How-to Guide

How to adjust your settings

Quick Links

How to change your email address or name

1. Click on '**Your Profile'** located in the top right-hand corner of any page on the platform.
2. From the drop-down menu, select **'Your Profile**' again.
3. Update your name or email address by typing in the new information or deleting the existing one.
4. Click **'Save'**.

How to change the date format

1. Click on '**Your Profile**' located in the top right-hand corner of any page on the platform.
2. From the drop-down menu, select '**Your Profile**' again.
3. Under '**Date Format**,' select the desired format from the drop-down options.
4. Click **'Save'**.

How to change your password

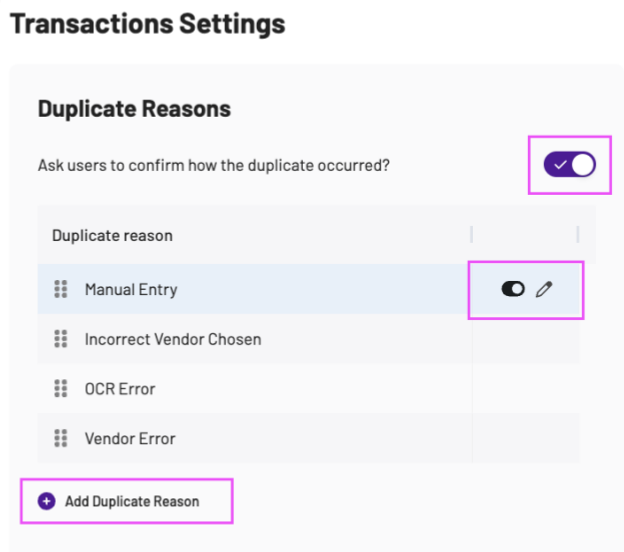
1. Click on '**Your Profile**' located in the top right-hand corner of any page on the platform.
2. From the drop-down menu, select '**Your Profile**' again.
3. Choose '**Change Password**.'
4. Fill in the required fields: '**Current Password**,' '**New Password**,' and '**New Password Confirmation**.'
5. Click **'Change Password**.

How to change your notification settings

1. Click on '**Your Profile**' located in the top right-hand corner of any page on the platform.
2. From the drop-down menu, select '**Your Profile**' again.
3. Select '**Notification Settings**.'
4. In the '**Manage Notifications**' section, toggle the alerts on or off according to your preference. Here is a breakdown of each notification:
   - **AP Alerts**: Receive a daily alert highlighting high-risk invoice errors and duplicates.
   - **Weekly Summary**: Receive a weekly summary email of the activity within Xelix from the previous week.
   - **Enable Assigned Duplicate Alerts**: Get an email notification when you have been assigned a pending duplicate invoice.
   - **Enable Assigned Statement Reconciliation Alerts**: Receive an email notification when you have been assigned a statement reconciliation.
   - **Enable Assigned Invoice Error Alerts**: Get an email notification when you have been assigned a pending invoice error.
5. Click **'Save'**.

How to add additional reasons & recovery statuses within the Transactions module

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Within **Transaction Settings** you can turn on the mandatory selection of a duplicate and invoice errors reasons, as well as add in any additional reasons & recovery statuses, and amend the default options already available.
    - **(i)** Using the purple toggle button to turn on mandatory selection of a duplicate or invoices error reason. Turning this setting on will make it so that a user is prompted to confirm how to the duplicate or error occurred.
    - **(ii)** Exclude any errors reasons or recovery statuses from the Transactions module by using the toggle button to the right of the desired reason/status.
    - **(iii)** Amend an existing reasons or recovery status by clicking the pencil icon next to the reason/status you would like to amend.



How to add additional statuses within the Statements module

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Navigate to the **Statements** tab, where you will find the **Action Settings,** where you can see the current statuses available within the Statements module, and add in any additional action required/ non action required statuses:
    - (i) Select the **'Add a new status'** icon to add in an additional status to be used within the reconciliation results, where you will be proin the status name
3. Click 'Apply'

How to view all invoices from a specific vendor

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Vendors'** tab.
3. Type the name or number of the vendor you want to investigate into the search field under Vendor Settings.
4. Once the vendor appears, click on '**View Invoices**' button on the right-hand side.

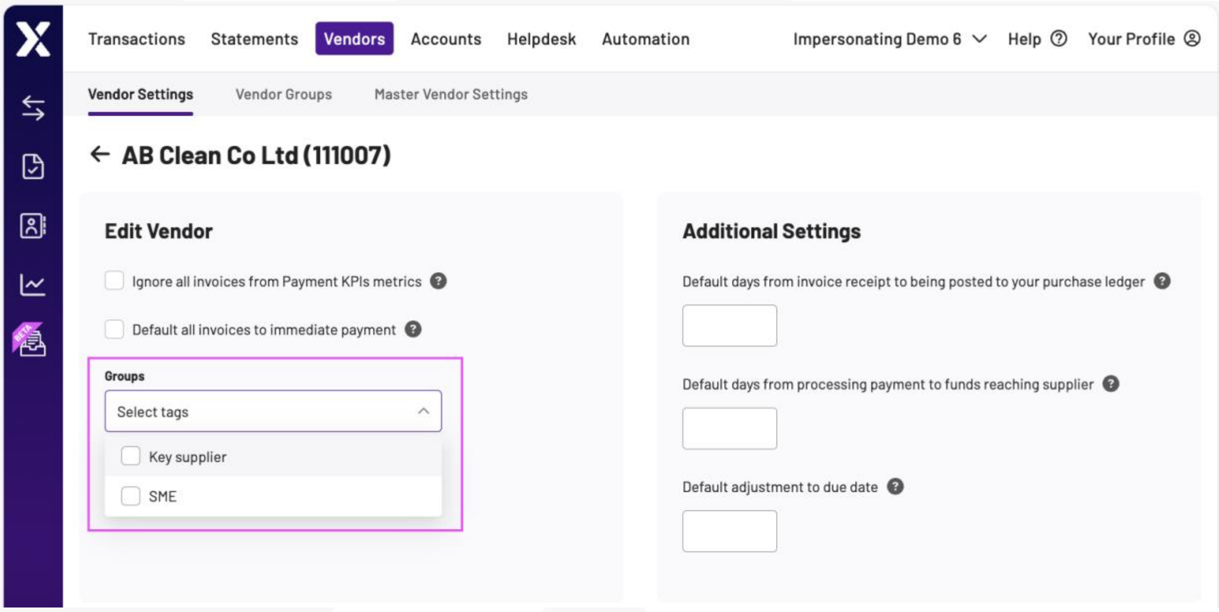
How to remove specific vendors from payment performance metrics

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Vendors**' tab.
3. Select the desired vendor from the list.
4. Select either or both of the following settings:
   - Ignore all invoices from Payment Reporting metrics?
   - Default all invoices to immediate payment?
5. If you want to further edit settings, select '**Additional Settings**,' and the options below will appear. Populate each field as necessary:
   - Default days from invoice receipt to being posted to your purchase ledger.
   - Default days from processing payment to funds reaching supplier.
   - Default adjustment to due date.
6. Click **'Save Changes'**.

How to determine vendor group or add a supplier to a vendor group

Adding a supplier to a pre-made vendor group:

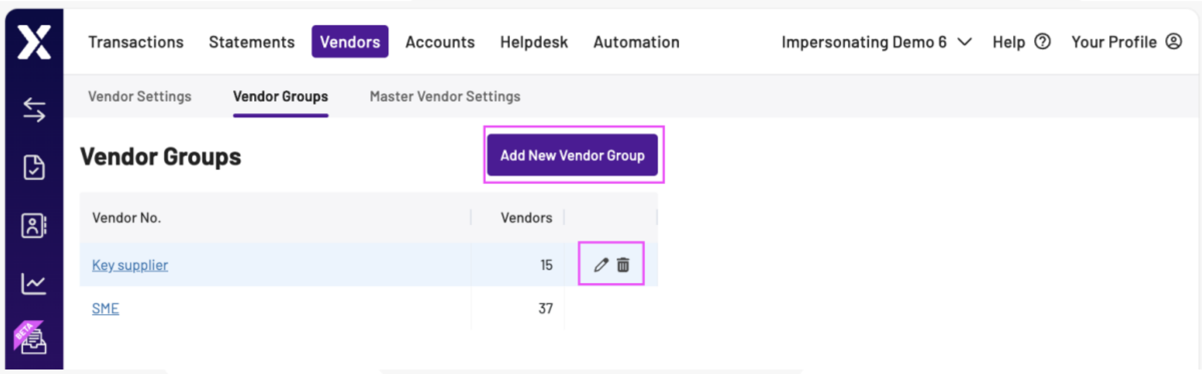
1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Vendors**' tab.
3. Select the desired vendor from the list. Here you can see which groups the selected vendor is in or add to other available groups within the below drop-down:



Creating a new vendor group and amending existing vendor groups:

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Vendors**' tab.
3. Select '**Vendor Groups**' - here you will be able to see any previously created vendor groups. You can then Edit, Delete, or Create a new vendor group:
   - **(iv)** Add or remove vendors from a specific vendor group by clicking the pencil icon to the right of the vendor group you would like to make changes to.
   - **(v)** Delete a vendor group by using the bin icon to the right of the vendor group you would like to delete.

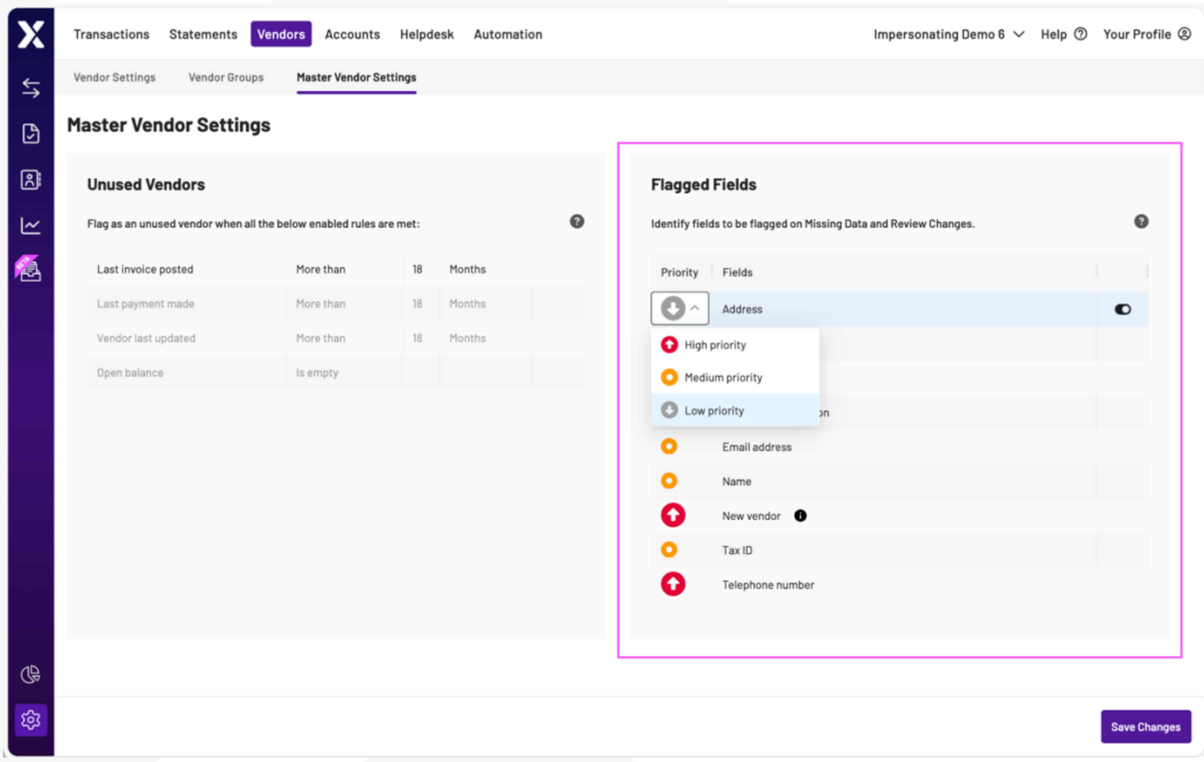
(vi) Add a new vendor group by clicking on the 'Add New Vendor Group' button and selecting the vendors you'd like to include.



How to customise Master Vendor Settings

Excluding certain fields from the Missing Data/ Review Changes tabs

1. Go to **Settings**, in the bottom left of your screen.
2. Within **System Settings**, select to the **Vendors** tab
3. Navigate to the **Master Vendor Settings** tab
4. Here you can exclude and/or change the priority of a specific field:



Setting a criterion for an 'Unused Vendor'

Within the **Master Vendor Settings** tab, you can set the criteria for when a vendor is considered 'unused' by toggling on/off the below rules, or changing the timeframe considered by each rule:

(i) **Last invoice posted:** number of months since the last invoice was posted against this vendor

(ii) **Last payment made:** number of months since a payment was last made to this vendor

(iii) **Vendor last updated:** number of months since the vendor information was last updated

(iv) **Open balance:** if there is no open balance against the vendor account.

How to edit payment performance assumptions

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Transactions'** tab (this step should take you to the tab by default).
3. Under '**Payment Performance**,' you will find three assumptions that you can customize:
    - Default days from invoice receipt to being posted to your purchase ledger.
    - Default days from processing payment to funds reaching the vendor.
    - Default adjustment to due date. Please note that changes may take up to 5 minutes for the platform to update.
4. Click **'Save'**.

Also see: **How to Remove Specific Vendors from Payment Performance Metrics**.

How to add an email address for a vendor

1. Click on **'Settings'** located in the bottom left-hand corner of any page on the platform.
2. Choose the '**Statements'** tab.
3. Under the '**Email Settings''** field, type the name of the vendor for which you want to save an email address.
4. Once the appropriate vendor appears, a new field will appear, and on the right-hand side of the vendor's name, select the **'Add new email address'** button.
5. Type in or paste the appropriate email address.
6. This email address will then appear in the '**To**' field for the Vendor recs export for any statement reconciliations involving this vendor.

You can also add a new email address from within the Vendors module, see: **How to Use the Vendors Module**