EXFLOW®

Accounts Payable Automation
For Microsoft Dynamics 365 Business Central

ExFlow

takes Accounts Payable to the next level

ExFlow is an add-on module for Microsoft Dynamics 365 Business Central that streamline and automate the supplier invoice workflow – a vital part of the purchase-to-pay process. The easy to-use module automates your accounts payable workflow, delivering better control, higher efficiency, saving time and money.

Efficient administration

Accounts payable is one of the most resource-intensive administrative processes today. It is also one most prone to human error. A misplaced invoice or duplicate payment takes time and effort to resolve.

To manually process a single invoice cost from €15 to €50, depending your type of business and technology involved. By automating the accounts payable workflow, that cost can be cut by up to 50% per invoice. For an enterprise, the potential saving is substantial.

Cost control

Cost control is critical for any profitable business. A manual process won't provide full visibility until the invoice is posted. When transitioning to an electronic process you will immediately know when each invoice is received by the company and what its current status is.

Regulatory compliance

Increasing regulation of corporate data communication makes compliance a growing priority for companies and organizations. Often the law is complex, and differs from country to country and industry to industry. Penalties for non-compliance can be significant. Accounts payable automation ensures that your company meets all compliance regulations at all times.

Transparency

Eliminating unnecessary manual handling and human error in invoice management guarantees a faster, more accurate and secure process. With an automated solution, you also achieve full transparency as a complete log of all accounting transactions provide a failsafe audit trail.

ExFlow®

How it works, in 5 simple steps

1 **All invoices**

are scanned and imported into an electronic workflow. If you receive electronic invoices from some suppliers, the files are imported directly into ExFlow.

5 **The approval history**

enables the approver to quickly see how earlier invoices were coded and to call up old invoices without contacting the accounting department. A complete log of all accounting transactions also provide a failsafe audit trail.

4 **Accounts payable staff**

can gain an overview at any time from within Dynamics of all invoices awaiting approval and view the history of every invoice. All data is processed in realtime ensuring that financial reports is always showing correct figures.

2 Matching supplier invoices with purchase orders

When the invoice is interpreted, information down to line level such as item number, quantity, unit price, etc. is identified. ExFlow use the line information to match the invoices with available purchase orders to determine how the invoice should continue to be processed.
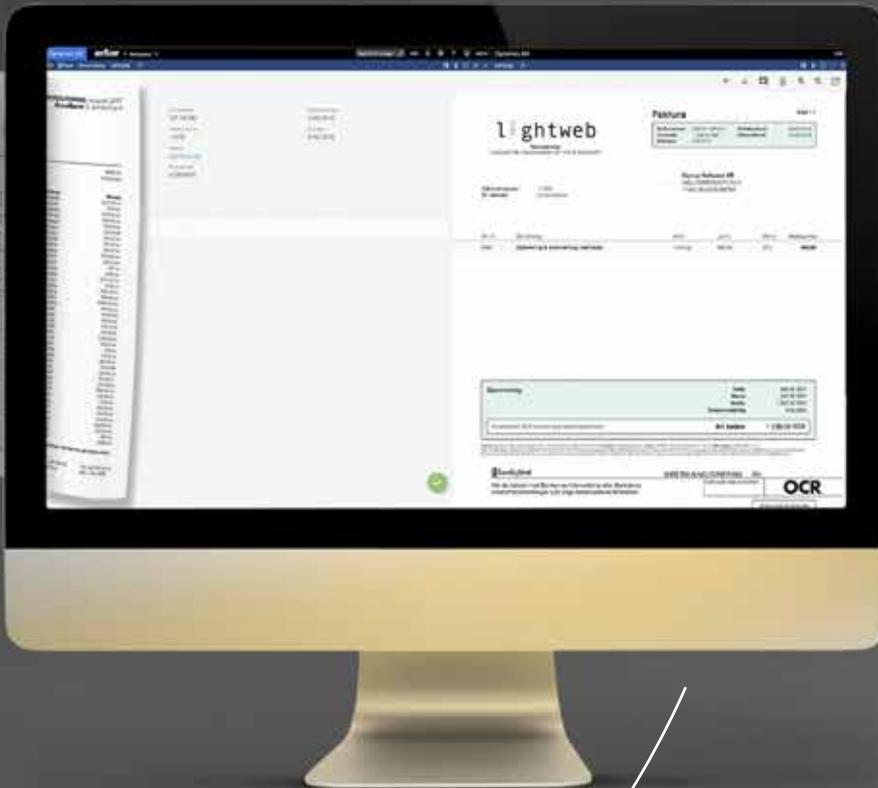
3 An approval workflow

is suggested on the basis of predefined approval rules, depending on supplier, accounts, dimensions, amount limits, etc., and an email is sent to the first approver in the workflow. The administrator can at any time recall invoices or redirect the approval path.

ExFlow Functionality

in Dynamics 365 Business Central

Invoice import

ExFlow fully support all type of invoices, file based electronic formats, webservice based streamed invoices. Paper and pdf invoices are scanned and imported using OCR. When invoices are scanned and interpreted, using OCR. The information is imported directly into the application, where it is checked, and if necessary, adjusted by the accounting department.

Match supplier invoices with purchase orders

When the invoice is interpreted, information down to line level, such as item number, quantity, unit price, etc. is identified. ExFlow uses this line information to match the invoices with available purchase orders, also down to line level.

ExFlow enhances Microsoft Dynamics' standard matching rules, which enables full support for three-way matching, to determine how the invoice should continue to be processed.

The unit price and quantity on the invoice are compared to the purchase order during the matching process. If compliant with the rules, or if there is a price discrepancy within a specified tolerance level, the line is automatically matched and no further action is required.

If ExFlow is unable to match the invoice data to a purchase order or if a discrepancy is identified, the invoice is sent for approval. The approver can then approve, reject or otherwise deal with the discrepancy. ExFlow also has functions to automatically deal with charges not included in the purchase order such as shipping, packaging, insurance, etc.

Approval workflow

ExFlow support approval workflows based on supplier, account, item, miscellaneous charges, project, fixed asset, reference person, dimensions, line amounts and/or total amounts.

Approvers is suggested automatically by the ExFlow workflow engine.

Roles and approvers

ExFlow fully utilise the standard Dynamics functionality, both personalised and rolebased. One user can be assigned to several different roles, and all users belonging to a role receive emails indicating that there are invoices to approve; but it is sufficient for a single person in the group to approve an invoice for it to be passed on to the next level in the approval workflow.

Automating general expense invoices

General expense invoices can be coded against accounts, projects and fixed assets. ExFlow also allow you to automate the flow and approval of general expese invoices. Invoices involving regular contracts, such as rent, telephone or leasing, can be managed automatically, saving considerable time.
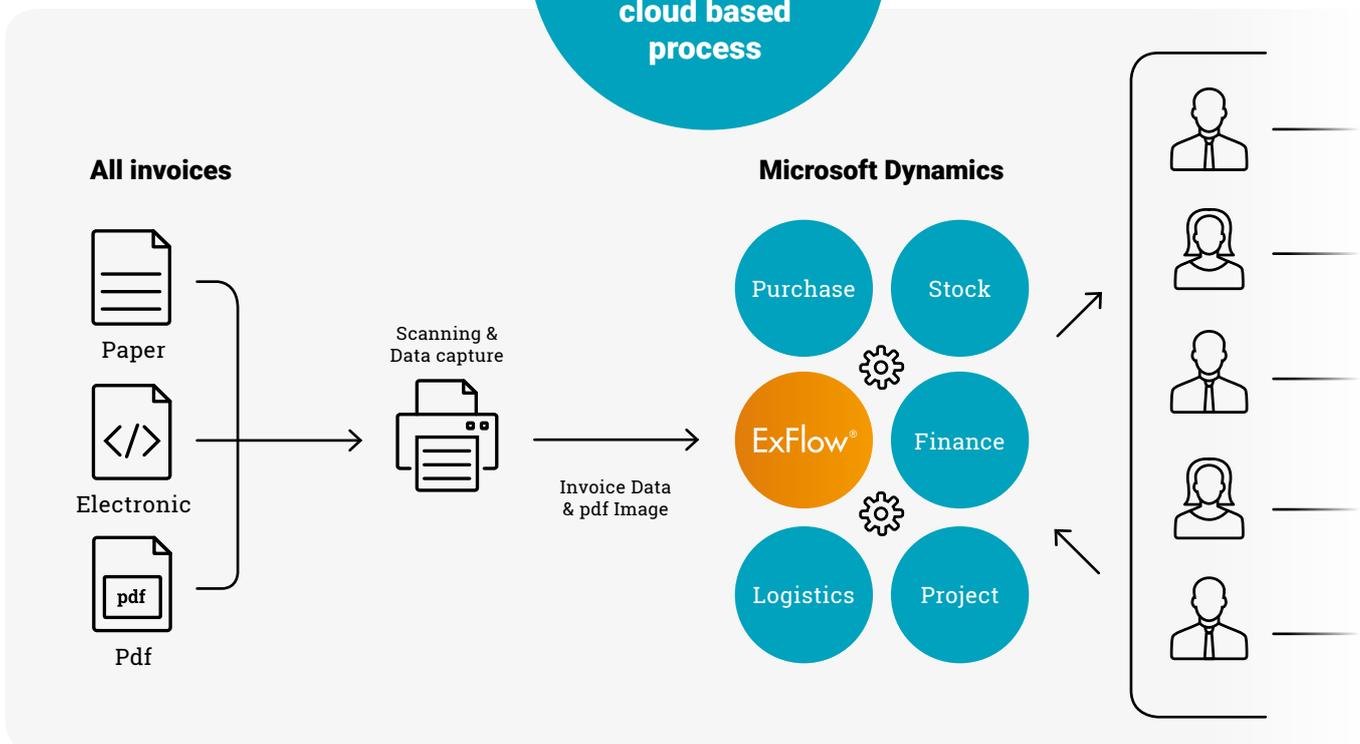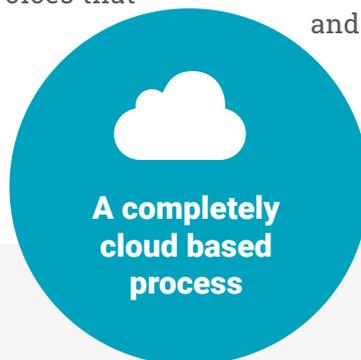
Automatic e-mails to the approver

When invoices are assigned to an approver, this person automatically receives an email, with a link to the approval interface and a list of all the invoices pending approval. Invoices that are overdue, or are about to become overdue, are clearly highlighted in a different colour.

Approval, account entry, attachments and comments

Once the approver is logged in, he has access to all invoices awaiting approval. The approvers has access to all accounts, dimensions and business logic as ExFlow is a fully integrated part of Dynamics 365 Business Central.

In addition, they can access invoices connected to approvers ahead of them in the approval chain. They can access all attachments and add new ones, for example lists of participants, spreadsheets, agreements etc. They can add comments to be viewed by the next approver and the accounting department.

A completely cloud based process

All invoices

Paper

Electronic

Pdf

Scanning & Data capture

Invoice Data & pdf Image

Microsoft Dynamics

Purchase

Stock

ExFlow®

Finance

Logistics

Project

Clear summary of invoices awaiting approval

The accounting department maintain full control over all invoices through the ExFlow interface in Dynamics 365. They can see all pending invoices, which invoices that have been approved or rejected, etc. They can also see the account entry, who approved a specific invoice, and current and coming approver in the workflow.

All history relating to an invoice, such as approval time and date, is readily accessible; as well as related comments and attachments.

Accrual for estimated cost

Accounting departments will appreciate the option to accrue all non-posted invoices via an automatically created journal. This function is used at the end of a month or when compiling annual accounts.

Searches and reports

Approver
The approver can search among invoices and produce a variety of reports, such as all invoices from a specific supplier, department or project over a particular period.

Accounting department
The accounting departments can produce reports on unapproved invoices and invoices awaiting approval, etc. Reports can be filtered through various fields such as status, approval, date, etc.

Delegation

Have you ever encountered delays in your workflow due to an approver being out of office? This will not happen thanks to ExFlow's "delegation" function, which can be activated if an approver is absent.

Using this function, a colleague can be appointed to approve the original approver's invoices for a period of time. This function can be enabled either by the approver in the in the event of a planned absence or by the accounting department in the event of, for example, sudden illness.

Clear overview
traceble and
measurable

Approved

Workflow

Not approved

Automated

ExFlow®

Accounts
Payable
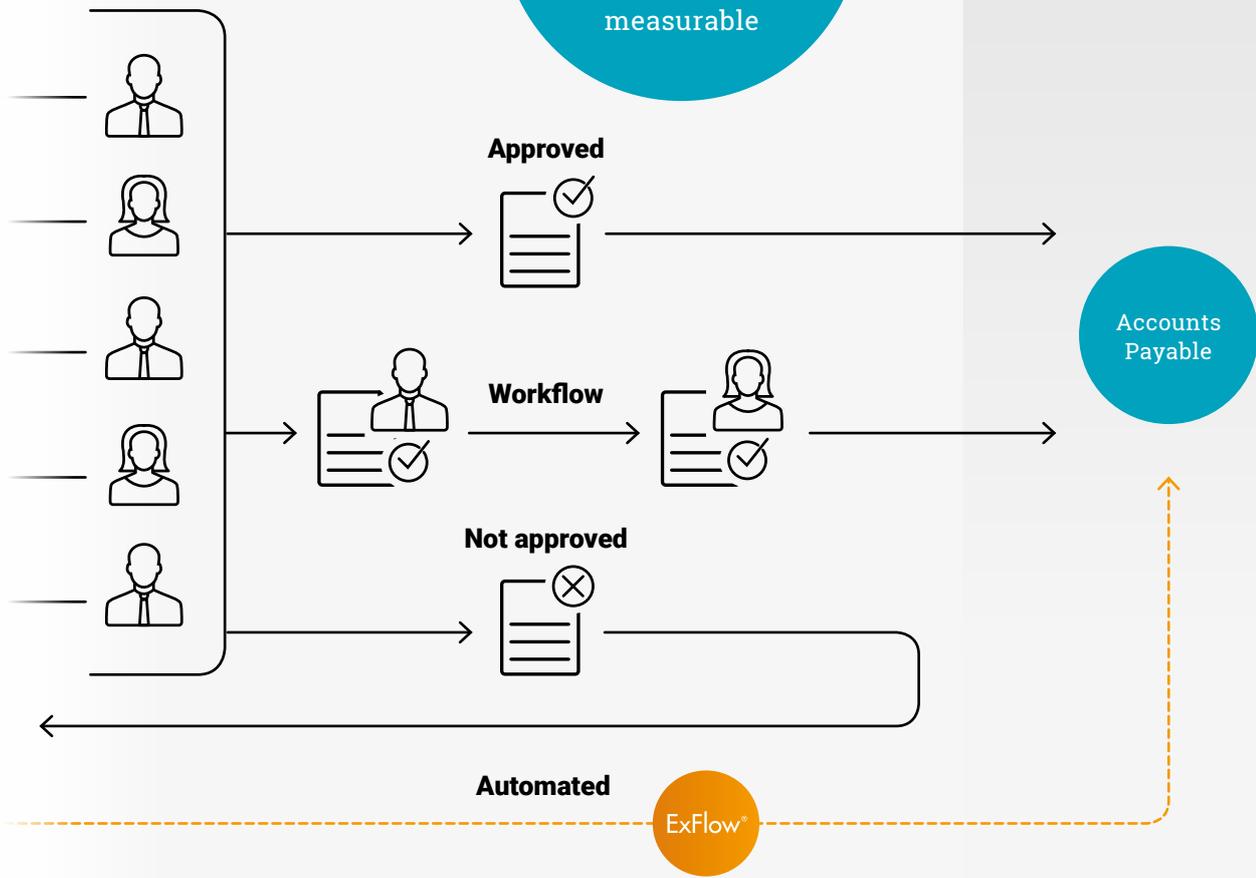
A secure solution

We meet Microsoft's highest standard for ISV developed solutions.

- Faster implementation.

- Easier maintenance.

- More secure operation.

- Secure, tested software.

- Updated in line with new versions of Microsoft Dynamics.

- Compliant with the local rules and regulations of your industry.

- Compliant with all Microsoft AppSource standards for Dynamics 365; including automated tests, extension-based architecture, documentation and support.

- Used and recommended by many companies worldwide.

ExFlow is also available for

✓ Dynamics NAV 2018

✓ Dynamics NAV 2017

✓ Dynamics NAV 2016

✓ Dynamics NAV 2015

✓ Dynamics NAV 2013 R2

✓ Dynamics NAV 2013

✓ Dynamics NAV 2009

SignUp Software is a rapidly growing IT company with extensive experience in the field of electronic invoice and contract management. We specialise in the development and marketing of applications that enhance corporate profitability by streamlining management of supplier invoices and contracts. Our core business is accounts payable automation solutions developed exclusively for Microsoft Dynamics systems, 365 Business Central, NAV, 365 Finance and Operations and AX.

ExFlow®

is sold by
Microsoft partners worldwide.