

Solution overview

Automated import, electronic capture, and processing of documents

Enhance your purchase-to-pay process and minimize your manual tasks with Continia Document Capture. This time-saving solution is built inside Microsoft Dynamics 365 Business Central / NAV, allowing you to seamlessly process your incoming documents in an automated workflow.

With Document Capture, you can easily capture, register, process, and archive all your physical document and PDF files electronically. Document Capture also supports electronic documents (XML), enhancing your eBilling and eOrdering processes. You can simply connect to Peppol via the Continia Delivery Network to efficiently send and receive all your e-documents.

Document Capture enables you to import and process a wide range of business documents, such as invoices, purchase orders, sales orders, and more. Once your scanned physical document and PDFs are registered digitally, you can easily access the original document with just one click. Document Capture's approval workflows streamline the approval process by automatically routing documents to the right approvers. Features like automated approvals and notifications, and custom approval hierarchies ensure timely and secure approvals.

Once approved, you can securely store, index, and preserve your data with Secure Archive. This feature ensures the integrity of your original documents while maintaining full compliance with auditing requirements.

With Document Capture, you can easily track each document's journey from receipt to final bookkeeping entry for complete visibility. With full-text searchable data, you can also pull up your document history in seconds.

By reducing administrative workload and improving financial accuracy, Document Capture enhances your efficiency and transparency, allowing you to focus on what matters most – your business.

Benefits of Document Capture

Document Capture is an end-to-end solution, offering a suite of powerful features designed to streamline your invoice processes and enhance efficiency across your organization.

- **No integration required:** This solution is seamlessly built inside your Business Central so you can maintain your familiar way of working.
- **Intelligent data capture:** Reduce errors and save time with AI-enhanced OCR that accurately recognizes text and inputs it in the correct fields for you.
- **Secure approvals:** Speed up and secure your approvals with automated workflows that ensure the right people efficiently approve the relevant documents.
- **Automatic three-way matching:** Seamlessly match your invoices and credit memos against related documents such as purchase orders, receipts, and more.
- **Efficient contract management:** Simplify your recurring invoice management and save time with one central overview of all your purchase contracts.
- **Secure digital storage:** Securely store, index, and preserve your data to ensure the integrity of your original documents while maintaining compliance.
- **Automated data validation:** Ensure your data is correct with automated validation at every stage of your document processing flow.
- **E-invoicing compliance:** Continia Delivery Network simplifies your e-document exchange with seamless access to the Peppol eDelivery Network and NemHandel.
- **Improved relationships:** Strengthen your relationships with timely payments, accurate transactions, real-time updates, and improved communication.
- **Scalability:** Efficiently manage increasing volumes of documents and flexibly adapt to your business' needs as you grow.

- **Easy document viewing:** Effortlessly view your documents directly on both unposted and posted entries, including invoices and GL entries.
- **Fraud prevention:** Avoid fraud by validating any alterations of previously captured data, such as bank account information or phone numbers on incoming documents.

Key features

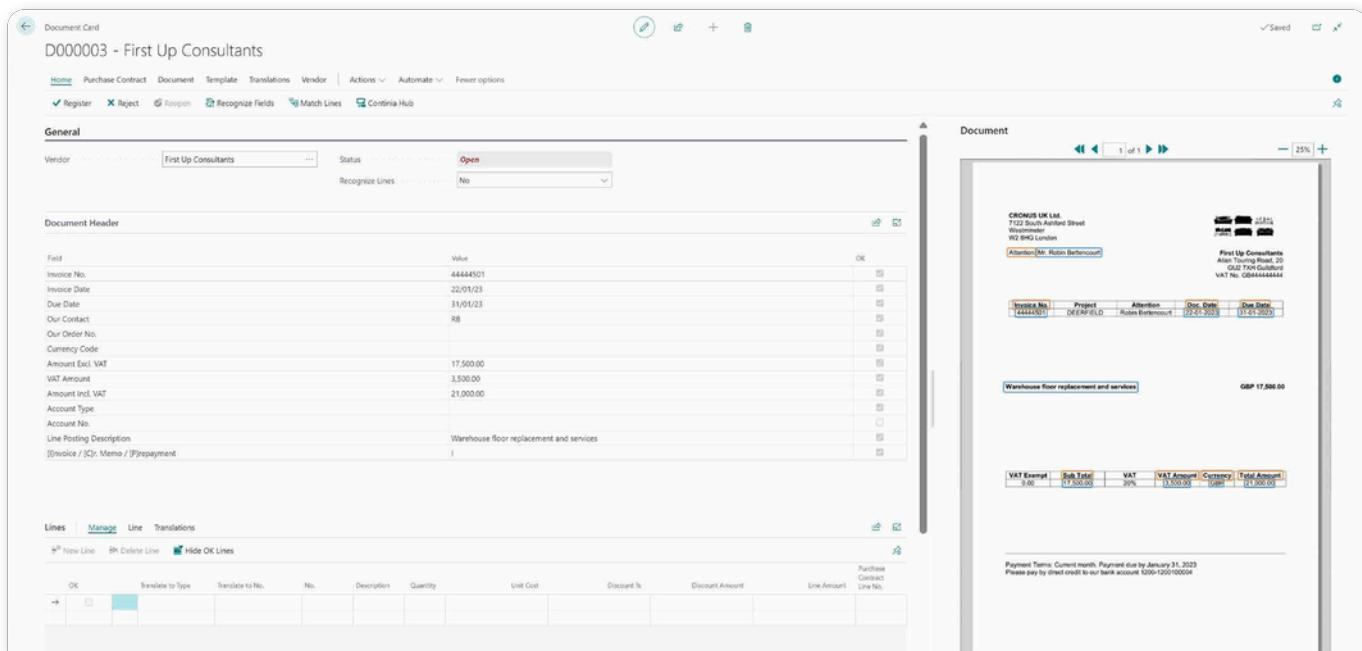
Advanced data capture

Document Capture's AI-enhanced OCR automatically recognizes and extracts all your critical data from scanned documents and PDFs, reducing manual data entry and errors. Regardless of the document type, you handle and process them in the same place – the document journal.

Document templates

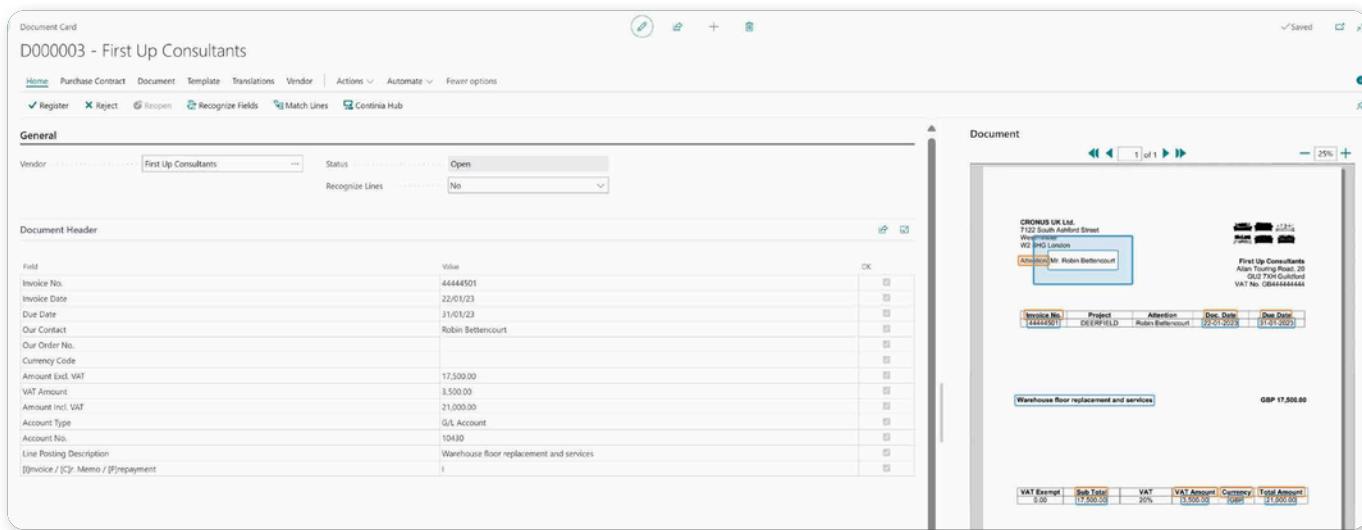
The OCR engine identifies and captures key data fields, including invoice numbers, dates, and totals, and transfers them into the correct fields for you. Based on previously defined document templates*, the information captured depends on the specific document type.

*These templates are designed not only for recognizing document content but also for managing the document flow, including individually configurable validations and automations.



The screenshot displays the Document Capture interface. On the left, a 'Document Card' for 'D000003 - First Up Consultants' is shown. It includes a toolbar with actions like 'Register', 'Reject', 'Reopen', 'Recognize Fields', 'Match Lines', and 'Continia Hub'. Below the toolbar, a 'General' section shows a 'Vendor' dropdown set to 'First Up Consultants' and a 'Status' dropdown set to 'Open'. A 'Recognize Lines' dropdown is set to 'No'. The main area shows a 'Document Header' table with fields like 'Invoice No.', 'Invoice Date', 'Due Date', 'Our Contact', 'Our Order No.', 'Currency Code', 'Amount Excl. VAT', 'VAT Amount', 'Amount Incl. VAT', 'Account Type', 'Account No.', 'Line Posting Description', and 'Invoice / QR. Memo / Payment'. On the right, a 'Document' viewer shows a scanned invoice from 'CROONIS UK LTD' with details like 'Warehouse floor replacement and services' and a total of 'GBP 17,500.00'. The document viewer also includes a table for 'VAT Exempt', 'Sub Total', 'VAT', 'VAT Amount', 'Currency', and 'Total Amount'.

You can “train” the OCR to recognize specific fields by easily customizing the templates at any time. To customize the template, simply highlight the relevant text in the scanned document or PDF, and the data will be automatically linked to the corresponding field.



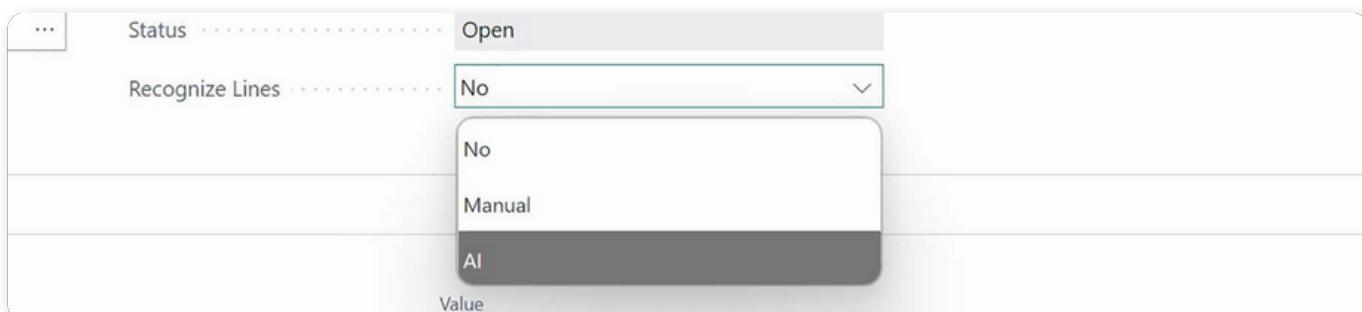
Flexible and customizable to your needs

Document Capture's OCR templates can be easily adapted to handle various document types. This flexibility supports various procedures, such as:

- Processing payment notices to streamline the payment process
- Processing shipping orders to improve efficiency in receiving deliveries
- Processing service reports to ensure accurate service invoicing
- Optimizing repair processes when recording claims
- Processing receipts to simplify expense reporting

AI line recognition

The AI Line Recognition feature uses advanced artificial intelligence to enhance the accuracy and efficiency of capturing line items from purchase documents. If Document Capture identifies multiple amounts matching the document total, it will suggest you use AI line recognition for a faster and more efficient process.



The AI line recognition feature is optional and can be used alongside the traditional method. This allows you to manually capture any values that the AI might miss, providing flexibility and ensuring accuracy.

Secure document exchange

Efficiently exchange your electronic documents in compliance with European and local laws with Continia eDocuments. This feature allows you to manage and exchange all your e-documents from one platform, Business Central / NAV, through the Continia Delivery Network.

E-documents contain data in a machine-readable format, allowing for automatic system-to-system communication and eliminating the need for manual entry. This means that all your received data is automatically extracted and transferred to the correct fields in your Business Central / NAV. You can also approve e-documents as you do with other documents.

Document Capture supports multiple e-document formats, such as:

- Peppol BIS3
- OIOUBL
- OIOUTS
- eblInterface
- UBL
- F invoice
- XRechnung
- ZUGFeRD
- FacturaE
- Svefaktura 1.0

To see the full list with details, read [here](#).

You can easily send and receive purchase orders, order confirmations, sales orders, sales/service invoices/credit memos, and invoice responses. You will be alerted if any e-document you're about to send is flagged as invalid, allowing you to fix issues before sending.

The screenshot shows the Continia eBilling Document interface. At the top, it says "Incoming eBilling Document" and "Invoice · EB000004". There are "Actions" and "Automate" dropdowns. The main area is divided into "General" and "Document" sections.

General section fields:

- Type: Invoice
- No.: EB000004
- Document ID: 103217
- Buyer Reference: 106013
- Buy-from:
 - Name: eVendor
 - Address: Allan Turing Road, 20
 - City: Guildford
 - Post Code: GU2 7XH
 - Contact Name: Benjamin Chiu
- Document Type Code: 380
- Issue Date: 2/9/2024
- Due Date: 3/9/2024
- Currency Code: GBP
- Copy:
- Payment Terms Note: 1 Month/2% 8 days
- Customer Account No.: (empty)

Document section content:

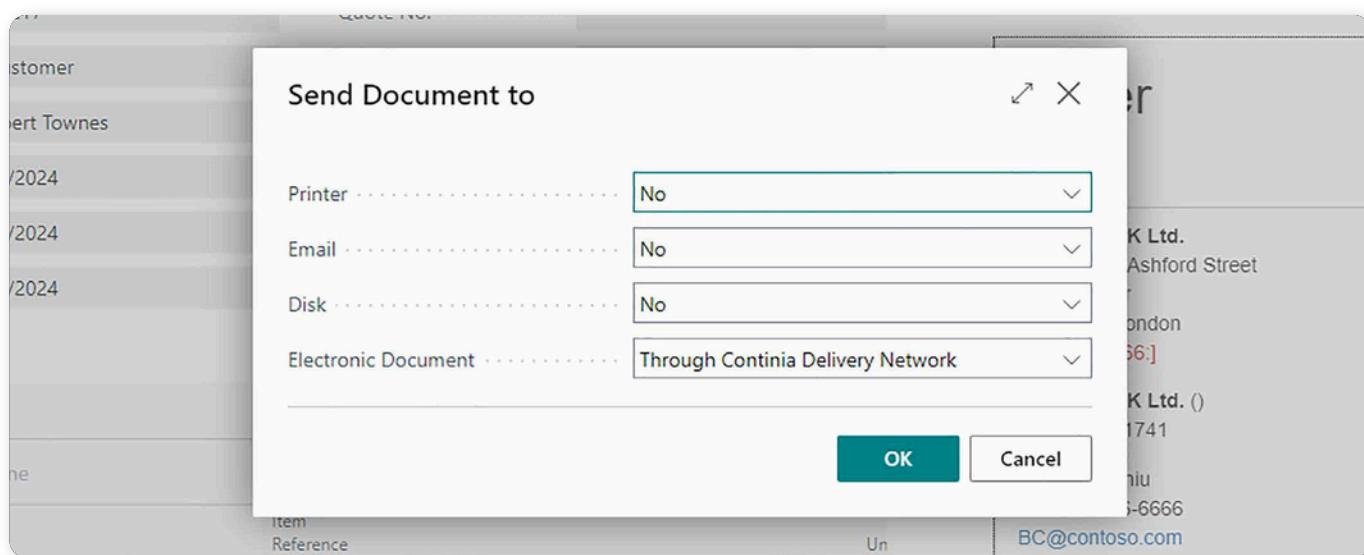
Invoice
Commercial invoice
Supplier
eVendor
Allan Turing Road, 20
Surrey
GU2 7XH Guildford
eVendor ()
9932-456456456
Benjamin Chiu
tlf: 0666-666-6666
BC@contoso.com

Continia Delivery Network

Continia Delivery Network seamlessly integrates with networks, such as Peppol and NemHandel, for secure e-document exchange from Document Capture.

With the Continia Delivery Network, you can exchange your e-documents with other companies worldwide directly from Business Central, helping you stay compliant and secure your sensitive information.

Note: On-premises users must purchase the XML Import module separately to access this feature.



Streamlined eOrdering and eBilling flows

The eDocuments feature supports and streamlines two key purchase-to-pay flows, eOrdering and eBilling. These flows involve four types of documents: purchase orders, sales invoices, order responses, and invoice responses.

eOrdering

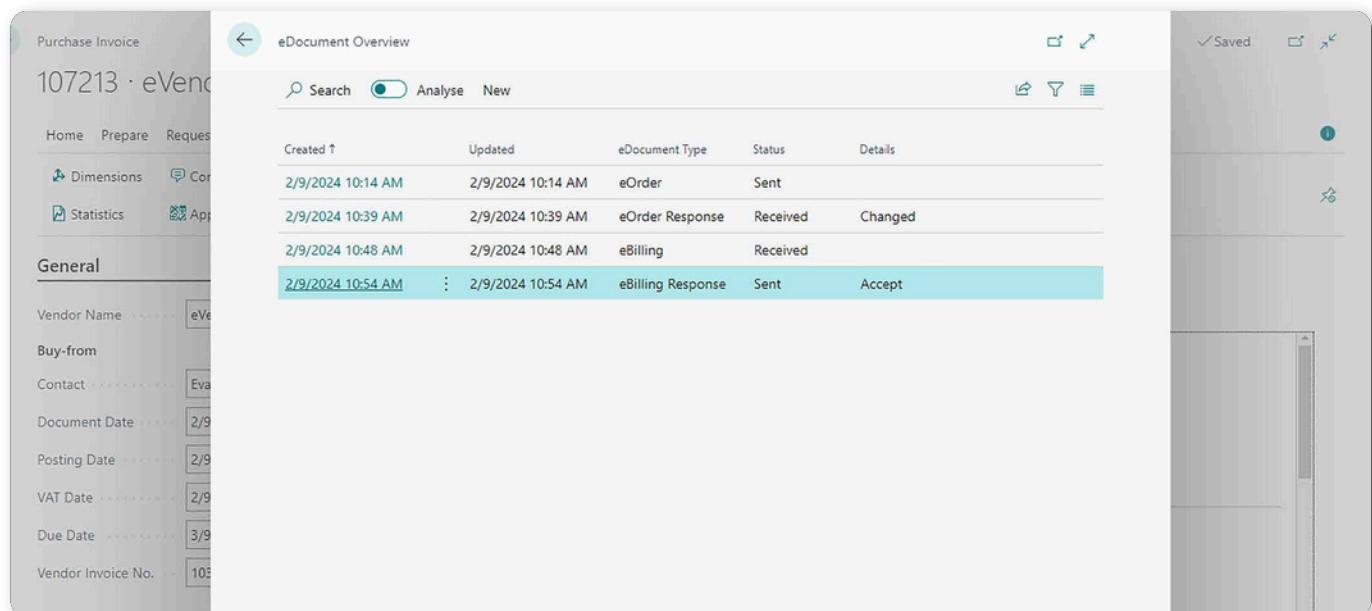
The customer initiates an order by sending a purchase request. The vendor receives this order, reviews it, and can either accept it, suggest adjustments, or reject it. If, for example, a vendor needs to notify you about changes to an order or can't deliver the ordered items, they can send an order response. You can then automatically update the original purchase order based on this information. This process ensures that both parties are on the same page before finalizing the order.

eBilling

After the order is fulfilled, the vendor sends an invoice. The customer reviews this invoice to ensure accuracy and can either approve it for payment, raise queries if discrepancies are found, or reject it if necessary. This system ensures a transparent and accurate billing process.

Easily view e-document status

You can easily view the status of an e-document throughout the process in the eDocument Status field. All activities are automatically logged, with details provided in the eDocument Overview. There, you can see whether the document was accepted, changed, rejected, failed validation, etc.



The screenshot shows the eDocument Overview screen. On the left, there is a sidebar with tabs for Home, Prepare, Request, Dimensions, Statistics, and Applications. Below these are sections for General, Vendor Name (eVendor), Buy-from, Contact, Document Date (2/9), Posting Date (2/9), VAT Date (2/9), Due Date (3/9), and Vendor Invoice No. (107213). The main area is titled 'eDocument Overview' and contains a table with the following data:

| Created | Updated | eDocument Type | Status | Details |
|-------------------|-------------------|-------------------|----------|---------|
| 2/9/2024 10:14 AM | 2/9/2024 10:14 AM | eOrder | Sent | |
| 2/9/2024 10:39 AM | 2/9/2024 10:39 AM | eOrder Response | Received | Changed |
| 2/9/2024 10:48 AM | 2/9/2024 10:48 AM | eBilling | Received | |
| 2/9/2024 10:54 AM | 2/9/2024 10:54 AM | eBilling Response | Sent | Accept |

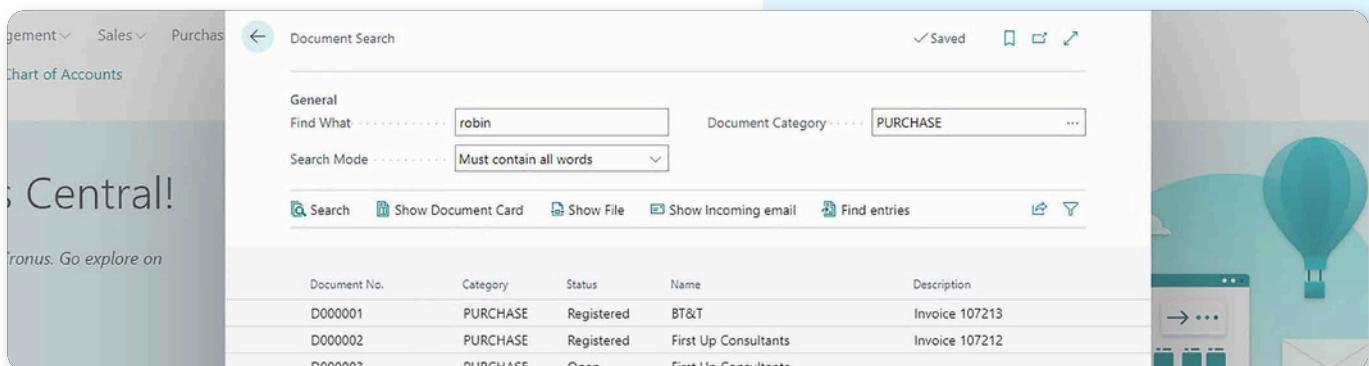
Fully-indexed secure digital archive

Securely store your bookkeeping documents in Business Central / NAV with Secure Archive. This feature ensures your documents are preserved in their original form, preventing unauthorized changes or accidental deletion.

With Secure Archive, you can ensure compliance with legal requirements for document traceability. Every interaction with your documents is automatically logged, providing a detailed and auditable trail from receipt to final posting. Every document stored in the Secure Archive remains fully traceable for the specified archive period.

| Document Log | | | | | | | |
|--------------|------------|--|-------------------|-----------------|-------------------|------------------|-------------------|
| Document No. | Entry Type | Entry Text | From Document No. | To Document No. | Related Doc. Type | Related Doc. No. | Date-Time Created |
| D000004 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod... | | | | | 09/09/2024 09:21 |
| D000004 | 060 | The document D000004 was imported. | | | | | 09/09/2024 09:21 |
| D000005 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod... | | | | | 09/09/2024 09:21 |
| D000005 | 060 | The document D000005 was imported. | | | | | 09/09/2024 09:21 |
| D000006 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod... | | | | | 09/09/2024 09:21 |
| D000006 | 060 | The document D000006 was imported. | | | | | 09/09/2024 09:21 |
| D000007 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice - Nod... | | | | | 09/09/2024 09:21 |
| D000007 | 060 | The document D000007 was imported. | | | | | 09/09/2024 09:21 |
| D000008 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - BT... | | | | | 09/09/2024 09:21 |
| D000008 | 060 | The document D000008 was imported. | | | | | 09/09/2024 09:21 |
| D000009 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - U... | | | | | 09/09/2024 09:21 |
| D000009 | 060 | The document D000009 was imported. | | | | | 09/09/2024 09:21 |
| D000010 | 020 | From: automated_test@continiaonline.com, Filename: GB - Purchase Invoice 2 - W... | | | | | 09/09/2024 09:21 |
| D000010 | 060 | The document D000010 was imported. | | | | | 09/09/2024 09:21 |
| D000011 | 020 | From: automated_test@continiaonline.com, Filename: GB - BC ONLINE - PEPPOL3 ... | | | | | 09/09/2024 09:21 |
| D000011 | 060 | The document D000011 was imported. | | | | | 09/09/2024 09:21 |
| D000012 | 020 | From: automated_test@continiaonline.com, Filename: GB - BC ONLINE - PEPPOL3 ... | | | | | 09/09/2024 09:21 |
| D000012 | 060 | The document D000012 was imported. | | | | | 09/09/2024 09:21 |
| D000013 | 060 | The document D000013 was imported. | | | | D000012 | 09/09/2024 09:21 |
| D000001 | 120 | The document D000001 was registered as Invoice 107212. | | | Invoice | 107212 | 10/09/2024 09:33 |
| D000001 | 200 | The document D000001 registered as invoice 107212 was posted as Purchase Invo... | | | Invoice | 107212 | 10/09/2024 09:36 |
| D000008 | 120 | The document D000008 was registered as invoice 107213. | | | Invoice | 107213 | 10/09/2024 09:51 |
| D000014 | 020 | From: pha@continia.com, Filename: D000008 (2).pdf. | | | | | 10/09/2024 09:52 |
| D000014 | 060 | The document D000014 was imported. | | | | | 10/09/2024 09:52 |
| D000009 | 120 | The document D000009 was registered as invoice 107214. | | | Invoice | 107214 | 10/09/2024 09:53 |
| D000015 | 020 | From: pha@continia.com, Filename: D000009 (?)pdf. | | | | | 10/09/2024 09:54 |
| D000015 | 060 | The document D000015 was imported. | | | | | 10/09/2024 09:54 |
| D000002 | 120 | The document D000002 was registered as invoice 107215. | | | Invoice | 107215 | 10/09/2024 09:58 |
| D000016 | 020 | From: pha@continia.com, Filename: D000002 (13).pdf. | | | | | 10/09/2024 10:08 |

Find any document in seconds. All document data is fully indexed during the recognition process, enabling you to search for any keyword.



The screenshot shows the Business Central search interface. The search bar at the top contains the text 'robin'. The 'Document Category' dropdown is set to 'PURCHASE'. The 'Search Mode' dropdown is set to 'Must contain all words'. Below the search bar, there are buttons for 'Search', 'Show Document Card', 'Show File', 'Show Incoming email', and 'Find entries'. The results table shows three documents: D000001, D000002, and D000003, all categorized as PURCHASE and registered. The right side of the screen features a decorative graphic of a hot air balloon.

| Document No. | Category | Status | Name | Description |
|--------------|----------|------------|----------------------|----------------|
| D000001 | PURCHASE | Registered | BT&T | Invoice 107213 |
| D000002 | PURCHASE | Registered | First Up Consultants | Invoice 107212 |
| D000003 | PURCHASE | Open | First Up Consultants | |

Secure Archive is VOI (Verification of Identity)-certified in Germany.

Automated three-way order matching

Automatically match your incoming invoices and credit memos against related documents such as purchase orders, receipts, or return shipments. Document Capture supports both header and line matching, ensuring accuracy at multiple levels. Header matching verifies overall document details like total amounts and vendor information. Line matching checks individual order numbers, items, quantities, and prices. You can choose to reconcile your documents with or without line-level recognition.

Purchase Receipt Lines

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

Order Lines

| Document No. | Type | No. | Description | Outstanding Quantity | Direct Unit Cost (Order) | Matched Quantity | Direct Unit Cost (Invoice) | Line Amount (Invoice) | Difference | Total Matched Quantity | Quantity Invoiced | Line Amount (Order) |
|--------------|------|--------|---------------------------|----------------------|--------------------------|------------------|----------------------------|-----------------------|------------|------------------------|-------------------|---------------------|
| → 106003 | Item | 1900-S | PARIS Guest Chair, black | 8 | 97.50 | — | — | — | — | — | — | 780.00 |
| | Item | 1908-S | LONDON Swivel Chair, blue | 20 | 96.10 | — | — | — | — | — | — | 1,922.00 |
| | Item | 1906-S | ATHENS Mobile Pedestal | 20 | 219.50 | — | — | — | — | — | — | 4,390.00 |

Document Lines

| OK | Translate to Type | Translate to No. | Matched Quantity | No. | Description | Quantity | Unit Cost | Discount % | Discount Amount | Line Amount |
|----|-------------------|------------------|------------------|----------|--------------------------|----------|-----------|------------|-----------------|-------------|
| → | Item | 1928-S | 20 | 3-47/55 | Lamp | 20 | 25.00 | — | — | 500.00 |
| ✓ | Item | 1996-S | 5 | 6789-13 | Whiteboard | 5 | 700.00 | — | — | 3,500.00 |
| ✓ | Item | 1896-S | 20 | 22-T-111 | Desk | 20 | 500.00 | — | — | 10,000.00 |
| ✓ | Item | 1964-S | 10 | 4554-201 | Guest Chair, blue | 10 | 90.00 | — | — | 900.00 |
| ✓ | Item | 1908-S | 10 | P-102 | Swivel Chair, blue | 10 | 90.00 | — | — | 900.00 |
| ✓ | G/L Account | 31500 | 1 | FREIGHT | Delivery 1.000–1.500 kg. | 1 | 462.50 | — | — | 462.50 |

Order matching without line-level recognition

This method matches the total invoice amount with the total order amount or any un-invoiced purchase order lines. If the received items or order lines are within set tolerances, they're automatically matched and processed during registration. This streamlines the reconciliation process by not needing to match each line item individually.

Order matching with line-level recognition

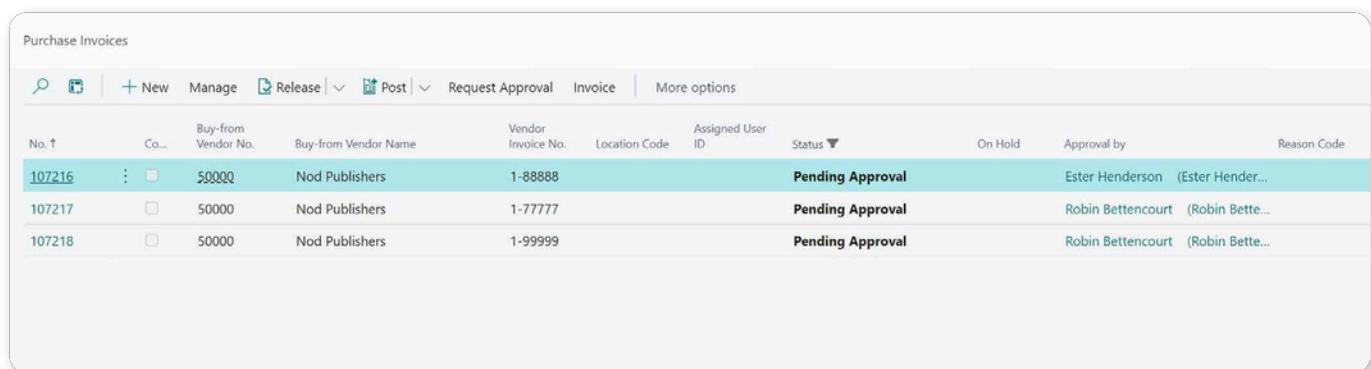
This method goes a step further by considering specific details like purchase order number, item number, quantity, and price. It matches each received item line or order line more accurately than header-level matching, using these details to ensure precise reconciliation.

Secure document approvals

Document approval in Business Central / NAV

The familiar user interface ensures the document approval process in Business Central / NAV is intuitive and straightforward. When there's a document requiring approval, approvers receive an email with a direct link to the approval window.

Document Capture provides a comprehensive overview of all relevant invoice details. You can see the status of each document in real time, including which approval manager needs to approve it. With various features designed to speed up the approval process, managers can easily approve invoices using the Business Central / NAV client.

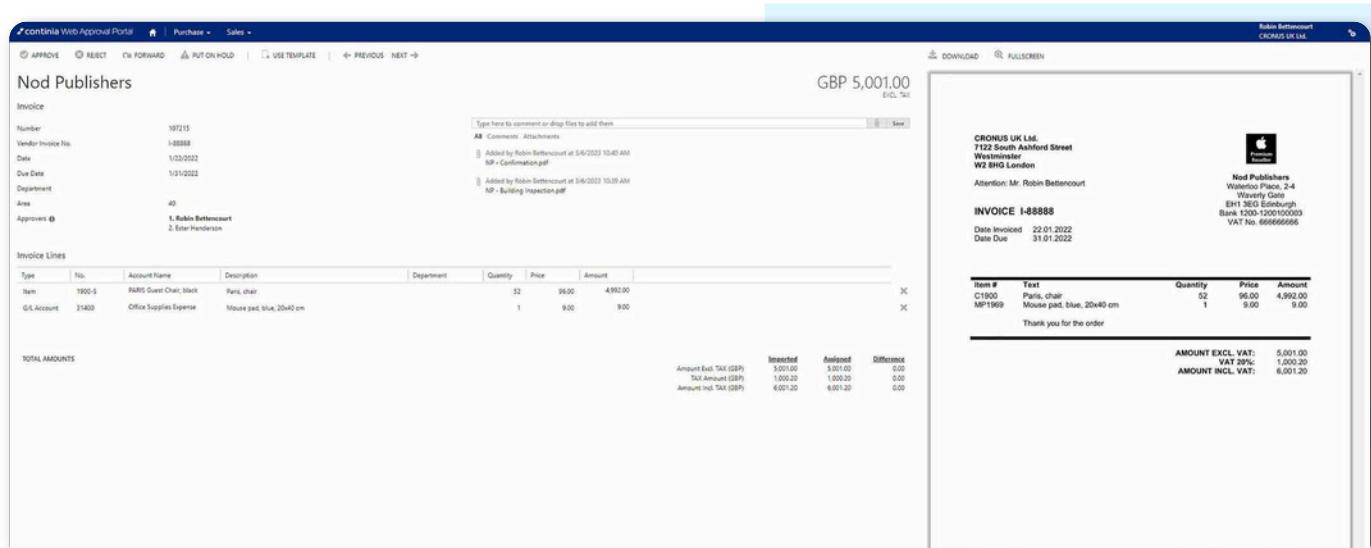


The screenshot shows the 'Purchase Invoices' screen in the Business Central / NAV application. The top navigation bar includes 'New', 'Manage', 'Release', 'Post', 'Request Approval', 'Invoice', and 'More options'. The main table lists three invoices:

| 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 |
|--------|---------------------------------|----------------------|-----------------------|---------------|---------------------|------------------|---------|-----------------------------------|-------------|
| 107216 | 50000 | Nod Publishers | 1-88888 | | | Pending Approval | | Ester Henderson (Ester Hender... | |
| 107217 | 50000 | Nod Publishers | 1-77777 | | | Pending Approval | | Robin Bettencourt (Robin Bette... | |
| 107218 | 50000 | Nod Publishers | 1-99999 | | | Pending Approval | | Robin Bettencourt (Robin Bette... | |

Continia Web Approval Portal

With the Continia Web Approval Portal, all employees, even those without direct access to Business Central / NAV, have the same document approval options. Approvers only need internet access to approve documents, allowing them to manage approvals from any location. The invoice can be viewed in the portal, where you can add notes, adjust posting lines, and perform various other actions.



The screenshot shows the Continia Web Approval Portal interface. The top navigation bar includes 'APPROVE', 'REJECT', 'FORWARD', 'PUT ON HOLD', 'USE TEMPLATE', 'PREVIOUS', 'NEXT', 'DOWNLOAD', and 'FULLSCREEN'. The main area displays an invoice for 'Nod Publishers' with the following details:

Header:
Number: 107215
Vendor Invoice No.: I-88888
Date: 1/22/2022
Due Date: 1/21/2022
Department: 40
Area: 40
Approvers: 1. Robin Bettencourt, 2. Ester Henderson

Invoice Lines:

| Type | No. | Account Name | Description | Department | Quantity | Price | Amount |
|-------------|--------|--------------------------|---------------------------|------------|----------|-------|----------|
| Item | 1900-5 | PARIS Guest Chair, black | paris, chair | | 52 | 96.00 | 4,992.00 |
| G/L Account | 31400 | Office Supplies Expense | Mouse pad, blue, 20x40 cm | | 1 | 9.00 | 9.00 |

TOTAL AMOUNTS:

| Amount Excl. TAX (GBP) | Amount (GBP) | Amount Incl. TAX (GBP) |
|------------------------|--------------|------------------------|
| 5,001.00 | 5,001.00 | 0.00 |
| 1,000.20 | 1,000.20 | 0.00 |
| 6,001.20 | 6,001.20 | 0.00 |

Footer:

Robin Bettencourt
CHRONUS UK LTD
7122 South Ashford Street
Westminster
W2 8HG London
Attention: Mr. Robin Bettencourt
INVOICE I-88888
Date Involved: 22.01.2022
Date Due: 31.01.2022
Nod Publishers
Waverley Gate
Elliott Road, Edinburgh
Bank 1200-120010003
VAT No. 6666666666
Item # Text Quantity Price Amount
C1900 Paris, chair 52 96.00 4,992.00
MP1969 Mouse pad, blue, 20x40 cm 1 9.00 9.00
AMOUNT EXCL. VAT: 5,001.00
VAT 20%: 1,000.20
AMOUNT INCL. VAT: 6,001.20

Features of the Web Approval Portal

- Allocate, approve, and select dimensions (accounts) for each line item.
- Restrict account and dimension selection, as well as their respective approval, by specific users or groups.
- Approve, reject, forward, put documents on hold.
- Add notes and other attachments at any time during the approval process.
- Use allocation templates (Amount Distribution Templates/Codes)
- Process approvals simultaneously in both the Web Approval Portal and the Business Central / NAV client.
- Get a comprehensive overview of all documents, including access to the archive where you can view previously approved and posted documents.
- View a company's number of approvals per document type.

Approval workflows

The approval of expenses can be done either directly in Business Central / NAV or via a web browser. This way, everyone in the company can access the approval workflows.

Standard approval

The standard approval flow is determined by the total amount of the document and the applied purchaser code. This is the default method where documents go through a predefined approval chain before being finalized.

Approval flow codes

You can easily set up an unlimited number of approval flows and assign them to individual invoices or all invoices from specific vendors.

Advanced approval

The advanced approval flow feature allows for more complex scenarios, including approval based on specific document lines, dimensions, or amount limits. It's typically faster and allows for greater approval configuration flexibility, which is ideal for companies with detailed approval requirements.

Force approval

The force approval feature lets you override the usual approval process. This is useful in time-sensitive situations where standard approval might cause delays. Only designated approval administrators can use this feature and forced approvals are automatically logged.

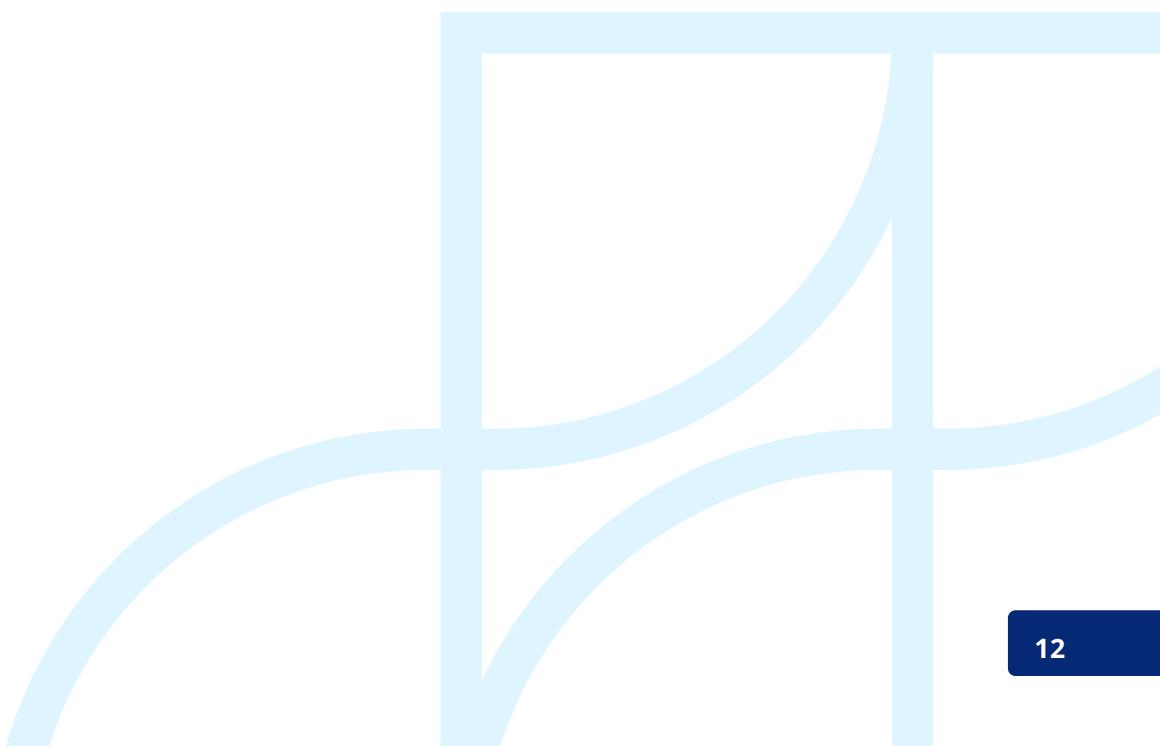
Approval sharing

Approval sharing allows you to automatically forward all your approvals to another approver if you aren't available during that period. They will act as your substitute until you're available again. You can also configure permanent sharing of approvals.

Four-eyes approval

The four-eyes approval feature ensures that at least two different users review and approve the document, adding an extra layer of security.

Four-eyes approval can be added to both standard and advanced approval processes. The first approver is determined based on which overall approval method you choose.

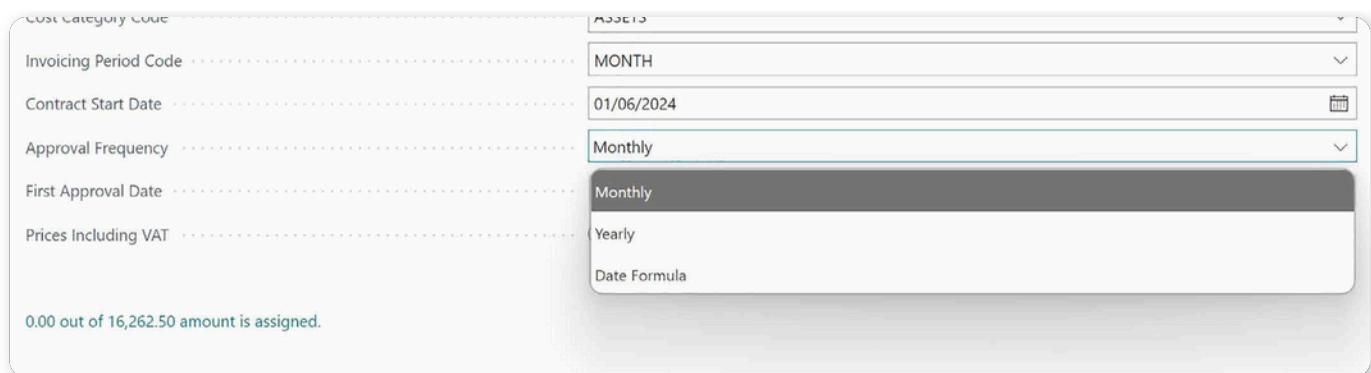


Centralized purchase contract management

Track and manage your company's purchase contracts, subscriptions, and recurring costs from one place. This feature makes it easy to compare providers and helps you determine if multiple separate contracts can be consolidated into one to reduce overall costs.

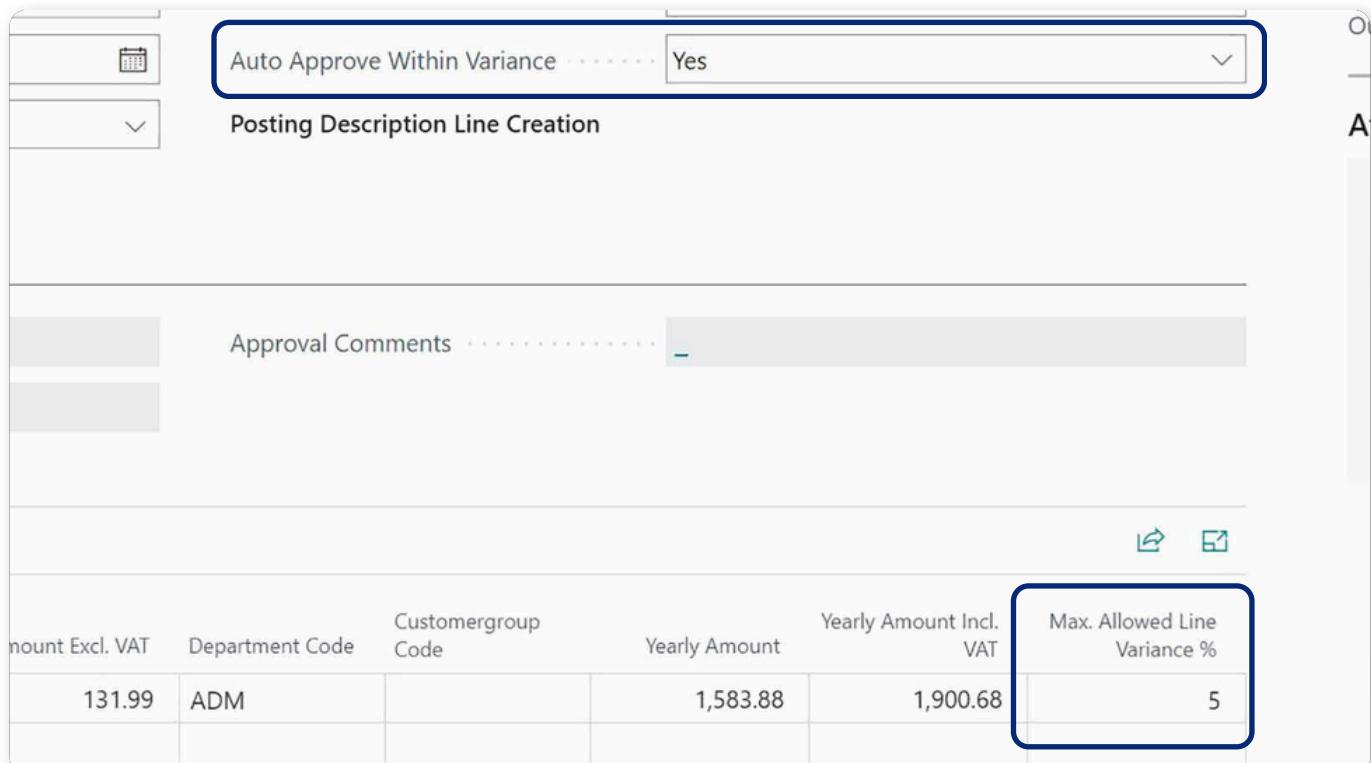
Purchase Contracts detects patterns in recurring invoices, ensuring you save time with automated suggestions for contract creation.

You can schedule regular contract reviews so you can manage or cancel your contracts before they're automatically renewed.



The screenshot shows a configuration screen for a purchase contract. On the left, there are several input fields: 'Cost Category Code' (dropdown), 'Invoicing Period Code' (dropdown), 'Contract Start Date' (calendar), 'Approval Frequency' (dropdown), 'First Approval Date' (calendar), and 'Prices Including VAT' (dropdown). The 'Approval Frequency' dropdown is open, showing 'Monthly' (selected), 'Yearly', and 'Date Formula'. At the bottom left, a message says '0.00 out of 16,262.50 amount is assigned.'

You can also auto-approve recurring invoices for a more efficient contract approval process.



The screenshot shows the 'Auto Approve Within Variance' setting (set to 'Yes') highlighted with a blue border. Below it is a section for 'Posting Description Line Creation' and 'Approval Comments'. At the bottom, there is a table with columns: 'Amount Excl. VAT', 'Department Code', 'Customergroup Code', 'Yearly Amount', 'Yearly Amount Incl. VAT', and 'Max. Allowed Line Variance %'. The 'Max. Allowed Line Variance %' column is also highlighted with a blue border and contains the value '5'.

| Amount Excl. VAT | Department Code | Customergroup Code | Yearly Amount | Yearly Amount Incl. VAT | Max. Allowed Line Variance % |
|------------------|-----------------|--------------------|---------------|-------------------------|------------------------------|
| 131.99 | ADM | | 1,583.88 | 1,900.68 | 5 |

Modules

Essential

The Essential module automates and streamlines various Accounts Payable processes, such as using OCR technology to scan and register incoming invoices and credit memos. It supports all XML formats and users can seamlessly exchange their e-documents directly from Business Central via the Continia Delivery Network.

With this module, you can ensure safe and compliant processes with secure digital archiving and fraud checks.

Advanced Capture

The Advanced Capture module revolutionizes your document processing with AI-powered OCR technology that scans and extracts data from various documents like invoices, receipts, and purchase orders.

This ensures high data accuracy and cuts down on manual data entry and errors. With automated line calculations, data validations, and logging, your document processing becomes faster, more efficient, and incredibly reliable.



Document Approval

The Document Approval module streamlines the approval process for various documents, including invoices. It offers multiple approval workflows, automated notifications, and a comprehensive audit trail for all approval actions.

Approvals can be managed seamlessly in Business Central or the Web Approval Portal, enabling users to review and approve documents from any location.

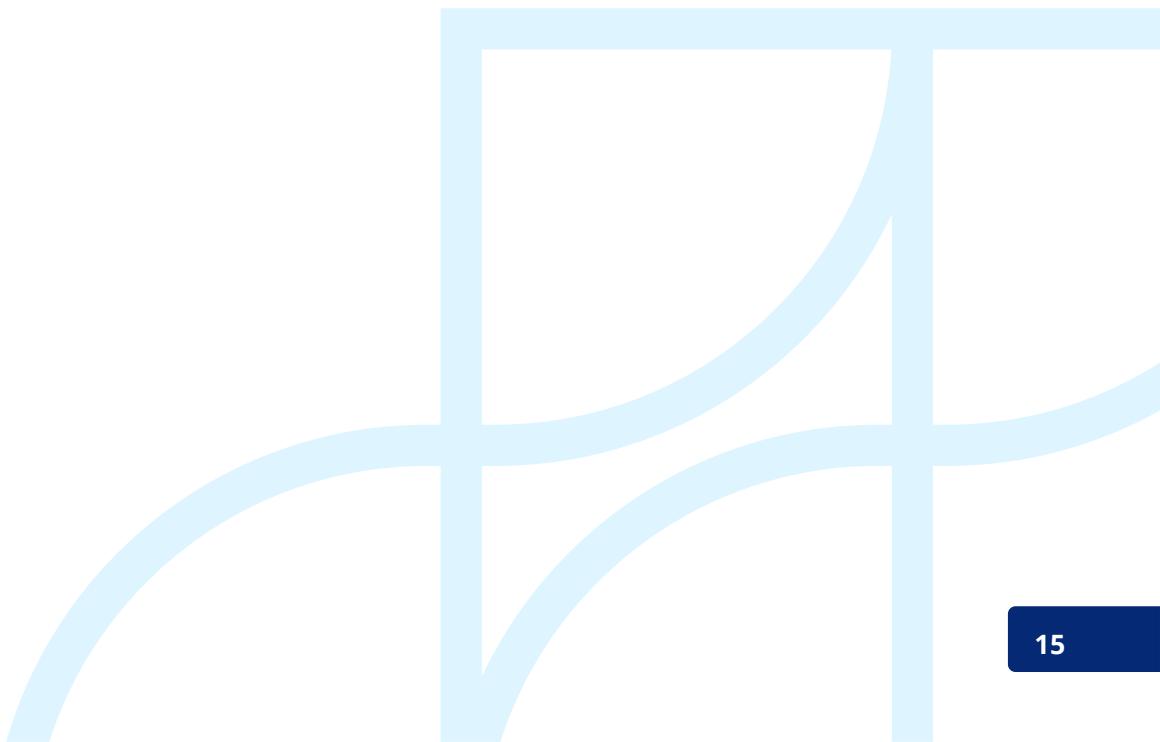
Order Matching

The Order Matching module allows you to seamlessly match your incoming invoices and credit memos against related documents such as purchase orders, receipts, or return shipments.

Easily set up automatic three-way order matching to optimize your accounts payable workflow and get a clear overview of all matched documents in your Business Central.

Purchase Contracts

The Purchase Contracts module lets you manage your recurring invoices directly from your Business Central. You can save money by scheduling regular contract reviews and save time with automated suggestions for contract creation on recurring invoices.



Technical requirements

Continia Document Capture is available for BC22, BC23, BC24, and BC25.

For more information on the current minimum technical requirements, see below:

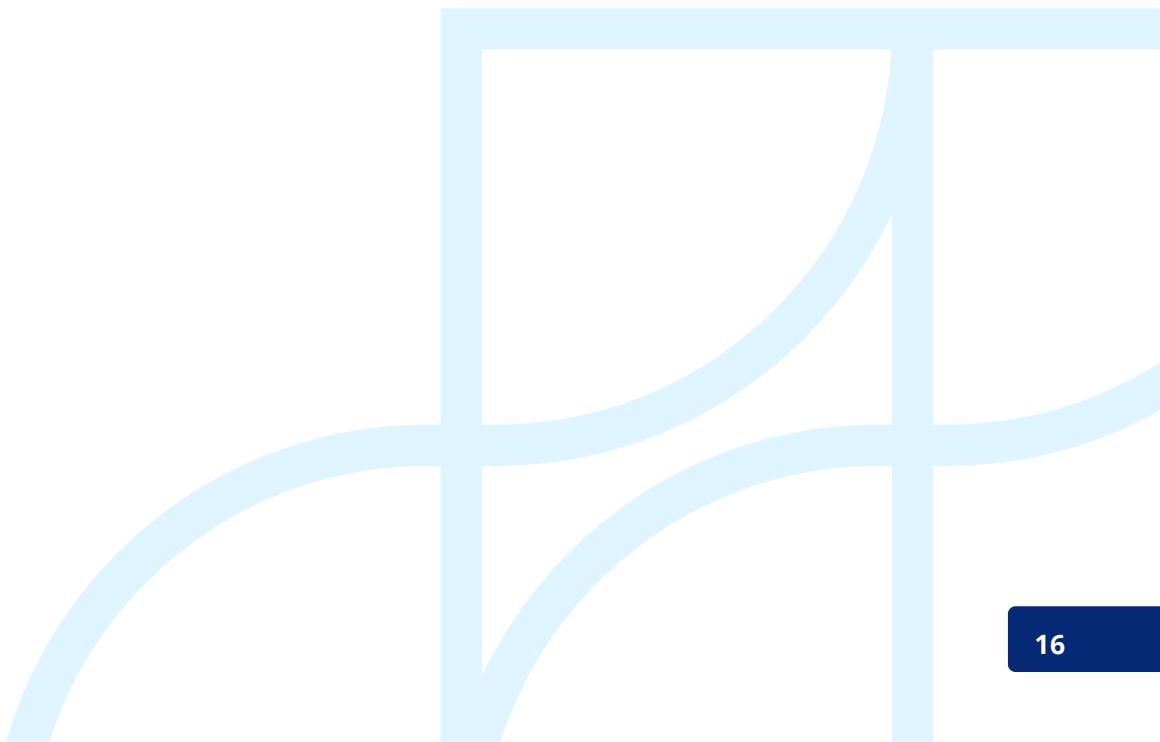
- [Business Central Online](#)
- [Business Central On-premises](#)



Help and support

If you need assistance, feel free to use one of Continia's four overall types of support:

- [Continia Docs](#) – the official Continia documentation site
- [Continia Learn](#) – online training platform for end-users and partners



Other Continia solutions

Continia Expense Management

Streamline your expense reporting process with Continia Expense Management, which is fully integrated into Microsoft Dynamics 365 Business Central. Expense Management allows real-time tracking of employee expenses and easy submissions via the Continia Expense Mobile App or Expense Portal.

Key features include AI-powered receipt scanning and autofill to eliminate manual data entry, easy PDF-sharing from your phone, automatic credit card transaction imports, efficient mileage tracking with Google Maps, and simple daily allowance calculations. Additionally, you can speed up and secure approval workflows with automatic routing, manage your subscriptions to avoid unnecessary expenses, and securely store your original bookkeeping documents digitally to ensure compliance and data integrity.



Continia Document Output

Automate and customize your document distribution with Continia Document Output, seamlessly integrated with Microsoft Dynamics 365 Business Central for an optimized distribution workflow.

Document Output ensures efficient communication by allowing the personalization of emails, including seasonal email signatures and special promotions, and the creation of targeted email templates tailored to recipient or document attributes, such as language. It also enables flexible email customization, enabling the incorporation of brand-aligned background images.



Document Output further enhances operational efficiency by scheduling background email distribution and automating distribution queues for new documents. Moreover, you can extend standard and custom-made modules with Document Output features using the AL Extension Builder.

Continia Payment Management

Optimize and secure your payment processes with Continia Payment Management, a smart payment solution fully integrated into Microsoft Dynamics 365 Business Central. Payment Management streamlines handling of online payments across different bank accounts and currencies directly from a single payment journal.



Key features include direct bank communication for efficient and faster payments, automatic reconciliation during import to improve match rates, and an easy IBAN lookup for vendor bank account details. Enhance security with robust approval workflows and verification of flagged bank account information. Additionally, you can manage customer e-payments effectively with an overview of transactions from third-party payment service providers.