# 2 Explanation of Yanfeng supplier invoicing process

To display **details about invoice process flows** you can click on the **tab in the Dashboards section.**

## Dashboard

STAGING   ?   🔔

### Invoice process flow

↗ **New invoice submitted in Supplier Portal**    **Note:** It can take few minutes, till invoice will be released in **Pending invoice validation** tab.

↗ **Received**    The invoice is received by Yanfeng and is going to be validated and approved.

↗ **Pending booking**    The invoice has been successfully validated and currently is being reviewed and approved for booking in the accounting system

↗ **Approved and waiting for payment**    The invoice successfully approved and booked - ready for payment.

↗ **Paid or partially paid**    The invoice has been paid in **full** or **partial** amount.

↗ **Rejected**    The invoice has been rejected either internally *(without notification to supplier)* or back to supplier.

↗ **Closed as duplicate**    The invoice is closed as duplicate. The same onvoice is in the accounting system in open/booked/paid status already.

**In case of any process related question, please contact responsible query team.**

softpoint

Overview of **all process steps after the invoice submission.**

STAGING

**Invoice process flow**

Here is the link with information, **on whom to contact in case of any process-related questions.**

**New invoice submitted in Supplier Portal**

**Note:** It can take few minutes, till invoice will be released in **Pending invoice validation** tab.

**Received**

The invoice is received by Yanfeng and is going to be validated and approved.

**Pending booking**

The invoice has been successfully validated and currently is being reviewed and approved for booking in the accounting system.

**Approved and waiting for payment**

The invoice successfully approved and booked - ready for payment.

**Paid or partially paid**

The invoice has been paid in **full** or **partial** amount.

**Rejected**

The invoice has been rejected either internally *(without notification to supplier)* or back to supplier.

**Closed as duplicate**

The invoice is closed as duplicate. The same onvoice is in the accounting system in open/booked/paid status already.

**In case of any process related question, please contact responsible query team.**

softpoint.
software for your business

To display **details about contacts** you can **click on the tab in the Dashboards section.**

Overview of **all contact mailboxes** in case of **invoice-related questions** based on the country.

**Dashboard**

STAGING

**INVOICES - Whom to contact in case of issue?**

| Mailbox | Country (country of Purchase order) |
|---|---|
| PTP-query-CA@yanfeng.com | Canada |
| PTP-query-CZ@yanfeng.com | Czech Republic |
| PTP-query-DE-GERMANY@yanfeng.com | Germany |
| PTP-QUERY-HU@yanfeng.com | Hungary |
| PTP-query-IT@yanfeng.com | Italy |
| PTP-query-LUX@yanfeng.com | Luxembourg |
| PTP-Query-MX@yanfeng.com | Mexico |
| PTP-QUERY-SERBIA@yanfeng.com | Republic of Serbia |
| PTP-query-SK@yanfeng.com | Slovakia |
| PTP-query-ES@yanfeng.com | Spain |
| PTP-query-SAF@yanfeng.com | South Africa |
| PTP-query-UK@yanfeng.com | United Kingdom |
| PTP-query-US@yanfeng.com | United States of America |

softpoint.
software for your business

**Technical support needed? Let us know!**

## Whom to contact in case of issue?

| | Country |
|---|---|
| | **(country of Purchase order)** |
| .com | Canada |
| .com | Czech Republic |
| Y@yanfeng.com | Germany |
| g.com | Hungary |
| com | Italy |
| g.com | Luxembourg |
| g.com | Mexico |
| nfeng.com | Republic of Serbia |
| .com | Slovakia |
| com | Spain |
| g.com | South Africa |
| .com | United Kingdom |
| .com | United States of America |

int.

for your business

**Technical support needed? Let us know!**

In case of **any technical issues** click on the link **in the bottom right corner to create a ticket.**

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

**GL**

## 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**

**AR**

## 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.**

# softpoint.

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

www.**softpoint**.tech

info@**softpoint.sk**