



1 Navigazione in Flowis

Yanfeng Portal - Flowis

Sign in to start your session

Username/Email

Password

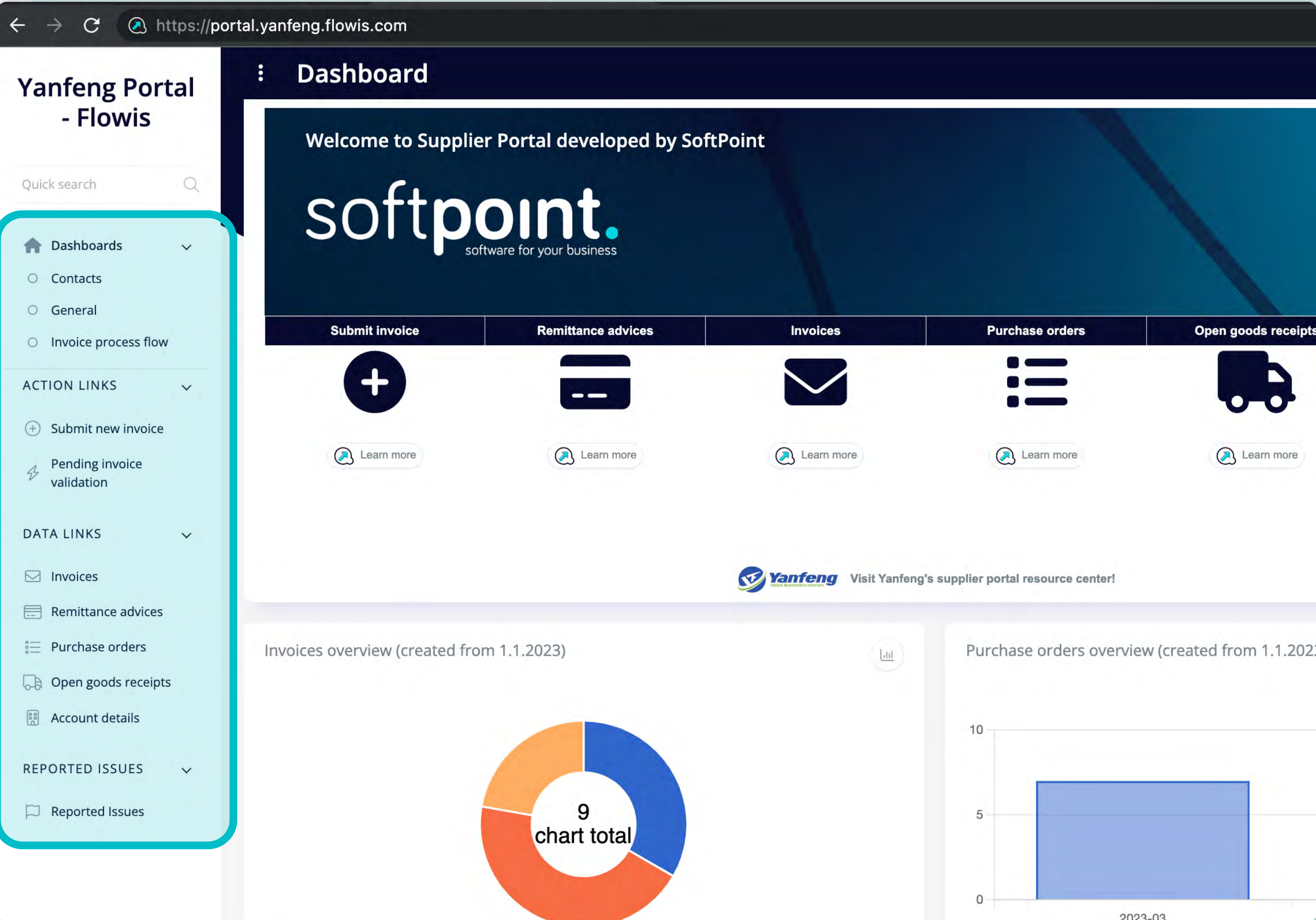
Sign in

Forgot your password?

Sarà possibile accedere a **Flowis** tramite l'URL, **visibile sullo schermo**.

Utilizzare le proprie credenziali **per accedere**.

Se non si ricordano le credenziali, fare **clic sul link "Password dimenticata"**.



Una volta effettuato l'accesso, **sul lato sinistro della schermata** iniziale si trova la sezione denominata "**schede**".

In queste schede sarà possibile ad esempio **inviare la fattura** o trovare un tipo di informazioni diverso su **fatture già inviate, consigli di rimessa, Pos** e così via.

Sarà inoltre possibile segnalare **un problema tecnico**.

Purchase orders - Yanfeng Portal - Flowis | Dashboard - Yanfeng Portal - Flowis

https://portal.yanfeng.flowis.com

Yanfeng Portal - Flowis

Quick search

Dashboards

- Contacts
- General
- Invoice process flow

ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices
- Remittance advices
- Purchase orders
- Open goods receipts
- Account details

REPORTED ISSUES

- Reported Issues

Dashboard

STAGING ? SP

Welcome to Supplier Portal developed by SoftPoint

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Submit invoice | Remittance advices | Invoices | Purchase orders | Open goods receipts | Contacts

Learn more

Yanfeng Visit Yanfeng's supplier portal resource center!

Invoices overview (created from 1.1.2023)

9 chart total

Purchase orders overview (created from 1.1.2023)

Month	Count
2023-03	7
2023-04	1

Al centro dello schermo si trova una sezione chiamata **dashboard**. La dashboard fornisce informazioni sullo **sviluppatore di Flowis**, con un link a Flowis, oltre che scorciatoie per le schede più utilizzate.

C'è anche **una scorciatoia per i contatti** che consente di **visualizzare gli elenchi dei contatti**.

Dashboard - Yanfeng Portal - F X +

https://portal.yanfeng.flowis.com/dashboards/181/preview

Yanfeng Portal - Flowis

Quick search

Dashboards

Contacts

General

Invoice process flow

ACTION LINKS

Submit new invoice

Pending invoice validation

DATA LINKS

Invoices

Remittance advices

Purchase orders

Open goods receipts

Account details

REPORTED ISSUES

Reported Issues

Dashboard

STAGING

INVOICES - Whom to contact in case of issue?

Mailbox	Country (country of Purchase order)
PTP-query-CA@yanfeng.com	Canada
PTP-query-CZ@yanfeng.com	Czech Republic
PTP-query-DE-GERMANY@yanfeng.com	Germany
PTP-QUERY-HU@yanfeng.com	Hungary
PTP-query-IT@yanfeng.com	Italy
PTP-query-LUX@yanfeng.com	Luxembourg
PTP-Query-MX@yanfeng.com	Mexico
PTP-QUERY-SERBIA@yanfeng.com	Republic of Serbia
PTP-query-SK@yanfeng.com	Slovakia
PTP-query-ES@yanfeng.com	Spain
PTP-query-SAF@yanfeng.com	South Africa
PTP-query-UK@yanfeng.com	United Kingdom
PTP-query-US@yanfeng.com	United States of America

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Technical support r

**La suddetta lista dei contatti*

urchase orders - Yanfeng Por x Dashboard - Yanfeng Portal - F x +
https://portal.yanfeng.flowis.com

Dashboard STAGING ? ? ? ?

Welcome to Supplier Portal developed by SoftPoint

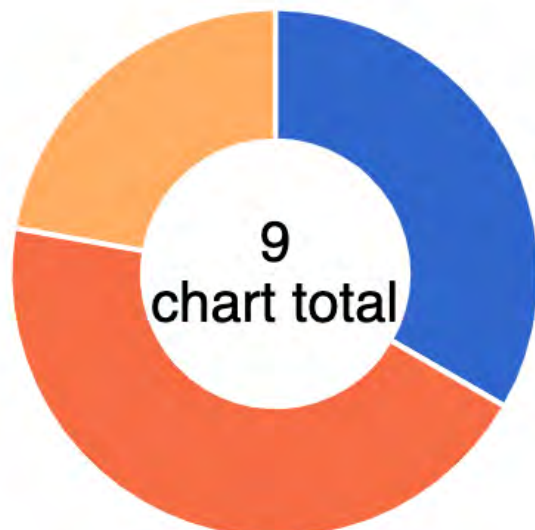
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Submit invoice Remittance advices Invoices Purchase orders Open goods receipts Contacts

Learn more Learn more Learn more Learn more Learn more

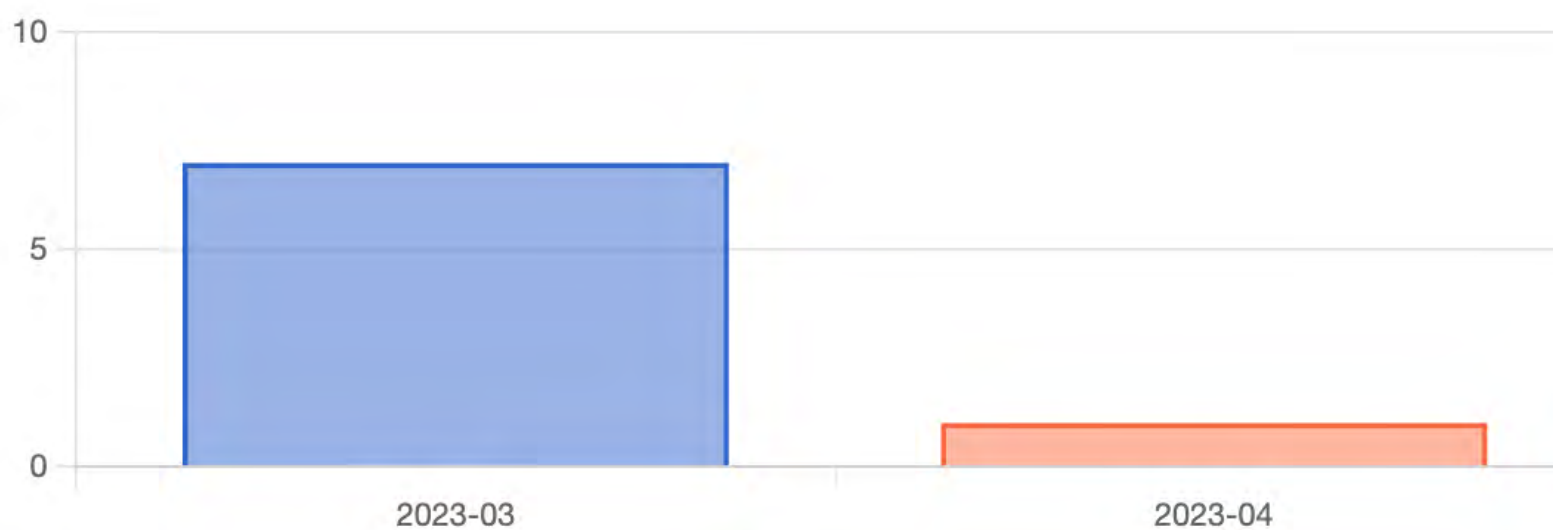
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Invoices overview (created from 1.1.2023)



9
chart total

Purchase orders overview (created from 1.1.2023)



Month	Purchase Orders
2023-03	7
2023-04	1

Sotto ogni **sezione generale** si trovano i **pulsanti "Per saperne di più"**, che guidano l'utente lungo il processo e mostrano brevi **istruzioni video**, come questa.

Dashboard - Yanfeng Portal - F X +

https://portal.yanfeng.flowis.com/dashboards/182/preview

Yanfeng Portal - Flowis

Dashboard STAGING

Invoice process flow

New invoice submitted in Supplier Portal	Note: It can take few minutes, till invoice will be released in Pending invoice validation tab.
Received	The invoice is received by Yanfeng and is going to be validated and approved.
Pending booking	The invoice has been successfully validated and currently is being reviewed and approved for booking in the ac
Approved and waiting for payment	The invoice successfully approved and booked - ready for payment.
Paid or partially paid	The invoice has been paid in full or partial amount.
Rejected	The invoice has been rejected either internally (<i>without notification to supplier</i>) or back to supplier.
Closed as duplicate	The invoice is closed as duplicate. The same onvoice is in the accounting system in open/booked/paid status alr

[In case of any process related question, please contact responsible query team.](#)

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Nella **sezione delle schede** è presente una dashboard contenente **le istruzioni per il flusso del processo di fatturazione.**

Yanfeng Portal - F X +
al.yanfeng.flowis.com

Dashboard

STAGING ? [Bell Icon] [SP] [Power Icon]

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Submit Invoice Remittance advices Invoices Purchase orders Open goods rec

Learn more Learn more Learn more Learn more Learn more

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Invoices overview (created from 1.1.2023)

9 chart total

Purchase orders overview (created from 1.1.2023)

Month	Count
2023-03	7
2023-04	1

Per visualizzare e modificare le informazioni personali o le impostazioni, si potrà fare clic sulle proprie iniziali nell'angolo in alto a destra e selezionare la voce "Il mio profilo".

Supplier Portal Tester (supplier.portal.testers@mycompany.de) [supplier.portal.testers]

Current time 2023-04-05 10:15

Time zone
Default is: Europe/Bratislava

Date format
Default is: YYYY-MM-DD (e.g. 2016-11-25)

Time format
Default is: 24-hour (e.g. 18:53)

Amount format
Default is: EU - 2 decimals (e.g. 12 345,67)

Default dashboard

After action redirect to

Language (Locale)
Default is: System Default



Choose file Allowed formats are .jpeg, .jpg
File size mustn't exceed 10MB.

Details

Username supplier.portal.testers

**La mia schermata di modifica del profilo*

Invoices - Yanfeng Portal - Flowis

https://portal.yanfeng.flowis.com/c/supplier_portal_invoces?table_layout_id=1019

Yanfeng Portal - Flowis

Quick search

- Dashboards
- Contacts
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ACTION LINKS

- Submit new invoice
- Pending invoice validation

DATA LINKS

- Invoices**
- Remittance advices
- Open goods receipts
- Account details

REPORTED ISSUES

- Reported Issues

Invoices

STAGING

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 [input] Clear Clear and refresh

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in accounting :	DE12340100120123012000	2023-
<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: JPMEXAMPLE	2023-
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected internally. Ple. 234567	2022-
<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	2022-
<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 is pending review in supplier por 123456	2022-
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	123456 - My Company Ltd. Co. KG	Rejected	The Invoice has been rejected to supplier. PI 987654	2022-
<input type="checkbox"/>	123456 - My Company Ltd. Co. KG	Received	The Invoice is pending review in supplier por		

Dopo aver fatto clic su una delle schede, **verrà visualizzato l'elenco completo delle transazioni e dei relativi stati.**

Da qui si potrà vedere **lo stato delle transazioni e altri dettagli utili.**

Invoices

Invoice status: select option [checkbox] [checkbox]

Invoice number: [input] [checkbox] [checkbox] [menu icon]

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

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

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

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

Currency: select option [checkbox] [checkbox]

Entity: select option [checkbox] [checkbox]

Packing slip: [input] [checkbox] [checkbox] [menu icon]

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

[Search] [Clear] [Clear and refresh]

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"/>		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 checked="" type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	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 Ti	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 Ti	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 Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice is pending review in supplier por 123456		2022-07-01	500,00	
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	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	

9 items | 1 page

Nella **sezione superiore** è presente un **filtro** che può essere utilizzato **per filtrare l'elenco degli articoli**, ad esempio se si desidera visualizzare solo gli articoli in sospeso nel sistema.

portal.yanfeng.flowis.com/c/supplier_portal_invoices?table_layout_id=1019

Invoices

STAGING ? 🔔

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) Custom view

Entity	Supplier	Invoice status	Invoice status description	Invoice number	Invoice date	Net amount
<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 Ti	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 Ti	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 Ti	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 Ti	123456 - My Company Ltd. Co. KG	Approved and waiting for payment	The Invoice is pending review in supplier por 123456	2022-07-01	500,00
<input type="checkbox"/>	DE038 - Yanfeng International Automotive Ti	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

9 items | 1 page

L'elenco degli articoli contiene **più colonne con informazioni**, predefinite in un layout proposto di **default**.

Se si desidera **modificare l'ordine delle colonne o aggiungerne o rimuoverne alcune**, fare clic sulla freccia del menu a discesa e **selezionare "Visualizzazione personalizzata"**.

oices

STAGING ? [bell icon] [SP icon]

Status: [dropdown] [checkbox] [checkbox]

Invoice number: [input] [checkbox] [checkbox] [menu icon]

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

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

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

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

Entity: [dropdown] [checkbox] [checkbox]

Packing slip: [input] [checkbox] [checkbox] [menu icon]

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

[Search] [Clear] [Clear and refresh]

[Customize] [Transactions XLSX (Fast)]

9 items | 1 page

Amount	Supplier	Purchase order	Entity	Invoice number
2 000,00	123456 - My Company Ltd. Co. KG			DE12340100120123012000
0,00	123456 - My Company Ltd. Co. KG			
4 000,00	123456 - My Company Ltd. Co. KG	PO56789	DE038 - Yanfeng International Automotive Technology Germany s.r	JPMEXAMPLE
250,00	123456 - My Company Ltd. Co. KG	PO234567	DE038 - Yanfeng International Automotive Technology Germany s.r	234567
150,00	123456 - My Company Ltd. Co. KG	PO345678	DE038 - Yanfeng International Automotive Technology Germany s.r	345678
0,00	123456 - My Company Ltd. Co. KG			
500,00	123456 - My Company Ltd. Co. KG	PO123456	DE038 - Yanfeng International Automotive Technology Germany s.r	123456
700,00	123456 - My Company Ltd. Co. KG	PO987654	DE038 - Yanfeng International Automotive Technology Germany s.r	987654
0,00	123456 - My Company Ltd. Co. KG			

9 items | 1 page

Per modificare la visualizzazione personalizzata, fare **clik sul pulsante "Personalizza"**.

Invoices

STAGING

Custom columns order

Check / Uncheck all

- Total amount
- Supplier
- Purchase order
- Entity
- Invoice number
- Currency
- Document Type
- Invoice date
- Invoice status
- Invoice status description
- Net amount
- Packing slip
- Payment reference
- Purchase order created?
- Ruby eval + ERB component
- Shipment date
- Tax amount
- Transaction File Form Component

Save

Close

Sarà possibile scegliere quali colonne dell'elenco saranno visibili nel layout, semplicemente contrassegnandole con il "segno di spunta".

Potrete inoltre modificare l'ordine dei file con l'opzione drag&drop.

Una volta soddisfatti del layout personalizzato, premete il pulsante "Salva" situato nella parte inferiore della schermata pop-up. Il layout personalizzato verrà salvato e potrà essere utilizzato.

Invoices

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]

Q Search [button] Clear [button] Clear and refresh [button]

Customize [button] Transactions XLSX (Fast) [button] 9 items | 1 page

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

9 items | 1 page </>

Se desiderate scaricare l'elenco delle transazioni, potete fare clic sul pulsante "Transaction XLSX (Fast)".

Quick search

- 🏠 Dashboards
- Contacts
- General
- Invoice process flow

ACTION LINKS

- +** Submit new invoice
- ⚡ Pending invoice validation

DATA LINKS

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

REPORTED ISSUES

- 📄 Reported Issues

Dashboard

Welcome to Supplier Portal developed by SoftPoint



Submit invoice



Learn more

Remittance advices



Learn more

Invoices



Learn more

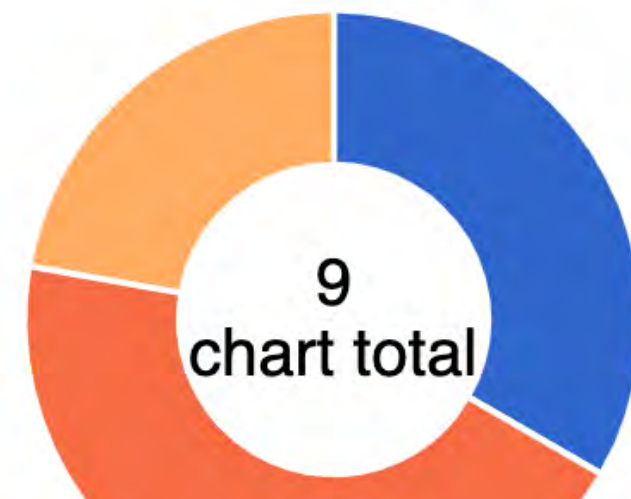
Purchase orders



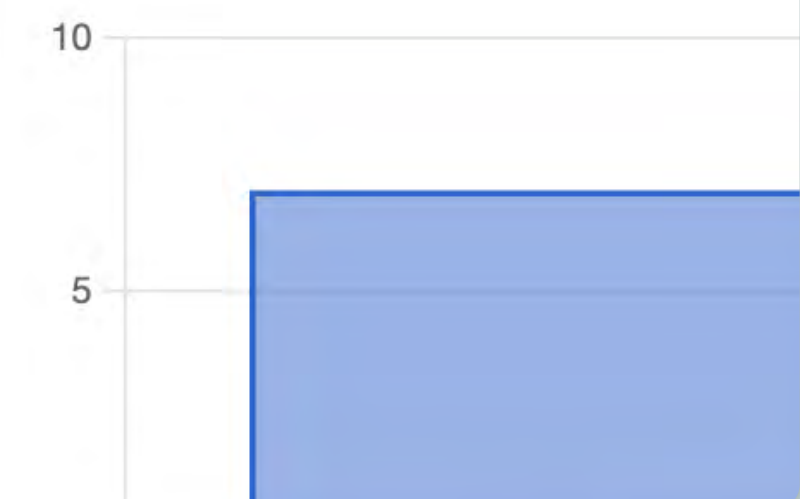
Learn more

 Visit Yanfeng's supplier portal resource center!

Invoices overview (created from 1.1.2023)



Purchase orders overview (created from 1.1.2023)



Se utilizzate Flowis per la prima volta, verranno preparati dei tour rapidi per rendere più agevole il lavoro con lo strumento.

Le aree specifiche saranno evidenziate passo dopo passo con alcune informazioni utili.

Submit new invoice

- Dashboards
- ACTION LINKS
 - Submit new Invoice
 - Pending invoice validation
- DATA LINKS
 - Invoices
 - Remittance advices
 - Purchase orders
 - Open goods receipts
 - Account details
- REPORTED ISSUES
 - Reported Issues

Insert PDF

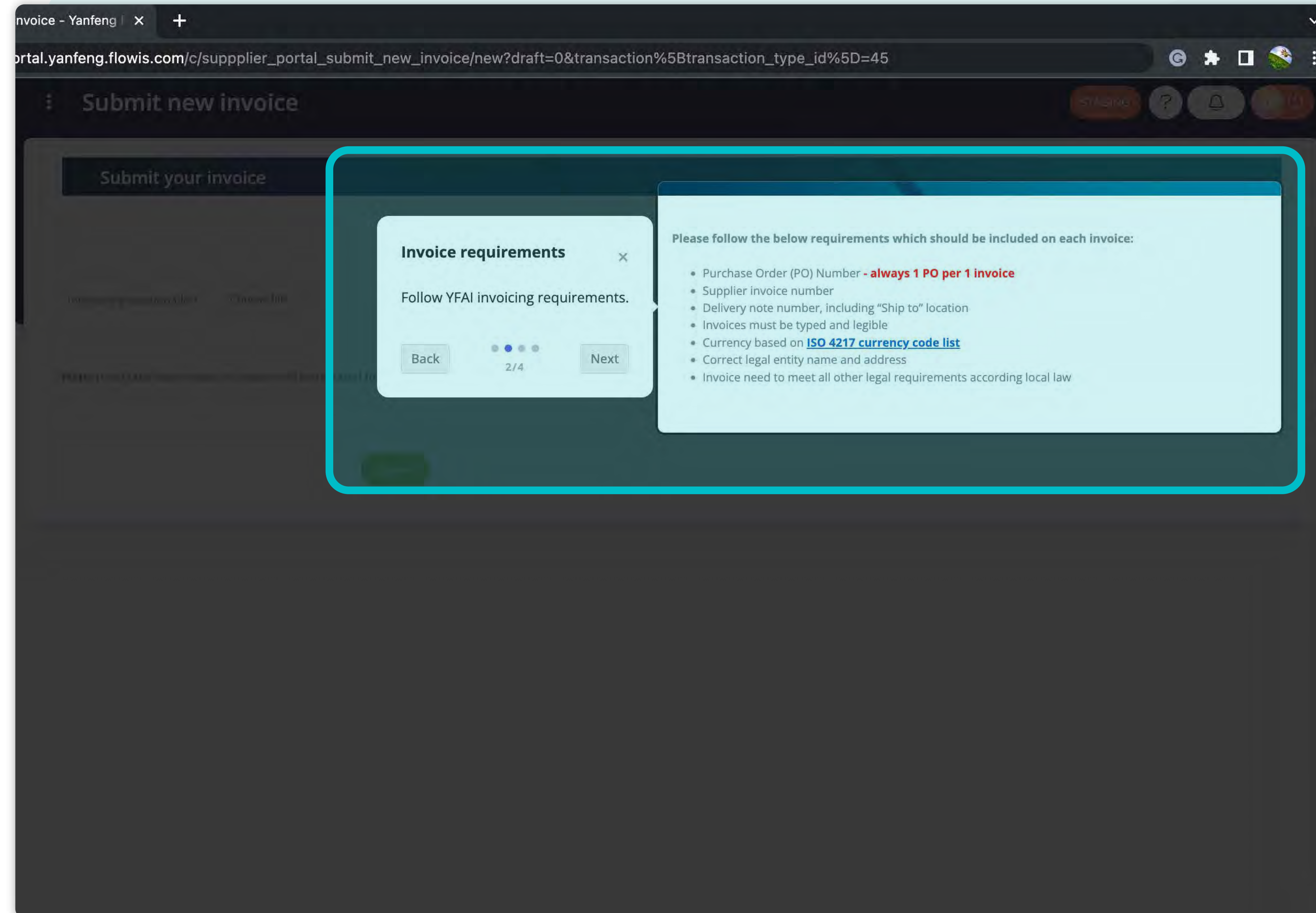
Insert file in PDF form.

Choose file

Back 1/4 Next

- Please follow the below requirements which should be included on each
- Complete Invoice (VO) Number - **always 1 PO per 1 invoice**
 - Supplier Invoice number
 - Delivery note number (including "Ship with invoice")
 - Invoices must be typed and legible
 - Currency based on **ISO 4217 currency code list**
 - Contact list and address
 - Invoice must be prepared in English

**Tour rapido dell'invio di una fattura. 1/4*



**Tour rapido dell'invio di una fattura. 2/4*

Submit new invoice

STAGING ?

Submit your invoice

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 to follow [ISO 4217 currency code list](#)
- Contact person name and address
- Invoices must be prepared according to the local law

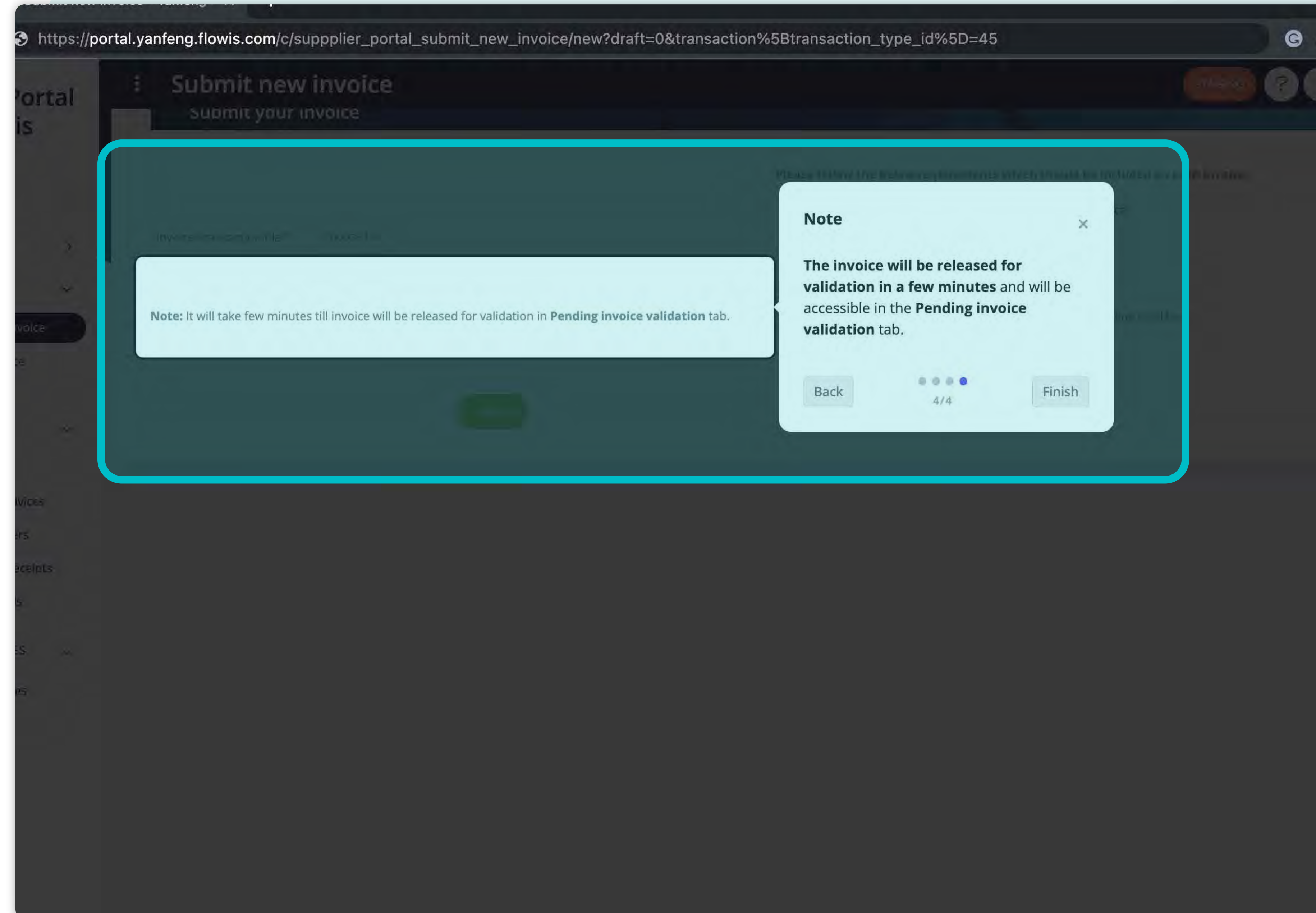
Submit

Submit x

Submit invoice PDF.

Back 3/4 Next

**Tour rapido dell'invio di una fattura. 3/4*



**Tour rapido dell'invio di una fattura. 4/4*

voice - Yanfeng | x +

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

Submit new invoice

submit your invoice

STAGING ? [bell icon] SP [power icon]

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

Invoice/transaction file *

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

Una volta premuto il pulsante "Fine", il tour non apparirà più automaticamente, ma sarà possibile avviarlo manualmente.

Aprire la scheda per la quale desiderate visualizzare nuovamente il tour e premete il pulsante "Aiuto" (punto interrogativo) nell'angolo superiore destro.

Submit new invoice

submit your invoice

Please follow the below requirements which should be included on e

- 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

Invoice/transaction file * Choose file

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

Submit

Help

Documentation

What is this page?

Not sure what you are looking at?
Learn more about the current page

Learn more

Start tour

Support team



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David Relovsky
(YFI, Bratislava,SK)

david.relovsky@yanfeng.com

Have an issue or a question?

Contact support

Time zone Europe/Bratislava

Date format YYYY-MM-DD

Time format HH:MM

Locale en

Premete il pulsante
"Avvia tour".



SoftPoint si occupa anche di
altri processi finanziari chiave:



Modulo di contabilità generale

- **Capitale fisso:** registro del capitale fisso, libri multipli (ad esempio GAAP, statutario, fiscale, ecc.), diversi metodi di ammortamento e gestione di acquisizioni, cessioni e trasferimenti.
- **Interaziendale:** presentazione delle richieste di scambio, instradamento e approvazione, registrazione simultanea in vari sistemi ERP, riconciliazione dei saldi interaziendali e approvazione dei pagamenti.
- **Riconciliazioni dei conti:** copertine e bilanci di riconciliazione spiegazioni, riconciliazioni automatiche, instradamento e approvazione e integrazione con il software di contabilità.
- **Contabilità del leasing:** requisiti IFRS 16, obblighi di leasing e calcolo dei saldi BS/PL.
- **Giornali manuali:** instradamento e approvazione e giornali ricorrenti automatizzati.
- **Rendicontazione contabilità generale**

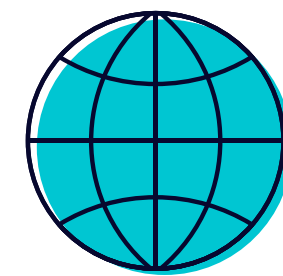


Modulo per la contabilità clienti

- **Applicazione di cassa:** abbinamento dei pagamenti dei clienti con le partite aperte, suddivisione automatica dei pagamenti con le rimesse e instradamento delle discrepanze ai responsabili aziendali.
- **Fatturazione:** elaborazione delle richieste di fatturazione e fatturazione automatica.
- **Team aziendali:** risoluzione di discrepanze, presentazione di richieste di fatturazione e previsione dei flussi di cassa.
- **Segnalazione crediti.**

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