



KONICA MINOLTA

Konica Minolta

# Invoice365

(User guide)

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**Date**

15. 6. 2020

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**Version**

1.1






## Document history

Actual version **1.1** by **15. 6. 2020**

Version	Date	Note
1.1	15. 6. 2020	TestDrive version

## Legend

Text	Name	Meaning
<b>Bolt text</b>	Command	Means a command in the menu, a button, a field or an action in the form.
	Tip	Means a recommendation or a proposal for the solution.
	Note	A note or another information which may be useful for that topic.
	Important notice	Means an important information related to that point or a topic.

## Terms, acronyms and their meaning

Acronym	Meaning
AD	Active Directory
BA	Business analyses
DMS	Document Management System
IS	Information system
KM	Konica Minolta Business Solutions Czech, spol. s r.o.
Metadata	Metadata summarizes basic information about data, which can make finding and working with particular instances of data easier.
MFZ	Multifunctional device Konica Minolta
SC	Site Collection
SP, ShP	SharePoint
UI	User Interface
WF	Workflow
I365	Invoice365

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# 1 Introduction

## 1.1 Document purpose

The document is a user guide for the Invoice365 application for electronic processing of received invoices.

Users are expected to have basic knowledge and skills in working with MS Windows, Chrome internet browser and Microsoft Office 365 / Microsoft 365.

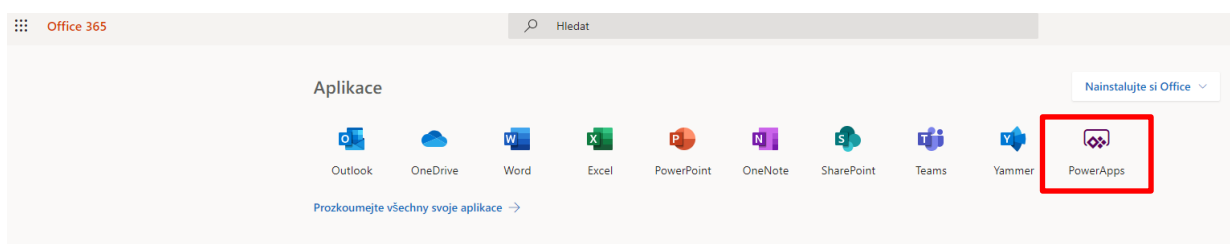
## 2 Basic usage

### 2.1 Access to the system

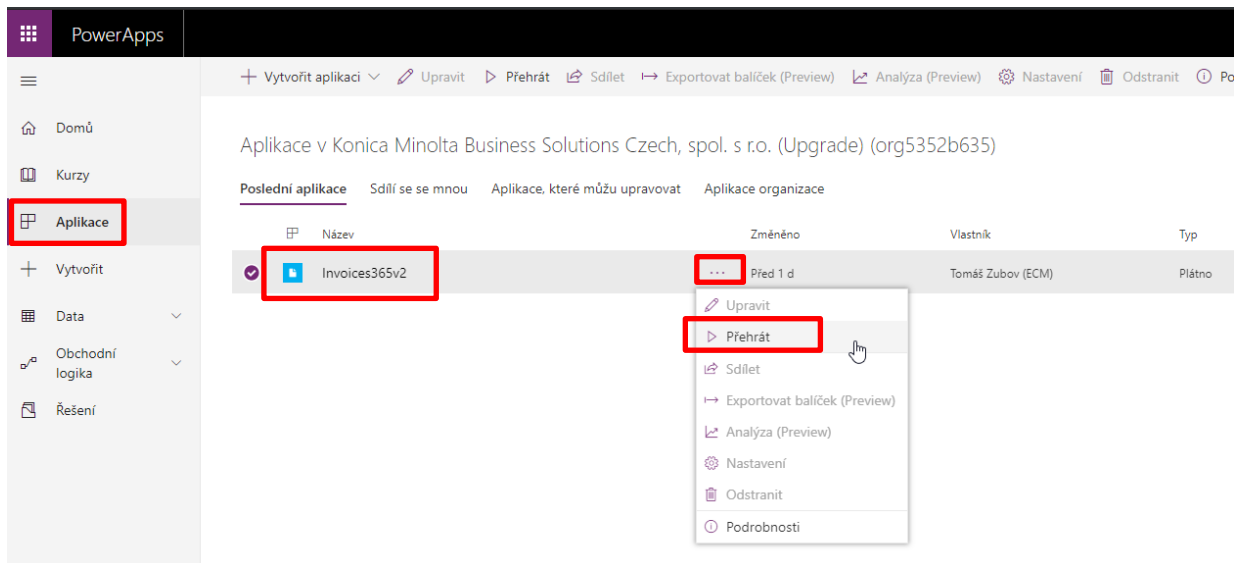
The I365 runs on public cloud and it's accessible from anywhere without usage of a VPN connection. Application I365 is accessible via web browser Chrome or Mozilla Firefox or via the mobile application. Mobile applications are standard applications provided by Microsoft and are available for devices with Android & iOS systems operating systems.

Access via web browser:

- Click on URL
- From O365 environment:
  - Microsoft PowerApps

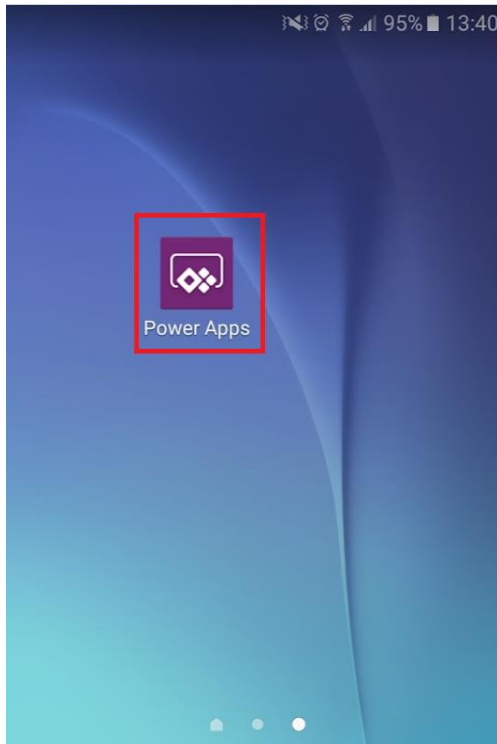


- Left menu – link of the Applications / **Invoice365** – run by double click or click on icon „...“/action **Run**

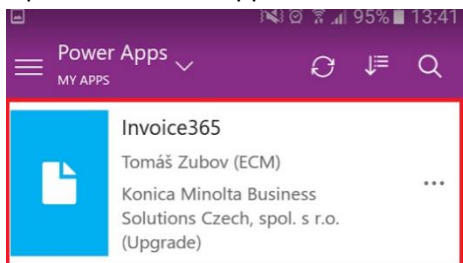


Access via mobile application is possible with Microsoft application PowerApps (<https://play.google.com/store/apps/details?id=com.microsoft.msapps&hl=en>) which allows to open all PowerApps shared with user.

1. Open PowerApp application:



2. Open Invoice 365 application:

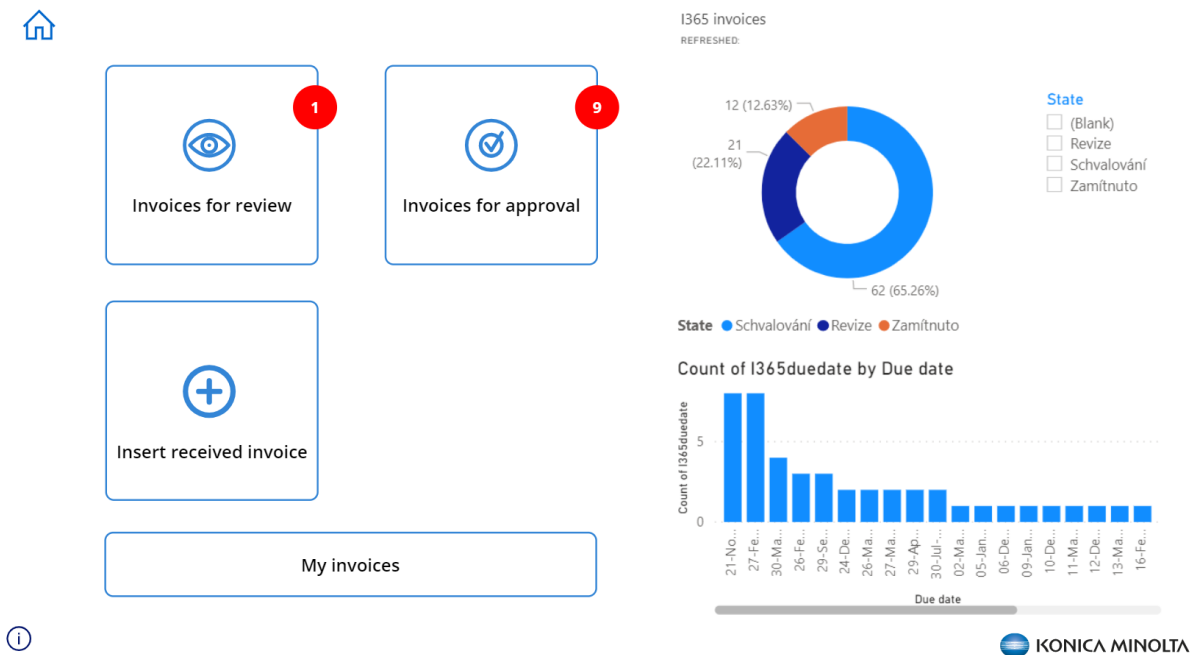


- 3.

Looking for more? [Go to All apps.](#)

## 2.2 Homepage

Homepage of the application serves as a guidepost for all types of invoice processes. All the activities are easy accessible (an invoice upload, invoice approval, etc.).



### 3 General description of the solution

**Uploading:** The main repository for invoices is the SharePoint Online platform. Invoices might be created manually in the application.

**Invoices revision:** There might be a revision step (check) required for attributes in the invoice (metadata). The revision is made by a user / group of users who are pre-defined or chosen based on that metadata (for example based on department). This user or group of users is notified about a revision task assignment by e-mail.

**Approving of invoices:** After the invoice revision the process of approval will continue. The process of approval might continue in several levels and might be driven by invoice's metadata (for example, based on the amount of money, the invoice might be approved by several approvals with different approval limits). Approvals are defined based on customer's requirements. These might be:

- Supervisor of the owner of an invoice (based on organization structure)
- Manager of the department or cost centre
- Financial director or managing director of the organization

The application automatically chooses the approver and starts the approval process. Each approver is notified by email about incoming approval request.

**Data export:** After the process of approval is finished, the invoice is saved in SharePoint and metadata of that invoice might be exported into another system (CRM, ERP).

**History:** Each activity related to an invoice is recorded.

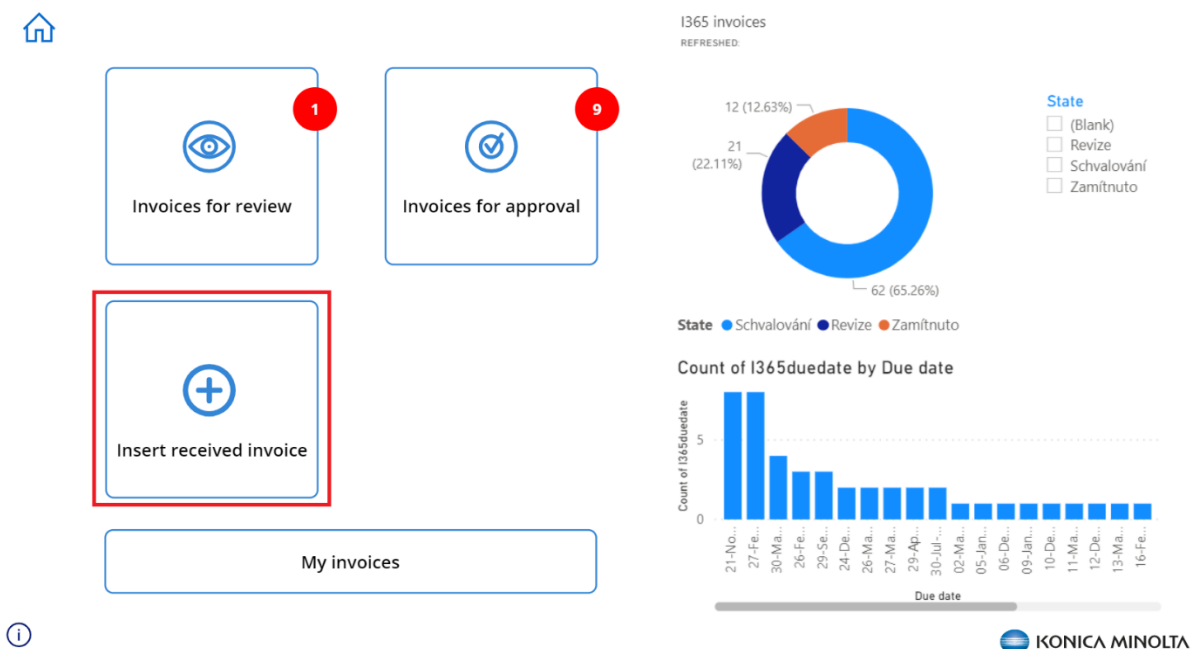


## 4 Invoice upload

### 4.1 Manual invoice upload

Invoices might be manually uploaded only by authorized users.

- 1) On the homepage click on „Insert received invoices“ button.



- 2) A new form for metadata input will appear. The metadata are divided into following sections:

**Header:** Info about supplier and customer. Some of them might be chosen as pre-defined in the external system. After choosing them on the left side of the header, the details are filled automatically.

Header				
Select customer *	Customer's name	Customer's ID	Customer's VAT ID	Customer's ID
Select supplier *	Supplier's name	Supplier's ID	Supplier's VAT ID	Supplier's ID
	Street	Zip Code	City	Country
	Bank account	Bank code	IBAN	

**Date & time data:** Date and time related to the invoice (date of issue, etc. ...).

**Recapitulation VAT:** It is possible to create several rows for more VAT rates. For adding a new row, use the „+“ (plus) on the right side. For removing a row use „X“ (cross) on the left side to it.


The VAT amount and total amount is automatically calculated from total amount of money without VAT.



Financial information								
1st VAT	21 %	without VAT		VAT	0	Total	0	
2nd VAT	0 %	without VAT		VAT	0	Total	0	
Total w/o VAT			0	VAT total		0	Total	0


**Note:** It is possible to put any text.

**Attachment:** For attaching a new attachment click on Add attachment and in the new opened file explorer confirm the selected file. It is possible to attach more file in the same time. Important: *Files will be saved after the whole form is updated. It is not possible to save the form without the attachment.*

### Attachments \*


test2.pdf
Neuloženo



test2.pdf
Neuloženo



Add attachment

- After filling all the attributes in invoice's form, save everything by clicking on „**Save & close**“ button. Then the invoice will be saved in SharePoint and be automatically send to other processing – to the revision (a revision is not mandatory and if a customer doesn't need this function it is possible to deactivate it).
- If you don't want to save any info, use the „**Cancel**“ button. Nothing will be saved then.

#### 4.1.1 A form for putting of an received invoice

#### 4.1.1.1 An example of filled form:

**Enter details of received Invoice**

Invoice number \*  Owner \*

Category  Variable symbol

Cost center  Prepayment invoice ☒

Approver for this owner is: Test Manager (ECM)  
(testmanager@kmecon.onmicrosoft.com)

### Header

Select customer * <input type="text" value="T-Mobile"/>	Customer's name T-Mobile	Customer's ID 789456123	Customer's VAT ID CZ789456123	Customer's ID 1
Select supplier * <input type="text" value="Konice Minolta"/>	Supplier's name Konice Minolta	Supplier's ID 00176150	Supplier's VAT ID CZ00176150	Supplier's ID 1
Street Evropská 846/176a	Zip Code 16000	City Praha	Country Czech Republic	
Bank account 98765432	Bank code 0300	IBAN		

### Dates

Issued * 01.05.2020	Received * 07.05.2020	Discount Till 10.05.2020	Due date * 31.05.2020	DOTS <input type="text" value=""/>
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### Financial information

1st VAT 21 %	without VAT * Total w/o VAT Discount	VAT VAT total Paid amount	Total Total Paid
<input type="text" value="100"/> <input type="text" value="100"/> <input type="text" value="10"/>	<input type="text" value="21"/> <input type="text" value="21"/> <input type="text" value="0"/>	<input type="text" value="121"/> <input type="text" value="121"/> <input checked="" type="checkbox"/>	* <input type="text" value="USD"/>

Note

Attachments \*

- ☒ test2.pdf Neuloženo
- 

Create & Close    Cancel

#### 4.1.1.2 Metadata of an received invoice:

Field	Type	Source	Comment
Header			
Invoice number	Text		
Owner	Person from AD		
Category	DropDown		
Type	Switch		
Supplier	Combobox	SHP List	
Supplier's name	Text	SHP List	Automatically filled based on supplier
Supplier's ID	Number	SHP List	Automatically filled based on supplier
Supplier's VAT	Text	SHP List	Automatically filled based on supplier
Customer	Combobox	SHP List	
Customer's name	Text	SHP List	Automatically filled based on customer field
Customer's ID	Number	SHP List	Automatically filled based on customer field
Customer's VAT	Text	SHP List	Automatically filled based on customer field
Customer's Street	Text	SHP List	Automatically filled based on customer field
Customer's city	Text	SHP List	Automatically filled based on customer field
Customer's country	Text	SHP List	Automatically filled based on customer field
Dates			
Issued	Date		
Sent	Date		
Due date	Date		
Taxable supply	Date		
Discount till	Date		

Field	Type	Source	Comment
Financial information			
VAT tax (1st)	DropDown		
Without VAT	Number		
VAT	Number		Calculated
Total	Number		Calculated
VAT tax (2nd)	DropDown		
Without VAT	Number		
VAT	Number		Calculated
Total	Number		Calculated
VAT tax (3rd)	DropDown		
Without VAT	Number		
VAT	Number		Calculated
Total	Number		Calculated
VAT tax (4th)	DropDown		
Without VAT	Number		
VAT	Number		Calculated
Total	Number		Calculated
Without VAT total	Number		
VAT total	Number		Calculated
Invoice total	Number		Calculated
Currency	Dropdown		
Sum of the discount	Number		
Paid	Switch		Yes/No
Note	Text		Multiline text
Attachments	File		Multiple attachment

## 5 Revision (check) of an invoice



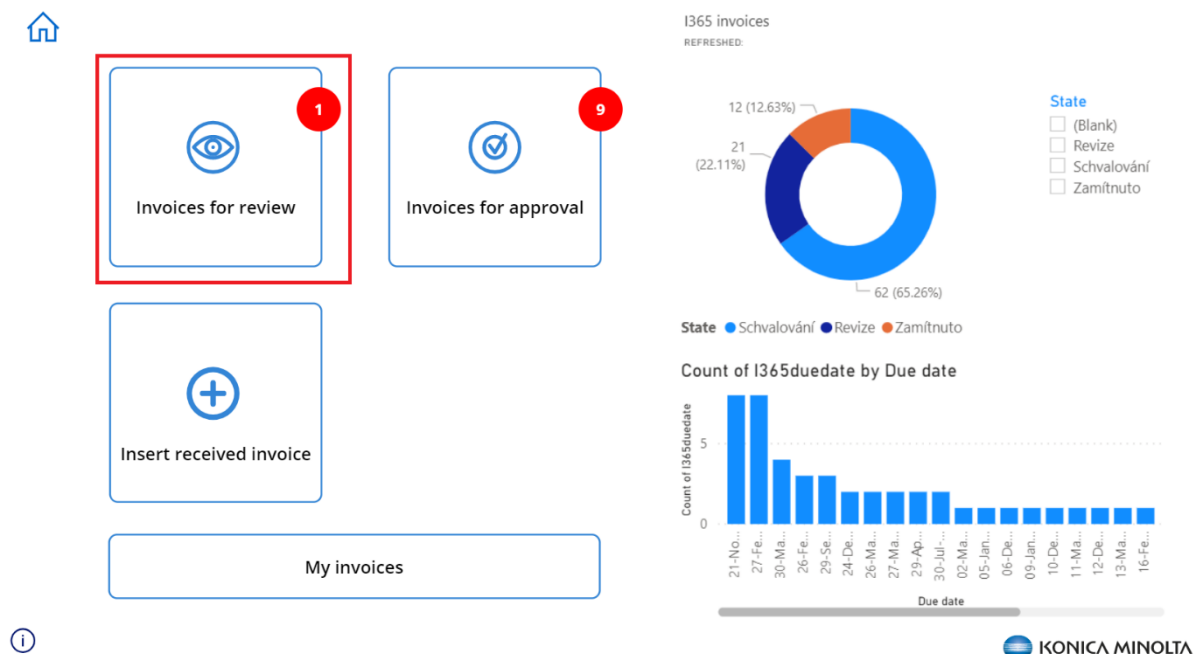
Revision of the invoice is not mandatory function of the application.

The invoice is revised by specific user who is pre-defined or selected based on metadata of the invoice (for example based on department). The revision of the invoice might be addressed to a group of users and any person belonging to that group may approve that invoice than.

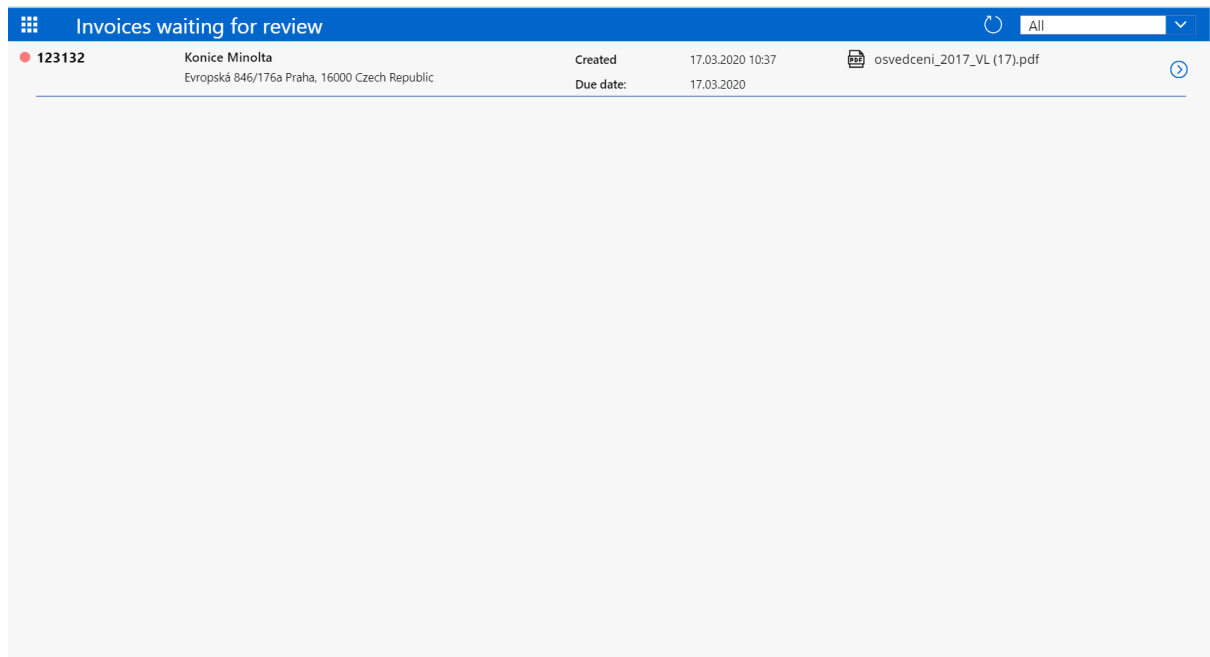
When an invoice is put into the system, a user or whole group will be notified that there is a new invoice for revision awaiting. When a user wants to check that invoice, it is enough just to click on the link in the email and the invoiced will be displayed.

The process of revision of the invoice is following (in case that an invoice is displayed by clicking on the link in the email, continue from 4<sup>th</sup> step).opening of the form for an invoice

- 1) On the homepage click on the „Invoice for review“ icon.

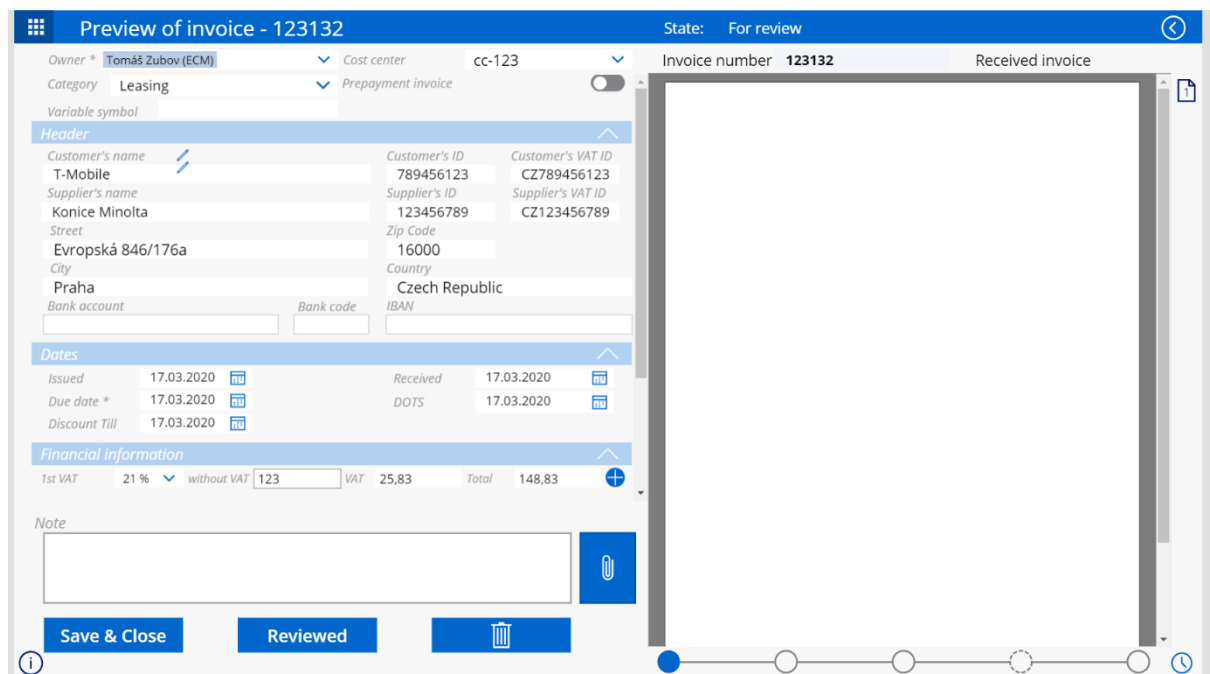


- 2) A list of invoices awaiting from revision will be displayed. Invoices after the date of payment are marked by red colour.



ID	Supplier	Created	Due date	Attachment
123132	Konice Minolta Evropská 846/176a Praha, 16000 Czech Republic	17.03.2020 10:37	17.03.2020	osvedceni_2017_VL (17).pdf

- 3) By clicking on the (dart) icon you will open a form of the invoice waiting for the revision.  
 4) There is a status of the invoice in the upper line: State: For revision.  
 On the left side you can find metadata related to that invoice. On the right side you can see a preview of the invoice (only for PDF files).



**Preview of invoice - 123132** State: For review

Owner \* Tomáš Zubov (ECM) Cost center cc-123 Invoice number 123132 Received invoice

Category Leasing Prepayment invoice

Variable symbol

**Header**

Customer's name	Customer's ID	Customer's VAT ID
T-Mobile	789456123	CZ789456123
Supplier's name	Supplier's ID	Supplier's VAT ID
Konice Minolta	123456789	CZ123456789
Street	Zip Code	
Evropská 846/176a	16000	
City	Country	
Praha	Czech Republic	
Bank account	Bank code	IBAN

**Dates**

Issued	17.03.2020	Received	17.03.2020
Due date *	17.03.2020	DOTS	17.03.2020
Discount Till	17.03.2020		

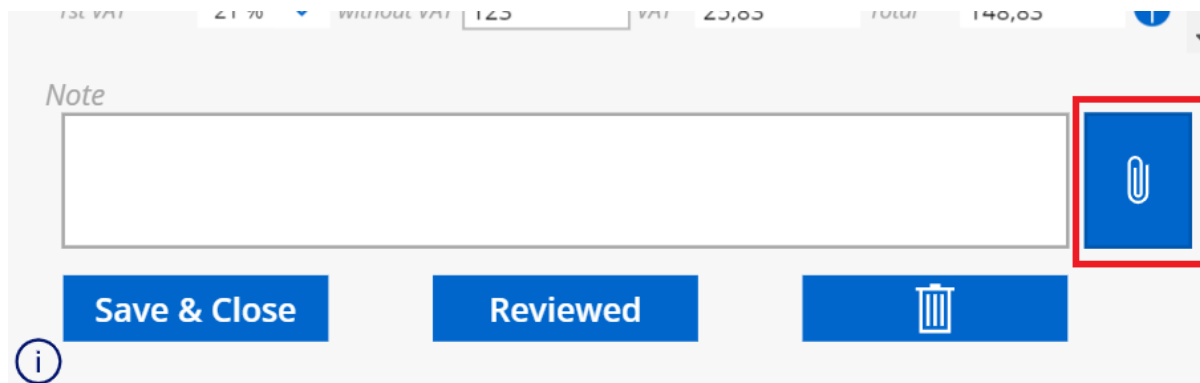
**Financial Information**

1st VAT	21 %	without VAT	123	VAT	25,83	Total	148,83
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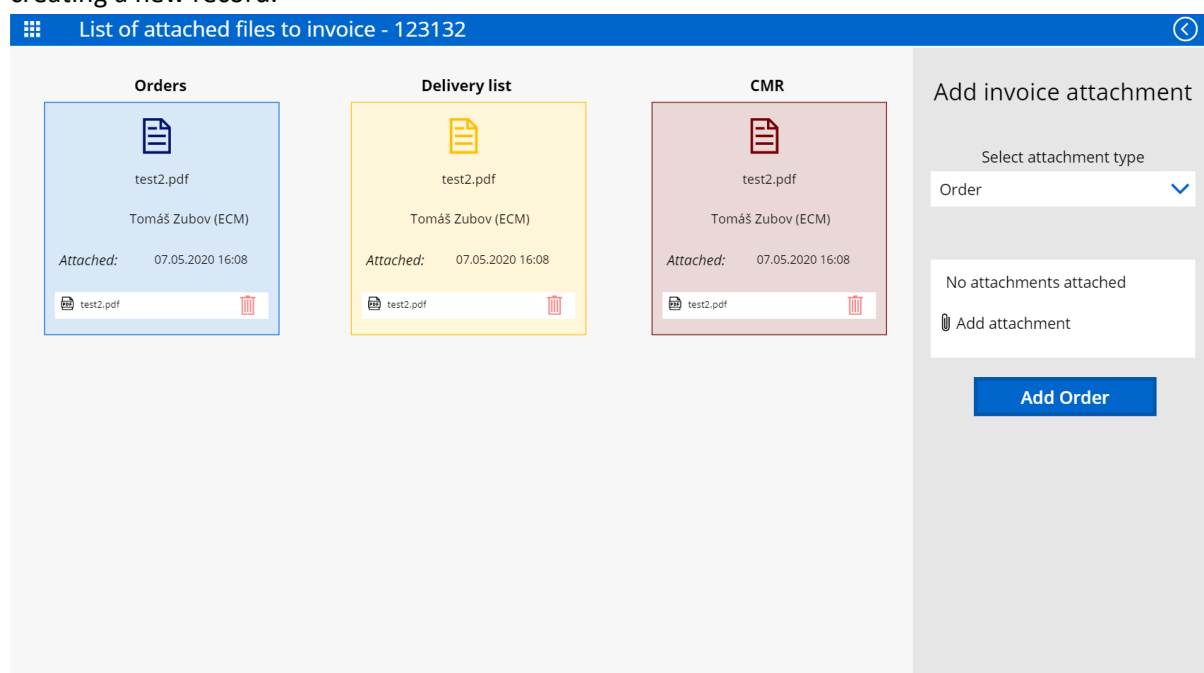
Note

Save & Close Reviewed

- 5) Check the attributes of the invoice. In case of need, you can update them.  
 6) You can attach other attachments if necessary. Click on the clip icon in the lower part of the form if you want to add other attachments.



For better orientation all the attachments are divided by colour based on their types (orders, delivery notes, CMR). Chose the type you want to attach. It is as same as process as in case of creating a new record.



After you add all the attachments return back to the major form by clicking on the dart in the upper line.

- 7) After the revision / updating all the attributes, mark the invoice as the processed one by clicking on the „**Process**“ button in the lower part of the form. Revised invoice will be automatically processed to the next step – for approving.
- 8) If you want to save the concept, use the „**Save and close button**“.
- 9) If you do not want to finalize the processing of the invoice neither save a concept, click on the „<“ button in the upper line on the major form. All the changes in the form will not be saved and you'll be forwarded back to list of invoices waiting for approval.



## 6 Invoice approval

An invoice might be approved by one or more approvers based on criteria defined by metadata or customer's requirement. System will automatically choose the approver and start the approval process then.

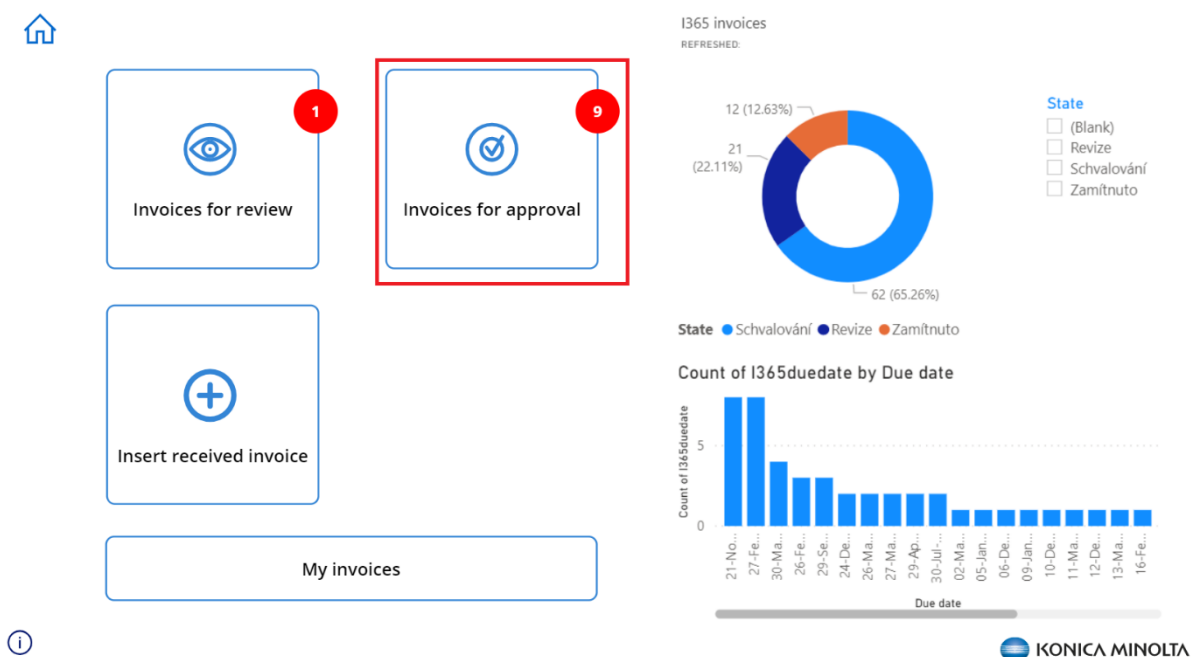
Each approver receives an email with notification that new invoice is waiting for approval. The invoice form can be displayed by clicking on the link in the notification email.

**The approval process** (in case of opening the form directly by clicking on the link in the email, continue directly from the fourth step in this chapter):



The approval process might run on several levels. In that case repeat the process till the last pre-defined approver approves the invoice.

- 1) On the homepage chose „**Invoice approval button**”.



- 2) The list of invoices waiting for approval will appear.



List of invoices waiting for your approval					
● <b>FV14037505</b>	Konica Minolta Business Solutions Czech, s. r. o. Žarošická 4385/13CZ, 62800 CZ	Created	15.02.2019 8:50	00206BA1BAE01808031	Received
		Due date:	31.12.2019		Outgoing
● <b>INN-39484-ČSĚ</b>	Konice Minolta Evropská 846/176a Praha, Czech Republic	Created	18.02.2020 12:06	02-dFI-capacity-planning	All
		Due date:	26.02.2020		
● <b>009</b>	Y Soft Corporation, a.s. U kněžské louky 18 Praha, 130 00 Česká Republika	Created	25.03.2020 10:37	WPG_Business_Launch_Proposal_draft_2020...	
		Due date:	26.03.2020		

When you click on the dart icon „>“ you will display a form for invoices awaiting for approval.

- There is a status of the invoice displayed in the upper line of that form.  
On the left side you can find metadata related to the invoice. On the right side you can see the preview of the invoice (only for PDF files).

Preview of invoice - FV14037505

State: Waiting for manager's approval

Owner

Category Leasing

Variable symbol 14037505

Prepayment invoice

Invoice number FV14037505

Issued invoice

Header

Supplier's name

SWS a.s.

Supplier's ID

63485826

Supplier's VAT ID

CZ699000207

Customer's name

Konica Minolta Business Solutions Czech, s. r. o.

Customer's ID

Customer's VAT ID

CZ00176150

Street

Žarošická 4385/13

Zip Code

62800

City

CZ

Country

CZ

Dates

Issued

03.03.2014

Sent date

31.12.2001

Due date

31.12.2019

DOTS

03.03.2014

Discount Till

31.12.2001

Financial information

1st VAT

0 %

without VAT

22069

VAT

0

Total

22069

Note

Save & Close

Approve

Return to reviewer

KONICA MINOLTA

efektivně tiskne a tiště

LIKVIDACE DROBNÝCH VÝDAJŮ

sem nalepte účtenku

32 Kč

177 Kč

KONICA MINOLTA

Druh nákladu

Zastoupení / oddělení

Datum

Prozkoušel

Schválil

- Check the invoice attributes.
- You can browse and check all the attachments - click on the **clip** icon in the lower part of the form for displaying all attachments. During the approval process it is not possible to attach any new attachments.

**Preview of invoice - FV14037505** State: Waiting for manager's approval

Owner:  Invoice number: **FV14037505** Issued invoice:

Category: Leasing Prepayment invoice

Variable symbol: 14037505

**Header**

Supplier's name	Supplier's ID	Supplier's VAT ID
SWS a.s.	63485826	CZ699000207
Customer's name	Customer's ID	Customer's VAT ID
Konica Minolta Business Solutions Czech, s. r. o.		CZ00176150
Street	Zip Code	
Žarošická 4385/13	62800	
City	Country	
CZ	CZ	

**Dates**


Issued	31.12.2019	Sent date	31.12.2001
Due date	31.12.2019	DOTS	03.03.2014
Discount Till	31.12.2001		


**Financial information**

1st VAT	0 %	without VAT	22069	VAT	0	Total	22069
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Note:

**Buttons:** Save & Close, Approve, Return to reviewer






- 6) For the approving the invoice use the „**Approved**“ button in the lower part of the form. In case that there are more approval levels, the invoices is sent to following approver and way of approval repeats. After the invoice has been approved by the last approver, the invoices is saved in SharePoint.
- 7) When there is any kind of obstacle and the invoice can't be approved, you can return the invoice by clicking on the „**Return to reviewer**“. The invoice will be automatically moved from the list of invoices waiting for approval to the list of invoices awaiting for revision. Approval process continues viz step 5 Revision (check) of an invoice
- 8) If you want to save a concept of the invoice, click on the „**Save & Close**“ button.
- 9) If you do not want to finalize the processing of the invoice neither save a concept, click on the „**<**“ button in the upper line on the major form. All the changes in the form will not be saved and you'll be forwarded back to list of invoices waiting for approval.

**Preview of invoice - FV14037505** State: Waiting for manager's approval

Owner:  Invoice number: **FV14037505** Issued invoice:

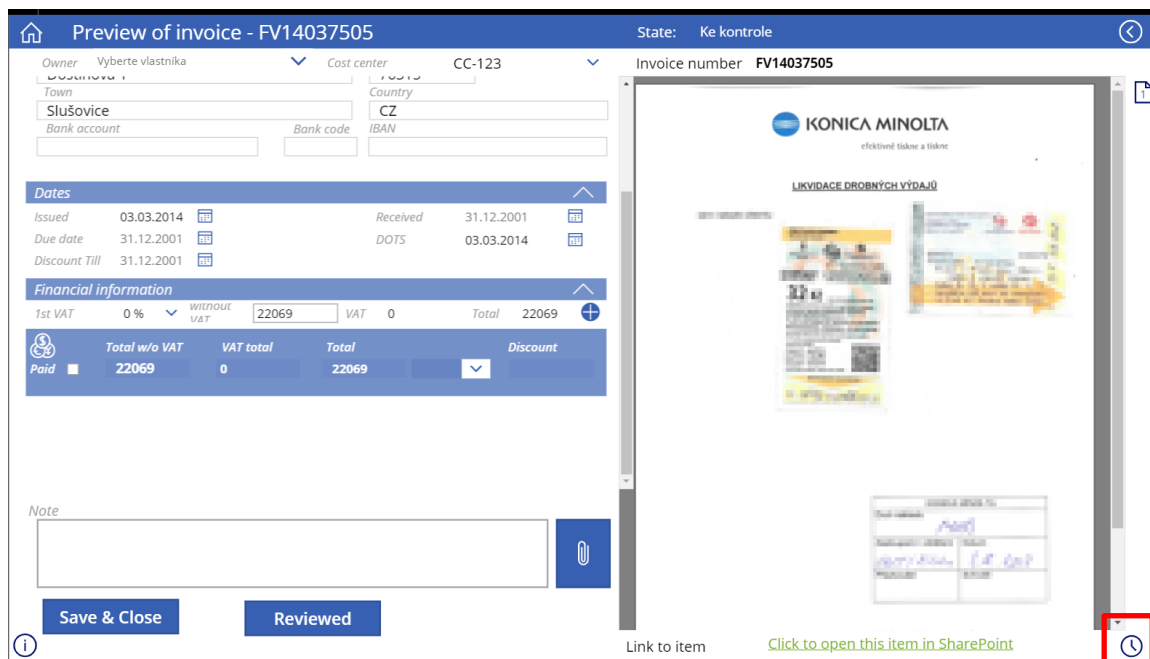
Category: Leasing Prepayment invoice

Variable symbol: 14037505



## 7 Record history

All the activities related to the specific invoice are recorded to the history record. The history might be displayed from the invoice form by clicking on the „clock“ icon in the right lower corner.



Preview of invoice - FV14037505

State: Ke kontrole

Owner: Vybete vlastníka

Cost center: CC-123

Invoice number: FV14037505

Town: Slušovice

Country: CZ

Bank account:

Bank code:

IBAN:

Dates

Issued: 03.03.2014

Received: 31.12.2001

Due date: 31.12.2001

DOTS: 03.03.2014

Discount Till: 31.12.2001

Financial information

1st VAT: 0 %

without VAT: 22069

VAT: 0

Total: 22069

Total w/o VAT: 22069

VAT total: 0

Total: 22069

Discount:

Note

Save & Close

Reviewed

Link to item

Click to open this item in SharePoint

clock icon

Reports		
FAV-1-02-12 16.02.2019 22:21	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 16.02.2019 22:36	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 18.02.2019 10:02	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 19.02.2019 13:28	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:45	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:51	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:53	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:58	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:58	Reviewed	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 17:59	Opened for review	Tomáš Zubov (ECM)
FAV-1-02-12 12.03.2019 18:16	Opened for review	Tomáš Zubov (ECM)

Following attributes are recorded:

Field	Comment
Invoice number	
Date of activity	
Person who performed that action	
Action type	Editing/Creation/Approval etc.

Field	Comment
Result	In case of approval only (approved/ rejected)
UniqueID	