Business Solution ELO Invoice

Business Solution ELO Invoice 1.08



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Introduction

Contents of the manual

The goal of this user guide is to explain all functions of Business Solution ELO Invoice.

Basics

The Basics chapter explains the basics of ELO Invoice as well as where to find the ELO Invoice functions.

Possible actions

The remaining chapters address possible actions using ELO Invoice.

Target audience

This manual is addressed to Business Solution ELO Invoice users. Separate documentation is available for administrators on the ELO SupportWeb.

The scope of functions presented in this manual may differ greatly from those in your client.

If you do not find functions described in this manual in your client, you do not have permission to perform the action.

Basics

Basic principle

Business Solution ELO Invoice maps the process for circulating invoices within a company:

- Invoice receipt
- Invoice circulation
- Export to an accounting system

Invoices are forwarded to the necessary processing steps by means of workflows. The workflow can also be forwarded to clearing.

A dashboard gives you an overview of all invoices, helping you to plan.

General note

ELO Invoice works with the following clients:

- ELO Java Client
- ELO Web Client (not all functions available)
- ELO Desktop Client (not all functions available)

Information

In this manual, we use screenshots from the ELO Java Client.

Requirements

Your administrator must have configured ELO Invoice for you.

Program interface

ELO - Solutions (Daniel Cooper)		- 🗆 ×
Favorites New View Output Organize P Search functions		Daniel Cooper 👻 🂭
Papasitas	My ELO	News Recently used documents
Repusitory		¢
Solutions Search	Filter New since . Today . Yesterday . One week . One month No news in My ELO?	
Tasks	Filter settings will remain in effect in My ELO	
Other	until you reset them. Check if any filters are active if you do not see any posts here.	
In use In use Intray	Subscribe to the feed on an entry to be notified of any updates. From then on, you will see all new posts related to the entry in My ELO.	
> Hidden tiles	Subscribe to a hashtag on the overview page if the topic is relevant for you. If the hashtag is used again, you will be updated here.	
	Click Mention and select a user. From then on, this user will see which feeds they were mentioned in and can reply immediately.	

Fig.: Business Solution ELO Invoice program interface

You will find ELO Invoice functions in the following areas:

1 Invoices tile in the tile navigation

This tile takes you to the invoice monitoring dashboard.



Fig.: 'Invoice' group

2 'Invoice' group

You can reach the *Invoice* group on the *File* tab in the *Intray* work area.

You can file invoices to ELO from within the Intray using these functions.





Fig.:'Search for documents related to a vendor' function

3 Search for documents related to a vendor function

You can reach this function in the Search work area on the Search tab in the Invoice group.

With this function, you can search for documents related to a specific vendor based on the vendor number.



Fig.: 'Export invoices' function

4 'Export invoices' function

You will find this function on the *Output* tab in the *Export/Import* group.

With this function, you can create an export data set for an accounting system.



Fig.: 'Invoice templates' group

5 'Invoice templates' group

The Invoice templates group is available on the Organize tab.

Templates help you fill out forms for new invoices.

Repository

The structure and appearance of the repository depend greatly on your specific configuration. The default state is described here.

Incoming invoices are automatically filed to // Invoice // Entry.

Invoice circulation

Invoices are circulated based on an ELO workflow. Invoices in circulation are shown in a blue font.

Following the invoice circulation process, the invoice is filed to // Invoice // Archive.

Invoices

Incoming Invoice												
ZUGFeRD_1p0_COMFORT_Discounts												
Invoice data Ta	ix law Item data	Footer data	Request	t								
General												
Description	ZUGFeRD_1p0_COM	IFORT_Discount	s									
Status	2 - Formal check		∷≣		paid							
Document type	IN - Invoice		:=		compliant							
Company												
Company *	1000		_//	Contelo Corp.	_//							
Vendor												
Vendor number *	01587796		_//	Vendor name *	Custom Metals Incorporated	_//						
Street address	640 Nixon Blvd.			Country	US							
Postal code	AL 35242			City	Birmingham							
IBAN	EN6768051004000	4451803		BIC	SOLADES1HSW							
VAT ID	EN654997321			Tax number	3498382							
Save	Print											

Fig.: Invoice form

There is a form for each invoice. This form contains the relevant information from the invoice as well as its current status.

While the invoice is circulated, the form is edited or confirmed by the users involved in the process. The status changes automatically. An invoice can have the following statuses:

- 1 Capture
- 2 Formal check
- 3 Department check
- 4 Post to accounts
- 5 Export
- 6 Exported
- 7 Booked
- 8 Clarification needed
- 9 Rejected

File invoice and add documents

This chapter explains what options you have for filing an invoice and adding documents later on.

File invoice

Information

You can file one invoice or multiple invoices simultaneously to ELO from your Intray. Filing invoices initiates a workflow that circulates the invoice to the correct departments in the company.

The following functions are available:

- File invoice
- File invoice with attachments

Invoices are either filed to a separate, automatically created folder or as a document.

If both functions are available, the invoice is filed to a separate folder.

Information

How invoices are filed depends on administrative settings.

Process: File invoice

1. In the Intray, select the invoice or invoices you want to file.

To select multiple invoices, press and hold the CTRL or SHIFT keys while selecting invoices with the mouse.

1. On the *File* tab, click *Invoice* > *File invoice*.

Process: File invoice with attachments

1. In the Intray, select the invoice with attachments you want to file.

To select an invoice and its attachments, press and hold the CTRL or SHIFT keys while selecting the documents with the mouse. The document you select first gives the folder its name and should be the invoice.

Information

This function does not allow you to file multiple invoices separately at the same time. All selected documents are filed to the same folder.

1. On the File tab, click Invoice > File invoice with attachments.

🋃 File i	nvoices with attachments		×
	ZUGFeRD_1p0_COMFORT_Discounts		
	Please enter an invoice name		
8		ок	Cancel

Fig.: 'File invoice with attachments' dialog box

1. If necessary, enter a new name and confirm with OK.

Result

- J Invoice
 - > Archive
 - ∟ 📑 Entry
 - If 01 ELO invoice Lightning Computers double-sided with it
 - > 📑 02 ELO invoice ELO Academy
 - > 📑 Invoice_Contelo
 - 📑 Import

Fig.: Folder in the repository

The invoice or invoices are filed to the appropriate folder, by default // *Invoice* // *Entry*. They have the status 2 – *Formal check*.

Invoices in circulation are shown in a blue font.

Invoice circulation begins automatically and does not have to be initiated.

Outlook

You can track the workflow steps an invoice you have filed goes through based on feed entries.

The following chapter explains how to add documents to invoices later on.

Add documents to invoice

Information

You can add documents to invoices later on. The approach depends on whether the invoice has been filed as a document or in a separate folder.

- Folder: File to invoice function
- Document: Add pages function

Process: File to invoice

1. Select the documents or documents in the Intray that you would like to file.

To select multiple documents, press and hold the CTRL or SHIFT keys while selecting invoices with the mouse.

1. On the File tab, click Invoice > File to invoice.

File to invoice				
● Invoice no. ○ Vendor no.			S	earch
Short name Invoice nu	mber Invoice dat	e Vendor numb	er Net amo	unt
CHMS Coburger H RE2017-000	991 08.09.2021	0446295434	1156.00	
Clearing Center				
Clinic & Job Dres RE2017-000	712 02.09.2021	6839748911	728.83	
Conrad Electronic RE2017-000	126 23.09.2021	8050844525	94.26	
Conrad Electronic RE2017-000	419 10.09.2021	8050844525	251.83	
No invoices selected!			ОК	Cancel

Fig. 'File to invoice' dialog box

1. In the *File to invoice* dialog box, select the invoice.

A search function is available that allows you to filter the invoices based on their invoice number or vendor number.

Result: File to invoice

The document is filed to the folder of the selected invoice.

Process: Add pages

- 1. Select the documents or documents in the Intray that you would like to file.
- 2. On the *File* tab, click *Filing > Add pages*.
- 3. Select the invoice you want to add pages to.
- 4. Click *Attach to back* to add the pages.

Result: Add pages

The pages are added to the invoice.

Invoice circulation

After an invoice has been filed, the circulation process is started automatically.

The invoices goes through all the necessary steps until it is ultimately transferred to an accounting system.

The invoice is therefore reviewed by all relevant departments. If there is a problem, it can be forwarded to clearing.

Formal check

Information

If you have received an invoice for a formal check, it will appear in your Tasks work area.

The number of fields completed in the form depends on whether contents from the invoice were read automatically. So, the fields either have to be completed or checked and corrected.

Method

1. In the *Tasks* work area, select the workflow for the invoice you want to perform a formal check for.

Optional: Click Accept workflow to process the form.

On the *Form* tab, you will find the form, precompleted to a certain extent with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Check or complete the individual fields with the information from the invoice.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the Open in read-only mode function on the Document tab.

Optional: If a template already exists for invoices from a specific company, you can complete the form using the Load template function on the *Invoice* tab.

Formal check of the invoice

Please check the invoice data.

Invoice data Tax law Item data Footer data Request

Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Tax law
- Item data
- Footer data
- Request

Mandatory fields are marked with a red asterisk.

Fields with a pencil icon contain keyword lists. When you enter a value in the respective field, matching list entries appear.

'Invoice data' tab

Invoice_Contelo

Formal check												
Please check the invoice data.												
Invoice data Tax law Item data Footer data Request												
General												
Description	Invoice_Contelo											
Status	4 - Post to accounts]	paid									
Document type	IN - Invoice]	compliant									
Company												
Company *	1000 _/	Contelo Corp.		_//								
Vendor												
Vendor number *	IC1030 _/	Vendor name *	Contelo Corp.	_//								
Street address	Street address 100	Country	England									
Postal code	58100	City	Anytown									
IBAN	EN897263500000342	BIC	WELAEN1MST									
VAT ID	EN123456789	Tax number	201/113/40209									
Commercial register	AT 123]										
Invoice data												
Invoice number *	01.234.567.8-2021-1	Ordered by *	Charlotte Bennett	/								
Save	Print			For approval	To the clearing center							

Fig.: 'Invoice data' tab

This tab contains the main information on the invoice.

The gray Status and Document type fields should not be edited manually.

You can compare the other fields and correct them based on the invoice.

'Tax law' tab

Invoice_Contelo Formal check
Please check the invoice data.
Invoice data Tax law Item data Footer data Request
Compliance check
Compliant
Automatic checks
✓ Small amounts (< 250 €)
Complete name and complete address
Ssue date
Amount and type of delivered items or scope and type of services
V Tax rate and tax amount
Save Print For approval To the clearing center

'*Tax law'* tab

The Tax law tab contains an evaluation of automatic checks based on tax law.

If you check the *compliant* box, the option with the same name on the *Invoice data* tab is also selected.

'Item data' tab

Invoice_C Forma	ontelo l check														
Please check the invoice data.															
Invoice data Tax law Item data Footer data Request															
ltem data															
Ne	t amounts	Gross amounts													
Item	Article no.	Description	Cost center	Cost object	General ledger account	Quantity	Unit	Unit price	Discount in %	Discount	Surcharge	Total	Split		
1	_/	Insurance	_0	_//	_0	1.00	Ui _//	50.000C				50.00			×
New	/ lines													М	lerge
Sav	re P	Print										For approval	Tot	he clearin	ig center

Fig.: 'Item data' tab

The *Item data* tab contains a list of the items as well as information on the individual items.

Click New lines to add items.

You can split or merge items:

- To split an item, enter the ratio in the corresponding field, e.g. 2:3.
- To merge items, check the corresponding check boxes. Click *Merge*.

'Footer data' tab

nvoice_Contelo	:k			
Please check th	e invoice	data.		
Invoice data	Tax lav	w Item data	Footer data	Request
Amounts				
Subtotal				50.00
Discount		Discount in %		Discount in \$
Discount 1				
Discount 2				
Surcharges				
Code		Description		Amount in \$
	_0		_//	
New lines				
open				0.00
Total net amo	unt *			50.00
+ \/AT				
Net value		VAT in %		VAT in \$
	50.00		19.00	9.50
New lines		Calculate taxe	s	
Invoice amour	t*			59.50
Save	P	rint		

Fig.: 'Footer data' tab

The *Footer data* tab contains a list and calculation of invoice amounts.

Click New lines to add items.

If you have added lines, you can automatically calculate the VAT using the *Calculate taxes* option.

'Request' tab

Invoice	Contel	le

invoice_conteto								
Formal che	ck							
Please check th	ie invoice data	a.						
Invoice data	Tax law	ltem data	Footer data	Request				
Request								
Request infor	mation		Elizabeth Saun	ders			_0	
Peason for reig	ection							
Reason for reje	ction							
Save	Print					For approval	To the clearing center	Request information

Fig.: 'Request' tab

If there are any unclear points related to the invoice, use the Request tab.

Click *Request information* to forward the workflow. This appears as soon as you have entered a user or group in the *Request information* field.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

1. Click *For approval* to pass the workflow forward.

Alternative: Click *To the clearing center* to forward the invoice to clearing.

Result

The workflow is forwarded for department approval.



Fig.: Feed post

An automatic feed post indicates changes to the form.

Invoice approval for individual items/invoice approval

Information

If you have received an invoice to approve individual items or approve the invoice in its entirety, it will appear in your *Tasks* work area.

Method

1. In the Tasks work area, select the workflow you are supposed to approve.

Optional: Click Accept workflow to process the form.

On the *Form* tab, you will find the form, precompleted with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Check the individual invoice items.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the Open in read-only mode function on the Document tab.

Invoice approval

Please check the invoice items allocated to you.

Invoice data

Approval

Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Approval

Fields with a pencil icon contain keyword lists. When you enter a value in the respective field, matching list entries appear.

'Invoice data' tab

Contelo Corp. - 01.234.567.8-2021-1 - 2021-12-16
Invoice approval for individual items

Please check the invoice items allocated to you.																
Invoice o	Invoice data Approval															
General																
Description Contelo Corp 01.234.567.8-2021-1 - 2021-12-16																
Compa	any Contelo Corp. Vendor name EX10 Ltd.															
Invoice	number	[01.234.567.8	2021-1			Invo	ice date			Dec 16	,2021				
Total n	iet amoun	t [S	50.00	EUR	Due	for invoice proc	essing							
ltem da	Item data															
• Ne	et amount	s	Gross amoun	ts												
ltem	Article n	10.	Description	Cos cen	st iter	Cost object	General ledger account	Quantity	Unit	Unit price	Discount in %	Discount	Surcharge	• Total		Approver
1		_0	Insurance		_0	_//	_//	1.00	Ui _//	50.000C					50.00	sol.accounti
Nev	w lines															
Sa	ve	F	Print										,	Approve		Reject

Fig.: 'Invoice data' tab

On the Invoice data tab, you will find the invoice information relevant to you.

The grayed out fields cannot be edited.

Click New lines to add items.

You can split or merge items:

- To split an item, enter the ratio in the corresponding field, e.g. 2:3.
- To merge items, check the corresponding check boxes. Click Merge.

'Approval' tab

Contelo Corp. - 01.234.567.8-2021-1 - 2021-12-16 Invoice approval for individual items

Please check the invoice items allocated to y	rou.			
Invoice data Approval				
Check steps Add step Request	Mandatory X			
Request information	Elena Rodriguez		_//	
Save Print		Approve	Reject	Request information

Fig.: 'Approval' tab

On the Approval tab, you can enter an additional check step as needed.

The *sol.management* group is a mandatory check step for invoice approval by default.

If there are any unclear points related to the invoice, click *Request information* in the *Request* area. This appears as soon as you have entered a user or group in the *Request information* field.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

1. Click Approve.

Alternative: Click Reject.

Result

The workflow is forwarded.

Enter booking data

Information

If you have received an invoice for pre-assignment to an account, it will appear in your *Tasks* work area.

Method

- 1. In the Tasks work area, select the workflow with the invoice you are supposed to pre-assign.
- 2. Click Accept workflow to process the form.

On the Form tab, you will find the form, completed with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Perform a final review.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the Open in read-only mode function on the Document tab.

The form consists of the following tabs:

Enter bookin	g data				
Please check th	ne invoice data	a.			
Invoice data	Tax law	ltem data	Footer data	Request	
Fig.: Form tabs					

- , ,
 - Invoice data
 - Tax law
 - Item data
 - Footer data
 - Request

'Request' tab

If there are any unclear points related to the invoice, click *Request information* on the *Request* tab.

If you submit a request, the workflow is not sent to the next editor yet.

The user you selected receives your request. Once the user has responded to your request in the ELO feed and forwarded the workflow, you will receive the same workflow step again for processing.

Muster-Kunde GmbH - 123454678 - 2021-12-16

Enter booking data

Preparing account assi	gnment.				
Invoice data Tax la	aw Item data Footer data	Request			
General					
Description	Contelo Corp 01.234.567.8-2021-1	- 2021-12	2-16		
Status	4 - Post to accounts	:=		paid	
Document type	IN - Invoice	E		compliant	
Company					
Company *	1000	_//	Contelo Corp.		_//
Vendor					
Vendor number *	01587796	_//	Vendor name *	Custom Metals Incorporated	_//
Street address	640 Nixon Blvd.		Country	US	
Postal code	AL 35242		City	Birmingham	
IBAN	EN7512345678000001234		BIC	WELADEN1MST	
VAT ID	EN123456789		Tax number	201/113/40209	
Commercial register	BM 123				
Invoice data					
Invoice number *	01.234.567.8-2021-1		Ordered by *	Elizabeth Saunders	_//
Save	Print			Forward to ERP	To the clearing center

Fig.: 'Invoice data' tab

1. Click Forward to ERP.

Alternative: Click *To the clearing center* to forward the invoice to clearing.

Result

The invoice has the status 5 - *Export* and is therefore ready for export.

Outlook

You have the following options for export:

- The invoice is automatically captured by an ERP system. Once this is complete, the status changes to 7 *Booked*.
- Perform a manual export via the *Output tab > Export/Import > Export invoices*.

Request

Information

If you receive a request regarding an invoice, you will see it in your feed. The request will also appear in your *Tasks* work area.

Method

1. In the *Tasks* work area, select the workflow with the request.

Optional: Click Accept workflow to process the form.

On the *Form* tab, you will find the form, completed with the information from the invoice as well as the request.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Enter your answer to the comment field below the question in the feed.

2. Click Back to approval.

Result

The workflow is sent back to the user who sent you the request.

Clarification needed

Information

The invoice can be forwarded to clearing for further checks during different steps. If you have received an invoice for clarification, it will appear in your *Tasks* work area. Refer to the invoice feed for the reason why the invoice requires clarification.

Method

1. In the *Tasks* work area, select the workflow with the invoice requiring clarification.

Optional: Click Accept workflow to process the form.

On the Form tab, you will find the form, completed with the information from the invoice.

On the *Document/folder* tab, you will find the associated invoice for comparison.

1. Perform a review.

We recommend working with two windows and, if possible, on two screens. The following functions are available on the *View* tab under *Windows* in the ELO Java Client:

- Open a new window
- Show side by side
- Show stacked

You can also use the Open in read-only mode function on the Document tab.



Fig.: Form tabs

The form consists of the following tabs:

- Invoice data
- Tax law
- Item data
- Footer data
- Check steps

On the Check steps tab, you can enter an additional check step as needed.

Reject	Back to approval	Back to manual entry
--------	------------------	----------------------

Fig.: Buttons

1. Click Reject.

Alternative: Click *Back to approval, Back to manual entry,* or use the *Check steps* tab and the *Request information* button to return the invoice back into circulation. This button appears as soon as you have entered a user or group in the *Request information* field.

Result

The invoice is rejected or the corresponding step in the workflow is initiated.

Templates

Templates help you quickly fill out forms for new invoices.

You can create templates based on filed invoices and use them for new invoices.

Create a template

Information

You can create a template with information from an invoice form. With the <u>Load template</u> function, you can automatically complete the form for another invoice with the specified information.

Method

- 1. Select the invoice you would like to use to create a template.
- 2. On the Organize tab, click Invoice templates > Create template.

Crea	te template	×
	Custom Metals Incorporated	
	Enter the name of the template	
8		OK Cancel

Fig.: 'Create template' dialog box

1. In the *Create template* dialog box, enter a descriptive name for the template and confirm with *OK*.

Result

The template is created.

Information

Only users with administrator rights can edit existing templates.

Outlook

The template is available via the *Load template* function.

The Delete template function allows you to delete templates you no longer need.

Import example

Information

To automatically complete the form of an invoice with the information from a template.

Method

- 1. Select the invoice you would like to automatically complete.
- 2. On the Organize tab, click Invoice templates > Load template.

🌅 Load template			×
Select an invoice template			
🖶 Invoice Templates	History and favorites		
🖪 Custom Metals Incor	😭 Favorites		
	Add 🗱 Delete		
Solutions // // Busin	ess Solutions Custom // invoice // Invoice	ОК	Cancel

Fig.: 'Load template' dialog box

1. Select a template in the Load template dialog box.

Click *Add* to add the selected template to your favorites.

1. Click OK.

Result

The form for the selected invoice is automatically completed with the information from the template.

Export invoice

Information

Once an invoice has been checked for the final time, it is assigned the status 5 – *Export* and is therefore ready for export. Invoices are exported either automatically or with the *Export invoices* function.

The *Export invoices* function creates an export data set that you can select for your accounting system.

Method

- 1. Select the invoice or invoices you want to export.
- 2. On the *Output* tab, click *Export/Import > Export invoices*.

If you want to select additional invoices, you can close the dialog box. The selected invoice remains selected.

Expor	t invoices							×
Account Datev	ting system	•						
Select t	he invoices to be exp	oorted						
🖌 Sele	ect all							
Expor	t Company	Customer	Vendor name	Invoice nu	Invoice date	Net amount	Currency	
~	2000	1123452	Contelo Corp.	471102	05.03.20	198,00	USD	
							ок	Cancel

Fig.: 'Export invoices' dialog box

1. In the *Export invoices* dialog box, select the accounting system you want to create an export data set for.

Check the invoice or invoices you want to export and confirm with OK.

Result

The invoices are exported to the selected accounting system. Their status changes to 6 - *Exported*.

Monitor invoices with the dashboard

The dashboard provides an overview of all invoice documents and their statuses.

You can reach the dashboard by clicking the Invoices tile in the My ELO area.

The settings are saved on the dashboard. When you open the dashboard again, it remembers and displays your most recent view.

L	All invoices -										٩	Search invoice	IS		2	Table
	163,163 \$ All invoices 91,986 \$		306 295	0 \$ Captr	ure	1 F	07,520 \$	8 9,303 \$ Department check	37 5,082 \$ Post to accounts	13 O \$ Export	0	920 \$ Exported	3	80,337 \$ Booked	244	3
				0\$ Clarit	fication needed	0 - 0 F) \$ tejected	0								
	Top 5 vendors		Quanti	ty	Net amount		Discount am	Net amo	ount due in \$ 2021 - May 25, 2021			4				
	Contelo Corp. Conrad Electr msh print & servi	ic	10 8 8		4,100 \$ 838 \$ 2,127 \$		0 \$ 30 \$ 76 \$		There are no invoices in this	time period.		-				
	Adolf Würth Corp Custom Metals I	p. n	7 7		2,234 \$ 1,660 \$		80 \$ 59 \$	0	0 0 0	0 0 0						
In	ivoice nu ~		Vendor n	ame		< Invo	vice date ~	Net amount ~	Discount amount	Due date ~	Status	~ c	ompany co	de Y		=
RI	E2017-000419	•.	Conrad E	lectroni	c SE	Mar	ch 10, 2021	251.83 \$	5.99 \$	March 17, 2021 a month ago	Departmental	verification 10	000			^
RI	E2017-000495	•.	Conrad E	lectroni	c SE	Mar	ch 1, 2021	24.30 \$	0.58 \$	March 8, 2021 a month ago	Booked	10	000			
RI	E2017-000625	•	Conrad E	lectroni	c SE	Mar	ch 6, 2021	81.00 \$	1.93 \$	March 13, 2021 a month ago	Departmental	verification 10	000			
12	234		Custom M	vletals Ir	ncorporated	Apr.	1, 2021	500.00 \$			Department ch	ieck 10	000			

Fig.: Dashboard

The dashboard is divided into the following areas:

1 Database: In the dashboard header, use the drop-down menu (arrow icon) to select a database. A dashboard database is a list of invoices that is loaded for evaluation.

Information

If there is only one database, this database is selected permanently and no drop-down menu is available.

2 All invoices/critical: With these buttons, you can choose whether to show all invoices or only invoices with an upcoming discount deadline or processing deadline that has been reached or exceeded.

3 Status: The dashboard header contains a button for each invoice status. If a button is active, all invoices with the corresponding status are shown in the dashboard viewer pane.

4 Net amount due in \$:

You can choose between the following settings:

- Day view: The day view shows the amount due for the current day and the following seven days.
- Week view: The week view shows the amount due for the current week and the follows six weeks.
- Month view: The month view shows the amount due for the current month and the following four months.

5 Viewer pane: In the dashboard viewer pane, you will see a list of invoices. This list changes depending on the filter criteria applied. Critical invoices are marked with a red dot. Clicking an entry shows a preview of the entry. Double-clicking an entry brings you to the *Repository* work area.

Filter and customize the table view using the drop-down menus.



Fig.: Customizing the table view

The drop-down menus in the column headings contain the following functions:

- Sort ascending
- Sort descending
- Remove sorting: This option appears if you have sorted the column. Click *Remove sorting* to clear the sorting option.

Alternative: You can sort the column by clicking the column heading. Clicking once sorts in ascending order. Clicking a second time sorts in descending order. Clicking a third time clears sorting.

• Hide column

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Group: The content of a column is joined into groups. The number of invoices in each group is shown in brackets. Click the plus icon before the group to expand it and view all contained invoices. The minus icon minimizes it again. Clicking the plus icon in the header expands all groups.

Information

You can combine multiple groups. You can specify a hierarchy with the order in which you select the columns.

- Ungroup: This option appears if you have grouped items. Click Ungroup to discard the group.
- Agg: Number (only for number fields and when another column is grouped): The number of invoices in the group is shown.
- Agg: Total (only for number fields and when another column is grouped): The total of the group is shown.
- Agg: Minimum (only for number fields and when another column is grouped): The lowest value of the group is shown.
- Agg: Maximum (only for number fields and when another column is grouped): The highest value of the group is shown.
- Agg: Average (only for number fields and when another column is grouped): The average of the group is shown.



Fig.: Menu

Menu: By clicking the button with the three lines, you can show hidden columns. Clicking the *Search settings* button allows you to choose fields to be considered during the search. Clicking the *Reset grouping* button resets all groups. Clicking *Reset all settings* to return to the table's default settings.