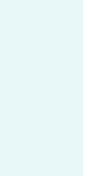
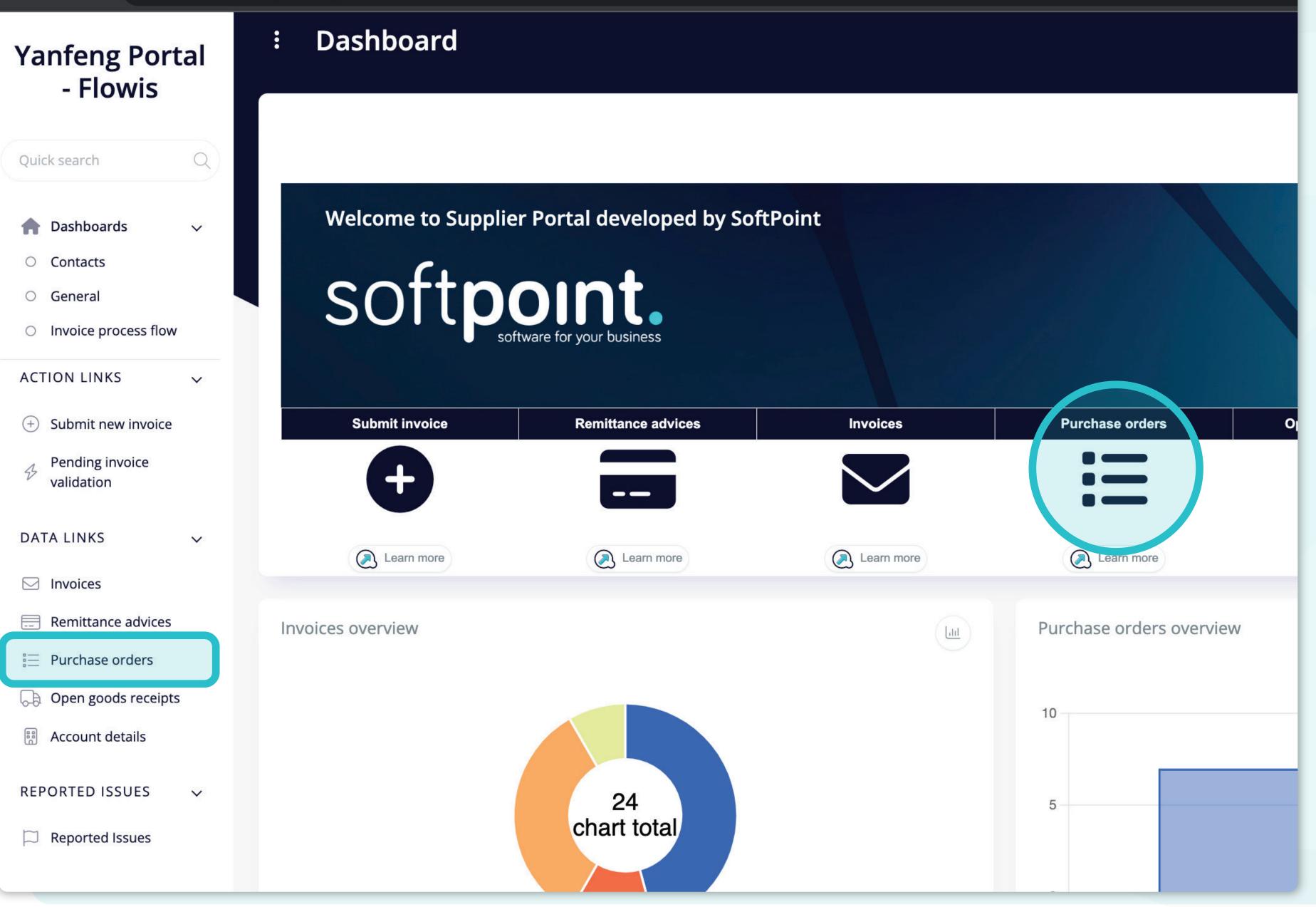


## 4 How to view Purchase Orders







There are **two ways how to display a list of Purchase orders.** 

One is to click on the icon directly on the dashboard or to click on the Purchase orders tab on the left side of the screen.



Purchase or	ders						STAGING ?	Ċ
Code			Supplier			Currency		
			select option			select option		$\Box$
Region			Entity			Subaccount		
select option	(		select option			select option		
Start Effective			End Effective			Order amount		
Start Effective from	Start Effective to		End Effective from	End Effective to		Order amount from	Order amount to	
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selected DE038 - Yanfeng Internation DE038 - Yanfeng Internation	Q Search Onal Automotive Ter PO234567 Onal Automotive Ter PO123456 Onal Automotive Ter PO123456	250,0 500,0 2 000,0	Clear Clear	<ul> <li>Cumplication</li> <li>123456 - My Company Ltd. Co</li> <li>123456 - My Company Ltd. Co</li> <li>123456 - My Company Ltd. Co</li> </ul>	. KG EN . KG EN . KG EN	FDC2 Dunchase of IEA No IEA No IEA No	No No Yes	7 iter 13858 13858 13859
selected DE038 - Yanfeng Internation DE038 - Yanfeng Internation	Q Search Onal Automotive Ter PO234567 Onal Automotive Ter PO123456 Onal Automotive Ter PO7890 Onal Automotive Ter PO345678	250,0 500,0 2 000,0 150,0	O Clear         00       250,00       EUR         00       250,00       EUR         00       0,00       EUR         00       0,000       EUR         00       0,000       EUR         00       36 000,000       EUR	<ul> <li>Currelieu</li> <li>123456 - My Company Ltd. Co</li> </ul>	. KG EN . KG EN . KG EN . KG EN	EDC2 Dunchase or IEA No IEA No IEA No IEA No	No No Yes No	7 iter 13858 13858 13859 13858

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	DE038 - Yanfeng International Automotive Ter	PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KC
	DE038 - Yanfeng International Automotive Te	PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KC
	DE038 - Yanfeng International Automotive Te	PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KC
	DE038 - Yanfeng International Automotive Te	PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KC
	DE038 - Yanfeng International Automotive Te	PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KC
	DE038 - Yanfeng International Automotive Te	PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KC

Once you choose one of the options, you'll see the complete list of your Purchase orders and their details.



Purchase or	ders					STAGING ?	Ģ
Code		Supplier			Currency		
		select option			select option		
Region		Entity			Subaccount		
select option		select option			select option		
Start Effective		End Effective			Order amount		
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	Q Search	⊘ Clear	⊘ Clear and refr	esh			

Entity Cod	de	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order pdf	Consignment	ID
DE038 - Yanfeng International Automotive Ter PO2	234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
DE038 - Yanfeng International Automotive Ter PO1	)123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
DE038 - Yanfeng International Automotive Ter PO7	7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
DE038 - Yanfeng International Automotive Ter PO3	345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
DE038 - Yanfeng International Automotive Ter PO5	56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
DE038 - Yanfeng International Automotive Ter PO8	0890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
DE038 - Yanfeng International Automotive Ter POS	987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page

7 items | 1 page </>

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 with a certain code.



DE038 - Yanfeng International Automotive Ter PO890

DE038 - Yanfeng International Automotive Ter PO987654

2 000,00

700,00

2000,00 EUR

700,00 EUR

123456 - My Company Ltd. Co. KG EMEA

123456 - My Company Ltd. Co. KG EMEA

Yes

No

anfeng.flowis.com/c/su	ppplier_portal_purchase_	orders						
Purchase or	ders						STAGING ?	Ċ
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	Code Or nal Automotive Ter PO123456	200,0 500,0	0 0,00 EUR	123456 - My Company Ltd. Co. k	KG EN	IEA No	No	13858
	nal Automotive Ter PO123456	20070		123456 - My Company Ltd. Co. k 123456 - My Company Ltd. Co. k 123456 - My Company Ltd. Co. k			No Yes	138587 138592

The list of your items contains multiple columns with information.

7 items | 1 page </>

No

No

1385922860

1385879971



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Code	Order amo	ount	Open amount	Currency	Supplier		Reg	gion	ERS?	Purchase order	pai Consignment	ID	
0234567		250,00	250,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		No	13858	79969
0123456		500,00	0,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		No	13858	79968
07890	2	000,00	2 000,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		Yes	138592	22859
0345678		150,00	0,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		No	13858	79970
056789	40	000,00	36 000,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		No	138592	22858
°O890	2	000,00	2 000,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	Yes		No	138592	22860
0987654		700,00	700,00	EUR	123456 - My Company	Ltd. Co. KG	EM	IEA	No		No	13858	79971
											7 items	1 page	

Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	1
0234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
0123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
°O7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
0345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
056789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
<sup>9</sup> O890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes	
0987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	

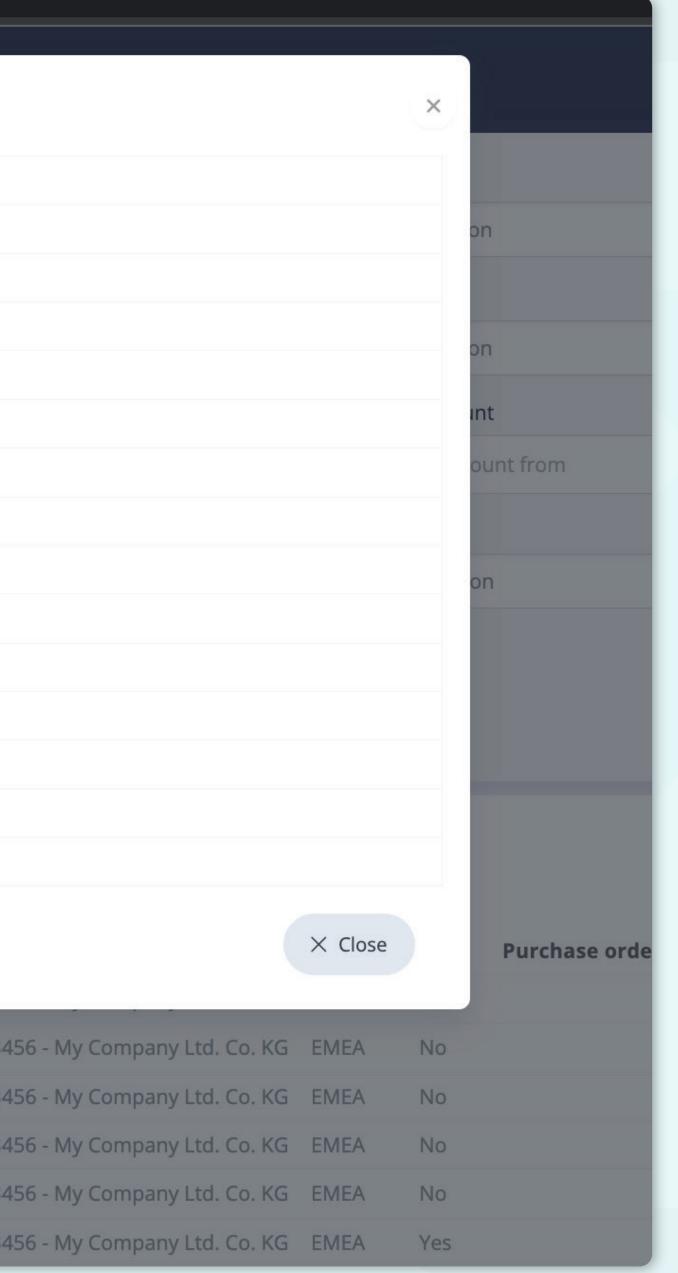
If you want to change **the** order of the columns or to add or remove some, click on the "Customize" button.



: Purchase

#### Custom columns order

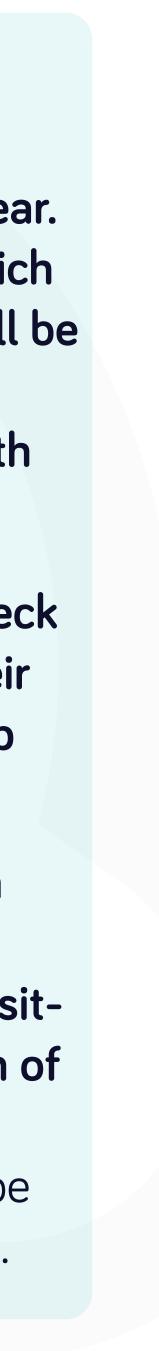
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DE038 - Yanfeng Inte	ernational Auton	notive Tei PO7890	2 000,00	2 000,00	EUR	1234
DE038 - Yanfeng Inte	ernational Auton	notive Tel PO345678	150,00	0,00	EUR	1234
DE038 - Yanfeng Inte	ernational Auton	notive Te PO56789	40 000,00	36 000,00	EUR	1234
DE038 - Yanfeng Inte	ernational Auton	notive Tel PO890	2 000,00	2 000,00	EUR	1234



Once you clicked on the "Customize" button **a pop-up window will appear.** Here you can choose **which columns from the list will be visible** in the layout **by simply marking them with the "tick".** 

You can check and uncheck all items and 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.



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Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	1
0234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
0123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
°O7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
0345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
056789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
<sup>9</sup> O890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes	
0987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	

If you'd like to **download** the list of Purchase orders, you can **click on the** "Download" dropdown list.



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	Order amount	Open amount	Currency	Supplier	Region	ERS?	Pur
567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
С	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
578	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
89	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	
	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes	
654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	

From the dropdown, you can choose the **type of** document in which you'll download the list of Purchase orders.



′anfeng Port × +											
anfeng.flowis.com/c/su	ppplier_portal_purchase_	orders									
Purchase or	ders								STAGING ?	Ĵ	SP
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Fntity	Code Or	der amount	Open amount Currency	Supplier		Region	FRS?	Purchase orde	r ndf Consignment		ems   1
~	nal Automotive Tei PO234567	250,00	250,00 EUR	123456 - My Company	Ltd. Co. KG		No		No		379969
DE038 - Yanfeng Internatio	onal Automotive Ter PO123456	500,00	0,00 EUR	123456 - My Company	Ltd. Co. KG	EMEA	No		No	13858	379968
DE038 - Yanfeng Internatio	onal Automotive Tei PO7890	2 000,00	2 000,00 EUR	123456 - My Company	Ltd. Co. KG	EMEA	No		Yes	13859	922859
DE038 - Yanfeng Internatio	nal Automotive Ter PO345678	150,00	0,00 EUR	123456 - My Company	Ltd. Co. KG	EMEA	No		No	13858	379970
DE038 - Yanfeng Internatio	onal Automotive Ter PO56789	40 000,00	36 000,00 EUR	123456 - My Company	Ltd. Co. KG	EMEA	No		No	13859	922858
DE038 - Yanfeng Internatio	nal Automotive Ter PO890	2 000,00	2 000,00 EUR	123456 - My Company	Ltd. Co. KG	EMEA	Yes		No	13859	922860

Entity	Code	Order amount	Open amount	Currency	Supplier	Region
DE038 - Yanfeng International Automotive T	e PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive I	ei PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive T	e PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive T	e PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive T	e PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive T	e PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA
DE038 - Yanfeng International Automotive T	e PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA

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

7 items | 1 page </>

No

No

1385879971



		_		MZ			
	Q			Purchase ordei	r details		
5	>	2	~	New section			
	~				Code	PO234567	
					Supplier	123456 - My Company Ltd. Co. KG	
nvoice					Currency	EUR	
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					Entity	DE038 - Yanfeng International Auto	motive Techn
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					Open amount	250,00	
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ails					ERS?	No	
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ues							
			Tec	hnical details	5		
					Created at	2023-03-05 19:55	
					Creator	Tomas Gajdos	
					Updated at	2023-03-09 08:43	

Updater Tomas Gajdos

logy Germany s.r.o. & Co. KG

In this single-view screen, you can see the **general details of a PO and some technical details**.



#### 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.





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