We got this!

Dibs

Dynamics, ICT & Business Solutions

Hands-on training
Day 1

Continia

Agenda

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

Coffee/lunch?

We got this!

Dibs

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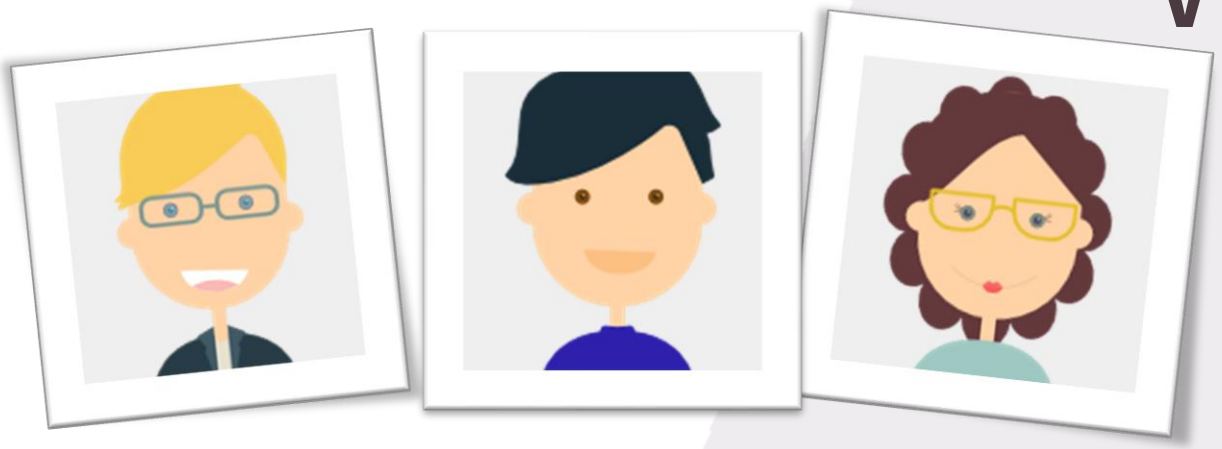
“The man who asks a question is a fool for a minute, the man who does not ask is a fool for life.”

-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

We got this!
Dibs
Dynamics, ICT & Business Solutions

Who is continia

Continia

Continia
Document Capture

Continia
Document Output

Continia
Expense Management

Continia
Collection Management

Continia
Payment Management

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

www.continia.com

Who are you?

Training overview

Day 1

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

Training overview

Day 2

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

Training overview

Day 3

- Discuss assignment
- Line recognition
- Approval

Day 4

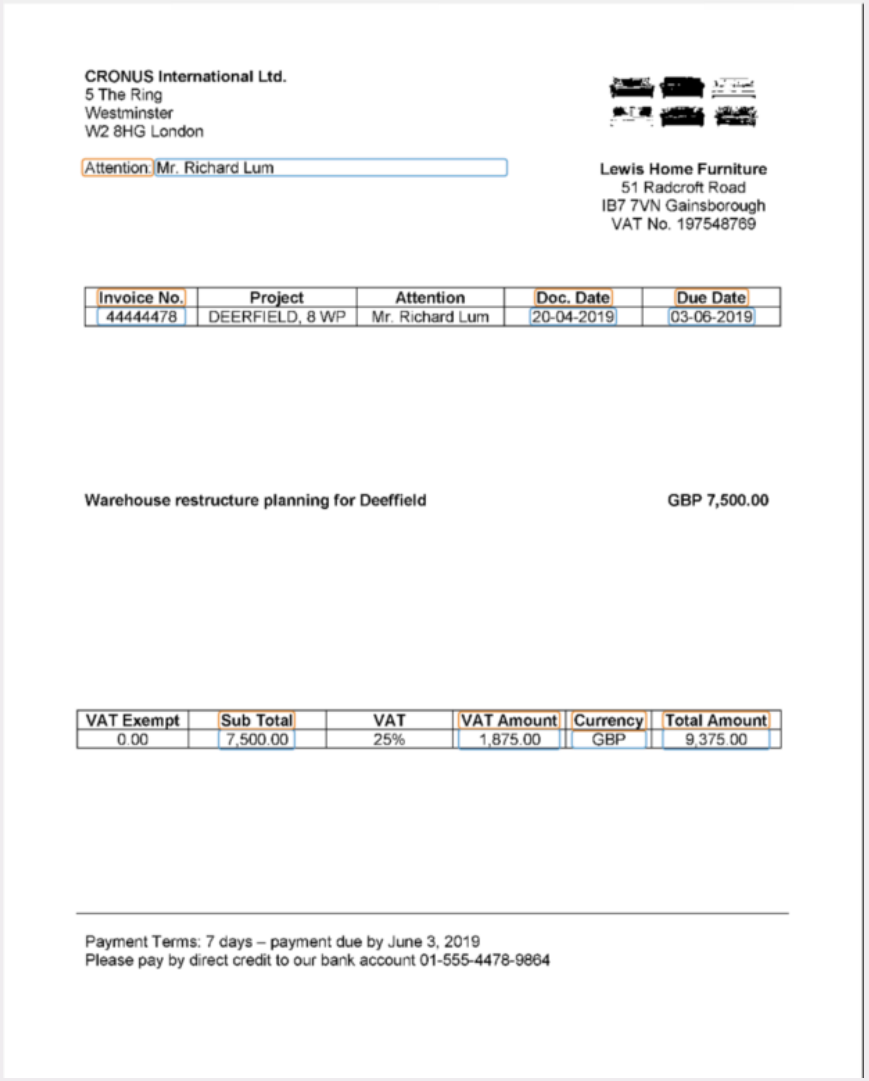
- Match order and receipts
- Go live (optional)
- Approval

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. 197548789

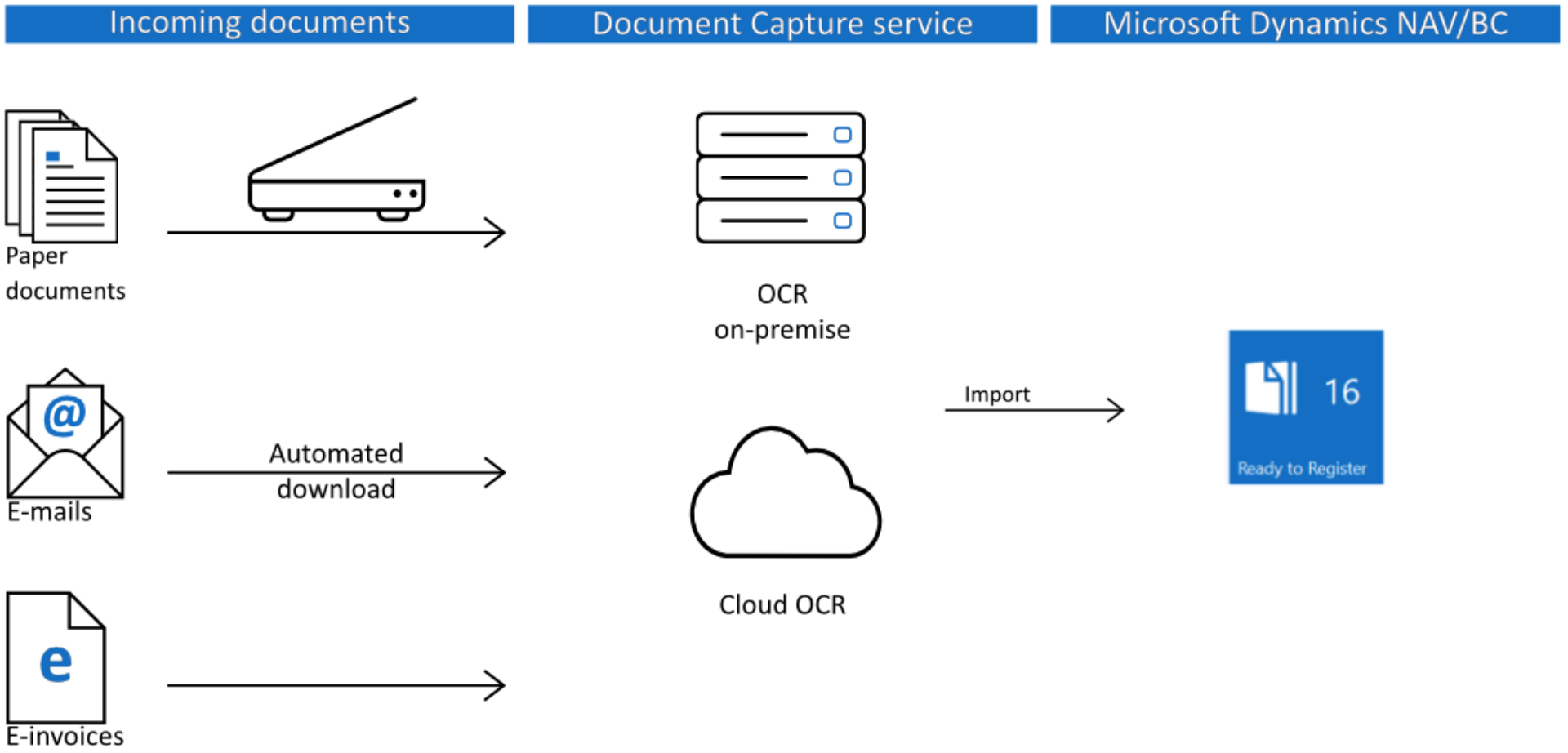
Invoice No.	Project	Attention	Doc. Date	Due Date
44444478	DEERFIELD, 8 WP	Mr. Richard Lum	20-04-2019	03-06-2019

Warehouse restructure planning for Deeffield 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



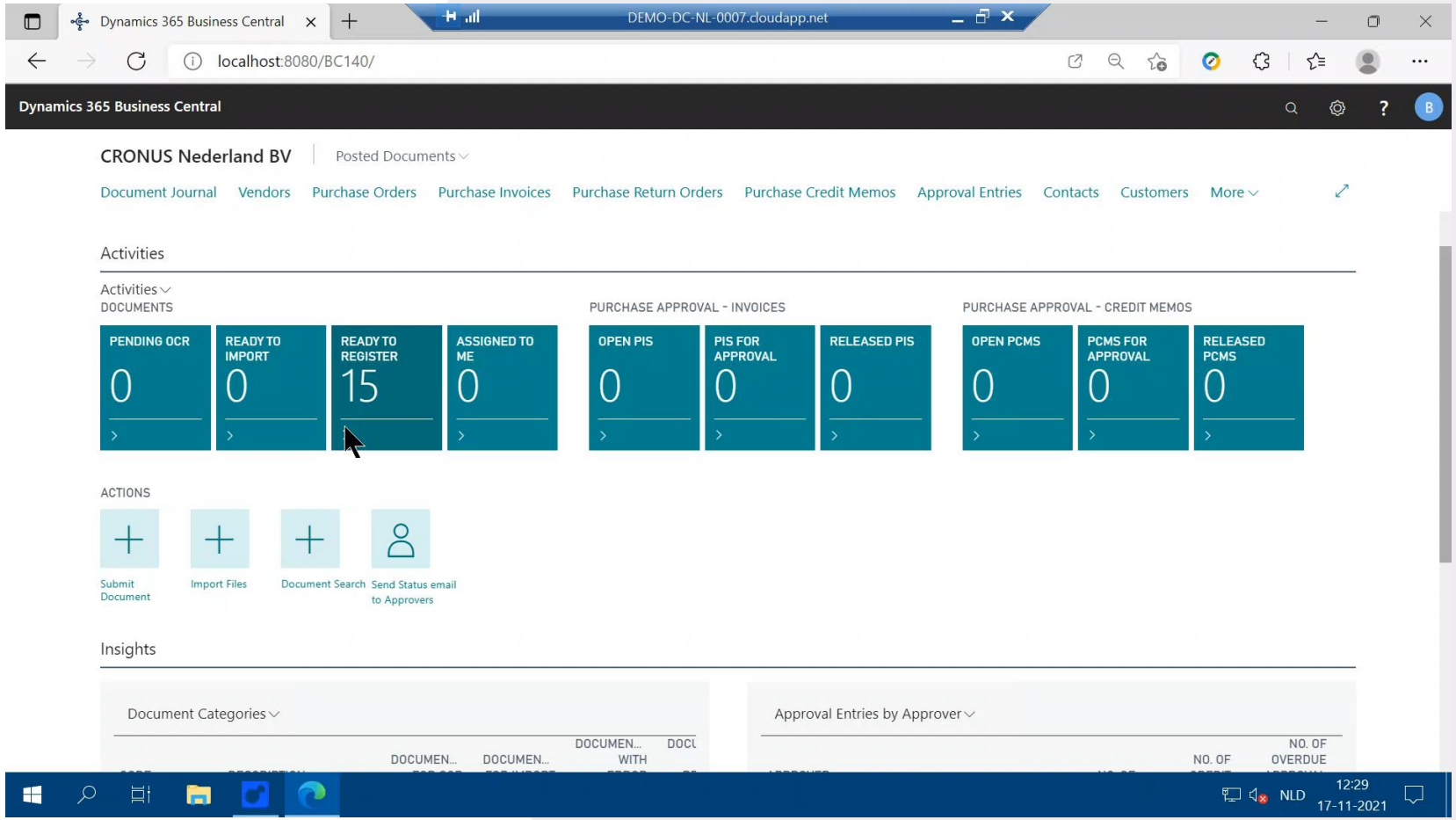
What is OCR

- Optical Character Recognition:

  - All characters and character patterns on your suppliers 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.

Supplier identification

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



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 supplier with the document. One per document category.
- Master template
    - Document Capture creates supplier templates by copying the master template. If there are multiple master templates, you will be asked to choose one.
- Supplier template
    - Template that belongs to a supplier. Document Capture uses the supplier templates to recognize, validate and register invoices. At least one per supplier.

Role center

Pending OCR

Incoming documents are retrieved, this is an ongoing process.

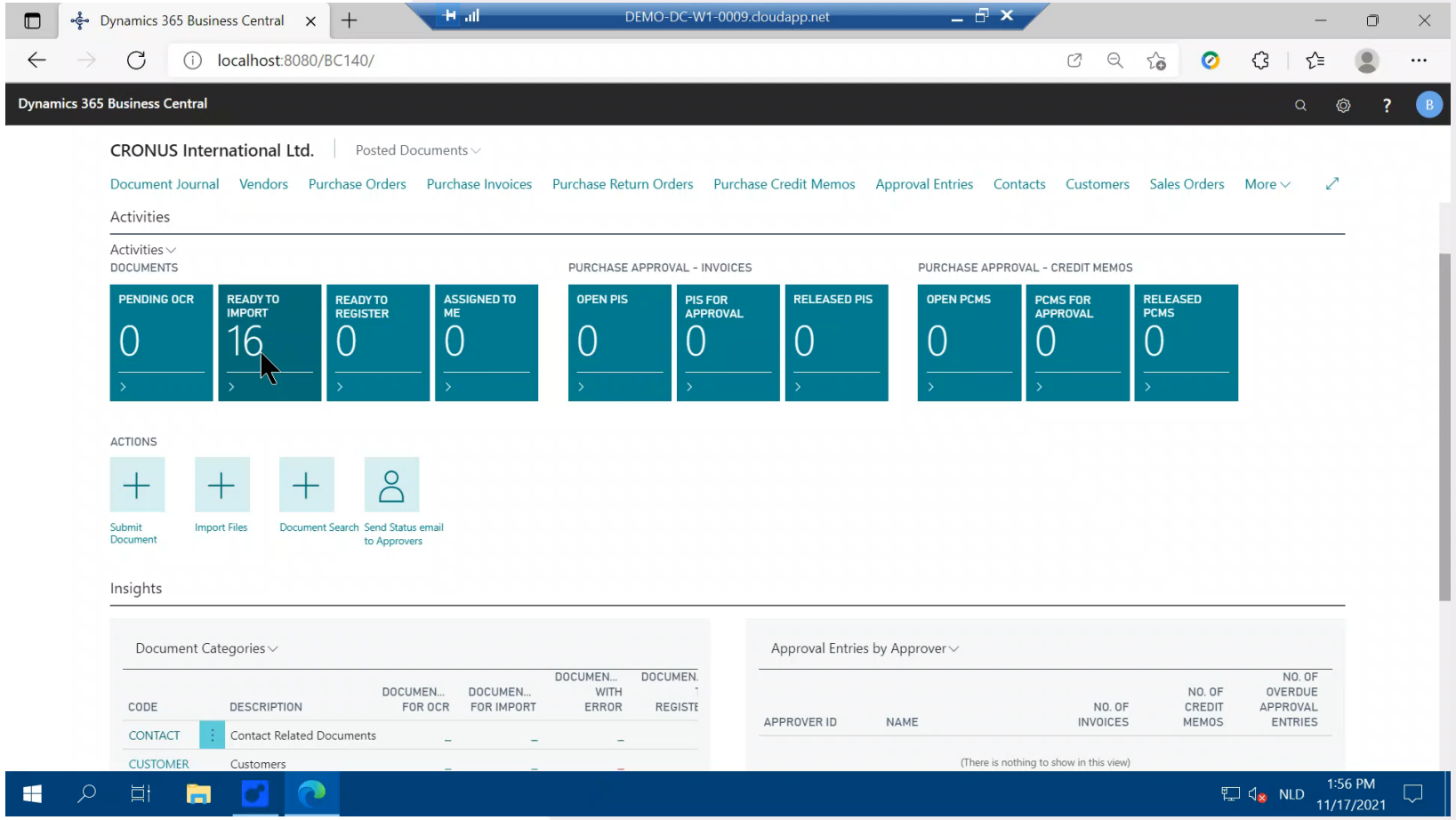
Ready to import

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

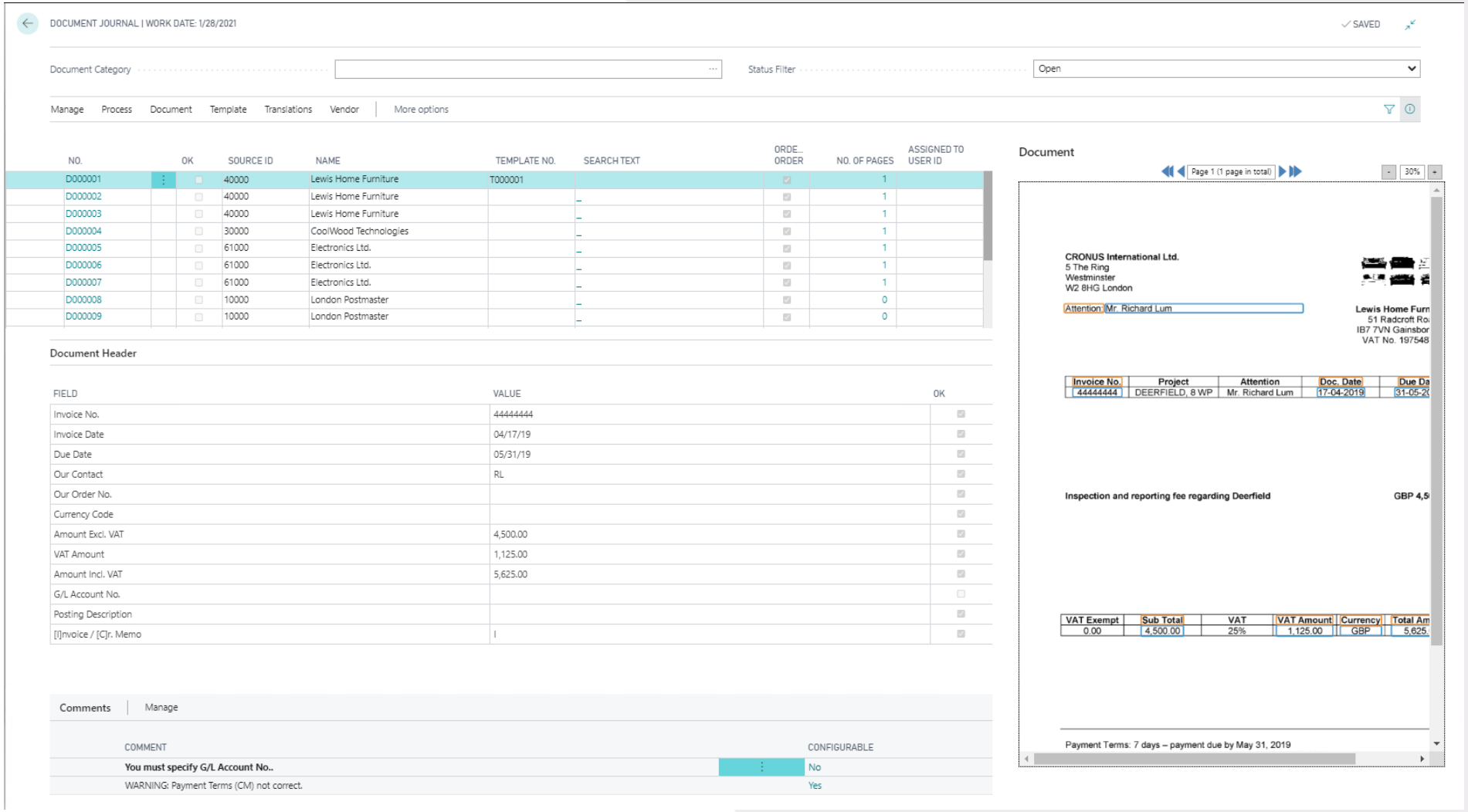
"Import files" lists the documents in the document journal.

Ready to register

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



Document journal



Recognize fields

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

- checked
- adjusted
- supplemented

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

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

Template: all fields in the document and the rules and formulas that go with it.

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