



Validations- Incoming_validations

English

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Incoming documents

Version: v2.0

Incoming validations

In this section, you will find a more-in-depth explanation on how incoming documents are handled in Extractional.

Different states

State	Meaning	Responsible for the action
Received	Document just entered the system and no verification has been done to it	Email automation or user inserting a new document
Verified	Document has been verified by the respective responsible	Typically the project manager
Payment advised	Document has been sent for payment	Project manager or department responsible
Paid	Document has been paid	Accounting department
Rejected	Invoice has been refused internally	all the above

Specific functionalities about incoming documents

Sending an invoice back to the provider

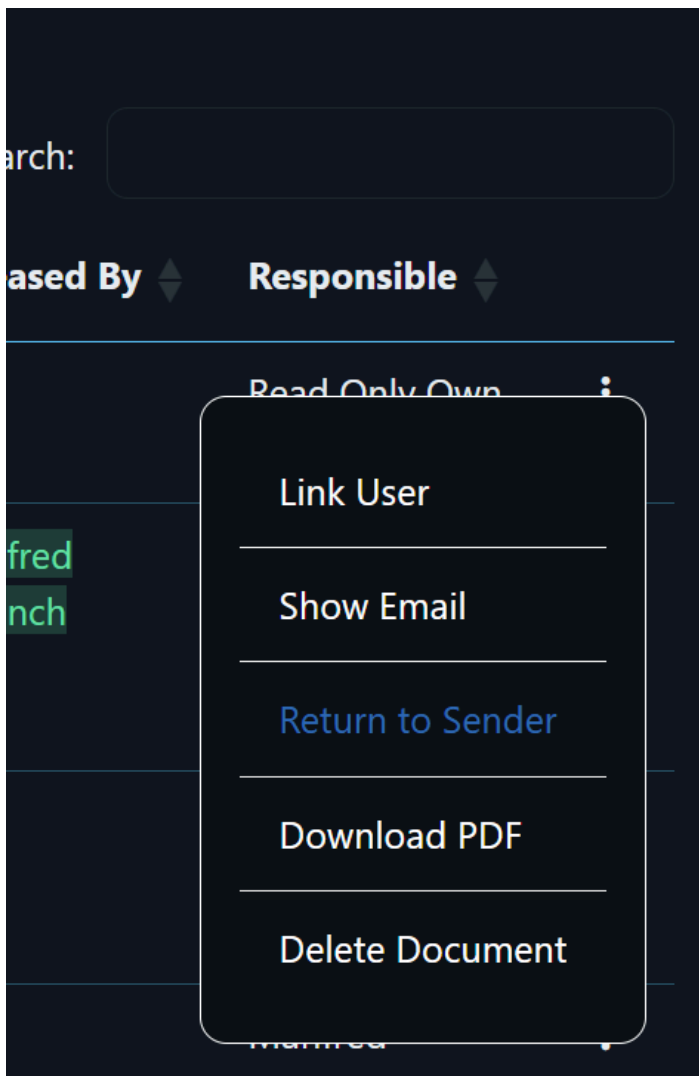
Extractional provides a feature allowing users to easily send an invoice back to the respective provider when the invoice is not accepted by the company.

Warning

This feature only works when the Smtplib configuration has been correctly set. You can find more information in the following [section](#)

How to send an email back to the supplier

In order to trigger this action for a specific validation, you will select it in the context for the respective validation:



After triggering the action, a pop-up page will be visible in your system where a template email message will be generated. You will be able to change whatever you would need to and, once you are ready to send the message, you simply need to click on the **Send** button.

Once the document has been sent to the supplier back, the invoice state will be set back to **rejected**.

Typical workflow

On the following page, you may find typical workflows that have been used by our customers with incoming documents. These should help you organizational wise on how to take the most advantage of the system, but should not be referred as rules within the system.

Invoice lifecycle for Supplier Documents

