# Mekorma Invoice Capture User Manual

Build x94 — Last update: April 24, 2024

Mekorma

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# Release Notes for Mekorma Invoice Capture Build 94

Mekorma Build x94 was released on Tuesday, April 23, 2024.

- Mekorma Build x94 is compatible with Microsoft Dynamics GP 18.5 and 18.6.

> ✱ If you are a new user, please go directly to: Introduction to Mekorma Invoice Capture.

> ❗ If you upgrade from Mekorma build x90 or an earlier build, and you are using Invoice Capture, be sure that all invoices listed in the Invoice Capture Validation window are processed. To prevent processing invoices during upgrade, turn off the flow that monitors the inbox. For information on turning off a flow, please refer to https://learn.microsoft.com/en-us/power-automate/disable-flow#turn-off-a-flow.

Follow the links below for detailed notes on:

- New Features & Changes
- Issues Fixed

**PLEASE NOTE**

> ❗ If you upgrade from Mekorma build x80, and you receive the error message shown in the screenshot below, **please run the installer again**. If this error message persists, please contact the Customer Success Team and open a support case for assistance:

---
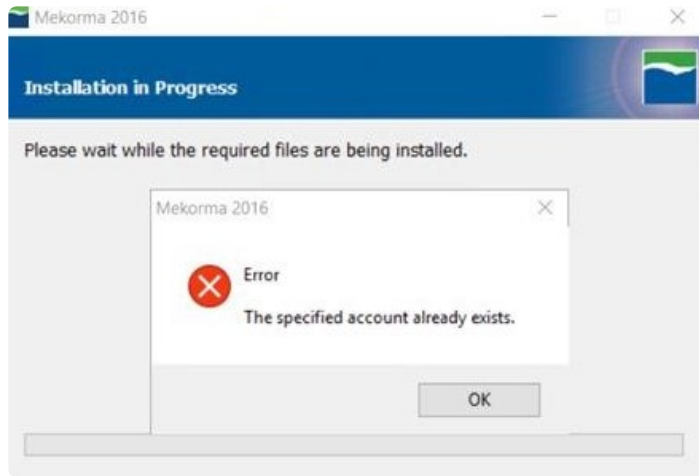
> ✳ You can always download the most recent version of Mekorma Payment Hub from our website. Thank you!

> ✳ IMPORTANT: If you are running a Mekorma customization for a version prior to your current Microsoft Dynamics GP release, please contact Mekorma's Customer Success Team before upgrading to ensure compatibility with the new version.

*Last modified: April 24, 2024*

# New Features & Changes

Release Notes for Mekorma Build x94 released Tuesday, April 23, 2024.

## Announcements and Changes

- If you upgrade from Mekorma build x90 or an earlier build, and you are using Invoice Capture, be sure that all invoices listed in the Invoice Capture Validation window are processed. To prevent processing invoices during upgrade, turn off the flow that monitors the inbox. For information on turning off a flow, please refer to Turn off a flow.

## New Features

- You can use Invoice Capture to capture purchase order invoices and then create purchasing invoices from the Mekorma Invoice Capture Validation window. For more information, refer to Create a Purchase Order Invoice.

- The Mekorma Invoice Capture Validation window offers an additional option to automatically open the Payables Transaction Entry Distribution window when creating a payables transaction from an invoice. For more information, refer to The Invoice Capture Validation Window.

*Last modified: April 23, 2024*

# Issues Fixed

## Release Notes for Mekorma x94 released Tuesday, April 23, 2024.

- During the Invoice Capture process, large email attachments cause the Email Extraction flow to fail. The email attachments are then not scanned or attached to invoices through Mekorma Invoice Capture. This issue has been fixed where the Email Extraction flow does not fail and the email attachments are scanned, although not attached to invoices automatically. We recommend attachments be smaller than 2 MB.

- When you delete a batch that contains a payables transaction which was created from the Mekorma Invoice Capture window, the invoice does not appear in the Mekorma Invoice Capture Validation window to reprocess. This issue has been fixed.

*Last modified: April 22, 2024*

# Introduction to Mekorma Invoice Capture

Mekorma Invoice Capture allows you to reduce the tedious and manual effort of getting invoices into Dynamics GP without the complexity of a document management system! Supporting documents are interpreted with Microsoft AI Builder and attached to invoices automatically with DocAttach. This is a simple and streamlined system for automating invoice data entry, voucher creation, and approvals.

Using Microsoft Dynamics GP and Mekorma together, you now have a complete end-to-end AP automation solution:



| Receive | Capture | Validate | Approve | Pay |
|---|---|---|---|---|
| Set up a dedicated email inbox for vendor invoices | AI reads invoice content and pushes the data into Dynamics GP | AP staff review, adjust, and confirm invoice details | Save invoice to a batch and send through Dynamics GP approval workflow | Generate payment with Mekorma Payment Hub or your preferred payment solution |
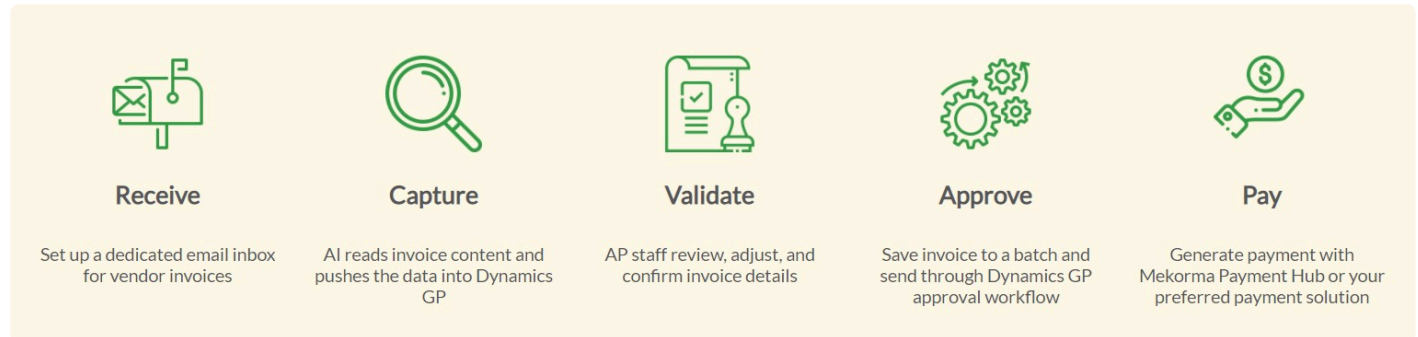
Once your invoices are in the GP system, approved, and posted, they are ready to be paid. Invoice Capture is a stand-alone product, which means you can use it with or without Mekorma Payment Hub solutions.

From the moment you have a new vendor to the day payment is sent, Mekorma and Microsoft Dynamics GP make your AP process easier.

For assistance with this user guide, review How to Use This Guide.

*Last modified: April 22, 2024*

# How Does Mekorma Invoice Capture Work?

Mekorma Invoice Capture integrates with Outlook email, Microsoft Power Platform with AI Builder, and Microsoft Dynamics GP. The system receives invoices through email and uses Power Platform and AI Builder to interpret them behind the scenes. We then give you an easy-to-use window in GP to validate the invoice data before converting it to an AP Voucher. The invoice and any supporting documents will be automatically attached to your vouchers through Dynamics GP DocAttach.

Watch this video for a quick overview of how Mekorma Invoice Capture works!

https://www.youtube.com/embed/AqClbuAipqg?rel=0



After the AP staff converts invoices to AP vouchers, they can be approved through the GP workflow, posted, and paid.

# Why Mekorma Invoice Capture?

- Mekorma Invoice Capture provides a simplified product for companies that don't need a full-fledged document management system.

- AP needs relief: too much paper!

- Approvers need to see original documentation before approving invoices or payments.

- Getting rid of paper makes it easier to work in remote locations.

- Manual entry is time-consuming, and mistakes are easy to make.

- When used with Mekorma Payment Hub, GP users can have an end-to-end automation solution.

# Preparing for Mekorma Invoice Capture

The Mekorma Invoice Capture Solution will be installed for you by the Mekorma Customer Success Team. We work hand in hand with you, your Dynamics partner, and IT team to ensure the most successful installation possible.

## The Stakeholder Team

These are the people you will need on your team for a successful implementation:

- IT team: The IT team will provision the Microsoft licenses, create email accounts, manage security, and work with the Mekorma team on the install of Microsoft Power Platform and Mekorma Invoice Capture.

- External IT: Please include your Hosting IT partner or Microsoft partner if they maintain your systems.

- Controller or AP Manager: This person will advise on your company's invoice notifications, approval rules, and provide oversight.

- AP Specialist(s): These specialists will be guided in the daily use and best practices.

## AP Specialist Work Station

The AP Specialists on your team will now be monitoring invoices on computer screens rather than on paper. For this, they will need monitors large enough to view the invoices legibly and have the data entry window to the side of the invoice view window so that they can see the invoice and see the data entry at the same time.

- For this purpose, we recommend a minimum monitor size of 25" and HD resolution (this is recommended but not required).

You will probably still get some invoices on paper and will need a scanner. The Fujitsu ScanSnap series works very well for low-cost, low-volume scanning.

*Last modified: April 22, 2024*

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*Last modified: April 22, 2024*

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You will probably still get some invoices on paper and will need a scanner. The Fujitsu ScanSnap series works very well for low-cost, low-volume scanning.

*Last modified: November 2, 2023*

# IT Preparation

Your IT department needs to make some decisions before we can proceed:

- Determine your Microsoft licensing requirements for Microsoft Power Platform and AI Builder.

- Purchase required licenses.

> ✱ [For lower licensing costs, consider using an extended trial license.](#)

- Specify what email address you will use for receiving invoices.

- If your users want to be notified about incoming emails, specify who you will notify for each company.

The Mekorma Invoice Capture setup screen is available on the Mekorma Area Page under Setup > System > Invoice Capture Setup. It allows you to setup an email address used to monitor the system, the addresses your vendors should use to email invoices, and individuals to be notified when the system gets new invoices:



Your Mekorma implementer will walk you through the considerations for setting up your Power Automate environments and coordinating them with your email setups. These setups will depend a lot on whether you have one or many companies and whether you have independent AP departments or shared services environments.

The sections below give you an advanced view of these considerations.

*Last modified: April 22, 2024*

# Power Automate Environments and Email Setup Requirements

Email setup and the number of Power Automate environments (and licenses) depend on the number of companies you manage and whether they share services and domain names.

1. If you administer 1 company, you need 1 license

2. If you administer multiple companies and you segregate invoice data out of security concerns, you will need a separate Power Automate environment for each one.

3. If you administer multiple companies with a centralized AP department, you may be able

to share your Power Automate environment.

4. Even if you have a centralized AP department that shares data, if you want your companies to have distinct email addresses for your vendors to send their invoices, you will need different Power Automate environments.

5. If you are using the MEM Connector for Payables, you must have a separate invoice email per entity.

## The Details

This chart shows these 4 cases in more detail and describes its setup:

| | GP companies | Data access allowed between companies? | Separate email domain required for each company? | Number of Power Automate environments needed | Email(s) associated with Power Automate environment | Company Invoice Email |
|---|---|---|---|---|---|---|
| 1 | 1 | N/A | N/A | 1 | APInvoice@xxx.com | APInvoice@xxx.com |
| 2 | Multiple | N | Y | Multiple | APInvoice@xxx.com, APInvoice@yyy.com, APInvoice@zzz.com… | APInvoice@xxx.com for company A; APInvoice@yyy.com for company B; APInvoice@zzz.com for company C… |
| 3 | Multiple | Y | N | 1 | APInvoice@xxx.com | There are two options for setting up the email. One is using Microsoft plus addressing. The other is using Email aliases. Please see below for more details. |
| 4 | Multiple | N | Y | Multiple | APInvoice@xxx.com, APInvoice@yyy.com, APInvoice@zzz.com… | APInvoice@xxx.com for company A; APInvoice@yyy.com for company B; APInvoice@zzz.com for company C… |

# Configuring for Multiple Companies to Share One Power Automate Environment

There are two ways of configuring email so that individual companies can each have their own AP address but all the emails get forwarded through one Power Automate flow:

1. Microsoft Plus addressing

2. Email aliases

## Microsoft Plus addressing (Case 3 recommended option)

With Microsoft [Plus Addressing in Exchange Online](#), using the following format will allow you to receive the invoice in a mailbox that the user desires:

Company invoice email address followed by a plus sign (+) and the company database name as shown in the example: APInvoice+TWO@xxx.com.

## Email aliases (Case 3 alternative)

If Microsoft Plus addressing is not possible, the alternative is to create email aliases to make incoming invoices go to the right company. They all need to use the same domain:

- APInvoice1@xxx.com for company A

- APInvoice2@xxx.com for company B…

We recommend Microsoft Plus method become in some customer's systems, the alias email does not work properly when an email is sent from the same domain.

# Why Are We Making This So Complicated?

Note that when you have multiple companies, the setup suggested in cases 2 and 4 is more straight-forward. So why do we support case 3?

Case 3 saves you money by lowering the number of Power Automate environments you need to license. It has the disadvantage of having to use the same domain name for email across all your companies and may lead to difficulty communicating with vendors who are servicing multiple companies.

*Last modified: April 22, 2024*

# Sharing an Email Address Used for Other Purposes

We recommend that you dedicate an email address for receiving AP invoices. However, if you have considerations that make you want to use the email address for other purposes, such as monitoring a more general AP queue, it can be done, with the caveat that senders will need to put a specific moniker in the subject line. The main use for this is in a testing scenario when you are first getting to know the product. It could also be used in very low volume situations.

In that case, you can designate a moniker, such as (INV) that goes at the beginning of each subject line. You can use Outlook with a rule to move any incoming email with that moniker to a sub-folder in your outlook. Any invoices moved to sub-folder will trigger the AI flow.

If you are using this on an ongoing basis, it is unlikely that vendors will put (INV) in their subject lines. The individual monitoring the email address will have to sift invoice emails and move them to that sub-folder.

*Last modified: January 4, 2024*

# 'User to Notify' Email Address

You have the option to designate a user who will be notified whenever an invoice email is ready to verify in Dynamics GP. This can be a separate user for each Dynamics GP company or you can designate the same user for more than one of the companies. You can designate only one notification email address—if you need multiple people to be notified you will have to set up an email group in Active Directory.

The system will notify the user once an invoice email has been fully processed by the Power Automate flow and is ready to be verified in Dynamics GP.

Note that the *User to Notify* Email address cannot be the same as any *Company Invoice Email* or email associated with the Power Automate Environment.

If you do not wish to receive notifications for each invoice that is received, this field is not required.

*Last modified: November 2, 2023*

# Controlling the Page Count in AI Builder

✳ [For lower licensing costs, consider using an extended trial license.](#)

Microsoft charges based on number of pages/month scanned by Power Automate AI Builder. The number of pages scanned might be of concern to you if you are processing over 500 invoices a month. These configuration options help save on your page count.



To navigate here: Mekorma home page > Setup > System > Invoice Capture Setup

## Maximum Scan-To Page

The Maximum Scan-To Page option limits the number of pages scanned in a single document.

- By default, this will be set up to 5 pages.
- If set to less than 1, it will error and re-set to 1.
- If set to greater than 10, it will error and re-set to 10.

Maximum Scan-To Page page is per document. It treats each document (email body or attachment) as a single invoice.

## Email Body Action

Sometimes, a vendor may include pertinent invoice-related information in an email, along with the invoice attachment. With Build 90, Mekorma has updated Microsoft AI Builder's receiving and scanning process for emails. To give you more control over how your email bodies are captured, there are three actions available: *Ignore*, *Store*, and *Store & Process*. Use the Email Body Action drop-down to determine how you want Invoice Capture to handle your email bodies.

- If you set Email Body Action to *Ignore*, Mekorma Invoice Capture will not scan the email body.
- If you set Email Body Action to *Store*, the system will store the email body only, but won't scan it unless there are no other attachments to process.

- To scan the email body for attachments and attach any PDFs to the invoice, set Email Body Action to *Store & Process*.

## Add business rules to exclude scan files by file type

Mekorma Invoice Capture includes a feature to limit the number of pages scanned by Power Automate AI Builder to avoid exceeding more than 500 credits/2000 pages per month. This will help in reducing unnecessary scans. In the Mekorma Invoice Capture Setup window, you will find the Extensions button. By clicking it, you can select or deselect the extensions you would like to exclude. Extensions supported are:

- .JFIF
- .JPE
- .JPEG
- .JPG
- .PDF
- .PNG

By default, all the file types are marked. If none are marked, PDF will default.
**Note:** JPEG family includes: .JPEG, .JPG, .JPE

*Last modified: November 2, 2023*

# Determining Your Microsoft Power Platform Infrastructure and License Requirements

- Only a single Microsoft Power Automate "per user" license is needed to run the Mekorma Invoice Capture flow in a single or multi-company Microsoft Dynamics GP scenario, regardless of the number of users you have.

- If you have multiple companies which run different Power Platform environments for each company, and you are going to deploy Invoice Capture in each environment, you must acquire a Power Automate "per user" license for each environment.

- Even if your company runs a single Power Platform environment to support multiple AP departments (i.e. shared services), we recommend deploying an Invoice Capture solution for each department so that each department uses its own domain name email address. Please contact our Professional Services team for further assistance. One Microsoft AI Builder license may be shared and assigned to each Power Platform environment.

- Note that you will not need a license for each user in your AP department, but rather an individual license for the entire department. We recommend assigning the license to an account associated to the email account for your AP department.

# Estimate Your Invoice Credits

## Estimating the Number of Invoices You Process per Month

- The base Microsoft AI Builder license provides 1 million credits, which includes the ability to process up to 2000 pages per billing cycle.

- If you have more than one Power Platform environment for which you will be deploying Mekorma Invoice Capture, your AI Builder credits need to be split and assigned to each environment.

- If you need to process a greater volume you will need to purchase additional packs of pages per month.

## Estimating the Number of Pages per Invoice

The Invoice Capture product will send the email body and any attachments through the AI engine with the assumption that each of those documents could be an invoice.

- For a single email, the lowest number of invoice pages would be 1. That would be for an email body that contains the invoice itself and is short.

- For the case where the email also has an attachment, the lowest number of invoice pages used will be 2.

By default, the system will cap the number of pages it processes in a single email body or attachment to 5. You can ask your Mekorma implementer to raise or lower that cap.

For more information about Microsoft Power Platform licensing costs, read Licensing overview for Microsoft Power Platform – Power Platform | Microsoft Docs. The Mekorma Customer Success team is available to help you figure out exactly what you need for your scenario.

> ✳ For lower licensing costs, consider using an extended trial license.

*Last modified: April 22, 2024*

# Try Before You Buy

As of Q3 2022, Microsoft offers extended trials of their Power Platform AI Builder component. At this time, customers can take advantage of this offer for a period of up to 2 years at Microsoft's

discretion. After the trial period, customers must purchase AI Builder capacity at Microsoft published prices – $500 per AI Builder unit per month, as of this writing.

*Last modified: November 2, 2023*

# Using Mekorma Invoice Capture

After you've installed and set up Invoice Capture, you are ready to use it.

First you need to get your vendors to email invoices, and then you can use the Invoice Capture Validation window to complete the following tasks:

- Review the invoice data

- Choose a vendor

- Handle the attachments

- Create a GP voucher

- Process multiple invoices

> ✳ Invoice attachments larger than 2 MB might not be able to be attached to invoices through Mekorma Invoice Capture. Attach the invoice manually in the Payables Transaction Entry window or the Purchasing Invoice Entry window. For more information, refer to Manually Attaching Invoices.

*Last modified: April 22, 2024*

# Getting Vendors to Email Invoices

There are 4 different ways that vendors can send invoices:

- Email to a specific address monitored by Mekorma Invoice Capture

- Email through an existing AP address

- Paper mail

- In a portal that you must download from

> ✳ Invoice attachments larger than 2 MB might not be able to be attached to invoices through Mekorma Invoice Capture. Attach the invoice manually in the Payables Transaction Entry window or the Purchasing Invoice Entry window. For more information, refer to Manually Attaching Invoices.

## Email direct to capture

The easiest flow is to direct your vendors to email their invoices to you to an email address that is monitored by Mekorma Invoice Capture. If you have multiple companies, vendors should use the email address for the company they are billing.

## Email through AP

When first installing, you may want to monitor the invoices more closely while you get comfortable with the system. You can continue to use an email address that vendors are already sending to. IT can create a temp email for the capture system, and you can forward invoices to it when you get them.

When you feel confident, you can reconfigure the system to use your official email address simply by changing the email address on the setup screen.

## Dealing with snail mail Invoices

Scan any paper invoices to a folder on your local drive. You can then email them to your Invoice Capture email address. You can attach multiple invoices to the same email if they all belong to one of your companies.

## Downloading invoices from a portal

Vendors commonly have online portals for you to pull your invoices from.

Try to convince your vendors to include invoices as attachments. It is inconvenient for you to log into the vendor portal and download each invoice.

If you must, download the files to a folder on your local drive, attach to an email, and send it to your Invoice Capture email address. You can attach multiple invoices to the same email if they all belong to one of your companies.

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# The Invoice Capture Validation Window

After the invoice data has been extracted by artificial intelligence (AI) and submitted to GP, it will be pushed to the Mekorma Invoice Capture Validation window for further processing. This is a Mekorma work table with all the captured invoices listed. To sort the invoice data by individual column, click on the column header. You can validate the transaction data accuracy, adjust the entry as needed, and instruct the system to create a transaction – either a payables transaction, or a purchasing invoice transaction.

To open the Mekorma Invoice Capture Validation window go to: Mekorma area page >

## Transaction > Payables > Mekorma Invoice Capture Validation



If you are creating a *payables transaction*, follow this validation checklist:

1. Review the Invoice Data
2. Handle the Attachments
3. Create a GP Voucher
4. Delete Bogus Invoices

If you are creating an invoice for a *purchase order*, follow this validation checklist:

1. Review the Invoice Data
2. Handle the Attachments
3. Create a Purchase Order Invoice
4. Delete Bogus Invoices

In addition to the information about the process flow, we have 3 videos explaining more information about how the AI Engine process invoices:

1. How AI processes multiple invoices in one email from one vendor.
2. How AI processes multiple invoices in one email from different vendors.

3.  [How AI processes an invoice in the email body.](#)

# If you're using Binary Stream's Multi-Entity Management (MEM)®

If you're using MEM, the **Entity ID** field is displayed. Users can only view invoices for the entity to which they have access.
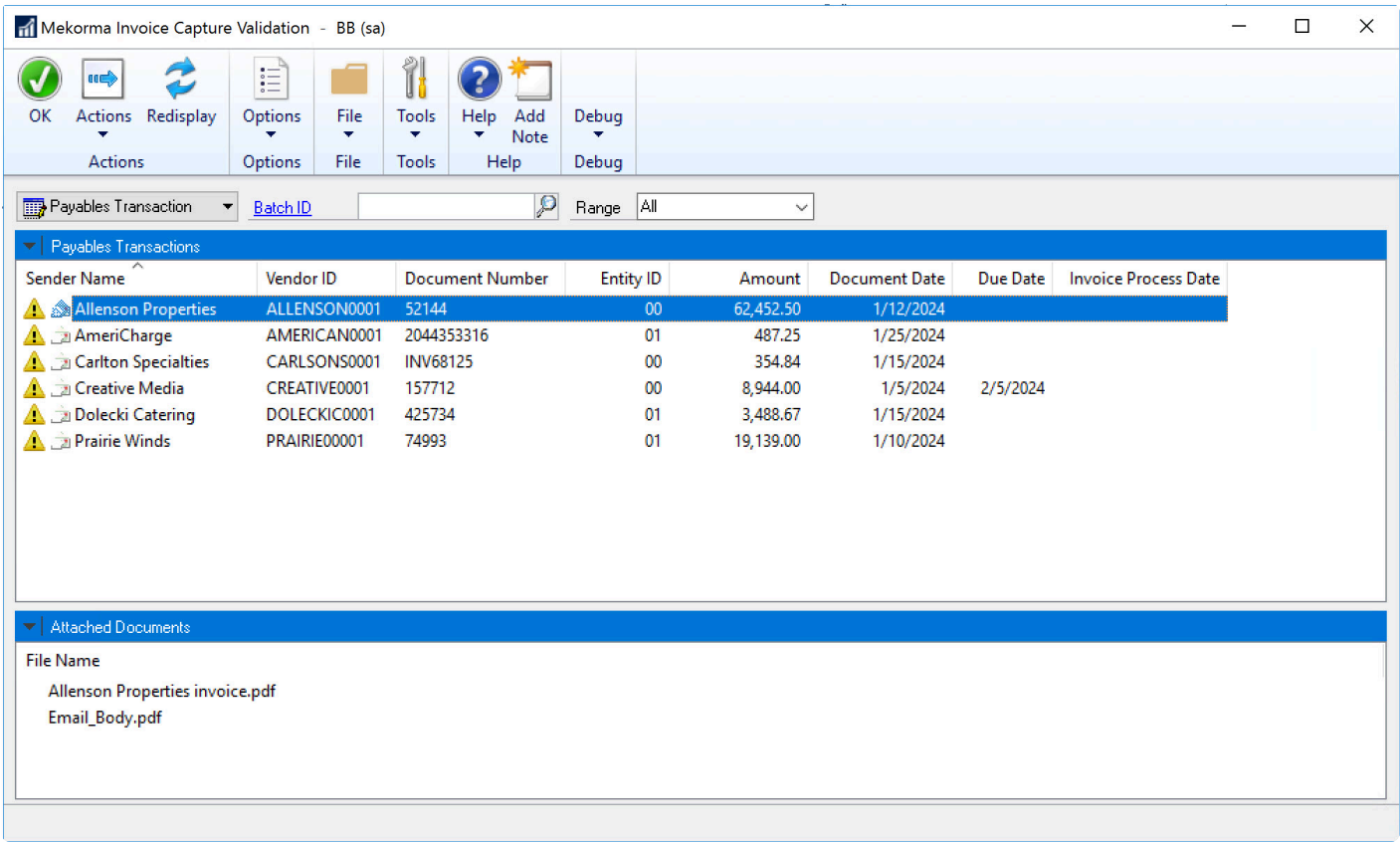


If you are processing multiple invoices together, any lines that do not have the same entity as the batch entity will not be able to be marked.

# Available Options

The following table explains the options available from the **View** menu in the Mekorma Invoice Capture Validation window for both transactions and attached documents. The options that are available depend on what is selected.

| Menu Option | Description |
|---|---|
| Payables Transaction or Purchasing | |

| Invoice list | |
|---|---|
| Open Processing Window | If **Payables Transaction** is selected, opens the Mekorma Create PM Transaction window. If **Purchasing Invoice** is selected, opens the Mekorma Create POP Invoice Entry window. You can update or add information for the transaction. |
| Discard | Deletes the transaction from the window. |
| Mark All | Marks all the transactions. |
| Mark None | Unmarks all the transactions. |
| Update Entity ID | Opens the MEM Entity Lookup window where you can select a different entity for the transaction. |
| **Attached Documents** list | |
| Open | Opens the selected attachment. |
| Create New Invoice | Creates a line item that you can use to create a new transaction. |
| Discard Attachment | Deletes the selected attachment from the window. |
| Select this Document to move or copy | Selects the document to move or copy. For more information about this option, refer to Moving or Copying an Attachment from One Invoice to Another |

# Options Button

The following table explains the options available from the **Options** button in the Mekorma Invoice Capture Validation window.
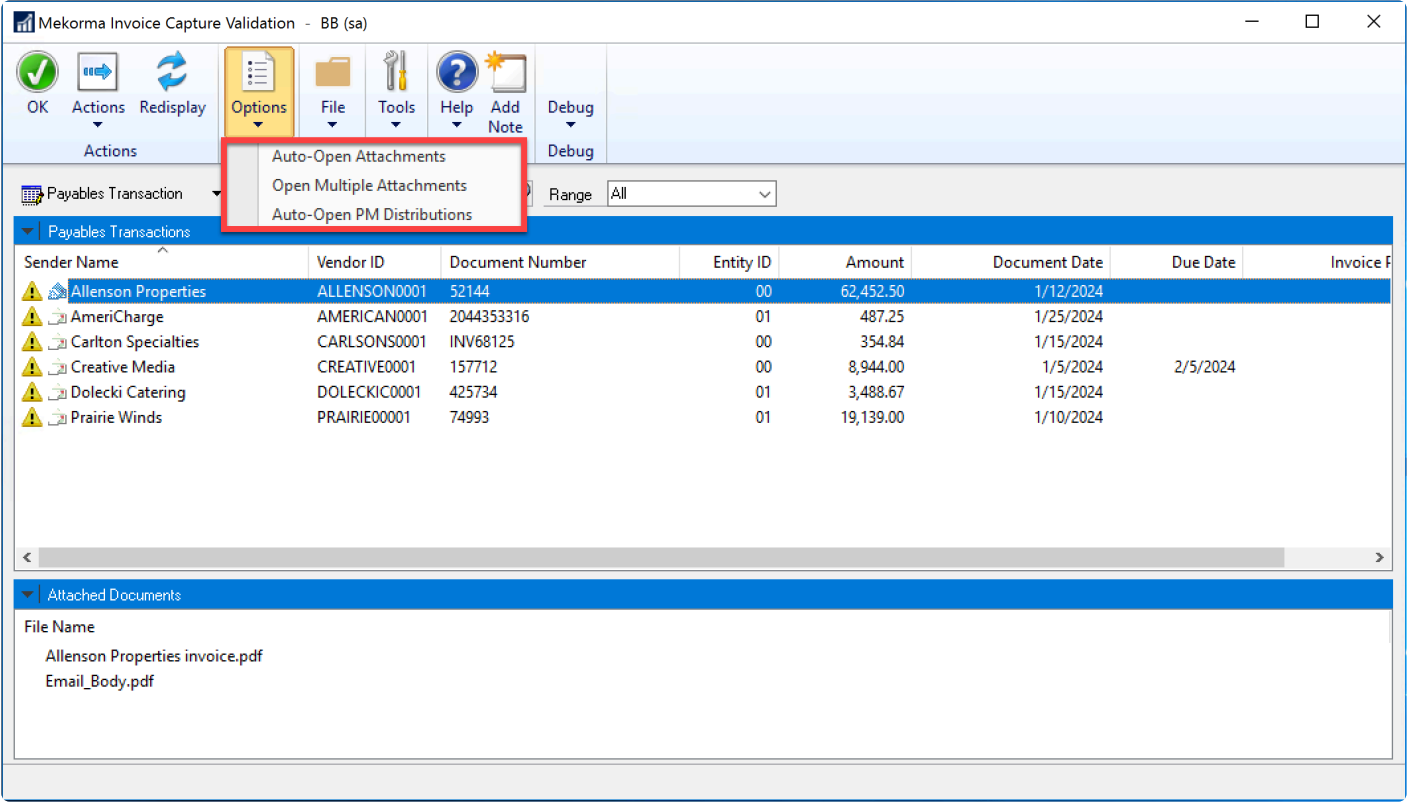
| Options Button | Description |
|---|---|
| Auto-Open Attachments | Automatically opens the attachment when you double-click on an invoice line, or right-click the invoice and select > Open Processing Window. |
| Open Multiple Attachments | Automatically opens all of the attachments when you double-click on an invoice line, or right-click the invoice and select > Open Processing Window. Each attachment is displayed in a different tab. |
| Auto-Open PM Distributions | Automatically opens the Payables Transaction Entry Distribution window below the Payables Transaction Entry window after you click **Process** in the Mekorma Create Payables Transaction window. This option is saved per user. |

*Last modified: April 22, 2024*

# Review the Invoice Data

To open the imported invoice and review the data before you create a transaction with the imported data, select a row in the Mekorma Invoice Capture Validation window and then select **Payables Transaction** or **Purchasing Invoice**.
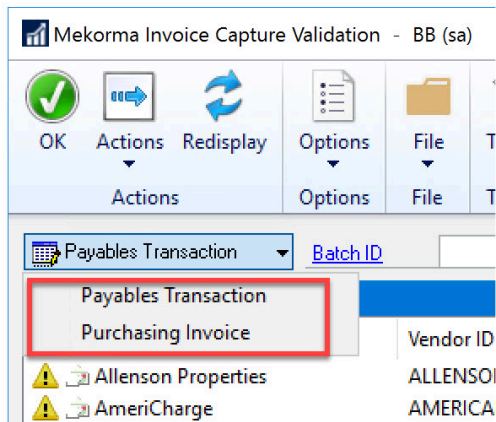
- To create a payables transaction, select **Payables Transaction**. This opens the Mekorma Create Payable Transaction window.



- To create a purchasing invoice transaction, select **Purchasing Invoice**. This opens the Mekorma Create Purchasing Invoice window.



The invoice data captured by the import process displays the following fields, if they can be determined from the attachment in the email.

- **Vendor ID**: If the vendor can be identified and matched to a vendor in GP, the vendor ID displays. This is the most important field to verify and change, if it is not correct.

- **Vendor Name**: Under some conditions, the sender email address is displayed instead of the name. (See Why is sender sometimes an email address?.)

- **Document Number/Vendor Doc No/Document Date/Invoice Date/P.O. Number/Total**: If these amounts are identifiable from the attachment, they are displayed. Otherwise, you can enter them manually.

- **Due Date/Payment Terms**: **Due Date** is displayed when the date is present on the invoice and payment terms are not specified for a vendor. **Payment Terms** is displayed when a vendor has payment terms specified in the Dynamics GP vendor master. If a due date is captured from the invoice, but the vendor has payment terms specified, those payment terms are displayed and used to calculate the invoice date, overriding the due date from the invoice document. To use the due date from the invoice for a vendor with payment terms, you must override it in the transaction entry window.

After you have reviewed the data, you can create the payables transaction or purchasing invoice. To change the type of transaction you create, use the option to change the transaction window.



For more information refer to Create a GP Voucher or Create a Purchase Order Invoice.

# If you're using Binary Stream's Multi-Entity Management (MEM)®

If you're using MEM, the **Entity ID** field will be displayed in the Mekorma Create Payables Transaction window and the Mekorma Create Purchasing Invoice window. Users can only view

invoices for the entities to which they have access.





*Last modified: April 22, 2024*

# Why is Sender Sometimes an Email Address?

The system will only display a vendor name when the AI can identify something it perceives as a vendor name. Secondly, it needs to be able to identify something it perceives as an invoice number. When it cannot, it enters the sender email address instead of guessing the vendor name.

Sometimes this is because the email in not actually an invoice. See Delete Bogus Sender Lines for how to examine and handle these lines.

If the email is an invoice, you will be able to easily choose the correct vendor and you may only need to provide your own version of an invoice number to post this in Dynamics GP.

*Last modified: April 22, 2024*

# Choosing a Vendor

If the AI finds a vendor name that it has seen before, it will default in the vendor ID. Sometimes, there are vendors with similar names so you should always verify the vendor ID.

Every time you match a vendor name with a vendor ID, the system will store that for future use. This means that if you have two vendors with the same name, there will be two vendor IDs associated to that name. There are three possible scenarios:

1. Vendor name not found.
    - You need to add a new vendor. Be sure to follow best practices. See What if the Vendor is not in the System?

2. Vendor name matched one vendor ID.
    - To verify that this is the correct vendor, click the lookup button next to the vendor ID and then click the Show Details icon to verify the vendor's address.

3. Vendor name matched multiple vendor IDs.
    - The system will guess at one of your prior vendor IDs based on which has been used most often. An icon will appear next to the lookup button. If you click it, you will see a list of all of the vendor IDs that have been used with that vendor name, and you can select one from the list.

*Last modified: April 22, 2024*

# What if the Vendor is Not in the System?

What if you are processing an invoice and you find that there is no vendor? You should have a process for approving a new vendor into your system.

Best practices for new vendor setup include:

- Separation of Duties—Dynamics GP security should be set up so that the person entering or modifying the vendor maintenance file is not the same person that enters invoices or pays bills.

- Steps that are needed for setting up new vendors include:
    - TIN matching for IRS—you need to get a W9 and validate official vendor company tax info for 1099s
    - Office of Foreign Assets Control (OFAC) screening
    - Double verification for Remit-to address and banking information

- Vendor Approval workflow—Microsoft Dynamics GP can be configured with a Vendor Approval workflow. When we discuss your needs, we will generally recommend that you

include an approval workflow as part of your solution. A vendor approver will be a second set of eyes that ensures that the checklist steps are followed and approves the new vendor to the system.

The Mekorma Customer Success team is standing by to assist you with defining any of these policies and procedures to ensure a safe, auditable AP process.

*Last modified: April 22, 2024*

# Handle the Attachments

Review each of the attached documents to make sure that only one of them is an invoice and that all of them are related to the invoice you are reviewing.

> ✳ In addition to the information about the process flow, we have 3 videos explaining more information about how the Artificial Intelligence (AI) Engine processes invoices:
> How AI processes multiple invoices in one email from one vendor
> How AI processes multiple invoices in one email from different vendors
> How AI processes an invoice in the email body

When you double-click on any of the attached documents, the corresponding default file viewer automatically opens. For instance, if you're trying to open a .pdf file, it will open with the default .pdf viewer that you have set on your computer. You can then compare the data in the Mekorma Create Payables Transaction window with the original document. The file types supported by Microsoft AI Builder are: .pdf, .bmp, .jpg, .jpeg, .gif, .png, .tif, .tiff.

Mekorma Invoice Capture uses AI to decide what to do with emails that have multiple attachments. There are several scenarios:

- An email with just a body, no attachments:
  - The email body is converted to a .pdf and the invoice processing system tries to process it as an invoice. When you review, if it is not an invoice, you can discard it as a bogus invoice (see Delete Bogus Attachments).

- An email with one attachment:
  - This is typically an email body with a courtesy note or additional information and an attached invoice.
  - The invoice processing system converts the email body to a .pdf file as supporting documentation.
  - The invoice line displays two attachments: the email body and the invoice.
  - If you review the attachments and find either of them bogus, you can right click and discard it.
  - If you review the attachments and find that they are two different invoices, you can

right-click one of them and choose "Create New Invoice". It is unlikely in this case, but this ability exists for emails with multiple invoices attached to an email.

- For an email with multiple attachments, the invoice processing system chooses between a number of scenarios:
  - One attached invoice and supporting documentation
  - An assortment of attached invoices – This capability is useful if AP wants to forward a batch of invoices through the workflow. For more information, see Dealing with Snail Mail Invoices. See Moving or Copying an Attachment from One Invoice to Another for an example.
  - Multiple attached invoices with some supporting documentation

First, the invoice processing system uses AI to make a decision about each attachment to detect if it is an invoice or not. Its goal is to automatically separate invoices into separate lines so that when you use Mekorma Invoice Capture Validation window, you don't have to do that manually.

Then, the invoice processing system processes EACH of the attachments through the AI. It finds the invoice, and any documents that it doesn't recognize are attached as supporting documents.

If the invoice processing system recognizes two or more attachments as invoices, it creates a separate invoice line for each invoice. Each of these will also contain the body of the email as supporting documentation.

Another scenario is when none of the attachments are recognized as invoices. If that happens, the email is probably junk. The invoice processing system groups them together for easy review. It creates one "invoice" line but instead of a vendor name it shows the sender's email address. That line will contain all the attachments for you to review.

The most complex case is when there are multiple invoices and supporting documents. The invoice processing system creates a separate invoice line for each invoice and groups all the unrecognized documents on a different line using the sender's email address. The system will not try to match them to specific invoices, you have to review these manually to move them to the correct invoices before processing them to GP invoices or purchase order invoices. See Create a GP Voucher and Create a Purchase Order Invoice for more information.

The following sections explain how to clean things up by deleting bogus sender lines or moving attachments between sender lines.

- Deleting Bogus Sender Lines
- Moving or Copying an Attachment from One Invoice to Another
- Attaching the Same Attachment to Multiple Invoices
- Deleting Bogus Attachments

- [Manually Attaching Invoices](#)

# Deleting Bogus Sender Lines

Mekorma Invoice Capture can receive an email that is not an invoice. If this happens, review the attachments to verify if they are bogus.

To remove them:

1. Right click on **Sender Name** in the Mekorma Invoice Capture Validation window.

2. Choose **Discard**.
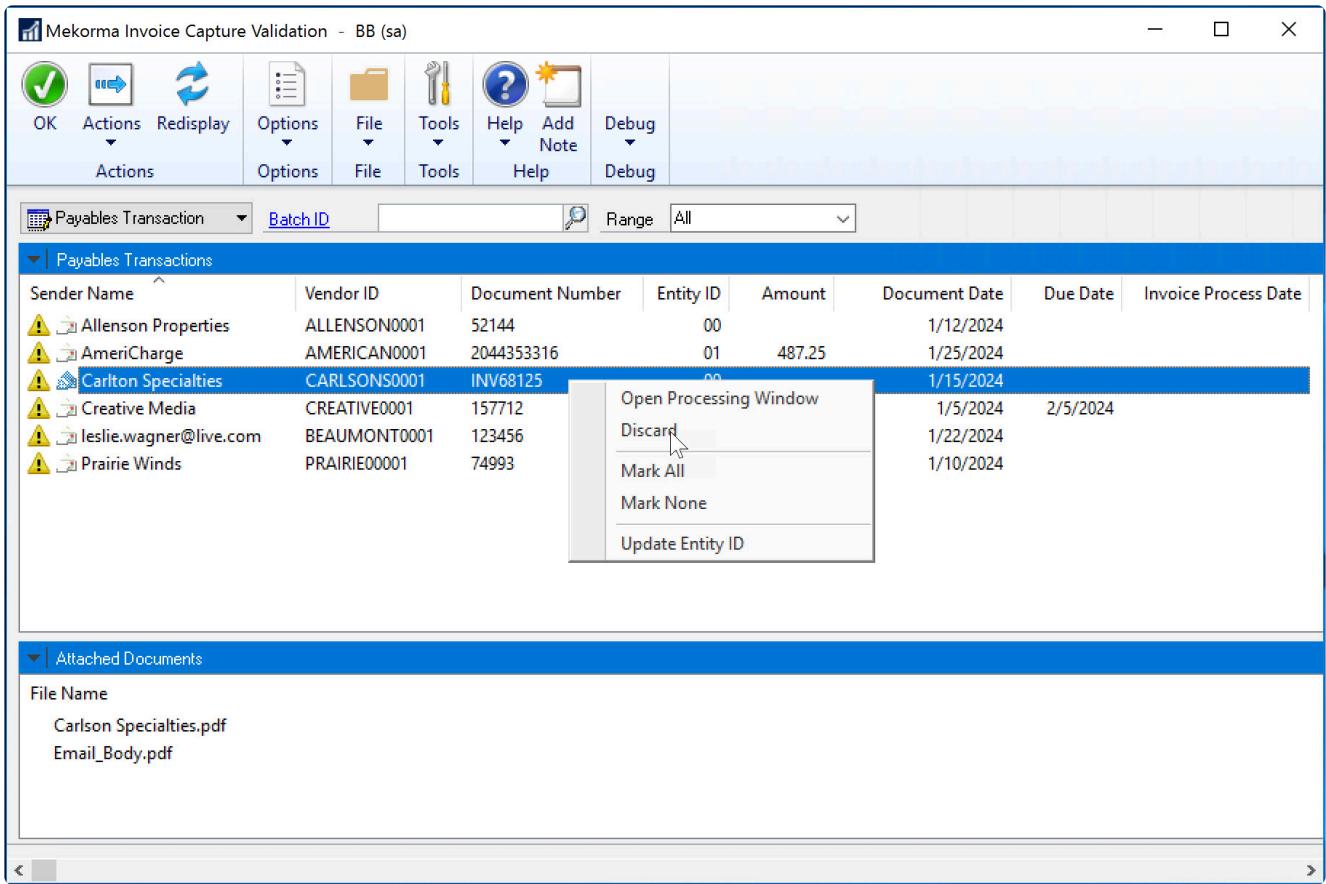
# Moving or Copying an Attachment from One Invoice to Another

When reviewing attachments, there are two cases when you might want to move an attachment to another invoice line:

1. An attachment is a supporting document for an invoice on another line.

2. An attachment is an independent invoice.

To move or copy a supporting document into another invoice:

1. Right click on the supporting document in the Attached Documents list in the lower part of the window and choose Select this Document to move or copy.
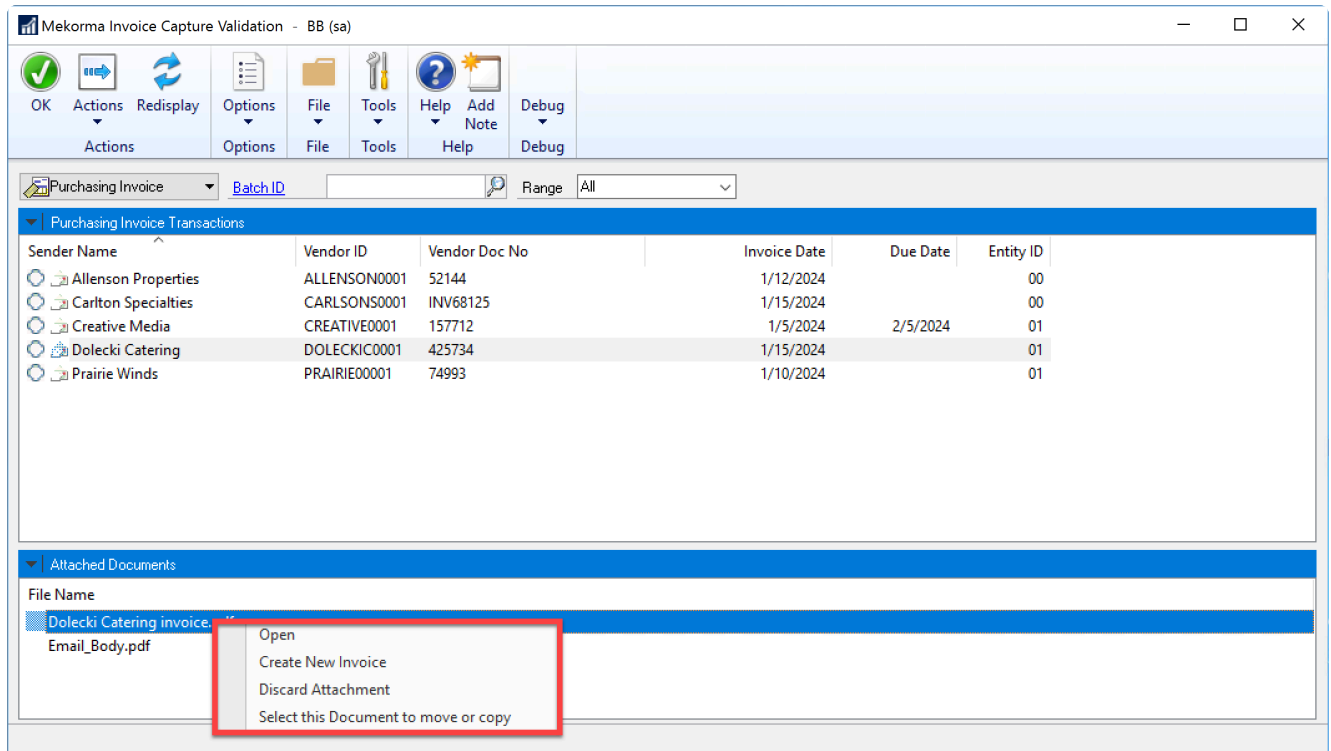


2. In the upper part of the window, right click on the line to which you want to move the invoice and choose Move File Here or Copy File Here.
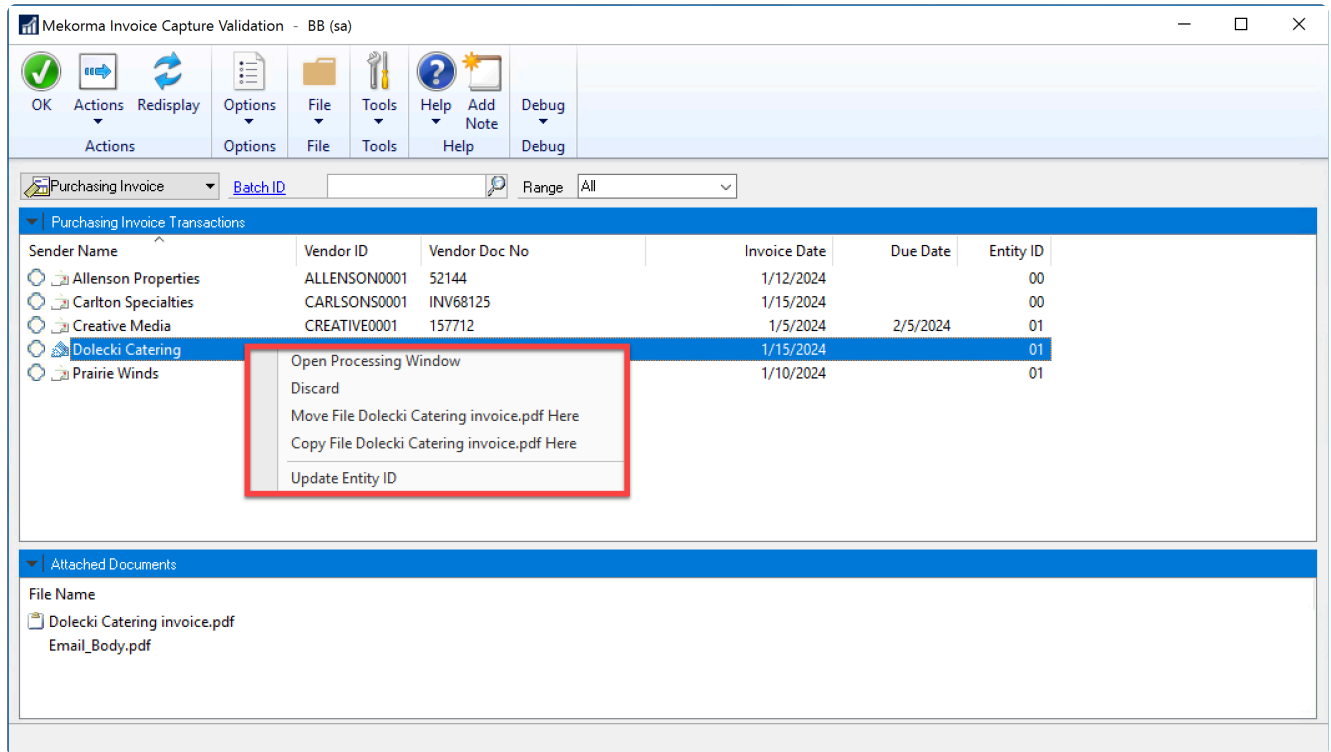
To move a supporting document to its own independent invoice line:

1. Right click on the supporting document in the Attached Documents list in the lower part of the window and choose **Create New Invoice**.

2. In the upper part of the window, a new line is created with that attachment and you can process it as an independent invoice.

*Last modified: April 22, 2024*

# Attaching the Same Attachment to Multiple Invoices

You may get one invoice document that you want to create in GP as multiple vouchers. For example, the invoice may have sections that need to be approved by different approvers.

In this case, when you are reviewing the attachment the first time, you can download it. Then email it back to the system for each split that you need to create. You will then adjust the total on each voucher you create for just the part of the invoice you want to pay. You will also want to adjust the document number to make it unique for each voucher.

*Last modified: April 22, 2024*

# Deleting Bogus Attachments

You may not need all the attachments on an invoice.

To remove them:

1. Right click on the supporting document in the Attached Documents list in the lower part of the window.

2. Choose **Discard Attachment**.

*Last modified: April 22, 2024*

# Manually Attaching Invoices

When a file is too large to be attached through Mekorma Invoice Capture, typically files greater than 2 MB, you will receive a message. The data from the file is still extracted but is not attached automatically. Use the Payables Transaction Entry window or the Purchasing Invoice Entry window to attach the file manually.

If you're using Multi-Entity Management (MEM), the **Entity ID** field will be displayed. Users can only view invoices for the entity to which they have access.

For more information about attaching documents to transactions, refer to the *Using the Document Attachment Management window* in the Microsoft Dynamics GP help documentation. To access this help, open the Document Attachment Management window and press F1.

## Attaching files in the Payables Transaction Entry window

To attach a file in the Payables Transaction Entry window:

1. From the Mekorma Invoice Capture Validation window, select the transaction.
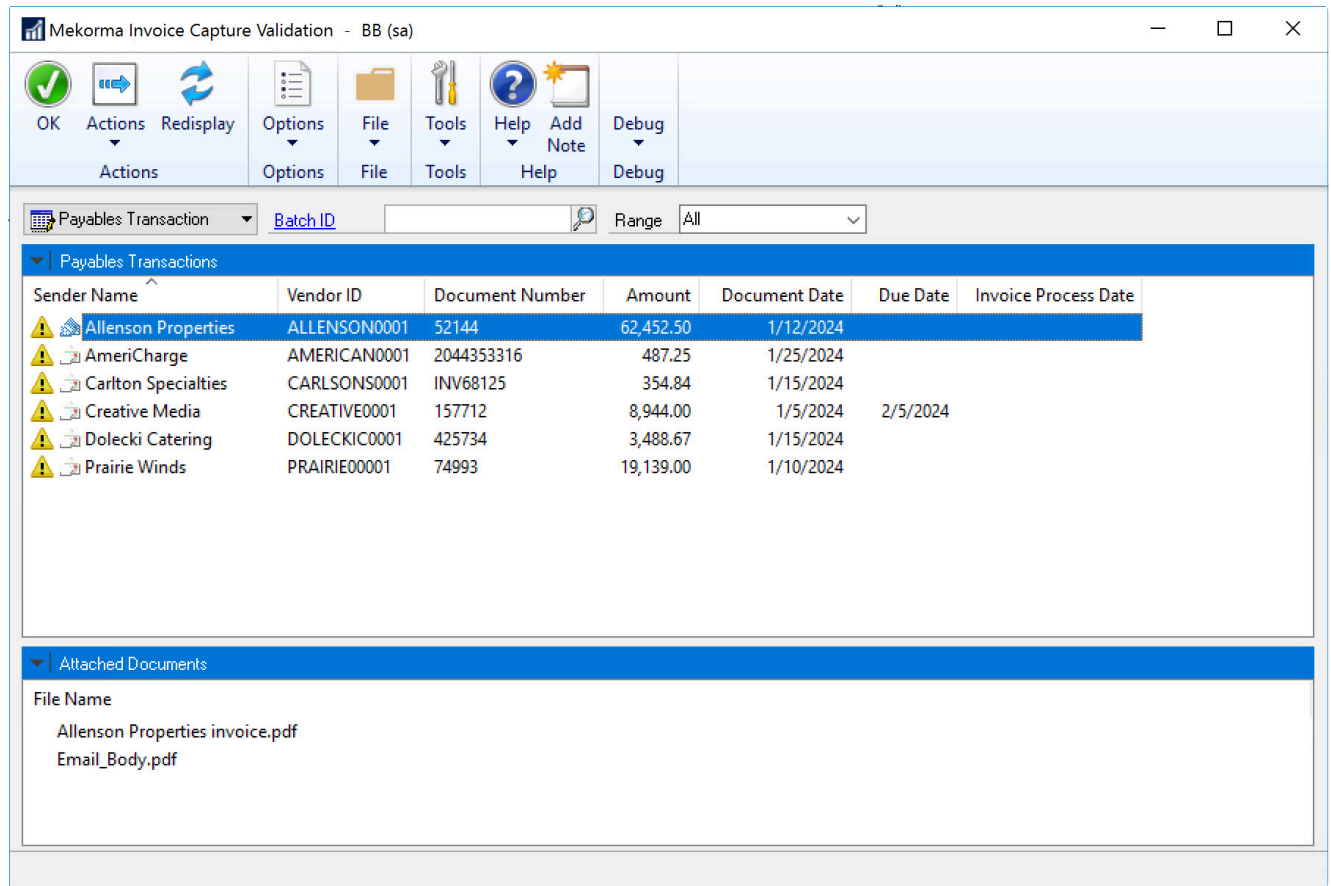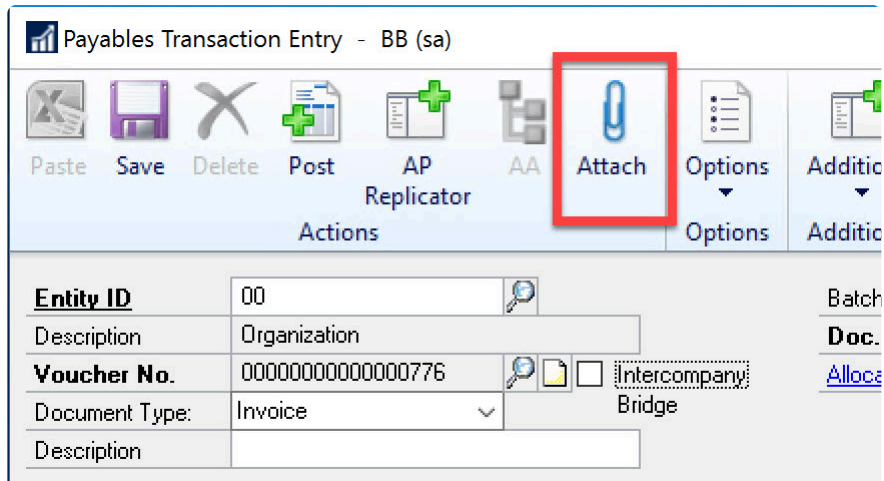
2. Select **Payables Transaction**, and click **Actions** > **Process**.
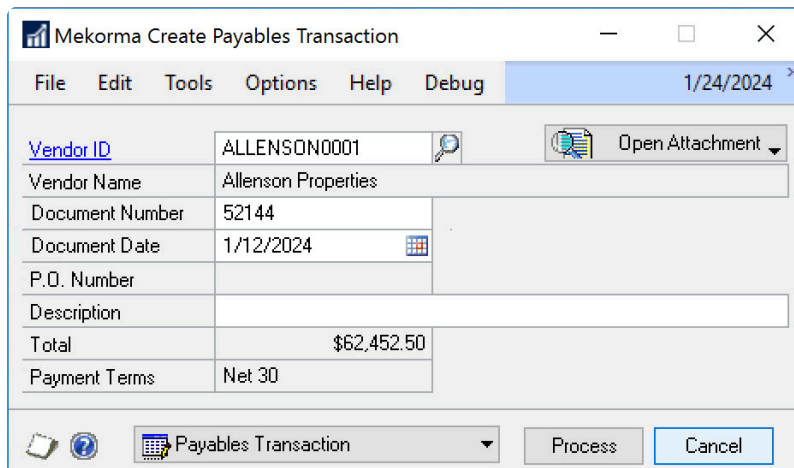


3. From the Mekorma Create Payables Transaction window, be sure that the vendor ID, document number, and document date are entered. If you are using MEM, an entity ID must also be displayed.

4. Click **Process**. The Payables Transaction Entry window opens.

5. If the **Batch ID** field is empty, enter or select a batch ID.

6. Click **Attach**.



7. In the Document Attachment Management window, click the **Attach** button and select the document to attach.
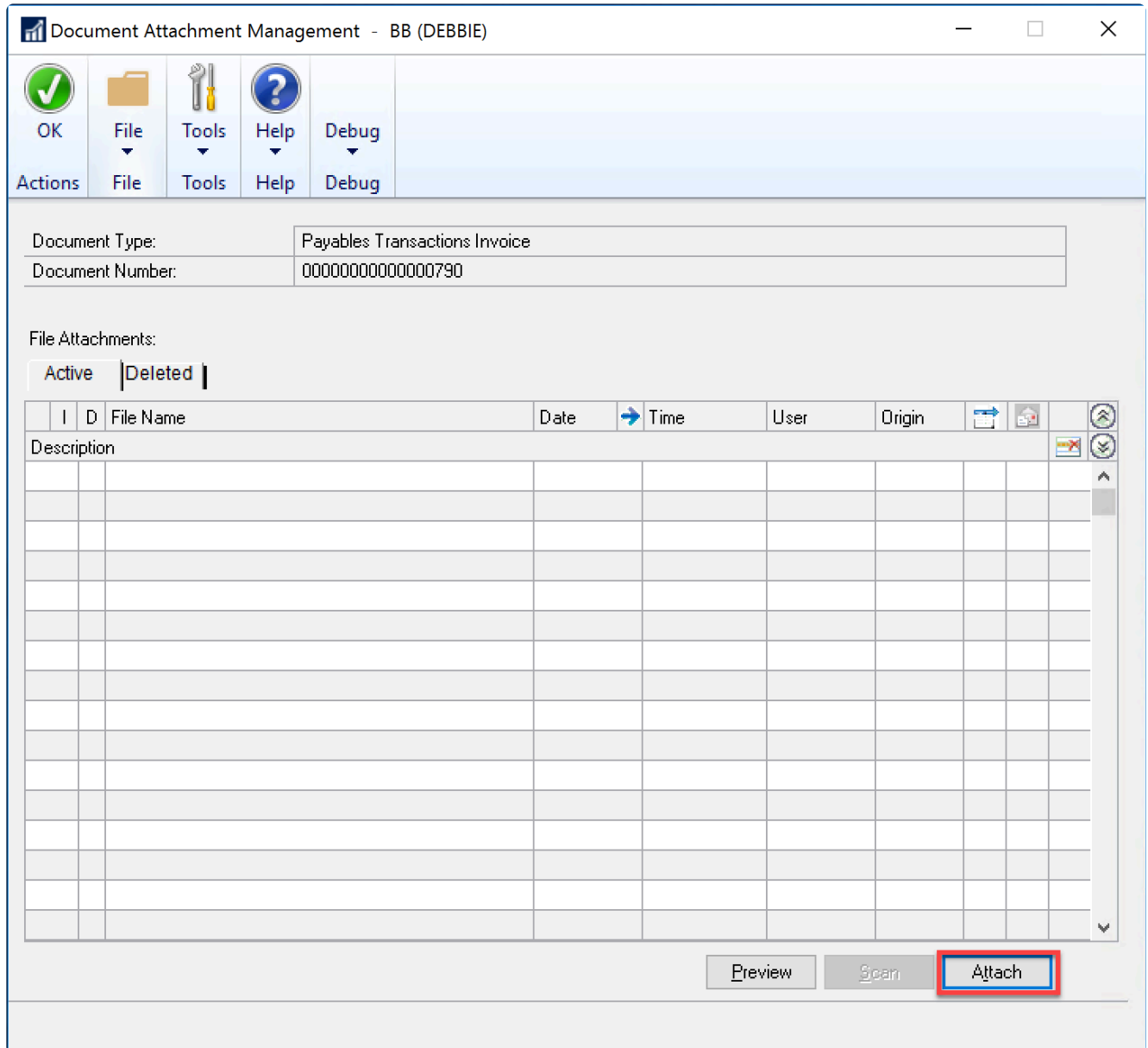
8. You can enter a description for the file.

9. Click **OK**.

## Attaching files in the Purchasing Invoice Entry window

To attach a file in the Purchasing Invoice Entry window:

1. From the Mekorma Invoice Capture Validation window, select the transaction.

2. Select **Purchasing Invoice** and click **Actions > Process**.



3. In the Mekorma Create Purchasing Invoice window, be sure that the vendor ID, vendor document number, and invoice date are entered. If you are using MEM, an entity ID must also be displayed.

4. Click **Process**. The Purchasing Invoice Entry window opens.

5. If the **Batch ID** field is empty, enter or select a batch ID.

6. Click the right chevron button and select **Attach**.
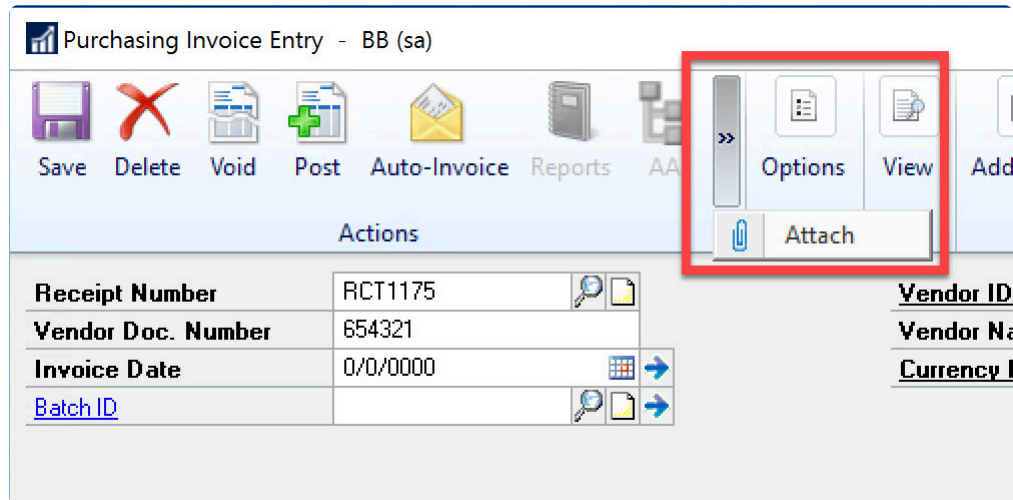


7. In the Document Attachment Management window, click the **Attach** button and select the document to attach.

8. You can enter a description for the file.

9. Click **OK**.

*Last modified: April 22, 2024*

# Create a GP Voucher

To create a GP voucher from the Mekorma Invoice Capture Validation window, enter or select a Batch ID, select a line, then select **Payables Transaction** and click **Actions > Process**.
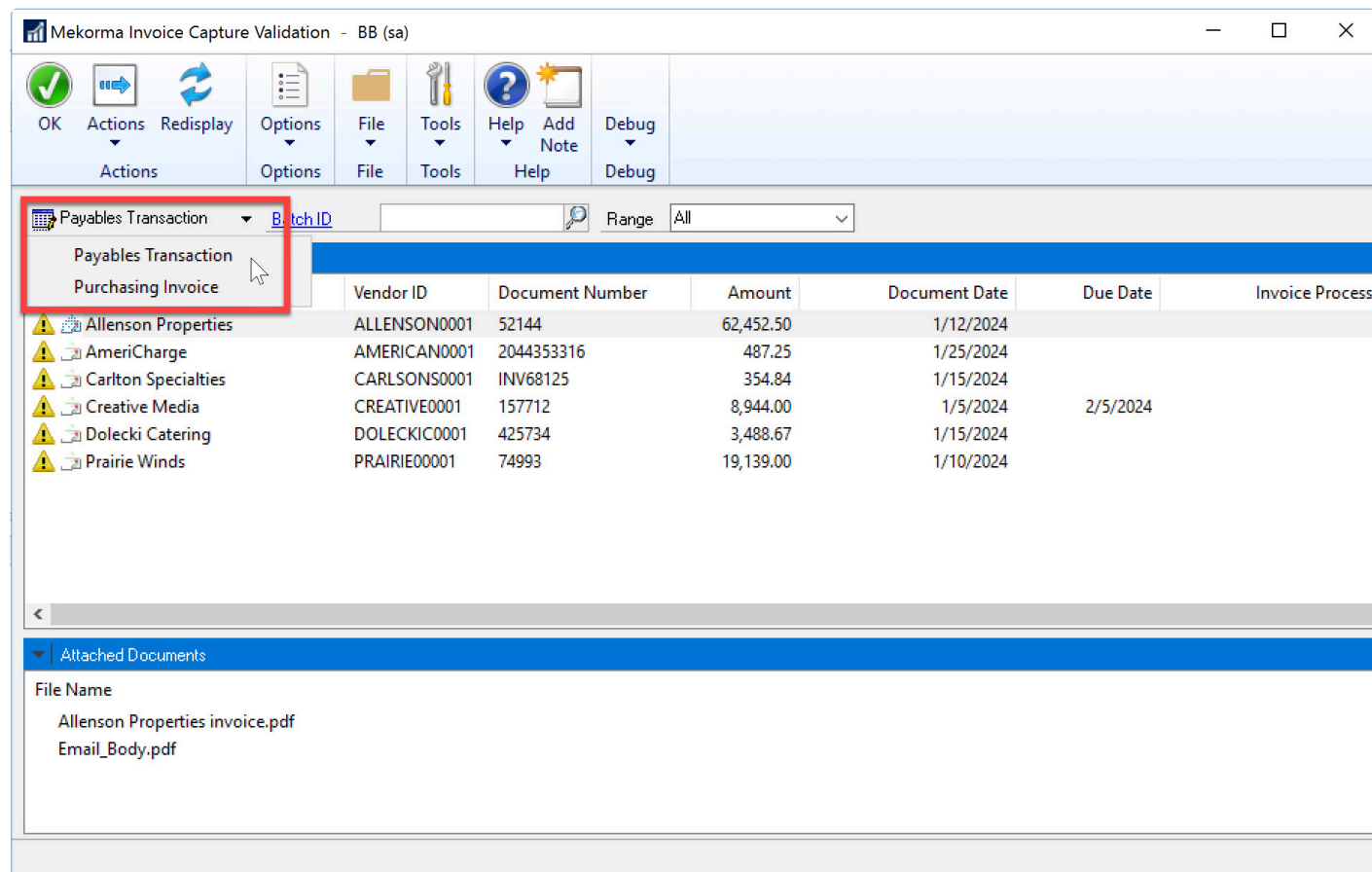
This opens the Mekorma Create Payables Transactions window.



After you finish organizing your attachments onto the correct invoices and reviewing the data in the Mekorma Create Payables Transaction window, click **Process**. This opens the Payables Transaction Entry window. You can then verify your general ledger distributions, payment terms, remit-to address, and other information, before saving the invoice to a batch, posting it, or submitting it for approval.
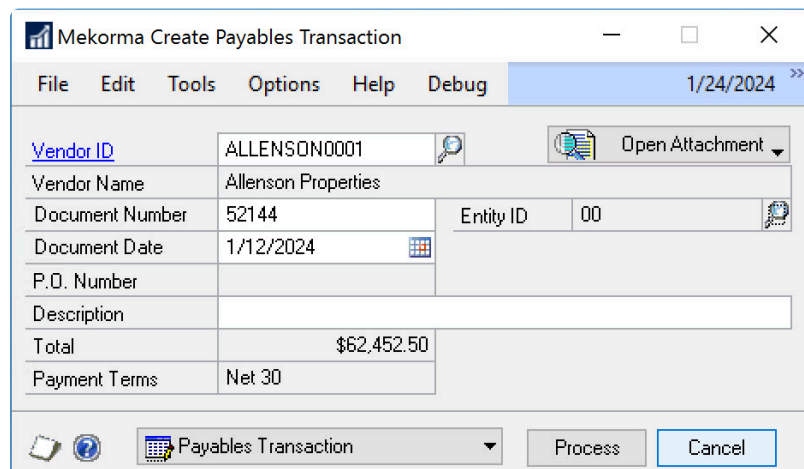
When an invoice is saved to a batch, posted, or submitted for approval directly from the Payables Transaction Entry, the invoice documents are attached automatically to the invoice. If

you are using Multi-Entity Management (MEM) integration with accounts payables, the entity ID will be associated with each payables invoice.

Note that due dates and terms discount dates are calculated with the vendor's default payment terms when you process the invoice line to Dynamics GP. Even if the invoice has a specific due date, the vendor's default payment terms take precedence when the voucher is created in Dynamics GP. If the payment terms are not specified for the vendor, the due date on the invoice is used.

## If you're using Multi-Entity Management (MEM) by Binary Stream®

When you're using MEM, the **Entity ID** field will be displayed in the Invoice Capture Validation window and the Mekorma Create Payables Transaction window. Users can only view invoices for the entity to which they have access.



If a batch is selected, any invoice lines that do not have the same entity of the batch entity are unable to be marked.

*Last modified: April 22, 2024*

# Create a Purchase Order Invoice

If an invoice has been associated with a purchase order (PO), you should generate a PO invoice to keep the integrity of the PO process. To create a purchasing invoice in GP from the Mekorma Invoice Capture Validation window, select **Purchasing Invoice**, enter or select a batch ID, then select a line and click **Actions** > **Process**.
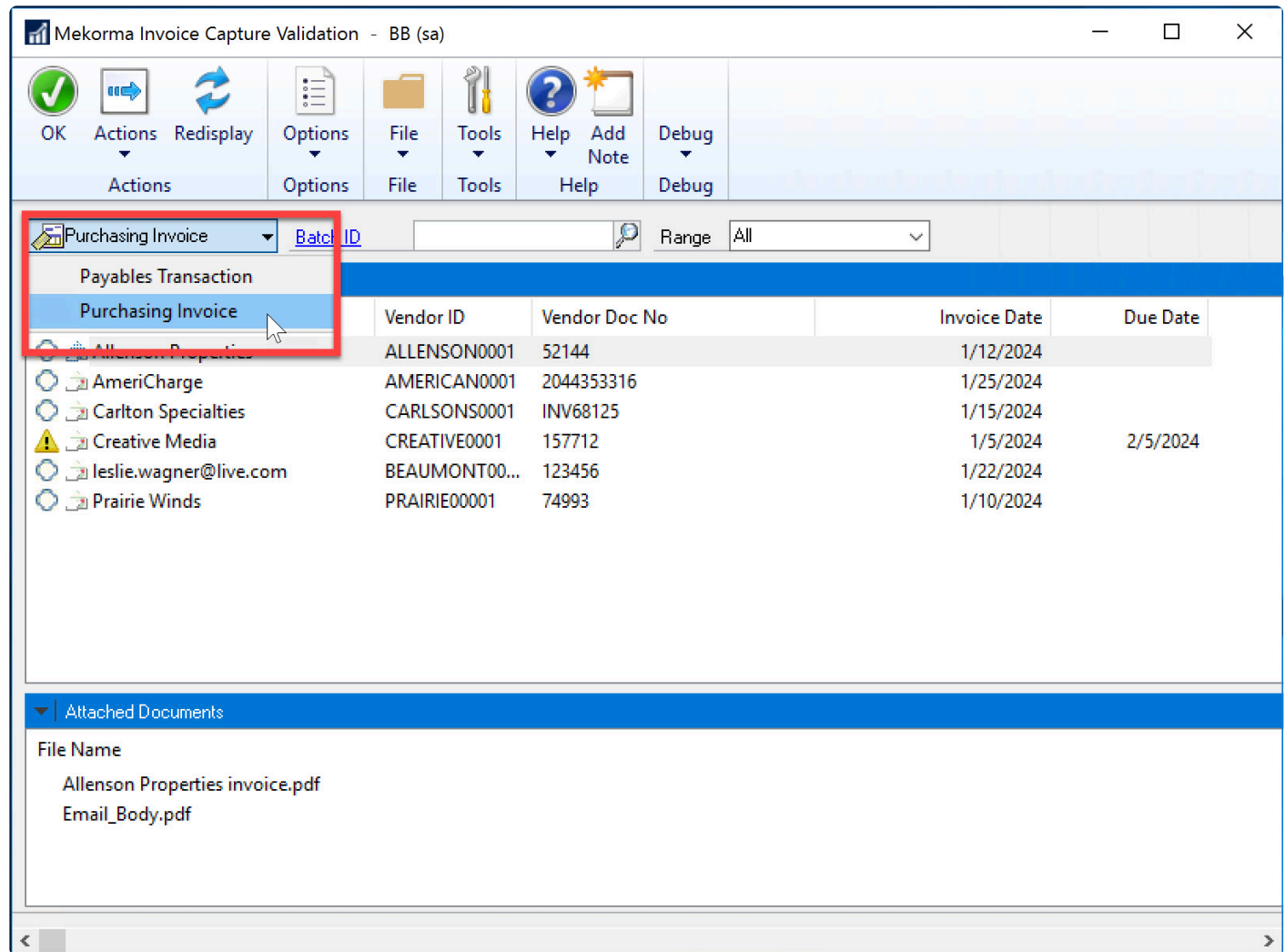
This opens the Mekorma Create Purchasing Invoice window.
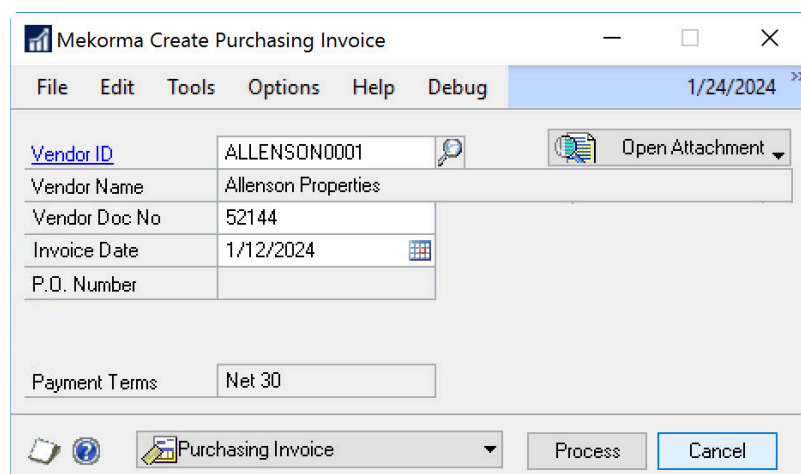


After you finish verifying or entering the data in the Mekorma Create Purchasing Invoice window, click **Process** on that window. This opens the Purchasing Invoice Entry window.

When an invoice is saved to a batch, posted, or submitted for approval directly from the

Purchasing Invoice Entry, the invoice documents are attached automatically to the invoice. If you are using Multi-Entity Management (MEM) integration with PO processing, the entity ID will be associated with each purchasing invoice.

> ❗ If the invoice is saved, posted, or submitted for approval without a PO line entered, the invoice documents are not attached.

Note that due dates and terms discount dates will be calculated with the vendor's default payment terms when you process the invoice line to Dynamics GP. Even if the invoice has a specific due date, the vendor's default payment terms take precedence when the PO invoice is created in Dynamics GP. If the payment terms are not specified for the vendor, the due date on the invoice is used.

> ✳ You can only process one purchase order invoice at a time.

# If you're using Multi-Entity Management (MEM) by Binary Stream®

When you're using MEM, the **Entity ID** field will be displayed in the Mekorma Invoice Capture Validation window and Mekorma Create Purchasing Invoice window. Users can only view invoices for the entity to which they have access.



If a batch is selected, any invoice lines that do not have the same entity of the batch entity are unable to be marked.

*Last modified: April 22, 2024*

# Process Multiple Invoices

Mekorma Invoice Capture has the capability to process multiple payables invoices simultaneously. Purchasing invoices must be processed individually. To select the desired invoices, click to the left of the **Sender Name** field or hold down the Ctrl or Shift key while clicking the specific invoices. Right-click to open the context menu and perform the necessary action.

A *green checkmark* indicates that the invoice contains the necessary information and can be included in a multiple-invoice process. Conversely, a *yellow alert* icon signifies that the invoice cannot be selected for a multiple-invoice process.

> ✳ Invoices with an alert can still be processed individually.



Once you have selected and marked the desired invoices, enter a batch ID to create a Payables batch entry. After saving the batch entry, process the batch by clicking **Actions** > **Process**. Once the process is complete, the *Payables Transaction Edit List* will print.

If an invoice is marked with a yellow alert icon, click the icon to review any issues. This may be due to the following:

- Vendor ID is set with non-functional currency

- Vendor ID, Document Number, Amount, Document Date, or Due Date is empty or incomplete

- Vendor status is on hold
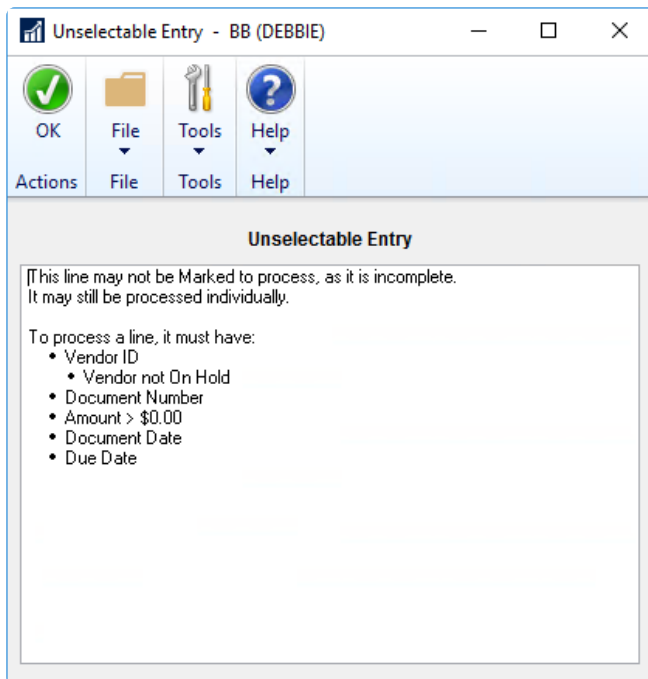


# If you're using Multi-Entity Management (MEM) by Binary Stream®

When you're using MEM, the **Entity ID** field will be displayed in the Invoice Capture Validation window. Users can only view invoices for the entity to which they have access. If a batch is selected, all lines that do not have the entity of the batch are unable to be marked.

An invoice without an entity ID, but all other information (Vendor ID, Document Number, Amount, Document Date, and Due date) cannot be marked for multi-processing.

# Filter Invoices

Filters are useful when you need to narrow down results more effectively. Using the **Range** drop-down, you can filter invoices alphabetically by **Vendor ID** or numerically by **Document Amount**.
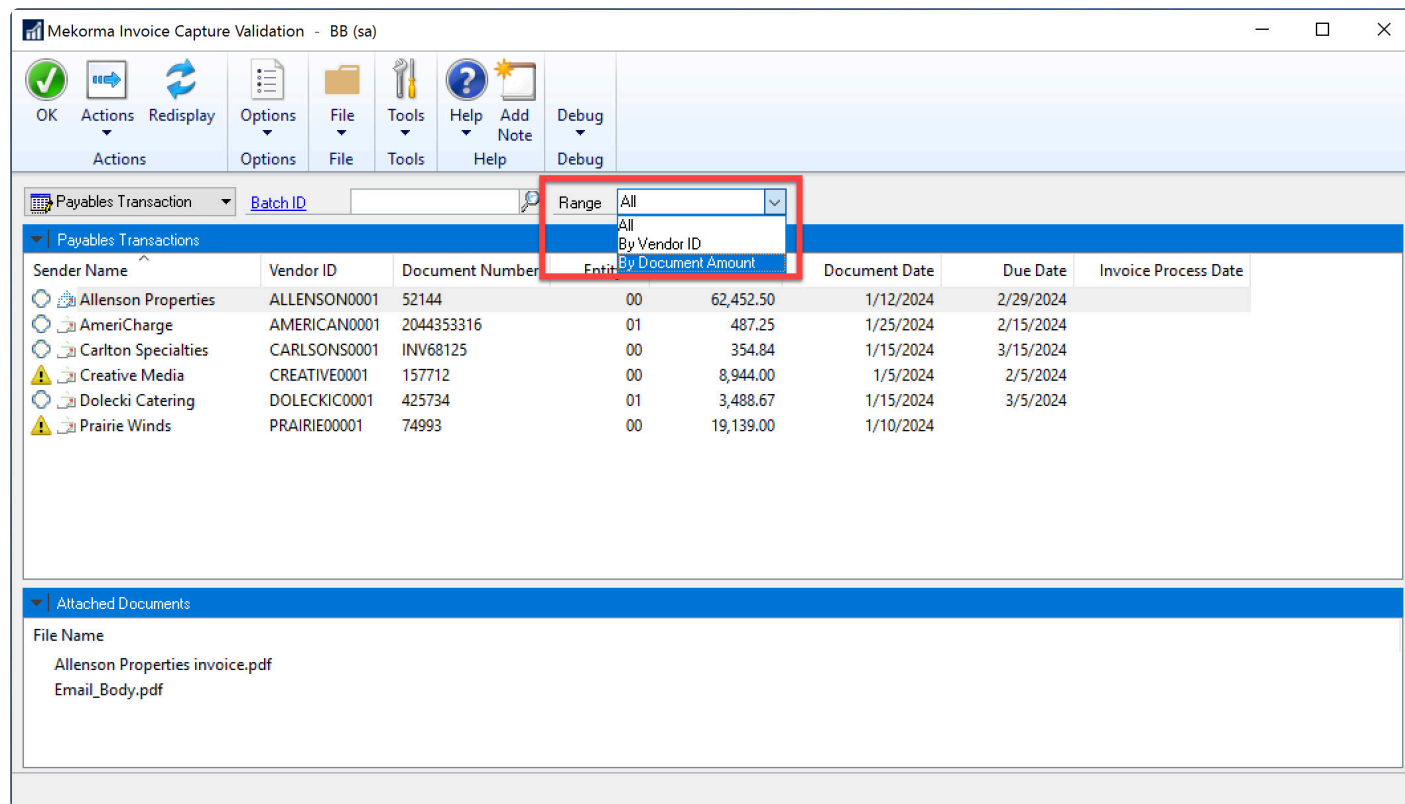
# Tips and Tricks

This section contains the following tips and tricks:

- Dealing with Snail Mail Invoices

- Modifying Email Addresses

- How AI Processes Multiple Invoices in One Email, from One Vendor

- How AI Processes Multiple Invoices in One Email, from Different Vendors

- How AI Processes Invoices in the Email Body

# Dealing with Snail Mail Invoices

If you still receive invoices by postal mail, you can scan all the invoices to a folder. Then email all of the invoices in a single email to your AP email address. The AI processing system can see that they are all independent invoices and automatically split them into different invoice lines.

# Modifying Email Addresses

You may want to change who gets notified about new invoices captured in the system. You can make changes in the Mekorma Invoice Capture Setup window.



Note that you should only change the **User To Notify** column. If you want to use a different email address for your vendors, you will need to coordinate that with your Power Platform environment. In that case, contact the Mekorma Customer Success team for assistance.

## If you're using Binary Stream's Multi-Entity Management (MEM)®

If you're using MEM, there will be multiple entity lines for each GP company that uses MEM. You must enter a different invoice email per entity. When MEM is either not installed, or installed but disabled, the **Entity ID** column will be displayed, but the column will be empty. One row will be displayed for each GP company.

# How AI Processes Multiple Invoices in One Email, from One Vendor

> ✴ Invoice attachments larger than 2 MB might not be able to be attached to invoices through Mekorma Invoice Capture. Attach the invoice manually in the Payables Transaction Entry window or the Purchasing Invoice Entry window. For more information, refer to Manually Attaching Invoices.

Mekorma Invoice Capture uses artificial intelligence (AI) to read, capture, and enter invoice data into Microsoft Dynamics GP. This video shows how Invoice Capture processes multiple invoices in one email, from one vendor.

https://www.youtube.com/embed/ebe-KBK134U?rel=0

*Last modified: April 22, 2024*

# How AI Processes Multiple Invoices in One Email, from Different Vendors

> ✳ Invoice attachments larger than 2 MB might not be able to be attached to invoices through Mekorma Invoice Capture. Attach the invoice manually in the Payables Transaction Entry window or the Purchasing Invoice Entry window. For more information, refer to Manually Attaching Invoices.

Mekorma Invoice Capture uses artificial intelligence (AI) to read, capture, and enter invoice data into Microsoft Dynamics GP. This video shows how Invoice Capture processes multiple invoices in one email, from different vendors.

https://www.youtube.com/embed/wFe0JPR3Ffo?rel=0

*Last modified: April 22, 2024*

# How AI Processes Invoices in the Email Body

> ✳ Invoice attachments larger than 2 MB might not be able to be attached to invoices through Mekorma Invoice Capture. Attach the invoice manually in the Payables Transaction Entry window or the Purchasing Invoice Entry window. For more information, refer to Manually Attaching Invoices.

Mekorma Invoice Capture uses artificial intelligence (AI) to read, capture, and enter invoice data into Microsoft Dynamics GP. This video shows how Invoice Capture handles invoices that arrive to you as part of the body of an email.

https://www.youtube.com/embed/zBjMrescTBQ?rel=0

*Last modified: April 22, 2024*

# Next Steps: Approving, Posting, and Paying

The next steps in your process are to:

1. Route your invoices through the Microsoft Dynamics GP Workflow for Approval
   When we discuss your needs, we generally recommend that you include an approval
   workflow as part of your solution. The Mekorma Customer Success team is standing by to
   assist you with defining your approval rules and setting them up.

2. Post invoices
   Once the invoices are approved, the batch will be ready for posting.

3. Pay
   Refer to Requesting Support, Implementation or Customization for more information on
   Mekorma Payment Hub.

*Last modified: April 22, 2024*

# IT Responsibilities and Troubleshooting

Mekorma Invoice Capture is based on Microsoft Power Platform. Microsoft Power Platform provides tools for monitoring its activities to detect kinks in the system.

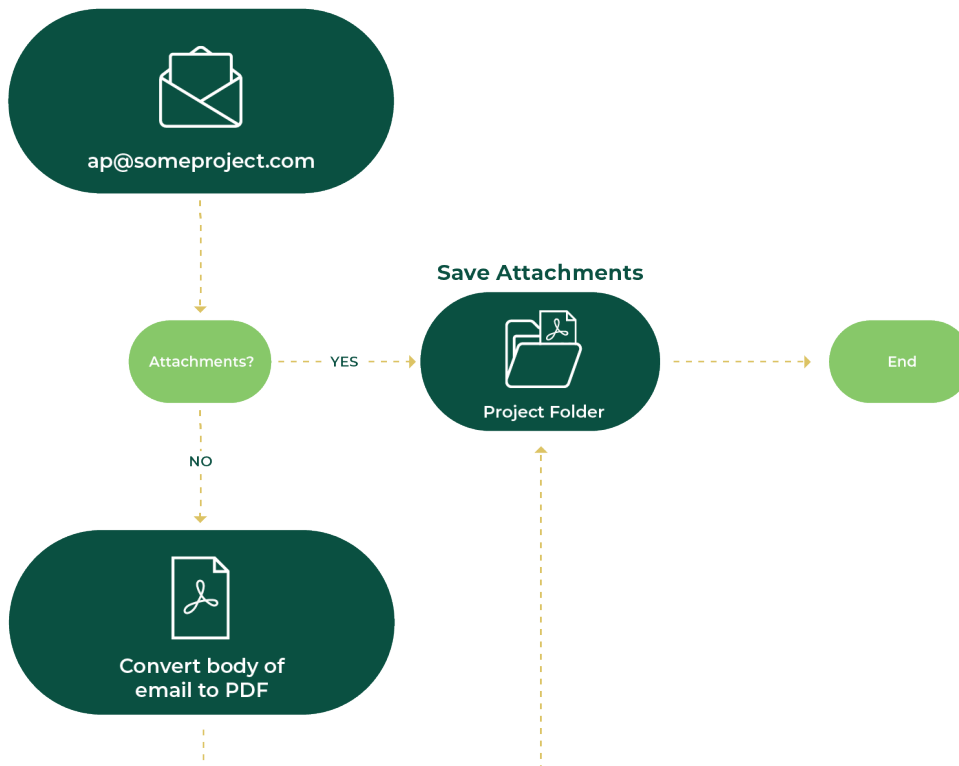The IT department may monitor the AP Mailbox Power Automate workflow for errors.

*Last modified: November 2, 2023*

# AP Mailbox Monitoring Workflow

The AP Mailbox Monitoring workflow receives emails via the AP departmental mailbox and saves the email bodies and their attachments to a project file folder. Vendor invoices can be submitted in PDF, in image formats (JPEG, JPG, TIFF, BMP, etc.), or embedded in the body of the email.

The AP Mailbox Monitoring workflow convert the email body to a PDF document and saved in a project file folder on OneDrive. Sometimes the email is the invoice itself but most often it serves as supporting documentation.

**WHEN AN EMAIL IS RECEIVED**

ap@someproject.com

Attachments? — YES → Save Attachments — Project Folder → End

NO

Convert body of email to PDF

*Last modified: November 2, 2023*

# Upgrading Mekorma Invoice Capture

## Before You Start

The upgrade process assumes that you have an existing Invoice Capture installation and that you are upgrading to a newer version. If you are doing a new installation, do not proceed with these instructions. Please contact our Customer Success Team for assistance.

Mekorma Invoice Capture is composed of two parts that both must be installed and setup.

1. Dynamics GP Component

2. Power Platform Solution

The following instructions will walk you through the process to install and setup both parts.

*Last modified: April 22, 2024*

# Installing the Dynamics GP Component for an Upgrade

The first part of the installation includes the Dynamics GP component. After that component is installed, you need to run Mekorma table maintenance.

## Installing Mekorma Invoice Capture

Use these directions to install the Dynamics GP Component of Invoice Capture.

1. Acquire the Invoice Capture installer from your Mekorma contact person.

2. Be sure that all users are out of Dynamics GP.

3. Locate the installation file and run it in administrator mode and click Yes to continue.
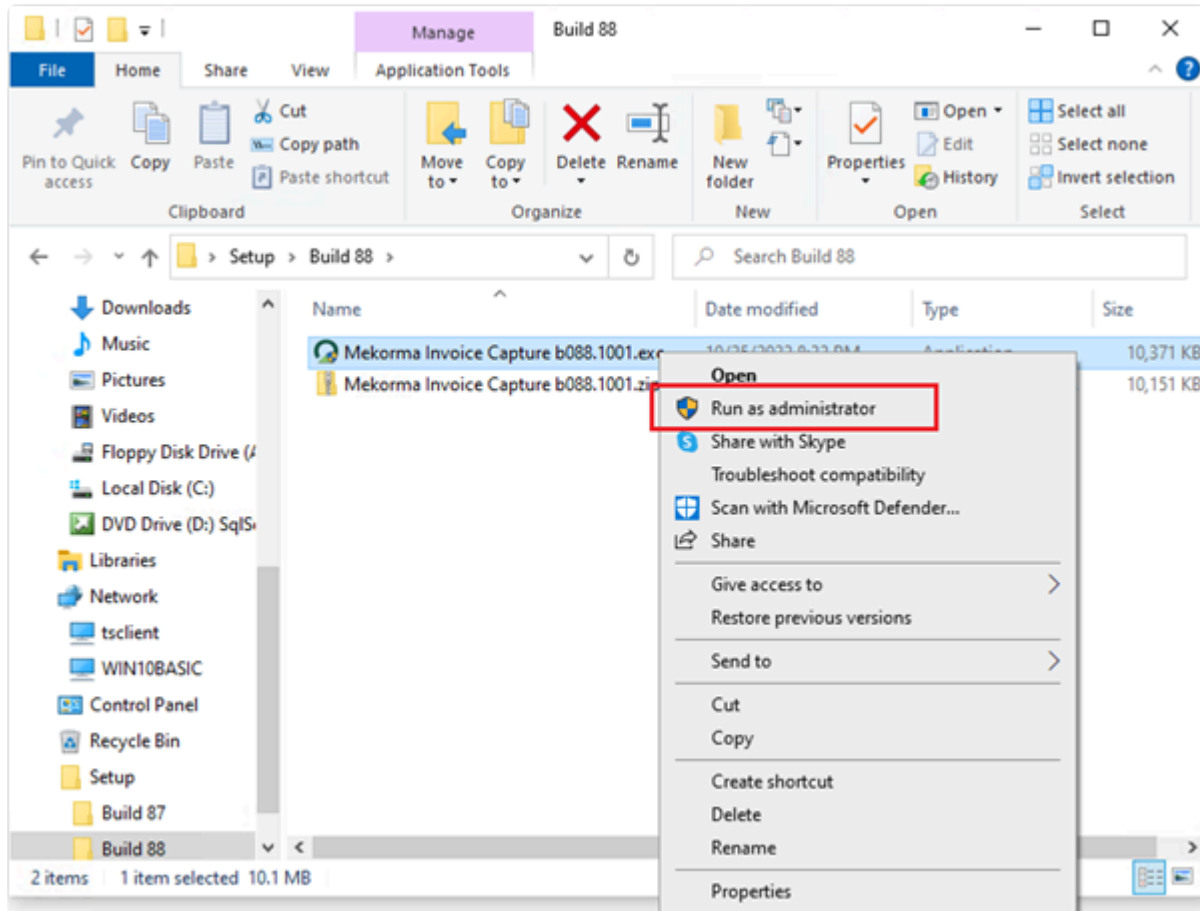
4.  Be sure that you are installing the correct build. For example, in the next 3 steps, we are installing Invoice Capture build x88. Click **Next**.
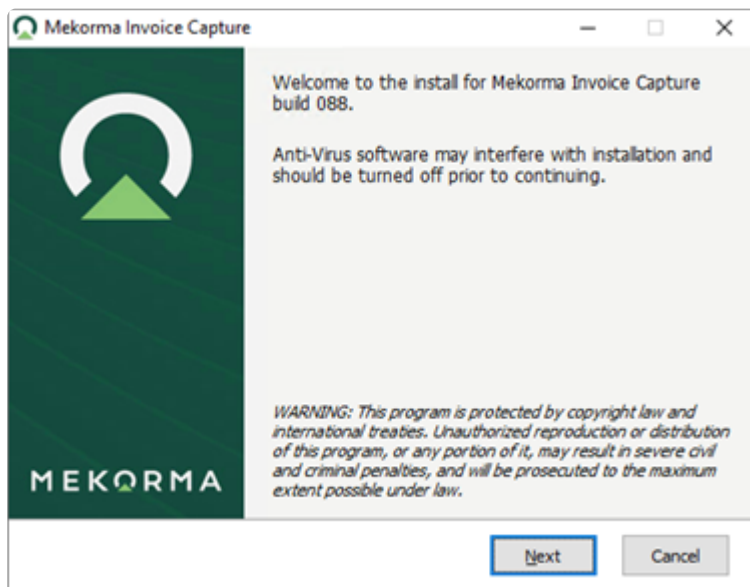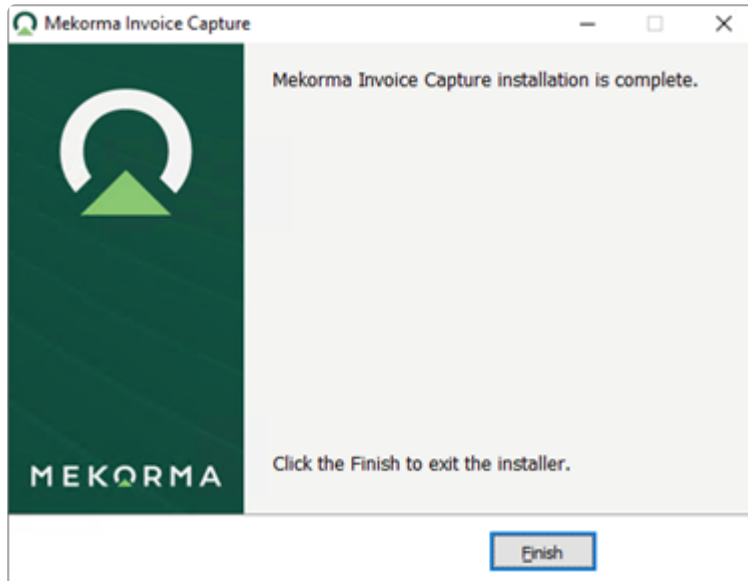


5.  Accept the License Agreement and click **Next**.
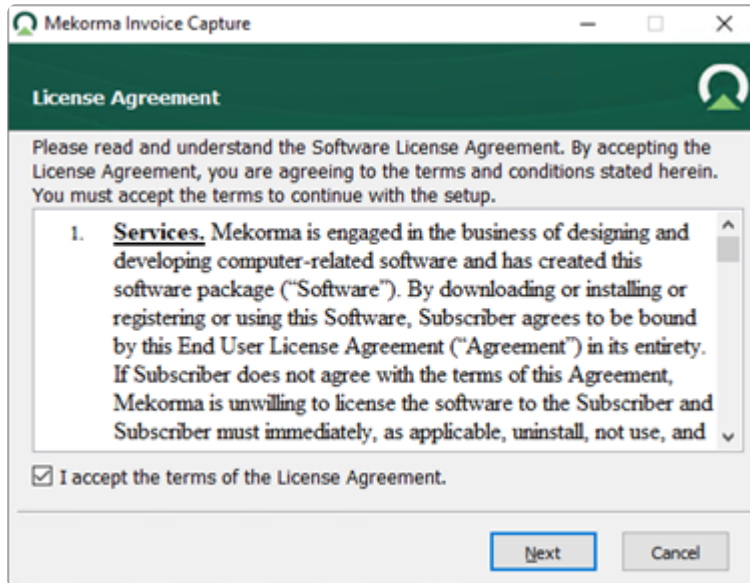
6. Review the installation path. If you have multiple instances of Microsoft Dynamics GP installed, be sure the correct path is used. Click **Next** to continue.
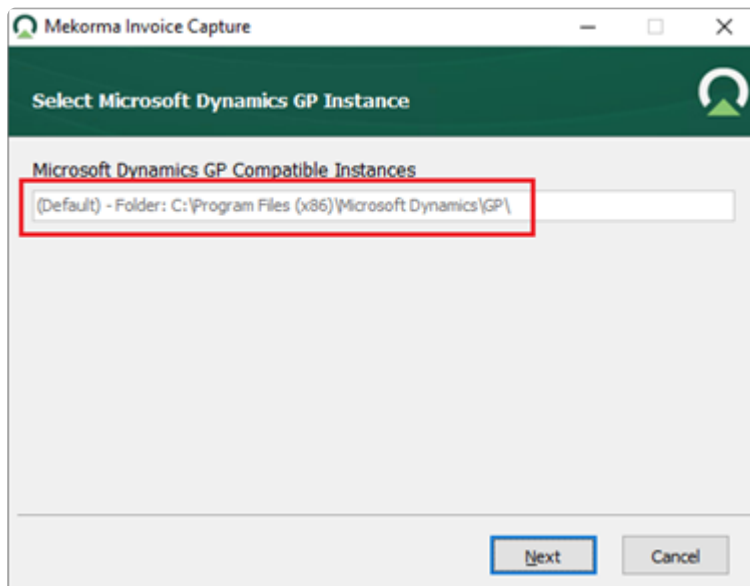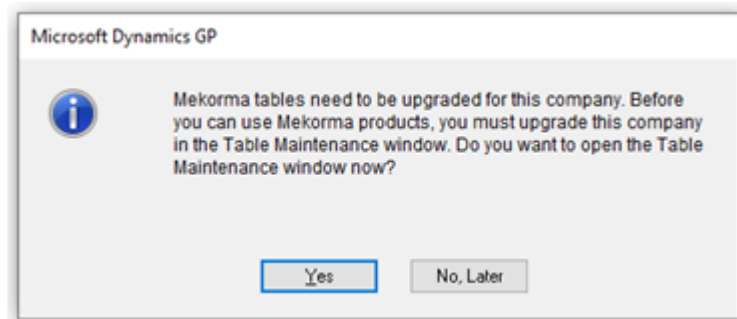


7. After the installation is complete, click **Finish**.

# Processing Table Maintenance

Use these directions to process table maintenance after upgrading the Invoice Capture component for Dynamics GP.

1.  Start Dynamics GP and log in as 'sa'. The following message will be displayed.



2.  Click **Yes**.

3.  When the Mekorma Product Table Maintenance window opens, mark all your companies. Alternatively, you can mark only the companies where you'll be using Invoice Capture.
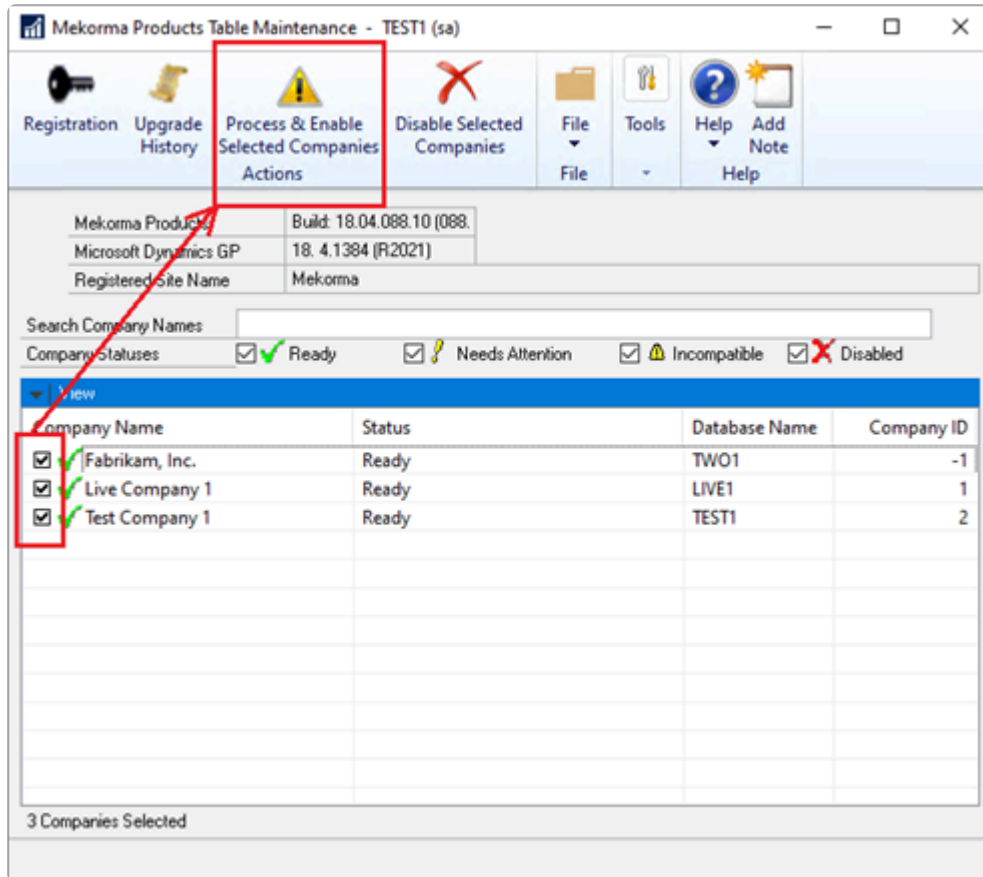
4. Click **Process & Enable Selected Companies** to create/update tables.

5. Once the process is complete, restart Dynamics GP.

*Last modified: April 22, 2024*

# Power Platform Solution

The Mekorma Invoice Capture upgrade will be using the following components that you've already setup from the previous installation. You do not need to recreate them.

1. SQL Server Connector
2. Office 365 Outlook Connector
3. OneDrive for Business Connector
4. Microsoft Dataverse Connector

Follow instructions below to finish the upgrade.

1. Acquire the Invoice Capture solution from your Mekorma contact person. This is a zip file that you must not unzip. It is typically named like the following:
   • MekormaInvoiceCapture_1_0088.2209_1248.zip

2.  Log into https://make.powerapps.com with the service account user credentials.

3.  Make sure that you are in the right environment. The name is on the purple bar at the top middle-right.

4.  Confirm that all 4 connections are still available as shown below.
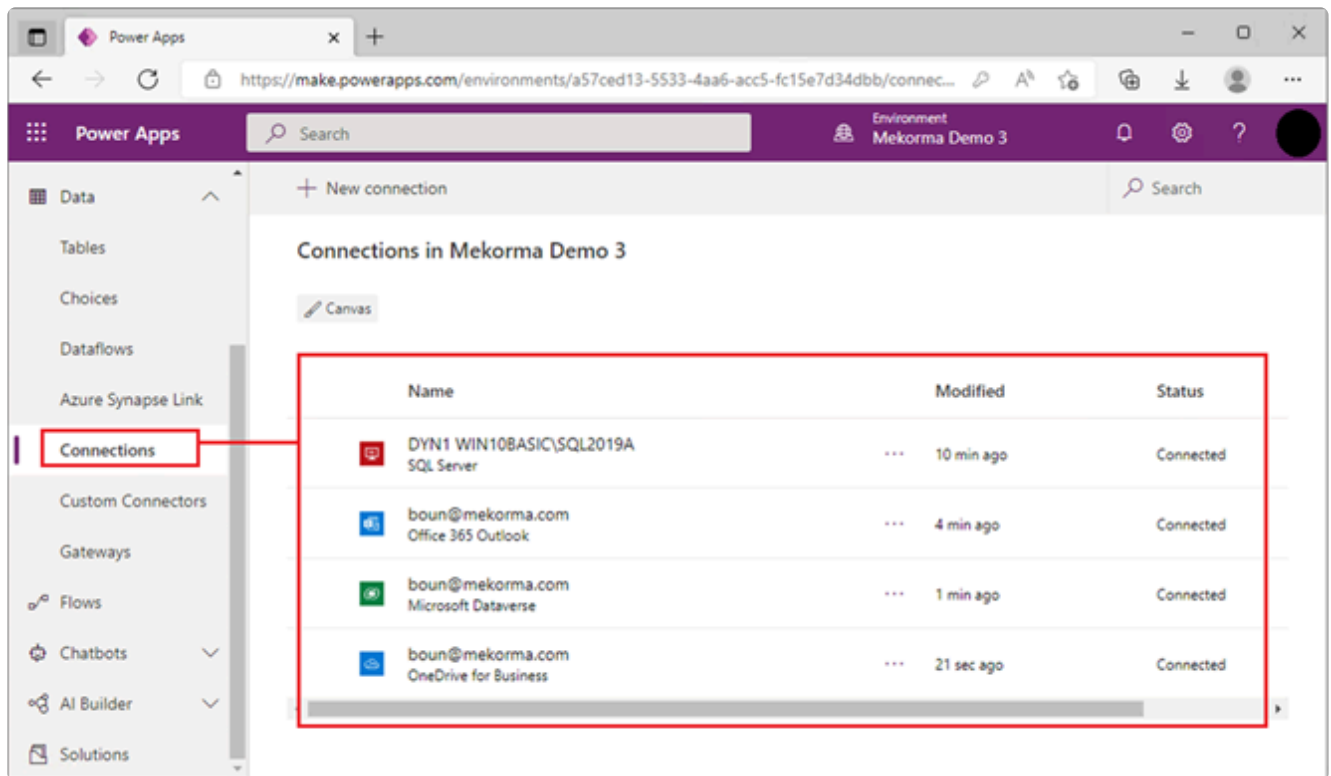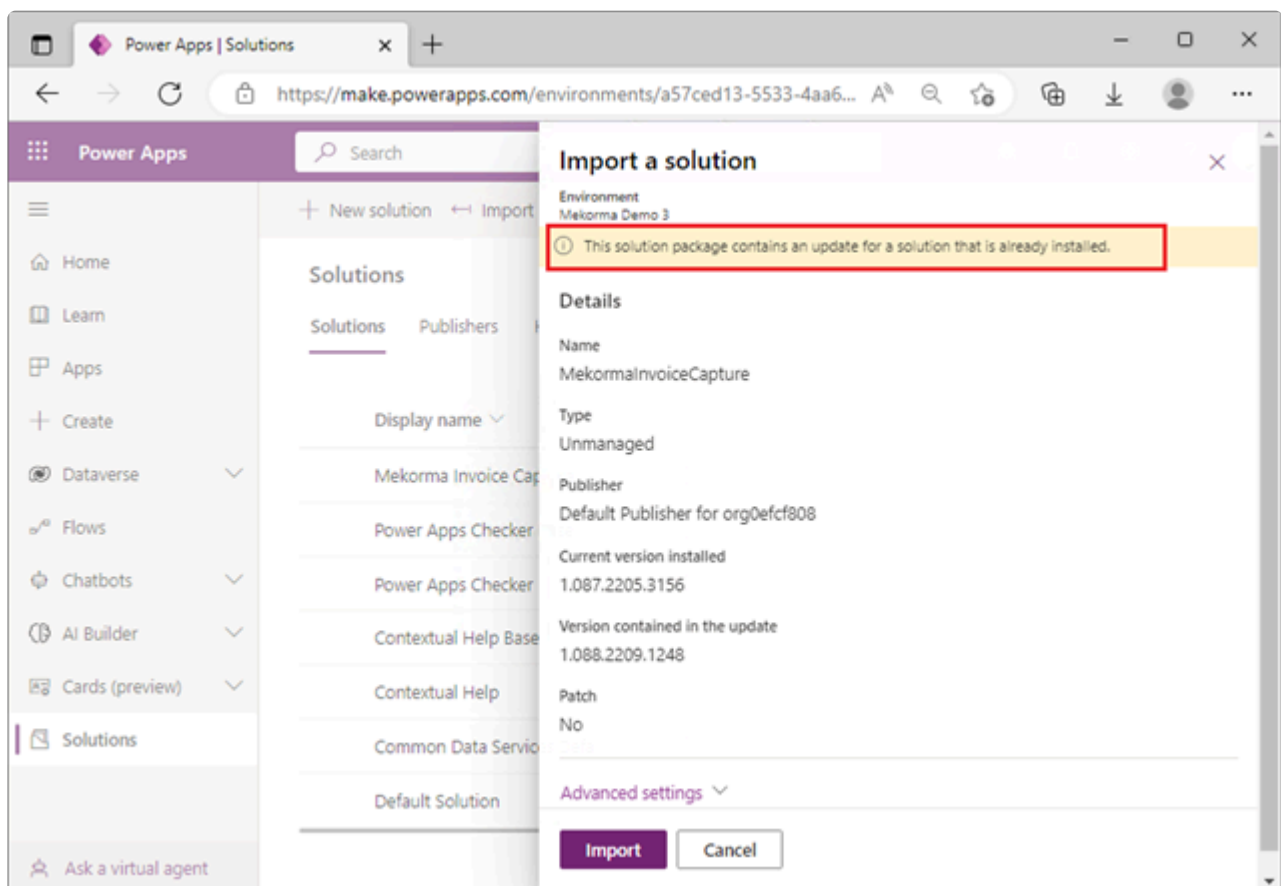


5.  Click on **Solutions** and then click **Import solution**.
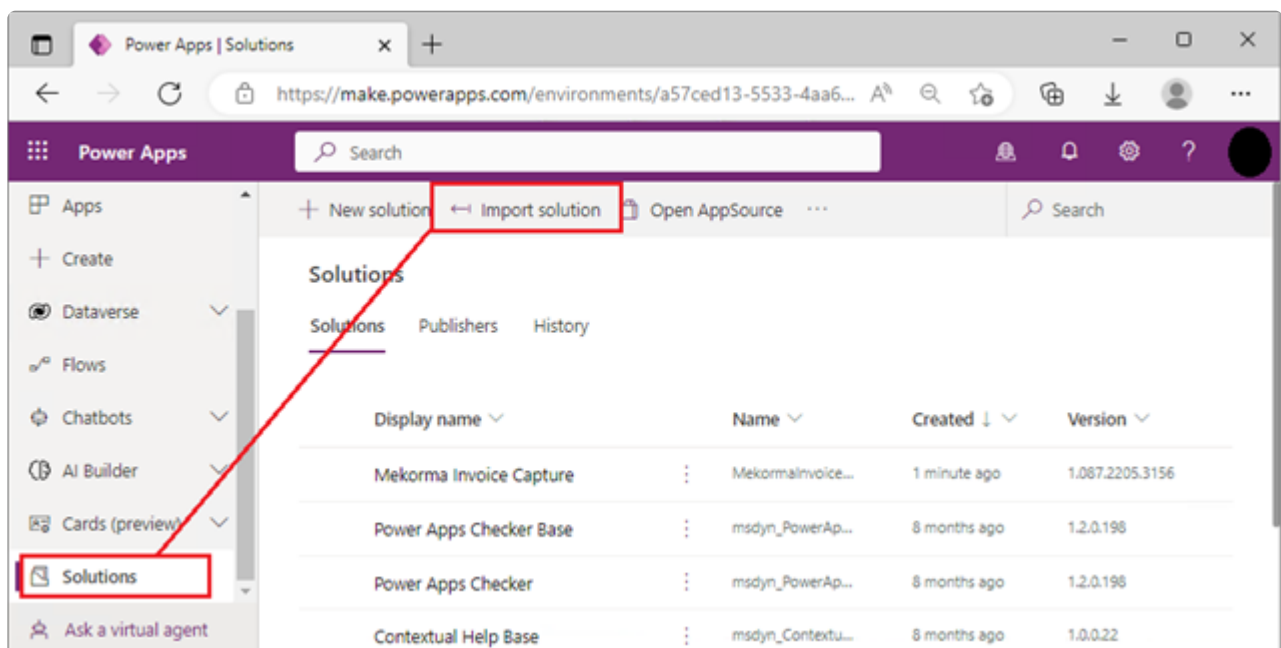
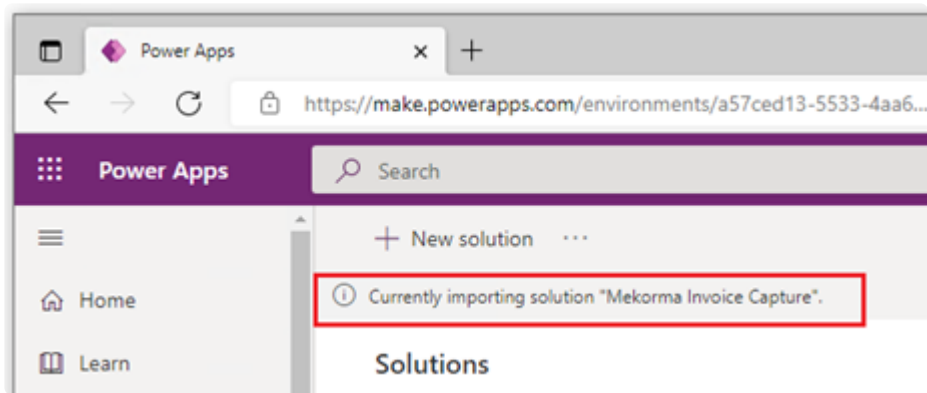6. Browse and select the Invoice Capture solution zip file.
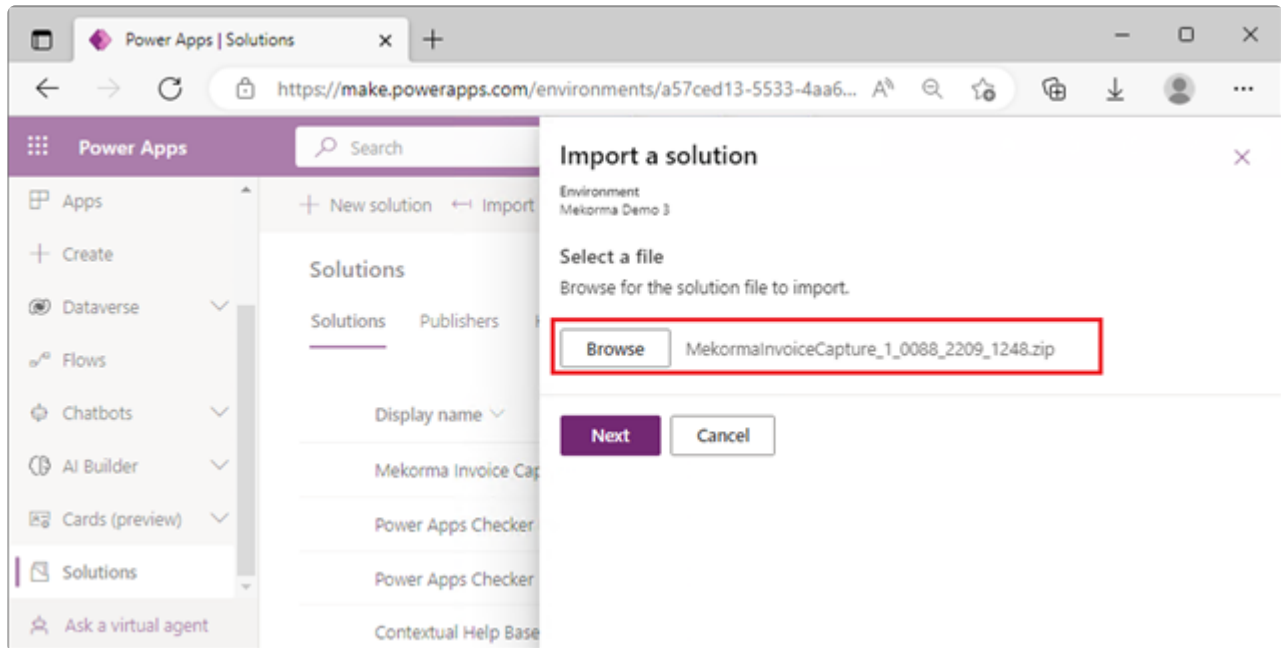


7. Click **Next**. You can see the screen below where it tells you that you are importing an upgraded version of the solution.
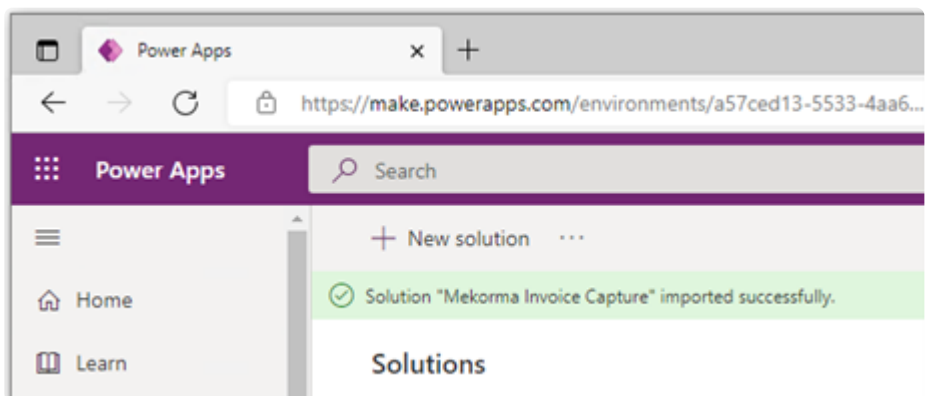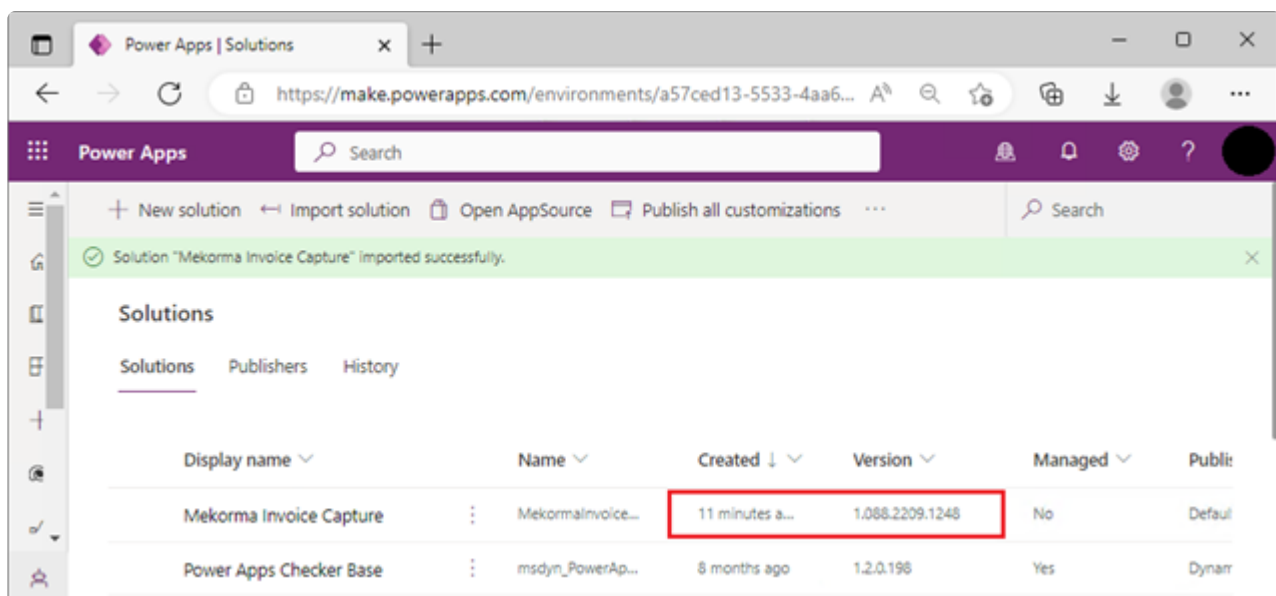


8. Click **Import** to proceed.

9. The import process will start. **Do not do anything until the process is done.** You can see a progress indicator at the top.



10. Once the import is done, the status displays green.



11. Review the **Created** and **Version** columns to confirm that the latest build has been installed.

At this point, Invoice Capture has been upgraded; however, you need to confirm that the Flow is still running.

12.  Click the back arrow ( ° ) on the top left to go back to the previous window.

13.  Go to the **Flow** section and then click the ellipsis (...) for **Email Extraction**. If the Flow is off, select **Turn On**. Wait a few seconds for it to finish. If the flow is already on, there is nothing to do.
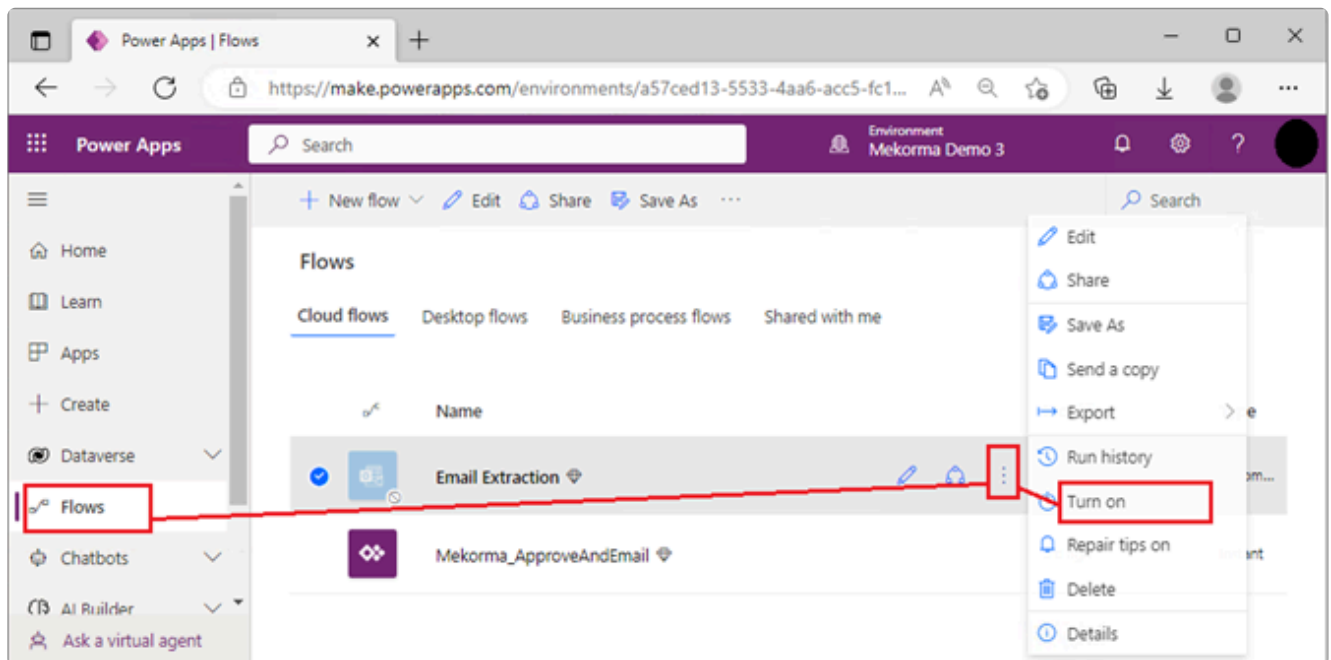


14.  Click the pencil icon to edit the flow.
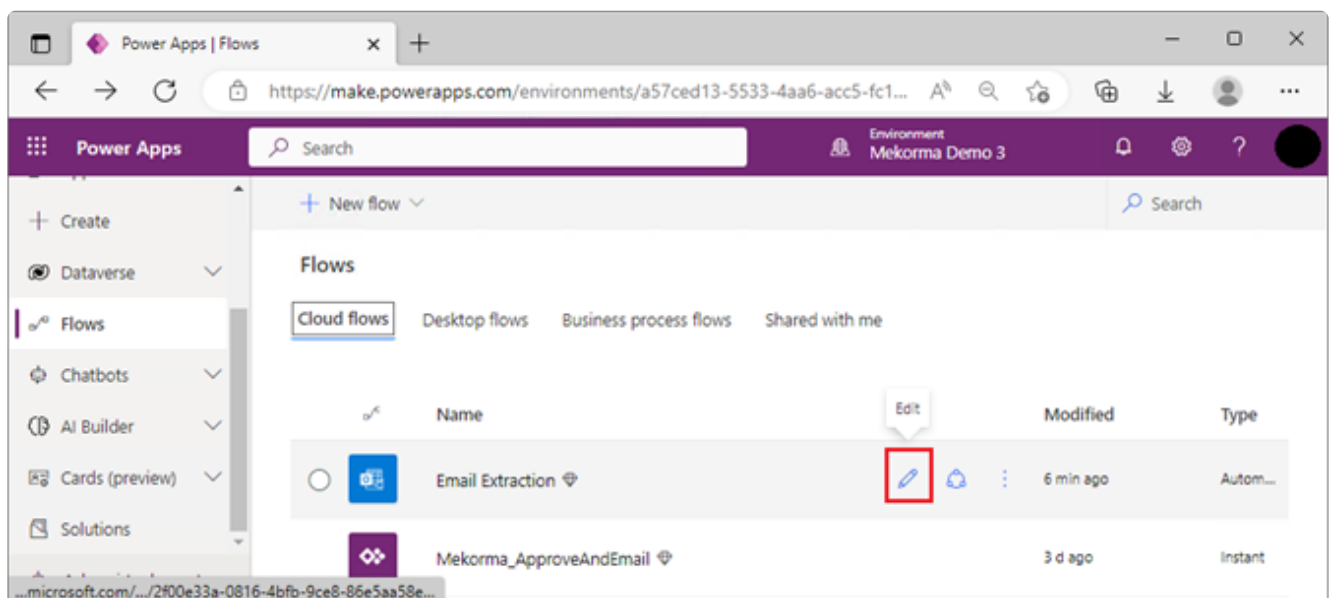


15.  Click the topmost blue bar to expand downward.
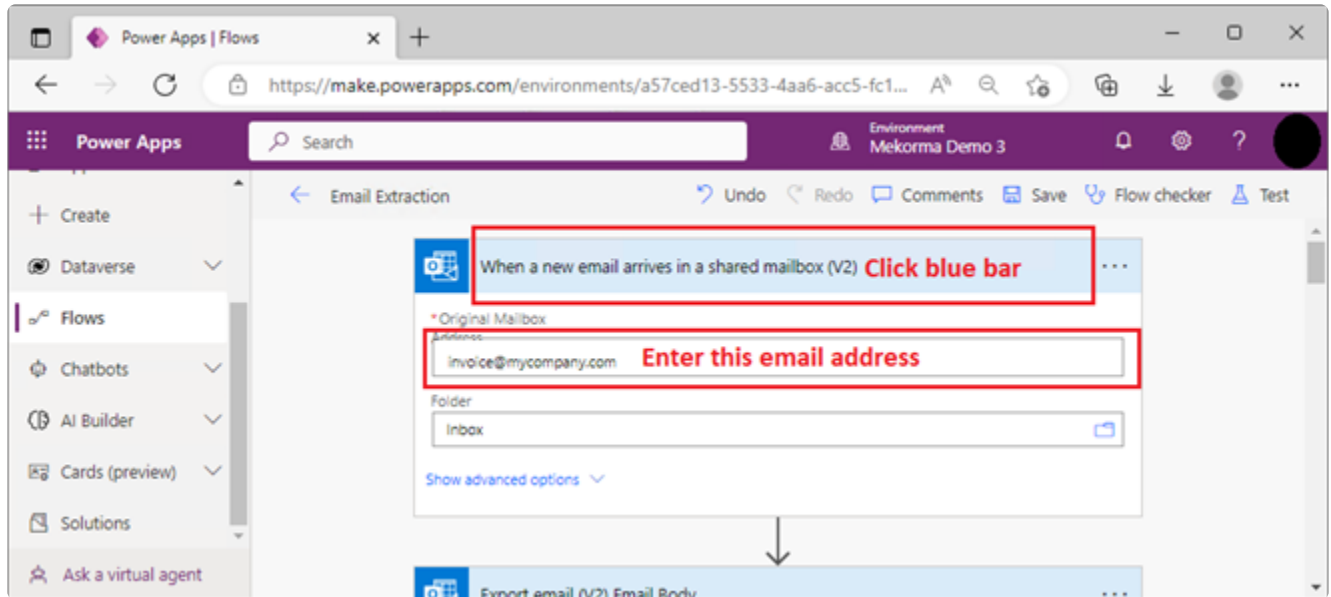
16. Confirm that the email address is correct. If it is reset, enter the invoice capture email address for your company.

17. Click **Save** and wait a few seconds for it to finish.

18. At this point, you can proceed to the next section to confirm the Invoice Capture setup in Dynamics GP.

*Last modified: April 22, 2024*

# Invoice Capture Setup

Even though this is an upgrade only, it is still good practice to validate your existing setup. Go through the following sections to confirm that all setup information is still correct.

## Invoice Capture Setup Window

1. Start Dynamics GP.

2. Open the Invoice Capture Setup window. (Mekorma Area Page >> System >> Invoice Capture Setup)

3. Verify the following information.

- **System User Email**: If the process cannot be complete, the system will send an email to this user. This is an optional field and you can leave it blank.

- **OneDrive Base Path**: Invoice capture will use this OneDrive folder for the Invoice Capture service account user to organize emails/invoices that are received. Subfolders will be created automatically for each company within this folder.

- **Invoice Email Address**: This is the alias email address assigned to this company. For example, all emails going to live_invoice@mycompany.com will be captured and sent for review in the Live company. Each company must have a unique email alias.

- **User to Notify**: This is the email of the person that should be notified when an invoice has been captured and ready to be reviewed. You may have the same or different person for each company.

4. Click **Save**.

# Invoice Capture Window

1. Open the Mekorma Invoice Capture Validation window. (Mekorma Area Page >> Transactions >> Payables >> Mekorma Invoice Capture Validation)

2. Confirm that data is being populated in this window.

*Last modified: April 22, 2024*

# Requesting Support, Implementation or Customization

We are here to help!

If you are having a specific issue with your Mekorma products and require assistance from our Customer Success team, please log in to our online portal and open a new case.

- Technical Support is included with your yearly enhancement plan (for users on a supported version of Dynamics GP). Open a support case.

- Implementation Support is available to help you prepare, install, or configure any aspect of Mekorma Invoice Capture.

- Customization Support is available if you want to go beyond the built-in feature set of our product.

- Automation Support is available through our Power Platform support team.

*Last modified: November 2, 2023*

# How to Use This Guide

New users can follow step-by-step installation, configuration, and usage instructions delivered via written content and video demonstrations. Experienced users can review this guide for any applicable new feature information, or use it as an ongoing reference tool:

- Pull targeted results using the **Search** functionality in the top menu bar.

- Use the **expandable menu** on the left sidebar to discover topics of interest.

- Bookmark pages or share links with colleagues, as each page in the guide has its own unique URL.

- Print individual pages by clicking on the **printer icon** at the top right corner of any page.

- Download/Print the entire user guide by clicking on the **Download as PDF** button at the very bottom of the left-hand menu.

- **Contact us with your ideas** if there are any new features or enhancements you would like to see in a product, by using the link at the bottom of each page.

If you are looking for a more tailored experience, our dedicated Customer Success team is ready to support you, guide you through product implementations, and assist you with any customized build requests. For more information, see Requesting Support, Implementation, or Customization, or visit us at our website.

*Last modified: April 22, 2024*