eftsure inside ExFlow

User Manual

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Change History

Version	Date	Change Summary	Author
1.0	06/06/2021	Initial draft	Greg
1.1	10/06/2021	Review alongside testing	Berengere
1.2	3/10/2021	Updates for new menu UI	Greg
1.3	3/6/2022	Updates for new ExFlow version	Greg
1.4	7/4/2023	Updates for new ExFlow version	Greg
2.0	5/05/2024	Updates for new UI	Greg

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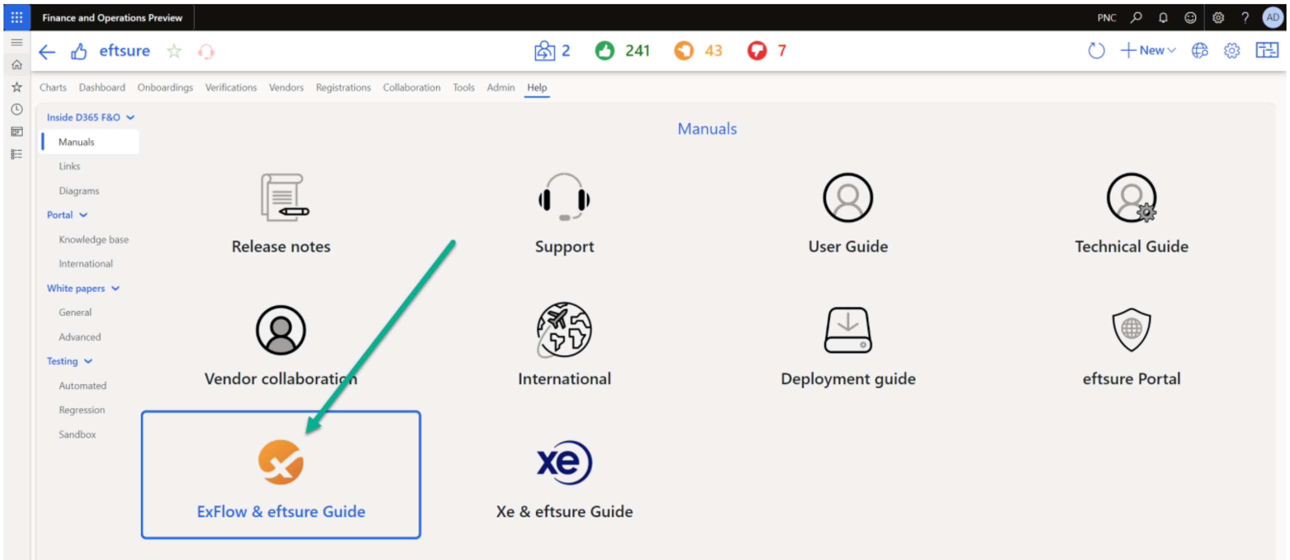
INTRODUCTION

This user guide details the features of the **eftsure inside ExFlow** extension.

The purpose of this extension is to provide in **ExFlow** the same features as in the standard extension **eftsure inside Dynamcis 365**. **ExFlow** handles invoices in Dynamics 365 while eftsure handles secure onboarding and payment. **ExFlow** is a good candidate to surface eftsure information. This extension also allows users to interact with their vendors at invoicing time, rather than at payment time, most often leaving enough lead time for vendors to respond to eftsure verifications.

USER MANUAL

The latest user manual for this extension can be downloaded at any time from the **eftsure "Know Your Payee"** workspace, **Help** menu, **Manuals** section, then **ExFlow & eftsure Guide**.



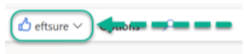
ACTIVATION

All features listed in this document will be visible for legal entities that have eftsure enabled. For all other legal entities no changes will be visible.

USER INTERFACE

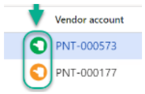
4 main components have been made available on top of most ExFlow screens:

Eftsure menu: Available in the action panes, Triggers any eftsure action or navigation

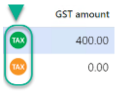


Eftsure title icons: Available in the top right hand corner of forms, allows user to instantly monitor vendor and back account status for selection

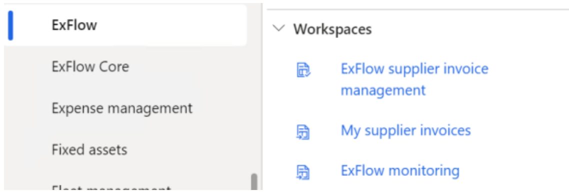
Eftsure Bank account icons next to vendor accounts: Available in Grids, Shows the status of the matching bank account.



Eftsure GST icons next to GST amounts: Available in Grids, allows reconciliation of GST Amounts with vendor GST status.

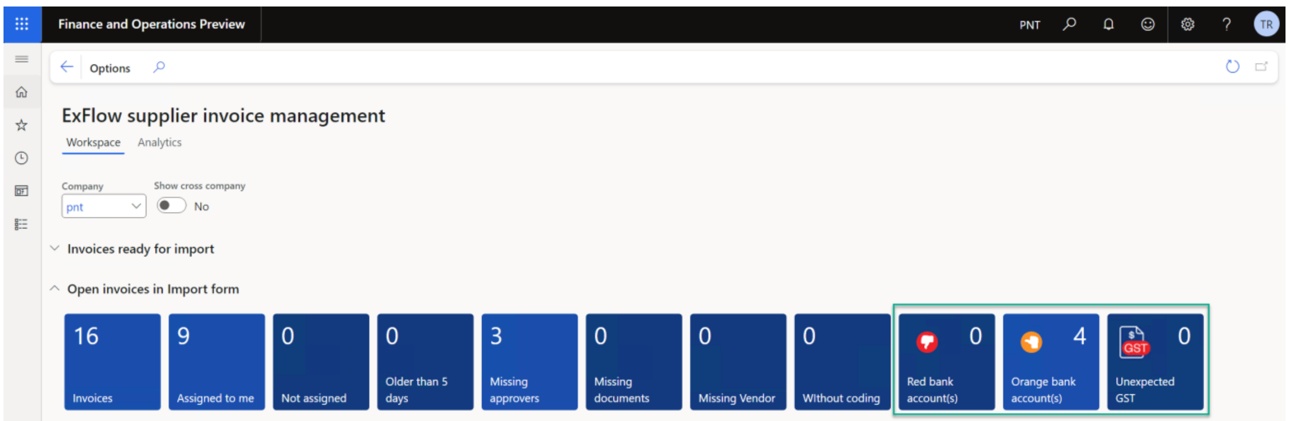


WORKSPACES



The following workspaces have been extended to display eftsure icons and buttons on top of ExFlow's workspaces.

Workspaces > ExFlow > ExFlow supplier invoice management:



3 new tiles have been created to highlight the number of open imported invoices with incorrect GST:

Open imported invoices with Red bank account(s):

The bank account on the journal transaction is red

Open imported invoices with Orange bank account(s):

The bank account on the journal transaction is orange

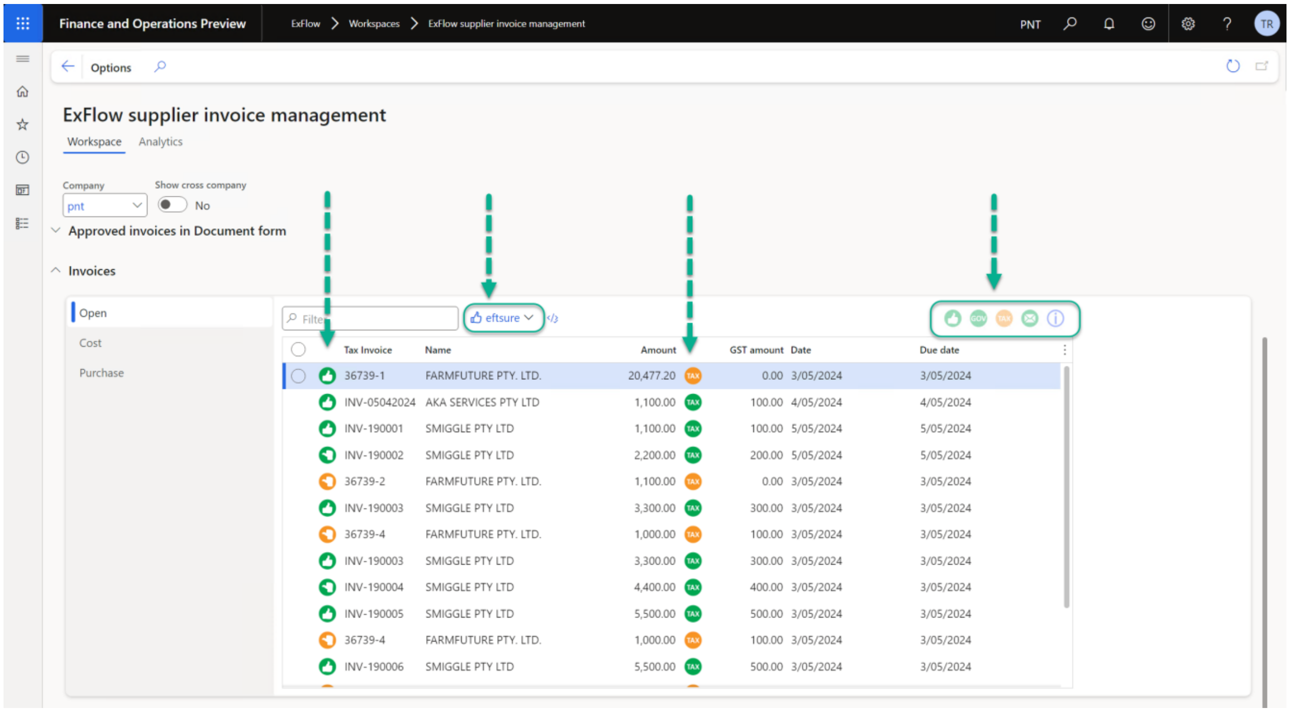
Open imported invoices with unexpected GST:

The vendor is not registered for GST but the invoice has GST amounts

The invoices section also highlight invoices statuses, with:

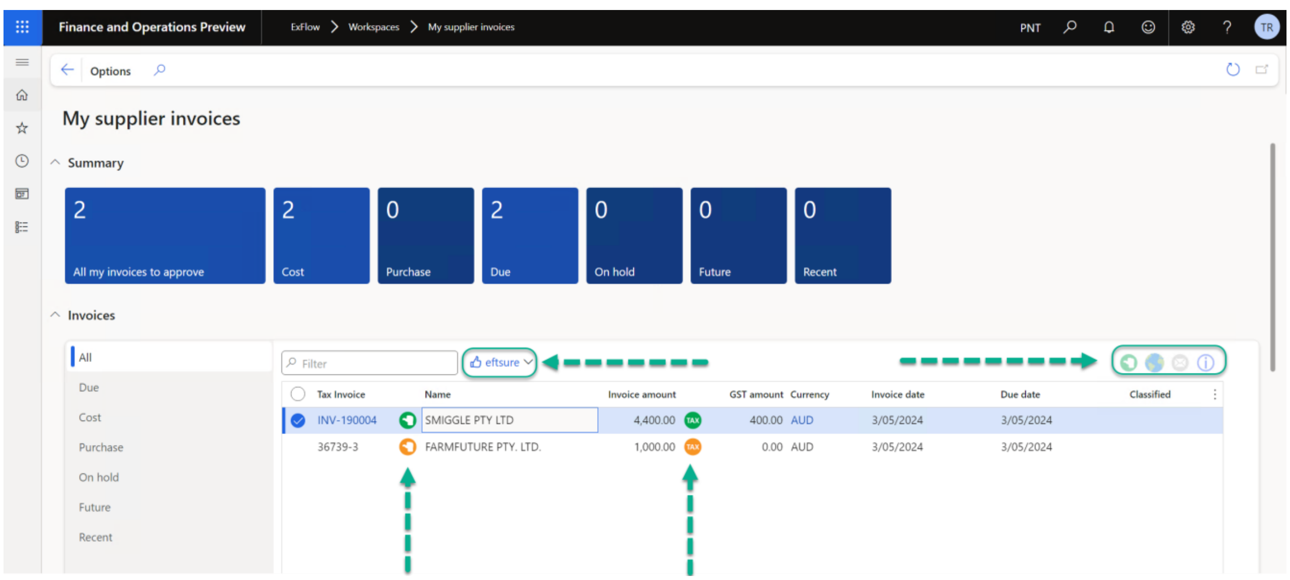
2 new icons in the main grid (bank account status, GST status)

The main eftsure button and icons.



Workspaces > ExFlow > My supplier invoices:

Similarly, this workspace also has the same icons, menus and user interface.



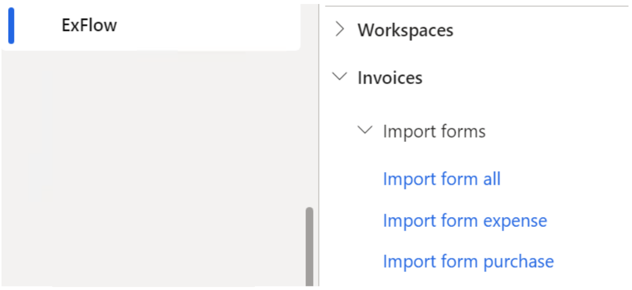
FORMS

The following forms have been extended to display eftsure icons and buttons on top of ExFlow's standard features.

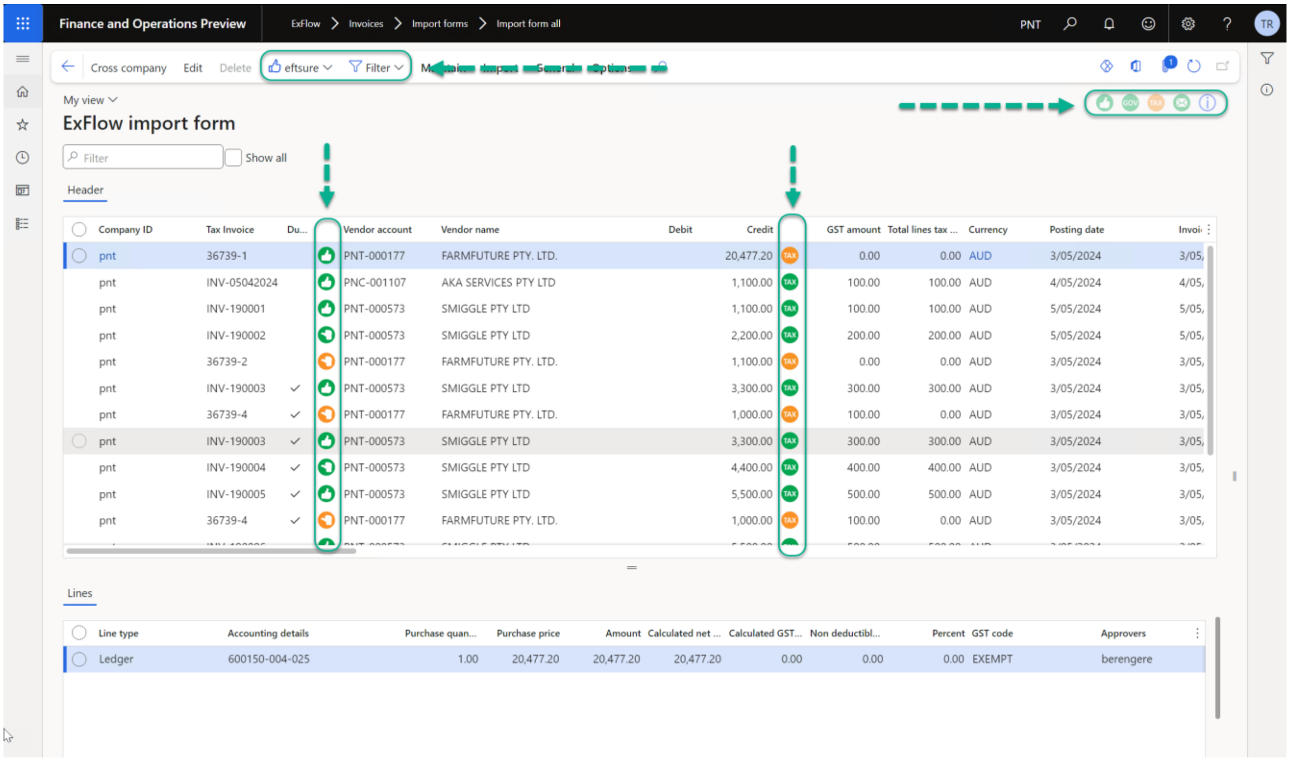
ExFlow > Invoices > Import forms > Import form all

ExFlow > Invoices > Import forms > Import form expense

ExFlow > Invoices > Import forms > Import form purchase



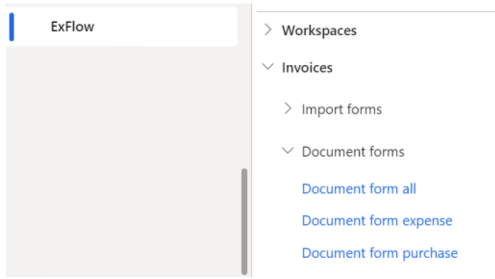
All forms have been extended to display eftsure icons in grid and eftsure icons in the top right hand side.



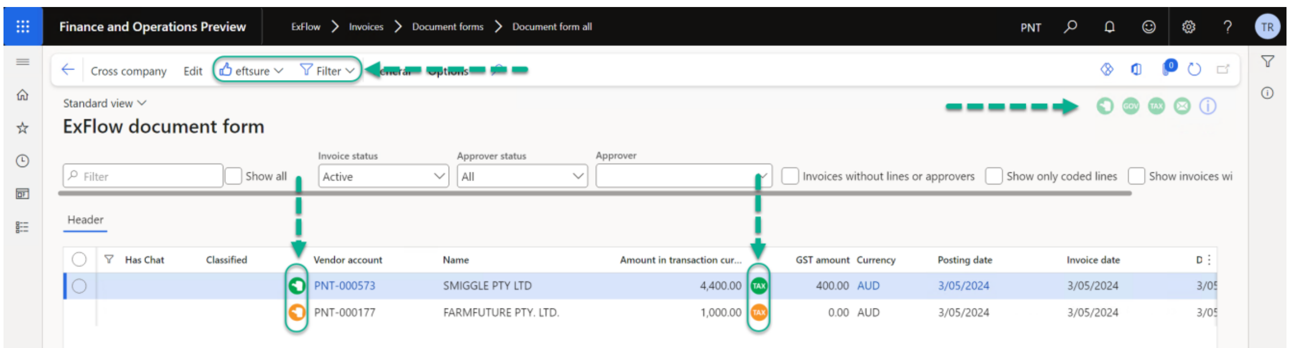
ExFlow > Invoices > Document forms > Document form all

ExFlow > Invoices > Document forms > Document form expense

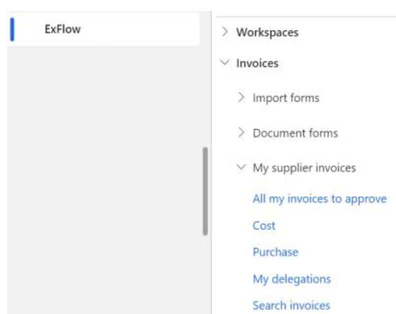
ExFlow > Invoices > Document forms > Document form purchase



All forms have been extended to display eftsure icons in the top right hand side.

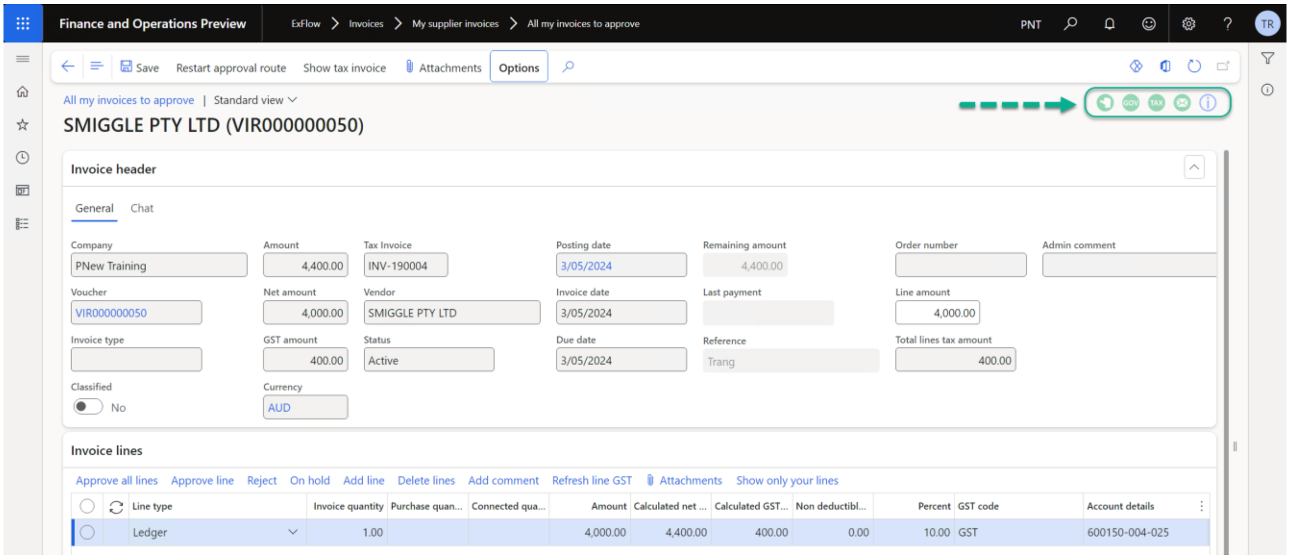


ExFlow > Invoices > My supplier invoices



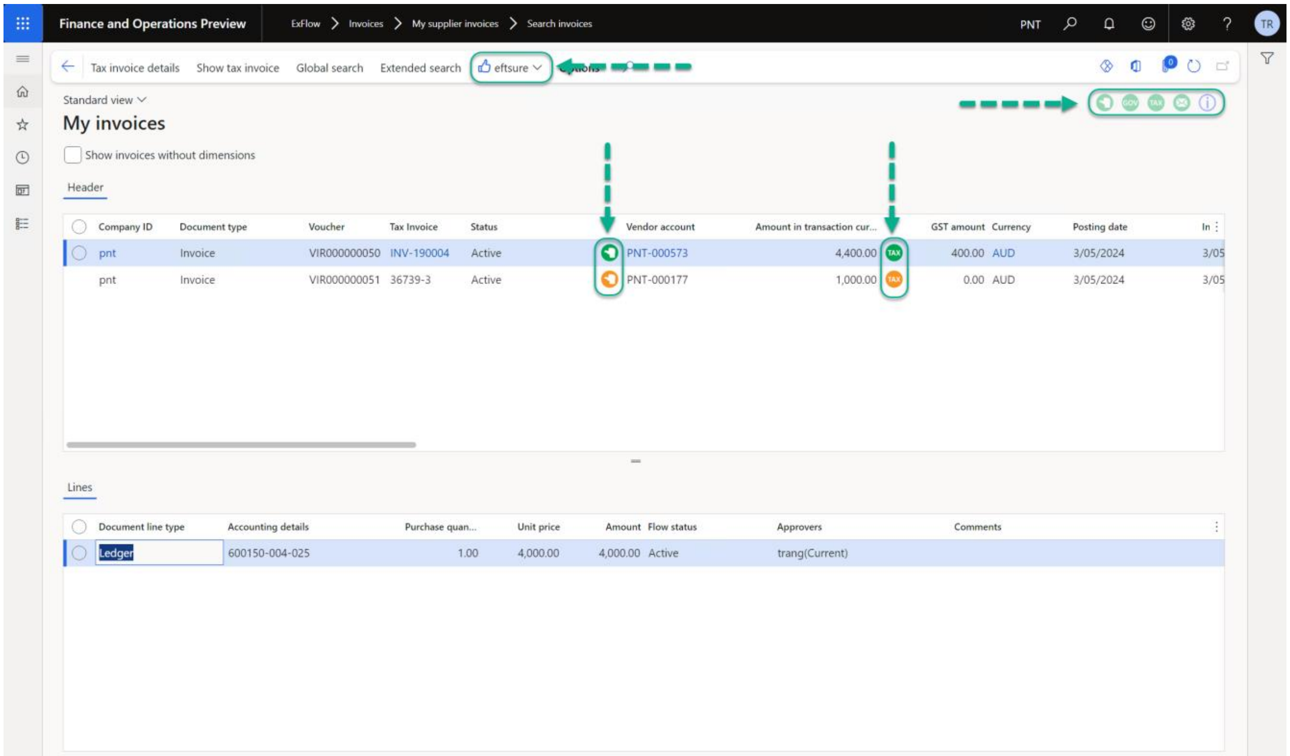
ExFlow > Invoices > My supplier invoices > All my invoices to approve / Cost / Purchase

This form has been extended to display eftsure icons in the top right hand side.



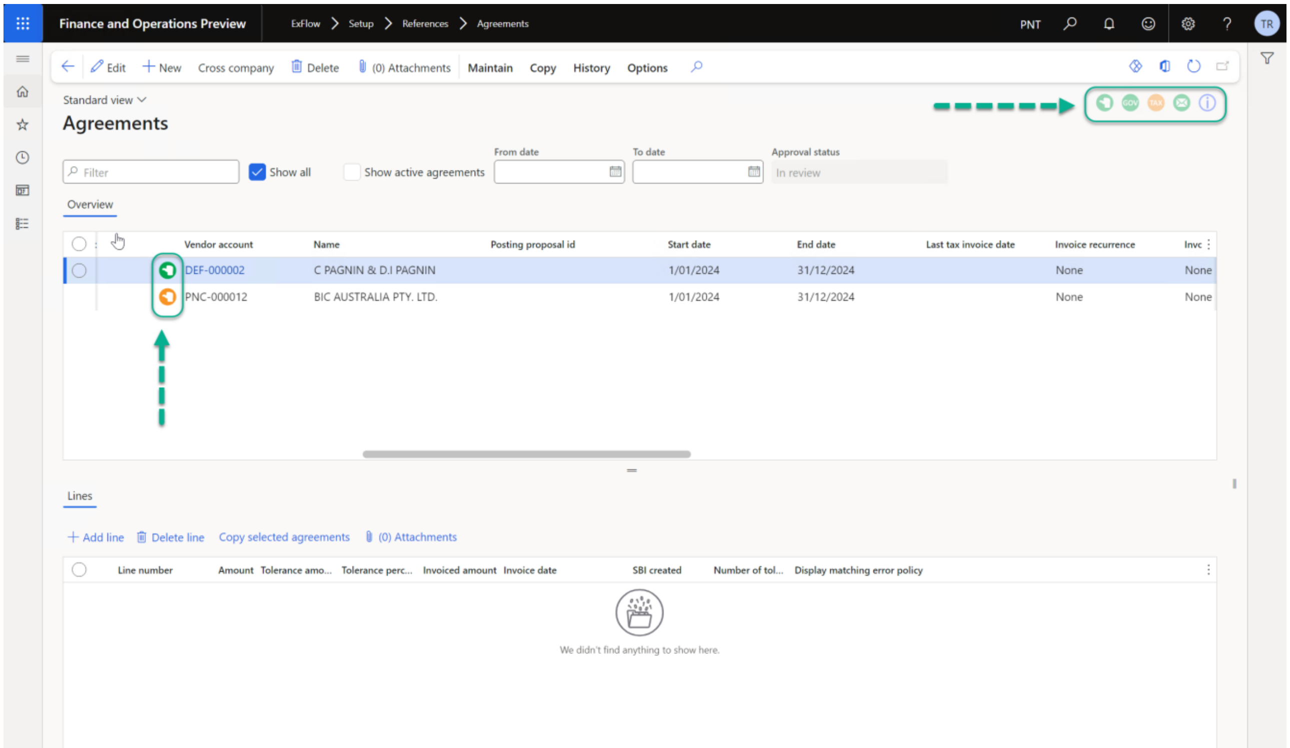
ExFlow > Invoices > My supplier invoices > Search invoices:

Seach invoices form has been extended to display eftsure icons in grid and eftsure icons in the top right-hand side.



ExFlow > Setup > Reference > Agreements:

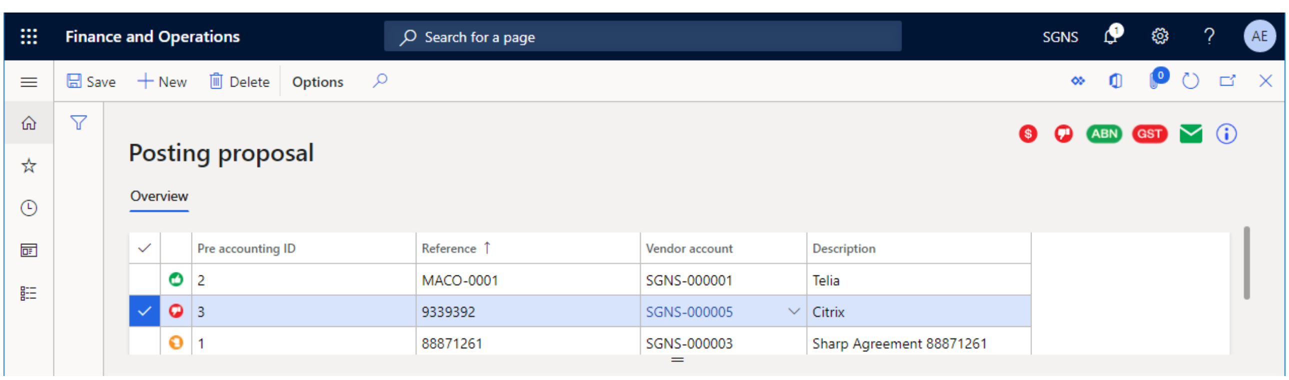
Agreements forms have been extended to display eftsure icons in grid and eftsure icons in the top right hand side.



ExFlow > Setup > Miscellaneous > Posting proposals

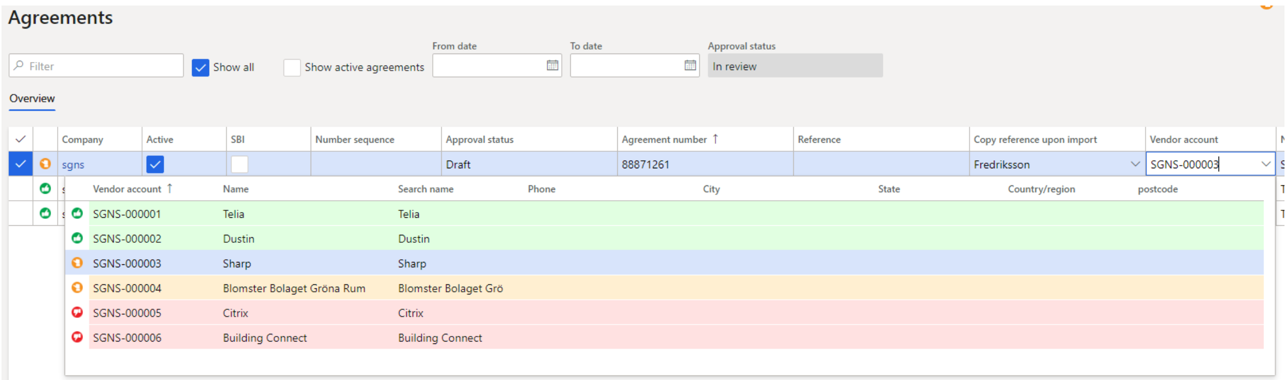
ExFlow > Setup > Miscellaneous > Posting proposals advanced

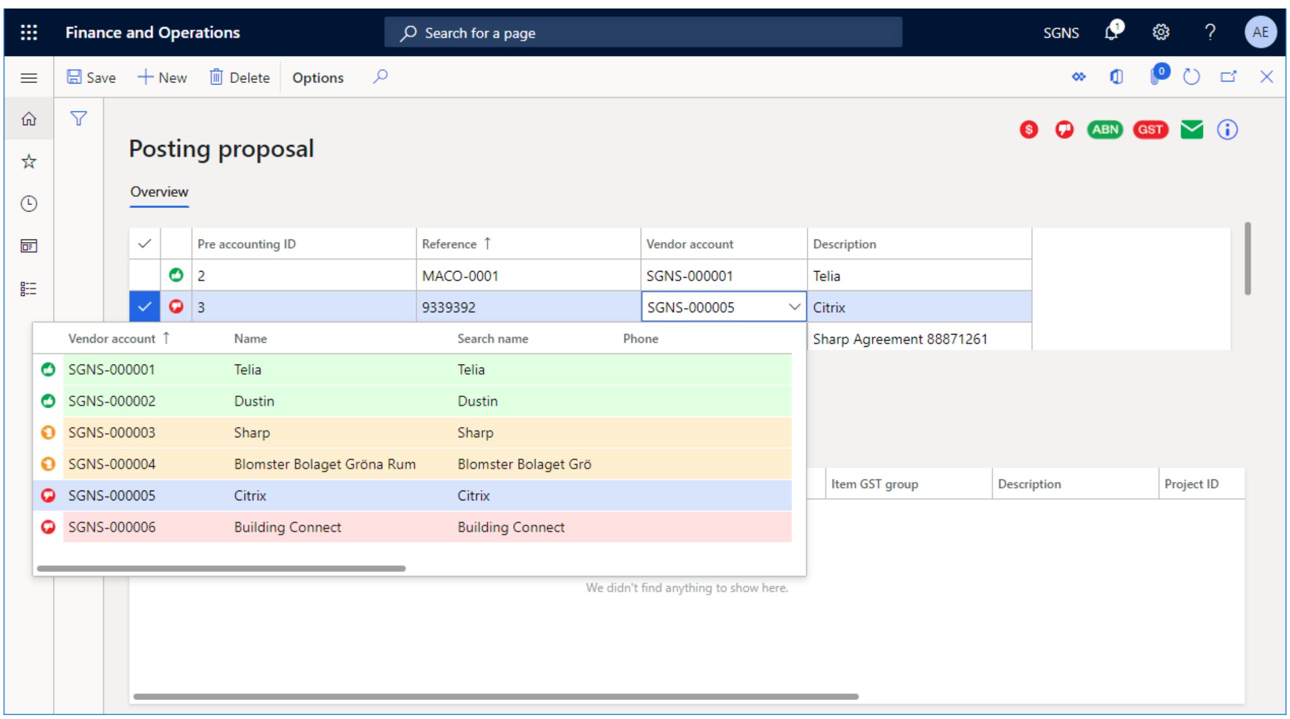
These forms have been extended to display eftsure icons in grid and eftsure icons in the top right hand side.



VENDOR LOOKUPS

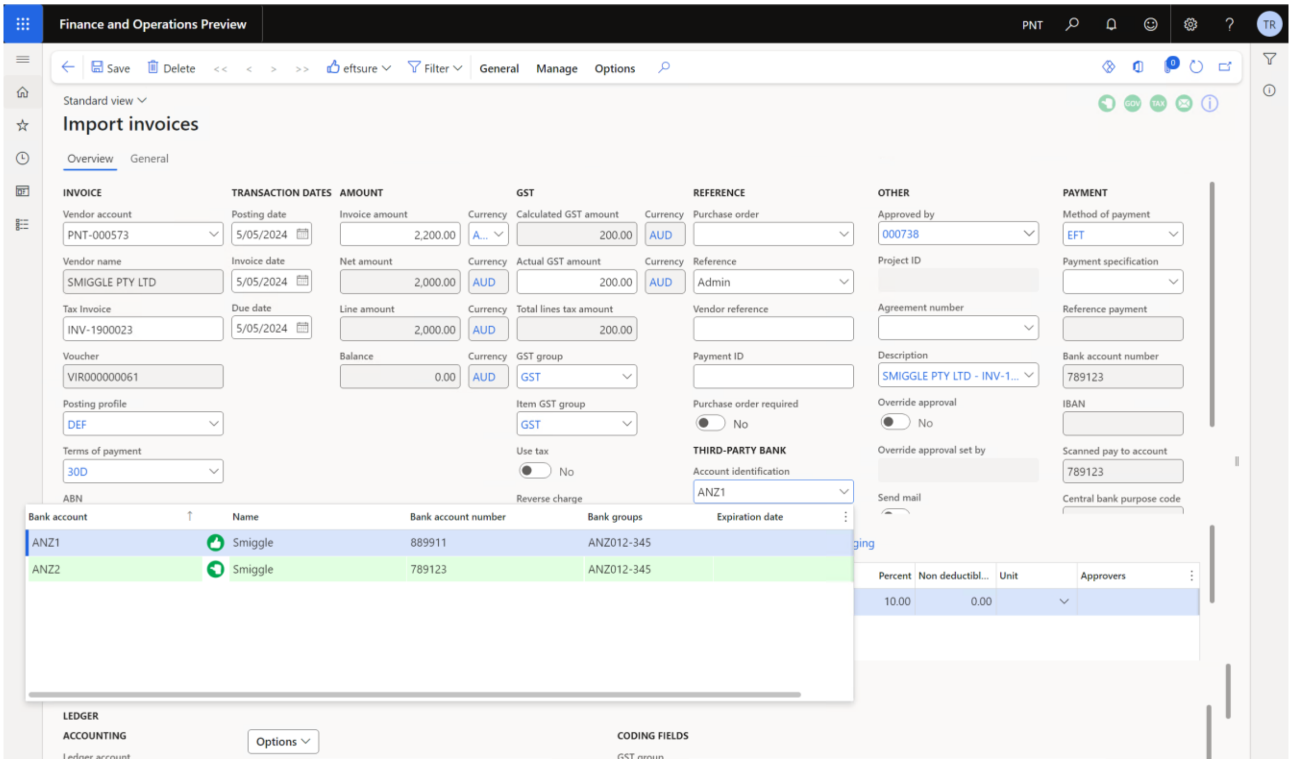
The vendor lookup have been extended to display eftsure icons and colours on top of the standard vendor lookup features. The new colours and icons will show in all forms requiring vendor selection, for example Agreements and Posting Proposals:





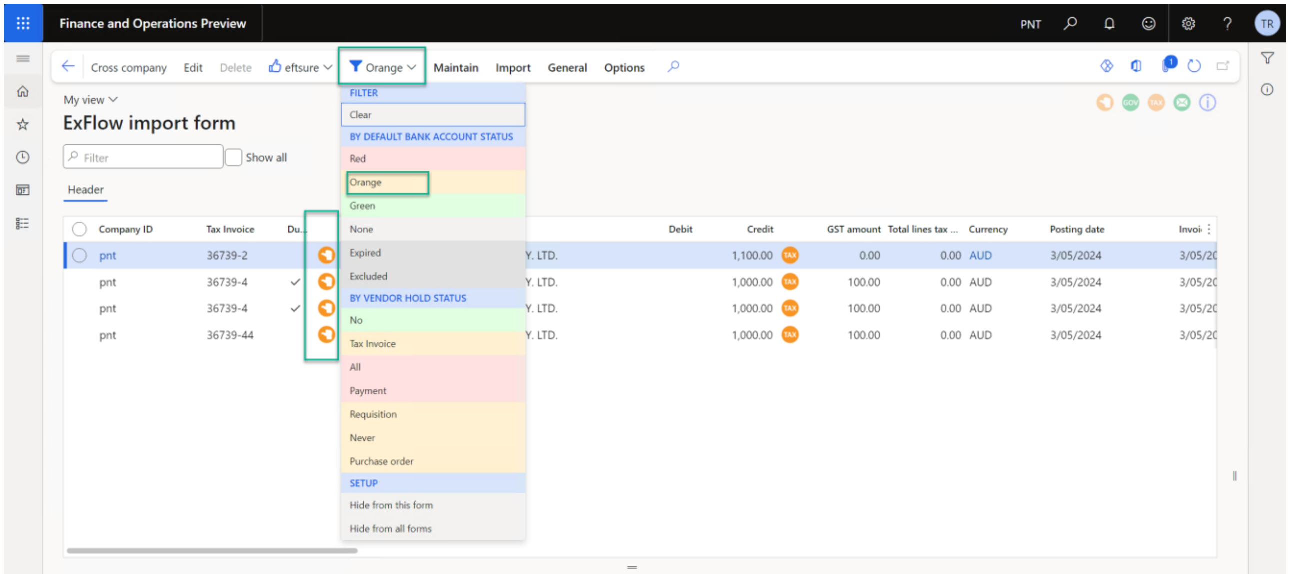
BANK ACCOUNT LOOKUPS

The vendor bank account lookups have been extended to display eftsure icons and colours on top of the standard lookup features. The new colours and icons will show in all forms requiring bank account selection, for example Import invoices:

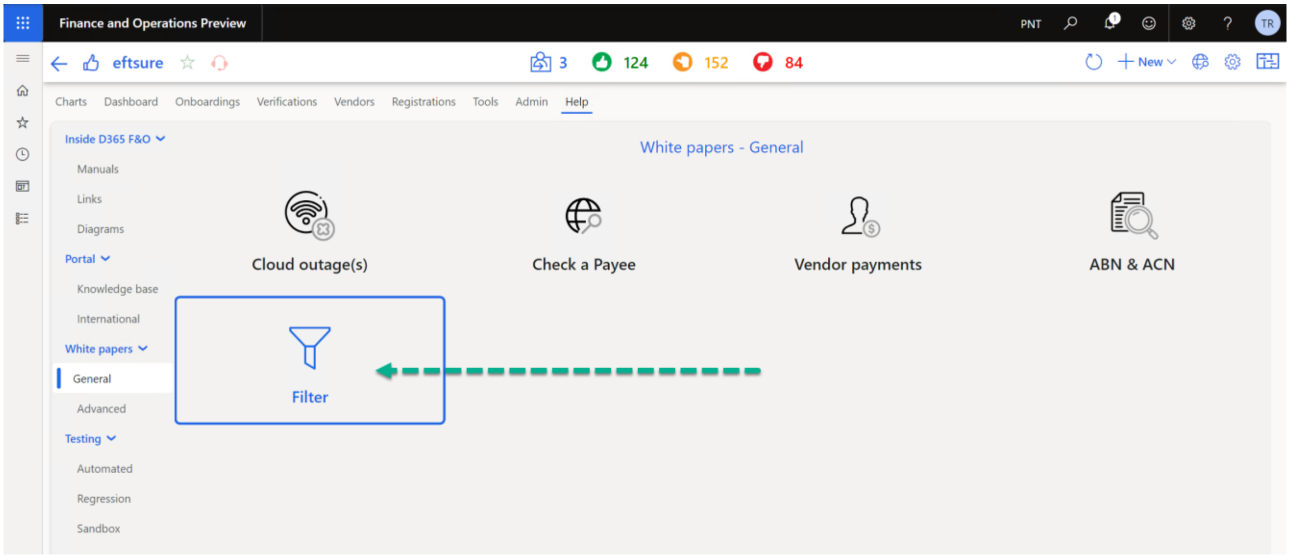


FILTERS

Standard filtering also applies to ExFlow screen, using the standard eftsure filtering button, which allows to filter by bank account color or vendor blocking status.



For more information, please refer to **eftsure** > **Help** > **White Papers** > **Filter**



SECURITY

The artefacts for this extension have been granted to different security roles:

ExFlow purchase payable admin (permission to see all tiles)

AP payments clerk (permission to download user guide)

AP clerk (permission to download user guide)