InfoSoft

E-INVOICING PLATFORM

PROFESSIONAL PRODUCT OVERVIEW & USER GUIDE

ZATCA-Compliant Electronic Invoice Lifecycle Management

Prepared by InfoSoft | Confidential Product Documentation

1. Platform Overview

The InfoSoft E-Invoicing Platform provides complete electronic invoice lifecycle management with seamless integration to ERP systems and full ZATCA compliance. The platform automates invoice preparation, XML generation, QR code generation, submission, clearance monitoring, reporting, and transaction management — giving finance teams a single, reliable system of record for every invoice.

2. User Roles & Access Control

Administrator	Standard User
• Manage EGS Units • Manage Partners (Seller & Buyer) • ZATCA Onboarding • Manage Users / Reset Password • View all transactions	• View Parties related to assigned EGS Units • View transactions related to assigned EGS Units • Upload and manage transactions using Excel

3. General Controls

- No delete or resubmission is permitted for Cleared invoices.
- Full synchronization with FastTrack ERP and third-party applications.
- Login history is available for all administrators, with EGS-based history for standard users.

4. Application Data Flow

Business App Sync → **Draft** → **Prepared** → **Submitted** → **Cleared**

↳ **Failed** — *any transaction may branch to a Failed state on validation, XML, or API errors, and re-enter the flow once corrected.*

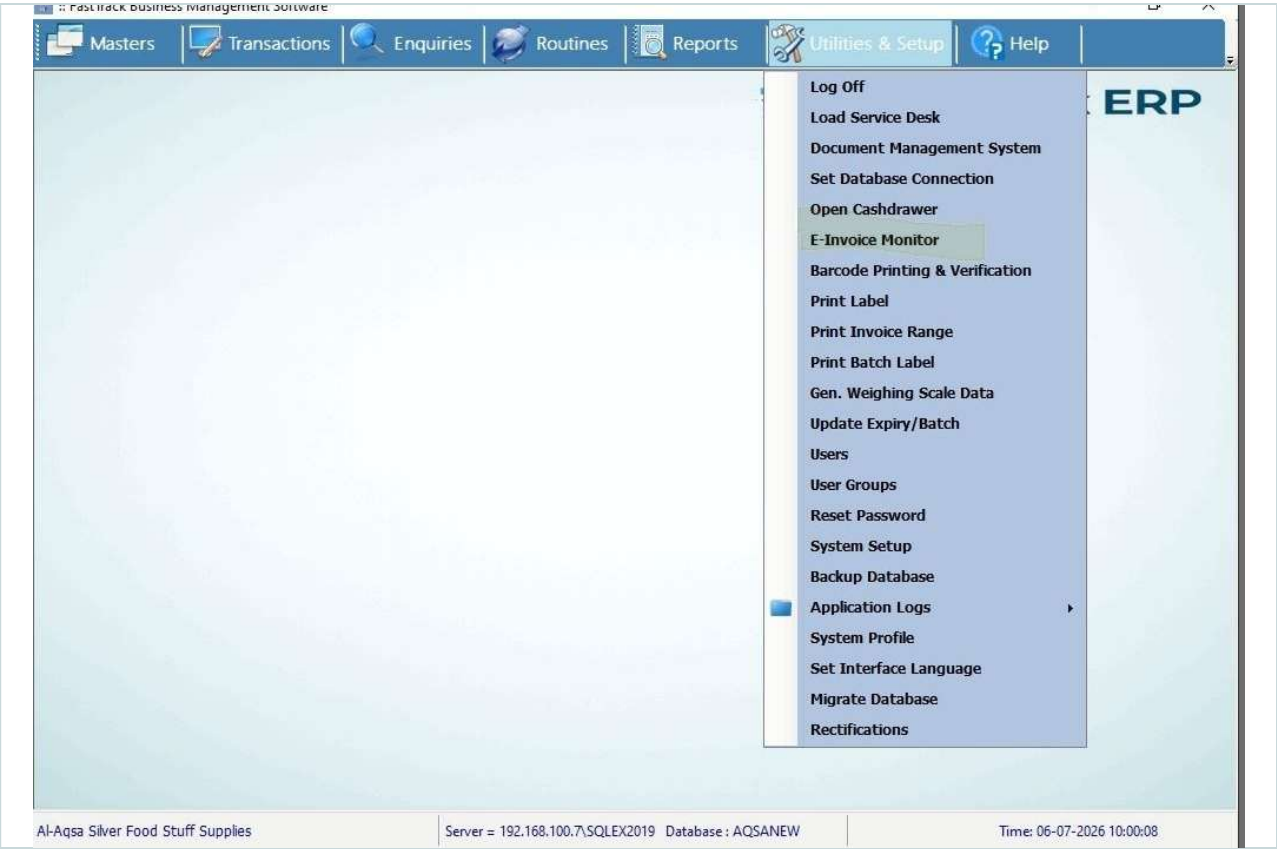
5. Transaction Status Definitions

Status	Definition
Draft	Invoice created but not yet submitted. Edit, delete, and reprocess are all allowed.
Prepared	XML, hash, and QR code have been generated. The invoice is ready for ZATCA submission.

Status	Definition
Submitted	Sent to ZATCA and awaiting validation or clearance. Editing is disabled at this stage.
Cleared	Successfully validated by ZATCA and treated as the final legal invoice. Cannot be deleted or resubmitted.
Failed	Validation, XML, or API errors were encountered. Correct the underlying data and reprocess.
Cancelled / Reversed	Logically cancelled in accordance with business rules.
Pending / In Progress	A temporary processing state prior to completion.

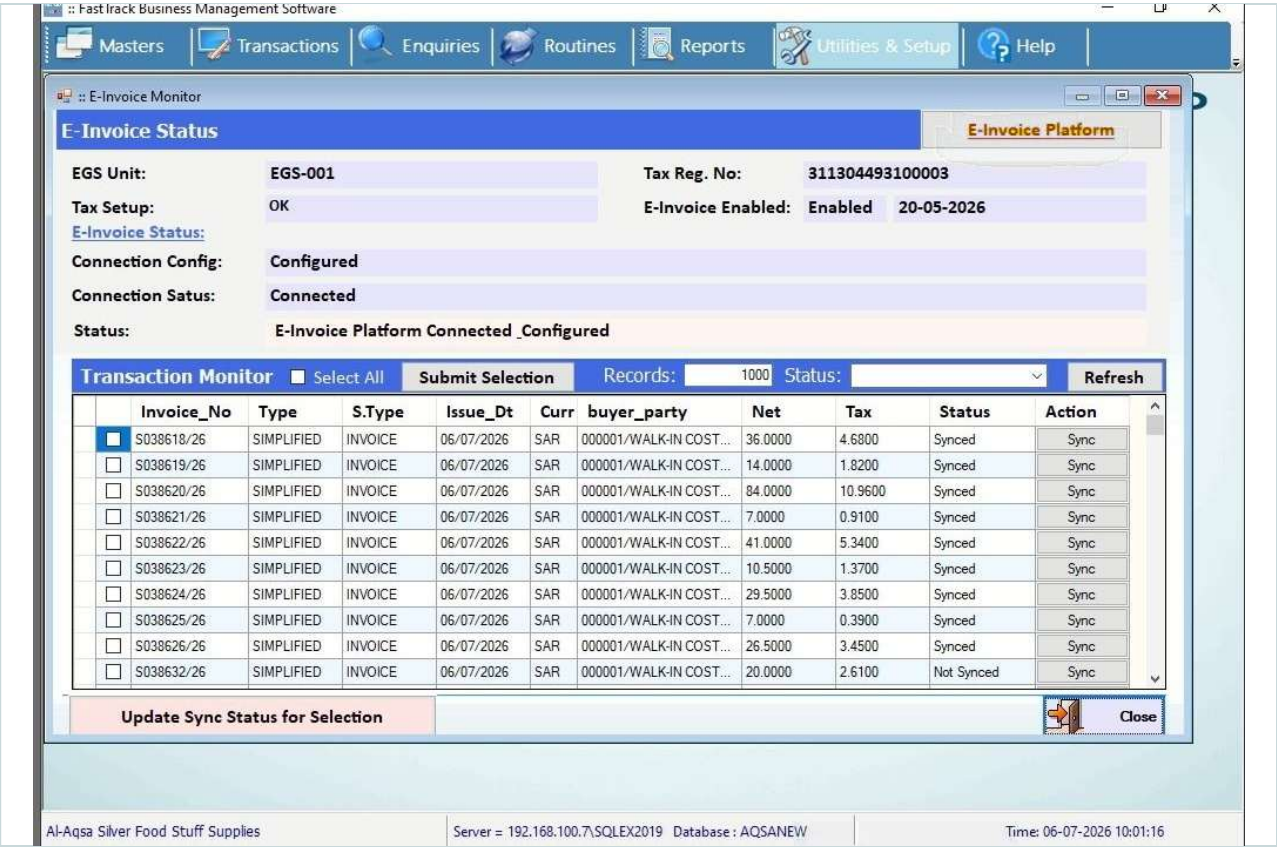
6. Application Screens

1. E-Invoice Monitor — FastTrack ERP



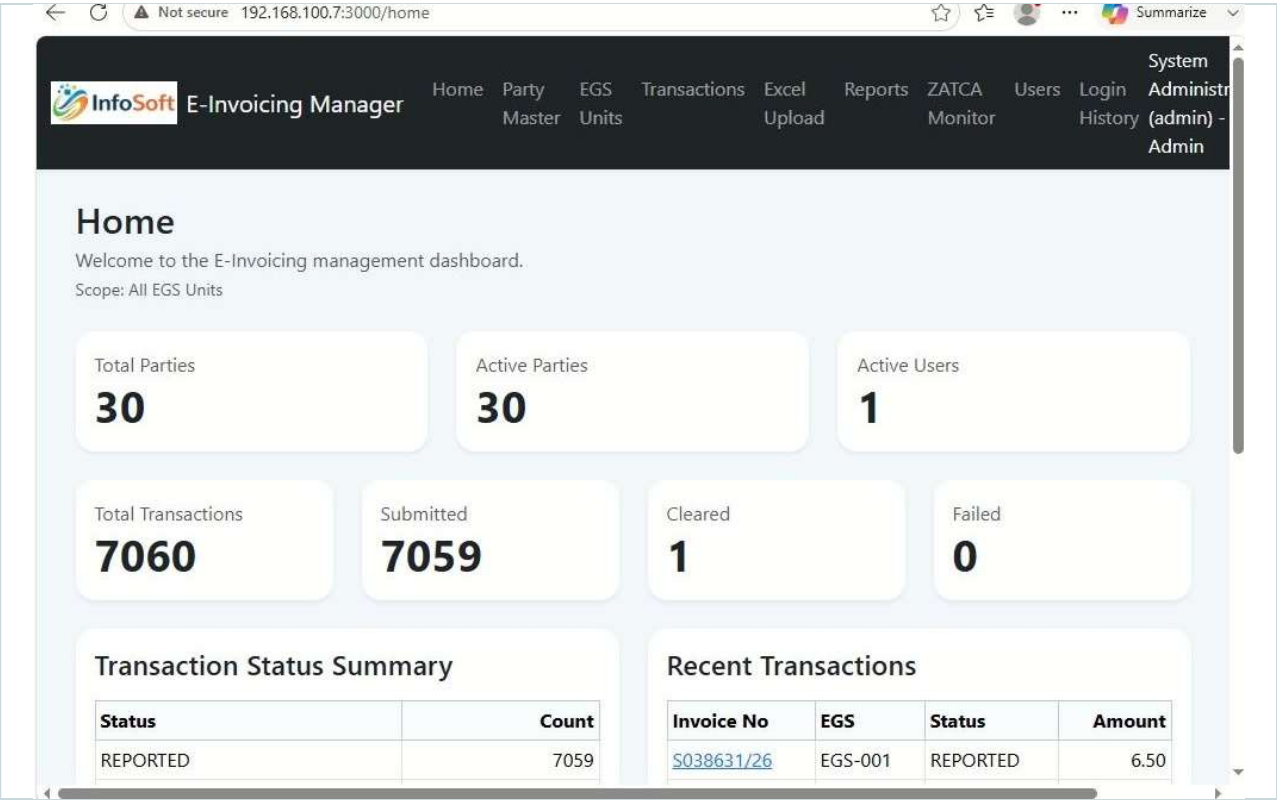
The E-Invoice Monitor is launched from Utilities & Setup within the FastTrack ERP client, providing direct access to the platform without leaving the core business application.

2. E-Invoice Status & Transaction Monitor



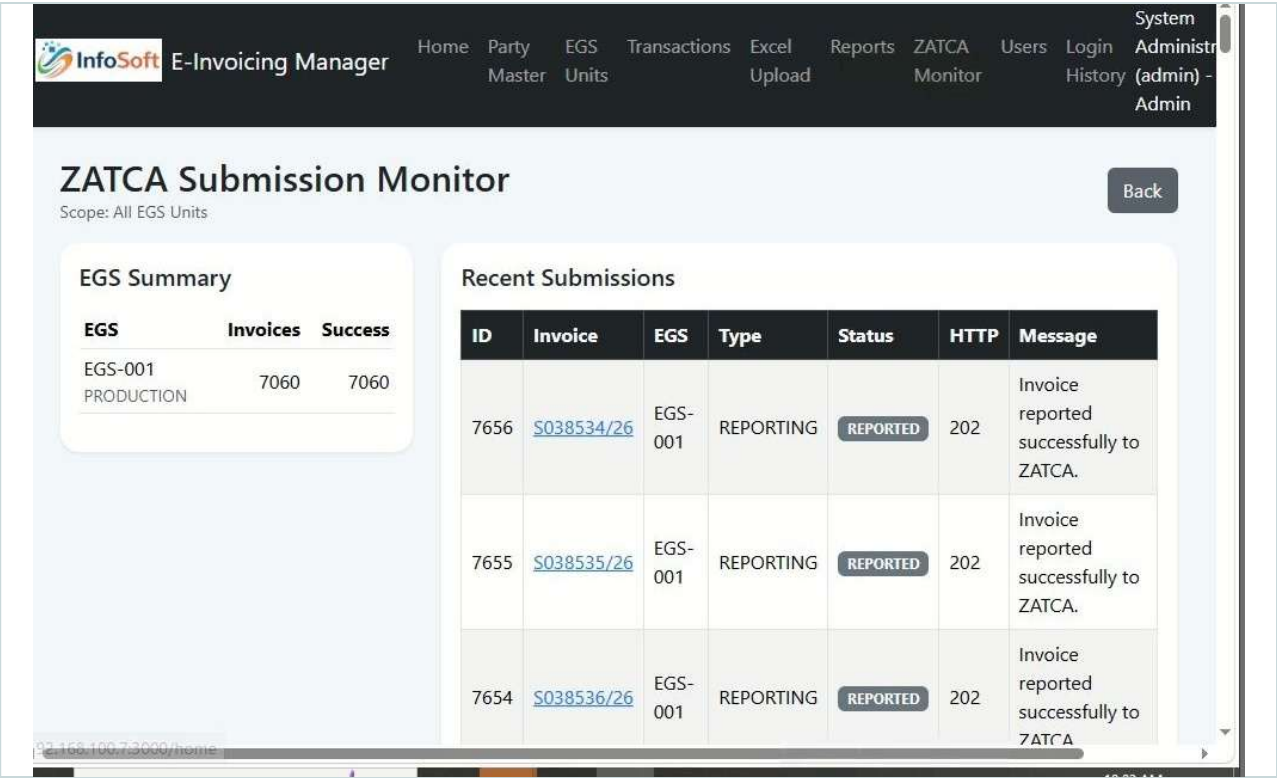
Displays EGS unit configuration, connection status, and a live transaction monitor with per-invoice sync actions.

3. E-Invoicing Manager — Home Dashboard



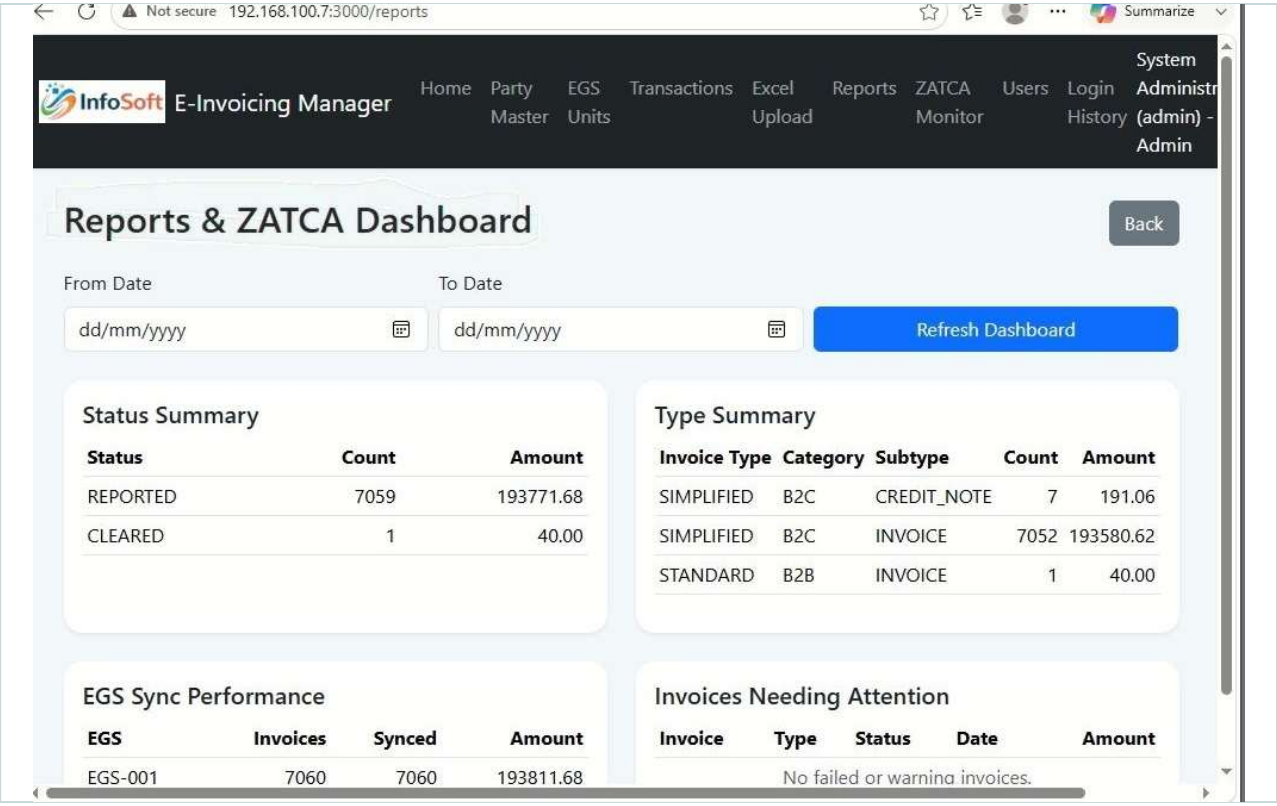
The web dashboard summarizes total parties, active users, and transaction counts by status at a glance.

4. ZATCA Submission Monitor



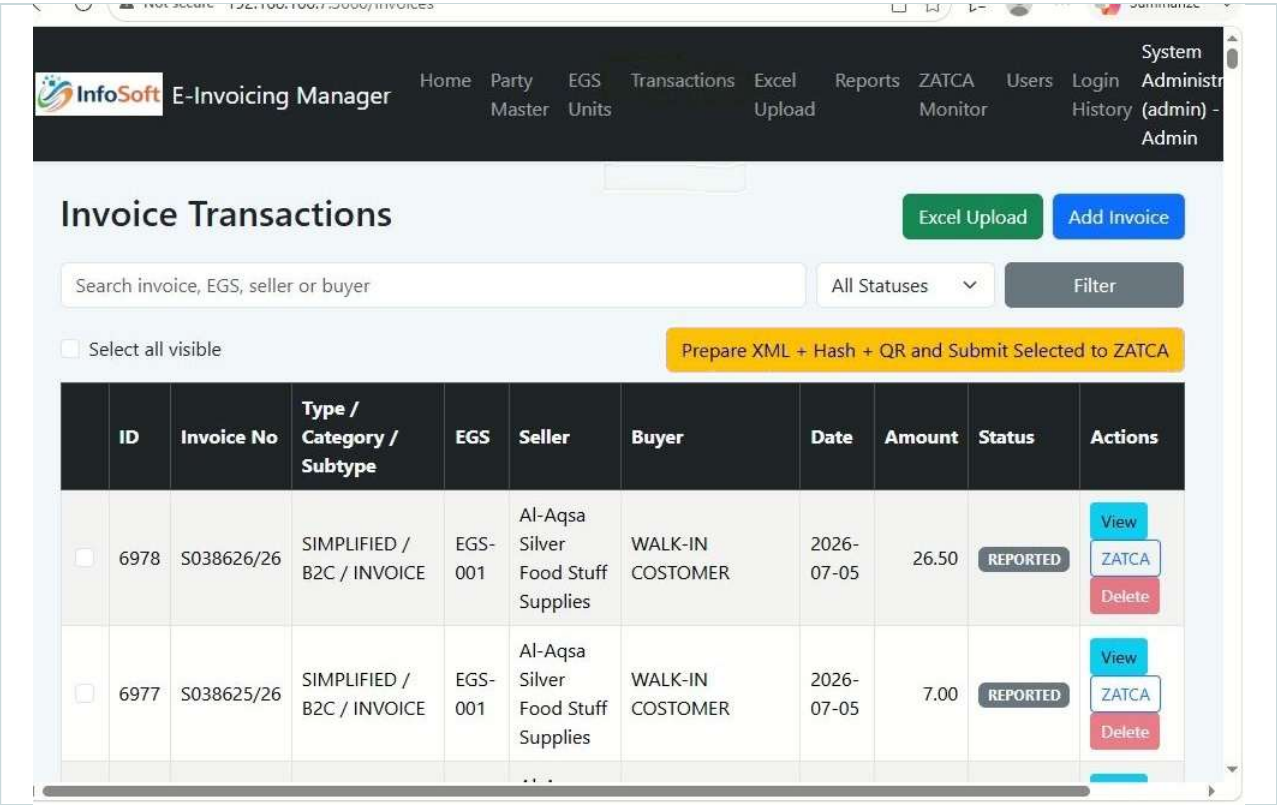
Tracks recent ZATCA submissions per EGS unit, including HTTP response codes and clearance messages.

5. Reports & ZATCA Dashboard



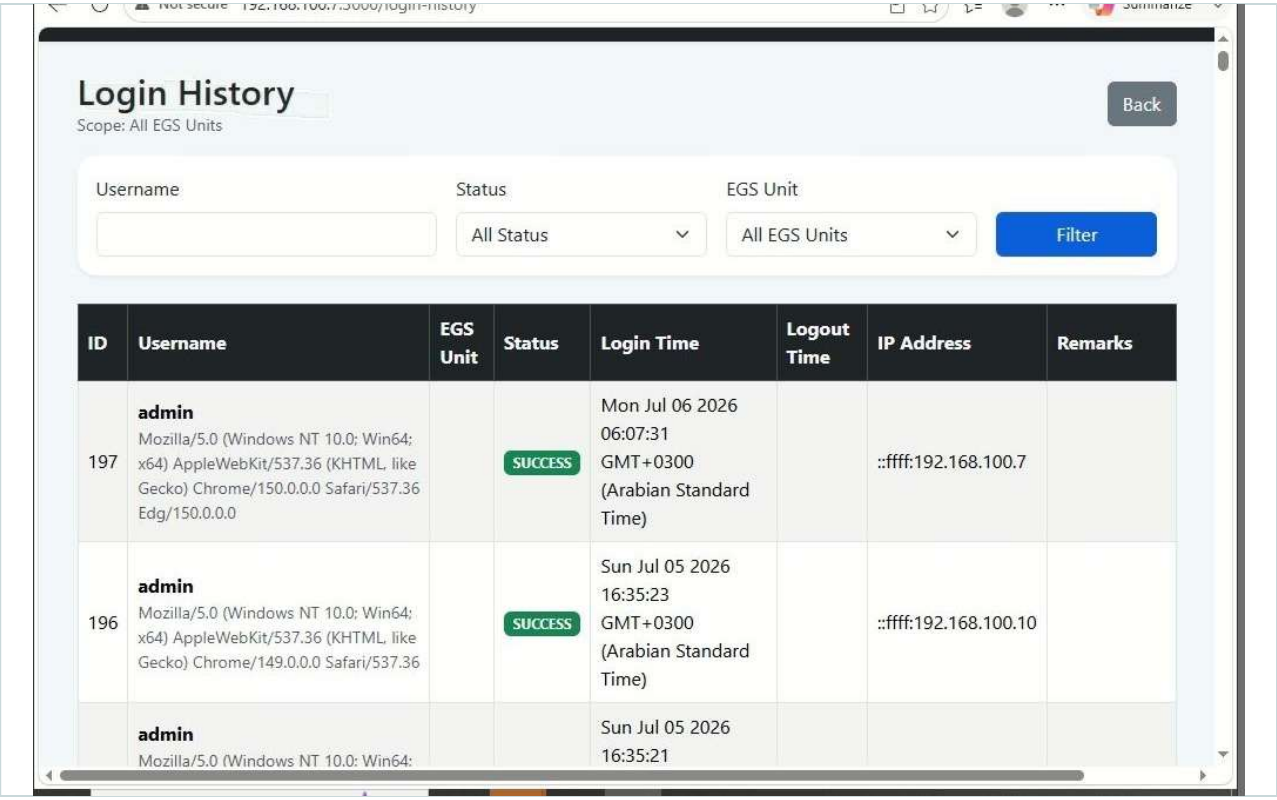
Consolidated reporting view combining status summaries, invoice type breakdowns, and sync performance.

6. Invoice Transactions



Central transaction list supporting search, filtering, Excel upload, and batch submission to ZATCA.

7. Login History



Audit trail of user login activity, including device, browser, timestamp, and source IP address.