Overview

Microsoft Dynamics 365 Business Central AP Automation

Updated 31 October 2024

Microsoft
Solutions Partner

Business Applications

Microsoft
Solutions Partner

Modern Work

Microsoft
Partner

Microsoft

Gold Enterprise Resource Planning
Gold Small and Midmarket Cloud Solutions
Silver Cloud Customer Relationship Management

Microsoft
Proud to partner with
Microsoft for Startups

www.d365.Global

PRESENTATION BY

d365.Global

Your Dynamics 365 Project Partner

Next generation data extraction & transformation platform

Step 1: OCR (optical character recognition) is the conversion of an Image or a PDF to text. Text inside the image file can be either typed font or handwritten
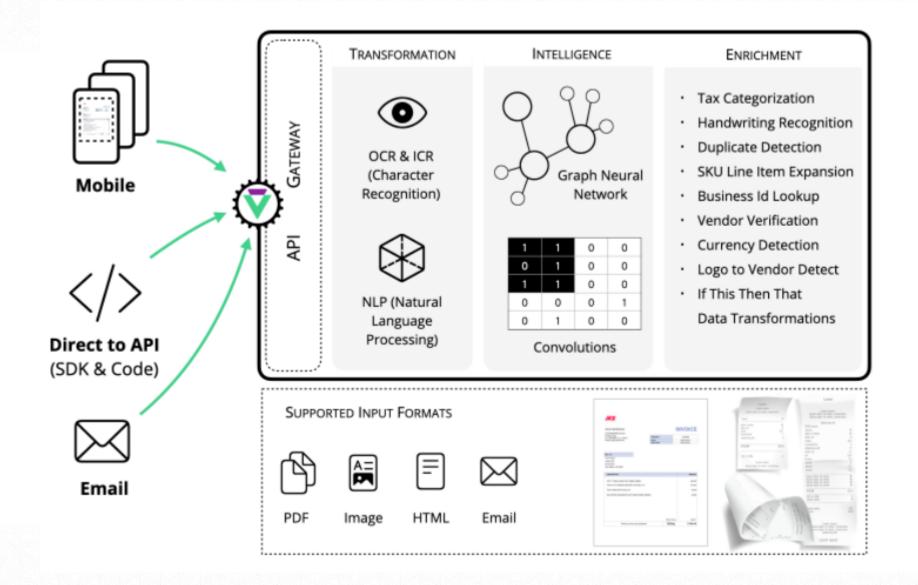
Step 2: The process of extracting fields from the text. Some invoices can contain over 50 different fields that need to be extracted. Also each product or service line on the invoice can be structured using 5-10 columns

Step 3: Data Enrichment. Many Invoice OCR APIs simply skip this very important step

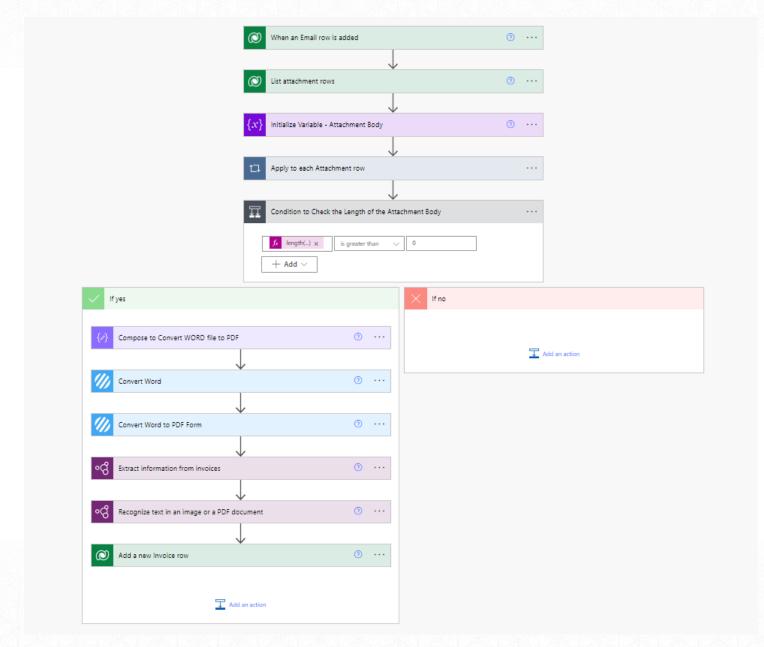APIs do all these 3 steps with accuracy

How it works

How it works

Supplier

Receive, Extract & Verify

Import → Extract → Verify
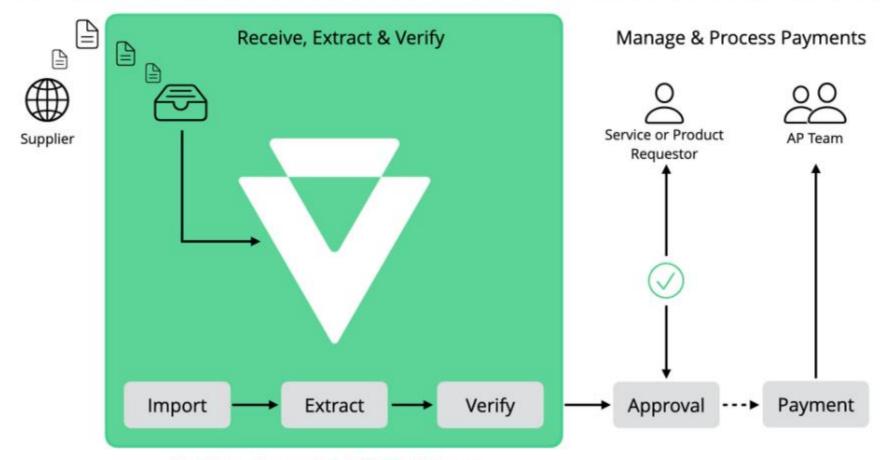
Real-time, Economical, Reliable & Secure
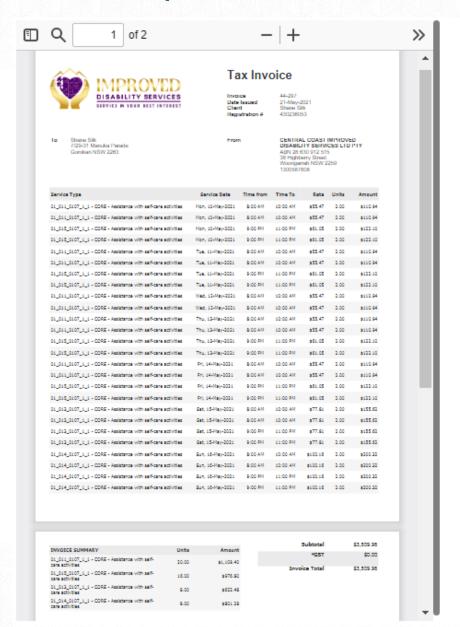
Manage & Process Payments

Service or Product Requestor

AP Team

Approval ----> Payment

d365.Global

OCR translates the picture or PDF to text

VISUALIZED DATA | STANDARDIZED JSON

```json
{
  "account_number": null,
  "bill_to": {
    "address": "7/29-31 Manuka Parade\nGorokan NSW 2263",
    "email": null,
    "name": "Shane Silk",
    "phone_number": null,
    "reg_number": null
  },
  "category": "Income",
  "created_date": "2022-05-19 09:52:50",
  "currency_code": "AUD",
  "date": "2021-05-21 08:00:00",
  "default_category": null,
  "delivery_date": null,
  "discount": null,
  "document_reference_number": "430236053",
  "document_title": "Tax Invoice",
  "document_type": "invoice",
  "due_date": null,
  "duplicate_of": 70787411,
  "external_id": null,
  "id": 70988054,
  "img_file_name": "70988054.pdf",
  "img_thumbnail_url": "https://cdn.veryfi.com/receipts/c6c3284d-b8e9-4457-983
0-9d0217569472/thumbnail.jpg",
  "img_url": "https://cdn.veryfi.com/receipts/c6c3284d-b8e9-4457-9830-9d021756
9472/8f6e42be-dcf4-4c18-8539-7908c7eb2e13.pdf",
  "incoterms": null,
  "insurance": null,
  "invoice_number": "44-297",
  "is_document": true,
  "is_duplicate": true,
  "is_money_in": true
```

Are you satisfied with the results? 👍 👎

AP Automation Update

Azure Invoice Reader

- **Security**: Azure ensures that your documents are processed securely. Data is encrypted both in transit and at rest. Azure also complies with various industry standards and regulations, such as GDPR, HIPAA, and ISO/IEC 27001.

- **Storage**: By default, Azure's Invoice Reader does not store your documents permanently. The service processes the document and returns the extracted data, but it does not retain the document. All data is retained within your own Microsoft Tenant.

- **Custom Models**: If needed custom models can be trained for unique invoices with as little as 5 documents in less than 30 minutes. Logic however would be required to route and process the different JSON.

Contents

The topics above are indicative only. Some terms and configurations may be slightly different from those used in your organisation due to customization.

Create New AP Invoice

1. For testing, send email to apinvoicedemo@d365csp.com
   1. When fully setup for production rollout this will be to individual mailboxes for each entity

Note: Each invoice will create a new line in AP Invoices > Pending Invoices. Recommendation is to send one invoice per email – may require communication/change with suppliers.
Format supported: .pdf , .jpg, .png
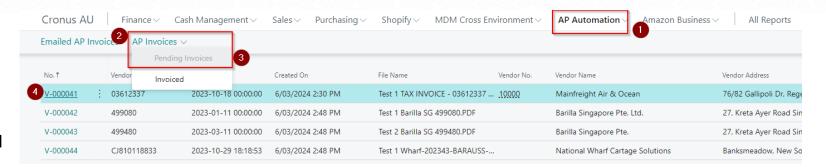
View New AP Invoice

1. Go to AP Automation

2. Go to AP Invoices

3. Pending Invoices

4. Click on the AP Invoice you want to process
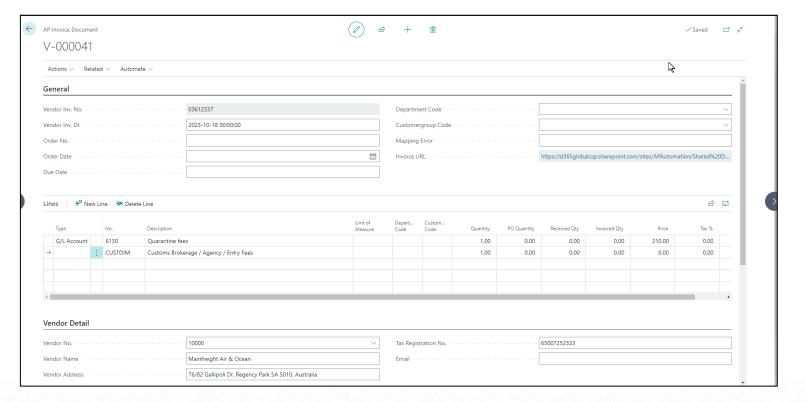
Check Invoice

At this stage, we will need to check all the details read by OCR and make sure all details are correct

- Customer should be set based on mailbox received
- Make sure vendor name is correct will be set if possible by tax ID (search using tax ID or Name)
- Check Vendor tax ID is correct
- Create Invoice Line Items
- Review Invoice Total

Check/Correct Vendor Details and Map to Correct Vendor
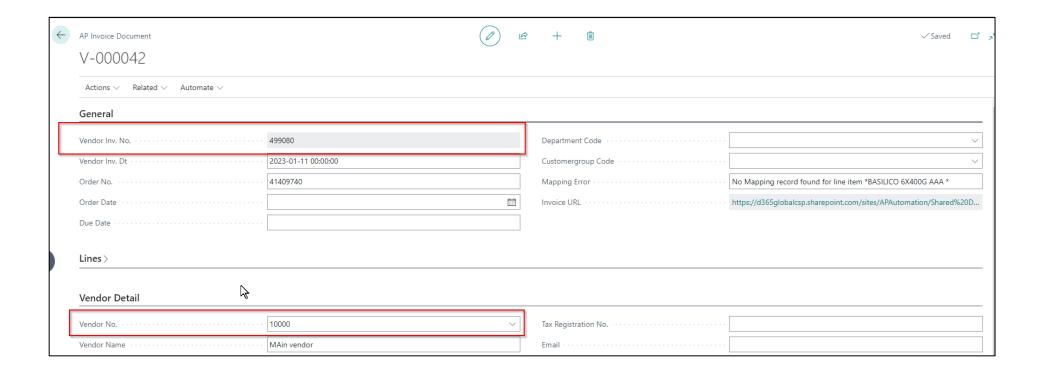
1. If Vendor name is incorrect (delete) or missing then map the vendor to text

Duplicate Record Detection
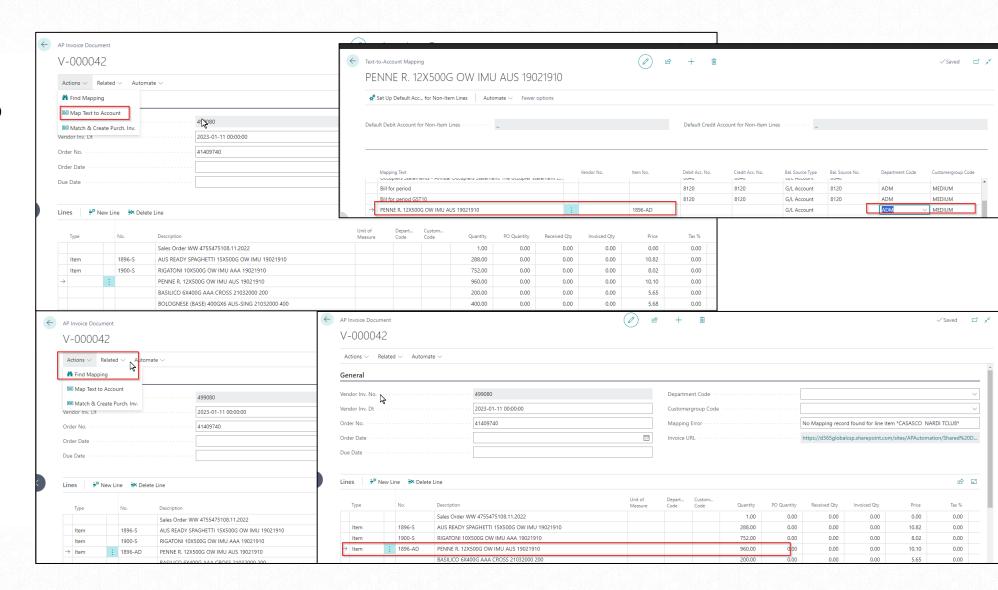
Duplicate detection has been enabled, so if the same vendor invoice no is found with same vendor, the system gives message, purchase invoice already exists
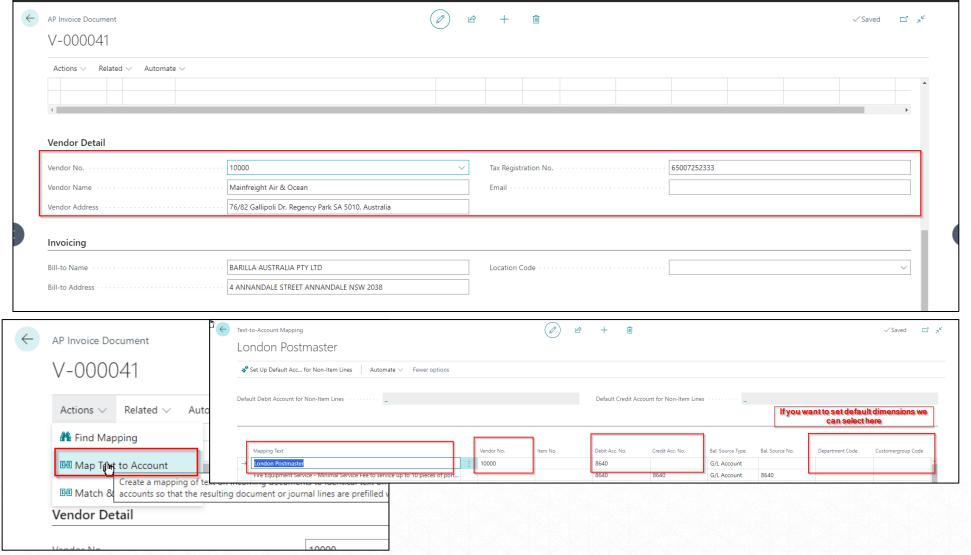
Mapping Invoice Line Items or G/L Account

1. Select map text to account
2. Map the description to item or G/L account as per requirement
3. Go back
4. Click on Find Mapping
5. All lines will be mapped and when the similar invoice is received it will automatically map the data

Progressing to Next Stage

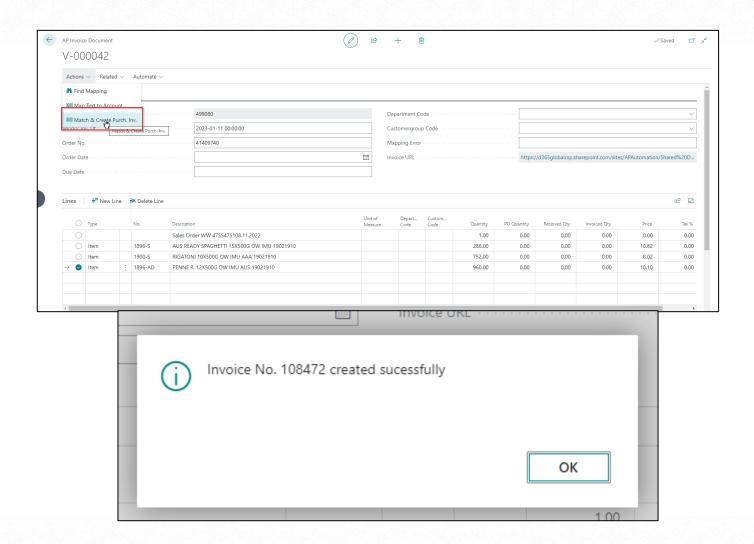**Create Purchase Invoice**

1. Check all mappings are correct
2. Click on Match & Create Purch. Inv.
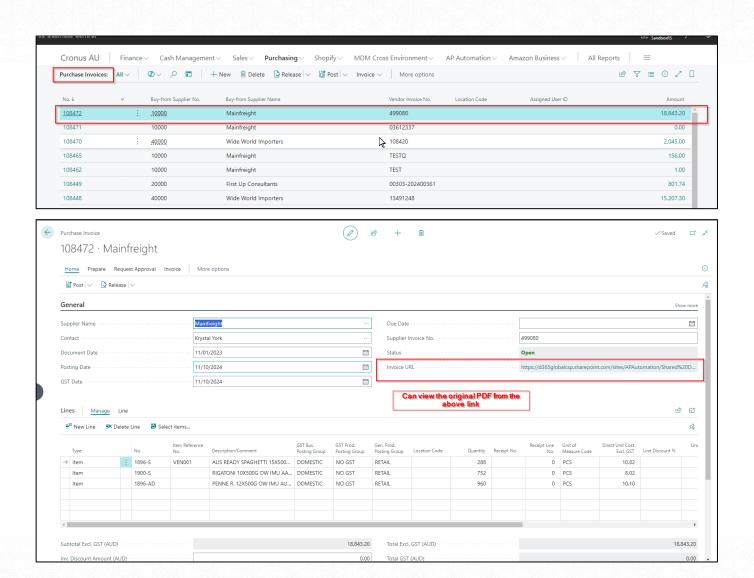3. This will create a purchase invoice in Business Central

Accountant Verification

Accountant can verify the invoice under purchase invoice and follow standard business process

Questions and answers

▶ What are your questions?
▶ What are your concerns?
▶ What was not mentioned during this presentation?

For further information, contact:

David Blumentals
David@d365.Global
+61 409 245 354

Microsoft
Solutions Partner

Business Applications

Microsoft
Solutions Partner

Modern Work

Microsoft
Partner

Gold Enterprise Resource Planning
Gold Small and Midmarket Cloud Solutions
Silver Cloud Customer Relationship Management

Microsoft

Microsoft

Proud to partner with
Microsoft for Startups

www.d365.Global

PRESENTATION BY

d365.Global

Your Dynamics 365 Project Partner