Extractional Documentation

Introduction

This chapter provides an overview of the system and outlines its main components and functionalities. It explains how responsibilities are distributed among different user roles, highlights key safety and access considerations, and describes the various views available within the user interface. Understanding these fundamentals will help users navigate and interact with the system effectively.

Info

- `Document:` in our system, when we talk about documents, we are talking about **Invoices, Credit notes, Delivery notes, Order forms, Order confirmations**, in other words, we talk about all financial documents that are generally interchanged in companies.
- `Validation:` entity in our system that represents one incoming out outgoing document that as been registered in our system.
- `Templates:` A template, in our system, is all the entities that are used as a reference to extract data from further incoming/outgoing documents.
- `"Envelope Data":` All fields that form the header and footer of the document (general information of the document).
- `"Line items":` Document's positioned items, in other words, all data that will be used for Peppol data extraction.

Purpose and functionality

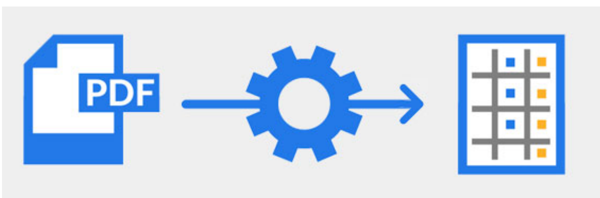
Welcome to the Extractional User Manual. In this guide, you'll find comprehensive information about how to use our software system effectively. Before diving in, we'll provide a brief overview of its purpose and explain how it can help your company streamline operations and save valuable time.

Extracting and automating purchasing documents data

The main goal of our system is to extract data from all incoming and outgoing purchasing and billing documents within a company. Once extracted, the data will be processed, allowing one to automate processes and also automatically export it into other systems, streamlining operations and reducing manual workload.

PDF files extraction

Our software will extract data from all pdf formatted files. This allows our users to not need to change all their billing habits and maintains the usage of one of the most used format for these type of documents.



Direct email account connection

This software will automatically insert all incoming billing documents in the system by directly connecting to a e-mail address. This is done via a IMAP connection, witch is available for most of email domains.

Usage of numerical data

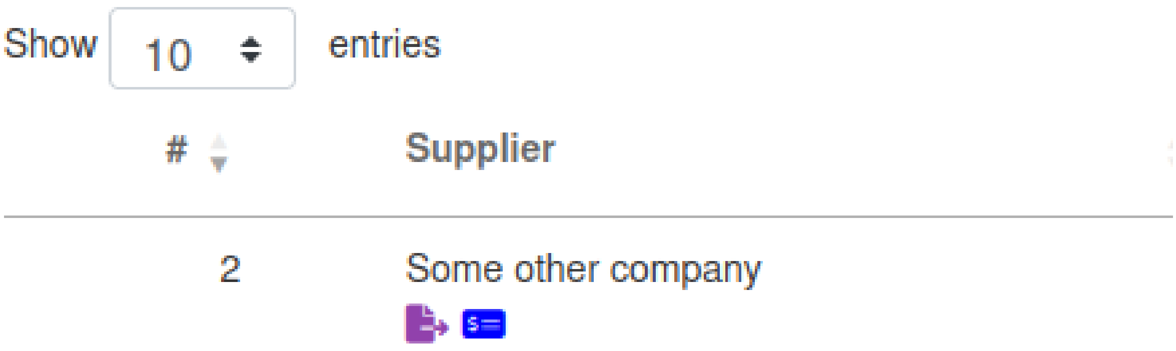
One main advantage of using our system is the complete usage of numerical data. This will easy your company easy of organisation and improve some daily tasks of your employees.

Ease of document control

One of the primary objectives we achieved with our software was to make it easy to organize all incoming and outgoing documents without consuming unnecessary employee time.

As you may know, the volume of documents most companies receive and handle can be overwhelming. Tracking the status of each document, along with the associated transactions, can be challenging to manage effectively.

Our system makes document organization straightforward while also keeping track of their status. It allows automatic assignment of documents to team members and uses flags or markers to indicate their state. Additionally, it organizes all transactions associated with each document.



Example of an existing file in our system with two flags assigned to it

Improving file searching

Since our system relies on a numerical file storage system and features quick file searching algorithms and filtering algorithm , it will improve your company's productivity by not needing to look for a specific document like the old days.

Reducing paper usage in your company

Automating document handling with our system significantly reduces paper usage. Since there is no longer a need to print documents for organizational purposes, as is common in many companies, this system allows your business to operate in an almost paperless environment.

User Management

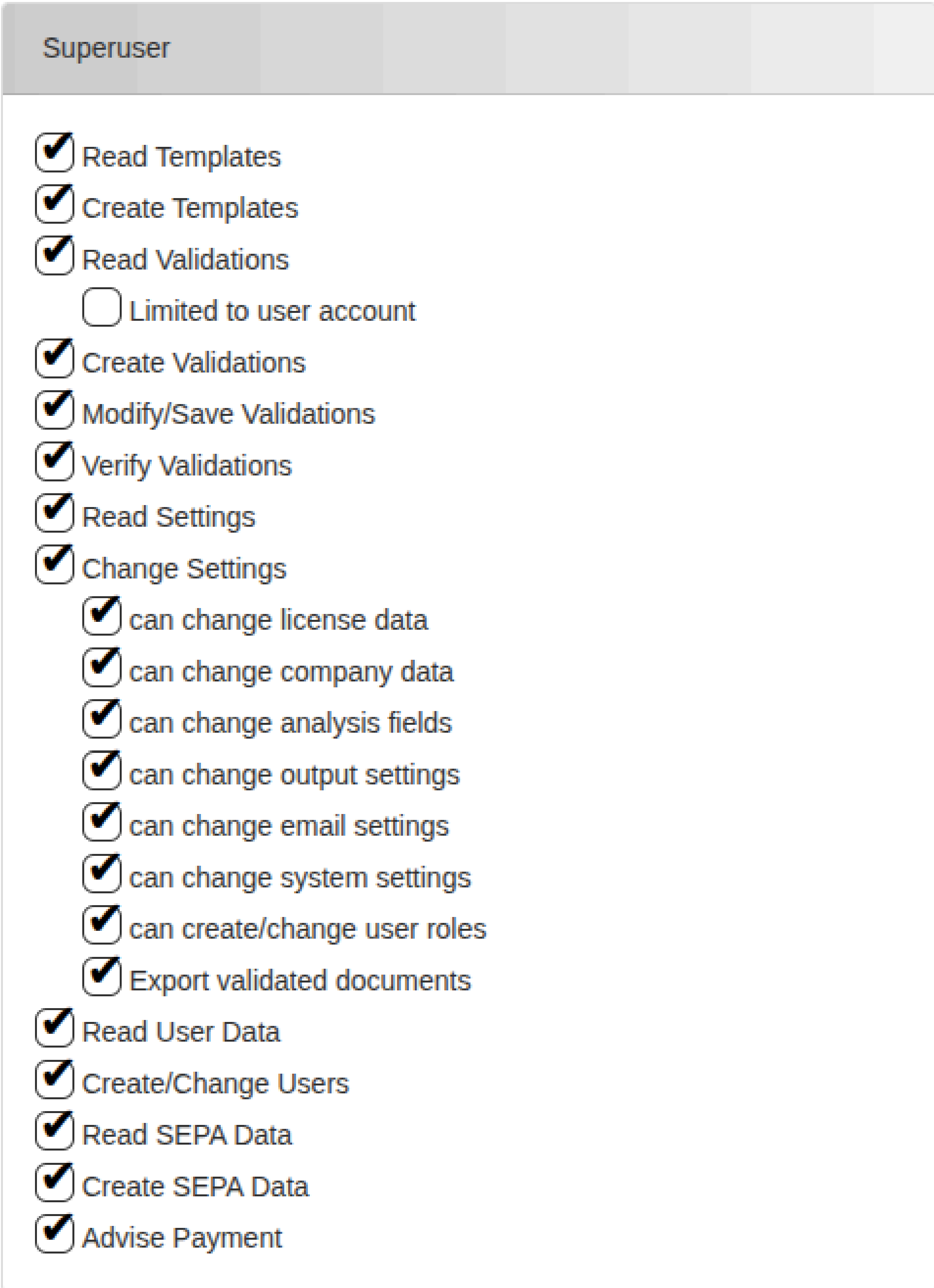
One of the key features of our system is the ability to define different user roles and automate work distribution.

User Roles

Our system provides several predefined user roles and also allows you to create new ones. Each role comes with specific permissions, which in turn determine the user's view and capabilities within the system.\

Permissions

Permissions in the system mainly control the type of access each team member has to your document database, as well as what they can create, modify, or delete in the system.



Picture showing all the different permissions available in our system

Each permission has been defined to endure that all important operations in the system can be controlled. These are the following permissions available in the system:

- `Read templates:` The user is allowed to access all templates and view them.
- `Create templates:` The user is allowed to create new templates as well as deleting/modifying existing ones

- `Read Validations:` The user is allowed to read all validations (documents) that are available in the system
  - `Limited to user account:` This option can be chosen if you only want the user to be able to see all the validations that are assigned to his name.
- `Create validations:` The user is allowed to create new validation instances in the system. However, these permissions do not allow us to make these new validations as accepted in the system, they will basically be always seen as unverified documents.
- `Modify/Save Validations:` The user has the rights to modify all the data extracted in a document and to save it on the system.
- `Verify Validations:` The user has the rights to verify the documents and release them into the system.
- `Read Settings:` The user is allowed to enter the settings page and see all the different preferences chosen. He will not be able to change any data.
- `Change Settings:` The user has the permission to change some(all) settings. All the different settings sub-pages that this user shall be able to use must be specifically defined in the indented boxes.
- `Read User Data:` The user is allowed to read all the system user data.
- `Create/Change Users:` The user is allowed to create a new user or modify existing ones.
- `Read SEPA Data:` The user is allowed to read all SEPA related data (for example bank credentials of documents payments)
- `Create SEPA Data:` The user is allowed to create SEPA related data, this allowing the automation of payment of documents.
- `Advise Payment:` The user is also allowed to identify documents as \"Paid\" in the system.

Why We Use User Roles

The decision to implement user roles is straightforward: having predefined user types makes it easy to define new categories of users with a specific set of rights.\ Additionally, if a particular category of user needs different permissions, you only need to update the settings for that role rather than changing permissions individually for each user.

Simplified people management

Our software enables you to monitor your team's workload, ensuring that tasks are distributed evenly. This helps you identify and address workload imbalances early, ensuring that your team works collaboratively and efficiently.

Seamless integration of purchasing and accounting departments

Extractional creates a new and transparent connection between the purchasing and accounting departments. With all the data automatically extracted into the system and analyzed by all the different individuals in the purchasing department, the accounting will have a clear understanding each transaction made in the company.

Exporting Data

Our system also allows the users to export all the different data within the system into different formats allowing to export all the purchasing data into other systems.\ The system allows you to export in the following formats:

- `XML format:` common format allowing you to export all data into different accounting platforms such as **Sage BOB50**
- `JSON format:` commonly used format containing all information of the extracted data. Can be used to interchange data between Extractional systems.
- `CSV format:` format allowing to view all the desired data in a system's spreadsheet (for example Excel).
- `Peppol format:` international format used for interchanging electronic documents with private entities as well as with the gouvernment.
- `SEPA format:` This specific XML format allows to automate SEPA payments allowing to easy elaborate payments within a company.

Safety and Access Control

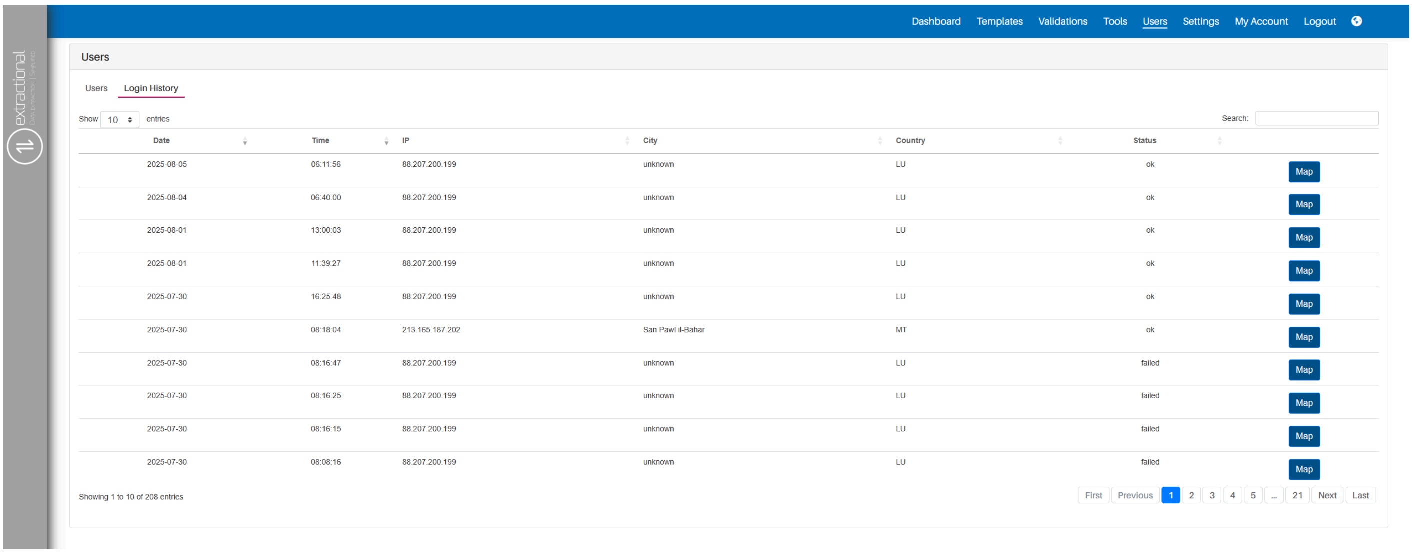
A major focus of our system is ensuring the security of your documents and controlling all access within the platform.

Safety within the Database

To guarantee that your company's documents are always available and secure, we ensure that they remain strictly confined within the server system you use. All system documents are stored on your server installed in your company, ensuring that your data never leaves your network unless explicitly done by you.

Access Control

To strengthen access control, we have implemented several measures in the system.\ The first is the use of role-based access control, which has already been explained in detail in a previous section.\ The second is comprehensive login tracking. The system logs every login attempt along with the IP address of the person attempting to access the platform. This allows you to determine the origin of each access attempt. Additionally, the system records whether each login attempt was successful or not.



Extractional Documentation

Home

System Overview

In this chapter, you will be presented with a detailed manual explaining how each main page in the system works as well as explaining all the main functionalities of the system.

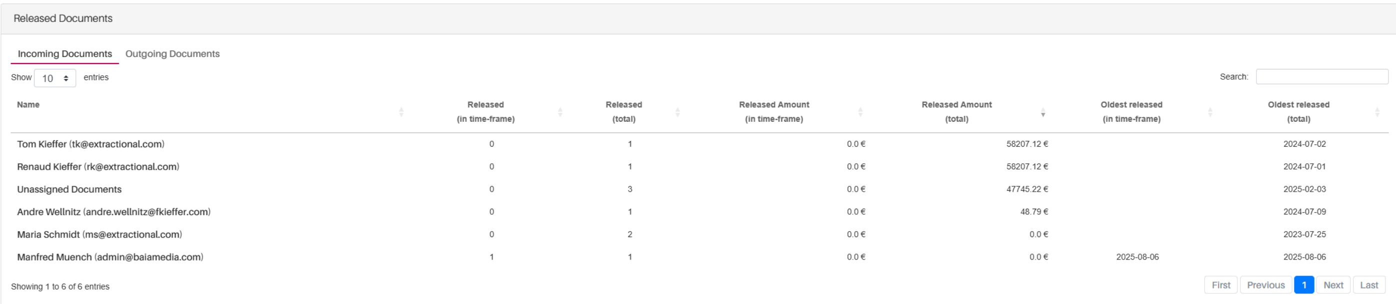
Important information

Please be aware that some menu items that are shown in this part of the manual might not be available to you; this will directly depend on the rights that you have in the system.

General principles

General navigation principles for all tables

Example of a table:


Released Documents

Incoming Documents Outgoing Documents

Show 10 entries

Search:

Name	Released (in time-frame)	Released (total)	Released Amount (in time-frame)	Released Amount (total)	Oldest released (in time-frame)	Oldest released (total)
Tom Kieffer (tk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-02
Renaud Kieffer (rk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-01
Unassigned Documents	0	3	0.0 €	47745.22 €		2025-02-03
Andre Wellnitz (andre.wellnitz@fkieffer.com)	0	1	0.0 €	48.79 €		2024-07-09
Maria Schmidt (ms@extractional.com)	0	2	0.0 €	0.0 €		2023-07-25
Manfred Muench (admin@baiamedia.com)	1	1	0.0 €	0.0 €	2025-08-06	2025-08-06

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

To enhance usability for all tables, several navigation features are available:

- To switch between **Incoming** and **Outgoing** documents, use the tabs at the top of the table.
- To **sort table elements** by a specific column, click on the column header. An icon will indicate the current sorting order (ascending or descending). Clicking repeatedly toggles between the sorting options or removes the sorting.
- To search for a specific row, use the search bar in the top-right corner of the table. Searches are conducted based on the information visible in the table.
- To adjust the number of rows displayed per page, click on the current items-per-page indicator at the top of the table and select your preferred amount.
- To navigate between pages, use the pagination controls at the bottom of the table.

Extractional Documentation

Dashboard

Dashboard

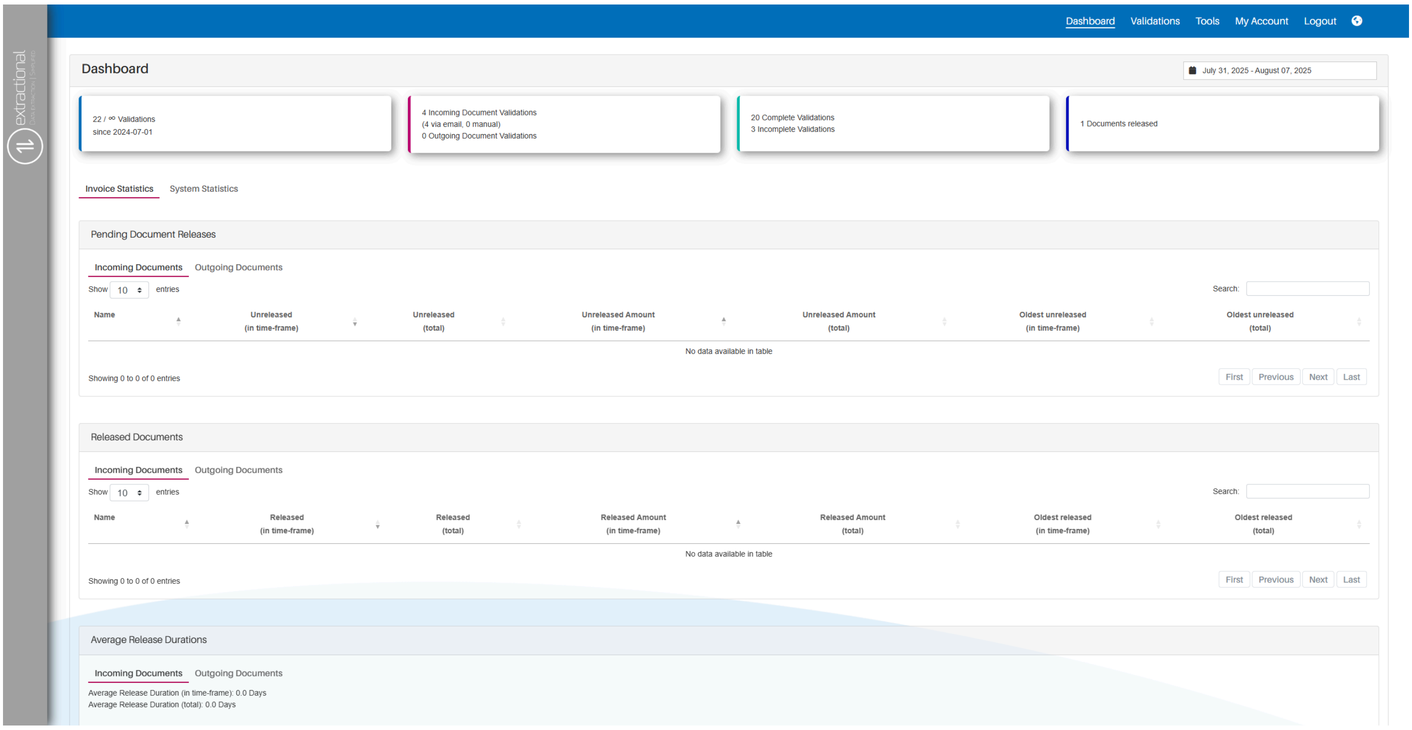
What is the main purpose of the this page

In this dashboard page you will find many useful tables and statistics that will help you organize and overview your work.

If you are a super user or a similar person who has the rights to observe all of your companies users and documents, you will also have some additional visualizations and tables at your own disposal helping you analyse the performance of the users and the future money outflow.

In the following paragraphs, you shall find all the different tables and visualizations that are at your disposal.

Overview



Defining your time period

Before performing any analysis or interacting with the dashboard, it is essential to first define the time period within the dashboard. The selected time period determines which documents will be included in all tables and visualizations available for use.

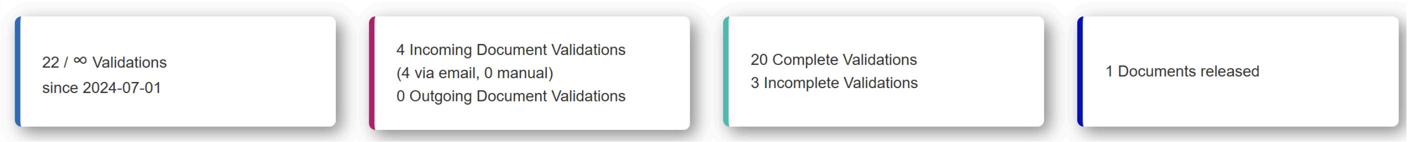
To modify the time period, click the current time period text box located at the top of the screen and adjust it according to your preferences. For more detailed information on how to change the time period, please refer to the (following link), which will redirect you to the relevant section of this manual where the time period submenu is explained in greater detail.

Analysing General Statistics in the Initial Boxes

One of the first elements you will notice on the dashboard page are four boxes displaying general statistical information about your system.

First Look

To help identify the boxes referenced, a visual example of how these boxes appear in your system is provided below.



Information Provided in These Boxes

These boxes contain general information designed to help you quickly assess the current state of the system. This can provide useful information and help you prioritize your tasks or company operations accordingly.

Navigation Through the Different Tabs

On the Dashboard page, all features are divided into separate subpages. You can navigate between these pages by switching tabs at the top of the screen.

Here is an example of what these tabs should look like:

The following sections explain the features available on each of these pages.

Invoice Statistics

This subpage of the dashboard displays statistical information related to documents released within the selected time period.

> **Important information**
>
> Before analysing the documents currently in the system, please note that if you do not have permission to view others' validations, you will only see documents released by you.

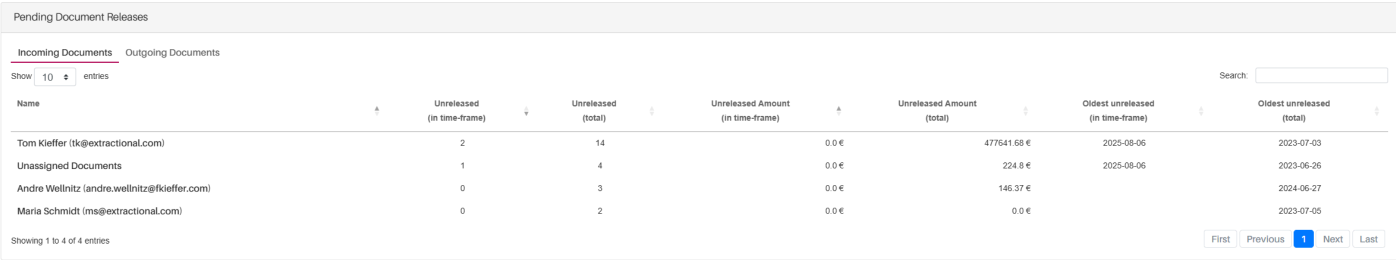
We will now walk through each visualization available on this subpage.

Pending Document Releases Table

Overview

This table displays all documents that are currently pending release in your system. It shows the person each document is assigned to, along with detailed information about the number and value of documents each individual is responsible for releasing.

Below is an example of how this table appears:


Pending Document Releases

Incoming Documents Outgoing Documents

Show 10 entries Search:

Name	Unreleased (in time-frame)	Unreleased (total)	Unreleased Amount (in time-frame)	Unreleased Amount (total)	Oldest unreleased (in time-frame)	Oldest unreleased (total)
Tom Kieffer (tk@extractional.com)	2	14	0.0 €	477641.68 €	2025-08-06	2023-07-03
Unassigned Documents	1	4	0.0 €	224.8 €	2025-08-06	2023-06-26
Andre Wellnitz (andre.wellnitz@fkieffer.com)	0	3	0.0 €	146.37 €		2024-06-27
Maria Schmidt (ms@extractional.com)	0	2	0.0 €	0.0 €		2023-07-05

Showing 1 to 4 of 4 entries

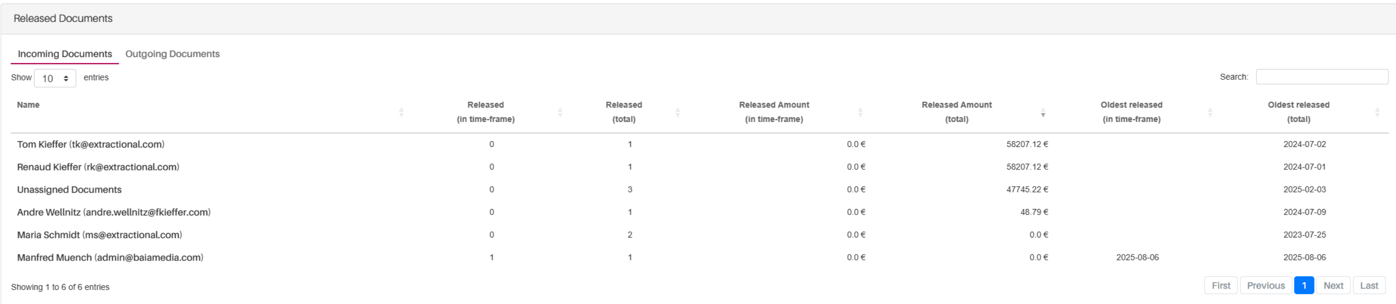
First Previous 1 Next Last

Released Documents Table

Overview

This table displays all documents that have already been released in your system. Each entry includes the person the document is assigned to, as well as various statistics, such as the number and value of documents released per individual. In addition, all the documents that have been released without some one assigned to it will be represented in a separate representative row (also called `"Unassigned Documents"`).

Here is an example of what the table looks like:


Released Documents

Incoming Documents Outgoing Documents

Show 10 entries Search:

Name	Released (in time-frame)	Released (total)	Released Amount (in time-frame)	Released Amount (total)	Oldest released (in time-frame)	Oldest released (total)
Tom Kieffer (tk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-02
Renaud Kieffer (rk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-01
Unassigned Documents	0	3	0.0 €	47745.22 €		2025-02-03
Andre Wellnitz (andre.wellnitz@fkieffer.com)	0	1	0.0 €	48.79 €		2024-07-09
Maria Schmidt (ms@extractional.com)	0	2	0.0 €	0.0 €		2023-07-25
Manfred Muench (admin@baiamedia.com)	1	1	0.0 €	0.0 €	2025-08-06	2025-08-06

Showing 1 to 6 of 6 entries

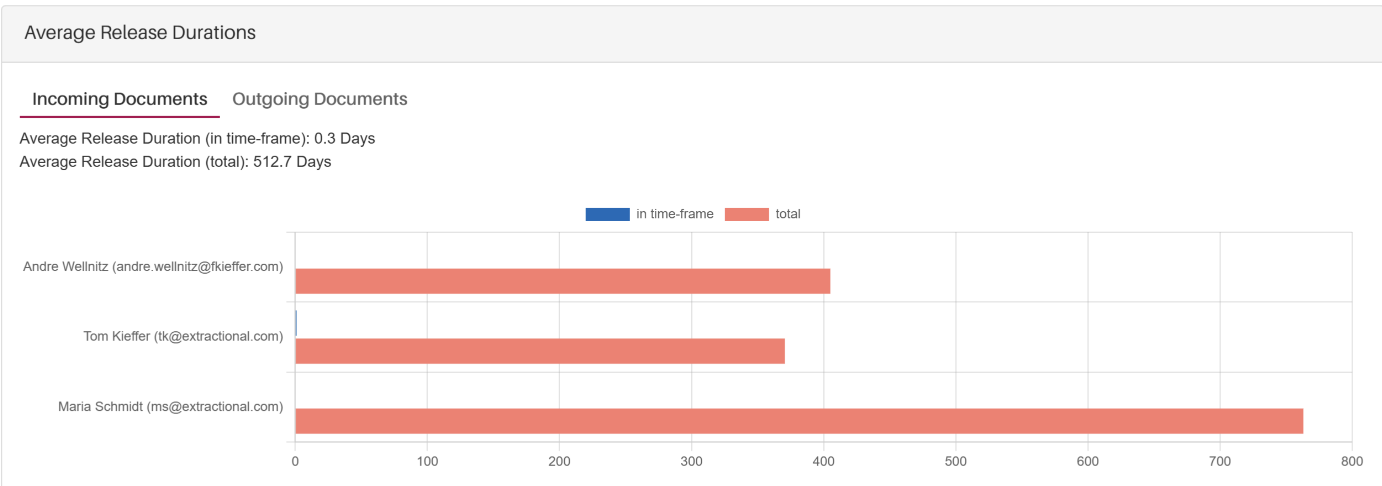
First Previous 1 Next Last

Average Release Durations

Overview

This histogram shows the average time each individual takes to release assigned documents.

To aid your understanding, here is an example visualization:



Navigating the Histogram

Each row represents a team member along with the average release time for that individual. Depending on the box color, the displayed average may refer to either:

- The average duration within the defined time period, or
- The overall average release time across all their documents.

To switch between **Incoming** and **Outgoing** documents, use the tabs at the top of the histogram.

To hide one of the categories (`"In Time-Frame"` or `"Total"`), simply click on the respective category label at the top of the histogram.

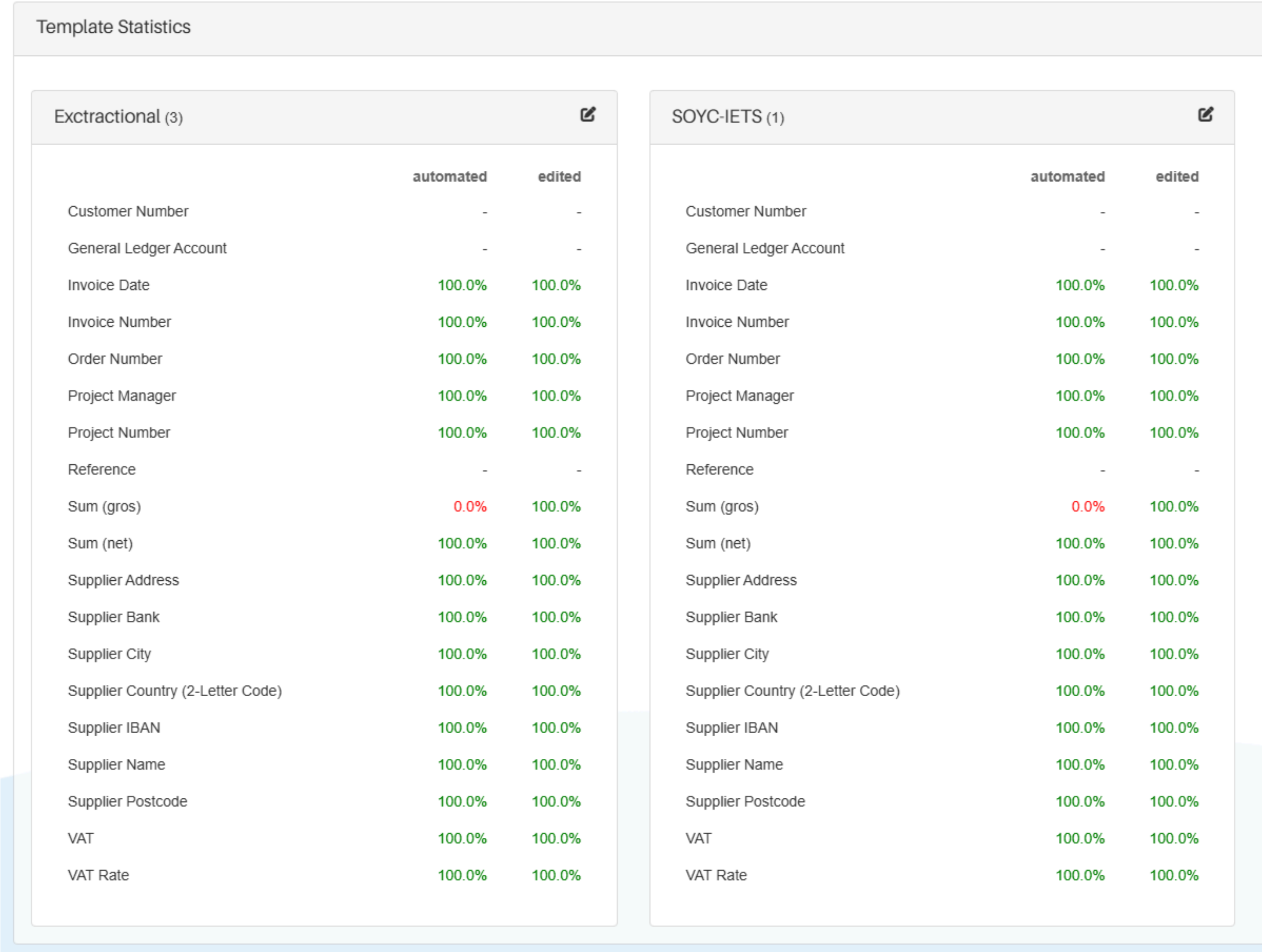
Template Statistics

Overview

This sub-section allows you to visualize the performance of each template used during the selected time period.

> ⚠ **Important information**
>
> Please note that if you do not have the necessary permissions to create or modify templates, this page will appear empty.

Below is an example of what this page looks like:



Template Statistics

Exctractional (3)

	automated	edited
Customer Number	-	-
General Ledger Account	-	-
Invoice Date	100.0%	100.0%
Invoice Number	100.0%	100.0%
Order Number	100.0%	100.0%
Project Manager	100.0%	100.0%
Project Number	100.0%	100.0%
Reference	-	-
Sum (gros)	0.0%	100.0%
Sum (net)	100.0%	100.0%
Supplier Address	100.0%	100.0%
Supplier Bank	100.0%	100.0%
Supplier City	100.0%	100.0%
Supplier Country (2-Letter Code)	100.0%	100.0%
Supplier IBAN	100.0%	100.0%
Supplier Name	100.0%	100.0%
Supplier Postcode	100.0%	100.0%
VAT	100.0%	100.0%
VAT Rate	100.0%	100.0%

SOYC-IETS (1)

	automated	edited
Customer Number	-	-
General Ledger Account	-	-
Invoice Date	100.0%	100.0%
Invoice Number	100.0%	100.0%
Order Number	100.0%	100.0%
Project Manager	100.0%	100.0%
Project Number	100.0%	100.0%
Reference	-	-
Sum (gros)	0.0%	100.0%
Sum (net)	100.0%	100.0%
Supplier Address	100.0%	100.0%
Supplier Bank	100.0%	100.0%
Supplier City	100.0%	100.0%
Supplier Country (2-Letter Code)	100.0%	100.0%
Supplier IBAN	100.0%	100.0%
Supplier Name	100.0%	100.0%
Supplier Postcode	100.0%	100.0%
VAT	100.0%	100.0%
VAT Rate	100.0%	100.0%

Navigating Within This Subpage

Each template used within the defined time period is displayed as an individual tile. Within each tile, you will find extraction accuracy metrics for each field associated with that template.

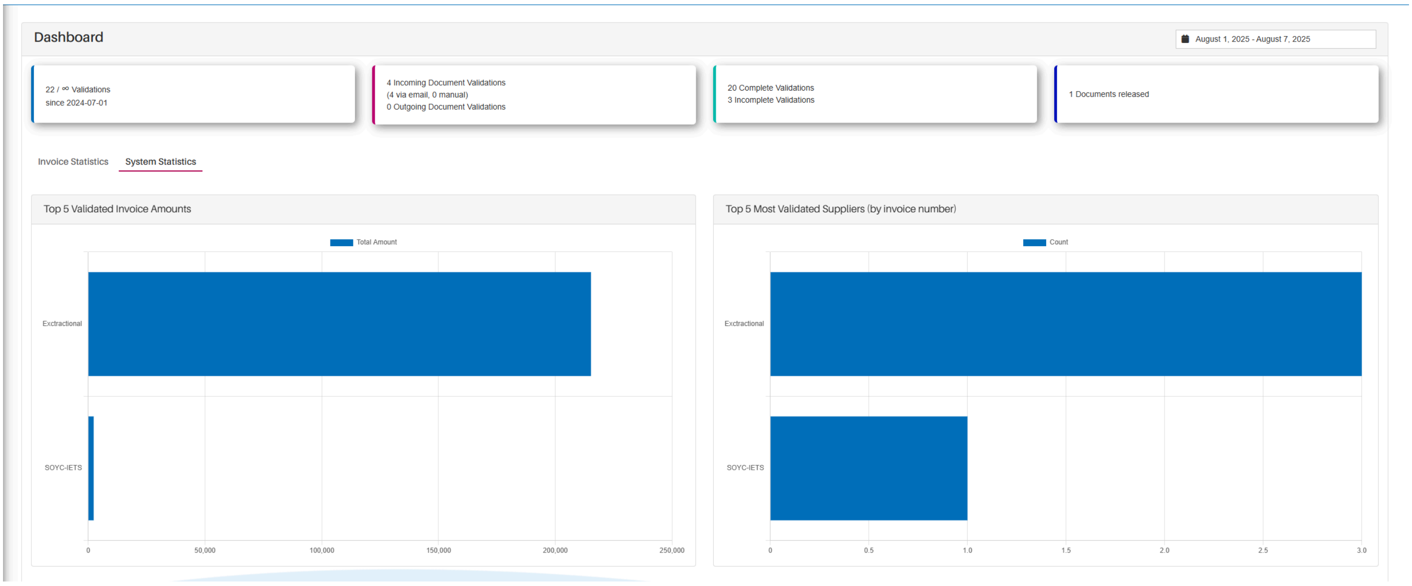
If you wish to edit a specific template, you can do so directly by clicking the edit icon located in the top-right corner of the template tile. The edit icon appears as follows:

System Statistics

This subpage provides an overview of statistical information related to the overall system performance during the selected time period.

> ⚠ **Important information**
>
> Since no sensitive information is presented in these visualizations, all users are granted full access to this subpage.

An example of this page layout is shown below:



Navigating Through the Visualizations

As you scroll through this page, you will encounter various histograms and other types of visual representations. The following interaction features are available:

- To view specific values or additional information for a particular data point within a visualization, simply hover your mouse over it. A tooltip will appear with detailed information.
- Some visualizations offer parameter tabs that allow you to filter or adjust the displayed data. To change the parameters, switch between the available tabs.

To-Do List

This section is currently under development.

Macro Syntax Error

File: `System Overview\Template.md`

Line 117 in Markdown file: **Missing end of comment tag**

```
### Functionalities overview {#creating_new_template}
```

Extractional Documentation

Home

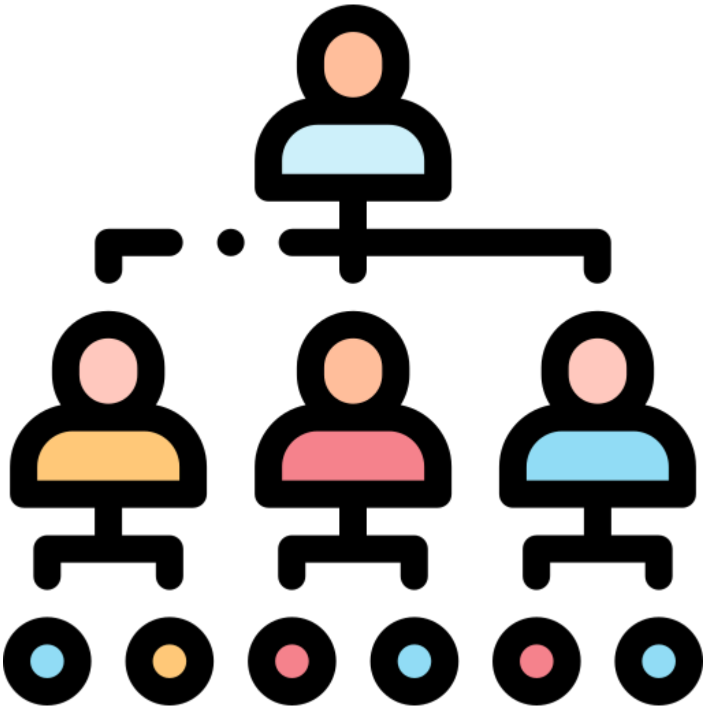
Configuring the System for Multi-Organization Support

In this part of the manual, we will explain how to configure your system to have several sub-organisations within the same system.

This functionality will allow your system to have suborganizations working on the same system/server. This will allow your multi-organizational company to all work within the same license and server, improving both costs and energy using our system.

Important

It is important to understand that all sub-organizations work independently from each other and that no information or user are shared across any of the platforms.



Extractional Documentation

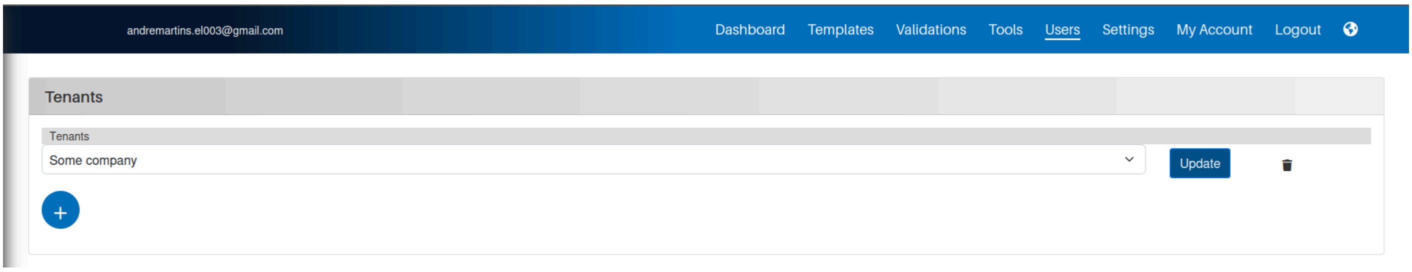
Setting up the system

Setting up the system

In this part, you will learn how to set up the system as well as how to define each user(s) for each one of the tenants as we call it.

Adding all sub-organizations in the system

The first step of this process is to add all of your sub-organizations into the system. To do so, you will need to go to the main `Users` page and navigate to the `Tenants` tile.



Now that you are on the right location, you will need to add all of your Tenants. To do so, you will need to trigger the system by clicking on the `plus` icon on the bottom of the tenants window.

You will then need to add all the respective suborganization coordinates and save them by clicking on the `Submit` button.

Editing an existing Tenant

You always have the possibility to change any of the Tenants in your system by clicking on the `Update` button that is situated next to the Tenant that is currently selected.

Adding all users for each organization

Once all tenants have been defined, you will now be able to define all of the users for each one of the organizations.

> ⚠ **Some precautions before you start adding users**
>
> - Each user shall have a unique e-mail address across all tenants.

Defining all permissions for all users as well as other preferences

This part is still under development