

Document Capture overview

Automated import, electronic capture and processing of documents

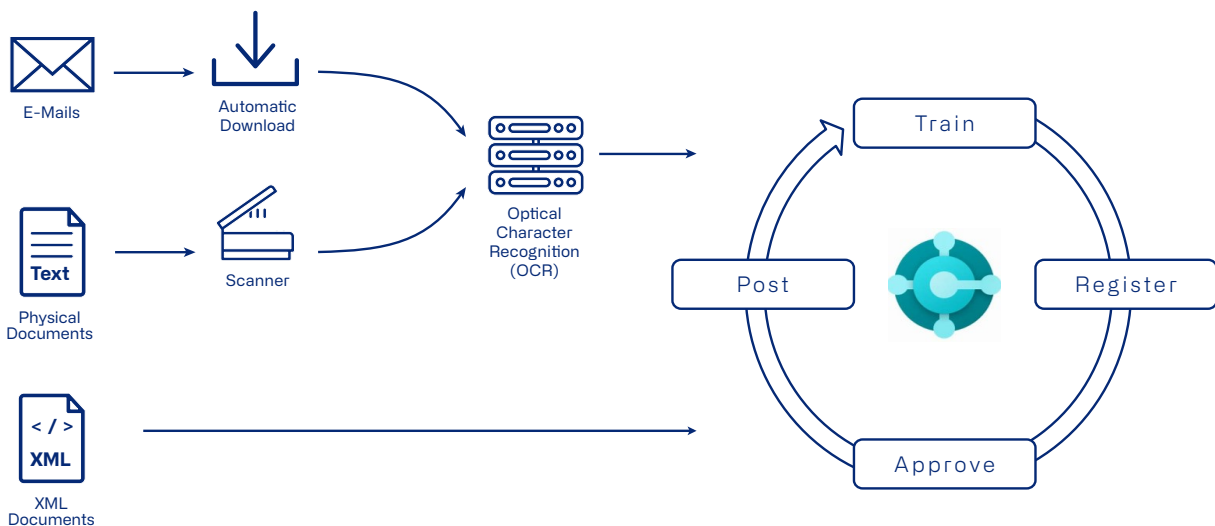
Document Capture for Microsoft Dynamics Business Central / NAV is a certified add-on-module enabling you to electronically process your company's incoming documents in an automated workflow. Documents can be registered, captured, processed and archived electronically by scanning physical documents, importing PDF-files or emails.

Document Capture is built inside Microsoft Dynamics Business Central / NAV.

By using templates and analyzing documents with optical character recognition (OCR), data from captured documents can be extracted from the document and further processed in Microsoft Dynamics Business Central / NAV.

This enables you to manage standard purchasing processes in Microsoft Dynamics Business Central / NAV (receipt of documents, capturing data, converting to purchase invoices) in accounts payables and the purchasing department with minimal manual effort. At the same time you can access the original electronic document with just a simple click.

Document Capture easily integrates in the existing document approval functionalities in Microsoft Dynamics Business Central / NAV and adds a few additional functions and options to these. The solution enables your employees to access and approve invoices electronically without having access to the original physical document. There is a full audit trail about who approved an invoice and when..



Benefits of Document Capture



With Continia Document Capture you receive purchase invoices, orders and other documents electronically directly in Microsoft Dynamics Business Central / NAV. All documents are captured and processed automatically which minimizes manual effort. As documents are filed electronically, you can access and process them from everywhere. You can search for documents in a fully indexed archive.

Document Capture is an ideal first step towards a Document Management System. However, it is explicitly no classic archiving or DMS-solution.

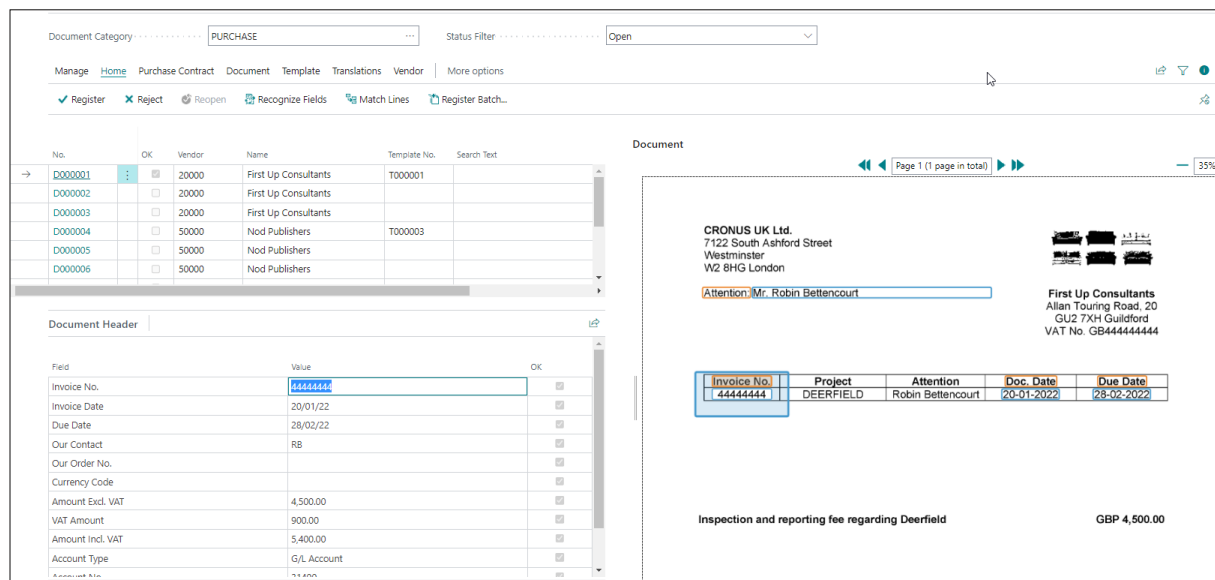
- Minimized manual effort due to automatical data capturing with Optical Character Recognition (OCR)
- Optimized electronic document workflows
- Highly scalable solution for increasing document volumes
- Registration of many different documents such as invoices, payment notices, shipping orders and many more
- Approval-workflow via client or web-portal
- Automated order matching
- Drag&Drop documents to any record
- Complete overview (fully indexed archive, full audit trails)
- Comprehensive remote functionality
- Fully integrated in Business Central

Features

Document Information from Scanner or E-Mail Directly into Microsoft Dynamics Business Central / NAV

Document Capture analyzes the document layout of a scan, an existing PDF file, or email and identifies and captures the relevant data and information from the scanned document. All data is interpreted in a Microsoft Dynamics Business Central / NAV-compliant manner based on previously defined document templates, and transferred to the correct fields in Microsoft Dynamics Business Central / NAV.

You can easily customize the templates at any time. A simple highlighting of the respective text in the scanned document is sufficient and the data is automatically linked to the respective field.



The screenshot displays the Microsoft Dynamics Business Central interface for document capture. It shows a list of documents, a document header table, and a scanned document image with extracted data.

No.	OK	Vendor	Name	Template No.	Search Text
D000001	<input checked="" type="checkbox"/>	20000	First Up Consultants	T000001	
D000002	<input type="checkbox"/>	20000	First Up Consultants		
D000003	<input type="checkbox"/>	20000	First Up Consultants		
D000004	<input type="checkbox"/>	50000	Nod Publishers	T000003	
D000005	<input type="checkbox"/>	50000	Nod Publishers		
D000006	<input type="checkbox"/>	50000	Nod Publishers		

Field	Value	OK
Invoice No.	4444444	<input checked="" type="checkbox"/>
Invoice Date	20/01/22	<input checked="" type="checkbox"/>
Due Date	28/02/22	<input checked="" type="checkbox"/>
Our Contact	RB	<input checked="" type="checkbox"/>
Our Order No.		<input checked="" type="checkbox"/>
Currency Code		<input checked="" type="checkbox"/>
Amount Excl. VAT	4,500.00	<input checked="" type="checkbox"/>
VAT Amount	900.00	<input checked="" type="checkbox"/>
Amount incl. VAT	5,400.00	<input checked="" type="checkbox"/>
Account Type	G/L Account	<input checked="" type="checkbox"/>

Document Content:

CRONIUS UK Ltd.
7122 South Ashford Street
Westminster
W2 8HG London

Attention: Mr. Robin Bettencourt

First Up Consultants
Allan Tearing Road, 20
GU2 7XH Guildford
VAT No. GB444444444

Invoice No.	Project	Attention	Doc. Date	Due Date
44444444	DEERFIELD	Robin Bettencourt	20-01-2022	28-02-2022

Inspection and reporting fee regarding Deerfield GBP 4,500.00

Flexible and adjustable to your individual needs

This means that the business logic can be applied to other external and internal documents at any time:

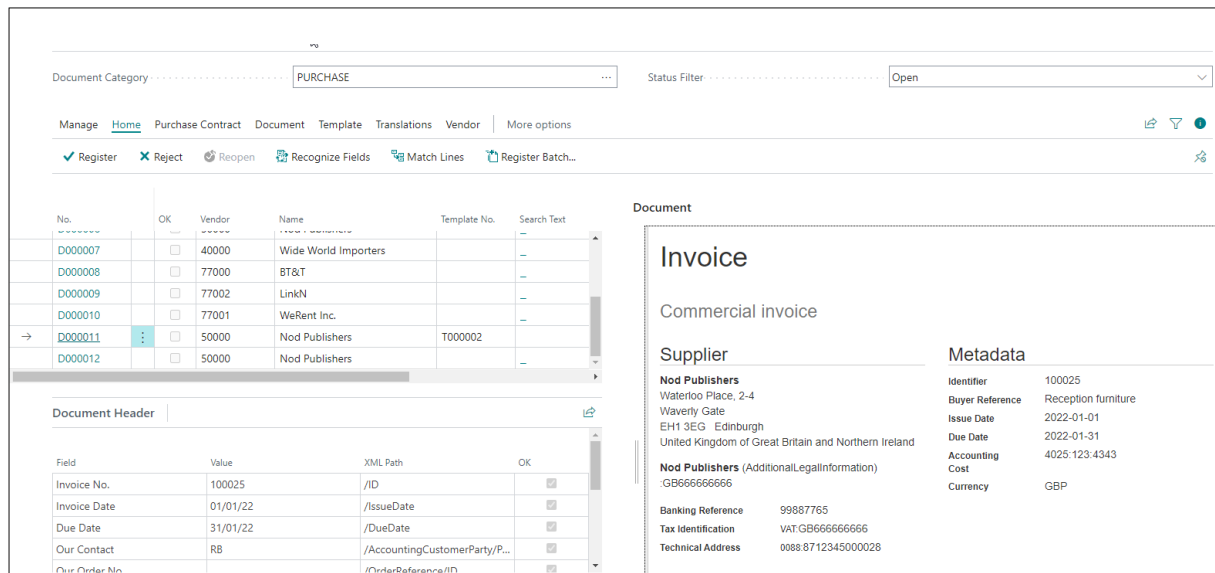
- Process payment notices to optimize the payment process
- Process shipping orders to optimize the process of receiving deliveries
- Process service reports to prepare your service invoicing
- Optimize your repair processes when recording claims
- Process receipts as part of your expense reporting, and many more

Extension XML Import

With the add-on XML Import you can also process XML documents like PEPPOL or XRechnung automatically with Document Capture. Just like PDF-documents, the solution automatically downloads XML documents from predefined inboxes or files.

The integrated connection of the Continia Delivery Network to the PEPPOL eDelivery Network allows you to receive supplier documents this way as well. All of the received data can be extracted automatically due to the predefined structure and transferred to the correct fields in Business Central.

As XML Import is integrated with Continia Document Capture, the processes remain the same and documents can be previewed directly in your Business Central client, for example. The approval of documents also is the same as for PDF documents.



The screenshot displays the Continia Document Capture interface. At the top, there are filters for 'Document Category' (set to PURCHASE) and 'Status Filter' (set to Open). Below the filters is a navigation bar with options like 'Manage', 'Home', 'Purchase Contract', 'Document', 'Template', 'Translations', 'Vendor', and 'More options'. A toolbar contains actions such as 'Register', 'Reject', 'Reopen', 'Recognize Fields', 'Match Lines', and 'Register Batch...'. The main area is divided into two sections: a document list table and a detailed document view.

No.	OK	Vendor	Name	Template No.	Search Text
D000007	<input type="checkbox"/>	40000	Wide World Importers		
D000008	<input type="checkbox"/>	77000	BT&T		
D000009	<input type="checkbox"/>	77002	LinkN		
D000010	<input type="checkbox"/>	77001	WeRent Inc.		
→ D000011	<input checked="" type="checkbox"/>	50000	Nod Publishers	T000002	
D000012	<input type="checkbox"/>	50000	Nod Publishers		

The detailed view on the right shows an 'Invoice' for 'Nod Publishers'. It includes a 'Supplier' section with address details (Waterloo Place, 2-4 Waverly Gate, EH1 3EG Edinburgh, United Kingdom) and a 'Metadata' section with fields like Identifier (100025), Buyer Reference (Reception furniture), Issue Date (2022-01-01), Due Date (2022-01-31), Accounting Cost (4025-123-4343), and Currency (GBP). A 'Document Header' table is also visible at the bottom left of the detailed view.

Field	Value	XML Path	OK
Invoice No.	100025	/ID	<input checked="" type="checkbox"/>
Invoice Date	01/01/22	/IssueDate	<input checked="" type="checkbox"/>
Due Date	31/01/22	/DueDate	<input checked="" type="checkbox"/>
Our Contact	RB	/AccountingCustomerParty/P...	<input checked="" type="checkbox"/>
Printer No.		/PrinterReferenceID	<input checked="" type="checkbox"/>

Fully indexed digital archive

All documents are saved as PDF-files and as a preview and can be viewed in the Microsoft Dynamics Business Central / NAV-client or in the Document Capture Web-Portal. With just one click you can access the scanned original document directly from a posted purchase invoice.

All documents are fully indexed in Microsoft Dynamics Business Central / NAV. This enables you to perform a search not only on the automatically recognized fields but all the document data. For example, you can search for a specific reference-, item- or serial number and display the relevant document.

Document Search ✓ Saved

General

Find What: Document Category:

Search Mode:

Document No.	Category	Status	Name	Description
D000001	PURCHASE	Registered	First Up Consultants	Invoice 107212
D000002	PURCHASE	Open	First Up Consultants	
D000003	PURCHASE	Open	First Up Consultants	

CRONUS UK Ltd.
7122 South Ashford Street
Westminster
W2 8HG London
Attention: Mr. Robin Bettencourt

Wide World Importers
Aviator Way, 3000
M22 5TG Manchester
Bank Acc: 01-44-5050-4578
V.A.T. Reg. No: GB55555555

INVOICE 765
Your Order No.: 106006
Invoice Date: 14-01-22
Due Date: 31-01-22
Page: 1

Number	Description	Qty.	Unit Price	Amount
3-47/55	Lamp	20	25.00	500.00
6789-13	Whiteboard	5	700.00	3,500.00
22-Y-111	Desk	20	500.00	10,000.00
4554-201	Guest Chair, blue	10	90.00	900.00
P-102	Swivel Chair, blue	10	90.00	900.00
FREIGHT	Delivery 1,000-1,500 kg.	1	462.50	462.50

Order Matching

In the order matching process, incoming invoices are matched with existing orders. You can choose between matching with or without line recognition.

Order matching without line recognition:

The net amount of the invoice is matched with the amount of the order based on the prices of the order or with the corresponding purchase order lines that have not yet been invoiced, respectively.

In case the received items or order lines match with the permitted tolerances – taking into account the settings in templates – then these are matched and processed in the registration process.

Order matching with line recognition:

The process is similar to the process without line recognition. In addition, recognized lines, as well as other options of the templates like purchase order number, item number, quantity or price are taken into account when matching with received item lines or order lines.

D000007 - Wide World Importers

Home | Template | Vendor | More options

Match Overview

Our Order No.: 106006 | Amount to ...: 16,262.50 | Matched A...: 16,262.50 | Difference: 0.00

Purchase Receipt Lines | [Line](#)

Order No.	Type	No.	Description	Quantity	Direct Unit Cost (Order)	Matched Quantity	Direct Unit Cost (Invoice)	Line Amount (Invoice)
→ 106006	Item	1928-S	AMSTERDAM Lamp	20	25.00	20	25.00	500.00
	Item	1996-S	ATLANTA Whiteboard, base	5	700.00	5	700.00	3,500.00
	Item	1896-S	ATHENS Desk	20	500.00	20	500.00	10,000.00
	Item	1964-S	TOKYO Guest Chair, blue	10	90.00	10	90.00	900.00
	Item	1908-S	LONDON Swivel Chair, blue	10	90.00	10	90.00	900.00
	G/L Accou...	31400	Delivery	1	462.50	1	462.50	462.50

Order Lines | [Line](#)

Document No.	Type	No.	Description	Outstanding Quantity	Direct Unit Cost (Order)	Matched Quantity	Direct Unit Cost (Invoice)	Line Amount (Invoice)
→ 106003	Item	1900-S	PARIS Guest Chair, black	8	97.50			
	Item	1908-S	LONDON Swivel Chair, blue	20	96.10			

Document

7122 South Ashford Street
Westminster
W2 8HG London
Attention: Mr. Robin Bettencourt

Aviator Way, 3000
M22 5TG Manchester
Bank Acc: 01-44-5050-4578
V.A.T. Reg. No: GB55555555

INVOICE 765
Your Order No.: 106006
Invoice Date: 14-01-22
Due Date: 31-01-22
Page: 1

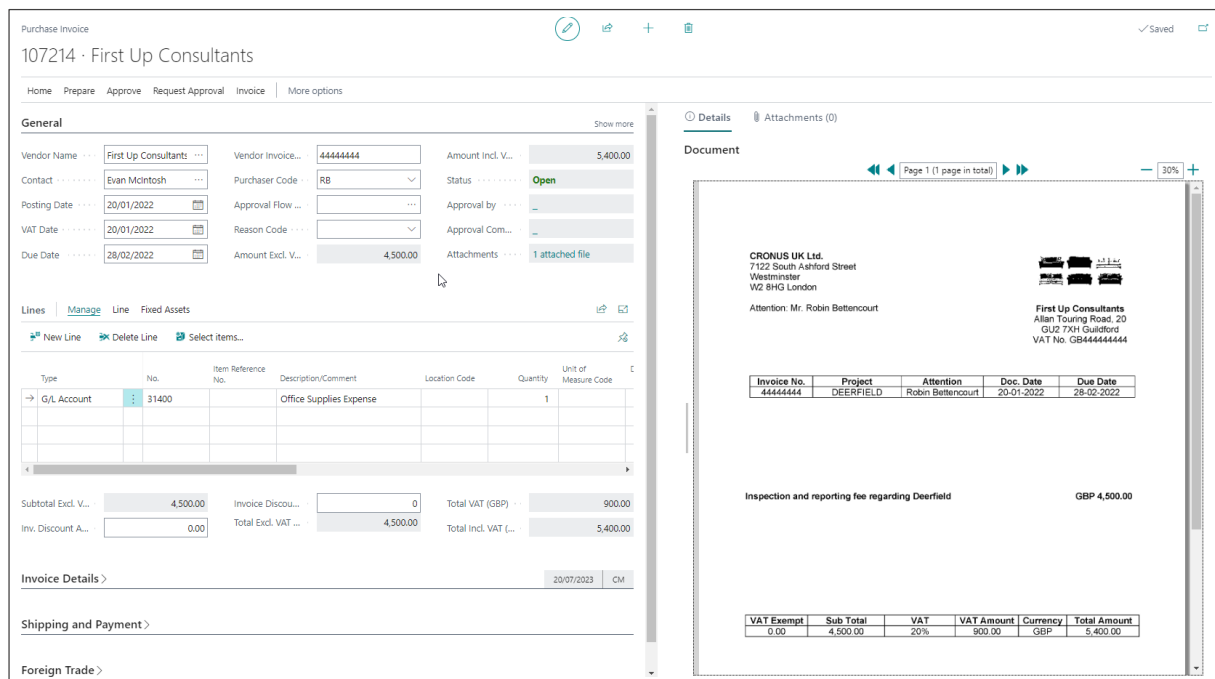
Number	Description	Qty.	Unit Price	Amount
3-47/55	Lamp	20	25.00	500.00
6789-13	Whiteboard	5	700.00	3,500.00
22-Y-111	Desk	20	500.00	10,000.00
4554-201	Guest Chair, blue	10	90.00	900.00
P-102	Swivel Chair, blue	10	90.00	900.00
FREIGHT	Delivery 1,000-1,500 kg.	1	462.50	462.50

Sub-total: 16,262.50 | **IVAT:** 1,452.50 | **Invoice Total:** 14,810.00

Approval workflow in the client and webbrowser

Approval options:

- Limit-based
- Dual control principle
- Groups
- Workflow
- Dimensions / accounts



General

Vendor Name: First Up Consultants; Vendor Invoice: 44444444; Amount Incl. V.: 5,400.00
 Contact: Evan McIntosh; Purchaser Code: RB; Status: Open
 Posting Date: 20/01/2022; Approval Flow: ; Approval by: ;
 VAT Date: 20/01/2022; Reason Code: ; Approval Com.: ;
 Due Date: 28/02/2022; Amount Excl. V.: 4,500.00; Attachments: 1 attached file

Type	No.	Item Reference No.	Description/Comment	Location Code	Quantity	Unit of Measure Code
G/L Account	31400		Office Supplies Expense		1	

Subtotal Excl. V.: 4,500.00; Invoice Discou...: 0; Total VAT (GBP): 900.00
 Inv. Discount A...: 0.00; Total Excl. VAT: 4,500.00; Total Incl. VAT (...): 5,400.00

Invoice Details: 20/07/2023; CM

Shipping and Payment

Foreign Trade

Document

CRONUS UK Ltd.
 7122 South Ashford Street
 Westminster
 W2 8HG London
 Attention: Mr. Robin Bettencourt

First Up Consultants
 Alban Touring Road, 20
 GU2 7XH Guildford
 VAT No. GB444444444

Invoice No.	Project	Attention	Doc. Date	Due Date
44444444	DEERFIELD	Robin Bettencourt	20-01-2022	28-02-2022

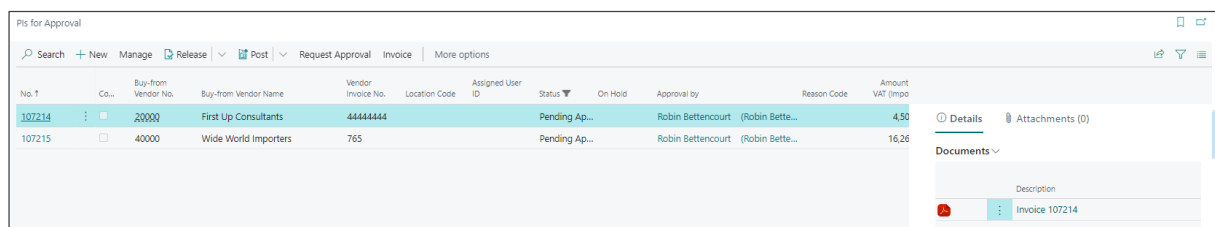
Inspection and reporting fee regarding Deerfield: GBP 4,500.00

VAT Exempt	Sub Total	VAT	VAT Amount	Currency	Total Amount
0.00	4,500.00	20%	900.00	GBP	5,400.00

Document approval in Business Central / NAV

The familiar user interface makes the process for invoice approval in Microsoft Dynamics Business Central / NAV intuitive and simple. If an invoice needs to be approved by an employee, the employee receives an email with a direct link to the Microsoft Dynamics Business Central / NAV approval window.

An overview of all relevant invoice details is provided. With Document Capture, you get an overview of all invoices pending approval, in real time. You can see which employee needs to approve the process and Document Capture offers a number of features that can help accelerate the approval process. Employees can easily approve invoices using the Business Central / NAV-client or the Document Capture web portal – or even the mobile app.



Pis for Approval

Search + New Manage Release Post Request Approval Invoice More options

No.	Co.	Buy-from Vendor No.	Buy-from Vendor Name	Vendor Invoice No.	Location Code	Assigned User ID	Status	On Hold	Approval by	Reason Code	Amount VAT (impo)
107214		20000	First Up Consultants	44444444		Robin Bettencourt	Pending Ap...		Robin Bettencourt (Robin Bette...		4,50
107215		40000	Wide World Importers	765		Robin Bettencourt	Pending Ap...		Robin Bettencourt (Robin Bette...		16,26

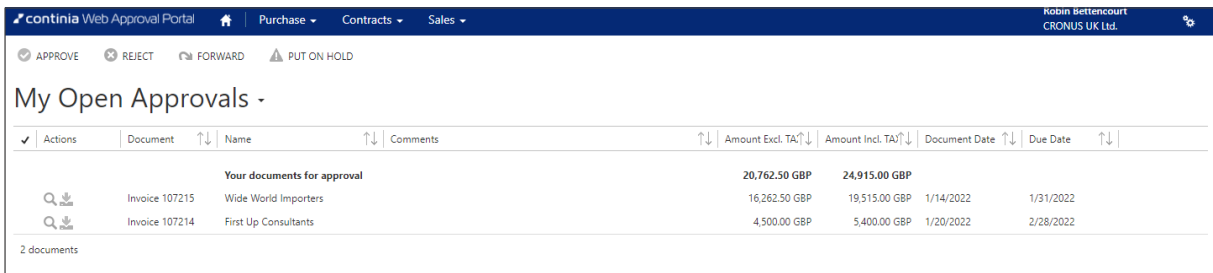
Details Attachments (0)

Documents

Description: Invoice 107214

Approval in the webbrowser

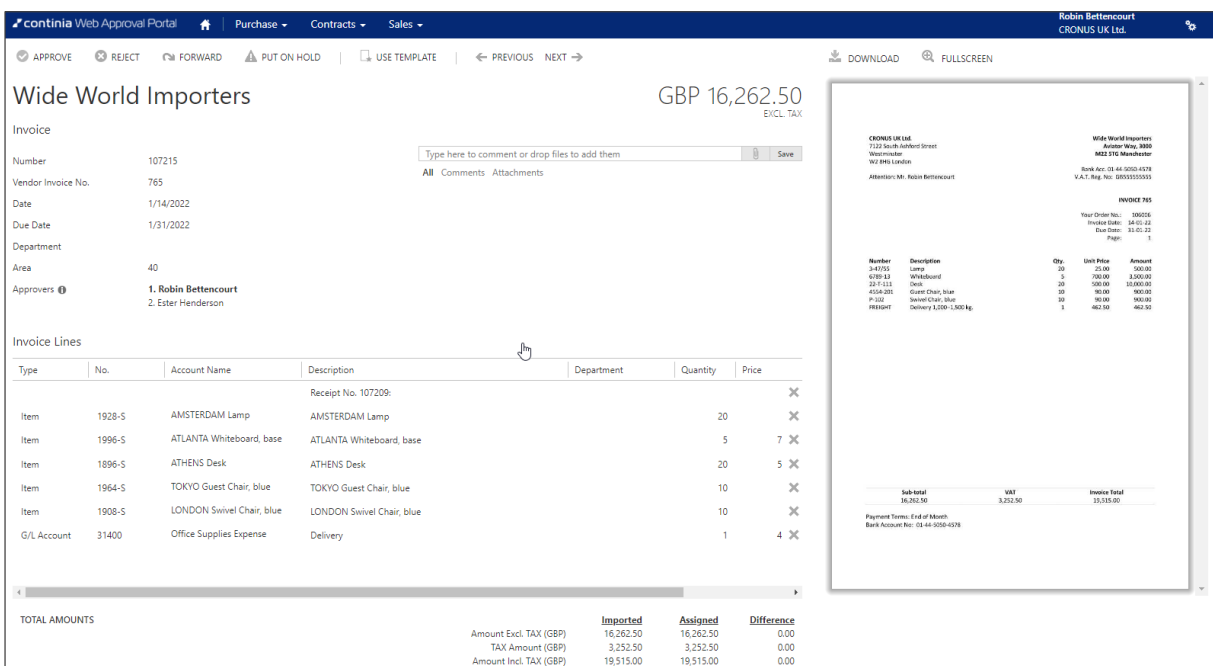
With Document Capture, approval of documents is not only possible in the Microsoft Dynamics Business Central / NAV-client. Users can also access data via the webbrowser. If an employee needs to approve an invoice, the employee receives an email with a direct link to the web portal. The invoice can be viewed in the portal and the employee can add notes or adjust posting lines.



Actions	Document	Name	Comments	Amount Excl. TA	Amount Incl. TA	Document Date	Due Date
Your documents for approval				20,762.50 GBP	24,915.00 GBP		
	Invoice 107215	Wide World Importers		16,262.50 GBP	19,515.00 GBP	1/14/2022	1/31/2022
	Invoice 107214	First Up Consultants		4,500.00 GBP	5,400.00 GBP	1/20/2022	2/28/2022

Features of the Web Approval Portal

- Allocation, approval and selection of dimensions (accounts) per line item
- Restriction of account- and dimension selection and their respective approval by user or group of users
- Options: approve, reject, forward, put on hold
- Adding notes and other attachments at any time
- Create and use (allocation-) templates
- Simultaneous processing in Web Approval and Microsoft Dynamics Business Central / NAV-client
- Overview of all documents



Wide World Importers GBP 16,262.50 EXCL. TAX

Invoice

Number: 107215
 Vendor Invoice No.: 765
 Date: 1/14/2022
 Due Date: 1/31/2022
 Department:
 Area: 40
 Approvers: 1. Robin Bettencourt, 2. Ester Henderson

Invoice Lines

Type	No.	Account Name	Description	Department	Quantity	Price
			Receipt No. 107209:			✕
Item	1928-S	AMSTERDAM Lamp	AMSTERDAM Lamp		20	✕
Item	1996-S	ATLANTA Whiteboard, base	ATLANTA Whiteboard, base		5	7 ✕
Item	1896-S	ATHENS Desk	ATHENS Desk		20	5 ✕
Item	1964-S	TOKYO Guest Chair, blue	TOKYO Guest Chair, blue		10	✕
Item	1908-S	LONDON Swivel Chair, blue	LONDON Swivel Chair, blue		10	✕
G/L Account	31400	Office Supplies Expense	Delivery		1	4 ✕

TOTAL AMOUNTS

	Imported	Assigned	Difference
Amount Excl. TAX (GBP)	16,262.50	16,262.50	0.00
TAX Amount (GBP)	3,252.50	3,252.50	0.00
Amount Incl. TAX (GBP)	19,515.00	19,515.00	0.00

Modules & Technical Requirements

Base Module

The Document Capture base module includes every functionality to integrate scanned documents in the Microsoft Dynamics Business Central / NAV workflow: from automated optical character recognition (OCR) to approval and posting of documents and the search for processed documents in the digital archive. Fully integrated in the Microsoft Dynamics Business Central / NAV-client.

Web Approval

This module allows employees to approve and process documents directly in a webbrowser. With this module, you can allow access to the system for all employees.

Technical Requirements

The current technical requirements can be found on Continia Docs: <https://docs.continia.com/en-us/>.

Other Continia Solutions

 **continia**
Document Output

Continia Document Output is an add-on for the automated distribution of documents and therefore supports your employees in communicating with customers all over the world.

With Document Output you receive more than 20 ready-to-use email templates which can be adjusted with customized merge fields in the integrated state of the art HTML editor.

You can sign your PDF documents, add backgrounds or water marks in order to prevent changes after you sent out the document. All activities are logged so you always have full control.

 **continia**
Expense Management

Continia Expense Management simplifies the administration and accounting of expenses, per diems and mileages directly in Microsoft Dynamics Business Central / NAV.

Your employees can submit receipts, accommodation bills, per diems and other expenses with their smartphone in the free expense app – even offline.

The submitted expenses and attachments can be processed and approved by the bookkeeper directly in Microsoft Dynamics Business Central / NAV.



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Website: www.continia.com

Contact

For further information on Document Capture please contact us or your Microsoft Dynamics Partner.

Our partners are happy to support you in implementing and using Document Capture.