinfo.se). Through SignUp Software ABs servers, if setup is true in ExFlow Setup, this will add or remove records from table “ExFlow Fraudulent Vendor IDs”. Job will run the first time every day when “Batch Import Documents” is done.



Screenshot - ExFlow Setup

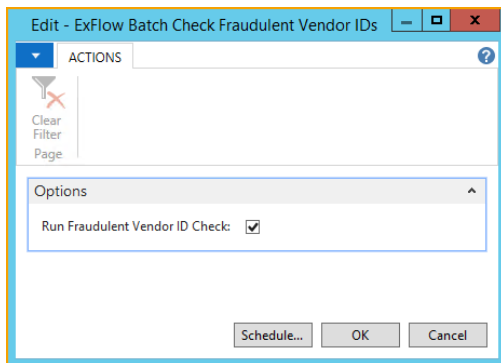
When using “Batch Import Documents” in ExFlow Import Journal, an automatic control is done for Fraudulent Vendors in ExFlow Vendor IDs.

If a Bankgiro No. or Plusgiro No. from Fraudulent Vendor is found from a Vendors Bank Account in ExFlow Vendor IDs, the Vendor will be “Blocked” with value “ALL”.



Screenshot - Vendor Card

ExFlow Batch Check Fraudulent Vendors IDs can be done manually from ExFlow Setup or by running report in Periodic Activities.



Screenshot - Report - ExFlow Batch Check Fraudulent Vendor IDs

## ExFlow Assign Replacers

Path: **Departments/ExFlow/Periodic Activities**

From Assign Replacers, Approvers can be added temporary or removed.

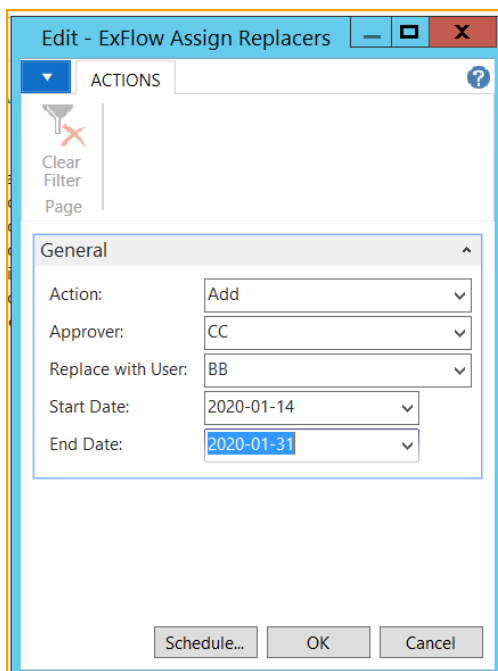
Select Action Add or Remove

Add Approver

Add Replace with User

Start Date and End Date can only be used if Action is selected to Add.

This same function can be found under ExFlow User. See under ExFlow Setup above.



Screenshot - Report - ExFlow Assign Replacer

## ExFlow Re-Invoice Entries

ExFlow Re-Invoicing can be useful when receiving a Purchase Invoice that needs to be invoiced to a customer.

The following four Re-Invoicing Columns can be activated on ExFlow Web: Re-Invoicing Customer No., Re-Invoicing Amount, Re-Invoicing Code, and Re-Invoicing Description. Approvers can add, change, or approve value for Sales Invoice to Customer depending on ExFlow User Permission.

### ExFlow Setup – Re-Invoicing

Path: **Departments/ExFlow/Setup**

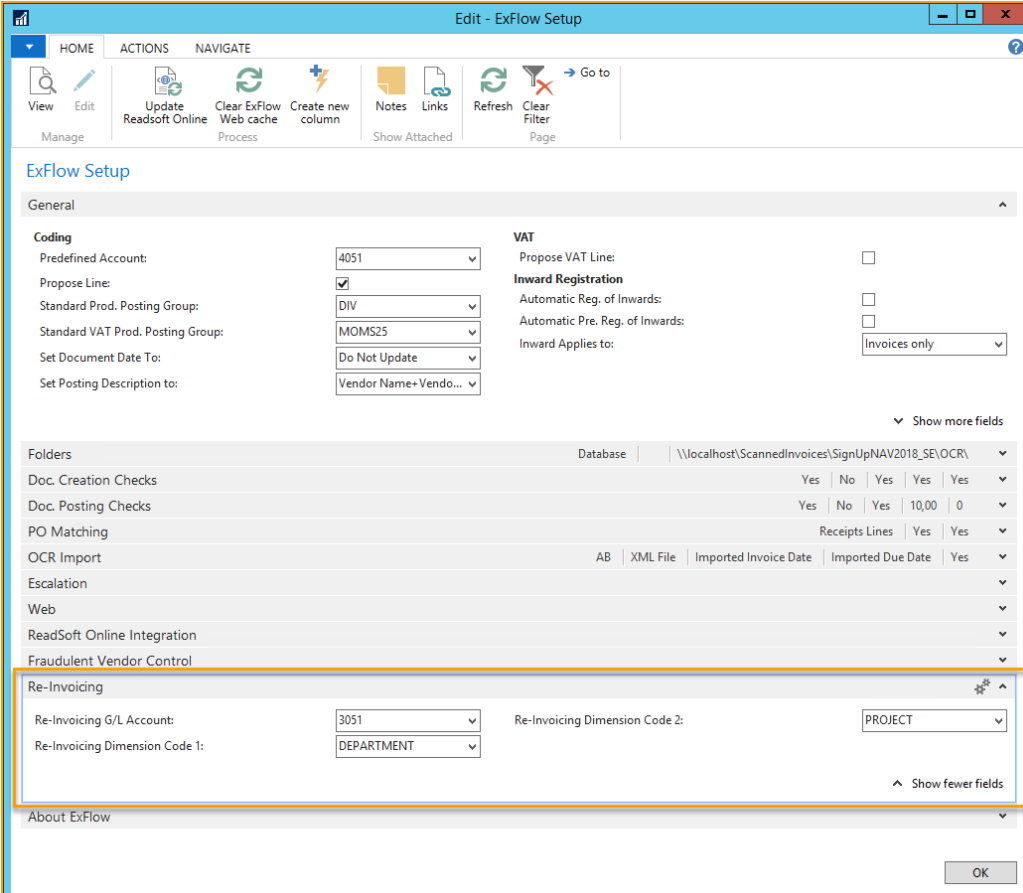
Start by activating settings for Re-Invoicing in ExFlow Setup.

**Re-Invoicing G/L Account:** Default Account if Re-Invoicing Code is not used.

**Re-Invoicing Dimension 1:** Copies Dimension Value from this Dimension Code on Purchase Invoice to Sales Invoice.

**Re-Invoicing Dimension 2:** Copies Dimension Value from this Dimension Code on Purchase Invoice to Sales Invoice.

**Prioritize Dimension from Purchase:** Prioritize Dimension value from Purchase Invoice if the same Dimension Code is activated from Customer or G/L Account No. on Sales Invoice Rows.



The screenshot shows the 'Edit - ExFlow Setup' window with the 'Re-Invoicing' section highlighted. The 'General' section includes fields for 'Predefined Account' (4051), 'Propose Line' (checked), 'Standard Prod. Posting Group' (DIV), 'Standard VAT Prod. Posting Group' (MOMS25), 'Set Document Date To' (Do Not Update), and 'Set Posting Description to' (Vendor Name+Vendo...). The 'VAT' section includes 'Propose VAT Line' (unchecked), 'Automatic Reg. of Inwards' (unchecked), and 'Automatic Pre. Reg. of Inwards' (unchecked). The 'Inward Registration' section includes 'Inward Applies to' (Invoices only). The 'Folders' section includes 'Database' (\\localhost\ScannedInvoices\SignUpNAV2018\_SE\OCR\). The 'Re-Invoicing' section includes 'Re-Invoicing G/L Account' (3051), 'Re-Invoicing Dimension Code 1' (DEPARTMENT), and 'Re-Invoicing Dimension Code 2' (PROJECT). The 'About ExFlow' section is at the bottom.

Screenshot - ExFlow Setup – Re-Invoicing

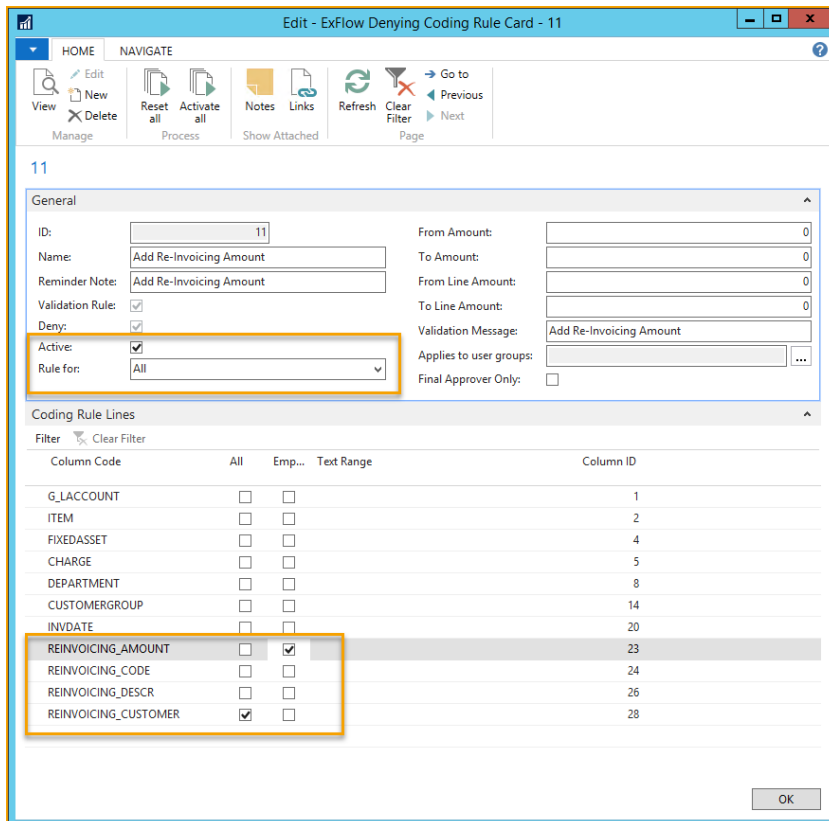
## ExFlow Denying Coding Rule – Re-Invoicing

Path: **Departments/ExFlow/Setup/Users/ExFlow Denying Coding Rules**

If a Re-Invoicing Customer No. is added, it is possible to add an ExFlow Deny Coding Rule to force Approvers to add more information.

In this example, the Approver needs to add Re-Invoicing Amount if there is a Re-Invoicing Customer No. added on the Document Line in ExFlow Web.

If Re-Invoicing Amount is missing ExFlow will add Purchase Amount to the Sales Invoice.



**General**

ID: 11  
 Name: Add Re-Invoicing Amount  
 Reminder Note: Add Re-Invoicing Amount  
 Validation Rule:   
 Deny:   
 Active:   
 Rule for: All

From Amount: 0  
 To Amount: 0  
 From Line Amount: 0  
 To Line Amount: 0  
 Validation Message: Add Re-Invoicing Amount  
 Applies to user groups: ...  
 Final Approver Only:

**Coding Rule Lines**

Column Code	All	Emp...	Text Range	Column ID
G_LACCOUNT	<input type="checkbox"/>	<input type="checkbox"/>		1
ITEM	<input type="checkbox"/>	<input type="checkbox"/>		2
FIXEDASSET	<input type="checkbox"/>	<input type="checkbox"/>		4
CHARGE	<input type="checkbox"/>	<input type="checkbox"/>		5
DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>		8
CUSTOMERGROUP	<input type="checkbox"/>	<input type="checkbox"/>		14
INVDATA	<input type="checkbox"/>	<input type="checkbox"/>		20
REINVOICING_AMOUNT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		23
REINVOICING_CODE	<input type="checkbox"/>	<input type="checkbox"/>		24
REINVOICING_DESCR	<input type="checkbox"/>	<input type="checkbox"/>		26
REINVOICING_CUSTOMER	<input checked="" type="checkbox"/>	<input type="checkbox"/>		28

OK

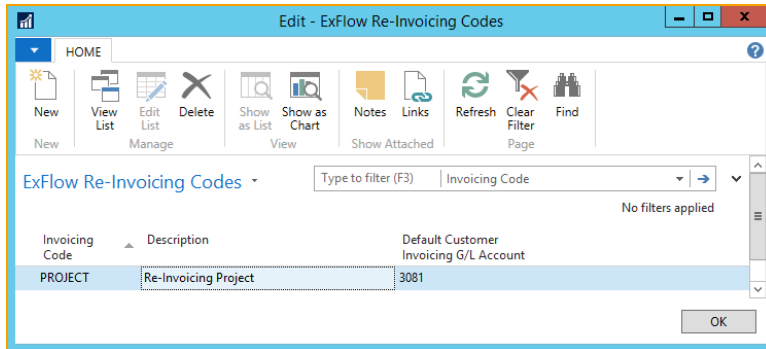
Screenshot - ExFlow Denying Coding Rule



## ExFlow Re-Invoicing Codes

Path: **Departments/ExFlow/Setup/Web/ExFlow Re-Invoicing Codes**

It is possible to choose different G/L Accounts for a specific Sales Invoice Line by using Re-Invoicing Code. If Re-Invoicing Code is empty, the default G/L Account from ExFlow Setup will be preselected.



Screenshot - ExFlow Re-Invoicing Codes

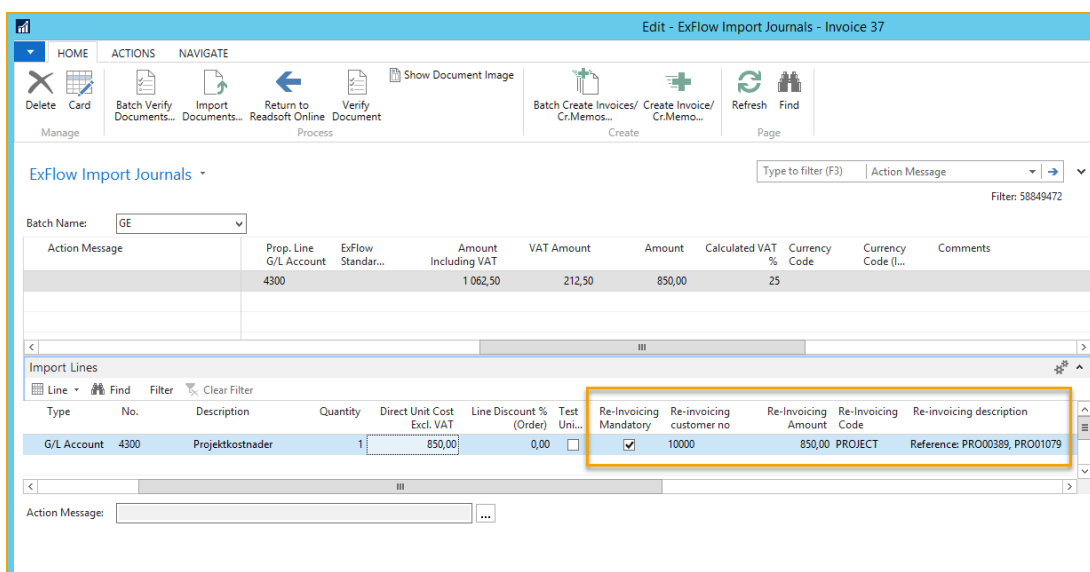
## Re-Invoicing in ExFlow Import Journal

Activate Re-Invoicing in Import Journal by adding Re-Invoicing Customer No. on the Import Line. The Total Line Amount Excl. VAT will automatically be added in Re-Invoicing Amount. Change the Re-Invoicing Amount manually if needed.

Enter "Re-Invoicing Code" to select a G/L Account that will be added on the Sales Invoice Line. If no Re-invoicing Code is chosen, then a default Sales G/L Account will be selected automatically from ExFlow Setup.

Add "Re-Invoicing Description" if needed. If nothing is entered the Description on Sales Invoice Line will be selected from the G/L Sales Account name by default.

Use "Re-Invoicing Mandatory" to force the Last Approver to add Re-Invoicing Customer No. on ExFlow Web to be able to approve the invoice.

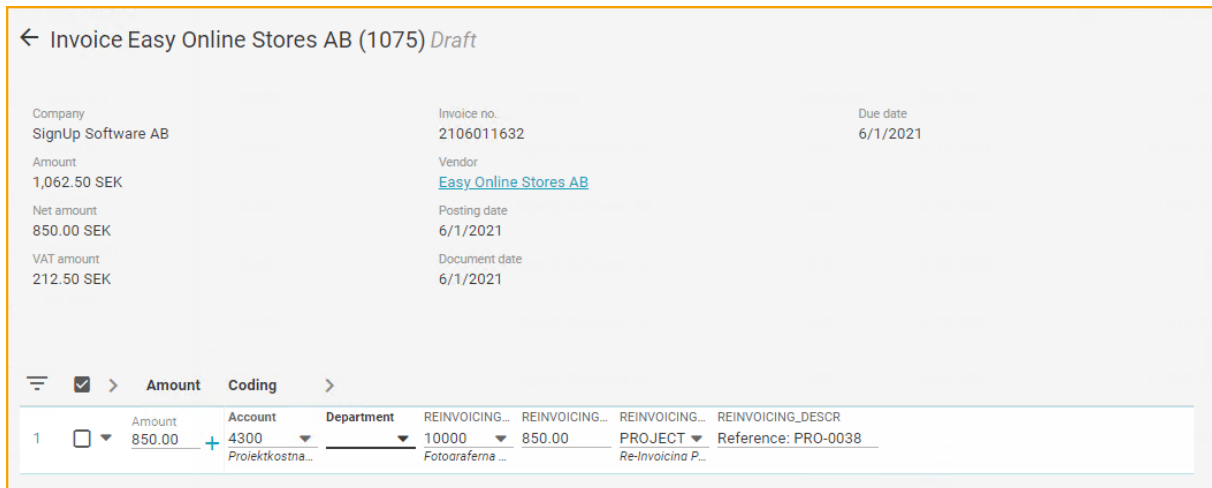


Screenshot - ExFlow Import Journal

## Re-Invoicing in ExFlow Web

Columns need to be added on ExFlow Web to approve information regarding “Re-Invoicing”. Contact your Business Central partner or SignUp Software for assistance if needed.

The ExFlow User can add or change values on the line in ExFlow Web with given Permission Role. Read more about Permission Roles under ExFlow User Information.



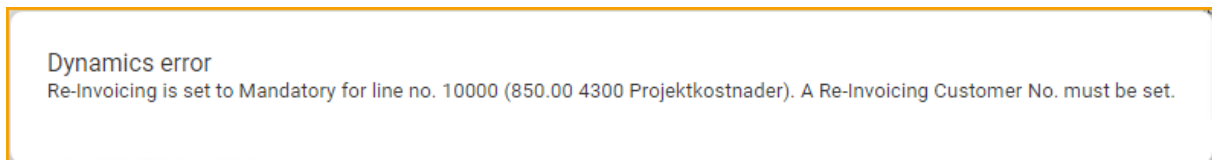
← Invoice Easy Online Stores AB (1075) Draft

Company SignUp Software AB	Invoice no. 2106011632	Due date 6/1/2021
Amount 1,062.50 SEK	Vendor <a href="#">Easy Online Stores AB</a>	
Net amount 850.00 SEK	Posting date 6/1/2021	
VAT amount 212.50 SEK	Document date 6/1/2021	

	Amount	Coding					
1	850.00	4300	10000	850.00	PROJECT	Reference: PRO-0038	
		Projektkostna...	Fotoaraferna ...		Re-Invoicing P...		

Screenshot - ExFlow Web - Document

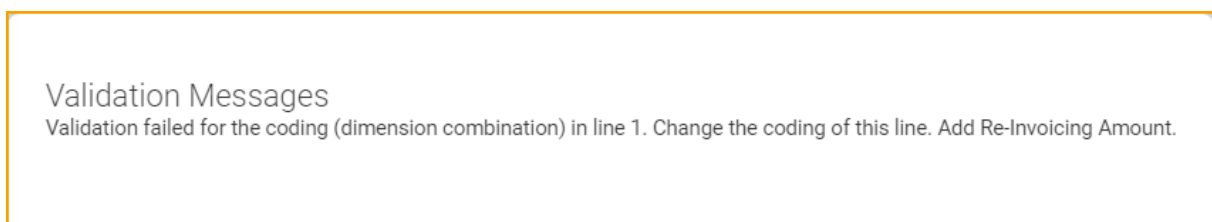
If “Re-Invoice Mandatory” was added in Import Journal and “Re-Invoicing Customer No.” is missing, the following error message will occur on the last Approver in Approval Flow.



**Dynamics error**  
Re-Invoicing is set to Mandatory for line no. 10000 (850.00 4300 Projektkostnader). A Re-Invoicing Customer No. must be set.

Screenshot - ExFlow Web - Re-Invoicing No. must be set.

If using ExFlow Denying Coding Rule above, the approver will receive the following error message when approving the document with Re-Invoicing Customer No. and Amount is missing.



**Validation Messages**  
Validation failed for the coding (dimension combination) in line 1. Change the coding of this line. Add Re-Invoicing Amount.

Screenshot - ExFlow Web - Validation Messages

In this case add “Re-Invoicing Amount” and approve.

## ExFlow Approval Status

Approval Status is now updated but needs to Verify Changes before the document can be posted.

## ExFlow Approval History

Information regarding “Re-Invoice to Customer” is saved in ExFlow Approval History.

## ExFlow Re-Invoicing Entries

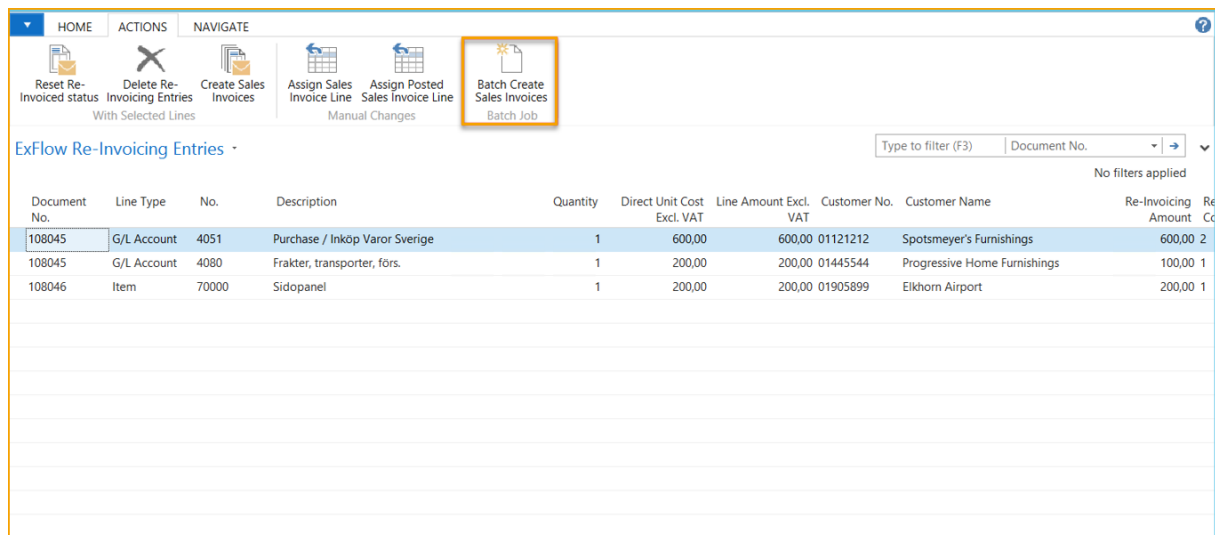
Path: **Departments/ExFlow/Periodic Activities/ExFlow Re-Invoicing Entries**

Information regarding invoices to send to a customer can be found in ExFlow Re-Invoicing Entries.

These entries will be visible after a Purchase Invoice has been approved, verified, and posted.

It is possible to change customer no. from the suggested.

It is possible to use function Batch Create Sales invoices if there are more than one invoice to create.

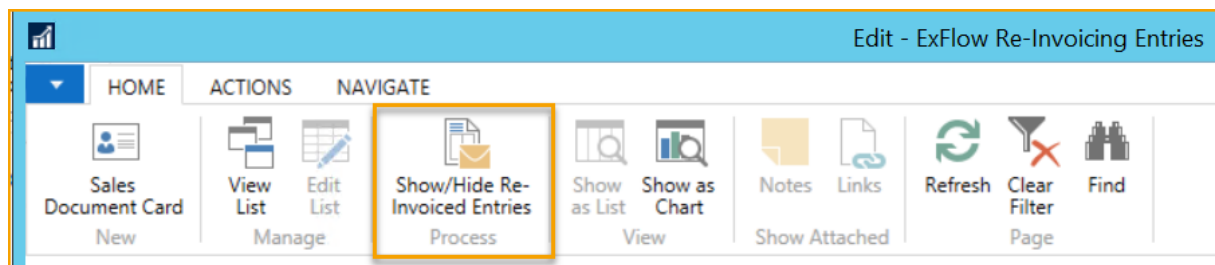


The screenshot shows the 'ExFlow Re-Invoicing Entries' interface. At the top, there is a navigation bar with 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. Below this is a toolbar with several icons: 'Reset Re-Invoiced status', 'Delete Re-Invoicing Entries', 'Create Sales Invoices', 'Assign Sales Invoice Line', 'Assign Posted Sales Invoice Line', and 'Batch Create Sales Invoices' (which is highlighted with a red box). Below the toolbar, there is a search bar and a dropdown menu for 'Document No.'. The main area contains a table with the following data:

Document No.	Line Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Customer No.	Customer Name	Re-Invoicing Amount	Re-Inv. Cc
108045	G/L Account	4051	Purchase / Inköp Varor Sverige	1	600,00	600,00	01121212	Spotsmeyer's Furnishings	600,00	2
108045	G/L Account	4080	Frakter, transporter, förs.	1	200,00	200,00	01445544	Progressive Home Furnishings	100,00	1
108046	Item	70000	Sidopanel	1	200,00	200,00	01905899	Elkhorn Airport	200,00	1

Screenshot - ExFlow Re-Invoicing Entries

Use function “Show/Hide Re-Invoiced Entries” to see history for all Purchase Re-Invoicing Lines. This is to view Sales Invoice lines that are created, both before and after a Sales Invoice has been posted.



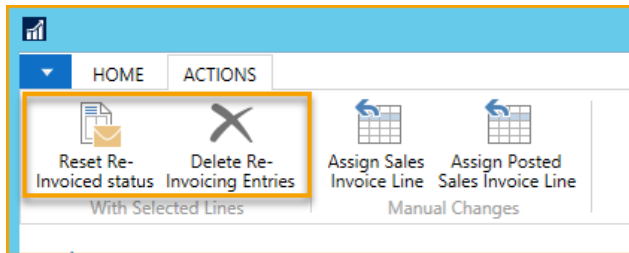
The screenshot shows the 'Edit - ExFlow Re-Invoicing Entries' interface. At the top, there is a navigation bar with 'HOME', 'ACTIONS', and 'NAVIGATE' tabs. Below this is a toolbar with several icons: 'Sales Document Card', 'View List', 'Edit List', 'Show/Hide Re-Invoiced Entries' (which is highlighted with a red box), 'Show as List', 'Show as Chart', 'Notes', 'Links', 'Refresh', 'Clear Filter', and 'Find'. Below the toolbar, there is a search bar and a dropdown menu for 'Document No.'. The main area contains a table with the following data:

Document No.	Line Type	No.	Description	Quantity	Direct Unit Cost Excl. VAT	Line Amount Excl. VAT	Customer No.	Customer Name	Re-Invoicing Amount	Re-Inv. Cc
108045	G/L Account	4051	Purchase / Inköp Varor Sverige	1	600,00	600,00	01121212	Spotsmeyer's Furnishings	600,00	2
108045	G/L Account	4080	Frakter, transporter, förs.	1	200,00	200,00	01445544	Progressive Home Furnishings	100,00	1
108046	Item	70000	Sidopanel	1	200,00	200,00	01905899	Elkhorn Airport	200,00	1

Screenshot - ExFlow Re-Invoicing Entries Icons

By using function “Reset Re-Invoiced status”, the line can be unapplied from the Sales Invoice, and a Sales Invoice can be created once again.

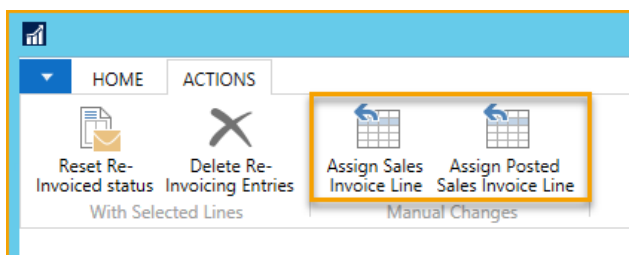
If a Re-Invoicing Line has been created by mistake, use “Delete Re-Invoicing Entries”.



Screenshot - ExFlow Re-Invoicing Entries Icons

Use function “Assign Sales Invoice Line” to apply Re-Invoicing Entry to an already created but not posted invoice.

Use function “Assign Posted Sales Invoice Line” to apply Re-Invoicing Entry to a Posted Sales Invoice.

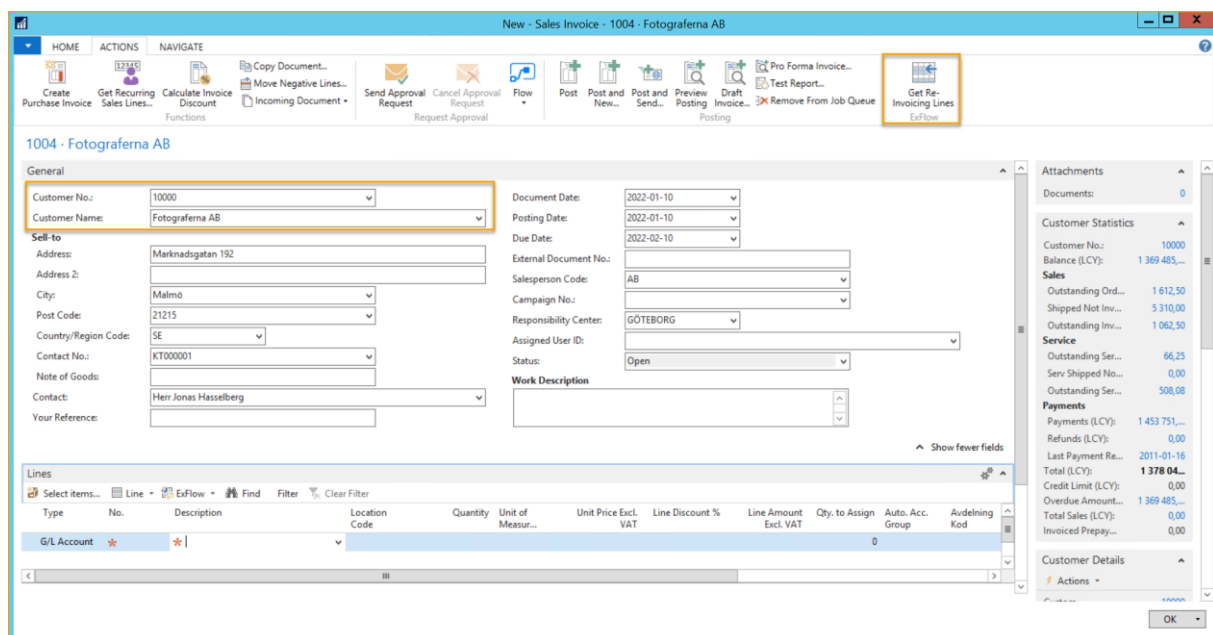


Screenshot - ExFlow Re-Invoicing Entries Icons

## Create Re-Invoicing Sales Invoices

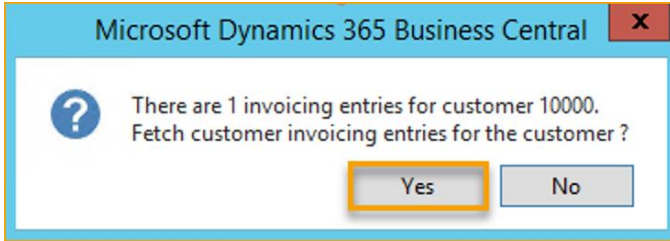
Go to Sales Invoices in Business Central Standard and create a new Sales Invoice.

Select which customer to invoice. In this example, Customer No. 10000. Add information in Sales Document Header and use function “Get Re-Invoicing Lines”.



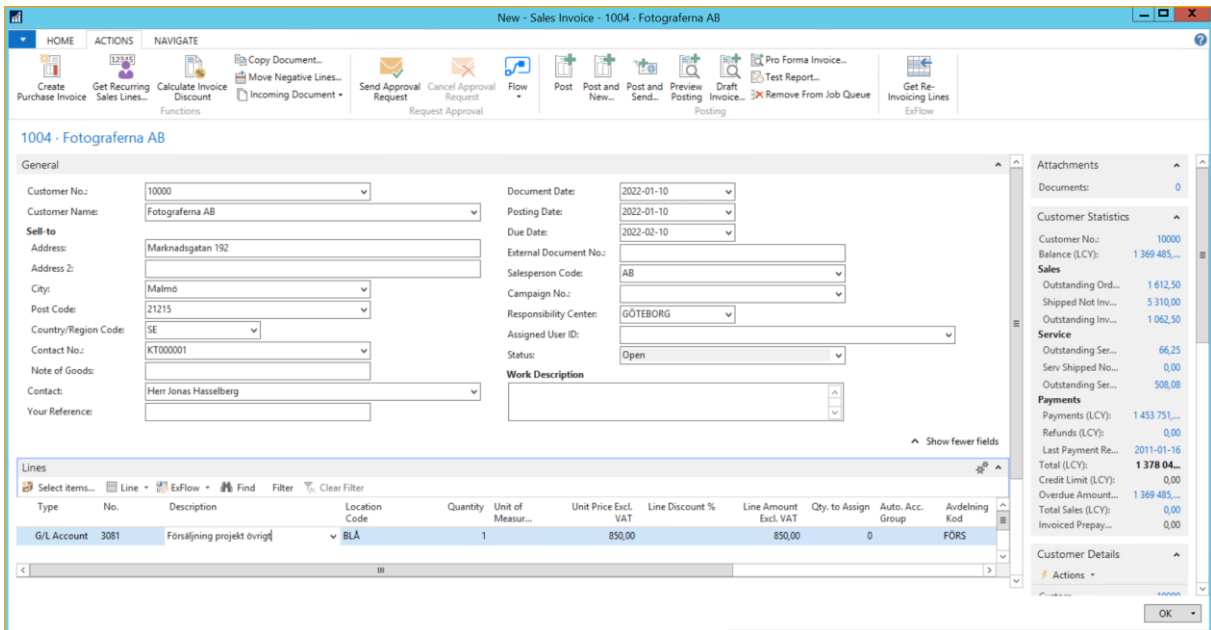
Screenshot – Sales Invoice - Get Re-Invoice Lines

All active lines will be imported for this Customer.



Screenshot - Re-Invoicing message

In this case G/L Account 3081 was selected from Re-Invoicing Code. Unit Price Excl. VAT and Description was added from the Re-Invoicing Entry.



Screenshot - Sales Invoice - Get Re-Invoicing Lines

The connected purchase invoice is shown in the line section. Several purchase invoices could be connected to one customer invoice.

New - Sales Invoice - 1004 - Fotograferna AB

HOME ACTIONS NAVIGATE

Create Purchase Invoice Get Recurring Sales Lines... Calculate Invoice Discount Move Negative Lines... Copy Document... Incoming Document... Send Approval Request Cancel Approval Request Request Approval Flow Post Post and New... Post and Send... Preview Posting Draft Invoice... Test Report... Remove From Job Queue Get Re-Invoicing Lines ExFlow

1004 - Fotograferna AB

General

Customer Name: Fotograferna AB Contact: Herr Jonas Hasselberg

Sell-to Posting Date: 2022-01-10

Note of Goods: Due Date: 2022-02-10

Attachments Documents: 0

Customer Statistics Customer No.: 10000 Balance (LCY): 1 369 485,...

Sales Outstanding Ord... 1 612,50 Shipped Not Inv... 5 310,00 Outstanding Inv... 1 062,50

Service Outstanding Ser... 66,25 Serv Shipped No... 0,00 Outstanding Ser... 508,08

Payments Payments (LCY): 1 453 751, Refunds (LCY): 0,00 Last Payment Re... 2011-01-16 Total (LCY): 1 378 04, Credit Limit (LCY): 0,00 Overdue Amount... 1 369 485, Total Sales (LCY): 0,00 Invoiced Prepay... 0,00

Customer Details Actions

Lines

Select items... Line ExFlow Find Filter Clear Filter

Type	No.	Location Code	Quantity	Unit of Measur...	Unit Price Excl. VAT	Line Discount %	Line Amount Excl. VAT	Qty. to Assign	Auto. Acc. Group	Avdelning Kod
G/L Account	3081	Försäljning projekt övrigt	1	BLÅ	850,00		850,00	0		FÖRS

Subtotal Excl. VAT (SEK): 850,00 Total Excl. VAT (SEK): 850,00

Incl. Discount Amount Excl. VAT (SEK): 0,00 Total VAT (SEK): 212,50

Invoice Discount %: 0 Total Incl. VAT (SEK): 1 062,50

Invoice Details 2022-01-10 1M(8D)

Shipping and Billing

Foreign Trade

OK

Screenshot - Sales Invoice - Show Purchase Invoice

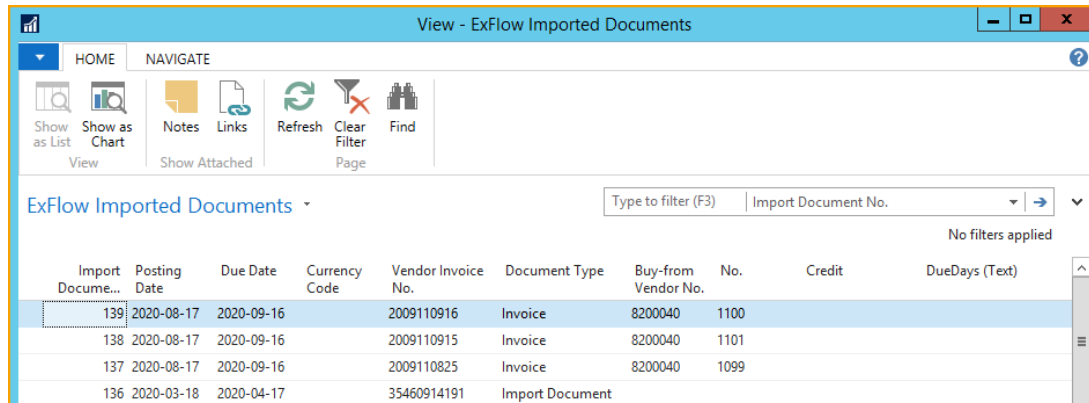
# History/Follow-Up

Path: **Departments/ExFlow/ History/Follow-Up**

## Reports and Analysis

### ExFlow Imported Documents

Function to show how many and what status the OCR imported documents have. Import Document if they still are in import journal and Invoice if they are created.



The screenshot shows a software interface titled "View - ExFlow Imported Documents". It features a navigation bar with options like "Show as List", "Show as Chart", "Notes", "Links", "Refresh", "Clear Filter", and "Find". Below the navigation bar is a table with the following columns: Import Docume..., Posting Date, Due Date, Currency Code, Vendor Invoice No., Document Type, Buy-from Vendor No., No., Credit, and DueDays (Text). The table contains four rows of data:

Import Docume...	Posting Date	Due Date	Currency Code	Vendor Invoice No.	Document Type	Buy-from Vendor No.	No.	Credit	DueDays (Text)
139	2020-08-17	2020-09-16		2009110916	Invoice	8200040	1100		
138	2020-08-17	2020-09-16		2009110915	Invoice	8200040	1101		
137	2020-08-17	2020-09-16		2009110825	Invoice	8200040	1099		
136	2020-03-18	2020-04-17		35460914191	Import Document				

Screenshot - ExFlow OCR Imported Documents List

## Archive

### ExFlow Deleted Documents

This function shows information regarding ExFlow Deleted Documents in NAV/Business Central.

View - ExFlow Deleted Documents - Invoice PIN107342

HOME NAVIGATE

Show document Show as List Show as Chart Notes Links Refresh Clear Filter Find

Process View Show Attached Page

ExFlow Deleted Documents Type to filter (F3) Document Type

Document Type	Document No.	Vendor Docume...	Vendor No.	Vendor Name	Gross Amount	Currency Code	Status	Rej...	On Ho...	Error Message	Comm
Invoice	PIN107342	17771347802	6494470	Visma	11 922,00		Active	No	No		

Deleted History Lines

Find Filter Clear Filter

Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Line Discount %	New Line	Line Amount Excl. VAT	ExFlow Status
G/L Account	6540	Software / Mjukvara	Software / Mjukvara	1	9 537,62	0,00	<input type="checkbox"/>	9 537,62	Active

Deleted Doc. Line Approvers

Find Filter Clear Filter

Approver Group	Structure Name	Comments	Approval Date	Approved By	Status	Delegated to	Under revi...
AA	Anders Andersson	Through escalation routine	2020-09-10 14:52	AUTO	Approved		<input type="checkbox"/>
FM	Financial Manager	Escalated from AA			Current		<input type="checkbox"/>

Screenshot - ExFlow Deleted Documents

## ExFlow Approval Status History

ExFlow Approval Status History shows posted documents and related information, such as PDF, attachment, approvals, and comments etc. for a specific document.

It is also possible to find the related OCR import information for the document.

If needed, set a filter on "Approver Group".



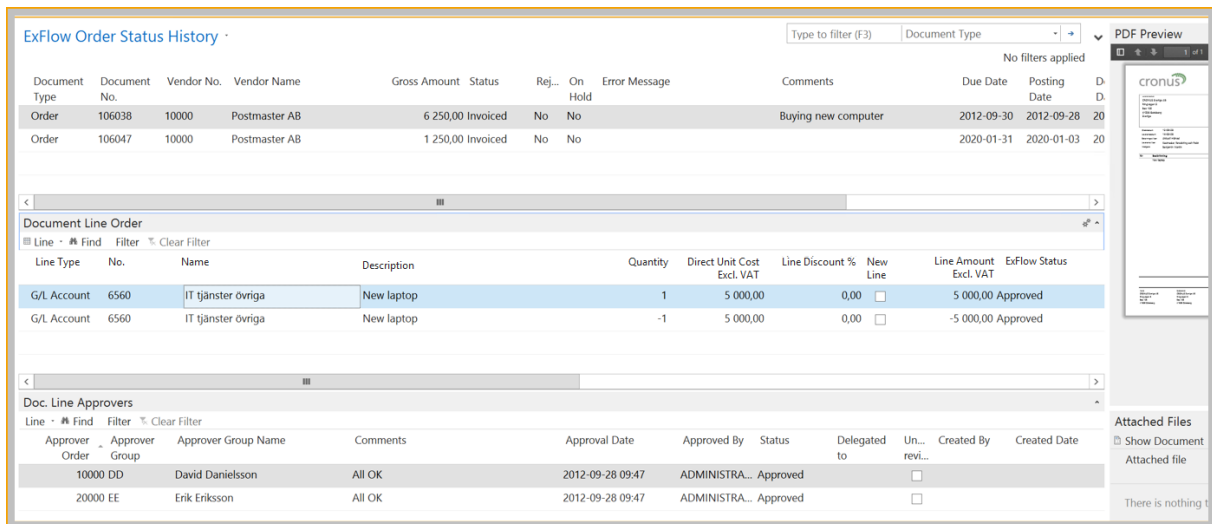


## ExFlow Order Status History

Path: **Departments/ExFlow/History/Follow Up/ExFlow Order Status History**

If using Order Approval, and Purchase Order is fully invoiced Order Approval will be found in ExFlow Order Status History.

The order document line with a (-) sign is to show the delivery.



The screenshot displays the 'ExFlow Order Status History' interface. It features a main table with columns: Document Type, Document No., Vendor No., Vendor Name, Gross Amount, Status, Rej., On Hold, Error Message, Comments, Due Date, Posting Date, and D. Below this is a 'Document Line Order' section with columns: Line Type, No., Name, Description, Quantity, Direct Unit Cost Excl. VAT, Line Discount %, New Line, Line Amount Excl. VAT, and ExFlow Status. A 'Doc. Line Approvers' section follows with columns: Approver Order, Approver Group, Approver Group Name, Comments, Approval Date, Approved By, Status, Delegated to, Un... revi..., Created By, and Created Date. A PDF Preview pane is visible on the right side.

Document Type	Document No.	Vendor No.	Vendor Name	Gross Amount	Status	Rej.	On Hold	Error Message	Comments	Due Date	Posting Date	D.
Order	106038	10000	Postmaster AB	6 250,00	Invoiced	No	No		Buying new computer	2012-09-30	2012-09-28	20
Order	106047	10000	Postmaster AB	1 250,00	Invoiced	No	No			2020-01-31	2020-01-03	20

Line Type	No.	Name	Description	Quantity	Direct Unit Cost Excl. VAT	Line Discount %	New Line	Line Amount Excl. VAT	ExFlow Status
G/L Account	6560	IT tjänster övriga	New laptop	1	5 000,00	0,00	<input type="checkbox"/>	5 000,00	Approved
G/L Account	6560	IT tjänster övriga	New laptop	-1	5 000,00	0,00	<input type="checkbox"/>	-5 000,00	Approved

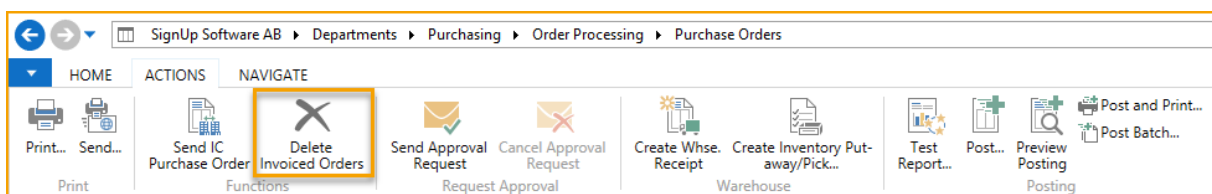
  

Approver Order	Approver Group	Approver Group Name	Comments	Approval Date	Approved By	Status	Delegated to	Un... revi...	Created By	Created Date
10000 DD		David Danielsson	All OK	2012-09-28 09:47	ADMINISTRA...	Approved		<input type="checkbox"/>		
20000 EE		Erik Eriksson	All OK	2012-09-28 09:47	ADMINISTRA...	Approved		<input type="checkbox"/>		

Screenshot - ExFlow Approval Status History

To Delete Invoiced Purch. Orders and keep the order in history deleting must be done from report in Business Central Standard. If deleting manually from Purchase Order Card "Order Approval" will be moved to ExFlow Deleted Documents.

Path: **Departments/Purchasing/Order Processing/Purchase Orders**



Screenshot - Purchase Orders

## Posted Purchase invoices

Same as in standard NAV/Business Central.

## Posted Credit Memos invoices

Same as in standard NAV/Business Central.

## Posted Purchase Receipts

Same as in standard NAV/Business Central.

# Troubleshooting

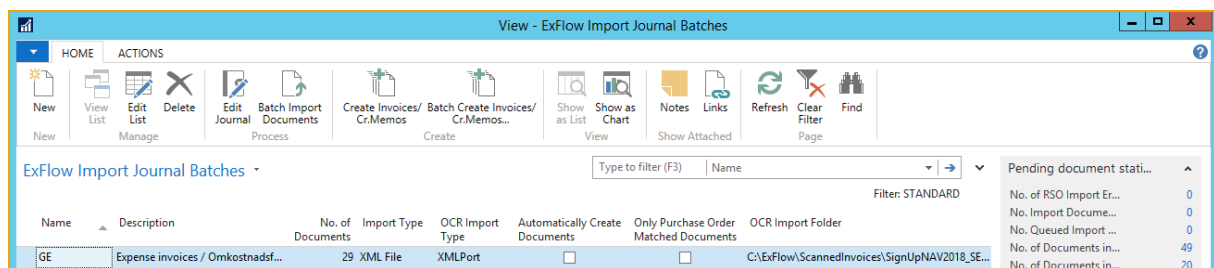
## Common Setup issues

**Issue:** G/L Account from Vendor is not getting suggested on Import Lines.

**Solution:** In ExFlow Setup, Fast tab **General**, Headline **Coding**, field **Propose Line** needs to be checked.

**Issue:** Where do Imported files go?

**Solution:** Imported files are moved into the database when imported. After creation and posting of invoices, files are stored in folders or database according to the setup on Import Document.



Screenshot - ExFlow Import Journals

The screenshot above shows the OCR Import Folder path.

If no path is setup on a journal, the standard path on ExFlow Setup will be used.

**Issue:** Import of OCR files do not work correctly.

**Solution 1:** When an ExFlow Import Journals, Departments/ExFlow/Document Processing/ ExFlow Import Journals, is created the **Import Type** is set to **Image File**. It is setup for import of pdf files. If the journal is setup for import of OCR files, the **Import Type** need to be **XML File**.

**Solution 2:** Wrong format in the XML file.

**Issue:** VAT Product Posting Group is wrong.

**Solution:** VAT Product Posting Group is copied from the setup of the G/L Account. If there is no VAT Product Posting Group on the G/L Account, this group is copied from the Standard VAT Product Posting Group in the ExFlow setup. Find this setting in **ExFlow Setup**, Fast tab **General**, headline **Coding** in field **Standard Prod. Posting Group**.

**Issue:** VAT amount is not correct.

**Solution:** Check that the amount is the same as in the PDF-document. Check that the right VAT Product Posting Group is used. Modify the lines if needed and check that the document lines match the document header.

**Issue:** In older versions of ExFlow (3.40 and older) Check Reference meant a check was done that the reference existed.

**Solution:** Now this setting means that reference is mandatory. Find this setting in **ExFlow Setup**, Fast tab **Doc. Creation Checks**, field **Check Reference**.

## Common Action Messages

**Action Message:** Approvers missing on line.

**Solution:** Approvers are usually added automatically by Template rules etc. If missing it is possible to add Approval Group on line in Fact box **Approval proposal**.

**Action Message:** Vendor cannot be identified for Vendor ID 1234567890.

**Solution:** Check the scanned document. Is the Vendor ID correct interpreted? Check Name, IBAN and Bank accounts. If not, modify the Vendor ID number.

Does the Vendor exist in Business Central? If not, create the Vendor in NAV/Business Central.

**Action Message:** VAT Amount (1291,60) is not equal to total VAT of lines (645,80).

**Solution:** Check if the VAT Amount is correct interpreted. Check the import lines, are VAT Prod. Posting Groups correct? If not, change and verify the document.

**Action Message:** Document Order XXX does not exist!

**Solution:** First, check if this Order number is the same as on the scanned picture. If this is correct, go to Order No. column and look on this Orders numbers.

**Action Message:** Duplicate Import Header in Journal Batch OCR - occurrence 2!

**Solution:** The Vendor Document Number (ExFlow column)/Vendor Invoice Number (NAV/Business Central) has already been used in an open purchase document, Import Journal or Posted Purchase Invoice.

If the line is a real duplicate - delete the journal line.

If the number is used before and this is correct, maybe a rent / insurance / subscription, set the **Allow Duplicate invoice** to **Yes** on the Vendor card, Fast tab **ExFlow**.

**Action Message:** This invoice is flagged as Factoring and is therefore not allowed to be created!

**Solution:** If user receive this message user should ensure that Buy-from Vendor is the Vendor from whom user purchase the goods while Pay-to Vendor is your factoring Vendor. If this is not the case, change Vendor number on the line.

On Buy-from-Vendor card, Fast tab **ExFlow** there is a check box, **Factoring**.

**Action Message:** Amount (XX) is not equal to total of on lines (YY).

**Solution:** Look in the setting in **ExFlow Setup**, Fast tab **PO Matching** and headline **Automatic Difference Line**, settings can be involved. The difference does not correspond to the **Max Diff. Amount (LCY)** or **Max Diff. %** setting (or both). Modify the amount on the header or on the lines.

## Receipt missing

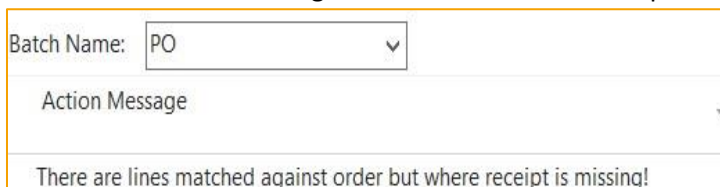
When a user gets a message that the order cannot be matched against receipt line, this needs to be handled on the Purchase Order Line. Note that receipts are not handled in ExFlow.

Go to Purchase Order e.g., via Order Number, make sure receipt has been done and post the receipt.

Here are a few action messages:

Action Message:

There are lines matched against order but where receipt is missing!



Batch Name: PO

Action Message

There are lines matched against order but where receipt is missing!

Screenshot - ExFlow Import Journal

Action Message:

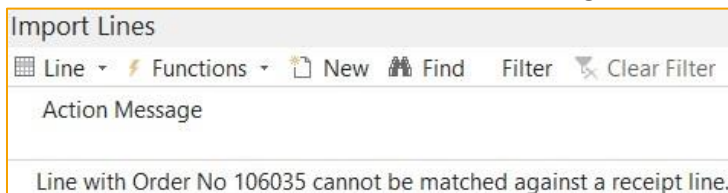
Document Order 96251 does not exist!

Action Message	Document Type	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Documen...
Document Order 96251 does not exist!	Invoice	L00010	ReadSoft AB	103020

Screenshot - ExFlow Import Journal

Action Message on the Import Line:

Line with Order No 106035 cannot be matched against a receipt line.



Import Lines

Line Functions New Find Filter Clear Filter

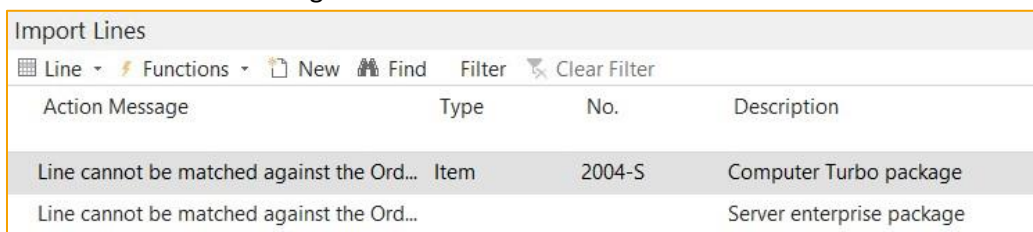
Action Message

Line with Order No 106035 cannot be matched against a receipt line.

Screenshot - ExFlow Import Journal

Action Message on the Import Line:

Line cannot be matched against the Order No. 96251.



Import Lines

Line Functions New Find Filter Clear Filter

Action Message	Type	No.	Description
Line cannot be matched against the Ord...	Item	2004-S	Computer Turbo package
Line cannot be matched against the Ord...			Server enterprise package

Screenshot - ExFlow Import Journal

## Vendor missing, Vendor cannot be identified

Buy-from Vendor No. is blank.

In the field Buy-from Vendor Name the message “Check action messages and reverify” can be read. Vendor cannot be identified for VendorID 28200040.

Action Message	Document Type	Buy-from Vendor ...	Buy-from Vendor Name	Vendor Documen...	Vendor Documen...
Vendor cannot be identified for Vendorl...	Invoice		Check action messages and reverify	61348069099...	
Vendor cannot be identified for Vendorl...	Invoice		Check action messages and reverify	1771347802-...	

*Screenshot - ExFlow Import Journal - Action Message*

ExFlow cannot identify the Buy-from Vendor No. from the imported Vendor number (28200040 can be found in the column Vendor ID and is read from the XML file).

Does the Vendor exist in NAV/Business Central?

Look at the image (Ctrl+I) of the purchase invoice and check the Vendor data. Compare with Vendors in Business Central to find a match. Check Name, IBAN and Bank accounts.

To look at the imported data, go to path:

Departments/ExFlow/Document Processing/ ExFlow Import Journals, open **ExFlow Import Journals**.

Click the **NAVIGATE** tab in ribbon and **Show Import Details (OCR)**.

## Localization Sweden

### Language

ExFlow have support for Swedish language in Business Central.

### Auto Acc. Group

ExFlow have support for Auto Acc. Group in Import Journal and can be added from G/L Account, ExFlow Standard Purchase Code or added manually in Import Journal Line.

## Add On SweBase

### Payment Reference – OCR No.

Field OCR No. can be interpreted and imported or added manually in Import Journal field "Vendor Document No. 2".

When creating a document this will be added in field OCR No. on document header. After Posting OCR No. can be found in Vendor Ledger Entries.

Functionality for handling OCR No. in payment solution is to be found in extension called SweBase. For SweBase related questions contact your Business Central Partner.

### Inward Registration

Inward Registration is a function to be found in extension, SweBase. This can be activated from ExFlow Setup.

Inward registration will be posted automatically when creating the document from Import Journal. Depending on SweBase Version the Inward Registration can be added from header level or row level. Some SweBase setup can be necessary.

When posting Document, Inward registrations will be reversed on same date as posting date.

Functionality for handling Inward Registration solution is to be found in extension called SweBase. For SweBase related questions contact your Business Central Partner.

### Deferral

ExFlow have support for Deferral in the Swedish localization. From G/L Account, ExFlow Standard Purchase Code or added manually in Import Journal Line.

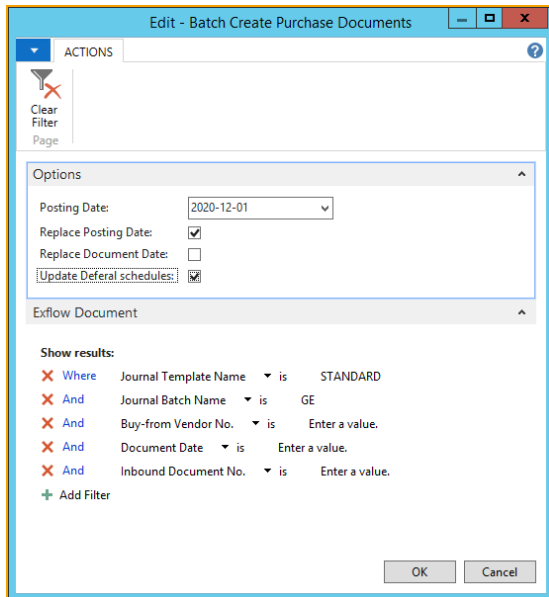
Choose a Deferral Template Code from Business Central SE. Starting Date will be added from settings in Template. Change Deferral Starting Date on each row if needed.

Update Posting Date when Batch Create Purchase Documents will not update Deferral Start Date.



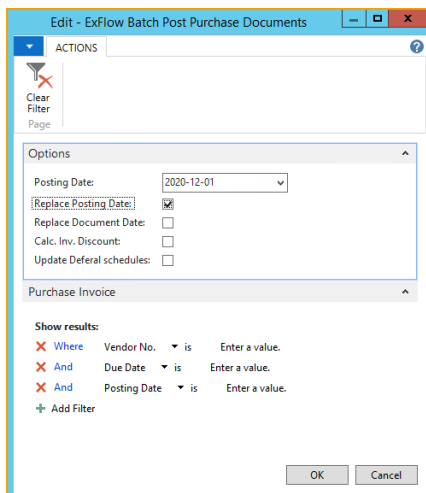
## Update Deferral Schedules when Batch Create Purchase Documents.

This function will replace Deferral Starting Date to same date as new Posting Date for all documents that have a Deferral Code. This can only be used together with Replace Posting Date.



Screenshot – Batch Create Purchase Documents

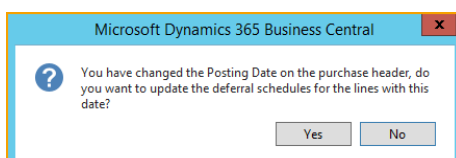
There is a setting to Replace Posting Date when using Batch Post Purchase documents in Approval Status.



Screenshot – Batch Post Purchase Documents

If there are any documents with Deferral Code to be posted, answer **No** to keep Deferral Starting Date or **Yes** to update Deferral Starting Date from settings on the Deferral Template Card.

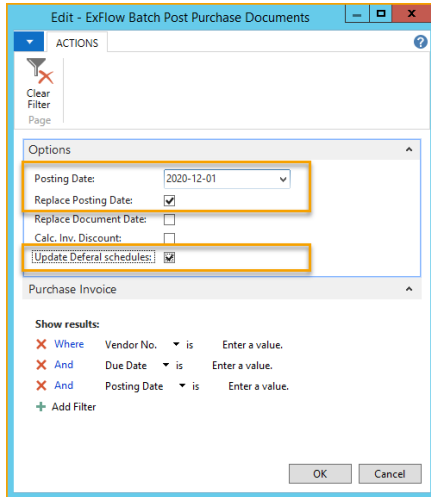
This question will only be asked once and includes all documents.



Screenshot – Batch Post Document message

To use standard Business Central SE function to update Deferral Starting Date from Deferral Code on just one document in Approval Status, go to Card and change posting date on document header or go to Deferral Schedule. It is also possible to change Starting Date manually.

Update Deferral Schedules will update Starting Date to the same date as Posting Date for all documents.



Screenshot – Batch Post Purchase Documents

## Extended Allow Posting To

ExFlow supports Allow Extended Posting date when using deferrals.

