



eftsure inside ExFlow

User Manual



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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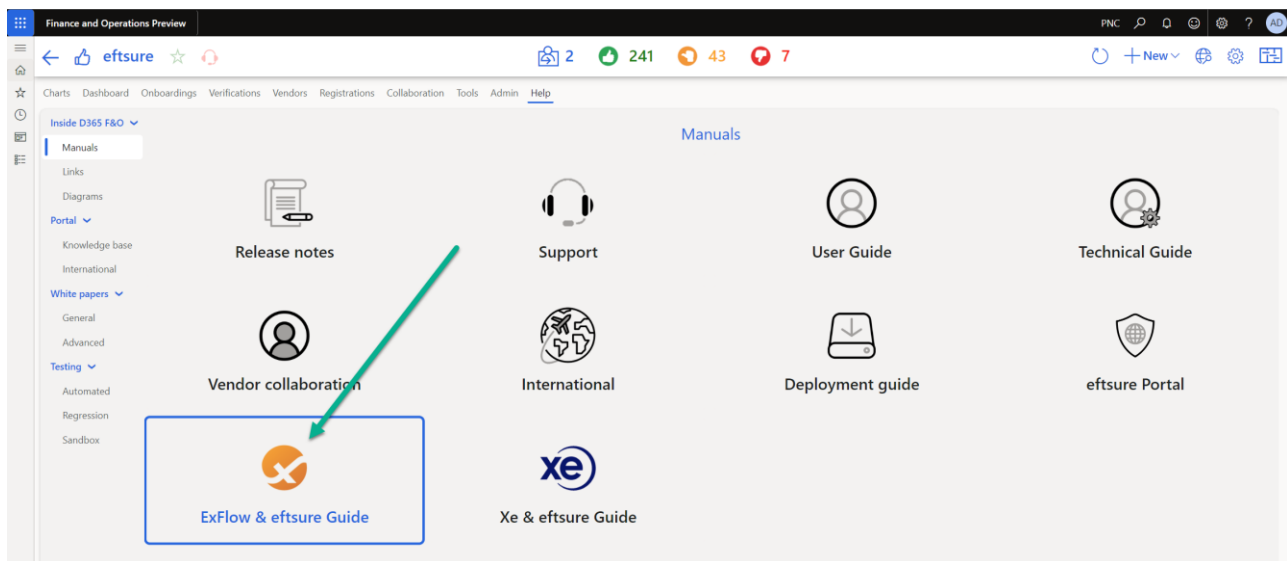
INTRODUCTION

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 Dynamics 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**.



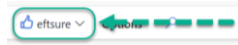
ACTIVATION

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:

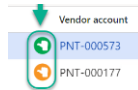
Eftsure menu: Available in the action panes, Triggers any eftsure action or navigation



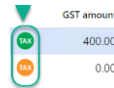
Eftsure title icons: Available in the top right hand corner of forms, allows user to instantly monitor vendor and bank account status for selection



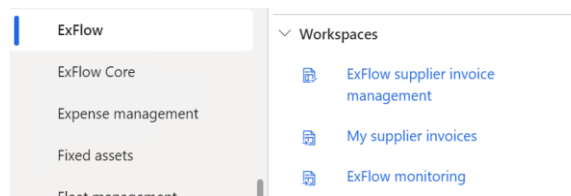
Eftsure Bank account icons next to vendor accounts: Available in Grids, Shows the status of the matching bank account.



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

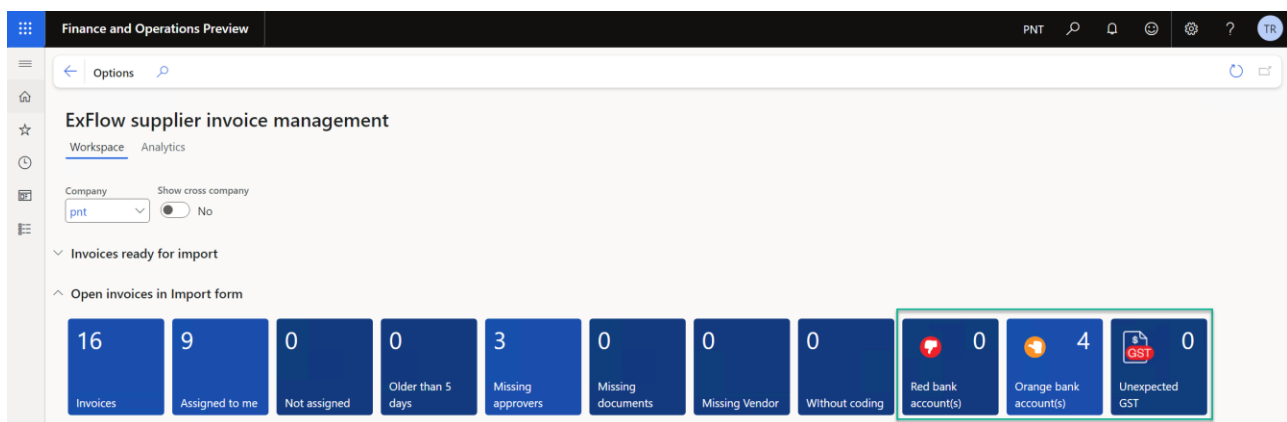


WORKSPACES



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.

Finance and Operations Preview | ExFlow > Workspaces > ExFlow supplier invoice management | PNT

Options

ExFlow supplier invoice management

Workspace | Analytics

Company: pnt | Show cross company: No

Approved invoices in Document form

Invoices

Open

Cost

Purchase

Filter

eftsure

Tax Invoice	Name	Amount	GST amount	Date	Due date
36739-1	FARMFUTURE PTY. LTD.	20,477.20	0.00	3/05/2024	3/05/2024
INV-05042024	AKA SERVICES PTY LTD	1,100.00	100.00	4/05/2024	4/05/2024
INV-190001	SMIGGLE PTY LTD	1,100.00	100.00	5/05/2024	5/05/2024
INV-190002	SMIGGLE PTY LTD	2,200.00	200.00	5/05/2024	5/05/2024
36739-2	FARMFUTURE PTY. LTD.	1,100.00	0.00	3/05/2024	3/05/2024
INV-190003	SMIGGLE PTY LTD	3,300.00	300.00	3/05/2024	3/05/2024
36739-4	FARMFUTURE PTY. LTD.	1,000.00	100.00	3/05/2024	3/05/2024
INV-190003	SMIGGLE PTY LTD	3,300.00	300.00	3/05/2024	3/05/2024
INV-190004	SMIGGLE PTY LTD	4,400.00	400.00	3/05/2024	3/05/2024
INV-190005	SMIGGLE PTY LTD	5,500.00	500.00	3/05/2024	3/05/2024
36739-4	FARMFUTURE PTY. LTD.	1,000.00	100.00	3/05/2024	3/05/2024
INV-190006	SMIGGLE PTY LTD	5,500.00	500.00	3/05/2024	3/05/2024

Workspaces > ExFlow > My supplier invoices:

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

Finance and Operations Preview | ExFlow > Workspaces > My supplier invoices | PNT

Options

My supplier invoices

Summary

2 | 2 | 0 | 2 | 0 | 0 | 0

All my invoices to approve | Cost | Purchase | Due | On hold | Future | Recent

Invoices

All

Filter

eftsure

Tax Invoice	Name	Invoice amount	GST amount	Currency	Invoice date	Due date	Classified
INV-190004	SMIGGLE PTY LTD	4,400.00	400.00	AUD	3/05/2024	3/05/2024	
36739-3	FARMFUTURE PTY. LTD.	1,000.00	0.00	AUD	3/05/2024	3/05/2024	

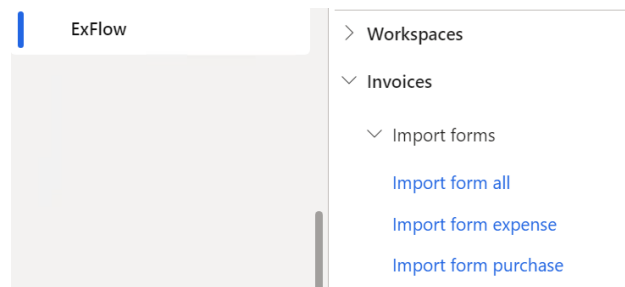
FORMS

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.

The screenshot shows the 'ExFlow import form' interface. At the top, there is a header bar with 'Finance and Operations Preview' and navigation breadcrumbs: 'ExFlow > Invoices > Import forms > Import form all'. Below the header, there is a search bar with 'eftsure' and a 'Filter' button. The main content area is a table with columns: Company ID, Tax Invoice, Due date, Vendor account, Vendor name, Debit, Credit, GST amount, Total lines tax, Currency, Posting date, and Invoice date. The table contains several rows of data. In the top right corner, there is a row of icons including a green circle with a white 'e', a green circle with a white 's', a green circle with a white 't', a green circle with a white 's', a green circle with a white 'u', and a green circle with a white 'r'. A dashed green arrow points from the 'eftsure' search bar to this row of icons. Another dashed green arrow points from the 'Vendor account' column to the 'Credit' column.

Company ID	Tax Invoice	Due date	Vendor account	Vendor name	Debit	Credit	GST amount	Total lines tax	Currency	Posting date	Invoice date
pnt	36739-1		PNT-000177	FARMFUTURE PTY. LTD.	20,477.20		0.00	0.00	AUD	3/05/2024	3/05/2024
pnt	INV-05042024		PNC-001107	AKA SERVICES PTY LTD	1,100.00		100.00	100.00	AUD	4/05/2024	4/05/2024
pnt	INV-190001		PNT-000573	SMIGGLE PTY LTD	1,100.00		100.00	100.00	AUD	5/05/2024	5/05/2024
pnt	INV-190002		PNT-000573	SMIGGLE PTY LTD	2,200.00		200.00	200.00	AUD	5/05/2024	5/05/2024
pnt	36739-2		PNT-000177	FARMFUTURE PTY. LTD.	1,100.00		0.00	0.00	AUD	3/05/2024	3/05/2024
pnt	INV-190003		PNT-000573	SMIGGLE PTY LTD	3,300.00		300.00	300.00	AUD	3/05/2024	3/05/2024
pnt	36739-4		PNT-000177	FARMFUTURE PTY. LTD.	1,000.00		100.00	0.00	AUD	3/05/2024	3/05/2024
pnt	INV-190003		PNT-000573	SMIGGLE PTY LTD	3,300.00		300.00	300.00	AUD	3/05/2024	3/05/2024
pnt	INV-190004		PNT-000573	SMIGGLE PTY LTD	4,400.00		400.00	400.00	AUD	3/05/2024	3/05/2024
pnt	INV-190005		PNT-000573	SMIGGLE PTY LTD	5,500.00		500.00	500.00	AUD	3/05/2024	3/05/2024
pnt	36739-4		PNT-000177	FARMFUTURE PTY. LTD.	1,000.00		100.00	0.00	AUD	3/05/2024	3/05/2024

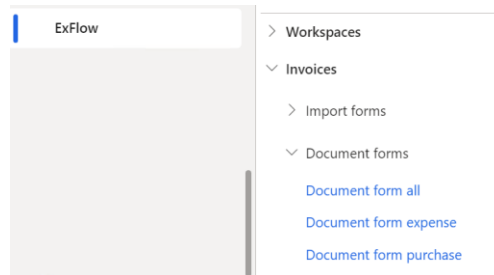
Below the table, there is a 'Lines' section with a table showing accounting details for the selected line item.

Line type	Accounting details	Purchase quantity	Purchase price	Amount	Calculated net	Calculated GST	Non deductible	Percent	GST code	Approver
Ledger	600150-004-025	1.00	20,477.20	20,477.20	20,477.20	0.00	0.00	0.00	EXEMPT	berengere

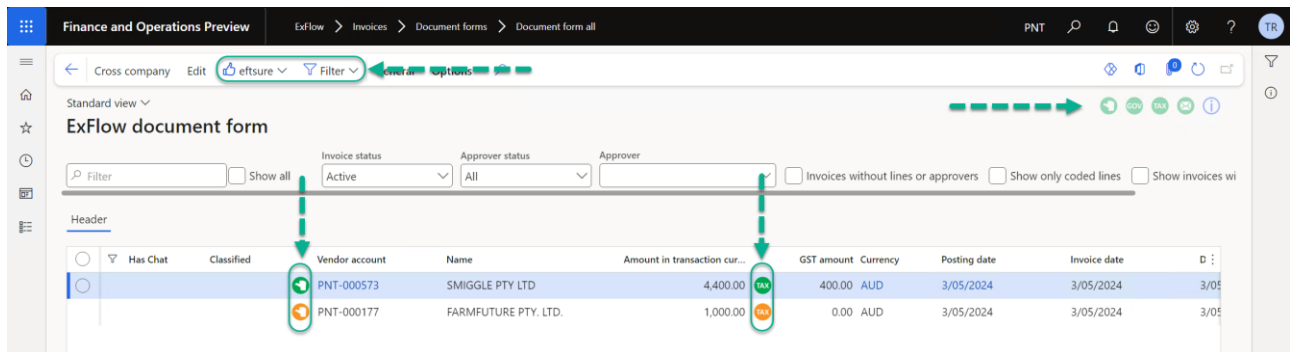
ExFlow > Invoices > Document forms > Document form all

ExFlow > Invoices > Document forms > Document form expense

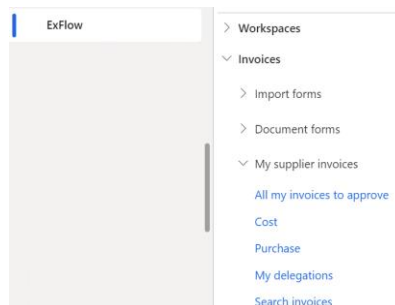
ExFlow > Invoices > Document forms > Document form purchase



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.

Finance and Operations Preview | ExFlow > Invoices > My supplier invoices > All my invoices to approve

Save | Restart approval route | Show tax invoice | Attachments | Options

All my invoices to approve | Standard view

SMIGGLE PTY LTD (VIR0000000050)

Invoice header

General | Chat

Company	Amount	Tax Invoice	Posting date	Remaining amount	Order number	Admin comment
PNew Training	4,400.00	INV-190004	3/05/2024	4,400.00		
Voucher	Net amount	Vendor	Invoice date	Last payment	Line amount	
VIR0000000050	4,000.00	SMIGGLE PTY LTD	3/05/2024		4,000.00	
Invoice type	GST amount	Status	Due date	Reference	Total lines tax amount	
	400.00	Active	3/05/2024	Trang	400.00	
Classified	Currency					
No	AUD					

Invoice lines

Approve all lines | Approve line | Reject | On hold | Add line | Delete lines | Add comment | Refresh line GST | Attachments | Show only your lines

Line type	Invoice quantity	Purchase quan...	Connected qua...	Amount	Calculated net ...	Calculated GST...	Non deductibl...	Percent	GST code	Account details
Ledger	1.00			4,000.00	4,400.00	400.00	0.00	10.00	GST	600150-004-025

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.

Finance and Operations Preview | ExFlow > Invoices > My supplier invoices > Search invoices

Tax invoice details | Show tax invoice | Global search | Extended search | eftsure

Standard view

My invoices

Show invoices without dimensions

Header

Company ID	Document type	Voucher	Tax Invoice	Status	Vendor account	Amount in transaction cur...	GST amount	Currency	Posting date	In :
pnt	Invoice	VIR0000000050	INV-190004	Active	PNT-000573	4,400.00	400.00	AUD	3/05/2024	3/05
pnt	Invoice	VIR0000000051	36739-3	Active	PNT-000177	1,000.00	0.00	AUD	3/05/2024	3/05

Lines

Document line type	Accounting details	Purchase quan...	Unit price	Amount	Flow status	Approvers	Comments
Ledger	600150-004-025	1.00	4,000.00	4,000.00	Active	trang(Current)	

ExFlow > Setup > Reference > Agreements:

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

Standard view

Agreements

Filter ☒ Show all ☐ Show active agreements From date To date Approval status

Overview

Vendor account	Name	Posting proposal id	Start date	End date	Last tax invoice date	Invoice recurrence	Inv
DEF-000002	C PAGNIN & D.I PAGNIN		1/01/2024	31/12/2024		None	None
PNC-000012	BIC AUSTRALIA PTY. LTD.		1/01/2024	31/12/2024		None	None

Lines

+ Add line ☐ Delete line ☐ Copy selected agreements ☐ (0) Attachments

Line number	Amount	Tolerance amo...	Tolerance perc...	Invoiced amount	Invoice date	SBI created	Number of tol...	Display matching error policy
We didn't find anything to show here.								

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.

Finance and Operations

Search for a page

SGNS

Posting proposal

Overview

Pre accounting ID	Reference	Vendor account	Description
2	MACO-0001	SGNS-000001	Telia
3	9339392	SGNS-000005	Citrix
1	88871261	SGNS-000003	Sharp Agreement 88871261

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:

Agreements

Filter ☐ Show all ☐ Show active agreements From date To date Approval status In review

Overview

✓	Company	Active	SBI	Number sequence	Approval status	Agreement number ↑	Reference	Copy reference upon import	Vendor account
✓	sgns	✓			Draft	88871261		Fredriksson	SGNS-000003

✓	Vendor account ↑	Name	Search name	Phone	City	State	Country/region	postcode
✓	SGNS-000001	Telia	Telia					
✓	SGNS-000002	Dustin	Dustin					
✓	SGNS-000003	Sharp	Sharp					
✓	SGNS-000004	Blomster Bolaget Gröna Rum	Blomster Bolaget Grö					
✓	SGNS-000005	Citrix	Citrix					
✓	SGNS-000006	Building Connect	Building Connect					

Finance and Operations Search for a page SGNS ? AE

Save + New Delete Options

Posting proposal \$ ABN GST

Overview

✓	Pre accounting ID	Reference ↑	Vendor account	Description
✓	2	MACO-0001	SGNS-000001	Telia
✓	3	9339392	SGNS-000005	Citrix

Vendor account ↑	Name	Search name	Phone
SGNS-000001	Telia	Telia	
SGNS-000002	Dustin	Dustin	
SGNS-000003	Sharp	Sharp	
SGNS-000004	Blomster Bolaget Gröna Rum	Blomster Bolaget Grö	
SGNS-000005	Citrix	Citrix	
SGNS-000006	Building Connect	Building Connect	

Sharp Agreement 88871261

Item GST group	Description	Project ID

We didn't find anything to show here.

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:

Import invoices

Overview General

INVOICE

Vendor account: PNT-000573

Vendor name: SMIGGLE PTY LTD

Tax invoice: INV-1900023

Voucher: VIR000000061

Posting profile: DEF

Terms of payment: 30D

ABN:

TRANSACTION DATES

Posting date: 5/05/2024

Invoice date: 5/05/2024

Due date: 5/05/2024

AMOUNT

Invoice amount: 2,200.00

Net amount: 2,000.00

Line amount: 2,000.00

Balance: 0.00

GST

Calculated GST amount: 200.00

Actual GST amount: 200.00

Total lines tax amount: 200.00

GST group: GST

Item GST group: GST

Use tax: No

Reverse charge: No

REFERENCE

Purchase order:

Reference: Admin

Vendor reference:

Payment ID:

Purchase order required: No

THIRD-PARTY BANK

Account identification: ANZ1

OTHER

Approved by: 000738

Project ID:

Agreement number:

Description: SMIGGLE PTY LTD - INV-1...

Override approval: No

Override approval set by:

Send mail:

PAYMENT

Method of payment: EFT

Payment specification:

Reference payment:

Bank account number: 789123

IBAN:

Scanned pay to account: 789123

Central bank purpose code:

Bank account

Bank account	Name	Bank account number	Bank groups	Expiration date
ANZ1	Smiggle	889911	ANZ012-345	
ANZ2	Smiggle	789123	ANZ012-345	

LEDGER

ACCOUNTING

Options

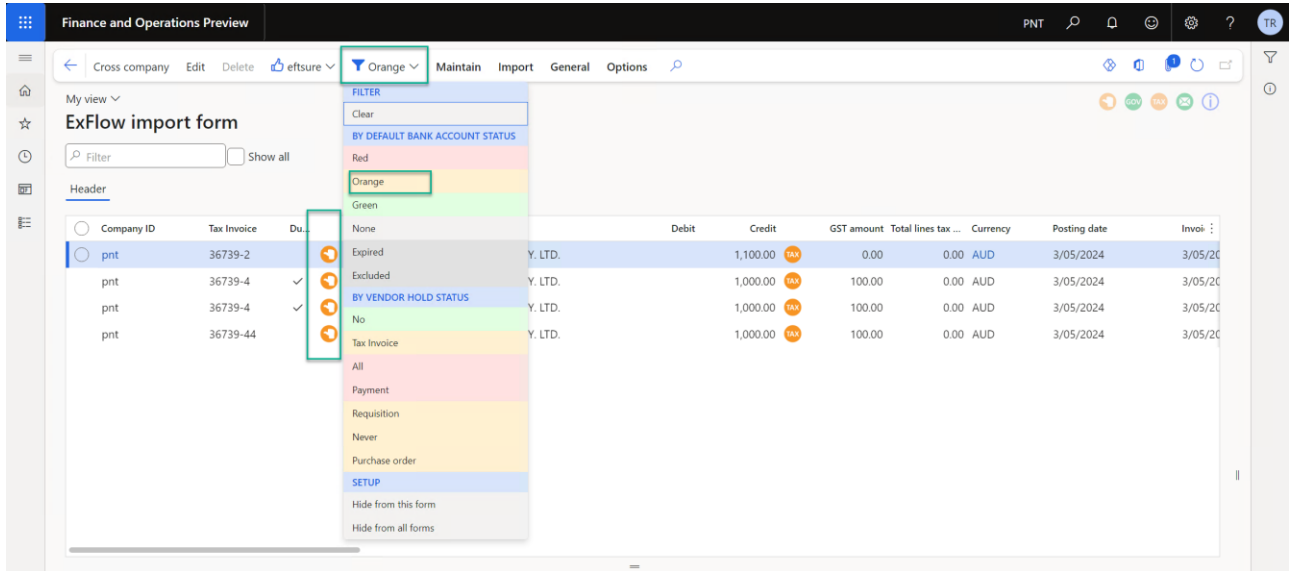
CODING FIELDS

GST amount

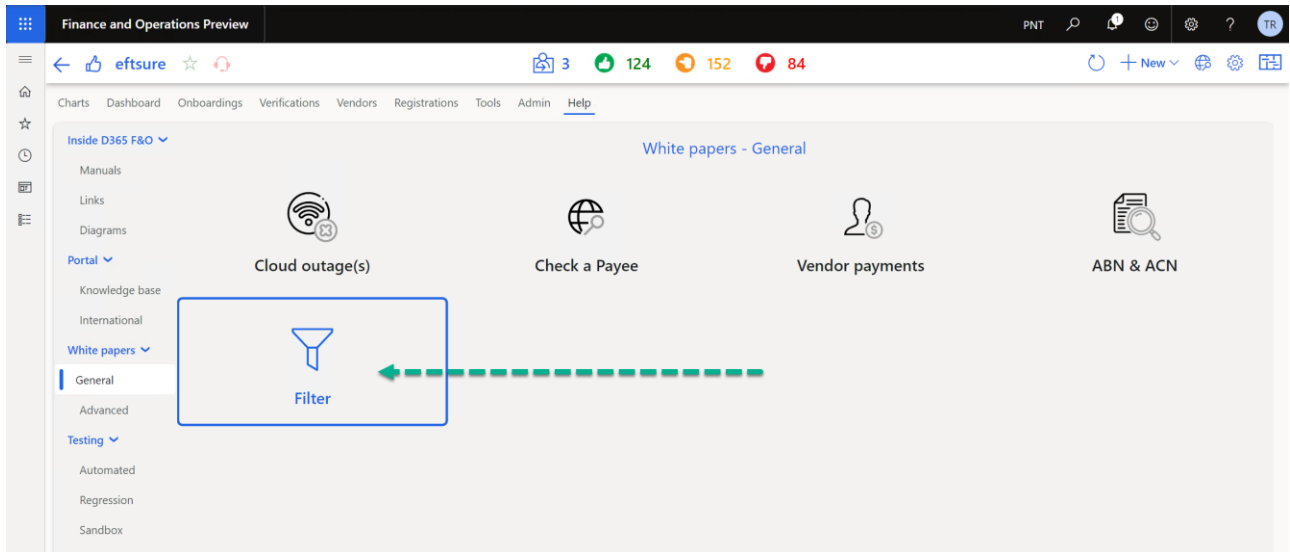
Percent: 10.00, Non deductibl...: 0.00, Unit: v, Approvers:

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)