

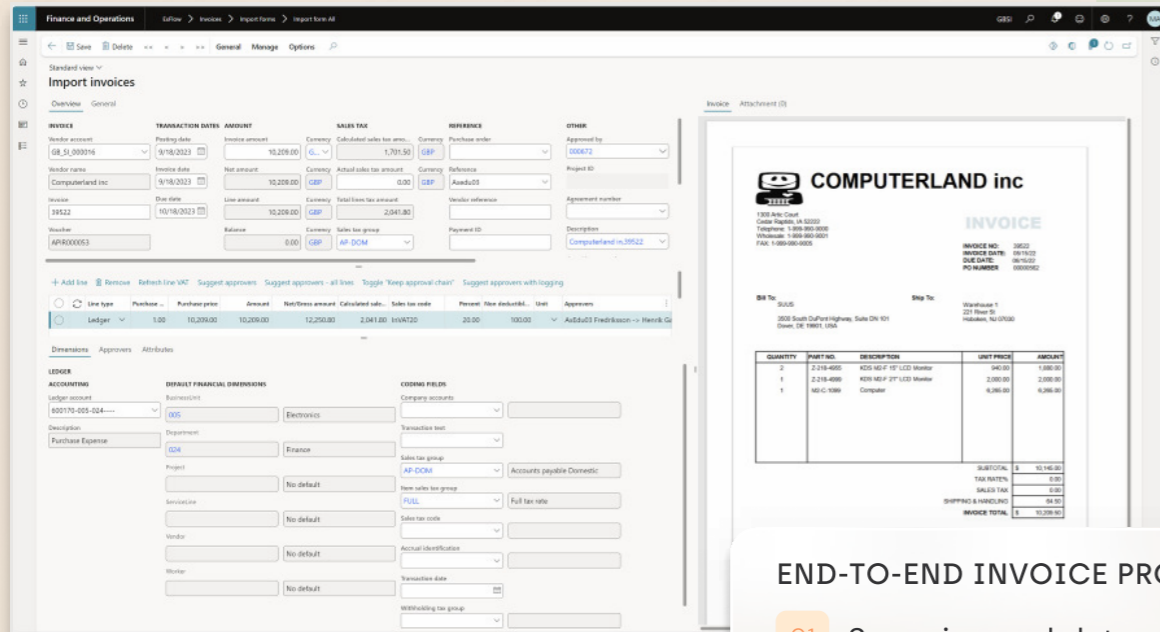
HOW MUCH ARE AP PROCESSES COSTING YOU?

It is time for you to take control of your AP processes with ExFlow from SignUp Software – it is built right into Dynamics 365 Finance & Operations, providing a single source of truth within your trusted ERP.

EXFLOW AP – YOUR PATH TO AP PROWESS

Say goodbye to the financial burden of manual data entry, errors, and resource-intensive processes. ExFlow is built into Microsoft Dynamics 365 Finance & Operations (F&O), and is designed to cut costs and boost your bottom line. Experience efficiency without compromising your budget.

With ExFlow, AP staff don't need to invest time and resources in learning a new system. They can simply continue to work in their familiar Dynamics 365 Finance and Operations environment



END-TO-END INVOICE PROCESSING

- 01 Scanning and data capture
- 02 Import and validation
- 03 Intelligent Pre-coding
- 04 3-way invoice matching
- 05 Approval workflow
- 06 Posting and archiving
- 07 BI and analytics

WHY SHOULD YOU CONSIDER AP AUTOMATION?

Accounts payable is among the most labor-intensive administrative tasks in business. In a recent report from Ardent Partners¹, 49% of AP leaders stated that invoice and payment approval takes too long. Additionally, it's highly prone to human errors. Misplacing an invoice or making duplicate payments can consume significant time and effort to resolve. Manually processing a single invoice can cost around \$15, depending on the business and the technology employed. By automating the accounts payable workflow, these costs can be reduced by up to 80% per invoice.

BEST IN CLASS ACCOUNTS PAYABLE VS ALL OTHER¹

↑ **2,1x**

AUTOMATION

Invoices processed "straight through" [48,9% vs 22,7%]

↑ **51%**

LESS TIME

Responding to supplier inquiries [12,9% vs. 26,3%]

↻ **81%**

EFFICIENCY

Faster time to process a single invoice [3,4 vs. 17,9 days]

↓ **79%**

COST

Lower invoice processing cost [\$2,81 vs. \$13,70]

THE 3 C'S – COST, CONTROL AND COMPLIANCE

Reduce costs

Manual procedures, particularly those tied to data input, storage, and mailing, can be expensive and typically require a larger workforce. However, automation can considerably reduce these expenses, enabling more efficient resource allocation. Beyond cost savings, automation also guarantees timely payments, thereby preventing unwanted late fees.

Maintain control

With AP automation, organizations obtain real-time insight into their liabilities. They can track every invoice and payment, facilitating improved cash flow management and forecasting.

Moreover, with fraud detection features in place, organizations can identify suspicious activities or irregularities, thereby providing an added layer of protection against fraudulent transactions.

Improve compliance

Increasing regulation of corporate data communication has made compliance a top priority for companies and organizations. It can be a complex and varying landscape, with different laws across countries and industries. Non-compliance can lead to significant penalties. With AP automation, your company can ensure full compliance with all regulations.

¹ ARDENT PARTNERS – The State of ePayables 2023

SEVEN STEPS TO AP AND INVOICE AUTOMATION INSIDE DYNAMICS 365 WITH EXFLOW

01

Scanning and data capture

ExFlow Data Capture supports all types of invoices including paper, pdf, and other electronic formats. Invoices are scanned and imported into an electronic workflow. E-invoices can be imported directly into ExFlow.

02

Import and validation

Invoice information is interpreted down to line level. Supplier, quantity, item number, and unit price data is imported and validated in Dynamics 365. Missing data can be adjusted or added manually.

03

Intelligent pre-coding

ExFlow provides intuitive pre-coding of all incoming invoices, streamlining the process and minimizing manual labor.

04

3-way invoice matching

ExFlow uses the captured data to match invoices against purchase orders, contracts, and/or goods receipts in order to determine how the invoice should be processed. ExFlow enhances the standard 3-way matching in Dynamics 365.

05

Approval workflow

If an invoice doesn't match or if discrepancies are identified, ExFlow routes the invoice for approval. Approval workflow is suggested using pre-defined approval rules or can be dynamically routed based on invoice data. Rules can be based on factors such as supplier, accounts, dimensions, amount limits, etc. ExFlow also supports position hierarchies. Approvers are notified via email to ensure rapid approval.

06

Posting and archiving

Approved invoices are automatically posted to the general ledger before being archived. AP staff always have a clear overview of all invoices in the invoice process. Any invoice can be accessed directly from the Dynamics 365 workspace at any time.

07

BI and analytics

ExFlow uses Power BI for analytics and follow-up. Pre-packaged reports with key KPIs are included out of the box. All data is processed in real-time, ensuring that financial reports always show correct figures.

EXFLOW AP AUTOMATION FEATURES

INVOICE IMPORT

ExFlow supports all types of invoices, including paper, PDF, and other electronic formats. Invoices are first scanned and interpreted using ExFlow Data Capture and then imported into ExFlow AP Automation. E-invoices can be imported directly.

Coding can be performed against ledger accounts, projects, fixed assets, items, and charges. Suggested approvers can be determined automatically using the standard workflows and position hierarchies in Dynamics 365 Finance and Operations. After preliminary posting, invoices are available for approval in the ExFlow Vendor Invoices workspace.

MATCH SUPPLIER INVOICES WITH PURCHASE ORDERS

When an invoice is interpreted, it identifies details down to the line level, such as item number, quantity, and unit price. ExFlow uses this detailed information to match invoices with corresponding purchase orders, also at the line level.

ExFlow builds upon the standard matching rules of Dynamics 365 Finance and Operations. This enhancement allows for full 3-way matching, determining the next steps for processing the invoice.

During the matching process, the unit price and quantity on the invoice are compared to those on the purchase order. If these details align with the established rules, or if any price discrepancy is within an acceptable tolerance range, the line is automatically matched, requiring no further action.

However, if ExFlow can't find a matching purchase order for the invoice data, or if there's a notable discrepancy, the invoice is sent for approval. At this stage, the approver has the option to approve, reject, or address the discrepancy.

ExFlow also has features that automatically handle charges not specified in the purchase order, such as shipping, packaging, insurance, and more.

APPROVAL WORKFLOW AND POSITION HIERARCHY

ExFlow supports approval workflows based on factors such as supplier, account, item, miscellaneous charges, project, fixed asset, reference person, dimensions, line amounts, and total amounts. Additionally, ExFlow supports position hierarchies. By integrating these two standards, organizations can easily establish rules tailored to their needs, ensuring compliance.

ROLES AND APPROVERS

ExFlow handles both users and roles. A single user can be assigned to multiple roles, and all members within a role receive email notifications for invoices awaiting approval. Yet, only one individual from the group is needed to approve an invoice, after which it progresses to the next stage in the approval workflow.

AUTOMATING GENERAL EXPENSE INVOICES

General expense invoices can be coded against accounts, projects, and fixed assets. ExFlow also allows you to automate the flow and approval of general expense invoices. Invoices related to 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 individual automatically receives an email containing a link to the approval interface, along with a list of all pending invoices for approval. Invoices that are overdue, or nearing their due date, are distinctly highlighted in a different color.

EXFLOW APPROVAL WEB

ExFlow Approval Web is compatible with any device. Adapt to your needs with our dynamic and flexible workflows. Benefit from intuitive coding that streamlines your tasks. Delve deeper with line-level approval and foster collaboration with our integrated chat feature. Additionally, all invoice actions are documented in the comprehensive approval history.

CLEAR SUMMARY OF INVOICES AWAITING APPROVAL

The accounting department maintains full control over all invoices via the ExFlow interface in Dynamics 365 Finance and Operations. They have visibility into all pending invoices and can track which ones have been approved or rejected.

Moreover, they can view the account entry, identify who approved a particular invoice, and see both the current and upcoming approvers in the workflow. Every detail related to an invoice, from approval timestamps to comments and attachments, is readily accessible.

ACCRUAL FOR ESTIMATED COST

Accounting departments will value the ability to accrue all non-posted invoices through an auto-generated journal, especially at the end of a month or during annual account compilations.

SEARCH AND REPORTS

The approver can search through invoices and generate various reports, such as those detailing invoices from a specific supplier, department, or project within a certain time frame.

The accounting departments can generate reports on unapproved invoices, those awaiting approval, and more. These reports can be filtered by criteria such as status, approver, date, and other fields.

DELEGATION

With ExFlow's "delegation" function, you'll never face delays in your workflow due to an approver being out of the office. Through this feature, a colleague can be designated to approve invoices on behalf of the original approver for a specified period. The function can be activated by the approver in case of a planned absence or by the accounting department in situations like sudden illness



CREATORS OF EXFLOW



SignUp Software was founded in 1999 and introduced ExFlow in 2003. Over the years, SignUp Software has earned a strong reputation in the Microsoft Dynamics community for its solutions in financial process automation

The solutions in the ExFlow product portfolio are built in Microsoft Dynamics 365 and utilizes Azure Services, specifically designed for the "Office of the CFO".

SignUp Software currently operates from Sweden (where it is headquartered), Denmark, Norway, Finland, Netherlands, Spain, UK, USA, Canada, Singapore, and Australia, and has over partnerships with more than 100 resellers worldwide. Globally, over 1,500 customers rely on ExFlow to enhance their financial processes in more than 60 countries.

