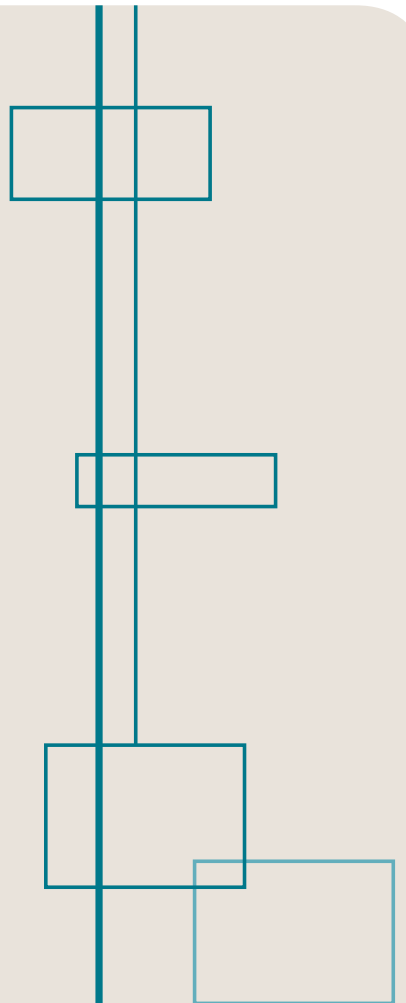


Invoice WorkFlow for Microsoft Dynamics™ AX by **MW**solutions

Manage your invoice registration through approval procedures and automation



Microsoft
GOLD CERTIFIED
Partner

Process and event management

All companies need to be able to automate the progression and execution of different administrative processes. One of the major tasks is to register vendor invoices. This is partly because there are many of them and partly because their layout differs, which makes it time consuming to find all the relevant information. At the same time, you need to know who is authorized to approve the invoice, when limits for invoice amounts have been reached, how the invoice should be entered, etc. Finally, the document

must be forwarded to the appropriate employee and it must be returned. If it is not returned in time, maybe a reminder needs to be send out, you want to find out where the document is in the administrative process, etc.

MW solutions Invoice WorkFlow simplifies this process and ensures the full overview of who is supposed to do what, who has done what, and where in the process the individual task is at any given time.

Workflow implementation

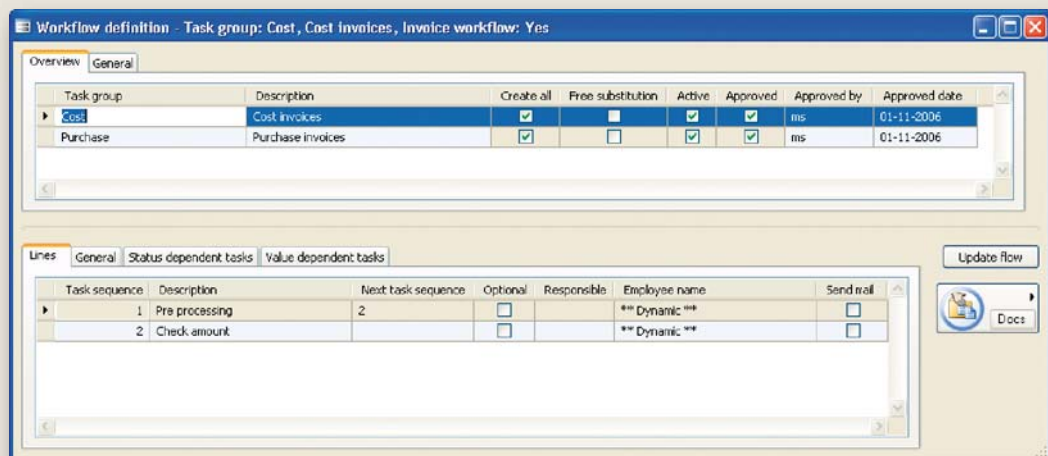
In the workflow setup you define how the invoice flows through the company.

Below is an example where the task group "Cost" is pre processed by one employee and subsequently approved by another:

The workflow could also conclude with the approval of the financial officer. However, if his/her approval only applies to invoices over a certain amount, it can be handled by

setting up limits for invoice amounts for approval.

In the image below, employee name is set to 'Dynamic' which means that the entered value will be based on information input elsewhere. In this case the pre processor is an employee which is filled in when importing an invoice file, and the approver will either be 'your ref' from the invoice, the approver on the vendor, the employee on the financial dimension or it can be decided by the pre processor.

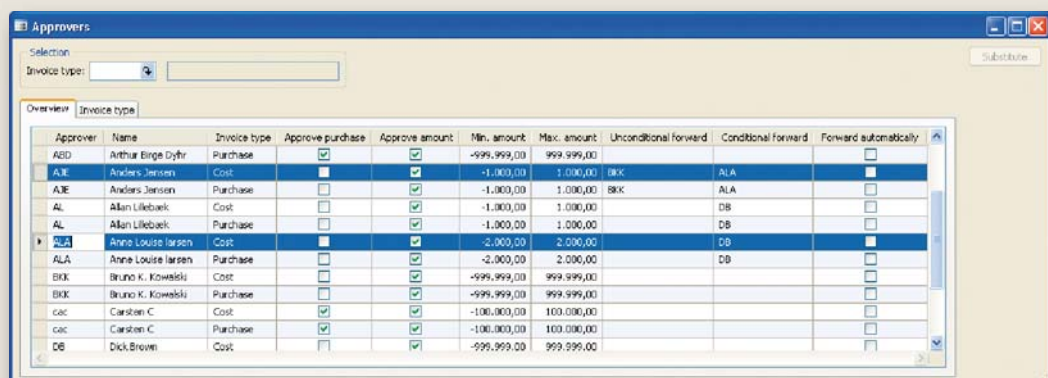


Setting up limits for max amounts

You can create any number of invoice types. In the screenshot below there are two types, one for invoices relating to costs and one for invoices relating to purchases.

Employee AJE can approve cost invoice amounts of up to 1,000 EUR (company currency). If the invoice amount

exceeds 1,000 EUR, the invoice will be forwarded to ALA (conditional forwarding), while it always will be forwarded to BKK (unconditional forwarding). ALA is then allowed to approve invoices up to 2,000 EUR after which the invoice must be forwarded to DB.



Integration to Microsoft® Office Outlook®

When setting up the processes, you can choose to send an e-mail to the employee responsible for pre processing/approving the invoice. It is possible to create different e-mail templates allowing you to create an e-mail with informative content, for example regarding amounts, in voice number, creditor number and name.

Furthermore approvals can be created as tasks in Microsoft® Office Outlook®.

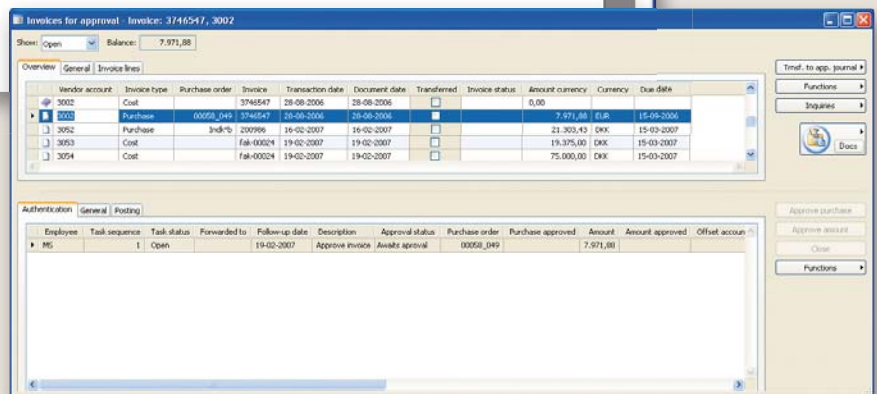
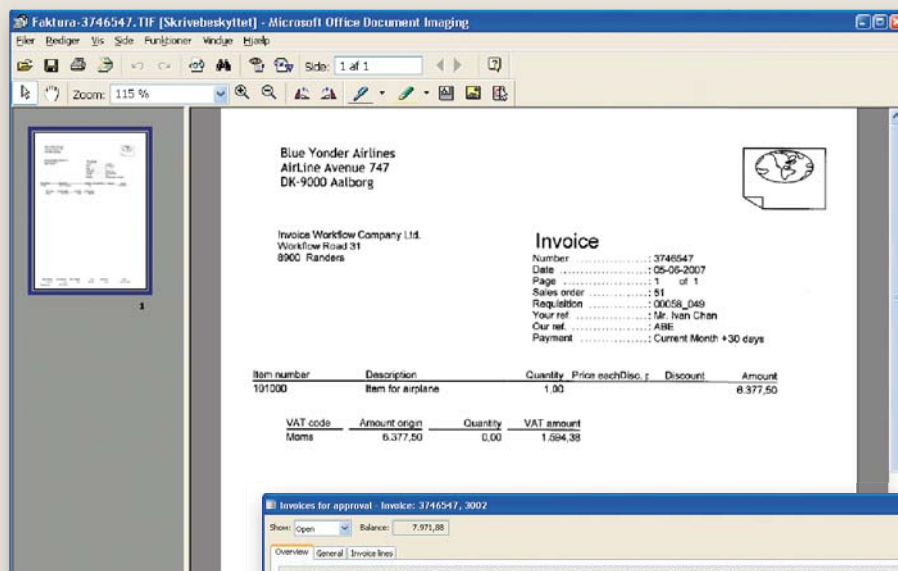
Daily tasks

When vendor invoices have been scanned using an invoice scanning program (for example ReadSoft), there will be a file with the scanned information and an image file available for each invoice. The file is imported into an invoice register journal in Microsoft Dynamics™ AX which can be posted automatically after which the invoices are ready for approval.

the invoice. If the invoice is to be posted on more than one account and/or dimension, it is possible to split the invoice in several entries and different amounts by using the functions tab. Here you can also name other employees for approval of the entry.

The pre processing consists of the employee listed as pre processor being able to setup accounts and dimensions on

If an invoice matches the purchase order it will be updated automatically. The acceptable percentage that is allowed in difference is set up in a parameter.



Invoice approval

When the pre processor is finished, the entry awaits the action of the individual approver. An employee can only view his/her own entries.

The invoice can also be approved in its full straight away. After this the workflow setup will determine whether new tasks will be created for other employees, or whether the whole workflow will close. It will close if this entry is the last in the workflow, and if the employee in question has the rights necessary to approve the invoice.

It is also possible to receive an e-mail informing you that an entry is now ready for approval.

In the form the approver can see and zoom the actual invoice. It is possible to edit records and dimensions, forward the invoice to someone else, split the invoice amount and possibly forward one or more records, etc.

If an invoice is split into several entries, it will only be approved in full when all individual entries are approved. It is decided by a parameter whether another person needs to post it manually or whether the final posting should execute automatically.

Approval outside Microsoft Dynamics™ AX

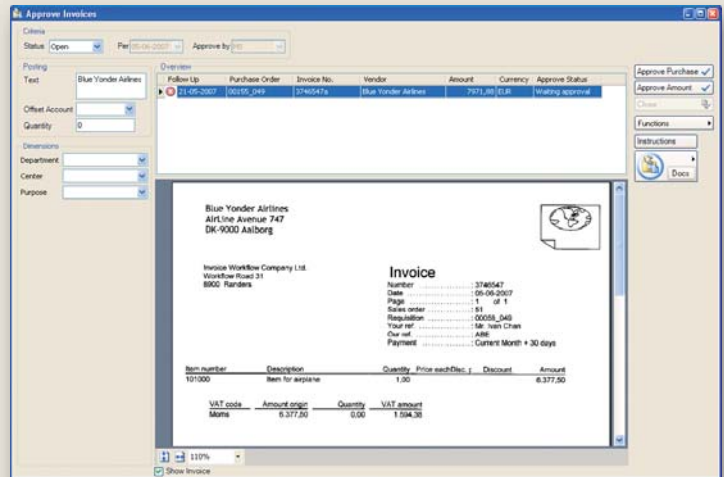
As a special feature MW Invoice WorkFlow can be accessed by using Web Services.

This means that it is not necessary to have a Microsoft Dynamics™ AX client installed on your workstation. You only need this little component and thereby you can save the cost of a license in case you have no other need for the Microsoft Dynamics™ AX.

It is also a very useful tool if an approver travels a lot or is otherwise physically away from the company. As long as you have access to the Internet, you can

use this component and be logged on with the same user rights as if you were working with an 'ordinary' Microsoft Dynamics™ AX client.

Below is an image of the 'approve invoices' form on the Web which contains exactly the same fields and actions as the ordinary Microsoft Dynamics™ AX.



Follow up in Microsoft Dynamics™ AX

The module contains a report showing which invoices are to be approved and who the owner of the tasks is. Likewise a periodic job can automatically send reminder e-mails to employees with invoices that are due to approval.

It is possible to retrieve a scanned invoice or document from all related accounts, both from financial accounts,

from creditor accounts, from the entry itself or from the approval history. It is therefore very easy for the persons in question to retrieve the document regardless of which action they perform.

In short...

This system provides your company with a framework for approving invoices. The paper invoice is completely gone (or filed immediately after scanning) and you can view the entire approval history of each individual invoice in

one single form. This includes how large amounts have been approved by whom, whether the invoice has been forwarded to other employees and where in the workflow the invoice is at the moment.

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