

Doc-Works AP Aqilla Invoices - User Guide

(Draft Version 1.2)

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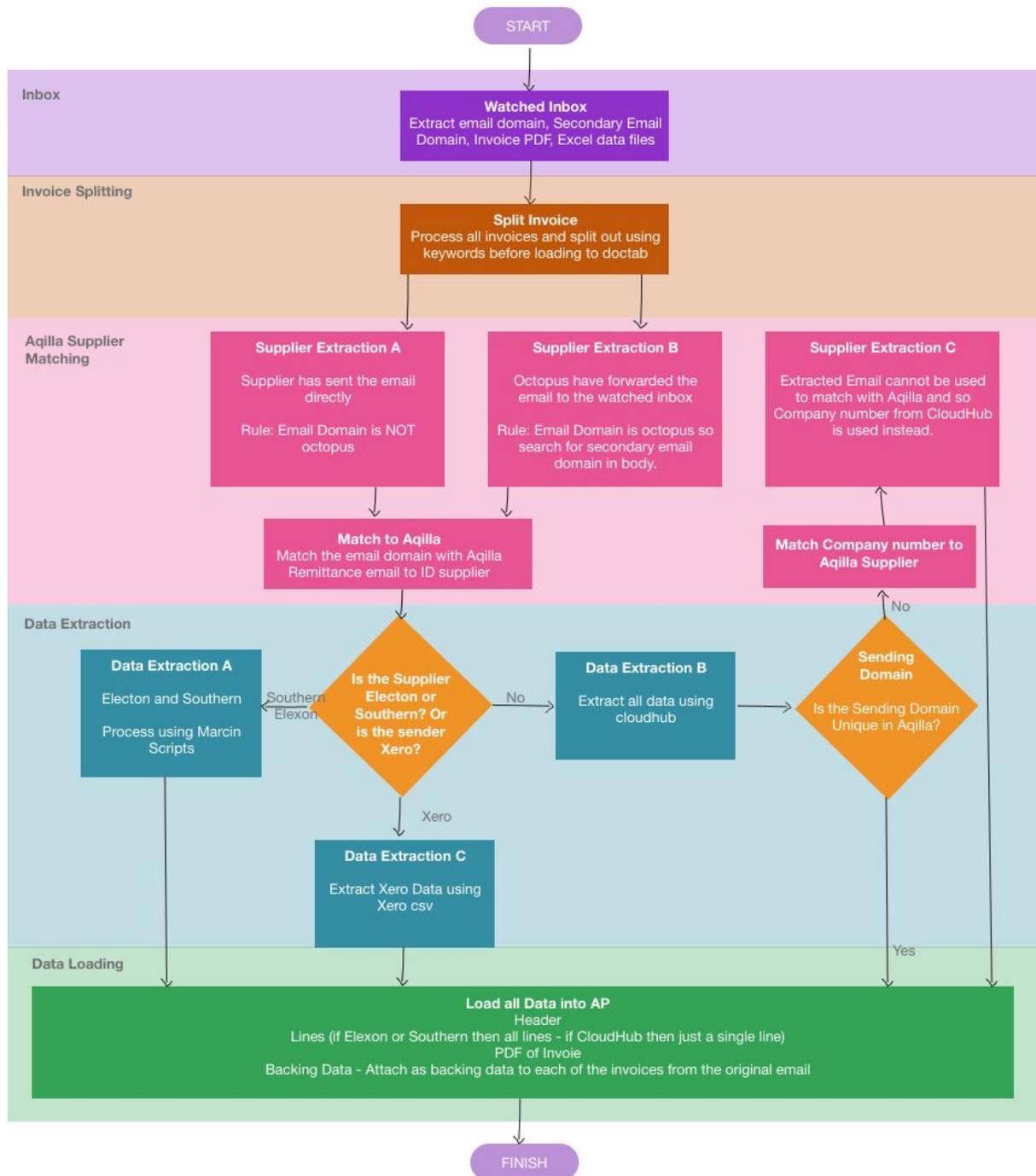
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1. Overview

Doc-Works AP Portal is set up for Octopus to ingest a wide range of invoices, interpret the supplier who has sent the invoice and then extract data based on a set of predefined rules.

To login and start using the system you can use:

<https://www.webcabinets.co.uk/AP/Octopus/Ap/ApHome>



Dashboard

The dashboard shows all of the documents that have not yet been exported to Aqilla.

Home Page

Invoices & Credit Notes

Invoices: **2 My Approvals** 0 Queued 17 In Progress 1 Under Review 2 Pending Approval 0 Approved 1 Rejected 2 Export Failed

Credit Notes: 0 My Approvals 0 Queued 0 In Progress 0 Under Review 0 Pending Approval 0 Approved 0 Rejected 0 Export Failed

Search: Search

Invoices (21) | Credit Notes (0)

25 rows per page

Folder	Supplier	Currency	Invoice Number	Status	Invoice Date	Gross Amount	Received Date	Approver	Filename
CO-OP Community Energy Invoices	S-ELEX001: Elexon	GBP	CON288828	Duplicate	10/16/2019	5,901.61	12/10/2020 3:31:14 PM	-	S-ELEX001: Elexon-CON288828-16Oct2019-87.PDF
CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525471	Under Review	6/3/2020	95.57	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Networks EPN DUoS-A03525471-03Jun2020-82.pdf
CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525470	Pending Approval	6/3/2020	218.64	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf

For Admin users and Senior AP user there is a dashboard showing all of the stages of Preparation and Approval

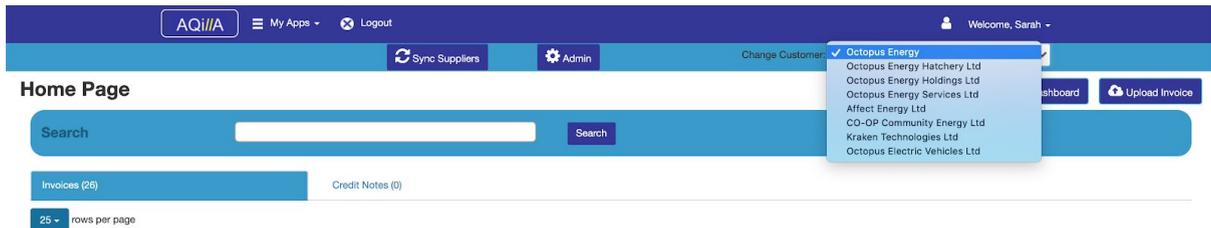
Invoices & Credit Notes

Invoices: **2 My Approvals** 0 Queued 17 In Progress 1 Under Review 2 Pending Approval 0 Approved 1 Rejected 2 Export Failed

Credit Notes: 0 My Approvals 0 Queued 0 In Progress 0 Under Review 0 Pending Approval 0 Approved 0 Rejected 0 Export Failed

- My Approvals** - This shows all documents where you are the next pending approver
- Queued** - This is just a place to show documents loaded in but not yet extracted (PLEASE DON'T EDIT THESE DOCUMENTS OR YOUR CHANGES COULD BE OVERWRITTEN BY EXTRACTOR)
- In Progress** - These documents are awaiting preparation
- Under Review** - These are documents that have been prepared but need to be reviewed by a senior AP user
- Pending Approval** - These have been submitted for approval but are awaiting final approval
- Approved** - These documents have been approved - NB they will only reside here for 1 minute before being exported to Aqilla
- Rejected** - Rejected invoice for review
- Export Failed** - These invoices have been rejected by Aqilla. The reject reason can be viewed by rolling over the invoice number.

The dropdown top right is where you can select the company that you want to process a document for.



Searching

Invoices are renamed during upload with the following format which can be used for searching - [SupplierName-INV-No-INV-Date]. Filters on each column allow you to filter down the results.

2. Loading in Invoices

Inbox watcher

The inbox watcher extracts the invoices and backing data from the email and loads them into the system. The extraction tool identifies the supplier who has sent the attached invoice and uses this to determine which processing engine to use. The Extraction tool also uses the receiving email (Octopus email address to which the invoice is sent) to decide which account to load the invoice against.

Loading to the correct Account

Suppliers emailing invoices or Octopus staff forwarding on invoices must first select the correct email to which to send the invoices in order to load it into the correct company.

- Octopus Energy – Invoices-OE@octoenergy.com
- Octopus Energy Service – Invoices-OES@octoenergy.com
- Kraken Technologies – Invoices-KT@krakentechnologies.ltd
- Octopus Electric Vehicles – Invoices-OEV@octoenergy.com
- Affect Energy – Invoices-Affect@octoenergy.com
- Octopus Energy Hatchery – Invoices-HTC@octoenergy.com
- CO-OP Community Energy – Invoices-COOP@octoenergy.com
- Octopus Energy Holdings – Invoices-OEH@octoenergy.com
- Octopus Energy Generation No. 1 Limited - invoices-gen1@octoenergy.com
- Octopus Energy Generation No. 2 Limited - invoices-gen2@octoenergy.com
- Kraken Technologies Flex Limited - invoices-ktflex@krakentechnologies.ltd

Rules for Identifying Suppliers

There are a number of different triggers which will determine which extraction method will be used by the system

Triggers

[Sender] - this is either the sending email domain or where the domain appears to be an Octopus one then the first email domain from the email body is used. This means that a forwarded email can be used.

[Subject] - this is just the email subject line.

[Bank Account Number] - When the system cannot identify the supplier using the Subject or email then it will look for the Bank Account Number.

Supplier	Trigger for Data Extraction Method	Extraction Method
Elxon	'Elxon' in [Subject]	Loads in detailed Line Level Data.
Southern	'SEPD' in [Subject]	Splits the pdf into single page invoices. Loads in detailed Line Level Data.
Any	'BATCHED' In [Subject] There are also set suppliers who will automatically un-batch (see below)	Splits the pdf into single page invoices and then extracts header and single summary line using Aluma data extraction.
Any	[Sender] matches Remittance Recipient Email domain in Aqilla	Extracts header and single summary line using Aluma data extraction.
Any	Sender cannot be matched to Aqilla (e.g. the Remittance Recipient Email domain in Aqilla is not unique to one Creditor) and so the data is extracted and [Bank Account Number] is used to match with Aqilla Supplier.	Extracts header and single summary line using Aluma data extraction. Then uses Bank Account Number to match supplier details.

Splitting Batched PDFs

Invoices from suppliers who tend to batch their invoices into a single PDF can be split out by triggering the split process using the [Subject] line. The current trigger word in the [Subject] is 'BATCHED' however this can be updated later. This will trigger the system to split out the PDF into single page documents and then extract data from each. The following suppliers will have invoices split automatically provided their Recipient email is unique.

- 1) **S-SPENE01 (Scottish Hydro Electric Power Distribution)** - 8 suppliers within the same domain, 7 different email addresses, 6 set to split, 2 not to split
- 2) **S-UKPNSPN (UK Power Networks SPN DUoS)** - No Remittance email
- 3) **S-UKPDN01 (UK Power Networks EPN DUoS)** - This Works - exactly one email - duos.services@ukpowernetworks.co.uk
- 4) **S-UKPNLPN (UK Power Networks LPN DUoS)** - No Remittance email
- 5) **S-SSEDN01 (Southern Electric Power Distribution)** - 8 suppliers within the same domain, 7 different email addresses
- 6) **S-SPMAN01 (SP Manweb DUoS)** - 4 suppliers within the same domain, 2 set to split, 2 not to split
- 7) **S-SPEDN01 (SP Distribution DUoS)** - 4 suppliers within the same domain, 2 to split, 2 not to split
- 8) **S-WPDDN01 (WPD (midlands, south west, wales))** - 2 suppliers within the same domain, 1 to split, 1 not to split.

Uploading an Invoice Manually

Invoices are either picked up by the watched inbox or they can be uploaded manually. Manually uploaded invoices will use Aluma to extract the header data and insert a single summary line. If the user uploading is an admin user then there will also be a supplier dropdown. However if the supplier uploads themselves then the system knows who they are.

The screenshot shows the 'Upload Invoice/ Credit Note' page in the AQI//A system. The interface includes a top navigation bar with the AQI//A logo, 'My Apps', 'Logout', and a user profile 'Welcome, Sarah.Preparer'. Below the navigation bar are buttons for 'Sync Suppliers', 'Admin', and a 'Change Customer' dropdown menu set to 'Affect Energy Ltd'. The main content area has three buttons: 'Search All Records', 'Purchases Dashboard', and 'Upload Invoice'. The 'Upload Invoice' section is divided into two parts: '1. File details' and '2. Attach files'. In the 'File details' section, there is a 'Folder' dropdown menu set to 'Affect Energy Invoices' and a 'Supplier' text input field. The 'Attach files' section features a large dashed box with a cloud icon and the text 'Drop files here', followed by 'OR' and a '+ Click to browse for files' button. At the bottom of the page, there is a footer with the text '© 2020 - Audit Online / Scribe PCR Portal (1.9.0.2)'.

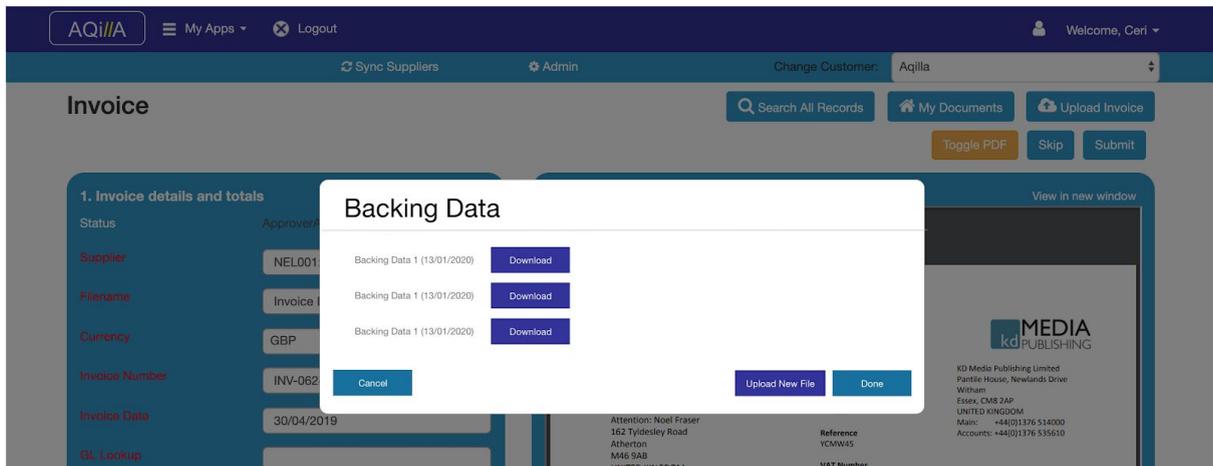
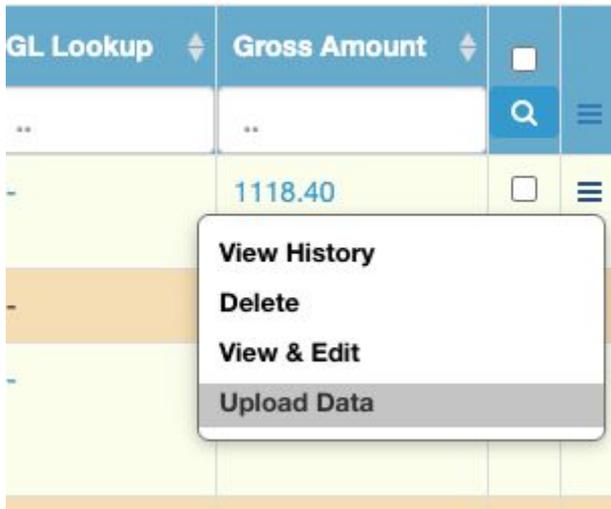
3. Attaching Backing Data

Attaching backing data from email inbox

Any backing data files attached to an email will be automatically loaded in against the invoice.

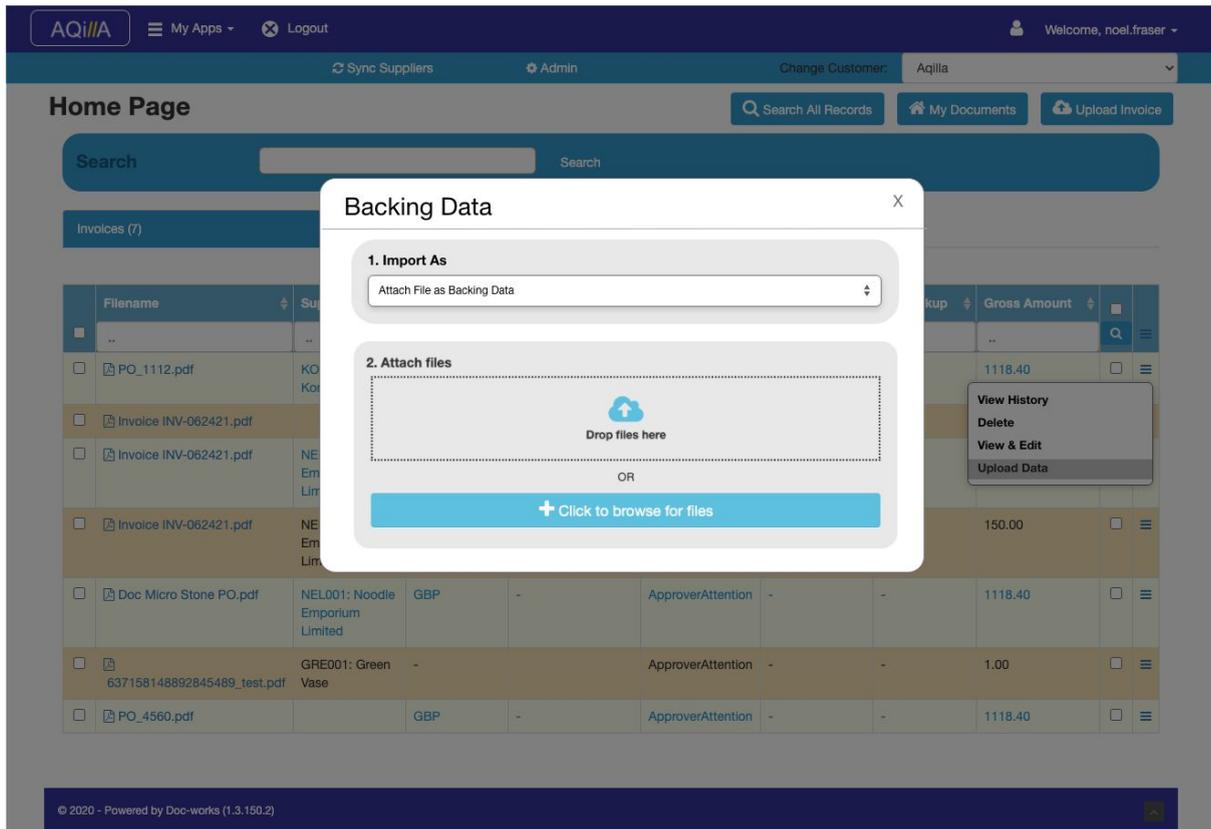
Attaching backing data manually

Data can either be attached to the invoice from the invoice view or from the hamburger menu on the main screen:



At the point of upload the user has the choice about whether to attach the file as backing data or whether to load the data in as line level data (See below)

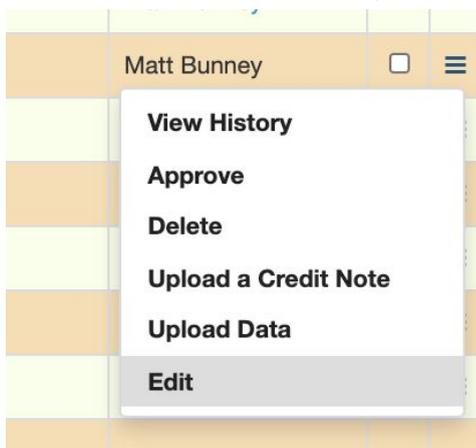




4. Editing Invoices

Editing Header Data

Header data can be edited by choosing the 'edit' option from the hamburger menu:

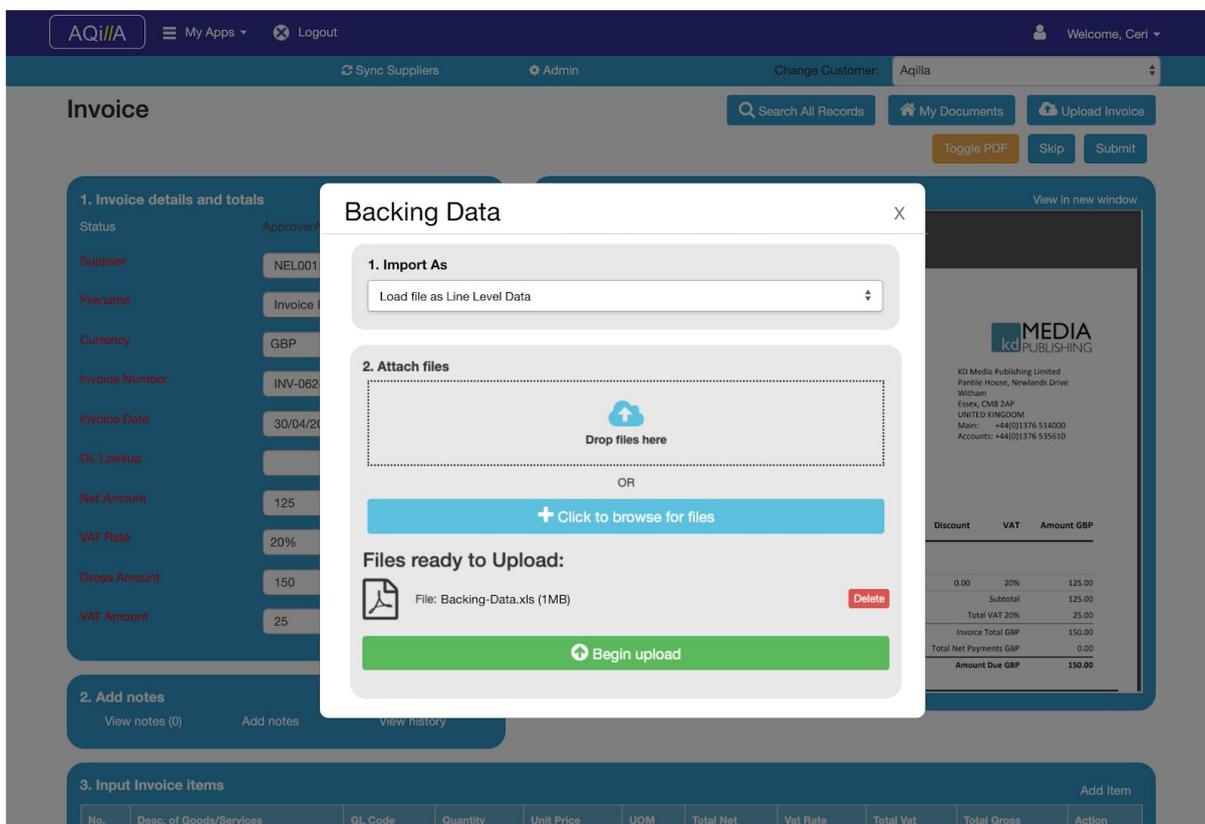
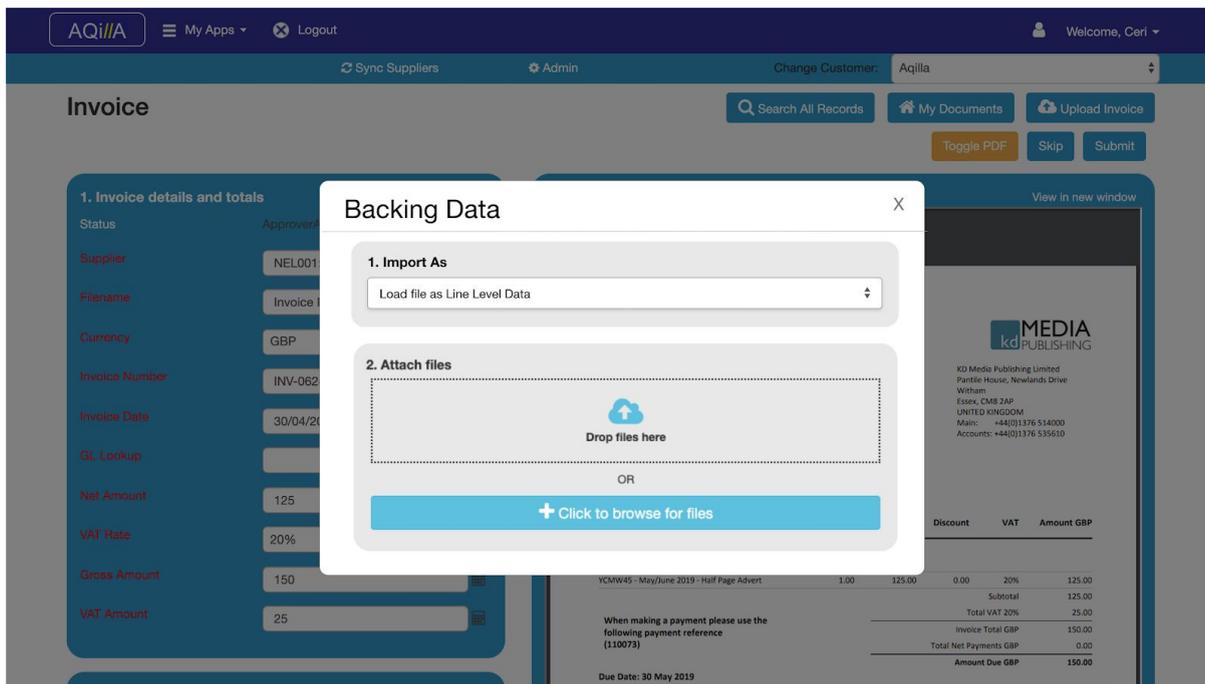


Editing Line Data

Once the Invoice is loaded in and the lines have been extracted you will be able to edit these using the edit screen which includes a copy of the PDF, Header data and an in-line editing grid.

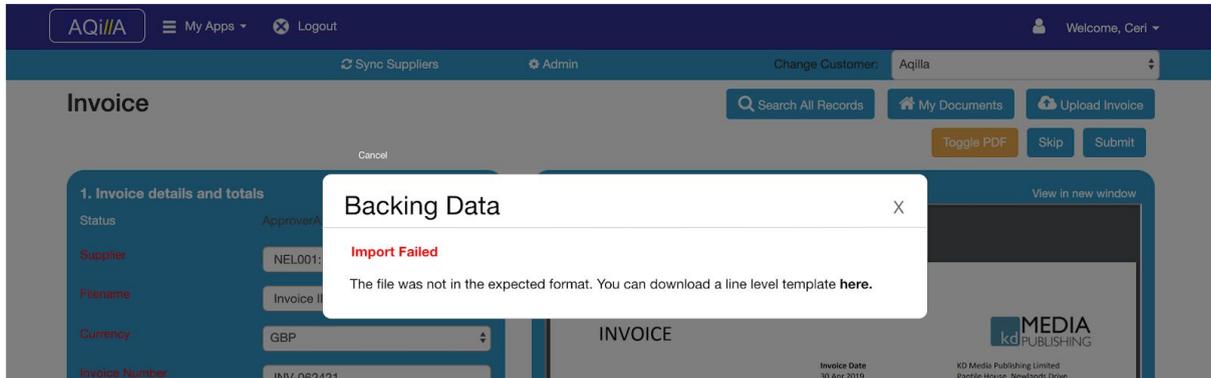
Uploading Line data

Users can choose to load data into the system as line level data creating lines that then do not need to be keyed:

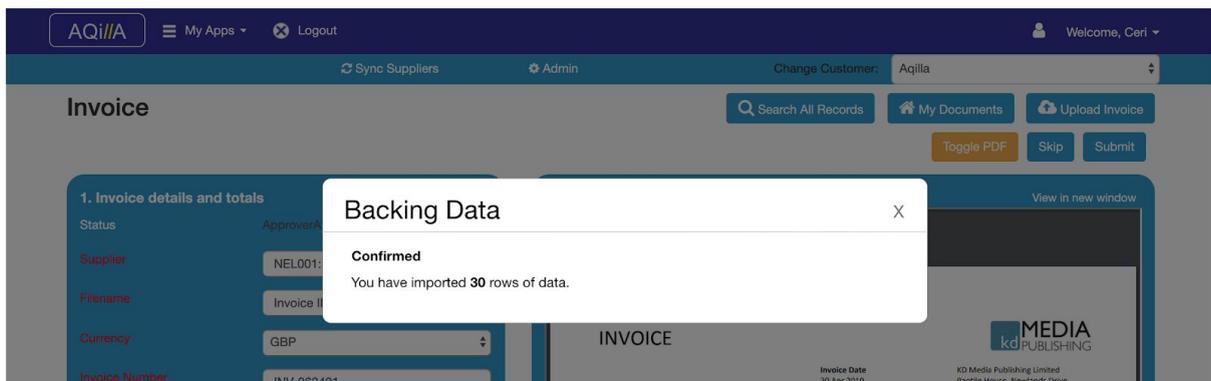


In order to successfully load the data in as lines the user must use an approved template for the line data. Feedback that the format was not correct along with a link to download a

template will be given after a failed upload. The reason that this feedback and template is given **after** the attempt is made is to prevent non-expert users from being tempted to experiment with this feature.



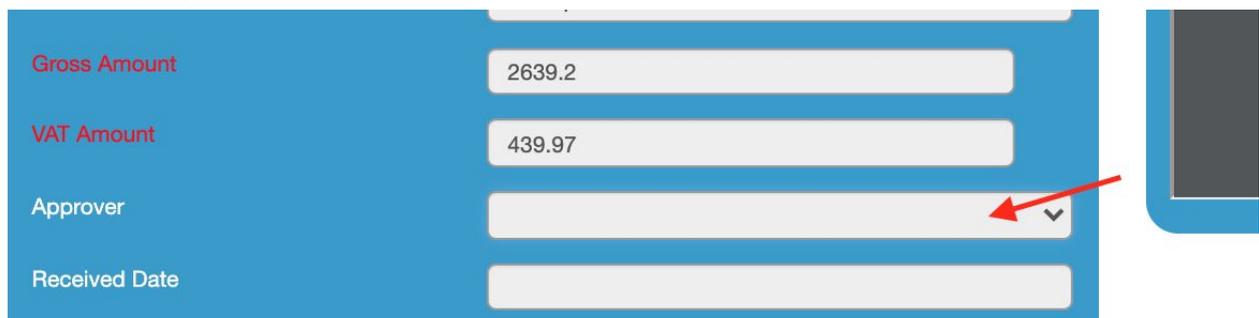
Once the file is imported successfully then the user is given confirmation of the number of imported rows.



5. Approving and Exporting to Aqilla

Approving Invoices

Approvers will be set manually for each invoice in the header section of the edit screen by the invoice prep team.



Once an approver has been set and the invoice has been submitted an email summarising approvals is sent to the approver and they are able to see pending approvals in their dashboard.

Invoices & Credit Notes

Invoices **1** My Approvals

Credit Notes **0** My Approvals

The approver will be able to see the approve buttons on the invoice approval screen.

Settings Logout Welcome, Mair Admin

Search All Records Purchases Dashboard Upload Invoice Create Purchase Order Record Delivery

Delete Reject Redirect Skip Approve

View Invoice View in new window

1 of 1

They will also be able to approve the invoice directly from the hamburger menu on the dashboard.

Date	Gross Amount	Approver		
	<input type="checkbox"/>	☰
2019	2639.20	-	<input type="checkbox"/>	☰
2019	25016.58			
019	10657.14			
019	6854.70			
	100.00			
2019	5548.82			
020	39758.70	Matt Bunney	<input type="checkbox"/>	☰

- View History
- Approve
- Redirect to me
- Delete
- Upload a Credit Note
- Upload Data
- Edit

Users can also mass approve invoices using the multi select options.

Amount	Approver		
..	..	<input type="checkbox"/>	☰
3			

- Approve
- Redirect To Me
- Delete

Validation

The Validation approval rule is used for documents with meter rental backing data that needs to be validated. The rule is automatically triggered when a Meter rental Ledger Code is used.

3. Input Invoice Item											
Cost Centre	Description	Unit Price	Vat-Rate	Vat	Gross	GL Code	Start Date	End Date	Department	Employee	Mileage
010: COOP	Validation Test	182.20	20%	36.44	218.64	meter rental	01/12/2021	03/01/2022	Meter	SarahTest	10
Total		182.20		36.44	218.64						

When the document is submitted from Under Review for approval a number of approval stages are triggered.

Approver 1 - is a specified Validation user designated for this validation task

Approver 2 - is anyone from the Senior AP team who can sign off the validation work (only one of these users needs to approve).

Approver 3 - is the final approver specified during preparation in the approver field in the header.

The screenshot shows a 'Submit' dialog box with the following content:

Invoice has been saved.
S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf

This document will be pushed through to the following users for approval:

- Validation User (labeled as **Approver 1 Validation**)
- Aimantas Jurkus
- Carolyn Scanlon
- Agnieszka Bogdanowicz (labeled as **Approver 2 Senior AP - anyone can approve**)
- Jefferson Albuquerque
- Zarah Sharif
- Genny Wu (labeled as **Approver 3 Final Approver**)

Approval Path: Validation Needed
Rule Desc: Validation Needed

Buttons: Submit, Close

The Validation User will only see documents queued for their approval in their dashboard. These are all the documents requiring validation.

The screenshot shows the 'Home Page' of the AQi//A system. At the top, there is a navigation bar with the AQi//A logo, a 'Logout' button, and a user profile for 'Welcome, Validation.User'. Below this, a 'Change Customer' dropdown is set to 'CO-OP Community Energy Ltd'. The main content area features a 'Purchases Dashboard' button and a summary for 'Invoices & Credit Notes', showing '1 My Approvals' for Invoices and '0 My Approvals' for Credit Notes. A search bar is present below the summary. The main table displays 'Invoices (1)' and 'Credit Notes (0)'. The table has columns for Folder, Supplier, Currency, Invoice Number, Status, Invoice Date, Gross Amount, Received Date, Approver, and Filename. One invoice is listed with a status of 'Pending Approval'.

Folder	Supplier	Currency	Invoice Number	Status	Invoice Date	Gross Amount	Received Date	Approver	Filename
CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525470	Pending Approval	6/3/2020	218.64	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf

They can retrieve the backing data document from the view of the document:

The screenshot shows a 'Backing Data' modal window. The title is 'Backing Data'. The main content area displays the document name: '[Backing] 637432082937765145_Octopus Line Sample (10).xlsx'. To the right of the name are two buttons: 'Download' (blue) and 'Delete' (red). At the bottom left is a 'Cancel' button, and at the bottom right are 'Upload New File' (blue) and 'Done' (blue) buttons. The background shows a blurred view of the document's details, including 'Associated MPANs' and 'Chargeable Capacity'.

Once they are happy they submit the document and it goes to the next set of approvers:

The screenshot shows a 'Submit' modal window. The title is 'Submit'. The main content area displays the document name: 'S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf'. Below the name, it says 'This document will be pushed through to the following users for approval:'. A list of users is shown: Almantas Jurkus, Carolyn Scanlon, Agnieszka Bogdanowicz, Jefferson Albuquerque, Zarah Sharif, and Genny Wu. A red box highlights the first five names, and a red arrow points to 'Agnieszka Bogdanowicz' with the label 'Approver 2 - Senior AP'. Below the list, it says 'Approval Path: Validation Needed' and 'Rule Desc: Validation Needed'. At the bottom right are 'Submit' (blue) and 'Close' (blue) buttons.

Each of these approvers will see the document Queued for approval in My Approvals until one of them approves the document.

Home Page Purchases Dashboard

Invoices & Credit Notes

Invoices: 1 My Approvals 0 Queued 16 In Progress 1 Under Review 3 Pending Approval 0 Approved 1 Rejected 2 Export Failed

Credit Notes: 0 My Approvals 0 Queued 0 In Progress 0 Under Review 0 Pending Approval 0 Approved 0 Rejected 0 Export Failed

Search: Search

Invoices (1)		Credit Notes (0)								
Folder	Supplier	Currency	Invoice Number	Status	Invoice Date	Gross Amount	Received Date	Approver	Filename	
CO-OP Community Energy Invoices	S-UKPDN01: UK Power Networks EPN DUoS	Pound Sterling	A03525470	Pending Approval	6/3/2020	218.64	12/10/2020 12:00:00 AM	Genny Wu	S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf	

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Only one of these approvers needs to approve the document for it to pass to the next stage in the process.

Submit

S-UKPDN01: UK Power Networks EPN DUoS-A03525470-03Jun2020-81.pdf

This document will be pushed through to the following users for approval:

- Genny Wu

Approval Path: Validation Needed
Rule Desc: Validation Needed

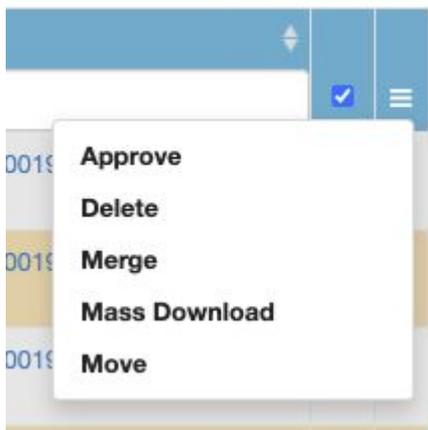
Submit Close

Aqilla integration

Invoices are automatically exported to Aqilla following approval via the API and the image uploaded.

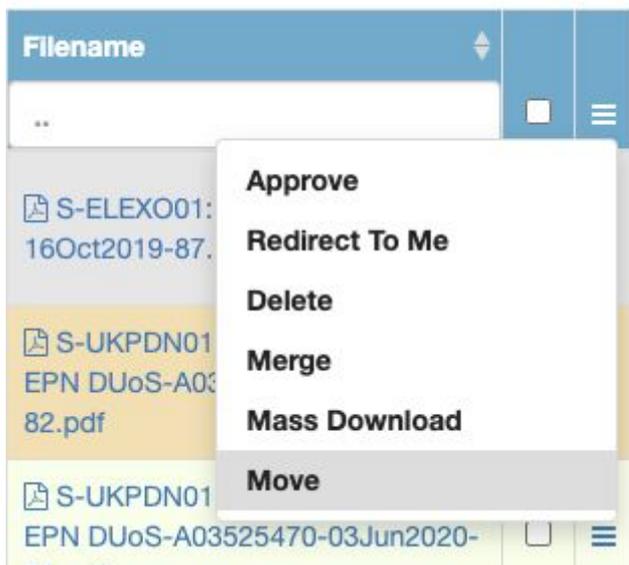
Mass Downloading

The Mass download button allows users to download a zip file of all selected invoice PDFs



Moving Documents

Documents can be moved from one folder to another using the 'move' option in the hamburger menu.

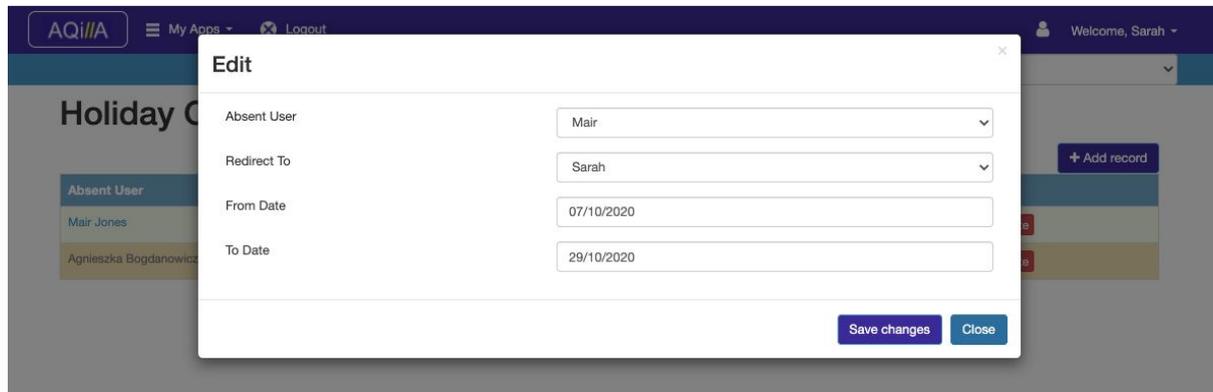


Then a popup will list all the available locations to move the document to.



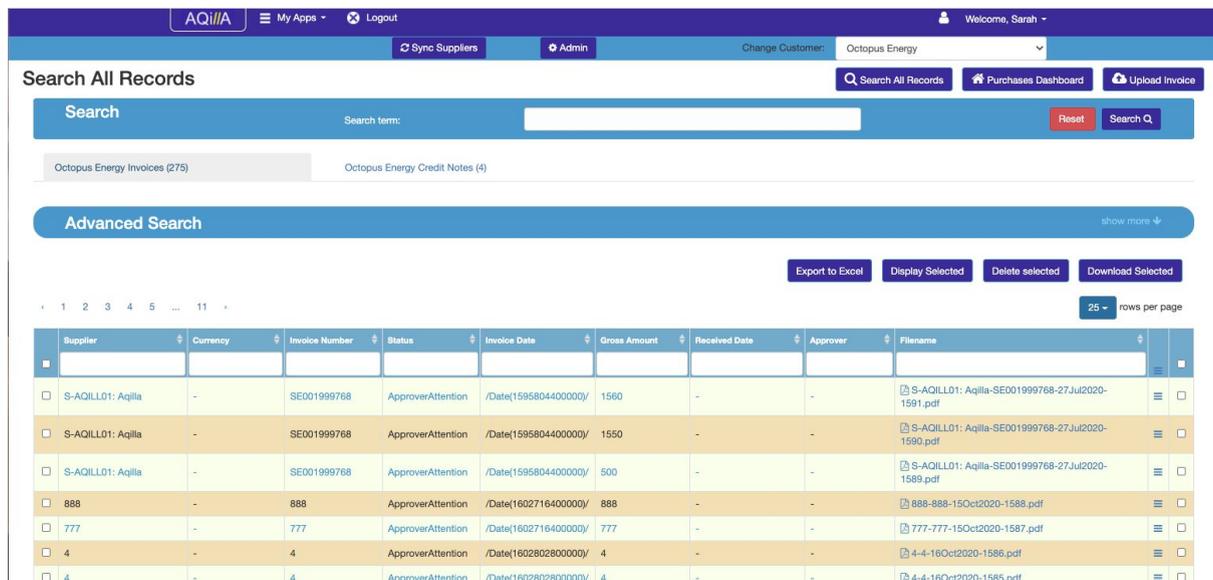
Holiday Cover

It is possible to set up the system to substitute an approver during the approvers periods of leave. An alternative approver is set between two dates and the system will redirect the approval emails and approver details. Please note that the holiday cover mechanism runs every 15 minutes. This means that when you first set up the usual approver the approval won't be diverted until the mechanism runs and redirects it. After the holiday period ends any unapproved documents are diverted back to the original approver.



6. Searching Old Documents

Here you can search for all records including those which have been exported or have been identified as duplicates and therefore removed from the dashboard.



If a document has failed to export you can hover over the status of the document to see the reason that it failed:

7. Supplier Users

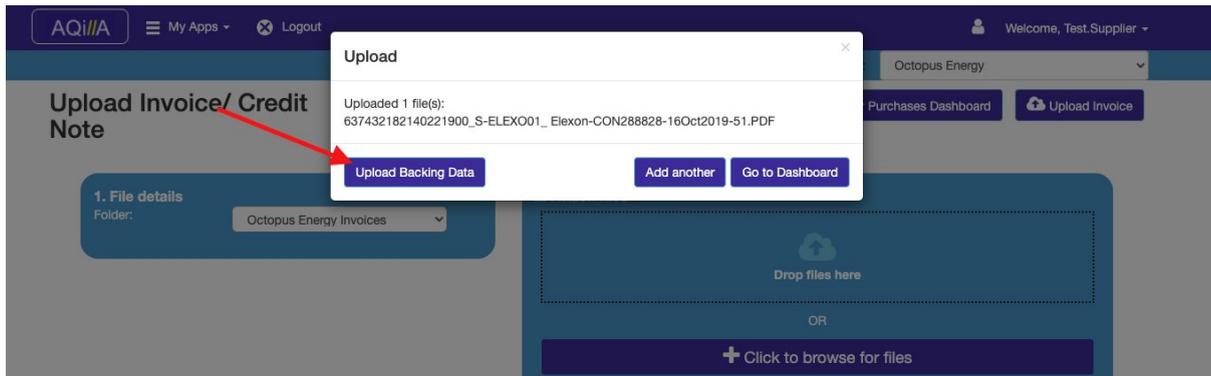
The Supplier dashboard shows only items relevant to the supplier account. This includes all invoices uploaded by the supplier which are awaiting approval as well as invoices which have been rejected. Once Invoices are approved and exported they will be removed from the supplier dashboard. These can still be seen by admin users using 'Search All Records'.

The screenshot shows the 'Home Page' of the supplier dashboard. At the top, there is a navigation bar with the AQI//A logo, 'My Apps', 'Logout', and a user profile 'Welcome, Test.Supplier'. A 'Change Customer' dropdown is set to 'Octopus Energy'. Below the navigation bar are buttons for 'Purchases Dashboard' and 'Upload Invoice'. The main content area features a summary for 'Invoices & Credit Notes' with status counts: Invoices (1 Queued, 0 Received, 0 Rejected, 0 Completed) and Credit Notes (0 Queued, 0 Received, 0 Rejected, 0 Completed). A search bar is present below this. A table titled 'Invoices (1)' and 'Credit Notes (0)' is displayed, with one invoice entry: Octopus Energy Invoices, S-WESTED1: Western Power Distribution, received on 12/10/2020 at 5:30:16 PM. The footer contains the text '© 2020 - Audit Online / Scribe PCR Portal (1.10.1.0)'.

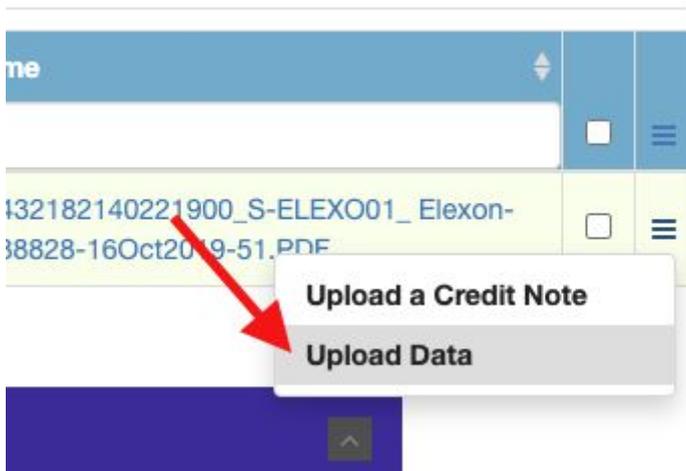
Suppliers can login and upload invoices and can track their status from Submitted to approved.

The screenshot shows the 'Upload Invoice/ Credit Note' page. The navigation bar is similar to the home page but the user is 'Welcome, Genny.Supplier'. There are buttons for 'Purchases Dashboard', 'Upload Invoice', and 'Upload Catalogue'. The page is divided into two main sections: '1. File details' with a 'Folder' dropdown set to 'Octopus Energy Invoices', and '2. Attach files' which includes a 'Drop files here' area and a '+ Click to browse for files' button. The footer contains the text '© 2020 - Audit Online / Scribe PCR Portal (1.9.0.2)'.

Suppliers can also add backing data to their invoices. Once they have uploaded the document they will have the chance to upload backing data straight away:



Or they can add it later from the hamburger menus:



8. Reports and Alerts

(this isn't set up correctly yet)

1. To ensure that emails and invoices are not missed, a secure login will be created to enable Octopus to check the inbox, if the inbox is not empty, something has happened which may require manual intervention. Furthermore, a report will be created, and emailed daily, summarising the previous day's transactions processed.
2. Email notification for each invoice which is processed. We might turn this off later.
3. Auto-reply from email inbox explaining that it is an invoice inbox. Genny to help with wording.