

We got this!

Díbs

Dynamics, ICT & Business Solutions

Hands-on training Day 1

 **continia**



Agenda

- Introduction
- Training overview
- Introduction to Document Capture
- Navigate in Document Capture
- Cost invoices

Coffee/lunch?



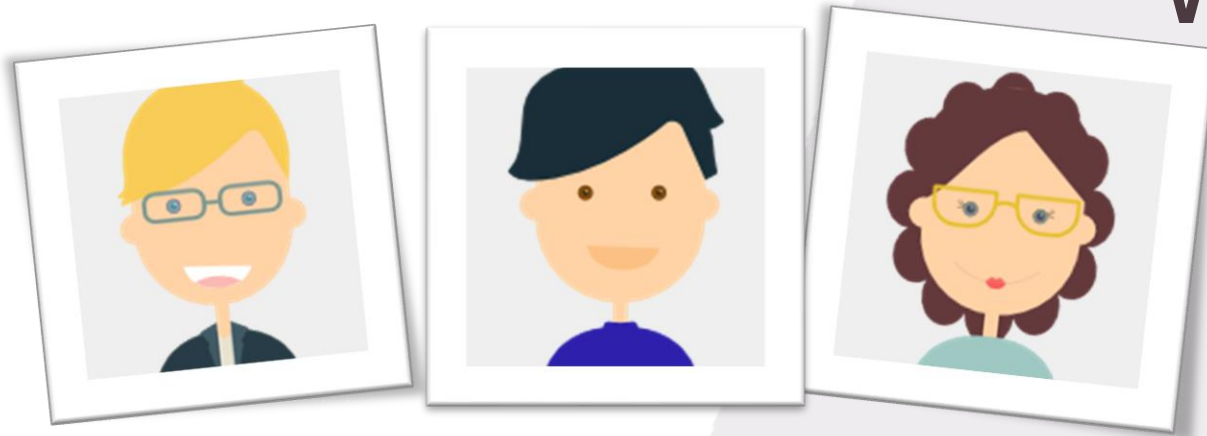
“

“The man who asks a question is a fool for a minute, the man who does not ask is a fool for life.”

-CONFUCIUS-



Who we are



We are Jeroen Roosen, Cornelis Mol and Inge Sanders.
Together we are Dibs.

Dibs was founded in 2019, with the aim of supporting Microsoft Partners who offer software and services for Microsoft Dynamics NAV or Microsoft Dynamics 365 Business Central.



What we do

- Implement
- Train
- Support

www.dibs.nl/en



Who is continia



Since 1990, Continia has been developing solutions to effectively handle various types of administrative processes for users of Microsoft Dynamics Business Central. Over 20,000 customers worldwide are actively using one or more Continia solutions.

www.continia.com



Training overview

Day 1

- Introduction Document Capture
- Introduction Document journal and importing first documents
- Simple cost invoices and first templates
 - vendor identification
 - Navigation and document flow
 - Master template adjustment
 - vendor template adjustment
- Assignment



Training overview

Day 2

- Discuss assignment
- Multiple VAT
- Transportation costs
- Multiple templates for one vendor
- Template adjustment part 2:
 - Advanced translations
 - Rules and formulas
 - Add fields
- Document approval: set-up, management and training, approval-portal



Document Capture is

An add-on voor MS Dynamics NAV/Business Central, with which you can:

- Import
- Recognize
- Register
- Approve
- Archive

DOCUMENTS

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London

Attention: Mr. Richard Lum

Lewis Home Furniture
51 Radcroft Road
IB7 7VN Gainsborough
VAT No. 197548769

Invoice No.	Project	Attention	Doc. Date	Due Date
44444478	DEERFIELD, 8 WP	Mr. Richard Lum	20-04-2019	03-06-2019

Warehouse restructure planning for Deefield

GBP 7,500.00

VAT Exempt	Sub Total	VAT	VAT Amount	Currency	Total Amount
0.00	7,500.00	25%	1,875.00	GBP	9,375.00

Payment Terms: 7 days – payment due by June 3, 2019
Please pay by direct credit to our bank account 01-555-4478-9864

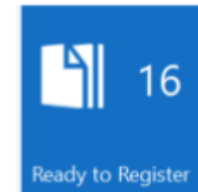
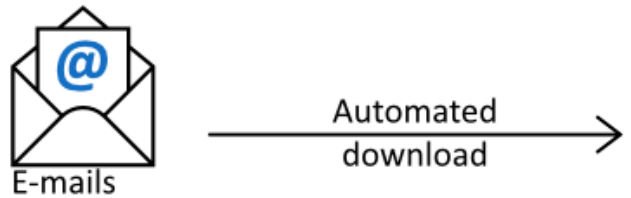
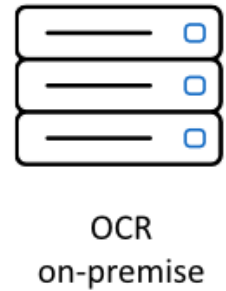
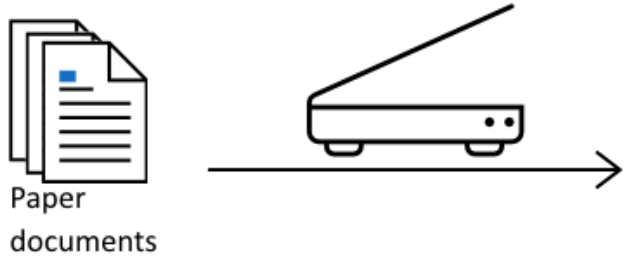


Documentflow

Incoming documents

Document Capture service

Microsoft Dynamics NAV/BC





What is OCR

- Optical Character Recognition:
 - All characters and character patterns on your vendors PDF, will be recognized and saved. Because they are saved again, they can be edited and searched.
 - The coordinates of each text block, line of text, number and word are stored in a TIFF file.
 - Document Capture shows the TIFF file, all information collected by the OCR scanner is contained in the TIFF file.
 - Document Capture uses the recognized words and their position on the page to identify the information.



Vendor identification

- The vendor is recognized by its VAT number or address data :
 - DC searches for the identification fields and compares the results with vendor data.
 - Each identification field found has a value.
 - The number of characters found is multiplied by the value.
 - The vendor with the most points (at least 15) wins.
 - **Exception:** the vendor template contains a **search text**.

The screenshot shows the Dynamics 365 Business Central interface for vendor identification. The browser address bar shows 'localhost:8080/BC140/'. The page title is 'Dynamics 365 Business Central'. The vendor name is 'CRONUS Nederland BV' and the document type is 'Posted Documents'. The navigation menu includes 'Document Journal', 'Vendors', 'Purchase Orders', 'Purchase Invoices', 'Purchase Return Orders', 'Purchase Credit Memos', 'Approval Entries', 'Contacts', and 'Customers'. The 'Activities' section shows a grid of metrics:

DOCUMENTS				PURCHASE APPROVAL - INVOICES			PURCHASE APPROVAL - CREDIT MEMOS		
PENDING OCR	READY TO IMPORT	READY TO REGISTER	ASSIGNED TO ME	OPEN PIS	PIS FOR APPROVAL	RELEASED PIS	OPEN PCMS	PCMS FOR APPROVAL	RELEASED PCMS
0	0	15	0	0	0	0	0	0	0

The 'READY TO REGISTER' metric has a value of 15, which is highlighted by a mouse cursor. Below the metrics is the 'ACTIONS' section with four buttons: 'Submit Document', 'Import Files', 'Document Search', and 'Send Status email to Approvers'. The 'Insights' section shows 'Document Categories' and 'Approval Entries by Approver'.



Templates

During the OCR process, data is recognized on the invoice by means of templates.

There are three types of templates:

- Identification template
 - When you import a document, the identification template searches for and associates a vendor with the document. One per document category.
- Master template
 - Document Capture creates vendor templates by copying the master template. If there are multiple master templates, you will be asked to choose one.
- Vendor template
 - Template that belongs to a vendor. Document Capture uses the vendor templates to recognize, validate and register invoices. At least one per vendor.



Role center

Pending OCR

Incoming documents are retrieved, this is an ongoing process.

Ready to import

Documents are recognized and are waiting to be imported in NAV, either automated or manual.

"Import files" lists the documents in the document journal.

Ready to register

Documents are listed in the document journal, ready to be processed.

The screenshot displays the Dynamics 365 Business Central interface for CRONUS International Ltd. The page title is "Posted Documents". The navigation bar includes: Document Journal, Vendors, Purchase Orders, Purchase Invoices, Purchase Return Orders, Purchase Credit Memos, Approval Entries, Contacts, Customers, Sales Orders, and More. The main content area is divided into several sections:

- Activities**: A dropdown menu.
- DOCUMENTS**: A section with several status cards:
 - PENDING OCR: 0
 - READY TO IMPORT: 16 (with a mouse cursor over the number)
 - READY TO REGISTER: 0
 - ASSIGNED TO ME: 0
 - PURCHASE APPROVAL - INVOICES: OPEN PIS (0), PIS FOR APPROVAL (0), RELEASED PIS (0)
 - PURCHASE APPROVAL - CREDIT MEMOS: OPEN PCMS (0), PCMS FOR APPROVAL (0), RELEASED PCMS (0)
- ACTIONS**: A row of four buttons: Submit Document, Import Files, Document Search, and Send Status email to Approvers.
- Insights**: Two data tables:
 - Document Categories**: A table with columns CODE, DESCRIPTION, DOCUMENT... FOR OCR, DOCUMENT... FOR IMPORT, DOCUMENT... WITH ERROR, and DOCUMENT... REGISTE. It shows one row for CONTACT (Contact Related Documents) and one for CUSTOMER (Customers).
 - Approval Entries by Approver**: A table with columns APPROVER ID, NAME, NO. OF INVOICES, NO. OF CREDIT MEMOS, and NO. OF OVERDUE APPROVAL ENTRIES. It is currently empty with the message "(There is nothing to show in this view)".



Document journal

DOCUMENT JOURNAL | WORK DATE: 1/28/2021 ✓ SAVED

Document Category: Status Filter:

Manage Process Document Template Translations Vendor More options

NO.	OK	SOURCE ID	NAME	TEMPLATE NO.	SEARCH TEXT	ORDE... ORDER	NO. OF PAGES	ASSIGNED TO USER ID
D000001	<input checked="" type="checkbox"/>	40000	Lewis Home Furniture	T000001		<input checked="" type="checkbox"/>	1	
D000002	<input type="checkbox"/>	40000	Lewis Home Furniture			<input type="checkbox"/>	1	
D000003	<input type="checkbox"/>	40000	Lewis Home Furniture			<input type="checkbox"/>	1	
D000004	<input type="checkbox"/>	30000	CoolWood Technologies			<input type="checkbox"/>	1	
D000005	<input type="checkbox"/>	61000	Electronics Ltd.			<input type="checkbox"/>	1	
D000006	<input type="checkbox"/>	61000	Electronics Ltd.			<input type="checkbox"/>	1	
D000007	<input type="checkbox"/>	61000	Electronics Ltd.			<input type="checkbox"/>	1	
D000008	<input type="checkbox"/>	10000	London Postmaster			<input type="checkbox"/>	0	
D000009	<input type="checkbox"/>	10000	London Postmaster			<input type="checkbox"/>	0	

Document Header

FIELD	VALUE	OK
Invoice No.	44444444	<input type="checkbox"/>
Invoice Date	04/17/19	<input type="checkbox"/>
Due Date	05/31/19	<input type="checkbox"/>
Our Contact	RL	<input type="checkbox"/>
Our Order No.		<input type="checkbox"/>
Currency Code		<input type="checkbox"/>
Amount Excl. VAT	4,500.00	<input type="checkbox"/>
VAT Amount	1,125.00	<input type="checkbox"/>
Amount Incl. VAT	5,625.00	<input type="checkbox"/>
G/L Account No.		<input type="checkbox"/>
Posting Description		<input type="checkbox"/>
[I] Invoice / [C]r. Memo	I	<input type="checkbox"/>

Document Page 1 (1 page in total) 30%

CRONUS International Ltd.
5 The Ring
Westminster
W2 8HG London

Attention | Mr. Richard Lum

Lewis Home Furn
51 Radcroft Ro.
IB7 7VN Gainsbor
VAT No. 197548

Invoice No.	Project	Attention	Doc. Date	Due Da
44444444	DEERFIELD, 8 WP	Mr. Richard Lum	17-04-2019	31-05-20

Inspection and reporting fee regarding Deerfield GBP 4,9

VAT Exempt	Sub Total	VAT	VAT Amount	Currency	Total Am
0.00	4,500.00	25%	1,125.00	GBP	5,625.00

Payment Terms: 7 days – payment due by May 31, 2019

Comments | Manage

COMMENT	CONFIGURABLE
You must specify G/L Account No..	No
WARNING: Payment Terms (CM) not correct.	Yes



Recognize fields

In the document journal, the fields recognized by OCR are:

- checked
- adjusted
- supplemented

When all fields or the document are recognized, this vendor template is ready.

The next time a similar document is imported from this vendor, the recognition process will run automatically.