Overview

Microsoft Dynamics 365 Business Central AP Automation

Updated 31 October 2024









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



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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

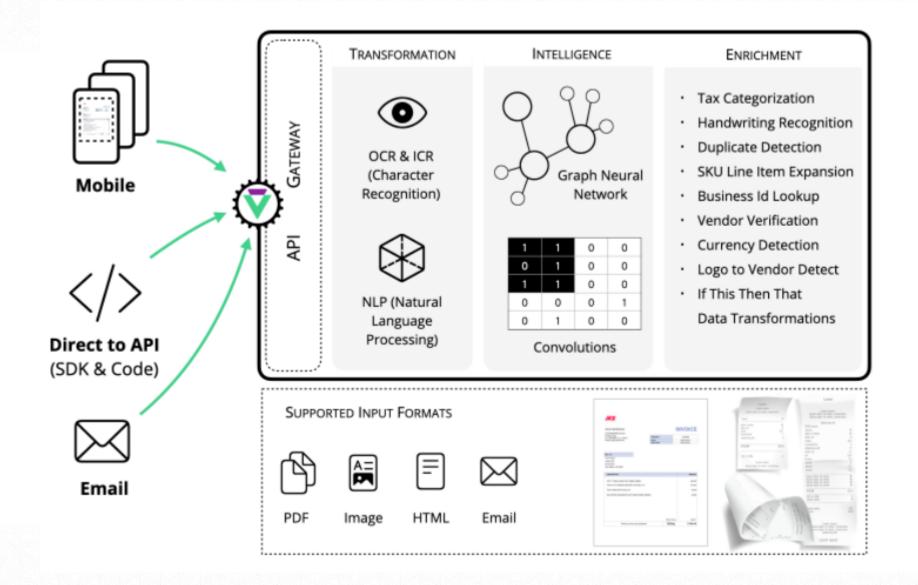
Step 2: The process of extracting fields from the text. Some invoices can contain over 50 different fields that need to be extracted. Also each product or service line on the invoice can be structured using 5-10 columns

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





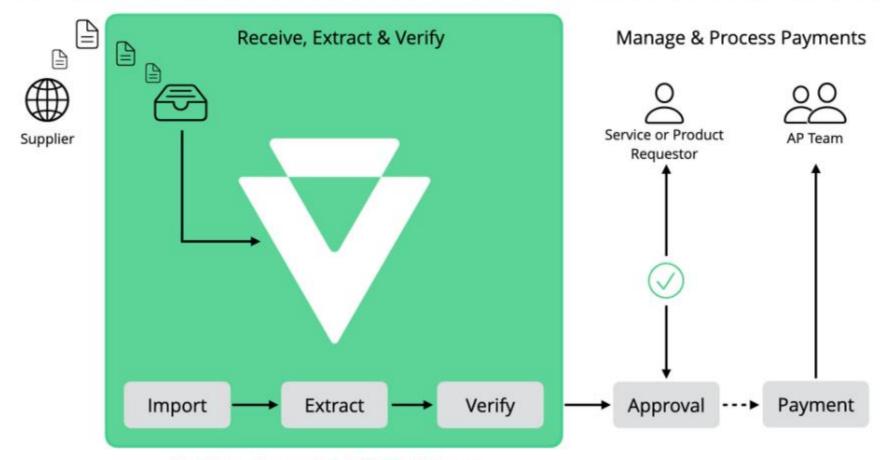


JSON



How it works

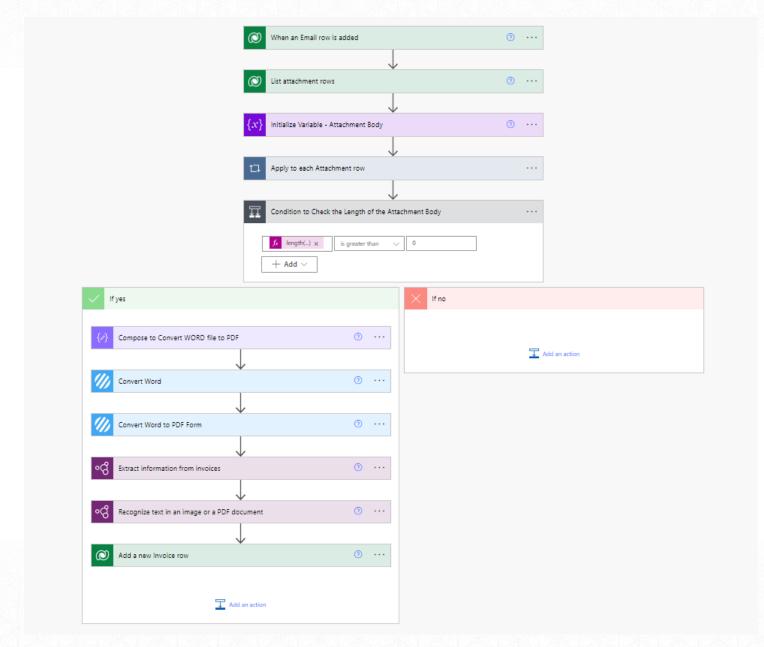




Real-time, Economical, Reliable & Secure

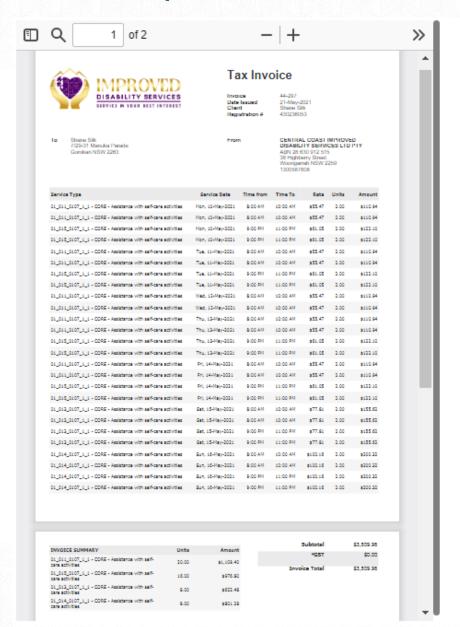
Email is received in Invoicing inbox/queue. Dynamics sends the data for OCR





OCR translates the picture or PDF to text





```
VISUALIZED DATA
                  STANDARDIZED 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.

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2019

LIFE WITHOUT BARRIER

Life Without Barriers National Office 352 Hunter Street Newcastle NSW 2300

ABN 15 101 252 171

\$29,586.45

ohn Green C/- Spinal Cord Injuries Australia

TAMWORTH NSW 2340

Invoice Date: 15 Aug 2024

TAX INVOICE

Total Due:

Due Date: 14 Sep 2024

| Description | Reference | Unit Price | QTY | NET | GST | GROSS |
|---|-----------|----------------|------------|----------|--------|-------------|
| Standard - Weekday Daytime - 04_104_0125_6_1 | | | | | | |
| John Green (430042021)- 31/07/2024-31/07/2024- Assistance With Self-Care Activities - Standard - Weekday Daylime - 01 011 0107 1 1 | A245101 | 67.56 | 2,00 | 135.12 | 0.00 | 135.12 |
| John Green (430042021)- 31/07/2024-31/07/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01 011 0107 1 1 | W245101 | 67.56 | 2,010 | 135.12 | 0.00 | 135.12 |
| John Green (430042021)- 31/07/2024-31/07/2024- Access Community Social and Rec Activ - Standard - Weekday Davtlme - 04 104 0125 6 1 | A245101 | 67.56 | 7.00 | 472.92 | 0.00 | 472.92 |
| John Green (430042021)- 31/07/2024-31/07/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01 011 0107 1 1 | A245101 | 67.56 | 2.00 | 135.12 | 0.000 | 135.12 |
| John Green (430042021)- 31/07/2024-31/07/2024- Assistance With Self-Care Activities - Standard - Weekday Davtime - 01 011 0107 1 1 | A245101 | 67.56 | 2.00 | 135.12 | 0.00 | 135.12 |
| John Green (430042021)- 1/08/2024-1/08/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01_011_0107_1_1 | A245101 | 67.56 | 2.00 | 135.12 | 0.00 | 135.12 |
| John Green (430042021)- 1/08/2024-1/08/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01 011 0107 1 1 | W245101 | 37 .5 1 | 2.00 | 135.12 | 0.000 | 135.12 |
| John Green (430042021)- 1/08/2024-1/08/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01 011 0107 1 1 | A245101 | 67.56 | 2001 | 135.12 | 0.00 | 135.12 |
| John Green (430042021)- 1/08/2024-1/08/2024- Assistance With Self-Care Activities - Standard - Weekday Daytime - 01_011_0107_1_1 | A245101 | 67.56 | 2.00 | 135.12 | 0,0010 | 135.12 |
| John Green (430042021)- 2/08/2024-2/08/2024- | | 67.56 | 6.00 | 405.36 | 0.00 | 405.36 |
| Payment Options: | | Total | | 29586.45 | \$0.00 | \$29,586.45 |
| Biller Code: 207025 | | Electron | ic Funds 1 | ransfer | | |

Biller Code: 307025
Reference: 078949
Telephone and Internet Banking - BPAY
Contact your bank or financial institution to make this payment from through the contact your bank or financial institution to make this payment from www.hpsy.com.bu

the account details islated below. Please include the invoice number a a payment reference.

BSB: 037-889

Account: 13207152

Direct Debit
To sign up for Direct Debit, please contact us:
Email: accountsreceivable@lwb.org.au
Phone: 02 4033 4600 (Option 3)

Credit or Debit Payment by Master-Card or VISA accepted only. Phone: 1300 885 175 Biller Code: 132894 Visit: Iwb.org.au/home/payforaservice

Payment via internet banking from your cheque or savings account to

In the spirit of Perconclusion, Life Wilmout Berners extinonledges Aborgans' and Torres Strait Identier peoples as the Traditional Owners an outstodains of this country, and their connection to land, water and community. We pay our respect to them, their cultures and customs, and





Contents

- Create New AP Invoice
- View New AP Invoice
- Check Invoice
- Check/Correct Vendor details and Map to Correct Vendor
- Duplicate Record Detection
- Mapping Invoice Line Items or G/L Account
- Progressing to Next Stage
- Accountant Verification



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

| Cronus AU | Finance ∨ | Cash Management ∨ | Sales ∨ Purchasing ∨ | Shopify V MDM Cross En | vironment ~ | AP Automation > Amazon Business | ✓ All Reports = | |
|-----------------|--------------|-----------------------|----------------------|-------------------------------|-------------|----------------------------------|---------------------------------|-----------|
| Emailed AP In | | es ∨ ding Invoices | | | | | | |
| No.↑ | Vendor Invoi | iced | Created On | File Name | Vendor No. | Vendor Name | Vendor Address | Bill-to N |
| <u>V-000041</u> | 03612337 | 2023-10-18 00:00:00 | 6/03/2024 2:30 PM | Test 1 TAX INVOICE - 03612337 | 10000 | Mainfreight Air & Ocean | 76/82 Gallipoli Dr, Regency Par | . BARILI |
| V-000042 | 499080 | 2023-01-11 00:00:00 | 6/03/2024 2:48 PM | Test 1 Barilla SG 499080.PDF | | Barilla Singapore Pte. Ltd. | 27, Kreta Ayer Road Singapore | Woolv |
| V-000043 | 499480 | 2023-03-11 00:00:00 | 6/03/2024 2:48 PM | Test 2 Barilla SG 499480.PDF | | Barilla Singapore Pte. | 27, Kreta Ayer Road Singapore | Woolv |
| V-000044 | CJ810118833 | 2023-10-29 18:18:53 | 6/03/2024 2:48 PM | Test 1 Wharf-202343-BARAUSS | | National Wharf Cartage Solutions | Banksmeadow, New South Wal | Barilla |
| V-000045 | 03612337 | 2023-10-18 00:00:00 | 6/03/2024 3:11 PM | Invoice 03612337.pdf | 10000 | Mainfreight Air & Ocean | 76/82 Gallipoli Dr, Regency Par | . BARILL |
| V-000046 | 108439 | 2023-04-01 00:00:00 | 11/03/2024 12:16 PM | INV-0000035.pdf | 20000 | First Up Consultants | | Aaron |
| V-000047 | 03612337 | 2023-10-18 00:00:00 | 11/03/2024 12:16 PM | Invoice 03612337.pdf | 10000 | Mainfreight Air & Ocean | 76/82 Gallipoli Dr, Regency Par | . BARILL |
| | | | | | | | | |

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.

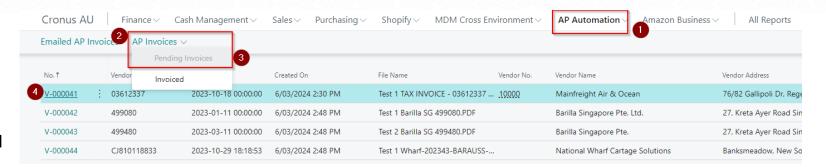
Format supported: .pdf , .jpg, .png

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View New AP Invoice



- 1. Go to AP Automation
- 2. Go to AP Invoices
- 3. Pending Invoices
- Click on the AP Invoice you want to process

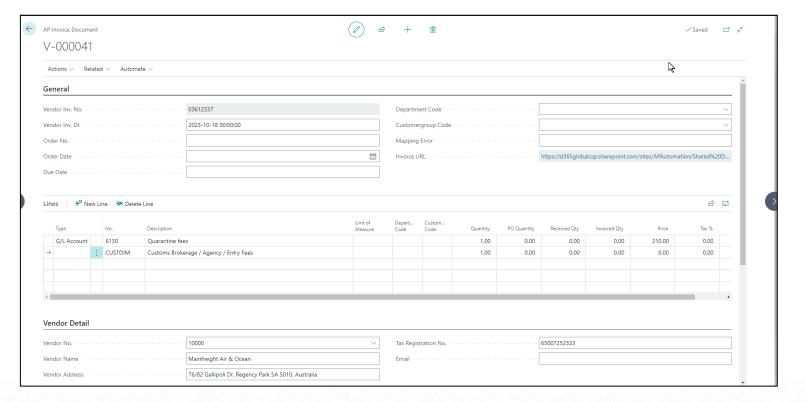


Check Invoice



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

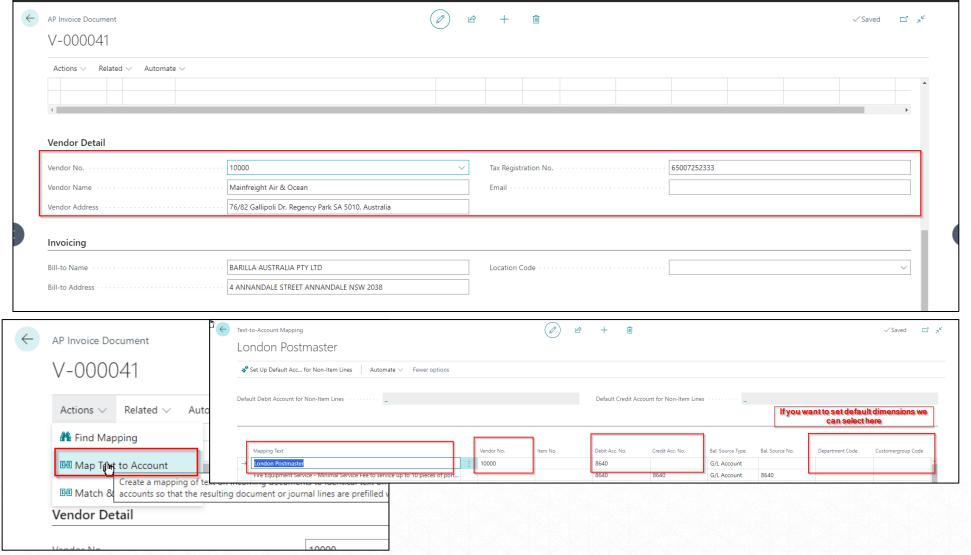


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Check/Correct Vendor Details and Map to Correct Vendor



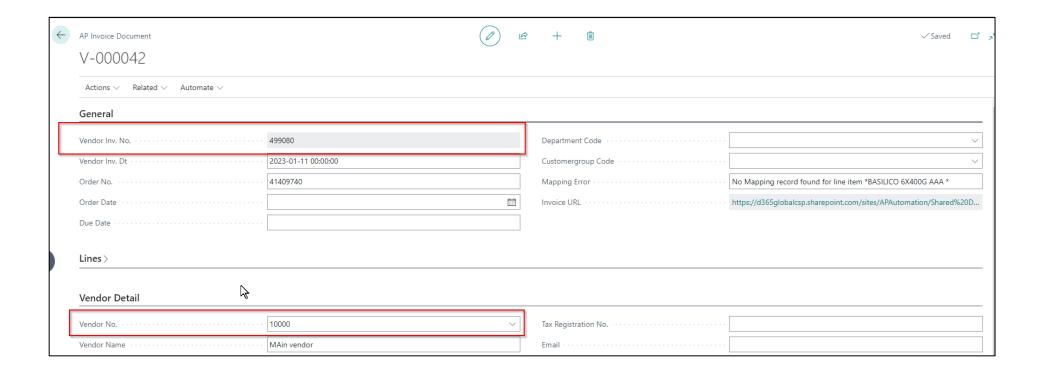
1. If Vendor name is incorrect (delete) or missing then map the vendor to text



Duplicate Record Detection



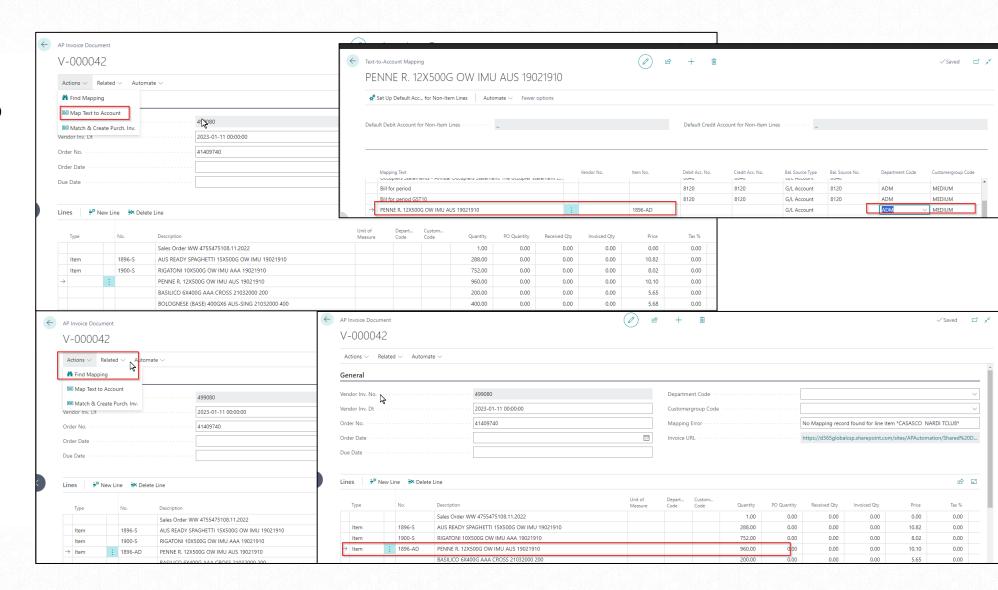
Duplicate detection has been enabled, so if the same vendor invoice no is found with same vendor, the system gives message, purchase invoice already exists



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

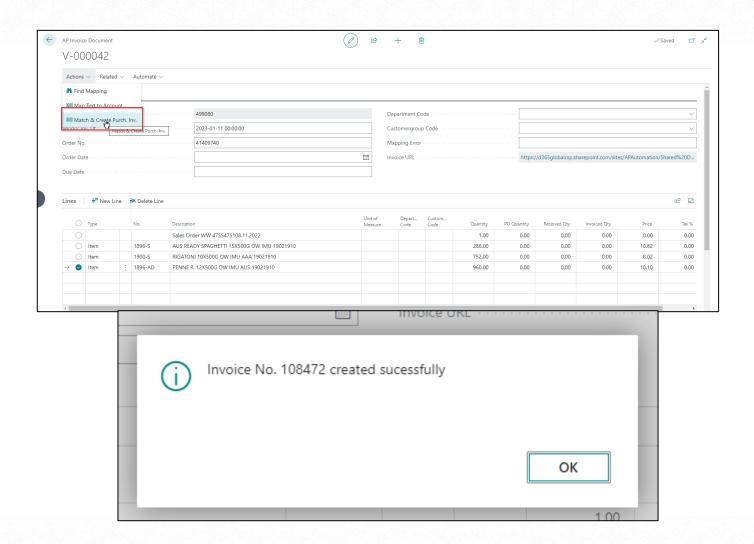


Progressing to Next Stage



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

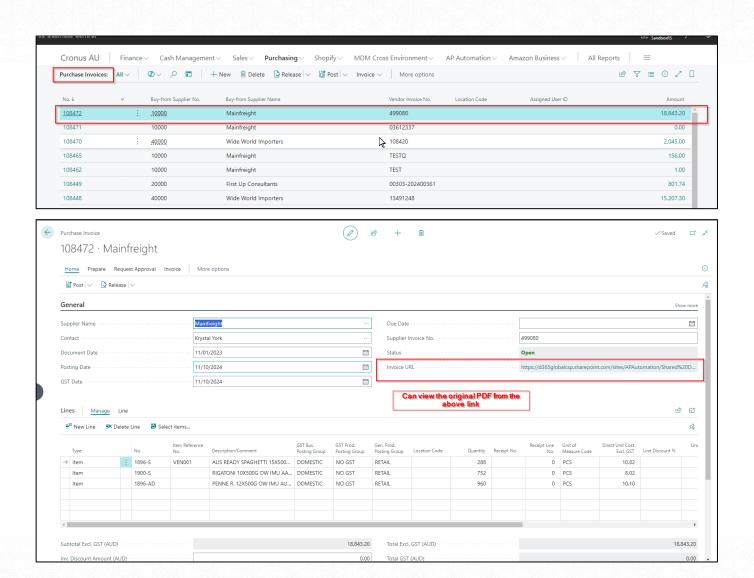


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Accountant Verification



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:



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