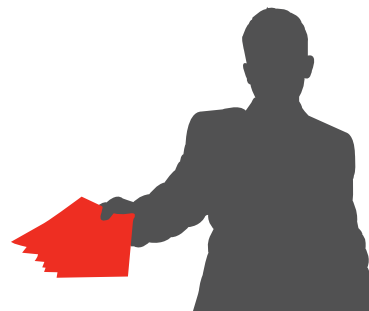


SCANNATA™

for Microsoft® Dynamics AX®



Scannata™ for Microsoft® Business Solutions–Dynamics AX® makes the invoice approval process entirely transparent and dramatically simplifies invoice approval and related processes.

Key Benefits:

Helps you to manage your cash flow more effectively by speeding up your invoice approval process

Helps you to exploit constraints in the approval process e.g. by approval via Web

Improves vendor related information flow – hence a stronger forum for better decisions making

Helps you increase your business without adding new constraints

Improves the efficiency of financial operations and activities

The solution is a necessity for multi-site companies

Scannata™ is an add-on module that enables the scanning and viewing of all invoice documents within the approval process.

Scanning and linking documents with registered invoices is done within Dynamics AX so there is no need to execute these tasks in external programs.

The module includes a powerful approval process that seamlessly links into the standard Dynamics AX invoice approval process.

Approvers get a simple but powerful interface for invoice approval along with enhanced viewing of linked documents, either in the Dynamics AX Windows client or on the Web via Dynamics AX Enterprise Portal.

The approval process features 3 integrated steps:

- Invoices are filed in a Registration Journal and posted as ready for approval

- Approvers get an overview of all invoices they should approve. On approval, these invoices form a proposal for ledger posting
- Approved invoices are transferred to an Approval Journal for validation and subsequent posting.

Scanning

Invoice scanning (or document scanning) is performed in an Invoice Register Journal. When invoices have been registered users select «Scan». Documents are then scanned and automatically linked to the proper invoice. You can also scan all documents in a batch without linking immediately to specific invoice. With the right scanner, the equipment feeds the documents through a document feeder and saves them directly into the Dynamics AX database as unlinked documents.

Link documents

When invoices have been registered you select «Link» to link previously scanned documents, documents saved on the hard drive or from web pages (XML) with the invoice.

Approver registration

From the Invoice Approval Journal you can link multiple approvers to the invoice. If the invoice should only be linked to one approver or approver group it is entered directly in the Registration Journal.

For approvers in approver groups one approval line is created for each approver in Invoice Approval Journal.

For multiple approvers you can select the amount each approver should sign off on, or let all approvers verify the total invoice amount.

Viewing

Scanned documents and approval history can be viewed from vendor transactions as well as ledger transactions.

This way you can view invoice documents of posted approved invoices. From the Document Viewer you can add new documents to the list; for example if new documents arrive that need to be linked.

Approvers

Approvers view their personal list of available invoices and can filter the list by "Not approved", "Observed", "Rejected" and "Approved" invoices.

From the invoice list, approvers can view, approve or reject invoices. Users can also validate or create posting proposals for the invoice, transfer the invoice to another approver or add other approvers to the list.

Rejecting

Rejection of invoices is performed from the approval list. By rejecting an invoice approvers can enter the reason for the rejection and cancel the invoice.

Sending reminders

Automatic email reminders can be sent to approvers within Dynamics AX according to setup of reminder rules; for example when approver receives a new invoice for approval or unapproved invoice is due within certain days.

Manual email reminders with messages can be sent to approvers as well.

Web approval

The function for approving invoices on the Web (via Enterprise Portal) is essentially the same as described under the «Approvers» section or the same as from within Dynamics AX. Approvers can view invoice documents, approve them or reject and also change approvers on the Web.

About Annata

Annata is a group of highly motivated professionals, who through creativity, collaboration and commitment, help clients excel in their business. The group is present in Iceland, United Kingdom, Sweden and Denmark.



Contact us

Learn more about making Annata your trusted advisor and business management systems partner. Contact us today.

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