

# EXFLOW

Accounts Payable automation for Microsoft  
Dynamics 365 for Finance and Operations

ExFlow is powered  
by SignUp

**signUP**

# Take Accounts Payable to the next level

ExFlow is an add-on module for Microsoft Dynamics 365 for Finance and Operations that streamlines and automates the supplier invoice workflow. The easy to-use module automates the AP process, delivering better control, higher efficiency, saving time and money.

With ExFlow, AP staff do not need to invest time and resources in learning a new system. They simply continue to work in their familiar Microsoft Dynamics environment.

## **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 the 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

## Five easy steps to AP and invoice automation

### 1 Invoice scanning

ExFlow support all types of invoices including paper, pdf and other electronic formats. Incoming paper invoices are scanned and imported into an electronic workflow. Electronic invoices are imported directly into ExFlow.



### 2 Data capture and validation

Invoice information is interpreted down to line level. Data such as supplier, quantity, item number, and unit price is captured using OCR and validated. Missing data can be adjusted or added manually.

### 3 Invoice matching

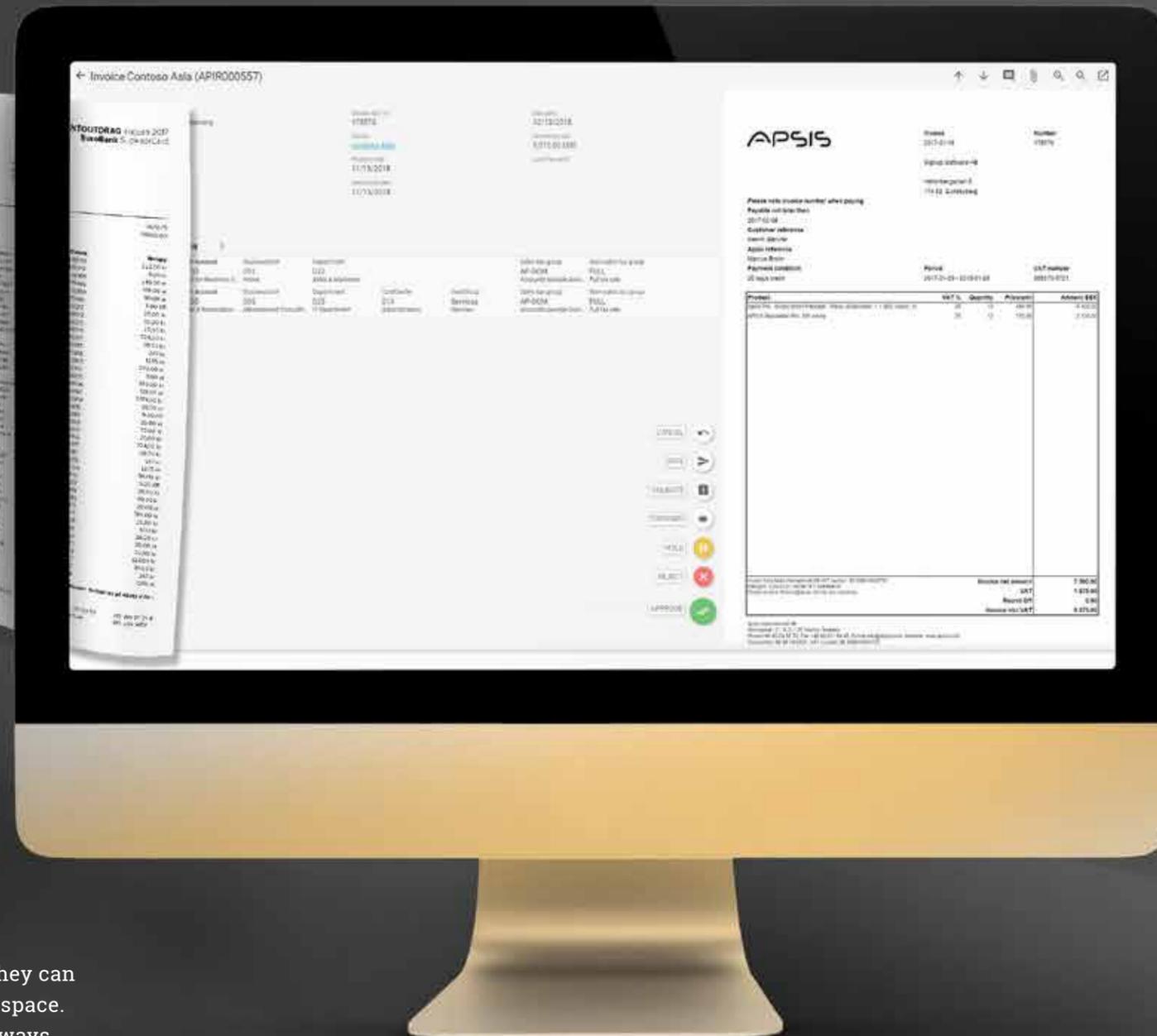
ExFlow use the captured data to match the invoices to available purchase orders, contracts and/or goods receipts in order to determine how the invoice should be processed. ExFlow supports standard Dynamics 3-way matching.

### 4 Approval workflow

If an invoice doesn't match or discrepancies are identified, it is sent for approval. The workflow is suggested on the basis of pre-defined approval rules. These rules can be based on supplier, accounts, dimensions, amount limits, etc. ExFlow also supports position hierarchies. For invoices needing approval, approvers are notified through email to ensure rapid turnaround.

### 5 Overview and follow-up

AP staff have a clear overview of all invoices in the invoice process. They can also access historic data for every invoice from their Dynamics workspace. All data is processed in realtime ensuring that financial reports is always showing correct figures. For analysis and follow-up available using Power BI.



# ExFlow functionality

## in Dynamics 365 for Finance and Operations

### Invoice import

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

Coding can be done against ledger accounts, projects, fixed assets, items and charges. Suggested approvers can be acquired automatically using Dynamics's standard workflows and position hierarchies. After preliminary posting, the invoices are directly available for approval in the ExFlow Vendor Invoices workspace.

### 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 approve, reject or 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 and position hierarchy

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

ExFlow also supports position hierarchies. By combining these two standard Dynamics functions, it is easy to set rules that are suited to your organisation and ensure compliance.

### Roles and approvers

ExFlow manages both users and roles (HR Microsoft Dynamics 365). A user can be assigned to multiple roles and all users belonging to a role receive email notifications of invoices to approve.

However, it is sufficient for a single person in the group to approve an invoice and pass it 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 expense invoices. Invoices involving regular contracts, such as rent, telephone or leasing, can be managed automatically, saving considerable time.

### Automatic e-mails to the approver

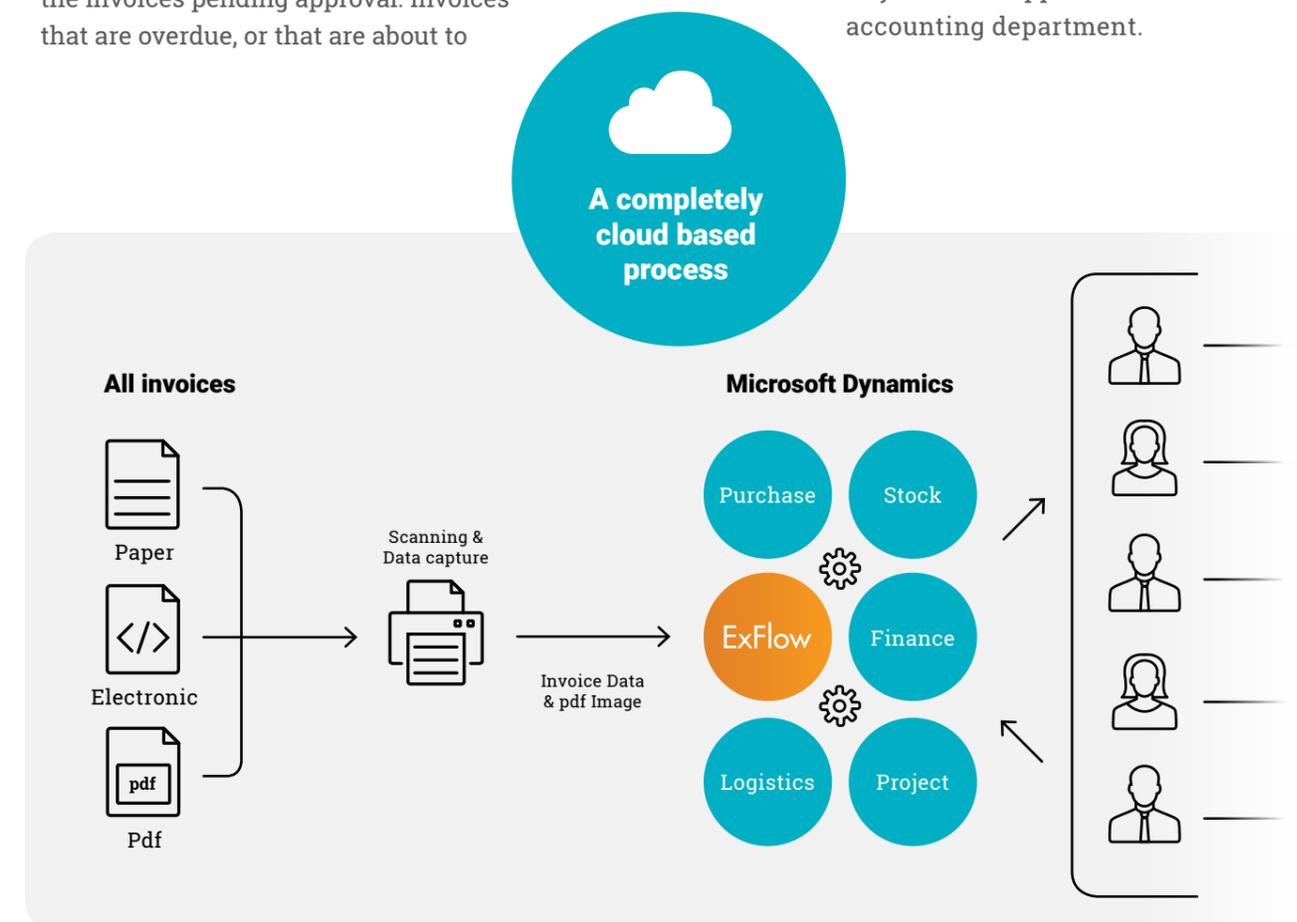
When invoices are assigned to an approver, this person automatically receives an email with a link to the approval interface and a list of all the invoices pending approval. Invoices that are overdue, or that are about to

become overdue, are clearly highlighted using a different colour.

### Approval, account entry, attachments and comments

Once the approver is logged in, he has access to all invoices awaiting approval. Approvers also have access to all accounts, dimensions and business logic as ExFlow is a fully integrated part of Dynamics 365 for Finance and Operations.

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.





## Clear summary of invoices awaiting approval

The accounting department maintain full control over all invoices through the ExFlow interface in Dynamics 365 for Finance and Operations. 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.

## Search and reports

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.

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.

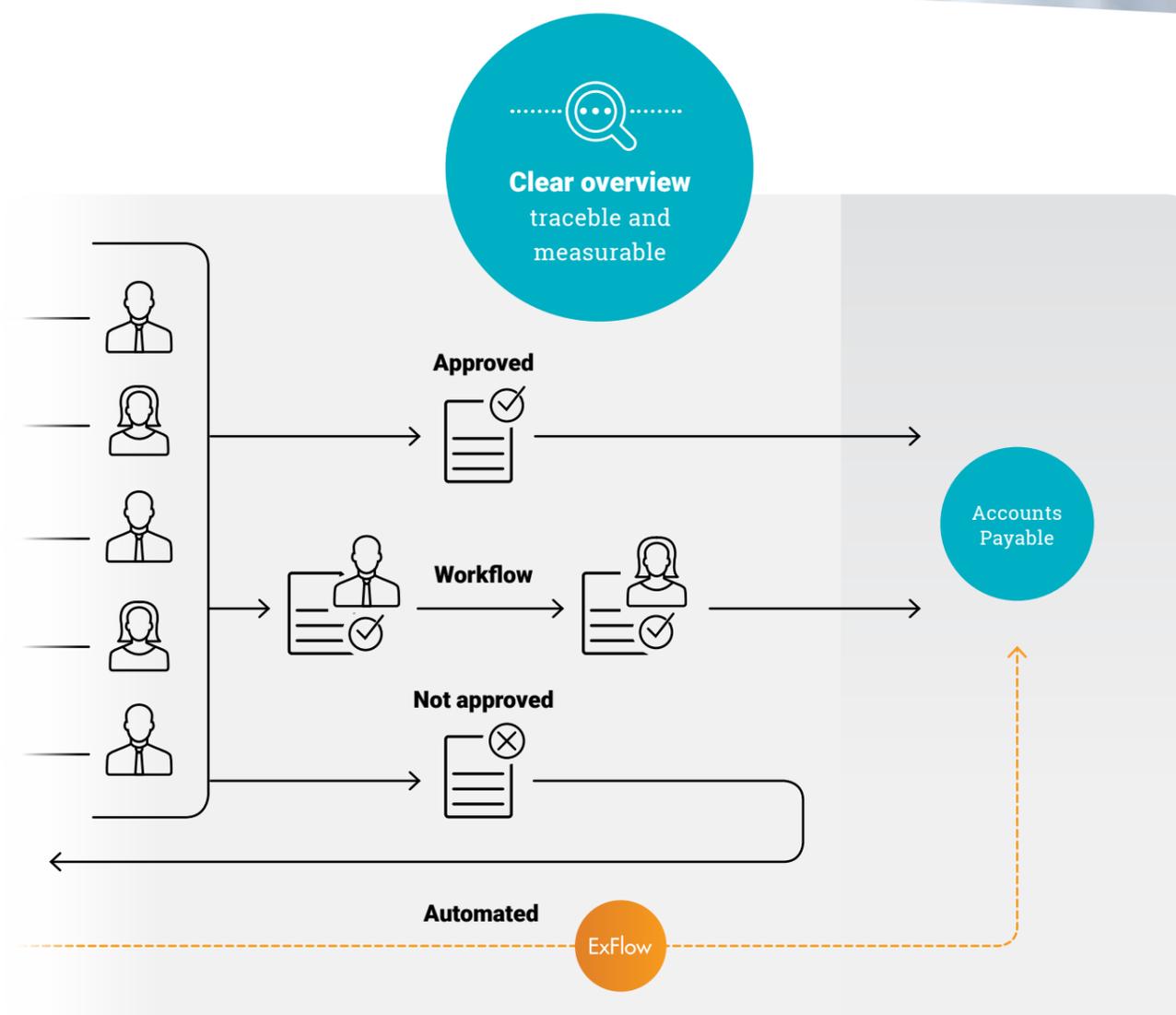
## Delegation

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.

## Mobile access for approval

ExFlow offers full support for mobile devices. Users can access all ExFlow functionality as in the standard approval workflow. Users can easily access and view the actual invoice, as well as approve, reject and add comments.



# A secure solution

## ExFlow is an add-on module for Microsoft Dynamics 365 for Finance and Operations. No integrations necessary.

- ✓ Supplier invoice approval directly in Microsoft Dynamics 365 for Finance and Operations instead of a separate system.
- ✓ ExFlow uses the data in Microsoft Dynamics 365 for Finance and Operations, no need to synchronize registers such as suppliers and Charts of Accounts.
- ✓ All updates are done directly in Microsoft Dynamics 365 for Finance and Operations, approved invoices does not need to be synchronized with the ERP System.
- ✓ Invoice images, attachments and approval history can be accessed from almost everywhere within Microsoft Dynamics 365 for Finance and Operations, all the way down to the ledger.
- ✓ Matching Purchase Orders to invoices is performed based on quantities, unit prices and receipts directly in Microsoft Dynamics 365 for Finance and Operations.
- ✓ ExFlow uses Microsoft Dynamics 365 for Finance and Operations purchase order settings, such as price tolerances and matching logic.
- ✓ ExFlow uses Microsoft Dynamics 365 for Finance and Operations databases and business logic eliminating the need for integrations and synchronizations.

### ExFlow is also available for

- ✓ Dynamics AX 2009
- ✓ Dynamics AX 2012



SignUp Software was founded in 1999 and launched ExFlow in 2003.

Exflow by SignUp is a built-in, feature-rich AP Invoice Automation solution developed specifically for Microsoft Dynamics 365, AX and NAV.

ExFlow enables organizations to increase efficiency, transparency and control in their AP Invoice process, driving down costs while generating substantial process savings. Globally, more than 700 organizations rely on ExFlow to empower the AP Invoice processes.

SignUp currently operates out of Sweden (HQ), Denmark, Finland, Norway and Australia and count approximately 60 employees across the globe.



ExFlow is sold by Microsoft partners worldwide.



Available on  
Microsoft AppSource



Available on **Microsoft AppSource** and 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 365 for Finance and Operations and Dynamics AX.