

A man in a dark suit is sitting at a wooden desk in a barren, desert-like landscape under a cloudy sky. He is leaning back with his feet on the desk, looking at a laptop. The desk has a mouse and a lamp. Numerous white papers are flying through the air around him, suggesting a chaotic or overwhelming workflow.

# Optimize

**your workflow**

**Invoice Workflow**

Add-on solution to Microsoft Dynamics NAV

In general:

# Minimize Your Paperflow

The Invoice Workflow solution is an add-on solution to the vendor module in Microsoft Dynamics NAV. This solution provides the optimal document flow as the purchase order process is an integral part of the system. The Invoice Workflow solution consists of a basic module to which you can add a Web Portal and a purchase order-line matching function. The Web Portal comes in a basic, an advanced and a web order version. If the system is fully utilized the Invoice Workflow can be used to file purchase orders digitally, to approve and enter purchase orders as well as reconciling between purchases orders and invoices. In addition there is the possibility of approving, entering and creating invoices via the Web Client. This option

allows control over the purchase orders process to rest with the individual buyer or approver - regardless of their location.

Invoice Workflow can easily be implemented. If the company already uses Microsoft Dynamics NAV it is simply a question of adding a new function. In addition the framework will be familiar to the experienced Microsoft Dynamics NAV user.

Invoice Workflow is an all-round and flexible solution. Adding the Web Portal means that you are not dependant on accessing Microsoft Dynamics NAV. Invoice Workflow is user friendly and you can access documents via a browser. This allows approval of purchase orders in a timely manner.

## The Web Portal

The Web Portal supplements the Invoice Workflow. Users normally not given access to Microsoft Dynamics NAV are given access to approve and enter purchase orders. The Web Portal is accessed via an internet browser. The Web Portal can also be extended by a Web Order function which provides the option to create purchase orders directly from the Web Portal. The Web Portal provides the ability to view

the original purchase order when approving or entering. When a document has been scanned into the Invoice workflow it can be accessed directly via the Web Portal. Interaction between users approving and entering is ensured by the facility to add comments to the purchase orders. These comments can be accessed both from the Web Portal and Microsoft Dynamics NAV.

## Web Ordering

The Web Portal extended with Web Ordering still provides the possibility to create purchase orders and requisitions directly from the Web Portal. Information on vendors and products

can be accessed from Microsoft Dynamics NAV, and the approval procedure for Web Ordering has been integrated in the existing flow in Invoice Workflow.



**“ Invoice Workflow can easily  
be implemented for users of  
Microsoft Dynamics NAV**



**“ Invoice Workflow makes it easy to distribute responsibility for approval and entering of purchase orders**

# Digital Archive

A key benefit from the Invoice Workflow is the possibility to access scanned purchase orders. Documents can be scanned by third-party hardware and software. The scanned information can then be downloaded into the inbox which functions as the administration basis in Invoice Workflow.

Documents created in Microsoft Dynamics NAV's purchase module and electronic invoices (based on XML) can also be downloaded into the inbox in Invoice Workflow. All scanned documents are filed digitally and can be accessed from both Microsoft Dynamics NAV and the Web Portal.

# Approval Procedure

Invoice Workflow is based on a function which makes it easy to distribute responsibility for approval and entering of purchase orders. It is possible to control who is given access to the entering and approval functions from the inbox. This responsibility can be given to users in Microsoft Dynamics NAV or on the Web Portal. The concept of the approval procedure is based on allowing both individuals and groups to ap-

prove purchase orders. Compulsory approvers can also be added to invoices.

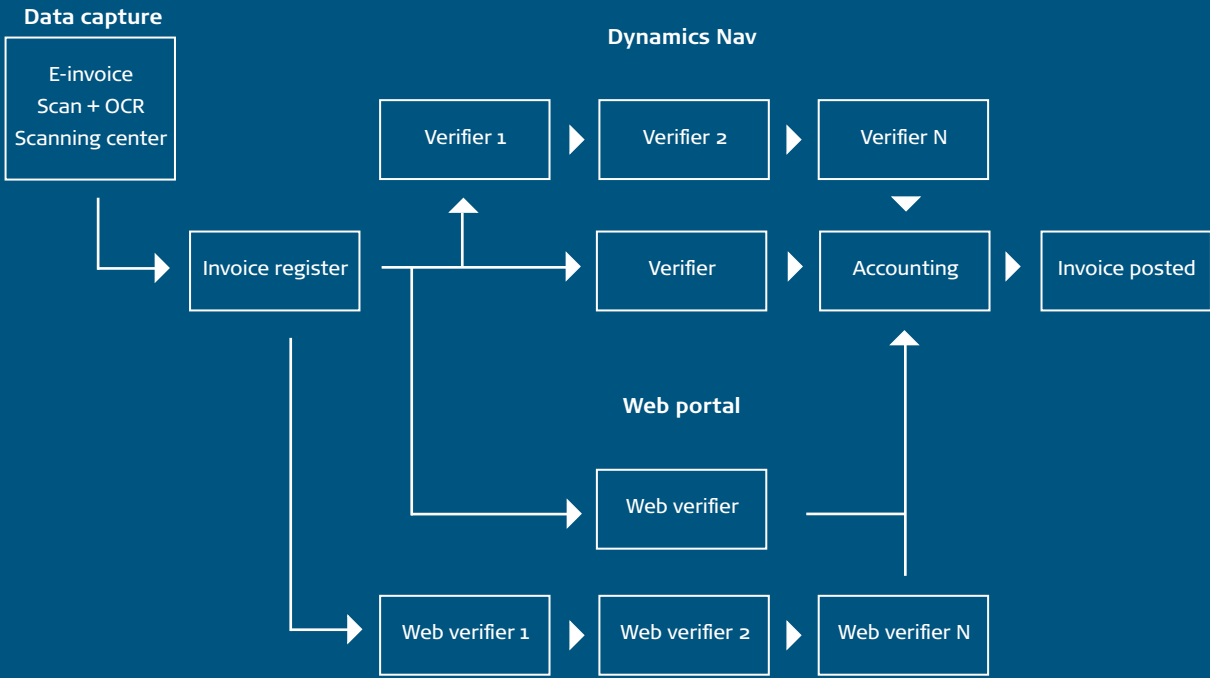
In addition a replacement function has been built in to ensure flexible approval and entering procedures. A replacement user can take over rights and responsibilities from another user for a certain period of time. This can be quite useful when users are away on sick-leave or holiday.

# Reconciling Purchase Orders

Invoice Workflow provides the option to scan or create purchase orders in Microsoft Dynamics NAV and then carry out an automatic recon-

ciliation between the purchase order and the received invoice. This significantly increases efficiency in the purchase orders process.

# Flowchart



# Vendor Control and Overview

Invoice Workflow provides an overview by taking advantage of the existing relation between entries within Microsoft Dynamics NAV. In addition to this overview scanned documents can also be viewed in the vendor entries.

Further, pre-registration of invoices gives the possibility to see the flow from the inbox. This provides an excellent overview for the financial controller.

# E-mail Based Follow-up

Electronic information regarding invoices and reminders can be sent to all approvers. This

function helps ensure on-time payments.



## Invoice Workflow in Microsoft Dynamics NAV – where else?

### Why change work procedure?

- Traditional routines are labour-intensive
- Trivial work routines
- Demoralizing assignments
- Costly administration

### Invoice Workflow advantages

- More efficient invoice processing
- Reduction in expenses
- Improved finance management

### Rationalization – how?

- Reduced processing time
- Faster invoice processing
- Greatly improved entering
- Fewer errors – less corrections
- Automatic follow-up
- Cost cuts
- Improved operation in accounting department
- More efficient flow in the entire organization
- Trimmed finance management

### Accounting improvements

- Time-saving in sorting and forwarding
- Digital archive (no red tape)
- Quick dealing with questions and enquiries
- Effective error correction via log

### Other Improvements

- No sorting or forwarding
- No shadow book-keeping
- A comprehensive overview of your invoices (all filed in one place)
- Effective trouble shooting and reporting of errors
- No loose ends

### Finance management

#### – improvements

- Instantaneous view of the creditor mass
- Effective cash-flow management
- Up-to-date reporting (realized/budget)
- Quick termination of accounting periods
- Payment on time: no default interest
- Agreements on cash discounts

### Return of investment

- Investment returned within 1 - 2 years

“ Invoice Workflow provides an excellent overview for the financial controller

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