Aqoola Workflow for Microsoft Dynamics 365 Business Central

User's Guide

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1 INTRODUCTION

This document describes the use of the Aqoola Workflow for Microsoft Dynamics 365 Business Central solution. It outlines the key procedures that the users can perform in the solution.

The document is intended for users working with purchase documents in the Microsoft Dynamics 365 Business Central.

1.1 Aqoola Workflow for Microsoft Dynamics 365 Business Central Overview

Aqoola Workflow for Microsoft Dynamics 365 Business Central is an extension product that offers the facilities to register incoming invoices from vendors using the Microsoft SharePoint-based web interface, carry them through the company's approval hierarchy, process the documents to update respective data in the Dynamics 365 Business Central database, and archive the documents to provide for historical trail.

The functionality of Aqoola Workflow for Dynamics 365 Business Central includes the following procedures:

- Import of various records and entities to a standalone Aqoola Workflow database from Dynamics 365 Business Central.
- Registration of inbound purchase documents using the web interface connected to the Aqoola Workflow database.
- Import and processing of purchase documents (purchase orders, expense invoices, and purchase credit memos) registered and approved through the web interface to Dynamics 365 Business Central.

1.2 Terminology List

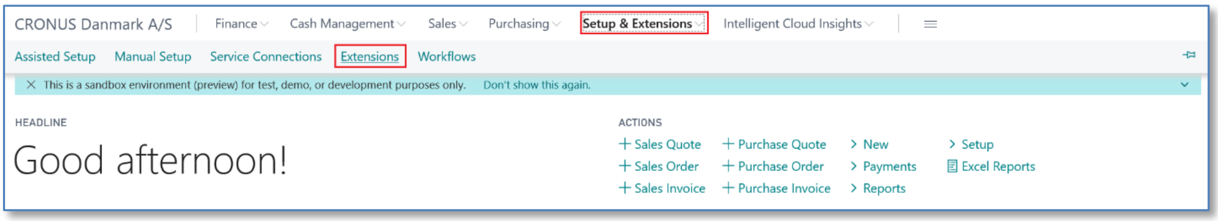
Term	Definition
Aqoola Workflow web interface	A Microsoft SharePoint services-based portal with document registration, approval, and archiving functionality. It connects to the Aqoola Workflow database.
Aqoola Workflow database	An SQL Server database that stores the information exported from Microsoft Dynamics 365 Business Central and documents registered by the Aqoola Workflow web interface users, serving as an intermediary storage of data for the two systems.
Expense invoice	A financial request from a vendor to covers certain expenses according to the agreed terms. In Aqoola Workflow, expense invoice is a type of inbound document that must be registered, sent for approval, and exported to Dynamics 365 Business Central. In Dynamics 365 Business Central, expense invoices are processed to create the appropriate purchase invoice documents.

1.3 Configuration Guide

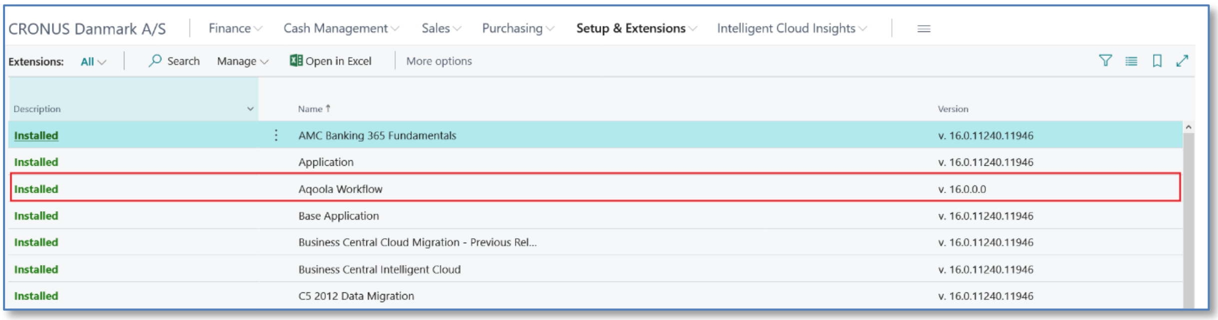
1. Go to https://appsource.microsoft.com/ and download, install Aqoola extension.

2. Verify that extension is installed in Microsoft Dynamics 365 Business Central:

    a. Open Extension Management page. Use search pane or open from - BC start/landing page -> Setup & Extensions -> Extensions

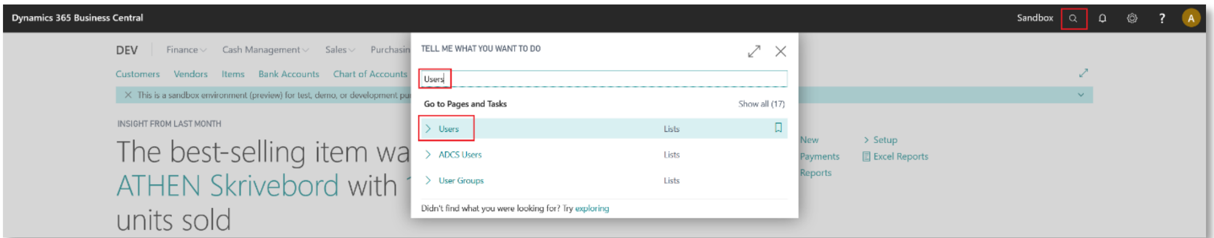


    b. Find “Aqoola Workflow” extension in the list and make sure its “Description” is “Installed”

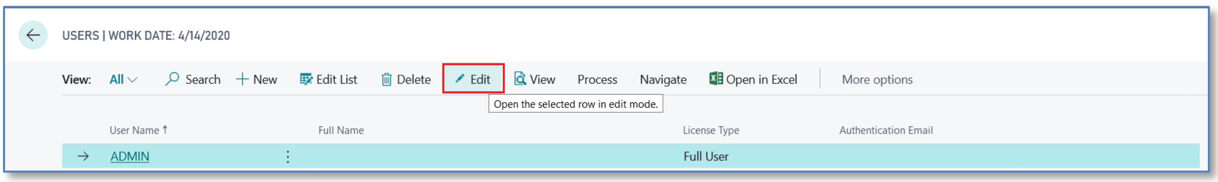


3. Generate a web service access key for a Dynamics 365 Business Central user that will be used by Aqoola web application when connecting to Dynamics 365 Business Central

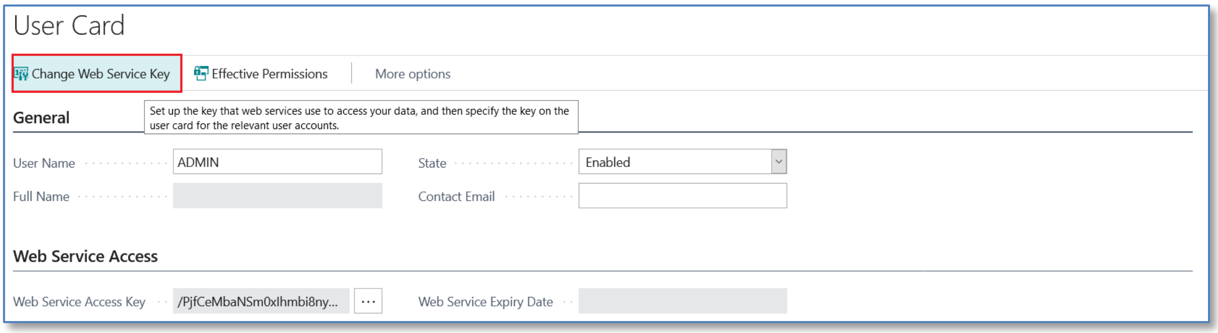
    a. Open Users page using search page



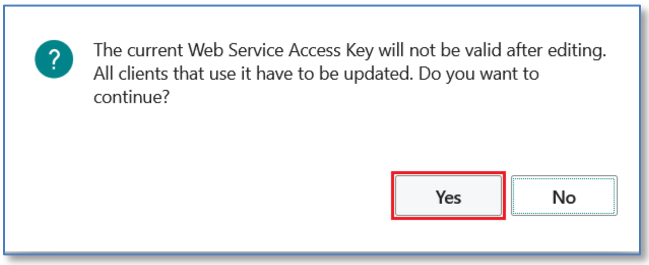
    b. Select the corresponding user (i.e. ADMIN) and open it for editing, by clicking on ‘Edit’ action.



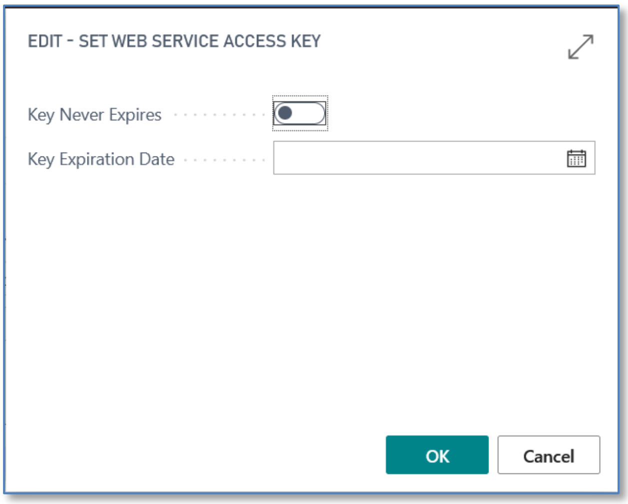
    c. Click on ‘Change Web Service Key’ action



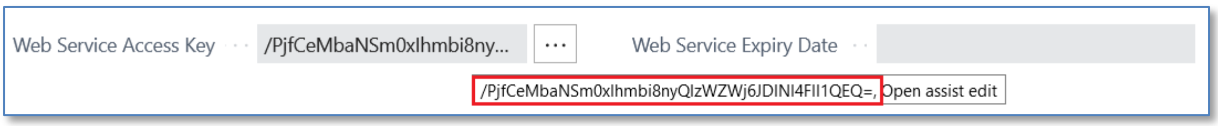
d. Press ‘Yes’ in the shown confirmation dialog



e. Set ‘Key Never Expires’ parameter to FALSE, clear ‘Key Expiration Date’ and press OK.

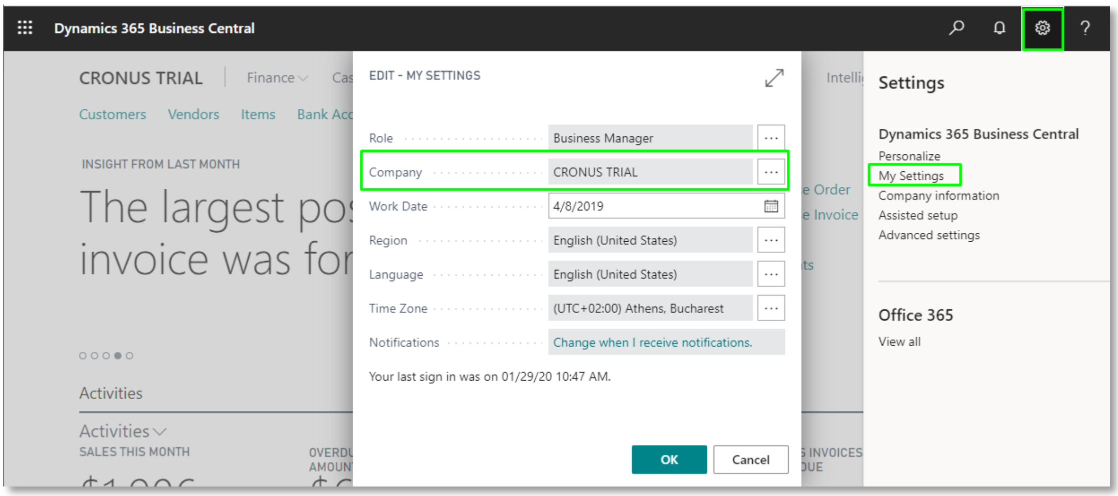


f. Save the generated access key. Mouseover (do not copy or select the field value) the field value, wait for the tooltip to popup and copy the access key value from it.

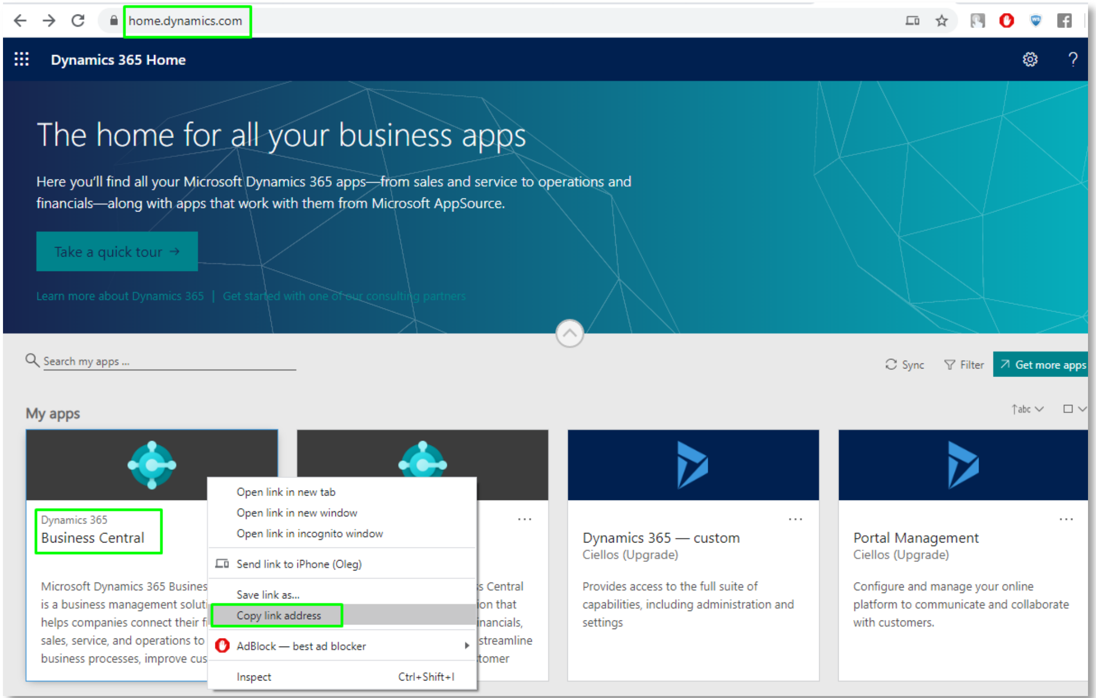


4. Send the generated web access key, User Name, Company/Companies Name (need to decide on how many companies Aqoola Workflow web interface will be implemented and used in Microsoft Dynamics 365 Business Central) and Tenant ID to service@aqoola.com and wait for a confirmation email that Aqoola Workflow integration is completed. Check next table, if you do not know how to find any of the object that should be sent

<table>
<tr><th>No.</th><th>Name</th><th>How to get</th></tr>
<tr><td>1</td><td>Access Key</td><td>Check Configuration Guide, point 3.</td></tr>
<tr><td>2</td><td>User Name</td><td>This is User Name from what Access Key should be generated.
Check Configuration Guide, point 3.</td></tr>
<tr><td>3</td><td>Company or Companies Name</td><td>Open Microsoft Dynamics 365 Business Central -> push Settings -> My Settings -> Company -> choose those companies where Aqoola Workflow web interface will be implemented.



</td></tr>
<tr><td>4</td><td>Tennant ID</td><td>Open https://home.dynamics.com/ -> log in using O365 account ->choose but do not click on the corresponding Microsoft Dynamics 365 Business Central environment where Aqoola Workflow web interface will be implemented ->copy link address using right-click.

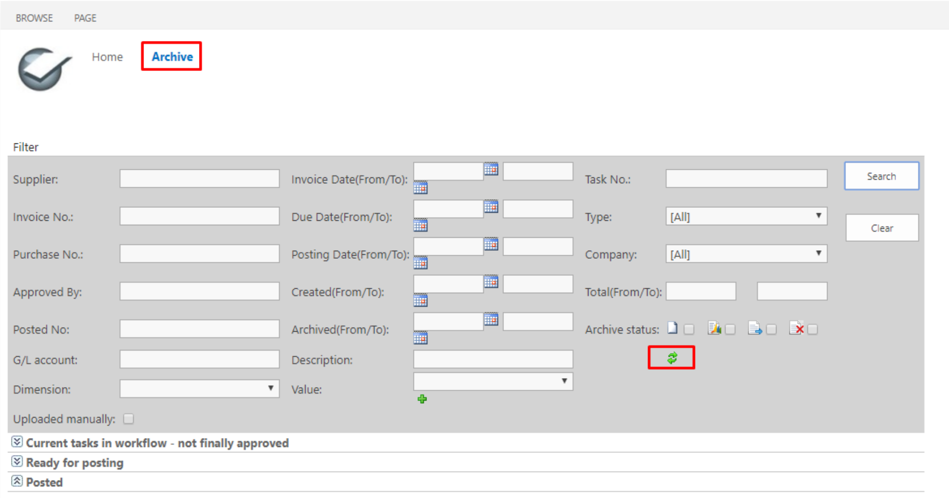


</td></tr>
</table>

2 EXPORTING DATA TO AQOOLA WORKFLOW

Before registering any inbound documents through the Aqoola Workflow web interface, you must ensure that the appropriate Microsoft Dynamics 365 Business Central records are available for selection on the web interface. This is done by importing data to the Aqoola Workflow database. Now, it is done automatically every 15 minutes or could be done manually from Aqoola Workflow web interface by pressing appropriate button in the Archive section of the web interface.

FIGURE 1: MANUAL IMPORT FROM ARCHIVE



The following types of records are imported to the Aqoola Workflow database:

- Vendors
- Dimension values
- Default dimensions and dimension combinations
- Items
- Currencies
- VAT Posting Setup
- VAT business posting groups
- VAT product posting groups
- Purchase orders with corresponding header and line dimensions
- Posted purchase receipts
- Payment terms
- G/L accounts
- Fixed assets
- Units of measure
- Companies
- Vendor bank accounts

Note

Blocked items, vendors, G/L accounts, and dimensions are not exported.

3 WORKING WITH DOCUMENTS IN AQOOLA WORKFLOW

The Aqoola Workflow web interface is intended for carrying the purchase documents through the company's approval hierarchy, where the registering users (for example, accountants) enter information from inbound invoices in various digital formats into the system and send the resulting documents to the approver (for example, a purchase manager). The latter must sign off each document before it comes into effect and is transferred to Microsoft Dynamics 365 Business Central for posting.

Note

The Aqoola Workflow web interface allows for establishing a multilevel approval hierarchy, where an employee registered as a user can be an approver and still have a superior approver to whom he or she must send the documents after processing them.

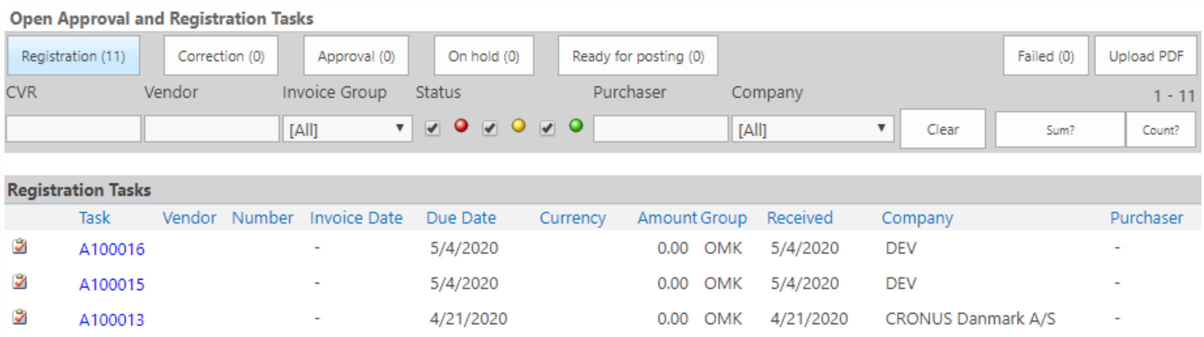
3.1 Registration

When an inbound document is received from a vendor, a registration task is created for it on the Aqoola Workflow web interface. The list of tasks is available under **Registration** to all employees with access to the web interface.

Note

Number of tasks shown on a single page is 25. Total number of tasks can be calculated when clicking on **Count** button.

FIGURE 2: LISTS OF REGISTRATION TASKS

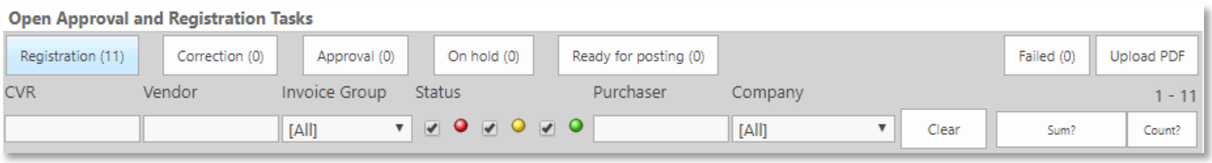


Each task is assigned a number according to the number series set up by the site administrator and assigned to the appropriate invoice group.

Note

If there are too many tasks listed, you can filter pane to show only tasks for documents of a specific invoice group, assigned to a specific user, or related to a specific Microsoft Dynamics 365 Business Central company.

FIGURE 3: FILTERING PANE



To open a registration task, click the task name or the **Edit** icon next to it.

The registration task is displayed in several panes:

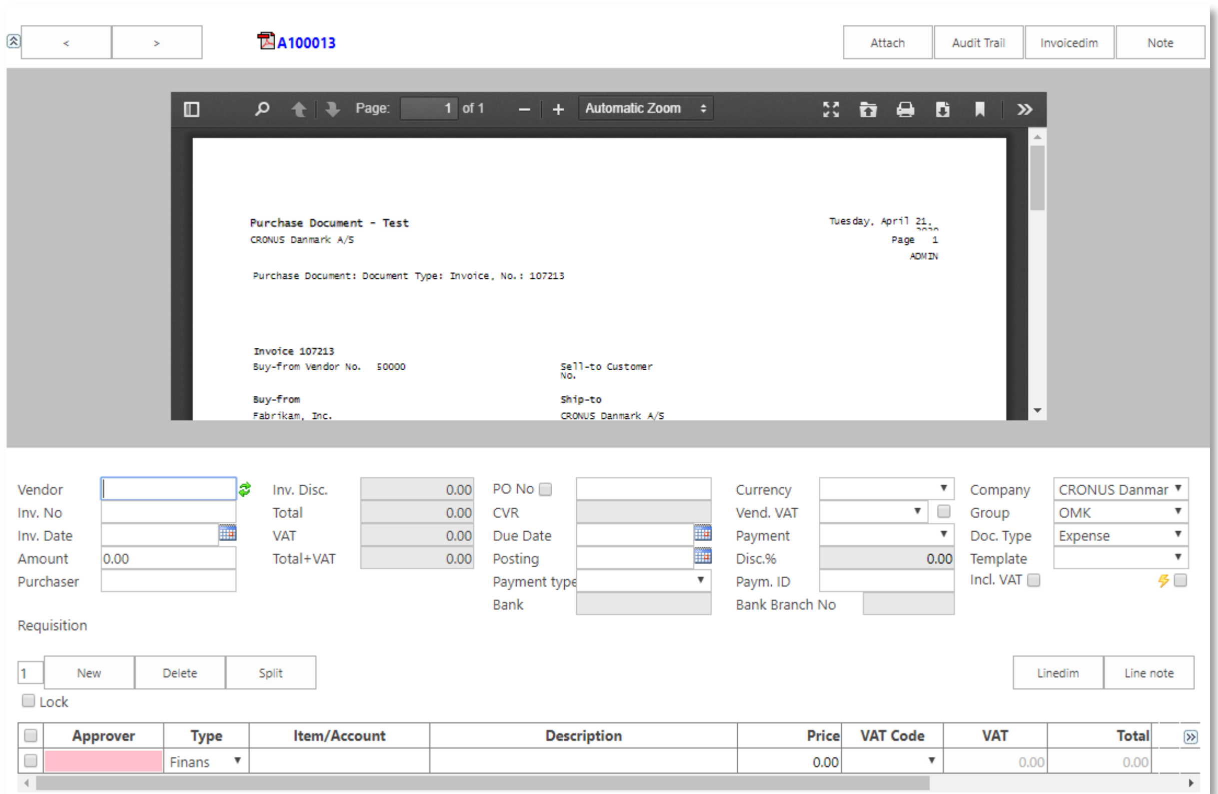
1. Document pane, where you can view the initial file for which the registration task was created.

Note

You can view the initial PDF or XML file in a new browser window by clicking the **Approval No.** link below the document pane.

2. Invoice header pane, where you enter the general invoice information, such as vendor number, invoice date, currency, and so on.
3. Invoice details pane that contains buttons for specifying dimensions for the invoice header and lines, serial numbers for items on invoice lines, and notes for the invoice lines.
4. Invoice lines pane, where you enter invoice lines and view total amounts for them.

FIGURE 4: SAMPLE REGISTRATION TASK



The information that you enter on the header and lines differs depending on the type of the document that you are registering.

Important

Before you fill in any fields, you must ensure that the document is an appropriate invoice that must be registered. If the document is erroneous (for example, not an invoice at all), click the **Remove** button on the bottom of the window and then click **OK** in the dialog box that appears to mark it as erroneous and remove it from the list of registration tasks.

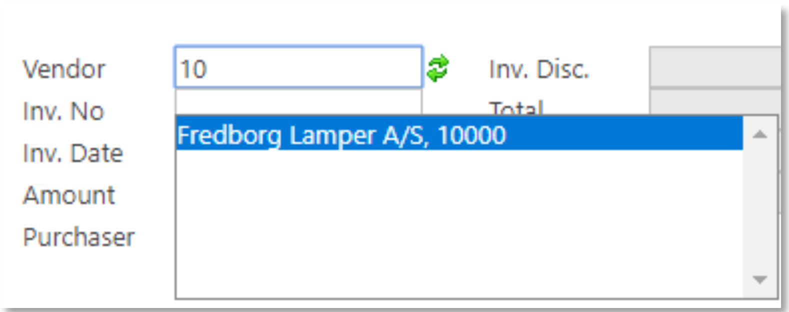
3.1.1 Filling in the Invoice Header

Invoice header consists of the fields that you need to fill in manually and those which are filled in automatically when you complete a certain field.

Note

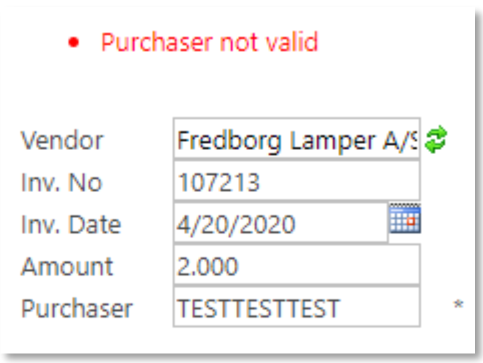
As you start typing the value in the fields like **Vendor**, **Purchase No.**, or **Purchaser**, a drop-down list appears, where you can select a value out of those available in the database.

FIGURE 5: DROP-DOWN LIST OF AVAILABLE VALUES



If you fill in a field incorrectly (for example, specify wrong Purchaser name), it is marked with an asterisk, and the appropriate error message is displayed on top of the invoice header pane.

FIGURE 6: A MARKED FIELD ERROR



Filling in the Purchase Order Header

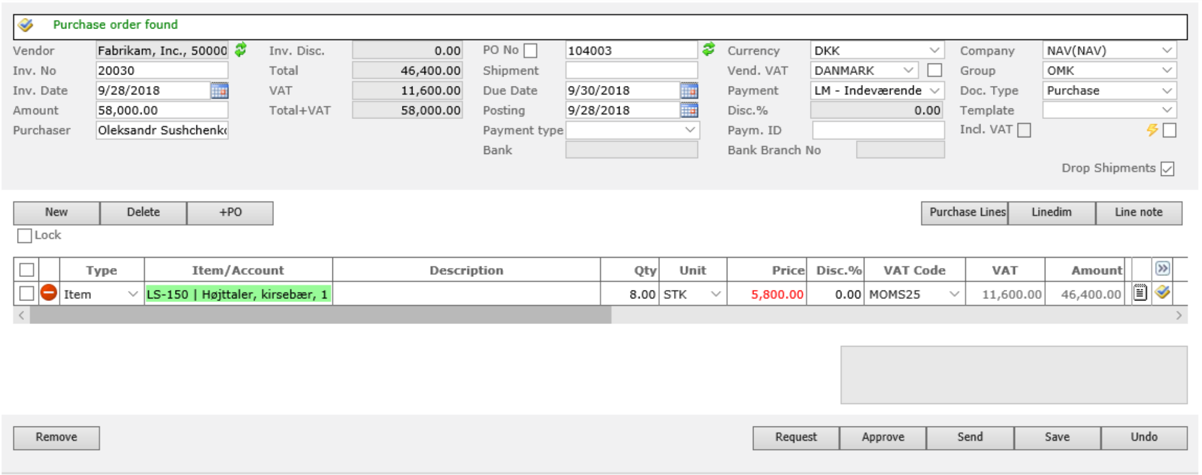
Due to the fact that inbound purchase orders are based on orders imported from Microsoft Dynamics 365 Business Central, the key fields on the purchase order header — **Vendor**, **Currency**, **Payment Code**, and so on —

are filled in automatically when you complete the **PO No.** field with the order number.

Note

Before you specify the purchase order number, verify that the company account and invoice group specified in the corresponding fields are as appropriate.
In case there is a purchase order with the number you specified in the **PO No.** field, the message will be displayed at the top of the invoice header pane that the purchase order with such number is found.

FIGURE 7: SAMPLE PURCHASE ORDER



To complete the purchase order header, you need to enter the following data from the inbound document to the appropriate fields on the header:

- **Inv. No.** — enter the number of the invoice
- **Inv. Date** — enter the date when the invoice was received.

Note

You can use any date formatting when entering the date, as long as it correlates with the regional and language settings in your operating system. For example, if the system date format is *MM-DD-YYYY*, you can enter *07/12/2010*, *07.12.2010*, *07-12*, or *07122010*.

- **Shipment** — enter the vendor's order number for the invoice, if applicable.
- **Posting/Due Date** — the value is calculated automatically based on the **Inv. Date** value that you specify, and the vendor's payment terms.
- **Disc.%** — this field shows the payment discount on the original purchase order. The value cannot be edited.
- **Payment ID** — enter the ID of the payment for the invoice, if applicable.

If necessary, you can assign the document to a different invoice group by selecting the appropriate value in the **Group** field.

Additionally, you can select the workflow template to be used for the document being registered in the **Template** field.

Filling in the Expense Invoice Header

Since an expense invoice is a standalone document, and no corresponding document exists in the Microsoft Dynamics 365 Business Central database, the information like **VAT Code** and **Payment Code** is retrieved when you fill in the **Vendor** field with the vendor number; most of the header fields must be completed manually with the appropriate values from the inbound document.

Note

Before you enter any information, verify that the company account and invoice group specified in the corresponding fields are as appropriate.

Fill in the fields on the invoice header as follows:

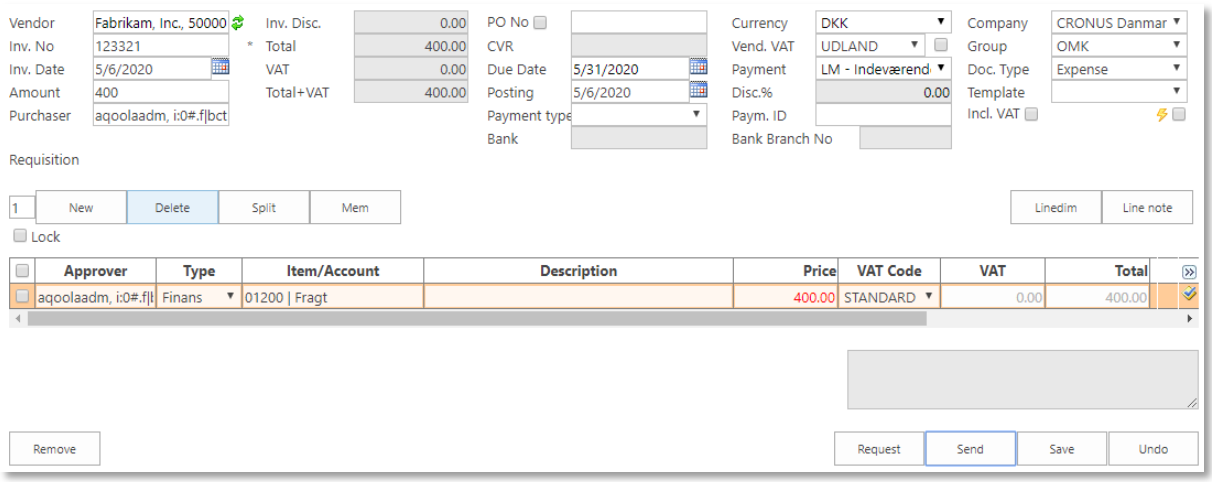
- **Vendor** — enter the number of the vendor who sent the invoice.
- **Inv. No.** — enter the number of the invoice
- **Inv. Date** — enter the date when the invoice was received.
- **Purchaser** — the field is filled in automatically with the name of the salesperson assigned to the vendor that you specify but can be changed.
- **Shipment** — enter the vendor's order number for the invoice, if applicable.
- **Due Date** — the value is calculated automatically based on the **Inv. Date** value that you specify, and the vendor's payment terms, but it can be changed.
- **Posting** — the date is automatically set to be equal the **Inv. Date**, however it can be manually changed afterwards. Value specified in this field will be used as a posting date in Microsoft Dynamics 365 Business Central.
- **Currency** — select the currency in which the invoice must be paid.
- **Payment ID** — enter the ID of the payment for the invoice, if applicable.

Note

The **Disc.%** field is not used in registration of expense invoices for Microsoft Dynamics 365 Business Central companies.

Similarly, to entering a purchase order, you can add a register note and specify a workflow template.

FIGURE 8: SAMPLE EXPENSE INVOICE



Filling in the Purchase Credit Memo Header

Similarly, to registering an expense invoice, entering a purchase credit memo header requires all fields to be completed manually.

Note

Before you enter any information, verify that the company account and invoice group specified in the corresponding fields are as appropriate.

- **Vendor** — enter the number of the vendor who sent the credit memo.
- **Inv. No.** — enter the number of the invoice
- **Inv. Date** — enter the date when the credit memo was received.
- **Purchaser** — the field is filled in automatically with the name of the salesperson assigned to the vendor that you specify but can be changed.
- **Shipment** — enter the vendor's order number for the credit memo, if applicable.
- **Due Date** — the value is calculated automatically based on the **Inv. Date** value that you specify, and the vendor's payment terms, but it can be changed.
- **Posting** — the date is automatically set to be equal the **Inv. Date**, however it can be manually changed afterwards. Value specified in this field will be used as a posting date in Microsoft Dynamics 365 Business Central.
- **Currency** — select the currency in which the credit memo must be paid.
- **Payment ID** — enter the ID of the payment for the credit memo, if applicable.

3.1.2 Entering Invoice Lines

The way of entering invoice lines differs depending on whether the document you are registering is a purchase order, an expense invoice, or a purchase credit memo.

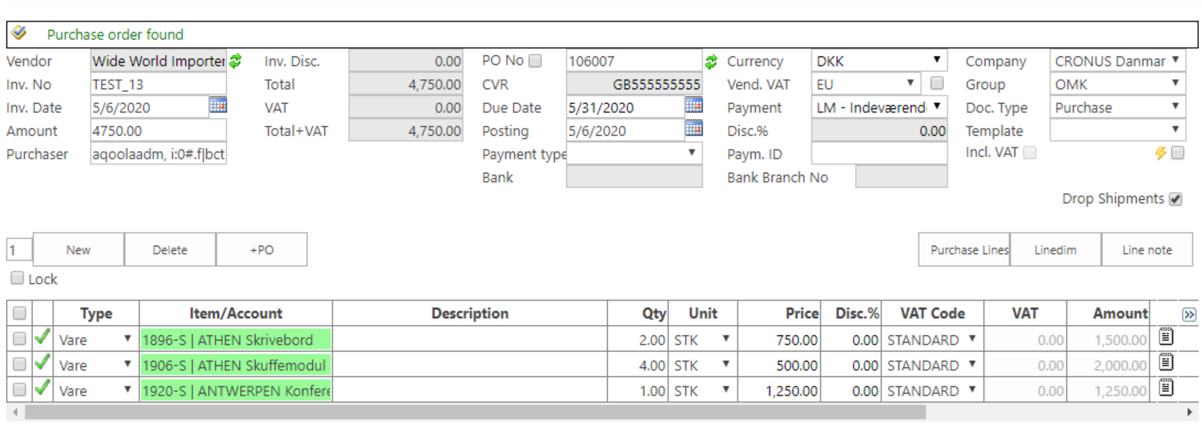
Note

Similarly, to some invoice header fields, a drop-down list with available values appears as you start typing the value in the **Approver** and **Item/Account** fields on the lines.

Entering Purchase Order Lines

When you enter the purchase order number in the **PO No.** field on the invoice header, the invoice lines are automatically populated with the appropriate values from the Microsoft Dynamics 365 Business Central purchase order.

FIGURE 9: SAMPLE PURCHASE ORDER LINES

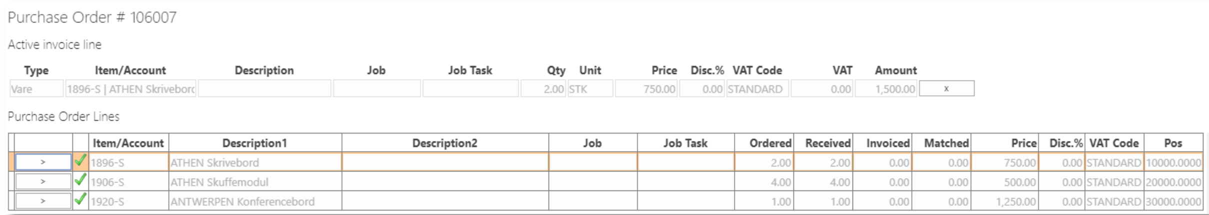


To add a new line, click **New** above the invoice lines and fill in the fields with the appropriate values from the vendor's invoice:

- **Approver** — enter the name of the employee responsible for approval of the line.
- **Type** — select the type of purchase on the line.
- **Item/Account** — enter the number of the item, account, fixed asset, or item charge that is being purchased.
- **Description** — enter a description, if necessary. You can enter up to 20 characters.
- **Qty** — enter the purchase quantity. For lines of type *Account*, enter *1*.
- **Unit** – enter the appropriate unit of measure code
- **Price** — enter the appropriate purchase price.
- **VAT Code** — select the VAT percent that applies to the amount on the line, if any.
- **Disc.%** — specify the discount to be applied to the line amount, if any.
- **VAT** – this field is not-editable and filled in automatically when you specify the price, discount, and VAT code on the line.
- **Amount** — this field is not editable and is filled in automatically when you specify the price, discount, and VAT code on the line.

To match invoice line with existing purchase order line, click **Purchase Line** button and select an appropriate line from the list. This action would establish a link between an invoice line and purchase order line.

FIGURE 1: SAMPLE OF PURCHASE LINE BUTTON CLICKED



To remove a line, click it and then click **Delete**.

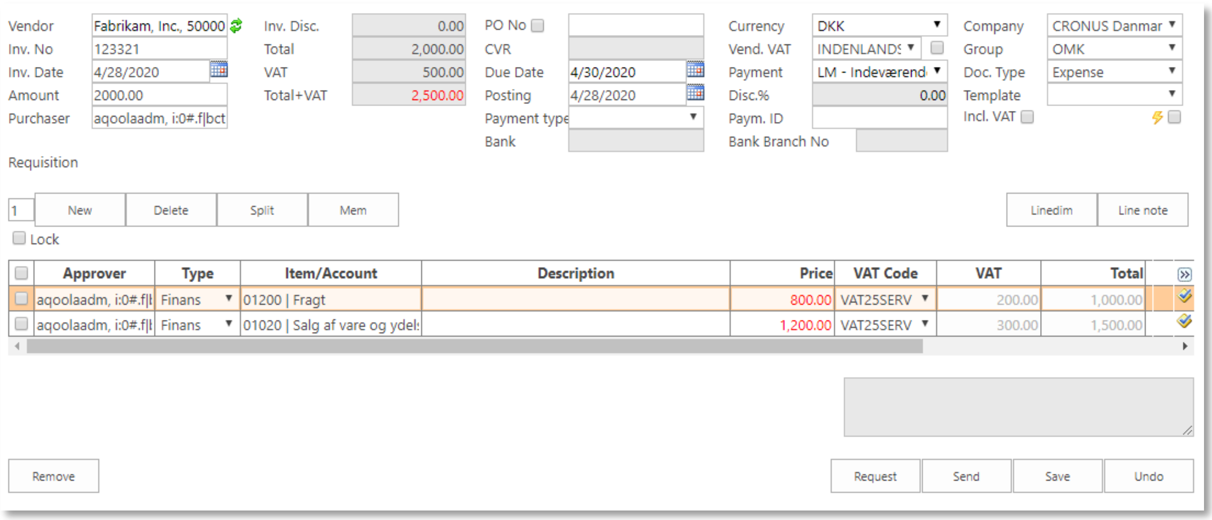
You can view totals on the purchase order lines in the **VAT**, **Total**, and **Total+VAT** fields.

Entering Expense Invoice Lines

When registering an expense invoice, you need to enter the needed lines manually by filling in the following fields:

- **Approver** — enter the name of the employee responsible for approval of the line.
  On the first line that is inserted automatically, this field is filled in with the name of the salesperson specified in the **Purchaser** field on the invoice header.
  Type — you can enter lines of type *Account and Fixed Asset*.
- **Item/Account** — enter the number of the account or fixed asset to which the amount on the line must be posted.
- **Description** — enter a description, if necessary.
  You can enter up to 20 characters.
- **Qty**. — enter *1*.
- **Price** — enter the amount to be invoiced.
- **VAT Code** — select the VAT percent that applies to the amount on the line, if any.
- **Disc.%** — specify the discount to be applied to the line amount, if any.
- **VAT** – this field is not-editable and filled in automatically when you specify the price, discount and VAT code on the line.
- **Amount** — this field is not editable and is filled in automatically when you specify the price, discount, and VAT code on the line.

FIGURE 2: SAMPLE EXPENSE INVOICE LINES



To add a new line, press **CTRL+SHIFT+L** and fill in the fields as appropriate.

To remove an added line, click it and press **CTRL+SHIFT+R**.

To split a line, change the price on the expense invoice line and press **CTRL+SHIFT+C** – this will create a line with the difference between the primary and updated prices.

You can view totals on the expense invoice lines in the **VAT**, **Amount**, and **Total+VAT** fields.

Entering Purchase Credit Memo Lines

Similarly, to registering an expense invoice, you need to enter the needed purchase credit memo lines manually by filling in the following fields:

- **Approver** — enter the name of the employee responsible for approval of the line.
  On the first line that is inserted automatically, this field is filled in with the name of the salesperson specified in the **Purchaser** field on the invoice header.
- **Type** — select the type of purchase to be returned on the line.
- **Item/Account** — enter the number of the item, account, fixed asset, or item charge that is being returned.
- **Description** — enter a description, if necessary.
  You can enter up to 20 characters.
- **Qty**. — enter the return quantity.
  For lines of type *Account*, enter *1*.
- **Price** — enter the appropriate return price.
- **VAT Code** — select the VAT percent that applies to the amount on the line, if any.
- **Disc.%** — specify the discount to be applied to the line amount, if any.

- **VAT** – this field is not-editable and filled in automatically when you specify the price, discount, and VAT code on the line.
- **Amount** — this field is not editable and is filled in automatically when you specify the price, discount, and VAT code on the line.

To add a new line, press **CTRL+SHIFT+L** and fill in the fields as appropriate.

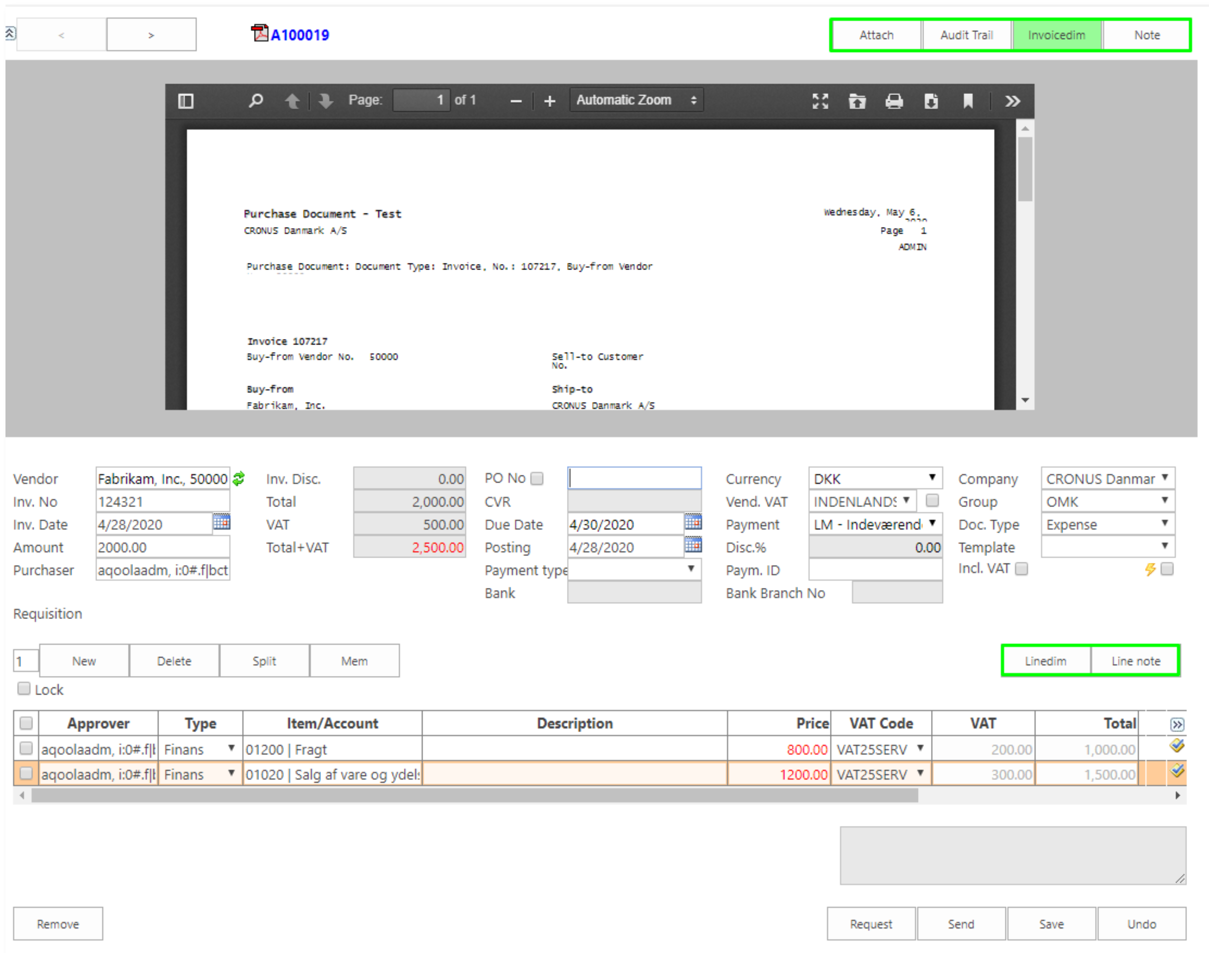
To remove an added line, click it and press **CTRL+SHIFT+R**.

To split a line, change the price on the credit memo line and press **CTRL+SHIFT+C** – this will create a line with the difference between the primary and updated prices.

You can view totals on the credit memo lines in the **VAT**, **Amount**, and **Total+VAT** fields located under the lines.

3.1.3 Specifying Invoice Details

FIGURE 32: BUTTONS FOR SPECIFYING INVOICE DETAILS



Using the buttons above the PDF view of the original invoice and above the lines section of the document, you can perform the following actions:

- Attach files to the document being registered
- Track the document workflow by viewing the audit trail.
- View or specify dimensions for the document header.
- View or specify the registration notes for the invoice

Note

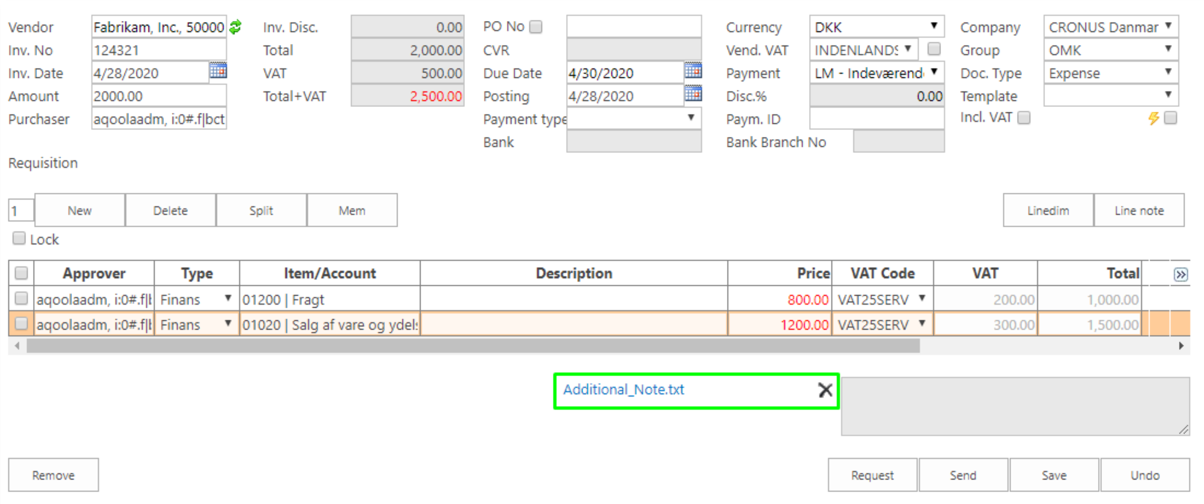
Header and line dimensions will be validated when you click the **Send** button, and if mandatory dimensions are not specified, this will be marked as an error, and the document will not be sent for approval.

- Add textual notes to document lines.

Attaching files

It is possible to attach any files to the document being registered, but most often the feature is used to attach files with additional details and information related to the invoice.

FIGURE 4: ATTACHING FILES TO A REGISTRATION TASK

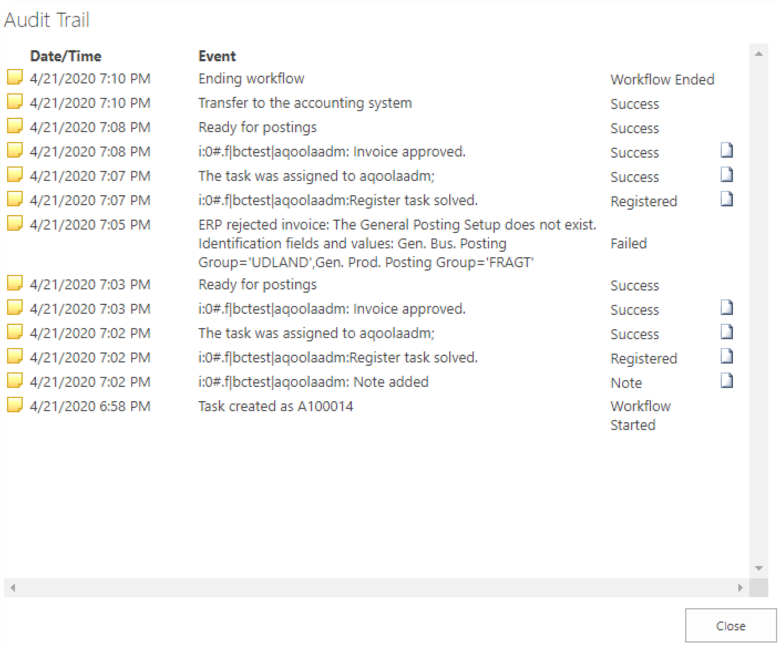


Audit Trail

To view the information about processing of the current document on the Aqoola Workflow web interface, click the **Audit Trail** button.

The audit trail of a document is a list of workflow stages that the registration task has already gone through at its current state.

FIGURE 5: AUDIT TRAIL



The stages are listed from top to bottom. The list of all possible workflow stages with their descriptions and the information that supplements each stage description is presented in the following table.

Workflow Stage (Event)	Description	Supplemental Information
Invoice workflow started	A registration task is created for the incoming document. This is the initial stage in the document workflow.	Number assigned to the task
Register task solved	The registering user has submitted the document for approval. This stage may repeat if the approver rejects the document, and the registering user makes corrections and sends the document for approval again.	ID of the registering user
Invoice is archived as an error	The registration task has been marked as erroneous.	ID of the user who marked the task as erroneous
Invoice approved	The approver has confirmed correctness of the registered document, and it has been made available for export to Microsoft Dynamics 365 Business Central.	ID of approver Approval comment
Invoice rejected	The approver has rejected the document, and it has been sent back to the registering user for correction. This stage may also repeat if the registered document still contains mistakes after correction.	ID of approver Rejection comment
Invoice on hold	The approver has marked the document to be moved on hold	ID of approver
Workflow cancelled	The task has been cancelled by a site administrator.	ID of the site administrator who cancelled the task
Writing invoice succeeded	The document has been exported to Microsoft Dynamics 365 Business Central, and an archive entry has been created for the task. For more information about the document archive, refer to the Document Archive topic.	

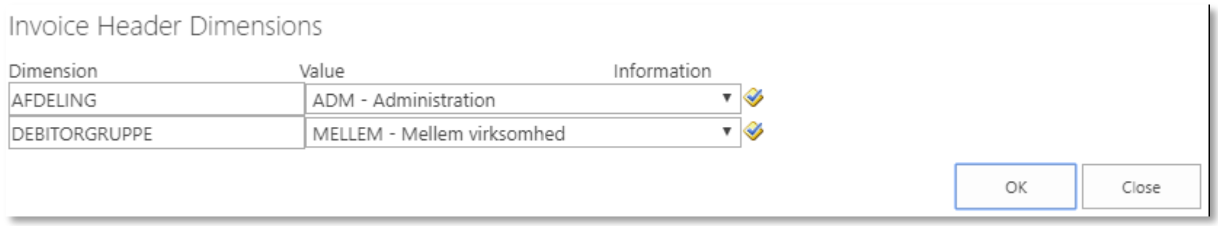
Ending workflow	The registration or approval task has been deleted after archiving. This is the last stage in the document workflow.	
System error	The registration or approval task has been deleted due to program malfunction.	Technical description of the error

Header Dimensions

Purchase orders, expense invoices, and purchase credit memos can have dimensions assigned to the header and lines during registration.

To view and edit document header dimensions, click the **Header Dimensions** button. The list of dimensions that is displayed contains all dimensions which are set up in the Microsoft Dynamics 365 Business Central database, with dimension values assigned automatically when you specified the vendor on the invoice header.

FIGURE 6: SAMPLE INVOICE HEADER DIMENSIONS



You can specify a dimension value for a dimension by clicking the **Value** field and then selecting the appropriate dimension value from the drop-down list.

To help you assign dimension values properly, supplemental information about the dimensions (such as whether it is mandatory or optional, or whether the specified dimension value is blocked by another dimension) is displayed on the right hand side of the window.

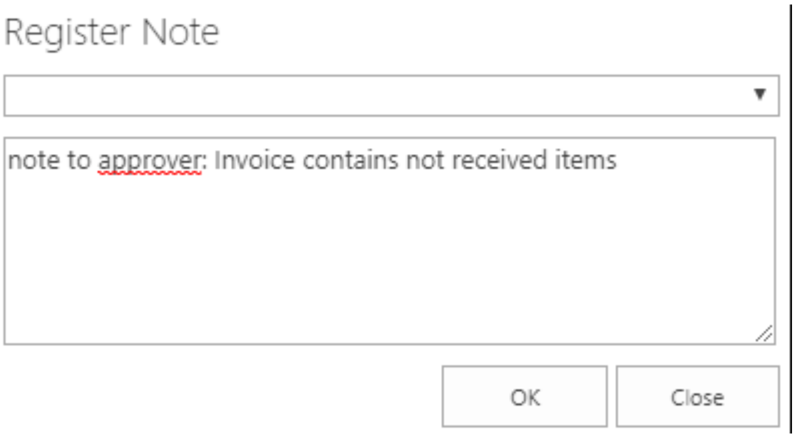
Click **OK** to save the dimension values or click **Close** to discard the changes.

Registration Notes

You can add textual notes to invoice header of purchase orders, expense invoices, and purchase credit memos to give any additional information to the approvers.

To enter a note, click the **Note** button. In the text box that appears, enter the note text.

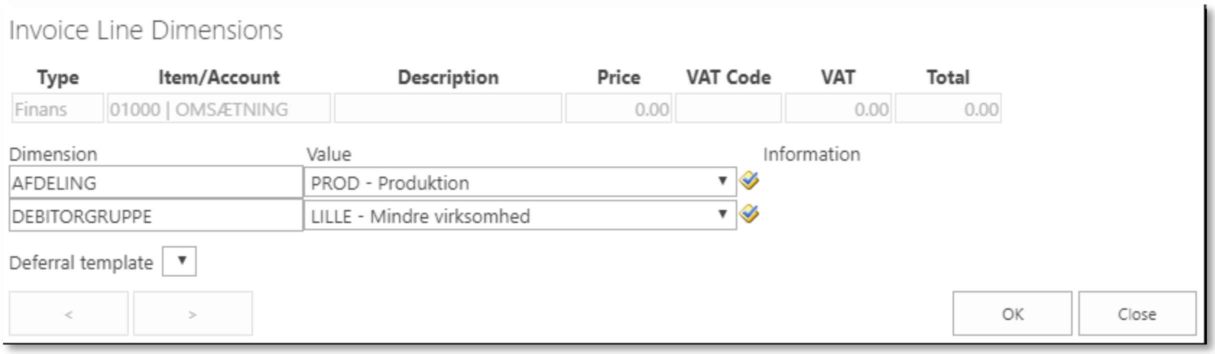
FIGURE 17: SAMPLE REGISTER NOTE



Line Dimensions

To view and edit line dimensions, click the needed line and then click the **Line Dimensions** button.

FIGURE 7: SAMPLE LINE DIMENSIONS



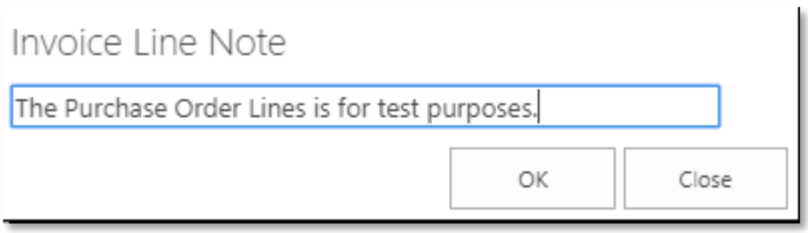
Line dimensions can be modified in the same way as header dimensions.

Notes

You can add textual notes to lines of purchase orders, expense invoices, and purchase credit memos to give any additional information to the approvers.

To enter a note, select the needed document line and click the **Line Note** button. In the text box that appears, enter the note text.

FIGURE 8: SAMPLE INVOICE LINE NOTE



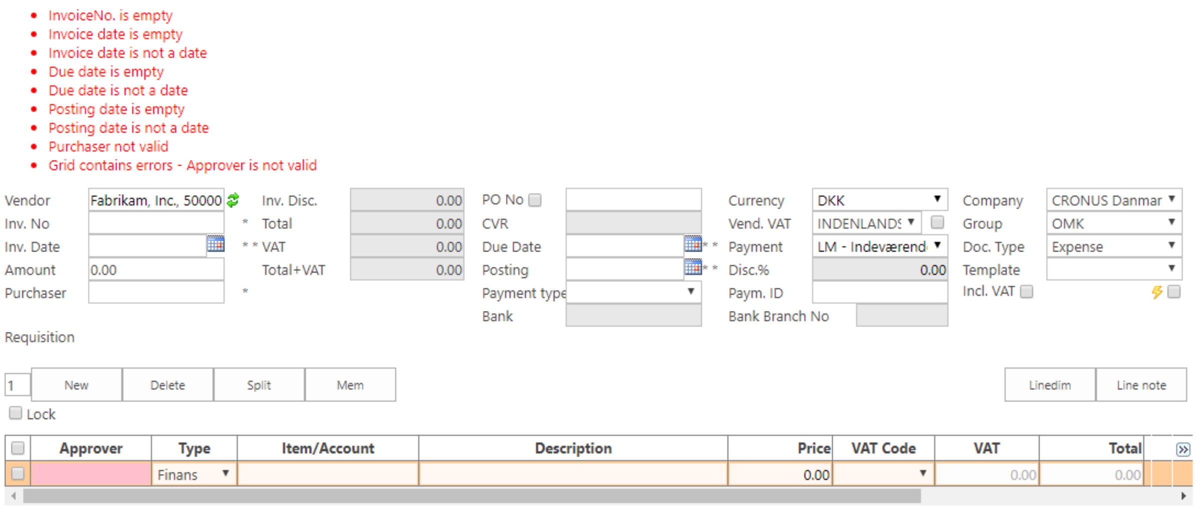
Click **OK** to save the note or click **Close** to discard it.

3.1.4 Completing Registration

After you fill in all the necessary document information, you can do the following with the registration task:

- Click **Send** to send the document for approval to the employee specified as the approver on the document lines. If any data is entered incorrectly, or some mandatory fields are missed, the document will not be sent for approval. The appropriate fields will be marked with a red asterisk, and the list of data entry errors will be displayed above the invoice header.

FIGURE 9: DATA ENTRY ERRORS



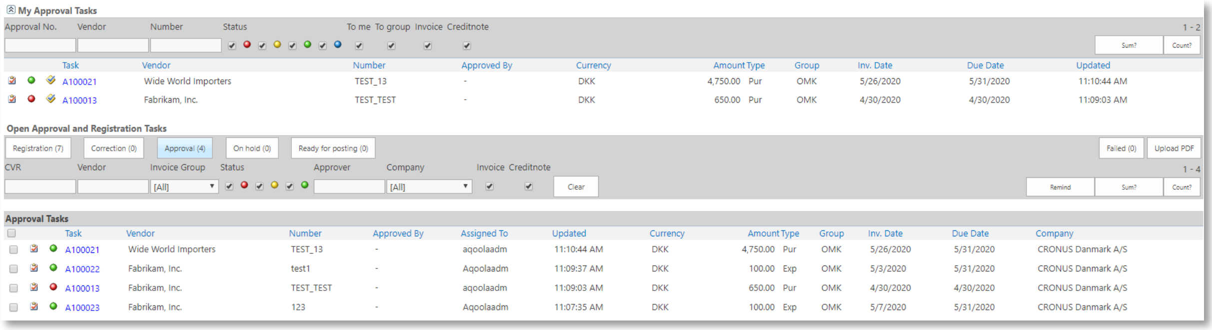
- Click **Approve**, if you are set up as a user with approval rights, to approve the document immediately.
- Click **Save** to close the registration task and save all the entered information; you can reopen the task later and send it for approval or edit any information, if necessary.
- Click **Undo** to close the registration task without saving any entered information and return to the list of registration tasks.

3.2 Approval

After inbound documents are registered by the appropriate users, they are sent for approval by the responsible employee(s).

If you are an approver on the Aqoola Workflow web interface, the list of all documents sent for approval by the users is displayed as tasks under **Approval** list. The documents sent for approval specifically to you will be displayed as tasks under **My Approval Tasks**.

FIGURE 10: SAMPLE APPROVAL TASK DISPLAYED ON THE SHAREPOINT SITE



The colored circle next to the approval task indicates how close the document is to the due date:

- *Green* – long before due date.
- *Yellow* – approaching the due date (the period of proximity is set up by the site administrator and can be, for example, 3 or 10 days).
- *Red* – past the due date.

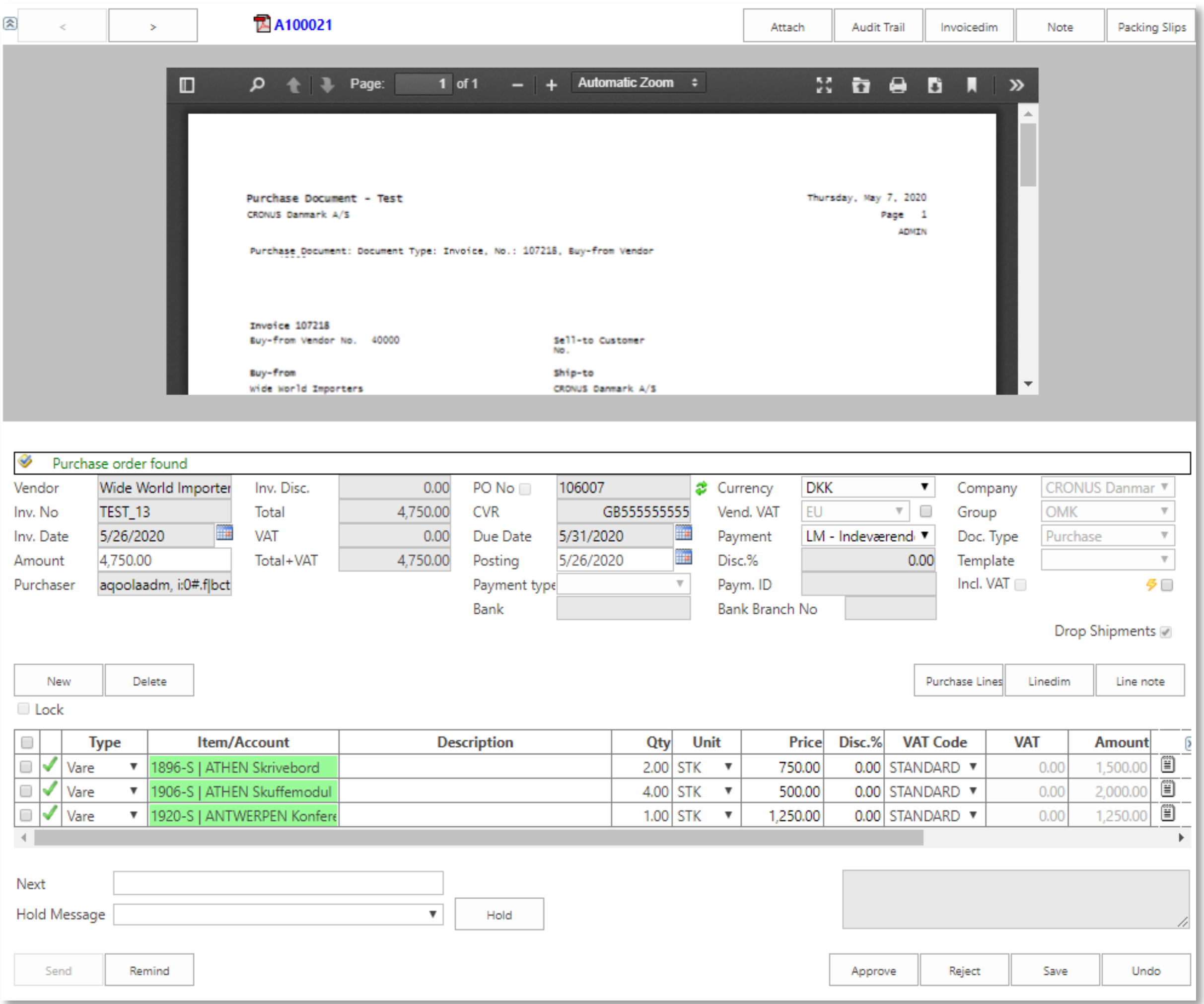
Note

You can use the **Open Approval and Registration Tasks** filter pane to filter approval tasks as well.

To open an approval task, click the **Edit** icon next to it.

The difference between an approval task and a registration task is that some fields on the document header and lines of an approval task are not editable, and there is an additional pane available on the bottom of the task.

FIGURE 11: SAMPLE APPROVAL TASK



As an approver, you can do the following with the approval task:

- If the information entered by the registering user is correct, click **Approve**. The task will be deleted from the list of approval tasks, and the appropriate document will be ready for export to Microsoft Dynamics 365 Business Central. An entry for the approved document will be added to the document archive.

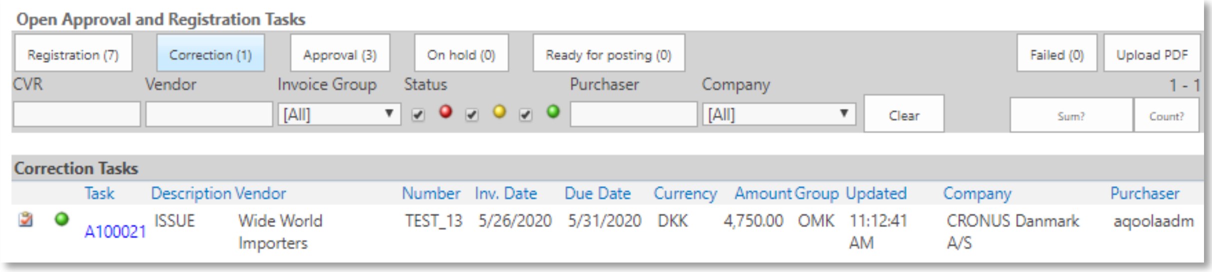
Note

If the total amount on the document exceeds your approval limit, you will be required to transfer the task to the next approver. The approval process will continue until the approver can approve the invoice for the specified amount.
Moreover, if the approver hierarchy is set up by the SharePoint site administrator, the name of the next approver will be filled in by default.

- If you discover a mistake in the registered document click **Reject** and enter a rejection comment (specify a reason of rejection or point out the mistake(s) that need to be corrected). The task will be displayed on the Aqoola

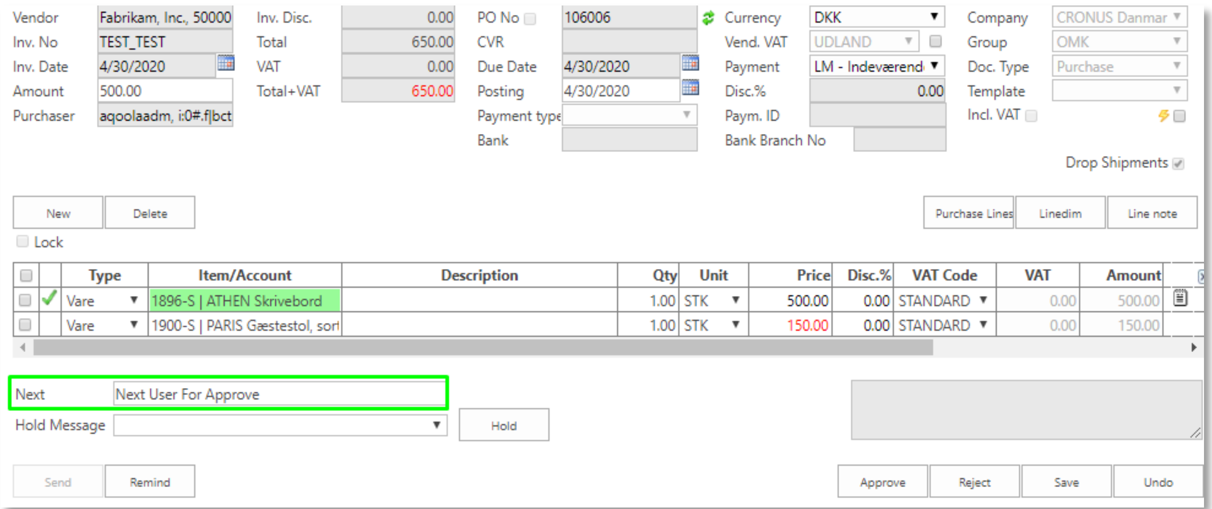
Workflow web interface under **Correction** both for you and for the registering user.

FIGURE 12: SAMPLE REJECTED TASKS



- If you want to transfer the approval task to another approver, specify the name of the approver you want to send the task to in the **Next** field. Click the **Approve** button and verify that the task remains in the list of approval tasks and is assigned to another approver.

FIGURE 13: ASSIGNING THE TASK TO ANOTHER APPROVER



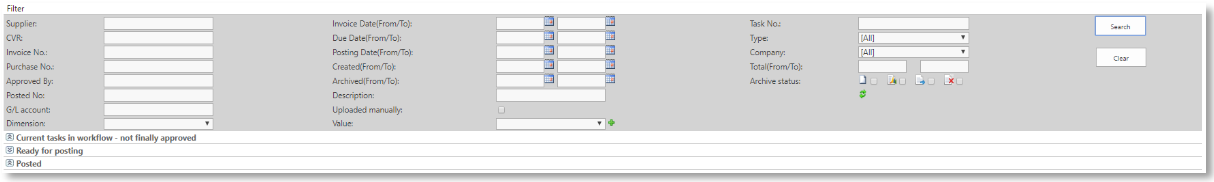
3.3 Document Archive

The Aqoola Workflow web interface allows you to keep the history and track all invoices that were processed by Aqoola. Archive search results are breaking down by the following categories:

- **Tasks in workflow** – shows documents that are currently in Aqoola and are either on registration, correction, approval or on hold.
- **Ready for posting** – shows approved documents that are queued for import and posting in Microsoft Dynamics 365 Business Central
- **Posted** – shows documents that were successfully posted in Microsoft Dynamics 365 Business Central.

To open the document archive, go to the **Archive** tab of the web interface.

FIGURE 14: FILTER PANE



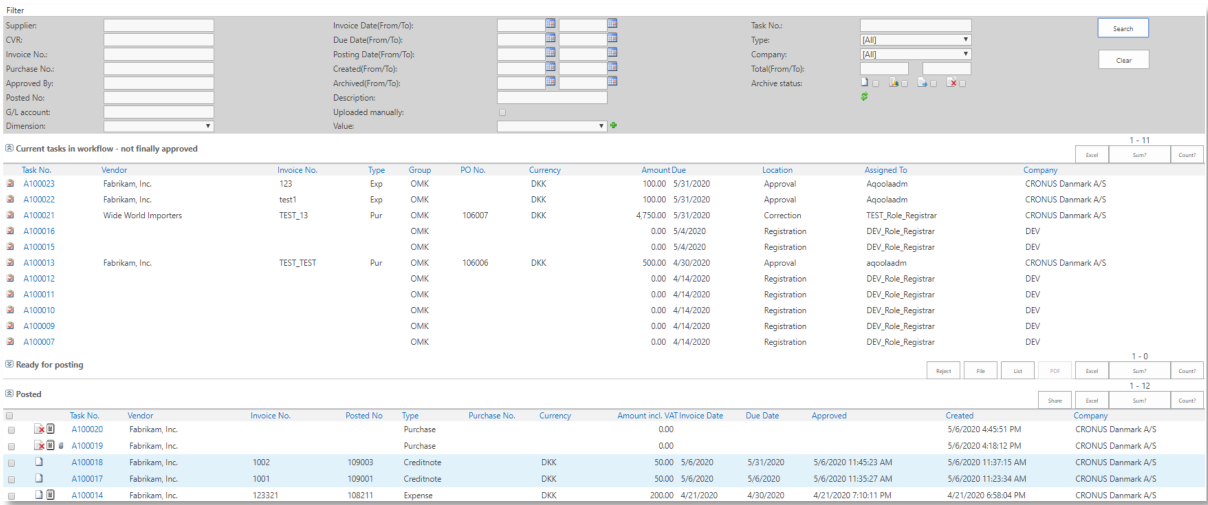
You can use the fields available on the filter pane to view entries for documents registered for a specific vendor, approved at a specific date or during a certain date period.

To view archive entries that fall within the filters that you define, click **Search**.

Note

If you leave all fields blank, all archive entries will be shown.

FIGURE 15: SAMPLE ARCHIVE ENTRIES



Each archive entry includes the basic information about the document as entered by the registering user (such as vendor and invoice number, currency, total amount, invoice, due dates, etc.), and the link to the initial file for which the registration task was created.

Note

If the document was marked as erroneous without the user entering any information, the archive entry includes only the number assigned to the registration task and the time when the user marked it as erroneous.

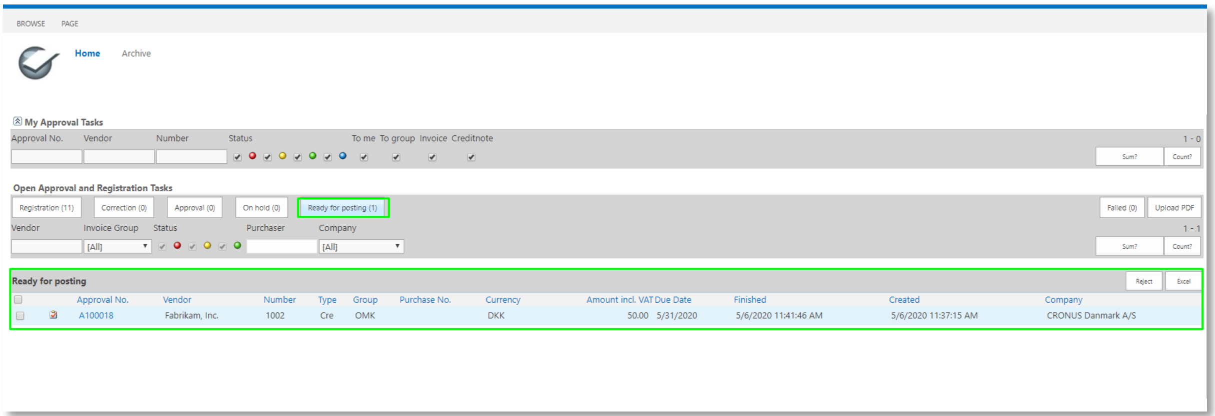
To view the registration task details, click the value of the **Approval No.** field on the archive entry or the icon. The registration task page opens with all data entered during registration.

4 REVIEW OF THE POSTED DOCUMENTS IN MICROSOFT DYNAMICS 365 BUSINESS CENTRAL

After purchase orders, expense invoices, and purchase credit memos are registered and approved by the responsible employees on the Aqoola Workflow web interface, they are sent into Microsoft Dynamics 365 Business Central and posted as appropriate purchase documents.

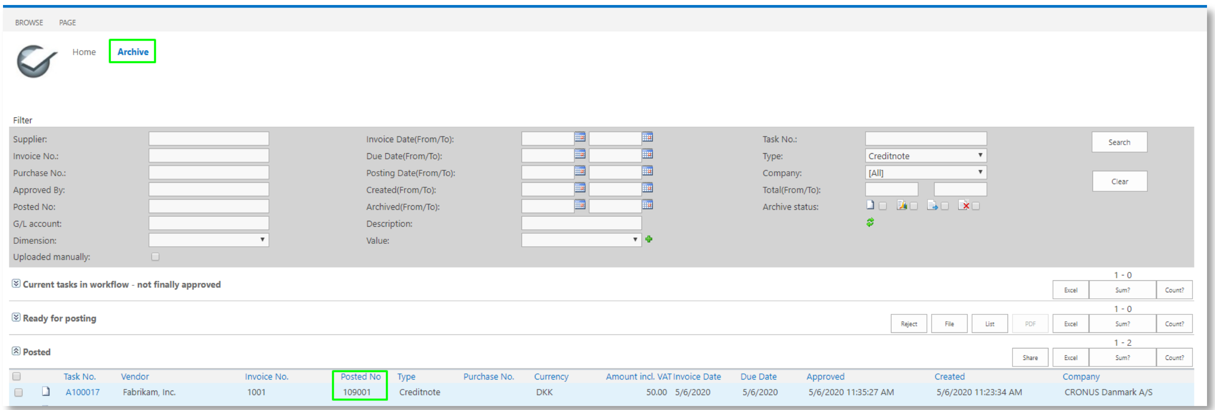
List of the documents queued for posting could be checked by pushing "Ready for posting" button.

FIGURE 169: READY FOR POSTING DOCUMENTS



Documents that are approved and ready for posting are listed in this section of the Aqoola Workflow web interface. Every 15 minutes documents are sent to the Microsoft Dynamics 365 Business Central and are posted automatically. This means, that no Purchase Document will be created – only Posted Purchase Document. Posted Purchase Document number could be checked in the Archive, after Purchase Document is posted into Microsoft Dynamics 365 Business Central.

FIGURE 30: POSTED NUMBER IN THE ARCHIVE



This could be also checked in the Microsoft Dynamics 365 Business Central. To verify that appropriate Posted Document was created open Microsoft Dynamics 365 Business Central environment and go to the appropriate Posted Document page. Using "Filtering Pane" search recently posted document and type enter. If recently Posted Document was created in Microsoft Dynamics 365 Business Central environment, it will be shown on the screen.

FIGURE 31: VERYFING OF THE POSTED PRUCHASE DOCUMENT