

# ONBASE

## AP AUTOMATION FOR MICROSOFT DYNAMICS 365

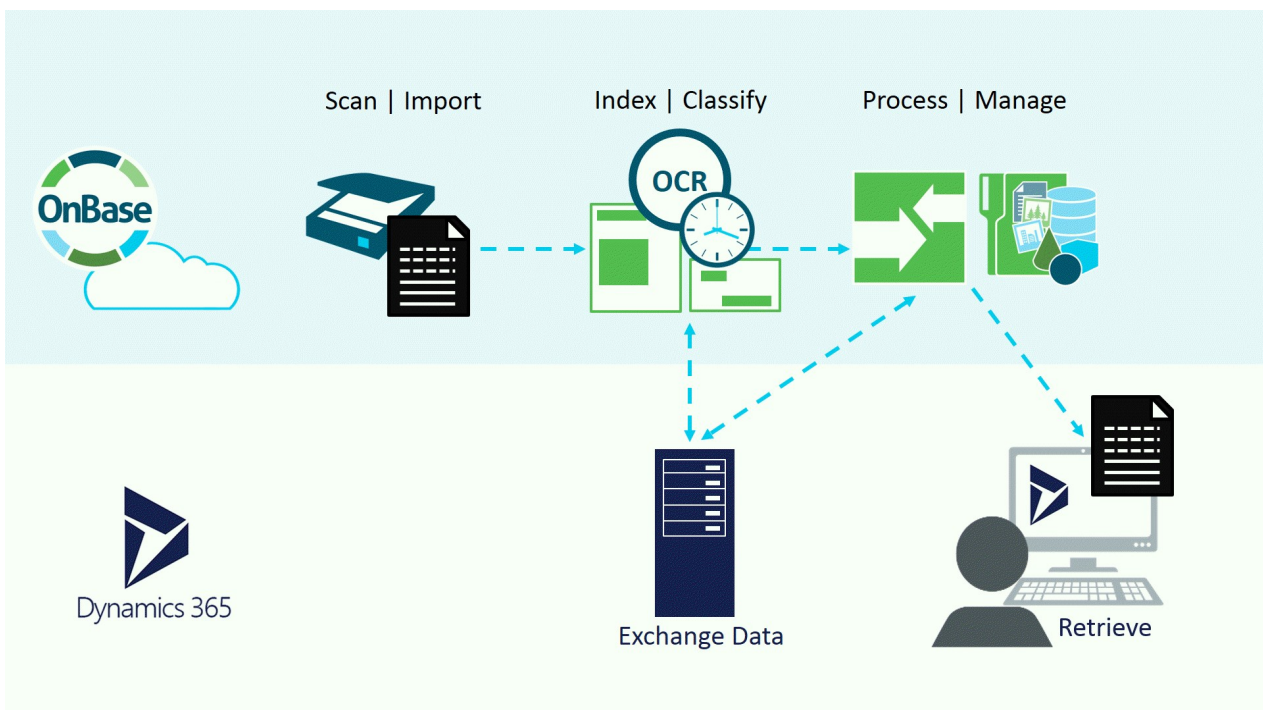
### SUMMARY

OnBase integrates with the Dynamics 365 application to capture, manage and provide easy access to content related to accounts payable (AP) transactions. The AP Automation for Microsoft Dynamics 365 solution improves the approval and posting of invoices with advanced data integration, increased visibility for documents and data, and flexible automation options to remove manual steps and accelerate the procure-to-pay process.

### BENEFITS

- **Reduce manual indexing** with intelligent capture to efficiently gather data straight from AP documents
- **Speed up the payment process** by automatically validating invoices with Dynamics 365 data and posting for payment
- **Improve process controls and tracking** with well-defined approval hierarchies and complete history of approvals and approval delegations for each invoice
- **Increase visibility** into all relevant information with links to AP documents directly from Dynamics 365 screens

### DESIGN



The AP Automation for Microsoft Dynamics 365 solution provides the ability to expedite document capture, validate data, and access invoice documents directly from Dynamics 365 screens.

## APPLICATIONS

- **Capture AP Invoices:** Documents are captured at the source, whether they are scanned or delivered electronically. This saves time and effort while reducing user error. OnBase automates document capture, automatically classifies the document and extracts data to facilitate indexing.
- **Connect OnBase and Dynamics 365:** The OnBase integration synchronizes with Dynamics 365 to populate and validate data, automatically posting the invoice back into the Dynamics 365 process once documents are complete and exceptions resolved.
- **Access AP content:** Instead of spending time searching through file folders, users have an intuitive viewer to review and work with their documents as needed. AP content is available directly from a dedicated tab on the Dynamics 365 screen, allowing users to navigate to the exact document (or set of documents) that they need. This easy, single-click access to content not only saves time – it also reduces training requirements and user error.

## KEY FEATURES

- **Intelligent capture** minimizes manual work associated indexing invoice documents
- **Data verification with Dynamics** ensures that indexing is correct and in sync with the official invoice record
- **Flexible exception handling** allows customization to meet an organization's specific needs
- **Automatic synchronization** between OnBase and Dynamics 365 keeps both systems updated
- **“OnBase Documents” tab** provides access to AP documents directly from Dynamics 365 screens

## INTERFACE

The screenshot displays two side-by-side windows from the OnBase application. The left window, titled 'Non-PO Invoice', shows a data entry form with fields for Supplier ID (1001), Supplier Name (Acme Office Supplies), Invoice Date (1/26/2019), Amount (440.98), and Due Date (2/25/2019). Below the form is a 'Line Items' table with columns for Main Account ID, Business Unit ID, Cost Center ID, and Department ID. The right window, titled 'Document', shows a scanned invoice from 'Acme Office Supplies' for 'Contoso Entertainment System USA'. The invoice includes a table for line items and a summary table at the bottom.

Quantity	Description	Unit Price	Total
1	J3 8990 Smart Phone with accessories	425.99	425.99
1	Holder for J3 8990	14.99	14.99

Subtotal	\$440.98
Sales Tax	0.00
S & H	0.00
<b>Total</b>	<b>\$440.98</b>

Once the data has been captured from the invoice, AP specialists can review the documents and add/modify indexing values as needed

The screenshot shows the Dynamics 365 Finance and Operations interface. The main window displays the 'Vendor invoice journal' with a list of entries. Below the list are fields for INVOICE, SALES TAX, and CASH DISCOUNT, and a table for CURRENCY. An inset window shows the 'OnBase' document search results for 'AP Invoice -- 1/26/2019 -- 1/26/2019', displaying a preview of an invoice from Acme Office Supplies.

DATE	VOUCHER	ACCOUNT TYPE	ACCOUNT
2/7/2019	APIN000074	Vendor	1001
2/7/2019	APIN000074	Ledger	401100...

CURRENCY	DEBIT	CREDIT	BALANCE	REPORTING CURRENCY	DEBIT
VOUCHER	440.98	440.98	0.00	440.98	
JOURNAL	440.98	440.98	0.00	440.98	

**Invoice**  
**Acme Office Supplies**  
 711 Louisiana Street  
 Houston, TX 77020 USA  
 Invoice No: 3119  
 Date: January 26<sup>th</sup>, 2019

The "OnBase Document" tab allows Dynamics 365 users to navigate directly to the correct document (or set of documents)

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