



ExFlow NAV Classic

User Manual

ExFlow Microsoft Dynamics NAV Version 3.46

Web Approval of Supplier Invoices for Dynamics NAV Classic

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Introduction

ExFlow is an add-on module for Dynamics NAV which makes it possible in a simple way to approve supplier invoices electronically via a web interface. ExFlow Invoice rationalises the whole process of handling suppliers' invoices: scanning (including optional OCR input), electronic approval, posting, history and even statistics.

ExFlow is completely integrated into Dynamics NAV which means that accounts payable can work in their usual familiar way. ExFlow handles transactions that need to be sent for approval. ExFlow covers approval of both invoices and credit notes.

Registration of invoice data can be manual or via an optical character recognition program which captures both the image and the data content. Approval workflow can be initiated based on predefined routines based accounts/dimensions/supplier/amount ranges. The administrator can at any time get a complete overview in Dynamics NAV of the status for all invoices that are out for approval or see a history of every invoice.

The Approvers receive an email report of the invoices they need to approve. They can see all the invoice numbers and when they fall due. Those that are due shortly are highlighted in red. Simply by logging in to a web application, the user can see all invoices they are responsible for. An image of each invoice for approval can be seen along with all the relevant supplier and invoice details. These details can even include predefined accounts and dimensions. If the approver has the rights they can change account, dimensions and even split the amount into more lines, each with their own categories. When the approver has assigned an account and approved the invoice it will continue to the next person in the workflow.

The administrator can at any time recall the task or manually change the approval path. They can also use the search and history to get an insight into the entire process.

This manual will give the user an introductory description of how to work with ExFlow.

See the FAQ section for some highlighted setups useful for both upgraded and new customers.

Online help can be downloaded here: <http://www.signup.se/download/helpfiles/LatestNAV.zip>

For any special questions, our customers are welcome to contact ExFlow support.

Email: support@signup.se

Approval Status

Choose ExFlow | Document Processing | Approval Status

Document

D... Document...	Vendor No.	Vendor Name	Gross Am...	Status	Rejected	On Hold	Error
I...	1901	10000 Postmaster AB	1 000,00	Active			
I...	1902	01587796 Custom Metals Incorporated	66 666,00	Active			
I...	1903	10000 Postmaster AB	6 458,00	Active			
I...	1904	01863656 American Wood Exports	6 458,00	Active			
I...	1905	8200040 Telia	1 000,00	Active			
I...	1906	01863656 American Wood Exports	6 458,00	Active			
I...	1907	10000 Postmaster AB	625,00	Active			
I...	1908	12345678 Dustin AB	19 834,00	Approv...			
I...	1909	10000 Postmaster AB	5 625,00	Approv...			
I...	1912	10000 Postmaster AB	6 100,00	Approv...			

Document Lines

Line No.	L... No.	Name	Description	Quantity	Direct Unit Cost	Lin
30000	I...	70000 Sidopanel		40	122,00	

Approval

Line No.	Approver ...	Structure Name	Comments	Approval ...	Approved By	St
30000	STEFANB	Stefan	Automatically approved by Group: STE...	12-09-05...	DANIEL	Aj

Approvers Document... Approval ... Change Journal Post Batch... Card

The Approval Status form is used by the accounting personal to give an overview of all invoices in ExFlow. From here they can see all the flows, restart denied invoices, change accounts and dimensions, put invoices on hold, view the invoice image, change or add approvers.

Status

- Inactive: The flow is inactive because there are no approvers.
- Active: The invoice is active
- Approved: The invoice is approved and awaiting update via the change journal.
- Ready for posting: Marked green, the invoice is ready for posting.

Buttons:

Approval Status

- Card: Show's the NAV standard form for a selected invoice/credit/order.
- Per Approver: Shows an overview per approver.

Next Approver:	Shows an overview of the next approver per invoice.
Approval follow-up:	Shows the report for following up approvers.
Filter on Approver:	Filters the page for invoices currently being approved by an approver of your choice.
Reset Filter	Resets filters applied by Filter on Approver.
Show Document:	Shows the invoice image (Ctrl+I).
Attached Files:	Show a list of files attached to the document.
Show Approver Cmnts.:	Shows "Headerlevel" Approver comments, the comments will be displayed in notepad.
Show Import Details:	Displays detailed information for Invoice Documents originating from electronic formats. Most common OCR- interpreted Invoices imported as XML.
Print New Purchase	
Quote Document:	Prints a new Quote Document for Quotes created through the Requisition functionality.

Post Batch

All invoices with the status 'Ready for posting' will be posted.

If the Invoice can't be posted an error message will be displayed on the corresponding row. Click the 'Card' button to correct the issue, once resolved try posting the invoice again.

Change Journal

It will update all invoices with the status 'Approved' to 'Ready for posting'. If an approver has changed the accounting in ExFlow web a form will open and the clerks have the possibility to change the account/dimension set on the invoices before the Purchase Invoice card in NAV is updated.

Document Line:

Dimension:	View the rows' assigned dimensions
Line changes:	Opens a form where the clerks can easily see the difference from the original lines and the changes made by the (web)user(s).
Complete:	Finish the approval process for an Invoice or Invoice Line.
Approval:	Opens the approval form.

Approvers:

Approve marked	Approve the currently selected line from within NAV.
Approver Line:	The user in NAV must be a superior in ExFlow user setup.
Hold/Release:	If an invoice is put on hold by an approver in the web, then it can be released from here and vice versa.
Restart route:	Gives the clerk the possibility to restart an invoice flow and resend the document for approval.
Copy to all lines:	Copy the same approver/approvers from one line to the other lines.

Approval Status Follow-up

Choose ExFlow | History/Follow-up | Approval Status Follow up

Approval Status Follow-up

No of Days (Due Date ... 10)

Document

Company Name	D... Document...	Vendor No.	Vendor Name	Gross Am...	Status	Rejected
SignUp NAV2009R2_SE_Ex...	I...	1332	33299199 Belle et Belle	86 879,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1333	33399927 Aranteaux Aliments	99 438,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1334	34110257 Importaciones S.A.	129 516,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1335	34151086 Subacqua	36 280,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1336	34280789 Transporte Roas	25 427,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1338	35336699 Hurdir HF	118 921,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1339	35741852 Huslagnir	74 633,00	Ready f...	
SignUp NAV2009R2_SE_Ex...	I...	1340	38458653 IVERKA POHISTVO d.o.o.	148 050,00	Active	
SignUp NAV2009R2_SE_Ex...	I...	1341	38521479 Topol Slovenija d.o.o.	84 048,00	Active	

Document Lines

Line No.	L... No.	Name	Description	Quantity	Direct Unit Cost	Lin
10000	G..	4051 Labels	Inköp av varor inom Sverige	1	118 921,00	

Approval

Line No.	Approver ...	Structure Name	Comments	Approval ...	Approved By	St
10000	CC	Cecilia C		12-05-01...		Ci

Approvers Approval ... Help

This is a cross over form displaying all outstanding invoices for all companies filtered on the desired no. of days before the due date of the invoice. The default value for No. of Days is a setting in ExFlow setup.

Approval Status History

Choose ExFlow | History/Follow-up | Approval Status History

Company Name	Document...	Document...	Vendor No.	Vendor Name	Gross Am...	Status
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108491	6494470	Visma	11 922,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108492	30000	Teknologibyrån AB	500,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108499	10000	ÖPostmaster AB	6 438,75	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108501	46635241	Viksjo Snickerifabrik AB	139 827,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108503	6494470	Visma	11 922,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108507	20300190	Malay-Dan Export Unit Sdn Bhd	54 291,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108508	35225588	Husplast HF	4 591,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108509	27889998	Mountain Fisheries	127 327,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108510	44729910	Boybridge Tool Mart	133 807,00	Invoiced
SignUp NAV2009R2_SE_ExFlo...	Posted In...	108517	10000	Postmaster AB	1 875,00	Invoiced

Line No.	L... No.	Name	Description	Quantity	Direct Unit Cost	Lin
10000	G..	4051 Labels	Inköp av varor inom Sverige	1	5 000,00	
29998	G..	4058 Anskaff.kost. varor (interim)	Anskaff.kost. varor (interim)	1	4 537,60	

Line No.	Approver ...	Structure Name	Comments	Approval ...	Approved By	St
10000	DE	Daniel Ekvall 2		11-12-09...	DE	Aj
29998	DE	Daniel Ekvall 2		11-12-09...	DE	Aj

This is a cross over form displaying all posted invoices for all companies imported via ExFlow. Visibility of this form is dependent on the users' access rights in ExFlow. If the user does not have full access, they will only see the invoices for the selected company.

Import Document Worksheet

Choose ExFlow | Document Processing | Import Document Worksheet

Action Message	Posting Date	ExFlow D...	Buy-from ...	Buy-from Vendor Name	Vendor D...	Document...	Due Date	Template ...	Prop. Line...	Document Am...	Docu
	12-09-07	Invoice	10000	London Postmaster	34634643	12-09-07	12-09-30		9998	1 000,00	
	12-09-07	Invoice				12-09-07				0,00	

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Per
	G..	9998 ExFlow Prop Acc	1	✓		800,00	800,00			

	Amount	VAT	Amount incl. VAT
Manually entered in header .	800,00	200,00	1 000,00
Calculated from lines	800,00	200,00	1 000,00
Difference	0,00	0,00	0,00

Invoice Line Functions Create Help

This form handles all types of imports of invoices to ExFlow. In this form invoices that are interpreted via OCR recognition can be imported and invoices images that are just scanned and manually registered. Images can also be attached manually (through the File Name field), which means that invoices received for instance through an email can be added directly into ExFlow without first having to be placed in the import folder – the user can directly attach the image to the invoice line (the image will then be moved to the archive folder just like any other invoice).

This first section will explain the buttons and the ExFlow fields in the document the other section will describe 3 different scenarios (import a manually scanned invoice with a cost account; import an interpreted cost account invoice and finally an interpreted purchase order matching invoice).

The import form has most of the fields that can be found in the standard purchase invoice form in NAV, but it also has some extra fields added for ExFlow's benefit. These extra ExFlow fields are described below.

Batch Name: When ExFlow is setup the first time a default batch is generated and always used as a standard suggestion in this form. However a user can create their own batches and for example use the batch to override the path from where invoices are imported from (which folder they are stored in).

Header level

Below is a selection of columns that you can choose in the top part of the form. All columns are not shown in the image above. As in NAV, you can choose to display or remove columns by right-clicking on the header.

Inbound Document No.	An Inbound document No. is generated each time a new record is created in the Import Journal. This number is only a temporary identifier and not the same number which is used when the document is posted.
Validation Error:	If checked an error message is displayed for the invoice.
Approval:	If not checked here then the ExFlow functions are not activated and the invoice will not be sent out for approval.
Block Document:	Here you can choose to prevent the document from being created or posted. For example, if you have imported an invoice and AP are not sure if it should be further processed or removed, it is appropriate to stop it from being created. Alternatively if you wish that the invoice should be sent for approval but not posted, you can choose to stop the document before posting.
Receipt No. Mandatory:	This function checks that invoice lines will be connected to incoming incoming delivery numbers. This can be activated and altered in several places, see "ExFlow Approval Setup" Error! Reference source not found., Error! Reference source not found. or the Advanced Vendor Options.
Action Message:	Displays the error message for the invoice e.g. Approvers are missing; the vendor does not exist; the header amount and line amount does not match and so on.
Action Message:	Displays the error message for the invoice e.g. Approvers are missing; the vendor does not exist; the header amount and line amount does not match and so on.
Posting Date:	This is the date that the invoice/credit note is posted. Note the difference between "Posting Date" and "Document Date".
ExFlow Document Type:	Shows if the document is an invoice or a credit note. For a manual import this needs to be selected correctly.
Buy-from Vendor No.:	When imported by OCR, this will show NAV's Vendor register No. See also Vendor ID.
Buy-from Vendor Name:	Shows the Vendor name for the register.
Vendor Document No.:	Vendors reference number, automatically added if from OCR otherwise enter manually.
Document Date:	Invoice or advice date, etc. are the same as ExFlow's designation 'Document Date'. With OCR importing, date from the document is shown here. For a manual import enter the document date here.
Due Date:	Date payment is due.
Vendor ID:	Displays the number from ExFlow's Vendor register. This is used by OCR imports and will be the unique field on the document that identifies the "Vendor No." in NAV's Vendor register. However, sometimes the OCR software will capture a secondary identifier that has not yet been mapped to the correct supplier. If that happens, you can connect this to the correct vendor by clicking on the look-up arrow and setting it in the sub-form that displays. For more detail see ' Error! Reference source not found. '
Order No:	The "NAV"- Order No. of an connected PO document. If the Order can't be connected automatically through OCR order matching functionality you can

manually select an Order you want to connect the Invoice to. (This requires the setting “Auto Retrieve receipt Lines” in ExFlow Setup.) If ExFlow can connect the Invoice to the Order you entered, Invoice lines will be generated which corresponds to the Order Lines which was connected.

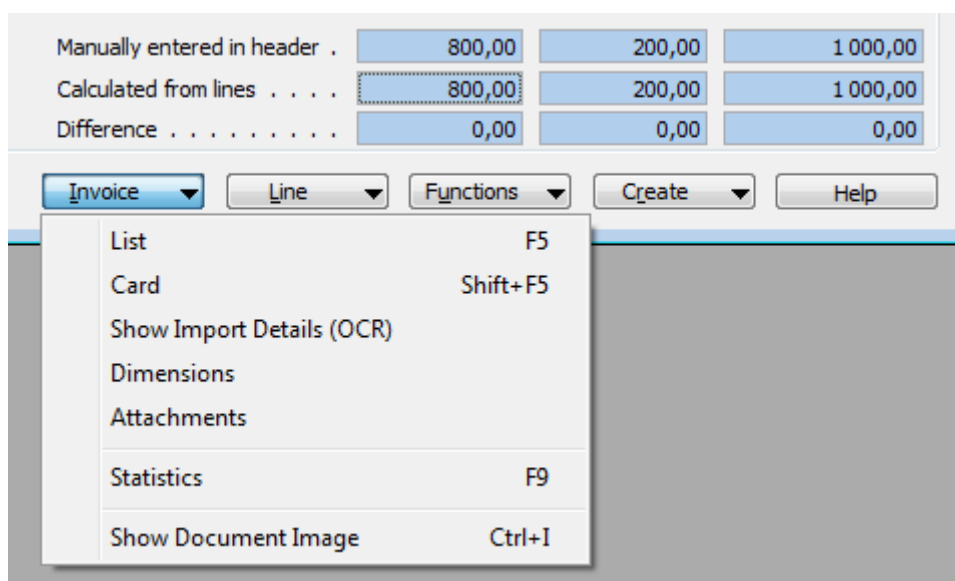
Order No (Import):	The unmodified OCR interpreted order number. If ExFlow can translate the imported Order No. to the a NAV- Order No. the field Order No. will be populated automatically.
On Hold:	You can use this field to determine whether the posted invoice will be included in the payment suggestion. Before posting you can enter your initials - or whatever you like - in the field. This marks it so that it will be put on hold. So, if the field contains something (is not blank), the entry will not be included when you run the Suggest Vendor Payments batch job. The field will show that the invoice is waiting for approval. However, if the field is left blank, the entry will be included. See also ‘Block Document’ above.
First Approver:	This field is used in combination with finding an approval chain for the invoice. The first approver of the chain can either be manually set or added based on a reference on the invoice if OCR recognition is used.
Template rule:	A direct way (without having to go through First Approver) to choose the desired approval rule.
Prop. Line G/L account:	The suggested default account set on the invoice, this is fetched from either the vendor card or from the default settings in ExFlow setup. This function copies the code to the lines below.
Diff.Line Purch.Code:	If a difference occurs when order matching an invoice enter a suggested code to be used. For example, if the imported invoice includes freight charges which are not on the order. This function copies the code to the lines below.
Doc. Amt. Incl. VAT:	The invoice Gross amount should be filled in here or via OCR import it is automatically filled in.
Document Amt.VAT:	The invoice VAT amount should be filled in here or via OCR import it is automatically filled in.
Document Amount:	The invoice net amount can be filled in or it is automatically calculated.
Comment:	The clerks can write a comment that will be shown for the approver in ExFlow web.
Reference:	If an invoice is interpreted and the field reference from the invoice is imported it will be field in to this field. This can also be used to enter the value manually (and by that, using the approval flow that can be setup for the reference).
Has Attachments:	If the invoice has an attachment (not the invoice images).
Image File Name:	The file name of the invoice image.

Line level

Below is a selection of columns that you can choose in the lower part of the form. All columns are not shown in the image above. As in NAV, you can choose to display or remove columns by right-clicking on the header.

- Action Message: Displays the error message for the row of the invoice.
- Validation: If checked an error message is displayed for the invoice row.
- Vendor Item No.: Shows the Vendors Item No. for an OCR matched Line, (assuming the information was included and matched).
- Check Order line (OCR): In an OCR import you can choose here to check if the line is linked to a delivery. If the delivery is missing, an action message will be shown. You can also manually take receipt of a delivery.
- Order Line No.: Shows the linked line no. in the Order. If the line is not connected, you can do that here by using the look-up arrow in the field.
- Order No. (Import): The unmodified order number for an imported line. If the Imported Order No. can be translated to your NAV Order No. that field will be populated automatically as well.
- Receipt No. Mandatory: This function checks that there are incoming delivery numbers on the lines. This can be activated by using the copy down to lines from the header or can be added per line.
- Original No. (Matching): This is the unmodified number which has was imported in the OCR file. If this number could be translated using the OCR mapping functionality your No. Field will be populated automatically.
- First Approver: This field is used in combination with finding an approval chain for the invoice. The first approver of the chain can either be manually set or added from a reference on the invoice (if OCR recognition is used).
- Template rule: A manual way to choose the desired approval rule.

Buttons Invoice



Invoice Card	Opens the document form.
Invoice Show Import Details (OCR)	Show detailed import information for OCR-interpreted documents.
Invoice Dimensions	Opens the header dimensions card.
Invoice Attachments	Opens the ExFlow attachment form where files can be added as attachments.
Invoice Statistics	Opens the standard form for Statistics.
Invoice Show Document I...	Displays the invoice image.

Functions:

	Amount	VAT	Amount incl. VAT
Manually entered in header .	800,00	200,00	1 000,00
Calculated from lines	800,00	200,00	1 000,00
Difference	0,00	0,00	0,00

Buttons: Invoice, Line, Functions, Create, Help

Functions Menu:

- Import Documents (Ctrl+D)
- Edit/View OCR Import Queue
- Move Document to other Company
- Move Document to other Batch
- Get Receipt/Return Shpmt./Order Lines...
- Verify Documents (Ctrl+R)

Functions | Import Documents Import invoice image files and/or a XML file that contains invoice data.

Functions | Edit/View OCR... If the system is setup to import a XML file with invoice data for several companies (filtered via company id). The invoices waiting in the queue for the other companies can then be viewed/edit in this form.

Functions | MoveDoc. to ot... Use this function to move a document that has been incorrectly imported to this company over to the correct company.

Functions | MoveDoc. to ot... Use this function to move a document to another Batch. For example if you want to separate documents based on user or type of document.

Functions | Get Receipt/Ret... This function opens the form Get Receipts/Return Shpmt. Lines. Mark the lines you would like to connect to the invoice and push ok. From Version 3.44 it's now possible to connect an invoice to an order (receipt not required). If you are interested in using this functionality please contact SignUp.

Functions | Verify Documents If an invoice has an error message i.e. Approvers are missing and you add approvers to the document then you can verify them again and the error messages will disappear. This function does not need to be used every time a correction has been made. When an invoice is created it will automatically clear out the error message for the lines where it has been corrected.

	Amount	VAT	Amount incl. VAT
Manually entered in header .	800,00	200,00	1 000,00
Calculated from lines	800,00	200,00	1 000,00
Difference	0,00	0,00	0,00

Invoice Line Functions Create Help

Create Invoice/Cr.Memo F11
Batch Create Invoices/Cr.Memos...

Create | Create Invoice/Cr...: Creates an invoice in NAV based on the data for the active row in the Import Document Worksheet.

Create | Batch Create Invoices: Creates invoices based on all the data in the Import Document Worksheet. (Header/lines with action messages will not be created)

Line:

	Amount	VAT	Amount incl. VAT
Manually entered in header .	800,00	200,00	1 000,00
Calculated from lines	800,00	200,00	1 000,00
Difference	0,00	0,00	0,00

Invoice Line Functions Create Help

Purchase Order Card
Dimensions Shift+Ctrl+D
Item Charge Assignment
Show Approval Proposal Ctrl+Z

Import Lines | Line | Purchase Order Card Opens the purchase order card.

Import Lines | Line | Dimensions Opens the line dimensions form.

Import Lines | Line | Item Charge Assignment Opens the form used for assigning the item charges.

Import Lines | Line | Show Approval Proposal Opens a form with the suggested approval chain for the line.

Help: Currently ExFlow does not support on-line help.

When importing into the import journal, the PDF images are all temporarily stored within the database and deleted off the network folder. Once the documents are created, the PDF files will be moved out from the database and into the Archive folder on the network. However, if a record is instead deleted the PDF image (and the XML file with OCR) will be copied to a new folder: "Deleted Files" which will be a sub-folder to the folder where the files were first located.

Processes in ExFlow

The processes in ExFlow can be done in many different ways depending on parameter setup, approval coding rules, accounting template rules etc. Below we shall look at some of the standard processes. We will make a difference between cost account invoices which are not linked to items and purchase order invoices which are matched against orders.

Process for manually scanned invoice (Cost account invoice)

1. Invoice image/images are scanned to the designated folder set in the ExFlow setup form or in the batch journal.
2. Use the button 'Functions | Import' Documents and the invoice images in the folder will be imported to the form. In the beginning there is no data in the form, only the two header lines that have been created, one for each invoice. Now it is time to start to enter the data for the invoices in the form.
3. The user can now view the images (Ctrl+I) and enter the necessary data for the invoice such as vendor, gross amount, net amount, invoice no, invoice date, due date. They must also add approvers, if not; a matching approval template is setup that is automatically applied. As seen in the image below when data is entered in the header the two lines are automatically created (one row with the net amount and one row with VAT amount, this depends how ExFlow is setup if the system is set to use separate VAT lines or the built in VAT templates in NAV). The net amount row has been created with the default account (this can be set either in ExFlow setup or directly on the vendor card). The lines can be modified, accounts changed, dimensions can be added or the lines divided into several lines with different accounting and a different approval route. In this example, Telia is the vendor and the user has added ADM to the dimension Department, so the system will look in the approval template rules to see which approval chain should applied for these criteria – it finds a template rule that adds CC as the approver for the line.

Inbound ...	Action Message	Posting Date	ExFlow D...	Buy-from ...	Buy-from Vendor Name	Vendor D...	Document...	Due Date	Template ...	Prop. Line...	Document Am...	Document Am...	Document Am...	Coi
1	12-09-07 Invoice	10000	London Postmaster	34634643	12-09-07	12-09-30	9998	1 000,00	200,00	800,00				
2	You must specify B...	12-09-07	Invoice								0,00	0,00	0,00	

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...	Periodic S...	Departme...	Project C
G...	9998	ExFlow Prop Acc	1	✓			800,00	800,00					

	Amount	VAT	Amount incl. VAT
Manually entered in header .	800,00	200,00	1 000,00
Calculated from lines	800,00	200,00	1 000,00
Difference	0,00	0,00	0,00

Buttons: Invoice, Line, Functions, Create, Help

4. The invoice can now be created, use the button Create Invoice/Credit memo.
5. The invoice is now registered in NAV and is sent out for approval in ExFlow web.

1001 London Postmaster - Purchase Invoice

General Invoicing Shipping Foreign Trade E-Commerce

No. 1001

Buy-from Vendor No. 10000

Buy-from Contact No.

Buy-from Vendor Name London Postmaster

Buy-from Address 10 North Lake Avenue

Buy-from Address 2

Buy-from Post Code/City N12 5XY London

Buy-from Contact Mrs. Carol Philips

Approval Status Active Approve ☒ Status Open

Gross Invoice Amount 1 000,00

Receipt No. Mandatory ☐

Posting Date 12-09-07

Document Date 12-09-07

Vendor Invoice No. 34634643

Order Address Code

Purchaser Code RL

Campaign No.

Responsibility Center

Assigned User ID

Imported VAT Amount 200,00

Block Document

Vendor Information

Buy-from Vendor

Order Addresses (2)

Contacts (3)

Purchase History

Pay-to Vendor

Item Information

Item Card

Availability (0)

Purchase Prices (0)

Purchase Line Di... (0)

T... No.	Description	Appr...	Applied T...	Location ...	Quantity	Unit of M...	Direct Uni...	Line Amount E...	Line ...	C
G..	9998 ExFlow Prop Acc	✓			1		800,00	800,00		

Invoice Line Functions Posting Help

Process for manually scanned invoice (Purchase order invoice)

1. Invoice images are scanned to the designated folder set in the ExFlow setup form or in the batch journal.
2. Use the button Import Documents and the invoice images in the folder will be imported to the form. As seen in the image below there is no data from the beginning in the form only the two header lines that has been created, one for each invoice. Now it is time to start enter the data for the invoices in the form.

Inbound ...	Action Message	Posting Date	ExFlow D...	Buy-from ...	Buy-from Vendor Name	Vendor D...	Document...	Due Date	Template ...	Prop. Line...	Document Am...	Docum
2	Approvers missing ...	12-09-07	Invoice	30000	CoolWood Technologies	4653463	12-09-07	12-09-30		4010	12 392,00	
3	You must specify B...	12-09-07	Invoice				12-09-07				0,00	
4	You must specify B...	12-09-07	Invoice				12-09-07				0,00	

Action Message	T... No.	Description	Quantity	Approval	Unit...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...	Perik
*>	G..		1				0,00	0,00			

	Amount	VAT	Amount incl. VAT
Manually entered in header .	0,00	0,00	0,00
Calculated from lines	0,00	0,00	0,00
Difference	0,00	0,00	0,00

Invoice Line Functions Create Help

3. The user can now view the images (Ctrl+I) and enter the necessary data for the invoice such as vendor, gross amount, net amount, invoice no, invoice date, due date. They must also add approvers, if not; a matching approval template is setup that is automatically applied.
4. As mentioned before when data is entered in the header the two lines are automatically created (one row with the net amount and one row with VAT amount, this depends how ExFlow is setup if the system is set to use separate VAT lines or the built in VAT templates in NAV).
5. If you now want to connect and match the invoice against a purchase order, delete the lines that were automatically created on line level.
6. Use the button Functions | Get Receipts/Return shpm... and manually mark the receipted line/lines you would like to use and push ok, see image below (Different lines from different purchase orders can be marked and used for the same invoice). Alternatively, if the invoice is only connected to one purchase order, the Order No field in the header can be used to retrieve all the received (not yet invoiced) lines from that PO into the import lines (this will require the setting Auto Retrieve Receipt Lines turned on in ExFlow Setup).

Get Receipt Lines

Order No.	Documen...	Buy-from ...	T... No.	Description	Unit of M...	Quantity	Matched ...	Mat
106024	107029	30000	I...	1700 Brake	PCS	10	0	
106024		30000	I...	1710 Hand rear wheel Brake	PCS	8	0	
106024		30000	I...	1720 Hand front wheel Brake	PCS	7	0	
106024		30000	I...	1900-S PARIS Guest Chair, black	PCS	15	0	
106024		30000	I...	1906-S ATHENS Mobile Pedestal	PCS	9	0	
106025	107030	30000	I...	1908-S LONDON Swivel Chair, blue	PCS	12	0	
106025		30000	I...	1924-W CHAMONIX Base Storage Unit	PCS	30	0	
106025		30000	I...	1928-W ST.MORITZ Storage Unit/Draw...	PCS	40	0	
106025		30000	I...	1936-S BERLIN Guest Chair, yellow	PCS	70	0	

OK Cancel Line Help

- The invoice line is now created based on the receipt line, the quantity and price can now be adjusted to match the invoice.

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...
		Receipt No. 107029:					0,00			
	I...	1700 Brake	10	✓	PCS	9,765	97,65			
	I...	1710 Hand rear wheel Brake	8	✓	PCS	4,50	36,00			
	I...	1720 Hand front wheel Brake	7	✓	PCS	4,80	33,60			
	I...	1900-S PARIS Guest Chair, black	15	✓	PCS	97,50	1 462,50			
	I...	1906-S ATHENS Mobile Pedestal	9	✓	PCS	219,50	1 975,50			

	Amount	VAT	Amount ind. VAT
Manually entered in header .	9 913,60	2 478,40	12 392,00
Calculated from lines	3 605,25	901,31	4 506,56
Difference	6 308,35	1 577,09	7 885,44

Invoice Line Functions Create Help

- The invoice can now be created, use the button Create | Create Invoice/Credit memo.
- Several different scenarios can now occur in the background process. An invoice can match perfectly or within the allowed difference and get the status "Completed" with the text "Automatically matched". It can also get the status "Active" and be sent out for approval in ExFlow web if it did not match the purchase order/receipt lines.

Process for OCR recognition invoice file (Cost account invoice)

1. An invoice image/images and a data file is saved to the designated folder set in the ExFlow setup form or in a batch.
2. Use the button Functions | Import Documents and the invoice images with the data file in the folder will be imported to the form. As seen in the image below there is data from the beginning of the form and if the vendor was found in NAV the two lines are also created from the beginning (one row with the net amount and one row with VAT amount, this depends how ExFlow is setup if the system is set to use separate VAT lines or the built in VAT templates in NAV).

Inbound ...	Action Message	Posting Date	ExFlow D...	Buy-from ...	Buy-from Vendor Name	Vendor D...	Document...	Due Date	Vendor ID	Template ...	Prop. Line...	Docu
5		20-02-10	Invoice	10000	London Postmaster	6134806...	12-09-07	20-03-10	8200040		9998	
6	Approvers missing ...	20-02-10	Invoice	30000	CoolWood Technologies	1771347...	12-09-07	20-03-10	6494470		9998	

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...
	G..	9998 ExFlow Prop Acc	1	✓		5 166,40	5 166,40	CH	CH	

	Amount	VAT	Amount ind. VAT
Manually entered in header .	5 166,40	1 291,60	6 458,00
Calculated from lines	5 166,40	1 291,60	6 458,00
Difference	0,00	0,00	0,00

Invoice Line Functions Create Help

3. Now adjust/correct the invoice if there is an error message. The account can now be changed, dimensions added etc. We set the first approver to AA.
4. Verify the document again by clicking the button Functions | Verify Documents. As seen above the error message is now gone and the invoice can be created in the same way as explained in the section above how to manually enter an invoice. (You do not need to verify the document to be able to create it).

Process for OCR recognition invoice file (Purchase order matching)

1. An invoice image/images and a data file is saved to the designated folder set in the ExFlow setup form or in a batch.
2. Use the button Functions | Import Documents and the invoice images with the data file in the folder will be imported to the form. As seen in the image below there is now data from the beginning in the form and the invoice is connected to a receipt line. The invoice also has an extra row with a freight cost line.

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...
		Receipt No. 107030:					0,00	0,00		
	I... 1908-S	LONDON Swivel Chair, blue	12	✓	PCS	96,10	1 153,20	DE	DE	
	I... 1924-W	CHAMONIX Base Storage Unit	30	✓	PCS	81,60	2 448,00	DE	DE	
	I... 1928-W	ST.MORITZ Storage Unit/Draw...	40	✓	PCS	192,00	7 680,00	DE	DE	
	I... 1936-S	BERLIN Guest Chair, yellow	70	✓	PCS	97,50	6 825,00	DE	DE	

	Amount	VAT	Amount incl. VAT
Manually entered in header .	9 537,60	2 384,40	11 922,00
Calculated from lines	18 106,20	4 526,55	22 632,75
Difference	-8 568,60	-2 142,15	-10 710,75

Invoice Line Functions Create Help

3. Now adjust/correct the invoice if there is an error message. The account can now be changed for the freight row, dimensions can be added etc.
4. The invoice can now be created, use the button Create | Create Invoice/Credit memo.
5. Several different scenarios can now occur in the background process. An invoice can match perfectly or within the allowed difference and get the status "Completed" with the text "Automatically matched". It can also get the status "Active" and be sent out for approval in ExFlow web if it did not match the purchase order/receipt lines.

matching)

6. An invoice image/images and a data file is saved to the designated folder set in the ExFlow setup form or in a batch.
7. Use the button Functions | Import Documents and the invoice images with the data file in the folder will be imported to the form. As seen in the image below there is now data from the beginning in the form and the invoice is connected to a receipt line. The invoice also has an extra row with a freight cost line.

Action Message	T... No.	Description	Quantity	Approval	Unit ...	Direct Unit Co...	Amount	First Appr...	Applied T...	Periodic T...
		Receipt No. 107030:				0,00	0,00			
	I... 1908-S	LONDON Swivel Chair, blue	12	✓	PCS	96,10	1 153,20	DE	DE	
	I... 1924-W	CHAMONIX Base Storage Unit	30	✓	PCS	81,60	2 448,00	DE	DE	
	I... 1928-W	ST.MORITZ Storage Unit/Draw...	40	✓	PCS	192,00	7 680,00	DE	DE	
	I... 1936-S	BERLIN Guest Chair, yellow	70	✓	PCS	97,50	6 825,00	DE	DE	

	Amount	VAT	Amount ind. VAT
Manually entered in header .	9 537,60	2 384,40	11 922,00
Calculated from lines	18 106,20	4 526,55	22 632,75
Difference	-8 568,60	-2 142,15	-10 710,75

Invoice Line Functions Create Help

8. Now adjust/correct the invoice if there is an error message. The account can now be changed for the freight row, dimensions can be added etc.
9. The invoice can now be created, use the button Create | Create Invoice/Credit memo.
10. Several different scenarios can now occur in the background process. An invoice can match perfectly or within the allowed difference and get the status "Completed" with the text "Automatically matched". It can also get the status "Active" and be sent out for approval in ExFlow web if it did not match the purchase order/receipt lines.

Frequently asked questions – FAQ

Typical Setup issues

- In ExFlow Setup, the field Propose Line needs to be set to Yes if the proposed G/L account should be created automatically.
- The Propose VAT Line field replaces the old field that was called Separate VAT Line – if this setting used to be 'Always' (i.e. separate VAT line was used) then this new field should be checked.
- The import paths (for both OCR and manual files) are now also a setting under the import batch. The fields under the import batch only need to be used if another path (for instance, during testing) should be used. If the fields are empty in the import batch, the default path from ExFlow Setup is used.
- The initial setup of a new import batch is set to Image, which means it is ready for importing manual PDF files. If OCR files are used, then the batch needs to be changed to say OCR. This can also be set in "ExFlow Approval Setup", **Error! Reference source not found.** so that it will be used for all new import batches.
- On all pre-defined accounts, the field VAT Prod. Posting Group needs to be populated. This is what the system uses to calculate the VAT. It is possible to set an alternative default under "ExFlow Approval Setup, General Tab.
- 'Check Reference' field in ExFlow Setup has a different function than in versions earlier than 3.40. In the earlier versions, this setting had to be turned on if references were going to be used. This setting also made references mandatory. Now with version 3.40 (and later) it only has to be checked if references are to be mandatory – when this setting is 'off', references can still be used.
- A common practice when creating a new test company is to make a backup of the production company, then rename this to the test company, and finally restoring the backup. However, the rename of the company means all non-company specific ExFlow data is also renamed. After the restore has been completed, the ExFlow data will now be missing in the production company. To restore this data to the production company, use report 12013650 Change Company Name ExF Tables (only accessible from the Object Designer).

Common errors at import (header level)

- Approvers missing for Line XX. Approvers have not been added for this line.
- Duplicate <type of document>! The Vendor Document No has already been used (either in an open purchase document, in the import journal, or in a posted document) and has to be changed.
- This invoice is flagged as Factoring and is thus not allowed to be created! The field factoring must be unchecked on the import record or the buy-from vendor number needs to be changed to a non-factoring vendor.
- Difference XX between line amount YY and total net amount ZZ! The header amount does not match up, within the tolerance level specified in ExFlow Setup (Test Amount settings), with the amounts from the line. Correct either the amount in the header or in the line to clear this error.

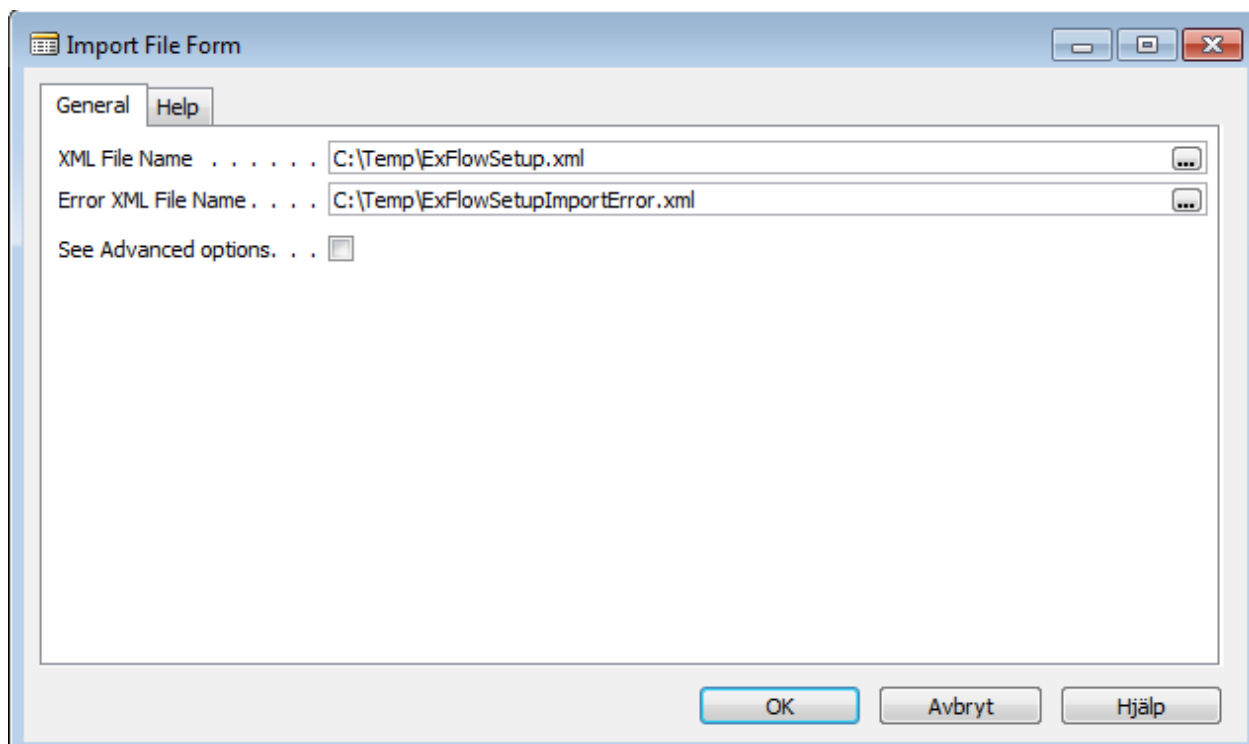
Common errors at import (line level)

- Imported Order line cannot be matched. This error can appear for multiple reasons:
 - The item number that was imported is not found on the order.
 - The purchase order is not found.
 - The purchase order line is found but has not been received.

Import ExFlow Setup Data from Excel spreadsheets via XML

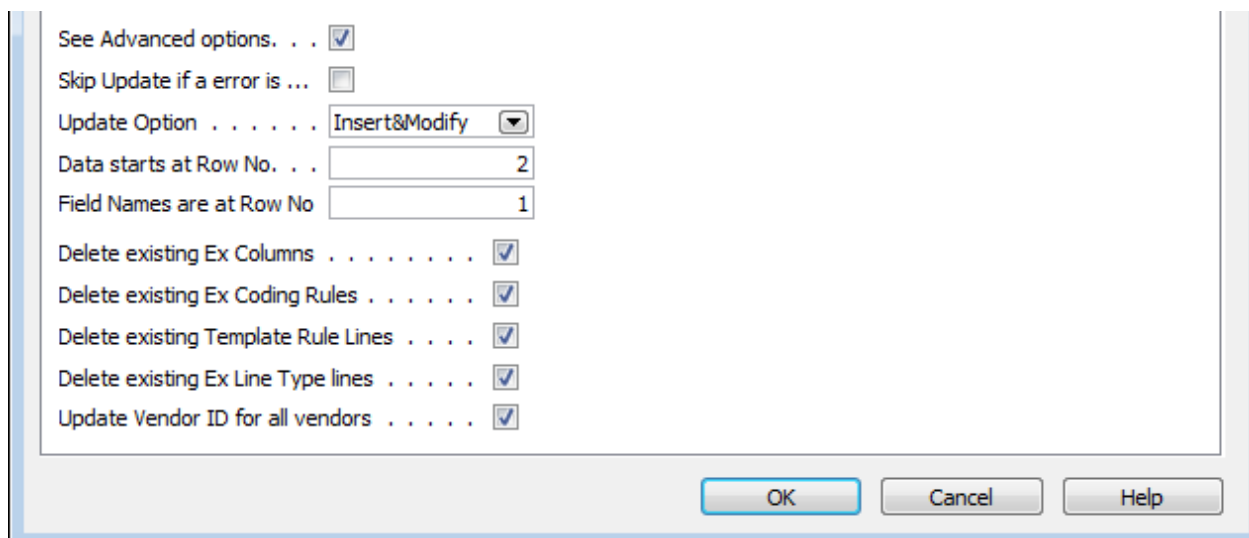
The ExFlow Import function is found under ExFlow | Setup | Setup | Functions button | Initiate new company | Import ExFlow Setup:

This will open up a new form where the user must click the browse button in the XML File Name field and then chose the XML file that contains the data that should be imported. This XML file can be created via a macro in the Excel sheet.



After the XML file has been selected, the user only needs to click OK in order for the import function to start.

If you check 'See Advanced options' you will the following hidden settings which can be changed but normally the standard values are sufficient.



Update option: Standard values are "Insert&Modify" which means that rows from the file can both update relevant values and create new. "Modify Only" means that only existing values should be modified (new rows in the file will not create new values). "Insert

Only” means that only new rows will be inserted and any existing values will not be changed.

Data starts at Row No.: Should never be changed – this is hard coded in the XML file.

Field Names are at...: Should never be changed – this is hard coded in the XML file.

Delete existing Ex Col...: Check if existing EX Column records for the company that is being imported should first be deleted (to avoid duplicates). Should only be unchecked if additional EX Columns are to be imported.

Delete existing Ex Cod...: Check if existing EX Coding Rules records for the company that is being imported should first be deleted (to avoid duplicates). Should only be unchecked if additional EX Coding Rules are to be imported.

Delete existing Temp...: Check if existing EX Template Rule lines records for the company that is being imported should first be deleted (to avoid duplicates). Should only be unchecked if additional Ex Template Rule Lines are to be imported. Only template rule lines for template rules that are imported are removed – everything else is kept.

Delete existing Ex Line...: Check if existing EX Line Types records for the company that is being imported should first be deleted (to avoid duplicates). Should only be unchecked if additional EX Line Types are to be imported.

The import function will read all the sheets in the workbook that contains a valid table number in the A1 position. If this field is blank, or is not a number, or not a valid table in NAV, it will simply skip this sheet and move on the next one.

This is an example over what two valid headings (in two separate worksheets) need to look like in order to import Template Rules and Template Rule Lines:

	A	B	C	D	E	F	G
1	12013645	Template Rule					
2	Company Name	Code	Name	Rule For	Total Invoice Amount	First Approver	First Approver Filter

	A	B	C	D	E
1	12013603	Template Rule Line			
2	Company Name	Code	Approver Group	Group Name	Over Amount

The import is dynamic meaning that a field can be added or deleted depending on the data that needs to be imported. However, the primary key fields, i.e. the identity of the record, always need to be maintained except in the following cases:

1. Template Rule Line – Line No. field does not have to be included.

Once the import is completed, one of two things will happen:

1. The import status window will close without any errors – at this point, the import was successfully completed and the data will have been imported.
2. A new XML file is created – this will contain a list of all invalid records. For instance, if a template rule line contains a reference to an approval group that does not exist. For any records that appear in this spreadsheet, all the records for that specific table have not been imported. The import does not import any records for a table that contains invalid records.