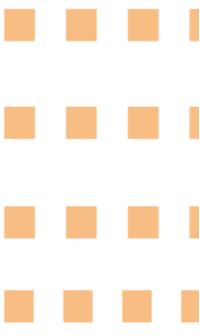
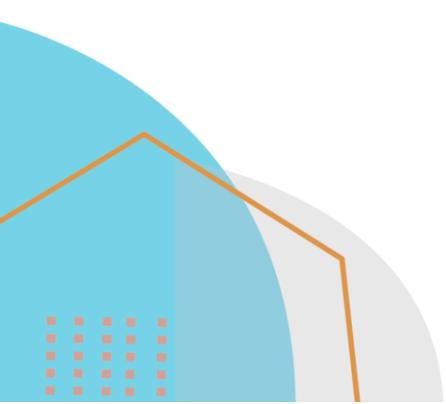


MultiSoft

# *AIP – Automated Invoice Processor*

*Users manual*

*Version: #V1.1 |2022.01.11.*





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## 1. SUMMARY

The Automated Invoice Processor is an extension for Microsoft Dynamics 365 Business Central users that enables you to automatically process and post incoming invoices. The solution can reduce the administrative burden of posting vendor invoices by using Machine Learning to determine how invoices are posted and to prepare them for posting.

When training the database, the previously received and manually posted invoices are added. The software creates a mathematical model based on the learning database. This model is the basis for all subsequent predictions.

Business Central receives invoices for processing from a data source with unified format. This data source can be the tax authority's online invoice database, a text recognition software, or even a specially designed electronic data interchange (EDI). This document describes the management of invoices downloaded from the Hungarian tax authority.

The Automated Invoice Processor module - based on the learning database - determines how the input invoices are posted. The identified invoices can be immediately posted by the user. If this fails for some reason (for example, due to a missing vendor), the system indicates the data that requires user interaction. These invoices must be completed manually.

In addition to Machine Learning, users can also add rules, where they can define for each vendor, for example, to which ledger account the item with the given name of the invoice line should be posted. If a valid rule exists for a particular case, the system will use the defined type and invoice, if not, then the most likely result will be used based on Machine Learning.

The manually posted invoices and invoice lines will be added to the learning database, so that similar invoices can be recognized next time. This is called Machine Learning, which allows the module to continuously improve.

The first part of this manual is about the daily use of the already parameterized system, covering some important settings. The second part is about the settings.



## 2. DAILY USE

The new function can be started and used from several interfaces of the BC system:

- Starting from the launch screen of the application, you can create the purchase invoice from the list of downloaded incoming invoices; the head and lines are filled in.
- Directly on the purchase invoice, as a result of filling in the Vendor account number field, the head and line information are also filled in.
- By creating an invoice, you can create the purchase invoice from incoming documents (filing), the head and lines are filled in.

First, we will show you the use of the system starting from the application launch screen, because the other methods may also require the opening of the screens presented here.

Invoices must still be posted in the **Purchase invoices/Purchase credit memos** menu item.

**Note:** The program makes suggestions to which invoice/item etc. the given invoice/invoice line should be posted, however, it is the user's responsibility to check this and post the invoice with the correct data.

### 2.1. Use of the system starting from the application launch screen

To start the application launch screen, search **Incoming Invoice Administration** in the search engine and click on it.



# Incoming Invoice Administration

## Actions

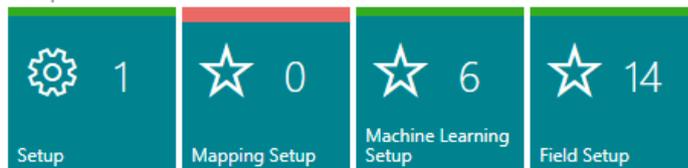
### Invoices



### Job Queue Entries



### Setup



### Data



During daily use, the first row of tiles under **Invoices**, and especially the tiles between **Open** and **Verified** are used. Whichever tile you choose, it takes you to the list of invoices downloaded from the tax authority, however, with different status:

- **Imported:** Here you can find invoices already received but not yet processed. However, it is very rare to find invoices in this tile, as they are processed automatically, immediately after their arrival.
- **Open:** Here you can find invoices, from which you cannot generate a purchase invoice yet, because some mandatory data is missing, for example, the vendor does not exist in the vendor body, and/or an invoice line failed to match a ledger number, item number, etc.
- **Verified with Warning:** Here you can find invoices, from which you can already generate an invoice, however, the system has added some kind of warning during processing. For example, for one of the invoice lines, a G/L account has been found with a low probability.
- **Verified:** Here you can find invoices without errors or warnings. They are ready for invoice generation.
- **Invoice Created:** Here you can find invoices that are already created in purchase invoices/credit memos, but are not yet posted.

- **Archive:** Here you can find archived invoices. Posted invoices are automatically archived. Unposted (for example, returned) invoices can be archived manually, or they will be automatically archived after a defined period.
- **All:** Here you can find all the invoices regardless of their status.

### 2.1.1. List and card view of incoming invoices

Incoming Invoice List

Invoice Number	Status	Header Verified	Number of Verified Lines	Supplier Name	Invoice Issue Date	Invoice Delivery Date	Payment Method	Invoice Appearance	Invoice Net Amount	Invoice Vat Amount
23-2000001516	Open	Missing Vendor	0 / 13	Allianz Hungária Zrt.	2023. 01. 23.	2023. 01. 23.	ELECTRONIC		721 560	0
HWK-2023-9372	Open	Missing Vendor	0 / 1	Hardverker Online Kft.	2023. 01. 20.	2023. 01. 20.	CARD	PAPER	8 220	2 220

The list view displays the most important data: invoice number, vendor name, dates, currency code, amounts, and status, as well as the status of the head and lines.

The card view can be opened by clicking on the invoice number or with the **View/Edit** buttons.

Incoming Invoice

23-2000001516 · 17780089 · 41VL6MBTST68MDJ1

Process Incoming Invoice Actions Related Fewer options

Print Create Vendor

**General**

Invoice Number	23-2000001516	Supplier City	Budapest
Transaction Id	41VL6MBTST68MDJ1	Supplier Post Code	1087
Status	Open	Supplier Country/Region Code	HU
Header Verified	Missing Vendor	Supplier Bank Account Number	
Number of Verified Lines	0 / 13	Invoice Issue Date	2023. 01. 23.
Original Invoice Number		Invoice Delivery Date	2023. 01. 23.
Supplier Tax Number	17780089	Order Number	
Vendor No.		Delivery Note	
Supplier Name	Allianz Hungária Zrt.	Contract Number	
Vendor Name	-	Related Document Type	
Vendor Name 2	-	Related Document No.	-
Supplier Address	Könyves Kálmán krt. 48-52.	Ignore Lines	<input type="checkbox"/>
Supplier Address 2		Ignore Free Items	<input type="checkbox"/>

**Incoming Invoice Errors**

Incoming Invoice Line No. ↑	Error Text
0	Missing Vendor No.
1	Missing Type
1	Missing VAT Prod. Posting Gr
2	Missing Type
2	Missing VAT Prod. Posting Gr

**Incoming Invoice Warnings**

Incoming Invoice Line No. ↑	Error Text
1	Missing Unit of Measure Code
2	Missing Unit of Measure Code
3	Missing Unit of Measure Code
4	Missing Unit of Measure Code
5	Missing Unit of Measure Code

**Lines** Rules Machine Learning Mapping Fewer options

Line No. ↑	Is Pur... Ma... Done	Incoming Item Number	Incoming Description	Type	No.	Description	Mapping Source	Tariff Number	Tariff
1	<input type="checkbox"/>		Első díjelőírás		-				

The card view has the usual head and rows design with all available fields. In the fields, red text indicates error, yellow text indicates warning, while green text indicates that the field is correct. Some fields contain data from the downloaded invoice, others show our recognized data from the invoice.

On the right side of the screen, in the data region panel, there are two info boxes:

- **Incoming Invoice Errors:** Here you can find the errors that occurred during processing the invoice. The Incoming Invoice Line No. shows the line which the error refers to. If 0, the error is in the head of the invoice. As long as the error exists, the invoice cannot get the Verified status and this way no purchase invoice can be created from it.

- Incoming Invoice Warnings:** Here you can find the warnings given by the system after processing the invoice. The Incoming Invoice Line No. shows the line which the warning refers to. If 0, the warning refers to the head of the invoice. Despite the warnings, the purchase invoice can be generated.

Incoming Invoice

23-2000001516 · 17780089 · 41VL6MBTST68MDJ1

Process Incoming Invoice Actions Related Fewer options

Print Create Vendor

Incoming Invoice Line No.	Quantity	Description	Unit Price	Total
10		Első díjelőírás	-	-
11		Első díjelőírás	-	-
12		Első díjelőírás	-	-
13		Első díjelőírás	-	-

**Invoice Summary**

Invoice Net Amount	721 560	Invoice Vat Amount LCY	0
Invoice Net Amount LCY	721 560	Invoice Gross Amount	721 560
Invoice Vat Amount	0	Invoice Gross Amount LCY	0

**Invoice Details**

Currency Code	HUF	Payment Method	
Currency Factor	1.0	Payment Method Code	...
		Payment Date	

**Technical Information**

Modification Index	0	Invoice Appearance	ELECTRONIC
Invoice Category	NORMAL		

**Incoming Invoice Errors**

Incoming Invoice Line No.	Error Text
0	Missing Vendor No.
1	Missing Type
1	Missing VAT Prod. Posting Gr
2	Missing Type
2	Missing VAT Prod. Posting Gr

**Incoming Invoice Warnings**

Incoming Invoice Line No.	Error Text
1	Missing Unit of Measure Code
2	Missing Unit of Measure Code
3	Missing Unit of Measure Code
4	Missing Unit of Measure Code
5	Missing Unit of Measure Code

Errors are mandatory to be corrected. Warnings are recommended to be corrected, but not mandatorily. To correct or edit the card, it must be opened in Edit mode, and if the status of the invoice is not Open, it must be changed to Open with the **Incoming Invoice > Reopen** button. After editing, the status of the invoice can be changed to Verified with the **Incoming Invoice > Verification** or **Incoming Invoice > Recognize Fields** buttons.

In the **Field settings** you can define what should be considered as error or warning. For more information, see section 3.4.

The most common errors and warnings are the following:

### 2.1.2. Possible errors in the head

- Missing vendor:** The vendor is not yet included in the vendor body. Add it with the **Process > Create Vendor** button. Select the appropriate vendor template, based on which the system should create the vendor. The name and address are taken from the tax authority system. Posting groups must be defined in the template. If no template exists, create one for domestic vendors. Once the vendor is created, check it and provide any additional information. If there are no other errors, the status of the invoice is set to Verified automatically.
- Several possible vendors:** The error is the missing vendor, because several vendors have been found with the same tax number. By pressing the **Create Vendor** button, a list of the



vendors found is displayed, where you can select the appropriate vendor. If the other vendors are not needed, you can lock the ones on which you will no longer post invoices. The system takes into account only vendors that are not locked. The status of the invoice is set to Verified automatically.

- **Missing currency code:** The vendor has billed in a currency that is not listed among the currency codes. Add the new currency code in the **Currency Codes** menu item. Then, in Edit mode, press the **Reopen** and **Verify** buttons.

### 2.1.3. Possible errors in the lines

- **Missing type:** The program cannot decide what to post the line on (for example, G/L account, item, etc). Please select the right type.
- **Missing number:** The program cannot decide what to post the line on, within the defined type (for example, which G/L account, which item, etc). If the type is missing, the number is also missing. Please select the right number.
- **Missing unit code – in case of item:** The system could not recognize the unit code from the data service, or if recognized, it is not listed among the unit codes of the item. Please define the right unit code.

### 2.1.4. Possible warnings in the lines

Most often, warnings are received when the type, number, VAT Product Posting Group has been determined with Machine Learning, but the probability of the value found is too low, so it must be reviewed by the user. The probability percentage for acceptance with or without warning and that for rejection can be defined in the Machine Learning settings. For more information, see section 3.3.

By default, a probability below 20% is not accepted, so the fields are left empty; between 20-60%, the value is already entered, but a warning is displayed that the probability is too low; from a 60% probability the result is accepted without any special indication.

You can check the probability measure with which a value has been found. Values with lower probabilities are also displayed and can be selected. Open the incoming invoice in Edit mode, click in the Type, No., or VAT Prod. Posting Group field and then on the ... button.

Incoming Description	Type	No.	Description	Mapping Source
Bérllet, 30 napos bérllet, Helyköz...	G/L Account	552030	Adókö.t.ter.m.juttatás	Machine Le...

In the displayed window, you can view each probability. The button can be used even in case of empty fields (probability below 20%).

**Incoming Invoice Predictions** | 🔍 ⌵ ... ↗ ✕

Order ↑	Display Value	Description	Result %
→ 1	552030	Adókö.t.ter.m.juttatás	25,4
2	512100	Alkatrészek felhasználva	14,4
3	523900	Egyéb javítási és karbant. Költség	10,7
4	552020	Reprezentáció	6,8
5	552040	Üzleti ajándék	5,5

**OK** Cancel

By default, a warning is also sent if the line is of item type but not linked to a receipt. For more information, see section 2.1.6.

### 2.1.5. Using rules

Instead of using Machine Learning results, you can also use rules in lines to figure out No. and Type fields. The rules can apply to a specific vendor or to all vendors.

To create a new rule (on an open invoice in Edit mode), go to the invoice line for which the new rule should be created and press the **Lines > Rules > Create Rule** button. A rule can be created for an item number, G/L Account number, **tariff number, CPA number**, description or part of it. These fields are automatically filled in from the invoice line. Fill in the Type and No. fields. In case of several rules, they are processed in order. If necessary, you can change the processing order with the **Move down/Move up** button. To create a vendor-independent rule, delete the vendor number from the record.

Incoming Invoice Rule ✓ Saved 🗑 🔄 📄

🔍 Search + New Edit List Delete Move Up Move Down Open in Excel

Vendor No. ↑	Processing Order ↑	Item Number	General Ledger Account Number	Tariff Number	Description	Type	No.	Description/Name
→ SZ1205	1				EVO 95 BENZIN	G/L Account	S11100	Üzemanyag



After closing the window, press the **Field Recognition** button in the head. In the invoice line, the **Source of Recognition** field shows that the source is now Rule instead of Machine Learning.

In the future, the program will apply the defined rule in this case instead of what is learned from the learning database.

### 2.1.6. Linking lines with receipts

When purchasing items that you have previously received on a purchase order or a warehouse receipt, these invoice lines must be linked to the receipts. If an item-type line is not linked to a receipt, and the purchase order is posted this way, the item is received again. While processing the invoice automatically, the program tries to collect the Whse. Receipt Line for the item-type lines. If successful, the **Purchase mappings collected** field in the invoice line is checked in.

In the invoice details uploaded to the tax authority, you can indicate which shipment the given line belongs to. However, as this is not mandatory, the program cannot always determine exactly which receipt line to which invoice line belongs. In this case, the earliest received but not invoiced lines are assigned to the invoice lines, based on the following settings:

In the incoming invoice settings, you can define the method of automatic mapping in the **Method of Mapping Receipt Quantity** field. For more information, see 3.1.1.

In the settings, you can also define whether to allow automatic mapping with receipts dated later than the invoice completion deadline.

If the invoice line is linked to a receipt line, you can check which receipt lines it is linked to by pressing the **Mapping > Mappings** button on the invoice line. Mappings can be modified here, too.

You can run mapping on a specific line with the **Mapping > Run Mapping** button.

To define a mapping manually, press the **Mapping > Manual Mapping** button. The item number of the selected receipt line is entered in the invoice line.

A new field has been added to the lines on the generated purchase invoice: **Comes with receipt** (not editable, only informative). If this field is checked in, there is no receipt linked to that specific line and posting the invoice results in receiving (in case of item).

### 2.1.7. Invoice generating

A purchase invoice or a credit memo (depending on the sign of the total amount) can be generated with the **Generate Invoice** button on an invoice in Verified or Verified with Warning status.

The generated purchase invoice or credit memo document number is displayed in the Reference Document Number field and can be opened by clicking on it. After posting, the posted document number is displayed here.

### 2.1.8. Additional features



**Exclude Lines Without Unit Price:** If set to True, invoice lines without unit price will not be added to the invoice at generating. Useful, when the vendor adds, for example, the amount of emballage to the invoice separately, but you do not want to post it. This setting can be defined on company level, vendor level (configured on the vendor card) or invoice level in the **Incoming Invoice** settings.

**Exclude Lines:** If set to True, invoice lines will not be added to the invoice at generating. Useful, when errors occur in lines (for example, item number or G/L account cannot be found), and the status of the invoice is Open, but you still need to generate a purchase invoice.

**View XML button:** You can view the XML, which contains the raw data of the invoice, downloaded from the tax authority server.

**Print button:** You can generate an invoice image from the incoming invoice data. The appearance will not match the actual invoice image received from the vendor, but the data will.

### **2.2. Use directly on purchase invoice/credit memo**

You can open the Vendor Invoice No. and Vendor Cr. Memo No. fields directly on the purchase invoice and credit memo to choose invoices not yet created.

If the status of the invoice is Open, first open it from the drop-down list with the **Manage > Edit** button to correct the errors, then select it from the list.

Invoices with warning are also recommended to be checked and, if necessary, edited before adding.

### **2.3. Use from inbound documents (filing)**

When using filing (Inbound Documents menu item), after entering the vendor number, you can open the Vendor Invoice No. field and choose from the incoming invoices. The status of the selected invoice is displayed in the **Related Incoming Invoice State** field. You can open the incoming invoice by clicking on this field.

If opening the Vendor Invoice No. field when no vendor number is specified, you can choose from Open invoices with unrecognized vendors. In this case, you are asked whether to create a new vendor. If you choose Yes, the vendor is created based on the selected vendor template.

To create the purchase invoice or credit memo, press the **Process > Manual Processing** button. The head and line information on the incoming invoice are filled in.

From Open invoices no purchase invoice can be created, but you can open the incoming invoice to correct the errors.

Invoices with warning are processed, however, it is recommended to check the causes of the warnings and make the necessary corrections, before creating the purchase invoice.



## 2.4. Convenience features on the purchase invoice

### 2.4.1. Merging and splitting invoice lines

Buttons of the new **Merge/Split** menu item added on the purchase invoice above the lines:

**Merge Same:** Merges the same G/L account and VAT Product Posting Group lines into one line.

**Merge All:** Merges all lines. The G/L account and VAT Product Posting Group of the merged line will be the one on which you pressed this button.

**Split current:** Splits the current line into two lines. The splitting rate can be parameterized; the rates can be defined with the following button: **Incoming Invoice Administration > Actions > Posting Splitting Rate.**



## 3. SETTINGS

Incoming Invoice Administration > Setup tile

### 3.1. Incoming Invoice Setup

#### 3.1.1. General FastTab

**Enable Hybrid Posting:** If False, linking item-type lines to receipt line is mandatory. If True, linking is not mandatory.

**Package Material/Pallet item number:** When the package material/pallet is received as item, but the vendor has not billed it, enter these item numbers here (you can use filter symbols, for example: | or ..). In case of automatic receipt mapping, if the receipt contains any of these items, they are added automatically to the invoice with a unit price of 0. In case of manual posted receipt collecting, this function does not work.

**Filing Mandatory:** If True, invoice generating is not possible from list and card view of incoming invoices.

#### **Receipt Quantity Mapping Mode:**

- **Strict:** Quantity on the invoice line and receipt line must match. Only one receipt line can be linked to an invoice line.
- **Strict per vendor:** Same as **Strict**, but can be enabled per vendor in the **Strict Receipt Quantity Mapping** line of the vendor card.
- **Available:** Quantity on the invoice line and receipt line must not match; subquantities can also be linked, and several receipt lines can link to one invoice line.

#### **Exclude Lines Without Unit Price:**

- **Always Exclude:** Lines without unit price will not be added to the invoice at generating.
- **Exclude per Vendor:** Same as **Always Exclude**, but can be enabled per vendor in the **Exclude Lines Without Unit Price** line of the vendor card.
- **Never Exclude:** Lines without unit price will be added to the invoice at generating.

This setting can be overwritten on the incoming invoice card.

**Maximum Number of Posted Invoice Lines for Creating a Learning Database:** When creating a learning database, only those posted invoices are taken into account, which do not have more lines than specified here.

**Copy Inbound Document Description to Invoice:** If True, the Description field value of the inbound document (filing) is entered into the Posting Description field at invoice generating.



**Allowed Receipt-Invoice Date Difference:** Specifies how much later the receipt date can be than the invoice fulfillment date for automatic mapping. Use date formula, for example:

0N = the receipt posting date must be earlier or equal to the invoice fulfillment date (recommended setting)

5N = the receipt posting date must be up to 5 days later than the invoice fulfillment date.

### 3.1.2. Automation settings on FastTab

**Machine Learning URL:** The path to the Machine Learning server.

**Job Queue Category:** The category code for job queues of the incoming invoice feature.

**Next Retraining of Machine Learning:** Date of the next retraining of Machine Learning. Running takes several hours.

**Model Retraining Frequency (days):** Retraining frequency of Machine Learning in days.

**Next Update of Machine Learning:** The time of the next update of Machine Learning .

**Model Update Frequency (days):** Update frequency of Machine Learning in days.

**Max Duration of Retraining/Update:** The maximum amount of time that the Machine Learning should run. This setting will prevent the server from retraining/updating during working hours.

**Archive Incoming Invoice Over Time:** If you do not create a purchase invoice from the incoming invoice, it will be automatically archived after the specified time.

**Minimum Training Data Volume:** The Machine Learning function must be able to offer at least the amount of alternatives specified here for each model.

**First Date of Receipt Download from Tax Authority:** Invoices are downloaded from this date on (for learning).

**Last Download from Tax Authority:** Last time of downloading invoices from the tax authority.

### 3.1.3. Original document numbers on FastTab

In case of adjustment invoice, select the field in the different tables that should contain the original document number field.

### 3.1.4. Debug on FastTab

**Debug Mode:** Saves the xml communication of the incoming invoice on both outgoing and incoming side (Machine Learning).

**Debug File Prefix:** Prefix assigned to the communication files of the tax authority.



### 3.1.5. Buttons

**History:** Shows the history of this **settings table**.

**Debug List:** Contains Machine Learning communication (Debug mode: populated if True).

**Incoming Invoice Log:** Logs tax authority communication.

**License Statistics:** The program records each day the cumulative number of the following: incoming invoices/lines, posted purchase invoices/lines (without receipt mapping), all posted incoming invoices/lines, invoice lines posted with receipt, invoice lines posted with receipt from the incoming invoice. Monthly billing is based on the number of invoice lines posted from the incoming invoices and the number of invoice lines posted with receipt from the incoming invoices.

**ML Communication Test:** Tests connection to the Machine Learning service.

**Manual Download:** Downloads invoices from the tax authority that have not yet been downloaded.

**Regenerate and Reload:** Deletes the imported, open, verified, verified with warning invoices, the learning database, the models, downloads the invoices again, rebuilds the learning database, and retrains the models.

## 3.2. Rules

Here you can create, view and edit the rules detailed in section 2.1.5.

### 3.3. Machine Learning settings

**Target field number/name:** Specifies the field to be predicted and the field containing this data in the learning database. During training, the model is trained to find the latter, during predicting, we expect to find a proposal for the former.

**Training conditions:** Filters the learning database to see the records based on which training should be made.

**Model conditions:** Filters (monitors) the incoming invoice line to see whether to apply the specific model to the specific incoming invoice line.

**Input fields:** Specifies the fields based on which training and prediction should be made. The fields must be in pairs, because we cannot submit a tax number for training and an invoice number when creating a prediction request.

**Acceptance accuracy:** Specifies the % amount above which the predicted value is accepted.

**Minimum accuracy:** Specifies the % amount below which the predicted value is not accepted.

**Training time:** Specifies the time that Machine Learning has spent on learning.



**Training cycles:** Specifies the number of the cycles to run, that is, the number of models from which Machine Learning should choose the most optimal one. The higher the number is, the longer time it takes.

**Training data volume:** The amount of learning data, based on which Machine Learning was trained.

### 3.4. *Field settings*

Here you can define which fields should or should not return error or warning during validation.

By clicking on the target field number, you can define the field for which to create the setting.

The same field may behave differently if different conditions are met, so it may be necessary to define a filter condition in Field Conditions.

**Control level:** Specifies whether the empty value of a field is an error, a warning or should not be taken into account (No value).

**Line name source:** Specifies the name of the invoice line in case of a defined field condition: a field name from the system or from the incoming invoice. For example, in case of an item, the name should be taken from the item table (from system), and in case of a G/L account, it should be taken from the invoice.