

ABBREVIATIONS

Administrator *	ADM
Chief accountant *	CHA
Accountant office worker *	AOW
Accountant	ACC
Secretary *	SEC
Verifier / confirmer	VER
Cost report applicant	CRA

Salesman	SM
Superscriberer	SUP
Auditor *	AUD
Preference manager *	PM
Trainee	TRN
Cost report manager	CRM

*Roles available for Lite package users are marked with an asterisk.

REGISTERS	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
Option to set up VAT codes	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
Management of procurers' register	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Import of procurers	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Management of products and services' register	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Import of products and services	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Management of dimension	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
Adding dimensions	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
Import of dimensions	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
Management of account plan	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
Import of account plan	yes	yes	yes	no	no	no	no	no	no	no	no	no	no

SALES	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
List of sales invoices	yes	yes	yes	yes	yes*	no	yes*	no	yes	no	yes*	no	no
Composing sales invoices	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no
Import of invoices	yes	yes	yes	yes	no	no	yes	no	no	no	no	no	no

*Only invoices composed in the system



Invoice inquiry from ERP	yes	yes	yes	no	no	no	no	no	no	no	no	no	no
List of exported files	yes	yes	yes	yes	no	no	yes	no	yes	no	no	no	no
Automated sales invoices	yes	yes	yes	yes	yes	no	yes	no	yes	no	yes	no	no

SALES INVOICES	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
Sales invoice export	yes	yes	yes	yes	yes	no	yes	no	yes	no	yes	no	no
Deleting sales invoices	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no
Sending sales invoices	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no
Marking sales invoices as received	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Hide errors option	yes	yes	yes	yes	yes	no	yes	no	yes	no	yes	no	no
Detailed view of sales invoices	yes	yes	yes	yes	yes	no	yes	no	yes	no	yes	no	no
Copying of sales invoices	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no
Adding attachment to sales invoice	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
Crediting sales invoices	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no
Marking sales invoices as exported	yes	yes	yes	yes	no	no	yes	no	yes	no	no	no	no
Marking sales invoices as automated	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no	no

PURCHASE INVOICES	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA	
Search purchase invoices	yes	yes	yes	yes	yes	yes*	no	yes*	yes	no	yes	yes*	no	* Only invoices connected to the use in confirmation circle
Account / dimension inquiry	yes	yes	yes	yes	yes	yes*	no	yes*	yes	no	yes	yes*	no	* Only invoices connected to the use in confirmation circle
Confirming purchase invoices as a sole user	yes*	yes*	yes*	no	no	no	no	no	no	no	no	no	No	* If there's not more than 1 mandatory confirmer required with Company Settings
Exporting purchase invoices as a file	yes	yes	yes	yes	yes*	yes*	no	yes*	yes	no	no	yes*	no	* Only invoices connected to the use in confirmation circle
Deleting purchase invoices	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no	
Action "Change"	yes*	yes*	yes*	yes*	yes*	no	no	no	no	no	yes*	no	no	* Except e-invoices
Accounting purchase invoices and adding dimensions.	yes	yes	yes	yes	yes	yes*	no	yes*	no	no	yes	yes*	no	* Only invoices connected to the use in confirmation circle
Marking purchase invoices to be sent to ERP	yes	yes	yes	no	no	no	no	no	no	no	no	no	no	
Marking purchase invoices as exported	yes	yes	yes	yes	no	no	no	no	yes	no	no	no	no	



Marking purchase invoices as recurring	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no	* Between company and its' subsidiaries
Returning purchase invoices to sender	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no	
Changing the receiver of purchase invoice *	yes	yes	yes	yes	yes	no	no	no	yes	no	yes	no	no	
Purchase invoice option "Invoice"	yes	yes	yes	yes	yes	yes	no	yes	yes	no	yes	yes	no	
Purchase invoice option "Additional information"	yes	yes	yes	yes	yes	yes	no	yes	yes	no	yes	yes	no	
Purchase invoice option "Attachments and links"	yes	yes	yes	yes	yes	yes	no	yes	yes	no	yes	yes	no	
Purchase invoice option "Invoice history"	yes	yes	yes	yes	yes	yes	no	yes	yes	no	yes	yes	no	
Purchase invoice option "Confirmation"	yes	yes	yes	yes	yes	yes	no	yes	yes	no	yes	yes	no	

PURCHASE INVOICES	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
Option to check sums	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no
VAT cost / VAT 50% cost	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no
Apply template option	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no
Appointing confirmer to a row	yes	yes	yes	yes	yes	yes	no	yes	no	no	yes	yes	no
Appointing identifier to a template	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no
Creating accounting templates for confirmed invoices	yes	no	no	no	no	no	no	no	no	no	no	no	no
Creating a confirmation circle	yes	yes	yes	yes	yes	no	no	no	no	no	no	no	no
Creating confirmation templates	yes	yes	yes	yes	yes	no	no	no	no	no	no	no	no
Canceling pending confirmation circles	yes	yes	yes	yes	yes	no	no	no	no	no	no	no	no
Canceling confirmation circle for confirmed invoices	yes	no	no	no	no	no	no	no	no	no	no	no	no
Confirming purchase invoices	yes	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no

PURCHASE	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
List of purchase invoices	yes	yes	yes	yes	yes	no	no	no	yes	no	yes	no	no
Option to insert purchase invoices	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no
Recurring purchase invoices	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no	no



Importing invoices from files	yes	yes	yes	yes	no	no	no	no	no	no	no	no	no
List of exported files	yes	yes	yes	yes	no	no	no	no	yes	no	no	no	no

CONFIRMATION CIRCLE	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
List of invoices waiting to be confirmed	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Invoice export file	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Accounting option in confirmation circle	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Creating accounting templates	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Use of accounting templates	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Marking purchase invoices as recurring	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Option "Change"	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	no	no
Confirming invoices	yes	yes	yes	yes	yes	yes	no	no	no	no	no	no	no
Suspending a confirmation circle	yes	yes	yes	yes	yes	yes	no	no	no	no	no	yes	no
Redirecting invoices	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Option to participate in confirmation circle	yes	yes	yes	yes	yes	yes	no	yes	no	no	no	yes	no
Confirmation circle view on invoice (can't confirm)	-	-	-	-	-	-	-	yes	yes	-	yes	-	-

PAYMENT ORDERS	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA
Pending payment orders	no	no	yes	no	no	no	no	no	no	no	no	no	no
Appointing purchase invoices for payment	no	no	yes	no	no	no	no	no	no	no	no	no	no
Marking purchase invoice as paid	no	no	yes	no	no	no	no	no	no	no	no	no	no

COST REPORTS	ADM	CHA	AOW	ACC	SEC	VER	SM	SUP	AUD	PM	TRN	CRM	CRA	
List of pending checks	yes	yes	yes	yes	yes	yes*	yes*	yes*	no	no	yes	yes	yes*	* Only related to the user
List of cost reports	yes	yes	yes	yes	yes	yes*	yes*	yes*	no	no	yes*	yes	yes*	* Only related to the user
Creating new checks	yes	yes	yes	yes	yes	yes	yes	yes	no	no	yes	yes	yes	
Creating new economic and business trip expense	yes	yes	yes	yes	yes	yes	yes	yes	no	no	yes	yes	yes	
Digitizing checks	yes	yes	yes	yes	yes	yes	yes	yes	no	no	yes	yes	yes	

