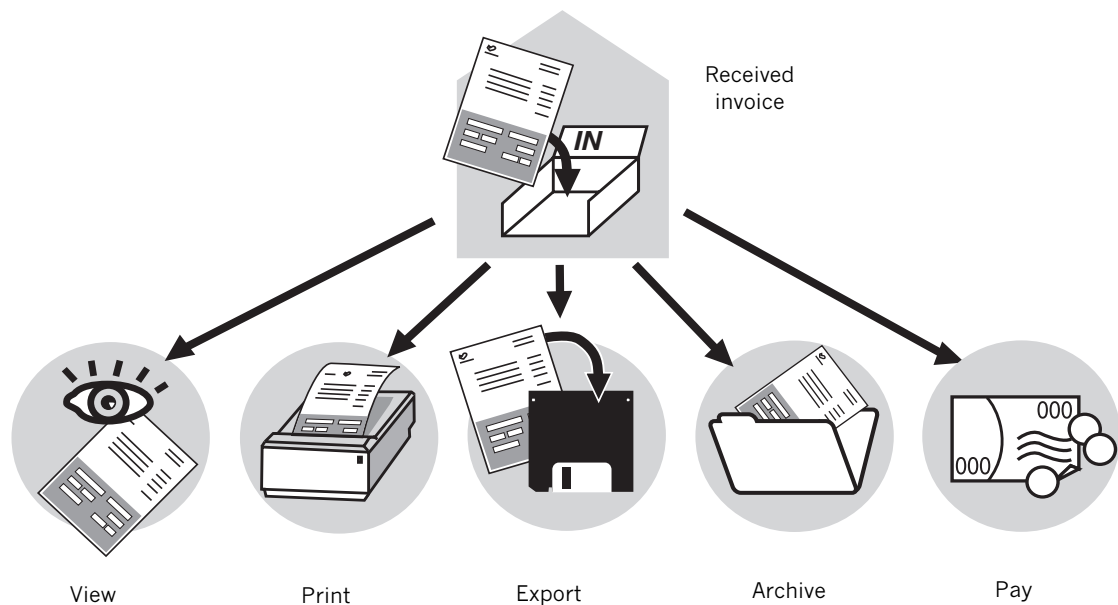


The most important functions in Isabel eInvoice

Receiving electronic invoices




Via a connection to Isabel you can retrieve incoming invoices intended for you. Click the **Send and receive all messages**  button or the **Retrieve messages**  button in the main window.

You can view, print, export, archive and pay the retrieved invoices, as you wish. In the example we shall examine the electronic invoice from Isabel NV/S.A. (which you normally receive every month). Then we shall prepare the payment and archive the invoice.

Viewing a received invoice

You view a received invoice as follows:

1. In the Isabel main window, select the **Inbox** folder.
2. Click the **Received Invoices**  icon (if you have retrieved new invoices, the number of new invoices is stated in brackets). The overview displays the most important data on the invoice such as, for example, the sender, invoice number, date of receipt and amount.
3. Open the *All invoices* folder and select an invoice (in our example the invoice from Isabel NV/S.A.).

- Double-click the invoice to view the invoice in detail. The detail window displays all the details such as the address of the invoicing clerk, the name and the address of your company, the terms of payment, the services provided, ...

Indication of the technical standard of the invoice

If the invoice contains an inaccuracy (i.e. a technical error that does not block processing) then the standard is displayed in red. Click the standard for more details. Notify the sender of the invoice.

Standard: **??BMF100**

Invoice header

Nr.	Article Nr.	Invoiced Qty.	Description	Unit Price	Delivery Date	VAT	Amount ex. VAT
1	3		Basic package IBS 5.0	7,00 EUR	1/11/00 - 30/11/00	21 %	21,00 EUR
2	1		Import Bank Files	7,00 EUR	1/11/00 - 30/11/00	21 %	7,00 EUR
3	2		MultiSign	7,00 EUR	1/11/00 - 30/11/00	21 %	14,00 EUR
4	1		Direct Debits	5,00 EUR	1/11/00 - 30/11/00	21 %	5,00 EUR
5	1		Connection via the Internet	5,00 EUR	1/11/00 - 30/11/00	21 %	5,00 EUR
6	3		Additional banks	6,00 EUR	1/11/00 - 30/11/00	21 %	18,00 EUR

Invoice lines

Amount VAT excl.	VAT	Amount VAT incl.	Prepaid	To be paid
82,20	17,26	99,46		99,46 EUR

Invoice footer



Tip:

You can retrieve the full details of the supplier or customer by double-clicking on the tabs in question.

- Close the detail window.



Printing a received invoice

You can also print out the invoice you are currently viewing. Printing of invoices in Isabel has been standardised: all invoices are printed out in the same format.

However, when printing invoices remember that the printout is for your information only.

You print out a received invoice as follows:


- In the Isabel main window, select the **Inbox** folder.
- Click the **Received Invoices** icon.

-
3. Open the *All invoices* folder and select one or several invoices (in our example the invoice from Isabel NV/S.A.).
 4. Click **Print Invoices** in the toolbar . The *Select document to be printed* window appears.
 5. Specify whether you want to print the main document (the invoice itself) or the appendices (payment instructions, terms of payment, delivery addresses, ...).
 6. Then click the **Print** button.
You can also view the print preview first by clicking the **Print Preview** button. From the *Print Preview* window, you can then print the invoice by clicking **Print**  in the toolbar.

Exporting Received invoices


Remark: *To use this function, the Export of invoices module has to be activated. See “Signing up to Isabel modules” on pg. 93 for more information.*

Using the export module in elnvoice, you can export invoices you receive from your customers to a folder on your hard disk for processing by your accounting package. You can export invoices manually or automatically. In the case of the latter, the invoices which you select for export are automatically placed in the folder which was last selected.

1. In the Isabel main window, select the **Inbox** folder.
2. Click the **Received Invoices** icon.
3. Select the invoice (or invoices) you want to export.
4. Click **Export Invoices** . You can now choose to export invoices manually or automatically.
Remark: *If you have not yet exported any invoices, only the option to manually export is available. You must first choose a folder for importing manually before you can export invoices automatically.*
5. Select **Manually**.
6. Select the folder to which you want to export the selected invoices and specify a name for the invoice file. If you have selected more than one invoice, you must specify a name for every invoice being exported, unless you have checked the **Automatic Naming** option. In that case the invoices are automatically given a numeric name.
7. Click **Export**. The invoices are now placed as a file (in Edifact format) in the selected folder. The exact data and time are shown in the *View Invoices* screen immediately after exporting.

Archiving a received invoice

It is a statutory obligation to keep all outgoing and incoming invoices in an archive. All the invoices you send using Isabel are automatically archived locally (on your PC). However, you must archive received invoices manually.

1. Select the invoice you want to archive.
2. Click **Archive Locally**  in the *View Invoices* toolbar. A message appears that the invoice has been stored in the archive.



Tip:

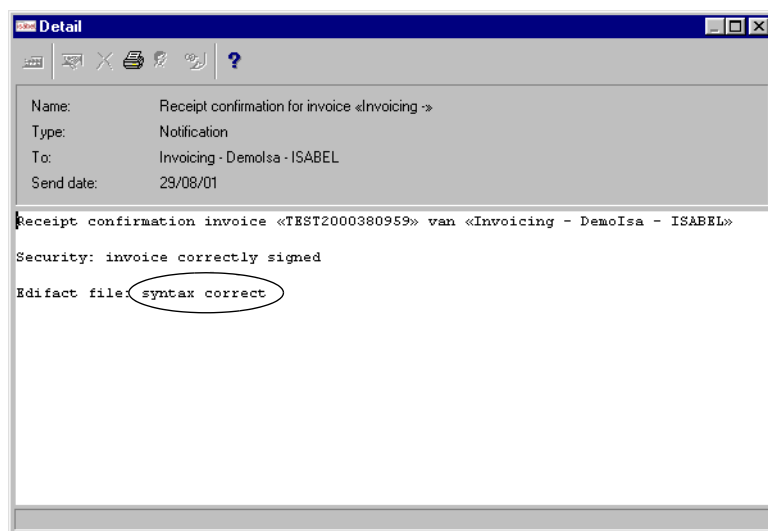
Invoices which have not yet been archived are displayed in bold in the Inbox. This way you can easily determine which invoices still need to be archived.

You can view the archive via *Tools - Invoice Archive* in the menu. Regularly make a back-up of your Isabel files to avoid the loss of any data as a result of, for example, a computer error (see “Back-up and Restore Wizard” on pg. 149).

Sending a receipt confirmation

For every invoice you receive a confirmation message is created automatically and placed in the *Outbox*. You cannot delete this confirmation message for your received invoice from the *Outbox*. The next time you connect to Isabel, this receipt confirmation is sent to the sender of the invoice (in our example Isabel NV/S.A.).


If the invoice is properly processed (i.e. technically accepted) a positive receipt confirmation is prepared.



If there's an error in the invoice, a negative receipt confirmation is prepared. It contains the following message *Edifact file: syntax incorrect, file corrupt*. The sender of the invoice is thus notified of the problem and will need to take appropriate measures.

Paying a received invoice

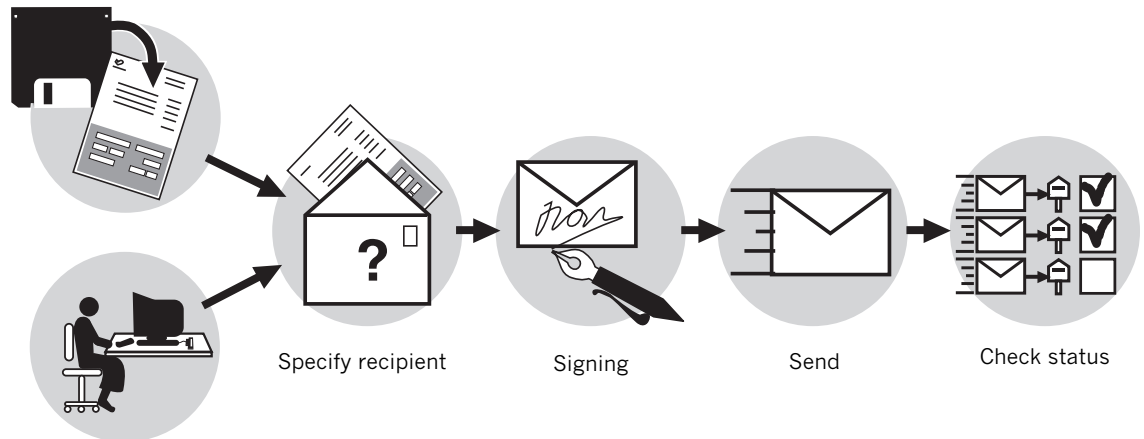
There are several ways to pay an invoice electronically using Isabel. You can create the payment files in your accounting or ERP package and then export them to Isabel for further processing by your bank, or you can use the following procedure to create a transfer form automatically in Isabel which already has the data for the invoice in it.

1. Click **Prepare Payment**  in the *View Invoices* toolbar.
2. Select the envelope in which you want to save the transfer, or enter the name of the new envelope in which you want to save the transfers.
3. Check the transfer form. The amount, the recipient and the reference are entered automatically. If you wish, you can still modify this data.
4. If necessary, complete the form with your own reference and/or memo date. If you have not set a default principal account, or if you want to use another principal account, then select the desired principal account.
5. Click **Save** to save the transfer. The transfers are saved in the selected work envelope in the *Workspace*.
6. Click **Exit** to return to the overview of received invoices.

Remark: *If you installed Isabel eInvoice only, you do not have access to the Isabel eBanking modules to pay your invoices.*

Sending electronic invoices

Importing invoices



Manually entering invoices

You must complete various steps to send an electronic invoice. First, of course, you must ensure that the contents of the invoice are available in Isabel. There are two options here: you can import the invoice from an accounting package or you can use the Isabel module for manually inputting invoices.

Importing invoices

Remark: *To use this function, the Import Invoices module has to be activated. See “Signing up to Isabel modules” on pg. 93 for more information.*

Using the import modules in eInvoice, you can import invoices (in Edifact format) that have been created in your accounting package or in another application, into Isabel and send them to your customers.

1. From the *Isabel* - menu, choose **New - Import Invoices**. A window appears in which you can choose to import selected invoices or import all invoices in a particular folder.
2. Select (for example) **Import Selected Invoices**. Click **OK**.
3. Select the invoice you want to import, and click **Import**. If the invoice does not contain any errors (for example errors contrary to the Edifact standard), it is imported and placed in an envelope in the *Workspace*.

Remark: *If an invoice contains technical errors that prevent it from being processed, you will not be able to import the invoice. Check whether your accounting or ERP package produces a format which is suitable for electronic invoices.*


If the invoice does not contain any technical errors but an imprecision which prevents it from being processed, a message appears on the screen asking you whether you are sure you want to import the file.

Manually entering invoices

It is possible to enter one or more invoices directly into Isabel Business Suite 5.0 and then send the invoices. You must complete the following steps to enter a new invoice:

- Create a new invoice;
- Enter supplier details;
- Enter customer details;
- Add products/services;
- Add costs/discounts;
- Enter delivery address, payment details, terms of payment and advance;
- Save the invoice.

Creating a new invoice


1. Click **New** in the toolbar in the main window . A pull-down menu appears.
2. Select **Enter Invoices** from the menu.
3. Select in which envelope you want to create an invoice and click **OK**.

- The *New document* window is opened.

The screenshot shows the 'New document' window with the following details:

- Invoice type: Invoice
- Invoice number: 001
- Date: 19/02/01
- Payable before: (empty)
- Supplier tab selected
- Name: (dropdown menu)
- Address: (dropdown menu)
- Tel: (input field)
- Fax: (input field)
- References: VAT number: (input field), Trade Registry Nr.: (input field)
- Table with columns: Nr., Article Nr., Description, Invoiced Qty., Delivery Date, Unit Price, VAT, Amount ex. VAT
- Buttons: New prod./service, New Cost/Discount, Modify, Delete, Amounts per VAT rate
- Totals table with columns: Amount VAT excl., VAT, Amount VAT incl., Advance, To be paid

- Select **Invoice** in the menu in the top left-hand corner of the window.
- Also enter the number that you want to assign to this invoice.


In this window a number of fields must be filled in to create a valid invoice. If you click **Mark Required Fields**  in the toolbar, these required fields are given a yellow colour so that you can easily distinguish them.

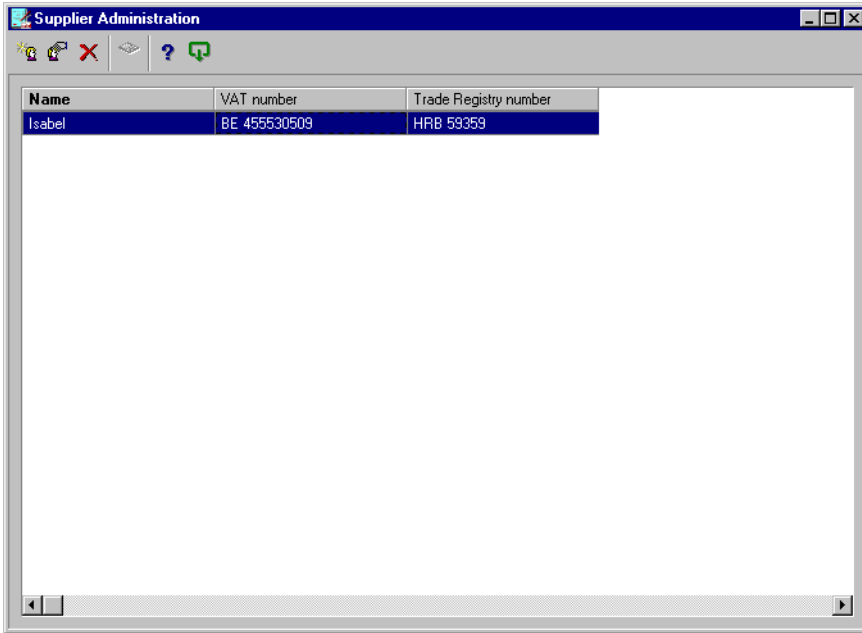
Entering supplier details


Choose the **Supplier** tab and select the name of the supplier (your own company) from the list of suppliers.

Remark: *Because your own company appears as a supplier, normally the details for your own company are shown on this tab. However, it may be the case that your company consists of various entities which send invoices independently of one another. If that is the case, you select the desired entity from the list.*

If the supplier that you want to specify does not appear in the list, you should proceed as follows:

1. Click **Supplier Administration**  in the toolbar. The *Supplier Administration* window is opened.

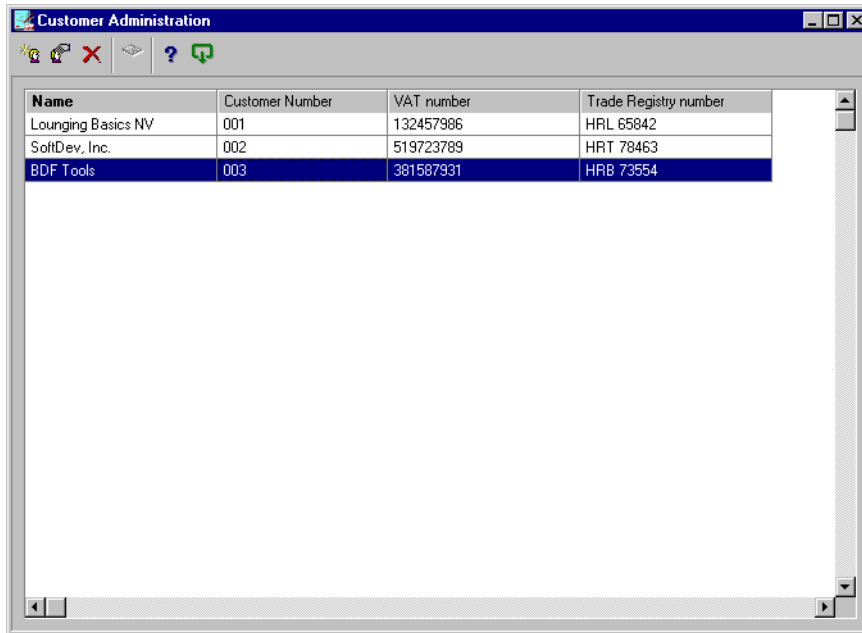


2. Click **Add Supplier**  in the *Supplier Administration* window. The *Add New Supplier* window is opened.
3. Fill in information on the supplier in the *Add New Supplier* window. The fields marked yellow are compulsory, the others are optional.
4. Click **Next** to add another supplier to the list.
5. Click **Save** when you have finished entering the supplier details. The data are saved and the window is closed.
6. Also close the *Supplier Administration* window to return to the invoice.

Entering customer details


Select the **Customer** tab and then select the name of the customer from the list of customers. If the customer does not appear in the list, you should proceed as follows:

1. Click **Customer Administration**  in the toolbar.
The *Customer Administration* window is opened.



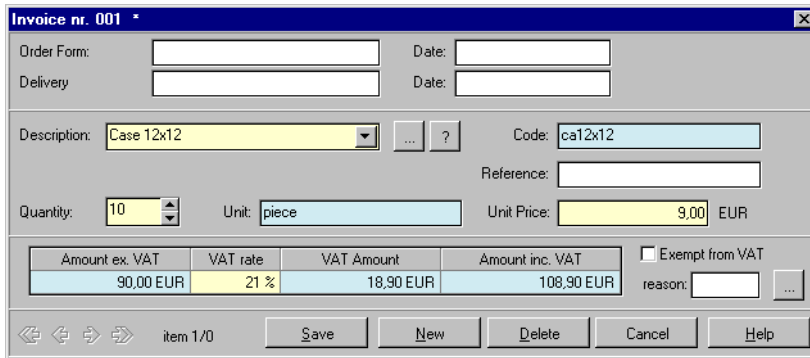
The screenshot shows a window titled "Customer Administration" with a toolbar containing icons for home, back, forward, and help. Below the toolbar is a table with the following data:

Name	Customer Number	VAT number	Trade Registry number
Lounging Basics NV	001	132457986	HRL 65842
SoftDev, Inc.	002	519723789	HRT 78463
BDF Tools	003	381587931	HRB 73554

2. Click **Add Customer**  in the *Customer Administration* window.
The *Add New Customer* window is opened.
3. Fill in information on the customer in the *Add New Customer* window. The fields marked yellow are compulsory, the others are optional.
4. Click **Next** to add another customer to the list.
5. Click **Save** when you have finished entering the customer details.
The data are saved and the window is closed.
6. Also close the *Customer Administration* window to return to the invoice.


Adding products/services

1. Click the **New Prod./Service** button in the *New Document* window. A new window is opened.




The screenshot shows a software window titled "Invoice nr. 001". It contains several input fields and a table. The "Description" field is set to "Case 12x12" and the "Code" field is "ca12x12". The "Quantity" is 10 and the "Unit" is "piece". The "Unit Price" is 9.00 EUR. A table below shows VAT calculations: Amount ex. VAT (90.00 EUR), VAT rate (21%), VAT Amount (18.90 EUR), and Amount inc. VAT (108.90 EUR). There is also a checkbox for "Exempt from VAT" and a "reason" field. At the bottom, there are navigation buttons: Save, New, Delete, Cancel, and Help.

Amount ex. VAT	VAT rate	VAT Amount	Amount inc. VAT
90,00 EUR	21 %	18,90 EUR	108,90 EUR

2. From the *Description* field, select the product or the service you wish to add to the invoice. The details on the product or service you have selected are shown in the window. Where necessary, you can further modify the data there.
If the product or the service do not appear in the list, click . The *Add New Product or Service* window is opened. Enter details on the new product or new service in this window. Click **Save** to save the data and to close the *Add New Product or Service* window.

Tip:

You can also add new services and products to the list by clicking **Product Administration**  in the toolbar of the invoice window.

3. In the *Quantity* field, specify how many units of the product or the service you want to invoice.
4. Click **New** to add another product or service to the invoice.
5. When all products and services have been entered, click **Save** to close the window and return to the window with the invoice.

Adding costs/discounts

1. Click **New Cost/Discount** in the *New document* window. A new window is opened.

The screenshot shows a dialog box titled "Invoice nr. 001" with a close button (X) in the top right corner. It has two main sections: "Cost" and "Discount".

- Cost Section:** Includes a radio button, a "Type of Cost" dropdown menu (set to "packaging"), a "VAT rate" dropdown menu (set to "21 %"), and two input fields: "Amount ex. VAT" (set to "9 EUR") and "Amount inc. VAT" (set to "10.89 EUR").
- Discount Section:** Includes a radio button, a "Type of Discount" dropdown menu, and an "Amount" input field followed by "EUR".

At the bottom, there is a toolbar with navigation arrows, "item 1/0", and buttons for "Save", "New", "Delete", "Cancel", and "Help".


2. In the new window, select whether you want to add a cost or a discount and enter the required details.
3. Click **New** to add another cost or discount.
4. When all costs and discounts have been entered, click **Save** to close the window and return to the window with the invoice.

Entering delivery address, payment details, terms of payment and advance

1. Select the **Delivery Address** tab.
 - 1.1. Enter the delivery date in the *Delivery Date* field.
 - 1.2. Select the delivery address in the *Delivery Address* field.

By default the address that you specified as the customer's address is used as the delivery address. If you want to specify another delivery address, simply click **New** to enter a new delivery address. You can also click **Add** and select an address from the list of delivery addresses available for this customer.
2. Select the **Payment Info** tab and fill in the required information.
3. Select the **Payment Conditions** tab and fill in the required information.
4. If you have received an advance, you can enter this by double-clicking at the bottom of the *New Document* window and entering the amount that you have already received in the *Advance* field.


Saving the invoice

1. Check that all details have been entered correctly.
2. Click **Save**  in the toolbar in the *New Document* window.

The invoice is saved in the *Workspace* in the envelope that you have selected.




Tip:

If you want to enter several invoices one after the other, click the **New Document**  icon. To create credit notes or debit notes, you should follow the same procedure as when creating invoices. In the top left-hand corner of the New Document window, you must then select **Credit Note** or **Debit Note** instead of **Invoice**.

Specifying the recipient of an invoice

When sending electronic invoices, it is important that the recipient is uniquely identified. To be able to send an invoice, your customer's Isabel address must be filled in. Isabel remembers which address you have specified for a specific customer so that you no longer have to assign the address yourself for subsequent invoices you want to send to this customer.

Assigning the recipient of an invoice

1. In the *Workspace*, select the envelope in which the invoice is saved and click **Detail** . The contents of the envelope are displayed.
2. Double-click the invoice whose Isabel address you want to specify. The details of your invoice are displayed.


Invoice Number FAC/2148566 Standard: BMF100

Invoice Number FAC/2148566 Entry Date: 8/04/01 Payment due by 7/05/01

Supplier	Customer	Delivery Address	Payment Info	Payment Conditions
Name Global Telco Services Customer Relations Filip DeWit Tel: 02/484 88 97 Fax: 02/484 88 77		Address Customer Relations Bourgetlaan 50 1130 BRUSSELS E-mail: fdewit@globaltelcoservices.com www.globaltelcoservices.com/einvoice	References VAT number: BE.454.658.596 Trade Registry Nr.: HR/RC 65756 Account Numbers: 000-0000017-17	



Nr.	Article Nr.	Invoiced Qty.	Description	Unit Price	Delivery Date	VAT	Amount ex. VAT
1	0800	156	0800 Numbers	0,14 EUR	1/03/01 - 31/03/01	21 %	21,84 EUR
2	070	86	070 numbers	0,20 EUR	1/03/01 - 31/03/01	21 %	17,20 EUR
3	ND	2654	National Direct	0,05 EUR	1/03/01 - 31/03/01	21 %	132,70 EUR
4	NIT	226	National ISDN Traffic	0,02 EUR	1/03/01 - 31/03/01	21 %	4,52 EUR
5	IA	277	International Direct	0,17 EUR	1/03/01 - 31/03/01	21 %	47,09 EUR

Totals					
Amount VAT excl.	VAT	Amount VAT incl.	Prepaid	To be paid	
223,35	46,90	270,25	0,00	270,25	EUR

-
3. In the toolbar, click **Isabel Address**  and in your Isabel address book, select the address of the recipient of the invoice. If the address is not in your address book, you can retrieve it from the Central Address Book.

 **Tip:**

How do you copy a specific address from the central address book to your personal address book?

1. Click **Address Book**  in the *Recipients* screen.
 2. Click **Central Address Book**  in the *Address Book* screen. Make a connection to Isabel.
 3. Click **Find** and enter the desired name of the user or company.
 4. Double-click in the left-hand window the desired name or company and the details appear in the right-hand screen.
 5. Click **Save** and then disconnect from the network by clicking **Exit**.
 6. The selected address now appears in your address book. Now select the recipient to whom you want to send the invoice and to whom you want to send a copy using the arrow keys.
 7. The recipient of your invoice is now stated in the title bar of the window.
4. Close the detail window for the invoice. You can now sign the invoice, transfer it to the *Outbox* and send it off.

 **Tip:**

If you enter your invoices manually in Isabel, you can also enter the address of the recipient by clicking the Isabel address icon in the toolbar of the window for inputting invoices.

Assigning Isabel addresses automatically

As stated above, you can have Isabel maintain a list of the address codes for your recipients and the Isabel addresses you have assigned to your recipients in the past (private code table). It is also possible for your company to provide central access to a list of address codes and the addresses linked to them (public code table) so that Isabel is able to retrieve the required addresses from there if they are not available in your private code table.

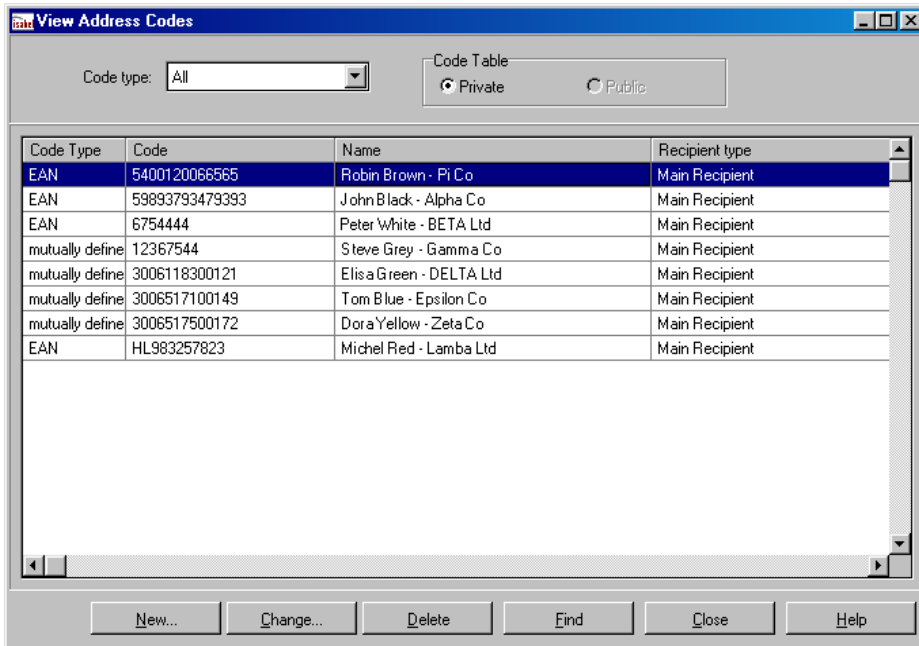


Warning:

If you want Isabel addresses to be automatically assigned to invoices you import from an accounting package, you must ensure that the Assign Isabel Addresses Automatically option is checked in the Electronic Invoices Option window.

Administering address codes for electronic invoices

You can view the code tables containing address codes and the linked Isabel addresses by selecting **Isabel - Invoice Address Codes** from the menu in the main window. The following window appears:



This window enables you to administer the links between address codes and Isabel addresses. This way you can add new links, modify links and search for links.


Signing an invoice

Before you send an invoice from Isabel, you must give it your digital signature so that the recipient is able to unequivocally determine that the invoice originates from you.

Remark: *When signing envelopes containing invoices, the same principles apply as when signing envelopes with bank transactions.*

Preparing the invoice for signing

Before you are able to sign the invoice, it must be prepared in an envelope that can be sent to the recipient. You do this as follows:


1. In the *Workspace*, select the envelope containing the invoice you want to sign.
2. Click **Ready for Signing**  in the toolbar. The *Close Invoice Envelope* window appears.

-
3. Select the checkbox for the invoice you want to prepare for signing and click **OK**. The invoice is placed in a “send envelope” in the *Workspace*. A red envelope in the *Status* column indicates that the envelope containing the invoice is ready to be signed, but has not yet been sufficiently signed.

 **Tip:**

If you want to prepare multiple invoices for signing, you can do this by checking multiple invoices in the Close Invoice Envelope window. An envelope is then created for each invoice, which you can sign separately.

Adding a digital signature to the invoice

1. In the *Workspace*, select the envelope containing the invoice.
2. Click **Sign**  in the toolbar. The *Add Digital Signature* window appears.
3. Enter your password and click **OK**. The envelope containing the invoice is now signed. When the envelope has been signed by all required signatories, a green envelope appears in the *Status* column.


 **Tip:**

*You can also select multiple envelopes in the *Workspace* and sign them simultaneously. To select multiple envelopes, hold down the CTRL key whilst clicking on the different envelopes.*



Sending an invoice

Moving the invoice to the Outbox

When the invoice has been signed, it is ready for sending and can therefore be moved to the *Outbox*.

Select the signed envelope containing the invoice, and in the toolbar click **Transfer to Outbox** . The envelope disappears from the *Workspace* and the program confirms that the envelope has been transferred to the *Outbox*. To send the envelope to the bank, you must first connect to Isabel.

Making a connection to send the invoice

1. Go to the *Outbox*  using the navigation bar.
2. Click **Send** .

A connection to Isabel is now established and the envelope is sent to the recipient. A copy of the sent invoice is automatically saved in the invoice archive.

Checking the status of an invoice


In your archive (*Tools - Invoice Archive*) you can view the status of the receipt confirmation for the *Outgoing invoices*. A receipt confirmation only guarantees that an invoice is technically readable (conforming to the Edifact standard). This means that the recipient agrees with the contents and payment of the invoice.

There are three options:


1. **not yet received:** the recipient has not yet received the invoice and consequently has not yet been able to send a confirmation.
2. **received and OK:** the recipient has received the invoice and has sent a confirmation.



Warning:

*The confirmation you receive from the recipient only indicates that the invoice file was technically readable for the recipient. It does not relate to any errors which may have occurred when checking the digital signature for the invoice. You can view information about the signature by checking the invoice security in the Invoice Archive. To do this, select the invoice in the Invoice Archive and click **Security**  in the toolbar.*

3. **problem:** the recipient is not able to receive the invoice. This usually results from the fact that the structure of the invoice file does not fully comply with the Edifact standard.

Remark: *To view the receipt confirmation of an invoice, click **Security**  in the toolbar and select the **Receipt Confirmation** tab.*

You can resend a sent invoice. Invoices which you send more than once, are designated as being a “Duplicate”.

For electronic invoices it is recommended that in each case the status of invoices is checked in the *Invoice archive*.

You can also view *Sent Messages* in the Isabel main menu. There you are given an overview of all sent envelopes (payments, e-mail messages, ...) as well as of your sent invoices. A screen with the received confirmation messages appears at the bottom of the *Sent Messages* window.

eInvoice viewer

Isabel allows non Isabel users to view electronic invoices. Using the viewer, non Isabel users can access and view invoices. However, they cannot perform any other actions.

To install the viewer, proceed as follows: insert the CD into the CD-ROM drive and click **Installation - Isabel Tools - eInvoice viewer**.