

Prextra documentation



Prextra

ERP Solution Adapted to your Operations

PrexFlow Process

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PrexFlow Process

PrexFlow allows you to automate the entry of purchase invoices in Prextra as soon as they are received, using artificial intelligence.

IMPORTANT : To take advantage of this feature, we invite you to contact your project manager to proceed with the configuration of your company(ies).

1. Prerequisites

To optimize the PrexFlow process, it may be useful to complete certain information in your supplier records:

Complete the tax codes of your suppliers in their supplier record. The artificial intelligence uses these fields as a priority to identify the supplier on your invoice.

Complete the “Purchase account” button by entering a default General Ledger account in this button for suppliers for whom you only create General Ledger account invoices.

Example: Hydro-Quebec, Bell, Telus.

If the company requires mandatory warehouse in purchases (i.e., the “MandatorySiteInPurchase” configuration is active), you must complete the “Warehouse Item” field in the supplier record. This field must be completed for suppliers that are never linked to a purchase order.

NOTE : The “SupplierMaintenanceShowFields” configuration with the value “siteid” must be active to display this field.

If the company requires mandatory sector, you must select a sector in the “PrexFlow Sector (Cost)” field in your suppliers that are never linked to a purchase order.

NOTE : The “SupplierMAintenanceShowFields” configuration with the value “prexflowciesector” must be active to display this field.

Complete the “PrexFlow” button – this button appears in the supplier record when PrexFlow is activated in your company. Only certain suppliers may be affected.

Prexflow

Use only page 1 of the invoice :

Keep document taxes :

Manage eco-fees

Manage eco-fees :

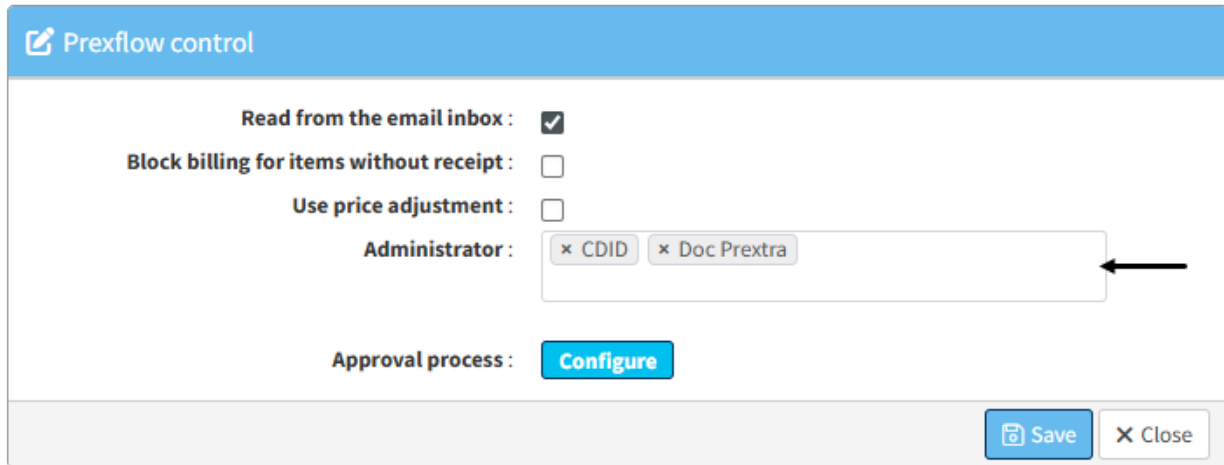
Item :

GL Accounts :

Project :

Field :	Description :
Use only page 1 of the invoice :	Check this box if the following information: subtotal, taxes, shipping, and total, are displayed on the first page while the other pages show the subtotal details. NOTE : Suppliers such as Hydro-Québec, Cogeco, Bell, Telus, Purolator, Canada Post often have this type of invoice. The system will display a detail line with the subtotal amount.
Keep document taxes :	Check this box to use the taxes from the document instead of recalculating them based on the subtotal + shipping sum. NOTE : This allows for managing tax rounding differences.
Manage eco-fees :	Check this box to enable automatic eco-fee management for this supplier. NOTE : Checking this box will display two new fields.
Item :	Enter the item code used to enter eco-fees in your receipt purchase invoice or purchase order. NOTE : This field is not mandatory.
GL Account :	Enter the General Ledger account to be used for entering eco-fees in the purchase invoice. NOTE : This field is mandatory.
Project :	Enter the General Ledger project linked to the General Ledger account if necessary. NOTE : This field is displayed only if the entered GL account is project-based.

Complete the PrexFlow control – to get started with PrexFlow, your user must be in the “Administrator” field to access the PrexFlow document list.

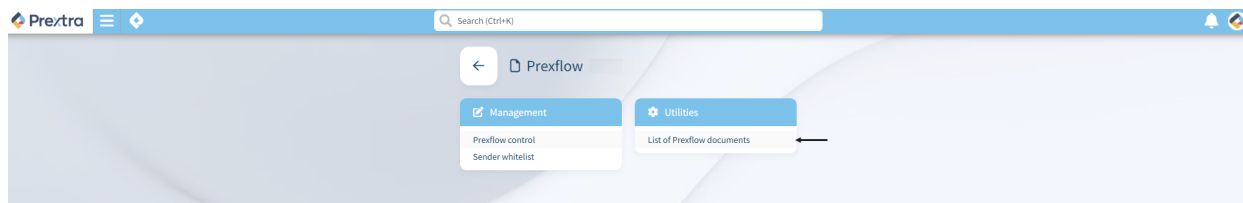


NOTE : Refer to the “PrexFlow” documentation for more information on the PrexFlow control.

2. Receiving Documents in PrexFlow

Navigate to the “PrexFlow Document List” option in the “Utilities” menu of the “PrexFlow” module to view the list of documents uploaded to PrexFlow.

NOTE : To access this option, the user must have been previously selected in the administrator list of the PrexFlow control.



To add documents to the PrexFlow document list, you have 3 options:

Send a PDF document by email to your company’s PrexFlow email address. This address will be provided by support on the day of training;

NOTE : Only the PDF document from the email will be viewable in PrexFlow; any information or questions written in the email body will not be viewable in Prextra. We recommend forwarding your current payables email to the PrexFlow email.

Click and drag one or more PDF documents from your computer directly into the PrexFlow document navigation list.

Click the add icon in the navigation list and select the PDF document(s) to add from your computer.

IMPORTANT : Only PDF documents sent to the PrexFlow email address from authorized sender email addresses will be automatically uploaded. Any document sent from an unauthorized address to the PrexFlow email will not be uploaded. Furthermore, each email must not contain more than one PDF document.

When a document is being uploaded to the PrexFlow document list, the status will be “In Progress”.

NOTE : Documents with this status can be viewed, but no actions will be available.

When a document has been uploaded to the document list, it will have either the status “Pending Approval” or “Failed”.

When the automatic approval process is configured, documents may transition from “In Progress” status to “Successful” automatically. Documents still in “Pending Approval” status will need to be manually approved, as they do not meet the approval process criteria or are blocked by validations.

3 Reviewing Documents Pending Approval**

When a document has been successfully uploaded, it has the status “Pending Approval”.

NOTE : When the approval process is activated, only invoices that are not created automatically will be displayed with this status and will require manual approval.

Double-click on the document line to approve or click the edit icon in the navigation list for a document, to validate and/or complete the information that will be saved in the Prextra purchase invoice.

Document Nbr	Description	Submitted on	Submitted by	Status	# Inv	Reason for denial	Note
354	BAMAT.pdf	06/01/2020	CDID	Pending approval			
254	AIR-76836925.pdf	24/11/2025	CDID	Pending approval			
291	factureachat.pdf	24/11/2025	CDID	Deactivated			
285	Facture PO 10187.pdf	19/11/2025	CDID	Passed	10187		
250	Facture PO 10186.pdf	13/11/2025	CDID	Pending approval			
249	Facture TEST-AB-FF-002.pdf	13/11/2025	CDID	Rejected		Duplicate invoice	facture faite manuellement
125	APIC-1856158.pdf	30/09/2025	CDID	Failed			
124	APIC-1856158.pdf	30/09/2025	CDID	Deactivated			

Double-click on a document line with “Pending Approval” status in the PrexFlow document list to view and approve the information extracted by PrexFlow.

The screenshot displays a PrexFlow interface for reviewing a purchase invoice. The left pane shows the scanned document with the following details:

- Fournisseur et cie:** 11535 2em Avenue, Saint-Georges, QUÉBEC, G5Y 7H5, Tel: 418 227-7767
- Facture** (Invoice)
- Date:** 03-11-2025, **No:** 2025-1069
- FACTURER À :** Documentation Prestra, 11535, 1re Avenue, Bureau 100, SAINT-GEORGES, QUÉBEC, G5Y 7H5, Tél.: 418 227-7768, Contact : Secord Laura
- EXPÉDITION:** FAB, TRANSPORTEUR, NO I.R.S., NO EXPÉDITION
- COMMANDE CLIENT:** DPP-PF-37
- Tableau des lignes de facture:**

NUMÉRO	DESCRIPTION	QTE	UM	PRIX	MONTANT
CACAO	Cacao	15.00	TAS	1.00	15.00
Bisc	Biscuit de chocolat	2.00	UN	4.75	9.50
choco	Chocolat	5.00	UN	5.50	27.50
- Taxes:** TAXE FÉDÉRALE: 161231221220011, TAXE PROVINCIALE: 16546546540011, TRANSPORT: 0.00, SOUS-TOTAL: 52.00, TPS: 2.60, TVQ: 5.19, TOTAL (CAD): 59.79

The right pane shows the extracted data in a structured format:

- Document type:** Purchase invoice
- Fields:** Purchase order # (1069), Supplier (Fournisseur et cie), Invoice # (DPP-PF-37), Inc. Date (03/11/2025)
- Table of Invoice Lines:**

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1		CACAO	Cacao			1.0000	TAS	15.0000	15.00
2		Bisc	Biscuit de chocol			2.0000	UN	4.7500	9.50
3		choco	Chocolat			5.0000	UN	5.5000	27.50
- Summary:** Subtotal (52.00), Freight (0.00), Tax 1 (2.60), Tax 2 (5.19), Tax 3 (0.00), Tax code (GST/QST), Total (59.79)

Buttons at the bottom right include "Approve and Open" and "Approve".

NOTE : For more information about the fields on this screen, refer to the “PrexFlow” documentation.

3.1 Creating a Purchase Order and/or Receipt Invoice

When PrexFlow can extract a purchase order number, Way Bill, or supplier reference from the document, along with a corresponding supplier in Prextra, a purchase order or purchase receipt invoice will be created.

Prexflow et cie QC
11535, 1ère avenue
Saint-Prospert, QC, G5Y 7H5
Tel: 418 227-7768

Facture

Date: 20/03/2026 No: DPP-PF-FRP-059

FACTURER À :
Documentation Prextra
11535, 1er Avenue
bureau 190
Saint-Georges, Québec, G5Y 7H5
Tel: 418 227-7768
Contact: Support MC

EXPÉDIER À :
MÊME

EXPÉDITION: FAB TRANSPORTEUR: NO I.R.S.: NO EXPÉDITION:

COMMANDE CLIENT: 12345PF21 VENDEUR: VOTRE # PO: 1195 TERME DE PAIEMENT:

NUMÉRO	DESCRIPTION	QTE	UM	PREX	MONTANT
111-ITF-PF	Cacao	15.00	TAS	2.00	30.00
Bisc-PF	Biscuit de chocolat	1.00		95.00	95.00
choco-PF	Chocolat	5.00	UN	5.50	27.50

TAXE FÉDÉRALE : F1234567890PF TAXE PROVINCIALE : F987654321PF

TRANSPORT : 0.00
SOUS-TOTAL : 152.50
TPS : 7.63
TVA : 15.21
TOTAL (CAD) : 175.34

SIGNATURE : _____ Page 1 de 1

#554 facture reception DPP-PF-FRP-059.pdf Pending approval

Document type: Purchase Invoice

Fields:

Purchase order #: 1195
Supplier: Prexflow et cie QC
Way Bill:
Supplier Ref.: 12345PF21
Invoice #: DPP-PF-FRP-059
Inv. Date: 20/03/2026

Tables:

Invoice lines:

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1		111-ITF-PF	Cacao			15.00000	TAS	2.00000	30.00
→ 683	Q	Cacao-PF	Cacao	5000		15.00000	TAS	2.00000	30.00
2		Bisc-PF	Biscuit de choc			1.00000		95.00000	95.00
→ 683	Q	Bisc-PF	Biscuit de choc	5030	PF	1.00000	BTE10	95.00000	95.00
3		choco-PF	Chocolat			5.00000	UN	5.50000	27.50
→ 684	Q	choco-PF	Chocolat	5030	PF	5.00000	UN	5.50000	27.50

Summary:

Subtotal	152.50	152.50
Freight	0.00	0.00
Tax 1	7.63	7.63
Tax 2	15.21	15.21
Tax 3	0.00	0.00
Tax code		GST/QST
Total	175.34	175.34

Company: Transfer

Buttons: Re-run the analysis, Approve and Open, Approve

For each item linked to a receipt, the General Ledger account from the purchase order will be displayed by default on the detailed lines. The field will be editable. Furthermore, if the GL account is project-based, the project linked in the purchase order will also be pre-filled and editable.

NOTE : The General Ledger account for each detail line and the GL account project (if applicable) are mandatory fields for this type of invoice.

NOTE : Learning is available for the fields: "Purchase order #", "Supplier", "Way Bill", "Supplier Ref.", "Invoice #" or "Invoice Date", when they do not display the correct information after the initial PrexFlow processing. Click the learning icon and select the area in the document where the specific information is displayed to correct it. You can then relaunch the document analysis by clicking the "Re-run Analysis" button to automatically complete the mandatory fields in the detail if the system finds the links.

NOTE : A nightly job is enabled by default to automatically reprocess all documents with the status "Pending Approval" in order to check whether, since the document was added in PrexFlow, a receipt has been created in Prextra. This ensures that the link between the invoice and the receipt is established, allowing the invoice to be created either by clicking "Approve" or automatically if auto-approval is configured.

Once the information has been validated, click “Approve” to create the purchase invoice, if the approval process is not configured.

Facture

Prexflow et cie QC
11535, 1ere avenue
Saint-Prospert, QC, G5Y 7H5
Tel: 418 227-7768

Date: 20/03/2026 No: DPP-PF-FRP-059

FACTURER À : EXPÉDIER À :
Documentation Prextra
11535, 1er Avenue
bureau 190
Saint-Georges, Québec, G5Y 7H5
Tel: 418 227-7768
Contact: Support MC

EXPÉDITION	FAB	TRANSPORTEUR	NO L.R.S.	NO EXPÉDITION

COMMANDE CLIENT	VENDEUR	VOTRE # PO	TERME DE PAIEMENT
12345PF21		1195	

NUMÉRO	DESCRIPTION	QTE	UOM	PRIX	MONTANT
111-ITF-PF	Cacao	15.00	TAS	2.00	30.00
Bisc-PF	Biscuit de chocolat	1.00		95.00	95.00
choco-PF	Chocolat	5.00	UN	5.50	27.50

Taxe Fédérale : F1234567890PF
Taxe Provinciale : F907854321PF

TRANSPORT : 0.00
SOUS-TOTAL : 152.50
TPS : 7.63
TVQ : 15.21
TOTAL (CAD) : 175.34

SIGNATURE : _____ Page 1 de 1

#584 facture reception DPP-PF-FRP-059.pdf Pending approval

Document type: Purchase Invoice

Fields:

Purchase order #: 1195 Supplier: Prexflow et cie QC Invoice #: DPP-PF-FRP-059 Invo. Date: 20/03/2026

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1	683	111-ITF-PF	Cacao	5000		15.0000	TAS	2.0000	30.00
2	683	Bisc-PF	Biscuit de choc	5030	PF	1.0000	BTE10	95.0000	95.00
3	684	choco-PF	Chocolat	5030	PF	5.0000	UN	5.5000	27.50

Summary:

Subtotal	152.50	152.50
Freight	0.00	0.00
Tax 1	7.63	7.63
Tax 2	15.21	15.21
Tax 3	0.00	0.00
Tax code	G51Q51	
Total	175.34	175.34

Company: _____ Transfer

Buttons: Approve and Open, Approve

IMPORTANT : Items linked to a work order on an unreceived purchase order will not be automatically distributed at the time of invoicing. You will need to manually click the “Distribute” button in the purchase invoice to distribute these items to the work orders.

The created purchase invoice is available in the “Purchase Invoices” option in the “Transactions” menu of the “Accounts Payable” module. Furthermore, the selected receipts will be closed after the invoice is created.

NOTE : In the purchase invoice navigation list and purchase invoice consultation, you can display the optional “PrexFlow” column which will show “Yes” for all purchase invoices created via PrexFlow. Additionally, invoices created from approval automation will have the default user code “PrexFlow”. When manually approved, the user code of the employee who clicks “Approve” is displayed.

NOTE : A copy of the original document uploaded to PrexFlow will be attached to the invoice document in Prextra. The document date will be the date it was uploaded to PrexFlow.

Supplier: PF
 Address: Preflow et cie GC
 11015, rue avenue
 Saint-Prospert
 Q5Y 7H6

Payable to: PF
 Address: Preflow et cie GC
 11015, rue avenue
 Saint-Prospert
 Q5Y 7H6

Currency: CAD
 Exchange Rate: 1.0000

Inv: DPP-PF-FRP-059
 Date: 2020-02-09
 Date Due: 2020-02-09
 GL Period: 2020-3 (Mars 2020)

Payment Term: 2% 10 days, net 30 days
 PO Number: 1195
 Accounts Payable: 3000 | ACCOUNTS PAY
 Contact: []
 Cell: []
 Buyer: []
 Warehouse: SAINT-GEORGES ANG

Tax: TPS TVQ SUR LES ACH

Subtotal:	152.50
Discount:	3.05
+ Freight:	0.00
Amount without taxes:	152.50
TPS (5.0000%):	7.63
TVQ (9.9750%):	15.21
Total:	175.34

Retained: []

Specifications Copy Invoice Distribute Projects Documents Distribute to remitters Save Close

Item: []
 Supplier Item: []
 Warehouse: []
 GL Account: []
 GL Project: []
 Project: []
 Activity/Expense: []
 Taxable:
 Non-commutable:
 Description: []

Quantity: []
 Factor: []
 Supplier Qty: []
 Price: []
 Discount: []
 Net price: []
 Amount: []

Doc. #	Item	Supplier Item	Description	Project	GL Code	GL Project	From UOM	To UOM	Qty	Qty provided	Price	Discount	Discount 2	Total	Distribute	Other info
1	583L	Cacao-PF	Cacao		5000		TAS	TAS	15.00	15.0000	2.0000	0.00	0.00	30.00	Distribute	Other info
2	583L	Bisc-PF	Biscuit de chocolat		5030	PF - Preflow	LN	BTE10	10.00	1.0000	95.0000	0.00	0.00	95.00	Distribute	Other info
3	583L	choco-PF	Chocolat		5030	PF - Preflow	LN	LN	5.00	5.0000	5.5000	0.00	0.00	27.50	Distribute	Other info

NOTE : The payment term and currency come from the purchase order for PO and/or receipt invoices. Also, if your company is managed by mandatory sector, the sector also comes from the purchase order.

NOTE : It is possible to create an invoice for one or more receipts, whether they come from one or multiple purchase orders.

3.2 Creating a Purchase Invoice Without a Purchase Order

Double-click on a document line with “Pending Approval” status in the PrexFlow document list to view and approve the information extracted by PrexFlow.

NOTE : To create this type of invoice, PrexFlow cannot extract a purchase order number, Way Bill, or supplier reference, and the supplier has no active purchase order or receipt; but when it can extract matching items in Prextra, a purchase invoice without a purchase order will be created.

Walmart PF
11535, 1ere Avenue
Saint-Georges, QC, G5Y 7H5
Tel: 418 227-7767

Facture

Date: 25-03-2026 No: DPP-PF-FAD-043

FACTURER À :
Documentation Prextra
11535, 1er Avenue
bureau 190
Saint-Georges, Québec, G5Y 7H5
Tel: 418 227-7768
Contact: Support MC

EXPÉDIER À :
MÊME

EXPÉDITION	FAB	TRANSPORTEUR	NO I.R.S.	NO EXPÉDITION

COMMANDE CLIENT	VENDEUR	VOTRE # PO	TERME DE PAIEMENT

NUMÉRO	DESCRIPTION	QTE	UDM	PREX	MONTANT
Lait-FRA-PF	lait à la fraise	1.00		64.996	65.00

Vente finale

TAXE FÉDÉRALE : F123456789PPF	TRANSPORT : 0.00
TAXE PROVINCIALE : P987654322PPF	SOUS-TOTAL : 65.00
	TPS : 3.25
	TPQ : 6.49
	TOTAL (CAD) : 74.74

SIGNATURE : _____

Page 1 de 1

#585 facture direct DDP-PF-FAD-043.pdf Pending approval

Document type: Purchase Invoice

Fields

Purchase order # [] [Q]

Supplier [] Walmart PF [Q]

Way Bill []

Supplier Ref. []

Invoice # [] DPP-PF-FAD-043 [Q]

Inv. Date [] 25/03/2026 [Q]

Tables

Invoice lines

#	Receipt	Item code	Description	GL Account	Project	Quantity	UDM	Price	Total
1		Lait-FRA-PF	lait à la fraise	5030	PF	1.0000	LIT	64.9960	65.00

Objects

Summary

Subtotal	65.00	65.00
Freight	0.00	0.00
Tax 1	3.25	3.25
Tax 2	6.49	6.49
Tax 3	0.00	0.00
Tax code	TPS TVQ SUR LES ACHATS	
Total	74.74	74.74

Company: [] Transfer

Buttons: [Re-run the analysis](#) [Approve and Open](#) [Approve](#)

You will be able to validate the information extracted by PrexFlow, add invoice lines, correct and/or complete the data, items, and descriptions as needed.

If the item has a purchase General Ledger account in its product category, the system will display it by default on the detail lines. The field will be editable. Furthermore, if the GL account is project-based, the project linked to the category will also be pre-filled and editable.

NOTE : The General Ledger account for each detail line and the GL account project (if applicable) are mandatory fields for this type of invoice.

NOTE : If the supplier, invoice number and/or invoice date do not display the correct information after the PrexFlow upload, you can use the learning feature. Click the learning icon and select the area in the document where the specific information is displayed to correct it. You can then relaunch the document analysis by clicking “Re-run Analysis” to automatically complete the mandatory fields if the system finds the links.

Once the information has been validated, click “Approve” to create the purchase invoice without a purchase order, if the approval process is not configured.

The created invoice is available in the “Purchase Invoices” option in the “Transactions” menu of the “Accounts Payable” module.

Walmart PF
11535, 1ere avenue
Saint-Georges, QC, G5Y 7H5
Tel: 418 227-7767

Facture

Date	No
25-03-2026	DPP-PF-FAD-043

FACTURER À :
Documentation Prextra
11535, 1er Avenue
bureau 190
Saint-Georges, Québec, G5Y 7H5
Tel: 418 227-7768
Contact: Support MC

EXPÉDIER À :
MÊME

EXPÉDITION	FAB	TRANSPORTEUR	NO I.R.S.	NO EXPÉDITION
COMMANDE CLIENT	VENDEUR	VOTRE # PO	TERME DE PAIEMENT	

NUMÉRO	DESCRIPTION	QTE	UDM	PREX	MONTANT
Lait-FRA-PF	lait à la fraise	1.00		64.996	65.00
Vente finale					

TAXE FÉDÉRALE : F1234567891PF
TAXE PROVINCIALE : P987654322PF

TRANSPORT :	6.00
SOUS-TOTAL :	65.00
TPS :	3.25
TVQ :	6.49
TOTAL (CAD) :	74.74

SIGNATURE : _____

Page 1 de 1

#585 facture direct DDP-PF-FAD-043.pdf Pending approval

Document type: Purchase invoice

Fields

Purchase order # : []

Supplier : Walmart PF WAL-PF

Way Bill : []

Supplier Ref : []

Invoice # : DPP-PF-FAD-043 DPP-PF-FAD-043

Inv. Date : 25/03/2026 25/03/2026

Tables

Invoice lines

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1		Lait-FRA-PF	lait à la frai	5030	PF	1.0000	LIT	64.9960	65.00

Objects

Summary

Subtotal	65.00	65.00
Freight	0.00	0.00
Tax 1	3.25	3.25
Tax 2	6.49	6.49
Tax 3	0.00	0.00
Tax code		TPS TVQ SUR LES ACHATS
Total	74.74	74.74

Company: [] Transfer

NOTE : In the purchase invoice navigation list and purchase invoice consultation, you can display the optional “PrexFlow” column which will show “Yes” for all purchase invoices created via PrexFlow. Additionally, invoices created from approval automation will have the default user code “PrexFlow”. When manually approved, the user code of the employee who clicks “Approve” is displayed.

NOTE : A copy of the original document uploaded to PrexFlow will be attached to this invoice document in Prextra. The document date will be the date it was uploaded to PrexFlow.

Supplier: WAL-PF
Address: Walmart PF
11535, 1ere avenue
Saint-Georges
G5Y 7H5

Payable to: WAL-PF
Address: Walmart PF
11535, 1ere avenue
Saint-Georges
G5Y 7H5

Currency: CAD
Exchange Rate: 1.0000

Inv: DPP-PF-FAD-043
Date: 25/03/2026
Due Date: 24/04/2026
GL Period: 2026-3 (Mars 2026)

Payment Term: Net 30 days
PO Number: []
Accounts Payable: 3000 | ACCOUNTS PAY.
Contact: []
Buyer: []
Warehouse: SAINT-GEORGES ANG

Tax: TPS TVQ SUR LES ACH.

Subtotal:	65.00
Discount:	0.00
+ Freight:	0.00
Amount without taxes:	65.00
TPS (5.0000%):	3.25
TVQ (9.9750%):	6.49
Total:	74.74

Retained: []

Specifications Copy Invoice Distribute Projects Documents Distribute to remitters Save Close

Item: []
Supplier item: []
Warehouse: []
GL Account: []
Project: []
Activity/Expense: []
Taxable: []
Non-commutable: []
Description: []

Quantity: []
Factor: []
Supplier Qty: []
Price: []
Discount: []
Discount 2: []
Net price: []
Amount: []

Rec. #	Item	Supplier item	Description	Project	GL Code	GL Project	From UOM	To UOM	Qty	Qty provided	Price	Discount	Discount 2	Total	
1	Lait-FRA-PF		lait à la fraise		5030	PF - Prexflow	LIT	LIT	1.00		1.0000	64.9960	0.00	0.00	65.00

NOTE : The payment term and currency come from the supplier record. Also, if your company is managed by mandatory sector or warehouse, the sector and/or warehouse also come from the supplier record.

3.3 Creating a General Ledger Account Invoice (Expense Invoice)

Double-click on a document line with “Pending Approval” status in the PrexFlow document list to view and approve the information extracted by PrexFlow.

NOTE : When PrexFlow cannot extract a purchase order number, Way Bill, supplier reference, receipt, and/or matching item code in Prextra, the invoicing will be a General Ledger account invoice, commonly called an “Expense Invoice”.

The screenshot displays a 'Facture' (invoice) document on the left and its corresponding data entry form on the right. The invoice is for Walmart STG, dated 15-03-2026, with a total amount of 186.84 CAD. The data entry form shows fields for Supplier (WALMART STG), Invoice # (DPP-PF-FD-019), and a table of invoice lines with columns for Receipt, Item code, Description, GL Account, Project, Quantity, UOM, Price, and Total. The interface also includes a summary section and buttons for 'Restart the analysis', 'Approve and Open', and 'Approve'.

NUMÉRO	DESCRIPTION	QTE	UOM	PREX	MONTANT
EPIW	Épicerie Walmart	1.00		162.4947	162.50

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1		EPIW	Épicerie Walr	5002		1.00000		162.4947	162.50

Summary	
Subtotal	162.50
Freight	0.00
Tax 1	8.13
Tax 2	16.21
Tax 3	0.00
Tax code	TPS TVQ SUR LES ACHATS
Total	186.84

You will be able to validate the information extracted by PrexFlow, add invoice lines, correct and/or complete the data and descriptions as needed.

If the supplier has a purchase account checked “Default” in the “Purchase Account” button of the supplier record, the system will display it by default on the detail lines. The field will be editable. Furthermore, if the GL account is project-based, the linked project will also be pre-filled and editable.

NOTE : The General Ledger account for each detail line and the GL account project (if applicable) are mandatory fields for this type of invoice.

NOTE : If the supplier, invoice number and/or invoice date do not display the correct information after the PrexFlow upload, you can use the learning feature. Click the learning icon and select the area in the document where the specific information is displayed to correct it. You can then relaunch the document analysis by clicking “Re-run Analysis” to automatically complete the mandatory fields if the system finds the links.

Once the information has been validated, click “Approve” to create the GL account invoice, if the approval process is not configured.

NOTE : In the purchase invoice navigation list and purchase invoice consultation, you can display the optional “PrexFlow” column which will show “Yes” for all purchase invoices created via PrexFlow. Additionally, invoices created from approval automation will have the default user code “PrexFlow”. When manually approved, the user code of the person who clicks “Approve” is displayed.

NOTE : The editable “UOM” field must never be completed to approve a GL account invoice. If no item is found during document processing, the blank “UOM” field will automatically be empty.

The image displays a purchase invoice document and its corresponding software interface. The document on the left is titled "Facture" and includes the following information:

- Supplier:** WALMART STG, 11535, 1ere avenue, Saint-Georges QC, G5Y 7H5, Tel: 418 227-7768
- Invoice Number:** DPP-PF-FD-019
- Invoice Date:** 15-03-2026
- Invoice Lines Table:**

NUMÉRO	DESCRIPTION	QTE	UOM	PREX	MONTANT
EPIW	Épicerie Walmart	1.00		162.4947	162.50
- Taxes:** TAXE FÉDÉRALE: 8.13, TAXE PROVINCIALE: 16.21, TOTAL (CAD): 186.84

The software interface on the right shows the following details:

- Document type:** Purchase Invoice
- Supplier:** WALMART STG
- Invoice #:** DPP-PF-FD-019
- Inv. Date:** 15/03/2026
- Invoice Lines Table:**

#	Receipt	Item code	Description	GL Account	Project	Quantity	UOM	Price	Total
1		EPIW	Épicerie Walr	5002		1.0000		162.4947	162.50
- Summary Table:**

Subtotal	162.50	162.50
Freight	0.00	0.00
Tax 1	8.13	8.13
Tax 2	16.21	16.21
Tax 3	0.00	0.00
Tax code		TPS TVQ SUR LES ACHATS
Total	186.84	186.84

At the bottom right of the interface, there are two buttons: "Approve and Open" and "Approve". An arrow points to the "Approve" button.

The created invoice is available in the “Purchase Invoices” option in the “Transactions” menu of the “Accounts Payable” module.

NOTE : A copy of the original document uploaded to PrexFlow will be attached to this invoice document in Prextra. The document date will be the date it was uploaded to PrexFlow.

Supplier: WSTO
Address: Walmart

Payable to: WSTG
Address: Walmart

Currency: CAD
Exchange Rate: 1.0000

Saint-Georges
Inv: DPP-PF-FD-019
Date: 15/03/2025
Due Date: 14/04/2025
GL Period: 2025-3 (Mars 2025)
Note:
Comment:
Internal note:
Retained:

Saint-Georges
Payment Term: Net 30 days
PO Number:
Accounts Payable: 3000 | ACCOUNTS PAY W
Contact:
Buyer: CCID
Warehouse:

Tax: TPS TVQ SUR LES ACS

Subtotal:	162.50
Discount:	0.00
+ Freight:	0.00
Amount without taxes:	162.50
TPS (5.0000%):	8.13
TVQ (9.9750%):	16.21
Total:	186.84

Specifications Copy Invoice Distribute Projects Documents Distribute to remitters Save Close

Item:
Supplier Item:
Warehouse:
GL Account:
GL Project:
Project:
Activity/Expense:
Taxable:
Non-commutable:
Description:

Quantity:
Factor:
Supplier Qty:
Price:
Discount:
Discount 2:
Net price:
Amount:

Rec. #	Item	Supplier Recs	Description	Project	GL Code	GL Project	From UOH	To UOH	Qty	Qty provided	Price	Discount	Discount 2	Total
1			Epicene Walmart		5002				1.00	1.0000	162.5000	0.00	0.00	162.50

Other info

NOTE : The payment term and currency come from the supplier record. Also, if your company is managed by mandatory sector or warehouse, the sector and/or warehouse also come from the supplier record.