

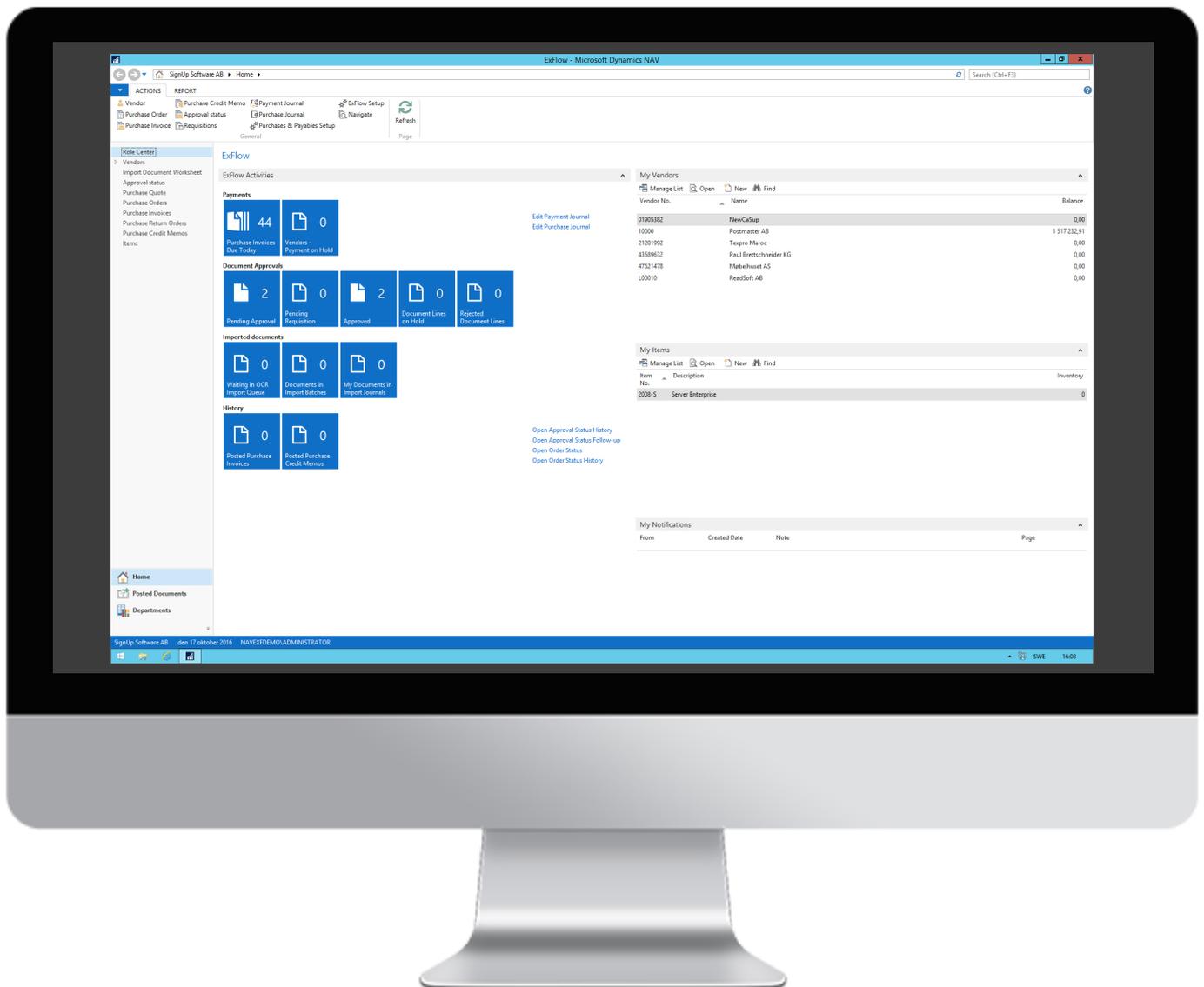


EXFLOW[®] NAV

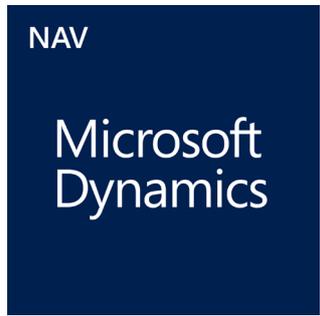
ACCOUNTS PAYABLE AUTOMATION
FOR MICROSOFT DYNAMICS NAV 2016

signUP

Take Accounts Payable to the next level with ExFlow NAV AP Automation



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





Advantages gained from Accounts Payable Automation

Accounts Payable is one of the most consistently “broken” of all financial processes in business today and by taking on an automating initiative, you can improve your organisation’s profitability.

EFFICIENT ADMINISTRATION

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

Automating the accounts payable workflow is a guaranteed way to save your company time and money. Processing a single invoice manually costs anything **from €15 to €50**, depending on the business and technology involved.

Introducing an automated accounts payable solution can **cut that figure by up to 50%** per invoice. For an enterprise, the potential saving is substantial.

BETTER COST CONTROL

Cost control is critical for any profitable business. Full visibility over the accounts payable workflow is essential, yet many companies still use a manual process

approach based on invoice copying and manual invoice searches.

In these environments, full transparency is not achieved until the invoice is posted. Transitioning to an electronic process of supplier invoices and purchase flows offers full control in real time.

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. Accounts payable automation ensures that your company meets all compliance regulations at all times.

Penalties for non-compliance can be significant.

WIN, WIN AND WIN

Eliminating unnecessary manual handling and human error in invoice management guarantees a faster, more accurate and secure process. Adding to that, a solution that is built into Dynamics NAV with no delays in information process you also always have the correct financial information accessible in real time.

The result is a triple win: higher productivity, lower overheads and superior cost control.

Why ExFlow?

Geographically independent, ExFlow offers easy access to all global subsidiaries as well as from all relevant parts of Dynamics NAV.

QUICK A rapid start-up process can get the system up and running in just a few weeks. AP staff continue to work in their familiar Dynamics NAV environment reducing training.

EFFICIENT ExFlow NAV fully automates supplier invoice and purchase order matching. There are no manual entries – all invoice data is interpreted and imported, minimizing manual labour and maximizing efficiency.

PROFITABLE Installation without costly integrations is leading to more profitable invoice management and improved accuracy.

Lower costs for future upgrades.

SUPERIOR CONTROL Full transparency throughout the accounts payable process – from scanning to approving and final posting.

Accurate statistics due to real time information.

A complete log of all accounting transactions provide a failsafe audit trail.

ExFlow NAV How it works, in 5 simple steps

1 All paper invoices
are scanned and imported into an electronic workflow. If you also receive electronic invoices from some suppliers, the files are imported directly into NAV.

2 An approval flow
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 flow.

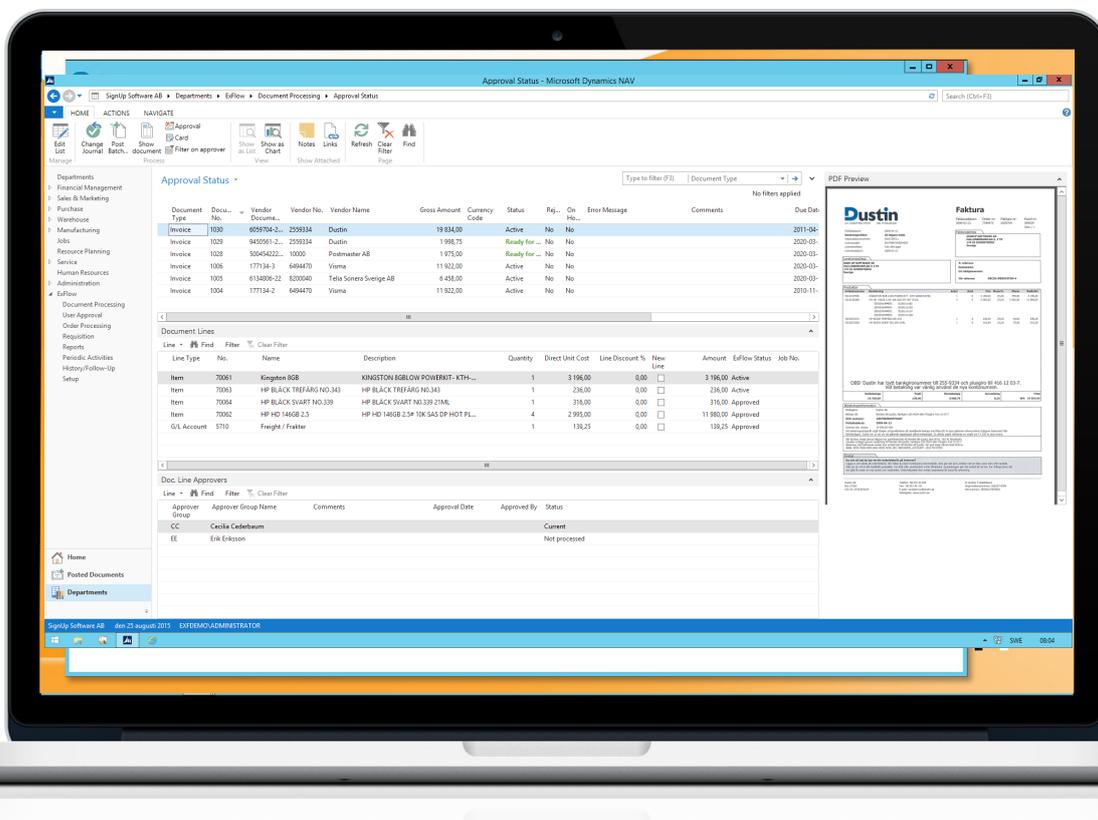
3 Accounts payable staff
can gain an overview at any time from within NAV of all invoices awaiting approval and view the history of every invoice.

4 Emails
are automatically sent to alert approvers about invoices requiring approval. The administrator can at any time recall invoices or manually adjust the approval path.

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 built in application is always the preferable solution. Here are a few things to keep in mind when comparing solutions.

- Supplier invoice approval is administered directly in NAV instead of having to work in separate systems.
- Since ExFlow uses NAV's own data, there is no need to synchronize registers such as suppliers and Charts of Accounts.
- Since all updates are done directly in Dynamics NAV, there is no need to wait for an approved invoice to be synchronized with the ERP System.
- Invoice images, attachments and approval history can be accessed from almost everywhere within Dynamics NAV, all the way down to the ledger.
- Matching Purchase Order invoices is done based on quantities, unit prices and receipts directly in Dynamics NAV.
- Uses Dynamics NAV's purchase order settings, such as price tolerances and matching logic.
- Using Dynamics NAV's own databases and business logic eliminates the need for integrations and synchronizations.
- No need to purchase additional infrastructure.
- No additional support or education since users continue to work in their familiar NAV user interface.





ACCOUNTS PAYABLE Rolecenter

Where Accounts Payable get an overview of the daily workload, imports, matched invoices and can access various administrative functions.

INVOICE IMPORT

When invoices are scanned and interpreted, using OCR, the information is imported directly into the Microsoft Dynamics NAV database, where it is checked, and if necessary, adjusted by the accounting department.

Account coding can be done against a general ledger, purchase order, project module, or fixed asset. Suggested approvers can be acquired automatically using ExFlow template rules in Microsoft Dynamics NAV.

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 uses Microsoft Dynamics' standard matching rules, so-called two and 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 find any matching lines in the purchase order, or if the discrepancy is greater than permitted, 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 RULES AND POSITION HIERARCHY

ExFlow allows approval rules to be based on supplier, account, item, miscellaneous charges, project, fixed asset, reference person, dimensions, line amounts and/or total amounts.

ROLES AND APPROVERS

ExFlow manages both users and roles. 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.

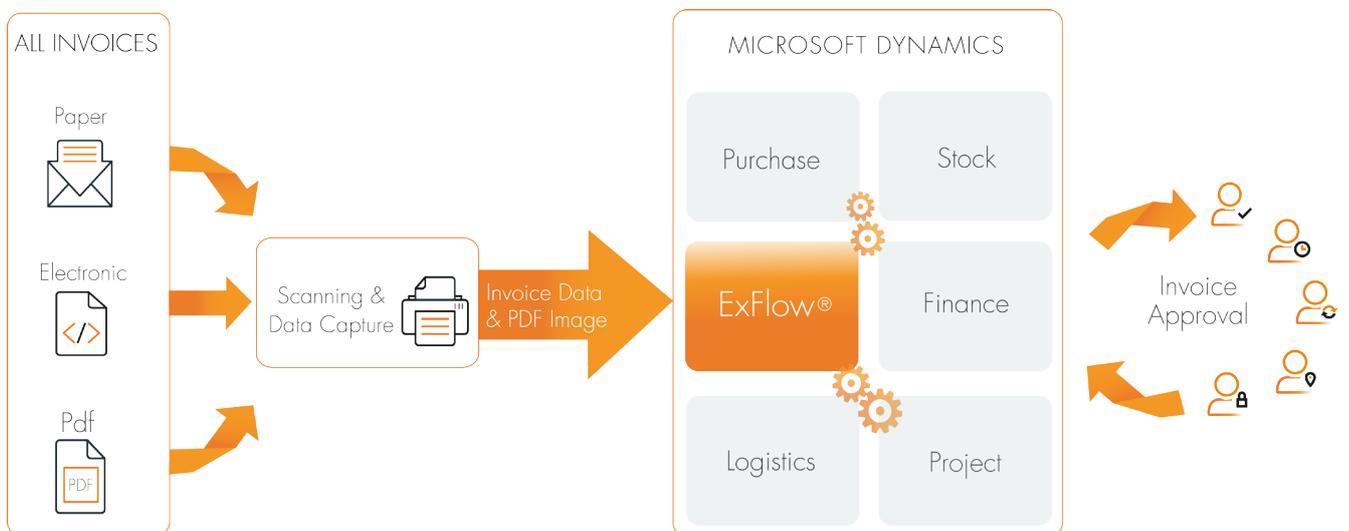
AUTOMATING COST INVOICES

ExFlow NAV also allows you to automate the flow and approval of cost invoices. This means that invoices involving regular contracts, such as rent, telephone, or leasing, can be managed automatically, saving considerable amounts of 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 ExFlow Web application and a list of all the invoices connected to the recipient. Invoices that are overdue, or are about to become overdue, are clearly highlighted in a different colour.

A profitable and efficient process





APPROVERS

ExFlow web

This is where the approvers get an overview of their daily work load. Access invoices, attachments and coding - with full mobile support.

EXFLOW WEB – APPROVAL, ACCOUNT ENTRY, ATTACHMENTS AND COMMENTS

Once the approver is logged in, he has access to all invoices awaiting approval. The web application is structured to allow the approver access to all accounts, dimensions and rules (account structures) according to NAV, as ExFlow is a fully integrated part of Microsoft Dynamics NAV.

Should the workflow for an invoice need to be adjusted, this is also possible from the Web application. In addition, he can access invoices connected to approvers that are ahead of him in the approval chain.

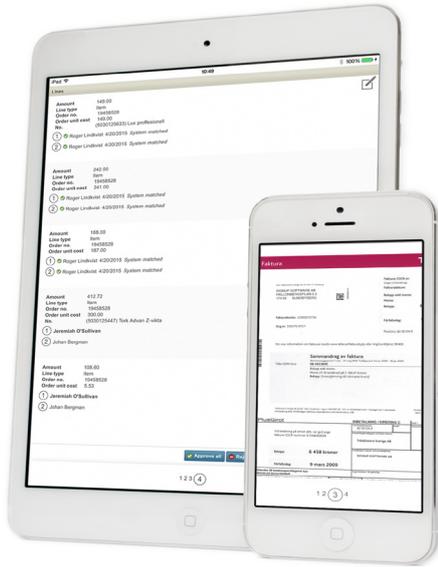
The approver has direct access to the attached files and can also add new ones, for example list of participants, spreadsheets, agreements etc., just as in the regular document management in Microsoft Dynamics NAV.

There is also the option to add comments, which can be viewed by the next approver and the accounting department.

MOBILE ACCESS

Do you have approvers who regularly work in the field or often travel for business? ExFlow Web offers full support for mobile devices such as smartphones and tablets. It provides complete freedom and access to the same functions as in the standard ExFlow Web – the inbox, all accounts, dimensions and rules.

Users can easily access and view the actual invoice, approve, reject and comment. The interface also offers an advanced edit mode in which lines can be divided, coded, and approved.



CLEAR SUMMARY OF INVOICES AWAITING APPROVAL

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

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

FINAL POSTING

When an invoice has been approved by the final approver in the workflow, the accounting department can easily execute final posting of the invoice. The invoice

has now been posted and is ready for payment. This step can be automated if required.

ACCRUAL FOR ESTIMATED COST

Accounting departments in particular will appreciate the option to accrue all non-posted invoices via an automatically created journal, and subsequent reversing 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 directly in ExFlow web and produce a variety of reports, such as all invoices from a specific supplier, department or project over a particular period.

Accounting department

In Microsoft Dynamics NAV, 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. You can also customize reports.

DELEGATION

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

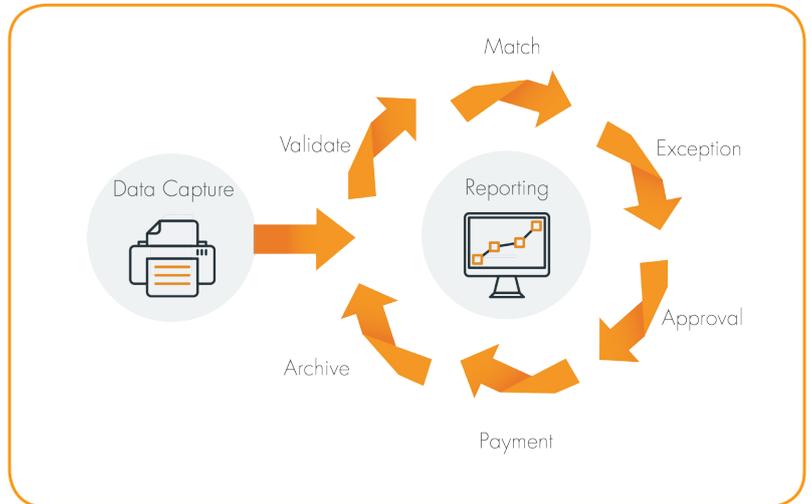
Using this function, a colleague can be appointed to approve the original approver's invoices for a period of time. This function can be enabled either by the approver in the in the event of a planned absence or by the accounting department in the event of, for example, sudden illness.



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.
- Always in place at the latest 3 months after a new NAV version
- Compliant with the local rules and regulations of your industry.
- Used and recommended by many companies worldwide.



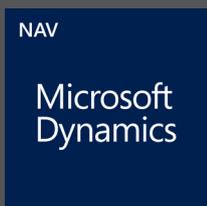
EXFLOW NAV is also available for

Dynamics NAV 2015

Dynamics NAV 2013 / R2
Dynamics NAV 2009 / R2

CERTIFIED FOR MICROSOFT DYNAMICS

The **Certified for Microsoft Dynamics (CfMD)** accreditation, ensure that we meet Microsoft highest standard for ISV developed solutions. It is awarded to a small group of tested and recommended solutions. It guarantees painless interaction with Microsoft Dynamics NAV.





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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 to enhance corporate profitability by streamlining management of supplier invoices and contracts. Our core business is accounts payable automation solutions developed exclusively for Microsoft Dynamics AX and NAV.

Our solutions are suitable for both local and global organisations and are sold via resellers in more than 16 countries.

Our solutions currently manage more than 20 million invoices and 300,000 contracts annually. The company was founded in 1999 and currently employs over 40 staff. The head office is located in Stockholm, Sweden.

Regional offices in Australia, Denmark and Norway.

