VFFICE Microsoft

USER GUIDE FOR

VFFICE AP AUTOMATION

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1. Overview

The **AP Automation Feature** in **Microsoft Dynamics 365 Business Central** streamlines the **accounts payable (AP) process** by automating invoice processing, reducing manual data entry, and enhancing accuracy. With **AI-powered invoice detection**, this feature simplifies invoice creation by extracting key data from uploaded files. It then links this data to existing purchase orders (POs) and posted purchase receipts (3-way match). If an invoice does not have a PO, the feature can select the correct item and/or G/L account. Additionally, it supports multiple document uploads.

By leveraging **AP Automation**, organizations can significantly reduce processing time, improve accuracy, and ensure compliance with financial controls.

This user guide provides a **clear, step-by-step** walkthrough for end-users on how to efficiently **upload, process, and manage purchase invoices** using the AP Automation feature in Business Central.

2. Functional Configuration

2.1. Item Reference Setup

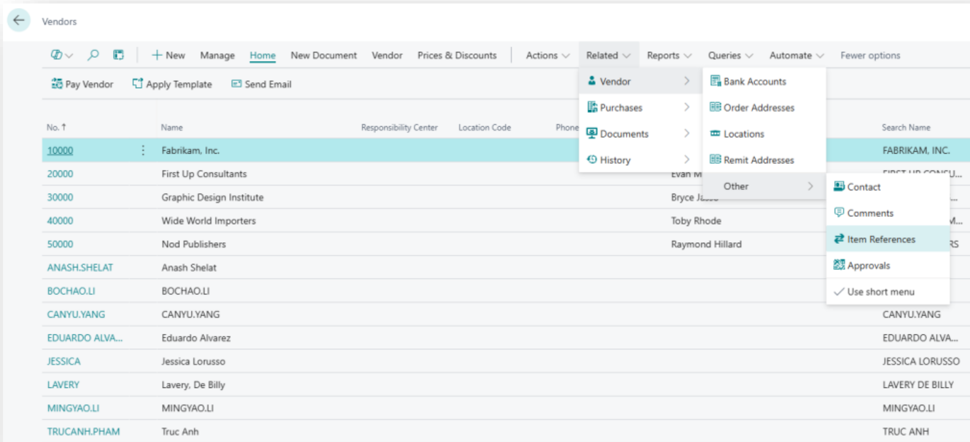
Context:

In many cases, vendors use different item numbers on their invoices than those recorded in Business Central. “Item Reference” setup allows Business Central to recognize and correctly map the vendor’s item number to the corresponding Item No. in the system, enabling seamless invoice processing.

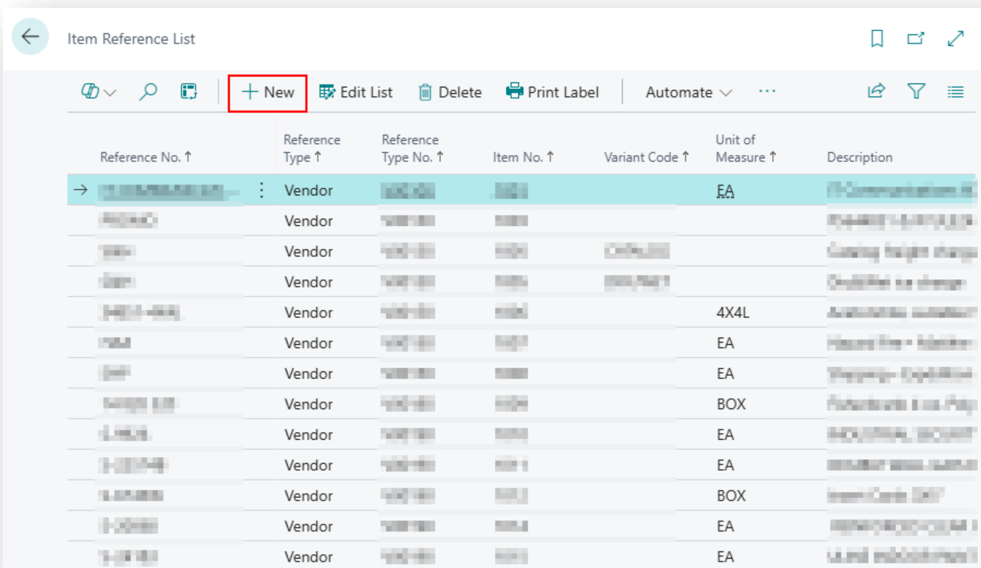
How to Set Up Item Reference in Business Central:

Step 1: Navigate to **“Item Reference List”** on Business Central

*(Alternatively, navigate to **“Vendor”** → **“Related”** → **“Vendor”** → **“Other”** → **“Item References”***



Step 2: Add a New Item Reference



1. In the **“Item Reference List”** page, click **"New"**
2. Fill in the following fields:
   - **Reference No.:** Enter the item number used by the vendor on their invoices.
   - **Reference Type:** Select **“Vendor”**
   - **Reference Type No.:** Select the Vendor selling the item by choosing its Vendor No.

   - **Item No.:** Select the item by choosing its Item No.
   - **Description:** (Optional) Add details about the item reference.
   - **Start Date** and **End Date**: (Optional) Specify the period when the item reference is valid.

3. Repeat the process for each vendor-item combination that needs mapping.

Note:

- Ensure all vendor **Item References** are set up **before using AP Automation** to prevent unmatched invoice items.
- If **Item Reference No.** is not found during invoice processing, the system will attempt to classify the item under a **G/L Account** instead. This is if the invoice has no PO.

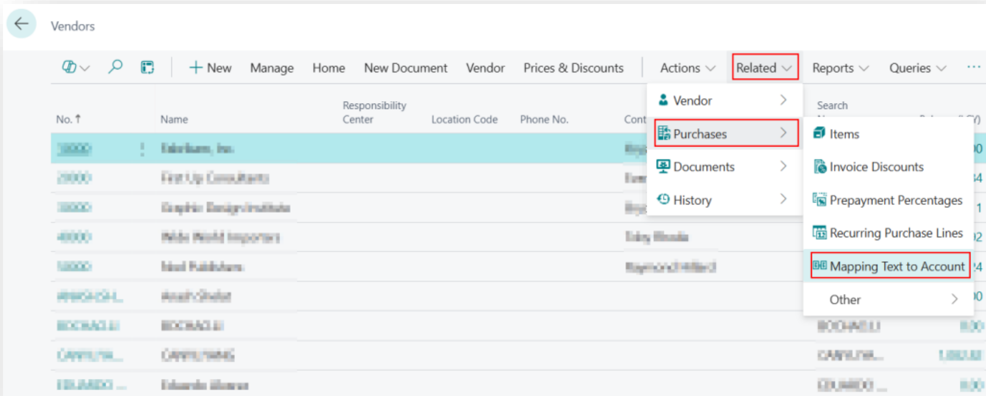
2.2. Text-to-account Mapping Setup

Context:

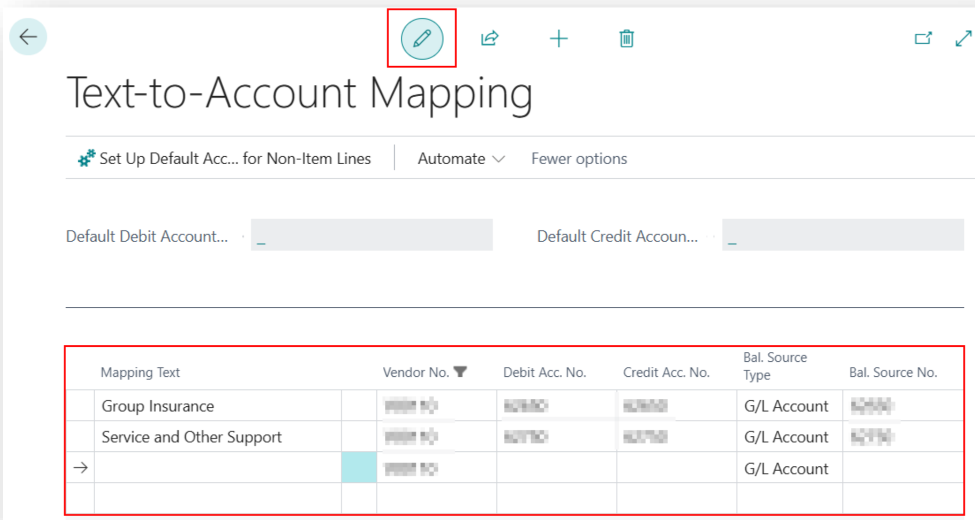
Text-to-Account Mapping ensures that invoice descriptions are accurately linked to the appropriate G/L accounts in Business Central. This setup is particularly useful for **service-based invoices** or **non-inventory items** provided by vendors that do not have an Item Reference Number. Additionally, this step allows you to set up any G/L account related to **extra fees or charges** from vendors, such as **shipping costs**. By configuring this mapping, the system can automatically recognize recurring descriptions and assign them to the correct G/L account during AP Automation.

How to Set Up Text-to-Account Mapping in Business Central

Step 1: Go to **Vendor** → **Related** → **Purchases** → **Mapping Text to Account**.



Step 2: Add a New Mapping Rule



1. In the **Text-to-Account Mapping Worksheet**, click the **Edit icon** to create a new mapping entry.
2. Fill in the following fields:
    - **Mapping Text:** Enter the keyword(s) or phrase commonly found in invoice descriptions (e.g., "Consulting Fee," "Software Subscription", “Electricity”).
    - **Vendor No.:** Specify a vendor if this mapping is vendor-specific (usually, this field will be populated automatically).

- Debit Acc. No., Credit Acc. No., and Bal. Source No.: Select the G/L account which the keyword(s) or phrase in the invoice description line should be mapped to.
- **Bal. Source Type:** Select **"G/L Account"**.

3. Repeat this process for any other invoice types from the same vendor that need to be mapped to any specific G/L accounts.

Note:

- This mapping should be set up **before AP Automation runs** to ensure accurate G/L account classification.
- Be sure to include the **G/L account** used for **shipping (or any additional) charges**, especially for vendors who include shipping fees on their invoices.
- If no match is found in **Text-to-Account Mapping**, the system will attempt to assign a **G/L account** by scanning the **Chart of Accounts** using AI-based keyword analysis.

2.3. Power Automate Email Automation Setup

Set Up Your Email: Connect the email account where you receive Purchase Invoices to Power Automate.

Invoice Analysis: When an invoice arrives, the system will analyze the email's Body to determine if it is a Purchase Invoice.

AI Processing: If identified as a Purchase Invoice, the AI will:

Push the PDF to Business Central.

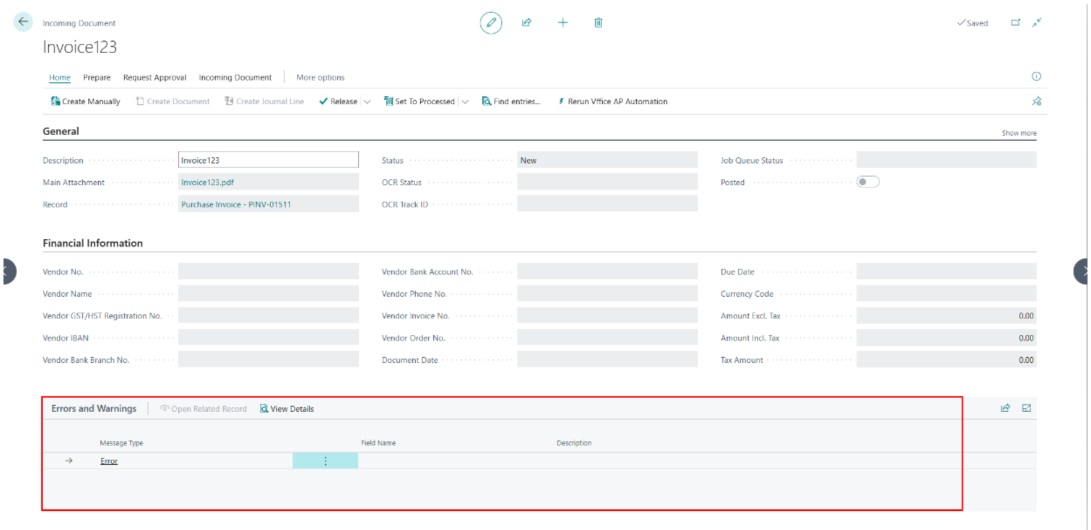
Generate a Purchase Invoice in Business Central using AI.

2.4. Incoming Documents

PDF Transfer: When Power Automate transfers the PDF from the email to Business Central, it will appear in the Incoming Documents section, creating a new Document entry.

AI Processing: The system will attempt to create a Purchase Invoice using AI.

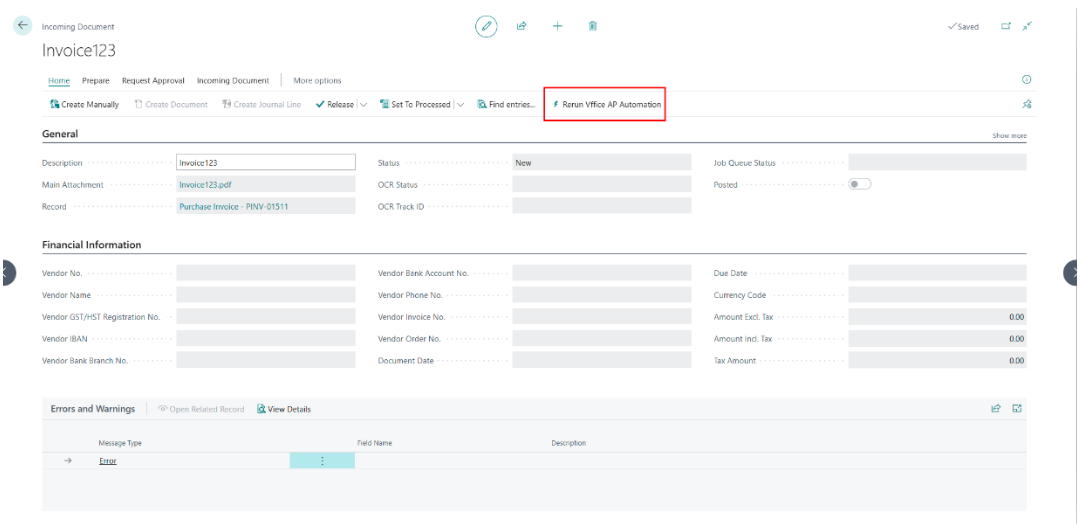
Error Handling: If errors occur, they will be listed in the Errors and Warnings section of the Incoming Document page.



Resolving Errors:

Fix any errors listed.

Click the Rerun Vffice AP Automation button to retry creating the Purchase Invoice.



Successful Processing:

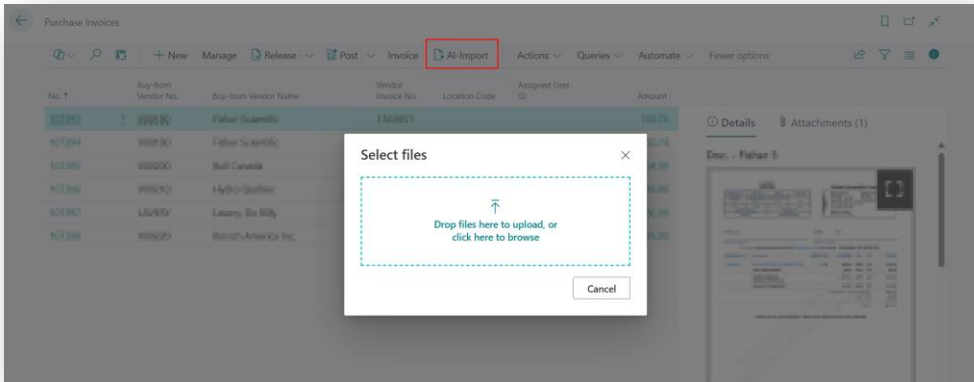
If no errors are encountered, the system will delete the Errors and Warnings, and a Purchase Invoice will be created.

If errors persist, they will reappear in the Errors and Warnings section.

3. Upload Purchase Invoices with AI

Step 1: Navigate to Purchase Invoices

Step 2: Upload Invoice Files Using AI-Import



1. In the **Purchase Invoice** page, click on the **"AI-Import"** button in the menu bar.
2. Click/Drop one or multiple invoice files (in PDF, JPG, PNG format).
3. The system will process the files. If any file fails any validation, a message will appear.
4. Once all files are processed, the new lines of purchases invoice will be created.

Step 3: After reviewing the information imported by AI, click to **“Release”** or **“Post”** the invoice.