



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.

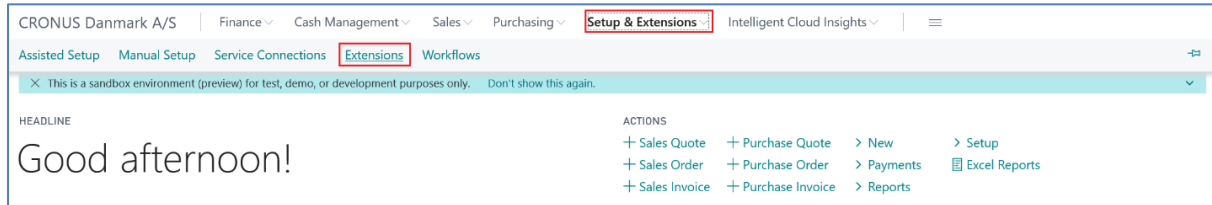
1.2 Terminology List

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.

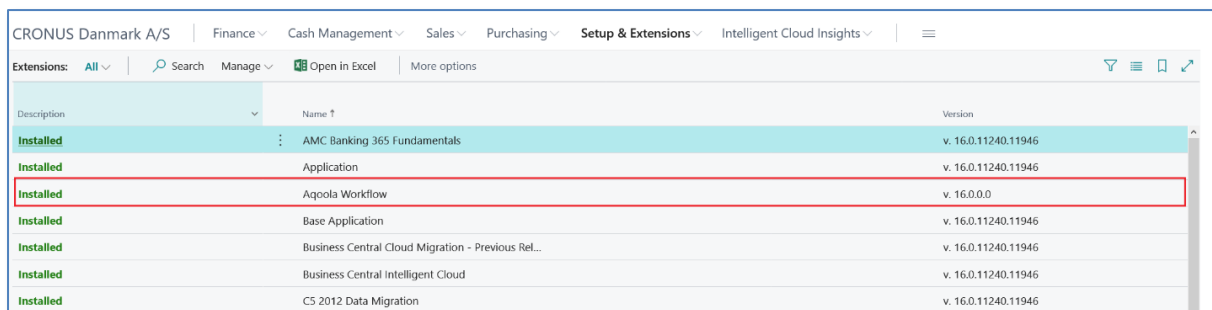
1.3 Configuration Guide

1. Go to <https://appssource.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

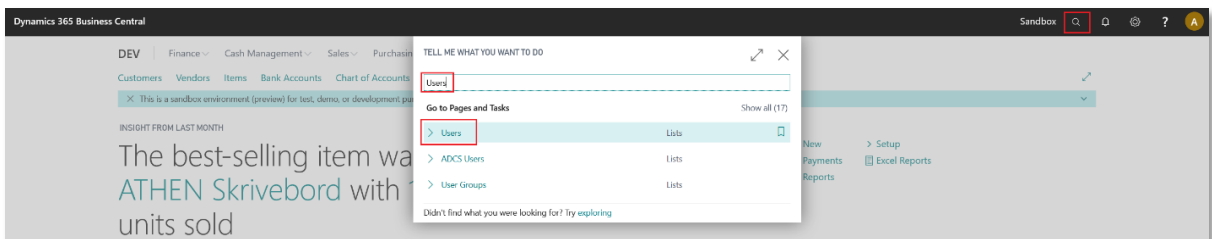


- b. Find "Aqoola Workflow" extension in the list and make sure its "Description" is "Installed"

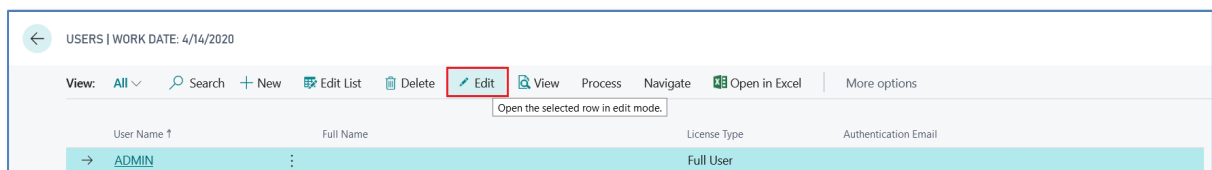


3. Generate a web service access key for a Dynamics 365 Business Central user that will be used by Aqoola web application when connecting to Dynamics 365 Business Central

- 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

User Card

Change Web Service Key | Effective Permissions | More options

General Set up the key that web services use to access your data, and then specify the key on the user card for the relevant user accounts.


User Name ADMIN State Enabled

Full Name Contact Email

Web Service Access

Web Service Access Key /PjfCeMbaNSm0xlhmbi8ny... Web Service Expiry Date

- d. Press 'Yes' in the shown confirmation dialog

 The current Web Service Access Key will not be valid after editing. All clients that use it have to be updated. Do you want to continue?

Yes No

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

EDIT - SET WEB SERVICE ACCESS KEY

Key Never Expires ☐

Key Expiration Date

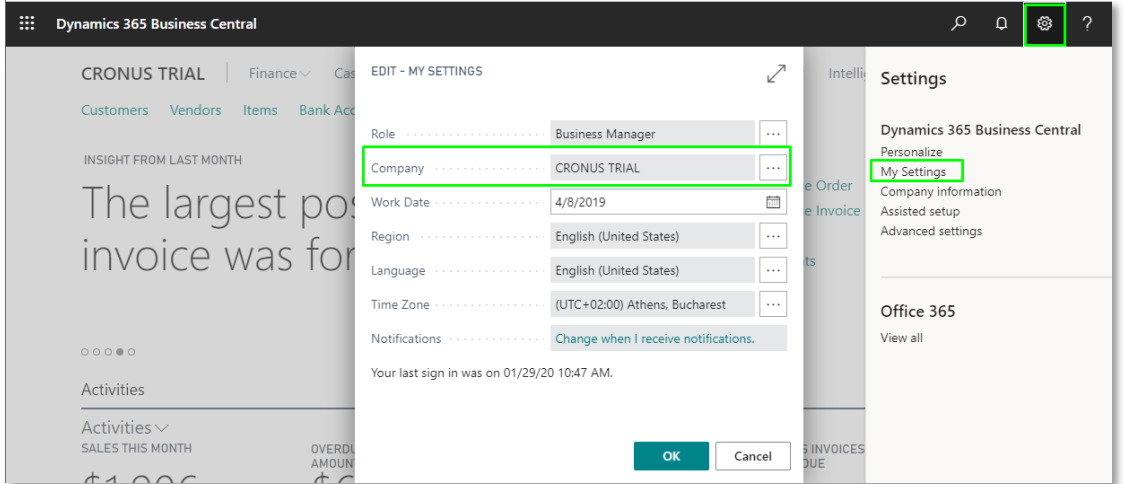
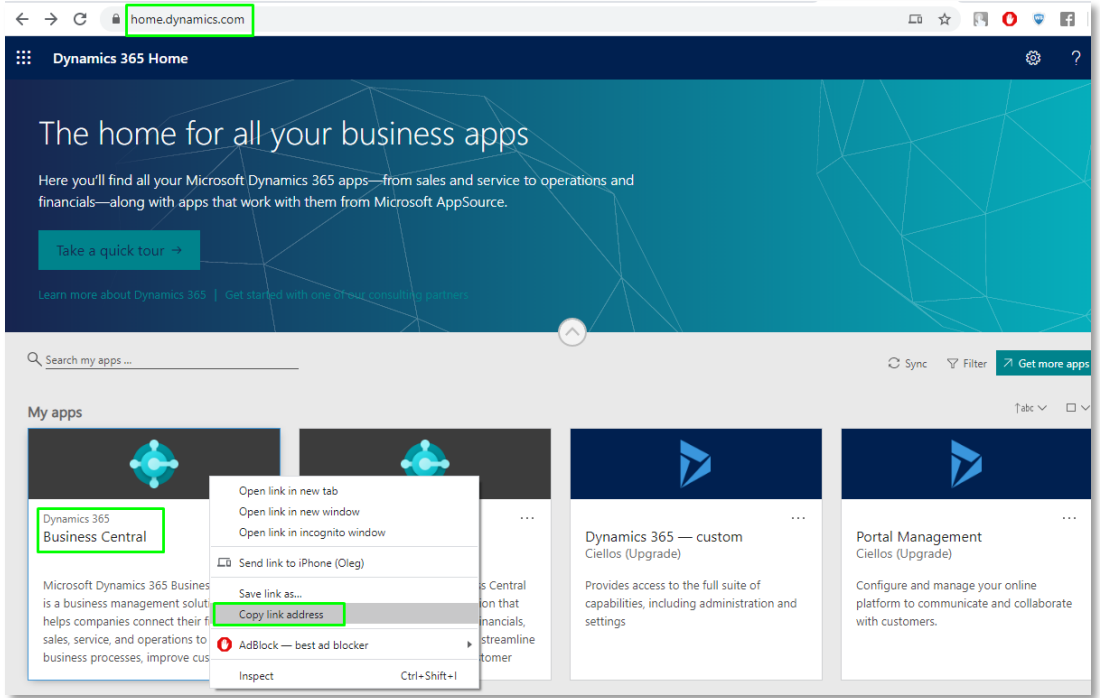
OK Cancel

- 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.

Web Service Access Key /PjfCeMbaNSm0xlhmbi8ny... Web Service Expiry Date

/PjfCeMbaNSm0xlhmbi8nyQlzWZwj6JDIN4FI11QEQ=, Open assist edit

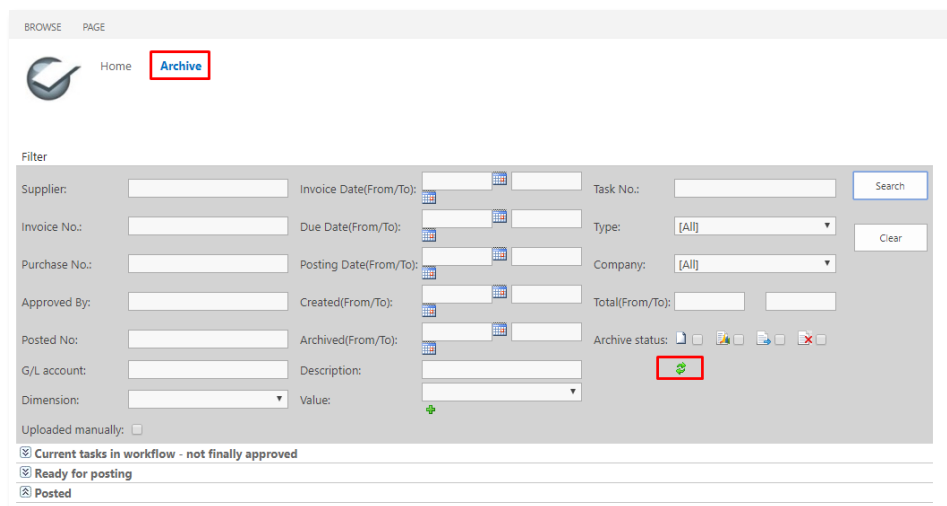
4. Send the generated web access key, User Name, Company/Companies Name (need to decide on how many companies Aqoola Workflow web interface will be implemented and used in Microsoft Dynamics 365 Business Central) and Tenant ID to service@aqoola.com and wait for a confirmation email that Aqoola Workflow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

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

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

Open Approval and Registration Tasks											
Registration (11)		Correction (0)		Approval (0)		On hold (0)		Ready for posting (0)		Failed (0)	Upload PDF
CVR	Vendor	Invoice Group	Status			Purchaser		Company		1 - 11	
<input type="text"/>	<input type="text"/>	[All] ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	[All] ▼	Clear	Sum? Count?
Registration Tasks											
Task	Vendor	Number	Invoice Date	Due Date	Currency	Amount Group	Received	Company	Purchaser		
 A100016		-	5/4/2020			0.00 OMK	5/4/2020	DEV	-		
 A100015		-	5/4/2020			0.00 OMK	5/4/2020	DEV	-		
 A100013		-	4/21/2020			0.00 OMK	4/21/2020	CRONUS Danmark A/S	-		

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

Open Approval and Registration Tasks

Registration (11) Correction (0) Approval (0) On hold (0) Ready for posting (0) Failed (0) Upload PDF

CVR Vendor Invoice Group Status Purchaser Company 1 - 11

[All] [All] Clear Sum? Count?

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

 **A100013**    

Page: 1 of 1 Automatic Zoom

Purchase Document - Test
CRONUS Danmark A/S
Tuesday, April 11, 2017
Page 1
ADMIN

Purchase Document: Document Type: Invoice, No.: 107213

Invoice 107213
Buy-From Vendor No. 50000
Sell-to Customer No.
Buy-From Fabrikam, Inc.
Ship-to CRONUS Danmark A/S

Vendor Inv. Disc. 0.00 PO No. Currency
Inv. No. Total 0.00 CVR Vend. VAT
Inv. Date VAT 0.00 Due Date Payment
Amount 0.00 Total+VAT 0.00 Posting Disc.% 0.00
Purchaser Payment type Paym. ID
Bank Bank Branch No

Company CRONUS Danmar
Group OMK
Doc. Type Expense
Template
Incl. VAT ☐

Requisition
1 New Delete Split
☐ Lock

Approver	Type	Item/Account	Description	Price	VAT Code	VAT	Total
	Finans			0.00		0.00	0.00

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.

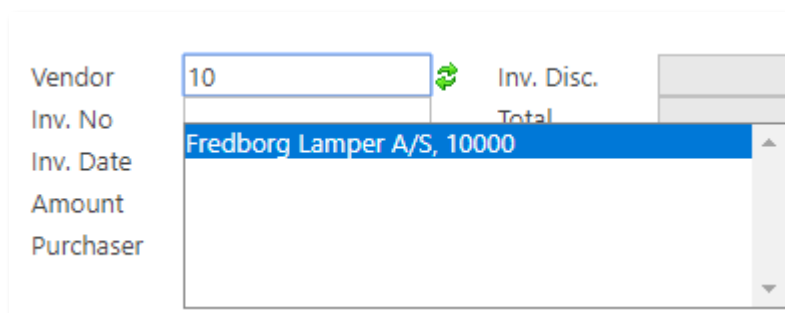
3.1.1 Filling in the Invoice Header

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.

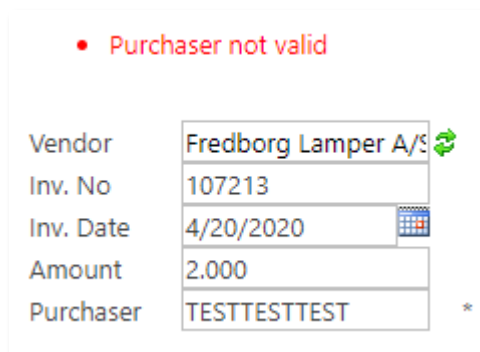
FIGURE 5: DROP-DOWN LIST OF AVAILABLE VALUES



The screenshot shows the 'Vendor' field with the value '10' entered. A drop-down list is open, displaying 'Fredborg Lamper A/S, 10000' as the selected option. Other fields visible include 'Inv. No', 'Inv. Date', 'Amount', 'Purchaser', 'Inv. Disc.', and 'Total'.

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



The screenshot shows the 'Purchaser' field with the value 'TESTTESTEST' entered. An error message 'Purchaser not valid' is displayed at the top of the form. The 'Purchaser' field is marked with an asterisk (*). Other fields visible include 'Vendor', 'Inv. No', 'Inv. Date', 'Amount', and 'Purchaser'.

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 —

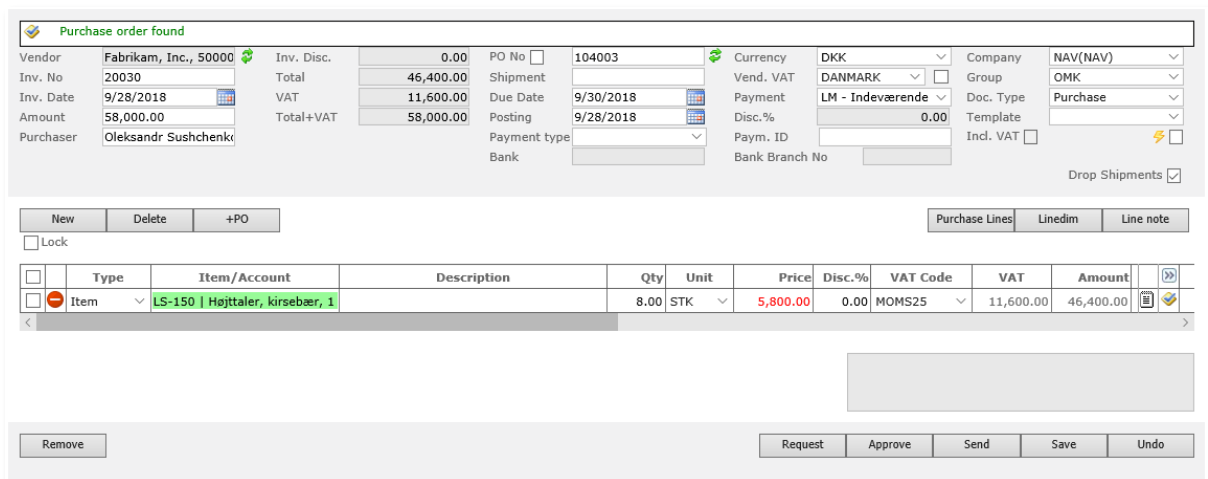
are filled in automatically when you complete the **PO No.** field with the order number.

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

Vendor	Fabrikam, Inc., 50000	Inv. Disc.	0.00	PO No		Currency	DKK	Company	CRONUS Danmar
Inv. No	123321	* Total	400.00	CVR		Vend. VAT	UDLAND	Group	OMK
Inv. Date	5/6/2020	VAT	0.00	Due Date	5/31/2020	Payment	LM - Indeværend	Doc. Type	Expense
Amount	400	Total+VAT	400.00	Posting	5/6/2020	Disc.%	0.00	Template	
Purchaser	aqoolaadm, i0#.fjbct			Payment type		Paym. ID		Incl. VAT	<input type="checkbox"/>
Requisition				Bank		Bank Branch No			

1	New	Delete	Split	Mem
---	-----	--------	-------	-----

Apprver	Type	Item/Account	Description	Price	VAT Code	VAT	Total
aqoolaadm, i0#.fjbct	Finans	01200 Fragt		400.00	STANDARD	0.00	400.00

Remove	Request	Send	Save	Undo
--------	---------	------	------	------

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.

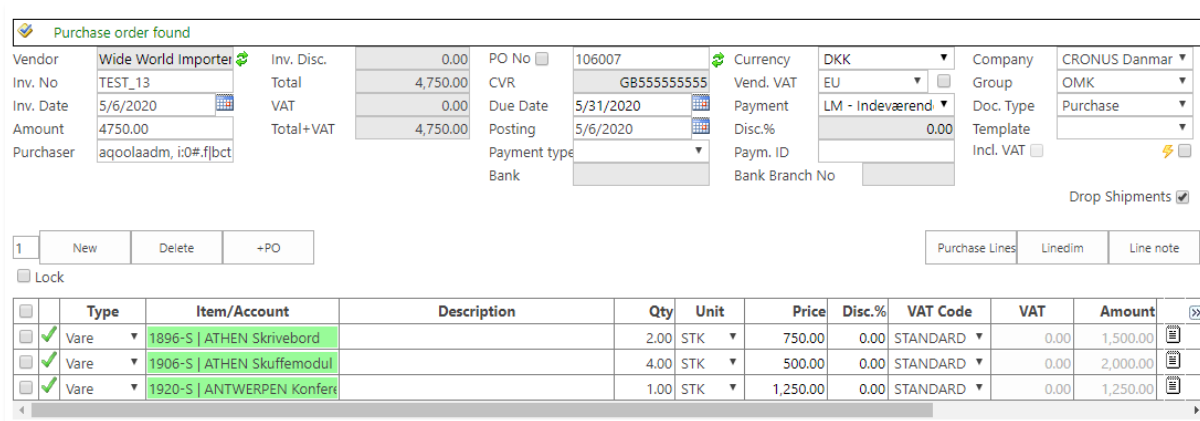
Note

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

Purchase Order # 106007

Active invoice line

Type	Item/Account	Description	Job	Job Task	Qty	Unit	Price	Disc.%	VAT Code	VAT	Amount
Vare	1896-S ATHEN Skrivebord				2.00	STK	750.00	0.00	STANDARD	0.00	1,500.00 x

Purchase Order Lines

	Item/Account	Description1	Description2	Job	Job Task	Ordered	Received	Invoiced	Matched	Price	Disc.%	VAT Code	Pos
>	1896-S	ATHEN Skrivebord				2.00	2.00	0.00	0.00	750.00	0.00	STANDARD	10000.0000
>	1906-S	ATHEN Skuffemodul				4.00	4.00	0.00	0.00	500.00	0.00	STANDARD	20000.0000
>	1920-S	ANTWERPEN Konferencebord				1.00	1.00	0.00	0.00	1,250.00	0.00	STANDARD	30000.0000

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

Vendor: Fabrikam, Inc., 50000
 Inv. No: 123321
 Inv. Date: 4/28/2020
 Amount: 2000.00
 Purchaser: aqoolaadm, i:0#fjlbct

Inv. Disc.: 0.00
 Total: 2,000.00
 VAT: 500.00
 Total+VAT: 2,500.00

PO No: ☐
 CVR: ☐
 Due Date: 4/30/2020
 Posting: 4/28/2020
 Payment type: ☐
 Bank: ☐

Currency: DKK
 Vend. VAT: INDENLANDS
 Payment: LM - Indeværend
 Disc.%: 0.00
 Paym. ID: ☐
 Bank Branch No: ☐

Company: CRONUS Danmark
 Group: OMK
 Doc. Type: Expense
 Template: ☐
 Incl. VAT: ☐

Requisition

1 New Delete Split Mem

☐ Lock

Approver	Type	Item/Account	Description	Price	VAT Code	VAT	Total
aqoolaadm, i:0#fjlbct	Finans	01200 Fragt		800.00	VAT25SERV	200.00	1,000.00
aqoolaadm, i:0#fjlbct	Finans	01020 Salg af vare og ydel		1,200.00	VAT25SERV	300.00	1,500.00

Remove

Request Send Save Undo

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.

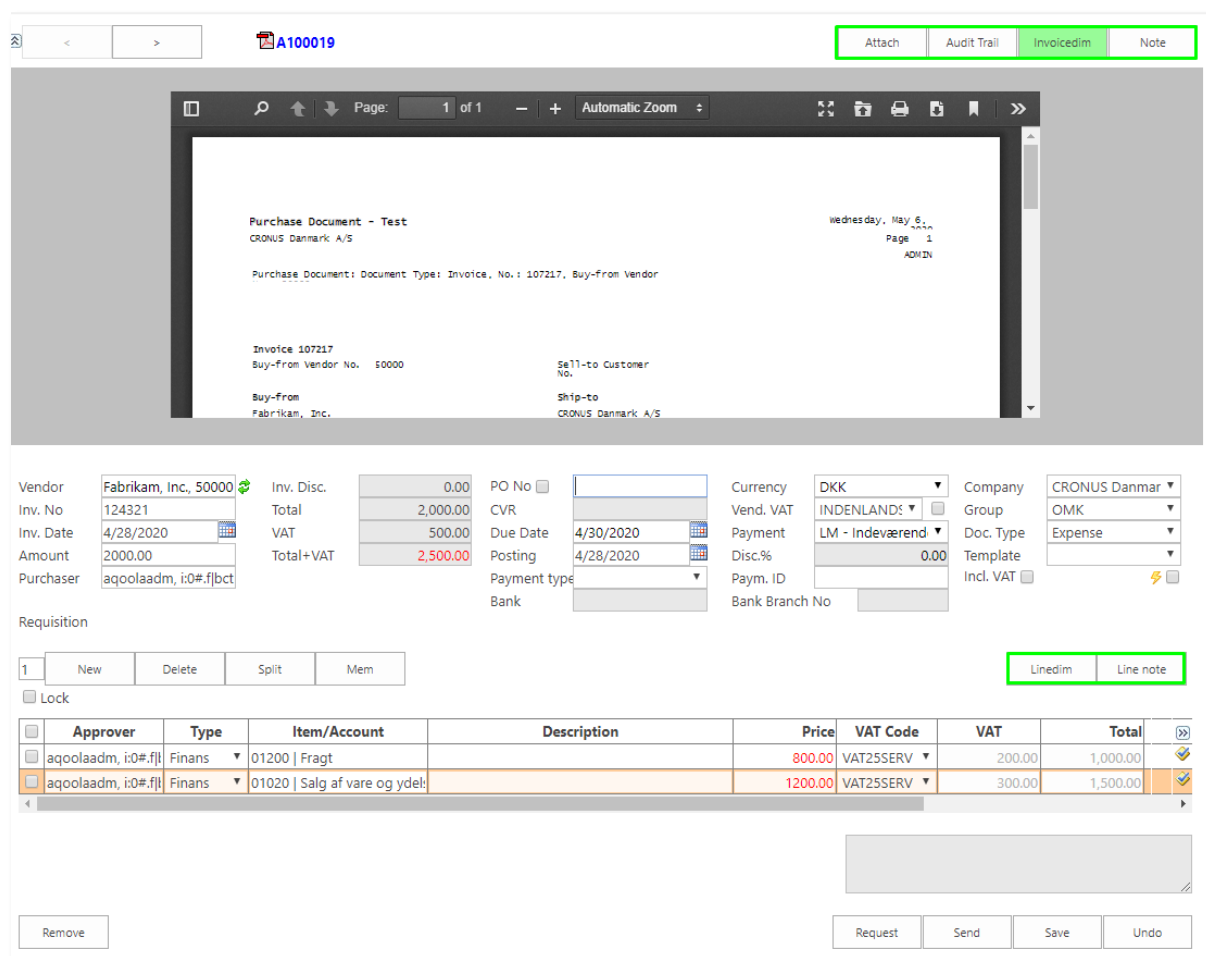
To remove an added line, click it and press **CTRL+SHIFT+R**.

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



The screenshot displays the Aqoola Workflow interface for specifying invoice details. At the top, there are navigation buttons: Attach, Audit Trail, Invoicedim, and Note. Below this is a PDF viewer showing a sample invoice document. The invoice details include:

- Vendor: Fabrikam, Inc., 50000
- Inv. No: 124321
- Inv. Date: 4/28/2020
- Amount: 2000.00
- Purchaser: aqoolaadm, i:0#.fjbct
- Inv. Disc: 0.00
- Total: 2,000.00
- VAT: 500.00
- Total+VAT: 2,500.00
- PO No: [empty]
- CVR: [empty]
- Due Date: 4/30/2020
- Posting: 4/28/2020
- Payment type: [empty]
- Bank: [empty]
- Currency: DKK
- Vend. VAT: INDENLANDS
- Payment: LM - Indeværend
- Disc.%: 0.00
- Paym. ID: [empty]
- Bank Branch No: [empty]
- Company: CRONUS Danmar
- Group: OMK
- Doc. Type: Expense
- Template: [empty]
- Incl. VAT: [empty]

Below the invoice details is a Requisition section with buttons: New, Delete, Split, Mem. There is also a Lock checkbox. The main section is a table with the following columns: Approver, Type, Item/Account, Description, Price, VAT Code, VAT, Total, and an icon column. The table contains two rows:

Approver	Type	Item/Account	Description	Price	VAT Code	VAT	Total	
aqoolaadm, i:0#.fj	Finans	01200 Fragt		800.00	VAT25SERV	200.00	1,000.00	
aqoolaadm, i:0#.fj	Finans	01020 Salg af vare og ydel		1200.00	VAT25SERV	300.00	1,500.00	

At the bottom, there are buttons: Remove, Request, Send, Save, and Undo.

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

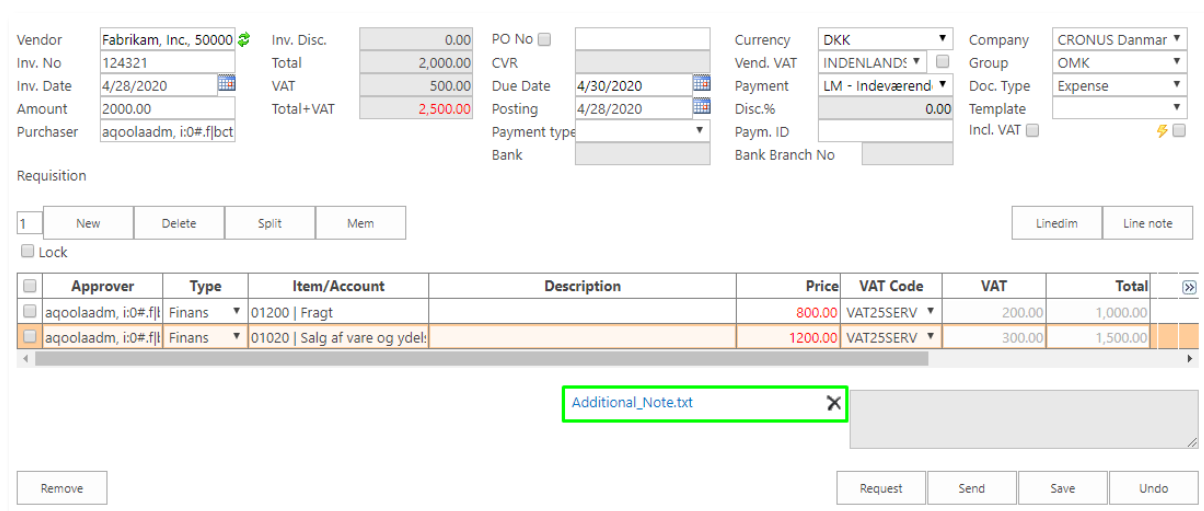
Header and line dimensions will be validated when you click the **Send** button, and if mandatory dimensions are not specified, this will be marked as an error, and the document will not be sent for approval.

- 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



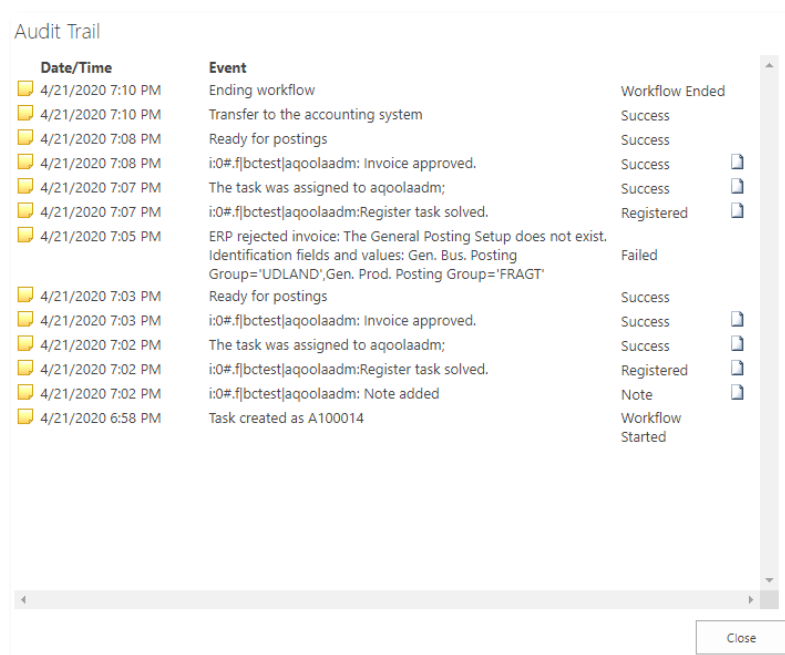
The screenshot displays the Aqoola Workflow interface for a registration task. At the top, there are several input fields for document details: Vendor (Fabrikam, Inc., 50000), Inv. No. (124321), Inv. Date (4/28/2020), Amount (2000.00), Purchaser (aqoolaadm, i:0#.flbct), Inv. Disc. (0.00), Total (2,000.00), VAT (500.00), Total+VAT (2,500.00), PO No., CVR, Due Date (4/30/2020), Posting (4/28/2020), Payment type, Bank, Currency (DKK), Vend. VAT (INDENLANDS), Payment (LM - Indeværend), Disc.% (0.00), Paym. ID, Bank Branch No., Company (CRONUS Danmark), Group (OMK), Doc. Type (Expense), Template, and Incl. VAT. Below these fields is a 'Requisition' section with buttons for 'New', 'Delete', 'Split', and 'Mem'. A table with columns 'Approver', 'Type', 'Item/Account', 'Description', 'Price', 'VAT Code', 'VAT', and 'Total' is shown. The table contains two rows: one for '01200 | Fragt' with a price of 800.00 and VAT of 200.00, and another for '01020 | Salg af vare og ydel' with a price of 1200.00 and VAT of 300.00. Below the table, there is a section for 'Additional Note.txt' with a text area and a 'Remove' button. At the bottom right, there are buttons for 'Request', 'Send', 'Save', and 'Undo'.

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



Dimension	Value	Information
AFDELING	ADM - Administration	
DEBITORGRUPPE	MELLEM - Mellem virksomhed	

OK Close

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

Register Note

note to approver: Invoice contains not received items

OK Close

Line Dimensions

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

FIGURE 7: SAMPLE LINE DIMENSIONS

Invoice Line Dimensions

Type	Item/Account	Description	Price	VAT Code	VAT	Total
Finans	01000 OMSÆTNING		0.00		0.00	0.00

Dimension Value Information

AFDELING PROD - Produktion

DEBITORGRUPPE LILLE - Mindre virksomhed

Deferral template

< >

OK Close

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

Invoice Line Note

The Purchase Order Lines is for test purposes.

OK Close

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

• InvoiceNo. is empty
 • Invoice date is empty
 • Invoice date is not a date
 • Due date is empty
 • Due date is not a date
 • Posting date is empty
 • Posting date is not a date
 • Purchaser not valid
 • Grid contains errors - Approver is not valid

Vendor: Fabrikam, Inc., 50000
 Inv. No.:
 Inv. Date: 0.00
 Amount: 0.00
 Purchaser:

Inv. Disc.:
 * Total: 0.00
 ** VAT: 0.00
 Total+VAT: 0.00

PO No.:
 CVR:
 Due Date:
 Posting:
 Payment type:
 Bank:

Currency: DKK
 Vend. VAT: INDENLANDS
 Payment: LM - Indeværend
 Disc.%: 0.00
 Paym. ID:
 Bank Branch No:

Company: CRONUS Danmark
 Group: OMK
 Doc. Type: Expense
 Template:
 Incl. VAT:

Requisition

1 New Delete Split Mem

☐ Lock

Approver	Type	Item/Account	Description	Price	VAT Code	VAT	Total
	Finans			0.00		0.00	0.00

- 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

My Approval Tasks

Approval No.	Vendor	Number	Status	To me	To group	Invoice	Creditnote					1 = 2	
			<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>									Sum?	Count?
Task	Vendor	Number	Approved By	Currency	Amount	Type	Group	Inv. Date	Due Date	Updated			
<div><div></div><div></div><div></div></div> A100021	Wide World Importers	TEST_13	-	DKK	4,750.00	Pur	OMK	5/26/2020	5/31/2020	11:10:44 AM			
<div><div></div><div></div><div></div></div> A100013	Fabrikam, Inc.	TEST_TEST	-	DKK	650.00	Pur	OMK	4/30/2020	4/30/2020	11:09:03 AM			

Open Approval and Registration Tasks

Registration (7)

Correction (0)

Approval (4)

On hold (0)

Ready for posting (0)

Failed (0)

Upload PDF

CVR	Vendor	Invoice Group	Status	Approver	Company	Invoice	Creditnote					1 = 4	
		[All]	<div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div>									Sum?	Count?
					[All]							Reset	

Approval Tasks

Task	Vendor	Number	Approved By	Assigned To	Updated	Currency	Amount	Type	Group	Inv. Date	Due Date	Company
<div><div></div><div></div><div></div></div> A100021	Wide World Importers	TEST_13	-	aqoolaadm	11:10:44 AM	DKK	4,750.00	Pur	OMK	5/26/2020	5/31/2020	CRONUS Danmark A/S
<div><div></div><div></div><div></div></div> A100022	Fabrikam, Inc.	test1	-	Aqoolaadm	11:09:37 AM	DKK	100.00	Exp	OMK	5/3/2020	5/31/2020	CRONUS Danmark A/S
<div><div></div><div></div><div></div></div> A100013	Fabrikam, Inc.	TEST_TEST	-	aqoolaadm	11:09:03 AM	DKK	650.00	Pur	OMK	4/30/2020	4/30/2020	CRONUS Danmark A/S
<div><div></div><div></div><div></div></div> A100023	Fabrikam, Inc.	123	-	Aqoolaadm	11:07:35 AM	DKK	100.00	Exp	OMK	5/7/2020	5/31/2020	CRONUS Danmark A/S

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.

Purchase Document - Test

CRONUS Danmark A/S

Thursday, May 7, 2020
Page 1
ADHEN

Purchase Document: Document Type: Invoice, No.: 107218, Buy-from Vendor

Invoice 107218	Sell-to Customer No.
Buy-from Vendor No. 40000	Ship-to
Buy-from wide world Importers	CRONUS Danmark A/S

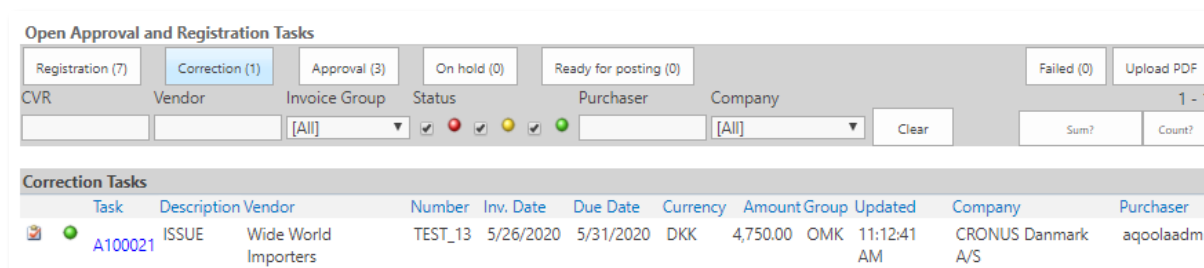
- If the information entered by the registering user is correct, click **Approve**. The task will be deleted from the list of approval tasks, and the appropriate document will be ready for export to Microsoft Dynamics 365 Business Central. An entry for the approved document will be added to the [document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

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.

- 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

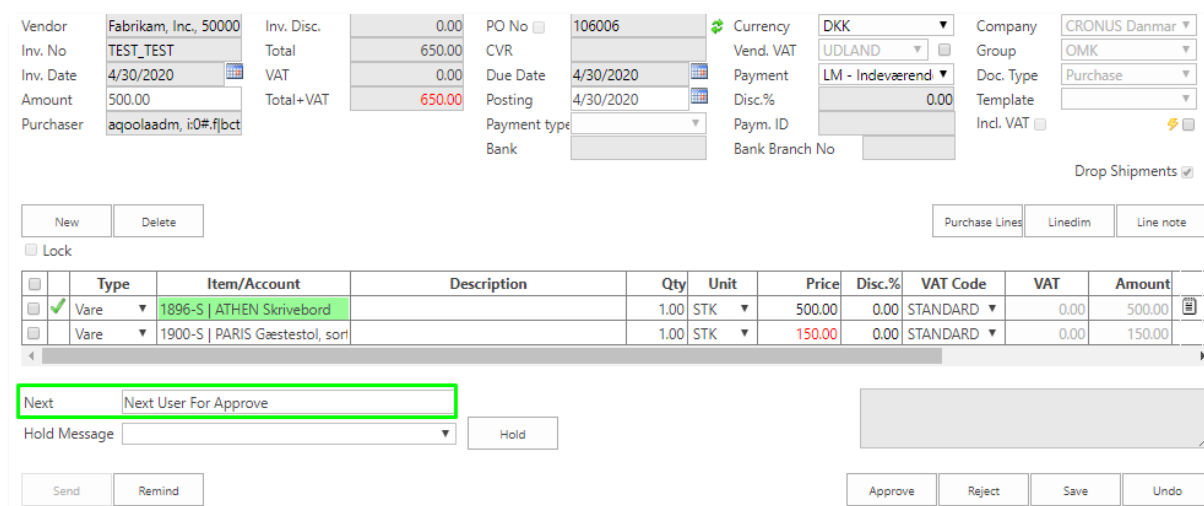


The screenshot shows the 'Open Approval and Registration Tasks' section with tabs for Registration (7), Correction (1), Approval (3), On hold (0), Ready for posting (0), Failed (0), and Upload PDF. Below this is a filter bar with fields for CVR, Vendor, Invoice Group, Status, Purchaser, and Company. The 'Correction Tasks' table below shows a single task:

Task	Description	Vendor	Number	Inv. Date	Due Date	Currency	Amount	Group	Updated	Company	Purchaser
A100021	ISSUE	Wide World Importers	TEST_13	5/26/2020	5/31/2020	DKK	4,750.00	OMK	11:12:41 AM	CRONUS Danmark A/S	aqoolaadm

- 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



The screenshot shows the 'Assigning the task to another approver' process. It includes fields for Vendor (Fabrikam, Inc., 50000), Inv. No (TEST_TEST), Inv. Date (4/30/2020), Amount (500.00), and Purchaser (aqoolaadm, i0#.fjbct). It also shows a summary table with fields like Inv. Disc., Total, VAT, and Total+VAT. The 'Purchase Lines' section shows a table with columns for Type, Item/Account, Description, Qty, Unit, Price, Disc.%, VAT Code, VAT, and Amount. The 'Next' field is highlighted with a green box, and the 'Next User For Approve' field is also highlighted. The 'Hold Message' field is also visible.

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


Task No.	Vendor	Invoice No.	Type	Group	PO No.	Currency	Amount Due	Location	Assigned To	Company
A100023	Fabrikam, Inc.	123	Exp	OMK		DKK	100.00	Approval	Aqooladm	CRONUS Danmark A/S
A100022	Fabrikam, Inc.	test1	Exp	OMK		DKK	100.00	Approval	Aqooladm	CRONUS Danmark A/S
A100021	Wide World Importers	TEST_13	Pur	OMK	106007	DKK	4,750.00	Correction	TEST_Role_Registrar	CRONUS Danmark A/S
A100016				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100015				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100013	Fabrikam, Inc.	TEST_TEST	Pur	OMK	106006	DKK	500.00	Approval	aqooladm	CRONUS Danmark A/S
A100012				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100011				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100010				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100009				OMK			0.00	Registration	DEV_Role_Registrar	DEV
A100007				OMK			0.00	Registration	DEV_Role_Registrar	DEV

Task No.	Vendor	Invoice No.	Posted No.	Type	Purchase No.	Currency	Amount incl. VAT	Invoice Date	Due Date	Approved	Created	Company
A100020	Fabrikam, Inc.			Purchase			0.00				5/6/2020 4:45:51 PM	CRONUS Danmark A/S
A100019	Fabrikam, Inc.			Purchase			0.00				5/6/2020 4:18:12 PM	CRONUS Danmark A/S
A100018	Fabrikam, Inc.	1002	109003	Creditnote		DKK	50.00	5/6/2020	5/31/2020	5/6/2020 11:45:23 AM	5/6/2020 11:37:15 AM	CRONUS Danmark A/S
A100017	Fabrikam, Inc.	1001	109001	Creditnote		DKK	50.00	5/6/2020	5/6/2020	5/6/2020 11:35:27 AM	5/6/2020 11:23:34 AM	CRONUS Danmark A/S
A100014	Fabrikam, Inc.	123321	108211	Expense		DKK	200.00	4/21/2020	4/30/2020	4/21/2020 7:10:11 PM	4/21/2020 6:58:04 PM	CRONUS Danmark A/S

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.

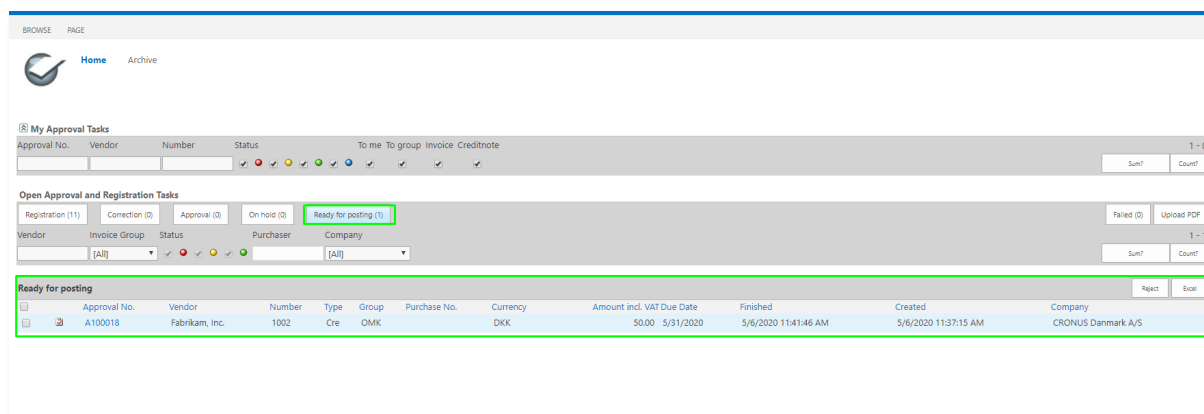
To view the registration task details, click the value of the **Approval No.** field on the archive entry or the  icon. The registration task page opens with all data entered during registration.

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.

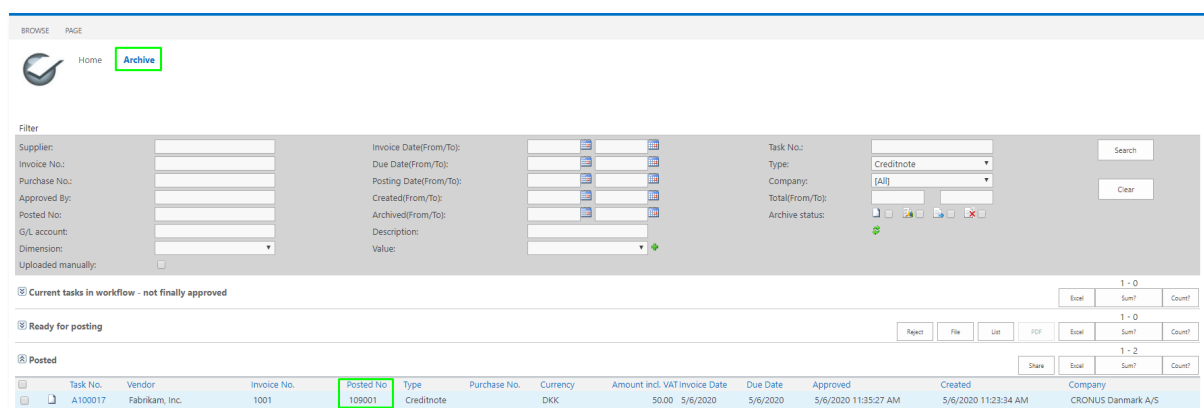
List of the documents queued for posting could be checked by pushing “Ready for posting” button.

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.

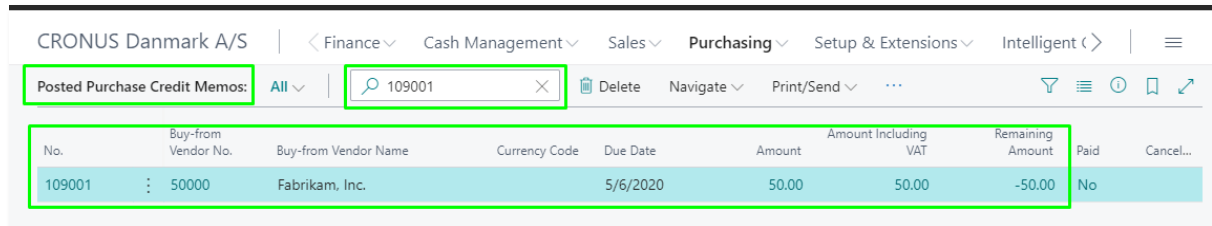
FIGURE 30: POSTED NUMBER IN THE ARCHIVE



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: VERIFYING OF THE POSTED PRUCHASE DOCUMENT



CRONUS Danmark A/S < Finance Cash Management Sales Purchasing Setup & Extensions Intelligent >									
Posted Purchase Credit Memos:		All	109001	Delete	Navigate	Print/Send			
No.	Buy-from Vendor No.	Buy-from Vendor Name	Currency Code	Due Date	Amount	Amount Including VAT	Remaining Amount	Paid	Cancel...
109001	50000	Fabrikam, Inc.		5/6/2020	50.00	50.00	-50.00	No	