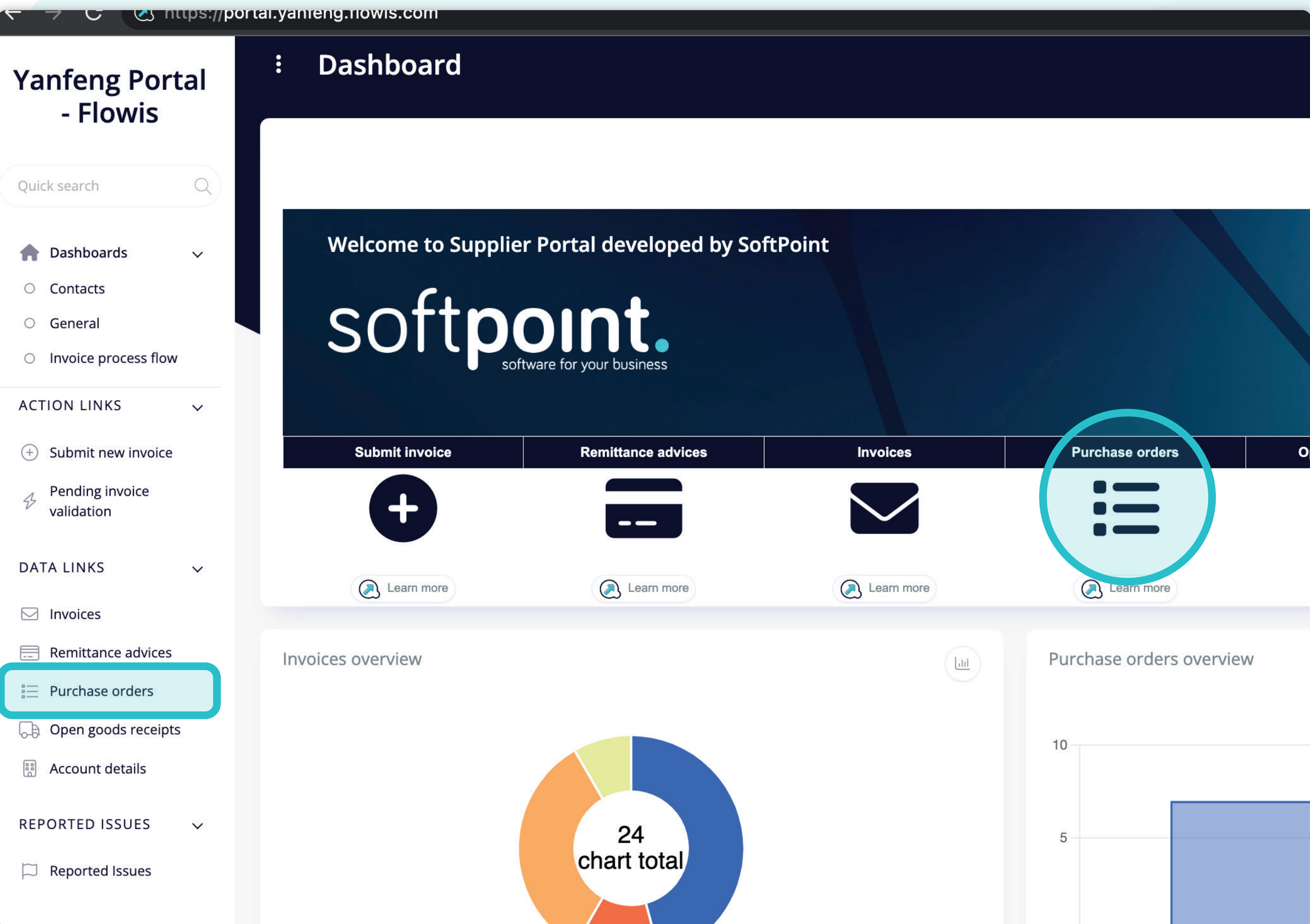




4 How to view Purchase Orders



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.

se orders - Yanfeng Port x +

s://portal.yanfeng.flowis.com/c/supplier_portal_purchase_orders

Purchase orders

STAGING ? ? SP

Code

Supplier

Currency

Region

Entity

Subaccount

Start Effective

End Effective

Order amount

Open amount

Consignment

ERS?

selected

7 items | 1 page

Entity	Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order n°	Consignment	ID
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page </>

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

Yanfang Portal - Yanfang Portal x +

portal.yanfang.flowis.com/c/supplier_portal_purchase_orders

Purchase orders

STAGING ? [Bell] SP [Power]

Code

Region

Supplier

select option

Entity

select option

Currency

select option

Subaccount

select option

Start Effective

Start Effective from: Start Effective to:

End Effective

End Effective from: End Effective to:

Order amount

Order amount from: Order amount to:

Open amount

Open amount from: Open amount to:

Consignment

select option

ERS?

select option

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 with a certain code.**

selected

Customize Download

7 items | 1 page

<input type="checkbox"/>	Entity	Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order pdf	Consignment	ID
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
<input type="checkbox"/>	DE038 - Yanfang International Automotive Te	PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page </>

se orders - Yanfeng Port x +

s://portal.yanfeng.flowis.com/c/supplier_portal_purchase_orders

Purchase orders

STAGING ? ? SP

Code

Supplier

Currency

Region

Entity

Subaccount

Start Effective

End Effective

Order amount

Open amount

Consignment

ERS?

selected

<input type="checkbox"/>	Entity	Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order pdf	Consignment	ID
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Te	PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page </>

The list of your items contains multiple columns with information.

Supplier

select option

Currency

select option

Entity

select option

Subaccount

select option

End Effective

End Effective from

End Effective to

Order amount

Order amount from

Order amount to

Consignment

select option

ERS?

select option

Clear

Clear and refresh

Customize

Download

7 items | 1 page

Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order po	Consignment	ID
PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page



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

Custom columns order

	<input type="checkbox"/> Check / Uncheck all
↕	<input checked="" type="checkbox"/> Entity
↕	<input checked="" type="checkbox"/> Code
↕	<input checked="" type="checkbox"/> Order amount
↕	<input checked="" type="checkbox"/> Open amount
↕	<input checked="" type="checkbox"/> Currency
↕	<input checked="" type="checkbox"/> Supplier
↕	<input checked="" type="checkbox"/> Region
↕	<input checked="" type="checkbox"/> ERS?
↕	<input checked="" type="checkbox"/> Purchase order pdf
↕	<input checked="" type="checkbox"/> Consignment
↕	<input type="checkbox"/> End Effective
↕	<input type="checkbox"/> Ruby eval + ERB component
↕	<input type="checkbox"/> Start Effective
↕	<input type="checkbox"/> Sub account

Save

Close

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.

Supplier

select option

Currency

select option

Entity

select option

Subaccount

select option

End Effective

End Effective from End Effective to

Order amount

Order amount from Order amount to

Consignment

select option

ERS?

select option

Clear

Clear and refresh

Customize

Download

7 items | 1 page

Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order pdf	Consignment	ID
PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page



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

Entity

select option

Subaccount

select option

End Effective

End Effective from

End Effective to

Order amount

Order amount from

Order amount to

Consignment

select option

ERS?

select option

Clear

Clear and refresh



Customize

Download

- Download XLSX (Fast)
- Download XLSX v2
- Download CSV (Excel-compatible)
- Download CSV (standard)

	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order p
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	
0	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	
554	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No	

No 1385879970

No 1385922858

No 1385922860

No 1385879971

7 items | 1 page



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

se orders - Yanfeng Port x +

s://portal.yanfeng.flowis.com/c/supplier_portal_purchase_orders

Purchase orders

STAGING ? SP

Code

Supplier

Currency

Region

Entity

Subaccount

Start Effective

End Effective

Order amount

Open amount

Consignment

ERS?

selected

7 items | 1 page

Entity	Code	Order amount	Open amount	Currency	Supplier	Region	ERS?	Purchase order pdf	Consignment	ID
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO234567	250,00	250,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879969
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO123456	500,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879968
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO7890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		Yes	1385922859
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO345678	150,00	0,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879970
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO56789	40 000,00	36 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385922858
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO890	2 000,00	2 000,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	Yes		No	1385922860
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Tei PO987654	700,00	700,00	EUR	123456 - My Company Ltd. Co. KG	EMEA	No		No	1385879971

7 items | 1 page </>

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.

Purchase order details

^ New section

Code	PO234567
Supplier	123456 - My Company Ltd. Co. KG
Currency	EUR
Region	EMEA
Entity	DE038 - Yanfeng International Automotive Technology Germany s.r.o. & Co. KG
Subaccount	1039 - Neustadt
Start Effective	
End Effective	
Order amount	250,00
Open amount	250,00
Consignment	No
ERS?	No
Purchase order pdf	

Technical details

Created at	2023-03-05 19:55
Creator	Tomas Gajdos
Updated at	2023-03-09 08:43
Updater	Tomas Gajdos

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



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**

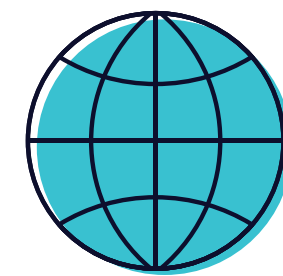


Accounts receivable

- **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.**

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