



### 3 How to view Invoices

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ACTION LINKS

- + Submit new invoice
- ⚡ Pending invoice validation

DATA LINKS

- ✉ Invoices
- 📄 Remittance advice
- 📄 Purchase orders
- 🚚 Open goods receipts
- 📄 Account details

REPORTED ISSUES

- 🚩 Reported Issues

# INVOICES

Invoice status:

Invoice number:

Invoice date:

Net amount:

Tax amount:

Total amount:

Currency:

Entity:

Packing slip:

Shipment date:

selected ▾

<input type="checkbox"/> Entity	Supplier	Invoice status	Invoice status description	Invoice r
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	123456
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	JPMEXAM
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple.	234567
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	345678
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti 123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI	987654
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por	

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.

Yanfeng Portal - Flowis.com/c/supplier\_portal\_invoices?table\_layout\_id=1019

## Invoices

STAGING ? [Bell] SP [Power]

**Invoice status**  
select option

**Invoice number**  
[input] [input] [input] [input] [input]

**Invoice date**  
Invoice date from [input] Invoice date to [input]

**Net amount**  
Net amount from [input] Net amount to [input]

**Tax amount**  
Tax amount from [input] Tax amount to [input]

**Total amount**  
Total amount from [input] Total amount to [input]

**Currency**  
select option

**Entity**  
select option

**Packing slip**  
[input] [input] [input]

**Shipment date**  
Shipment date from [input] Shipment date to [input]

[Search] [Clear] [Clear and refresh]

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.**

selected ▾

Default view ▾ [Transactions XLSX (Fast)]

9 items | 1 page

<input type="checkbox"/>	Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount	Tax amount
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	123456	2022-07-01	500,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-02-17	2 000,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	JPMEXAMPLE	2023-02-17	4 000,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple.	234567	2022-07-06	250,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	345678	2022-07-07	150,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI	987654	2022-07-05	700,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por			0,00	

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## Invoices

STAGING ? [Bell] SP [Power]

Invoice status: select option

Invoice number: [input]

Invoice date: Invoice date from [input] Invoice date to [input]

Net amount: Net amount from [input] Net amount to [input]

Tax amount: Tax amount from [input] Tax amount to [input]

Total amount: Total amount from [input] Total amount to [input]

Currency: select option

Entity: select option

Packing slip: [input]

Shipment date: Shipment date from [input] Shipment date to [input]

[Search] [Clear] [Clear and refresh]

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

selected ▾

Default view ▾ [Transactions XLSX (Fast)]

9 items | 1 page

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount	Tax amount
<input type="checkbox"/>	DE038 - Yanfeng International Automotive T...	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book 123456	2023-07-01	500,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting : DE12340100120123012000	2023-02-17	2 000,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :		0,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive T...	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book JPMEXAMPLE	2023-02-17	4 000,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive T...	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple. 234567	2022-07-06	250,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive T...	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book 345678	2022-07-07	150,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :		0,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive T...	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI 987654	2022-07-05	700,00	
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por		0,00	

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”**.

Invoice date from: [ ] Invoice date to: [ ]

Tax amount: Tax amount from: [ ] Tax amount to: [ ]

Total amount: Total amount from: [ ] Total amount to: [ ]

Entity: select option [ ] [ ]

Packing slip: [ ] [ ] [ ]

Search: [ ]

Clear Clear and refresh

Default view [ ] Transactions XLSX (Fast) [ ]

Custom view [ ] items | 1 page

Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount	Tax amount
Supplier 1	Approved and waiting for payment	The Invoice successfully approved and book	123456	2022-07-01	500,00	
123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2022-02-17	2 000,00	
123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
Supplier 2	Approved and waiting for payment	The Invoice successfully approved and book	JPMEXAMPLE	2023-02-17	4 000,00	
Supplier 3	Rejected	The Invoice has been rejected internally. Ple.	234567	2022-07-06	250,00	
Supplier 4	Approved and waiting for payment	The Invoice successfully approved and book	345678	2022-07-07	150,00	
123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00	
Supplier 5	Rejected	The Invoice has been rejected to supplier. PI	987654	2022-07-05	700,00	
123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por			0,00	

9 items | 1 page

**Invoices** STAGING ? 🔔

Invoice status: select option

Invoice number:

Invoice date: Invoice date from  Invoice date to

Net amount: Net amount from  Net amount to

Tax amount: Tax amount from  Tax amount to

Total amount: Total amount from  Total amount to

Currency: select option

Entity: select option

Packing slip:

Shipment date: Shipment date from  Shipment date to

Search

selected

<input type="checkbox"/>	Total amount	Supplier	Purchase order	Entity	Invoice number
<input type="checkbox"/>	500,00	123456 - My Company Ltd. Co. KG	PO123456	DE038 - Yanfeng International Automotive Technology Germany s.r	123456
<input type="checkbox"/>	2 000,00	123456 - My Company Ltd. Co. KG			DE12340100120123012000
<input type="checkbox"/>	0,00	123456 - My Company Ltd. Co. KG			
<input checked="" type="checkbox"/>	4 000,00	123456 - My Company Ltd. Co. KG	PO56789	DE038 - Yanfeng International Automotive Technology Germany s.r	JPMEXAMPLE
<input checked="" type="checkbox"/>	250,00	123456 - My Company Ltd. Co. KG	PO234567	DE038 - Yanfeng International Automotive Technology Germany s.r	234567
<input checked="" type="checkbox"/>	150,00	123456 - My Company Ltd. Co. KG	PO345678	DE038 - Yanfeng International Automotive Technology Germany s.r	345678
<input type="checkbox"/>	0,00	123456 - My Company Ltd. Co. KG			
<input checked="" type="checkbox"/>	700,00	123456 - My Company Ltd. Co. KG	PO987654	DE038 - Yanfeng International Automotive Technology Germany s.r	987654
<input type="checkbox"/>	0,00	123456 - My Company Ltd. Co. KG			

9 items | 1 page

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**.

# Invoices

## Custom columns order

	<input type="checkbox"/> Check / Uncheck all
↕	<input checked="" type="checkbox"/> Total amount
↕	<input checked="" type="checkbox"/> Supplier
↕	<input checked="" type="checkbox"/> Purchase order
↕	<input checked="" type="checkbox"/> Entity
↕	<input checked="" type="checkbox"/> Invoice number
↕	<input type="checkbox"/> Currency
↕	<input type="checkbox"/> Document Type
↕	<input type="checkbox"/> Invoice date
↕	<input type="checkbox"/> Invoice status
↕	<input type="checkbox"/> Invoice status description
↕	<input type="checkbox"/> Net amount
↕	<input type="checkbox"/> Packing slip
↕	<input type="checkbox"/> Payment reference
↕	<input type="checkbox"/> Purchase order created?
↕	<input type="checkbox"/> Ruby eval + ERB component
↕	<input type="checkbox"/> Shipment date
↕	<input type="checkbox"/> Tax amount
↕	<input type="checkbox"/> Transaction File Form Component

Save

Close

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.

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

Tax amount

Tax amount from Tax amount to

Total amount

Total amount from Total amount to

Entity

select option

Packing slip

Clear Clear and refresh

Customize Transactions XLSX (Fast)

9 items | page

Purchase order	Entity	Invoice number
Co. KG PO123456	DE038 - Yanfeng International Automotive Technology Germany s.r	123456
Co. KG		DE12340100120123012000
Co. KG		
Co. KG PO56789	DE038 - Yanfeng International Automotive Technology Germany s.r	JPMEXAMPLE
Co. KG PO234567	DE038 - Yanfeng International Automotive Technology Germany s.r	234567
Co. KG PO345678	DE038 - Yanfeng International Automotive Technology Germany s.r	345678
Co. KG		
Co. KG PO987654	DE038 - Yanfeng International Automotive Technology Germany s.r	987654
Co. KG		



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## Invoices

STAGING ? [Bell] SP [Power]

Invoice status: select option

Invoice number: [input]

Invoice date: Invoice date from [input] Invoice date to [input]

Net amount: Net amount from [input] Net amount to [input]

Tax amount: Tax amount from [input] Tax amount to [input]

Total amount: Total amount from [input] Total amount to [input]

Currency: select option

Entity: select option

Packing slip: [input]

Shipment date: Shipment date from [input] Shipment date to [input]

[Search] [Clear] [Clear and refresh]

selected ▾ Default view ▾ Transactions XLSX (Fast) ▾

9 items | 1 page

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount	Tax amount
<input checked="" type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	123456	2022-07-01	50,00
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-02-17	2 000,00
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	JPMEXAMPLE	2023-02-17	4 000,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple.	234567	2022-07-06	250,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice successfully approved and book	345678	2022-07-07	150,00
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :			0,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tr	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI	987654	2022-07-05	700,00
<input type="checkbox"/>		123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por			0,00

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.

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RE0001213598

STAGING

Invoice

### Invoice details

Entity	DE038 - Yanfeng International Automotive Technology Germany s.r.o. & Co. KG
Supplier	123456 - My Company Ltd. Co. KG
Document Type	Invoice
Invoice status	Approved and waiting for payment
Invoice status description	The Invoice successfully approved and booked - ready for payment.
Invoice number	123456
Invoice date	2022-07-01
Net amount	500,00
Tax amount	0,00
Total amount	500,00
Currency	EUR
Purchase order	PO123456
Packing slip	123456
Shipment date	2022-07-01

### Payment reference details

View in Input definitions

Payment reference	Payment date	Payment amount	Currency
DE_1234567	2022-11-01	500,00	EUR

Download file: invoice\_123456.pdf

1 / 1

MyCompany Ltd.Co.KG

Hochstrasse 123  
Berlin, 10115  
DE123456789

INVOICE #	DATE
123456	01.07.2022

**INVOICE**

**BILL TO**

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

DESCRIPTION	AMOUNT
Raw Material PO: PO123456 Packaging Slip: 123456	500.00

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 SoftPoint 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**

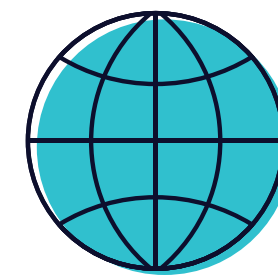


## Accounts receivable

- **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.

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