



Crossroads Partner

Consult + Deliver + Guarantee



Crosscheck™ for Microsoft Dynamics™ Ax makes the invoice approval process entirely transparent and dramatically simplifies invoice approval and related processes.

Crosscheck™ 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 Microsoft 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 Microsoft 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 Microsoft Dynamics AX Windows client or on the Web via Microsoft 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.

Main features of Crosscheck™

- Invoices and documents can be scanned or opened directly within Microsoft Dynamics AX and be automatically linked to an invoice registration
- Posting proposals can be entered in the first step of the process, invoice registration.
- Approvers can view invoices and documents at any time in the approval process
- Approvers can verify, change or create posting proposals anywhere in the approvals process. Costs can be allocated to ledger accounts, project accounts or asset accounts.
- Multiple approvers can be linked to any invoice. Users can control whether all approvers need to approve an invoice (parallel approval) or if there's a need for an approval order (sequential approval) where approver B can't sign off until approver A has done so before him. Multiple approvers can also be set up to sign off on different invoice amounts
- Approvers can transfer an invoice to another approver
- Approvers can split the invoice for sign off by multiple approvers
- Approvers can reject an invoice and enter an explanation of the rejection
- Approvers can view and approve invoices via Dynamics AX Enterprise Portal.



Key Benefits:

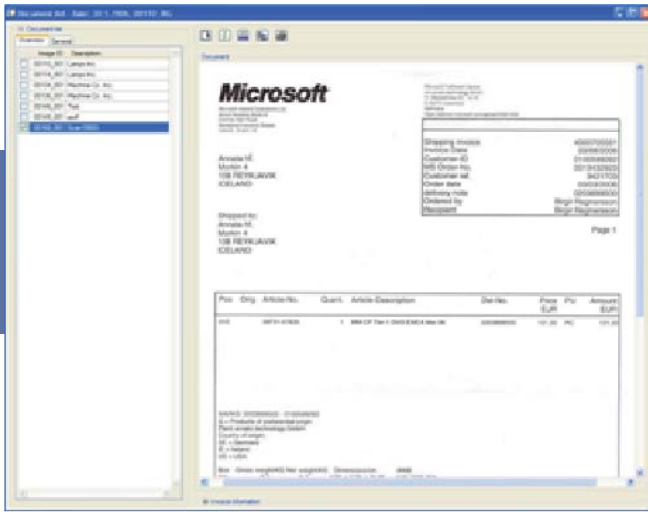
- Helps manage cash flow more effectively by speeding up the invoice approval process
- Helps exploit constraints in the approval process e.g. by approval via Web
- Improves vendor related information flow – resulting in a stronger forum for better decisions making
- Helps increase business without adding new constraints
- Improves the efficiency of financial operations and activities
- The solution is a necessity for multi-site companies

Crosscheck for Microsoft Dynamics™ AX

- Approver groups can be previously set up in setup process and main approver selected
- Approver rules can be previously set up in setup process. Certain rules can be applied to approver group, vendor group or selected vendor, approver or project. Approver rules can for example; contain certain ledger account for vendor or group of vendors.

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 Microsoft Dynamics AX database as unlinked documents.



linked to one approver or approver group it is entered directly in the Registration Journal.

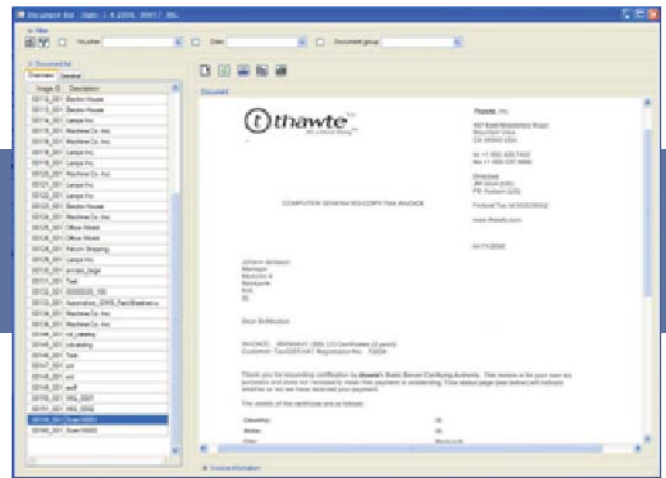
One approval line is created for each approver in the approver group for the Invoice Approval Journal.

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

Viewing

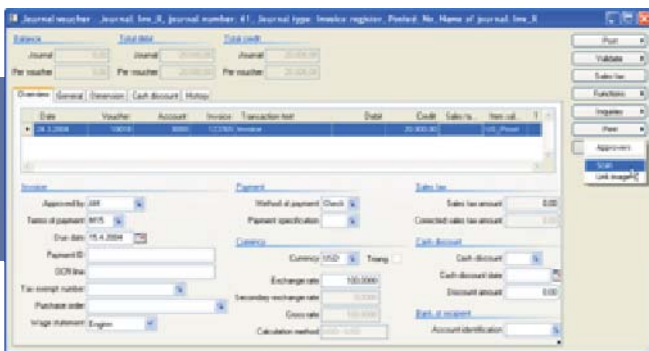
Scanned documents and approval history can be viewed from vendor transactions as well as ledger transactions.

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.



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.

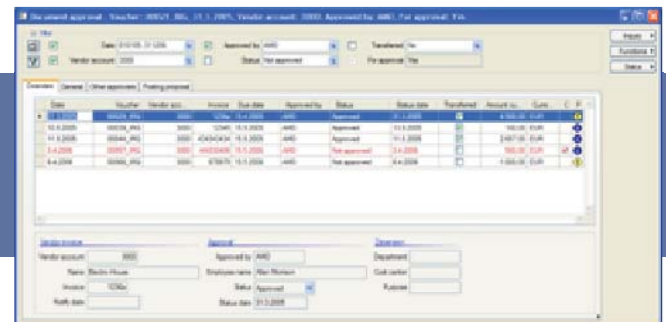


Approvers

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



Approver registration

From the Invoice Approval Journal you can link multiple approvers to the invoice. If the invoice should only be

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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.

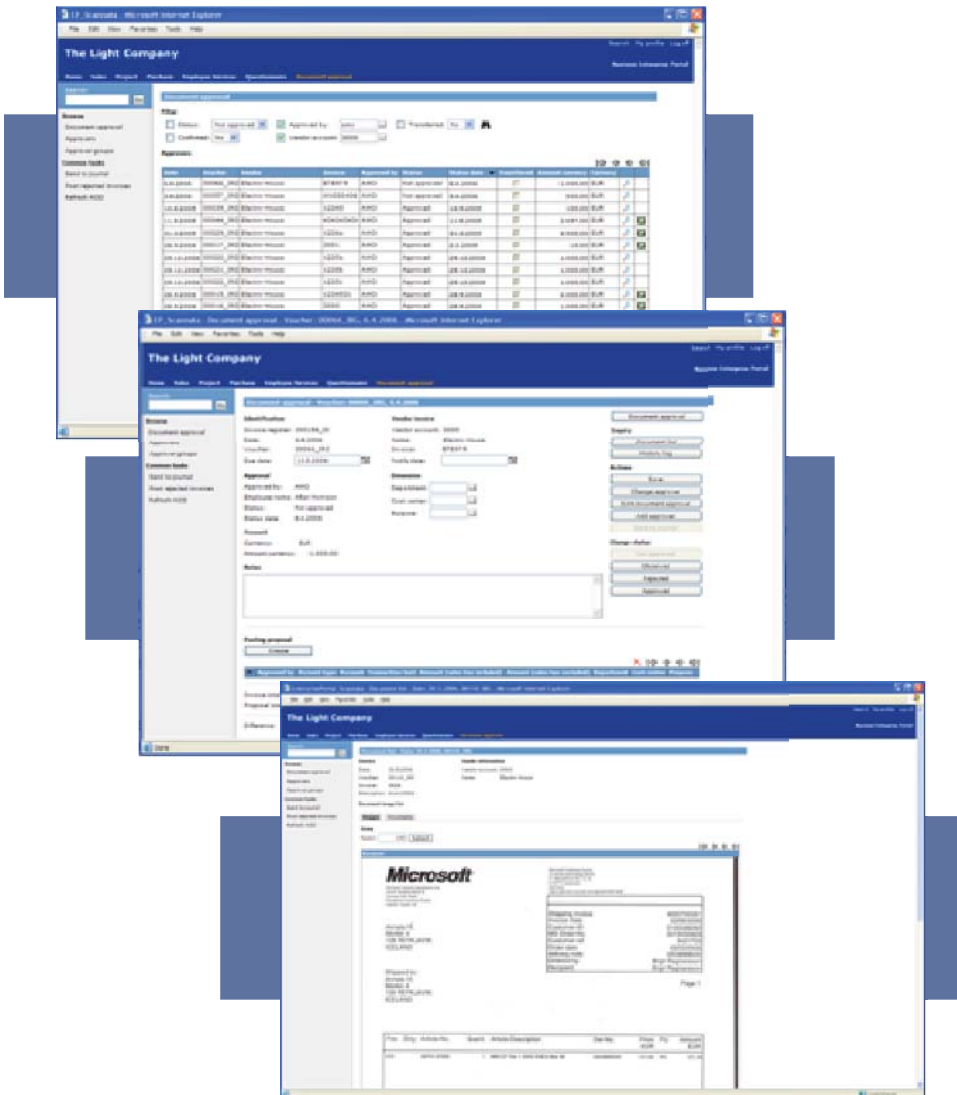
Sending reminders

Automatic email reminders can be sent to approvers within Microsoft Dynamics AX by setting up reminder rules; for example when approver receives a new invoice for approval or when an 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 Microsoft Dynamics AX. Approvers can view invoice documents, approve them or reject and also change approvers on the Web.



About Microsoft Dynamics™

Microsoft Dynamics, a division of Microsoft, offers a wide range of integrated, end-to-end business applications and services designed to help small, mid-market and corporate businesses become more connected with customers, employees, partners and suppliers. Microsoft Dynamics' applications optimize strategic business processes across financial management, analytics, human resources management, project management, customer relationship management, field service management, supply chain management, e-commerce, manufacturing and retail management. The applications are designed to provide insight to help customers achieve business success. More information about Microsoft Dynamics can be found at www.microsoft.com/dynamics

About Crossroads Partner

Crossroads Partner is a group of highly experienced motivated professionals, who through creativity, collaboration and commitment, help clients excel in their business.

Our solutions and consulting effort aims at creating economic value. Our methods have proved successful and the dedication to our clients' success is reflected in the happy clients we serve.

Our clients are mid-size enterprises in the pharmaceutical, trade and distribution, beverage, discrete manufacturing, insurance and professional services industries.

More information about Crossroads Partner can be found at

www.crossroadspartner.com

Tel: 877.276.7714

Module: Crosscheck (EIM)

KEY FEATURES	DESCRIPTION
INVOICE REGISTRATION	<ul style="list-style-type: none"> • Invoice documents are scanned and automatically linked with previously registered invoices • Electronic invoice documents (e.g. already batch processed) are linked with previously registered invoices through file imports • Invoices are linked to one or more approvers or approver group and the order of approval is set • Invoices are linked to approver or approver group previously specified in setup. • The option of parallel approval whereby each individual approver can authorize invoices separately and regardless of the status of other approvers • The option of sequential approval whereby subsequent approvers cannot see or approve invoices until an earlier approver has moved the process forward by his/her approval • Assigning a posting proposal to the invoice at registration. If a posting proposal exists, the person registering the invoice can post the proposal which can later be modified by the person approving the invoice
INVOICE APPROVAL	<ul style="list-style-type: none"> • Approvers authorize or reject invoices and attach comments if need be • Approvers view a Document List with the invoice and can also attach new documents to the invoice • Approvers evaluate or register a posting proposal • Approvers can forward invoices for final posting by submitting the invoices directly to the Confirmation Journal • Approvers can add new users to an approval list or transfer invoices to other approvers • An invoice will not be authorized until all approvers have signed off on the invoice • Approvers can use the Approval Form to view all invoices that they have previously approved – thereby obtaining a simple yet effective overview of their business with certain vendors • After invoices have been posted, approvers can link new documents that arrive later
POSTING OF APPROVED INVOICES	<ul style="list-style-type: none"> • Accountants post all approved invoices to the Confirmation Journal and complete the posting • Accountants cancel unapproved invoices and forward them to the appropriate vendor with relevant comments
VIEW INVOICE DOCUMENTS FROM VOUCHER	<ul style="list-style-type: none"> • Access to Document List and approval info from Financial Transactions • Access to Document List and approval info from Vendor Transactions • Easy to add more access from other relevant sources such as Project Transactions

SYSTEM REQUIREMENTS

TO OBTAIN ALL OF THE FEATURES MENTIONED IN THIS FACT SHEET, THE FOLLOWING MODULES AND TECHNOLOGIES ARE REQUIRED:	<ul style="list-style-type: none"> • Microsoft Business Solutions-Dynamics AX 3.0 • Microsoft Business Solutions-Dynamics AX Financials I • Microsoft Business Solutions-Dynamics AX Enterprise Portal Framework • Twain compatible scanner
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Crosscheck for Microsoft Dynamics™ AX

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