

# User Guide

## **A brief explanation of the basic functions of your online portal**



# Content

- Access to and functioning of your online portal
- Entering and digitising documents
- Access to your accounting
- Approve and pay
- The communication module
- Personal settings



# Access to and functioning of your online portal

# Access to your online portaal: logging in

## Login data

You will get an email from your accountant with your **login** and a link to click on to choose your **password**.

## Username and password

Go to the website mentioned in the email with the login details and enter your **user name** and **password**.

## Dashboard

You will be taken to the **Homepage** or **Dashboard** of your online portal where you get an overview of your key figures.

## Mailboxes

Click on “Purchase”, “Sale” or “Various”. These are the mailboxes where you import your documents.





## Entering and digitising documents

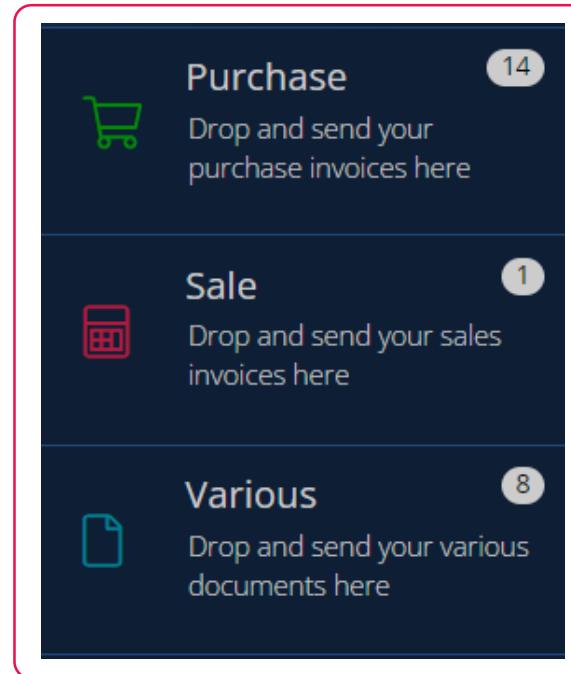
# Entering and digitising documents

- Import methods
- Mailboxes
- Document preview
- Splitting and merging
- Autoforward & whitelist
- Mailbox “In process”
- Important notes and tips

# Entering and digitising documents

There are many possibilities to introduce your documents into the platform.

- Upload**
- Drag & Drop**
- E-mail**
- Mobile app**
- Dropbox** 
- Scan**
- Invoice programmes**
- Codabox (voila)**



# Entering and digitising documents: mailboxes

Imported documents arrive in the mailboxes. From there, you can apply actions to them.

The most important action is to send the documents to your accountant.

All documents imported via the input channels can be found in a digital mailbox

With these icons, you can add a comment or a tag to the document

To forward documents, select one or more documents from the mailbox and then click "Send"

Check the box at the top of the list to select all documents.

Click on the document name to open the document preview. Review and change data where appropriate.

Hover with your mouse over the symbol to see which action will be performed when you click on it.

Document name	Supplier	Total	Delivered on	Delivered by	#	Handled	Actions
Scan mobile 07/04/2023 09:55.pdf	-	-	07/04/2023 09:55		1	<input type="checkbox"/>	
Demo Meerdere paginas.pdf	-	3.025,00	02/05/2023 11:14		4	<input type="checkbox"/>	
Mobile scan 23/05/2023 09:07.pdf	-	5,00	23/05/2023 09:08		1	<input checked="" type="checkbox"/>	
Factuur carrefour.pdf	Carrefour Belgium Sa	605,00	02/06/2023 09:42		1	<input checked="" type="checkbox"/>	

# Entering and digitising documents: document preview

Open the document preview by clicking on the name of a document.  
In the preview, you can review and, if needed, change different types of date.

The screenshot shows a document preview for a PDF named 'Demo - Fact - 2.pdf'. The left side displays the original document, which is a test invoice ('TEST FACTUUR') from 'Telenet' to 'Klant NV'. It includes sections for customer information, invoice details (number, date), and a table of items with descriptions, unit prices, quantities, and total amounts. The right side shows the document's metadata and a detailed view of the invoice data. The metadata includes 'Delivered on 24/04/2020', 'Source Upload', and '# of pages 1'. The detailed view shows the supplier as 'Telenet Bvba (New counterparty)', an invoice date of '30/05/2018', a due date of '13/06/2018', and a total amount of '3.811,50'. There are also fields for 'Tags' and 'Remark'. At the bottom right of the preview window is a 'Send' button.

These buttons can be used for a number of actions (download, delete, split, etc.)

Here you can view the invoice data in the document itself and modify if required



**Note:**  
The data in these fields were recognised automatically. This recognition is not always perfect. You can correct the fields if necessary. Confirm every change with "Enter" or "Tab". Your corrections/additions will be part of subsequent validation steps.

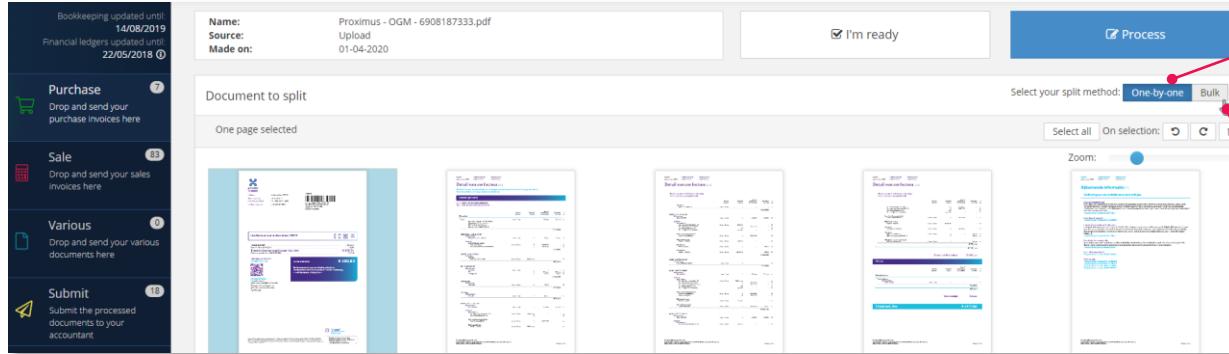
With this button, you send the document to your accountant for processing.

You can add tags to the invoice which will allow you to add information and easily find it in the digital archive.

# Forwarding documents: split and merge

You can split a pdf that consists of several invoices (e.g. after scanning). You can also merge individual documents.

Click on “Split” in the “Actions” column in the mailboxes or select documents and click on “Merge” in the top bar.



## Split one by one:

- Select the pages that belong to one invoice by clicking on these pages (they will get a blue background).
- When all pages of one invoice are selected, click on “Process”.

## Bulk splitting: (a more efficient method for larger volumes)

- Select the first page of each invoice.
- Click on “Process” when all the first pages have been identified.

Document name	Supplier	Total	Delivered on	Delivered by	Actions
Scan mobile 07/04/2023 09:55.pdf	-	-	07/04/2023 09:55		
Demo Meerdere paginas.pdf	-	3.025,00	02/05/2023 11:14		
Mobile scan 23/05/2023 09:07.pdf	-	5,00	23/05/2023 09:08		
Factuur carrefour.pdf	Carrefour Belgium Sa	605,00	02/06/2023 09:42		

## Merge multiple pages into one document:

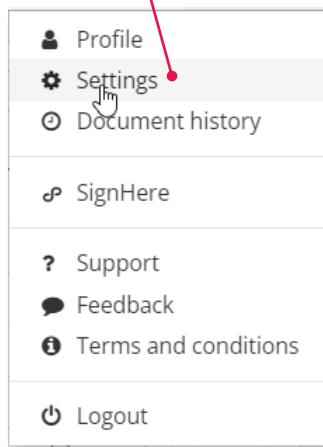
- In the mailbox, select the documents you want to merge en click on the “Merge” icon at the top.
- Select the pages you want to be part of the new document and click “Process”.

# Forwarding documents: autoforward & whitelist

**Autoforward:** automatically send invoices to your accountant.

**Whitelist:** only send documents from specific senders automatically to your accountant.

In your profile,  
click on **Settings**



**Autoforward**  
Check the mailbox where invoices delivered via external import channels (API,email,dropbox,...) are forwarded directly to your accountant for processing  
If you use several journals, there will be an address per journal.

**Allowed by default**  
By default, portal users are allowed to send documents to the accountant directly.

**Whitelist**  
Check this option if you want to apply a restriction to the email addresses for which the autoforward is performed.

If this option is selected, the documents will be forwarded **automatically if the sender is included in this list.**

Documents from other senders remain in the mailbox.

The screenshot shows the 'Input channels' settings page. It lists 'Unique email address', 'Purchase', 'Sale', and 'Various' sections, each with an email address and a small envelope icon. Below these are three checked checkboxes: 'Auto-forward purchase invoices', 'Auto-forward sales invoices', and 'Use whitelist for e-mail'. The 'Use whitelist for e-mail' checkbox is followed by two input fields containing email addresses. A red arrow points from the 'Allowed by default' text to the 'Use whitelist for e-mail' checkbox. Another red arrow points from the 'Whitelist' text to the list of allowed senders.

Input channels	Address	Action
Unique email address	0999901437@ <a href="#">signatursoft.com</a>	
Purchase	purchase-0999901437@ <a href="#">signatursoft.com</a>	
Sale	sale-0999901437@ <a href="#">signatursoft.com</a>	
Various	various-0999901437@ <a href="#">signatursoft.com</a>	

**Input channels**

Unique email address: 0999901437@[signatursoft.com](#)

Purchase: purchase-0999901437@[signatursoft.com](#)

Sale: sale-0999901437@[signatursoft.com](#)

Various: various-0999901437@[signatursoft.com](#)

**Autoforward**

Auto-forward purchase invoices

Auto-forward sales invoices

Use whitelist for e-mail

**Whitelist**

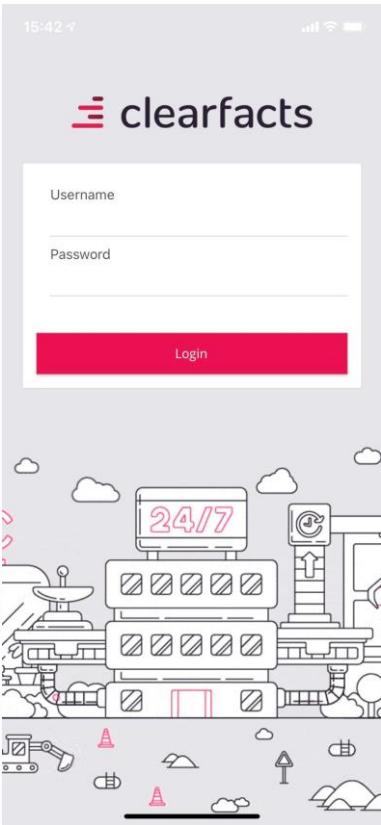
allowed senders: [signatursoft.com](#), [signatursoft.com](#)

allowed senders: [signatursoft.com](#)

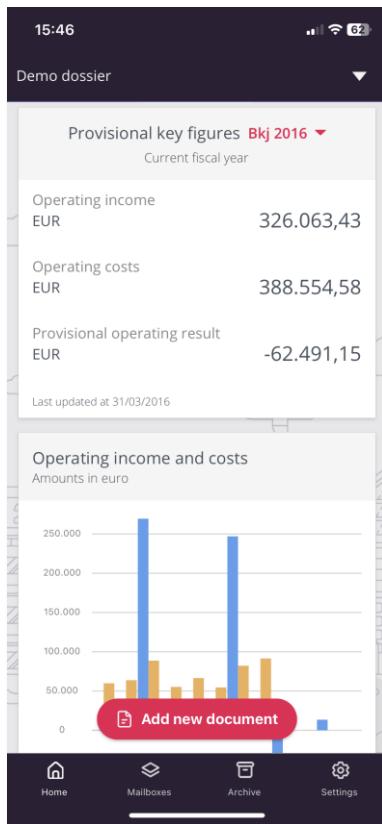
# Forwarding documents: mobile app

With the mobile app, you always have your portal in your pocket. You can, for instance, scan receipts and send them to mailboxes. Moreover, you can consult your dashboard, mailboxes and archive anywhere and anytime.

Logging in



Key figures & charts



Mailboxes

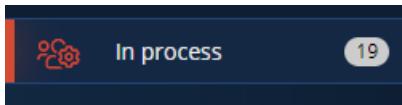
Demo dossier			
Purchase (7)	Sale (1)	Various (3)	Submit (10) In Pro
07/04 2023	Scan mobile 07/04/2023 09:55.pdf	0,00 EUR	In process
02/05 2023	Demo Meerdere paginas.pdf	3.025,00 EUR	In process
23/05 2023	Mobile scan 23/05/2023 09:07.pdf	5,00 EUR	Not paid
02/06 2023	Factuur carrefour.pdf CARREFOUR BELGIUM SA	605,00 EUR	Not paid
02/06 2023	[redacted]	175,45 EUR	Not paid
02/06 2023	[redacted]	20.345,00 EUR	Not paid
20/06 2023	93766175.pdf PARTENA - SECRETARIAT SOCIAL D'EMPLOYEURS - PARTENA - SOCIA/	-3.139,44 EUR	Not paid

Archive/Search

Demo dossier			
Purchase	Sale	Various	Permanent
Thursday 6 October 2016			
637 09/2016 ISABEL NV	2016225804	42,42 EUR	Not paid
Friday 2 September 2016	862 09/2015 OXFAM WERELDWINKEL	64,90 EUR	Not paid
Monday 11 July 2016	638 07/2016 APPLE DISTRIBUTION INT	476,00 EUR	Not paid
Thursday 30 June 2016	237 12/2015 AXA BELGIUM SA	4.305,42 EUR	Paid
Wednesday 15 June 2016	671 06/2016 [redacted]	175,45 EUR	Not paid
Friday 10 June 2016	661 05/2016 DIVERSEN	10,30 EUR	Not paid
The total sum is 2045	666 05/2016 SODEXO	1.552,09 EUR	Not paid

# Forwarding documents: mailbox “In process”

Consulting documents you sent to your accountant and which are in process.



Alle invoices sent to the accountant are visible in the “In process” mailbox



✉ Digital mailbox: In process

Purchase invoices (8)		Sales invoices (11)						
Document name	Supplier	Total	Forwarded on	Source	#	Handled	Status	Actions
180505_printabout_invoice.pdf	Printabout N.v.	484,00	30/10/2019	Upload	1	<input checked="" type="checkbox"/>	Validated	
telenet-invoice-180530.pdf	Telenet Bvba	3.811,50	30/10/2019	Upload	1	<input checked="" type="checkbox"/>	Validated	
95451471948-12.pdf	Brico Belgium Sa	1.500,00	13/11/2019	Upload	2	<input type="checkbox"/>	Validated	
nmbs_799067575.pdf	INDICATOR	55,50	06/12/2019	Upload	1	<input checked="" type="checkbox"/>	Validated	
livestorm_invoice_1mbDWfyRLpdwZ2DWS.pdf	Clearfacts Bvba	0,00	21/01/2020	Upload	1	<input checked="" type="checkbox"/>	Validated	
024188310.PDF	Belfius Banque Nv	14.064,00	06/02/2020	Upload	4	<input checked="" type="checkbox"/>	In process	

A few actions can still be performed on the documents ( download, delete, add a comment, etc.)



When the file manager has processed the documents, they will disappear from the “In process” mailbox and the invoices will be taken into account in the figures of the dashboard and reports. From then on, the invoices can be viewed in the archive.



Bookkeeping updated until:  
14/08/2019  
Financial ledgers updated until:  
22/05/2018 ⓘ

After processing, the figures can (at a later stage) still be validated and possibly corrected by your office. Always take account of the “updated until” dates when interpreting your figures.

# Sending documents to your accountant

## Important notes and tips



- Documents are best **scanned** with a **resolution of 300dpi** in PDF format (scanner settings).
- **Split your document** before forwarding it.
- When an **email** is forwarded to a digital mailbox **without a PDF attachment**, the email (HTML) itself is converted to a PDF document and prepared in the relevant mailbox.
- **Photos can be forwarded** via email in jpg format. These will be **converted to PDF documents** for further processing.
- Once the **unique email addresses** have been entered in your email program, they remain available for sending documents via email.
- For all accounting documents that cannot be processed as a purchase or sales invoice, the **Various documents** mailbox can be used. (Examples: bank statements, insurance documents, contracts, statements of expenditure, etc.)



# Access to your accounting

## Access to your accounting

- Dashboard with key figures
- Button bar
- Reports
- Archive
- History
- Financial

# Access to your accounting: button bar

## The button bar gives you access to your accounting

The **Archive** enables all the documents that have been processed in your accounts to be viewed and searched online

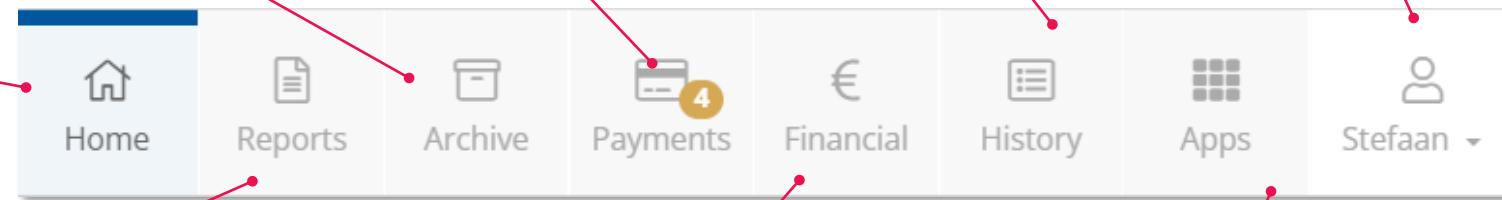
The **Home button** takes you back to the Dashboard with the key figures and evolutions

With **Reports**, a number of standard reports can be generated online based on the most recent data from your accounting

Read all about **Payments** in the next chapter

This button takes you to the **History** of your customers, suppliers and ledger accounts

See "Personal settings"



Optionally, the portal can be expanded to include an overview of your financial transactions, a payment module, etc

Links and websites the accountant has selected for you



**Note:** You may not see all of these symbols on your portal. If this is the case, not all of these modules have been activated for you. Your accountant can give you more information about it.

# Access to your accounting: dashboard with key figures



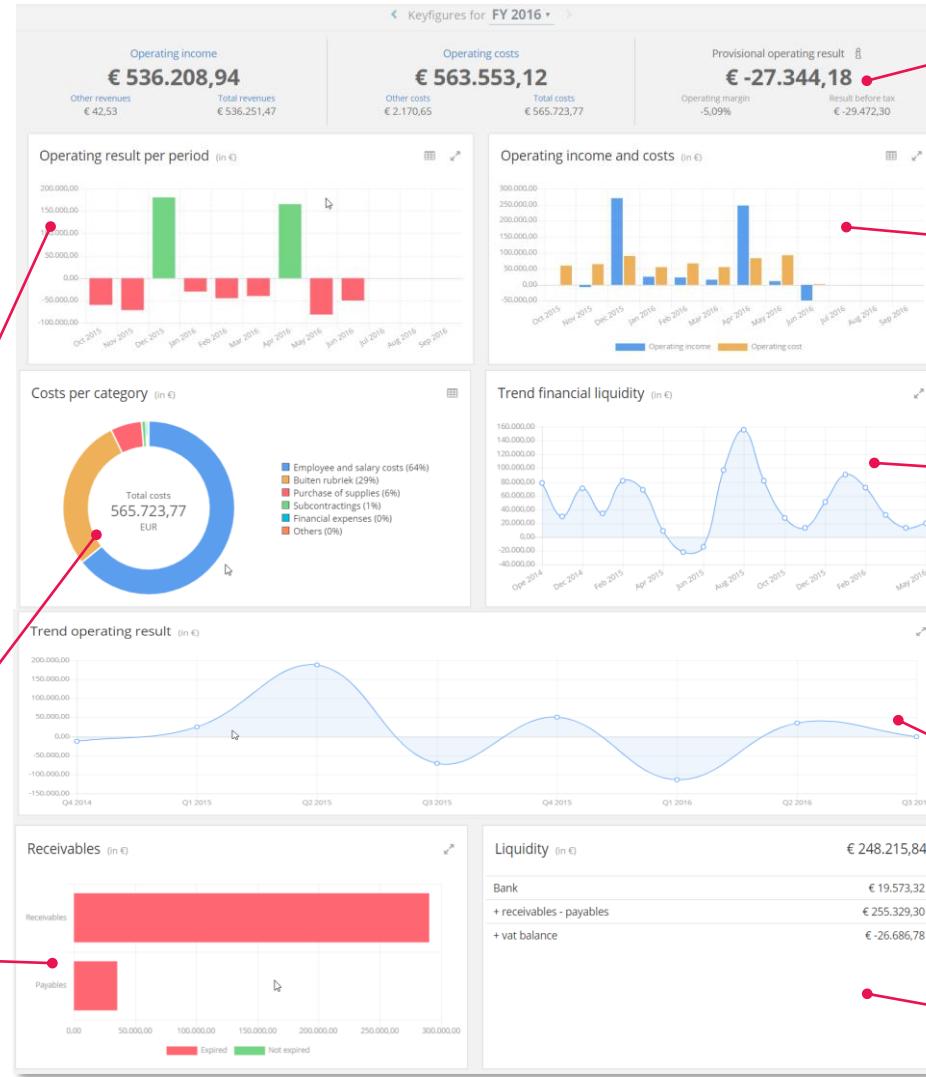
Boekhouding bijgewerkt tot:  
14/08/2019  
Financiële dagboeken bijgewerkt tot:  
22/05/2018 ⓘ

These dates indicate when the accounting and financial ledgers were last updated

**Operating result per accounting period:**  
This graph shows the **difference** between operating income (revenue accounts 70-74) and the costs incurred (expense accounts 60-64) per accounting period

**Costs per category:** the accountant assigns main headings to all costs incurred (Entries in the expense account 60-66).  
The graph shows the costs per main heading in the accounting year selected.

**Receivables and payables:** Receivables are the outstanding sales invoices, Payables are the outstanding supplier invoices



**Indicators:** Your company's key figures are shown for the financial year selected (operating income, operating costs, provisional operating result)

**Operating income and costs:** This graph shows the operating income (income account 70-74) and the operating costs incurred (expense account 60-64) per accounting period

**Trend financial liquidity:** This graph shows the development per accounting period. This includes the bank balance with credit institutions, post cheque and any cash accounts (class 5 account system, cash and cash equivalents, accounts 55-57)

**Trend operating result:** Gives the operating result (revenue accounts 70-76) – the costs incurred (expense accounts 60-66) over the last quarters or years.

**Liquidity:** The 'Liquidity' key figure represents the resources (in Euro) that are immediately available or can be made available in the short term within the company.

# Access to your accounting: reports

“Reports” offers several standard reports.

You can generate them using the most recent data from your accounting.

The screenshot shows a sidebar with various reporting options: Aging balance customers, Aging balance suppliers, Top 10 customers, Top 10 suppliers, Operational performance, Profit and Loss statement (which is selected and highlighted in blue), and Balance sheet. The main area displays a "Description" of the selected report, stating it provides a summary of revenues and expenses for the selected fiscal year up to and including the selected accounting period. It also includes a "Generate report" section with dropdowns for Financial year (Bkj 2016), Booking period (09/2017), and Format (Pdf), along with a "Generate" button.

Select the required report in the left column

Profit and Loss statement			
Bookkeeping updated until: 31/03/2019			
Real Estate Services			
Parameter: Financial Year Bkj 2016 up to 201709   Reference Financial Year: null			
	Bkj 2016 (€)	null (€)	
• Turnover	70	32,183.70	0.00
• Supplies and goods	60	55,287.05-	0.00
<b>Gross result</b>	<b>70-60</b>	<b>23,103.35-</b>	<b>0.00</b>
• Other operating income	71/74	0.00	0.00
• Services and miscellaneous goods	61	8,417.85-	0.00
• Remuneration, social security charges and	62	0.00	0.00
• Depreciation and write-offs	63	0.00	0.00
• Other operating expenses	64	658.01-	0.00
<b>Operating profit (EBIT)</b>	<b>32,179.21-</b>	<b>0.00</b>	
• Financial income	75	0.01	0.00
• Extraordinary income	76	0.00	0.00
• Financial expenses	65	509.39-	0.00
• Exceptional expenses	66	0.00	0.00
<b>Profit for the year before tax</b>			
• Profit for the year before tax			
• Loss for the year before tax		<b>32,688.59-</b>	
• Taxes on the result (+/-)	77-67	2,807.41-	0.00
<b>Result of the financial year</b>			
• Profit of the financial year			
• Loss of the financial year		<b>35,496.00-</b>	

Click **Generate**. The report will be created in excel or pdf.



Note: the data used to create the reports always depend on correct and complete synchronisation with your accounting. The reports are therefore only intended for internal use; for official purposes, you should always contact your accountant.

# Access to your accounting: archive

In “Archive” you will find all invoices and documents present in your digital accounting.

The screenshot shows the 'Purchase invoices' tab selected in the top navigation bar. Below it is a search and filter section with fields for 'Text on invoice', 'Category', 'Journal', 'Financial year', 'Document number', 'Invoice number', 'Credit note', 'Subcategory', 'Paid', 'Booking period', 'Invoice date from', 'Due date from', 'Processing date from', 'Amount from', 'Supplier', 'Tags', 'Handled', and 'to' (repeated three times). At the bottom of this section are buttons for 'Filter', 'Export', 'Download', and 'Reset'. A red arrow points from the 'Download' button to the text 'When you have applied the filter, you can download documents from the list or export data.' In the main area, there is a table listing invoices with columns: Invoice date, Document, Booking period, Invoice number, Supplier, Total incl. vat (€), Due date, Paid, Handled, and Actions. The table contains 11 rows of data. A red arrow also points from the 'Download' button to the 'Actions' column in the table.

Invoice date	Document	Booking period	Invoice number	Supplier	Total incl. vat (€)	Due date	Paid	Handled	Actions
06/10/2016	CFAAN-637	09/2016	2016225804	Autelis Srl	42,42	06/10/2016	In process	<input checked="" type="checkbox"/>	
02/09/2016	CFAAN-862	09/2015	-	Autelis Srl	64,90	02/09/2016	In process	<input type="checkbox"/>	
11/07/2016	CFAAN-638	07/2016	95068	Autelis Srl	476,00	11/07/2016	In process	<input checked="" type="checkbox"/>	
30/06/2016	CFAAN-237	12/2015	-	Autelis Srl	4.357,42	30/06/2016	Yes	<input type="checkbox"/>	
15/06/2016	CFAAN-671	06/2016	15010	Autelis Srl	175,45	15/06/2016	In process	<input type="checkbox"/>	
10/06/2016	CFAAN-661	05/2016	-	Autelis Srl	10,30	10/06/2016	In process	<input type="checkbox"/>	
10/06/2016	CFAAN-666	05/2016	019997703387	Autelis Srl	1.553,09	10/06/2016	In process	<input type="checkbox"/>	
09/06/2016	CFAAN-658	05/2016	-	Autelis Srl	28,50	09/06/2016	In process	<input type="checkbox"/>	
08/06/2016	CFAAN-659	05/2016	-	Autelis Srl	8,50	08/06/2016	In process	<input type="checkbox"/>	
07/06/2016	CFAAN-660	05/2016	-	Autelis Srl	12,00	07/06/2016	In process	<input type="checkbox"/>	

Total 2.735.050,95

By default, the Archive opens Purchase and Sales invoices with the **unfiltered** list of invoices sorted by **invoice date** (with the most recent invoice at the top). Selection filters can be set up to search each one separately or in combination with each other.

When you have applied the filter, you can download documents from the list or export data.

# Access to your accounting: history

In “History” you can see all individual transactions with suppliers (payables) or customers (receivables).

In “General ledger account history” you can consult transactions per individual account in your accounting.

Select the tab with the type of transaction you are looking for.

Totals		Total invoice amount (€)	Amount paid (€)	Balance (€)	
		49.089,37	13.682,78	35.406,59	
Detail view					
Counterparty	Date	Due date	Journal	Doc. nr.	Invoice amount (€)
499 Interim	30/05/2016	07/06/2016	CFAAN	636	139,00
Total					139,00
					0,00
					139,00

Find transactions by using the different filter options.

Only “Open” transactions are displayed by default. This can be changed to “all transactions” via the drop-down.

(for example, “open” means that no payment has yet been registered in the accounts for this invoice)

You can perform a number of actions for each transaction (open or download document, initiate payment) via the icons at the end of the lines

# Access to your accounting: financial

In “Financial” you get an overview of the financial transactions on accounts that are linked to your company and for which the accounting is shown in the portal.

If there are multiple accounts linked to your accounting, you can select the desired account here.

Several filter option are available to find transactions

The screenshot shows a user interface for managing financial transactions. On the left, a sidebar lists accounts with their total balance: BE21 (16.040,05 EUR) and BE24 (85.827,37 EUR). The main area is titled 'Selection of transactions' and contains a table of transaction history. The table has columns for Date, Status, Counterpart, IBAN, Remark, and Amount. The transactions are listed in chronological order from 06/12/2022 to 01/12/2022. The 'Status' column shows all entries as 'Processed'. The 'Amount' column uses red text for negative values and green text for positive values. Above the table are several filter input fields: Counterparty (text input), Date from (date input), Amount from (number input), Status (dropdown), Incoming/Outgoing (dropdown set to 'Select'), Date to (date input), Amount to (number input), and Selection (number input set to 20). Below the filter fields are buttons for 'Filter', 'Export', and 'Reset'.

Date	Status	Counterpart	IBAN	Remark	Amount
06/12/2022	Processed	BE21	IBAN BE21 0000 0000 0000 0000 00		-540,18 EUR
06/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-135,27 EUR
06/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-221,98 EUR
05/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		1.131,95 EUR
05/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		1.122,28 EUR
05/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		130,00 EUR
05/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-35,80 EUR
02/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-1.904,33 EUR
02/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-68,90 EUR
01/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		5.344,97 EUR
01/12/2022	Processed	BE24	IBAN BE24 0000 0000 0000 0000 00		-113,37 EUR



Pay and approve

## Pay and approve

- The invoice approval process
- The payment module
- The payment approval process

# Pay and approve : activate the invoice approval process

The invoice approval process is used to control the receptivity of invoices. This process allows you to create rules and appoint people who can decide whether or not the invoice can be approved and continue for further processing.

1. Only users with the “Administrator” profile can activate the approval process
2. In “Settings”, de Administrator can activate and configure the invoice approval process.

Approval process for invoices		Activate <input type="checkbox"/>	Create a new rule
Approval rules		Rule active?	Actions
Pieter Evenepoel; Supplier(s) PROXIMUS		<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
Matthijs braspenning; Supplier(s) COOLBLUE; Tag(s) gebouw b		<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
Patrick Schillemans; Tag(s) project A; Amount from: €100,00		<input checked="" type="checkbox"/>	<input type="button" value="edit"/> <input type="button" value="delete"/>
All invoices which are not approved based on any other rule must be approved by Benoit-PME Demo or Stefaan Fagot		<input type="checkbox"/>	<input type="button" value="edit"/>

3. After activation of the approval process, a first “standard” approval rule is immediately created to ensure every purchase invoice can be approved. All invoices that cannot be approved according to another rule, will have to be approved according to this “standard rule”.
4. You can create a new rule by clicking on the green “Create new rule” button. You will then see a menu where you can select one or more approvers and for which supplier(s) and tag(s) they can approve invoices. Multiple approvers can be selected for one invoice. Every active rule will be checked for every invoice. If this process is activated, it is impossible to send invoices directly to your accountant by using the “Auto-forward” function.
5. If you would like to modify a rule, click on the pencil under “Actions” to call up the same menu as the new rule, but with the rule entered that you wish to modify. This allows you to make and save the necessary changes to the rule.

# Pay and approve: approve or reject invoices

Once the approval process is activated, you can see the status of every invoice in the purchase mailbox and you can start approving or rejecting them.

Document name	Supplier	Total	Approval	Delivered on	Delivered by	#	Handled	Actions
Demo Factuur Antwerps Spor...	ANTWERPS SPORTP...	2.117,50	To be approved by me	12/12/2020 11:32	✉	1	<input type="checkbox"/>	
Proximus 7 oktober 2016.pdf	PROXIMUS	119,56	To be approved	14/12/2020 14:37	✉	5	<input checked="" type="checkbox"/>	
Resto bonneke - Zonder BTW ...	-	104,00	To be approved by me	14/12/2020 14:37	✉	1	<input type="checkbox"/>	
Proximus 5 maart 2018.pdf	PROXIMUS	184,99	Rejected	14/12/2020 14:37	✉	8	<input type="checkbox"/>	
nmbs_799067575.pdf	Or Nationale Maats...	55,50	To be approved by me	15/12/2020 10:57	✉	1	<input type="checkbox"/>	
invoice_A987897.pdf	Google Belgium Nv	242,00	Approved	15/12/2020 11:48	✉	1	<input type="checkbox"/>	
1753_001.pdf	-	-	To be approved by me	16/12/2020 09:24	✉	6	<input type="checkbox"/>	
De Meester test - 3/3.pdf	-	3.025,00	To be approved by me	16/12/2020 09:31	✉	2	<input checked="" type="checkbox"/>	
De Meester test - 2/3.pdf	-	2.117,50	To be approved by me	16/12/2020 09:31	✉	1	<input type="checkbox"/>	
De Meester test - 1/3.pdf	-	2.323,00	Approved	16/12/2020 09:31	✉	1	<input type="checkbox"/>	
Samenvoeg De Meester.pdf	Google Belgium Nv	1,11	To be approved by me	16/12/2020 09:36	✉	6	<input checked="" type="checkbox"/>	

To be approved by me

The invoice has to be approved by the logged in user.

To be approved

The invoice has to be approved by someone else.

Approved

The invoice has been approved and can be processed further and/or paid.

Rejected

The invoice was not approved and cannot be processed nor paid. Rejected invoices can only be opened and/or deleted.

- The “Filter” button at the top allows you to filter by approval status. If you select “To be approved by me”, extra buttons are displayed to “Approve” or “Reject” selected invoices.
- By clicking on the status in the mailbox, you can approve or reject invoices in the document preview. Approved invoices can be sent from there.

# Pay and approve: the payment module

After activating the payment module, the “Payments” button appears in the button bar. You can prepare payments for execution and processing in various places in the platform where you find the bank card symbol.

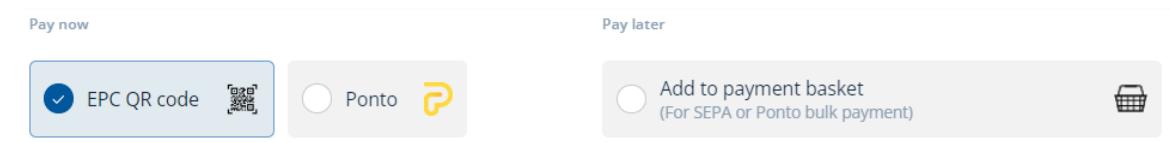
The screenshot shows the platform's user interface with a navigation bar at the top containing 'Home', 'Reports', 'Archive', and 'Payments' (which is highlighted with a red box). Below the navigation bar are four examples of where the 'Payments' button is used:

- In the purchase mailbox:** A table showing documents from suppliers like 'Fiscal Team Sa' and 'Total Belgium Sa'. A red arrow points from the 'Actions' column to the 'Payments' button in the top navigation bar.
- In the archive:** A table showing invoices from 2016. A red arrow points from the 'Actions' column to the 'Payments' button in the top navigation bar.
- In the mailbox “In process”:** A table showing validated documents from 'Printabout N.v.', 'Telenet Bvba', 'Brico Belgium Sa', and 'INDICATOR'. A red arrow points from the 'Actions' column to the 'Payments' button in the top navigation bar.
- In “History”:** A table showing a payment history entry for 'Total Belgium Sa' with details like date, journal, and amount. A red arrow points from the 'Actions' column to the 'Payments' button in the top navigation bar.

- The payment procedure is initiated by clicking on the bank card symbol
- The payment module is opened and you have different payment options :

Pay now: EPC QR Code or Ponto

Pay later: Add to payment basket (for SEPA)

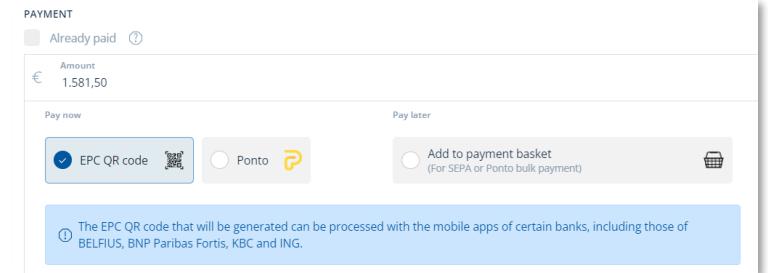


# Pay and approve: prepare SEPA payments

**SEPA = Single Euro Payments Area. SEPA enables everyone in Europe to pay in EURO with standardised payment files.**  
**The payment module uses these standards and creates XML files with the payments you prepared.**

## Step 1: Initiate payments

1. Clicking on the payment icon in **Actions** opens a **payment form** with a **preview** of the invoice (left) and the available payment details (right)
2. Verify these data:
  - Amount
  - Account from
  - Date of execution
  - Counterparty: Name and “Account to”
  - Notification: None, unstructured or structured
3. Once all this information has been entered correctly, select “Add to **payment basket**” and click “Approve”

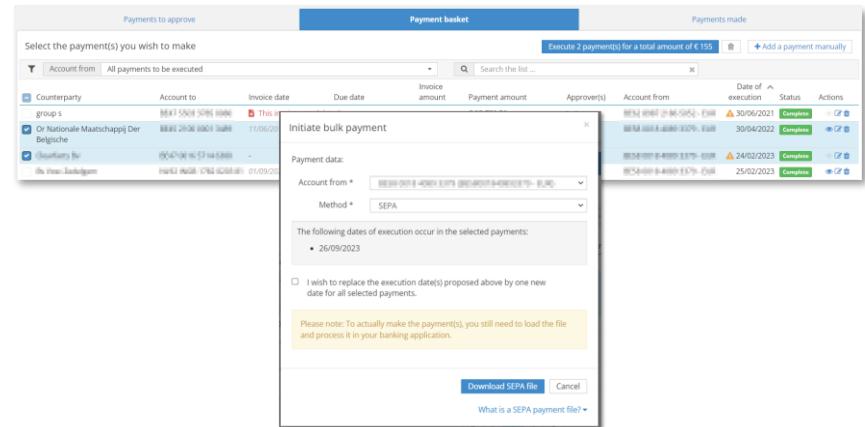


The screenshot shows a payment form with the following details:

- PAYMENT**: Already paid (radio button selected).
  - Amount**: € 1.581,50
  - Pay now**: Buttons for "EPC QR code" (selected), "Ponto", and "Pay later".
  - Add to payment basket**: Option to add to payment basket for SEPA or Ponto bulk payment.
- Note**: A note at the bottom states: "The EPC QR code that will be generated can be processed with the mobile apps of certain banks, including those of BELFIUS, BNP Paribas Fortis, KBC and ING."

## Step 2: Create a SEPA file

1. Once the payment is approved, it goes to the “**Payment basket**” in the **Payments** menu
2. To create a SEPA file, **check one or more** payments in this list and click on the “Execute (x) payment(s) for a total of € (sum of the payments)”
3. You will then see a final menu where **you can still change some details** of the payment(s) :
  - **Account from**: Only one Account can be selected per SEPA file. You can modify this here
  - **Date of execution**: Here you have the opportunity to match the execution date of the different payments. Different execution dates are otherwise respected.
4. Finally, click on “Download SEPA file” to generate and download an XML file . This can then be **uploaded and processed using your bank’s online application**.
5. The payments that were included in the file can then be found in the “**Payments made**” tab.



The screenshot shows the “Payments made” interface with the following details:

- Payments to approve**: Tab showing “Select the payment(s) you wish to make”.
- Payment basket**: Tab showing “Execute 2 payment(s) for a total amount of € 1500”.
- Initiate bulk payment**: Sub-menu for selecting payment data.
  - Payment data:** Account from (dropdown), Method (dropdown: SEPA).
  - The following dates of execution occur in the selected payments:** 26/09/2023.
  - I wish to replace the execution date(s) proposed above by one new date for all selected payments.** (checkbox)
  - Note:** “Please note: To actually make the payment(s), you still need to load the file and process it in your banking application.”
- Download SEPA file**: Button to download the XML file.

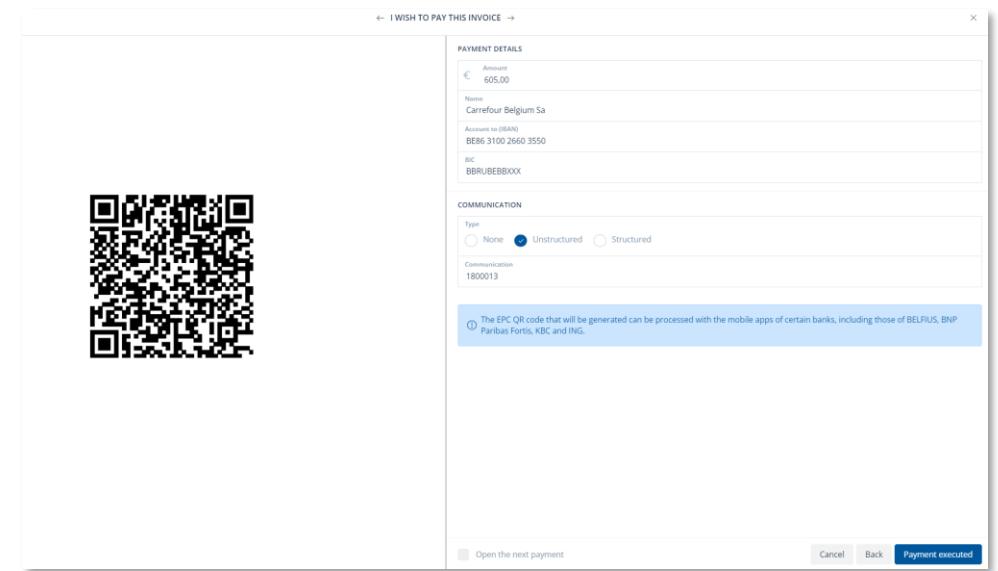
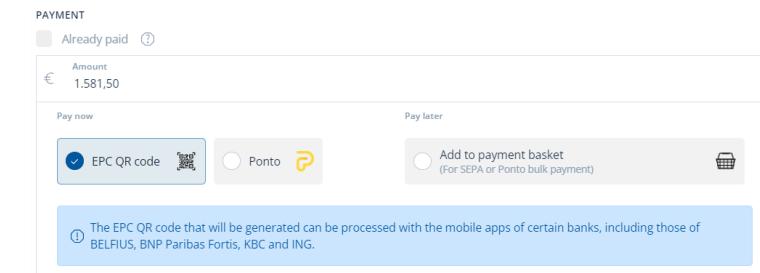
# Pay and approve: prepare EPC QR payments

EPC QR = European Payments Council Quick Response Code, a QR code you can scan with your smartphone to pay invoices. You don't have to export or import files, but you can only pay one invoice at a time.

1. Start the procedure by clicking on the payment icon 
2. Select the EPC QR method by clicking the **QR code**
3. Review all data
4. Click on “Create EPC QR Code”. The QR code appears in the left part of the screen
5. Scan the QR code with your mobile application
6. When the payment is done, click on “Payment executed”
7. The payment goes directly to “Payments made” in the payments menu.



Using the EPC QR code is a payment option that only applies to mobile apps of Belfius, BNP Paribas Fortis, KBC banks (for the time being).



# Pay and approve: preparing payments

## Important notes and tips for payments



- Invoices for which the payment **has been made** (e.g. via the EPC QR code) or invoices **for which payment has been prepared for execution** (via SEPA) will receive a **clear** indication in the portal that a payment has been initiated for the relevant invoice:
  - The payment icon is **coloured red** with the accompanying message that the payment is being processed

Source	#	Handled	Actions
Upload	11	<input checked="" type="checkbox"/>	...
Upload The payment of this invoice is already being processed			

- If the payment form has been completed to make the payment, the '**Handled**' checkbox is also checked for the relevant invoice:

Source	#	Handled	Actions
Upload	11	<input checked="" type="checkbox"/>	...
Upload I check this invoice when it's handled internally and/or paid			

### Specific to SEPA payments:

- In most banking applications, approval is required via the execution date or memo date. It may therefore be desirable to schedule as many payments as possible for the same execution date
- Payment proposals for which the **execution date** = '**Today**' will have the current calendar day entered at the time the SEPA file is created. Payment proposals for which the **execution date was in the past** are also returned to the **current calendar day**.
- All payment files created using the Payment module are **saved in your portal**. These can always be found under the Executed payments tab, via the "**SEPA orders executed**" tab:

Payments to be made	Payments made
	<b>SEPA orders executed</b>

# Pay and approve: payment approval process

The payment approval process allows purchase invoices to be paid only if they have been approved by an authorised person (a portal user).

## Part 1 – Activating and configuring the approval process

1. Activating the approval process is only possible for users who have an ‘Administrator’ access profile
2. Via “Setting” > “Pay and approve” an administrator can activate and configure the payment approval process:

Payment approval process (beta)		Activate <input type="checkbox"/>	Create a new rule
Approval rules		Rule active?	Actions
Pieter Evenepoel	can give unlimited approval	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>
Jones Collewest	can approve up to €15.000,00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

3. You can create a new rule by clicking on the green “Create new rule” button. You will then see a menu where you can indicate the user(s), as well as the amount that each user may approve. If desired, multiple persons can also be added to a specific line. In that case, all of these persons will have to give their approval for the payment.
4. If you would like to modify a rule, click on the pencil under “Actions” to call up the same menu as the new rule, but with the rule entered that you wish to modify. This allows you to make and save the necessary changes to the rule.



As long as there are payments to be approved, it is impossible to deactivate the approval process

# Pay and approve: payment approval process

Payments you or your colleague have to approve can be found under the tab “Payments to approve”.

## Part 2 – Using the approval process

- Once the approval process is activated in your portal, you then have to choose an approval rule at the bottom when initiating a SEPA payment
- When the approval rule has been selected, you can click on the blue “request approval” button at the bottom
- A third tab then appears in the “Payments” menu: **“payments to approve”**, in addition to “payments to be made” and “payments made”.  
This tab shows at the top any payments yet to be approved by you and at the bottom the payments that may have to be approved by other employees. Once a payment has been approved by the authorised person(s), you can find it in the "payments to be made" tab.



If someone initiates a payment with sufficient approval rights, the “payment for approval” step is skipped..

The screenshot shows a payment initiation screen and a subsequent approval and monitoring interface.

**Initiation Screen:** A small window titled "QUE" displays a breakdown of a payment amount in EUR, showing BTW percentages and amounts, and the total amount including BTW.

**Approval Interface:** This part of the interface includes:

- Type:** Radio buttons for None (selected), Unstructured, and Structured.
- Communication:** Reference number IN-14136.
- APPROVAL:** A dropdown menu labeled "Select an approval rule". Below it, two options are shown:
  - Ilse Opdebeeck, Els Rutten can approve up to €10.000,00
  - Ilse Opdebeeck can give unlimited approval

**Payments Tab:** A main dashboard with three tabs: "Payments to approve", "Payments to be made", and "Payments made".

- Payments to approve:** Shows "Payments I still have to approve". It includes a search bar and a table with columns: Counterparty, Account to, Invoice date, Due date, Invoice amount, Payment amount, Approver(s), Account from, Date of execution, Status, and Actions. A message "No payments" is displayed.
- Payments to be made:** Shows "Payments still to be approved by a colleague". It includes a search bar and a table with columns: Counterparty, Account to, Invoice date, Due date, Invoice amount, Payment amount, Approver(s), Account from, Date of execution, Status, and Actions. One entry is listed: "Total Belgium Sa" with details: BE25 7785 9479 7082, 31/05/2019, 10/06/2019, € 89,02, € 89,02, Ilse Opdebeeck, Els Rutten, - account, Today, and a "Complete" button.

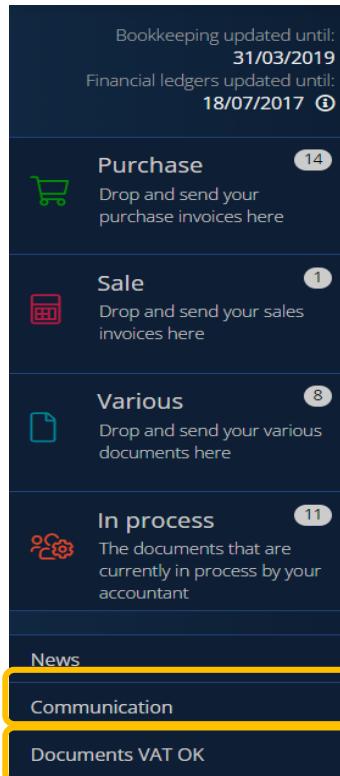


# Communication Module

# The communication module

The communication module enables smooth communication with your accountant.

Via “Documents VAT OK” you can inform your accountant you sent him all the required documents for the VAT period.



## 1. Start a conversation

- Click on **communication** and then on **Start a conversation**.
- Make the following decisions:
  - Who can watch/read (who will see the messages?)
  - Topic and message
  - Attach file
  - Click on **Send**

**Start a conversation**

## 2. Follow active conversations

- From the counter in the “Communication” menu bar, you can see how many conversations are active or open. *(This only concerns the conversations in relation to which a (read) action is expected from you)*

## 3. End a conversation

- A conversation that you started yourself can also be ended using the ‘End conversation’ button. These conversations **remain available** and are archived under **Closed or All**.



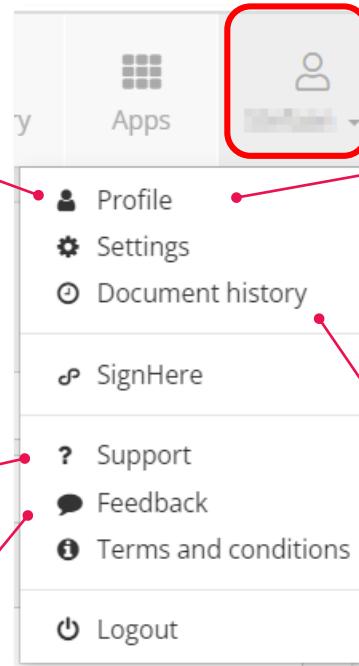
# Personal settings

# Personal settings

You can find your personal settings behind the button with your name

- Change password
- Change language
- Connect to Dropbox

## Profile:



## Settings:

- Unique email addresses for your company
- Name and email address of your file manager
- List of users having access to your company portal
- Setting for the payment module, invoice and payment approvals

- Instruction videos
- Frequently Asked Questions (FAQ)
- Quick Start

## ? Support

Possibility to report problems or give suggestions for improvement regarding the application

## Feedback:

## Document history:

- All documents added to the portal
- List arranged chronologically according to time of import (= processed on)
- You can search again for certain documents selectively via the filters at the top
- Columns:
  - **Source:** this is reported via what channel the document was imported ('mail' is used for all external import channels using the unique email addresses)
  - **Status:** indicates what stage the document is at.

**Good luck!**