KOFAX

World-class Invoice Data Capture Functionality Embedded Inside of
Microsoft Dynamics NAV and Dynamics 365 Business Central

What's the First Step Your Invoices Take?

If your invoice processes begin with manual data entry (i.e., labor-intensive, slow and error-prone), you stand to gain efficiency and control by turning on Kofax ReadSoft Online™, available directly inside of Microsoft Dynamics NAV and Dynamics 365 Business Central.

We've automated AP processes for decades, and we've seen complete AP automation projects deliver results like:

- ◆ Reduced manual data entry by as much as 90%
- ◆ Reduced cost-per-invoice processed by as much as 90%
- ◆ Significantly increased visibility and control of AP processes and statuses

Where Intelligent Invoice Processing Starts

Automated invoice capture is where these results begin. And now, AP automation can begin from inside of Dynamics NAV or D365 Business Central by turning on Kofax ReadSoft Online.

ReadSoft Online is a cloud-based service that captures data from incoming supplier invoices. The service extracts and verifies invoice information against Microsoft Dynamics NAV and D365 Business Central so invoices move into workflows and approval processes faster and more accurately than can be done manually. This can be done both at Header/Footer and line item detail level matched directly to your POs.

Get Your Invoices Paid on Time and Accurately

Move the data from your supplier invoices into Microsoft Dynamics NAV and D365 Business Central processes with just a few clicks. ReadSoft Online is accessible from directly within. With no IT assistance needed, you can immediately start sending your invoices through the capture service, and have the data from them readily available in Dynamics NAV or D365 for processing.

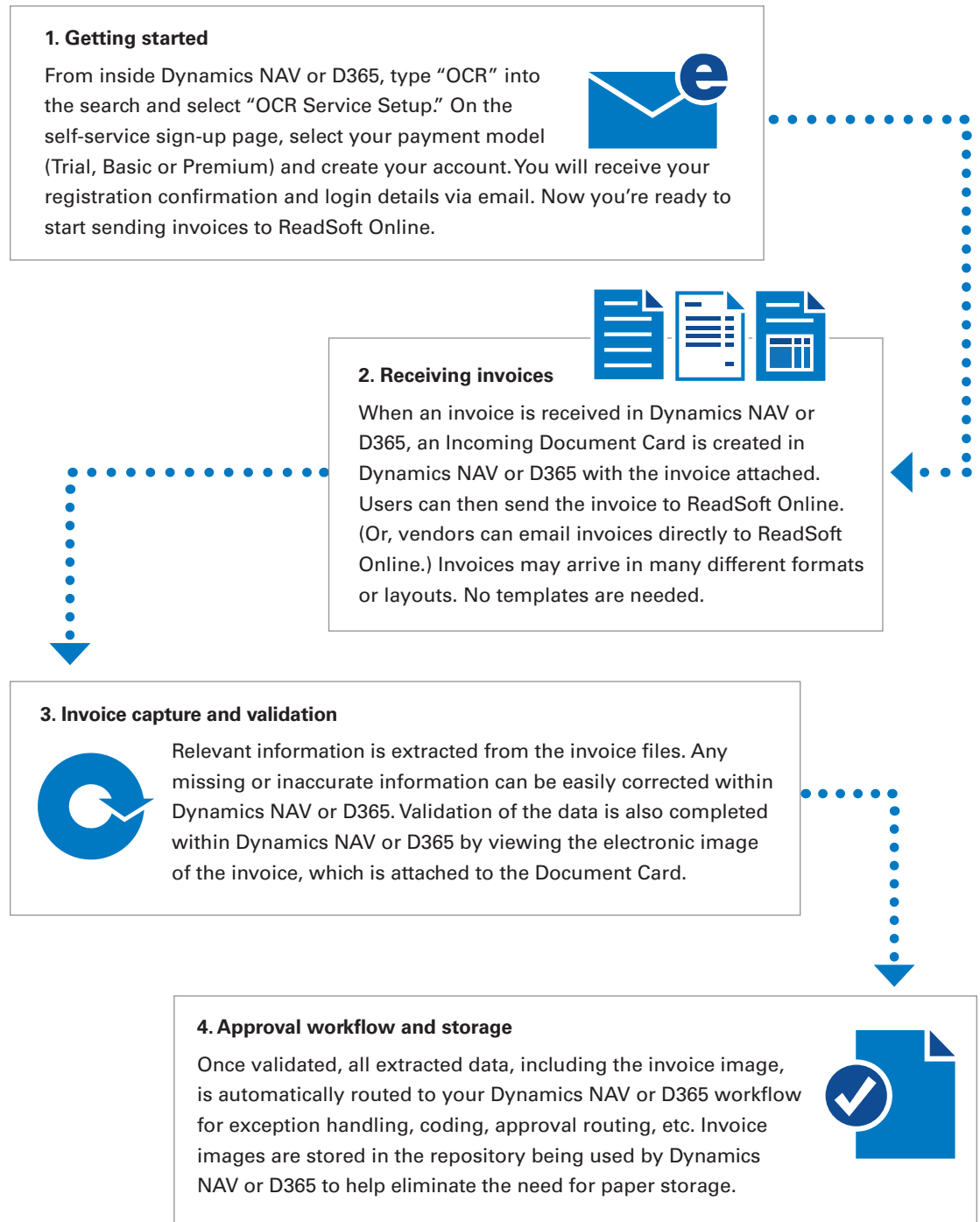## Why Automate Invoice Entry with ReadSoft Online?

- ◆ **Improves data accuracy.** When a user corrects extracted fields within Dynamics NAV or D365 Business Central, corrections are returned back to ReadSoft Online to help improve future extraction accuracy.

- ◆ **Improves profitability.** Reduces processing costs by eliminating manual keying and manual verification. The solution also allows Dynamics NAV and D365 Business Central workflow capabilities to be used, thereby driving additional customer ROI and automation savings.

- ◆ **Cost efficient.** The pay-as-you-go customizable solution doesn't require additional investment in third-party software or hardware upgrades.

- ◆ **Available 24/7.** Access via the cloud ensures invoice automation is available anywhere you have an internet connection. Instantly access invoice data at any time.

- ◆ **Reduces IT requirements.** Implementation is fast and requires no hardware or software investments. No time-consuming maintenance, upgrades, or updates.

- ◆ **Improves financial controls.** Increased visibility over invoice processing means no fraudulent invoices are paid, and no invoice is paid twice.

- ◆ **Improves supplier relationships.** Faster invoice processing eliminates late payment penalties and early payment discounts are increased.

- ◆ **No commitment.** You can try out ReadSoft Online for free, or even quit at any time from the paid subscription.

Free to start. Easy to install. No commitment.

Simple sign-up and self-service are initiated from within Dynamics NAV or D365 Business Central

- From within NAV or D365 Business Central search on OCR and select self-service setup
- Select **sign up** to go to the self-service site for registration
- Select **Trial, Basic** or **Premium** service plans
- Follow the **registration guidelines** to become a member

How it Works

1. Getting started

From inside Dynamics NAV or D365, type "OCR" into the search and select "OCR Service Setup." On the self-service sign-up page, select your payment model (Trial, Basic or Premium) and create your account. You will receive your registration confirmation and login details via email. Now you're ready to start sending invoices to ReadSoft Online.

2. Receiving invoices

When an invoice is received in Dynamics NAV or D365, an Incoming Document Card is created in Dynamics NAV or D365 with the invoice attached. Users can then send the invoice to ReadSoft Online. (Or, vendors can email invoices directly to ReadSoft Online.) Invoices may arrive in many different formats or layouts. No templates are needed.

3. Invoice capture and validation

Relevant information is extracted from the invoice files. Any missing or inaccurate information can be easily corrected within Dynamics NAV or D365. Validation of the data is also completed within Dynamics NAV or D365 by viewing the electronic image of the invoice, which is attached to the Document Card.

4. Approval workflow and storage

Once validated, all extracted data, including the invoice image, is automatically routed to your Dynamics NAV or D365 workflow for exception handling, coding, approval routing, etc. Invoice images are stored in the repository being used by Dynamics NAV or D365 to help eliminate the need for paper storage.

Why Choose Kofax to Improve Invoice Processing in Dynamics NAV or Dynamics 365 Business Central?

With over 20 years of experience in providing solutions for AP automation, Kofax streamlines financial document processes for over 12,000 customers globally. To create our invoice processing solutions for Dynamics, we applied our learnings from processing two billion invoices annually to ensure that we're giving Dynamics and D365 Business Central users a tool that truly benefits their business. As a member of Microsoft's Managed ISV partner program, Kofax ensures its customers enjoy continuous support and dedicated Microsoft representation.

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