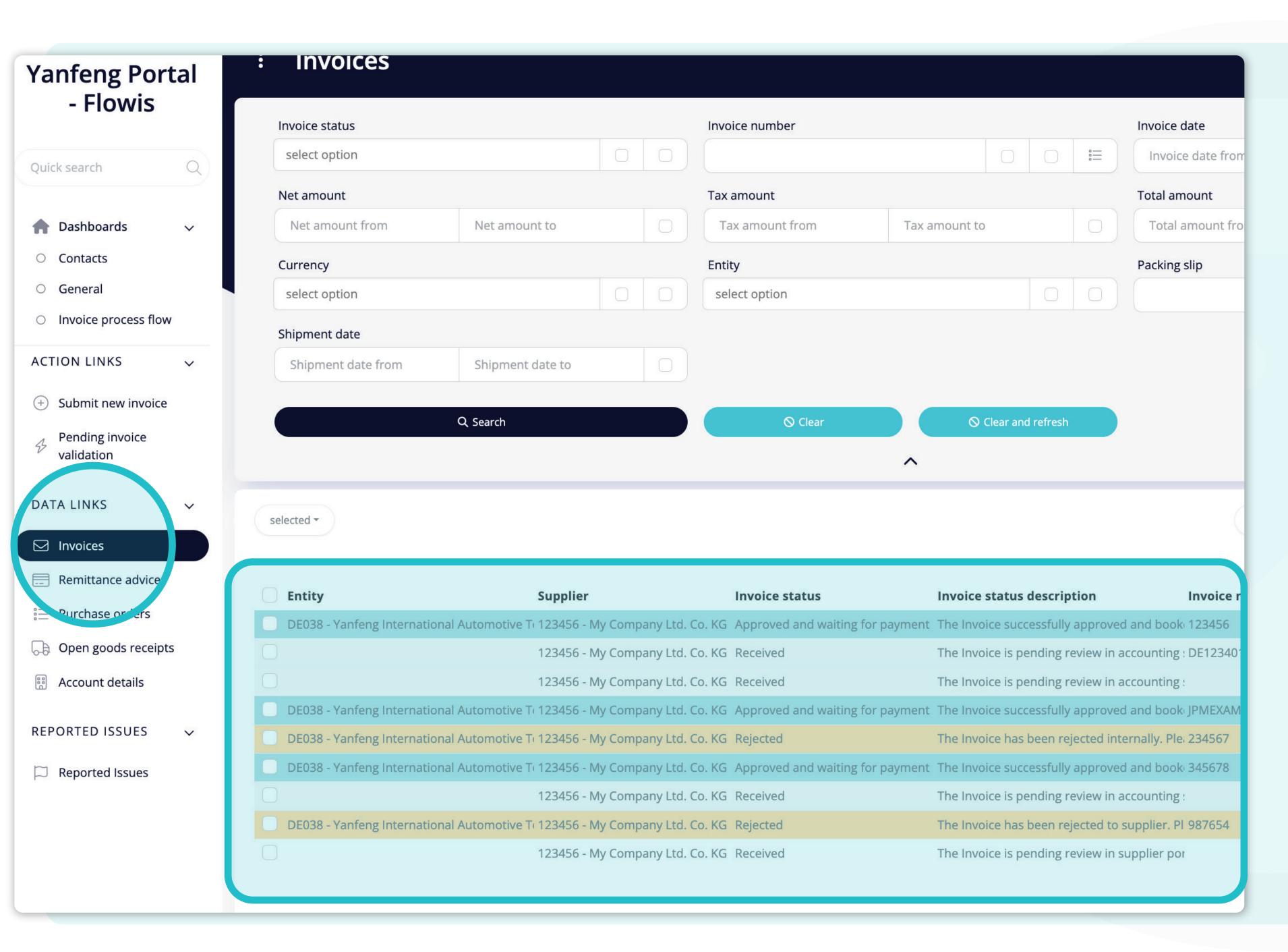


3 How to view Invoices



Once you'll click on the "Invoices" tab, you'll see the complete list of your items and their statuses.

Here you can see if your invoice was already paid, or if it is pending in the system and other useful information.

tal vanfen									
tai. yai iici i	ng.flowis.com/c/supplier_porta	al_invoces?table_layout_	id=1019						
: 1	nvoices						STAGING ?	Û	SPU
Invoid	ce status		Invoice number		Invoi	ice date			
sele	ect option				E Inv	oice date from	Invoice date to		
Net a	amount		Tax amount		Total	l amount			
Net	et amount fre a Net amo	ount to	Tax amount from Tax	x amount to	O Tot	tal amount from	Total amount to		
Curre	ency		Entity		Packi	ing slip			
sele	ect option		select option						<b>≘</b>
Shipn	ment date								
Shi	ipment date from Shipmer	nt date to							
	Q Search		And the second s						
			○ Clear	O Clear and refresh					J
			○ Clear	○ Clear and refresh					
			○ Clear	○ Clear and refresh					
selected	d ▼		○ Clear	○ Clear and refresh		Default view	▼ 👍 Transa	actions XLSX (	
selected	d ₹		○ Clear	○ Clear and refresh		Default view	▼ 🚣 Transa		
selected		Supplier	O Clear  Invoice status	O Clear and refresh  Invoice status description	n	Default view Invoice number	Invoice date		ems   1 page
_ Ent		, e e	Invoice status	Invoice status description		Invoice number		9 ite	ems   1 page
_ Ent	tity	, e e	Invoice status  KG Approved and waiting for payme	Invoice status description	proved and bo	Invoice number	Invoice date 2022-07-01	9 ite	ems   1 page
Ent	tity	e Ti 123456 - My Company Ltd. Co	Invoice status  KG Approved and waiting for payme KG Received	Invoice status description	proved and bo	Invoice number  ook: 123456  ing: DE12340100120123012	Invoice date 2022-07-01	9 ite	ems   1 page unt Tax a
DE0	tity	2 Tr 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co	Invoice status  KG Approved and waiting for payme KG Received KG Received	Invoice status description  In the Invoice successfully appropriate the Invoice is pending review.  The Invoice is pending review.	proved and bo ew in accounti ew in accounti	Invoice number  ook: 123456  ing: DE12340100120123012  ing:	Invoice date 2022-07-01	9 ite	ems   1 page eunt Tax a
DE0	t <b>ity</b> 038 - Yanfeng International Automotive	2 Tr 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 2 Tr 123456 - My Company Ltd. Co	Invoice status  KG Approved and waiting for payme KG Received KG Received KG Received KG Approved and waiting for payme	Invoice status description  In the Invoice successfully appropriate the Invoice is pending review.  The Invoice is pending review.	proved and bo ew in accounti ew in accounti proved and bo	Invoice number  ook: 123456  ing: DE12340100120123012  ing: ook: JPMEXAMPLE	Invoice date 2022-07-01 2000 2023-02-17	9 ite	ems   1 page ount Tax a 500,00 000,00
DE0 DE0 DE0	038 - Yanfeng International Automotive	2 Tr 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 2 Tr 123456 - My Company Ltd. Co 2 Tr 123456 - My Company Ltd. Co 2 Tr 123456 - My Company Ltd. Co	Invoice status  O. KG Approved and waiting for payme  O. KG Received  O. KG Received  O. KG Approved and waiting for payme  O. KG Approved and waiting for payme  O. KG Rejected  O. KG Approved and waiting for payme	Invoice status description Into The Invoice successfully apply The Invoice is pending revie The Invoice is pending revie Into The Invoice successfully apply The Invoice has been reject Into The Invoice successfully apply The Invoice successfully apply Into Invoice successfully apply In	proved and beew in accounting the proved and been ted internally.  proved and been ted internally.	Invoice number  ook: 123456  ing: DE12340100120123012  ing: ook: JPMEXAMPLE  Ple: 234567  ook: 345678	Invoice date 2022-07-01 2000 2023-02-17	9 ite	ems   1 page ount Tax a 500,00 000,00 0,00 000,00 250,00
DEO DEO DEO	238 - Yanfeng International Automotive 238 - Yanfeng International Automotive 238 - Yanfeng International Automotive 238 - Yanfeng International Automotive	e Ti 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co	Invoice status  Invoice status  KG Approved and waiting for payme KG Received KG Received KG Approved and waiting for payme KG Rejected KG Approved and waiting for payme KG Rejected KG Approved and waiting for payme KG Received	Invoice status description Into The Invoice successfully app The Invoice is pending revie The Invoice is pending revie Into The Invoice successfully app The Invoice has been reject Into The Invoice successfully app The Invoice successfully app The Invoice successfully app	proved and beew in accounting the proved and been ted internally.  The proved and been ted internally.  The proved and been ted internally.  The proved and been ted in accounting the proved and been ten accounting to the proved and been ten accounting the proved and been ten accounting the proved and been ten accounting ten	Invoice number  ook: 123456  ing: DE12340100120123012  ing: ook: JPMEXAMPLE  Ple: 234567  ook: 345678  ing:	Invoice date  2022-07-01  2000 2023-02-17  2023-02-17  2022-07-06  2022-07-07	9 ite	ems   1 page ount Tax a 500,00 000,00 0,00 000,00
DEO DEO DEO	038 - Yanfeng International Automotive 038 - Yanfeng International Automotive 038 - Yanfeng International Automotive	e Ti 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co e Ti 123456 - My Company Ltd. Co 123456 - My Company Ltd. Co	Invoice status  KG Approved and waiting for payme KG Received KG Received KG Approved and waiting for payme KG Rejected KG Approved and waiting for payme KG Rejected KG Approved and waiting for payme KG Rejected KG Received KG Received	Invoice status description Into The Invoice successfully apply The Invoice is pending revie The Invoice is pending revie Into The Invoice successfully apply The Invoice has been reject Into The Invoice successfully apply The Invoice successfully apply Into Invoice successfully apply In	proved and been in accounting proved and been ted internally.  proved and been in accounting proved and been in accounting ted to supplier	Invoice number  ook: 123456  ing: DE12340100120123012  ing: ook: JPMEXAMPLE  Ple: 234567  ook: 345678  ing: r. Pl 987654	Invoice date  2022-07-01  2000 2023-02-17  2023-02-17  2022-07-06	9 it 6	ems   1 page ount Tax a 500,00 000,00 0,00 000,00 250,00

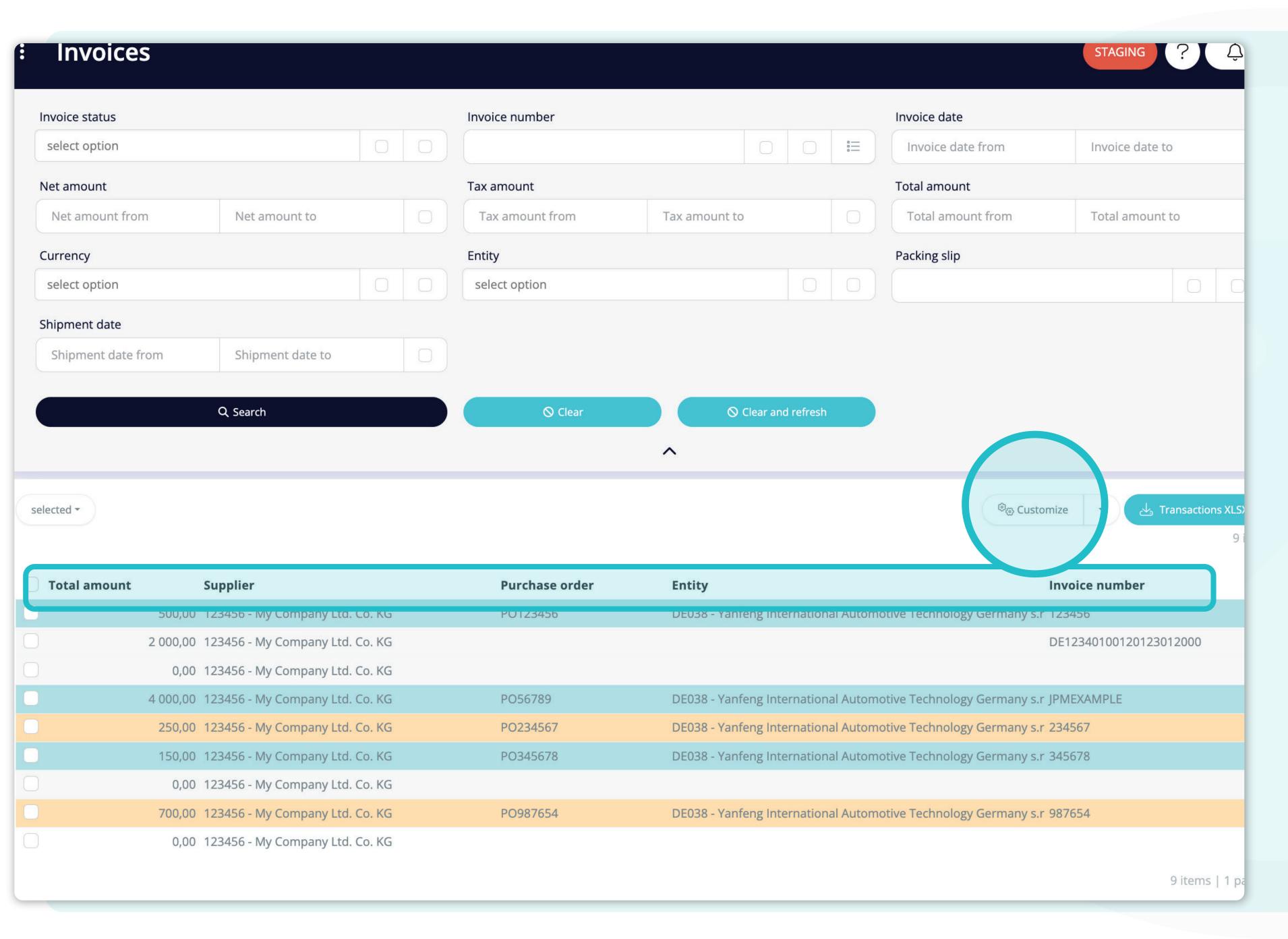
There is a filter in the upper section, which can be used to filter the list of items e.g. if you'd like to see only items which are pending in the system.

anfeng.flowis.com/c/su	upplier_portal_invoces?ta	abic_iayout	ia=1010						
Invoices							STAGING ?	Û	SP
Invoice status			Invoice number			Invoice date			
select option						Invoice date from	Invoice date to		
Net amount			Tax amount			Total amount			
Net amount from	Net amount to		Tax amount from	Tax amount to		Total amount from	Total amount to		
Currency		,	Entity			Packing slip			-
select option			select option						°=
Shipment date				'					
Shipment date from	Shipment date to								
	Q Search		<b>⊘</b> Clear	○ Clear and ref	fresh				
selected *	Q Search		<b>⊘</b> Clear		fresh	Defaul	t view 🔻 🚣 Transac	ctions XLSX	
selected •	Q Search		○ Clear		fresh	Defaul	t view 🔻 🚣 Transac		( <b>Fast</b> ) ems   1 բ
Entity	Supplier		Invoice status	Invoice status des	scription	Invoice number	Invoice date	9 it	ems   1 p
Entity	Supplier		Invoice status	Invoice status des	scription	Invoice number	Invoice date	9 it	ems   1 p
Entity	Supplier  Paral Automotivo T. 122456 - My C.  123456 - My C.	Company Ltd. C	Invoice status  Co. KG. Approved and waiting to Co. KG. Received	Invoice status des	scription fully approve	Invoice number	Invoice date	9 it	ems   1 p
Entity  DE029 Vanfong Internation	Supplier  Paral Automotivo T. 122456 - My C.  123456 - My C.	Company Ltd. C	Invoice status  Co. KG. Approved and waiting to the control of the	Invoice status des  for navment. The Invoice success  The Invoice is pendi  The Invoice is pendi	ing review in a	Invoice number d and book 133456 accounting : DE123401001201 accounting :	Invoice date	9 it	ems   1 p
DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	<b>Supplier</b> 2021 Automotivo T. 123456 - My C  123456 - My C  123456 - My C	Company Ltd. C Company Ltd. C Company Ltd. C	Invoice status  Co. KG. Approved and waiting to the control of the	Invoice status des  for navment. The Invoice success  The Invoice is pendi  The Invoice is pendi	ing review in a	Invoice number d and book 123456 accounting : DE123401001201 accounting : d and book JPMEXAMPLE	Invoice date 2022-07-01 23012000 2023-02-17	9 it	ems   1 p
Entity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Supplier  123456 - My C  123456 - My C  123456 - My C  123456 - My C	Company Ltd. Compa	Invoice status  Co. KG. Approved and waiting to the control of the	Invoice status des  The Invoice is pendi  The Invoice is pendi  The Invoice success  The Invoice has been	ing review in a fully approve in rejected into	Invoice number 123456 accounting: DE123401001201 accounting: d and book JPMEXAMPLE ernally. Ple: 234567	Invoice date 2022-07-01 23012000 2023-02-17 2023-02-17	9 it	ems   1 p
Entity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Supplier  Paral Automotive T. 123456 - My C  123456 - My C  123456 - My C  onal Automotive T. 123456 - My C  onal Automotive T. 123456 - My C  onal Automotive T. 123456 - My C	Company Ltd. Compa	Invoice status  Co. KG. Approved and waiting to the control of the	Invoice status des  The Invoice is pendi  The Invoice is pendi  The Invoice success  The Invoice has been	ing review in a fully approve in rejected interfully approve	Invoice number dand book 123456 accounting: DE123401001201 accounting: d and book JPMEXAMPLE ernally. Ple: 234567 d and book 345678	Invoice date  2022-07-01  23012000 2023-02-17  2022-07-06	9 it	ems   1 p
Entity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Supplier  123456 - My C	Company Ltd. Compa	Invoice status  Co. KG. Approved and waiting to the control of the	Invoice status des  for payment. The Invoice success  The Invoice is pendi  The Invoice success  The Invoice has bee  for payment. The Invoice success	ing review in a fully approve in rejected interior in rejected in rejected in rejected in rejected in rejected in rejected to	Invoice number d and book 133456 accounting : DE123401001201 accounting : d and book JPMEXAMPLE ernally. Ple: 234567 d and book 345678 accounting : supplier. Pl 987654	Invoice date  2022-07-01  23012000 2023-02-17  2022-07-06	9 it	ems   500,00 000,00 0,00 000,00 250,00 150,00

The list of your items
contains multiple columns
with information, which
are predefined in a default
layout - called "Default
view".

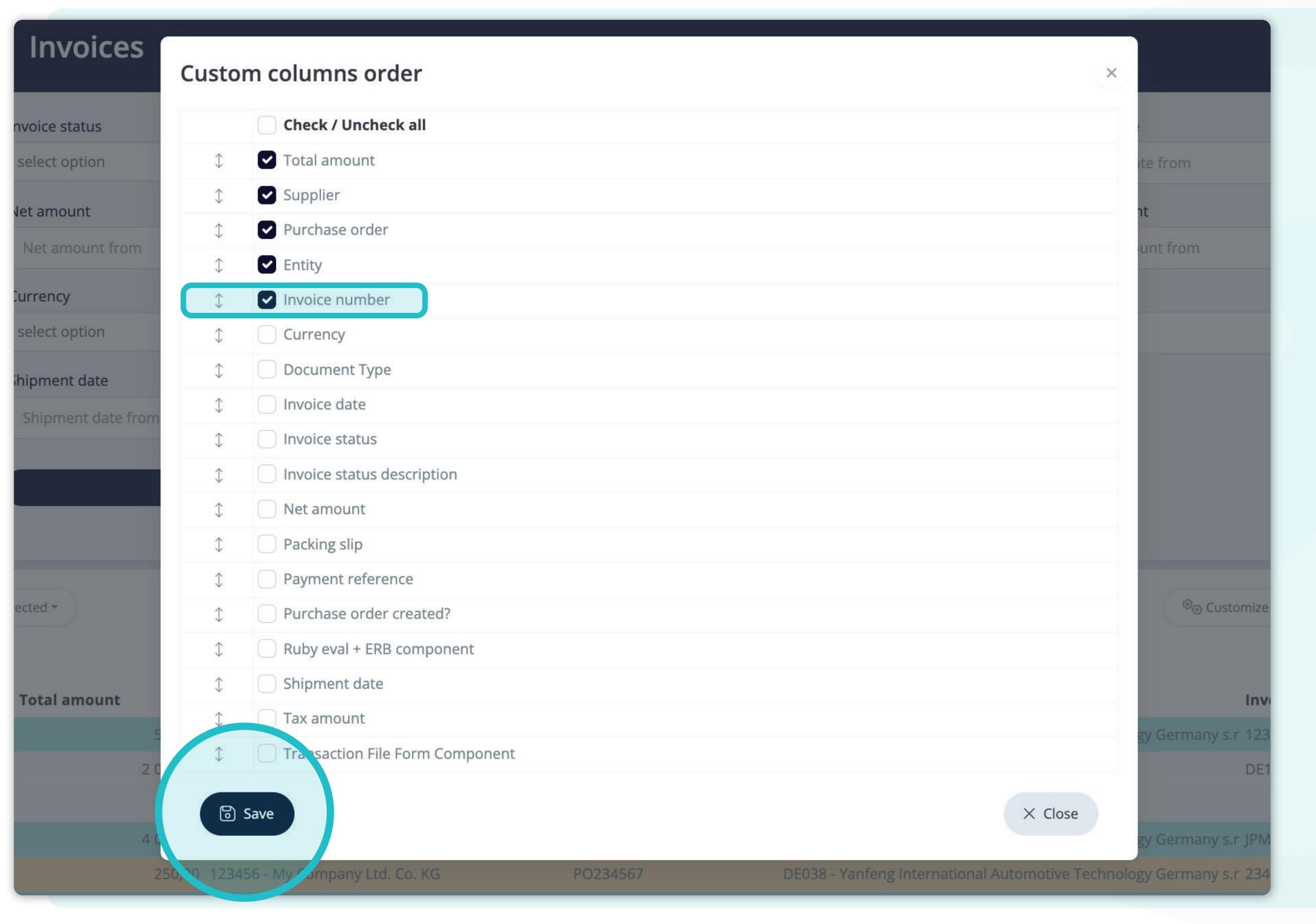
				Invoice date from	Invoice date to	
	Tax amount			Total amount		
: amount to	Tax amount from	Tax amount to		Total amount from	Total amount to	
	Entity			Packing slip		
	select option					
pment date to						
rch	⊘ Clear	○ Clear and	refresh			
		^				
						VI EVVE IX
				Default view	★ Tran. action	ons XLSX (Fast) items   1 page
					Custom view	iteliis   i page
Supplier	Invoice status	Invoice status	description	Invoice number	Invoice date	et amount Tax a
	Co. KG Approved and waiting for payr				2022-07-01	500,00
123456 - My Company Ltd. (				ccounting : DE1234010012012301	12000 2020 02 17	2 000,00
123456 - My Company Ltd. (			nding review in a			0,00
	Co. KG Approved and waiting for payr		70 - 11 - 1200 - 17		2023-02-17	4 000,00
notive Tr 123456 - My Company Ltd. (	Co. KG Rejected	The Invoice has b	peen rejected inte	rnally. Ple: 234567	2022-07-06	250,00
otive Ti 123456 - My Company Ltd. (	Co. KG Approved and waiting for payr	nent The Invoice succ	essfully approved	and book 345678	2022-07-07	150,00
123456 - My Company Ltd. 0	Co. KG Received	The Invoice is pe	nding review in a	ccounting :		0,00
otive Ti 123456 - My Company Ltd. (	Co. KG Rejected	The Invoice has l	peen rejected to s	upplier. Pl 987654	2022-07-05	700,00
123456 - My Company Ltd. 0	Co. KG Received	The Invoice is pe	nding review in su	upplier por		0,00
					9 item	ıs   1 page

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".



As you may see, the layout of the columns changed.

If you'd like to modify it, change the order of the columns, add or remove some of them, please click on the "Customize" button.



Once you clicked on the "Customize" button a pop-up window appeared.

Here 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 function.

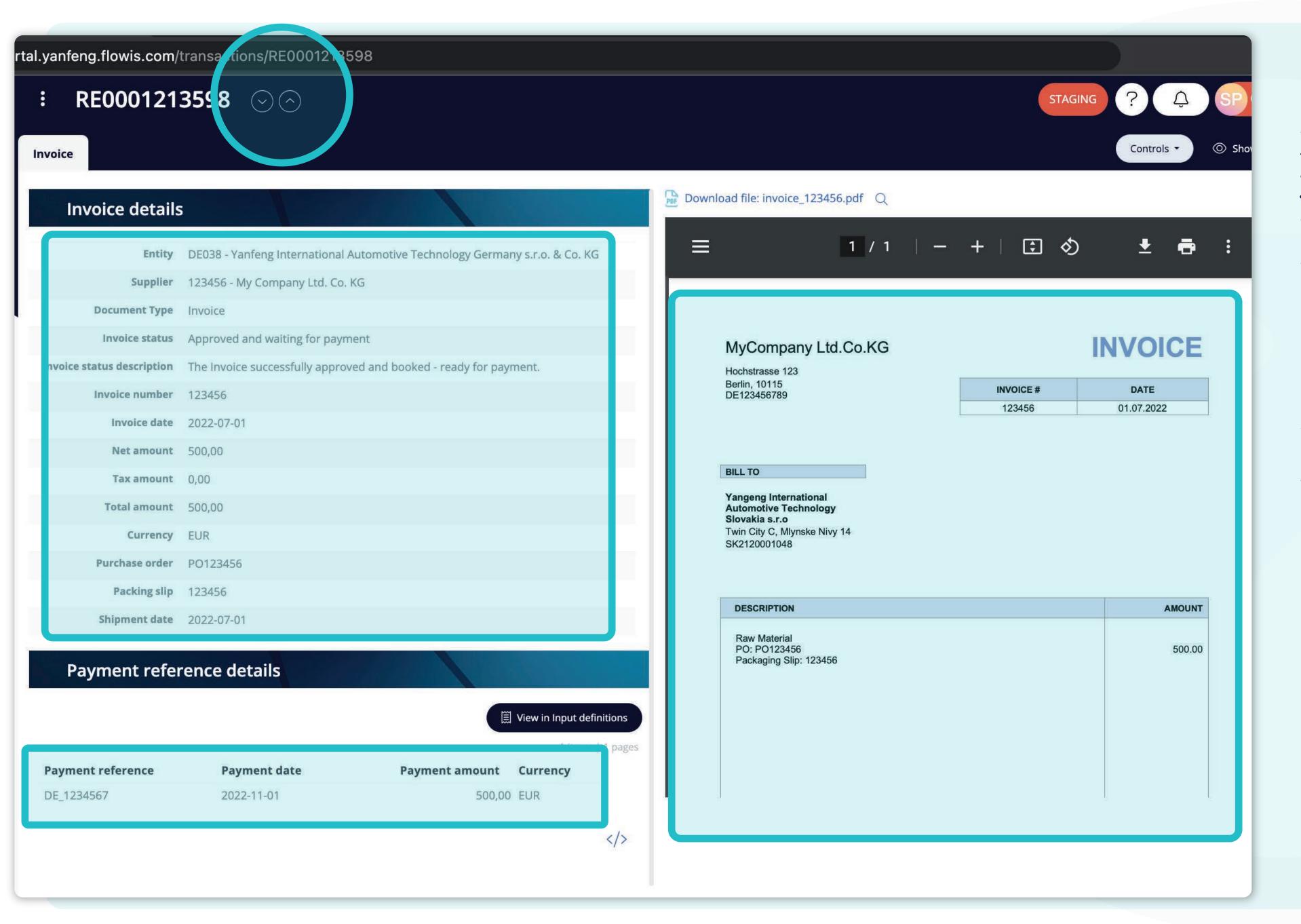
Once you are happy with your customized layout press the "Save" button situated at the very bottom of the pop-up screen. Your personalized layout will be saved, and you can use it.

	Tax amount		,		Total amount				
	Tax amount from	Tax amount to			Total amount	from	Total amount to		
	Entity				Packing slip				
	select option							0 0	0=
	○ Clear	⊘ Clea	r and refresh						
		^							
						<sup>®</sup> ල Customize	→ Lans	sactions XLSX 9 it	(Fast) pag
	Purchase order	Entity				Invo	ice number		
KG	PO123456	DE038 - Yanfeng	Internation	nal Autom	notive Technology (	Germany s.r 1234	156		
KG						DE12	23401001201230120	000	
KG									
. KG	PO56789	DE038 - Yanfeng	Internation	nal Autom	notive Technology (	Germany s.r JPMI	EXAMPLE		
KG	PO234567	DE038 - Yanfeng	Internation	nal Autom	notive Technology (	Germany s.r 2345	667		
KG	PO345678	DE038 - Yanfeng	Internation	nal Autom	notive Technology (	Germany s.r 3456	578		
. KG									
KG	PO987654	DE038 - Yanfeng	Internation	nal Autom	notive Technology (	Germany s.r 9876	554		
KG									

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

ortal - Flov × +											
nfeng.flowis.com/c/s	upplier_portal_invoces	?table	_layout_	_id=1019							
Invoices									STAGING ?	Ţ	SP
Invoice status				Invoice number				Invoice date			
select option						0 0	<u></u>	Invoice date from	Invoice date to		
Net amount				Tax amount				Total amount			
Net amount from	Net amount to			Tax amount from	Tax amount t	0		Total amount from	Total amount to	(	
Currency				Entity				Packing slip	·	<u> </u>	
select option				select option							≡
Shipment date Shipment date from	Shipment date to  Q Search			<b>○</b> Clear		Clear and refresh					
				<b>○</b> Clear		Clear and refresh		Default vi	iew 🔻 🚣 Transact	ions XLSX (Fast) 9 items	
Shipment date from				○ Clear  Invoice status	^	Clear and refresh		Default vi	iew ▼	9 items	1 p
Shipment date from  elected •	Q Search	Лу Comp		Invoice status	Invoice	status descrir	ntion	Invoice number		9 items	1 pa
Shipment date from  elected •	Q Search  Sunnlier  onal Automotive Tr 123456 - N		oany Ltd. Co	Invoice status	Invoice for payment The Inv	status descrir pice successfully	o <b>tion</b> y approved	Invoice number	Invoice date 2022-07-01	9 items	1 pa
Shipment date from  elected   Fntity  DE038 - Yanfeng Internation	Q Search  Sunnlier  onal Automotive Tr 123456 - N  123456 - N	Лу Comp	pany Ltd. Co	Invoice status  o. KG Approved and waiting  o. KG Received  o. KG Received	for payment The Inv	status descrir pice successfully pice is pending r pice is pending r	y approved review in a review in a	Invoice number I and book 123456 ccounting: DE12340100120123 ccounting:	2022-07-01 3012000 2023-02-17	9 items  Net amount  50 .0 2 000,0	T:
Shipment date from  elected   Fntity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Sunnlier  onal Automotive T: 123456 - N  123456 - N  123456 - N  onal Automotive T: 123456 - N	My Company My Company My Company	pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co	Invoice status  o. KG Approved and waiting  o. KG Received  o. KG Received  o. KG Approved and waiting	for payment The Inv The Inv The Inv The Inv	oice successfully pice is pending r pice is pending r pice is pending r	approved review in a review in a y approved	Invoice number If and book 123456  ccounting: DE12340100120123  ccounting: If and book JPMEXAMPLE	2022-07-01 3012000 2023-02-17 2023-02-17	9 items  Net amount  50 .0  2 000,0  0,0  4 000,0	T:
Shipment date from  elected   Fntity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Sunnlier  onal Automotive Tr 123456 - No  123456 - No  123456 - No  onal Automotive Tr 123456 - No  onal Automotive Tr 123456 - No  onal Automotive Tr 123456 - No	My Composition  My Composition  My Composition  My Composition	pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co	Invoice status  o. KG Approved and waiting  o. KG Received  o. KG Received  o. KG Approved and waiting  o. KG Approved and waiting  o. KG Rejected	for payment The Inv The Inv The Inv The Inv The Inv The Inv	ostatus descrir pice successfully pice is pending r pice is pending r pice successfully pice has been re	approved review in a review in a y approved ejected inte	Invoice number I and book 123456 ccounting: DE12340100120123 ccounting: I and book JPMEXAMPLE ernally. Ple: 234567	2022-07-01 3012000 2023-02-17 2023-02-17 2022-07-06	9 items  Net amount  50 0  2 000,0  0,0  4 000,0  250,0	Ta 00 00 00 00 00
Shipment date from  elected   Fntity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Sunnlier  onal Automotive Tr 123456 - No  123456 - No  123456 - No  onal Automotive Tr 123456 - No	My Composition  My Composition  My Composition  My Composition  My Composition	pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co	Invoice status  o. KG Approved and waiting  o. KG Received  o. KG Received  o. KG Approved and waiting  o. KG Approved and waiting  o. KG Rejected  o. KG Approved and waiting	for payment The Inv	ostatus descrir pice successfully pice is pending r pice is pending r pice successfully pice has been re	approved review in a review in a y approved ejected inte	Invoice number I and book 123456 ccounting: DE12340100120123 ccounting: I and book JPMEXAMPLE ernally. Ple 234567 I and book 345678	2022-07-01 3012000 2023-02-17 2023-02-17	9 items  Net amount  50 .0  2 000,0  4 000,0  250,0  150,0	Ta 00 00 00 00 00
Shipment date from  elected   Fntity  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation  DE038 - Yanfeng Internation	Sunnlier  onal Automotive Tr 123456 - No  123456 - No  123456 - No  onal Automotive Tr 123456 - No	My Company  My Company  My Company  My Company  My Company  My Company	pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co pany Ltd. Co	Invoice status  o. KG Approved and waiting  o. KG Received  o. KG Received  o. KG Approved and waiting  o. KG Rejected  o. KG Rejected  o. KG Approved and waiting  o. KG Rejected  o. KG Received	for payment The Inv	oice successfully pice is pending replice successfully pice has been replice successfully pice has been replice successfully pice successfully pice is pending replice successfully pice is pending replice successfully pice is pending replice is pending replications.	y approved review in a review in a y approved ejected inter y approved review in a	Invoice number I and book 123456 ccounting: DE12340100120123 ccounting: I and book JPMEXAMPLE ernally. Ple 234567 I and book 345678	2022-07-01 3012000 2023-02-17 2023-02-17 2022-07-06	9 items  Net amount  50 0  2 000,0  0,0  4 000,0  250,0	Ta 00 00 00 00 00 00

To display details and preview some specific invoice, simply click on the item, which you'd like to inspect, and the system will open a single view screen for you.



In this single view screen, you can see the image of your invoice, invoice details, some technical details, invoice amounts, and information about the payments.

You can also scroll through the individual invoices by clicking on the "arrows" buttons situated in the upper section.



## 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.

## 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