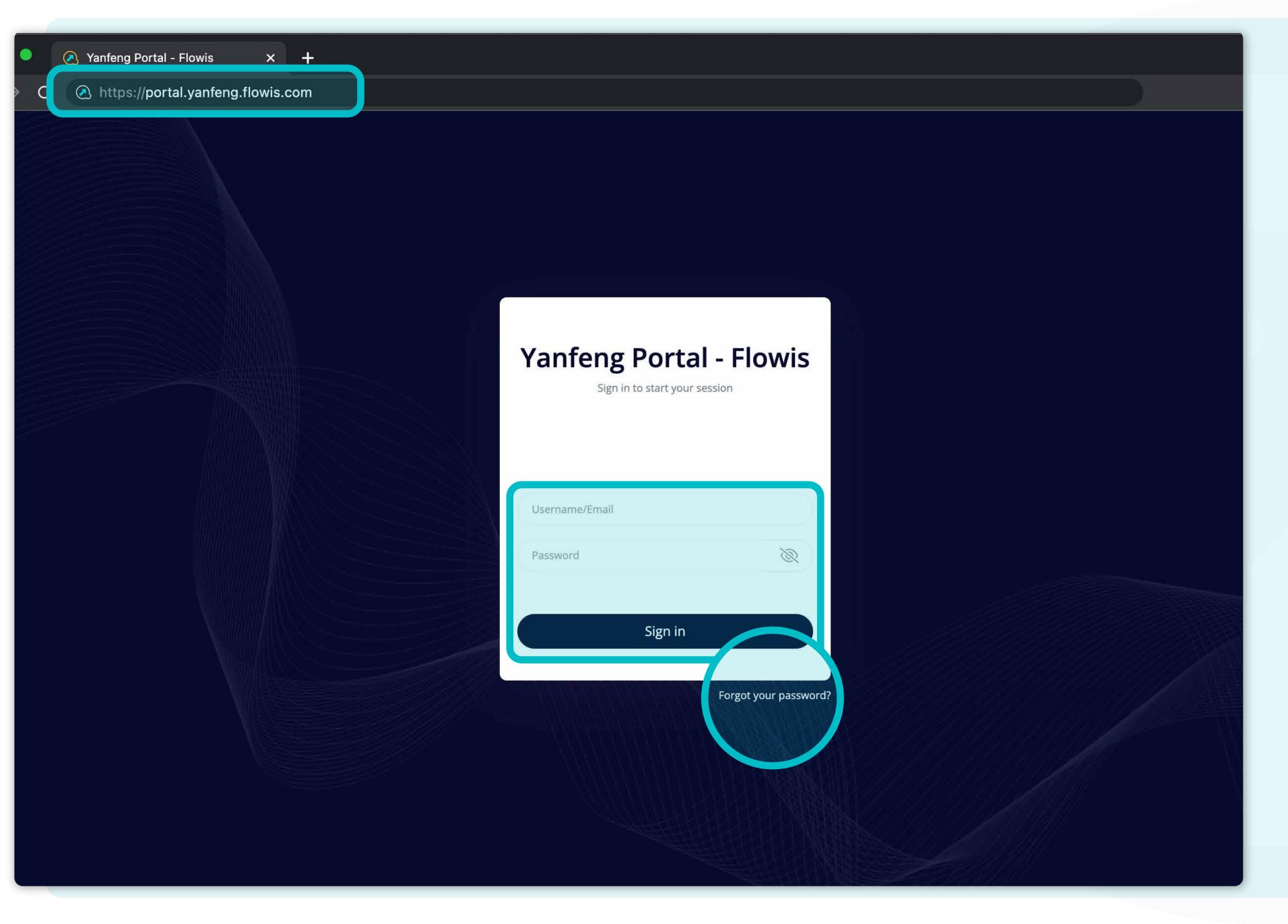


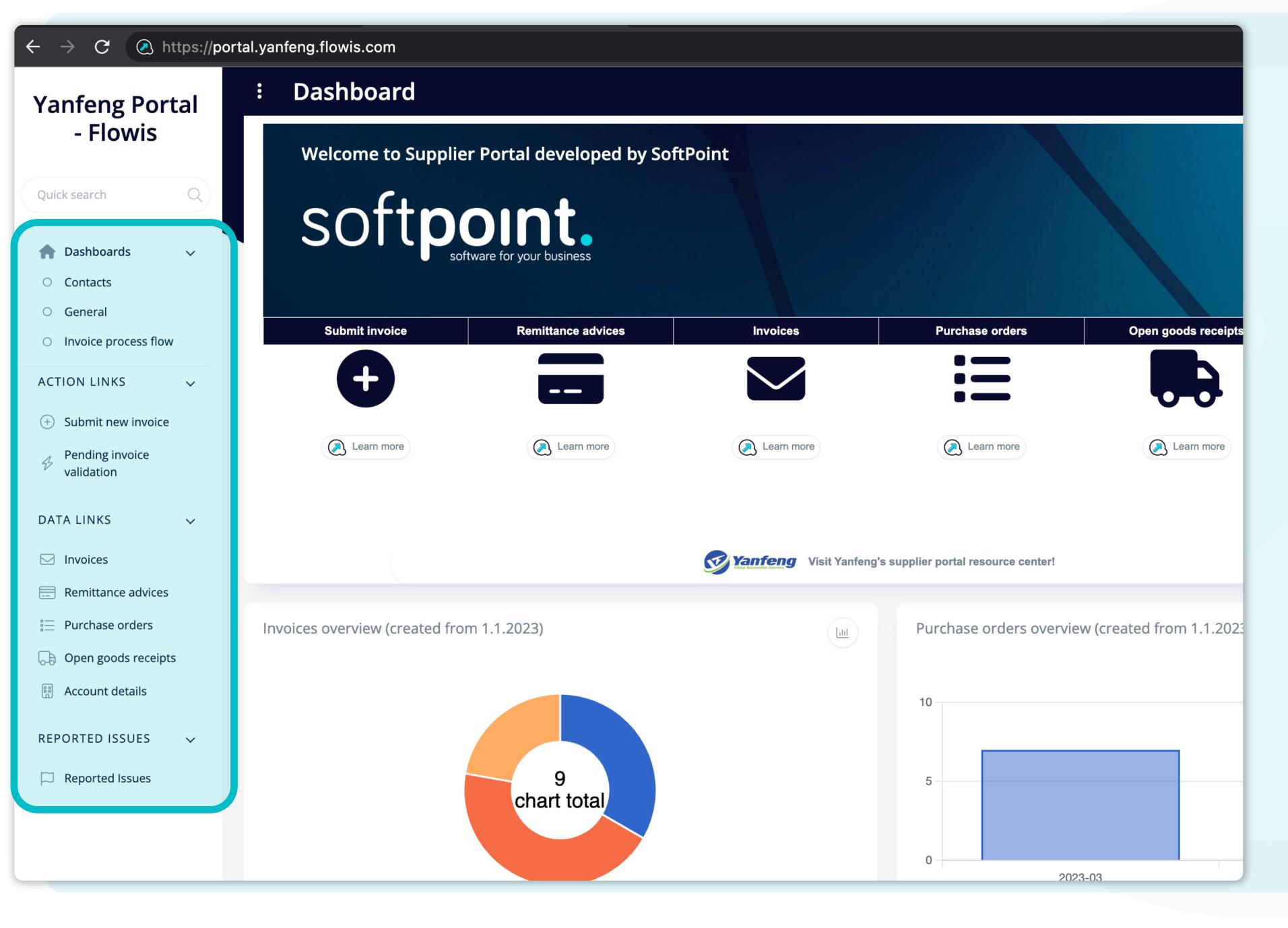
Navigation in Flowis



You can log in to Flowis through the URL, which you can see on the screen.

Use your credentials to sign in.

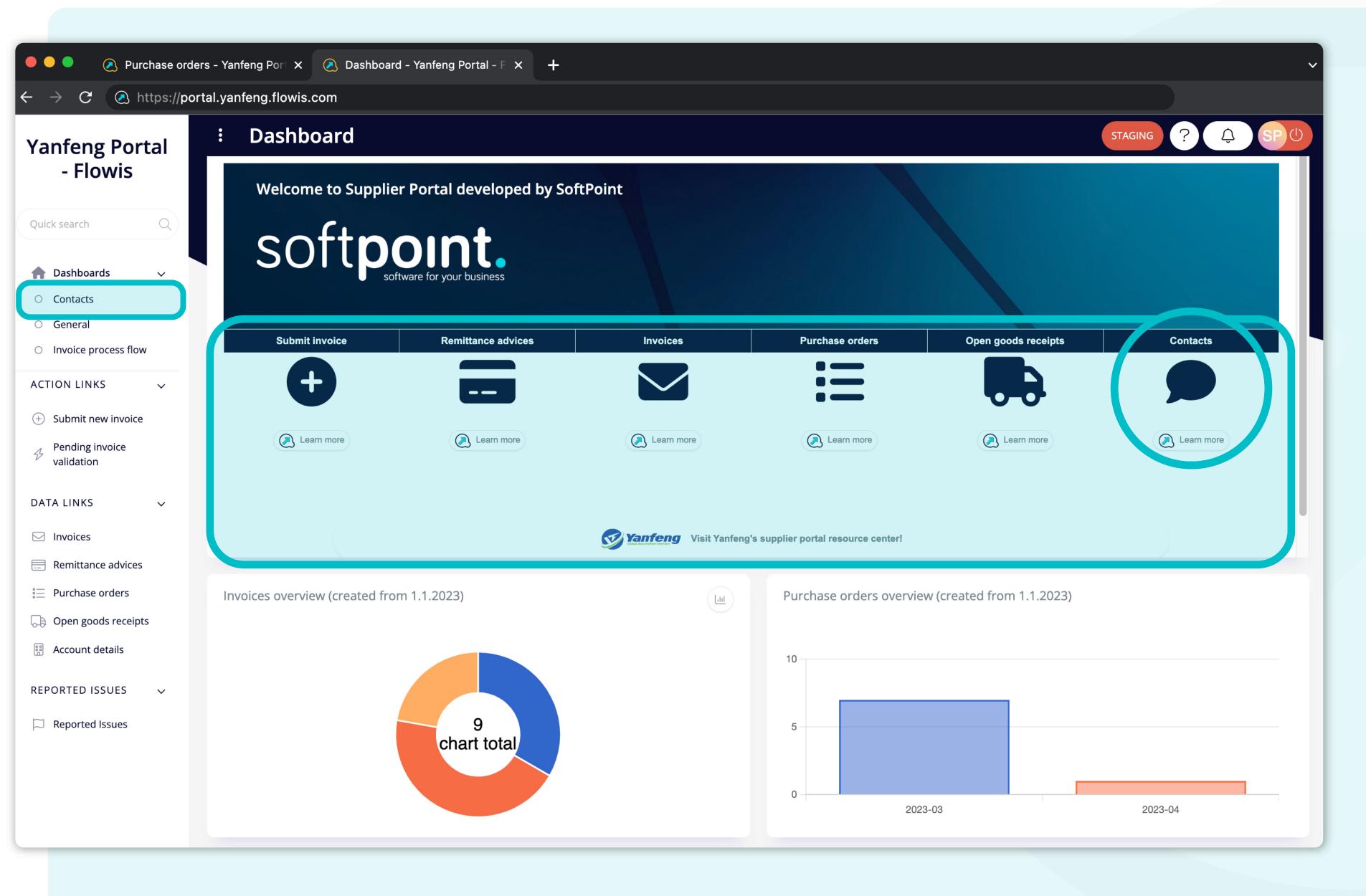
In case you forgot the credentials, click on the "Forgot your password" link.



Once you log in, on the left side of the initial screen, you can see the section called "tabs".

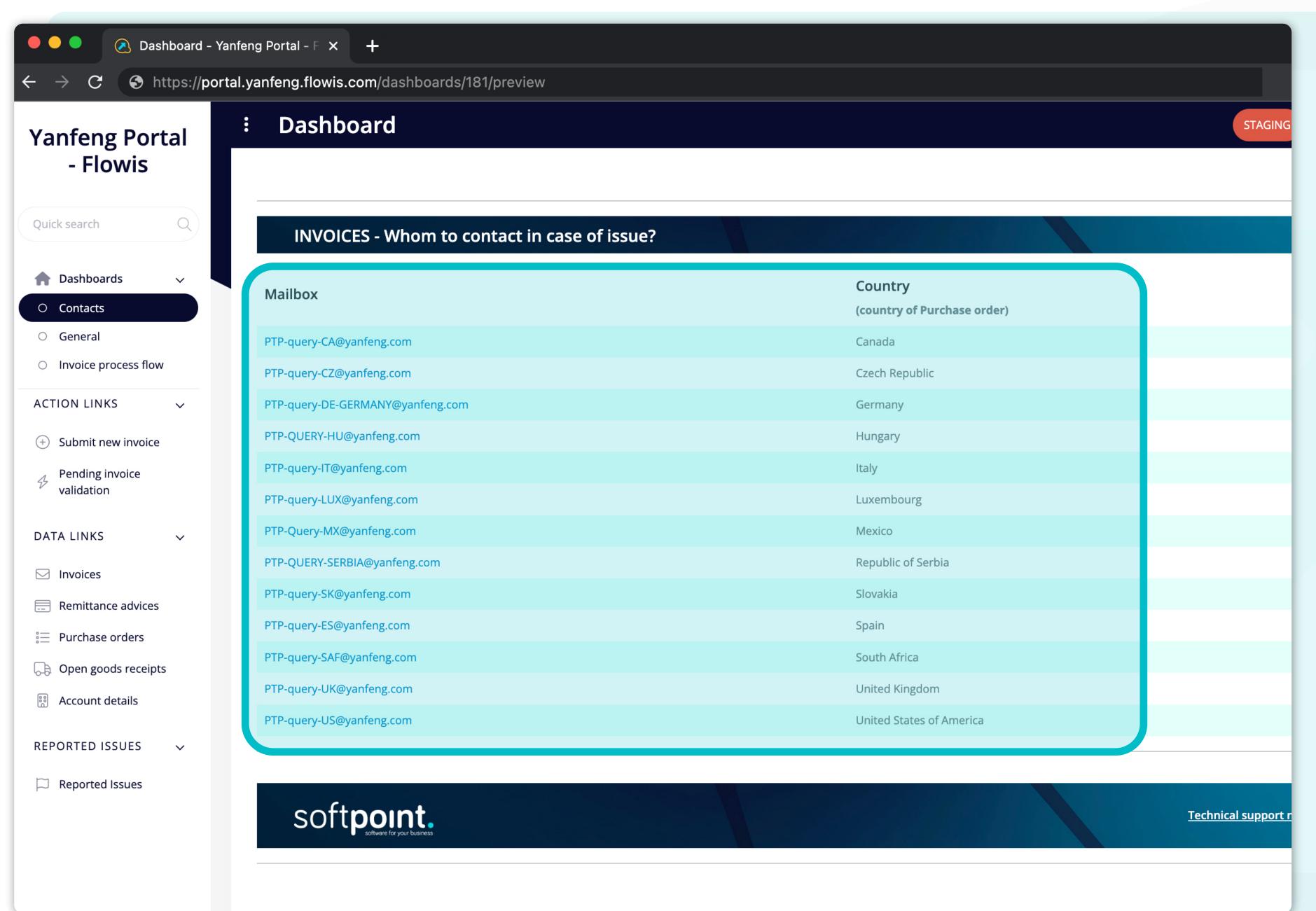
In these tabs, you can, for example, submit your invoice, or find a different kind of information about already submitted invoices, remittance advices, Pos, and so on.

You can also report a **tech- nical issue** if you have any.

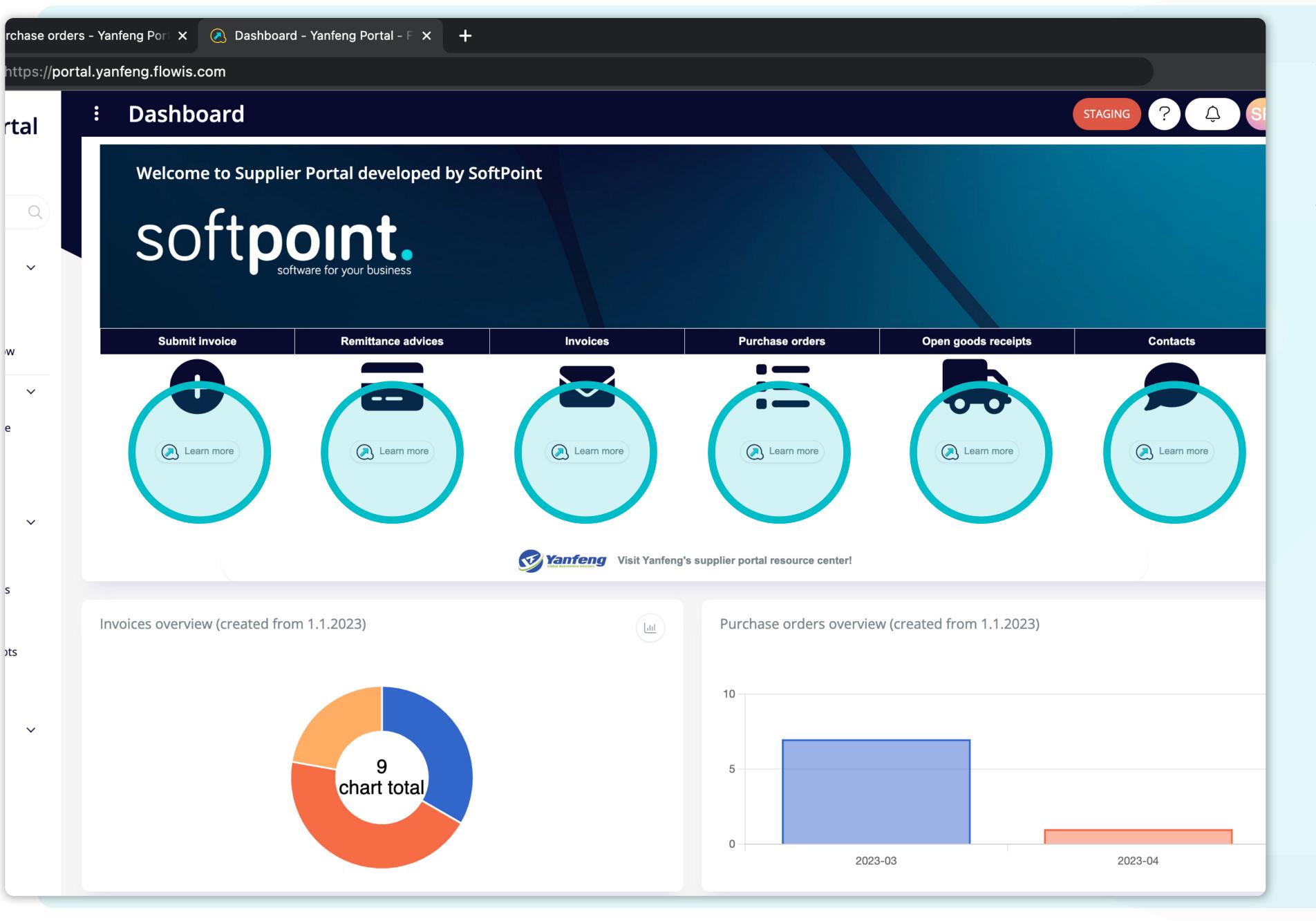


In the middle of the screen, there is a section called the Dashboard.
There you can find information about the Flowis developer with a link to the Flowis, and shortcuts for the frequently used tabs.

Additionally, there is a shortcut for contacts, which will reveal the contact lists.



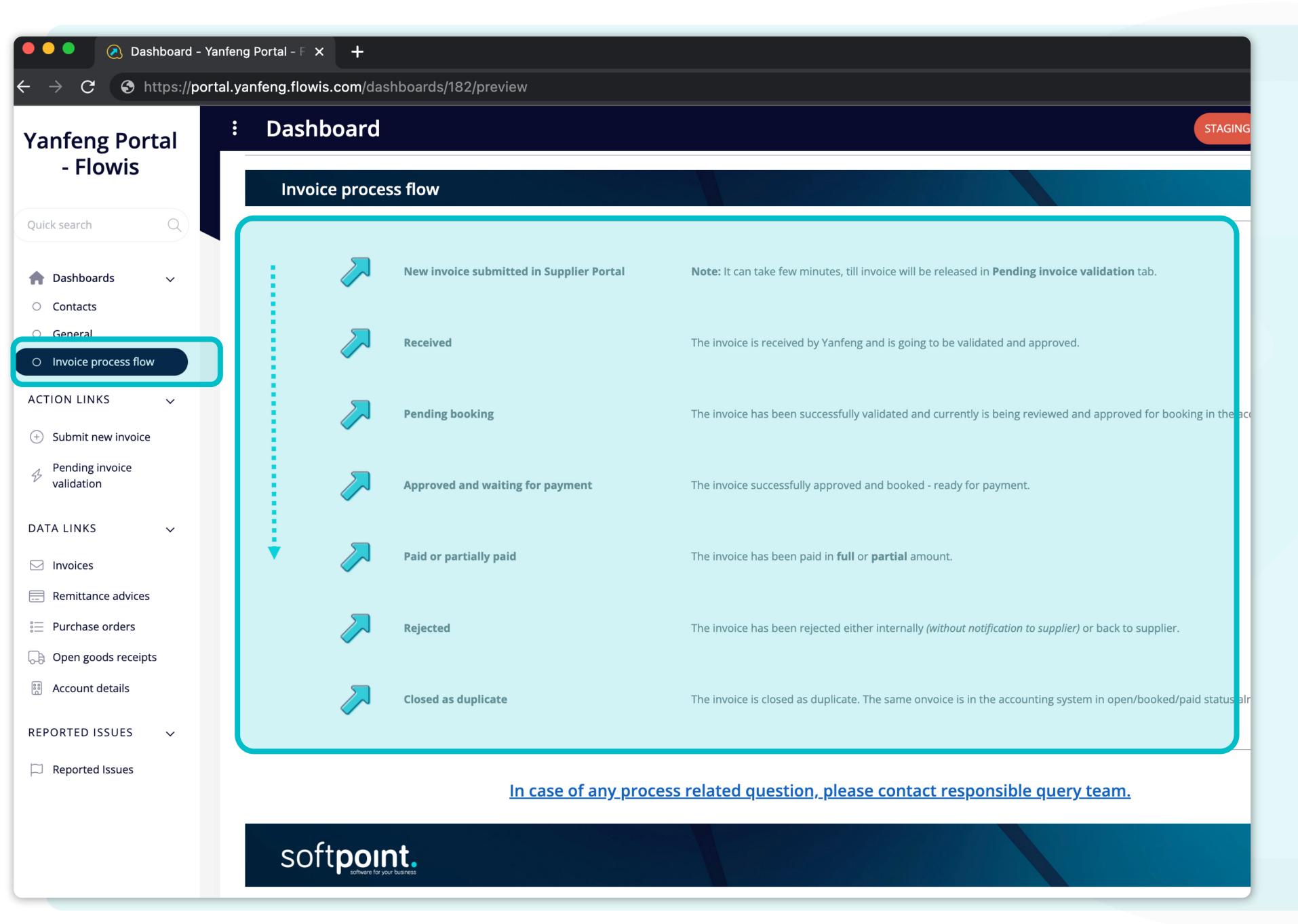
*The said contact list



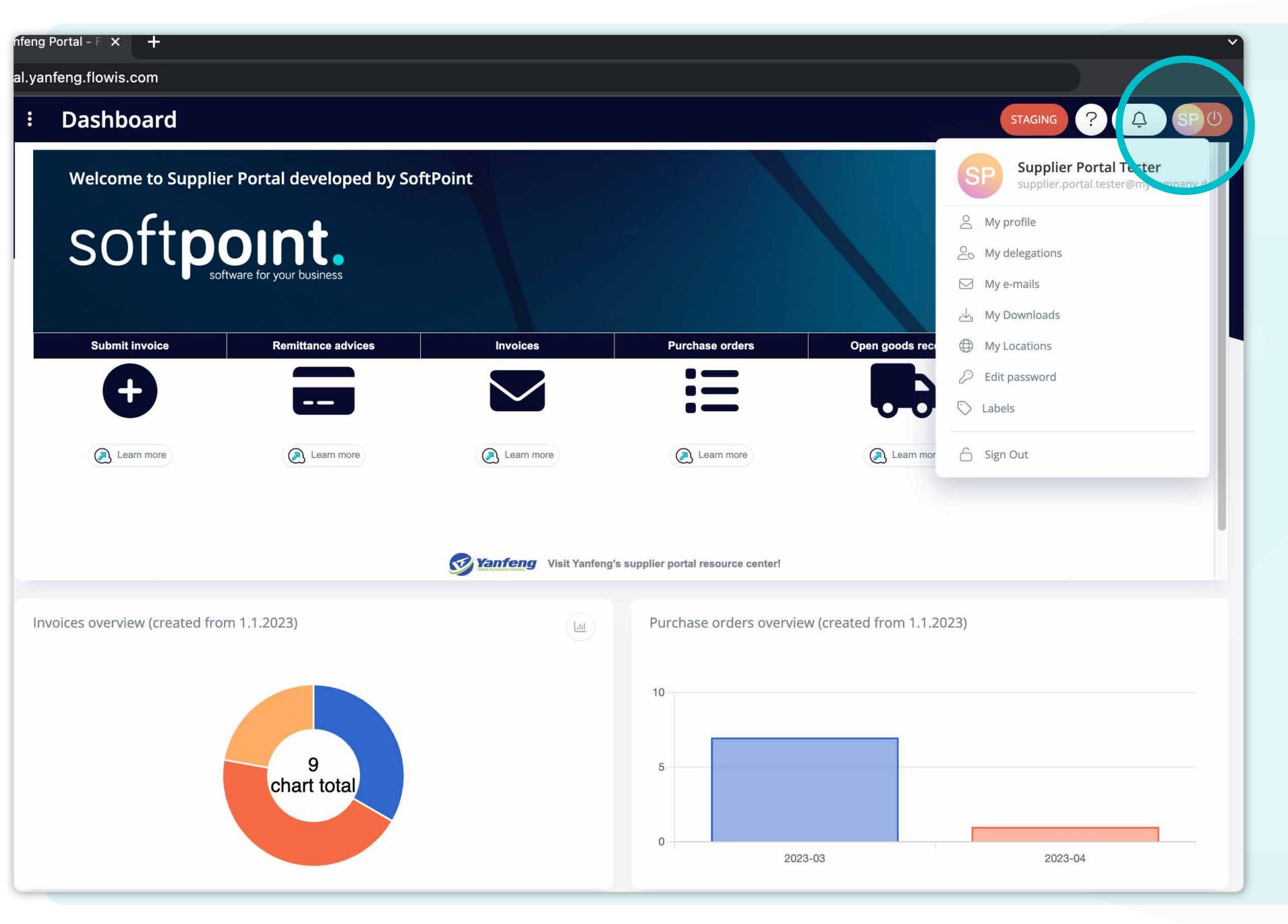
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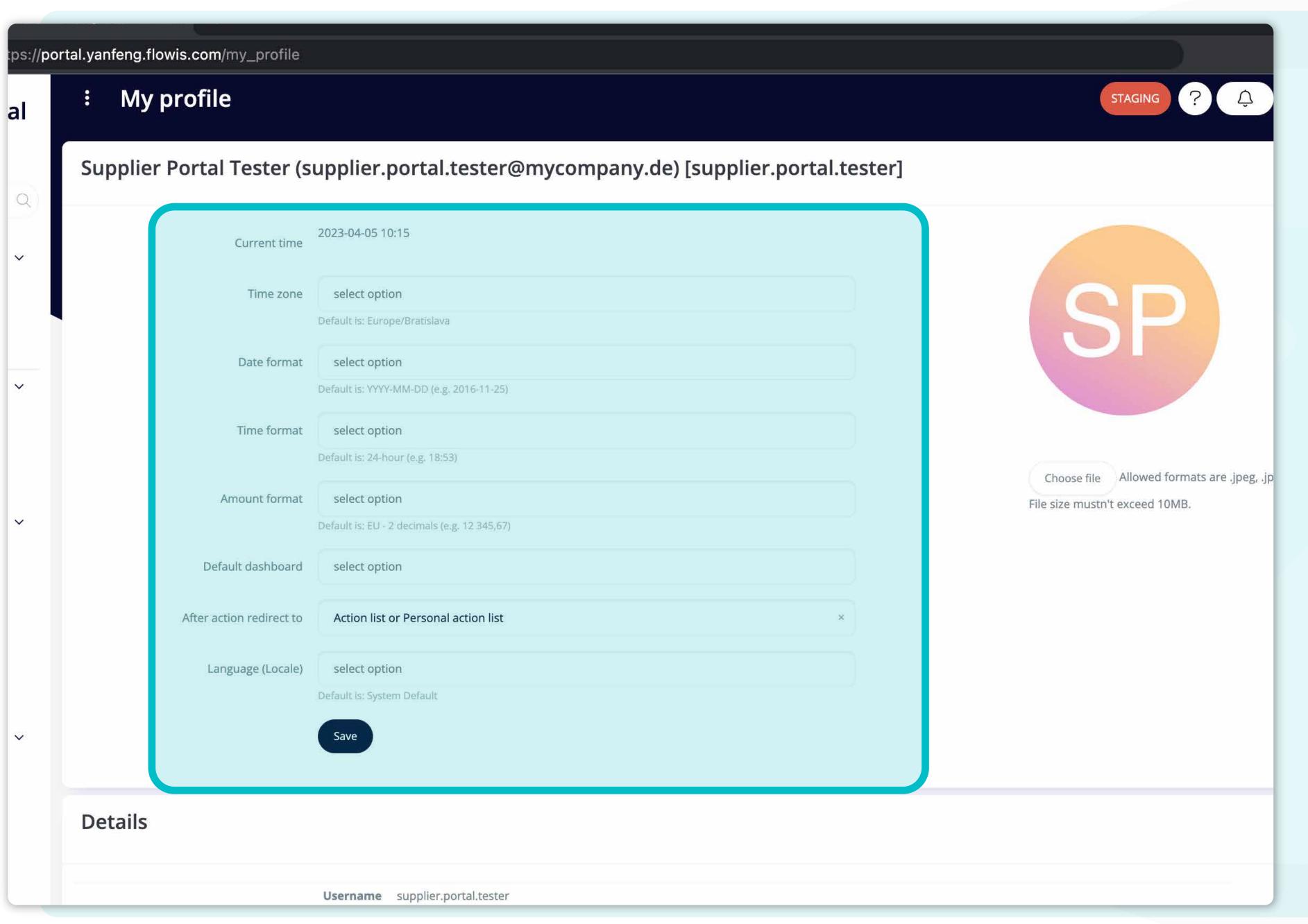
You can find the "Learn more" buttons under every general section, which lead you thru the process and will show you short video instructions, such as this one.



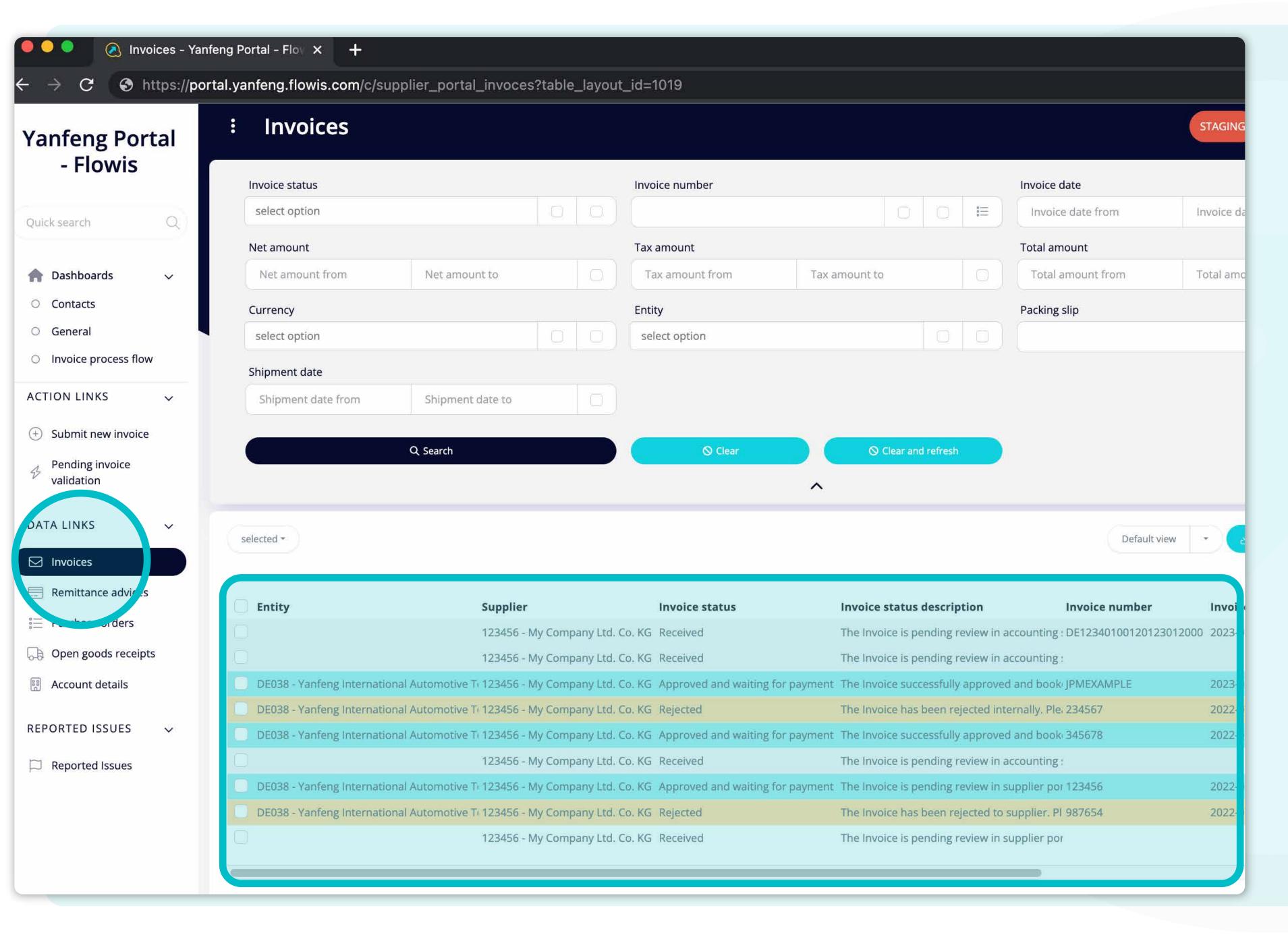
In the tab section, you can find a dashboard with invoice process flow instructions.



To see and adjust your personal information, or settings, click on your initials in the upper right corner and then select "My profile".



*My profile editation screen

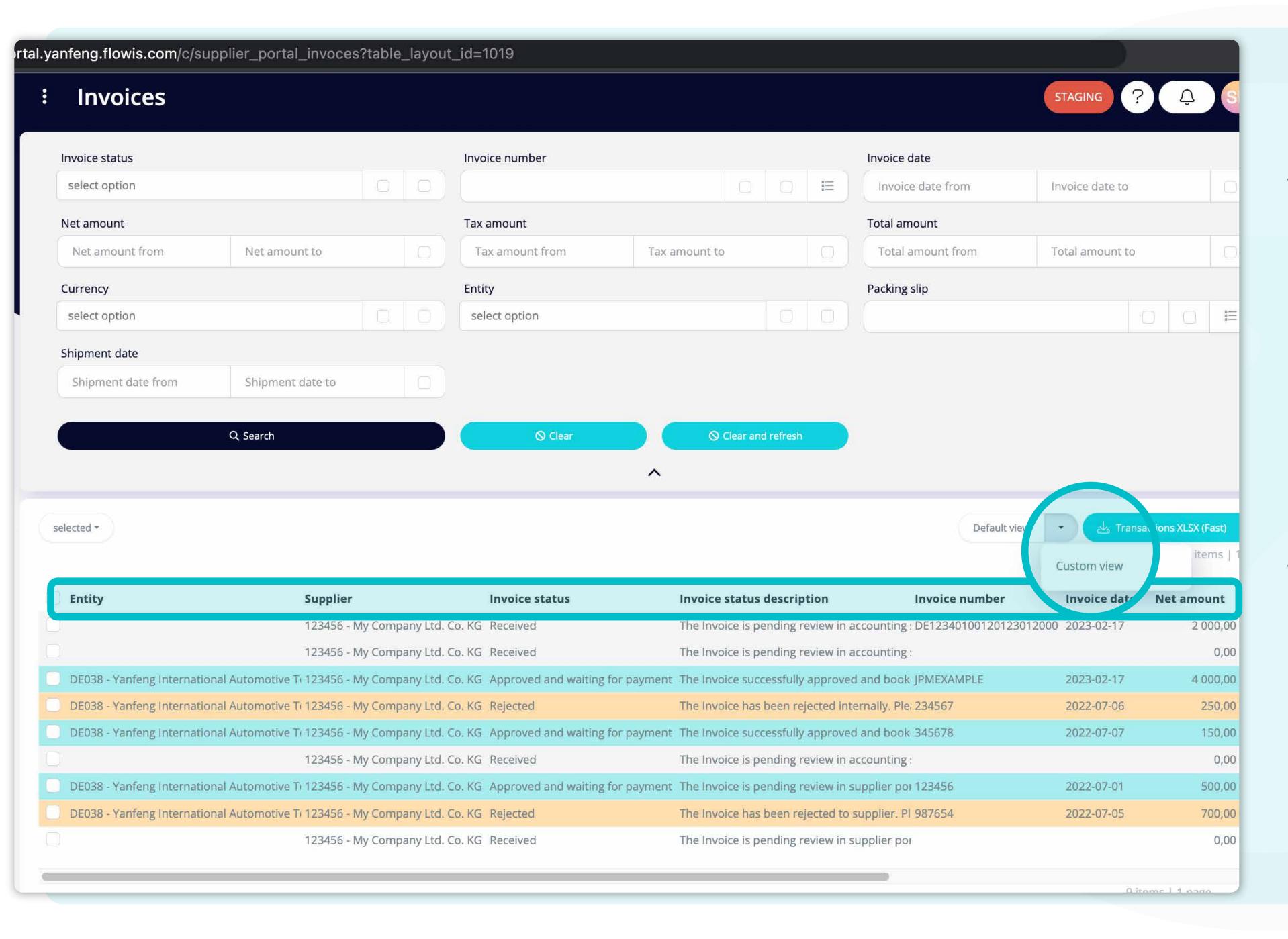


Once you'll click on one of the tabs, you'll see the complete list of your transactions and their statuses.

Here you can see the statuses of the transactions and other useful details.

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There is a filter in the upper section, which can be used to filter the list of items e.g. if you'd like to see only items which are pending in the system.

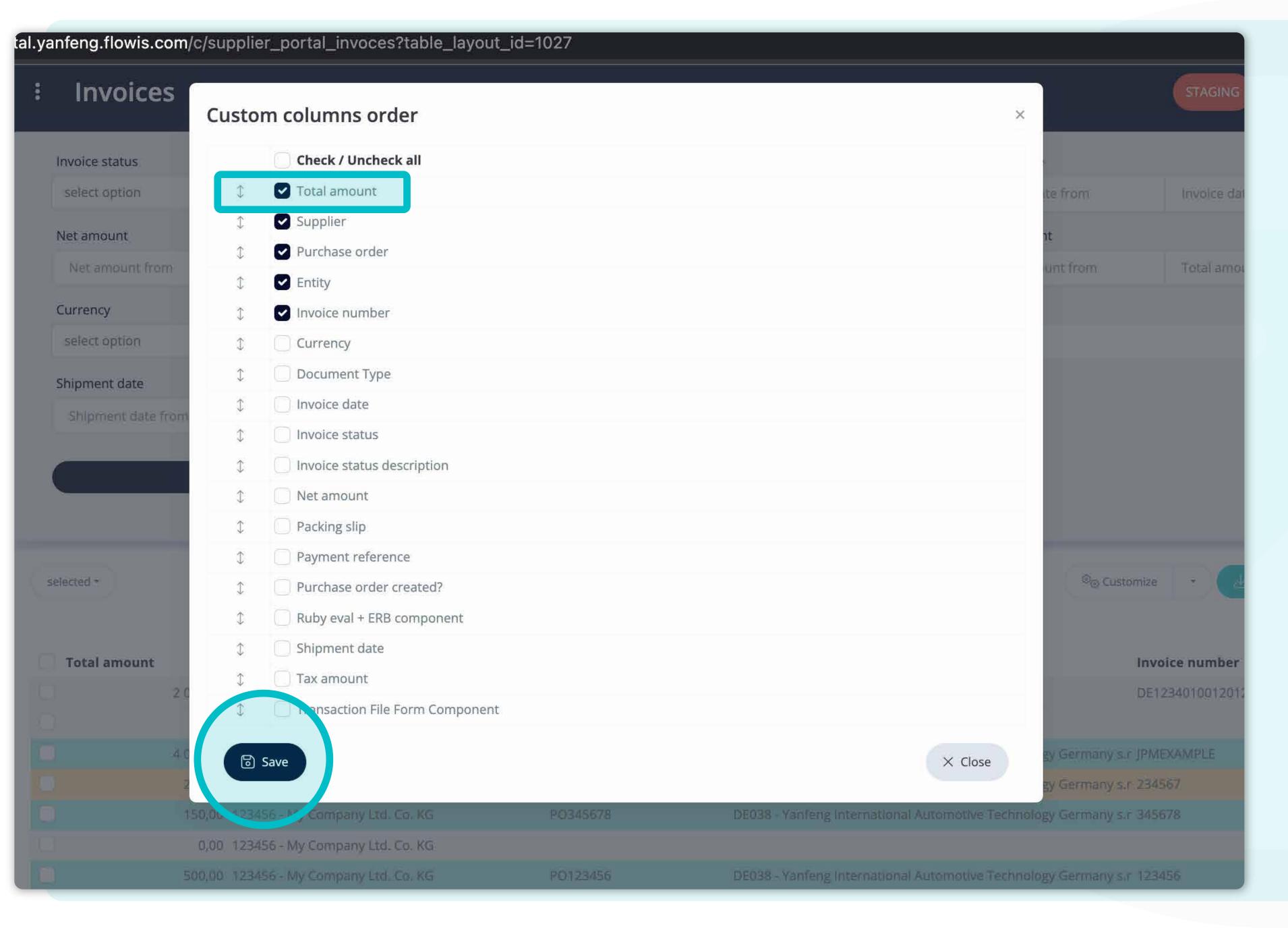


The list of your items contains multiple columns with information, which are predefined in a default layout.

If you want to change the order of the columns or to add or remove some, click on the dropdown menu arrow and select "Custom view".

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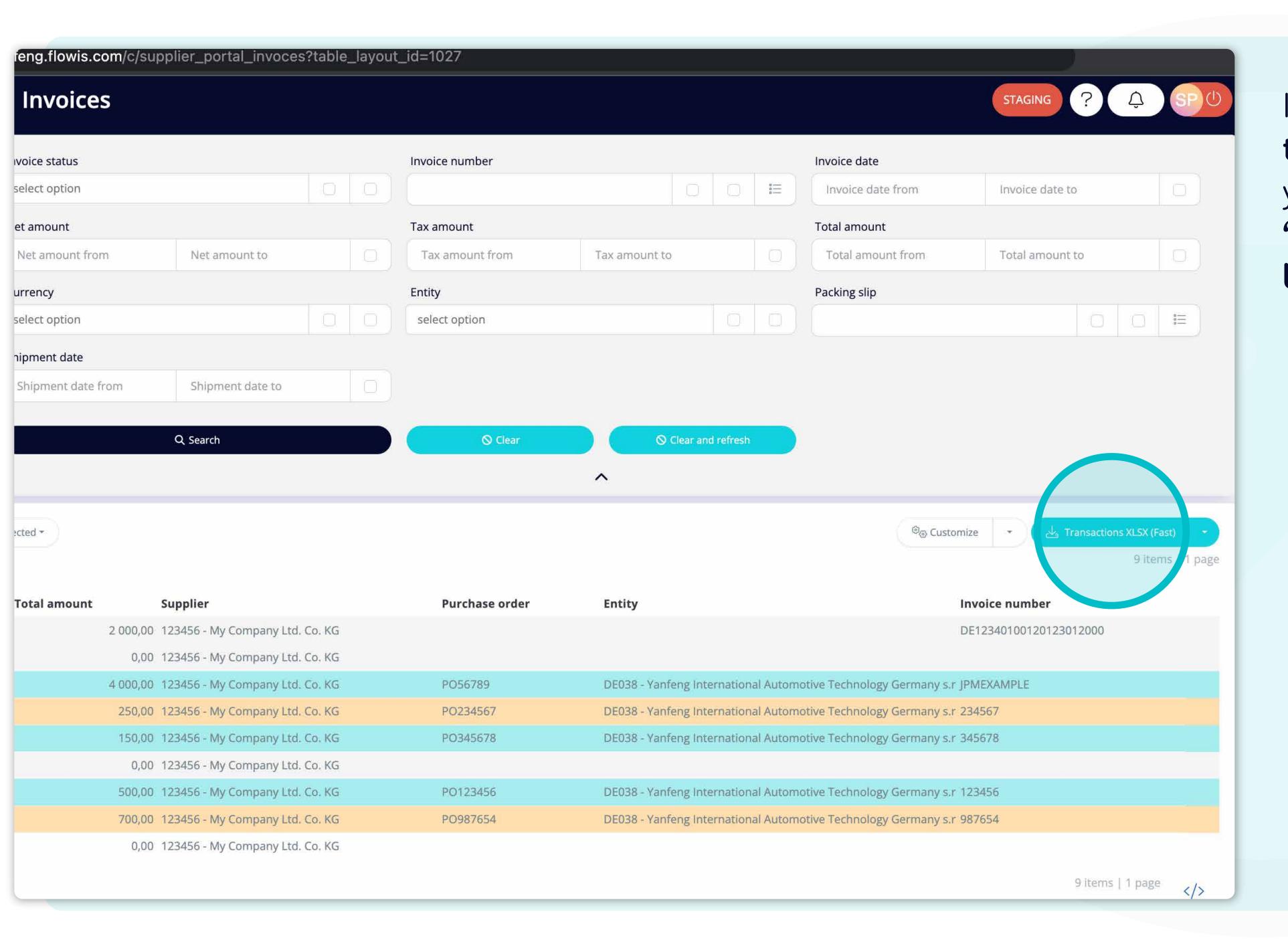
In order to change your custom view, click on the "Customize" button.



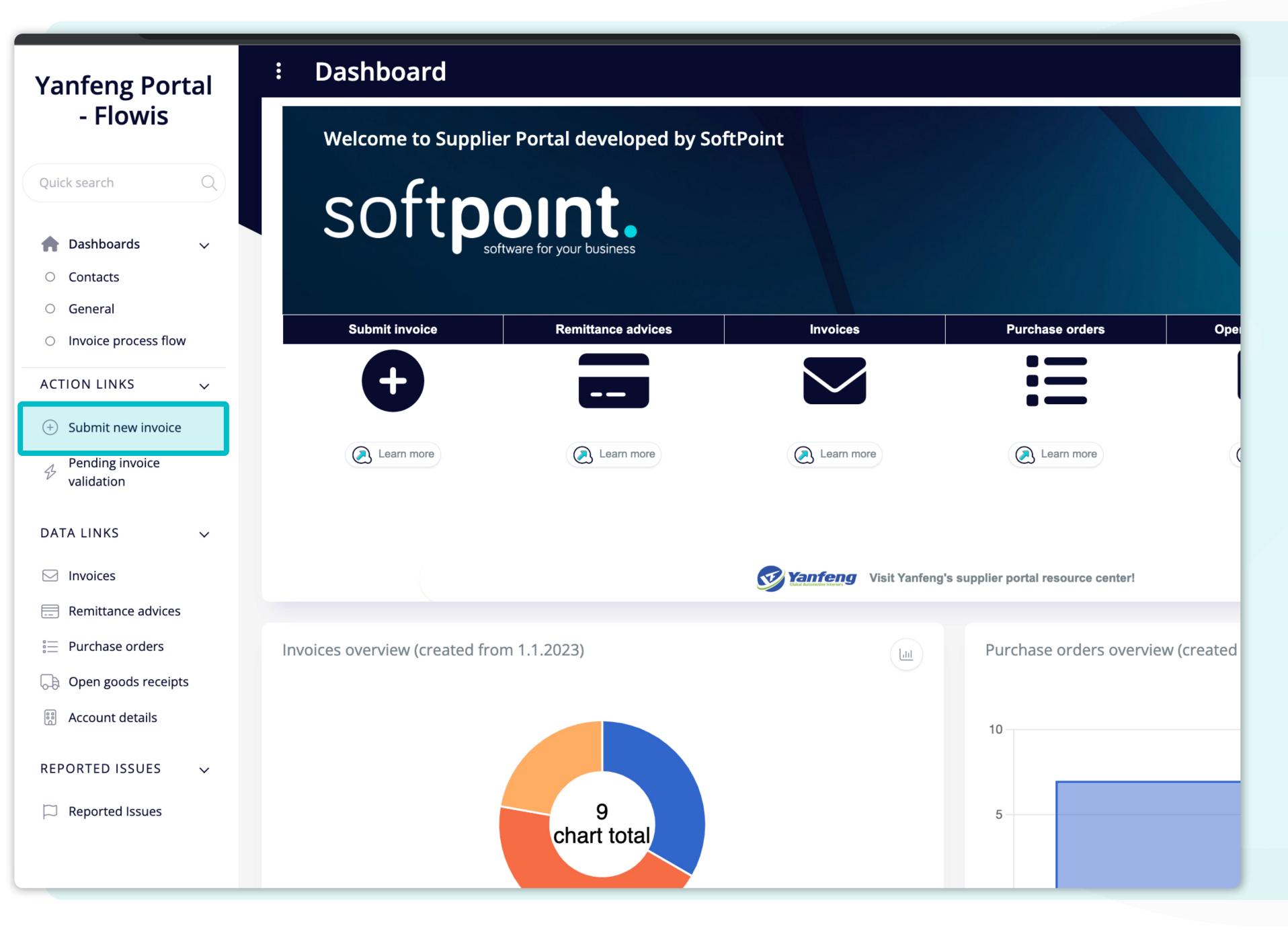
You can choose which columns from the list will be visible in the layout by simply marking them with the "tick".

You can also change their order with the drag&drop option.

Once you are happy with your customized layout press the "save" button situated at the very bottom of the pop-up screen. Your personalized layout will be saved, and you can use it.

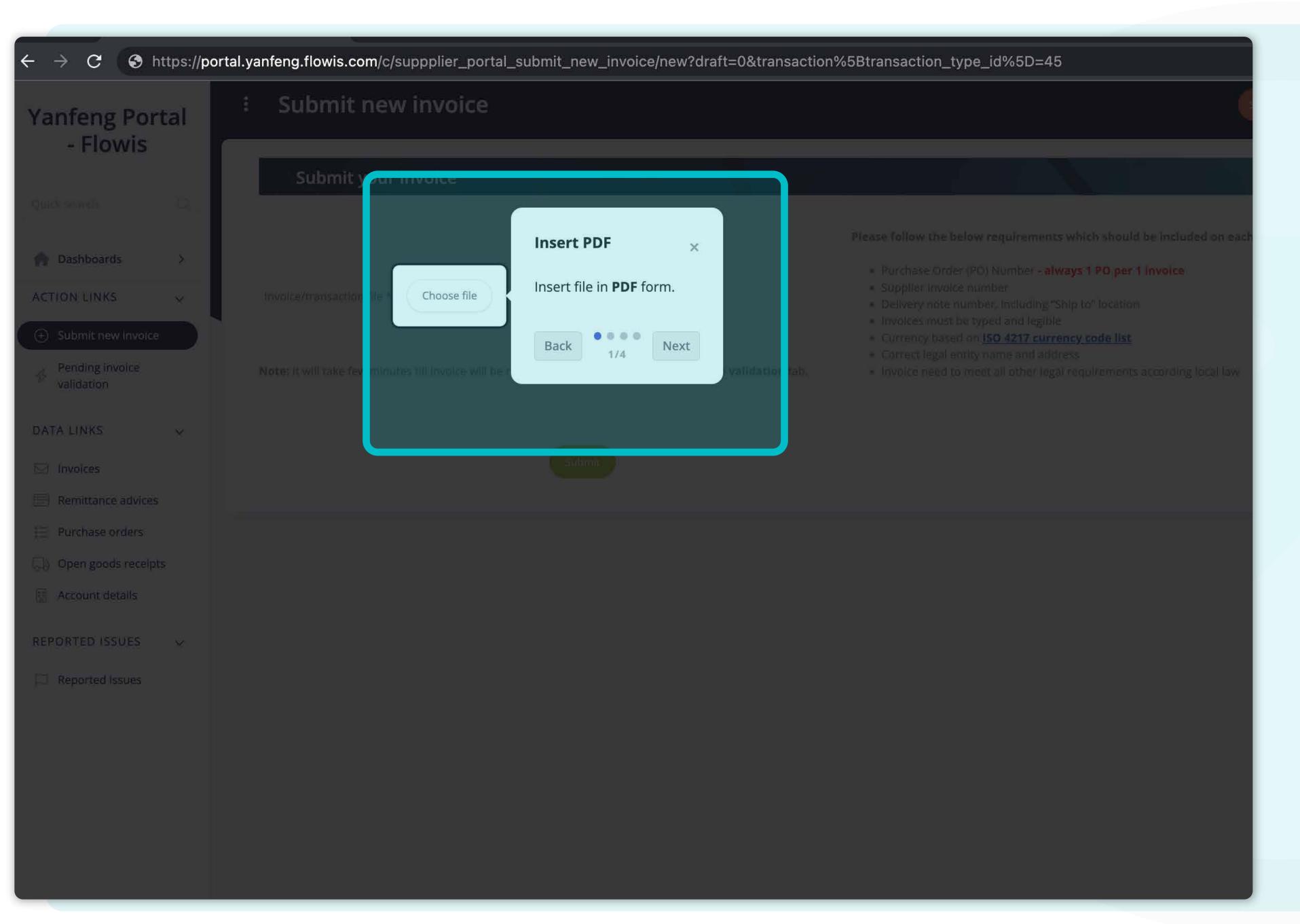


If you'd like to download the list of transactions, you can click on the "Transaction XLSX (Fast)" button.

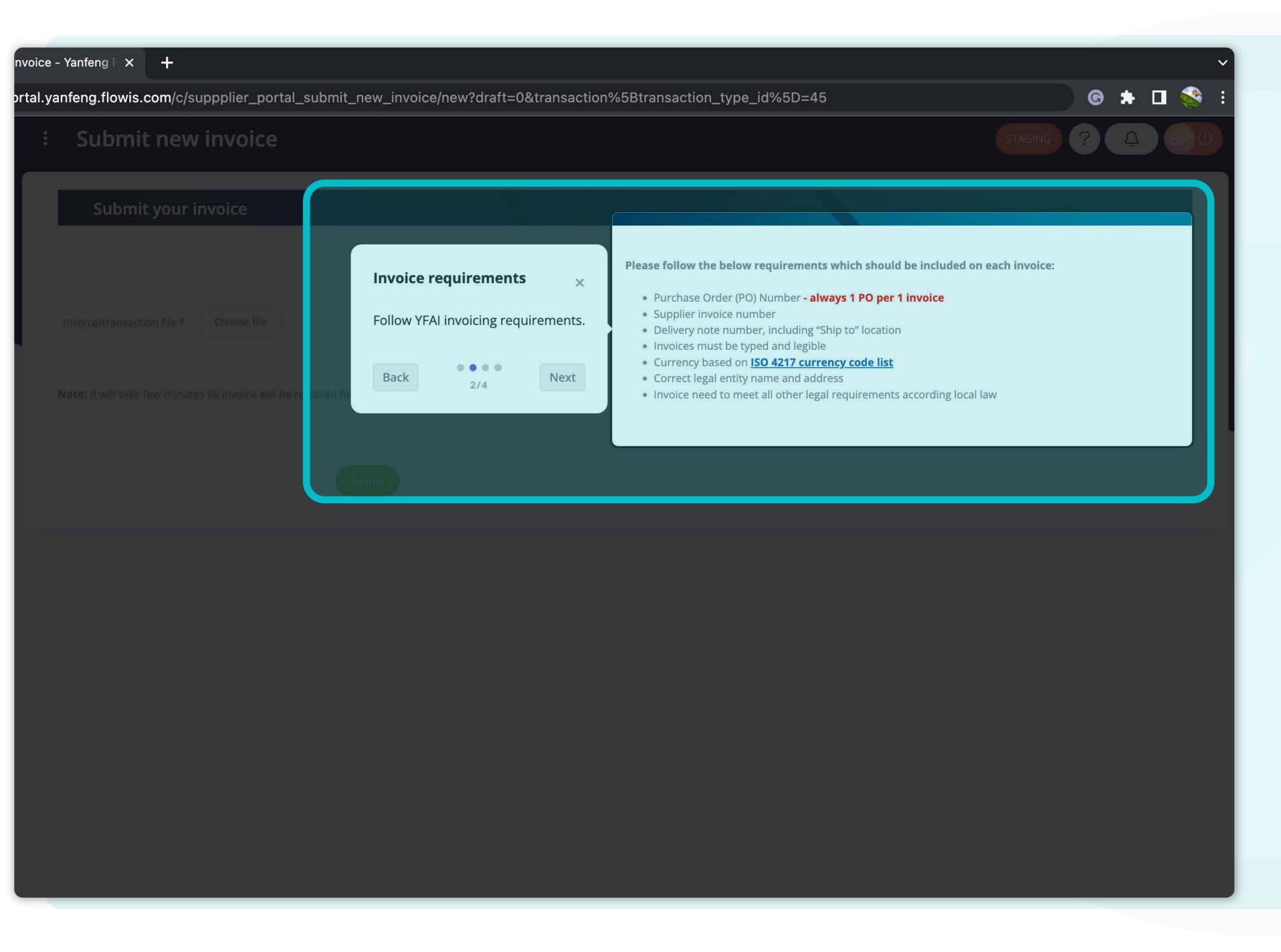


If you are using Flowis for the first time, there will be quick tours prepared to make work with the tool smoother.

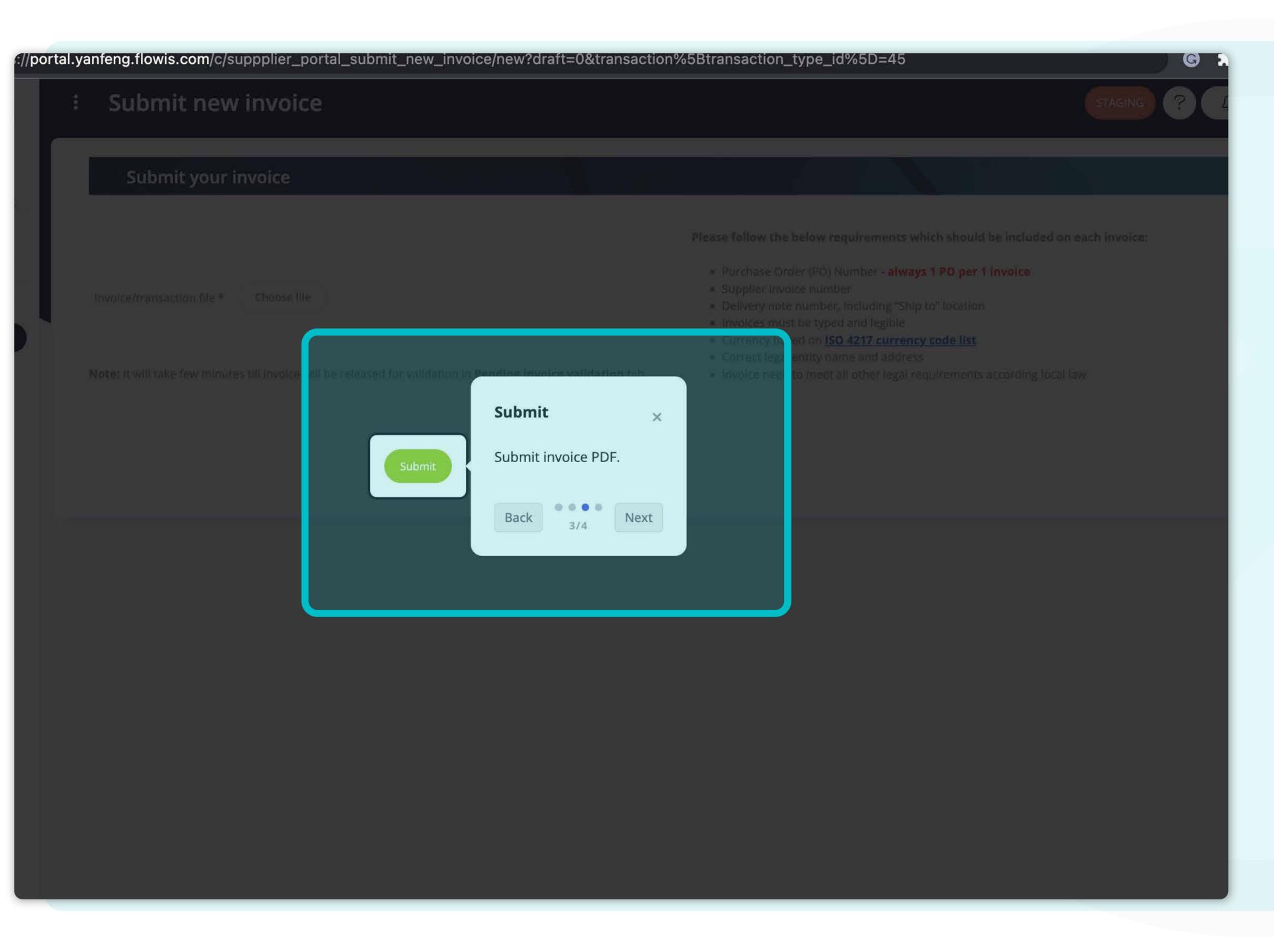
Specific areas will be step by step highlighted with some useful information.



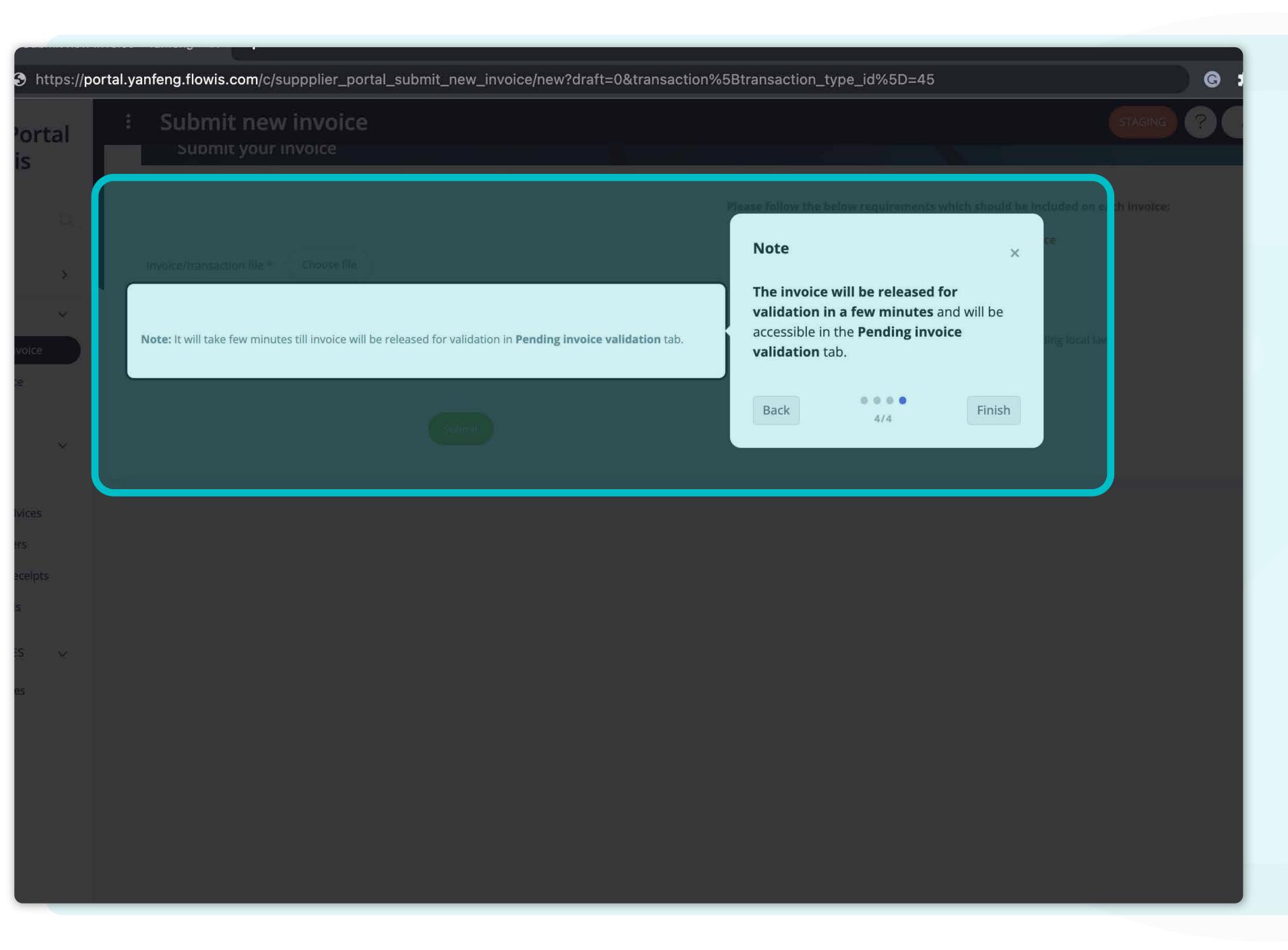
*Quick tour of submitting an invoice. 1/4



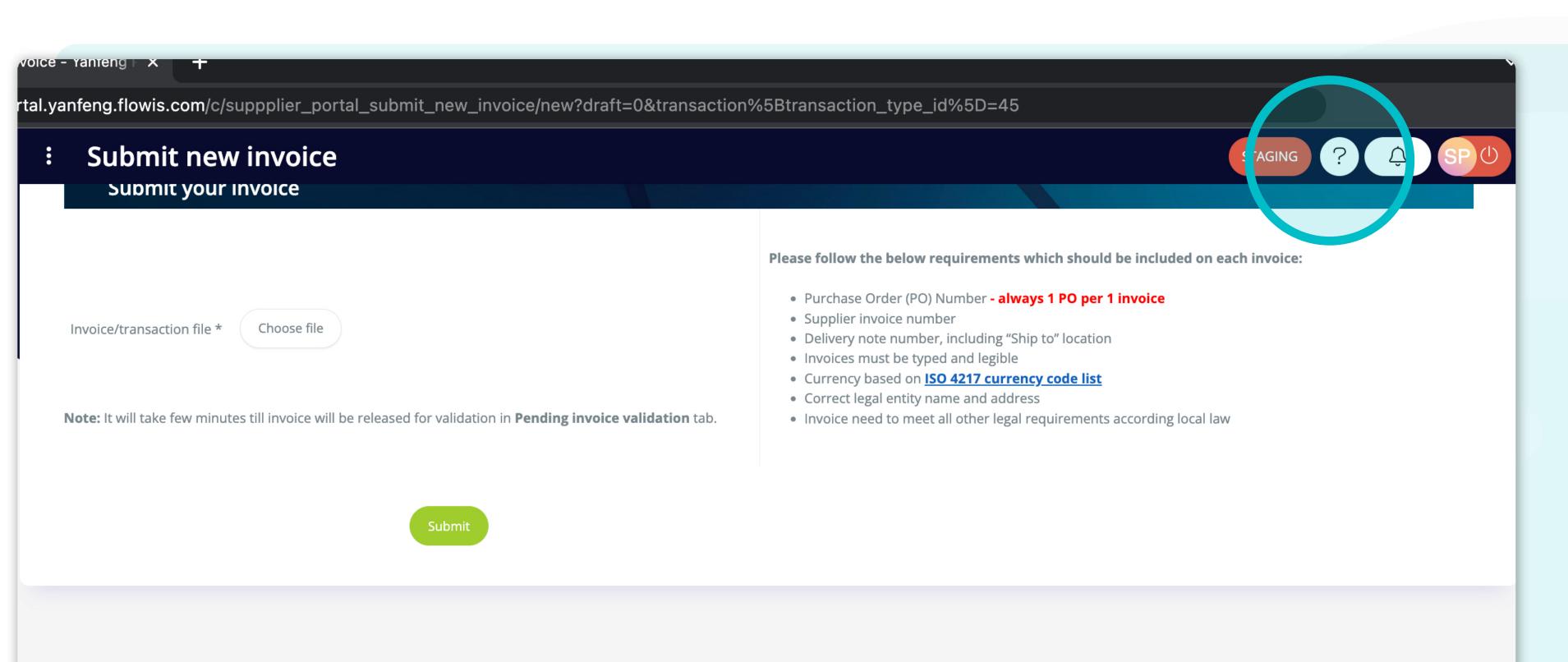
*Quick tour of submitting an invoice. 2/4



*Quick tour of submitting an invoice. 3/4

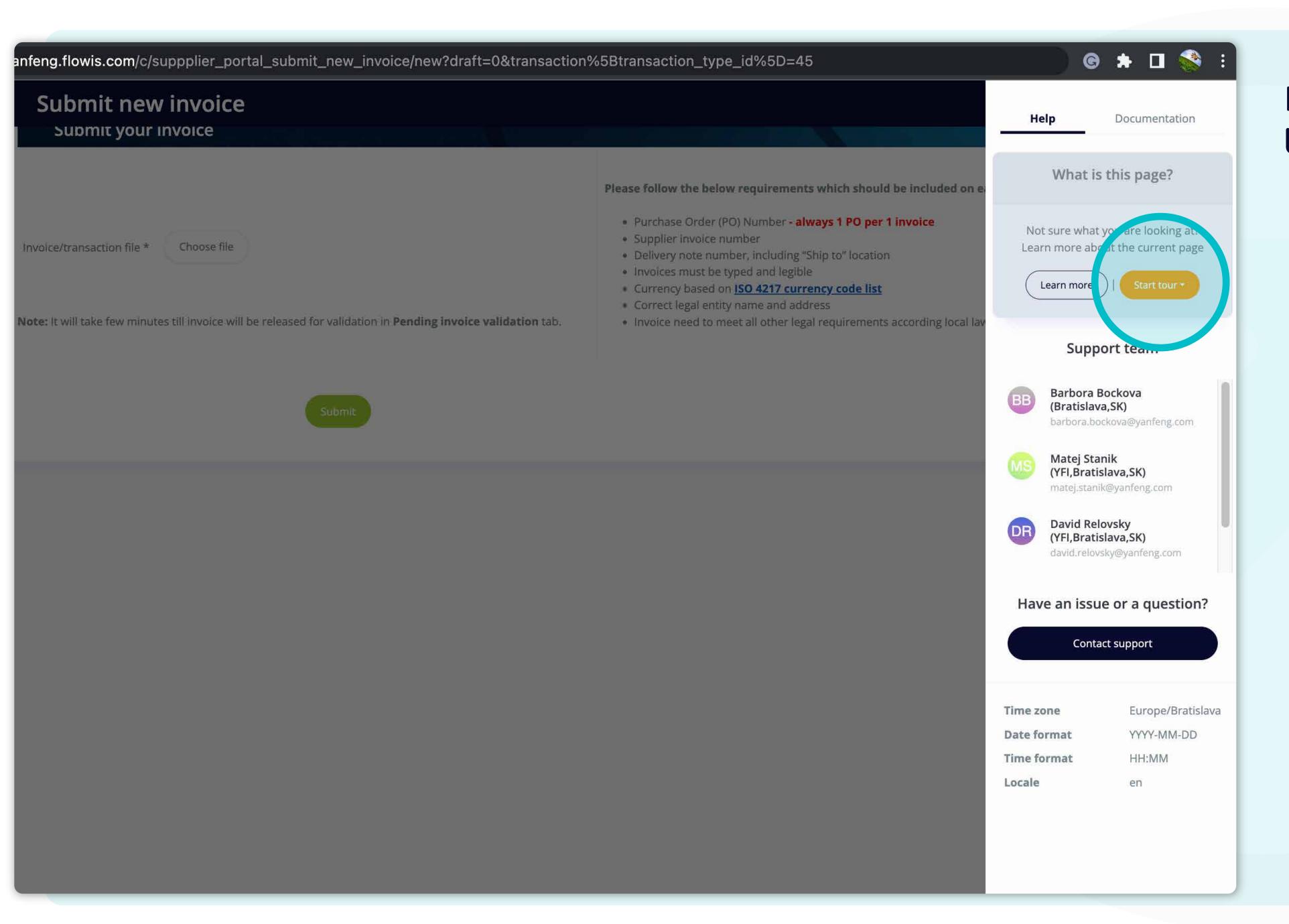


*Quick tour of submitting an invoice. 4/4



Once you press finish, this tour will not appear automatically again, but you can start it manually.

Open the tab, for which you'd like to see the tour again and press the help button (question mark) in the upper right corner.



Press the "Start tour" button.



At Soft**Point** we also address **other key finance processes** such as:





General ledger

- **Fixed assets:** fixed assets register, multiple books (e.g. GAAP, statutory, tax, etc.), different depreciation methods, and handling of acquisitions, disposals, and transfers.
- Intercompany: submission of exchange requests, routing, and approval, simultaneous posting to various ERP systems, reconciliation of intercompany balances, and payment approval.
- Account reconciliations: reconciliation cover sheets and balance explanations, auto-reconciliations, routing and approval, and integration with accounting software.
- Lease accounting: IFRS 16 requirements, lease obligations, and calculation of BS / PL balances.
- Manual journals: routing & approval, and automated recurring journals.
- GL reporting

Accounts receivable

- Cash application: matching customer payments with open items, automated breakdown of payments with remittances, and routing of discrepancies to relevant business owners.
- **Billing:** processing of billing requests and automated billing.
- **Business teams:** the resolution of discrepancies, submission of billing requests, and cash-flow forecasting.
- AR reporting.

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If you want to know more about Flowis and our solutions, visit our website or contact us via email.



www.softpoint.tech



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