

Software Documentation

I. General

Finmatics GmbH ("**Finmatics**") provides its Customers with a SaaS solution (*Software as a Service*) for the automation of accounting processes ("**Finmatics-Software**") for a fee and a fixed term. Due to the "*multi-client capability*" of the Finmatics-Software it is possible

- on the one hand, for finance departments in companies to organise their internal accounting and
- on the other hand, for accounting service providers (in particular accountants and tax consultants) to do the bookkeeping for their clients

by using the Finmatics-Software to automate parts of the accounting process (in the following, corporate Customers and accounting service providers are each referred to as "**Customers**").

The Finmatics-Software shall be provided to the Customer as a web application ("**Web Application**"), available at app.finmatics.com, and as a mobile app ("**Mobile App**") for download from the standard app stores (for Android and iOS). The Customer and its Users can log in using a Username and password as well as 2-factor authentication (optional) ([see IV. point 4c](#)).

If the Customer acquires the Finmatics-Software extension "*Personalisation of the User interface of the Web application and Mobile App*" (as an additional module for User Management, see [Annex B, point 4](#)), it is also possible to provide the Finmatics-Software via a Customer specific URL (e.g. customername.finmatics.com).

The maximum number of documents, booking lines and Users of a Customer (employees or clients of the Customer; hereinafter "**Users**") permitted for processing in the Finmatics-Software is specified in the respective contract or order form between Finmatics and the Customer.

II. Hardware and Software Requirements for Operating the Finmatics-Software

The Customer is solely responsible for providing the hardware required to use the Finmatics-Software, the corresponding operating systems and the necessary internet access. The Finmatics-Software uses SSL and TLS standards for encrypted communication with other systems (browser system, accounting systems, requests to the Finmatics REST API) and is compatible with the following browser systems: Microsoft Edge and Google Chrome, in the respective current version.

III. Finmatics-Software - Overview

The Finmatics-Software is made up of the following components (overview):

1. Upload of Invoices;
2. Generation of booking lines;
3. Training of the Finmatics-Software / machine learning;
4. User management within the Finmatics-Software;
5. Provision of connection options (in particular via API and/or middleware) to ERP and Accounting Systems ("**Accounting Systems**") for exporting (transfer of Invoices and Invoice images, booking lines and Master Data) and importing data (in particular input of training data into the Finmatics-Software; [Annex A](#)).
6. Additional modules (to be purchased as separate extensions to the Finmatics-Software; [Annex B](#)).

This software documentation contains a description of all standard functions of the Finmatics-Software, including additional modules. Depending on the Finmatics-Software modules and additional modules purchased by the Customer (as agreed in the order form or contract between the Customer and Finmatics), the specific scope of services agreed with the Customer may deviate from this software documentation in individual cases. In the event of contradictions, the provisions of the order form or the respective contract shall take precedence over this software documentation.

1. Automation Hub & Invoice Hub

With regard to the scope of services relating to the Finmatics-Software, a distinction is made in the order form or contract between the **Invoice Hub** and the **Automation Hub**.

The Invoice Hub package ("**Invoice Hub**") consists of the following services:

- [IV. Point 1](#) **Upload of Invoices** (and all sub-points)
- [IV. Point 2a](#) **Automatic document separation**
- [IV. Point 4](#) **User administration**

The Automation Hub package ("**Automation Hub**") consists of all services in accordance with [Section IV](#) (without additional modules).

2. Finmatics-Software Package "Basic"

If the Customer uses the Finmatics-Software package "basic" ("**Basic Package**"), the following applies in particular: The Basic Package consists of all services in accordance with [Section IV](#), but without the "User Management" function in accordance with [Section IV, Point 4](#). In addition, the automation of the cost center as part of data enrichment in accordance with [IV. Point 2c](#) is not included in the Basic Package.

The Basic Package is only available for accounting service providers with document delivery to Accounting Systems of BMD, RZL and DATEV. As part of the Basic Package, document delivery to DATEV is also only possible via the "Buchungsdatenservice" interface in accordance with [Annex A, point 3.a\) iii.](#)

IV. The Components of the Finmatics-Software in Detail:

1. Upload of Invoices

The Finmatics-Software upload system offers the Customer various ways to transfer Invoices to the Finmatics-Software.

Invoices are all documents required for accounting purposes (in particular cash receipts, incoming receipts and outgoing receipts, "**Invoices**"). Invoices in the following formats are currently supported by the Finmatics-Software: TIFF, JPEG, PNG and certain PDF and XML e-Invoice formats. The provision of receipts by the Customer in a supported format is considered the minimum requirement for the processability of Invoices within the Finmatics-Software. Finmatics reserves the right to change, update or discontinue formats at any time. Documents (consisting of one or more Invoices)

with more than 1000 pages are not accepted by the Finmatics-Software and the User will receive an error notification.

a) Upload via Web Application

Users can upload Invoices via the Web Application. Each time an Invoice is uploaded, the User can manually specify the "client" and "document type" of the respective Invoice. Additionally, the booking period for the Invoices to be uploaded can be manually set or selected so that it is predicted automatically. The upload can be carried out by Users in the role of employees of the corporate client as well as by clients of the accounting service provider. See [IV. point 4](#), User Management.

b) Upload via E-mail

Invoices can be sent to the Finmatics-Software as attachments by e-mail (a separate e-mail address is created for the Customer by Finmatics and stored in the Finmatics-Software).

c) Upload via Mobile App

With the Mobile App, Users can capture Invoices directly from their mobile device (provided these mobile devices are equipped with the corresponding camera or scan function) and upload them to the Finmatics-Software.

d) Upload via Web Scan

Invoices can also be scanned directly in the Web Application, provided the Web Application is connected to a compatible scanner (e.g. via USB, WiFi or shared network) using the TWAIN interface. TWAIN is a standardised interface for data exchange between image processing applications and digital imaging hardware such as scanners. In individual cases, Finmatics cannot guarantee that the TWAIN interface of a scanner is actually compatible with the Finmatics-Software. Compatibility depends on the specific design and settings of the scanner as set by the manufacturer and cannot be influenced by Finmatics.

e) Excursus: Data Storage and Archiving of Documents in the Finmatics-Software

The original Invoices transferred to the Finmatics-Software in accordance with points a) to d), the copies of Invoices generated from them (such as separate pages in JPG format for preview purposes) and the texts read from them using data capture remain stored in the Finmatics-Software for a maximum period of 18 months and are then automatically deleted, unless otherwise contractually agreed with the Customer in individual cases. Through settings or interactions by the Customer or User, documents can be deleted automatically (if technically possible) or manually (by moving the documents to the recycle bin).

Unless otherwise contractually agreed in writing, the Finmatics-Software is in no way suitable for the audit-proof archiving and storage of documents.

Master Data, booking journals for training purposes and data relating to User administration remain stored in the Finmatics-Software until the end of the contractual relationship with the Customer, unless they are deleted beforehand through Customer or User interaction.

2. Generation of Booking Lines

After uploading and recording, machine learning is used to automatically process the Invoices stored in the Finmatics-Software in order to generate booking lines. Invoice processing consists of the following processes:

- **Automatic document separation:** division into individual Invoices
- **Data capture:** reading information from Invoices
- **Data enrichment:** Completing the Invoice information by enriching the document data with the Master Data stored in the Finmatics-Software. Master Data includes, in particular, general ledger accounts, subledger accounts, Invoice types and cost centers of a client ("**Master Data**").

In detail, these processes are as follows:

a) Automatic Document Separation

Scans that consist of several Invoices and were transferred to the Finmatics-Software as one "file"/one "document" are separated into individual Invoices with the help of machine learning.

b) Data Capture - Reading Information from Invoices

The following fields in particular can be read automatically from Invoices that were priorly transferred to the Finmatics-Software:

- Invoice number
- Invoice date
- amounts (gross, net, tax)
- tax rate
- currency
- UID
- debit/credit

The accuracy rate for data capture varies depending on the field. The accuracy of the fields read depends on the scan quality, complexity and layout of the transferred Invoices.

However, the Finmatics-Software flags corresponding fields and prompts the User to check the accuracy of these fields. Learning takes place through the correction (see [IV. point 3](#), Machine Learning).

Finmatics has no influence on the accuracy of the corrected fields or the training data and or provided booking facts provided for machine learning. The accuracy of this data is the sole responsibility of the Customer.

c) Data Enrichment - Completing the Accounting Information

After the information (see [IV. point 2b](#)) has been read out, the booking line is supplemented with accounting information stored in the Master Data of the Finmatics-Software (data enrichment). In particular, the following fields are added as part of data enrichment:

- general ledger account
- personal account

- cost center
- tax code
- booking text

Machine learning is used for data enrichment, whereby both information on the Invoice itself and information from training data (e.g. based on booking journals, see [point IV. 3a](#)) is used. This allows client-specific predictions to be made regarding the booking.

The accuracy rate for data enrichment varies depending on the field. However, the Finmatics-Software flags corresponding fields and prompts the User to check the accuracy of these fields. Learning takes place through the correction (see [IV. point 3](#), machine learning).

Finmatics has no influence on the accuracy of the corrected booking facts or the training data or booking information provided for machine learning. The accuracy of this data is the sole responsibility of the Customer.

3. Finmatics-Software Training - Machine Learning

The Finmatics-Software uses training data (in particular Invoice images and booking line information) from all Customers and processes them collectively (*pooling*) using machine learning techniques. The result is models that are trained in such a way that no conclusions can be drawn about individual Customers of Finmatics, their clients or business partners. The models can automatically recognise and read out various Invoice structures such as Invoice number, date, amounts, names of business partners and Invoice items. The models also identify Invoice objects and make predictions about account assignment.

The information that is stored in the models after processing the Invoice images and booking lines are exclusively model weights and model parameters for the general processing of Invoice content. Model weights and parameters are information that the model extracts and aggregates during the processing of the Invoice images and booking lines, such as information on the appearance of the first page of Invoices, information on the usual structure and layout of Invoices and information on the typical positions of certain information fields such as Invoice number, date, amount, name and business partner on Invoices.

Machine learning within the Finmatics-Software is based on the following three types of learning:

- **learning based on booking journals** (accounting transactions) stored in the Finmatics-Software;
- **learning based on company-specific Master Data** stored in the Finmatics-Software (such as information on business partners or general ledger account information); and
- **learning based on User feedback.**

a) Learning based on Booking Journals

The Finmatics-Software enables the upload of accounting data, in particular booking journals, either directly via the FINMATICS REST API or by uploading in CSV format.

b) Learning based on Company-Specific Master Data

The Finmatics-Software offers the option of storing company Master Data, in particular information on business partners and general ledger accounts, in the Finmatics-Software and using this data for future Invoice processing. This Master Data can be stored in the Finmatics-

Software via an API, by uploading data in CSV format or by querying public registers (e.g. UID register).

c) **Learning based on User Feedback in the Data Entry Screen**

The Finmatics-Software continuously learns from User feedback if they correct booking facts in the Finmatics-Software. Each time a User confirms or corrects a booking fact, the Finmatics-Software records this information and takes it into account for future Invoice processing.

4. User Management

The Finmatics-Software includes a tiered and flexibly customisable User management system that allows Users to be assigned different roles and authorisations in the Finmatics-Software. The assignment of specific authorisations for a User is controlled by the "Manage Users" authorisation; Users with this authorisation can create new Users or deactivate or delete existing ones.

a) **Authorisation Assignment at Invoice Level**

Authorisations can be assigned at Invoice level. This enables detailed control over which User groups should have access to certain Invoices. Authorisations for Invoices are structured according to the following units:

- firm / holding
- client
- Invoice type

b) **Authorisation Assignment at Function Level**

Authorisations can also be assigned at function level. This allows the administrator role to assign specific tasks and functions to Users. The available functions include

- verify Invoices
- upload Invoices
- export Invoices
- manage Master Data
- manage Users

c) **Security Functions in the Context of User Management**

Users can only be natural persons. One User profile is created per User. Authentication in the Finmatics-Software takes place via Username and password, optionally in combination with two-factor authentication (2FA). If the Customer purchases the SSO extension (as an additional module for User management, see [IV. point 6](#)), the User can log in using single sign-on. Logs are kept for User activities in order to document the respective User activities.

5. Connections to Accounting Systems

Invoice images and booking lines generated in the Finmatics-Software can be transferred to various Accounting Systems via connections (specifically API or middleware) or training data can be imported from the Accounting Systems into the Finmatics-Software for machine learning purposes (see [IV. point 3](#)).

Depending on the Accounting System used by the Customer, the respective API or middleware will be operated directly by Finmatics or by the provider of the corresponding Accounting System and made available to the Customer. The Customer must purchase the Accounting Systems and, if the API or middleware is not provided by Finmatics, the API or Middleware separately from the respective Accounting System provider in order to be able to use the functionalities of the Finmatics-Software. Finmatics assumes no liability or guarantee for the accuracy, availability and completeness of Accounting Systems, APIs and/or middleware provided to the Customer by third parties.

The services provided by Finmatics in relation with connections vary depending on the Accounting System used (see [Annex A](#)).

In addition to any export options via connections, Invoices processed in the Finmatics-Software can also be made available to third parties using the "*share via e-mail*" or "*share via public link*" functions. Generated links exist for a period of 14 days and can be viewed by anyone who receives this link. With "*share via e-mail*", a connection to the e-mail programme is created and, if needed, templates defined by the Customer in the Finmatics-Software can be transferred to the e-mail drafts.

6. Additional modules

An overview of the additional modules compatible with the Finmatics-Software can be found in [Annex B](#). These must be purchased by the Customer in addition to the Finmatics-Software.

Annex A -- Connection to Accounting Systems

Several types of connections from the Finmatics-Software to Accounting Systems can be distinguished:

1. Connection of Third-Party Providers to the FINMATICS REST API

Finmatics provides a REST API ("**FINMATICS REST API**") to third-party providers in order to create connections between selected Accounting Systems (currently from third-party providers such as BMD Systemhaus GesmbH and RZL Software GmbH) and the Finmatics-Software. The system requirements for connecting to the FINMATICS REST API are defined exclusively by Finmatics. The Accounting Systems and connections (Middlewares) that access the FINMATICS REST API must be purchased separately by the customer from the respective provider. Finmatics does not assume any warranty or liability towards the customer that the Accounting Systems and connections (Middleware) purchased by the Customer from the third-party provider are or remain compatible with the Finmatics-Software or the FINMATICS REST API.

The REST API enables the following functions:

a) Deliver Invoices via FINMATICS REST API

API endpoints are made available to the Customer in order to be able to send Invoices from Accounting Systems to the Finmatics-Software (currently compatible with "BMD COM", "BMD Data Box", for example).

b) Synchronisation of Master Data and Booking Journals for Machine Learning via FINMATICS REST API

The FINMATICS REST API can be used to transfer Master Data (e.g. general ledger accounts) and booking journals directly from the Accounting Systems to the FINMATICS REST API.

c) Transfer of Invoices and Booking Information from the Finmatics-Software to Accounting Systems via FINMATICS REST API

Invoices and booking information generated in the Finmatics-Software can be retrieved by compatible Accounting Systems from the FINMATICS REST API.

d) Transfer of Feedback for Machine Learning

When Invoices are verified and exported in the Accounting System, this feedback can be sent to the Finmatics-Software via the FINMATICS REST API. This feedback is used in the Finmatics-Software to continuously train and improve the machine learning of the Finmatics-Software.

2. Connection via Middleware

In this case, a system or application ("**Middleware**") is implemented between the Finmatics-Software and an Accounting System in order to be able to transport data between the Finmatics-Software and the desired Accounting System in the required format. In most cases, the system requirements for Middleware are defined and agreed jointly by Finmatics and the third-party provider that provides the Middleware and/or the Accounting System.

Depending on the Accounting System, Middleware is offered to the customer either by the third-party provider or (in individual cases) directly by Finmatics. If Middleware is offered by the third-party provider (e.g. Middleware from Navax Consulting GmbH, Riecken Webservice & Application GmbH), Finmatics shall not assume any warranty or liability towards the Customer that the Middleware purchased by the Customer from the third-party provider is or remains compatible with the Finmatics-Software. Finmatics and the third-party provider of the Middleware shall act as independent contractual partners vis-à-vis the Customer.

3. Connection of the Finmatics-Software to Third-Party Interfaces / APIs

Finmatics connects to selected Accounting Systems via existing APIs and maintains this connection. The system requirements are defined by the Accounting System provider.

a) Connection to DATEV Accounting Systems via DATEV Interfaces

The Customer can use the Finmatics-Software to access the DATEV Accounting Systems ("*DATEV Belege Online*", "*DATEV Unternehmen Online*" and "*DATEV Kanzlei-Rechnungswesen*") directly via the interfaces ("*DATEV Belegbilderservice Rechnungswesen*", "*DATEV Rechnungsdatenservice*" and "*DATEV Buchungsdatenservice*") provided by DATEV eG or its subsidiaries ("**DATEV**") to the extent specified in [Annex A, points 3.a\) i. to iii.](#)

The Finmatics-Software enables authentication in the DATEV Accounting Systems by generating authentication tokens. In the Finmatics-Software, the Customer can manually select the DATEV interfaces or Accounting Systems to which forwarding is to take place.

The Customer must acquire the corresponding access rights to the DATEV interfaces or the DATEV Accounting Systems from DATEV and activate the link with the Finmatics-Software accordingly. In the Finmatics-Software, the mere forwarding to these Accounting Systems (interface integration) is made available.

As part of the Finmatics-Software package **Invoice Hub**, Customers can only use the interface integration to "*DATEV Belege Online*" via "*Belegbilderservice Rechnungswesen*" and the additional module "*DATEV meine Steuern*" (see [Annex B point 3](#)).

As part of the Finmatics-Software package **Automation Hub**, forwarding to all DATEV interfaces in accordance with this [Annex A](#) is possible.

i. Connection of the Finmatics-Software to "*DATEV Belege Online*" via the "*DATEV Belegbilderservice Rechnungswesen*" Interface

This interface integration includes the following functions:

- **Client synchronisation:** Client Master Data (name, number, Invoice types) are transferred from "*DATEV Belege Online*" to the Finmatics-Software.
- **Invoice transfer:** Invoice images can be transferred directly from the Finmatics-Software to "*DATEV Belege Online*".

ii. Connection of the Finmatics-Software to "*DATEV Unternehmen Online*" via the "*DATEV Rechnungsdatenservice*" Interface

This interface integration includes the functions according to [Annex A, point 3.a\) i.](#) and additionally the following functions:

- **Invoice image and Invoice line item transfer:** Invoice images and Invoice line items can be transferred directly from the Finmatics-Software to "DATEV Unternehmen Online".
 - **Import of Master Data and training data in DATEV format ("Stapelformat"):** Master Data (business partners and individual general ledger accounts) and training data exported manually from "DATEV Kanzlei-Rechnungswesen" can be imported into the Finmatics-Software in DATEV format ("Stapelformat").
 - **Manual export of Invoice line items and Master Data in DATEV format ("Stapelformat"):** Invoice line items and Master Data of business partners can be downloaded directly from the Finmatics-Software in DATEV format ("Stapelformat") in order to upload them manually to "DATEV Unternehmen Online" and / or "DATEV Kanzlei-Rechnungswesen". The corresponding Invoice images are also attached as PDF files.
- iii. **Connection of the Finmatics-Software to "DATEV Kanzlei-Rechnungswesen" via the "DATEV Buchungsdienstservice" Interface**

This interface integration includes the functions according to [Annex A, point 3.a\) i.](#) and additionally the following functions:

- **Invoice image and Invoice line item transfer:** Invoice images and Invoice line items can be transferred directly from the Finmatics-Software to "DATEV Kanzlei-Rechnungswesen".
 - **Automatic export of Master Data:** In the course of the Invoice line item transfer, Master Data of business partners that have been newly created/adapted in the Finmatics-Software are automatically exported to "DATEV Kanzlei-Rechnungswesen" in addition to the Invoice line items in which they appear.
 - **Import of Master Data and training data in DATEV format ("Stapelformat"):** Master Data (business partners and individual general ledger accounts) and training data exported manually from "DATEV Kanzlei-Rechnungswesen" can be imported into the Finmatics-Software in DATEV format ("Stapelformat").
 - **Manual export of Invoice line items and Master Data in DATEV format ("Stapelformat"):** Invoice line items and Master Data of business partners can be downloaded directly from the Finmatics-Software in DATEV format ("Stapelformat") in order to upload them manually to "DATEV Kanzlei-Rechnungswesen". The corresponding Invoice images are also attached as PDF files.
4. **Connection of the Finmatics-Software to Selected (International) Accounting Systems (esp. SAP, Oracle)**

In the course of using the Finmatics-Software, connections to Accounting Systems from providers such as SAP or Oracle are possible after individual consultation, configuration and implementation by Finmatics. The individual configuration of the connection depends on the Customer's requirements in each individual case. The cost of configuring and implementing the connection is not included in the standard package and will be invoiced separately to the Customer by Finmatics.

Annex B - Additional Modules

The Customer may only use the following additional modules in combination with the Finmatics-Software.

1. Single Sign On (SSO): Finmatics Microsoft Entra ID (formerly Azure AD) Connector

With this additional module, Finmatics provides an identity management and single sign-on (SSO) solution that connects the Finmatics-Software with "*Microsoft Entra ID*" (formerly "*Azure AD*").

Functions:

- **SSO integration:** Enables login to all Finmatics-Software applications (Web Application and Mobile App) with "*Microsoft Entra ID*" User accounts.
- **Authorisation mapping:** Links the User administration of the Finmatics-Software with the Customer's "*Microsoft Entra ID*" roles.

2. Finmatics Shared Service Center

The Shared Service Center additional module offers an extended data collection service to close data readout gaps that cannot be detected automatically.

Functions:

- If Invoice fields are missing (as part of data capture), the document in question is automatically submitted to a Finmatics employee for checking. The employee reads the following fields in particular: Invoice number, Invoice date, amounts (gross, net, tax), tax rate, currency, UID, debit/credit.
- **Manual completion:** The affected fields are checked by a Finmatics employee and completed manually in the Finmatics-Software.
- **Marking of incomplete Invoices:** Vouchers that do not contain the necessary information are marked by the employee as "*to be clarified*".

3. Interface Integration with "*DATEV Meine Steuern*"

The interface integration with the DATEV Accounting System "*DATEV Meine Steuern*" is used to automate the tax declaration process for private clients. Invoices can be transferred directly from the Finmatics-Software to the "*DATEV Meine Steuern*" Accounting System.

Functions:

- **Client synchronisation:** Client Master Data is imported from "*DATEV Meine Steuern*" directly into the Finmatics-Software at the touch of a button by the Customer.
- **Invoice transfer:** The Finmatics-Software enables the transfer of Invoice images directly into "*DATEV Meine Steuern*".

The Customer must acquire the corresponding access rights to "*DATEV Meine Steuern*" from DATEV and activate the link with the Finmatics-Software accordingly. In the Finmatics-Software, the mere forwarding of document images to "*DATEV Meine Steuern*" (interface integration) is made available.

4. Personalisation of the Web application and Mobile App

This module enables Customers to customise the User interface of the Finmatics-Software, both in the Web Application and in the Mobile App. A special area in the Finmatics-Software, the "personalisation screen", is available to Customers for this purpose. The personalisation screen offers the following customisation options:

- **Personalisation of the URL:** On request, Customers can choose a specific subdomain for accessing the application, for example: *Customername.finmatics.com*.
- **Customisation of the web design:** Customers have the option of uploading their own logo and favicon. These are then integrated for the Customer and are visible to all of the Customer's Users. The uploaded logo also appears in the Mobile App.
- **Personalisation of the colour scheme for Invoice types:** Colours for different Invoice types can be customised.

5. Invoice Approval Configurator

The "Invoice Approval Configurator" module enables the creation of digital approval processes ("**Workflows**") between defined User groups in order to make collaboration in the areas of accounting and bookkeeping more efficient. The following elements of the Finmatics Workflow can be configured for the Customer:

- definition of which User group is authorised to release Invoices
- determination of the Invoice type for which the User is to issue an approval ("**Approval User**")
- definition of the fields that the Approval User must complete in his form
- configuration of other relevant fields for the Workflow

As soon as the respective Workflow has been activated for the Customer, the Finmatics-Software generates approval processes with tasks for the Approval Users based on this configuration. These tasks include i) the release of Invoices and optionally ii) the entry of specific Invoice fields that were previously defined in the configuration.

Workflows can be edited in the Invoice approval configurator both in the Mobile App and in the Web Application by the Approval Users.

The following actions are available to the Approval User in the Invoice approval configurator screen: i) approve Invoice, ii) complete Invoice field, iii) reject Invoice and iv) forward Invoice to other Users in the Workflow.

The Finmatics-Software documents all approvals and entries (approval of Invoices and entry of Invoice fields) made by Users as part of the Invoice Approval Configurator.

6. Multi-level Invoice Approval (customised)

Based on a specification discussion with the Customer and depending on the Customer's technical requirements and Finmatics' capabilities, Finmatics prepares an offer for a customised and (if necessary) multi-level Invoice approval process. After confirmation of the offer by the Customer, the Invoice approval process is set up and developed by Finmatics and handed over in a joint meeting. Monthly licence fees are charged for the Invoice approval process. One-time costs are charged for the creation and implementation of the Invoice approval process.

7. Machine Learning in the Training Center

Invoices in which the general ledger account, personal account, currencies or cost center fields were incorrectly predicted in the Finmatics-Software as part of machine learning and corrected by Users with "complete" authorisation as part of User feedback in accordance with [IV. Point 3c](#) also end up in the "Training Center" function. There, the User can automate the assignment to the correct categories (general ledger accounts, personal accounts, currency, cost centers) by marking keywords on the Invoice.

8. Analytics Center

The Analytics Center is a dashboard that can be called up in the Finmatics-Software and in which the User can view the following information:

- number of Invoices processed in a given period
- number of active clients in a given period
- Invoices by transmission type
- distribution of Invoices by Invoice type

The data for the Analytics Center is transferred at regular intervals from the Finmatics-Software database to the Analytics Center's own database. This may result in time discrepancies during the transfer. Finmatics cannot guarantee the accuracy and completeness of the information displayed in the dashboard.

9. Module "Processing of Bank Statements"

This module enables the processing of bank statements in paper or in TIFF, JPEG, PNG format as well as in common PDF formats. Users upload the bank statements using the upload options of the Finmatics-Software. Defined Invoice fields are then read from the bank statements using the data capture function (see list of fields below) and the data from the bank statements is made available as a download in the front end of the Finmatics-Software (formats defined below). The following fields are read:

- booking date
- amount incl. debit/credit indicator
- payment reference

The following export options for data from bank statements are available:

- **CSV file**

The CSV file (file extension .csv) is intended for import into BMD. The columns "booking date", "amount", "currency" and "booking text" are filled in by the Finmatics-Software.

- **ASCII further processing file**

The ASCII further processing file (file extension .dat) is intended for import into DATEV. The Finmatics-Software fills in the fields "bank code or BIC of the account holder", "account number or IBAN of the account holder", "booking date", "turnover" and "purpose". Further information on the format can be found in the DATEV documentation, which can be accessed via the following link: <https://apps.datev.de/help-center/documents/9226961> (subject to change by DATEV).

10. Module "Visualization of E-Invoices"

This module enables the visualization of an e-Invoice uploaded to the Finmatics-Software in XML format. The content of the e-Invoice is displayed in the form of a human-readable PDF file. The visualization enables the display and processing of the Invoice image or the Invoice in the Finmatics-Software and its forwarding to compatible Accounting Systems. The following e-Invoice formats are currently supported by the Finmatics-Software:

- ZUGFeRD: from version 2.0.1 onwards for the profile EN16931
- XRechnung: from version 2.3.
- ebInterface: versions 4.1, 4.2, 4.3, 5.0 and 6.0
- ebUtilities
- fatturaPA 1.2.1
- UBL Invoice 2.x
- UBL CreditNote 2.x

11. Module „Checkbot“ – Confirmation of Received Documents Uploaded by E-Mail

The module "Checkbot" confirms the receipt of Invoices that are sent to the Finmatics-Software by e-mail (see IV.1.b). The confirmation is sent to the sender as an e-mail reply. The technical validity of certain transmitted file formats is also checked as part of this module.

A distinction is made between two file formats:

- **Image Files - TIFF, JPEG, PNG and certain PDF formats**

The Finmatics-Software confirms the receipt of these files and informs about errors if a file does not correspond to any of the formats, is damaged, empty or encrypted and therefore cannot be processed.

- **E-Invoices - certain XML e-invoice formats**

The Finmatics-Software confirms the receipt of these files, informs about errors if the format does not correspond to one of the formats described in IV.1 (e.g.: invalid **X-Rechnung**) and provides a link to the created PDF which visualizes the data of the **e-invoice** (XML).