

# User Guide

## ENIGMA

### May 2022



## Contents

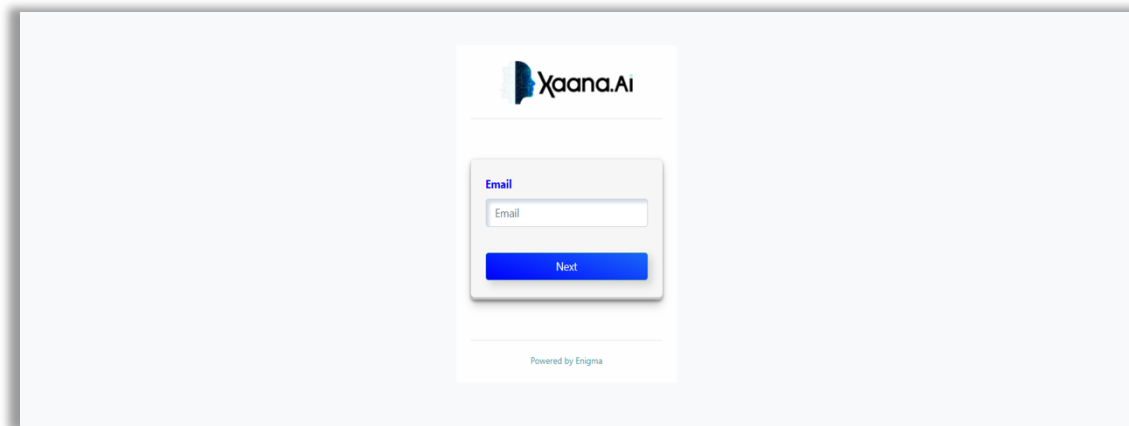
1	LOG IN .....	<b>Error! Bookmark not defined.</b>
2	INVOICE OVERVIEW .....	<b>Error! Bookmark not defined.</b>
2.1	AP Invoices Received.....	<b>Error! Bookmark not defined.</b>
2.2	Aged Payable.....	<b>Error! Bookmark not defined.</b>
2.3	Top 10 Suppliers .....	<b>Error! Bookmark not defined.</b>
3	AP Invoice Record.....	<b>Error! Bookmark not defined.</b>
3.1	E-Invoice Record.....	<b>Error! Bookmark not defined.</b>
3.1.1	Invoice Flow Filter.....	<b>Error! Bookmark not defined.</b>
3.1.2	Invoices Received Timeline .....	<b>Error! Bookmark not defined.</b>
3.1.3	Total Invoices Received .....	<b>Error! Bookmark not defined.</b>
3.1.4	Approved Invoices .....	<b>Error! Bookmark not defined.</b>
3.1.5	Vendor Breakdown .....	<b>Error! Bookmark not defined.</b>
3.1.6	Payment Due.....	<b>Error! Bookmark not defined.</b>
3.1.7	Invoice Flow Grid .....	<b>Error! Bookmark not defined.</b>
3.2	E-Invoice Logs .....	<b>Error! Bookmark not defined.</b>
3.2.1	AP Time Filter .....	<b>Error! Bookmark not defined.</b>
3.2.2	Access Point Receiving Logs.....	<b>Error! Bookmark not defined.</b>
3.2.3	Access Point Delivery Logs .....	<b>Error! Bookmark not defined.</b>

## 1 LOG IN

In your internet browser, enter the following URL

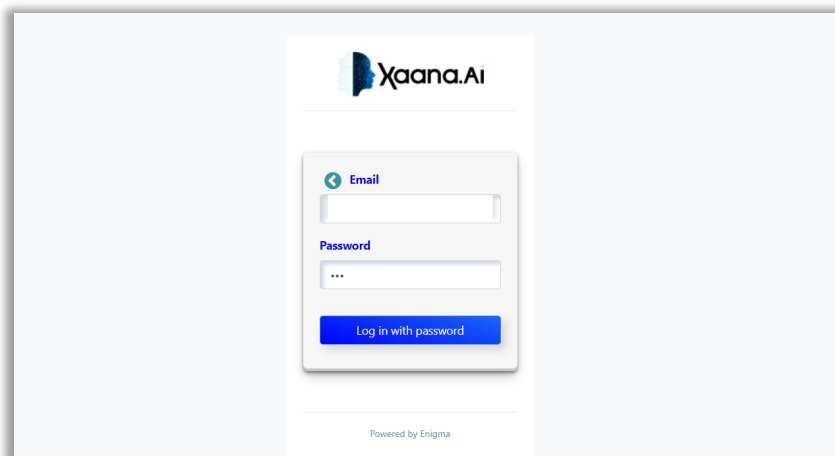
- Production environment: <https://enigma.xaana.net/>

In the dialogue box, enter a valid username:

A screenshot of the Xaana.Ai login interface. At the top is the Xaana.Ai logo. Below it is a white dialog box with a light gray border. Inside the dialog box, the word "Email" is written in blue. Below "Email" is a text input field with the placeholder text "Email". Below the input field is a blue button with the word "Next" in white. At the bottom of the dialog box, the text "Powered by Enigma" is visible in a small font.

*Figure 1: Enter the email.*

Select Next. In the next dialogue box, enter the password as provided by Xaana. NOTE: The password is case sensitive.

A screenshot of the Xaana.Ai login interface. At the top is the Xaana.Ai logo. Below it is a white dialog box with a light gray border. Inside the dialog box, the word "Email" is written in blue with a green arrow pointing left. Below "Email" is a text input field. Below the input field, the word "Password" is written in blue. Below "Password" is a text input field with three asterisks. Below the input field is a blue button with the text "Log in with password" in white. At the bottom of the dialog box, the text "Powered by Enigma" is visible in a small font.

*Figure 2: Enter the password.*

## 2 INVOICE OVERVIEW

You're directed to the Invoice Overview by default.

Invoice Overview displays the chart for AP Invoices received in the access point, the invoices due for payment and the Top 10 suppliers. You can also find the Invoices Time Filter on which the Invoice Overview filter will be based.

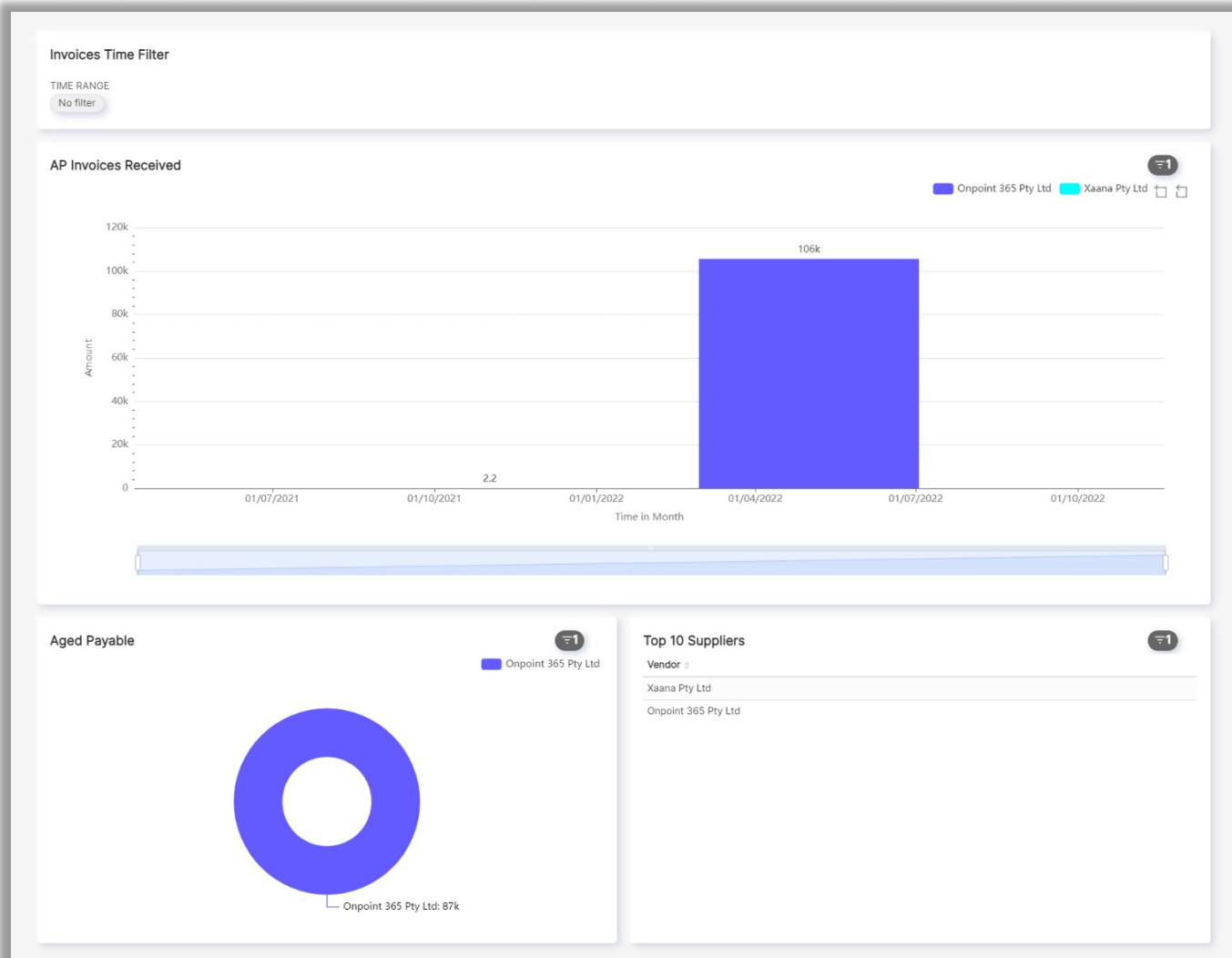


Figure 3: Invoice Overview

Edit time range

RANGE TYPE

Custom

Configure custom time range

START (INCLUSIVE)

Relative Date/Time

7

Days Before

END (EXCLUSIVE)

Specific Date/Time

2022-05-24 00:00:00

Actual time range

2022-05-17 ≤ col < 2022-05-24

CANCEL APPLY

Figure 4: Invoice Time Filter

## 2.1 AP Invoices Received

If you hover the mouse on the chart, you will see the count of invoices received.

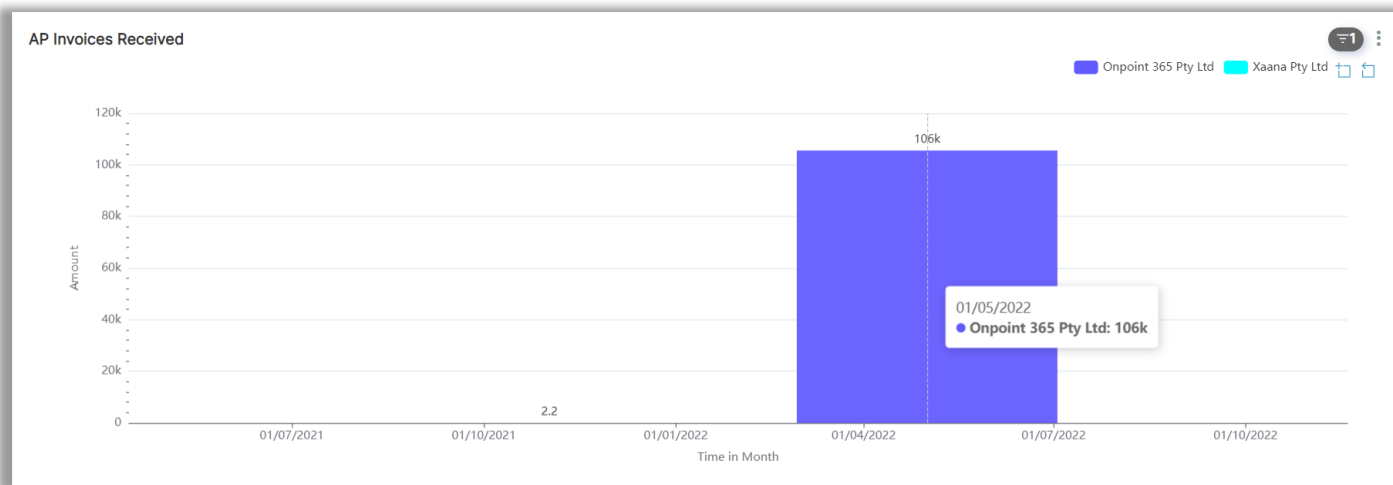




Figure 5: Count of Invoices Received

## 2.2 Aged Payable

The Aged Payables report displays the total amount you owe to your suppliers based on the number of days that have occurred since the invoice date.

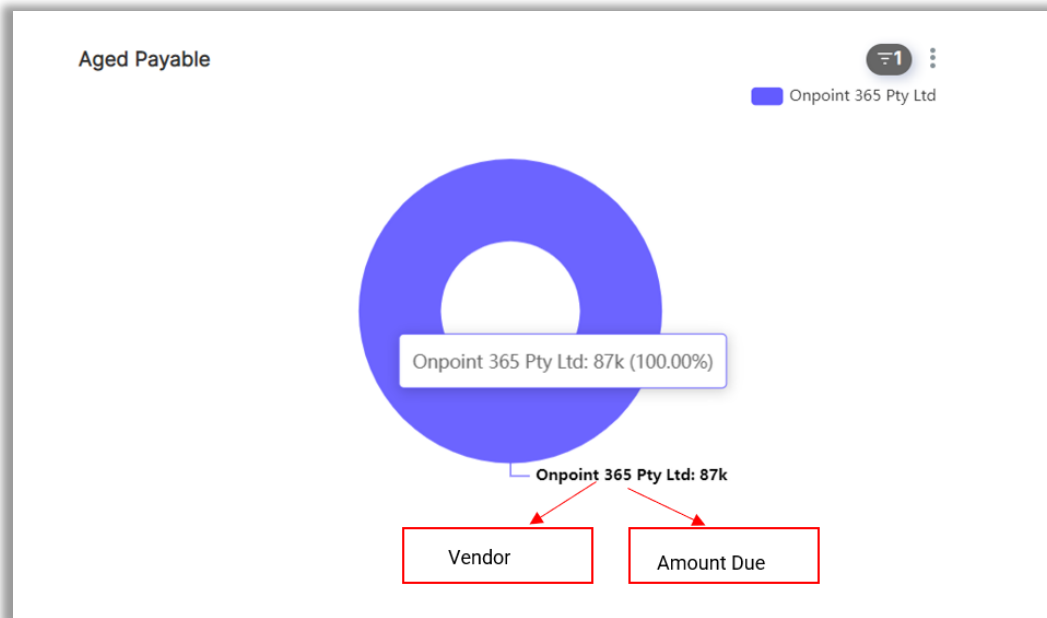


Figure 6: Aged Payable

## 2.3 Top 10 Suppliers

A top 10 supplier of products or services to the Company and its Subsidiaries, taken as a whole, based on expenditures.

Top 10 Suppliers	
Vendor	
Xaana Pty Ltd	
Onpoint 365 Pty Ltd	

Figure 7: Top 10 Suppliers

### 3 AP Invoice Record

AP Invoice Record is divided into two parts :

- **E-invoice Record** – The data present in the E-Invoice record not only enables a user to view e-invoice related information but also provides additional features such as a data filter and data visualisation for a user to review, track e-invoice status and even make informed financial decisions.
- **E-Invoice Log** – This will show all the invoices that Enigma has received from the AS4 server through the PEPPOL network and invoices that have been delivered to SAP Concur.

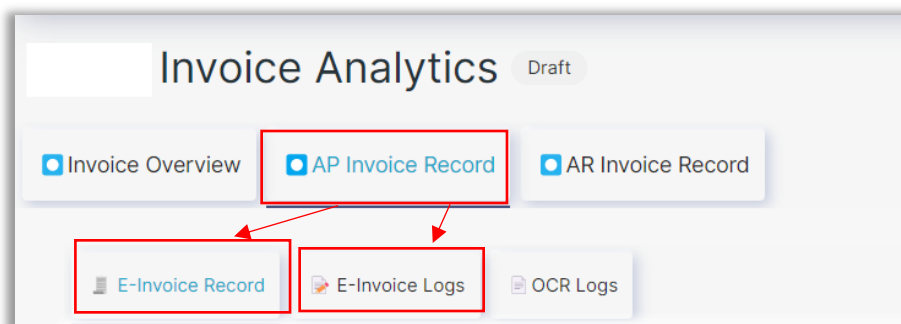


Figure 8: AP Invoice Record

## 3.1 E-Invoice Record

The data present in the E-Invoice record not only enables a user to view e-invoice related information but also provides additional features such as a data filter and data visualisation for a user to review; track e-invoice status and even make informed financial decisions.

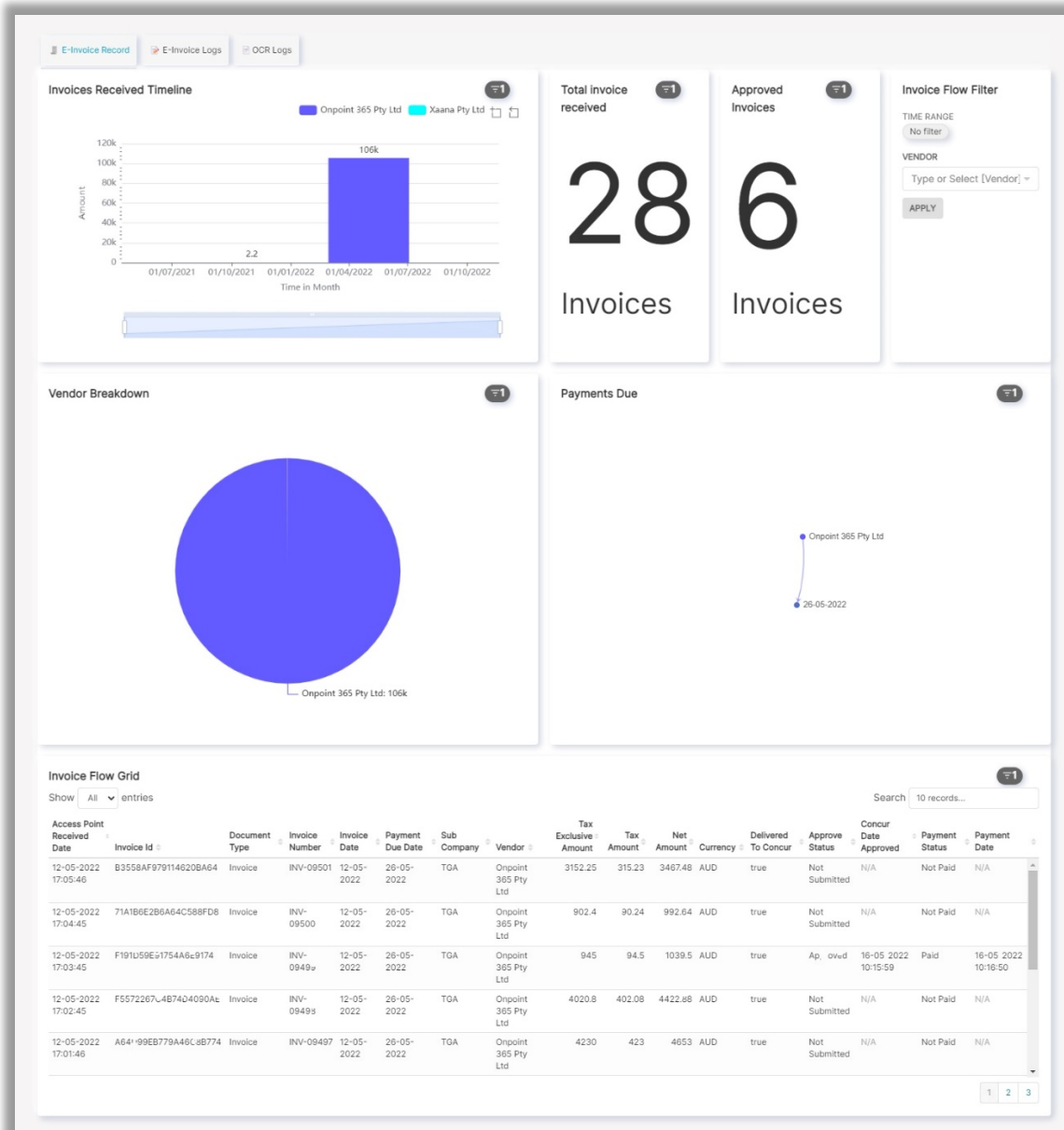
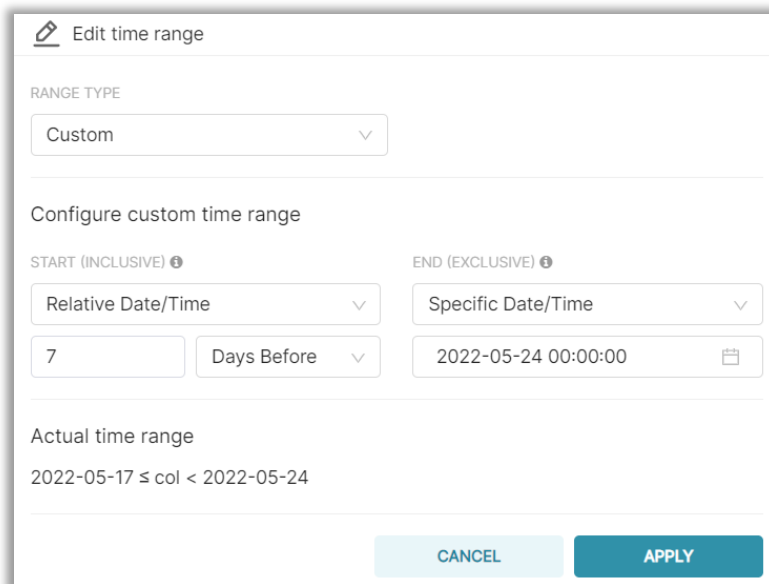


Figure 9: E-Invoice Record

### 3.1.1 Invoice Flow Filter

The function of the filter is to provide the flexibility to a user to select criteria such as "Time Range" or "Vendor". This filter will apply to all E-Invoice record sections.





**Edit time range**

RANGE TYPE  
Custom

Configure custom time range

START (INCLUSIVE) ⓘ      END (EXCLUSIVE) ⓘ

Relative Date/Time      Specific Date/Time

7      Days Before      2022-05-24 00:00:00

Actual time range  
2022-05-17 ≤ col < 2022-05-24

CANCEL      APPLY

Figure 10: Invoice Flow Filter

### 3.1.2 Invoices Received Timeline

This chart will show us a graphical representation of time-wise granularity when the invoices were received at the access point.

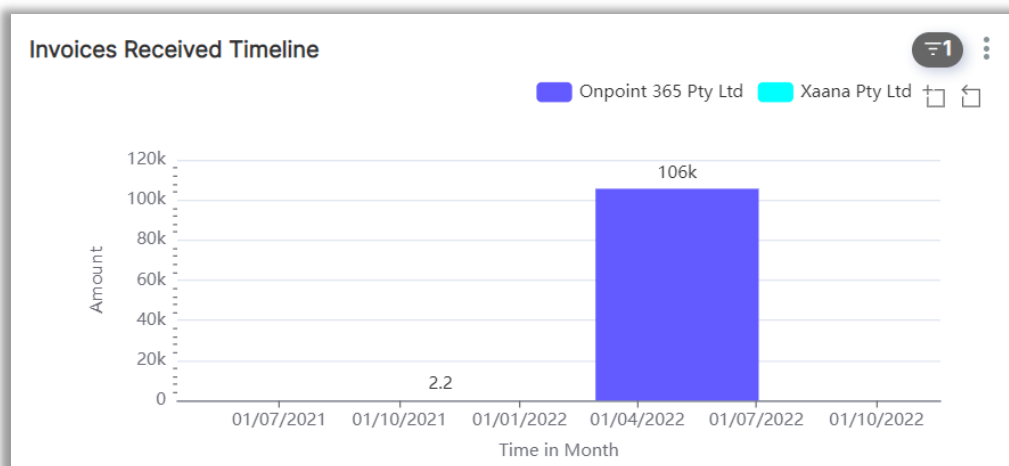


Figure 11: Invoices Received Timeline

### 3.1.3 Total Invoices Received

This is the number of all the invoices coming "to" access point.

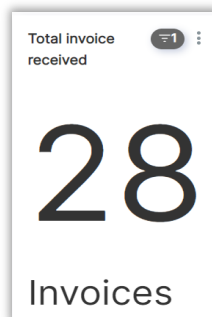


Figure 12: Total invoice Received

### 3.1.4 Approved Invoices

This is the number of e-invoices approved.

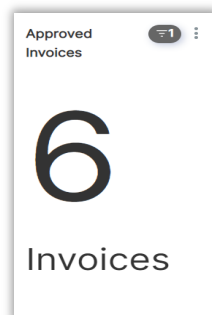


Figure 13: Approved Invoices

### 3.1.5 Vendor Breakdown

This chart will show us all the vendors/ suppliers that sent e-invoices to your access point.

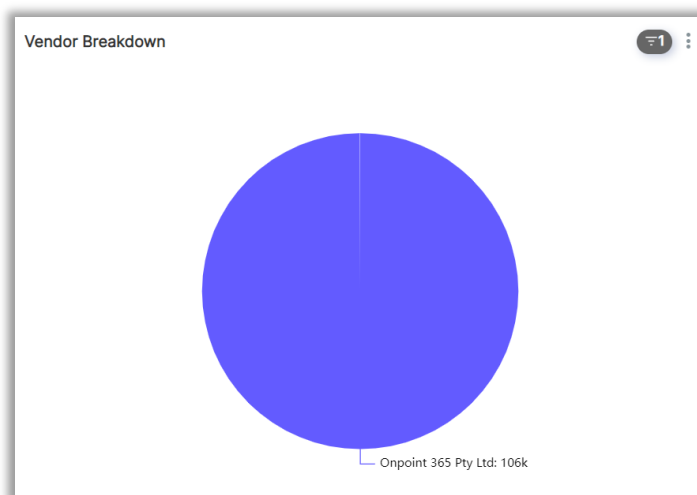


Figure 14: Vendor Breakdown

### 3.1.6 Payment Due

This chart will show us all the e-invoices that are still listed as “not paid” in the payment status.



Figure 15: Payment Due

### 3.1.7 Invoice Flow Grid

In 'Invoice Flow Grid', the user can check the Concur approved Date, otherwise, its status is not submitted which can be seen on the right-side column 'Approve Status', showing 'Not Submitted'. Here, 'Access Point Received Date', is the time that the invoice was received at the second corner. Some important information such as 'Paid Status' can be found in this grid, which enables the user to make informed financial decisions.

Access Point Received Date	Invoice Id	Document Type	Invoice Number	Invoice Date	Payment Due Date	Sub Company	Vendor	Tax Exclusive Amount	Tax Amount	Net Amount	Currency	Delivered To Concur	Approve Status	Concur Date Approved	Payment Status	Payment Date
12-05-2022 17:05:46	B3558AF979114620BA64	Invoice	INV-09501	12-05-2022	26-05-2022	TGA	Onpoint 365 Pty Ltd	3152.25	315.23	3467.48	AUD	true	Not Submitted	N/A	Not Paid	N/A
12-05-2022 17:04:45	71A1B8E2B6A64C588FD8	Invoice	INV-09500	12-05-2022	26-05-2022	TGA	Onpoint 365 Pty Ltd	902.4	90.24	992.64	AUD	true	Not Submitted	N/A	Not Paid	N/A
12-05-2022 17:03:45	F191D59E91754A6E9174	Invoice	INV-09499	12-05-2022	26-05-2022	TGA	Onpoint 365 Pty Ltd	945	94.5	1039.5	AUD	true	Approved	16-05-2022 10:15:59	Paid	16-05-2022 10:16:50
12-05-2022 17:02:45	F5572267C4B74D4090AE	Invoice	INV-09498	12-05-2022	26-05-2022	TGA	Onpoint 365 Pty Ltd	4020.8	402.08	4422.88	AUD	true	Not Submitted	N/A	Not Paid	N/A
12-05-2022 17:01:46	A64D99EB779A46C8B774	Invoice	INV-09497	12-05-2022	26-05-2022	TGA	Onpoint 365 Pty Ltd	4230	423	4653	AUD	true	Not Submitted	N/A	Not Paid	N/A

Figure 16: Invoice Flow Grid

## 3.2 E-Invoice Logs

This will show all the invoices that Enigma has received from the AS4 server through the PEPPOL network and invoices that have been delivered to SAP Concur.

E-Invoice Record
E-Invoice Logs
OCR Logs

### AP Time Filter

TIME RANGE  
No filter

### Access Point Receiving Logs

Show All entries Search 10 records...

Time	Sub Company	Vendor	Sender	Document Type	Receiver	Key Values	State	Rejected Reason
12-05-2022 17:10:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:08:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:06:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:05:46	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "4500145464", "PONumber_OrderReference": null)	ACCEPTED	N/A
12-05-2022 17:04:45	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "4500146806", "PONumber_OrderReference": null)	ACCEPTED	N/A

1 2 3 4 5

### Access Point Delivery Logs

Show All entries Search 10 records...


Time	Document Type	Sub Company	Vendor	Sender	Receiver	Is Delivered	Response
12-05-2022 17:06:44	Invoice	TGA	Onpoint 365 Pty Ltd	0151:58611021884	0151:40939406804	true	("InvoiceDate":"2022-05-12","CurrencyCode":"AUD","InvoiceNumber":"INV-09501","AmountWithoutVat":"3152.25","InvoiceAmount":"3467.48","VatAmountOne":"315.23","VendorTaxId":"58611021884002","LineItems":[{"Quantity":"1541.10","TotalPrice":"1541.10","Description":"Hannah 2022","TaxCode":"P1","VatAmount":"140.10","Custom8":"P2","ExpenseTypeCode":"","UnitPrice":"11","Quantity":"1926.38","TotalPrice":"1926.38 2022","TaxCode":"P1","VatAmount":"175.13","Custom8":"P2","ExpenseTypeCode":"","UnitPrice":"11","Name":"E-Onpoint 365 Pty Ltd (138381)-12","Custom8":"IN","Custom10":"ECP400","OrgUnit1":"ECP400","PaymentTermsDays":"5","OrgUnit2":"3101","VendorRemitIdentifier": ("AddressCode":"100479342","VendorCode":"138381","ExternalPolicyId":"48056964F5CD44CCA20","LedgerCode":"SAP","ID":"B3558AF975 ("MimeCode":"application/pdf","FileName":"doh_einvoice_attach.pdf","ImageId":"B3558AF979146208A64"),("MimeCode":"application/pdf","Fi (1.5.2022)-183.pdf","ImageId":"B3558AF979146208A64"),("MimeCode":"application/pdf","FileName":"timesheet - mueller, hannah - therapeu
12-05-2022 17:05:41	Invoice	TGA	Onpoint 365 Pty Ltd	0151:58611021884	0151:40939406804	true	("InvoiceDate":"2022-05-12","CurrencyCode":"AUD","InvoiceNumber":"INV-09500","AmountWithoutVat":"902.40","InvoiceAmount":"992.64","P 26","VatAmountOne":"90.24","VendorTaxId":"58611021884002","LineItems":[{"Quantity":"496.32","TotalPrice":"496.32","Description":"Racheal 1 ("Quantity":"496.32","TotalPrice":"496.32","Description":"Racheal Moore for the week ending 8 May 2022","TaxCode":"P1","VatAmount":"45.12 09500","Description":"Einvoice","Custom8":"P1","InvoiceReceivedDate":"2022-05-12","Custom8":"IN","Custom10":"ECP400","OrgUnit1":"ECP40 ("AddressCode":"100479342","VendorCode":"138381","ExternalPolicyId":"48056964F5CD44CCA20","LedgerCode":"SAP","ID":"71A1B6E2B6 ("MimeCode":"application/pdf","FileName":"doh_einvoice_attach.pdf","ImageId":"71A1B6E2B6A64C588FDB"),("MimeCode":"application/pdf","F

1 2 3

Figure 17: E-Invoice Logs

### 3.2.1 AP Time Filter

The function of the filter is to provide the flexibility to a user to select criteria such as "Time Range". This filter will apply to all E-Invoice Log sections.

 Edit time range

RANGE TYPE  
 No filter

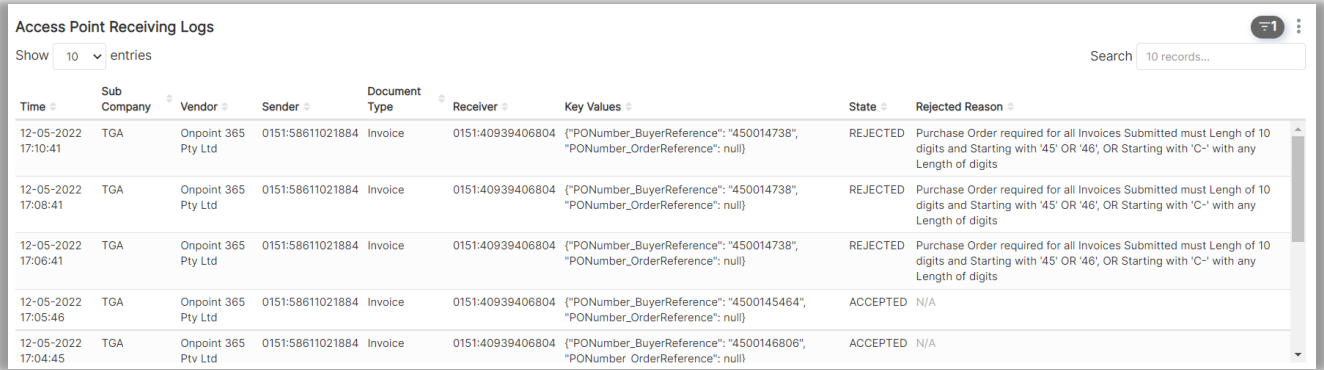
Actual time range  
 No filter

CANCEL APPLY

Figure 18: AP Time Filter

### 3.2.2 Access Point Receiving Logs

The 'Access Point Receiving Logs' refers to all the invoices that Enigma has received from the AS4 server through the PEPPOL network, the column 'message state' indicates the status of being accepted. Also, the accepted time can be viewed on the left-most column of the page.

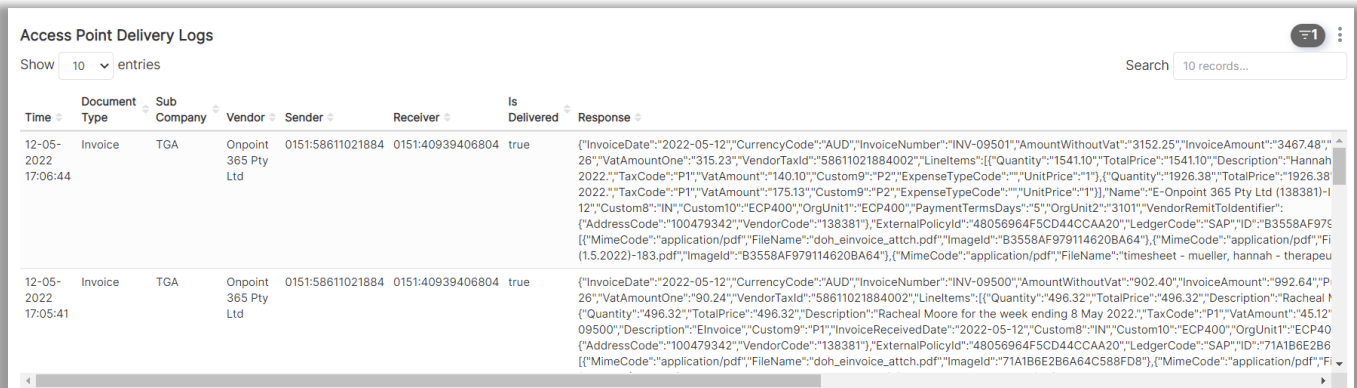


Time	Sub Company	Vendor	Sender	Document Type	Receiver	Key Values	State	Rejected Reason
12-05-2022 17:10:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:08:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:06:41	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "450014738", "PONumber_OrderReference": null)	REJECTED	Purchase Order required for all Invoices Submitted must Length of 10 digits and Starting with '45' OR '46', OR Starting with 'C-' with any Length of digits
12-05-2022 17:05:46	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "4500145464", "PONumber_OrderReference": null)	ACCEPTED	N/A
12-05-2022 17:04:45	TGA	Onpoint 365 Pty Ltd	0151:58611021884	Invoice	0151:40939406804	("PONumber_BuyerReference": "4500146806", "PONumber_OrderReference": null)	ACCEPTED	N/A

Figure 19: Access Point Receiving Logs

### 3.2.3 Access Point Delivery Logs

The 'Access Point Delivery Logs' represents those invoices that have been delivered and logged back on the dashboard. The column "response" will determine whether the invoice has been posted successfully or it is not. If it shows an error, this is where you can find it.



Time	Document Type	Sub Company	Vendor	Sender	Receiver	Is Delivered	Response
12-05-2022 17:06:44	Invoice	TGA	Onpoint 365 Pty Ltd	0151:58611021884	0151:40939406804	true	{"InvoiceDate":"2022-05-12","CurrencyCode":"AUD","InvoiceNumber":"INV-09501","AmountWithoutVat":"3152.25","InvoiceAmount":"3467.48","VatAmountOne":"315.23","VendorTaxId":"58611021884002","LineItems":[{"Quantity":"1541.10","TotalPrice":"1541.10","Description":"Hannah 2022","TaxCode":"P1","VatAmount":"140.10","Custom9":"P2","ExpenseTypeCode":"","UnitPrice":"1"}, {"Quantity":"1926.38","TotalPrice":"1926.38","TaxCode":"P1","VatAmount":"175.13","Custom9":"P2","ExpenseTypeCode":"","UnitPrice":"1"}], "Name":"E-Onpoint 365 Pty Ltd (138381)-12","Custom8":"IN","Custom10":"ECP400","OrgUnit1":"ECP400","PaymentTermsDays":"5","OrgUnit2":"3101","VendorRemitTolIdentifier":{"AddressCode":"100479342","VendorCode":"138381"},"ExternalPolicyId":"48056964F5CD44CCAA20","LedgerCode":"SAP","ID":"B3558AF9796","MimeType":"application/pdf","FileName":"doh_invoice_attch.pdf","ImageId":"B3558AF979114620BA64"}, {"MimeType":"application/pdf","FileName":"(1.5.2022)-183.pdf","ImageId":"B3558AF979114620BA64"}, {"MimeType":"application/pdf","FileName":"timesheet - mueller, hannah - therapist"}]
12-05-2022 17:05:41	Invoice	TGA	Onpoint 365 Pty Ltd	0151:58611021884	0151:40939406804	true	{"InvoiceDate":"2022-05-12","CurrencyCode":"AUD","InvoiceNumber":"INV-09500","AmountWithoutVat":"902.40","InvoiceAmount":"992.64","VatAmountOne":"90.24","VendorTaxId":"58611021884002","LineItems":[{"Quantity":"496.32","TotalPrice":"496.32","Description":"Racheal Moore for the week ending 8 May 2022","TaxCode":"P1","VatAmount":"45.12","ExpenseTypeCode":"","UnitPrice":"1"}, {"Quantity":"496.32","TotalPrice":"496.32","Description":"Racheal Moore for the week ending 8 May 2022","TaxCode":"P1","VatAmount":"45.12"}], "Name":"E-Onpoint 365 Pty Ltd (138381)-12","Custom8":"IN","Custom10":"ECP400","OrgUnit1":"ECP400","PaymentTermsDays":"5","OrgUnit2":"3101","VendorRemitTolIdentifier":{"AddressCode":"100479342","VendorCode":"138381"},"ExternalPolicyId":"48056964F5CD44CCAA20","LedgerCode":"SAP","ID":"71A1B6E2B6","MimeType":"application/pdf","FileName":"doh_invoice_attch.pdf","ImageId":"71A1B6E2B6A64C588FD8"}, {"MimeType":"application/pdf","FileName":"(1.5.2022)-183.pdf","ImageId":"71A1B6E2B6A64C588FD8"}, {"MimeType":"application/pdf","FileName":"timesheet - mueller, hannah - therapist"}]

Figure 20: Access Point Delivery Logs



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Enterprise Software Integrators, 2022

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