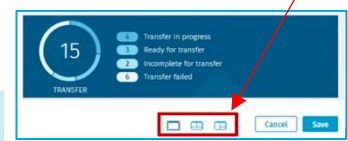
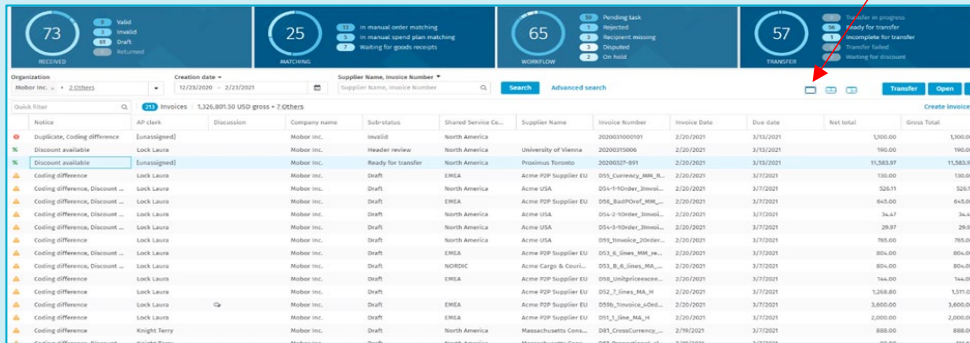


HOME PAGE LAYOUT

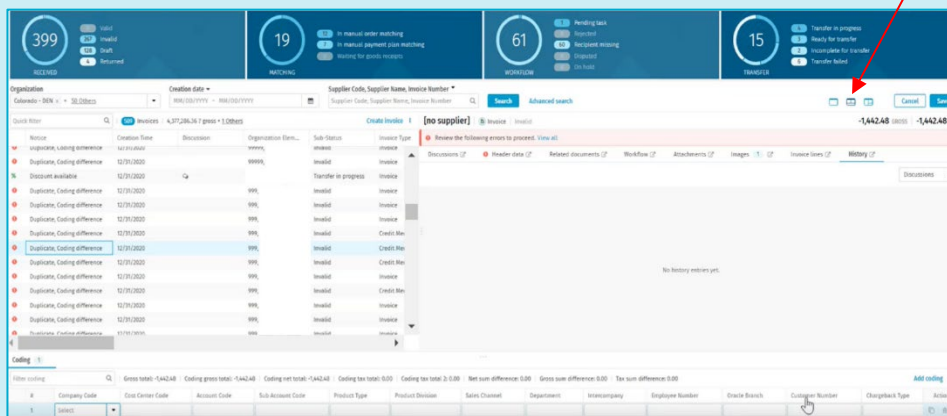
The AP Pro page has three options for viewing.



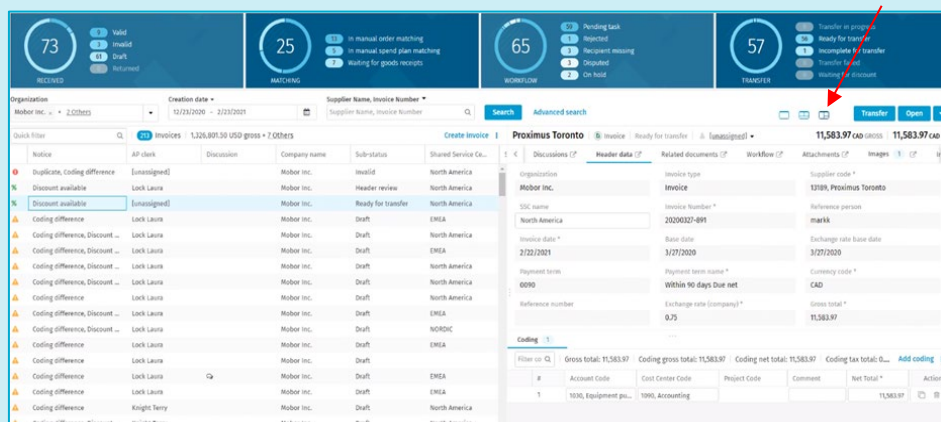
- **List Only View - Full panel layout**



- **Full Coding Layout - All invoices are on the left side, with invoice header data on the right. Coding row data is at the bottom of the page.**



- **Half Coding Layout - All invoices are on the left side of the page, invoice header data on the top right and coding data on the bottom right.**



ACCOUNTS PAYABLE DASHBOARD

AP users can view the dashboard on the **Accounts Payable** tab. The counts are updated each time you open the graphs. The counts are also updated when you click refresh or change the organization. Any other search selections do not update the graphs. Actions done on the invoices, for example if you resolve a dispute, do not change the counts in graphs.

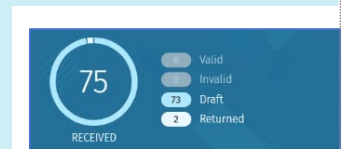
The same invoice can appear in more than one queue because it can have many tasks in different statuses or exceptions.

When you click a status from the graphs, the invoices with the selected status are shown on the list. When you double-click a status, the invoices with the selected status are shown on the list and the graphs are closed. To see the status graphs again, click the pie chart icon under the user menu.



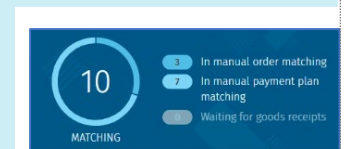
Received Queue

- **Valid:** PO and non-PO invoices that have been received into AP Pro and that have been completely validated. No action is needed from an AP user.
- **Invalid:** An invoice that has not been processed automatically and action must be taken to address the issue (for example mandatory data missing).
- **Draft:** An invoice that has been manually created by an AP user and the invoice has not been completed for processing.
- **Returned:** An invoice that has been returned to modify the data.



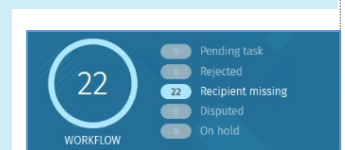
Matching Queue

- **In manual order matching:** A PO invoice that must be manually matched to a PO. This will happen when the PO invoice has not been created and/or not transmitted from the PO system. AP user must either manually allocate the PO to the invoice or reprocess the invoice again, after the PO is recognized within AP Pro.
- **Waiting for good receipts:** A PO invoice that is received, yet there has been no action taken to receive goods, to process the invoice.



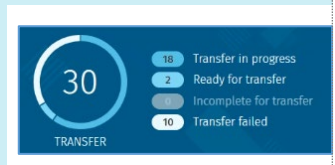
Workflow Queue

- **Pending task:** Tasks that must be addressed by all users. AP user does not have to address them as it is for visibility purposes for pending approval, review, etc.
- **Rejected:** Invoices that have been removed from the initial invoice workflow process and must be processed again.
- **Recipient missing:** An invoice that is in process and a recipient has not been assigned to route the invoice for review/approval.
- **Disputed:** An invoice that has been disputed (internally or with supplier), due to inaccurate data or information.
- **On hold:** Invoices that have been put on hold and will not be transmitted to ERP.



Transfer Queue

- **Transfer in progress:** Invoices that are being transmitted to the ERP and locked, until confirmation of success from ERP system. Invoice data cannot be updated/changed during the **Transfer in progress** phase. Successful invoices transmitted will have a voucher number ID. This status includes the invoices in manual transfer. To search for invoices in automatic transfer, select **In automatic process** from the **Status** drop-down menu in **Advanced search**.
- **Ready for transfer:** Invoices that have been completely approved and validated, invoices that are ready to be transferred to ERP system.
- **Incomplete for transfer:** Invoices that are missing data and/or validation (that is, no coding rows or missing mandatory data). These invoices cannot be processed for transfer until they are fixed.
- **Transfer failed:** Invoices that have been sent through the **Transfer in progress** phase and not successfully transmitted to the ERP system. An error message will tell the reason for the failed transfer in the **History** tab of the invoice.



INVOICE HEADER DATA TABS

Within the invoice header information, there are many tabs for example to attach documents, start discussions, and review the history of the workflow.

Discussions

- Click the **Discussions** tab and then **Start discussion** or **Post new message** link.
- Select recipients from the **Select recipients** drop-down menu and then type your message in **Type your discussion message here**.
- Click **Post**.
- To respond to a message, click **Reply**, write your message, and then click **Post**.

Header data




- Click the **Header data** tab and then fill in the required invoice data fields.

Related documents

- Click the **Related documents** tab and then attach documents associated to the invoice (that is, spend plans or purchase orders).

Workflow

- The **Workflow** tab provides the process workflow of the invoice.

Current process: P2P Pro		
		LAST WEEK
 Nimmagad	Invoice manually created	12/31/2020
 Nimmagad ok	Invoice task forwarded to: Nimmagadda Padmaja	12/31/2020
 Nimmagad	Invoice header approved	12/31/2020

Attachments

- Click the **Attachments** tab and then attach additional documents related to the invoice.

History

- The **History** tab has a step-by-step tracking process of everything that has occurred to the invoice in the Basware system.

OLDER		
Nimmagad	Invoice saved as draft	12/31/2020 12:24 PM
Nimmagad	Invoice sent to validation	12/31/2020 12:29 PM
SYSTEM	Initial task created	12/31/2020 12:29 PM
SYSTEM	Validation started	12/31/2020 12:29 PM
SYSTEM	Validate task created	12/31/2020 12:29 PM
SYSTEM	Validation succeeded	12/31/2020 12:29 PM
SYSTEM	Automatic Coding task created	12/31/2020 12:29 PM
SYSTEM	Automatic invoice coding failed	12/31/2020 12:29 PM
SYSTEM	Approval task created	12/31/2020 12:29 PM

MANUALLY CREATE AN INVOICE

Creating an invoice in AP Pro:

- Click **Create invoice** below search > Select **Organization** from drop-down menu > Select **Invoice type** > Click **OK**.
- Click **Add image** to download the invoice image.
- Fill in all required data fields in the **Header data** tab.

Supplier code: Supplier IDs are automatically populated with supplier data and payment information. You can view the supplier code by typing in the ERP ID or supplier name.

Supplier site: If there are multiple locations for a supplier, designate the site for this supplier's invoice. A pop-up window will provide destination choices. **Address, payment terms, and payment method** will be automatically populated when site is designated.

Note: Automatically populated fields are read-only.

Invoice date: Click on the calendar and select the invoice date. That will then automatically populate the **Base date** and the **Due date**. Base date will be the same date as the invoice date and the due date will be automatically populated based on the net terms.

Gross total: Invoice amount that is due.

Tax sum: Taxes recognized on the invoice.

Freight: Freight costs that are present on the invoice.

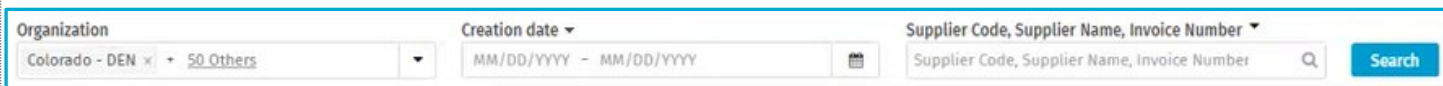
Invoice description: A description of what the invoice is for.

- Click the **Attachments** tab to attach supporting documents.
- Click **Save as draft** > Click **Send to validation**.
 - You can assign the invoice to yourself if the field did not automatically populate (when the invoice is only saved as a draft).

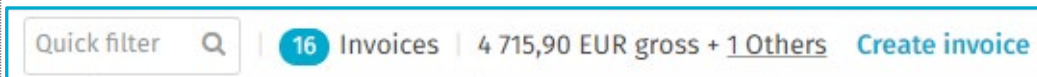
Note: Coding is not required and will be completed by the approver of the invoice. For information about coding, see *Coding an Invoice*.

INVOICE SEARCH

In AP Pro, you can search for invoices and then filter the results. Use the fields below the status graphs to set search criteria. Then click **Search**.



The **Quick filter** above the invoice list filters the currently visible list of invoices. It does not find invoices outside the list.



Search criteria:

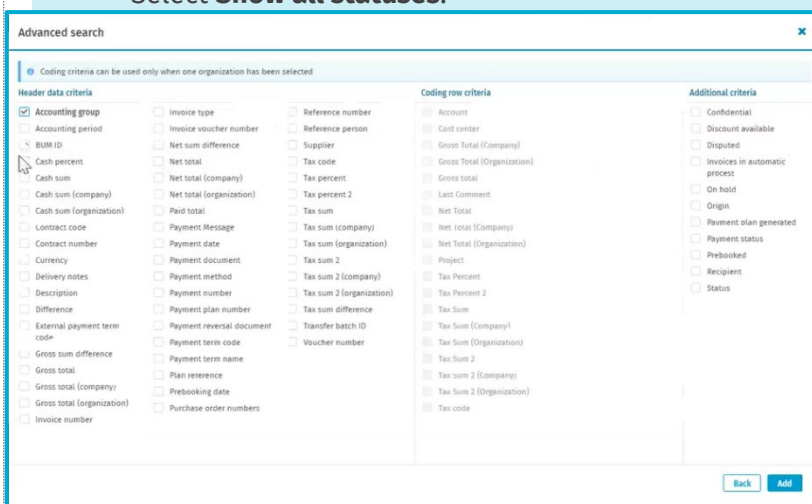
- **Organization:** The selection in this field has an effect on the status graphs as well.
- **Creation date** field
 - Options to select: Cash Date, Creation Date, Due Date, Invoice Date, Transfer Date, and Voucher Date.
- **Supplier Code, Supplier Name, Invoice** field
 - Options to select: All invoice header data fields will be visible to select for filter options.

NOTE: You can select up to four header fields as search criteria.

Advanced Invoice Search

Search criteria for more than four header fields on an invoice and additional advanced searching options.

- Click **Advanced search** > Select criteria for **Organization**, **Creation date**, or **Header** data. Select **Show all statuses**.



- Click **Add criteria** for additional search criteria > Select additional **Header data criteria**, **Coding row criteria** or **Additional criteria** in the **Advanced search** window.

NOTE: You can use coding row criteria only when one organization has been selected.

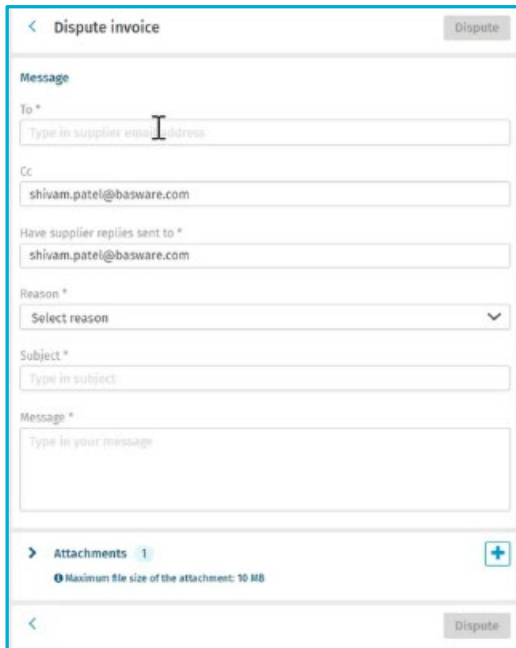
Advanced search window, you can repeat searches that you need regularly, such as a search for a specific cost center. Saved searches cannot be shared with other users. Search results are limited to 5,000 lines.

To clear search criteria, remove them one by one. You can also click **Clear all** in **Advanced search**. Alternatively, you can click the statuses from the dashboard to start a new search.

DISPUTE AN INVOICE

Disputing an invoice in AP Pro:

- Click the invoice > Click **More options**  > Click **Dispute** to enter a reason for the dispute.



Dispute invoice Dispute

Message

To *
Type in supplier email address

Cc
shivam.patel@basware.com

Have supplier replies sent to *
shivam.patel@basware.com

Reason *
Select reason

Subject *
Type in subject

Message *
Type in your message

> **Attachments** 1 +
Maximum file size of the attachment: 10 MB

Dispute

To: Enter the supplier email address.

Cc: By default, the field has the user email address. You can add more email addresses.

Have replies sent to: Automatically filled in with the user email address.

Reason: The drop-down menu has options for the purpose of the dispute, based on [COMPANY] template.

Subject: Automatically filled in based on [COMPANY] template.

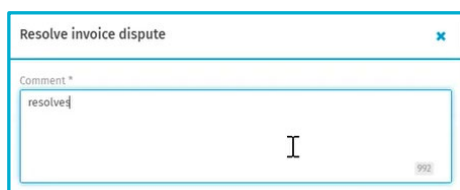
Message: Automatically filled in based on [COMPANY] template.

Attachments: Add attachments to be provided to the supplier.

- Click **Dispute** and an email is sent to the supplier.

Resolve a Dispute

- Click the disputed invoice > Click **Resolve dispute** > Enter a comment in the **Resolve invoice dispute** window.



Resolve invoice dispute X

Comment *
resolve

992

- Click **Resolve dispute**.

SPEND PLANS

Spend plans can be created for recurring expenses (weekly, monthly, quarterly, or other frequency) that are unset, variable amounts, but vary with some predictability. An example is utility bills. Other times, a budget is approved for a project and there is some predictability as to the suppliers and the overall expensed amount, but the specific amounts of individual invoices are not known ahead of time.

Spend plans are created and managed by a plan manager. Plan managers are professional users who are granted rights that allow creating new plans and managing existing ones. The plan manager creates spend plans for the invoices that are recognized as recurring. A unique plan is created for each invoicing reason, for example, rental invoices have plans of their own and cleaning invoices have plans of their own. The plans are organization specific and supplier specific.

Note: Spend plans do not actually pay the invoice. That is still handled by your ERP system.

Spend Plan Types

Self-Billing Plans: They are used when it has been agreed that the supplier does not send invoices to the buyer, but instead the buyer pays the supplier according to a predefined payment schedule and agreement.

- Example**
- A monthly payment is made internally from one business unit to another. No invoice is sent for these payments.
 - The office lease is due on the first day of the month.

Budget-Based Plans: They are used when the supplier sends invoices for various reasons at an irregular interval.


- Example**
- A project that involves various purchases and services and has a certain budget for the total spend.
 - Blanket purchase order with a supplier.

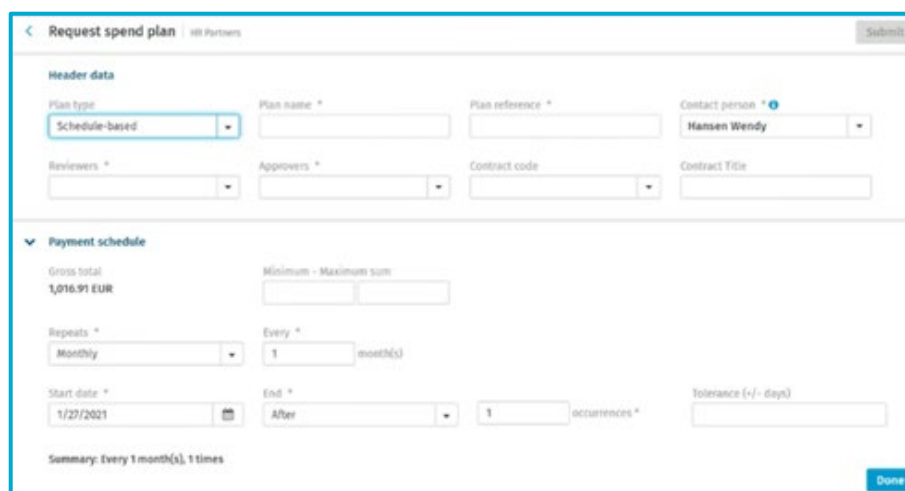
Scheduled-Based Plans: This plan is used when the supplier sends an invoice for a specific reason with the same content at a regular interval.

- Example**
- A subscription invoice sent once a month with the same amount.
 - A monthly utility bill with small changes in the amount each billing period.

REQUESTING A SPEND PLAN FROM AN INVOICE

Invoice approvers and AP users can create a request for a spend plan when processing invoices. These recurring invoices can be automatically identified by both professional and personal users.

- When viewing the supplier's invoice, during the approval process or within AP Pro > Click **More options**  > Select **Request spend plan**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data*)



- Fill in the **Payment schedule**:
 - **Minimum – Maximum sum:** Invoice amounts (+/-) that are allowed to be paid. The minimum value must be greater than zero. The maximum sum must be greater than or equal to the gross total.
 - **Repeats:** The repeating of invoices received for this plan name. Options are daily, weekly, or monthly.
 - **Every:** “X” times per months, based on **Repeats**.
 - **Start date:** The default value is the current day of request.
 - **End:** Options available based on occurrences.
 - **Occurrences:** The “X” number of times that this plan will receive invoices.
 - **Tolerance:** The number of days (+/-) before or after the invoice is allowed to be received.
- Click **Done** > Preview the spend plan, edit, or delete data.
- Click **Submit** > Provide a comment for spend plan. > Click **Submit** again.

Note: You must fill in the **Coding** and **Header data** before you can create the spend plan request.

SPEND PLANS – CREATE A BUDGET-BASED PLAN

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Budget-based** as the plan type > Click **Proceed**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data*).
- Go to the **Invoices** tab on the bottom of the page > Click **Add first budget row** > Enter **Start Date**, **End Date**, **Budget**, **Maximum Number of Invoices**, and **Maximum Invoice Total**.

Start Date *	End Date *	Budget *	Maximum Number of Invoices	Maximum Invoice Total *	Actions
2/4/2021					 



- **Start Date & End Date:** Fill these in based on the budget period.
- **Budget:** Total sum of the invoices that can be automatically matched against the spend plan.
- **Maximum Number of Invoices:** Define how many invoices can be automatically matched against the spend plan.
- **Maximum Invoice Total:** The maximum sum of a single invoice that can be automatically matched against the spend plan.

- Click **Duplicate row** to add more rows to the plan.
- Click the **Attachments** tab > Attach any supporting documents to this spend plan.
- Go to the **Coding** section at the bottom of the page > Click **Add first coding row** > Fill in the required coding row fields.
- Click **Send to validation** for approval.

Note: The **Invoices** tab lists the invoices that have been matched to a budget-based plan. The invoice number acts as a link, enabling drilling into the invoice details.

SPEND PLANS – CREATE A SCHEDULE-BASED PLAN

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Scheduled-based** as the plan type > Click **Proceed**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data*).
- Go to the **Payment schedule** tab > Click **Add first scheduled row** > Enter **Expected Date**, **Date Tolerance**, **Expected Gross/Net Total**, and **Tolerance(s)**.

Expected Date *	Date Tolerance	Expected gross total *	Minimum Sum	Maximum Sum	Matchii	Actions
2/23/2021						 

- **Expected Date:** Refers to the invoice date of the invoices that are matched to the plan.
- **Date Tolerance:** How many days the actual invoice date can vary from the defined expected date.
- **Expected Gross Total or Expected Net Total:** Invoice total of a single invoice that can be matched to the plan.
- **Minimum Sum and Maximum Sum:** Approval tolerance for gross/net total.

- Click **Duplicate row** to add more rows to the plan.
- Click the **Attachments** tab > Attach any supporting documents to this spend plan.
- Go to the **Coding** section at the bottom of the page > Click **Add first coding row** > Fill in the required coding row fields.
- Click **Send to validation** for approval.

Note: Invoices that have already been matched against the plan are shown on the **Payment schedule** tab. It is also used to show invoices that have already been matched against the plan.

SPEND PLANS – CREATE A SELF-BILLING PLAN

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Self-Billing** as the plan type > Click **Proceed**.
- Enter the required fields under the **Header data** section (see *Spend Plans Header Data*)
- Go to the **Invoices** tab at the bottom of the page > Click **Add first invoice row** > Enter **Invoice Date**, **Gross/Net Total** and **Due Date**.

Invoice date *	Gross total *	Due date *	Reference number	Payment message	Invoice Number	Matched Sum
2/23/2021						

- **Reference Number:** Used for identifying the invoice to be transferred to ERP.
- **Payment Message:** Free-text content and relay data to ERP.
- **Invoice Number & Matched Sum:** Automated fields used for the actual invoice creation.

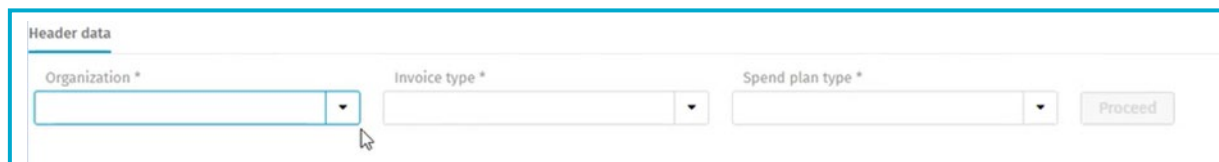
- Click **Duplicate row** to add more rows to the plan.
- Click the **Attachments** tab > Attach any supporting documents to this spend plan.
- Go to the **Coding** section at the bottom of the page > Click **Add first coding row** > Fill in the required coding row fields.
- Click **Send to Validation** for approval.

Note: Invoices that have already been created and matched against the plan are shown on the invoice row. The matched sum is visible on the relevant invoice row.

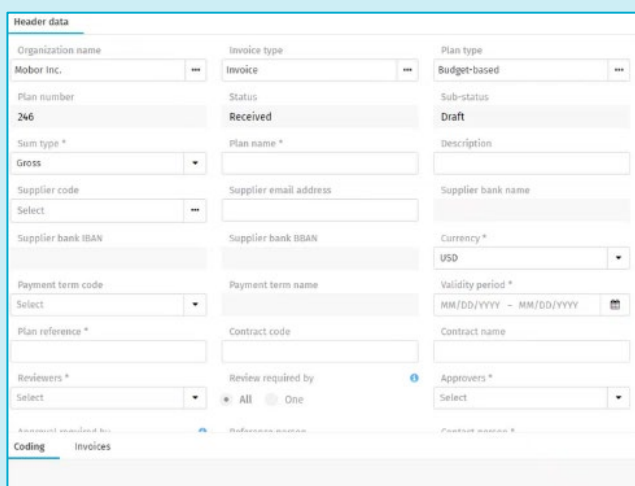
SPEND PLANS HEADER DATA

The spend plan header data consists of general information, such as the plan name and description, supplier, plan reference number, currency, validity period, sum type (net or gross), and reference person.

- In AP Pro, click **Spend plans**.
- Click **Create spend plan** > Select **Organization**, **Invoice type**, and **Plan type** > Click **Proceed**.



- Enter the required fields under the **Header data** section:



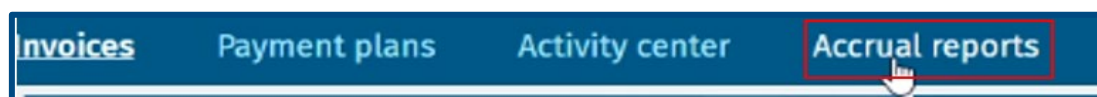
- **Sum type:** Select **Gross** or **Net**.
- **Plan name:** A name that will be provided to supplier.
- **Description:** Description of the plan (for example Building Renovation)
- **Supplier code:** The code for the supplier whose invoices will be routed through the spend plan.
- **Validity period:** Select the date range for this spend plan.
- **Plan reference:** Project reference name or number that will be provided to supplier. This reference information must be on the supplier invoice.
- **Contract code:** Contract ID
- **Approvers:** Select one or many to approve the spend plan after it has been reviewed.
- **Action required by only one of the selected users:** You can have one of the approvers to approve the spend plan or all recipients in the **Approvers** field.
- **Reference person:** An internal person that would have knowledge of spend plan and/or project.
- **Total:** The sum of the entire spend plan. This is automatically filled in and you cannot edit the field.
- **Remaining sum:** Amount that is remaining from the original total of spend plan.
- **Plan group:** Select the type of spend being created (for example, Rent, Production, Support, Project, Maintenance, Leasing).

ACCRUAL REPORTING IN AP PRO

The accrual report combines fully coded, partly coded, and uncoded invoices within the results, enabling AP clerks to quickly retrieve the totals of open invoices that must be reported at month-end.

Note: The generated accrual reports can be downloaded up to one year after their creation date. After this, they are automatically deleted. Users must have the “View Invoices” user right to access accrual reports.

- Go to the **Accrual Reports** tab.



- Fill in the fields.

 A screenshot of the 'New' form for creating an accrual report. The form is titled '[Untitled] | New' and has 'Cancel' and 'Create' buttons in the top right corner. It contains several sections:

- Report name ***: A text input field.
- Expiration date**: A date and time field showing '2/22/2022 2:25 PM'.
- Report data**:
 - Organizations ***: A dropdown menu showing 'No organizations selected'.
 - Invoice**
- Reporting date**:
 - Today 2/22/2021** (Includes all open documents in process as of today)
 - Custom date**
- Email notification**:
 - The following recipients receive an email notification when the report is ready to download
 - Send email notification to**
 - A text input field for recipients.
- Language and region**:
 - Language determines the language for column headers and other text. Region determines date and number formats. Choose the options that the recipients prefer
 - Language**: en-US English (United States)
 - Region**: en-US English (United States)

- **Report name:** Give a name for the report.
- **Report data:** Select organizations from the drop-down menu.
- **Reporting date:** Select date to be **Today** or create a **Custom date** (Voucher or Transfer) for reporting criteria.
- Select **Send email notification to** and add recipients to alert when the report is available.
- Select **Language** for column headers and text. In **Region**, select date and number formats.

- Click **Create** to generate report.
- A notification email will be sent to the recipients when the report is ready to be downloaded in Excel format. There is no row limitation in the accrual data export.

APPROVING AN INVOICE

The invoice approval workflow is based on a predefined process that currently supports the workflow activities and tasks. The approver receives an email notification for new approval tasks. The approver can use the link in the email message to log in and view the task.

The approval action is done for the whole invoice. When the invoice is approved, it moves forward in the process and becomes either ready for transfer or is routed for additional approval (depending on the invoice sum).

- From the Home page, go to the **Tasks** tab.
- Review the invoices that require an approval > Click the arrow next to the supplier name to review additional details of the invoice.

Invoice tasks 1		% Discount available (0)		Urgency	Filter
OFFICE DEPOT INC	Invoice	3/6/21	Header review	22.55 USD GROSS	Add coding
Invoice must be fully coded. Coding differences (USD): 22.55 Net.					
Invoice number	Invoice date	Due date	Tax total	Gross total	
8479896394	1/20/21	3/6/21	0.00 USD	22.55 USD	
Your costs	View coding				

- Review details of the data fields, which include header data and coding. As well, address any notices within the details of the invoice (for example, the invoice must be fully coded).
 - To code an invoice, see *Coding an Invoice*.
- To add additional information to the invoice, click on the invoice to add a comment, attach documents, etc. (see *Invoice Header Data Tabs*).
- Click **Approve**.

CODING AN INVOICE

There are many ways to create coding for an invoice. Users with applicable rights can code invoices at any phase of the process:

- Before the workflow phase in accounts payable
- During the review by the reviewer
- During the approval by the approver
- After the workflow phase in accounts payable

Manual Coding

The coding structure is based on the invoice type configuration which defines the dimensions in use. You can view all coding for the invoice at the bottom of the invoice page. The required fields are marked with an asterisk.

- Click invoice > Click **Add coding manually**.
- Fill in the required **Coding** fields > Click **Save** > Click **Send to Validation** or **Approve** to move the invoice forward in the workflow.

Note: An “Invalid code combination” warning will appear if the cost center code is not the same as the organization (invoice header data field).

#	Company Code	Division Code	Account Code	Cost Center Code	Location	Intercompany	Brand	Future1	Future2	Last Comment	Net Total *	Net Total (Company) *	Gross Total *	Gross Total (Company) *	Actions
1	211, 211	10, 10	150410,	0000, GENERAL	0000	000	000000	00000	00000		300.00	300.00	300.00	300.00	

Company Code: Select the Company Entity ID.

Cost Center Code: Select the organization, which must be the same as the **Organization** in the header data of the invoice.

Account Code: GL account number that is automatically filtered when you start typing the number.

Sub-Account Code

Product Type

Product Division

Sales Channel

Intercompany

Employee Number

ERP Branch

Customer Number

Chargeback Type

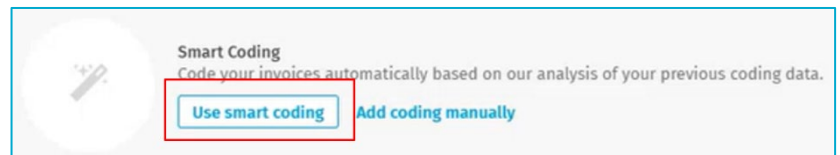
Net Total: This is automatically filled in.

- To add a coding row, click **Add first coding row**.
- To add an additional coding row, click on the plus sign at the top right of the coding section.



Smart Coding

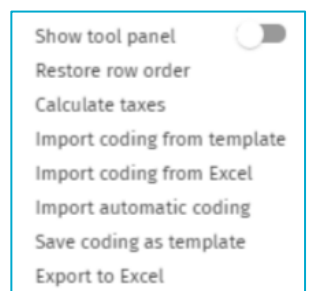
The Smart Coding feature creates coding for an invoice that does not have any coding rows yet. This is based on invoice header data. It is designed to eliminate the need for manual coding of non-POs. The logic is used to review past invoices to find a proper proposal for coding. You can then review and confirm the proposal.



- Click **Use smart coding** in the invoice header data details. The invoice is automatically coded, based on historical coding information for the supplier.
- To undo the automatic coding of the invoice, click **Undo smart coding**.
- Click **Save**.

Coding Templates

AP users with applicable user rights have access to the **Data Management** view. **Data Management** has separate functions for creating, sharing, and managing coding templates. Users can save their coding data for later use or create coding examples for specific suppliers and share them with other users. Each user can view available coding templates with a preview of coding rows and select the most suitable template for the existing invoice. When the template is selected, all calculation rules are triggered to ensure the validity of the data.



Import Coding from Template

A created template contains financial coding dimensions to be automatically generated in the invoice header data. Coding template functions can be used in the Workflow & Received queues.

- Click an invoice.
- Click three dots at the top right of the coding row section > Click **Import coding from template**.
- In the window that opens select a template based on the supplier invoice data.
- Click **Import** and the coding template is automatically used in the supplier invoice.

Import Coding from Excel

Excel import is another way to manage a large number of coding rows. You can export the existing coding to an Excel file, then fill in new coding rows in Excel, and import the file content back. All imported values will be validated against the rules available in Basware P2P at the time of the import.

You can import up to 2,000 coding rows at a time.

- Click an invoice.
- Click three dots at the top right of the coding row section > Click **Export to Excel** to view defined fields for importing GL codes.
- Add GL coding data, based on the fields in the spreadsheet > Save the spreadsheet to your computer.
- Go back to the invoice > Click three dots > Click **Import coding from Excel**.
- Select the report from your computer.
- In the **Import Coding** window, select **Overwrite existing rows**.
- Click **Import**, and the coding data is automatically used in the supplier invoice.

Note: The exported Excel file has defined fields and columns that cannot be changed/moved, based on a specific logic.

Automatic Coding for Non-PO Invoices

A coding template that is used to automatically code non-PO invoices can be applied at the beginning of the invoice workflow or applied manually after some header information has been added or changed. Automatic coding templates must be defined under **Data Management** (for example for reviewer).

- Click an invoice.
- Click three dots at the top right of the coding row section.
- Click **Import automatic coding**, and the defined coding template is automatically used in the supplier invoice.

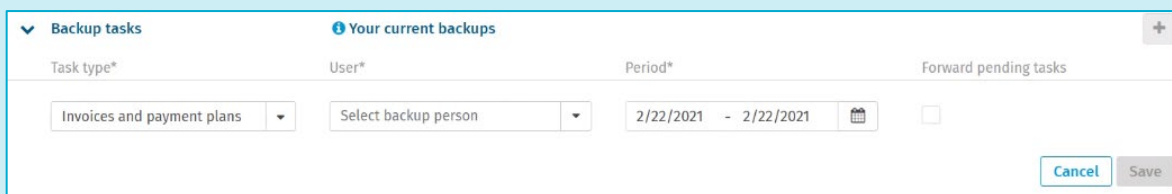
USER SETTINGS

The **User Settings** page has user-specific settings for backup person management, language and regional settings and setting the passwords. Note that any changed settings will be effective only after logging out.

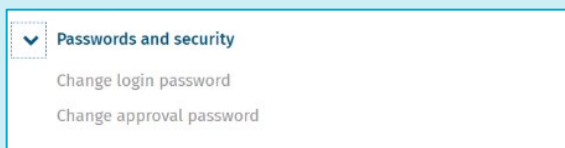


You can edit one section at a time. If you have for example **Other settings** in edit mode, you can add backup users only when you first either save or cancel the modifications in the opened section.

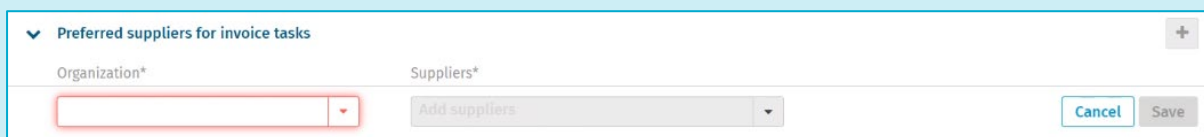
- **Backup tasks:** Set one or more backup persons for multiple time periods for approval tasks as well as for personal goods receipt tasks.
 - Forward pending tasks: The backup person also receives any of the user's pending tasks that were created before the backup period began.



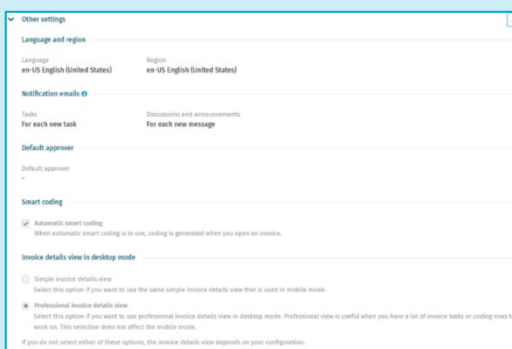
- **Passwords and security:** To change logins, also approval password.



- **Preferred suppliers for invoice tasks:** Select suppliers for preferred receiver of tasks. You can select many suppliers and organizations.



- **Other settings:** Select the **language**, **regional** formats, **notification email** settings, **default approver** for your invoices, choice of **smart coding** invoices, and choices for **Invoice details view in desktop mode**.



Note: Default approver configuration requirements will be available later.

Note: The region settings of your system do not have an effect on the regional formats in P2P.

CUSTOMIZED LAYOUT SETTINGS

In Basware P2P, you can define for example which columns you want to see, and in which order the columns appear. These preferences are saved between sessions. Sometimes these preferences are called the control state.

Basic:

- Search criteria: organization and free-text criteria. Date range is not saved.
- Vertical and horizontal splitter positions, also in invoice details
- **Show processed invoices** toggle (the invoices that you have processed in the list are shown as gray)

In invoice lines and coding rows:

- The column widths
- The order of columns
- The hidden and shown columns
- The narrow or wide view of the coding rows

In invoice details:

- The column widths
- Last used tab
- Pop out tab

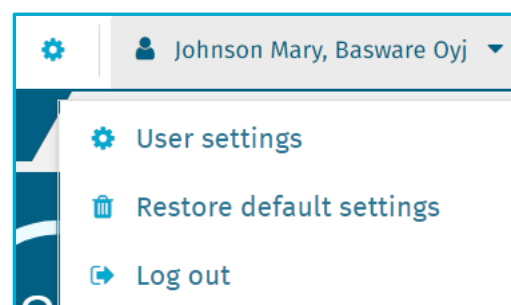
In the PO search of order matching

- Organization
- **Show also the fully matched PO items** toggle

For customizable windows:

- The position
- The size

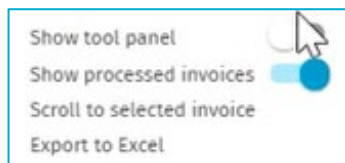
To reset your preferences to the default settings, click **Restore default settings** in the user menu.



EXPORT REPORTS IN AP PRO

Export data from AP Pro:

- Click the three dots, next to **Create invoice**.
- Select **Export to Excel**.



- The Excel file will show up at the bottom of the screen.

Note: The export feature is limited to 5,000 rows of data.

ACTIONS FOR INVOICES AND CODING ROWS

This table explains some general actions and the basic actions for invoices and coding rows. The suggested main action depends on the status of the invoice. AP Pro suggests the most probable action to be taken next on the invoice.

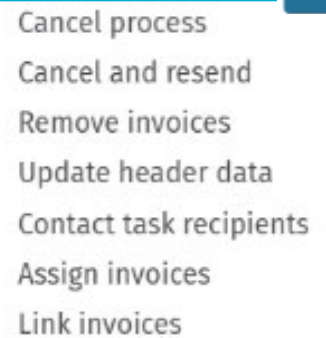
Action	Description
Lock invoice	<p>The invoice is locked automatically to you when you have changed the invoice data, and it stays locked until you save the changes. The invoice is <i>not</i> locked to you when you only click a field or open a drop-down list. This way, you can copy data from fields without locking the invoice from other users.</p> <p>When an invoice is locked to another user, you will see a message about it above the invoice details.</p>
Assign invoice	<p>You can assign invoices to users with the user picker that is available on the invoice's title bar. If you also have the tenant setting "Prevent editing invoices that are assigned to other users" set to "True", only the AP clerk that the invoice is assigned to can process the invoice. This way, you can protect invoices so that they cannot be processed by other users. Anyone can process invoices that are unassigned.</p> <p>To enable this feature, the tenant settings "PreventActionOnSSCInvoicesAssignedToOthers" and "SSCWorkloadManagementEnabled" must be set to "True". To implement this change for your system, request a service in the Basware Customer Support Portal.</p>
Contact task recipients	Sends an email message to task recipients of the invoice.
Forward	Forward to another user. As an AP clerk, you might need to forward an invoice header level task with a wrong or missing recipient. When forwarding in batches, you can update task recipients at the same time.
Update task recipient	Combined with the forward action.
Transfer	The invoice and its coding data are transferred to an ERP system for payment.
Return to workflow	Sometimes, invoices are accidentally approved or a wrong person has approved the invoice (for example a user approves their own costs) and the AP clerk must return the invoice to the activity where the mistake was made.
Send to validation	An invalid or draft invoice can be manually sent to validation. Automatic validation is part of the receiving phase of the invoice process.
Select process	The invoice has an incorrect process. The current process is canceled, and the invoice is sent to a new process.
Cancel and resend	The process is canceled, and the invoice is resent to the beginning of the same process. Example: The invoice does not have the order number or the plan reference. The user adds them and wants to resend the invoice to the process to match it correctly.
Cancel process	The process is canceled, and the invoice moved to Received > Returned sub-status.
Remove	The invoice is removed because it is not valid to be processed.
Prebook	Prebooking enables invoices to be coded and transferred to the ERP system, but the invoice is not yet paid.
Mark as confidential + Remove confidentiality	An invoice can be marked as confidential for example if the invoice contains legal fees or it is pension related. Only the users with tasks on the invoice or with rights to see confidential invoices can see <i>all</i> the invoice data. Other users cannot see the invoice image and attachments.

Action	Description
Dispute	A reason to raise a dispute is, for example, a price difference on an invoice. Disputed invoices are placed on hold. No workflow tasks (review or approve) can be performed on the invoice until the dispute has been resolved. The whole invoice is disputed, not one or many invoice lines. When the dispute is resolved, the invoice is released, and the workflow can continue.
Skip activities	Invoices, which are pending in the invoice process and require urgent payment (for example, to use early payment discounts), can be taken out of the standard process and moved forward in the process to complete the required activities process faster. The skipping of activities requires an additional user right.
Create spend plan	See separate quick guides for spend plans.
Coding rows	
Fix coding difference	AP Pro checks if the difference is in the tolerance and if there is an automatic coding template to define how to handle the difference. The action is available if a coding difference template is set.
Calculate taxes	Sends coding rows to anyERP for tax calculations.
Import coding from template/Excel	AP user can import coding data manually from .xlsx format or from a template.
Import automatic coding	When automatic coding fails, the AP user can first update the data and then start automatic coding again.
Save coding as template	Coding is saved as a template for later use. You can save the template as personal or shared.
Export to Excel	All data from invoice list and coding rows are exported in .xlsx format.

BATCH ACTIONS

With batch actions you can manage a large set of invoices at once. By selecting multiple invoices, the resolution of an issue can be resolved in one single action.

Note: When selecting invoices, only actions in that queue are visible. Actions will be grayed out if they are not available for that specific queue.



- Cancel process
- Cancel and resend
- Remove invoices
- Update header data
- Contact task recipients
- Assign invoices
- Link invoices

Contact Task Recipients

Contact the task recipients of multiple invoices by email to rush processing. The recipient must be assigned to the invoice to use this action. This action can be done only in the **Workflow queue**.

- Select invoices in **Workflow queue > Pending tasks**.
- Click **More options** > Select **Contact task recipients**.
- Add message to recipients.
- Click **Send**.

Cancel Process

This action allows to cancel the invoice workflow and return it to the received queue for reprocessing. This will delete all automatically added coding rows from the invoice for PO or spend plans. This action can be done only in **Matching, Workflow, and Transfer queues**.

- Select invoices.
- Click **More options** > Select **Cancel process**.
- Add **Comment**.
- Click **Cancel**.

Cancel and Resend

This action returns invoices back to the beginning of the workflow process and restarts the process all over again. Non-PO invoices will return to the Workflow queue. PO & spend plan invoices will return to the Matching queue. This action can be done only in **Matching, Workflow, and Transfer queues**.

- Select invoices.
- Click **More options** > Select **Cancel and resend**.

Remove Invoices

This action removes the invoices from the workflow process. The invoices will not be visible in AP Pro. This action can be done in **all queues**.

- Select invoices.
- Click **More options** > Select **Remove invoices**.
- Add **Comment**.
- Click **Remove**.

Update Header Data

With this action, you can update multiple invoice data fields. This action can be done in **all queues**.

Note: For batch actions to be done, invoices are required to belong to the same organization, within your company, but they do not need to be for the same supplier.

- Select invoices.
- Click **More options** > Select **Update header data**.
- Select fields to update > Click **Continue**.
- Update the header data for the selected fields > Click **Update**.
- Click **Send to validation**.

Assign Invoices

With this action, you can change the AP clerk or unassign multiple invoices at once. The AP clerk list will only show the clerks that have invoice rights to the selected invoices. This batch action can be done for up to 2,000 invoices at a time. This action can be done in **all queues**.

- Select invoices.
- Click **More options** > Select **Assign invoices**.
- Select AP clerk.
- Click **Assign**.

Invoice Linking

With this action, you can link two business documents together. The link can be created between two invoice documents, for example, an invoice and a credit memo. You can create the link on the **Related documents** tab by searching a document to be linked to the open invoice and selecting it. This action can be done only in **Matching and Workflow queues**.

- Select invoices.
- Click **More options** > Select **Link invoices**.

Transfer

When the invoice has been approved, it is routed to the transfer phase for AP/finance users to process. The invoice and its coding data are transferred to an ERP system for payment. This action can be done only in the **Transfer queue**.

Note: Ready for transfer only applies to clients that are not set up with automatic transfer to ERP.

- Select invoices in **Transfer queue** > **Invoices to transfer**.
- Click **Transfer**.

Prebook

This enables invoices to be coded and transferred to the ERP system before they are approved. The prebooking will be automatically reversed when the invoice is removed from the process (the best practice would be to run an accrual report to allocate data within ERP and then to prebook an invoice).

Enable Manual Matching

In the Basware system, there is a PO invoice that has been automatically matched, but the invoice cannot be processed because goods are not received on the PO. By enabling the manual matching, the invoice will be moved into the workflow of manual order matching to process invoice or reminding buyers to receive goods.

- Select invoices in **Matching queue > Waiting for Goods Receipt**.
- Click **More options** > Select **Enable manual matching**.

Batch Action History

Historical batch actions are available on the **Activity center** tab in AP Pro. You can drill down to a specific invoice or to a batch of invoices to view all the invoice details. You can view batch actions by Today, Last 7 days, or Last 30 days. You can view older batches through the advanced search options.

Invoices	Payment plans	Activity center	Accrual reports
Activities Accounts payable			
<u>Today</u>		Last 7 days	Last 30 days
Activity	Items	Status	End date
Cancel invoice process	4 invoices	4 successful	3/31/2021

KEYBOARD SHORTCUTS

This is a list of the currently supported keyboard shortcuts in AP Pro. The Mac shortcuts are listed at the end.

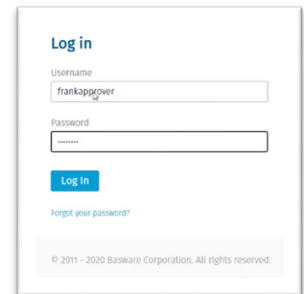
Key	Description
Tab and Shift + Tab	Moves the focus to the next or previous element. If the element is an entry field, the cursor is placed into the field. Disabled elements are skipped.
Arrow up and arrow down	Moves the cursor from one item to another in lists and tree views, and from one row to another inside a grid. Moves between single radio buttons in a radio button group.
Arrow left and arrow right	Moves the cursor within a field when the field is selected, from one cell to another inside a grid, and from tab to another.
Enter	Selects a link, equals to clicking a button, opens a context menu, or starts a search. With check boxes and radio buttons, selects/unselects the item.
Esc	Closes the dialog (same as Cancel). If the focus is on an element that also closes with Esc (for example, a drop-down list), the first Esc closes the drop-down list and the second Esc closes the dialog.
Shift + mouse click	Highlights clicked rows and all rows in between.
Shift + up and down arrows	Starts selecting or deselecting rows starting from the focused row.
Ctrl + mouse click	Selects all clicked rows.
Ctrl + A	Selects all rows.
Delete	Deletes the content of the selected cell.
Ctrl + C	Copies cell.
Ctrl + Shift + C	Copies row(s).
Ctrl + Shift + Delete	Deletes row.
Alt + I	Adds rows in editable grids.
Ctrl + V	Pastes cell or row (depending on which has been copied).
Home	Moves to the first cell of the grid.
End	Moves to the last cell of the grid (but not to actions column).

In Mac computers	
Ctrl + C	Copies cell.
Cmd + V	Pastes cell.
Ctrl + Shift + C	Copies row.
Ctrl + V	Pastes row.
Ctrl + Shift + Fn + Del	Deletes row.
Backspace	Deletes the content of the selected cell.
Ctrl + A	Selects all rows.

HOW TO LOG INTO BASWARE SYSTEM & HOME SCREEN APPROVER WORKFLOW PROCESS

Login

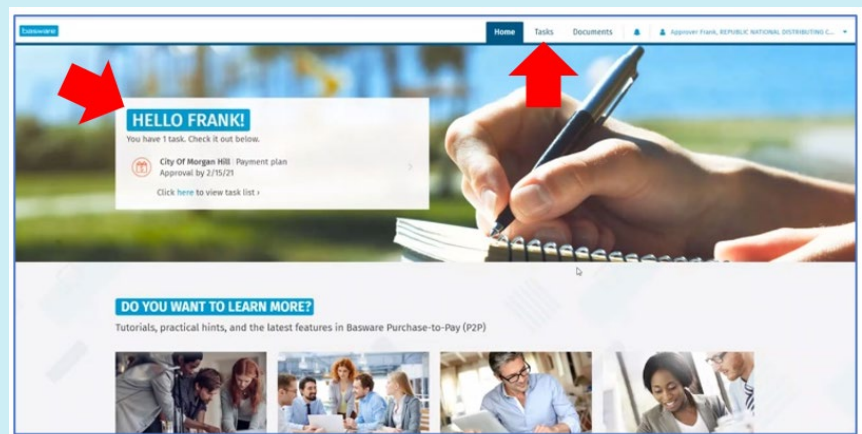
- To log in to the Basware system, follow the initial instructions sent to your email.
 - Click the link and it will take you directly to the login page.
- Enter your **username** and **password** > Click **Log in**.



Home Page

The Edge Home page is a welcome page where you can quickly see an overview of your tasks. In addition, from there you can easily navigate to the invoice approval page.

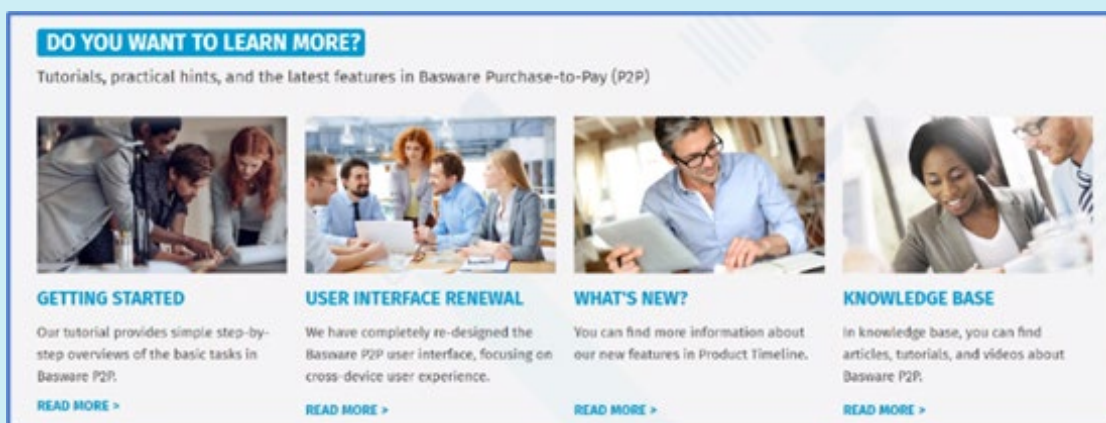
- Tasks – Click the tasks on the **Home** page or click the **Tasks** tab.



- Search** for products to be purchased from the search panel.






- Find more **P2P information** and links to tutorials, practical tips, knowledge base, and new features.



COLLABORATE WITH USERS THROUGH BASWARE

Collaboration is done using **Discussions** on specific documents. You can view and reply to a discussion in the document details page of any document you can access.

You can see that there is a discussion on a document in AP Pro when you see the double bubble icon in the **Discussion** column.

Notice	AP clerk	Discussion	Con
 Discount available	Olszen Katrine		Mo
 Coding difference, Discount ...	Lock Laura		Mo

Create a Discussion

- In the invoice's detailed view, click the **Discussions** tab.
- Click **Start discussion** or **Post new message**.
- Select one or many recipients from **Select recipients**.
- Type a message to the recipients in the **Type your discussion message here** field.
 - Maximum of 1,000 characters is allowed.
- Click **Post**.

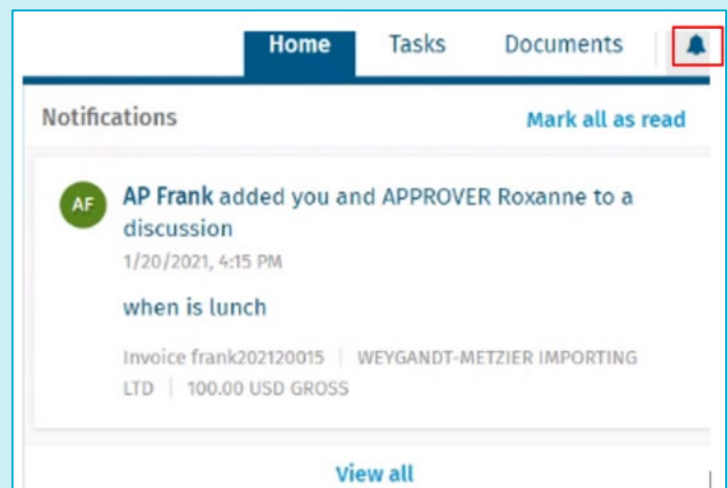
Respond to a Discussion

- On the invoice header tab, click the **Discussions** tab.
- Click **Reply** and then **Post**.

Notification Alert of a Discussion

- Notification of a new discussion or replies to a discussion you are participating in can be seen:
 - In the daily summary email
 - in the Notifications area of Edge

Tip: Notifications can be flagged and filtered.



INVOICE WORKFLOW AND CODING PARAMETERS

The invoice workflow can be automated with predefined processes. The reviewer and approver receive an email notification with a link to the Basware system (all users use the same web client, but they have access to different functions depending on their user role).

Parameter	Description
Require Complete Coding	<p>The invoice must be fully coded for approval before transfer can be completed. The aggregated total of the coding rows must be equal to the invoice header total.</p> <p>By default, the invoice header gross total and coding row gross total fields are compared in the difference check.</p>
Allowed Coding Tolerance	<p>This parameter is related to the <i>Require Complete Coding</i> parameter.</p> <p>No difference is allowed when comparing the aggregated total of coding rows to the invoice header total. If the parameter value is 0.01, it means that a difference of 0.01 is allowed and the invoice is still considered to be fully coded.</p>
Action Required by Only One of the Selected Users	<p>You can see this option when the User selection dialog box is shown. When this option is selected, only one of the selected recipients must perform the task. The recipients who do not perform the task can be selected to perform other tasks later in the workflow.</p> <p>When the first recipient has done the task, the other tasks are canceled, and the invoice moves forward in the process.</p> <p>The user whose tasks were canceled can still find the invoice on the Search page with a separate filter.</p>
Allow Forwarding of Tasks	<p>There is an additional Forward option in the More actions menu.</p> <p>The original user can forward their review or approval task to another user instead of performing the action.</p>
Allow Approving and Forwarding of Tasks	<p>There is an additional Approve and Forward option in the More actions menu.</p> <p>The original user can approve their own task and at the same time create a new approval task for another user. In practice, this means splitting the approval task between several users.</p> <p>The invoice will not move to the next activity in the process until all approvals have been completed.</p>
Approval Limit Check Calculation	<p>The approval limit, which is configured in the user role settings in Basware P2P Administration, is checked against the invoice gross total field.</p> <p>If the net total option is selected, then the approval limit is checked against the invoice net total field.</p>
Sum Used in the Approval Limit Check	<p>The approval limit, which is configured in the user role settings in Basware P2P Administration, is checked against the company sum field of the invoice.</p> <p>If the organization option is selected, then the approval limit is checked against the organization (=corporate) sum field on the invoice.</p>
Conditional Approval Enabled	<p>By default, the invoice stays in the current approval activity in all approval situations until a user with enough limit approves the invoice.</p> <p>All previous approvals are considered conditional approvals and they are shown as such in the invoice history.</p>
Approval Password Required	<p>No additional user-defined password is asked when a user approves the invoice.</p>

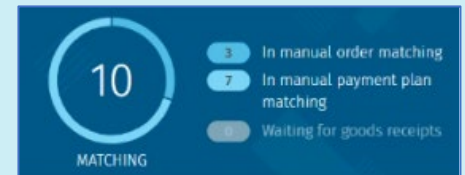
RESOLVING WORKFLOW EXCEPTIONS: MATCHING QUEUE

Match Orders automates the handling of purchase order invoices and removes or minimizes routine tasks related to invoice handling.

Note: The Matching page is only visible if Basware Match Orders is in use.

Basware Match Orders does the following:

- Matches invoices with purchase orders within relevant tolerances at header level.
- Copies the coding and approval information from a purchase order to the invoice.
- Builds and maintains a full audit trail from purchase request creation to payment.
- Engages the relevant persons to handle a given discrepancy.



If the automatic matching fails to create a correct coding because the association rules are not met, manual matching makes it possible to override or adjust these rules and create the correct coding. The Matching page provides AP users with a dedicated view to manage those invoices that have not been automatically matched to purchase orders.

In Manual Order Matching / In Manual Payment Plan Matching

Invoices in either of these statuses have failed automatic matching and require a manual action from the user. These invoices have a matching error status which shows a short error message. In Manual Order Matching, invoices with many errors show the text "Many" as the error message and more information on the different errors can be seen in the Invoice Status Details view.

What to do:

- Click the invoice > Click the **Header data** tab > Header data fields that have an **Incorrect Validation of the Supplier Code, Plan reference / Project Code, Invoice Amount**, etc. warning, data is missing for the invoice.
- Reprocess invoices by clicking the down arrow > Click **Edit process** > Check the **Cancel invoice process** and provide comment of cancellation > Click **Cancel process**
- Go to the AP Pro main page and click the **Returned** status > Select the invoice > Click **Send to Validation**.

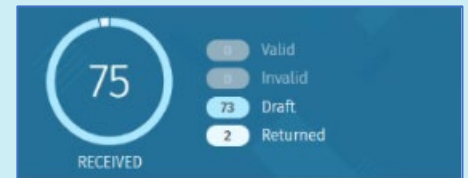
Waiting for Good Receipts

This status is assigned to invoices that have failed in automatic matching because of a missing goods receipt and are currently waiting to be retried by automatic matching. Although these invoices are visible in manual matching, users do not need to do any actions on them.

RESOLVING WORKFLOW EXCEPTIONS: RECEIVED QUEUE

All new invoices in the system go through the receiving phase of the invoice process. The first activity in the receiving phase is validation. Depending on the system configuration, the validation is done either automatically or manually. Validation is done to make sure that invoices contain the mandatory data, the invoice images, and that there are no duplicate invoices in the system.

In the **Received** queue, you can view new invoices in the system. New invoices have different sub-statuses that can be used for filtering the invoices: "Draft", "Valid", "Invalid", and "Returned". You can also use free text, organization units, and column names in the invoice list view as filters when searching for invoices.



Valid:

By default, **Valid** invoices are automatically forwarded in the process.

Invalid:

The **Invalid** sub-status on a new invoice indicates that the validation has failed and that an AP user must investigate why it has failed. The system assists you by showing different icons for different validation failure scenarios. Possible reasons for failure include:

- A missing image
- Missing mandatory data
- A duplicate invoice

After an invalid invoice is corrected, you must re-send it to validation.

What to do:

- Click the invoice > Click the **Header data** tab > For header row fields that have a **Mandatory data missing** warning data is missing for the invoice.
- Reprocess invoices by clicking the down arrow > Click **Edit process** > Check the **Cancel invoice process** and provide a comment of cancellation > Click **Cancel process**
- Go to the AP Pro main page and click **Returned Status** > Select the invoice > Click **Send to Validation**

Draft:

Draft invoices are invoices that have not been validated. This may occur because there is no valid process found for the invoice, for example because of an incorrect organization. The draft invoices must be validated after which they can be forwarded in the process.

Returned:

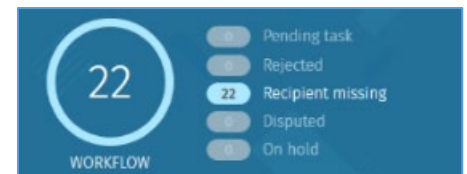
Returned invoices are invoices that are sent to the process, but for these invoices, the initial process is canceled for some reason.

RESOLVING WORKFLOW EXCEPTIONS: WORKFLOW QUEUE

Basware P2P forwards invoices that it cannot automatically process to the manual workflow. Pre-processing is typically performed by AP users who fill out the missing invoice data or coding. Upon completion, the invoice is sent to the workflow. The **Workflow** page is specifically designed for AP users to handle any possible exceptions during the manual invoice workflow.

The most common exceptions include, but are not limited to:

- Credit memo request
- Invoice cancelation request
- Process cancelation request
- Request for a new recipient
- Recipient missing



On the Workflow page, AP users can view and manage invoices and tasks related to invoices. The invoice process can also be canceled if necessary. When opening an invoice with an exception from the list view, the invoice is shown on the **Task management** tab where the current tasks for this invoice can be managed. AP users can cancel, add, or change the tasks. In certain cases, tasks must be transferred from the original user to another user or group. This can be done on the **Workflow** page using the **Forward** action. The AP clerk can easily search for all tasks of a certain user and then select a new recipient or recipient group using the **Forward** action.

Pending Task:

You can view pending tasks in a list view to make changes to and/or do multiple actions on, after selecting the appropriate lines.

Rejected:

Invoices that have been prohibited to process within the workflow because they do not have a valid organization and/or valid configuration.

Recipient Missing:

The recipient resolver was not recognized to send through the approval workflow, based on the data on the invoice.

What to do:

- Click the Invoice > Click the **Workflow** tab > Click **Forward** > Enter a recipient from the drop-down menu > Enter a **Comment** > Click **Forward**

Disputed:

An invoice that has been disputed and returned to the supplier to resolve.

On Hold:

Disputed invoices that have been placed on hold. No workflow tasks (review or approve) can be performed on the invoice until the dispute has been resolved. The hold can be lifted when the dispute has been resolved and the invoice is released back into the workflow.