



POWERED BY  DUG

DYNAMICS CON LIVE

MAY 2024



Overview of AP Automation Features

Inside Dynamics 365 Finance

Meet your presenter

Dan Edwards, CPA

Managing Director @ Crowe LLP

Adjunct Professor @ Vanguard University



- 35+ years specializing in technology solutions
- Focused on financial and operational solutions
- Experienced with many ERP, Reporting & BI solutions
- Active with many D365/Power Platform user groups



Objectives

In this session we will look at the features available to help automate the accounts payable process and how they are setup starting with the new Invoice Capture Solution.

Other areas include:

- Automatically apply prepayments to vendor invoices
- Automatically submit imported invoices to the workflow system
- Match product receipts to pending vendor invoice lines
- Simulate posting before a vendor invoice is posted
- Quickly view workflow and automation history
- View and analyze the results of automating vendor invoice processing
- Resume automated processing for multiple invoices



Agenda

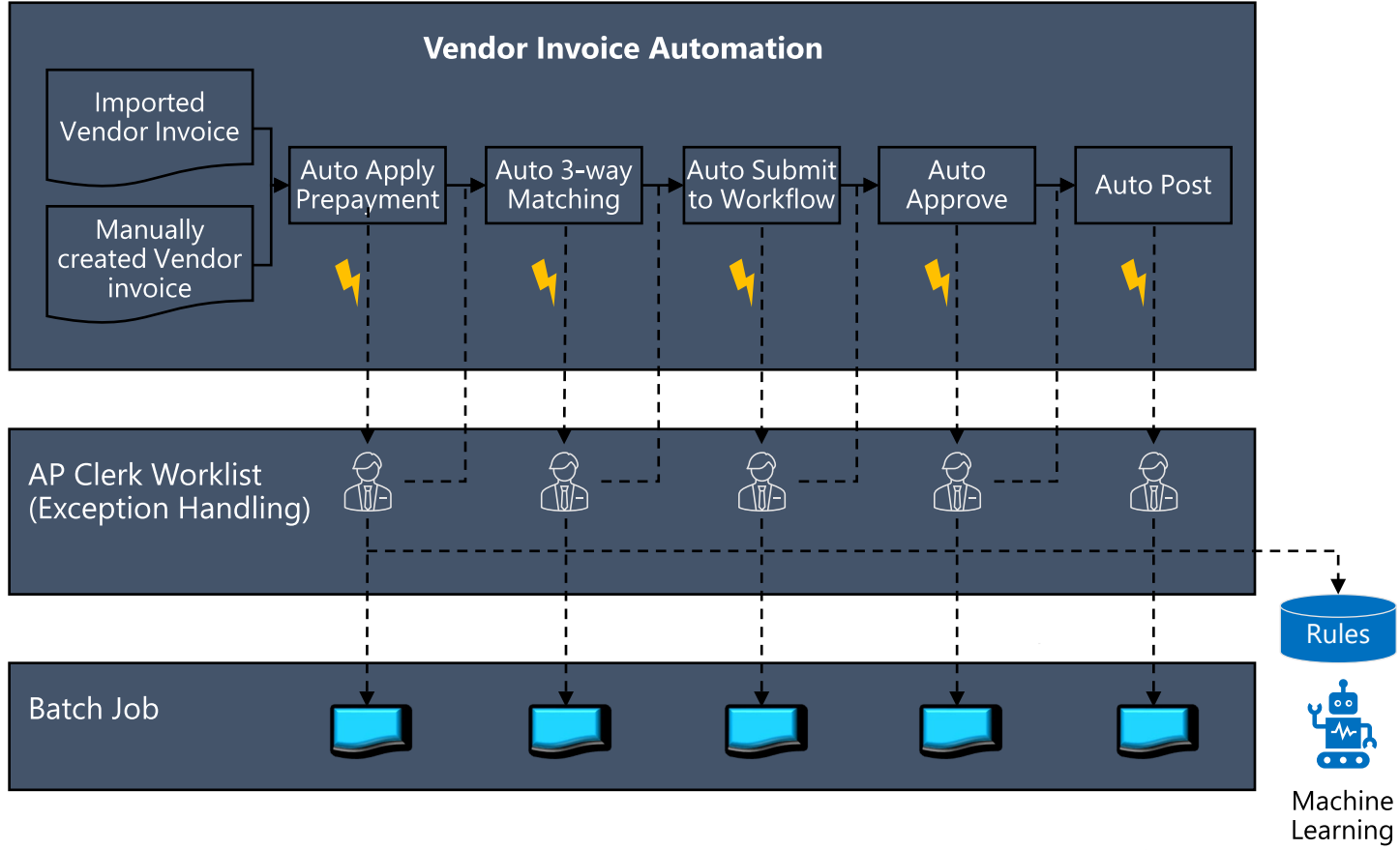
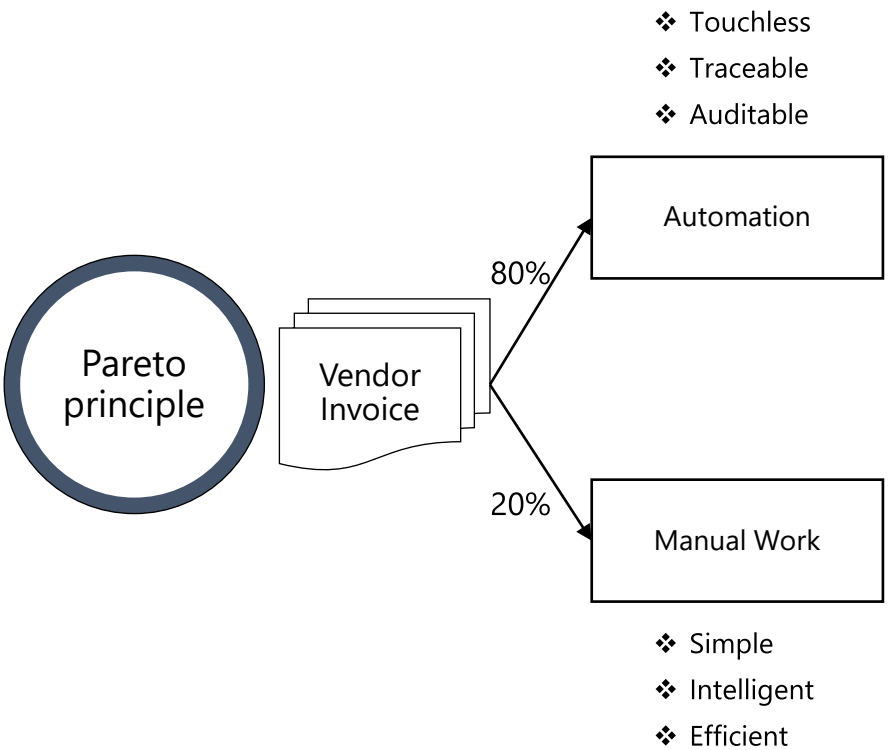
- What is AP Automation?
- What is the Microsoft Dynamics Invoice Capture Application?
- Setting up the Invoice Capture Application
- Demonstration of the Invoice Capture Application
- A look at AP workflow and automation





What is AP Automation?

AP Automation Vision



Target of Invoice Automation

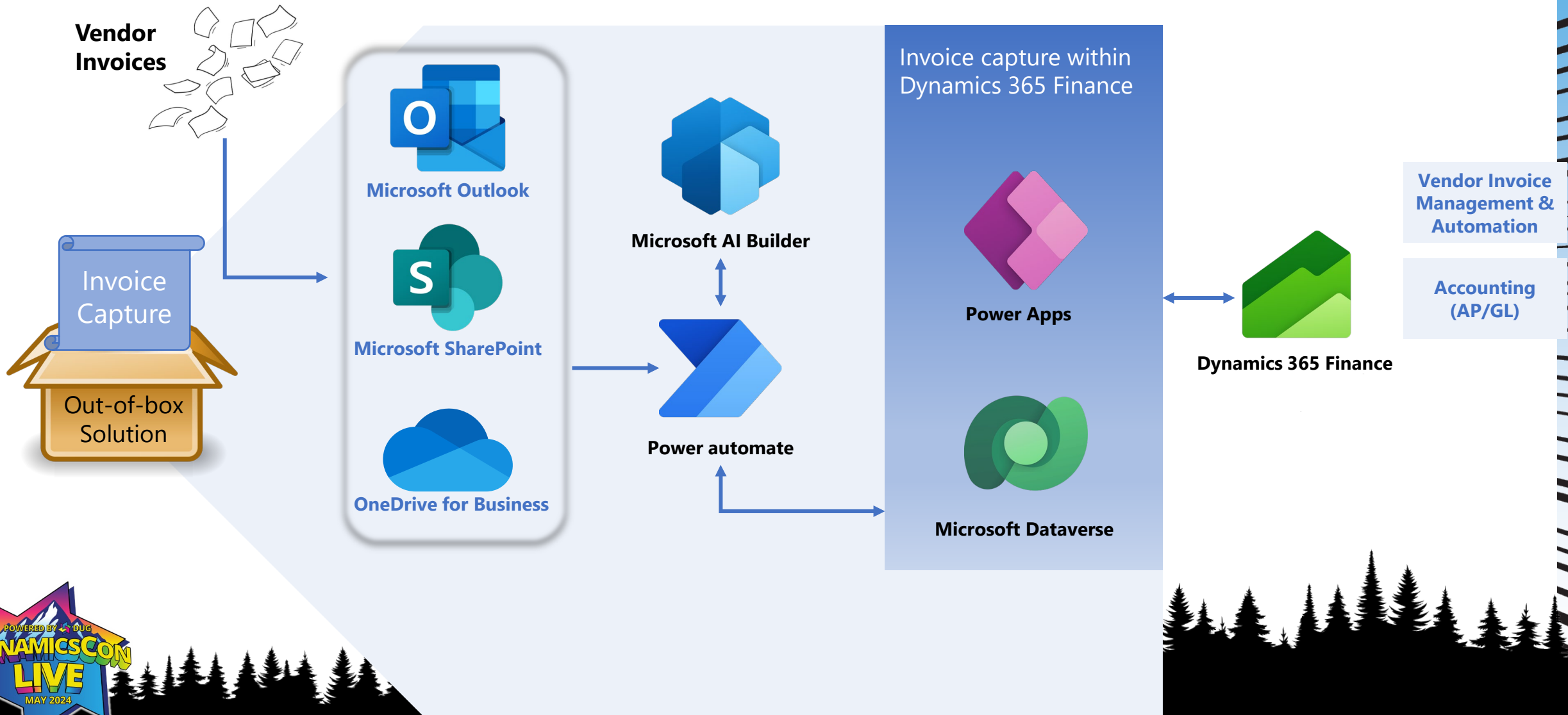
- Reduce or eliminate manual intervention during vendor invoice processing
- If possible, invoices shall be automatically processed at import or creation phase
- One central place for AP clerk to handle all exceptions – efficiently, simply and intelligently enough
- Leverage rules or machine learning to support exception handling





What is the Invoice Capture App?

Microsoft Invoice Capture



Invoice capture process



Supplier sends an invoice via email with attachment

- Invoice format: PDF, PNG or JPEG
- Multiple import channels; Email(Outlook), SharePoint, OneDrive, Manual import



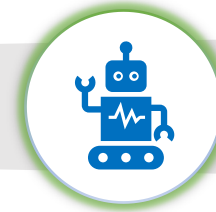
Power Automate monitors email box, Email is detected, attachment is downloaded



A forms processing model built with **AI Builder** is invoked, and it extracts all the relevant information from the invoice



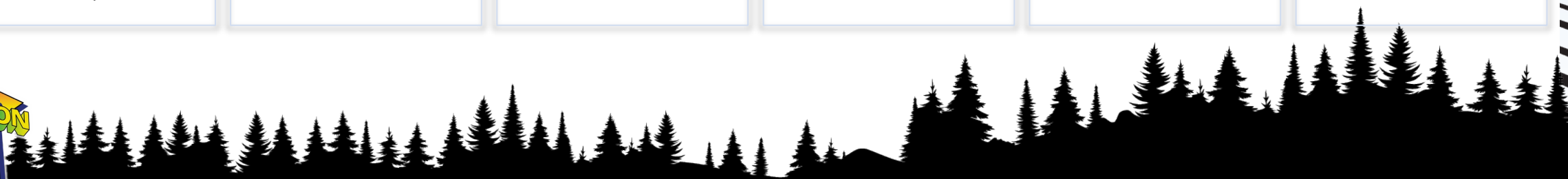
The key information is retrieved from Invoice documents



Using Robotic Process Automation (RPA), the Invoice information is automatically entered into Dynamics 365



Invoice is automatically matched and posted in **Dynamics 365 Finance**



Functional readiness



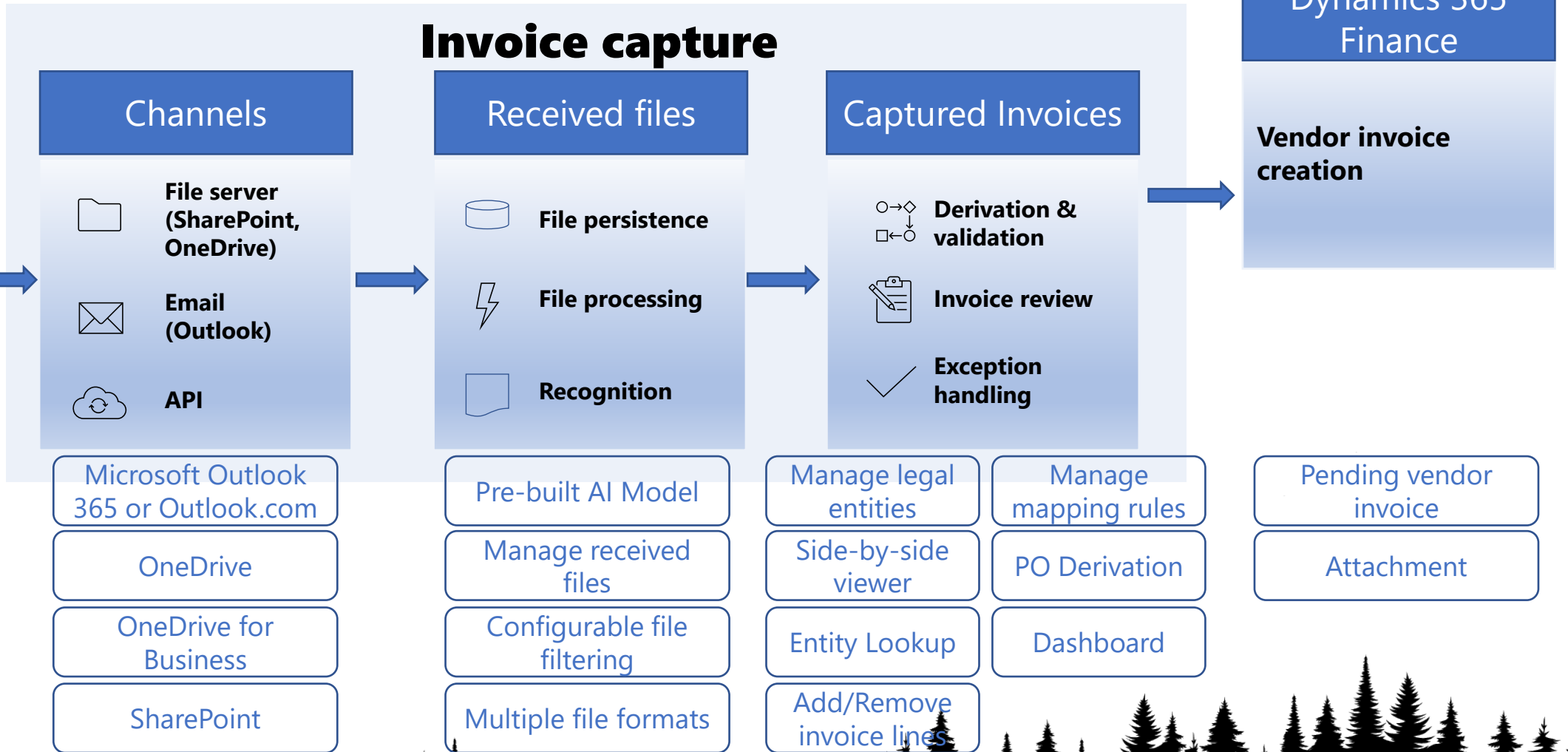
Paper format



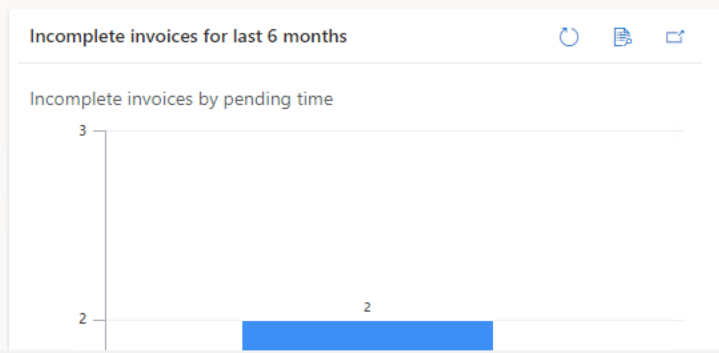
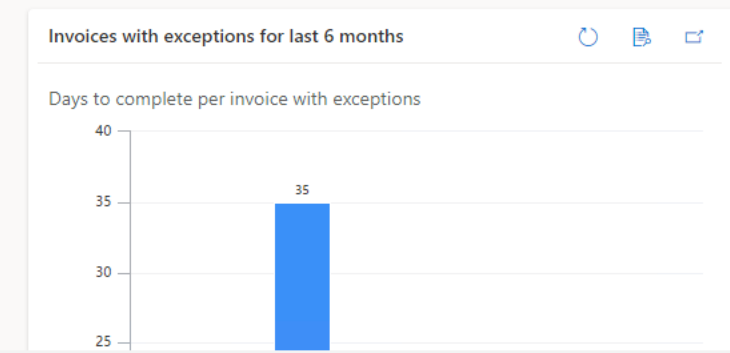
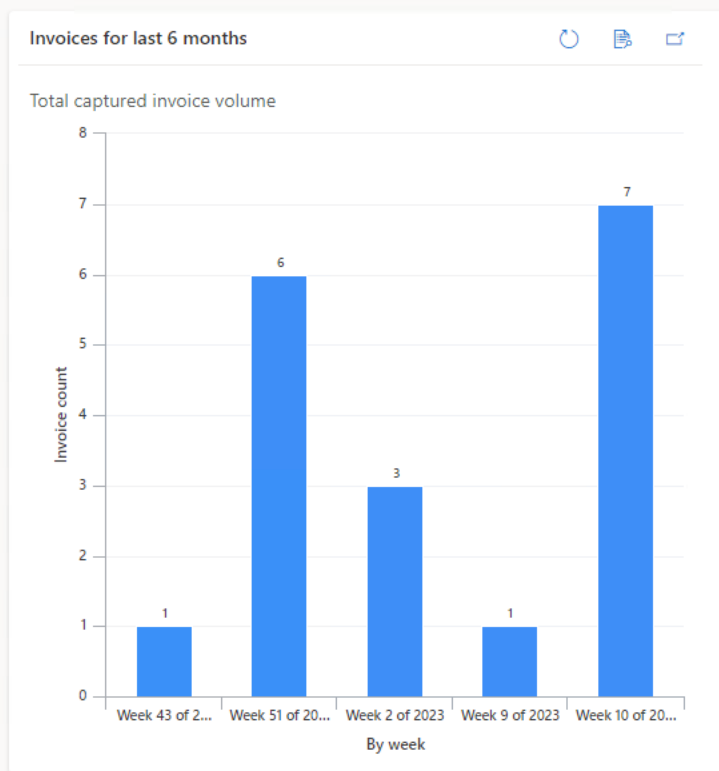
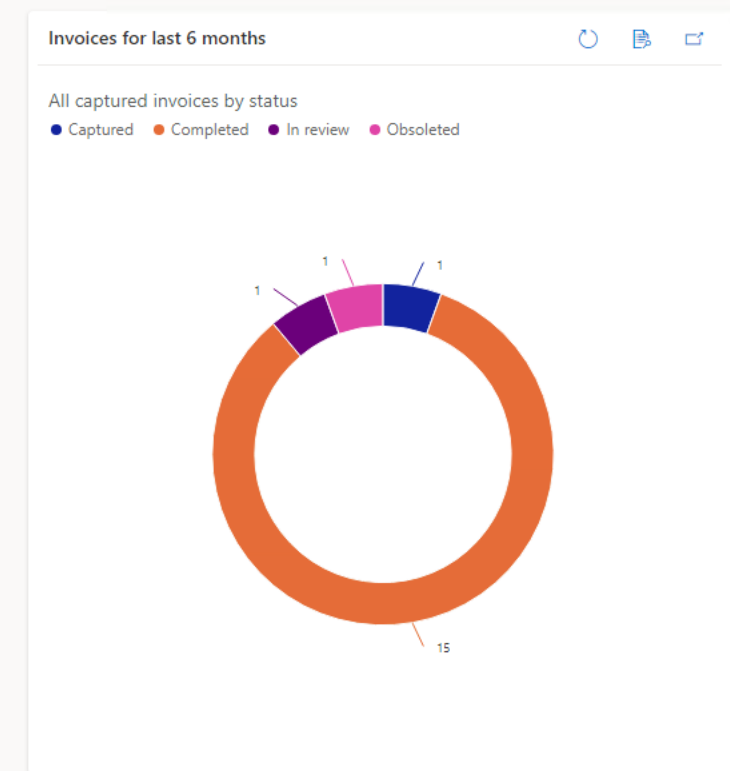
Email



Invoice Portal



Dashboard for last 6 months



Show Chart Upload a file Refresh Export to Excel

Received files (All) Edit columns Edit filters Filter by keyword

State	Import channel type	Channel	Email from (External Document Set)	File received at
OCR result sent	File System	Sharepoint		3/7/2023 1:06 PM
OCR result sent	File System	Sharepoint		3/7/2023 12:27 PM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	3/7/2023 11:55 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	3/7/2023 11:55 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	3/7/2023 10:53 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	3/7/2023 9:36 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	3/7/2023 9:28 AM
OCR result sent	Email	Outlook to Dan.Edwards	dan@crowemcs.onmicrosoft.com	3/1/2023 1:20 PM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	1/10/2023 10:19 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	1/9/2023 2:13 PM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	1/9/2023 8:18 AM
OCR result sent	File System	Sharepoint		12/16/2022 9:25 AM
Validation failed: File duplicate	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/16/2022 9:22 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/16/2022 9:15 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/15/2022 3:09 PM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/15/2022 8:21 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/15/2022 8:17 AM
OCR result sent	Email	Outlook to Dan.Edwards	Dan.Edwards@crowe.com	12/14/2022 3:02 PM

- Home
- Recent
- Pinned
- My work
- Dashboard
- Captured invoices
- Received files
- MI Manage invoices

← 📄 📧 🏷️ Classify invoice ▶️ Start review 🗑️ Void 🕒 View history 🔄 Refresh
Share

698642 - Saved Captured Status
USMF Legal entity
US-103 Vendor account
PO Invoice Invoice type

↑ ↓ 1 of 1 🔍 🔍 📧 🔄 ↓ 📄

Phone 444-555-0110 | FAX 444-555-0111

Invoice: 698642

Invoice Date: April 27, 2023 Due Date: May 27, 2024



Bill To

Contoso Entertainment System USA
123 Coffee Street, Suite 300
Redmond, WA 98052
714-555-6565

For

PO#: 00001352

Line	Item Description	Item Number	Quantity	Unit Price	Amount
1	HDMI 6' Cables	A0001	50	\$ 12.00	\$600.00
2	HDMI 12' Cables	A0002	55	\$ 24.00	\$1,320.00
3	Microsoft Arc Keyb	C0002	20	\$ 49.95	\$999.00

Subtotal	\$2,919.00
Tax Amount	\$0.00
Shipping	\$20.00
Total Cost	\$2,939.00

Make all checks payable to Rain Projectors
If you have any questions concerning this invoice, use the following contact information:
ap@Rain .com
Thank you for your business!

Messages

Severity	Message
⊗	The total amount 2939.00 does not match the calculated amount 2919.00, derived by summing the line amounts, charges, taxes, and subtracting discount amount.
⊗	Invoice line field Purchase order on line no. 3 is mandatory.
⊗	Invoice line field Purch line number on line no. 3 is mandatory.
⊖	No item assigned. Please enter either the item number or the procurement category.

Invoice Header

General	
Invoice number *	698642
Vendor name	Rain Projectors
Vendor address	
Purchase order *	00001352
Buyer name	Contoso Entertainment System USA
Buyer address	
Bill-to name	Contoso Entertainment System USA
Bill-to address	123 Coffee Street, Suite 300 Redmond, WA 98052
Invoice date	4/27/2023
Due date	5/27/2024
Total tax	0.00

698642 - Saved
Captured invoice

Captured Status | USMF Legal entity | US-103 Vendor account | PO Invoice Invoice type

Document preview pane

↑ ↓ 1 of 1 | 🔍 | 📄 | 📧 | 📄 | 📄 | 📄

Phone 444-555-0110 | FAX 444-555-0111

Invoice: 698642

Invoice Date: April 27, 2023

Due Date: May 27, 2024



Bill To

Contoso Entertainment System USA
123 Coffee Street, Suite 300
Redmond, WA 98052
714-555-6565

For

PO#: 00001352

Line	Item Description	Item Number	Quantity	Unit Price	Amount
1	HDMI 6' Cables	A0001	50	\$ 12.00	\$600.00
2	HDMI 12' Cables	A0002	55	\$ 24.00	\$1,320.00
3	Microsoft Arc Keyb	C0002	20	\$ 49.95	\$999.00

Subtotal	\$2,919.00
Tax Amount	\$0.00
Shipping	\$20.00
Total Cost	\$2,939.00

Make all checks payable to Rain Projectors
If you have any questions concerning this invoice, use the following contact information:
ap@Rain .com
Thank you for your business!

Message pane

🗨️ 5 | ⚠️ 0 | 🕒 0 | ⬆️

Messages

Severity	Message
⊗	The total amount 2939.00 does not match the calculated amount 2919.00, derived by summing the line amounts, charges, taxes, and subtracting discount amount.
⊗	Invoice line field Purchase order on line no. 3 is mandatory.
⊗	Invoice line field Purch line number on line no. 3 is mandatory.
⊗	No item assigned. Please enter either the item number or the procurement category.
⊗	Invoice line field Item number on line no. 3 is mandatory.

Invoice header pane

Invoice Header

General

Invoice number *	698642	Vendor name	Rain Projectors
Vendor address		Purchase order *	00001352
Buyer name	Contoso Entertainment System USA	Buyer address	
Bill-to name	Contoso Entertainment System USA	Bill-to address	123 Coffee Street, Suite 300 Redmond, WA 98052
Invoice date	4/27/2023	Due date	5/27/2024
Total tax	0.00	Total amount *	2,939.00 ⊗
Currency code *	USD		

Invoice line pane

Invoice Lines

+ Add | 🗑️ Remove | 🗑️ Remove all | ⬆️

	Line description	Item number *	Unit price	Quantity	Unit of measure	Amount *	Purchase order *
⊙	HDMI 6' Cables	A0001	12.00	50.00		600.00	00001352
⊙	HDMI 12' Cables	A0002	24.00	55.00		1,320.00	00001352
⊙	Microsoft Arc Keyb	⊗	49.95	20.00		999.00	Link ⊗

⬅️ 1 of 1 ➡️

Charges & sales tax pane

Charges

+ Add | 🗑️ Remove | ⬆️

Charge name	Charge code	Amount

Sales tax

+ Add | 🗑️ Remove | ⬆️

Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.x	2024-04-16

Version 1.1.0.10	
1.	Real-time synchronization of vendor master data from F&O to invoice capture
2.	Enhanced search functionality in the "Classify invoice" form, enabling users to search for legal entities and vendor accounts by their names or addresses.
3.	Support template "Microsoft Outlook Shared Mailbox" within the channel.
4.	Legal entity assignment in the channel definition, which is used to determine the legal entity right after the invoice is captured within the channel,
5.	Cleanup the voided and transferred invoices with system parameter control. The job will be triggered daily and delete the ones which are longer than 180 days.
6.	Support extracting the charges on the invoice document header and transferring them into F&O with assigned charges codes.
7.	Support batch transfer for touchless invoice transfer



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.x	2024-04-16

Version 1.1.0.26	
1.	Support "Remove all" option for deleting all invoice lines in SBS viewer.
2.	Provide the parameter to control the purchase order formatting logic.
3.	Derive the currency code from vendor master data for cost invoices.
4.	Check the UoM consistency between invoice line and linked purchase order line.
5.	Correct the field mapping using KVPs (key-value pairs) in SBS viewer.
6.	Support multiple sales tax on document header.
7.	Apply the validation on invoice total amount and invoice total sales tax amount.



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.x	2024-04-16

Version 1.2.0.x	
1.	Support custom fields within Invoice capture.
2.	Support financial dimensions within Invoice capture.
3.	Add parameter to control the confidence score check.
4.	Add parameter to control journal name for creating "Invoice journal" in Dynamics 365 Finance (10.0.39).
5.	Add parameter to control document type for persisting the invoice attachment in Dynamics 365 Finance (10.0.39).
6.	Default the item description for procurement category item by the value from original document (10.0.39).



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.x	2024-04-16

Version 1.2.1.x	
1.	Support the download of original invoice file in SBS viewer.
2.	Display the cancelled reason in received file list viewer.



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.x	2024-04-16

Version 1.3.1.x	
1.	Support the integration of custom invoice model.
2.	Add the default financial dimension to the line level for cost invoices.



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.X	2024-04-16

Version 1.4.0.x	
1.	Support multiple purchase order for head-only invoices
2.	New user interface for linking the purchase line with invoice line



Release Notes

Version	Date
1.1.0.10	2023-09-03
1.1.0.26	2023-11-03
1.2.0.x	2023-12-05
1.2.1.x	2023-12-27
1.3.1.x	2024-01-26
1.4.0.x	2024-02-25
1.5.0.X	2024-04-16

Version 1.5.0.x	
1.	Support Charges/Tax amount fields when using custom invoice model
2.	Support the automatic conversion of the amount and qty fields for credit note



Licensing

To use Invoice capture solution, additional licenses need to be considered for Dynamics 365 Finance customers:

- Power Apps license (per user)
 - If users want to access the Invoice capture, they have to gain the access to Power Apps first.
- Azure Data Lake Storage subscription
 - Normally, Dynamics 365 Finance customers don't need to subscribe to additional Azure Data Lake storage if the entitled 20G Dataverse file license is sufficient to persist the original invoice documents. However, different apps will share this Dataverse file storage.
- Invoice processing fee based on number of invoices
 - Dynamics 365 Finance customers will be entitled to 100 invoice capture transactions/tenant/month. Additional 1K transactions/tenant/month is \$300 USD





Setting up Invoice Capture App

Prerequisites

Invoice capture officially only supports integrated Power Platform environments

- The feature Invoice capture for Dynamics 365 Finance should be enabled
- The Power Platform must be created
- The finance and operations virtual entity must be installed in the Power Platform environment
- Invoice capture GA version is supported in version 10.0.33 and later
- In Power Platform environment ensure toggle in environment settings -> product -> feature -> 'Enable Finance and Operations User Impersonation in Dataverse' has to be enabled beforehand.



Install the app

- <https://learn.microsoft.com/en-us/dynamics365/finance/accounts-payable/install-invoice-capture>
- <https://appsource.microsoft.com/en-US/product/DynamicsCE/mscrm.dynamics365-fno-invoice-capture>

Apps > Invoice Capture for Dynamics 365 Finance



Invoice Capture for Dynamics 365 Finance

by Microsoft Dynamics 365

 Power Automate  Power Apps

Free trial

★ 3.0 (1 ratings)

Free trial

☆ Save to my list

Overview

Ratings + reviews

Details + support

First-party vendor invoice automation in Dynamics 365 Finance



Upgrading the app

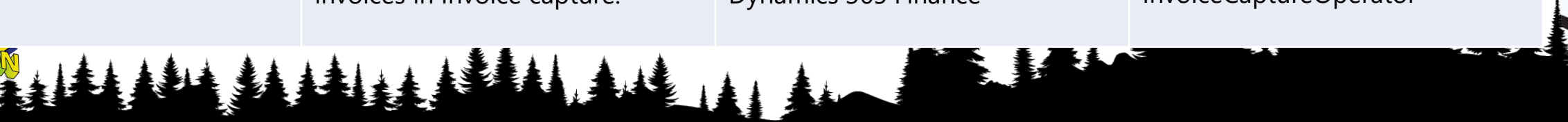
When a new solution is available, it will remind the user of the availability of the new release version and customers can follow the steps below to complete the upgrade:

- a) In the Power Platform admin center, go to **Environment**, and open the **Environment details** page.
- b) Select **Resource > Dynamic 365 apps**.
- c) If **Invoice Capture for Dynamics 365 Finance** has a status of **Upgrade available**, select **Update**, accept the terms of service, and confirm that you want to update.



Security Roles

Role	Actions	Systems	Role names
Administrator	<ul style="list-style-type: none"> Set up environments in Microsoft Power Platform. Deploy solutions in Microsoft Power Platform. Set up connections between Dynamics 365 and AI Builder. Set up Azure Data Lake Storage locations. Install Invoice capture 	<ul style="list-style-type: none"> Dynamics 365 Finance Microsoft Power Platform Azure Data Lake Storage 	<ul style="list-style-type: none"> Dynamics 365 administrator Power Platform Administrator Storage Blob data owner
Environment maker	Create custom AI models and create flow in Power Automate.	Microsoft Power Platform	Environment make
Accounts Payable Admin Role	Do the setup and configuration in Invoice capture.	Invoice capture in Power Platform Dynamics 365 Finance	Accounts payable admin role InvoiceCaptureOperator
Accounts Payable Clerk Role	Review and correct the captured invoices in Invoice capture.	Invoice capture in Power Platform Dynamics 365 Finance	Accounts payable clerk role InvoiceCaptureOperator



Turn on Feature in Dynamics 365

Finance and Operations USMF

Feature management

Do not enable new features automatically

New 46 | Not enabled 168 | Scheduled 0 Enable all Check for updates

New Not enabled Scheduled All

Feature name	Status	Enable date	Feature added	Feature state	Module
Invoice capture for Dynamics 365 Finance and Operations		7/1/2023	7/1/2023	On by default	Accounts payable

Invoice capture for Dynamics 365 Fina...

Feature added 7/1/2023
Accounts payable
[Learn more](#)

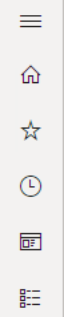
This feature was enabled on 7/1/2023

Description

The feature enables the capability to receive the invoice from Invoice capture to Dynamics 365 Finance. Customer can decide the ways whether to use vendor invoice or invoice journal to create cost invoice.

Comments





Save Options



Enable parameters for invoice capture

Synced legal entities

+ Add Remove

Legal entities	Sync all vendors	Attachment document type	Journal name
USMF	<input checked="" type="checkbox"/>	File	APInvoice
USRT	<input checked="" type="checkbox"/>	File	APInvoice

Attachment options

Transfer attachment Yes

Supported invoice types

INVOICE TYPES IN INVOICE CAPTURE TRANSFERRED TO DYNAMICS 365 FINANCE

PO INVOICE: Vendor Invoice

HEADER-ONLY INVOICE: Vendor Invoice

COST INVOICE: Invoice Journal

Automations in Dynamics 365

The screenshot displays the Dynamics 365 Finance and Operations interface. At the top, the header shows 'Finance and Operations' and a search bar containing 'process automation'. The main navigation pane on the left includes options like 'Create new process automation', 'Initialize process automations', and 'Options'. The central area is titled 'Process automations' and shows a 'Standard view' with tabs for 'Scheduled' and 'Background processes'. A table below lists the automation details:

Name	Type	En... Company	Repeats	Repeat interval	Next execution	Sleep from	Sleep to
Transfer invoices from invoice capture	Transfer invoices from invoice capture	✓ *	Minute	3	4/2/2024 3:01:00 PM	12:01:00 AM	12:05:00 AM



Setting up Invoice Capture Application





The screenshot shows the Dynamics 365 Invoice Capture application interface. The top navigation bar includes 'Dynamics 365 | Invoice capture', a search bar, and 'SANDBOX' with a 'New look' toggle. The left sidebar contains navigation options: Home, Recent, Pinned, Study, Get started page, Setup system, and Manage mapping rules. The main content area is titled 'Welcome, Dan Edwards' and provides a welcome message. Below this is a section 'Configure your system setup to run the service' with six configuration options, each with a 'Configure' button:

- Configure channels for receiving invoices**: Channel is defined as an authorization way to receive the invoice files through connections such as Outlook, SharePoint, OneDrive, etc.
- Configure file filters**: File filters can be set up to exclude unnecessary documents based on file size, type, and name. This helps to reduce the processing time of received files.
- Define configuration groups**: Configuration group provides a set of settings for invoice processing, including alert severities for different confidence scores, supported invoice types, and invoice fields to be displayed.
- Manage legal entities**: Legal entities are considered as business units to control data access for security reasons. The master data is synchronized from Dynamics 365 Finance, used for the legal entity derivation.
- Manage vendors**: Vendors and their master data information are synchronized from the Dynamics 365 Finance system for the derivation of vendor accounts.
- Manage mapping rules**: Mapping rules help to easily derive entities such as legal entities, vendors, and items. This increases the touchless rate for invoice processing.

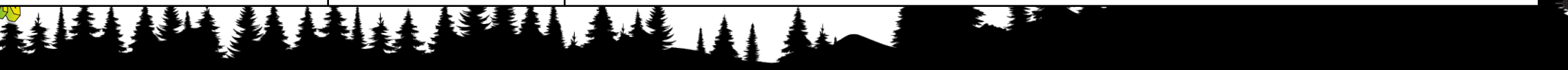
At the bottom left, there is a 'Setup system' button. In the bottom right corner, there is a logo for 'DYNAMICS CON LIVE MAY 2024' with the text 'POWERED BY DUG'.

Channels for receiving invoices

Manage channels ▾ Edit columns Edit filters

Name ▾	Description ▾	Using managed flow ▾	Connection type ▾	Status ▾	Modified by ▾	Modified on ▾
Email to APDEPT	Emails sent to the AP Dept	Yes	Microsoft Outlook 365	Active	 Dan User Account (O...)	6/1/2023 7:40 PM
OneDrive for Business	OneDrive for Business AP Invoices folder	Yes	OneDrive for Business	Active	 Dan User Account (O...)	4/5/2023 9:47 AM
Default	Default channel for file upload.	No		Inactive	 Dan User Account (O...)	6/1/2023 7:17 PM
Sharepoint	Sharepoint Invoice Folder	Yes	SharePoint	Active	 Dan User Account (O...)	4/5/2023 9:44 AM

Flow template	Property	Description
Outlook.com or Microsoft Outlook 365	Folder	The email folder under the root directory. The default folder is Inbox . (Subfolders aren't supported.)
Microsoft Outlook 365 shared mailbox	Mailbox address and folder	The mailbox address is the shared mailbox address, and the default folder is Inbox.
SharePoint	Site address	The address of the SharePoint site, such as https://contoso.sharepoint.com/sites/sitename .
	Library	The name of the SharePoint library.
	Folder	Select a folder or leave the property blank to use the whole library.
OneDrive or OneDrive for business	Folder	The directory name.



Channels for receiving invoices

The screenshot displays the Dynamics 365 'Invoice capture' interface in 'SANDBOX' mode. The left sidebar contains navigation options like 'Home', 'Recent', 'Pinned', 'Study', 'Get started page', 'Setup system', 'System preference', 'Manage processing r...', 'Manage channels', 'Manage file filters', 'Manage configuratio...', 'Manage legal entities', 'Manage vendors', and 'Manage mapping rules'. The main area shows the configuration for a channel named 'Email to AP - Saved'. A blue callout box points to the 'Deactivate' button in the top toolbar, stating 'You can activate/deactivate the channel'. The 'Basic' section includes fields for Name, Description, Use managed flow (set to Yes), Assigned legal entity (USME), File filter (Default), Status (Active), Owner (Dan Edwards), and Modified by (Dan Edwards). The 'Flow Setting' section shows the flow template as 'Microsoft Outlook 365 Shared Mailbox', the shared mailbox address as 'ap@crowemcs.onmicrosoft.com', and the folder as 'Inbox'. The 'Manage flow' section has a red box around the 'On' toggle and 'View'/'Edit' links. Below it, a green status bar indicates '(vis) Email to AP' and 'Flow is on, channel is ready to use.' A blue callout box points to this status bar, stating 'The flow connection needs to be set to the email that you want to monitor'. The bottom left corner features a 'DYNAMICS CON LIVE MAY 2024' logo.

You can activate/deactivate the channel

The flow connection needs to be set to the email that you want to monitor



When a new email arrives (V3) ...

Folder

Show advanced options

For each attachment ...

+ New step Save

- Copy to my clipboard (Preview)
- New Comment
- Rename
- Add a note
- Static result (Preview)
- Settings
- Configure run after
- Peek code
- Delete

- Connection references
- Office 365 Outlook Default-9d59c apdept@crowemcs.onmicrosoft...
 - Office 365 Outlook VendorOnBoarding-f8733 dan@crowemcs.onmicrosoft.com
 - Office 365 Outlook Default-fb10e apdept@crowemcs.onmicrosoft...
- Other connection references
- ✓ Office 365 Outlook Default-d97a3 apdept@crowemcs.onmicrosoft...
 - Office 365 Outlook Default-a7740
- + New connection reference

The flow connection needs to be set to the email that you want to monitor



File filters

Default - Saved

File filters

General Related ▾

General information

🔒 Name * Default

🔒 Description Default file filter.

Accepted file size

🔒 Unit KB

🔒 Minimal * 20

🔒 Maximal * 20,480

Accepted file types

🔒 Types * PDF, PNG, JPG, JPEG, TIF, TIFF

File name filter

🔒 Contain

🔒 Start with

🔒 End with

🔒 Exclude



Configuration groups

CroweMCS - Saved
Configuration Group

General Related ▾

Configuration group details

Name * CroweMCS

Description CroweMCS Setup

Manage review conditions

Needs manual review * Errors only ▾

Confidence score setting

Greater than	Less	Alert Type
50	100	OK
40	50	Warning
0	40	Error

Types and fields

Accepted types * PO invoice, Cost invoice, Header-only ▾

Define fields

PO invoice Header-only Cost invoice

[Manage visible field](#)

Field	Mandatory	Action
Header (13)		
Invoice number	<input type="checkbox"/>	Remove
	<input checked="" type="checkbox"/>	Remove
Vendor name	<input type="checkbox"/>	Remove
Vendor address	<input type="checkbox"/>	Remove
Vendor contact	<input type="checkbox"/>	Remove
Vendor email	<input type="checkbox"/>	Remove
Purchase order	<input type="checkbox"/>	Remove
Invoice date	<input type="checkbox"/>	Remove
Due date	<input checked="" type="checkbox"/>	Remove
Subtotal	<input type="checkbox"/>	Remove



System preferences

The screenshot shows the Dynamics 365 interface for 'Invoice capture' in a 'SANDBOX' environment. The top navigation bar includes 'Dynamics 365', 'Invoice capture', and 'SANDBOX'. The left sidebar contains a navigation menu with options like 'Home', 'Recent', 'Pinned', 'Study', 'Get started page', 'Setup system', 'System preference', 'Manage processing r...', 'Manage channels', 'Manage file filters', 'Manage configuratio...', 'Manage legal entities', 'Manage vendors', 'Manage mapping rules', 'Legal entities', 'Vendor accounts', 'Items', and 'Expense types'. The main content area is titled 'System preference - Saved' and 'System setting for invoice capture'. It features a 'General' tab and two sections: 'Received files' and 'Captured invoices'. The 'Received files' section includes 'AI Builder model' (set to 'Invoice Processing Model'), 'Channel for file upload' (set to 'Default'), and 'File filter' (set to 'Default'). The 'Captured invoices' section includes 'Configuration group' (set to 'CroweMCS'), 'Use continuous learning' (toggle set to 'Yes'), and 'Auto invoice cleanup' (toggle set to 'Yes'). The top right of the interface shows 'New look' and various utility icons.



Manage processing rules

The screenshot displays the Dynamics 365 'Invoice capture' interface in 'SANDBOX' mode. The top navigation bar includes 'Dynamics 365', 'Invoice capture', and 'SANDBOX'. A 'New look' toggle is visible on the right. The left-hand navigation pane lists various system management options, with 'Manage processing r...' selected. The main content area shows the configuration for a 'Default - Saved Processing Rule' under the 'General' tab. It is divided into two sections: 'Derivation' and 'Validation'. Each section contains several settings with toggle switches, all of which are currently turned on.

Section	Setting	Value
Derivation	Format purchase order	Yes
	Derive currency code for cost invoice	Yes
Validation	Use confidence score	Yes
	Validate unit of measure for PO invoice	Yes
	Validate total sales tax amount	Yes
	Validate total amount	Yes
	(Unlabeled)	Yes



Processing rules

Format purchase order

- When the parameter is enabled, it will check the number sequence settings in the Dynamics 365 Finance side and format the purchase order number accordingly. This can increase the touchless rate when the purchase order number doesn't follow the same format as the one set in the number sequence settings.

Derive currency code for cost invoice

- When the parameter is enabled, it will automatically derive the currency code from the invoice master data on Dynamics 365 Finance side. The logic is only applied for cost invoices as the currency code has to be identical to the currency code on the purchase order.

Validate total sales tax amount

- It will validate the consistency between the sum of the sales tax amount in sales tax card and the total sales tax amount. When there is no sales tax line, the validation logic will be skipped.

Validate total amount

- This rule ensures alignment between the calculated total invoice amount and the captured total amount. First, we need to ensure the line amount on each line and the total sales tax amount before applying the equation:
- If line amount has zero or null value, it will set the line net amount = unit price x qty
- If total sale tax has zero or null value, it will sum the sales tax lines as total sales tax.
- $Total\ amount == Sum(line\ amount) + Sum(charge\ lines) - ABS(Discount) + Total\ sales\ tax$



Sync master data

← Show Chart Sync vendors Refresh

Active Vendors

Legal entity	Vendor account	Vendor name
USRT	1001	A. Datum Corporation
FRRT	1001	A. Datum Corporation
HQFI	1001	Acme Office Supplies
USRT	1002	Fabrikam
FRRT	1002	Fabrikam
HQFI	1002	Lande Packaging Supplies
USRT	1003	Litware

← Show Chart Sync legal entities Refresh

Manage legal entities

Legal entity	Legal entity name
BRMF	Contoso Entertainment System Brazil
CMSC	Crowe Metal Service Center
CNMF	Contoso Entertainment China
dat	dat
DEMF	Contoso Entertainment System Germany
DSEP	DSE Project Ltd
FRRT	Contoso Retail FR



Manage mapping rules

Manage mapping rules ^

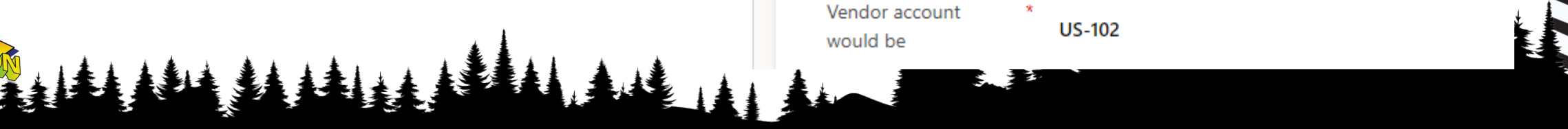
- Legal entities
- Vendor accounts
- Items
- Expense types

Tailspin Parts - Saved

Mapping Vendor Rule

General Related ▾

Rule name	*	Tailspin Parts
Description		Tailspin Parts
Legal entity		USMF
When vendor name contains		Tailspin
When address contains		---
When tax registration number contains		---
Vendor account would be	*	US-102



Example mapping rule

Dynamics 365 | Invoice capture | Search | SANDBOX

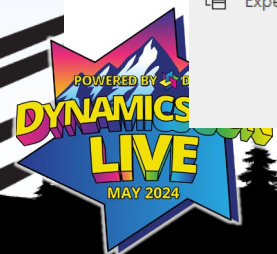
Save Save & Close + New Deactivate Delete Refresh Share

USMF - Saved
Mapping Legal Entity Rule

General Related

Rule name *	USMF
Description	USMF
When company name contains	Contoso Entertainment
When address contains	Coffee Street
When tax registration contains	---
Legal entity code would be *	USMF

Created on	10/20/2022	9:12 AM
Created by	Dan Edwards (Offline)	
Modified on	12/14/2022	10:44 AM
Modified by	Dan User Account (Offline)	



Map Key-Value-Pairs with fields

- Sometimes, the prebuilt model doesn't extract the value from the right position of the document for some fields, users want to do some corrections and let application constantly extract the right value for the subsequent incoming invoices if they are coming from the same vendor with the same pattern.
- AP clerk can then correct/add the mapping by selecting the key-value pair and the mapped invoice field. After saving the changes, it will extract the value and apply to the corresponding invoice field.
- When the continuous learning feature is enabled, the system will learn the changes and apply the same on the invoice from the same vendor.

The screenshot shows a 'Connect invoice fields' interface. At the top, there are navigation icons and a 'Zoom in' button. Below this, there are several key-value pairs being mapped to invoice fields. For example, 'phone: (442) 335-0110; fax: (442) 335-0111' is mapped to 'Phone' and 'Fax' fields. 'invoice: 698642' is mapped to 'Invoice' and 'Invoice Date' (April 27, 2023). 'Due Date' is mapped to 'May 27, 2024'. There is also a 'Bill To' section for 'Contoso Entertainment System USA' with address '123 Coffee Street, Suite 300, Redmond, WA 98052' and phone '714-555-6565'. A 'For' field is mapped to 'PO#: 0001352'. Below this is a table with 6 columns: Line, Item Description, Item Number, Quantity, Unit Price, and Amount. The table contains 3 rows of data. At the bottom right, there are summary fields for 'Subtotal' (\$2,919.00), 'Tax Amount' (\$0.00), 'Shipping' (\$20.00), and 'Total Cost' (\$2,939.00). At the very bottom, there is a 'Save and close' button and a 'Cancel' button.

Connect invoice fields

↑ ↓ 1 of 1

phone: (442) 335-0110; fax: (442) 335-0111

invoice: 698642

Invoice Date: April 27, 2023

Due Date: May 27, 2024

Bill To

Contoso Entertainment System USA
123 Coffee Street, Suite 300
Redmond, WA 98052
714-555-6565

For

PO#: 0001352

Line	Item Description	Item Number	Quantity	Unit Price	Amount
1	HDMI 6' Cables	A0001	50	\$ 12.00	\$600.00
2	HDMI 12' Cables	A0002	55	\$ 24.00	\$1,320.00
3	Microsoft Arc Keyb	C0002	20	\$ 49.95	\$999.00

Subtotal: \$2,919.00

Tax Amount: \$0.00

Shipping: \$20.00

Total Cost: \$2,939.00

Make all checks payable to Rain Projectors
If you have any questions concerning this invoice, use the following contact information:
@Rain.com
Thank you for your business!

Save and close Cancel



Derivation and validation logic

Some entity fields in the side-by-side viewer don't exist right after the invoice is recognized but are required to generate the invoice in Dynamics 365 Finance system. These entities are derived from a combination of the recognized invoice data and master data from Dynamics 365 Finance.

The entities include **Legal entity, Vendor account, Item number and currency code**. If derivation of a field fails, the process stops.

1. **Legal entity** – If an active mapping rule is found for the legal entity, the legal entity is derived based on the company's name and address.
2. **Vendor account** – Next, the vendor account is derived based on an active mapping rule and a combination of the derived legal entity and the vendor's name, address, or tax number.
3. **Item number** – Finally, the item name is derived from staging, based on the following three types of information:
 - Derived legal entity - Derived vendor account - Item description or external item number
4. **Currency code** – The currency code has to be determined before transferring the invoice from invoice capture to Dynamics 365 Finance.
 - a. When it is an invoice associated with purchase order (PO invoice or Header-only invoice), the currency code between invoice and purchase order must be consistent. Therefore, when there is no currency code returned from recognition result, it will derive the currency code from the purchase order directly.
 - b. When it is a cost invoice, customers can decide whether to derive the currency code from the vendor master data by the parameter “Derive currency code for cost invoice”.



Continuous learning


To help increase the touchless rate of invoice processing in Invoice capture, **Continuous learning** can derive entities (legal entity, vendor account, and item numbers) based on the mapping from the last transferred invoice. Meanwhile, it also supports the automatic value extraction from key-value pair (KVPs) and assigning it to the corresponding invoice fields. When it is an entry on the Charges, it will derive the Charges code as well based on the last matched record.

The feature can be switched on/off in Setup system > System preferences.

System preference - Saved
System setting for invoice capture

General

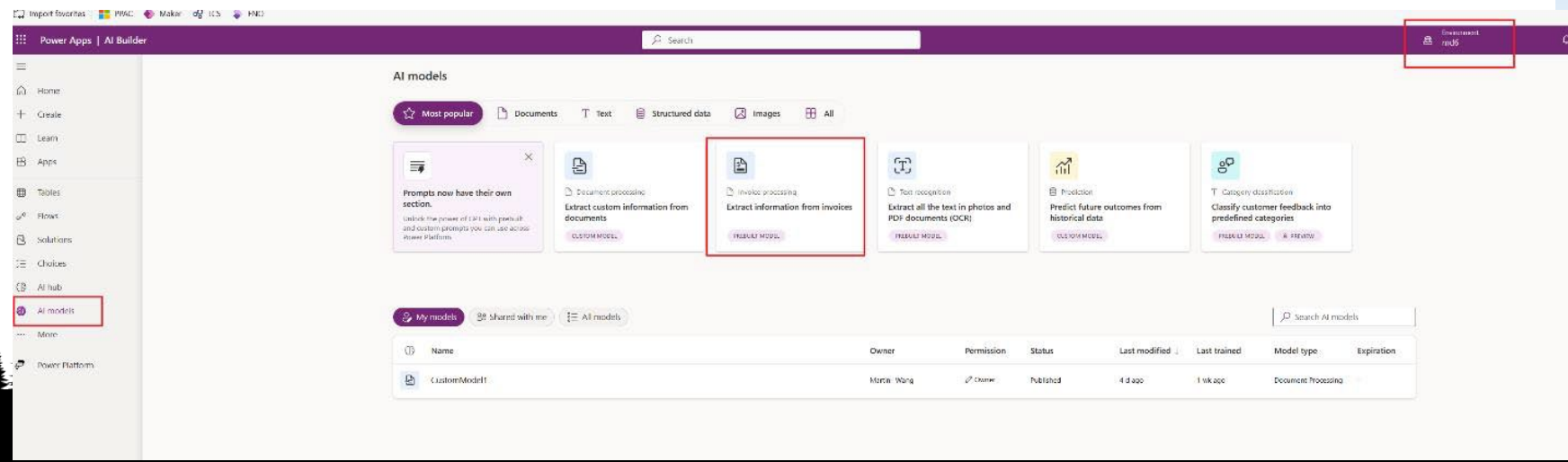
Received files	Captured invoices
AI Builder model * <input type="text" value="Invoice Processing Model"/>	Configuration group * <input type="text" value="CroweMCS"/>
Channel for file upload * <input type="text" value="Default"/>	Use continuous learning * <input checked="" type="checkbox"/> Yes
File filter * <input type="text" value="Default"/>	Auto invoice cleanup * <input checked="" type="checkbox"/> Yes



Custom invoice model

Instead of using the prebuilt model, customers can create their own model and replace the prebuilt model to do the OCR recognition. As we only support a single AI model within Invoice capture for the recognition part, it is recommended to use the custom invoice model which is built on the top of prebuilt model. Within the custom invoice model, customers can rectify the recognition result by tagging the correct place of the invoice or capturing additional information by defining new model fields.

Please ensure the model entrance is **Power Apps > AI models > Extract information from invoices:**



The screenshot shows the Power Apps AI Builder interface. The left navigation pane has 'AI models' selected. The main area displays a grid of AI models. The 'Extract information from invoices' model is highlighted with a red box. Below the grid is a table of models.

Name	Owner	Permission	Status	Last modified	Last trained	Model type	Expiration
CustomModel1	Martin Wang	Owner	Published	4 d ago	1 wk ago	Document Processing	



Invoice Capture Demonstration

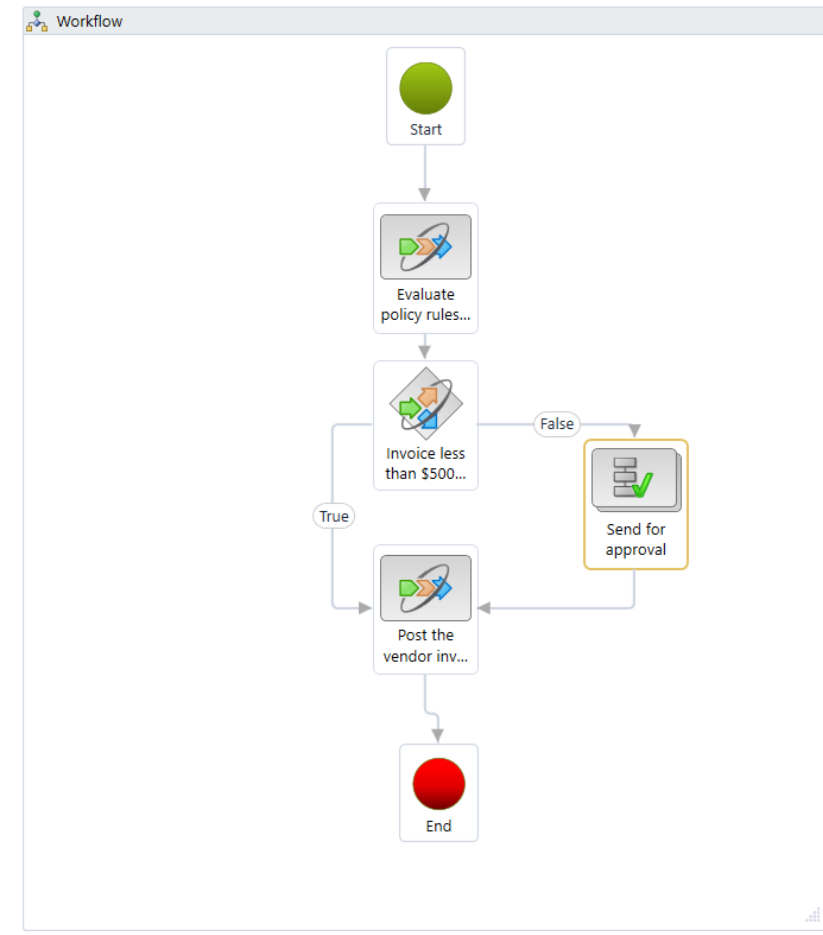
The background features a stylized landscape illustration. The sky is a gradient of blue, with numerous thin, light blue lines radiating from the top center, creating a sunburst effect. Below the sky is a range of mountains in various shades of blue and purple. In the foreground, there are silhouettes of evergreen trees on rolling hills.



AP Automation in D365 Finance

Accounts Payable Automation - Workflow

- With Dynamics 365 Finance – Accounts Payable – Invoice Automation, we can
 - Automatically submit imported invoices to workflow
 - Automatically match product receipts with vendor invoice lines
 - Simulate posting prior to posting the vendor invoice
- Further, key features include viewing workflow history and support to analyze the results of the straight through process by tracking key metrics, such as:
 - The touchless rate
 - Days to process invoice
 - Assignment per approver



Accounts Payable Workflow

Accounts Payable – Setup – Accounts payable workflows

Prior to setting up AP Automation it is necessary to have a Vendor invoice workflow

The screenshot displays the 'Accounts payable workflows' page in Microsoft Dynamics 365 Finance and Operations. The page title is 'Accounts payable workflows' and the view is set to 'Standard view'. A search bar is present at the top. The workflow list is as follows:

St...	Default	ID	Name	Association	Type	Instances	Active version
✓	✓	000133	Vendor invoice journal workflow	usmf	VendInvoiceRecordingTemplate	0	
✓	✓	000299	Vendor invoice approval journal workflow	usmf	VendInvoiceApprovalJournalTe...	0	
✓	✓	000326	Vendor invoice workflow	usmf	VendProcessInvoice	2	5.0.0.0

The row for 'Vendor invoice workflow' (ID: 000326) is highlighted with a red box, indicating it is the selected workflow.



Accounts Payable Automation - Setup

Finance and Operations

Standard view

Accounts payable parameters

General

Invoice

Invoice validation

Ledger and sales tax

Credit rating

Settlement

Broker and royalty

Electronic documents

Number sequences

Vendor invoice automation

Set up options to validate invoices

Invoice validation

Enable invoice matching validation Yes

Post invoice with discrepancies

Automatically update invoice header s... No

Invoice totals matching

Match invoice totals Yes

	ENABLED	DISPLAY INVOICE TOTALS MATCH ICON	TOLERANCE PERCENTAGE
SUBTOTAL AMOUNT	<input type="checkbox"/> No	If greater than tolerance	0.00
TOTAL DISCOUNT	<input type="checkbox"/> No	If greater than tolerance	0.00
CHARGES	<input type="checkbox"/> No	If greater than tolerance	0.00
SALES TAX	<input type="checkbox"/> No	If greater than tolerance	0.00
INVOICE AMOUNT	<input type="checkbox"/> No	If greater than tolerance	0.00

Price and quantity matching

Line matching policy

Display unit price match icon

Purchase price total tolerance percent

Display price total match icon

Allow matching policy override

Match price totals

Purchase price total tolerance

Match currency type

Charges matching

Match charges Yes

Display charges match icon

Charges tolerance percentage

Finance and Operations

Standard view

Accounts payable parameters

General

Invoice

Invoice validation

Ledger and sales tax

Credit rating

Settlement

Broker and royalty

Electronic documents

Number sequences

Vendor invoice automation

Set up options for automating vendor invoice processes

Vendor invoice workflow

Automatically submit imported invoic... Yes

Check Match product receipt status be... Yes

Require the calculated totals to equal t... No

Match product receipts automatically

Automatically match product receipts ... Yes

MAXIMUM ALLOWED ATTEMPTS

Number of times to attempt automati...

Apply prepayments automatically

Automatically apply prepayment for l... Yes

Block follow-up automation process in... No

Automatic line creation for imported invoices

Automatically create invoice lines Yes

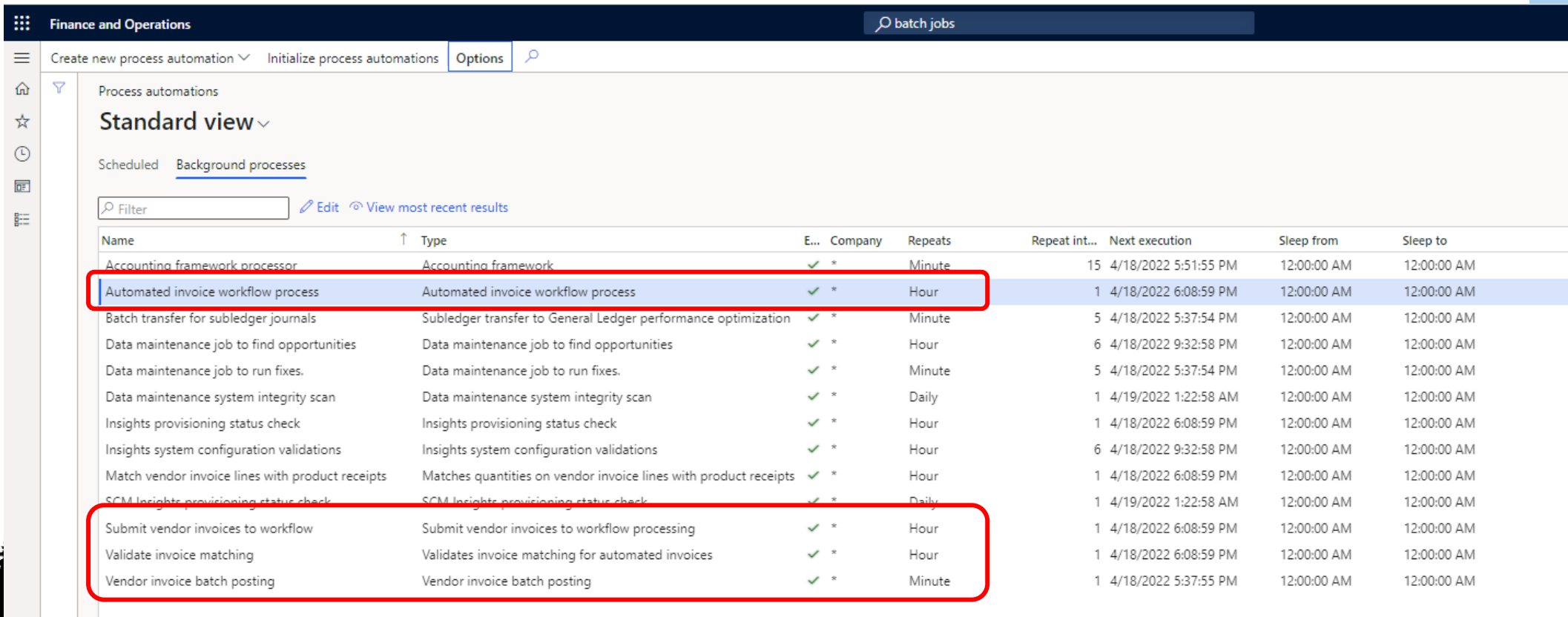
Choose default quantity for automatic...

Accounts Payable Process Automations

System Administration – Setup – Process Automations – Background processes

Enabling and scheduling the process automations take place in system administration. There are processes that can be enabled:

- Automated invoice workflow process
- Submit vendor invoice to workflow
- Validate invoice matching
- Vendor invoice batch processing



The screenshot displays the 'Process automations' page in Dynamics 365 Finance and Operations. The 'Options' tab is selected, and the 'Background processes' section is active. A table lists various automation processes, with four specific processes highlighted by red boxes: 'Automated invoice workflow process', 'Submit vendor invoices to workflow', 'Validate invoice matching', and 'Vendor invoice batch posting'.

Name	Type	E...	Company	Repeats	Repeat int...	Next execution	Sleep from	Sleep to
Accounting framework processor	Accounting framework	✓	*	Minute	15	4/18/2022 5:51:55 PM	12:00:00 AM	12:00:00 AM
Automated invoice workflow process	Automated invoice workflow process	✓	*	Hour	1	4/18/2022 6:08:59 PM	12:00:00 AM	12:00:00 AM
Batch transfer for subledger journals	Subledger transfer to General Ledger performance optimization	✓	*	Minute	5	4/18/2022 5:37:54 PM	12:00:00 AM	12:00:00 AM
Data maintenance job to find opportunities	Data maintenance job to find opportunities	✓	*	Hour	6	4/18/2022 9:32:58 PM	12:00:00 AM	12:00:00 AM
Data maintenance job to run fixes.	Data maintenance job to run fixes.	✓	*	Minute	5	4/18/2022 5:37:54 PM	12:00:00 AM	12:00:00 AM
Data maintenance system integrity scan	Data maintenance system integrity scan	✓	*	Daily	1	4/19/2022 1:22:58 AM	12:00:00 AM	12:00:00 AM
Insights provisioning status check	Insights provisioning status check	✓	*	Hour	1	4/18/2022 6:08:59 PM	12:00:00 AM	12:00:00 AM
Insights system configuration validations	Insights system configuration validations	✓	*	Hour	6	4/18/2022 9:32:58 PM	12:00:00 AM	12:00:00 AM
Match vendor invoice lines with product receipts	Matches quantities on vendor invoice lines with product receipts	✓	*	Hour	1	4/18/2022 6:08:59 PM	12:00:00 AM	12:00:00 AM
SCM Insights provisioning status check	SCM Insights provisioning status check	✓	*	Daily	1	4/19/2022 1:22:58 AM	12:00:00 AM	12:00:00 AM
Submit vendor invoices to workflow	Submit vendor invoices to workflow processing	✓	*	Hour	1	4/18/2022 6:08:59 PM	12:00:00 AM	12:00:00 AM
Validate invoice matching	Validates invoice matching for automated invoices	✓	*	Hour	1	4/18/2022 6:08:59 PM	12:00:00 AM	12:00:00 AM
Vendor invoice batch posting	Vendor invoice batch posting	✓	*	Minute	1	4/18/2022 5:37:55 PM	12:00:00 AM	12:00:00 AM



Workflow history on the invoices

Finance and Operations | Search: enti

Save + New Delete Match product receipts Update match status Totals Post Hide attachment Default from: Product receipt quantity Attachments (1) Workflow Vendor invoice

Vendor invoice | Standard view

10150 : Lande Packaging Supplies

Vendor invoice header

VENDOR
Company: usmf
Invoice account: 1002
Lande Packaging Supplies

INVOICE IDENTIFICATION
Number: 10150
Invoice description:

RELATED DOCUMENTS
Purchase order: 00000150

Product receipt
Purchase agreement:

INVOICE DATES
Invoice received date: 1/15/2022
Invoice date: 1/11/2022
Posting date: 1/15/2022
Due date: 2/10/2022

INVOICE STATUS DETAILS
On hold: No
Match status: Passed
Variance approved: No
Header budget check results: Budget check not performed

AUTOMATIC SUBMIT TO WORKFLOW DETAILS
Automation status: in workflow
Include in automated processing: No

View automation history

Lines

+ Add line Remove Invoice line Financials Inventory Update line

Budget check r...	Item number	Item name	Procurement category	Quantity	Unit
	A0001	HDMI 6' Cables		25.00	Pcs
	A0002	HDMI 12' Cables		25.00	Pcs

Line details

1 of 1

Lande Packaging Supp
9480 Center Dr. Flagstaff, AZ 86001
928-231-2253 | 928-231-2250 Fax
Number

Invoice # 10150
Date: January 11, 2022

Bill To
DS Enterprise Transport
2832 Main St. Huntington Beach, CA 93889
714-555-6565

Item Description
HDMI 6' Cable
HDMI 12' Cable

Make all checks payable to Lande Packaging
If you have any questions concerning this invoice, please contact:
Betty Lande - 928-555-5858; email: mbetty@lps.com
Thank you for your business!

Workflow history

- Vendor invoice: 10150 | Workflow: 000924
- Delegated from Dan Fennel to Dan Jump by Dan Fennel
Work item | Delegation | 3/15/2022 01:16:02 am
 - Assigned to user: April Stewart. Due date 3/15/2022 11:06:00 pm
Work item | Creation | 3/14/2022 11:06:00 pm
 - Assigned to user: Dan Fennel. Due date 3/15/2022 11:06:00 pm
Work item | Creation | 3/14/2022 11:06:00 pm
 - Submitted by: Dan Fennel
Workflow | Submission | 3/14/2022 11:04:33 pm
Comment: Submitted automatically by Admin.



Close

Vendor invoice automation workspace

Finance and Operations enti USMF DA

+ New Options

Vendor invoice automation

My work Analytics - all companies

USMF

Summary of pending invoices

3 Pending	0 On hold	0 Journals
3 Pending - Assigned to me	0 Manual receipt match needed	0 Journals - assigned to me
2 Matching validation not successful	0 Invoices not submitted to workflow	0 Invoice pool
0 Invoices not imported		

Journals

0 Journals	0 Journals - assigned to me	0 Invoice pool
---------------	--------------------------------	-------------------

Documents not invoiced

Open purchase orders [Invoice now](#) [Prepayment invoice now](#)

Purchase order	Name	Vendor account	Invoice account	Purchase order status
00000150	Lande Packaging Supplies	1002	1002	Received
00000176	Lande Packaging Supplies	1002	1002	Open order
00000250	Lande Packaging Supplies	1002	1002	Received
00000251	Lande Packaging Supplies	1002	1002	Received

Product receipts

Pending vendor invoices

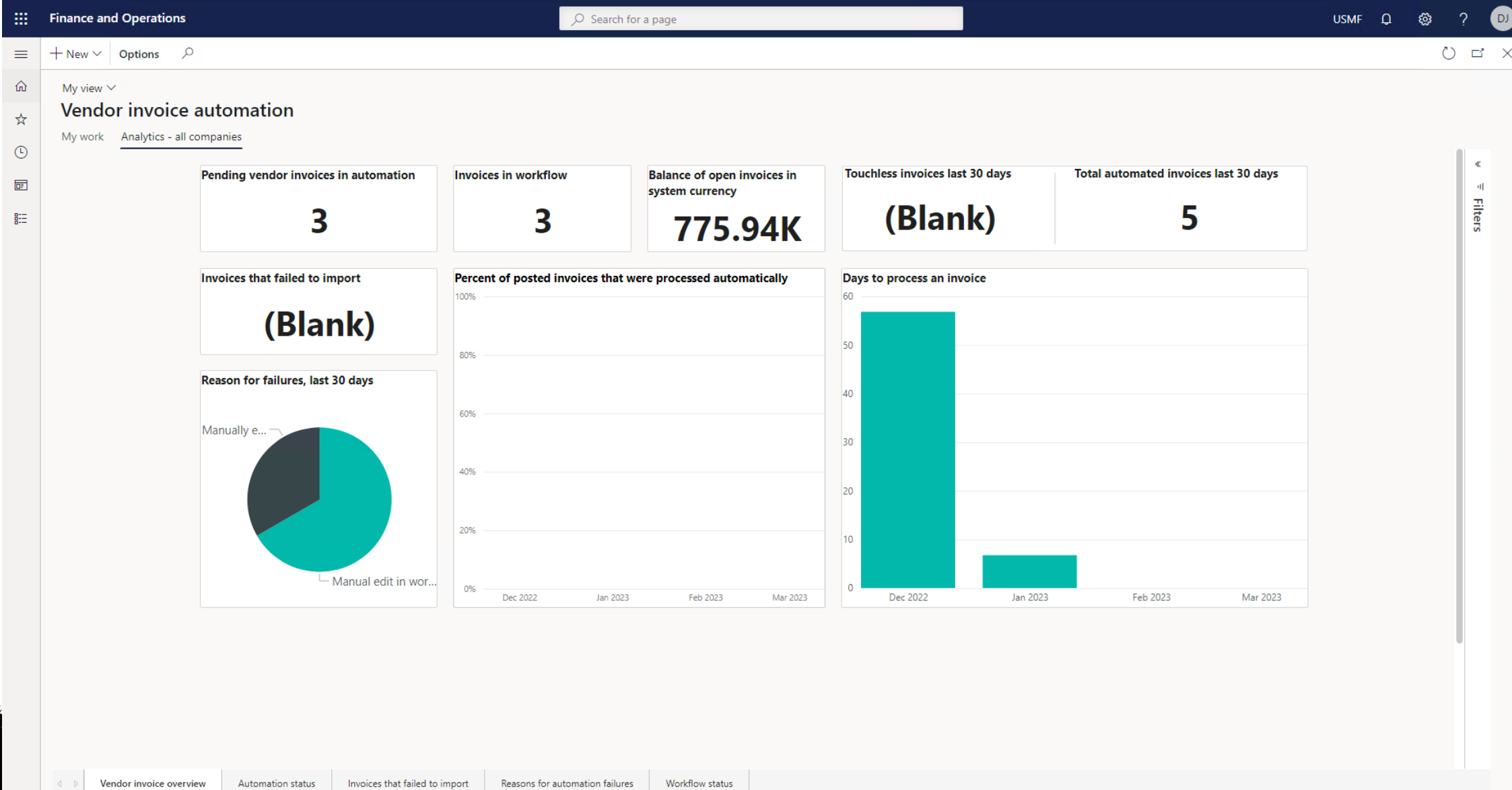
Find purchase order

Links

- Posted invoices
 - [Open vendor invoices](#)
 - [Invoice journal](#)
 - [Invoice history and matching details](#)
- Vendors
 - [Vendors on hold](#)
 - [All vendors](#)
- Purchase orders
 - [All purchase orders](#)
- Prepayments
 - [Open prepayments](#)



Vendor invoice automation workspace



Summary of AP Automation features

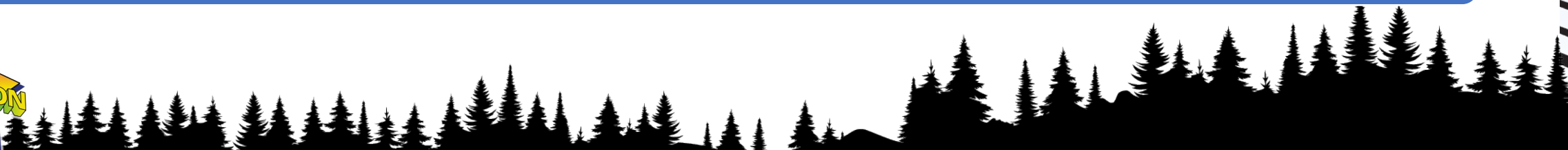
AI & OCR integration to automatically read and process invoices

Receive invoices from multiple channels

Learns from user corrections and adjustments

Works with D365 AP automation allowing users to only handle exception invoices

Increase AP team productivity by only managing the exceptions



Thank you

Dan Edwards, CPA

dan.edwards@crowe.com

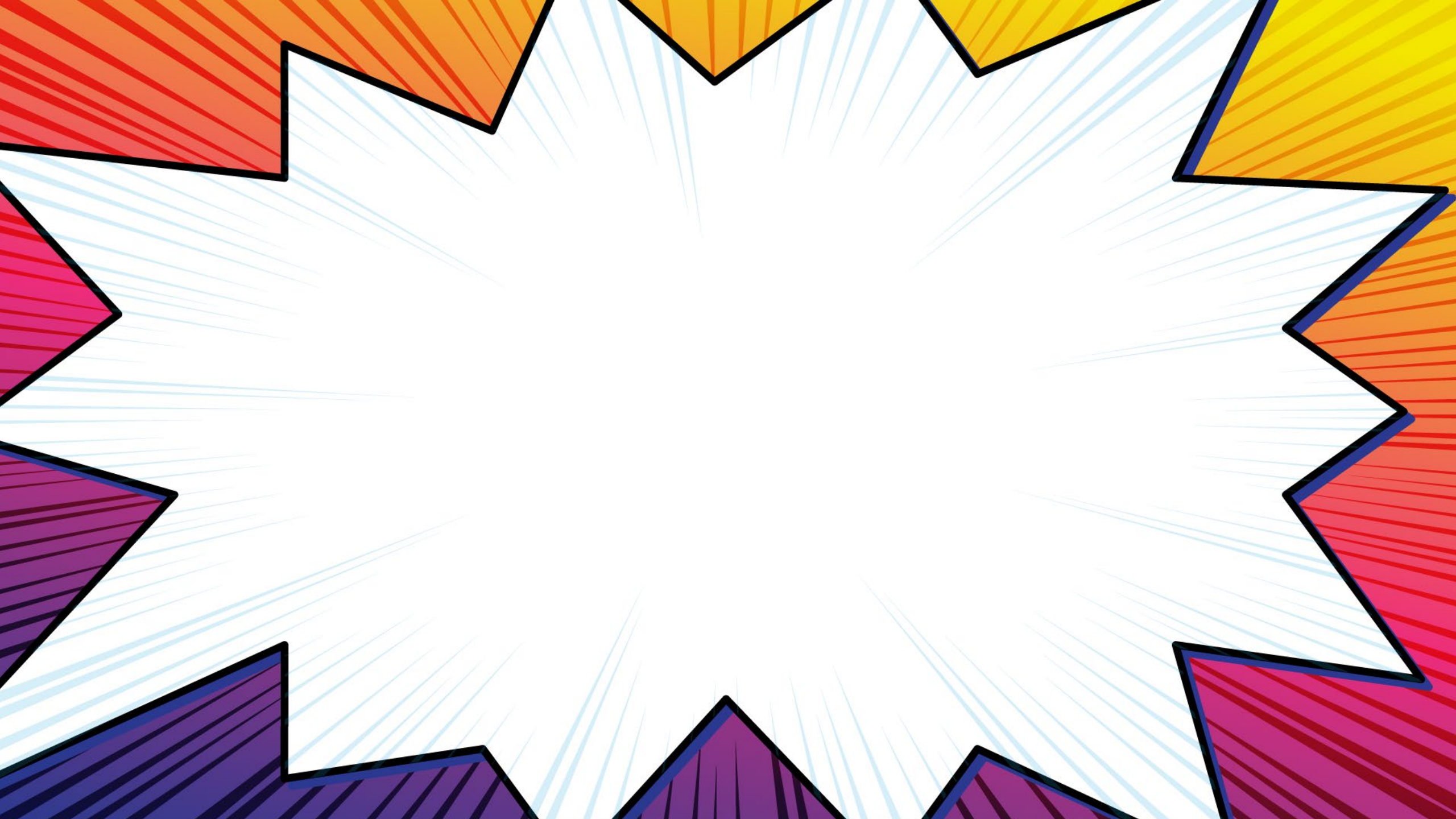
<https://www.linkedin.com/in/dsedwards/>

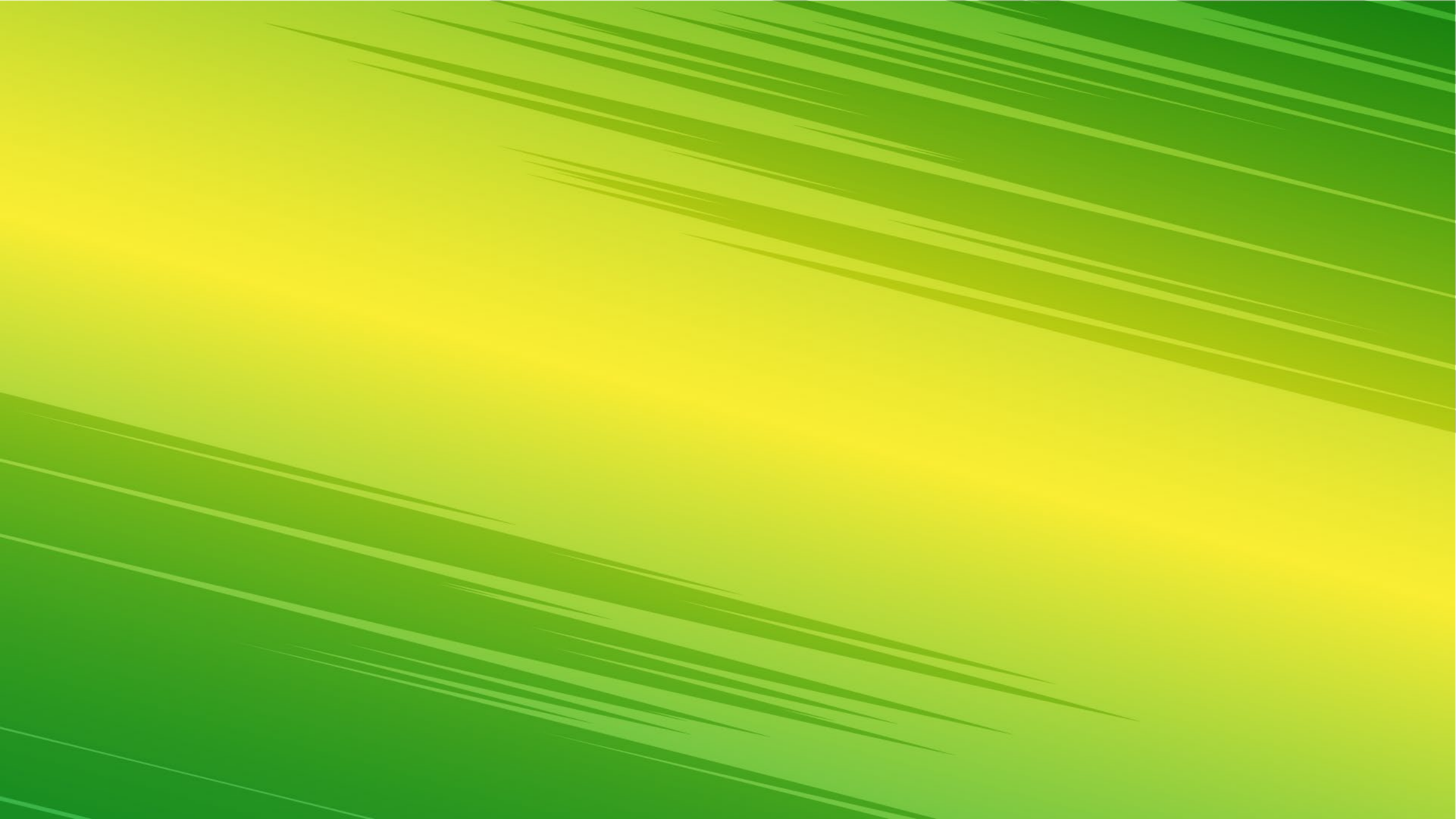
<https://danscorner.info>











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