



V1
Document
Management

Invoice Automation for Microsoft Dynamics NAV

Crib Sheet – DbCapture

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DbCapture

What is it used for?

Invoice Automation for Microsoft NAV by V1 has the ability to OCR Purchase Invoices, whether from a scan, email attachment or PDF and create them in the Dynamics NAV Invoice register. They can then be authorised using the normal methods you are used to.

Once created, the image can be accessed from the V1 Document Management custom ribbon with the click of a button, along with any attachments that go with it.

How do I get my Invoices into DbCapture?

There are 3 principal ways to get your Invoices into the DbCapture system for processing:

1. When you receive your Invoice in the post from your Supplier, scan it in using a MFD or dedicated scanner and import it to the associated DbCapture Profile.
2. Drag and drop your on disk PDF Invoices to a pre-determined directory, a polling service automatically imports it in to the right DbCapture profile by company.
3. Tell your suppliers to send invoices as PDF attachments to a specific email address / multiple addresses, when received the attachment is *automatically* extracted and imported in to the DbCapture profile.

How do I see them?

There are 2 clients when using the system:

1. DbCapture Admin

This gives an overview of all documents in the queues per NAV Company being processed

2. DbCapture Interactive Client

Allows your Invoices to be tagged for data and matching the information seamlessly against the Microsoft NAV database

How do I process a document?

1. Double click on the DbCapture Admin Client and login as your assigned DbLogin user
2. Using the drop down at the top of the screen, select the DbCapture profile you wish to process documents for
3. You will see all the DbCapture 'Queue States'. These are Dynamics NAV company specific queue, i.e. all the documents applicable to that company. Double click on a document to open it

Dynamics NAV – NONPOP Profile

A NONPOP Invoice is one that has no order or receipt, it can be created with or without coding lines for all the standard line types, G/L Account, Item, Fixed Asset or Charge (Item) much faster than you would do manually.

You will see 'header fields' on the right and a grid for coding the Invoice at the bottom. The terminology of each field should be familiar as they share the naming convention of Dynamics NAV.

Fields marked with a * indicates data that is extracted off the page using OCR. Click the header field to select it, then click on the Identify Fields icon at the top of the screen and *drag* a box around the data to extract it.

Header Fields

1. Company

Based on your user access, select the company / ensure the company is valid for the Invoice being processed. If imported via email or copied to any of the ambiguous directories, this is a mandatory step before any processing can start.

2. Search Type

If the Invoice has not been identified via the VAT number, select which type of search you wish to perform and enter the text to do the search in the Query Data field.

3. Vendor Lookup

This is text used to either search for a Vendor based on the Search Type, or store the found lookup results based on the VAT lookup

4. Vendor Code / Name / Currency

The Vendor details as found by either a search or VAT lookup

5. Document Date*

6. Document Currency

Defaulting to the Vendor Currency, a drop down containing all found in the company. If a change is selected, a warning is generated to inform the user and values are passed as this currency when the invoice is created.

7. Document Identification*

Confirmation this is an Invoice, the word 'Invoice' must be identified from then document

8. Vendor Invoice Number*

9. Purchaser Code

An optional value, if selected from the dropdown will pass the value when the Invoice is created.

10. Payment Terms

An optional value, if selected from the dropdown will pass the value when the Invoice is created.

11. Number of Lines to Add

A numerical value indicating how many coding lines are added / appended to the grid.

12. Grid Line Type

Once the number of lines has been confirmed, select what type of line is required.

13. Discount*

14. Additional Charges*

15. Total Excl. VAT*

16. Total VAT*

17. Total Incl. VAT*

NOTE: The Additional charges and totals are added together then the Discount subtracted.

This calculation must 'add up' or errors will occur.

Assuming coding lines, the sum of these lines must equate to the Total Excl. VAT field value or again, errors will occur.

Grid Fields

1. Grid Line Type

For each line added, using the drop down confirm the Type

2. Location Code

For each line added, using the drop down confirm the Location Code

3. Quantity to Invoice

For each line added, enter the Quantity to Invoiced

4. UOM

For each line added, using the drop down confirm the Unit of Measure

5. Direct Unit Cost Excl. VAT

For each line added, enter the cost excluding VAT

6. Line Amount Excl. VAT

A read only field, this is calculated by multiplying the Quantity with the Direct Unit Cost Excl. VAT.

Dynamics NAV – POP Profile

A POP Invoice is one that has an order or receipt associated with it in the NAV database. DbCapture can 'match' against the Invoice bringing in the lines in exactly the same way as the function in NAV but much faster than you would do manually.

You will see 'header fields' on the right and a grid for displaying Order lines at the bottom. The terminology of each field should be familiar as they share the naming convention of Dynamics NAV.

Fields marked with a * indicates data that is extracted off the page using OCR. Click the header field to select it, then click on the Identify Fields icon at the top of the screen and *drag* a box around the data to extract it.

Many of the fields both profiles share, the POP profile does not have the **Purchaser Code, Payment Terms, Number of Lines to Add** fields as these are all handled by the Order, it does add the following specifically:

Header Fields

1. Process

The Process field is a drop down, the choice indicates what type of document will be returned in the Process Document Number field to be processed.

2. Process Document Number

Based on the Process field selection, either has a drop down from which the user selects. Once selected, click Check to return the lines for the document to the grid.

Grid Fields

- 1. Document Number**
A read only field, for each line found, the Order number confirmed in the Process header Field
- 2. Line Number**
A read only field, for each line found, the line number
- 3. Type**
A read only field, for each line found, the Type of line returned
- 4. No.**
A read only field, for each line found, the No. as found in the NAV database
- 5. Description**
A read only field, for each line found, the description for the No.
- 6. Quantity to Invoice**
This is the received Quantity to Invoice for each line found. This can be changed if the Invoice does not reflect the value returned by the lookup to allow the line to be re-calculated.
- 7. UOM**
A read only field, for each line found, this is the Unit of Measure of the line returned
- 8. Unit Cost Excl. VAT**
This is the Unit Cost Excluding VAT of the Invoice for each line found. This can be changed if the Invoice does not reflect the value returned by the lookup to allow the line to be re-calculated.
- 9. Line Amount Excl. VAT**
A read only field, this is calculated by multiplying the Quantity with the Unit Cost Excl. VAT.
- 10. Line Discount Amount**
A read only field, this is subtracted off the Line Amount Excl. VAT.

Refer to supporting documentation and videos for more information.