



Extractional User Guides

English

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System Overview and User Management

English

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Version: v1.0

Introduction

This chapter provides an overview of the system and outlines its main components and functionalities. It explains how responsibilities are distributed among different user roles, highlights key safety and access considerations, and describes the various views available within the user interface. Understanding these fundamentals will help users navigate and interact with the system effectively.

Info

- **Document**: in our system, when we talk about documents, we are talking about **Invoices, Credit notes, Delivery notes, Order forms, Order confirmations**, in other words, we talk about all financial documents that are generally interchanged in companies.
- **Validation**: entity in our system that represents one incoming out outgoing document that as been registered in our system.
- **Templates**: A template, in our system, is all the entities that are used as a reference to extract data from further incoming/outgoing documents.
- **"Envelope Data"**: All fields that form the header and footer of the document (general information of the document).
- **"Line items"**: Document's positioned items, in other words, all data that will be used for Peppol data extraction.

Purpose and Functionality

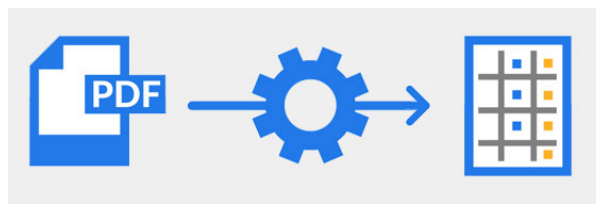
Welcome to the Extractional User Manual. In this guide, you'll find comprehensive information about how to use our software system effectively. Before diving in, we'll provide a brief overview of its purpose and explain how it can help your company streamline operations and save valuable time.

Extracting and automating purchasing documents data

The main goal of our system is to extract data from all incoming and outgoing purchasing and billing documents within a company. Once extracted, the data will be processed, allowing one to automate processes and also automatically export it into other systems, streamlining operations and reducing manual workload.

PDF files extraction

Our software will extract data from all pdf formatted files. This allows our users to not need to change all their billing habits and maintains the usage of one of the most used format for these type of documents.



Direct email account connection



This software will automatically insert all incoming billing documents in the system by directly connecting to a e-mail address. This is done via a IMAP connection, witch is available for most of email domains.

Usage of numerical data


One main advantage of using our system is the complete usage of numerical data. This will easy your company easy of organisation and improve some daily tasks of your employees.

Ease of document control

One of the primary objectives we achieved with our software was to make it easy to organize all incoming and outgoing documents without consuming unnecessary employee time.

As you may know, the volume of documents most companies receive and handle can be overwhelming. Tracking the status of each document, along with the associated transactions, can be challenging to manage effectively.

Our system makes document organization straightforward while also keeping track of their status. It allows automatic assignment of documents to team members and uses flags or markers to indicate their state. Additionally, it organizes all transactions associated with each document.

#	Supplier
2	Some other company 

Example of an existing file in our system with two flags assigned to it

Improving file searching



Since our system relies on a numerical file storage system and features quick file searching algorithms and filtering algorithm , it will improve your company's productivity by not needing to look for a specific document like the old days.

Reducing paper usage in your company



Automating document handling with our system significantly reduces paper usage. Since there is no longer a need to print documents for organizational purposes, as is common in many companies, this system allows your business to operate in an

almost paperless environment.

User Management

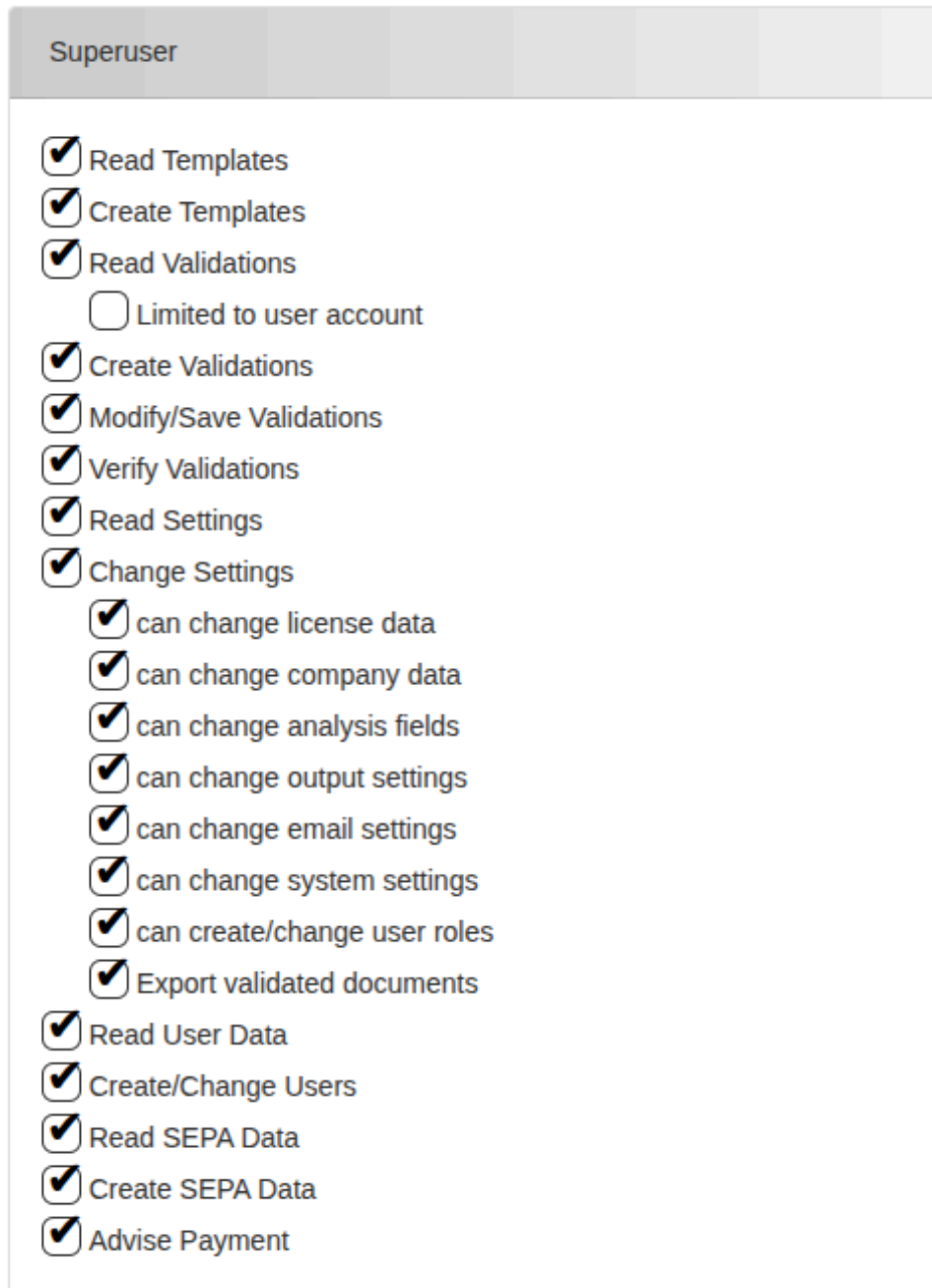
One of the key features of our system is the ability to define different user roles and automate work distribution.

User Roles

Our system provides several predefined user roles and also allows you to create new ones. Each role comes with specific permissions, which in turn determine the user's view and capabilities within the system.\

Permissions

Permissions in the system mainly control the type of access each team member has to your document database, as well as what they can create, modify, or delete in the system.



Picture showing all the different permissions available in our system

Each permission has been defined to endure that all important operations in the system can be controlled. These are the following permissions available in the system:

- **Read templates:** The user is allowed to access all templates and view them.
- **Create templates:** The user is allowed to create new templates as well as deleting/modifying existing ones

- **Read Validations:** The user is allowed to read all validations (documents) that are available in the system
 - **Limited to user account:** This option can be chosen if you only want the user to be able to see all the validations that are assigned to his name.
- **Create validations:** The user is allowed to create new validation instances in the system. However, these permissions do not allow us to make these new validations as accepted in the system, they will basically be always seen as unverified documents.
- **Modify/Save Validations:** The user has the rights to modify all the data extracted in a document and to save it on the system.
- **Verify Validations:** The user has the rights to verify the documents and release them into the system.
- **Read Settings:** The user is allowed to enter the settings page and see all the different preferences chosen. He will not be able to change any data.
- **Change Settings:** The user has the permission to change some(all) settings. All the different settings sub-pages that this user shall be able to use must be specifically defined in the indented boxes.
- **Read User Data:** The user is allowed to read all the system user data.
- **Create/Change Users:** The user is allowed to create a new user or modify existing ones.
- **Read SEPA Data:** The user is allowed to read all SEPA related data (for example bank credentials of documents payments)
- **Create SEPA Data:** The user is allowed to create SEPA related data, this allowing the automation of payment of documents.
- **Advise Payment:** The user is also allowed to identify documents as \"Paid\" in the system.

Why We Use User Roles

The decision to implement user roles is straightforward: having predefined user types makes it easy to define new categories of users with a specific set of rights. Additionally, if a particular category of user needs different permissions, you only need to update the settings for that role rather than changing permissions individually for each user.

Simplified people management

Our software enables you to monitor your team's workload, ensuring that tasks are distributed evenly. This helps you identify and address workload imbalances early, ensuring that your team works collaboratively and efficiently.

Seamless Integration of Purchasing and Accounting Departments



Extractional creates a new and transparent connection between the purchasing and accounting departments. With all the data automatically extracted into the system and analyzed by all the different individuals in the purchasing department, the accounting will have a clear understanding each transaction made in the company.

Exporting Data

Our system also allows the users to export all the different data within the system into different formats allowing to export all the purchasing data into other systems. The system allows you to export in the following formats:

- **XML format:** common format allowing you to export all data into different accounting platforms such as **Sage BOB50**
- **JSON format:** commonly used format containing all information of the extracted data. Can be used to interchange data between Extractional systems.
- **CSV format:** format allowing to view all the desired data in a system's spreadsheet (for example Excel).
- **Peppol format:** international format used for interchanging electronic documents with private entities as well as with the government.
- **SEPA format:** This specific XML format allows to automate SEPA payments allowing to easy elaborate payments within a company.

Safety and Access Control

A major focus of our system is ensuring the security of your documents and controlling all access within the platform.

Safety within the Database

To guarantee that your company's documents are always available and secure, we ensure that they remain strictly confined within the server system you use. All system documents are stored on your server installed in your company, ensuring that your data never leaves your network unless explicitly done by you.

Access Control

To strengthen access control, we have implemented several measures in the system. The first is the use of role-based access control, which has already been explained in detail in a previous section. The second is comprehensive login tracking. The system logs every login attempt along with the IP address of the person attempting to access the platform. This allows you to determine the origin of each access attempt. Additionally, the system records whether each login attempt was successful or not.

Date	Time	IP	City	Country	Status
2025-08-05	06:11:56	88.207.200.159	unknown	LU	ok
2025-08-04	06:40:00	88.207.200.159	unknown	LU	ok
2025-08-01	13:00:03	88.207.200.159	unknown	LU	ok
2025-08-01	11:39:27	88.207.200.159	unknown	LU	ok
2025-07-30	16:25:48	88.207.200.159	unknown	LU	ok
2025-07-30	08:18:04	213.165.187.202	San Paarl F-Bahar	MT	ok
2025-07-30	08:16:47	88.207.200.159	unknown	LU	failed
2025-07-30	08:16:25	88.207.200.159	unknown	LU	failed
2025-07-30	08:16:15	88.207.200.159	unknown	LU	failed
2025-07-30	08:08:16	88.207.200.159	unknown	LU	failed



System Overview

English

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System Overview

In this chapter, you will be presented with a detailed manual explaining how each main page in the system works as well as explaining all the main functionalities of the system.

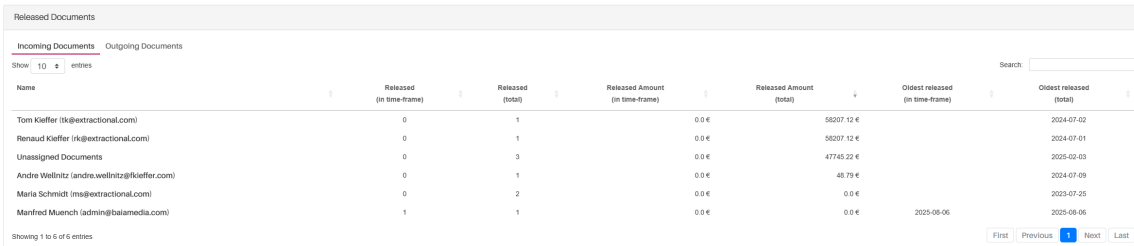
Important information

Please be aware that some menu items that are shown in this part of the manual might not be available to you; this will directly depend on the rights that you have in the system.

General Principles

General navigation principles for all tables

Example of a table:



Name	Released (in time-frame)	Released (total)	Released Amount (in time-frame)	Released Amount (total)	Oldest released (in time-frame)	Oldest released (total)
Tom Kieffer (tk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-02
Renaud Kieffer (rk@extractional.com)	0	1	0.0 €	58207.12 €		2024-07-01
Unassigned Documents	0	3	0.0 €	47745.22 €		2025-02-03
Andre Wellnitz (andre.wellnitz@kieffer.com)	0	1	0.0 €	45.79 €		2024-07-09
Marie Schmidt (ms@extractional.com)	0	2	0.0 €	0.0 €		2023-07-25
Manfred Muench (admin@balamedia.com)	1	1	0.0 €	0.0 €	2025-08-06	2025-08-06

To enhance usability for all tables, several navigation features are available:

- To switch between **Incoming** and **Outgoing** documents, use the tabs at the top of the table.
- To **sort table elements** by a specific column, click on the column header. An icon will indicate the current sorting order (ascending or descending). Clicking repeatedly toggles between the sorting options or removes the sorting.
- To search for a specific row, use the search bar in the top-right corner of the table. Searches are conducted based on the information visible in the table.
- To adjust the number of rows displayed per page, click on the current items-per-page indicator at the top of the table and select your preferred amount.

- To navigate between pages, use the pagination controls at the bottom of the table.



System Overview-Dashboard

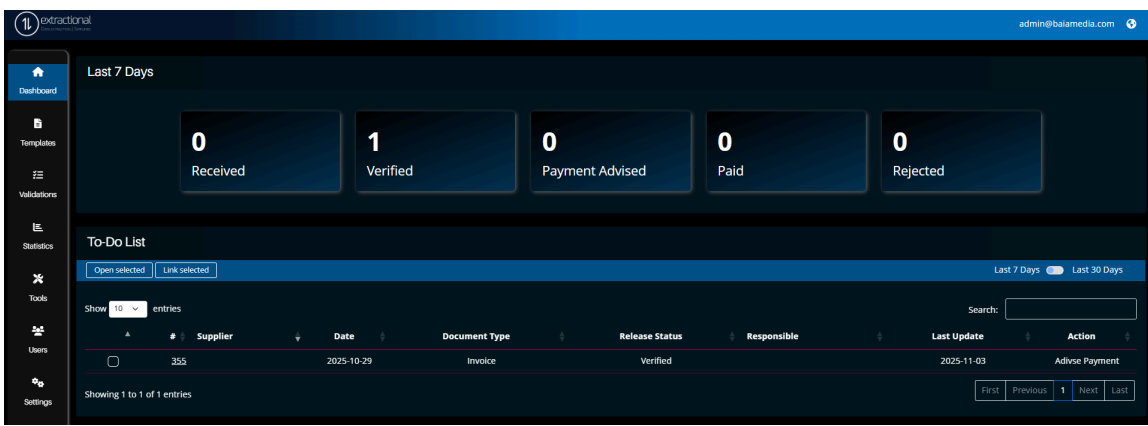
English

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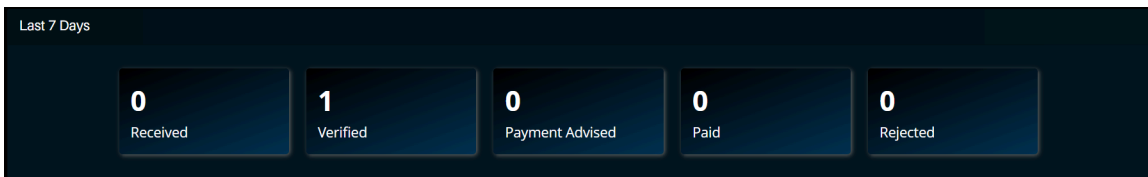
Dashboard

The dashboard is the first page that you will interact with when using the application. The main goal of this application is to give you a general idea of what actions need to be done in the system together with to-do list.



Statistical cards

The statistical cards can be found on the top the Dashboard page. It provides the user a overall system status over the last 7 days.



Todo list

The Todo list provides the user a list of all the documents received in the last 7 or 30 days in the system and tells the user what action needs to be done for each document.

To-Do List

[Open selected](#) [Link selected](#) Last 7 Days Last 30 Days

Show 10 entries

Search:

	#	Supplier	Date	Document Type	Release Status	Responsible	Last Update	Action
<input type="checkbox"/>	17	Extractional DRAFT	2026-03-26	Draft	Received	Read Only	2026-03-26	Verify Document
<input type="checkbox"/>	16	Atelier Bois	2026-03-26	Invoice	Received	Richard Reinert	2026-03-26	Verify Document
<input type="checkbox"/>	15	Green Leaf Rechnung	2026-03-26	Invoice	Verified	Tom Kieffer	2026-03-26	Advise Payment
<input type="checkbox"/>	14		2026-03-25	Delivery Note	Received	Read Only Own	2026-03-25	Verify Document
<input type="checkbox"/>	13	Extractional invoice	2026-03-25	Invoice	Received	Richard Reinert	2026-03-25	Verify Document
<input type="checkbox"/>	11	Vanguard Build Construction Rechnung	2026-03-25	Invoice	Received	Tom Kieffer	2026-03-25	Verify Document
<input type="checkbox"/>	10	Vanguard Build Construction Rechnung	2026-03-25	Invoice	Received	Manfred Muench	2026-03-25	Verify Document
<input type="checkbox"/>	9	Vanguard Build Construction Rechnung	2026-03-25	Invoice	Verified	Tom Kieffer	2026-03-25	Advise Payment
<input type="checkbox"/>	8	Green Leaf Rechnung	2026-03-25	Invoice	Advise Payment	Tom Kieffer	2026-03-25	Pay
<input type="checkbox"/>	5	Extractional DRAFT	2026-03-25	Draft	Received		2026-03-25	Verify Document

Showing 1 to 10 of 12 entries

First Previous 1 2 Next Last



System Overview-Template

English

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Template

Version: v1.0

Template

What is this main purpose

In this page, the user will define all the different templates for all the different types of documents that the user wants to automate in the system for data collection.

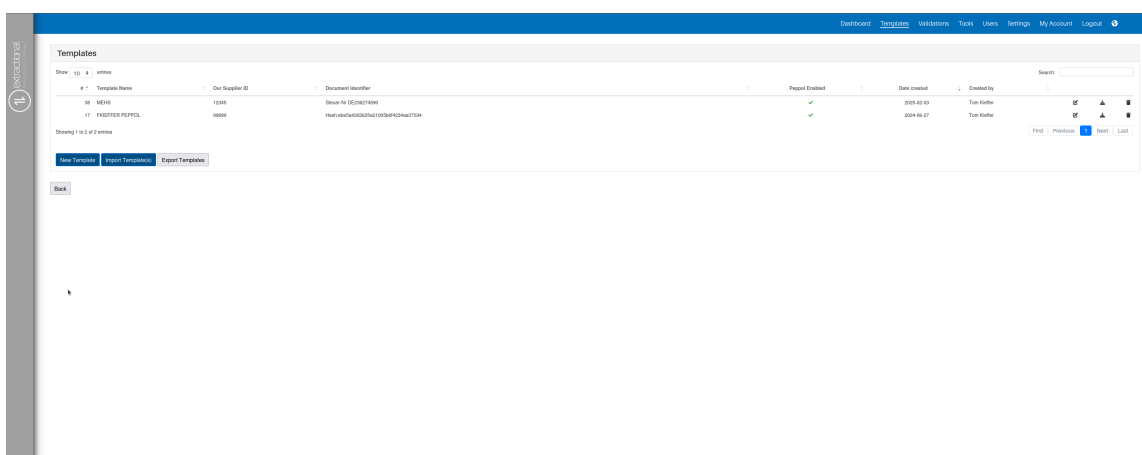
Furthermore, the user also has the possibility to manage all current templates that have been created.

Prerequisites

Before starting to create all the different templates, it is recommended to define all the data that shall be collected in your system. To do so, you shall go into the application settings and define all the data that shall be collected in your system. You can find more information in the [the following section](#).

In addition, it is also recommended to define the type of user who has the permission to create or manage the application. More information in the ["this"](#) link.

Overview



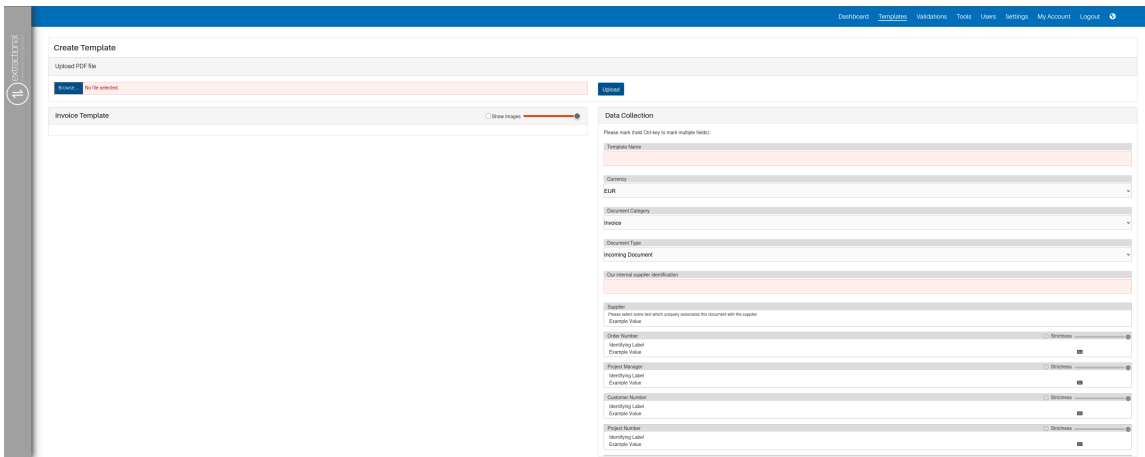
Functionalities overview

Adding a new template

In this part, you shall find a step-by-step guide on how to add a new template to your system.

TRIGGERING THE SYSTEM

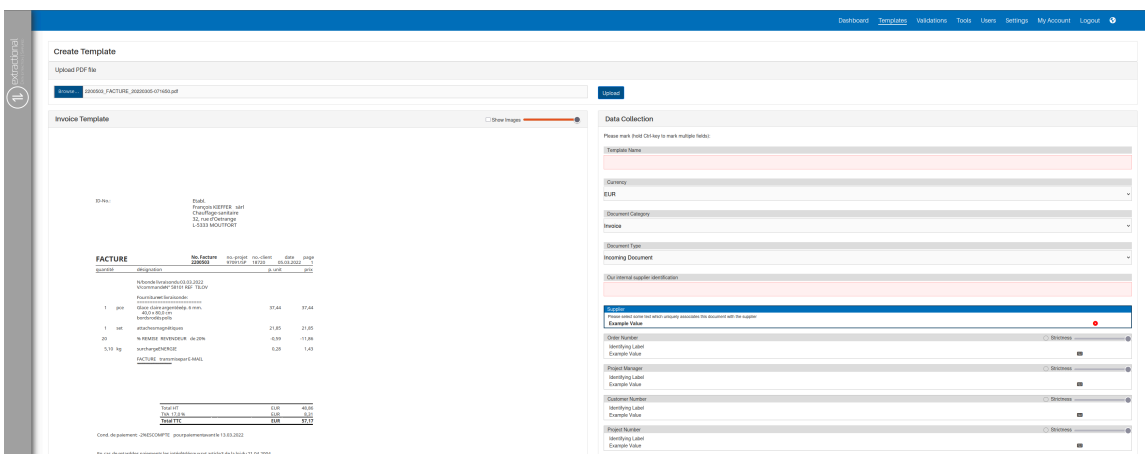
To trigger the system, it is as simple as clicking on the "New Template" button. You will then be redirected to the following page:



UPLOADING A TEMPLATE FILE

During this part, you will upload a template file for the system to have a base. You can do so by clicking the "Browse file" button in the top left corner of the screen. After clicking on this button, you will be redirected to the operating system's file selection tool to select the desired template.

Once you have selected the file, you shall click on the "Upload" button. The system will then upload the file and it will look something like this:



DEFINING ALL THE DIFFERENT FIELDS

This part of this process is the most time consuming and is also the most important. During this part, you will define all the different fields for future automation.

Before you start analysing the document, take into account that you can always partially or completely remove all the pictures of a PDF. To do this, use the checkbox "Show Images" to display all images in the file. You can adjust the visibility at any time using the scrollbar located directly after the "Show Images" field.

Important

You can use images in the different fields as values, such as for identification. The system will hash the image and save the hashed information. However, using pictures as identifiers has the risk that the template will not be recognized even if the image has changed by as little as one pixel. Therefore, we recommend using pictures as identification as the last option.

First of all, you shall define all the fields that will define the base properties of the template, such as template name, currency and document type.

Choosing a unique identifier

After that, you shall enter the field that will identify any document to trigger this template to be used. We recommend always using a text or value that will always be present in this company's type of document as well as an identifier of what type of document it is (for example, using the tax number of the company together with the indication that it is an invoice). To select the field(s) that shall be used as identifiers, you shall first click into the "Supplier box" and then click on the field(s) that you would like to use as an identifier in the document. Be aware that if you want to use multiple identifiers, you shall use hold the "Ctrl" button and select all of the fields. Additionally, you can also use images as identifiers to documents, but it shall be used as the last option since companies do sometimes change their looks in their documents.

There are two ways to define field automation: automated and manual insertion. All automated fields are the ones that the system shall identify in each invoice while the manual ones are the ones that are constants and will always be constant throughout all documents. We recommend defining all constants as manual fields to improve the consistency and efficiency of the system.

To define all the different automated fields and respective identifiers, you shall use the same technique as the one for the identification field but in this case, once for the data identification and the other for the data value. As for the manual fields, you shall first click on the keyboard

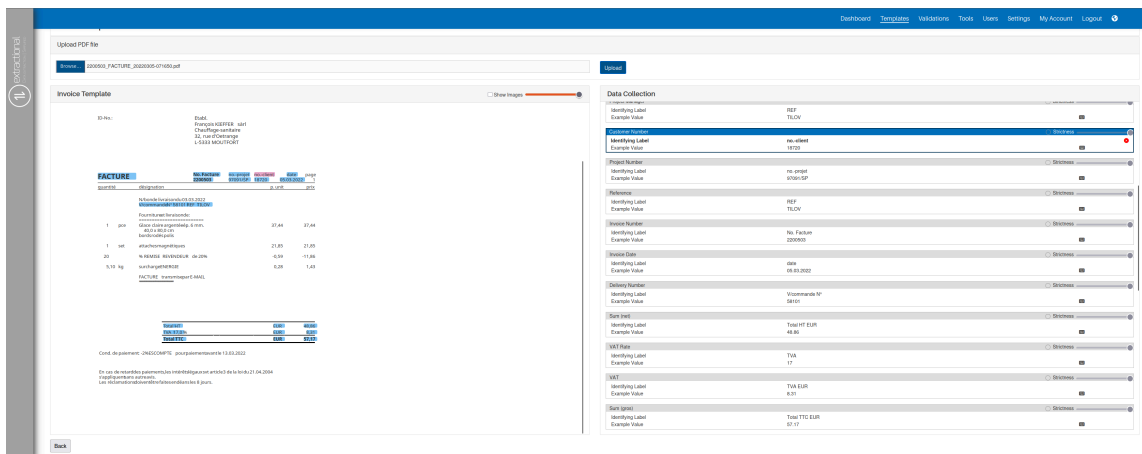
button and then insert the respective value into the system. You can manually type the value or use the same technique as before.

Tip

How to define good candidates for "identifier"/"value" pairs:

- The distance from the identifier to the value will not interfere the performance of the algorithm
- You need to make sure that the identifier should always be present in the document, even if this requires using an identifier that is positioned within a larger distance from the actual value.
- Always select the whole value and not part of it (apart from the description in line items).

In the end, your system shall look something like this:



Importing and exporting templates

If you would like to import the current templates to another system or send them to the support, you shall use this functionality.

EXPORTING TEMPLATES

To export templates, you only need to click on the "Export Templates" button and the download of the zip file will start automatically. This zip file will contain all the information of all templates that have been created in your system.

IMPORTING TEMPLATES

To import templates, you shall click on the "Import Template(s)" button and choose the zip file containing all the templates previously exported.

Additional buttons and functionalities

This part will consist of explaining all the additional buttons and how to use them.

EDIT BUTTON

The edit button is responsible for triggering the system to edit a specific template. This button can be seen in each template and is visualized as the following icon:



Once you click on the following button for a specific template, you will enter the page where you can modify all the different fields in that template.

DELETE BUTTON

The deletion button is responsible for deleting a specific template from your system. This button can also be seen in each template and is visualized as the following icon:



Important

Be aware that if a template is deleted, validations created with it will **not** lose their extracted data. This is because the template is only used during the extraction process, after which all data is stored independently.

PEPPOL ENABLED CHECKBOX

In this column of the table, you will be able to click understand if a certain template does extract all Line items of the document or not.

All checked templates will extract the envelope data and all line items of this type of document while one that is not Peppol enabled will only extract the envelope data of the respective file.



System Overview-Tools

English

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Tools

What is the main Purpose of this Page

In this page will find all the additional pages that our system offers. All of these tools have been developed to help companies improve their workflow.

The additional tools that you can find in our system are the following:

- Document comparison tool
- SEPA XML transactions generation
- Merging pdf's tool
- Splitting pdf's tool
- Removing pdf's password tool
- Repairing pdf's tool

We will explain, in the following pages, what each tool does and how to use it. Please take in consideration that some tools work completely in parallel to the rest of the system.

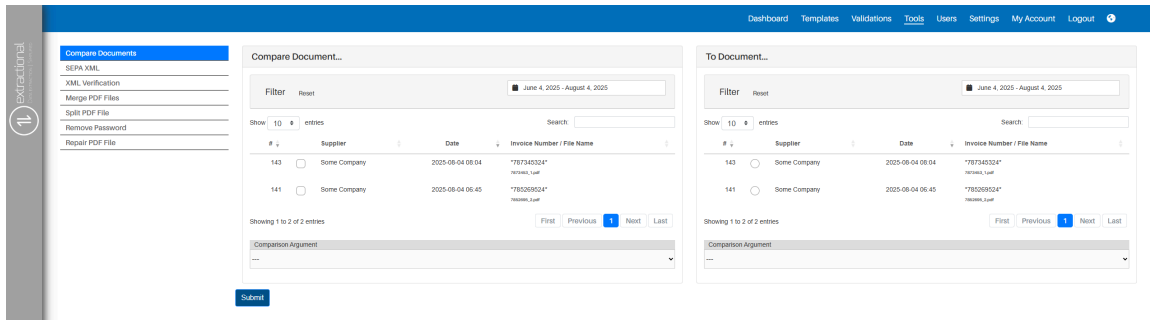
Document comparison Tool

This tool, as the name suggests, allows one to compare current documents that are currently in the system. It will verify what are the difference between both documents depending on the criteria(s) that you shall insert in the system.

How to use it

First of all, you will to trigger the system that you want to use that specific tool. To do so, you will need to click on the `Compare`

`Documents` that can be found on the left side of the screen. Once you have triggered the system, your system should look like this:



Executing a simple comparison

What is a simple comparison

A simple comparison in our system is when you simply choose one Argument for each document for comparison. The system, in this case, will simply look for all the chosen argument in each document in the left and try to find the same value in one of the items of the selected at the right side.

How to do it

To do a simple comparison between two or more documents, you will only need to click choose on file at each side window, choose the comparison criterion, and click on the `Submit` button to let the system visualize the differences between both documents.

Note

Please note that you have the possibility to choose several documents at the left side of tool, allowing to compare several documents into a single one.

Executing a multi-conditional comparison

What is a multi-conditional comparison in our system

A multi-conditional comparison in our system allows you to define a identifier argument to a comparison and one or several arguments as comparative ones.

In this case, the system will try to find an item within each document with the same identifier argument and compare the other arguments defined. If the system fails to do to find two items with the same identity argument,, it will not execute any comparison.

How to execute this type of comparison

In order to trigger the system to create such a comparison, you will firstly need to define the identity argument for each one of the sides as if you were to do a simple comparison.

You will then add all of your comparison arguments by clicking on the small green plus icon that can be found at the top right corner of the left argument case.

Once done, you will need to define the argument that you want to compare in both sides. You can add as many comparative arguments as you would like.

Once you have made your choice, you will simply need to click on the `Submit` button at the system will execute the comparison.

Note

All items that do not have a respective item to compare will appear in **red** while all the others will appear in **green**. In addition, all comparative elements that will not be equal within the same identity elements will not appear in red.

Here you may also find a screenshot of how the system will look like when comparing elements from two documents:

Position	Article Number	Description	Measuring Unit	Sum (net)	Price Unit	Sum (gross)
1	1111	SEO optimization and analytics report	UA	7021.96	159.59	7794.38
2	23568	Technical support & system maintenance	UA	38935.0	599.00	43217.85
3	222	Software architecture planning	UA	18191.55	957.45	20192.62

Position	Article Number	Description	Measuring Unit	Sum (net)	Price Unit	Sum (gross)
1	1111	SEO optimization and analytics report	UA	7660.32	159.59	8502.96
2	23568	Technical support & system maintenance	UA	37737.0	599.00	41888.07
3	222	Software architecture planning	UA	18191.55	957.45	20192.62

Additional buttons

Additionally, you also have the possibility to directly change the state of the document that is being compared. This can be done by clicking on the `Release` button on the bottom left corner of the respective table.

SEPA XML

This tool will automatically generate all xml files containing all SEPA transactions needed to liquidate all selected validations.

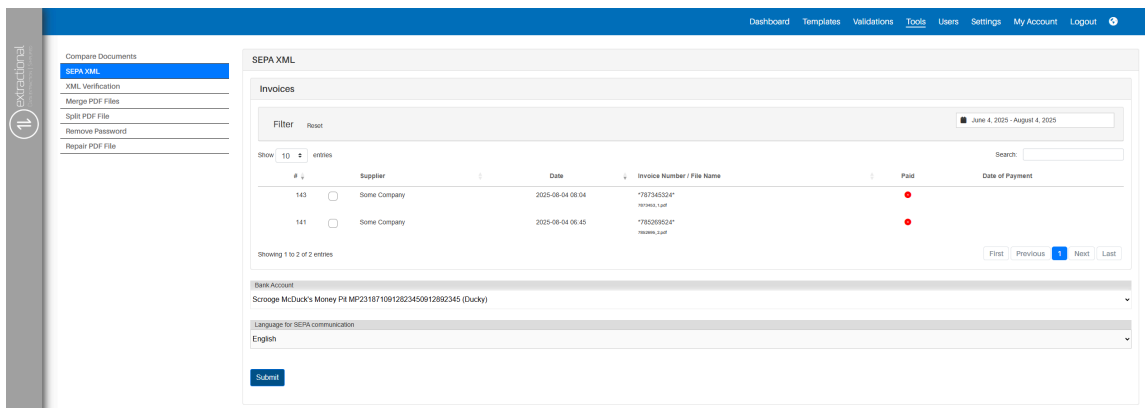
Prerequisites

In order to use this tool, your account(s) will need to already be configured in the system. This can be done in the settings page. For more information, please follow the following [link](#)

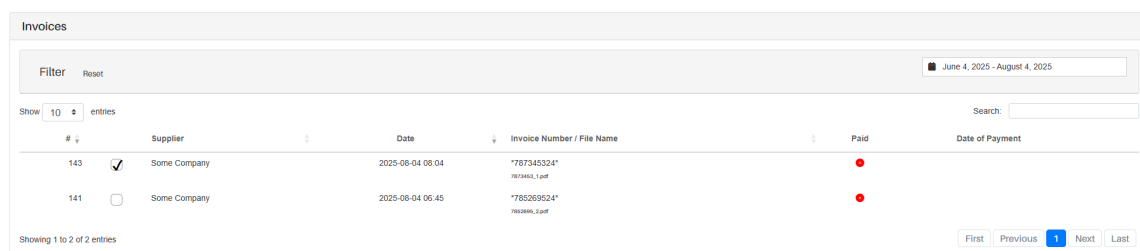
In addition, you will only be able to generate XML files for validations that have been released, this ensuring that you do not pay any documents that have not been verified by someone.

How it works

Initially, you will need to click on the **SEPA XML** text field at the left side of the screen. Once you have selected the correct tool, your system shall look like this:



Now that you are on the correct tool, you will need to choose all the validations that you would like to create their respective XML files. To do so, you will need to select them by clicking on the square box situated at the left of each validation. To help you visualize where you shall select the different files, here is an example in which only the first file is selected:



Once you have selected all the desired files, you will need to choose the desired bank account where you would like to execute the several payments, as well as choosing the respective language that you would like to be present on the respective XML files.

To choose all of these parameters, you can click on each selection at the bottom of the page and select your preference.

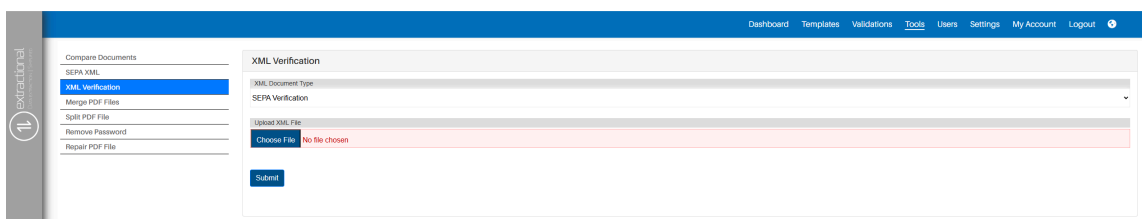
Lastly, once all of the preferences have been chosen, you shall now click on the **Submit** button, and the corresponding XML file(s) will be downloaded.

XML Verification

In this tool you will be able to verify if any XML files (SEPA or PEPPOL) are syntactically correct.

How to use this tool

To use this tool, you will need to start by clicking on the "XML Verification" text field on the left side of the screen. Once you have clicked on the respective button, you shall be presented with the following page:



You will then choose the type of verification that you would like to perform (typically SEPA or PEPPOL) and, if needed, choose all the respective additional parameters.

Once you have defined all the different parameters, you shall now choose the file that you would like to verify, this can be done by clicking on the `Choose file` button. You will be redirected to your operating system's file-selection dialog to then select the corresponding file.

After making your choice, you can now verify your XML file by simply clicking on the `Submit` button. The system will then verify the chosen file and will now directly tell you if there are any errors in the file.

PDF Manipulation

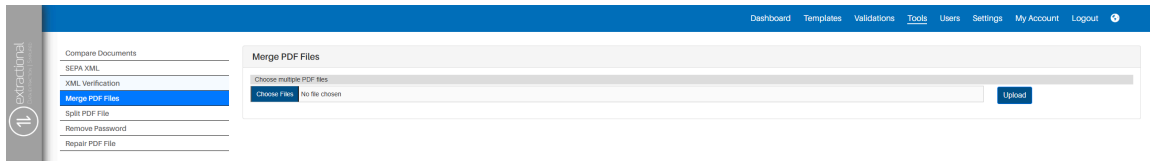
Our system also provides different pdf manipulation tools. All of these tool will allow you to help you manage all pdf files easily.

Merging pdf files

This tool allows you to merge several pdf file into one file.

How to use this tool

To use this tool, you will need to firstly click on the **Merge PDF Files** text field on the left side of the screen. You will then be presented with the following screen:



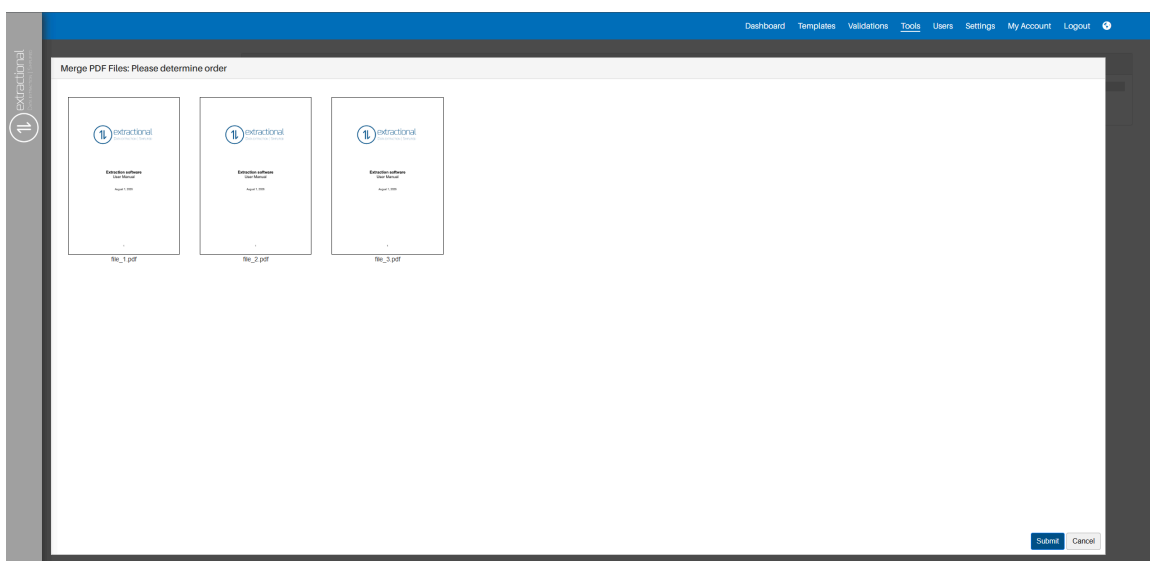
Now that you are in this menu, you will then need to choose all the files that you would like to merge. This will be done by clicking on the **Choose files** button followed by using your operating system's file-selection dialogue to select all the files.

Important

We recommend having all files that you would like to merge in the same directory (folder) to facilitate the selection of the files in the operating system's file-selection dialogue.

After having done the file section, you will then need to upload all the files into the system; this can be done by clicking on the **Upload** button on the right side of the screen.

The system will then redirect you a new page where you will have the possibility to reorder all the files that you are going to merge. In order to reorder them you will need to drag them around. This reordering page shall look like this:



As soon as you are happy with the order, you can now chose to either download the resulting file or to directly add it as a new validation in the system.

Splitting PDF's

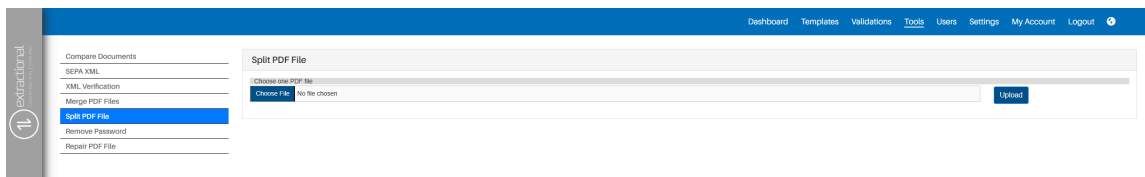
This tool will allow you to do the vice-versa of the previous one, meaning that it will split a pdf file into several pdf files. More specifically, this system will separate a X-paged pdf file into x files, each one containing of the pages of the file.

Important

You can always use this tool together with the [Merge PDF Files](#) toll to execute a more sophisticated operation.

How to use this tool

To use this tool, you will need to first click on the [Split PDF File](#) text field on the left side of the screen. You will then be presented with the following screen:



Afterward, choose the file that you would like to split by clicking on the [Choose files](#) button followed by using your operating system's file-selection dialog to select the file.

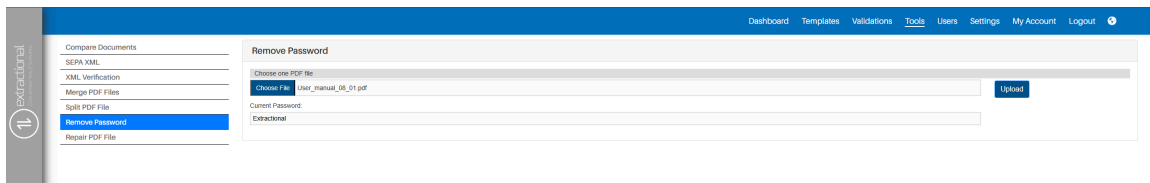
After having done the file section, you will then need to upload all the files to the system; this can be done by clicking on the [Upload](#) button on the right side of the screen. The system will then automatically download all the different files in your machine. Please be aware that all files will be downloaded in a compressed format zip file.

Removing Password

This tool will allow one to remove a password of a certain PDF permanently; this, however, can only be done if you have the current password at your disposal.

How to use this tool

To use this tool, you will need to first click on the [Remove Password](#) text field on the left side of the screen. You will then be presented with the following screen:



Afterward, choose the file that you would like to split by clicking on the `Choose files` button followed by using your operating system's file-selection dialog to select the file.

Once you have chosen the file that you would like to remove its password, you will need to insert the current PDF's password by inserting it in the text field under *Current Password* and click the `Upload` button on the right side of the screen.

The system will then try to remove the pdf's password and if it succeeds, it will directly download the pdf without any password; if not a pop-up message will be shown telling you what went wrong.

Repair file

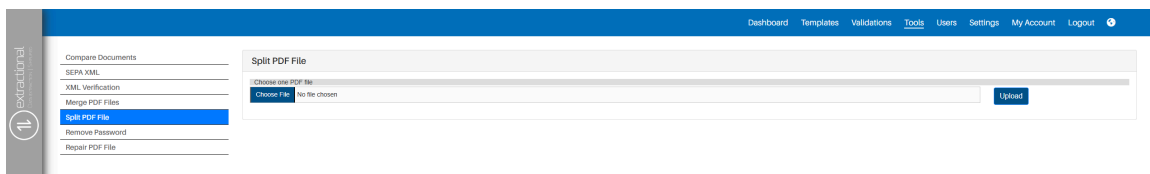
This tool will help you recover any corrupted pdf file that might have suffered any lightly damages.

Important

Please note that this tool will only recover files that have suffered slight damages; it will not be able to recover from more severe damages.

How to use this tool

To use this tool, you will need to first click on the `Repair PDF File` text field on the left side of the screen. You will then be presented with the following screen:



Afterward, choose the file that you would like to repair by clicking on the `Choose file` button followed by using your operating system's file-selection dialog to select the file.

After having done the file section, you will then need to upload the file to the system; this can be done by clicking on the \"Upload\" button on the right side of the screen. The system will then automatically try to repair the uploaded pdf, and, if it succeeds, it will directly download the recovered file; if it does not succeed, a pop-up message will be shown telling you what went wrong.



System Overview-Users

English

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Version: v1.0

Users

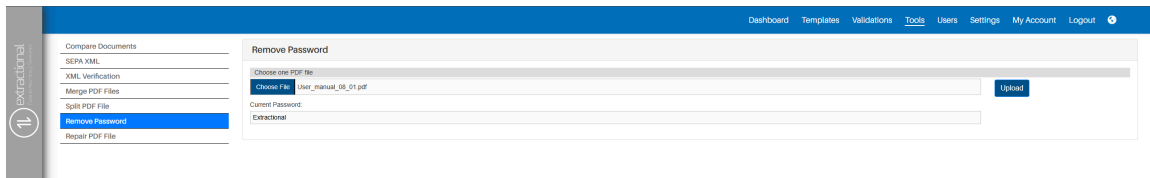
What is the main Purpose

Inside this page, you will be able to control and monitor all users that do have access to your system and data. Additionally, it is also here where you can add and remove users to your system.

Prerequisites

Before starting managing or adding any users to your system, we recommend that you define all the different roles in your system, as well as defining all the rights that each type of user shall have.

Overview



Administrator Guide

In this section, you will find all the technical and critical information concerning the user management of our system.

User name and email importance

Extractional gives a lot of importance to the username and specially to the user's email. For our system, the email needs to be unique for each one of the users, so always make sure that each email is only used once during the lifetime of the software. The lifetime of the software also includes **deleted users**.

How our system deals with deleted users

In our system, we do not completely remove any user. The reason behind this is to keep the records from all validations that each user has handled.

By always keeping the user's information, you will always be able to identify each validation's assigned person.

Important

We do recommend to only set the user to `inactive` if you are still not certain if you will need to reuse user in the future. All `inactive` users will not be able to enter the system.

User Characteristics

There are two main types of user characteristics. There are characteristics that will only serve to identify the user, and there are characteristics that will also define if the user has permission to use the system and what their permissions are in the system.

During the following paragraphs, we will only focus on the characteristics that affect how the user will be able to use the system.

Status

Indicates the current state of a user's account or session within the system. Our system provides the following options for state:

- `Active` The user account is fully enabled and has access to all features.
- `Inactive` The account is currently disabled or deactivated. The user cannot access the system until reactivation.
- `Confirm Password` The user must confirm or reset their password before gaining full access
- `Payment Required` The account is temporarily restricted until outstanding payments are completed.

Depending on the status of someone, he will have the rights to use your system or not. Additionally, the system will automatically change the status of the user depending on the situation but if you have the rights, you can always change an **ACTIVE** user to be **INACTIVE** if you would like to remove the access from that user to the system.

Role

This characteristic will define what the user will be able to manipulate/visualize in the system. Our system already comes with four predefined roles: Superuser, Admin, Creator, and Validator. However, you can always create more roles in the system as well as define what each role's rights are. More information on defining roles is available at the following link.

Main Functionalities Overview

In this section, you will receive an explanation of how to use each functionality of this page.

Important

Please be aware that only users with the respective rights can create or modify users.

Adding a new user into the system

In this part, you will learn to add a new user to the system. To do so, you first need to be located on the Users' main page. If you are not in the main Users page, please click on Users text field on the main Navigation bar on the top of the screen followed by clicking on the `Users` inside the Users page.

Now that you are on the right page, you should click on the plus icon at the bottom of the page to trigger the system to add a new user. To help locate the plus icon, the following picture will help you visualize what this icon looks like:



Once you have clicked on the plus icon, you will be redirected to a form that will need to be filled with all the information of the new user that you would like to add.

Once all the information has been added to the form, you only need to click on the `Submit` button that is located at the bottom of the page, and an invitation link will be added into the new user's e-mail.

Accepting the invitation

FEATURE STILL IN DEVELOPMENT

Editing some user's information

In this segment, you will learn how to change some user's information.

To begin, you will need to locate the user from whom you would like to change the information. Once you have found the respective user, you will need to click on the edit icon to be redirected to the edit page of that user. The edit icon should look like this on your system:



Once you have entered the edit form of the desired user, you will be presented with all the current user's information in different boxes, and you will now have the possibility to change the information from each box. To change the information in each box, you need to click on each box and either manually change the information in the box or choose one of the options shown (depending on the box).


Once you are satisfied with your choice, click on the `Submit` button located at the bottom of the page, and all the changes just made will be saved. In addition, if you do not want to save the changes that you have made, you just need to click on the back button at the bottom of the page.

Deleting one of the users

In this short section of the manual you shall learn how to delete a user.

Important

Please be aware once you have deleted one user, you are basically setting their status as inactive. You can always activate an inactive user in the system.

To remove one of the users from the system, it is as simple as clicking on the delete icon  that can be found at each user identity and confirm your choice.

Note

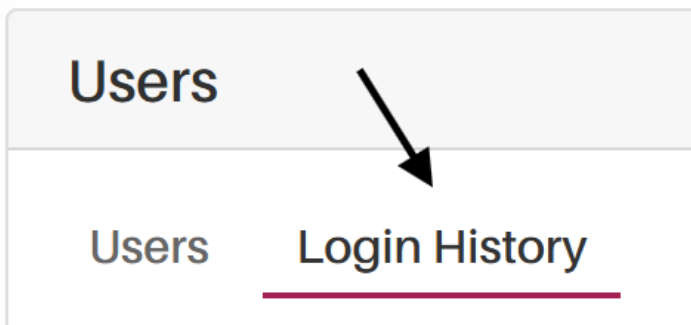
If you ever need to reactivate a deleted user from the system, you will need to enable the inactive user(s) view from the table followed by entering in the edit window for the respective user.

Once you have entered the edit user window, it is as simple as setting the user status to active again.

Viewing Users Login history

Besides managing all users on your system, you can also see all the log-in history of your system. This can be helpful in order to make sure that you only have that people that you desire entering your system.

In order to visualize all the login history within your system, you will need to click on the **Login History** tab that is located at the top of the User main page. To help you find the Login History tab, take advantage of the following image.



Once you entered the following page, you will be able to see the login history page that should look something like this.

The screenshot shows the 'Users Login History' page. The page has a blue header with navigation links: Dashboard, Templates, Validations, Tools, Users, Settings, My Account, Logout. The main content area has a 'Users' tab and a 'Login History' sub-tab. Below the tabs is a search bar and a 'Show 10 entries' dropdown. The table below has columns for Date, Time, IP, City, Country, Status, and a 'Map' button. The table contains 10 rows of login history data.

Date	Time	IP	City	Country	Status	Map
2025-09-05	06:11:56	88.207.200.199	unknown	LU	ok	Map
2025-09-04	06:40:00	88.207.200.199	unknown	LU	ok	Map
2025-08-01	13:00:03	88.207.200.199	unknown	LU	ok	Map
2025-08-01	11:39:27	88.207.200.199	unknown	LU	ok	Map
2025-07-30	16:23:48	88.207.200.199	unknown	LU	ok	Map
2025-07-30	08:18:04	213.165.187.202	San Paarl @ Bahar	MT	ok	Map
2025-07-30	08:16:47	88.207.200.199	unknown	LU	failed	Map
2025-07-30	08:16:23	88.207.200.199	unknown	LU	failed	Map
2025-07-30	08:16:15	88.207.200.199	unknown	LU	failed	Map
2025-07-30	08:08:16	88.207.200.199	unknown	LU	failed	Map

In this page you will be able to visualize all the login tries that have been made into your system as well as some additional information of each login attempt (City, country, Status...).



System Overview-Settings

English

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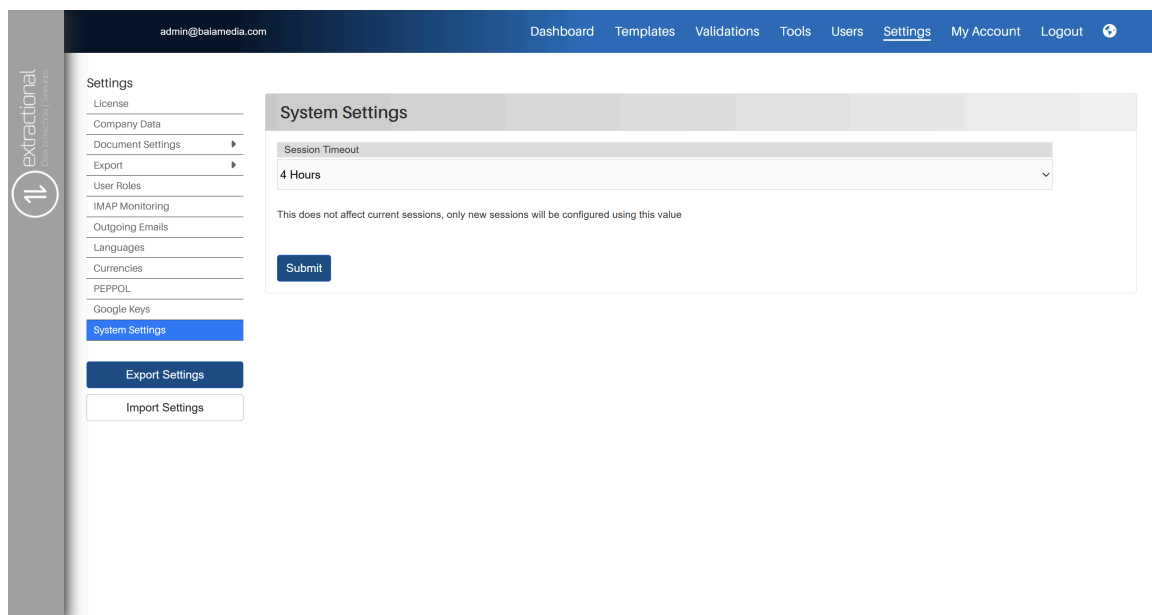
Settings

What is the main Purpose

In this part of this system, you will be able to define the major behaviour of your system. It is also where you shall define all of your templates, roles, etc. It is highly recommended that you go through the settings page and define everything that your system shall need before you put this system into use in your company.

The system settings are separated into several subpages. To decrease the complexity of the explanation of the several subpages, we have divided each subpage into it's own section in our user manual.

Overview



License

In this first subpage you can find all the information about the current license that your system is currently using. Additionally you can also change some of the parameters such as if you would

like to activate the auto renewal system or not.

Buying or changing your license

If you would like to buy or change the license of your system, you must enter this page in order to do it.

Once you have entered this page, you will need to click on the **Buy/Change License** button that is positioned at the bottom right corner of the page. A representation of the button can be seen below this sentence.

Buy/Change License

Once you have clicked on this button, you will be redirected to another page where you will be able to choose the plan that you like to buy or renew.

Company Data

In this subpage, you will define all of your company's data. It is in this subpage where you shall add and modify all of your company's bank account(s) information.

Overview

The screenshot shows the 'Company Data' settings page. The top navigation bar includes 'Dashboard', 'Templates', 'Validations', 'Tools', 'Users', 'Settings', 'My Account', and 'Logout'. The left sidebar shows a list of settings categories, with 'Company Data' selected. The main content area is titled 'Company Data' and contains several input fields:

- Company Name:** Krebs PBV GmbH & Co KG
- Address:** Friedrichstraße
- House Number / Building:** 34
- Postcode:** 54516
- City:** Wittlich
- Country:** Germany
- Contact Name:** Hans Krahe

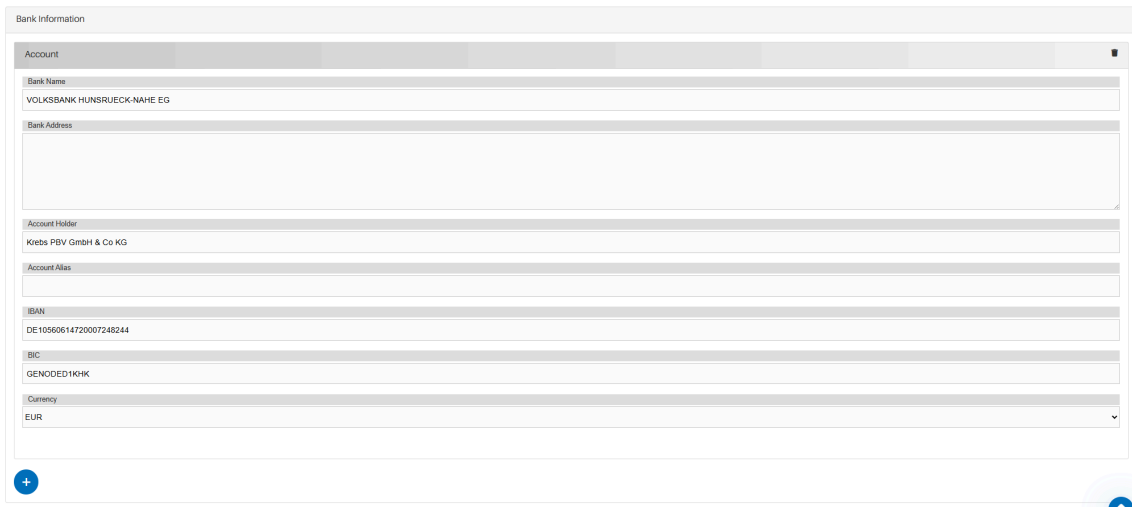
Making some changes to the company(s) information

If you would like to add or change any data related to your company's information, you shall change it by simply clicking in the respective fields that you would like to change the information. You will then have the possibility to change the data by typing the new values or simply selecting one of the options possible, this will depend on the field that you would like to change.

Once you have made all of your changes, you will simply need to submit you changes by clicking on the submit button on the bottom of the page.

Changes in the Bank information subpage

If you would to modify one of your company account(s) or add/remove one, you shall do it in the Bank information tile that is shown at the bottom of the page.



The screenshot displays a 'Bank Information' form with the following fields and values:

Account	
Bank Name	VOLKSBANK HUNS RUECK-NAHE EG
Bank Address	
Account Holder	Krebs PBV GmbH & Co KG
Account Alias	
BAN	DE10560614720007248244
BIC	GENODE33HAN
Currency	EUR

A blue plus icon is visible at the bottom left of the form, and a blue arrow icon is at the bottom right.

Modifying an existing account

To modify an existing account, you will simply need to do the same manipulation as before (to change the company's information) in the desired field(s) time.

Once all changes have been made, you will only need to click on the `Submit` button in order to save your changes.\

Adding a new account

In order to add a new account into the system, you will need to click on the plus icon that is shown on the bottom of the account's page. Once you have clicked on the plus icon, a new account representation tile will pop-out, and you will have the possibility to add all the information of this new account that you would like to add.

Once you have entered all the information for the new account, you will only need to click on the **Submit** button to save your changes.

Deleting an existing account

If you would like to remove an existing account, you can do so by clicking on the trash bin icon of the respective account, and the account will be removed. The trash bin icon can be found on the top right corner of the respective account representative tile.

Document Settings

Analysis Fields

In this subpage of Settings, you can define all the data that shall be extracted from each type of document that is being read.

Overview

The screenshot shows the 'Analysis Fields' configuration page. On the left is a sidebar with navigation options like License, Analysis Fields, Document Tables, Company Data, Export, User Roles, IMAP Monitoring, Outgoing Emails, Languages, Currencies, PEPPOL, Google Keys, System Settings, Export Settings, and Import Settings. The main area is titled 'Invoice Fields' and contains a table with the following columns: Field to extract, Show in output as, Field Format (as Proper Expression), Default, Type, Documents, Include in Filters, Allow Type-in, and Disabled. The table lists various fields such as 'Supplier Email', 'Invoice Currency', 'Supplier ID', 'Supplier', 'Supplier Address', 'Order Number', 'Project Manager', 'Customer Number', 'Project Number', 'Reference', 'Invoice Number', 'Invoice Date', 'Delivery Number', 'Supplier Phone', 'Supplier VAT Number', 'Supplier's Bank IBAN', 'Supplier's Bank Name', 'Supplier's Bank Swift Code', 'Supplier's Bank Address', and 'Email'.

How to navigate and define all fields

Firstly, to navigate through the system, use the different tabs that can be found at the top of the page. These different tabs allow one to navigate between each type of document will be defined for extraction.

Visualizing all elements that are being extracted

To visualize all the elements that are currently being extracted from the system, you can do so by analysing all the elements that do have the select box selected. To help you visualize what a selected element is, you can find a visualization of an element that is being extracted in the system.



Understanding the field's definition

To understand how a certain field extraction unit has been defined, you will need to understand what each category that defines a field abstraction is.

Each field has the following elements:

General field name

The **general field name** will define the name that you will see in the system's graphical user interface. This name is defined in each language of the program.

Output name

The **output name** is the technical name that will be used further on to create XML relations and to implement on further templates or automations. This name must be unique and must be single-worded.

Field format

The **field format** defines the format of this entity with regular expressions. It is in this case where you will be able to define the length of each field as well as define the type of input the field shall always receive (words, numbers, etc.).

Default

The **default** case is where you are able to define a default value for your entity in case if the system does not find any value.

Type

In the **type** case you can define how this input shall be identified in our system. For example, if you would like that our system identifies these entities as data, here you shall define it.

Decimals

In case you are dealing with numbers, you will also be able to define how many decimal numbers are allowed in the system. This can be easily defined in the **decimals** box. Additionally, if our system receives as an input a number with more decimals than what you have defined, the system will automatically round the number to the number of decimals allowed.

Selective options

For the selective option, you will be able to define if this field shall be included in filters, meaning that if selected, you can use it when filtering. You will also be able to define if you allow type-in, in other words, allowing to use that manual selections can also be applied for that field. Moreover, you will also be able to define if that field is required or not, meaning that once a field is required, it cannot be left blank.

Now that you understand the definition of a certain field, you can now define all the fields that your system shall extract, and if none of the fields corresponds to what you would like to extract in the documents, you can always create more fields by clicking on the plus icon at the bottom of the table.

Difference between the two tables

There are two tables where you can define your fields. It is important to define your fields in the correct table. We will now explain what each table means.

1 First table

In the first table, you define all the fields that the system will extract from each document. Generally, here you shall define all the different fields that are more general for the whole document, such as the client name or the total sum to pay.

2 second table

In the second table, you shall define all the different fields that are specific for generating Peppol compliant data. In other words, you shall only define all the fields that you want in your table of

items of products in the document.

Document Tables

In this subpage of the settings you will be able to define what you would like to have visible in the document table the is situated in the Validations page.

In this page you will be able to define how each one(s) document page would look like.

Overview

Column	Column Mode (1)	Column Alignment	Sortable	Visible
Supplier	Enabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier ID	Enabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Document Category	Enabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Date	Enabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice Number	Enabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Release Date	Enabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Released By	Enabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Responsible	Enabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery Date	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order Confirmation Number	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order Confirmation Date	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Address	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Email	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Phone	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Fax	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier Tax Number	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Supplier VAT Number	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice Date	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Invoice Currency	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Order Number	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delivery Number	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Number	Disabled	Centered	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Customer Tax ID	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Our Contract Number	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Project Manager	Disabled	Left	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sum (net)	Enabled	right	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sum (gross)	Enabled	Right	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
VAT	Disabled	Right	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Share_Pec	Disabled	Right	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

How to interact in this page

As you can see, this page is composed of a table full with all information that will be extracted in the system. In each one of the fields, you will be able to choose how it shall be visible in the documents page. We will now explain what each column actually does.

Note

Some of the fields are already predefined and you will not be able to make any changes in it.

Column Mode

In this column you will be able to define what all the the visibility for each field. You have three options:

- **Disabled:** this field will not appear at all in the table and will not be chosen as an search criteria when searching for a file.
- **Hidden:** this field will not appear at all in the table, but it will be considered when searching for a file in the search bar.
- **Enabled:** this field will appear in the table of documents and will also be considered when searching for a file in the search bar.

Column alignment

In the following column, you can specify how each file should be aligned in the table.

Note

You only need to define this column if you have defined the `Column mode` as **Enabled**.

You can choose between the following options:

- Left alignment
- Centered alignment
- Right alignment

Selective columns

Note

There are two selective columns for each one of the fields. These shall only be put into consideration once the `Column mode` is set to **Enabled**.

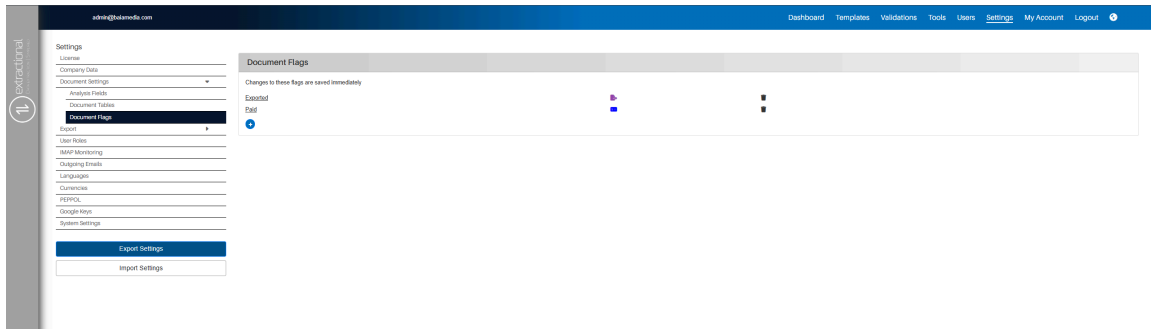
The **Searchable** selective column allows you to define whether the field is considered when searching for a document in the search bar.

The **Sortable** selective column allows you to define whether the field can be used to sort the document's list or not.

Document Flags

In the following page, you will be able to define and modify all of your document flags.

Overview



Understanding the page layout

This page represents all the document's flags in a table. In this table, each flag is represented in a row. Modifying, creating new flags, or deleting existing flags can be done by clicking on several buttons or icons. Each functionality shall now be explained in the following sections.

Modifying the current flag(s) list

In this part, you will learn to modify your current company(s) flag list.

Note

If you would like to change or add flag automation together with exportation, you shall define it in the [export page](#).

Adding a new flag

In order to add new flag into the system, you will need to firstly click on the plus icon that can be found on the bottom of the page. Once clicked, you shall be represented with the following window.



You will now need to insert the name of the new flag in all the corresponding languages as well as defining a corresponding icon with the respective color.

Once you have defined all the different fields, click on the **Ok** button at the bottom of this window. If the manipulation has been successful, you shall be able to see the new flag in the flag(s) list.

Editing an existing flag

If you would like to modify an(some) element(s) of an existing flag, you will need to click on the flags name that you would like to modify in the respective list.

Once clicked, you will be represented with the same window as for creating a new flag but this time with all the selected flag's information. You can now modify all the desired information in the respective fields.

Once all the modifications have been made, you will need to click on the **Ok** button at the bottom of the page and all the changes will be saved in the system.

Deleting an existing flag

In order to delete an existing flag, you will need to click on the delete icon of the respective Document. This icon can be found at the end of each document flag.

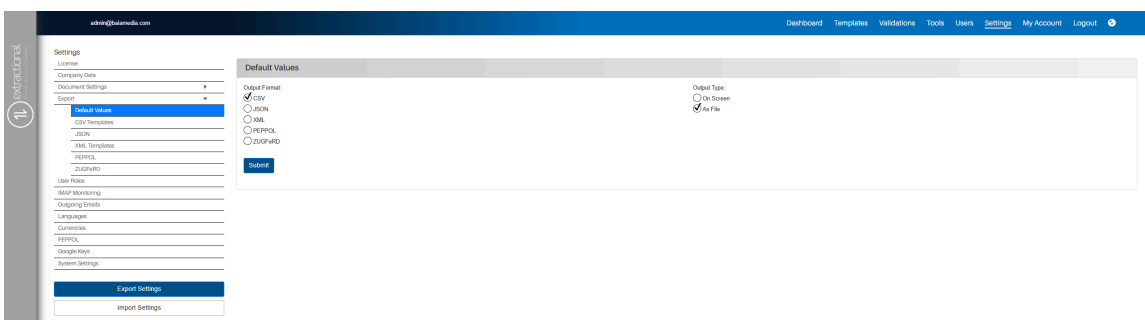
Once clicked on the desired flag, the flag will be successfully removed from the system.

Export

Default export Values

In this page, you can define the default values in the system's export menu.

Overview



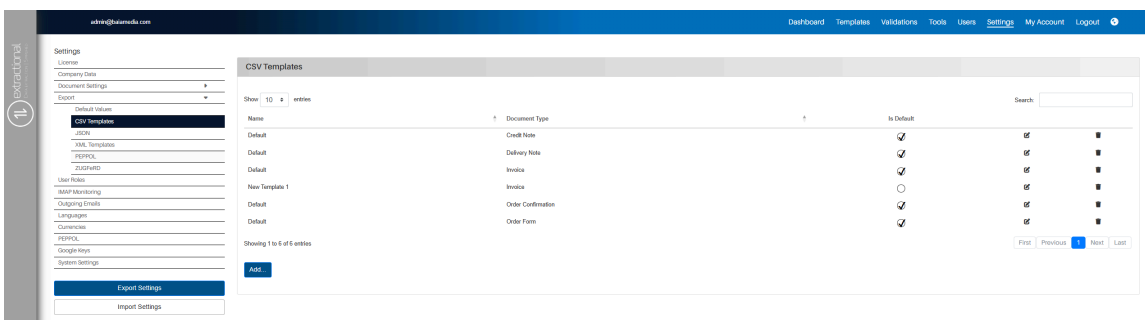
Defining the new default values

If you would like to change the default values for exportation, you will need to simply select the desired values in this page and click on the `Submit` button at the bottom of the page.

Export CSV Templates

This page is responsible for defining all the different CSV templates available in the system.

Overview



Navigating through the page

This page follows a similar layout to the validations page. Each template is represented in the table as a row. You will be able to define how many templates you would like to have per page in the respective selective field. You can change between pages on the navigation buttons.

You can also look for a specific template by typing it's name or document type in the search bar.

Adding a new template

In this part, you shall find a guide on how to add a new CSV template from scratch.

Start

The first thing to do will be to click on the \"Add...\" button at the bottom of this page to trigger the system that you would like to add a new template.

Once clicked, you shall be presented with the following additional information on the page.

The screenshot shows a form for adding a new template. It has several sections: 'Name' with a text input 'New Template 2', 'Document Type' with a dropdown menu showing 'Invoice', and 'Set flags after export automatically' with two radio buttons: 'Exported' and 'Field'. Below that is the 'Number Format' section, which is divided into 'Number Format' and 'Date Format'. Under 'Number Format', there are four radio buttons with values: '123,456.78', '123,456.78', '123,456.78', and '123456.78'. Under 'Date Format', there are six radio buttons with values: '2016-12-31', '31.12.2016', '31. Dec. 2016', '31. December 20216', '12/31/2016', 'Dec: 31, 2016', and 'December 31, 2016'. There is also a checked checkbox for 'include column headers in first line'. At the bottom of the form, there is a 'CSV Columns' section with an 'Add' button and 'Submit'/'Cancel' buttons.

You will now need to define all the general characteristics of the new template. Once you have defined all the different general characteristics of the new template (Name, Document type, Set flags after export, Number format), you will need to add all the columns for exportation.

Defining all columns

All the different columns of a certain CSV template are available in the CSV Columns tile at the bottom of the page. In order to add a new column into the system, you will need to click on Add... button and you should be presented a new column entity.

The screenshot shows a form for adding a new column. It has two main sections: 'Field' with a dropdown menu showing 'accounting_cost' and a 'Shown in output as' text input with 'accounting_cost'. There is also a trash icon on the right side of the form.

You will not be able to define the field value that shall be inserted in that column as well as to define the columns name.

In addition, you will be able to change the order of the columns by grabbing (left clicking on the field) the field that you would like to move and placing it where you would like.

Submitting the new template

Once all the information has been added to this new template, you need to click on the `Submit` button at the bottom of the page to save this new template in the system.

Editing an existing template

In order to change an existing template, you will need to start by clicking on the edit button of the respective template.

The system will then display all relevant details for that specific template using the same layout as when creating a new template.

You will now be able to change all the different characteristics of that template as well as changing all the different columns of that template. The columns manipulation will work in the same way as when creating a new template.

Additional features

Editing templates

In order to remove one of the templates, you will need to click on the `delete` icon that is visible at the right side of each template. After clicking on the remove icon, the template will be successfully removed.

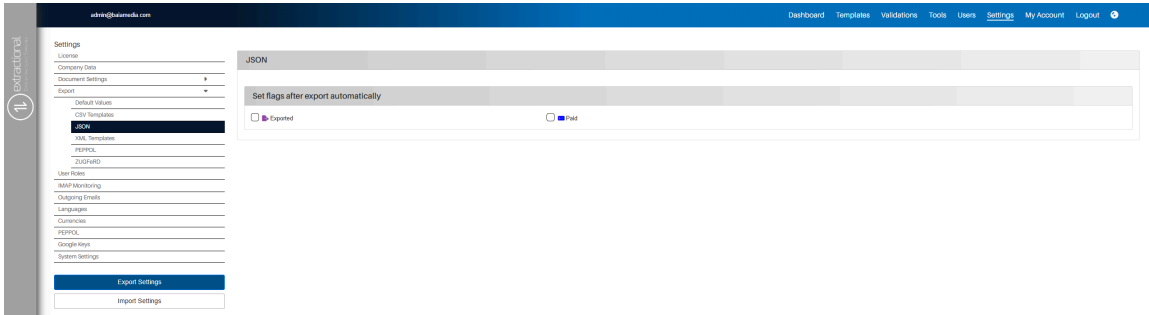
Defining default templates

You can also define all default templates for each type of document (Invoice, Credit Note, etc.). To do so, you will need to select, in the `is default` column the template that you would like to have as default. The previously default template for that type of document will be automatically unselected.

Export JSON

In this page, you will be able to define all automations with flags for all JSON exportations.

Overview



Setting flags after exportation

You can automate the system to automatically set a(some) flags to a certain document once it as been exported as a JSON file. This can be done by simply selecting the flags that you like to be added once a document as been exported as a JSON file.

Export - XML Templates

On this page, you can define all the XML templates available in the system. Navigation works in the same way as on the **Export -- CSV Templates** page, with the main difference being the **Template Data** section, which appears when editing an existing template or creating a new one.

Template Data

In this section of the page you will be able to define the main template format and items that shall be used for exportation afterwards. The template shall be written in XML and if you would like to refer to one of the system's fields, you shall use the following notation `\@some_field@`

There are three main templates that shall be defined:

"Main" XML template

defining all information that shall be released regarding the main content of the document.

XML template for line items

defining all the information that shall be released regarding each item of the document. This part will only be activated if you are exporting an **Peppol compliant** document.

XML template for payments

defining all the information that shall be released for XML payments (typically SEPA transaction XML files).

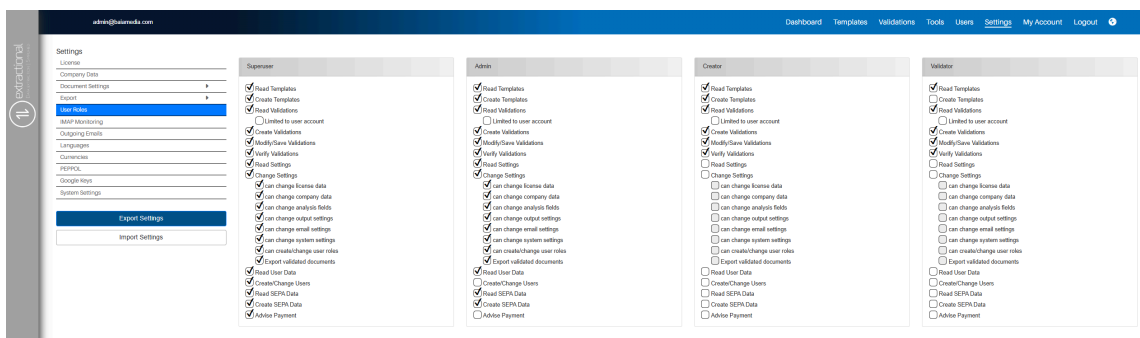
Export PEPPOL/ZUGFeRD

On these pages, you can define all flag-based automations for PEPPOL/ZUGFeRD exports. The layout and navigation are identical to the **Export -- JSON** page. For a more detailed explanation of how these pages work, refer to [the corresponding section](#) of this manual.

User Roles

In this page, you will be able to define all the different User roles that you would like to have in your system, as well as defining the permissions for each one of the users.

Overview



Navigation through the page

On this page, you will find a set of tiles, each representing a user role. Inside each tile, you can see all available permissions in the system, along with the corresponding selection boxes. The selected options indicate the permissions currently assigned to that specific user role.

General manipulations

Add a new user role

To add a new user role in the system, click the "New..." button located at the bottom of the page. A window will appear, prompting you to enter the name of the new user role in each language supported by the system. Once completed, click the "Submit" button to confirm.

Changing permissions of a user role

To define or modify the permissions of an existing user role, simply select or deselect the relevant permission(s). After making your changes, click the "Submit" button at the bottom of the page to save them.

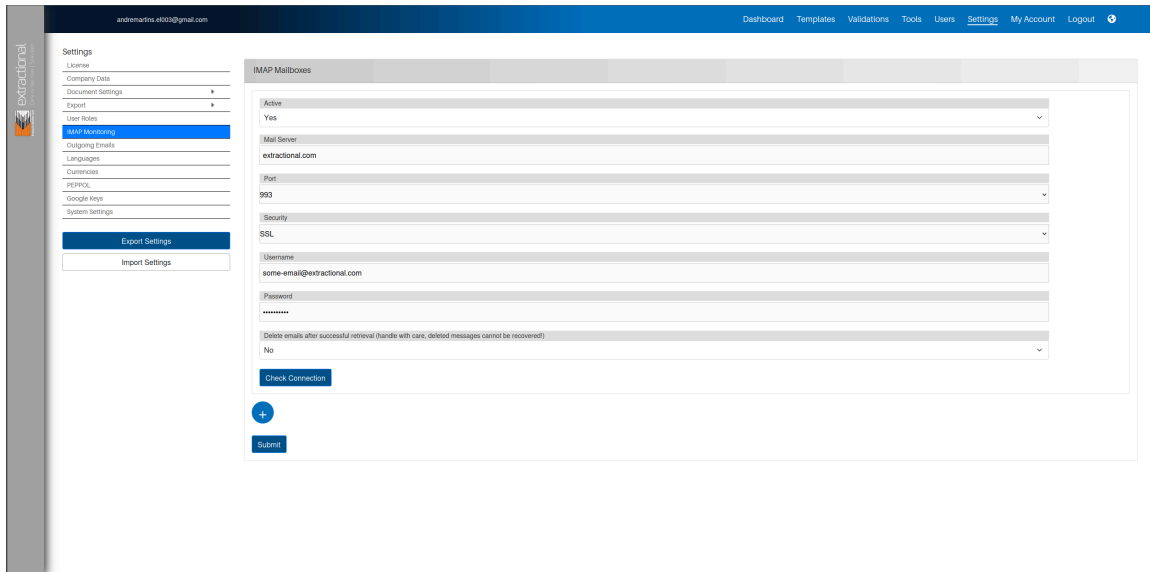
Renaming user role

To rename an existing user role, click the edit button in the top-right corner of the corresponding role's tile. A new window will open, allowing you to update the role's name in each language. When finished, click the "Submit" button at the bottom of this window to save the changes.

IMAP Monitoring

In this page, you will be able to define the IMAP connection with your email(s) so that all the documents that will be received in your email will be directly inserted into the system.

Overview



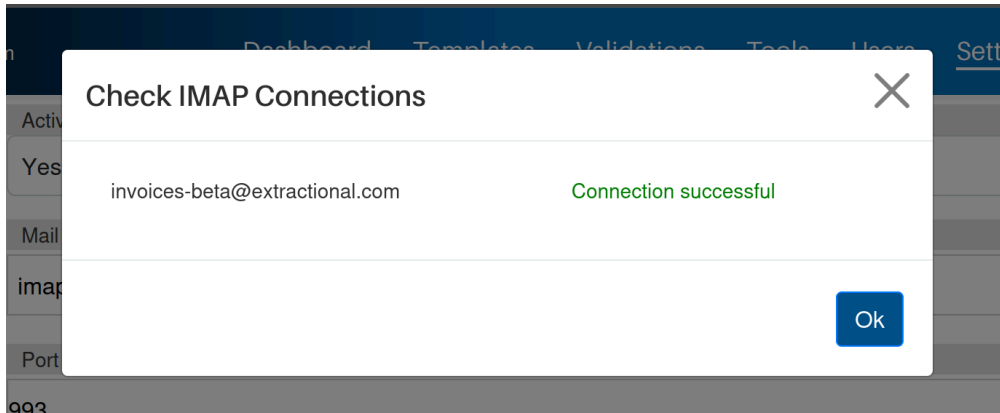
How to set a new e-mail in the system

Important

This part will highly depend on your email domain. If your domain allows IMAP connection with no additional authentication, please follow the following the first part of this section. If, however, your system needs additional OAuth authentication, please follow the second part of this section.

1. Adding an email with simple IMAP connection

For a simple IMAP connection you shall simply enter all of your e-mail's coordinates, such as mail server and. You also need to enter all your email and password. \ Once entered all of your credentials, you will need to define weather you would like all e-mails to be automatically deleted or not. This shall be handled with care since deleted email messages cannot be be recovered. \ You can now check if your system succeeds connection by clicking on the \"Check Connection\" button, and a new window will pop-out showing you the respective result.



Example when connection is successful

i Info

If you are having issues trying to connect to the system, first verify if your email provider allows simple IMAP monitoring. A typically issue is also the Port number and Security protocols that are not correctly defined.

Once your email has been successfully added, you will need to click on the `Submit` button at the bottom of the page and your changes will be saved.

2. Adding an e-mail with OAuth connections

📌 Note

Currently, our system only allows OAuth connection with Outlook emails, any other domains that need this type of connection will not work in our system unfortunately.

The first step will be to trigger the system to create such a connection. To do so, you will need to enter the mail server and deselect the box, meaning, for example, right-clicking outside the box.

The system will automatically detect if your domain needs OAuth connection and if so, you will need to insert the additional information that is needed for this type of connection.

For **Outlook** accounts you will need to add the following additional information that is listed below.

👤 Microsoft Tenant Id

For more informations, please use the following → [link](#)

Microsoft Application Id

For more informations, please use the following

→ [link](#)

Client Secret key

For more information on how to get this Id, please use the following → [link](#)

You will then need to fill all the rest of the fields as for a simple IMAP connection e-mail and verify your connection as previously explained.

Adding an additional email

If you would like to add an additional account to the system, it is as simple as clicking on the plus icon that can be found at the bottom of the page. Then a new tile for the email entity will be visible on the page.

You can now add all your additional email credentials in the same way that you have inserted for the first account.

Deleting an existing account

Note

You can only remove additional e-mails; the main e-mail (first in the list) cannot be removed.

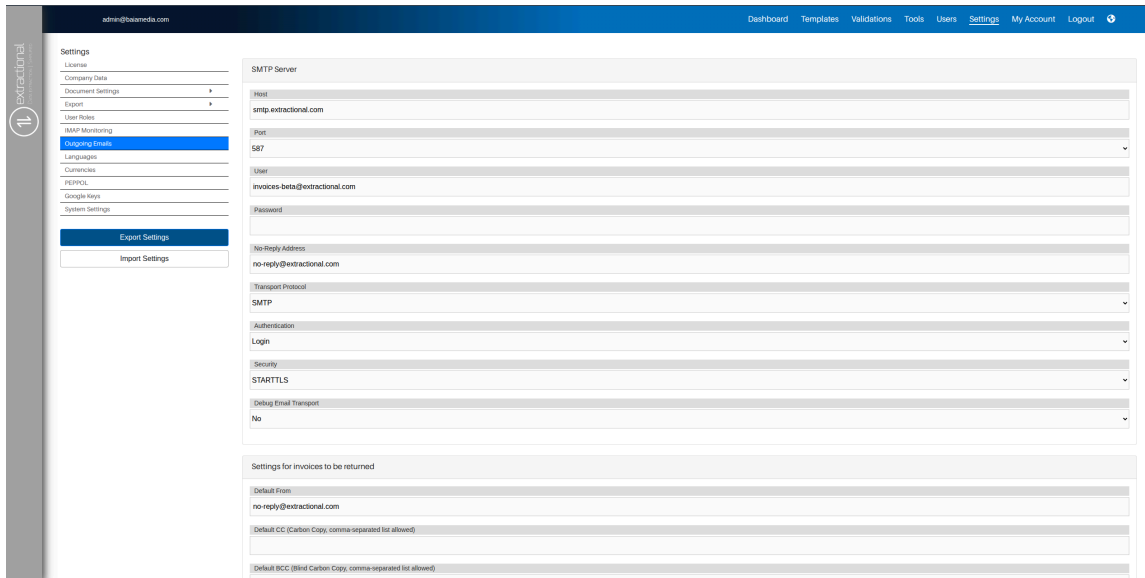
In order to remove an existing e-mail, you shall click on the `remove` icon of the respective email that you would like to remove.

Once your email has been successfully added, you will need to click on the `Submit` button at the bottom of the page and your changes will be saved.

Outgoing Emails

In this page, you can define the email connection for all outgoing e-mails in the system.

Overview



Setting up the email connection

Our system, in order to send emails with a given email, uses a SMTP(S) transport protocol connection.

Prerequisites

In order to realize this connection, you first need to make sure that your email host domain allows you to elaborate such a connection.

If you are currently trying to connect to an professional outlook account, please use the following [paragraph](#) that explains exactly how to establish a connection to a an outlook account.

Filling all your email's credentials

Now that you already know that your e-mail allows this type of connection, you will only need to create fill all the different fields in `SMTP Server` section of the page and your system should have a successful connection with your email.

Please do not forget to save your changes by clicking on the `Submit` button on the bottom of the page.

Outlook connection

Our system also provides the ability to connect your system to an outlook account. In order to trigger the system that you would like to connect to an outlook account, you will need to enter the Outlook's SMTP Server `smtp.office365.com` in the `Host` text field and unselect the respective field.

Once unselected, the system will represent some additional information that needs to be added in order to realise this more complex connection with Outlook's SMTP server.

The additional information that needs to be added is the following:

Microsoft Tenant Id

For more informations, please use the following → [link](#)

Microsoft Application Id

For more informations, please use the following
→ [link](#)

Client Secret key

For more information on how to get this Id, please use the following → [link](#)

Once all the information has been added, you will need to save all the changes by clicking on the `Submit` button at the bottom of the page.

Setting template for all returned invoices

Here, you will be able to define the main composition of the email that will be sent once a document is not accepted.

Filling all fields

The first part here will consist of filling all main fields as if where to send a normal e-mail, such as email sender, CC's, etc.

Creating the default body and subject

Once all the different fields have been completed, you will need to complete a default subject that shall as well as a default body.

Tip

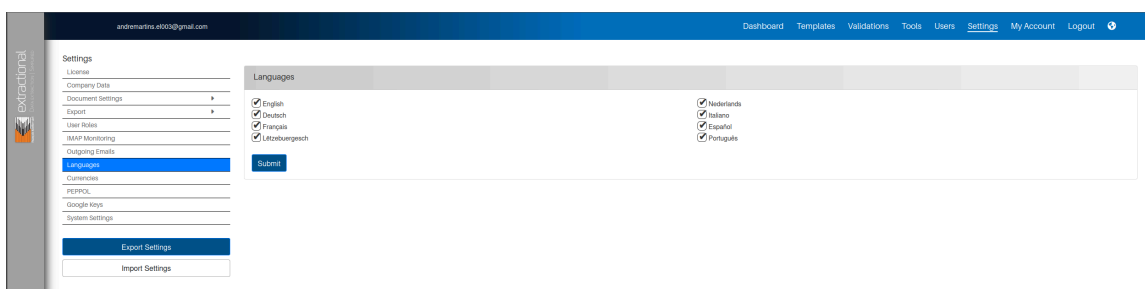
If you would like to have a some identifying data, such as the invoice number or the name of the current user, you can always use the following replacing nomenclatures and this will automatically be done for you.

- 0 = Invoice Number
- 1 = Name of current user
- 2 = Email address of current user
- 3 = Text \" or phone \", followed by phone number of current user (will only be inserted if available)

Languages

In here you will be able to define all the languages that you want to be enabled in your system.

Overview



How to add or remove languages

Here, in order to add or to remove languages from your system, you will deselect or select all the respective languages. This can be done by simply clicking on the selective text boxes that are visible next to each language. All the languages that are selected will be available for usage.

Once you have defined your choice, you will only need to click on the **Submit** that is available at the bottom of the page in order to save your preferences.

Info

Please note that these preferences will be applied to all users, not just to your account.

Currencies

In this page you will be able to define all the conversion rates through in your system, this allowing the system to correctly converting the different currencies in the system.

Overview

The screenshot displays the 'Currencies' configuration page. At the top, there is a field for an API key for automated exchange rate updates from currencyfreaks.com. Below this is a checkbox to 'Enable automatic update of exchange rates' and an 'Update' button. The main content is a table of currencies with the following columns: Default (checkbox), Name, Complete Name, Symbol, Exchange rate to EUR, and Fraction Digits. The table lists 16 currencies with their respective symbols and exchange rates. A search bar is located at the top right of the table.

Default	Name	Complete Name	Symbol	Exchange rate to EUR	Fraction Digits
<input checked="" type="checkbox"/>	AED	Utd. Arab. Emir. Dirham	Dhs	4.95613	2
<input checked="" type="checkbox"/>	ARS	Argentine Peso	\$	5.72429	2
<input checked="" type="checkbox"/>	AUD	Australian Dollar	AUS	1.36064	1
<input checked="" type="checkbox"/>	BHD	Bahraini Dinar	ب.د.	0.360312	2
<input checked="" type="checkbox"/>	BND	Brunei Dollar	B\$	1.73154	2
<input checked="" type="checkbox"/>	BRL	Brazilian Real	R\$	2.41666	2
<input checked="" type="checkbox"/>	BZD	Belize Dollar	BZ\$	2.6179	2
<input checked="" type="checkbox"/>	CAD	Canadian Dollar	CAS	1.38258	2
<input checked="" type="checkbox"/>	CHF	Swiss Franc	Fr	1.29836	2
<input checked="" type="checkbox"/>	CLP	Chilean Peso	\$	697.8	0
<input checked="" type="checkbox"/>	CNY	Chinese Renminbi	¥	6.5716	0
<input checked="" type="checkbox"/>	CZK	Czech Koruna	Kč	25.4964	1
<input checked="" type="checkbox"/>	DKK	Danish Krone	kr	7.46149	1
<input checked="" type="checkbox"/>	EEK	Estonian Kroon	KR	15.8092	1
<input checked="" type="checkbox"/>	EGP	Egyptian Pound	£.ع.	8.02551	1

Navigation through this page

This page is composed of a window where you can establish a connection with the currencyfreaks.com API. YOU will also be able to define if you would like the to have the table updating automatically as well as manually update it.

How to use this page

In this section you will be able to learn how to use this page.

Adding an API key

Adding an API key from **currencyfreaks.com** will allow you to enable the concurrency interchange rate to automatically update with the press of a button or even by scheduling the update.

Where to find the API key

In order to create a new API key you will need to create an account at the currencyfreaks [website](#) and choose the plan that you would like to use (typically the free plan shall be more than enough for your needs).

Once the account is prepared, you will be able to generate API keys.

How to add it in our system

Now that you have one key, you only need to add it to the respective text field and click on the `submit` button.

Updating the exchange rate table

In order to automatically update the rate table you will need to have an API key defined.

Scheduling the table updates

In order to schedule all updates, you will need to start by selecting the respective box that is positioned above the `Submit` button. You will be then presented with the following additional information:

Enable automatic update of exchange rates
Schedule update at: ▼
Updates are scheduled at midnight

You will then be able to define the frequency of the updates. All the updates are always realized at **midnight**.

Once you have saved your preferences, you will need to click on the `Submit` button.

Using the exchange rate table

The navigation through the table is similar to all other tables in the system.

Defining the default currency in your system

In order to define the default currency in your system you shall do it in the `Default` column.

The current default currency is defined with the green color. To define another one, you will need to click on the respective red dot.

Adding a new currency

In order to add a new currency in your system, you shall click on the `Add . . .` button at the bottom of the table and fill all the requested fields in that would be asked.

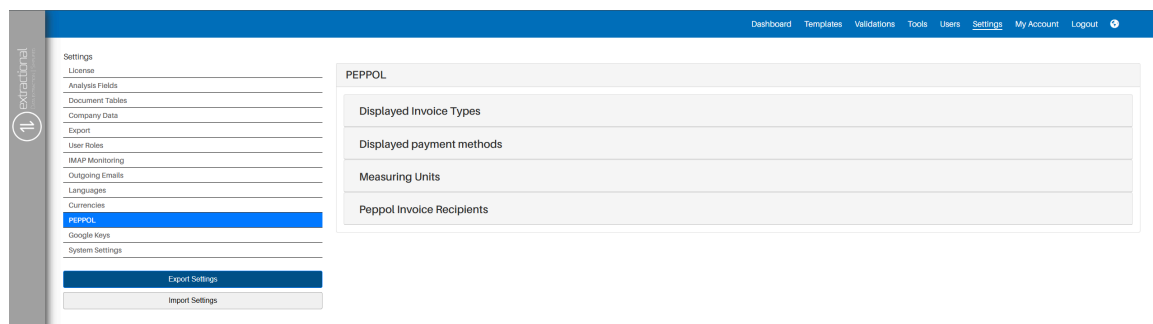
PEPPOL

In this subpage of the Settings page, you shall find all the PEPPOL specific settings.

i Info

You will only need to use this page if you are would like to take advantage of all Peppol-compliant documents features.

Overview



As you can see, there are four main menus that you can choose on this page. In the following sections, you shall find the respective guides on how to take advantage of each section.

How to use all the different menus

Displayed Invoices Types menu

The first menu that we will show will be the menu about where you will define all the types of Invoices that your company may use according to the Peppol standards.

To open this menu, click on the text field `"Displayed Invoice Types"`, and your page should look something like this.

As you can see, there are many options that you can select in this section.

By default, all the options are pre-selected, this allowing user to not need to refine the system for usage. However, we highly recommend that you take a little time and define all the different options that will meet the needs of your company.

In addition, all the invoice types that will be left as selected will be the ones that will be visible afterward in the system.

If you would like to save the preferences that you have chosen, click on the submit button at the bottom of the page, and all of your preferences will be saved in the system.

Displayed Payment methods

For this second menu, you will find a similar user interaction with the first menu but instead of defining all invoice types, you will define all of the payment methods that fit your company needs.

For this menu, you shall select all of your preferences and preferably save them as explained in the previous section.

Measuring units

In this third menu, you will find a different menu compared to the previous ones. In this menu, you will define all the different units that shall be identified in your system documents.

Since Peppol has a large library of all the different measuring units possible, we have changed the navigation method to the one that you will find below.

PEPPOL

Displayed Invoice Types

Displayed payment methods

Measuring Units

Show 10 entries Search: pie

Unit Name	UBL Code	Unit Alias		
dozen piece	DPC	DPC	<input checked="" type="checkbox"/>	
piece	H87	H87	<input checked="" type="checkbox"/>	
Piece Day	HAD	HAD	<input checked="" type="checkbox"/>	
Piece Month	HMO	HMO	<input checked="" type="checkbox"/>	
Piece Week	HWE	HWE	<input checked="" type="checkbox"/>	
thousand piece	T3	T3	<input checked="" type="checkbox"/>	
Piece	XPP	XPP	<input checked="" type="checkbox"/>	

Showing 1 to 7 of 7 entries (filtered from 2,162 total entries)

First Previous 1 Next Last

Peppol Invoice Recipients

There are two main things that you are able to each measuring unit.

The first thing you shall be able to do in this menu is to define if you would like to have that Unit available for extraction in your system or not. To do so, you will only need to (un)select the select-box of the measuring unit that is in question.

The second thing that can do is to add or remove Unit alias to a specific one. Before we start explaining how to add or remove alias of one unit, we will start by explaining you what we mean by unit alias.

One **unit alias** to a measuring unit in our system means that, this alias shall be directly identified as the measuring unit. To help you visualizing all the what a unit alias means, let us take the example of the unit "Piece". Generally, in most of documents, you shall find "UA" to identify this measuring unit but you may also find "Piec." or "Stück". In order for the system to recognize all of these different nomenclatures to the measuring unit Piece, you will need to add them as alias to that specific measuring unit.

Now that you now know what these Alias are, in order to add or remove alias for each measuring unit, you shall click on the edit button of the corresponding unit that you would like to edit. You will then need to add all of the alias that you would like to add the the text box.

Important

Please separate each alias with a comma only.

Here is an example of what this edit page should look like with already some alias inserted into it.

Edit measuring unit
✕

Piece
XPP

Unit Aliases (comma-separated list allowed)

XPP,UA

Submit

Cancel

Once you have clicked inserted (removed) all the corresponding alias that you would like to have to your measuring unit, you will only need to click to the submit button on that specific page and all the aliases will be updated.

Peppol Invoice Recipients

In this part, you shall define all legal entities that shall be used for creating all of your Peppol XML invoices.

Editing your customers

You can always edit your current customers by clicking on the edit button and changing all the desired data.

Adding new customers

Add more customers by clicking on the plus icon and define the new one. Our system also offers a database full of customers that could potentially already have yours.

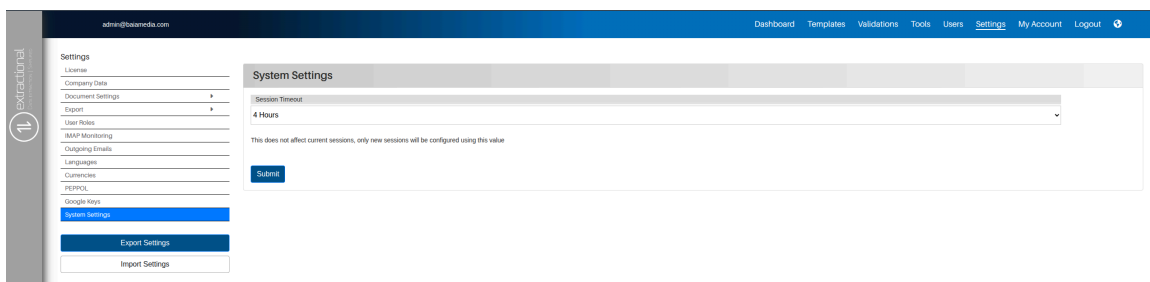
Google Keys

This page allows you to automatically gather location information at each login entry attempt. To get the Google API keys, follow the [Google tutorial](#) explaining how to set it up.

System Settings

In this page, you will be able to define all general settings of your system.

Overview



Defining a new time-out session

In this menu, you can define the duration for which a connected user shall be connected to the system without having to reconnect into the system.

To do so, you will need to click on the current timeout duration defined in the system and choose the new desired timeout duration.

After doing so, you will need to save your new preference by clicking on the `Submit` button that can be seen at the bottom of the page.

Note

Please pay attention that changing the timeout duration will not affect current sessions, only new sessions will be configured using the new timeout session duration.



Peppol

English

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Peppol-Introduction

English

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Version: v1.0

Introduction

This Chapter will consist on explaining all Peppol features that our system offers as well helping you setting all these features in your system. We will also help you guide on how to use these features afterwards.

What is Peppol about what would be the interest to integrate in your system

Maybe you were familiar with Peppol, Peppol is a standardized way to send invoices from one company to another. As most companies regularly use this system, our company thought about using these standards to add some helpful features to our system.

What is special about Peppol compliant documents is that all Peppol compliant invoices are forced to use a certain pattern and this pattern will allow us to extract even more information from your documents, thus automating some of the processes of your company.

One of the features that will be available to all Peppol compliant documents is that the system will not only look at a certain document and extract the general information about it (Name, Date, Sum(brut), etc.) but will also itemize all items that can be found in the document and save all the informations in each item specified in your document to use it for further features in the system.

Features enabled with Peppol compliant Documents

Having Peppol-compliant documents in the system allows for a handful number of features. These features will include:

Easy verification

Verification of all the calculated values in the document are correct. This includes VAT and temporary deduction if invoice is paid within a certain amount of days, for example.

Easy comparison of documents

Comparison of documents in the system. The system will enable comparative of to specific documents in the system, this can be helpful if you would like to quickly identify why the total price of a certain quote differs from the corresponding invoice.

SEPA transaction automation

Enabling SEPA transaction automation. The system will also allow you to automatically create SEPA XML files in your system for all the desired documents.

Generating Peppol compliant files

Extraction of all Peppol (or ZUGFeRD for Germany) invoices in their respective format.



Peppol-Prerequisites

English

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Version: v1.0

Prerequisites

In this section of this chapter, you will find all the different tasks that need to be accomplished in order to set our system to be Peppol-compliant.

Defining all the different fields to be extracted in each item

One of the first tasks that shall be done is to define all the fields that you would like to extract within each item of your document.

To do so, you will need to go to the setting page followed by the **Analysis Field** page. Once you have found the correct page, you shall once find the correct table to define all the different fields. If you would like more precise information on this topic, you can go to the section about [setting up all fields](#) in the previous chapter.

Although our system allows you to personalize all the fields, we recommend that you always have some of the fields. The following fields that should always be used are:

- Position
- Article Number
- Quantity
- Measuring unit

These fields, while being common to be present in all documents, will also allow easy the usage in the following tools such as for the document comparison as well as for Peppol exporting documents.

Adding all of your bank details into your account

Since one of the main features of our system is about generating SEPA transaction XML files, one of the prerequisites that is needed to have the system working would be to add all of your account(s) that you would like to realize your payments in the system.

To do so, you shall need to add all of your accounts in the Settings page. For more specific information, please go to the [Company Data](#) section in the previous chapter of this manual, where

you can find a detailed guide on how to add an account in your system.

Setting up all needed export formats

Since there are some specific export formats that are specific for Peppol-compliant documents, you will need to define them before you start exporting all the desired documents. Here is a list of all the export formats that you might need to define, as well as an explanation about the features that it will enable.

- XML format: This format must be pre-defined if you want to generate SEPA XML files. Please use the following link for a more detailed guide on how to define all XML export formats.
- Peppol format: This format will allow you to export all documents and transactions in a PEPPOL format. Please use the following link for a more detailed explanation on how to define all the PEPPOL export formats.
- ZUGFeRD format: This format will allow you to export all documents and transactions in a ZUGFeRD format (Germany-specific format). Please use the following link for a more detailed explanation on how to define all the PEPPOL export formats.

Customizing all PEPPOL specific parameters for your company

One of the main difficulties when working with Peppol-compliant data is generally to find the correct option within all of the options that the system provides. This is especially the case when we start talking about measuring units as well as payment methods.

So, to help our users have a more convenient experience in our system, we do allow hiding some of the options that Peppol has at your own disposal.

In addition, if you would like to have a more in-depth guide on how to define all the different options that you would like to have in your system, please follow following [link](#) that will take you a more precise guide on how to use the following page.



Peppol- Documentation_with_Peppol

English

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Version: v1.0

Documentation with Peppol

In this section you will find a guide on how to have documentation being Peppol compliant and you will also find a guide on how all validation shall be visible once a your documentation is Peppol compliant.

Creating Peppol-compliant Templates

Before you start having Peppol-compliant validations, you will need to create templates that are also Peppol-compliant. This will allow our system to automatically extract all the information from each element of each document.

You will start by creating a new template as usual; a more in-depth guide can be found on the [previous chapter](#) about creating a new template.

Once you have created this new template and added all the fields as usual, you shall trigger the system to be Peppol compliant. To do this, you shall click on the respective check-box that is situated at the bottom of the fields window, and all the Peppol-specific fields should also pop-up.

The screenshot displays the 'Invoice Template' configuration screen. The left side shows a preview of an invoice for 'SOYC-JETS' with a table of items and a summary section. The right side shows the 'Data Collection' configuration panel with various fields and checkboxes for enabling data extraction.

Once you have triggered the system, you will now need to define all the Peppol specific fields. The mechanism to define each field will be the same as before, but in this part you will be defining all

fields of each element for itemization. There are some important points that should be considered once linking all fields:

- All example values to which reference shall be referred shall refer to the first element of the document.
- For the description specifically, you only need to click on the first element of the description.

Once you have linked all the different fields, you shall only click on the `Submit` button located at the bottom of the page.





Now, all documents that use this template will automatically be Peppol compliant.

Peppol-compliant Validations

Once you start receive Peppol-compliant validations, you will start to see the main advantage of using Peppol compliant data in our system.

Itemization of elements within each validation

The first main difference that you will be able to see is the itemization that will be available to be seen as a table in each validation. This can be seen in the validation edit page, at the bottom of the data page.

Position	Article Number	Description	Quantity	Price Unit	Total Amount	
1	665887	Ergonomic wireless, UA keyboard	10.0	59.99	665.89	
2	556994	Encrypted USB drives, UA (64GB)	10.0	22.56	250.42	
4	45	Web development, UA services (frontend, + bac	1.0	899.00	997.89	
3	65	Data migration	1.0	2,999.00	3328.89	

4 items found Total amount: 5243.09

Prepayments/Payments done table

The second additional element that is available when using Peppol enabled validations is allowing to store all (pre)payments made for a specific validation.

Prepayments/Payments Made

Note, amounts that should be deducted must be negative numbers, unpaid amounts that should be added shall be positive numbers

Search:

Description	Amount	Add to
<input type="text"/>	<input type="text"/>	Net Amount <input type="text"/>

[Add...](#)

In order to add a new payment, it is as simple to add a new line into the table and save the values at the bottom of the validation's page.

⚠ Important

Please be aware that all the different payment values need to be inserted in relation to the document, which means that if a document has already been partially paid, the number inserted will be **negative**.

Payment Terms indication table

The third additional element is the `Payment terms` field. In this table you shall enter any specific payment terms that the respective customer has requested.

Payment Terms		

2025-08-25	Received	Andre (andremartins.el003@gmail.com)
2025-08-25	Verified	Andre (andremartins.el003@gmail.com)

Exportation of all items

In addition, you can also export all the different items into a file. You will have the ability to choose the export format as well as the template.

i Info

Please, make sure that you have a template that satisfies your satisfaction before exporting a validation.

To realise this operation, you will need to go to the edit page of the validation that you would like to export and navigate to the end of the data page.

Once there, you will be able to see all the selective fields where you can select the format of export as well as the template that you would like to use. Once you have selected your preference, you will only need to click on the `Export` button at the bottom of the page, and the file will automatically download to your system.

Output Format	Output Type
CSV <input type="button" value="v"/>	As File <input type="button" value="v"/>
First template <input type="button" value="v"/>	
<input type="button" value="Submit"/>	



Peppol-Tools_with_Peppol

English

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Version: v1.0

Additional tools and features

When using Peppol-compliant transactions, you will be able to use some additional tools that are available in the tools page. These tools will again help you improve your workflow during the day.

The additional tools that are available once you have introduced Peppol-compliant documents to your system are:

- Document comparison
- SEPA XML file creation

Document comparison

This tool will allow you to compare to documents, item-by-item, and will visualize you the differences between both items.

For more information, please go to the following [section](#) where you can find a more in-depth guide on how to use this tool.

File exportation

Once you have various validations released in your system that are Peppol-compliant, you will be able to generate various exportations related to these validations.

For more information on how to export documents, please see the following [section](#).



Multi Tenant System

English

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Multi tenant system

English

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Version: v1.0

Configuring the System for Multi-Organization Support

In this part of the manual, we will explain how to configure your system to have several sub-organisations within the same system.

This functionality will allow your system to have suborganizations working on the same system/server. This will allow your multi-organizational company to all work within the same license and server, improving both costs and energy using our system.

Important

It is important to understand that all sub-organizations work independently from each other and that no information or user are shared across any of the platforms.





Multi tenant system-Setting up the system

English

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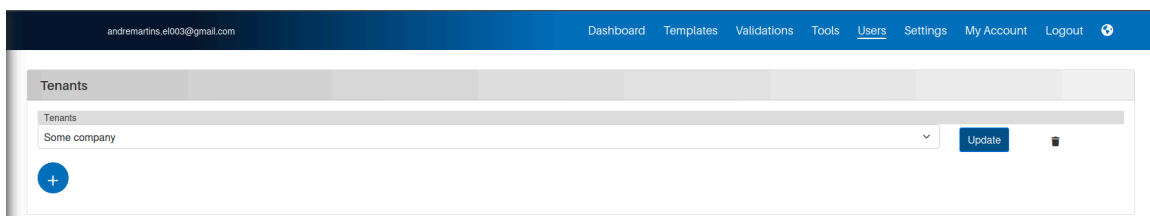
Version: v1.0

Setting up the System

In this part, you will learn how to set up the system as well as how to define each user(s) for each one of the tenants as we call it.

Adding All Sub-organizations in the System

The first step of this process is to add all of your sub-organizations into the system. To do so, you will need to go to the main `Users` page and navigate to the `Tenants` tile.



Now that you are on the right location, you will need to add all of your Tenants. To do so, you will need to trigger the system by clicking on the `plus` icon on the bottom of the tenants window.

You will then need to add all the respective suborganization coordinates and save them by clicking on the `Submit` button.

Editing an existing Tenant

You always have the possibility to change any of the Tenants in your system by clicking on the `Update` button that is situated next to the Tenant that is currently selected.

Adding all Users for each Organization

Once all tenants have been defined, you will now be able to define all of the users for each one of the organizations.

 **Some precautions before you start adding users**

- Each user shall have a unique e-mail address across all tenants.

Defining all Permissions for all Users as well as other Preferences

This part is still under development



Validations

English

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Validations

English

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Version: v2.0

Validation

What is the main purpose

In this page, you can see all the different documents that have entered that system and that need validation from an individual before being accepted into the system. All documents that have been validated are also seen and reviewed on this page.

All documents can automatically enter the system via a connection with a dedicated e-mail address, or you can also manually add a document to the system by entering it.

Additionally, all the documents are divided at a first level between **incoming documents**, **outgoing documents** and **drafts**.

How does the Extractational algorithm work

The Extractational algorithm will search for a suitable template and then start to extract the values according to this template. If some fields are not recognized, they will stay empty, and you will have the possibility to fill them manually (unless it has been defined as non-type-in field).

In addition, if the system does not find any corresponding templates, it will not extract any data and let all fields empty.

Moreover, if the system finds two different templates for the same document, it will simply choose the first one.

Prerequisites

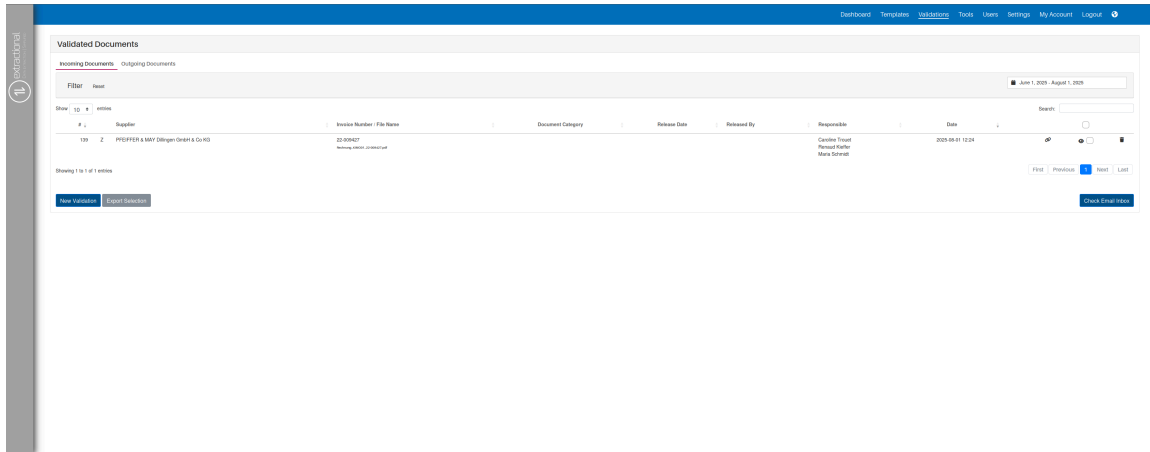
There are a few prerequisites that we recommend before starting to create and validate the system.

We recommend to create the respective templates as soon as you have the possibility, since otherwise the user will not profit from the advantages of Extractational.

Important

In addition, we also highly recommend defining all roles before starting to validate documents within the system. This will allow you to control who are the people who shall have the control to validate documents in your system/company.

Overview



#	Supplier	Invoice Number / File Name	Document Category	Release Date	Released By	Responsible	Date
139	PEPPER & MARY Dilligen GmbH & Co KG	22-209427 www.pepper-mary.com/pepper				Cedric Fiedt Michael Fiedt Marie Schmitt	2025-08-21 12:24



Validations-Drafts

English

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Drafts

Version: v2.0

Drafts

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

Different states

State	Meaning	Responsible for the action
Received	Document just entered the system and no verification have 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
Document Released	Document has been released, meaning that the final bill can be now done	Respective responsible
Rejected	Invoice has been refused internally or by the customer	all the above



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

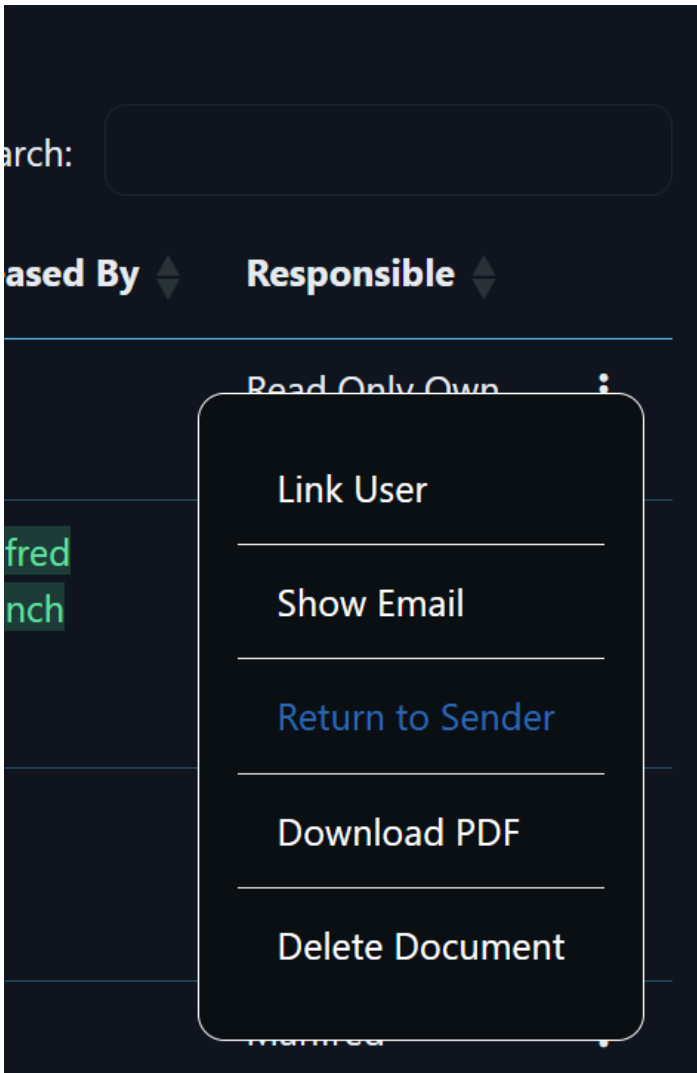
Extractional provides a feature allowing users to easily send an invoice back to the respective provider when the invoice is not accepted by the company.

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:



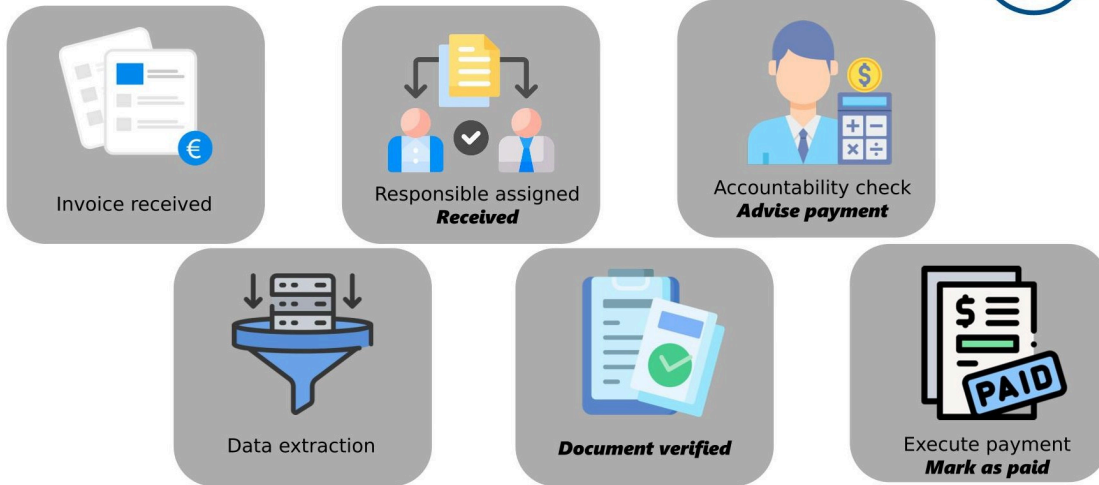
After triggering the action, a pop-up page will be visible in your system where a template email message will be generated. You will be able to change whatever you would need to and, once you are ready to send the message, you simply need to click on the `Send` button.

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





Validations-Main_functionalities

English

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Main functionalities

Version: v2.0

Main Functionalities Overview

Creating a new validation

In this part, we will explain how a validation can be created. Additionally, we highly recommend having a dedicated e-mail directly connected to the system, since this will save your company a considerable amount of time.

Reading from an e-mail inbox

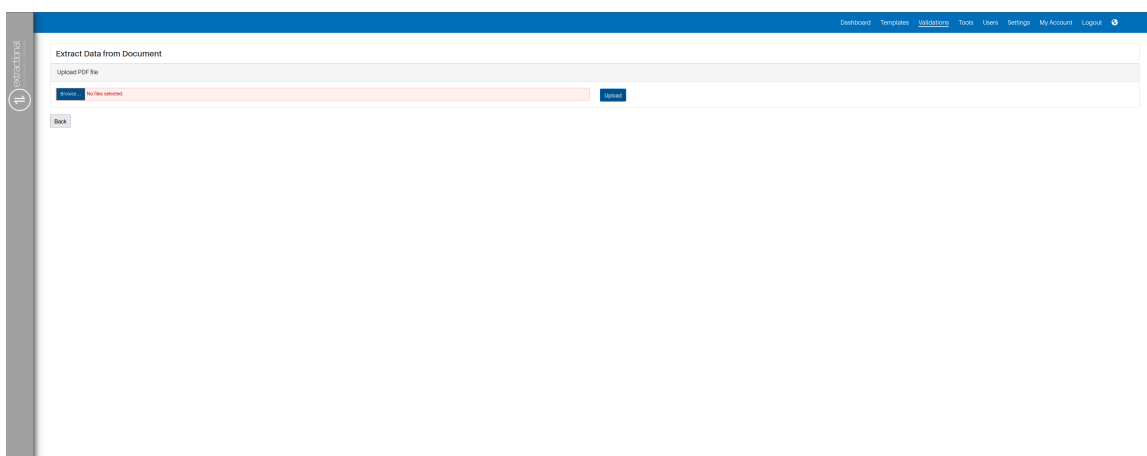
Automation via email is set on the settings page; if you want more information about this feature, please click the following [link](#).

Manual insertion

In this part, you shall find a step-by-step guide on how to manually insert a new validation in the system.

The first step will be to trigger the system to know that you want to add a new validation. This can be easily done by clicking on the new validation button. This button can be seen on the bottom left corner of the Validation page.

Once you have clicked the new validation button, you should be presented with a new page that should look like this:



The **second step** will then be to select the file(s) that you want to upload to the system. This can be easily done by clicking the `Browse\...` button and using your operating system's file-selection dialog to choose the file.

After having chosen the desired file(s) to upload, you can upload the file into the system by clicking the "upload" button. Once you have clicked this button, the system will look something like this:

The screenshot displays the 'Extract Data from Document' interface. On the left, a document preview shows a PDF with the following content:

RECHNUNG Seite : 1

Kieffer Francois
Chaufage-Santare
32, Rue d'Orlange
5333 Moutfort
Luxemburg

Kunden-Nr : K3M0017
Beleg-Nr : D 22-009427
Belegdatum : 17.02.22
Kundenname : JACQUES Joachim
Telefon : 0651-90-7993850
7376

US-Ident-Nr Liefer-DE 265177551
US-Ident-Nr Kunde LU18921827

MENGE	ARTIKELBEZEICHNUNG	ARTIKEL-NUMMER	E-Preis	PE	NETTOWERT
1	LIEFERUNG	10985639	2		VMA09.02.2022
1	PROJEKTBAUSTELLE	1853 / Blvert,			5333 Moutfort
1	AUFTRAGSUMME	314556-4.1			
1	KOMMISSION				rue d'Orlange 32
1	VERSANDADRESSE	Lager			Moutfort
3	S Granier Thermolement, für Palma B941	YORAG549320000	18,36	EP	55,08
					55,08*

On the right, the 'Data Collection' form is visible, with fields for:

- Supplier Name: Kieffer Francois
- Supplier City: Moutfort
- Supplier Country: Luxembourg
- Supplier Postal Code: 5333
- Supplier Country (if other code): DE
- Supplier Name: Kieffer Francois
- Customer Address: Rue d'Orlange
- Customer Postal Code: 5333
- Customer City: Moutfort
- Customer Country: DE
- Customer Name: Kieffer Francois

Important

The **third and final step** will be to verify all the entries in the Data Collection section of the page. Here we have a few recommendations that you should take into account:

- Add any notes that might be helpful for the others in the future.
- Please complete and verify all the respective fields; usually most of the validations that will be created will automatically have all the values correctly extracted but we always recommend checking all the fields to possibly filling or correcting some of the values.

Once you have achieved to do all the different steps, save the validation.

Note

To save the validation, you will need to click on the "Save values" button, which can be seen in the bottom left corner of the Data collection window.

Additionally, to go back to the main validation page, you only need to click on the `back` button found in the bottom left corner of the page.

Changing the state of teh document

How to release a document step-by-step

In the following paragraphs, you will find a step-by-step guide on how to properly release a document.

The first step in this process will be to open a new validation that is still not released, if you still need to create this new validation, please go back to the [Creating a new validation chapter](#) that shows how to create a new validation. In addition, to open an existing validation, you will need to click on the validation number on the desired validation.

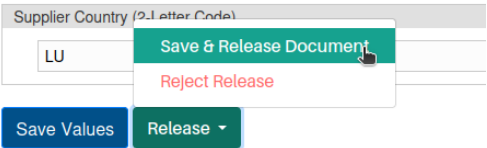
The second and most important step in this process is to verify all the entries in the Data Collection window. If you wish to change any values in the Data Collection part, you will need to click on the desired field first and change the value by right-clicking the correct value on the file or you can also manually type the correct value.

Important

You will only be able to correct the values if the field is set to allow manual changes. For more information, please consult the [Settings page](#)

Once you have finished verifying all the data from the data collection window, you can now decide to witch state the document shall be set to.

This can be done by clicking on the [ReRelease](#) button followed by choosing the desired state.





Validations- Outgoing_validations

English

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Outgoing documents

Version: v2.0

Outgoing validations

In this section, you will find a more-in-depth explanation on how outgoing 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
Document sent	Document has been sent to the client	Secretary
Paid	Invoice has been paid by the client	Accounting department
Rejected	Invoice has been refused internally or by the customer	all the above

Specific functionalities about incoming documents

Sending an invoice to the customer

Extractional provides a feature allowing users to easily send an invoice to the respective customer for payment.

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 to the customer

In order to trigger this action for a specific validation, you will select it in the context for the respective validation. Alternatively, you also have the option to trigger this action by clicking on the `Send to customer` button in the validation preview page.

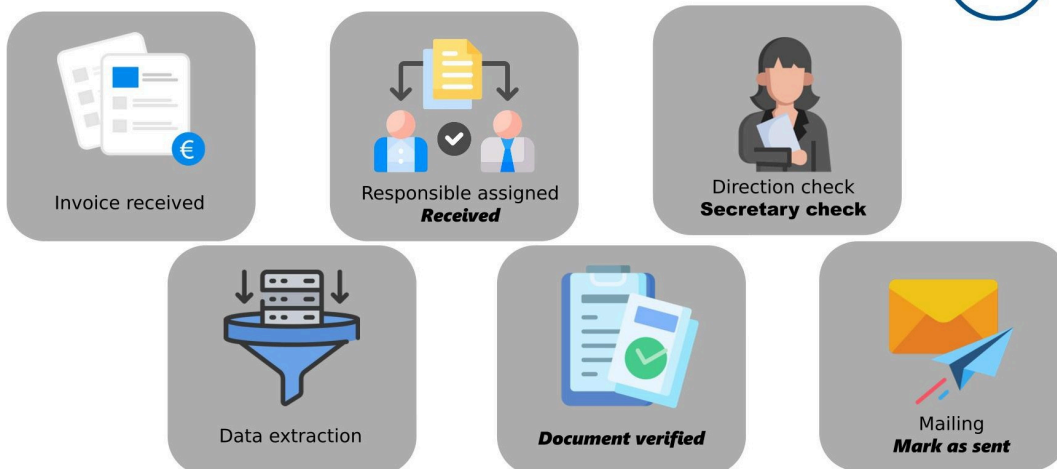
Note

Only verified validations can be sent to customers!!

Typical workflow

On the following page, you may find typical workflows that have been used by our customers with outgoing 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 Client Documents





Validations- Secondary_functionalities

English

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Secondary functionalities

Version: v2.0

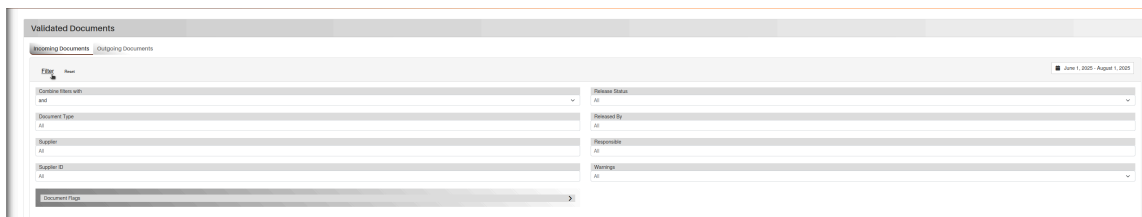
Secondary Functionalities and useful Tips

In this section, we will show all the secondary functionalities; these however are as important as the main ones since these ones will considerably improve your workflow during the day.

Filtering function

Filtering can be helpful when trying to search for a specific document in your system or want to only treat a subgroup of all validations in your system.

To trigger this filter menu, you need to click on the "Filter" text that is visible on the main Validation page. After having clicked on the Filter button, your system shall look like this:



Now that you have opened the filter menu or can choose what to filter all the criteria as you would like as well as how they should be combined. You have two options on how to combine the filters, you can either choose the "and" or the "or" option in the combine filters with box.

Moreover, if you wish to remove all the filters, you can click on the `Reset` text field that is situated right next to the `Filter` text field and all the filters will reset to their default settings.

Changing timetable

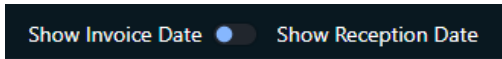
One of the secondary systems on this page is also to define the time period of all the documents you wish to visualize. The time period defines what documents are shown in the validation table. Additionally, the date referred in this context is the date regarding the **entry of the document in the system**.

Important

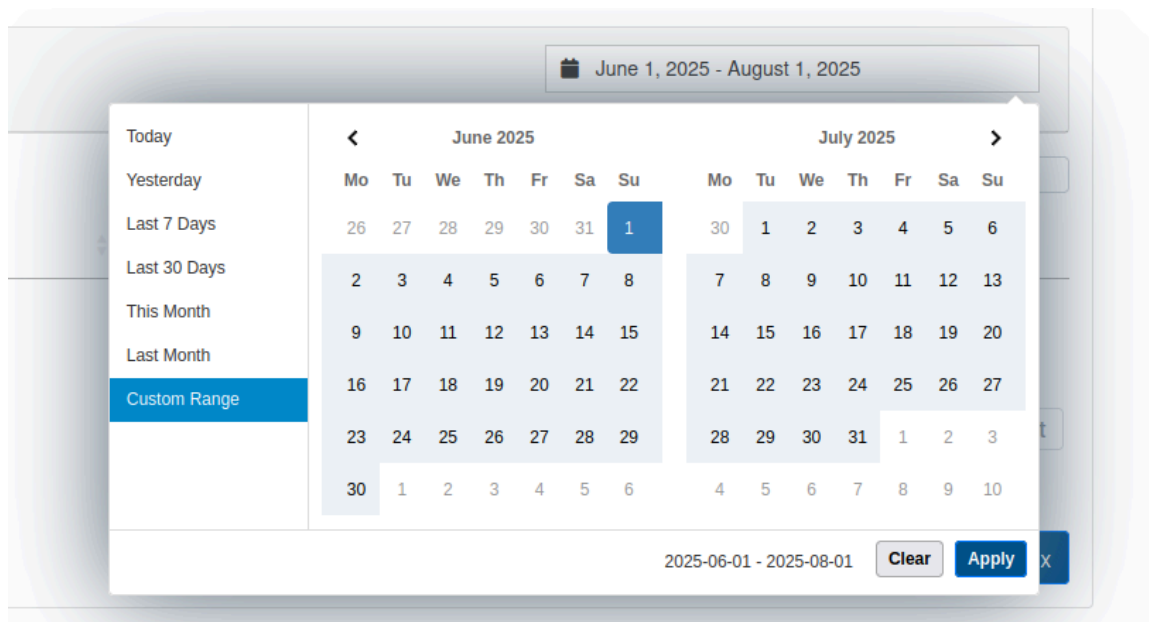
Extractional puts into consideration uses one of two distinctive dates to filter documents:

- **Invoice date** : Invoice date extracted from the device
- **Reception date** : Day when the invoice entered the system

These can be switched right next to the timetable selection tool:



This time period can be defined by simply clicking the date icon on the top right corner of the system, and you will be shown the following window to change the dates:



From here, you will be able to choose a new time period. You have two possibilities on how to change the time period, the first one is by choosing one of the options that is available on the left side of the window (example: `Last 7 Days`). The other possibility is to define a custom time period, this can be done by choosing the starting day on the time period and left-click with your mouse and then choosing the starting day end day of your time period and left-click with your mouse again.

Once you are satisfied with your time period, you can click on the `Apply` button in the bottom right corner of this window.

 **Important**

Please be aware that the loading time can take some time, especially if there are a lot of files that need to be loaded into the system.

Usage of search bar

If you would like to quickly find a specific file, you can always take usage of the search bar.

How to use the search bar

To use the search bar, you will need to write some information of the file that you are looking for in the text box that is next to the `Search` text field.

Once you have entered some text in the text bar, the system will perform a search for all files contained in the current table. The system will look for elements where it can find the entirety of the information given.

 **Important**

The only fields that are available for searching are those that have been set to *"activated"* or *"hidden"*.

Once you have entered some text in the text bar, the system will look for any file that will contain some meta-information equal to the one you have just entered.

Please pay attention that the system will only look within all meta-information. In other words, all the information that can be seen from each in the main validation page.

Exporting Documents

In this part, we will discuss how to export documents in a chosen format.

There are two main ways to export documents, you have the possibility to export a single document or you can also export the entirety of the current table that is represented.

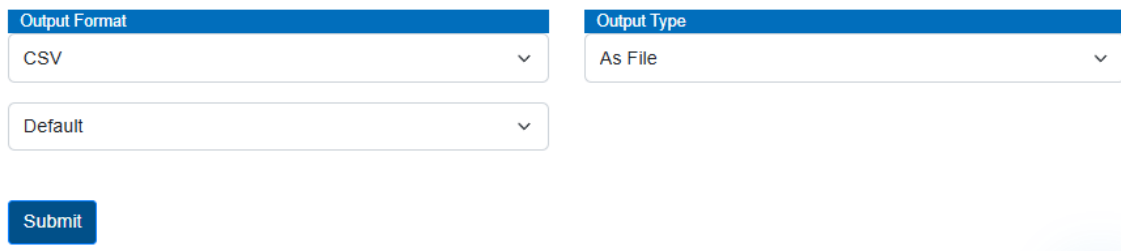
Important

Be aware that all documents that you would like to export must be released, and if you choose to export in CSV or XML format, the format must also be defined in the settings. More information about exporting formats in the following link (STILL TO DO).

Exporting a single file

To export a single document, you will start by viewing the file that you would like to export.

The exporting section can then be found at the bottom of the data collection window. The section shall look like this:



The screenshot shows a user interface for exporting a document. It features three dropdown menus and a submit button. The first dropdown menu is labeled 'Output Format' and has 'CSV' selected. The second dropdown menu is labeled 'Output Type' and has 'As File' selected. The third dropdown menu is labeled 'Default' and has 'Default' selected. Below these menus is a blue 'Submit' button.

In this section of the page, you will be able to define the export format that you would like to perform and click on the submit button.



Improvement of Workflow

In this part, we will talk about to main points featured in our system that will allow you to improve your workflows.

Usage of Flags

Our system uses flags allowing us to define the state of a certain validation. All flags have an associated icon and will be visible in each validation under the supplier box in the document itself. Here is an example of a validation already with two flags associated with it.

Show entries

#	Supplier
2	Some other company  

How to take advantage of flags

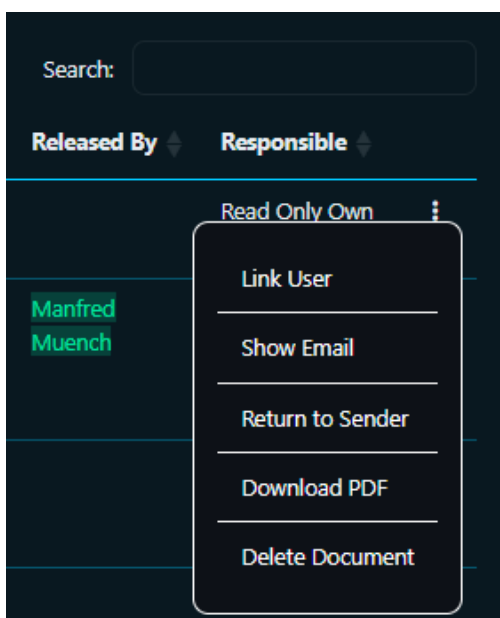
Flags allow every user to quickly understand the state of an existing validation. They can also help you understand if a certain task has already been done in a validation.

Typical flags in the system are:

- Exported
- Paid
- etc.

Quickly execute operations for one document

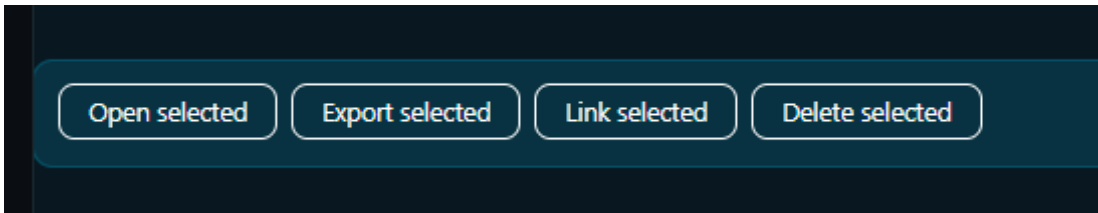
Our system also provides you with the possibility to easily execute operation to a single document. This can be done by clicking on the option icon in the respective validation (visualized with a three points at the right corner of the validation row) and select the desired action that you would like to do.



Quickly execute operations for several documents

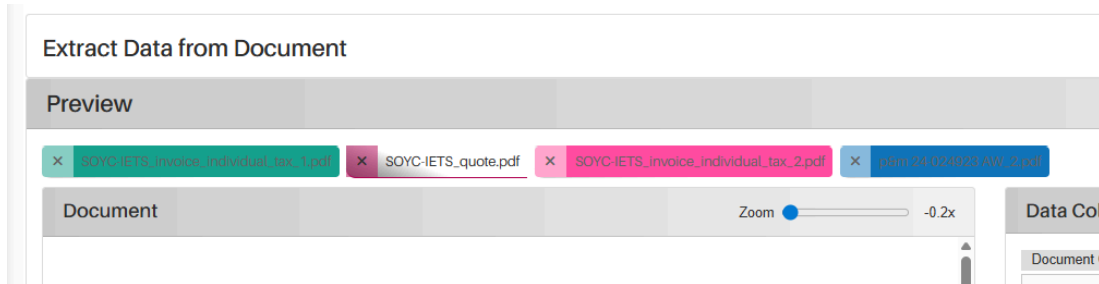
In addition, our system also has a method implemented allowing to execute general operations to several documents at the same time. This, again will allow you to improve the efficiency of your workflow.

To use this feature, you will select all the documents that you would like to review followed by selecting the operation that you would like to do on button's panel situated at the top of the validation's table:



Note

If you chose to open several documents at the same time, you will be transferred to the view page as if it was for only one document, but this time, you will have all the selected files represented on the top as if they were tabs in a browser.



In addition, each tab's color also represents the document's state with the same colors as in the validations table.

Now you can quickly review all the desired files without needing to always go back to the main page.



Other useful pages

English

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FAQ

English

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FAQ

Having issues with the system ?

Not being able to export a template

Please verify that your system does have a in internal identifier for the template. It is required in order to export a validation.

Validation impossible to visualize

If your validation does not show the visualization icon, it is more likely a problem with the respective template, please verify the respective template and reload the table afterwards.

Constantly having error prompts in your browser

If you are constantly having error prompts in your browser it is likely that all the operations that you have overload the server with processes. To solve this issue the best thing to do is to reload the page and and the system will start fresh with new processes.

Not being able to see all elements of a table

Try to change the zoom of your browser to a lower percentage.
