# User guide – integration from BatchFlow4 to Business Central

## Setup Guide

When getting started with the BatchFlow 4 integration you have to make some setup first



Choose ‘Search’ and type Batchflow



Choose **Batchflow setup** **Guide**

Follow the guide in all the steps



End the guide by choosing ‘End’



## Use the integration

Use the seach function to find the Purchase Journal



Choose **Actions**, and **Import Batchflow Documents**



The journal will now contain documents from BatchFlow. You can choose to book the journal. If there is something you like to change, you can make the changes in the journal lines. You can also choose to delete the journal and import the entries again.

## Lookup documents in BatchFlow from Business Central

When you have booked a journal and want to look into a document afterwards, you can find the booked entry in Business Central and look up the Document in Batchflow

Use the search function to find the vendor ledger entries.

Find a booked document



Use **Navigate** and choose **Batchflow** and **Look-up document**



Use you username and password to **BatchFlow** to get access to the documents.