9 How to submit and validate an invoce
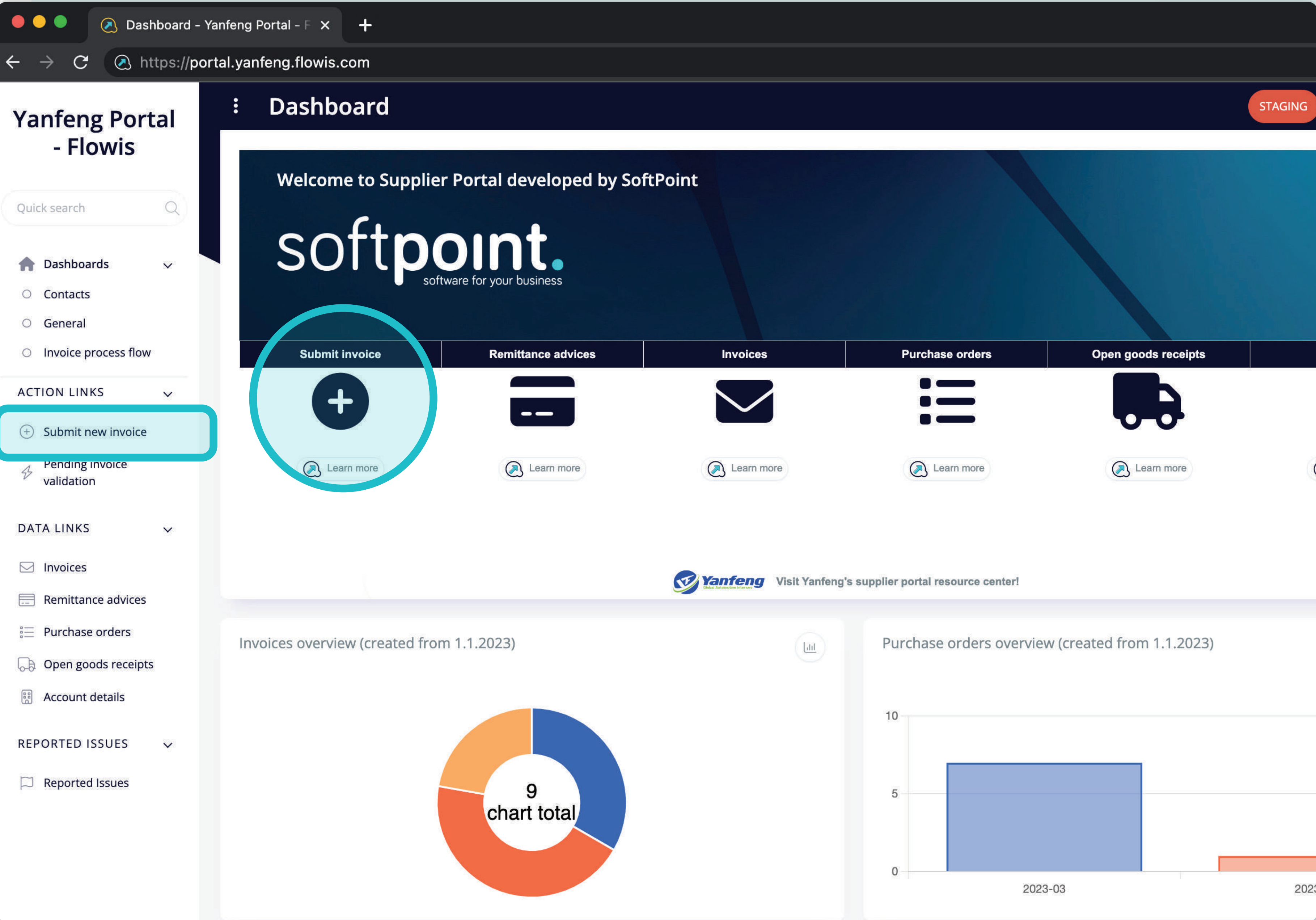
Users can submit a new invoice by **clicking on the "Submit invoice"** tab on the left side of the screen or using the **shortcut button on the dashboard.**

Submit new invoice - Yanfeng F ×   +

https://portal.yanfeng.flowis.com/c/suppllier_portal_submit_new_invoice/new?draft=0&transaction%5Btransaction_type_id%5D=45

feng Portal
Flowis

⋮   Submit new invoice   STAGING   ?

Submit your invoice

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Invoice/transaction fi *   Choose file

Please follow the below requirements which should be included on each invoice:

- Purchase Order (PO) Number - **always 1 PO per 1 invoice**
- Supplier invoice number
- Delivery note number, including "Ship to" location
- Invoices must be typed and legible
- Currency based on **ISO 4217 currency code list**
- Correct legal entity name and address
- Invoice need to meet all other legal requirements according local law

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

Submit

INKS ⌄

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On this screen, you can **upload an invoice file,** which **needs to fulfill all the requirements** mentioned in the list.

Once you successfully uploaded the file, **press the submit button.**

Please note that it will take several minutes to see your submitted invoice in the list because it is being automatically validated in the background.

The **system will redirect you to the invoice preview page**, where you can see the **invoice details on the left side.**

After a few moments, **you can refresh your screen** and you'll see that your **invoice details will be updated** with information from background automatic validation.

In the tab section, **the badge number will appear** with the number of invoices pending your action.

In this step, you need to do the **OCR validation.**

In the **"pending invoice validation"** custom tab, you can see the **list of invoices waiting for your action.**

You can **start the validation** by **clicking on a specific invoice.**

s://portal.yanfeng.flowis.com/transactions/RE0001213699

RE0001213699 ⌄ ⌃   STAGING   ?   🔔   SP ⏻

📄 OCR Validation from portal   Controls ▾   👁 Show

Invoice

Invoice details

Entity	
Supplier	123456 - My Company Ltd. Co. KG
Document Type	Invoice
Invoice status	Received
Invoice status description	The Invoice is pending review in supplier portal tool.
Invoice number	
Invoice date	
Total amount	0,00
Currency	
Purchase order created?	
Purchase order (non ERP)	
Packing slip	
Shipment date	

Payment reference details

Transaction's history

10:21 2023-04-12	↪	**New from portal** by Supplier Portal Tester *(supplier.portal.tester)*
10:21 2023-04-12	✎	Supplier Portal Tester *(supplier.portal.tester)* **changed details** 🔍 View changes ⤢
10:21 2023-04-12	●	**Pending OCR extraction from portal**
10:22 2023-04-12	↪	**Automatically extracted OCR data from portal**

In the **right upper corner,** you can find the **"OCR validation from portal"** button, which will redirect you to the **validation screen.**

In the **OCR validation**, you should fill all the **information from the invoice,** which can be done by **selecting it from the drop-down list** or **marking it directly on the invoice**.

*OCR validation process

*OCR validation process

Manipulate Pages

Transaction RE0001271064

OCR controls ▾

Data entry | Original data | ⓘ Hint | Display all

Supplier
123456 - My Company Ltd. Co. KG
⚠ If supplier is TAX payer in EU, invoice must contain VAT ID

Country ⓘ
SK - Slovak Republic

Entity ⓘ
SK050 - Yanfeng International Automotive Technology...
⚠ Please make sure correct Legal Entity name is stated on invoice

Document Type
Invoice

Purchase order created? ⓘ
Yes

Purchase Order (PO)
PO56789

Invoice number
JPMEXAMPLE

Invoice date
2023-02-17
⚠ Please check, seems to be older than 30 days

Net amount
3000.0

Tax amount
0.0

Total amount
3000.0

Currency
EUR
⚠ Should be visible on the invoice

Packing slip
3000.00
⚠ In case you don't have specific packing slip (delivery note) number- it should be same as invoice number

Shipment date

Bank account/IBAN
Select an option

Validate   Discard

MyCompany Ltd.Co.KG

Hochstrasse 123
Berlin, 10115
DE987654321

INVOICE #
JPMEXAMPLE

BILL TO

Yangeng International
Automotive Technology
Slovakia s.r.o
Twin City C, Mlynske Nivy 14
SK2120001048

DESCRIPTION

Service Fee
PO: 56789
Packaging Slip: JPMEXAMPLE

Extracted Text: '3000' | Type: clickAndMove | Coords: [[2101,2791,25,33],[2143,2791,79,36]] | Field: net_amount

Once you fill in **all the mandatory information** you can **press the validate button.**

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.**

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