exflow

Accounts Payable and Invoice Automation for Microsoft Dynamics 365 Business Central

Accounts Payable automation
from SignUp Software

Take Accounts Payable automation to the next level

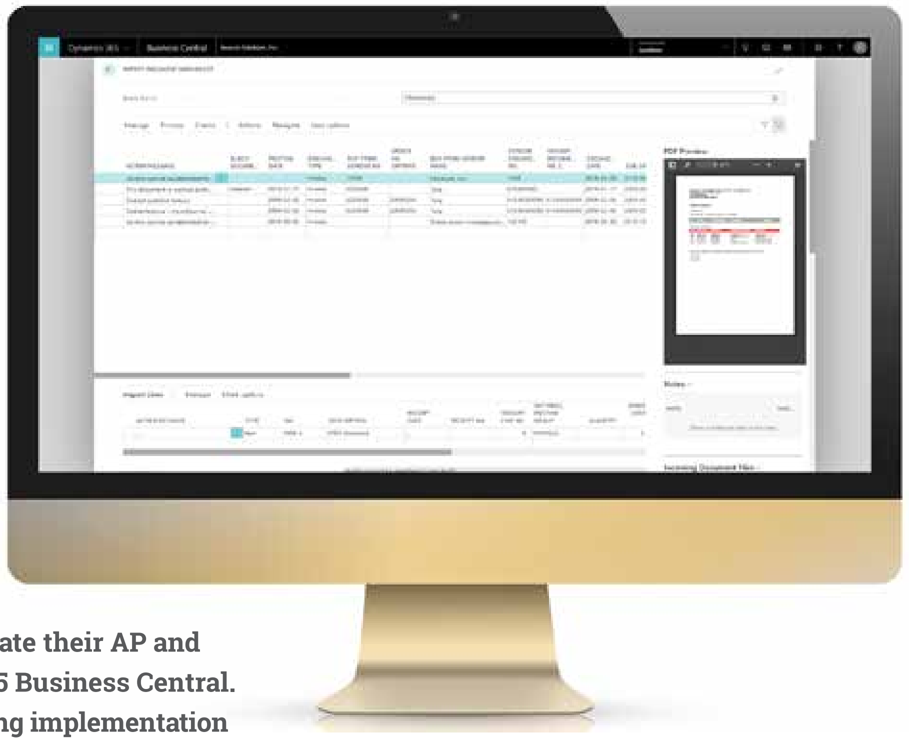
ExFlow is an add-on module for Microsoft Dynamics 365 Business Central that streamlines and automates the supplier invoice process.

ExFlow is easy to-use and automates accounts payable workflow end-to-end, from scanning and data import, through validation, coding, matching and approval to final posting and archiving. ExFlow improves control, delivering higher efficiency saving both time and money.

And since ExFlow is an add-on module, staff don't need to invest time and resources in learning a new system. They simply continue to work in their familiar Dynamics 365 Business Central environment.

END-TO-END INVOICE PROCESSING

1. Scanning and data capture
2. Import and validation
3. Intelligent pre-coding
4. 3-way invoice matching
5. Approval workflow
6. Final posting and archiving
7. BI and analytics



ExFlow enables companies to automate their AP and invoice process within Dynamics 365 Business Central. There are no integrations, streamlining implementation and keeping the total cost of ownership low.

Efficient administration

Accounts payable is one of the most resource-intensive administrative processes today. It is also one most prone to human error. A misplaced invoice or duplicate payment takes time and effort to resolve.

To manually process a single invoice cost from €15 to €50, depending your type of business and the technology involved. By automating the accounts payable workflow, that cost can be cut by up to 50% per invoice. For an enterprise, the potential saving is substantial.

Cost control

Cost control is critical for any profitable business. A manual process won't provide full visibility until the invoice is posted. When transitioning to an electronic process you will immediately know when each invoice is received by the company and what its current status is.

Regulatory compliance

Increasing regulation of corporate data communication makes compliance a growing priority for companies and organizations. Often the law is complex, and differs from country to country and industry to industry. Penalties for non-compliance can be significant. Accounts payable automation ensures that your company meets all compliance regulations at all times.

Transparency

Eliminating unnecessary manual handling and human error in invoice management guarantees a faster, more accurate and secure process. With an automated solution, you also achieve full transparency as a complete log of all accounting transactions provide a failsafe audit trail.

exflow | Seven easy steps to AP and invoice automation

1 Scanning and capture

ExFlow support all types of invoices including paper, pdf and other electronic formats. Invoices are scanned and imported into an electronic workflow. E-invoices are imported directly into ExFlow.

2 Import and validation

Invoice information is interpreted down to line level. Data such as supplier, quantity, item number, and unit price is imported and validated in Dynamics 365 Business Central. Missing data can be adjusted or added manually.

3 Pre-coding

ExFlow provides intuitive pre-coding of all incoming invoices, streamlining the process and minimizing manual labor.

4 3-way invoice matching

ExFlow uses the captured data to match invoices against purchase orders, contracts and/or goods receipts in order to determine how the invoice should be processed. ExFlow enhances the standard 3-way matching in Dynamics 365 Business Central.

5 Approval workflow

If an invoice doesn't match or discrepancies are identified, ExFlow routes the invoice for approval. Approval workflow is suggested using pre-defined approval rules or can be dynamically routed based on invoice data. Rules can be based on supplier, accounts, dimensions, amount limits, etc. ExFlow also supports position hierarchies. Approvers are notified via email to ensure rapid approval.

6 Posting and archiving

Approved invoices are automatically posted into the general ledger before they are archived. AP staff always have a clear overview of all invoices in the invoice process. At any time, any invoice can be accessed directly from the Dynamics 365 Business Central workspace.

7 BI and analytics

ExFlow uses Power BI for analytics and follow-up. Pre-packaged reports with key KPIs are included out-of-the box. All data is processed in real-time, ensuring that financial reports always show correct figures.

ExFlow Functionality

in Dynamics 365 Business Central

Invoice import

ExFlow fully support all type of invoices, file based electronic formats, webservice based streamed invoices. Paper and pdf invoices are scanned and imported using OCR. The information is imported directly into the application, where it is checked, and if necessary, adjusted by the accounting department.

Match supplier invoices with purchase orders

When the invoice is interpreted, information down to line level, such as item number, quantity, unit price, etc. is identified. ExFlow uses this line information to match the invoices with available purchase orders, also down to line level.

ExFlow enhances Dynamics 365 Business Central's standard matching rules, which enables full support for three-way matching, to determine how the invoice should continue to be processed.

The unit price and quantity on the invoice are compared to the purchase order during the matching process. If compliant with the rules, or if there is a price discrepancy within a specified tolerance level, the line is automatically matched and no further action is required.

If ExFlow is unable to match the invoice data to a purchase order or if a discrepancy is identified, the invoice is sent for approval. The approver can then approve, reject or otherwise deal with the discrepancy. ExFlow also has functions to automatically deal with charges not included in the purchase order such as shipping, packaging, insurance, etc.

Approval workflow

ExFlow support approval workflows based on supplier, account, item, miscellaneous charges, project, fixed asset, reference person, dimensions, line amounts and/or total amounts.

Approvers is suggested automatically by the ExFlow workflow engine.

Roles and approvers

ExFlow fully utilise standard Dynamics 365 Business Central functionality, both personalised and rolebased. One user can be assigned to several different roles, and all users belonging to a role receive emails indicating that there are invoices to approve; but it is sufficient for a single person in the group to approve an invoice for it to be passed on to the next level in the approval workflow.

Automating general expense invoices

General expense invoices can be coded against accounts, projects and fixed assets. ExFlow also allow you to automate the flow and approval of general expese invoices. Invoices involving regular contracts, such as rent, telephone or leasing, can be managed automatically, saving considerable time.

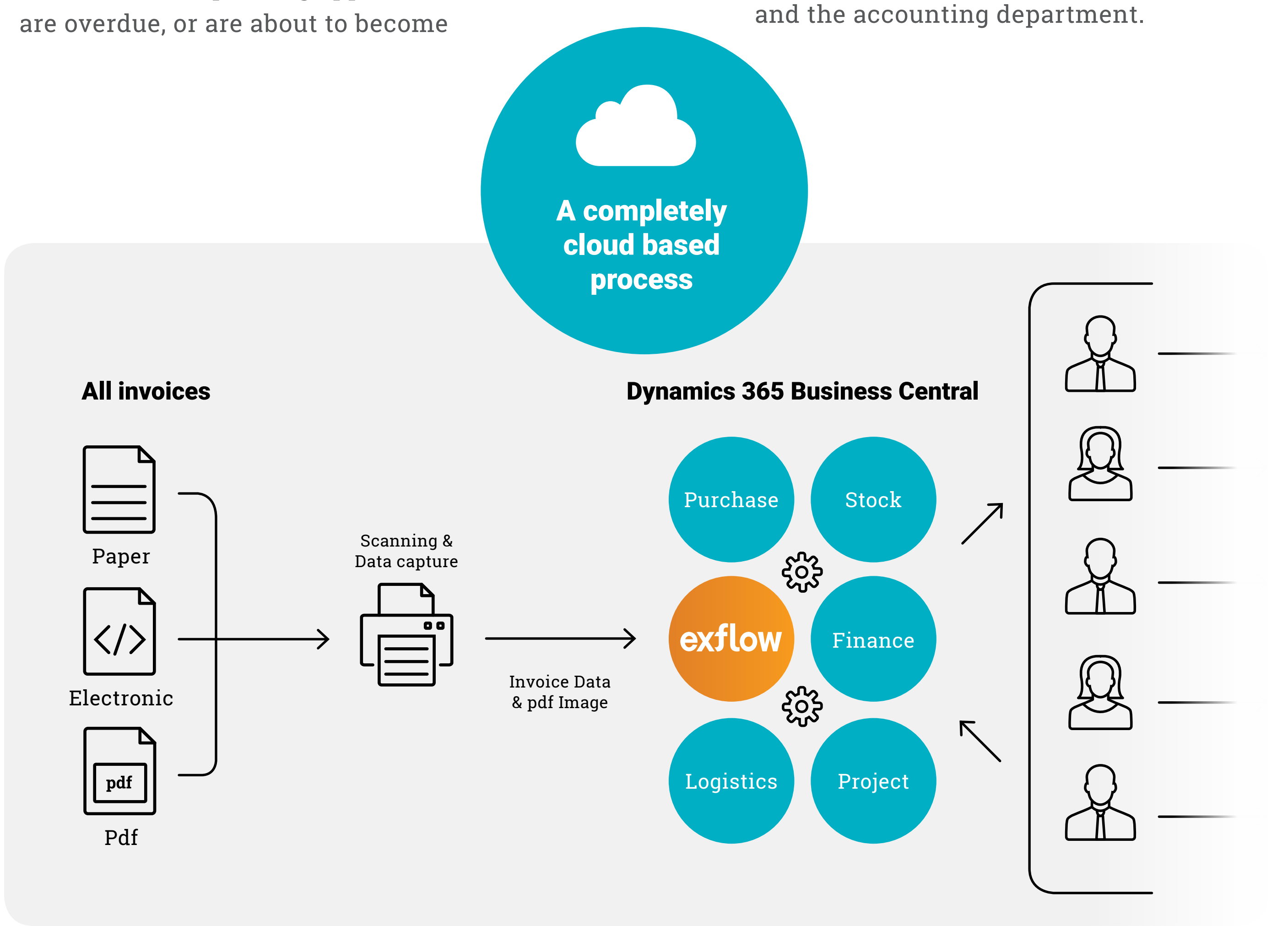
Automatic e-mails to the approver

When invoices are assigned to an approver, this person automatically receives an email, with a link to the approval interface and a list of all the invoices pending approval. Invoices that are overdue, or are about to become overdue, are clearly highlighted in a different colour.

Approval, account entry, attachments and comments

Once the approver is logged in, he has access to all invoices awaiting approval. The approvers also have access to all accounts, dimensions and business logic as ExFlow is a fully integrated part of Dynamics 365 Business Central.

In addition, they can access invoices connected to approvers ahead of them in the approval chain. They can access all attachments and add new ones, for example lists of participants, spreadsheets, agreements etc. They can add comments to be viewed by the next approver and the accounting department.



Clear summary of invoices awaiting approval

The accounting department maintain full control over all invoices through the ExFlow interface in Dynamics 365 Business Central. They can see all pending invoices, which invoices that have been approved or rejected, etc. They can also see the account entry, who approved a specific invoice, and current and coming approver in the workflow.

All history relating to an invoice, such as approval time and date, is readily accessible; as well as related comments and attachments.

Accrual for estimated cost

Accounting departments will appreciate the option to accrue all non-posted invoices via an automatically created journal. This function is used at the end of a month or when compiling annual accounts.

Searches and reports

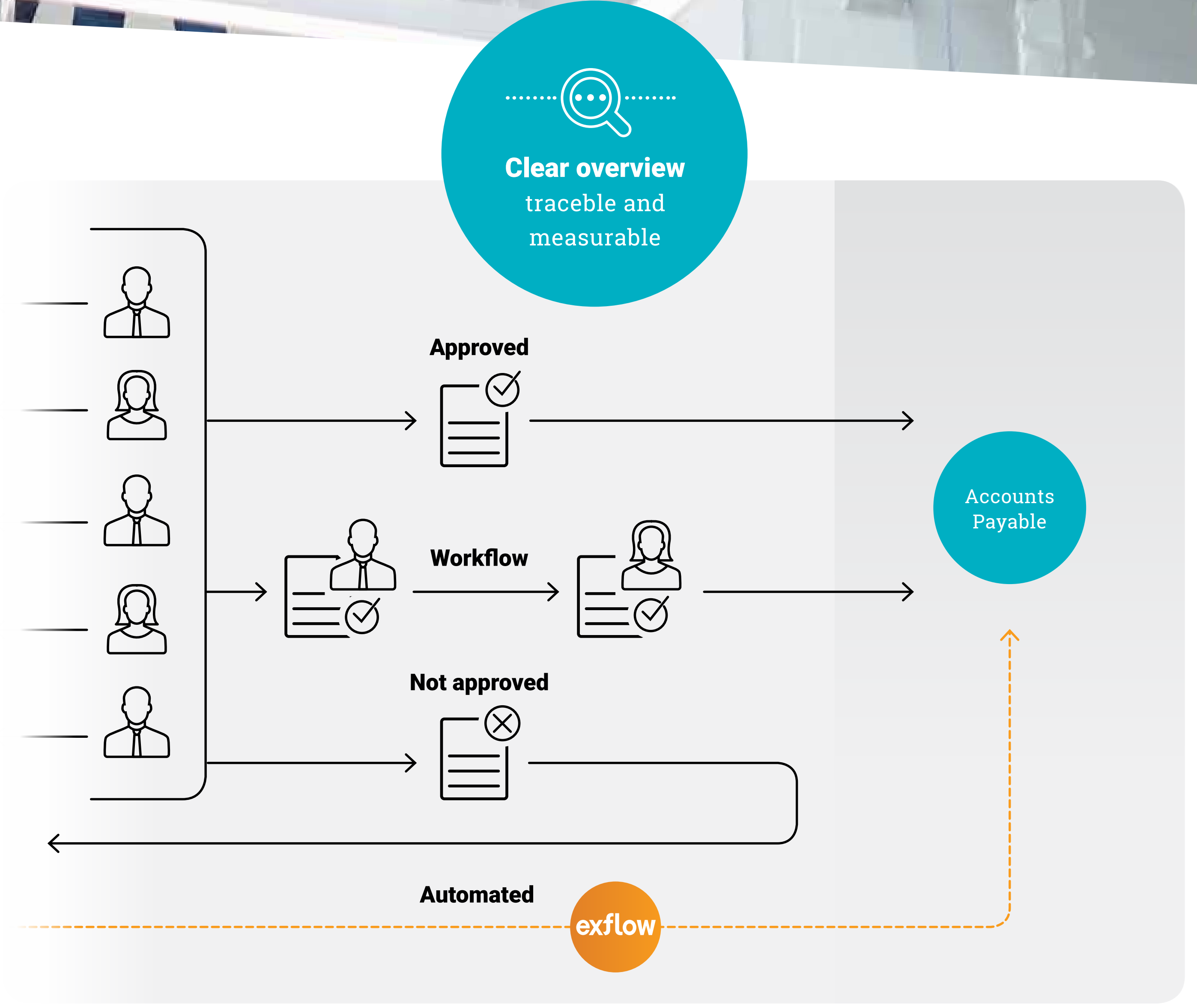
Approver
The approver can search among invoices and produce a variety of reports, such as all invoices from a specific supplier, department or project over a particular period.

Accounting department
The accounting departments can produce reports on unapproved invoices and invoices awaiting approval, etc. Reports can be filtered through various fields such as status, approval, date, etc.

Delegation

Have you ever encountered delays in your work-flow due to an approver being out of office? This will not happen thanks to ExFlow's "delegation" function, which can be activated if an approver is absent.

Using this function, a colleague can be appointed to approve the original approver's invoices for a period of time. This function can be enabled either by the approver in the in the event of a planned absence or by the accounting department in the event of, for example, sudden illness.



A secure solution

ExFlow is an add-on module for Microsoft Dynamics 365 Business Central. No integrations necessary.

- ✓ Supplier invoice approval administered directly in Microsoft Dynamics 365 Business Central instead of a separate system.
- ✓ ExFlow uses the data in Microsoft Dynamics 365 Business Central, no need to synchronize registers such as suppliers and Charts of Accounts.
- ✓ All updates are done directly in Microsoft Dynamics 365 Business Central, approved invoices does not need to be synchronized with the ERP System.
- ✓ Invoice images, attachments and approval history can be accessed from almost anywhere within Microsoft Dynamics 365 Business Central, all the way down to the ledger.
- ✓ Matching Purchase Orders to invoices is performed based on quantities, unit prices and receipts directly in Microsoft Dynamics 365 Business Central.
- ✓ ExFlow uses Microsoft Dynamics 365 Business Central purchase order settings, such as price tolerances and matching logic.
- ✓ ExFlow uses Microsoft Dynamics 365 Business Central databases and business logic, eliminating the need for integrations and synchronizations.

ExFlow is also available for

- ✓ Dynamics NAV 2018
- ✓ Dynamics NAV 2017
- ✓ Dynamics NAV 2016
- ✓ Dynamics NAV 2015
- ✓ Dynamics NAV 2013 R2
- ✓ Dynamics NAV 2013
- ✓ Dynamics NAV 2009

signUp

SignUp Software was founded in 1999 and launched ExFlow in 2003.

Exflow by SignUp is a built-in, feature-rich AP Invoice Automation solution developed specifically for Dynamics 365 Business Central, Dynamics 365 for Finance and Operation, Dynamics AX and Dynamics NAV.

ExFlow enables organizations to increase efficiency, transparency and control in their AP Invoice process, driving down costs while generating substantial process savings. Globally, more than 7000 companies rely on ExFlow to empower their AP and Invoice processes.

SignUp currently operates out of Sweden (HQ), Denmark, Finland, Norway and Australia and count approximately 60 employees across the globe.

ExFlow is sold by leading Microsoft partners worldwide.

Available on Microsoft AppSource

Microsoft Dynamics NAV

Certified for Microsoft Dynamics NAV

Available on Microsoft AppSource and the Certified for Microsoft Dynamics (CfMD) accreditation, ensure that we meet Microsoft highest standard for ISV developed solutions. It is awarded to a small group of tested and recommended solutions. It guarantees painless interaction with Microsoft Dynamics 365 Business Central and Microsoft Dynamics NAV.

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