CODING AN INVOICE

There are many ways to create coding for an invoice. Users with applicable rights can code invoices at any phase of the process:

- Before the workflow phase in accounts payable
- During the review by the reviewer
- During the approval by the approver
- After the workflow phase in accounts payable

Manual Coding

The coding structure is based on the invoice type configuration which defines the dimensions in use. You can view all coding for the invoice at the bottom of the invoice page. The required fields are marked with an asterisk.

- Click invoice > Click **Add coding manually**.
- Fill in the required **Coding** fields > Click **Save** > Click **Send to Validation** or **Approve** to move the invoice forward in the workflow.

Note: An "Invalid code combination" warning will appear if the cost center code is not the same as the organization (invoice header data field).

Company Code: Select the Company Entity ID.

Cost Center Code: Select the organization, which must be the same as the **Organization** in the header data of the invoice.

Account Code: GL account number that is automatically filtered when you start typing the number.

Sub-Account Code

Product Type

Product Division

Sales Channel

Intercompany

Employee Number

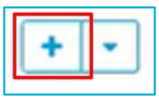
ERP Branch

Customer Number

Chargeback Type

Net Total: This is automatically filled in.

- To add a coding row, click **Add first coding pow**.
- To add an additional coding row, click on the plus sign at the top right of the coding section.

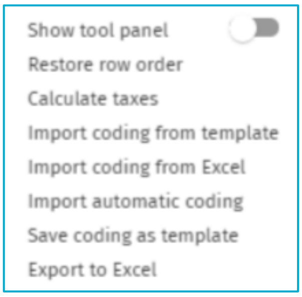


Smart Coding

The Smart Coding feature creates coding for an invoice that does not have any coding rows yet. This is based on invoice header data. It is designed to eliminate the need for manual coding of non-POs. The logic is used to review past invoices to find a proper proposal for coding. You can then review and confirm the proposal.

- Click **Use smart coding** in the invoice header data details. The invoice is automatically coded, based on historical coding information for the supplier.
- To undo the automatic coding of the invoice, click **Undo smart coding**.
- Click **Save**.

Coding Templates



AP users with applicable user rights have access to the **Data Management** view. **Data Management** has separate functions for creating, sharing, and managing coding templates. Users can save their coding data for later use or create coding examples for specific suppliers and share them with other users. Each user can view available coding templates with a preview of coding rows and select the most suitable template for the existing invoice. When the template is selected, all calculation rules are triggered to ensure the validity of the data.

Import Coding from Template

A created template contains financial coding dimensions to be automatically generated in the invoice header data. Coding template functions can be used in the Workflow & Received queues.

- Click an invoice.
- Click three dots at the top right of the coding row section > Click **Import coding from template**.
- In the window that opens select a template based on the supplier invoice data.
- Click **Import** and the coding template is automatically used in the supplier invoice.

Import Coding from Excel

Excel import is another way to manage a large number of coding rows. You can export the existing coding to an Excel file, then fill in new coding rows in Excel, and import the file content back. All imported values will be validated against the rules available in Basware P2P at the time of the import.

You can import up to 2,000 coding rows at a time.

- Click an invoice.
- Click three dots at the top right of the coding row section > Click **Export to Excel** to view defined fields for importing GL codes.
- Add GL coding data, based on the fields in the spreadsheet > Save the spreadsheet to your computer.
- Go back to the invoice > Click three dots > Click **Import coding from Excel**.
- Select the report from your computer.
- In the **Import Coding** window, select **Overwrite existing rows**.
- Click **Import**, and the coding data is automatically used in the supplier invoice.

Note: The exported Excel file has defined fields and columns that cannot be changed/moved, based on a specific logic.

Automatic Coding for Non-PO Invoices

A coding template that is used to automatically code non-PO invoices can be applied at the beginning of the invoice workflow or applied manually after some header information has been added or changed. Automatic coding templates must be defined under **Data Management** (for example for reviewer).

- Click an invoice.
- Click three dots at the top right of the coding row section.
- Click **Import automatic coding**, and the defined coding template is automatically used in the supplier invoice.