

## NEW FEATURES IN BASWARE INVOICEREADY VERSION 9.20.2.0

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On-Premise customers. Some of the new features may require license expansion and/or implementation work.

SaaS customers (Software as a Service). Some of the new features may require implementation work.

Please contact Basware customer support if necessary for new feature usage.

## 1 Buyer maintained catalogues

Previously InvoiceReady has enabled use of additional requisition module for circulating free text orders. While creating free-text orders user has been expected to search for product and price details outside InvoiceReady solution.

Based on customer feedback previous functionality has been suitable for many use case scenarios but it would help if InvoiceReady contained catalogue information. With catalogue information product details would be available within InvoiceReady to be selected during requisition creation.

Now InvoiceReady requisition has been enhanced to allow *buyer maintained catalogues*. For On-Premise customers - this is not a new separate license feature but this is included with requisition license.

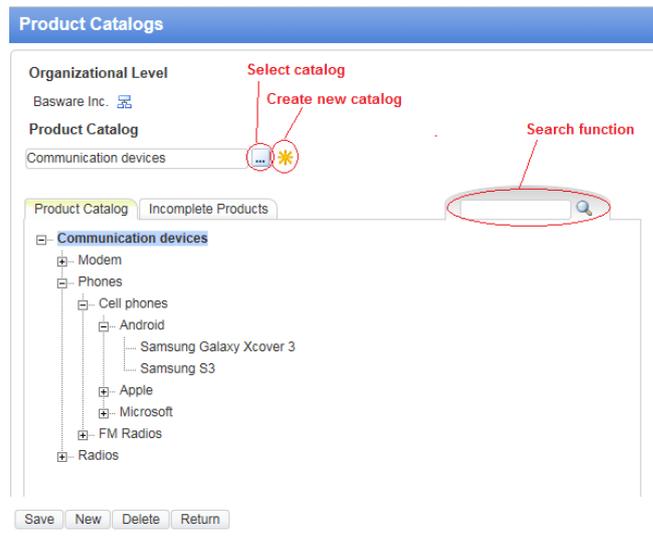
New function enables customer to can gain multiple benefits over previous functionality:

- Time and labor savings. Requisition creator does not need to search and compare products outside InvoiceReady. System itself acts as a guide for users searching for goods while procurement responsible persons can maintain catalog information to ensure goods and services verified by procurement responsible are easy to find during purchase process.
- User does not need to enter such details manually as product code and price. This saves time and is less error prone. For example product code is often very important to supplier to specify exact product.
- Search function allows users to find products by using keywords. Customer main users or for instance procurement responsible person can maintain product specific keywords which aid organization to find goods and services effectively during procurement process.
- Procurement control. This feature introduces new possibilities to manage what is being bought and at what prices. This can be invaluable tool as part of procurement process.

### 1.1 User interface to enter and maintain product catalogs

This function is located in menu Requisitions|Product Catalogs. Function name has been changed. Previously this function was called Product Groups. Functionality has been extended to allow:

- Importing products via interface
- Creating and maintaining product catalogs, product groups and products via user interface
- Moving items (products or product groups)



Above example catalog 'Communication devices'.

Product Catalog structure explanations:

- Communication devices is a product catalog. It is possible to setup multiple product catalogs. Catalog can contain one or more product groups.
- Modem, Phone and Radios are product groups in Communication devices catalog.
- Cell phones is a product group which belongs to Phones product group
- Android is a product group which belongs to Cell phones product group.
- Samsung Galaxy Xcover 3 is a product.

### Searching items

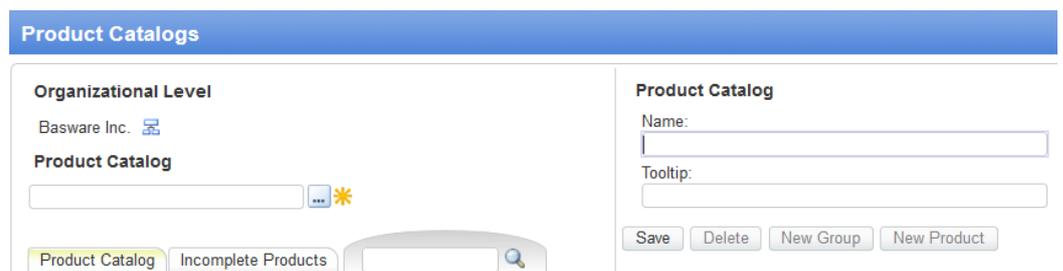
Product groups and products can be searched by using full or partial match to name and keywords. Search is available both during requisition creation and in product maintenance screen.

### Moving items

Selected items (product or product group) can be moved to other tree location by using drag & drop method. All of the selected product group's subgroups and products are moved with the selected group.

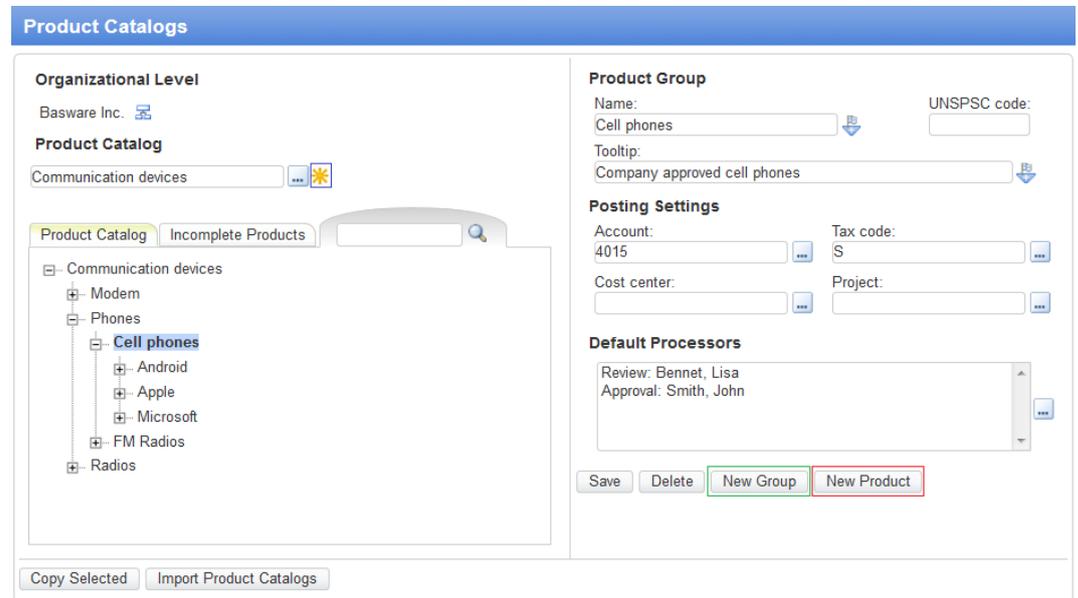
### Creating new Catalog

New catalog can be created by pressing icon (\*). Catalog can be given name and tooltip.



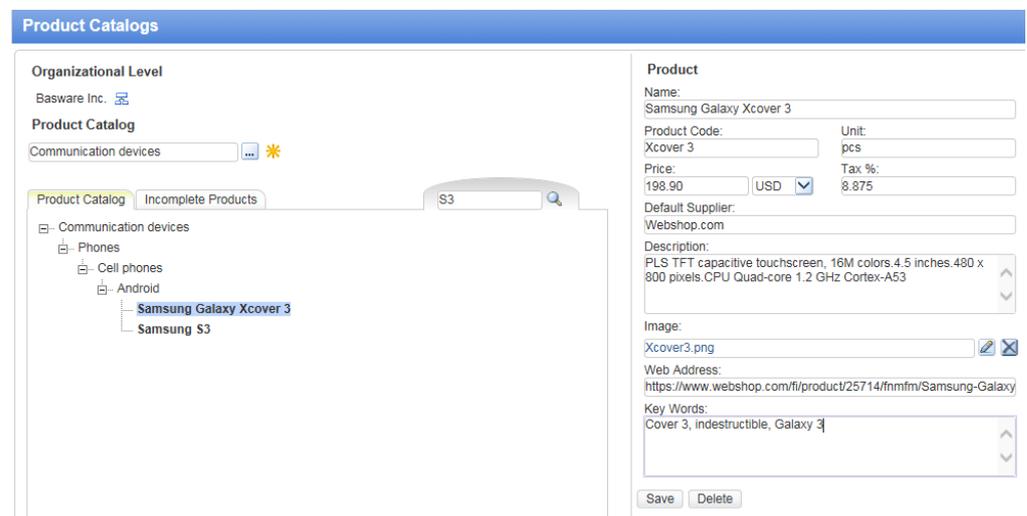
### Creating new Product Group

User can create product groups by using New Group button. Similarly user can create new Product Product with another button dedicated for this.



### Creating new Product

Products can be imported from file or saved by using user interface. Below is shown one example product.



Product specific information:

- Name: Name of the product or service.
- Product Code: Typically short code which specifies exact product for the supplier
- Unit: Information of the measurement unit, for example pcs, hrs, kg's, lb's etc.
- Price: Good/service unit price excluding tax.

- Tax %: Tax percentage to be used in tax calculation.
- Default Supplier: Nominal supplier for the goods/service. It is possible that supplier is changed during order phase.
- Description: Long description of the goods/services which assist requisition creator to select right product.
- Image: Image shown during requisition creation. Accepted image formats are: JPEG, TIFF, GIF, PNG, BMP. The selected image will be scaled to 316px (W) x 120px (H) without distorting the aspect ratio. Maximum image size is 0,5 megabytes.
- Web address: Address which requisition creator can click to see more details of the product or service shown typically from suppliers website.
- Keywords = These can be used as search criteria during requisition creation. Entered keywords are separated by sign.

## 1.2 File interface to import products

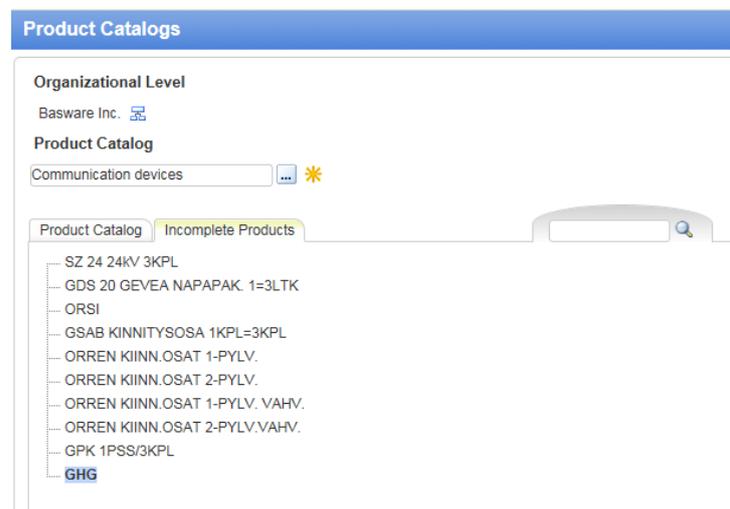
New interface allows importing catalog information from file. File can be simple spreadsheet csv file. Import functionality imports only product data so the catalog and the product groups (typically a tree structure) need to be created manually before import.

Products can be categorized to each relevant product group by using UNSPSC code. If UNSPSC code is not available, products can be assigned to relevant product group during import by giving default product group or later manually by drag & drop. Use of UNSPSC is not mandatory but recommended particularly with high number of products.

For more information about how to use UNSPSC code please see:

<http://www.unspsc.org/>

**Incomplete Products.** If products can not be placed under product group by using UNSPSC code or use of default group during import, products will be imported as 'Incomplete Products'. These are shown on a separate tab. From here products can be dragged and dropped to their respective product group manually. Once product has been placed to correct product group, price and other information can be updated by importing updated file again. In another words use of UNSPSC code is not mandatory but recommended. Update to existing products will be done by using product code.



Import Product Catalogs

Importing products will be logged in the transfer log. Use of interfaced import is controlled by user profile right. Without required rights Import Product Catalogs button is grayed out.

Special note on importing keyword via file interface:

- ASCII (positional) and XML file: Key word's separator sign can be comma or semicolon.
- CSV file: Key word's separator sign is always comma. This requires that used separator sign is not comma but for example semicolon.

### 1.3 How To: Enter requisitions based on catalog information

Order row can be created based on product group (free text order) or by selecting products from catalogs. New selection button has been added beside product field. Both buttons open the same window.

If user selects just product group requisition is created as free text order. It is possible to create hybrid requisition which consists of rows using both free text and products.

User can search for products by using search field. Below examples shows keyword 'Samsung' being used, returning two hits. User has selected Xcover 3.

**Products and Product Groups**

Select Cancel No Selection

Samsung

- Business hardware
- Catering services
- Communication devices
  - Phones
    - Cell phones
      - Android
        - Samsung Galaxy Xcover 3**
        - Samsung S3
- Legal services
- Marketing services
- Name cards
- Translation services

**Product**



Name: Samsung Galaxy Xcover 3

Description: PLS TFT capacitive touchscreen, 16M colors.4.5 inches.480 x 800 pixels.CPU Quad-core 1.2 GHz Cortex-A53

Product Code: Xcover 3 Unit: pcs

Price: 198,9 EUR Tax %: 24

Supplier: Webshop.com

Web Address: <https://www.verkkokauppa.com/fi/product/25714/fnmfm/Samsung-Galaxy-Xcover-3-Android-alypuhelin-musta>

By selecting product user will get all information needed for saving a requisition row.

Order Row	Posting	Product Group	Product	Product Code	Default Supplier	Count	Unit	Price	Tax %	Net amount	Tax sum	Total	Functions
		Android	Samsung Galaxy Xcov	Xcover 3	Webshop.com	1	pcs	198,90	24	0,00	0,00	0,00	Save Cancel

New Row

This is how finished requisition looks like after it is sent to workflow.

**Create Requisition**

Basic Data Delivery and Rate Data Workflow

Company: Basware Inc. Supplier: [dropdown]

Organization Unit: Talous Order Number: EO10000009

Person: Kassa, Kaisa Order Value: 216,55 USD

Subject: Need a new cell phone

Overview: I was trying to catch a bus and I dropped my cell phone, it broke and can not be fixed (bus drove over it). I need an indestructible cell phone.



8,26 x 11,69 in

Open Transaction Image Attachments: 1 Add/Change/Exit

Order Row	Posting	Matched Invoices	Product Group	Product	Product Code	Default Supplier	Count	Unit	Price	Tax %	Net amount	Tax sum	Total
1			Android	Samsung Galaxy Xcover 3	Xcover 3	Webshop.com	1	pcs	198,90	8,875	198,90	17,65	216,55

New Row

## 2 Purchase order matching developments

### 2.1 Row level visibility to purchase order status

Count column has been added in matching function. This gives user overview of purchase order's overall status on row level.

Order Matching												
Supplier: Eurest Dining services		Order Number: AM10211	Subject: Breakfast, lunch, snacks	Total: 1 464,91 USD	VAT-Tunnus:		Sum: 1 667,74 Matched: 1 345,50/1 464,91					
		Unit Price, Net	Matched Amount	Count			Unit	Net amount	Tax %	Tax sum	Total	Toimipiste
1	177	Coffee	4,00	0	50	50	50	pcs	200,00	8,875	17,75	217,75
	12.11.2012	AM70211 / 1	4,00		50	50		pcs				
2	264	Fruit Tray	24,25	0	6	6	6	pcs	145,50	8,875	12,91	158,41
	12.11.2012	AM70211 / 2	24,25		6	6		pcs				
3	329	Cookies	3,00	0	200	200	200	box	600,00	8,875	53,25	653,25
	12.11.2012	AM70211 / 3	3,00		200	200		box				
4	488	Soda	20,00	0	20	20	20	case	400,00	8,875	35,50	435,50
	12.11.2012	AM70211 / 4	20,00		20	20		case				

Orders to be Matched												
Supplier: Eurest Dining services		Order Number: AM10211	Subject: Breakfast, lunch, snacks	Total: 1 464,91 USD	VAT-Tunnus:							
		Unit Price, Net	Matched Quantity	Count			Unit	Net amount	Tax %	Tax sum	Total	Toimipiste
1	177	Coffee	4,00	50	50	50	pcs	200,00	8,875	17,75	217,75	
	12.11.2012	AM70211 / 1	4,00	50	50		pcs	200,00	8,875	17,75	217,75	
2	264	Fruit Tray	24,25	6	6	6	pcs	145,50	8,875	12,91	158,41	
	12.11.2012	AM70211 / 2	24,25	6	6		pcs	145,50	8,875	12,91	158,41	
3	329	Cookies	3,00	200	200	200	box	600,00	8,875	53,25	653,25	
	12.11.2012	AM70211 / 3	3,00	200	200		box	600,00	8,875	53,25	653,25	
4	488	Soda	20,00	20	20	20	case	400,00	8,875	35,50	435,50	
	12.11.2012	AM70211 / 4	20,00	20	20		case	400,00	8,875	35,50	435,50	
								1 345,50		119,41	1 464,91	

Perform matching only

With the added information it is easy to see how much has been ordered, received and matched against the purchase order.

Count column shows summary information of:

Count		
29	29	29
29	29	29
4	4	4
4	4	4
	13	13
	13	
	4	1
	4	

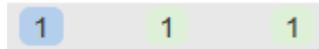
Matched amount  
 Received amount  
 Ordered amount

Different colours are used to illustrate various scenarios, for example:

- Matched amount equals received and ordered amount
- Matched amount differs from received and ordered amount
- Received amount differs from ordered amount
- Overmatched

- Partly matched

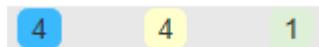
Example below: Usual view after matching is done. Matched, received and ordered amount are all equal.



Example below: Matched quantity exceeds amount ordered/received=overmatching.



Example below: Matched and Received quantity exceeds amount ordered.

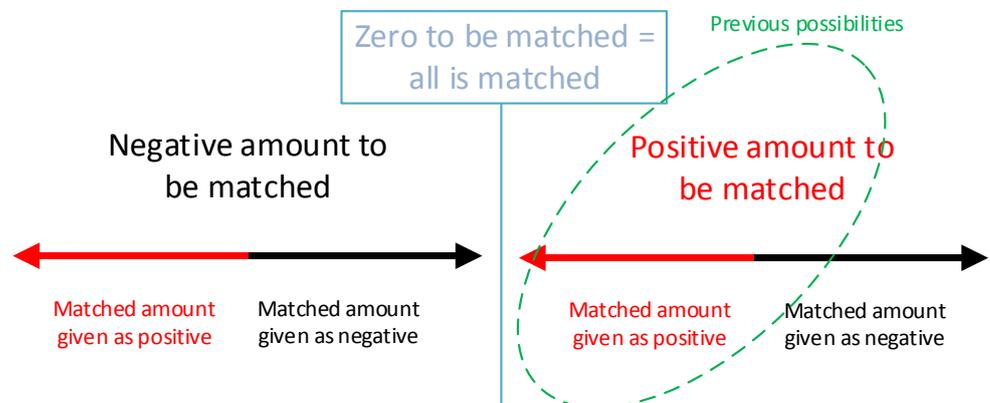


### 2.2 New supported matching scenarios

Previously it was only possible to match normal positive purchase order data to debit invoices. It was not possible to match order data to credit invoices nor was it possible to un-match previously matched order data or match negative order data.

These restrictions have been now lifted. In general negative received amounts can be matched and amount to be matched can be given as negative.

Below image illustrates how negative/positive amount given in matching effects matching result. For example negative order data requires negative matched amount to be given to get to a point where everything is fully matched.



#### Return purchase order data matching

Now it is possible to import return order data (negative received amounts) and this can be matched to invoices. In the data negative order data is illustrated by use of minus prefix.

#### Correction credit note matching

Now it is possible to match order data to credit invoices, in another words it is possible to un-match already matched amounts. Doing this will increase amount to be matched. In matching this is indicated by giving negative prefix on the matched amount.

### 3 Purchase invoices - row level details and posting

Typically true e-invoices contain line level details. This information can be used for the benefit of posting automation. Previously line level details were not shown separately but

were only visible in the invoice image. It has also been possible to use line level details to automate posting but creating the needed rules for this was not very user friendly.

Line level details are now visible on a new dedicated 'Invoice Rows' tab. This information is shown when posting is activated.

**Creating posting rules.** Now it is easy to create posting rules to take maximum benefit from the e-invoice data. If posting rule does not exist user is shown add icon (\*). There are three e-invoice row level columns which can present this icon: Product, Product Code and Free Text.

By clicking icon from product or free text column InvoiceReady assumes that user aims to create *free text* posting rule. If user selects product code column InvoiceReady assumes posting rule will be based on *product code*.

New posting rule will be pre-formed using information from e-invoice. User can edit the proposed rule by using \* or ? signs to create more generic rules. More information about posting rules can be found from the internal help.

**Maintaining posting rules.** Now it is easy to see which lines are missing posting rule. Rows which have a rule showcase link which user select corresponding rule for possible editing. In below example row 1 and 2 have *product code* based posting rule, row 5 has *product* based rule and row 6 rule is based on *free text*. Rows 3 and 4 are missing posting rule. Once posting rule has been created add icon changes to a link. By selecting the link user can see the posting rule related to that specific e-invoice row and if necessary rule can easily be changed.

Posting										Posting sum		Tax included
Row No.	Product	Product Code	Free Text	Count	Unit	Price	Tax Percent	Net amount	Tax sum	Total		
1	Body work	Labor	Accident work, minor crack in the fascia	8,00	HRS	75,00	8,875	600,00	53,25	653,25		
2	Hinges	HG250	New hinges to replace bent	2,00	PCS	135,00	8,875	270,00	23,96	293,96		
3	Rams	* HRam100	* New hood rams	* 2,00	PCS	750,00	8,875	1 500,00	133,13	1 633,13		
4	Electronic controller	* PC2	* Pedestrian safety controller	* 1,00	PCS	350,00	8,875	350,00	31,06	381,06		
5	New bumper	BP	Bent bumper could not be fixed	1,00	PCS	879,00	8,875	879,00	78,01	957,01		
6	Paint, silver blue	SBX75	New paint	0,25	GAL	389,00	8,875	97,25	8,63	105,88		

Repost

**Repost - function.** Previously modified rules were put into action when new e-invoices imported. Corrections and additions were not possible to apply on the already imported e-invoices. This resulted in time consuming process to finalize rules. *Repost* button deletes all previous posting lines (unless posting rows were created by matching or posting has been locked) and applies current posting rules. This makes it easy to test posting rules and if necessary to keep adjusting posting rules until desired result has been achieved.

**Recognizing faulty e-invoice row level data.** Sometimes e-invoice data itself is faulty, information can be missing, duplicate etc. This can create problems with posting automation which are difficult to understand and solve. Key benefit from visualized line level data is that root cause becomes visible and when necessary supplier can be contacted for correcting invoice data. It is good to know that many of the data which is possible to relay with e-invoice material, is not mandatory. If e-invoice is missing data, InvoiceReady will show empty columns. In the above example all relevant information was available and that is the reason why all details are visible. InvoiceReady presents data as it is on the e-invoice data. InvoiceReady does not correct or enhance faulty e-invoice data.

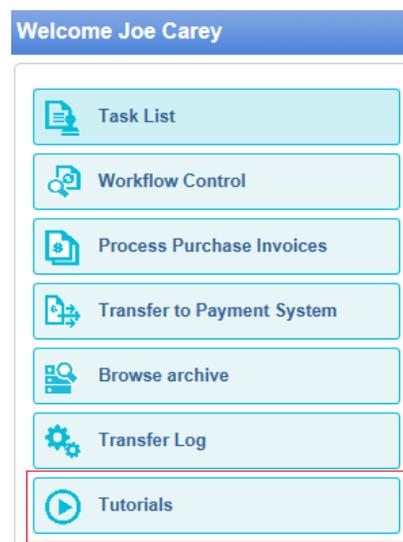
InvoiceReady supports Finvoice e-invoice standard. Following columns are shown as columns. (details:e-invoice xml field):

- **Row No.** (generated by InvoiceReady)
- **Product** (InvoiceRow/ArticleName)

- **Product code** (InvoiceRow/ArticleIdentifier)
- **Free text** (InvoiceRow/RowFreeText)
- **Count** (InvoiceRow/DeliveredQuantity)
- **Unit** (InvoiceRow/ DeliveredQuantity/@QuantityUnitCode)
- **Price** (InvoiceRow/UnitPriceAmount)
- **Tax percent** (InvoiceRow/RowVatRatePercent)
- **Net amount** (InvoiceRow/RowVatExcludedAmount)
- **Tax sum** (InvoiceRow/RowVatAmount)
- **Total** (InvoiceRow/RowAmount)

#### 4 Welcome page development

Tutorials quick link has been added on the welcome page. Previously Tutorials were available for SaaS customers under Help menu. With this improvement Tutorials also benefit On-Premise customers and Partners and make these assets easier to find for new users.



#### 5 Transfer templates

This is a new function to store commonly used selections for transferring data in or out from InvoiceReady. Purpose of templates is to assist main users in reducing amount of needed inputs to perform a transfer. For purchase invoices this is the first time system enables automated transfer. Use of templates can save work and reduce risk of errors. Templates can be run manually, weekly or by using different time intervals.

Below is example of supplier import using new template function.

Schedulings

Supplier List:  
Yritys Oy

<p><b>Scheduling</b></p> <p>Name: Suppliers <span style="float: right;">Change</span></p> <p>Method of Execution: Weekly</p> <p>Dates:  <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun</p> <p>Time: 8:00</p> <p><b>Error notifications</b></p> <p>Notification recipient: Bennet, Lisa <span style="float: right;">...</span></p> <p>Backup person recipient: Allen, Jack <span style="float: right;">...</span></p> <p style="text-align: center;"> <input type="button" value="Save"/> <input type="button" value="New"/> <input type="button" value="Delete"/> <input type="button" value="Return"/> </p>	<p><b>Settings</b></p> <p>Processing:</p> <p> <input type="radio"/> Add new and keep old  <input checked="" type="radio"/> Add new and update old  <input type="radio"/> Add new, update old and remove removed  <input type="radio"/> Remove old before transfer                 </p> <p>Interface: Wintime</p> <p>Payment System: BW XML</p>
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Below. Another option is to use scheduling by time intervals.

**Scheduling**

Name:  
Suppliers Change

Method of Execution:  
Every 12 Hours

Start Time:  
9:00

**How to setup transfer template for purchase invoices.**

It is easy to setup new templates. Template creation begins by going to Purchase Invoices|Transfer to Payment System. From here new button is visible: 'Transfer Templates'. This button opens up 'Transfer Templates' screen.

Transfer to Payment System

**Selection Criteria**

Company:  ▼

Payment System:  ▼

Voucher Date Range:  -

Voucher Type:  ...

Voucher:

Saved by:  ...

Invoice Status:  ▼

Transfer Status:  ▼

Posting Status:  ▼

Save Selections

**Voucher Date**

Change to Voucher Date:

**Re-transfer**

Voucher Numbering:  Same Voucher Numbers  New Voucher Numbers

**Transfer Material Creation**

Target System:

Below. View when there are no transfer templates made yet.

Transfer Templates									
Page									
1/1	Previous   Next								
<input checked="" type="checkbox"/>	Organizational Level	Company	Name	Method of Execution	Next Run Time	Last Run Time	Last Transfer Result	Notification recipient	Backup person recipient
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span><input type="button" value="New"/></span> <span><input type="button" value="Run Selected"/></span> <span><input type="button" value="Return"/></span> </div>									

'New' button opens up empty 'Transfer Template' screen which is filled up with preferred selections. Below example selections.

Below. Example view showcasing two templates.

<input checked="" type="checkbox"/>	Organizational Level	Company	Name	Method of Execution	Next Run Time	Last Run Time	Last Transfer Result	Notification recipient	Backup person recipient
<input type="checkbox"/>	Basware Inc.	Basware Inc.	Quick payment to overseas	Manually					
<input type="checkbox"/>	Basware Inc.	Basware Inc.	Planned payment	Weekly	12/02/2015 04:40 PM	11/30/2015 04:40 PM	OK	Bennet, Lisa	Cash, Linda

Individual transfer templates can be executed by selecting desired rows and using 'Run Selected' button. It is possible to select multiple templates to be executed at the same time. Transfers are executed sequentially.

- Method of execution: following options are available for purchase invoices. Manually, Weekly, Every 2 hours, Every 4 hours, Every 8 hours, Every 12 hours.
- Next Run Time: this is the next time when template will be executed according to settings.
- Last Run Time: last time template was driven. If there was nothing to transfer this time stamp will not be updated. If transfer results in error time stamp will be updated.
- Notification recipient: persons who are notified if there is a problem with automated transfer.

## 6 Browser support – Chrome 46 version

InvoiceReady can now be used with the latest Chrome version on Apple Mac OS X and Microsoft Windows workstations.

## 7 Browser support – Firefox 42 version

InvoiceReady can be used with the latest Firefox version on Apple Mac OS X and Microsoft Windows workstations.

In order to open PDF images within the browser window on Apple Mac OS X workstations, an extension such as PDF.js by Mozilla Labs is recommended to be added to Firefox browsers.