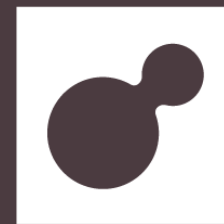


We got this!

**Díbs**

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?



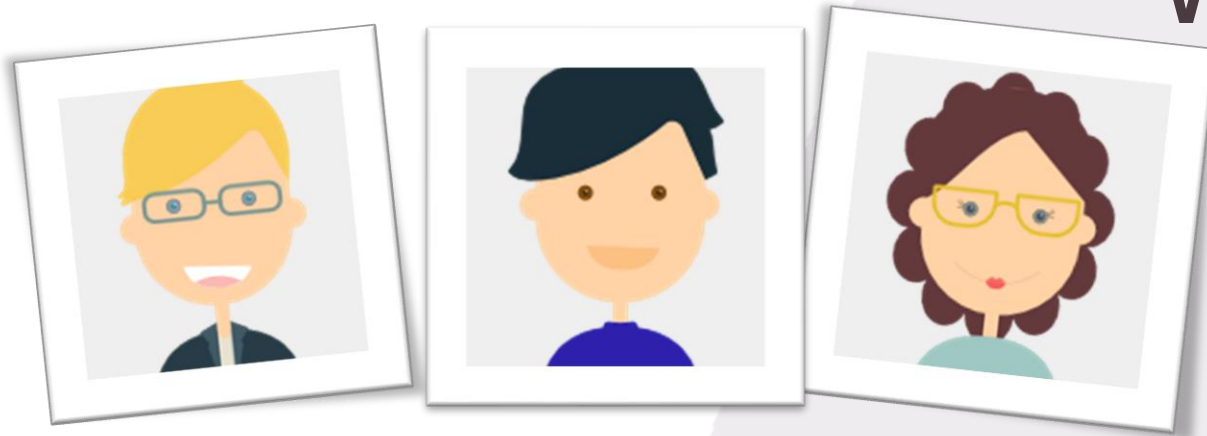
“

“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](http://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. More than 20,000 customers worldwide are actively using one or more Continia solutions.

[www.continia.com](http://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. 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

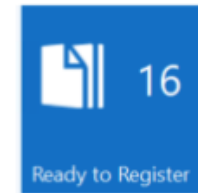
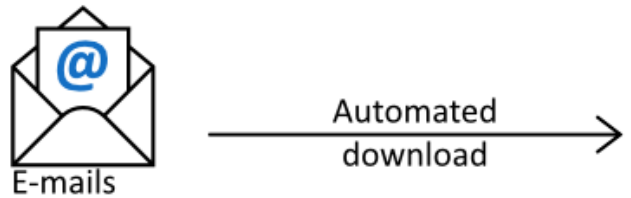
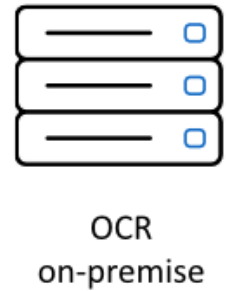
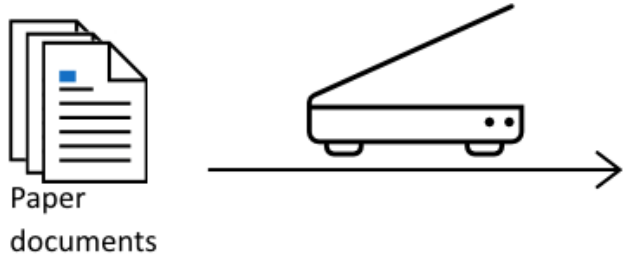


# Documentflow

Incoming documents

Document Capture service

Microsoft Dynamics NAV/BC





# What is OCR

- Optical Character Recognition:
  - All characters and character patterns on your 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**.

The screenshot shows the Dynamics 365 Business Central interface for 'CRONUS Nederland BV' under the 'Posted Documents' section. The page features a navigation bar with options like 'Document Journal', 'Vendors', 'Purchase Orders', etc. Below this is an 'Activities' section with a grid of document status cards. The 'READY TO REGISTER' card shows a value of 15, which is highlighted by a mouse cursor. Other cards include 'PENDING OCR' (0), 'READY TO IMPORT' (0), 'ASSIGNED TO ME' (0), 'OPEN PIS' (0), 'PIS FOR APPROVAL' (0), 'RELEASED PIS' (0), 'OPEN PCMS' (0), 'PCMS FOR APPROVAL' (0), and 'RELEASED PCMS' (0). Below the grid is an 'ACTIONS' section with buttons for 'Submit Document', 'Import Files', 'Document Search', and 'Send Status email to Approvers'. At the bottom, there are 'Insights' sections for 'Document Categories' and 'Approval Entries by Approver'. The Windows taskbar at the bottom shows the date as 17-11-2021 and the time as 12:29.



# 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.

**CRONUS International Ltd.** | Posted Documents

Document Journal | Vendors | Purchase Orders | Purchase Invoices | Purchase Return Orders | Purchase Credit Memos | Approval Entries | Contacts | Customers | Sales Orders | More

Activities

Activities

DOCUMENTS

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	16	0	0	0	0	0	0	0	0

ACTIONS

- Submit Document
- Import Files
- Document Search
- Send Status email to Approvers

Insights

Document Categories

CODE	DESCRIPTION	DOCUMENTS FOR OCR	DOCUMENTS FOR IMPORT	DOCUMENTS WITH ERROR	DOCUMENTS REGISTERED
CONTACT	Contact Related Documents	-	-	-	-
CUSTOMER	Customers	-	-	-	-

Approval Entries by Approver

APPROVER ID	NAME	NO. OF INVOICES	NO. OF CREDIT MEMOS	NO. OF OVERDUE APPROVAL ENTRIES
(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 Rd.  
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 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.



*Right* is the  
ancho*R*, it's  
o*R*ange.  
*Left* is b*l*ue,  
fo*r* va*l*ue.

Succes is  
in the  
templates

Work hard  
for the  
checkmarks