# AUTOMATIC X-INVOICE PROCESSOR 1

## PROGRAM HELP

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# 2  START

Automatic X-Invoice Processor is the solution for the automated processing of Factur-X files. With its wide range of features, this powerful tool offers various ways to optimize and streamline your e-invoicing processes. You can monitor an unlimited number of folders to automatically print, rename, or move incoming e-invoices into dynamically named folders. Numerous invoice data can be used to incorporate this information into the file path or name.

The Factur-X files to be processed can be filtered specifically for each profile using various filters, including invoice data and general file information. Take advantage of the numerous possibilities and let the intelligent processing of your Factur-X files support you.

The help describes the program functions and provides instructions for the use of Automatic X-Invoice Processor.

# 3  MAIN MENU – MENU ENTRIES OF THE GROUP MENU

## 3.1  OPTIONS...
Use this menu item to open the dialog box for customizing the program options.

## 3.2  ENTER LICENSE KEY...
This menu entry opens the registration dialog to enter the license key respectively to unlock the full version of the program.

## 3.3  HELP
Clicking on this menu item opens the online help in the default browser. To use the online help, an active Internet connection is required.

## 3.4  ABOUT...
Using this menu item, the dialog window to display the program version of the license state will be opened. This dialog window contains also links to contact the technical support, the product's web page etc.

## 3.5  OTHER --> CREATE ERROR REPORT
In case of technical problems, you can create a bug report by using this menu item. The created file is named "Automatic X-Invoice Processor - error report" and located on the Desktop. You can then send us the error report attached to an email with a short description of the problem.

## 3.6  OTHER --> CLEAR ERROR LOGS
This menu item allows the error log files to be emptied manually. However, the program automatically removes entries that are older than 7 days during every saving process.

## 3.7  OTHER --> BACKUP APPLICATION DATA...
This menu item allows you to store the entire application data (profiles, log, etc.) as ZIP archive in a directory to be selected. After saving the ZIP archive is highlighted in the Explorer.
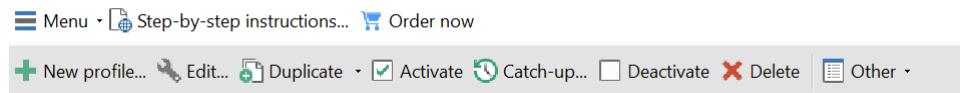
## 3.8 OTHER --> RESTORE APPLICATION DATA...

This menu entry can be used to restore previously saved application data.

## 3.9 EXIT

Use this menu item to exit the program.

# 4 BUTTONS OF THE PROFILE TOOLBAR



## 4.1 NEW PROFILE...

A click on this button opens a window for creating a new profile.

## 4.2 EDIT...

This button opens the window for editing the settings of the profile that is currently selected in the list.

## 4.3 DUPLICATE

Creates a copy of the selected profile.

## 4.4 CATCH UP...

This button allows you to apply the selected profiles retrospectively to all E-Invoice files that meet the respective profile-specific filter criteria. Optionally, the search process can be limited to a certain period.
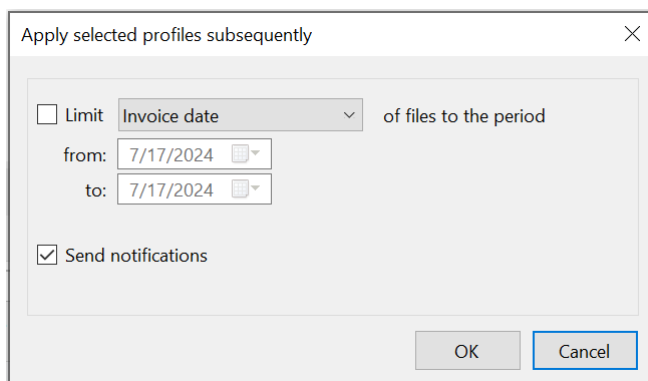


## 4.5 ACTIVATE

A click on this button activates the selected entries of the profile list, i.e., the profiles get the status Active and are applied to newly incoming PDF and XML invoices.

## 4.6 DEACTIVATE

This button sets the selected profiles to the status Inactive, i.e., the profiles are ignored when processing newly incoming PDF and XML invoices.

## 4.7 DELETE

By clicking the button, you can delete the selected profiles after a confirmation prompt.

## 4.8 OTHER

Contains the following entries:

### 4.8.1 Apply all profiles subsequently...

This menu entry opens a new window in which you can optionally specify the period of a file date. After confirmation, all Factur-X files of the monitored folders will be processed subsequently using all active profiles.

### 4.8.2 Activate all profiles

With this button, you can set all profiles to the status Active, i.e., the profiles are applied to newly filed documents.

### 4.8.3 Deactivate all profiles

This button sets all profiles to the status Inactive, i.e., the profiles are ignored when processing newly filed documents.

### 4.8.4 Delete all profiles

Clicking this button deletes all profiles after a confirmation prompt.

### 4.8.5 Import profiles...

This menu item is used to import profiles from a JSON file.

### 4.8.6 Export profiles

Here you can export profiles, for example to transfer them to another computer. Choose from the following options:

- Export all profiles
- Export active profiles
- Export selected profiles

# 5 PROFILE LIST
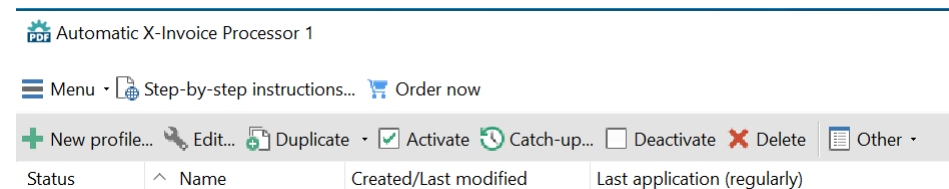


## 5.1 STATUS

Newly created profiles are given the status Active. All profiles with this status will be applied to incoming files. To disable a profile, click the check box at the beginning of each row. The status then changes to Inactive.

*A status change causes the profile change date to be altered. A profile is only automatically applied to files whose detection date lies after the profile creation date and the profile change date.*

## 5.2 NAME
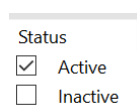The name of the profile.

## 5.3 LAST USE (REGULARLY)
Shows the date and time of the last successful regular respectively automatic application of the profile.

## 5.4 LAST USE (SUBSEQUENTLY)
Shows the date and time of the last successful application of a profile using the Catch-Up function.

## 5.5 MONITORED FOLDERS
A list of all folders the profile will be applied to.

## 5.6 COMMENT
An optional comment to the profile.

## 5.7 CONTEXT MENU OF THE PROFILE LIST
The context menu of the profile list contains the following entries:

- Select all
- Select none
- Invert selection
- Export profile

# 6 PROFILE SETTINGS

## 6.1 GENERAL

### 6.1.1 Name
Here you can give the profile a meaningful name.

### 6.1.2 Comment
Optionally, you can enter a comment that will be displayed in the profile list.

### 6.1.3 Color highlighting in the log list
Here you have the option to determine a color in which the profile will be highlighted in the log list.

## 6.2 MONITORED FOLDERS
Here you can add one or more folders. The profile is applied to all added folders if the specified filter criteria are met. When the option Including Sub-Folders is activated, additionally, all E-Invoice files from folders which are subordinate to the added folders are processed.

## 6.3 FILTER

Here you specify the (optional) conditions that must be met by the file properties. Only if all filter criteria are met, the ZUGFeRD or X-Invoice file is processed. You can use logical comparison operators to set several conditions for a file property. In this case, the AND operator takes precedence over the OR operator. The filter is case insensitive - no distinction is made between uppercase and lowercase letters of the entered terms. Wildcards as the asterisk are not supported. Use the placeholder Regex for this. Please note that a Regex placeholder must either be the only filter value or must be surrounded by logical operators only. Example:
<BeginOfRegex>^Invoice<EndOfRegex><AND>Company XYZ



## 6.4 EXAMPLE FILES

Specify here 5 or more PDF and/or XML files that correspond to the ones you want to process. In the profile settings, you will get a preview of the extracted data, verification results etc. based on these sample files. If the E-Invoice files are only to be printed, this specification is not necessary.

## 6.5 TASK TYPE: FILE OPERATIONS (RENAME, MOVE, COPY …)

### 6.5.1 General settings

Here you can define whether the task is assigned the status Activate and will therefore be executed when there are matching PDF or XML files, or whether it is assigned the status Inactive. Activate tasks are given a check mark in the task name.
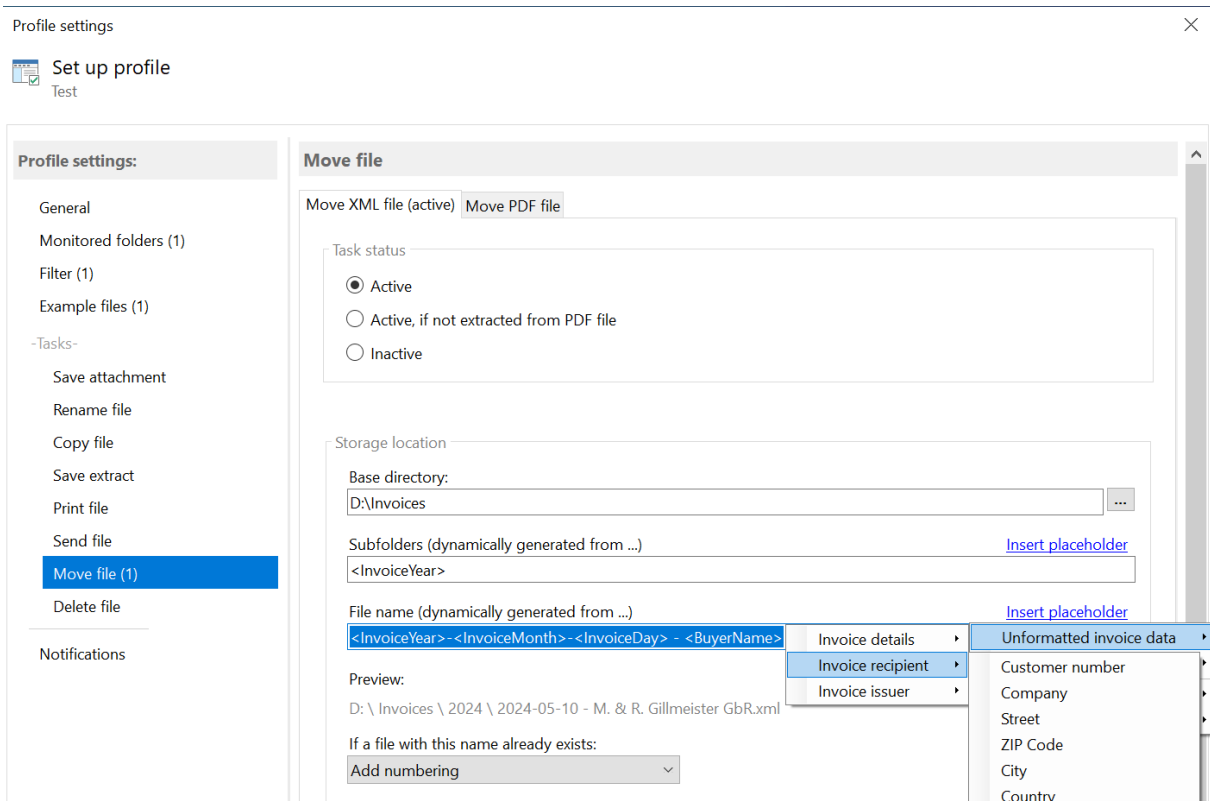
### 6.5.2 Storage location

#### 6.5.2.1 Folder

Select the base directory where the attachments should be stored by clicking on the button with the label "…".

#### 6.5.2.2 Subfolders

Use the Link Menu above the input field to select file properties that should be used to create an optional subfolder structure within the base directory.

### 6.5.2.3    File name

Use the Link Menu above the input field to select file properties from which the file name should be generated. If you leave this field empty, the original name of the file is used.

### 6.5.2.4    Name collisions

If a file with the distinguished name already exists, the collision rule determined here will be applied. Decide whether the program should: overwrite the file, add a number or the processing date to the name, or cancel the operation.

### 6.5.2.5    Execute program

For automatic further processing, the path of the stored file can be passed to a program as parameter. Here, you can optionally enter the path of a program that should be executed after storing the file.

### 6.5.2.6    Parameter

Optionally enter one or more parameters that should be passed to the program to be executed by using the link menu.

## 6.6   TASK TYPE: PRINT

### 6.6.1    General settings

Here you can define whether the task is assigned the status Activate and will therefore be executed when there are matching PDF or XML files, or whether it is assigned the status Inactive. Activated tasks are given a check mark in the task name.

### 6.6.2 Print settings

Here you determine whether matching files should be printed immediately after receipt. Activate the respective check box, and then make the appropriate settings on the printer selection dialog. Confirm these in the printer selection dialog by clicking the Print button.



#### 6.6.2.1 Page range

By using the Page Range dialog, you can specify which pages to print. For example, to skip the first page, select the type "Some pages", enter the value 2 in the field "from page", and select "relative to beginning". In the field "To page", enter the value 1 and select "Relative to end".

With the "Minimum number of pages of the document", you can ensure that only documents corresponding to this setting are printed.

### 6.6.2.2 *Automatically rotate pages*

Determines whether the pages to be printed should be rotated automatically. This is necessary, for example, if some documents/pages to be processed are in portrait and some in landscape format. The default setting is set in the program options.

## 6.7 NOTIFICATIONS

Here you can make settings that are used to tell the processing status of a file.

### 6.7.1 Status notification via email

Select the case in which a notification is to be made:

- on success
- on errors
- if filter criteria are not fulfilled

and enter one or more (comma-separated) recipients of the status message.

### 6.7.2 Status notification by an acoustic signal

Here you can optionally select a wave file that you want to play after successful processing.

## 7 TOOLBAR OF THE LOG AREA

The toolbar contains the following buttons:
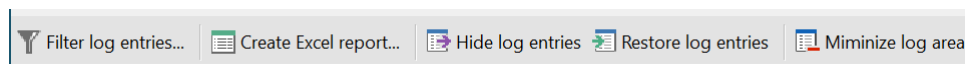


## 7.1 FILTER LOG ENTRIES

By using the log filter, log entries can be limited. The filter criteria may be, for example, the date of receipt, which is to be limited to a period within the last week. The comparison operator is context-sensitive, that is, he always fits the selected filter criteria. By clicking on the button with the plus or minus symbol, further filters can be added (linked with a logical AND) or the respective filter will be removed.
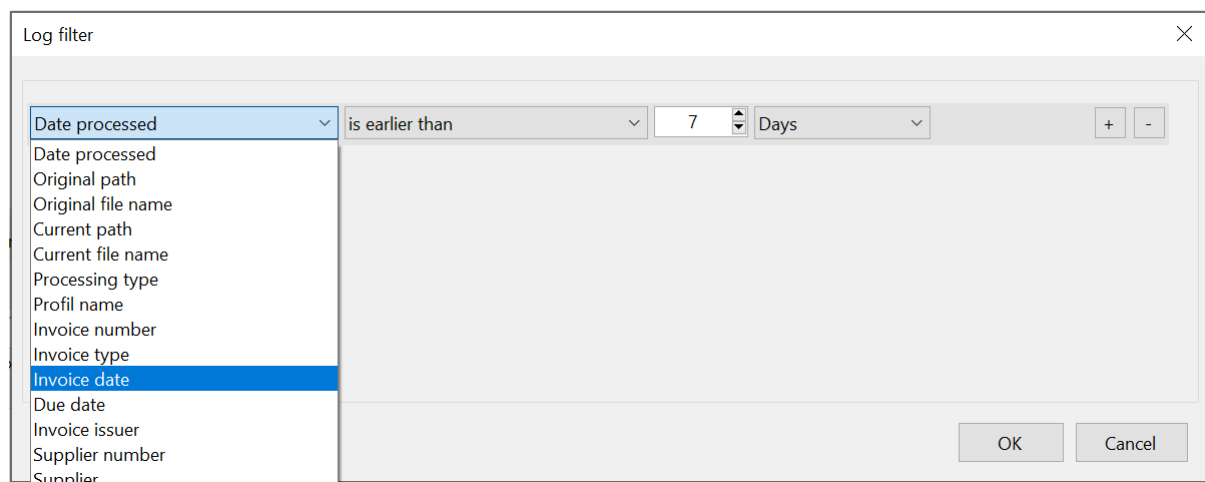
## 7.2 CREATE EXCEL REPORT

This button is used to generate an overview of the processings as an Excel report. This contains the following sheets:

- Overview
- Successful processing
- Errors
- No match

and allows filtering and custom sorting of processing data. In the program options, you can configure a periodic sending of the current report.

# 8 LOG LIST

The log list contains information about all processed files and is divided into the three tabs: "Successful processed", "Error", "No match".

Depending on the active tab page, the context menu contains the following entries:

- Open saved file
  *(opens a saved file with the associated program)*

- Select saved file in Explorer
  *(opens the Explorer and selects the saved file)*

- Copy log entry to clipboard
  *(copies relevant data of the selected entry to the clipboard)*

- Clear list
  *(removes all entries from the log list)*

# 9 STATUS BAR

## 9.1 PROFILES

Shows the total number of profiles and the number of active profiles.

## 9.2 LOG FILTER

Shows the number of entries that do not fulfill the conditions of the log filter, for example, entries that are too old.

## 9.3 LOG ENTRIES

Shows the number of visible entries.

## 9.4 STATUS

Displays the following status information:

- the number of seconds until the next check for new files
- information about the current check (the number of files already checked)

- information on current processing (the number of files already processed)
- other information about the current process

# 10 PROGRAM OPTIONS

## 10.1 GENERAL

Here you can define settings such as the language of the program interface and the startup behavior as well as a centrally managed profile file.

As soon as a centrally managed profile file has been specified, no further changes can be made to the individual profiles - even deletion and recreation are blocked. Changes can or should only be made by the administrator. The administrator edits the profile file locally (i.e., using the application data directory "%AppData%\Automatic X-Invoice Processor") and then copies it to the designated network folder (provided that he does not use a centrally managed profile file himself).

The centrally managed profile file is reloaded by the individual processes before each run and the profile list in the main window is updated at regular intervals (every 5 minutes). Updating the profile list in the main window can be forced by minimizing the application to the notification area of the taskbar and then restoring it.

## 10.2 PROCESSING

### 10.2.1 Interval of the check for new files to be processed
Determines at what interval (in seconds) "Automatic X-Invoice Processor" checks whether new files have been stored in the monitored folders.

### 10.2.2 Pause between processing multiple new files
Here you can set whether the program should pause for a certain time after processing a file. This option is relevant for the further processing of saved files.

### 10.2.3 Log errors for the generation of error reports
Determines whether errors are recorded. If problems occur, this option must be activated because detailed information about the error is necessary to generate an error report. Otherwise, this option can be disabled to reduce write accesses to the hard disk.

### 10.2.4 Report general errors by email
Determines whether general errors, such as missing write permissions, are reported by email.

### 10.2.5 Move files with faulty processing to
Enables the specification of a general directory for files that could not be processed properly and therefore must be checked or processed manually.

### 10.2.6 Move files, which do not fulfill filter criteria, to
Allows to specify a common directory for files that do not meet all filter criteria.

### 10.2.7 Process files only in the following time
This option allows files to be processed automatically only at the times specified here.

## 10.3 EMAIL ACCOUNT FOR SENDING

Here, the email account for sending notifications is set. You can use the default Outlook email account or provide custom settings. The account data specified here will be used to send status notifications to the recipients listed in the respective profile settings.

## 10.4 EXCEL REPORT BY EMAIL

This option allows you to define an interval at which an automatically generated Excel report about the processings of a specific period is sent to the specified email address.

## 10.5 BACKUPS

If this option is enabled, the program periodically creates a complete backup of the application data as ZIP archive in the specified folder. The backups can be used to restore application data to an earlier state via Menu → Other → Restore application data.

## 10.6 PRINT SETTINGS

Here you can define as a default setting whether pages to be printed should be rotated automatically. This setting can be overwritten in the profile settings.

## 10.7 OTHER

### 10.7.1 Maximum number of entries in the log area

Defines the maximum number of entries available in the log area. The default setting is 25,000 entries.

# 11 EULA

The license agreement can be found at the following address: http://gillmeister-software.com/products/automatic-x-invoice-processor/download.aspx