

EASY DOCUMENTS 5

An Introduction for Users

Munich, April 2020

Agenda



- ① Start
- ② Customization
- ③ Check and Approve Invoice
- ④ Query
- ⑤ Substitute

1 Start

EASY Access and Authentication



➔ In your Windows Start menu under #Corporate Websites select: Easy Web (LP) <https://documents.loyaltypartner.com>

Note: If the user has not logged on automatically, log on with Windows Login (name and password).

The login form for Loyalty Partner. It has a title 'Loyalty Partner'. Below it are two input fields: 'Benutzername:' and 'Passwort:'. To the right of the 'Benutzername:' field is a dropdown menu currently showing 'Deutsch'. Below the 'Passwort:' field is a blue button labeled 'anmelden'. At the bottom of the form, it says 'lizenziert für Loyalty Partner München'.

➔ The overview page will appear

1. Inbox: All invoices assigned to your cost center and require approval
2. Go to Favorites
3. Go to Inbox – takes you back to starting screen
4. Advances Search (full text search)
5. Open Session in a Window (tab)
6. Logout/Exit EASY System

The screenshot shows the 'Übersicht' (Overview) page of the EASY system. On the left is a sidebar with navigation icons and a list: 'Overview', 'Inbox' (highlighted with a red circle and number 1), 'Audit (Substitute)', 'Audit (My Queries)', and 'Files to delete'. The main area has a search bar and a table titled 'Inbox'. The table has columns: 'Title', 'Last modified', 'Last editor', 'Date created', and 'Owner'. There is one row of data.

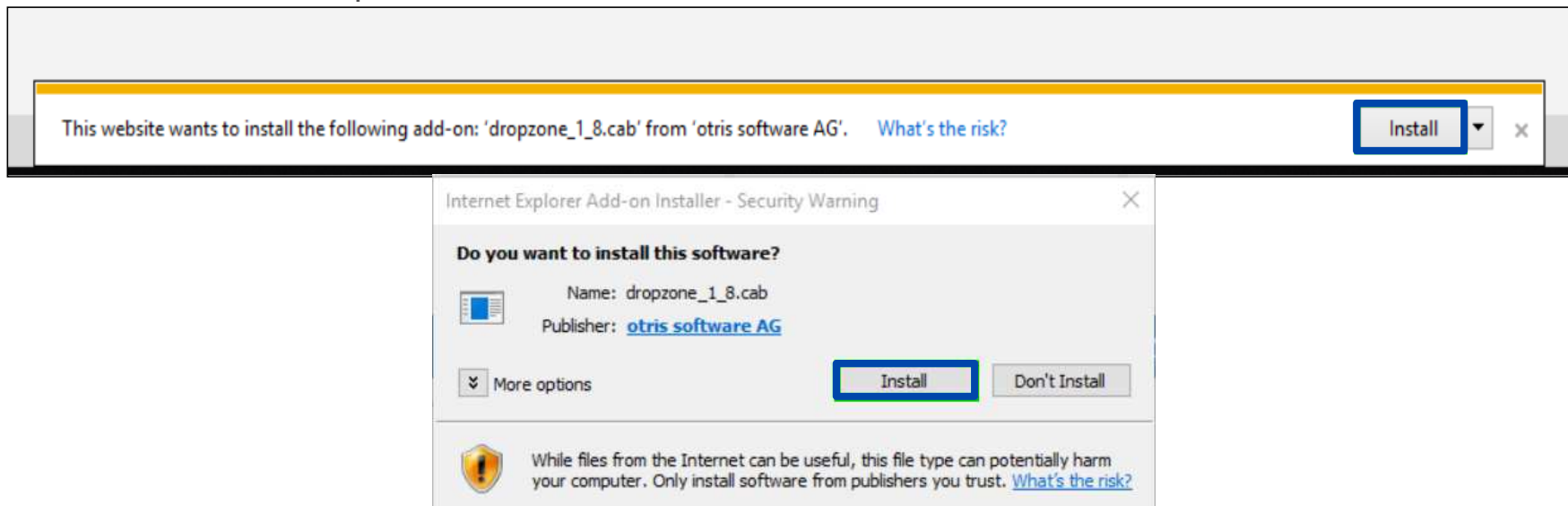
Title	Last modified	Last editor	Date created	Owner
01 Audit RMB from Posthotel Kolberbr...	07.04.2020 09:16	SCRIPTUSER	26.02.2020 13:24	Import, CAPTURE

EASY Access and Authentication

Only for Internet Explorer



You can use EASY with any browser you like, but if you are using Internet Explorer you will be asked to install "dropzone_1_8.cab".



Just click on install and this message should not reappear.

Please click only on "Install". Do not choose to install for all users as this will require local admin rights.

2 Customization

Customization

Customize Overview Page

➔ Your Overview Page or "Home Screen" can be adjusted by clicking on Edit.

The screenshot shows the PAYBACK Overview page. On the left is a sidebar with a menu. The main area is titled 'Overview' and contains two sections: 'Inbox' and 'Resubmission'. The 'Inbox' section has a table with columns 'Title', 'Last modified', and 'La'. The 'Resubmission' section has a table with columns 'Title', 'Resubmission', 'Comment', 'Last modified', 'Last editor', and 'Date created'. The 'Edit' button is highlighted with a red box.

active files

Overview

Edit

Inbox

Title	Last modified	La
[REDACTED] V2015/1798223 / Rahmenvertrag für ...	14.04.2020 04:05	W
[REDACTED] V2015/1798224 / Rahmenvereinbarung...	14.04.2020 04:05	W
[REDACTED] V2015/177548 / CANCONE - GNV - Exp...	14.04.2020 04:05	W
[REDACTED] V2015/182499 / Local National Agre...	12.04.2020 04:05	W
[REDACTED] V2015/177229 / vordirect bank - G...	12.04.2020 04:05	W
[REDACTED] V2015/111812 / Oracle - Auftragsd...	11.04.2020 04:05	W
[REDACTED] V2015/179880 / Auftragsdokument ...	11.04.2020 04:05	W

Resubmission

Title	Resubmission	Comment	Last modified	Last editor	Date created
No data available					

Customization

Customize Overview Page

Overview 1 Ready Cancel 2 Add 3 Reset

4

5

Title	Last modified	Last editor	Date created
[TERM] N2019/000223 / Rahmenvertrag für ...	14.04.2020 04:05	Import, CAPTURE	30.09.2019
[TERM] V2016/179024 / Rahmenvereinbarung...	14.04.2020 04:05	Import, CAPTURE	13.09.2019
[TERM] V2015/177549 / CANCOM - GHV - Exp...	14.04.2020 04:03	Import, CAPTURE	14.01.2016
[TERM] V2018/182499 / Lead Referral Agre...	12.04.2020 04:05	Import, CAPTURE	13.12.2019
[TERM] V2015/177229 / comdirect bank - G...	12.04.2020 04:02	Import, CAPTURE	14.01.2016
[TERM] V2012/111812 / Oracle - Auftragsd...	11.04.2020 04:03	Import, CAPTURE	31.08.2016
[TERM] V2016/179660 / Auftragsdokument -...	11.04.2020 04:03	Import, CAPTURE	31.08.2016

Recently used

SCRIPTUSER

02.04.2020 14:33

Reading Access

Bendner, David

06.04.2020 15:18

01 | Query | RMB from Telekom...

Kaltner, Christian

06.04.2020 13:44

01 | Answer to query | ROB fro...

Import, CAPTURE

19.02.2020 16:13

01 | Audit EK Admin | RMB fro...

SCRIPTUSER

07.04.2020 17:03

01 | Audit | RMB from Posthote...

DSGVO Löschregel, Admin

08.04.2020 1

Deletion Rule: LP-FINANCE2 2...

Resubmission

Title	Resubmission	Comment	Last modified	Last editor	Date created	Owner
No data available						

1. "OK"
2. Add new parts to page
3. Reset Overview page
4. Click here to resize part
5. Drag & drop to relocate

Customization

➔ You can always sort column headers to your preferences just by drag & drop

01_Payback_Invoice (215)

Actions ▾



☐	Barcode	Client	Document No.	NAV	Date created 1 ▲	Document date	Document type	Supplier	Invoice No.	Supplier
☐	100762	01			05.01.2017 12:09	05.01.2017				
☐	100763	01			05.01.2017 12:09	05.01.2017				
☐	131447	01			11.03.2019 16:29	10.03.2019	RMB	01-97613	01-156319	Alan Stenberg
☐	131858	01			27.03.2019 16:54		ROB	01-97630	280220/ka2409...	Kuhn + V.
☐	131565	01			10.04.2019 10:24	02.03.2020	ROB		111861728	
☐	131564	01	01-20000015		10.04.2019 10:24	31.01.2020	RMB	01-93927	118231	media X change Online Services GmbH
☐	307328	01	01-19008304		28.11.2019 15:08	28.11.2019	ROB	92851	DEU2274	QuestBack GmbH

3 Check and Approve Invoice



Fr 03.04.2020 13:04
DOCUMENTS@loyaltypartner.com
Documents: Neue Mappe im Eingangskorb: '01 | Query | ROB from Performance Media Deutschland GmbH | 15023,32 EUR | 06.01.2020 | 309710 '
Titel: 01 | Query | ROB from Performance Media Deutschland GmbH | 15023,32 EUR | 06.01.2020 | 309710 Mappentyp:Invoice Loyalty PROD
https://documents-test.loyaltypartner.com/documents/jsp/qv?id=loyalty_fi20200001455122

[illegible]

1. Save your changes
2. Cancel your edits
3. Query – to send a question via EASY
4. Approve Invoice
5. Reject Invoice

Reject

➔ If you want to reject an invoice, please make sure to fill the "Message" field.

The screenshot shows the PAYBACK software interface for processing an invoice. At the top, there is a toolbar with buttons: 'Save' (green), 'Cancel' (red), '->Query', '->Approved', and '->Rejected' (highlighted with a red circle '1'). Below the toolbar, the header of the invoice is visible: '01 | Audit | RMB from Postbank Kollnbecker | 100,00 EUR | 05.03.2020 | 138001'. The main area displays the invoice details, including the sender 'Postbank GmbH' and the amount '100,00 EUR'. On the right side, there is a sidebar with a list of fields: 'Fields', 'Dokumente' (1), 'Anlagen' (0), 'Status', and 'Monitor'. Below this, there is a section for 'important note' with a 'Post-it' area. At the bottom of the sidebar, there is a 'Message' input field (highlighted with a red circle '2'). The bottom of the interface shows a table with columns: 'No', 'Cost center', 'Description', 'Cost unit', 'Description', 'Net amount', and 'Gesamt'. There are also buttons for 'New row', 'copy row(s)', and 'delete row(s)'.

1. Reject Invoice
2. Message

4 Query

Query



You have the option to send a question (Query) about an Invoice to a colleague via EASY

Save Cancel →Query →Approved →Rejected

01 | Audit | RMB from Postbank Kufstein | 100,00 EUR | 05.03.2020 | 138001

Fields
Dokumente 1
Anlagen [0]
Status
Monitor

[A02b] Audit

important note

Post-it

Message 1

Receiver of query 2

History

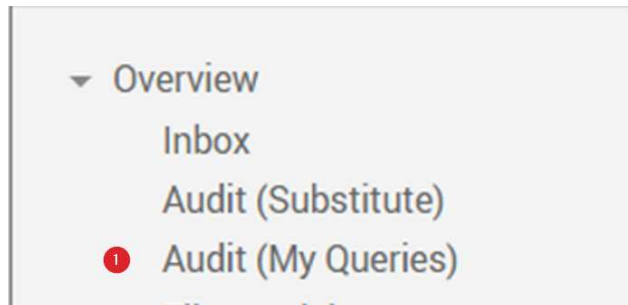
No	Cost center	Description	Cost unit	Description	Net amount
No data available					

1. Enter Message
2. Choose receiver out of list
3. Click on Query to send

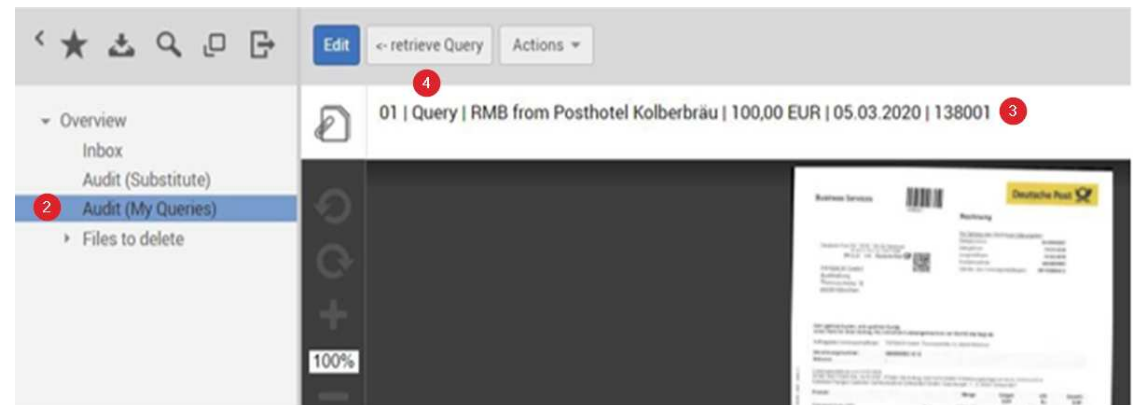
Query

➔ Once you have submitted the Query you can see your pending Queries in the folder Audit (My Queries)

➔ In case of no response to your question, you can terminate the pending Query by choosing "Retrieve Query" (Folder "My Queries"). You'll be able to continue with the Invoice approval process – Return to your Inbox for Approval



1. Overview of your pending Queries
2. Go to Folder Audit (My Queries)
3. Open Invoice document
4. Go to "Retrieve Query"



Query

Answer Query



To answer to a Query in your Inbox just fill the "Message" field and click on Answer

1. Enter Message
2. Click Answer to send

5 Substitute

Substitute



The Cost Center Owner receives an eMail with link to Invoice for approval. The same invoice will automatically be available to the substitute in Folder Audit (Substitute) without receiving an e-Mail.

Note: Invoice approval is only possible by one Approver.

Title	Last modified	Editor	Date created	Owner
01 Audit RMB from Posthotel Kolberbräu...	07.04.2020 17:03	SCRIPTUSER	27.03.2020 10:45	Import, CAPTURE

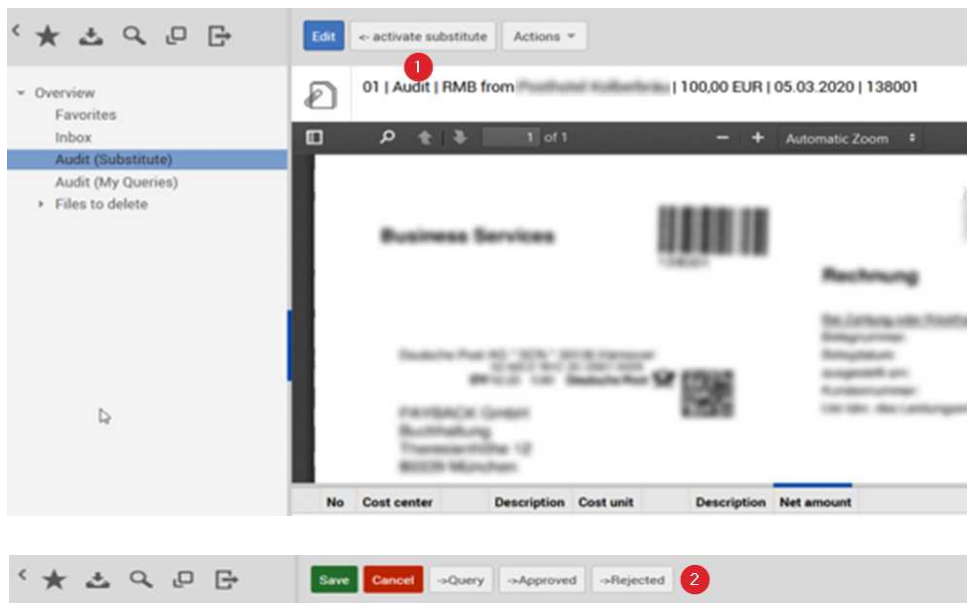
Invoice in Inbox of Cost Center Owner

Barcode	Client	Document date	Document type	Invoice No.	Supplier No.	Supplier	Payment practice	Due date 1	Due date 2	Booking date	Net amount	Currency	Posting text	Reduc
138001	01	05.03.2020	RMB	NA1234	01-97507	Posthotel Kolberbräu	14	19.03.2020	19.03.2020	05.03.2020	100,00	EUR	Rechnung 01-20000005	

Same Invoice in Folder Audit (Substitute) of Substitute

Substitute

➔ Invoice approval by the Substitute is done by choosing "Activate substitute" afterwards the Approval Button is shown and approval can be given.



1. Choose "Activate Substitute" to "take over" the Invoice

2. In a next step the buttons for approval/rejection appear. You are now able to submit your decision by choosing approve or reject

No more approval conflicts due to blocked invoices!

Substitute

➔ If Substitute does not approve the Invoice the Cost Center Owner always has the option to approve the Invoice via the Inbox of his/her folder

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Inbox ▾

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▼ Overview

Inbox

Audit (Substitute)

Audit (My Queries)

▶ Files to delete

Inbox

Actions ▾

🔄

☐	Title	Last modified	Editor	Date created	Owner
☐	01 Audit RMB from Posthotel Kolberbr...	07.04.2020 17:03	SCRIPTUSER	27.03.2020 10:45	Import, CAPTURE

Abbreviations



ROB = Rechnung Ohne Bezug - invoice without reference

RMB = Rechnung Mit Bezug - invoice with reference

GOB = Gutschrift Ohne Bezug – credit note without reference

GMB = Gutschrift Mit Bezug – credit note with reference

THANK YOU!

