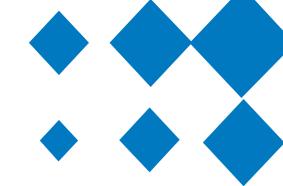


# Invoice Capture Service (ICS) for Microsoft Dynamics NAV and Dynamics 365



## About this guide

This guide provides a foundation for meaningful conversation that can lead to the decision to acquire ICS for Microsoft Dynamics NAV and D365. Use it to discuss AP needs and scenarios, benefits of AP automation with Dynamics NAV and D365, possible concerns, and next steps.

## Customer profile

- Managers of accounts payable and IT departments
- CFOs
- SMB and enterprise organizations that own and use Dynamics NAV 2016 or D365 and are looking to streamline AP to improve efficiency, ROI, and bottom line
- Companies that fit one or more scenarios outlined in this guide

## 1. Discuss. Start the conversation; understand the need.

Questions to Explore	Top Business Needs
<ul style="list-style-type: none"><li>• Is your current accounts payable (AP) processing system meeting your needs? What challenges are you experiencing?</li><li>• Does your AP team have sufficient visibility into invoices, processes, performance metrics, and Service Level Agreements?</li><li>• How would you rate the quality of your AP controls? Do you have standard procedures? Is it easy to identify fraud?</li><li>• How do you deal with exceptions?</li><li>• Are you a Microsoft Dynamics user relying on manual routing of invoices? How is that going?</li><li>• Do information and invoices sometimes go missing?</li><li>• How long do approval cycles take?</li><li>• How many days does it take you to process invoices?</li><li>• What's your cost per invoice?</li><li>• How do vendors respond to your system?</li></ul>	<p><b>Accounts payable needs to serve as an efficient cost center.</b> This requires:</p> <ul style="list-style-type: none"><li>• Relief from paper and supplier phone calls and emails.</li><li>• Easier time enforcing business rules.</li><li>• Help dealing with invoice exceptions.</li><li>• Less month-end stress and pressure to do more with less.</li></ul> <p><b>IT needs an unpressured environment</b> in which to maintain a reliable infrastructure:</p> <ul style="list-style-type: none"><li>• Less pressure to do more with less</li><li>• Project alignment with information technology strategy</li><li>• Fewer demands to learn new technologies and environments</li></ul> <p><b>CFO needs to maintain the margin and manage cash, ensuring project ROI and operational efficiency.</b> Other needs :</p> <ul style="list-style-type: none"><li>• Ability to forecast outcomes via reporting tools and visibility over liabilities</li><li>• To meet regulatory compliance requirements</li><li>• Strong supplier relations</li></ul>

## 2. Compare manual vs. automatic AP.

Manual AP	Automated AP with ICS
<p><b>Inefficient</b></p> <ul style="list-style-type: none"><li>• Physical mail</li><li>• Hand keying and copying of invoices</li><li>• Physical invoice approval routing</li><li>• Excessive or slow communications</li><li>• Email, fax, mail</li><li>• Ineffective problem resolutions</li><li>• Manual storage</li></ul> <p><b>Lacks visibility</b></p> <ul style="list-style-type: none"><li>• Delayed receipt</li><li>• Lost or missing invoices</li><li>• Approval process tracking</li><li>• Performance metrics and Service Level Agreements</li><li>• Accrued liability/compliance reporting</li></ul> <p><b>Poor controls</b></p> <ul style="list-style-type: none"><li>• Lack of standard procedures</li><li>• Lengthy audits</li><li>• Difficult to see fraud</li></ul>	<p><b>Swift, accurate, automated invoice management:</b></p> <ul style="list-style-type: none"><li>• All invoice files—paper and digital—go to Microsoft Dynamics NAV or D365 for single storage and easy backup</li><li>• ICS captures, verifies and interprets information</li><li>• Approval processes and workflows start faster and run with fewer errors—<b>saving time, money, and trouble</b></li><li>• Supplier relationships improve with on-time or early payments</li><li>• Promotes adoption of Dynamics NAV 2016 or D365</li></ul> <p><b>Capabilities:</b></p> <ul style="list-style-type: none"><li>• Customizable workflow</li><li>• Extensible verification and line item options</li><li>• Roadmap and real-time upgrades</li><li>• Full SaaS cloud service built on Azure: world's leading architecture</li><li>• Scales as your business grows</li></ul>

## Automation drives best-in-class AP Performance

**80%**  
lower invoice processing costs

**75%**  
shorter invoice processing time

**50%**  
reduction of AP days outstanding

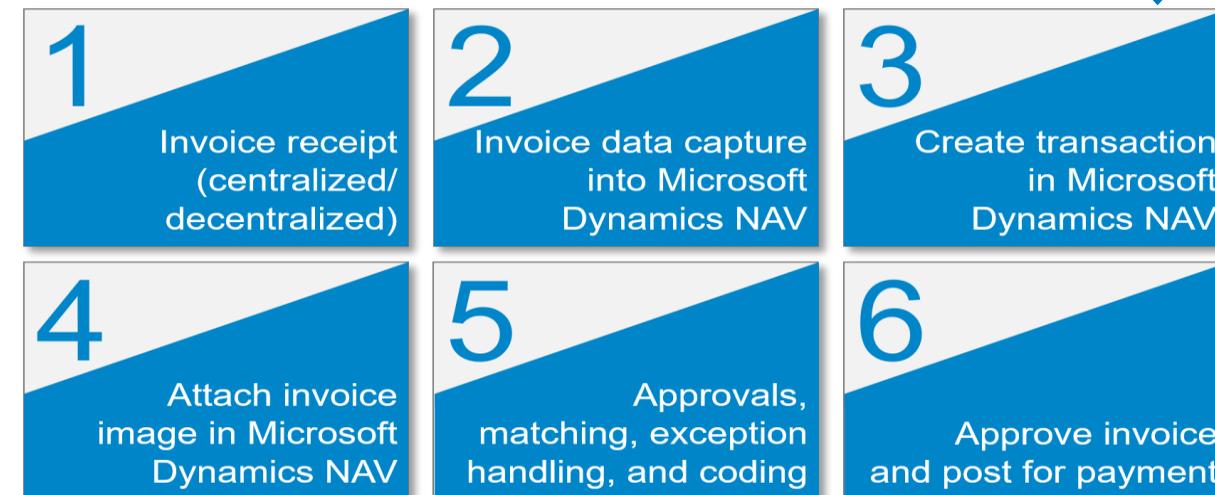
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## 3. Address potential concerns.

<b>AP manager:</b> "I need relief from manual processes but am concerned about introducing a new technology layer that could hurt productivity."	<b>IT manager:</b> "Aligning the new solution with IT strategy while onboarding my team—that's a lot of work. How can I be assured the new system won't bog us down even more?"	<b>CFO:</b> "What differentiates Kofax ICS from a traditional AP automation solution?"
ICS unburdens the AP department of inefficiencies and provides with unparalleled gains: <ul style="list-style-type: none"><li>• Intelligent data capture</li><li>• Improved supplier engagement</li><li>• Approval workflow that can support business rules</li><li>• Line level approval and coding</li><li>• Enhanced productivity</li><li>• Three-way matching</li></ul> A user-friendly Dynamics NAV interface and accelerated coding streamline front- and back-end adoption.	ICS supports latest Dynamics releases and is tightly integrated with Dynamics ERPs.  The solution is highly configurable so that you can custom-fit it to your environment. This initial effort pays off in magnitudes of efficiency.  IT can develop imaging and workflow continuously: the solution is agile.  Considered a 'light' IT project in terms of deployment, training, and maintenance.  The only infrastructure requirement is Microsoft Dynamics NAV 2016.	ICS is cloud-based and is integrated inside of NAV 2016 and D365. This means: <ul style="list-style-type: none"><li>• Solution is mobile</li><li>• No need for special IT infrastructure</li><li>• No implementation and/or installation cost</li><li>• No additional maintenance or support—automatically receive latest updates</li><li>• Easy to use and setup—10 minutes</li><li>• <b>Extremely easy to scale as your business grows</b></li></ul> Microsoft Azure platform gives you industry-leading security with automatic backup and recovery.  <b>ICS enables 80% lower invoice processing cost and 75% shorter invoice processing time. That translates directly to ROI.</b>

**Learn more:** [http://discover.lexmark.com/ICS\\_Home](http://discover.lexmark.com/ICS_Home)  
**Contact:** Sales Support: [ICS\\_Sales@Lexmark.com](mailto:ICS_Sales@Lexmark.com)  
Technical Support: [ICS\\_Support@Lexmark.com](mailto:ICS_Support@Lexmark.com)

## 4. Learn how it works.



## 5. Decide to purchase.

### Final Pitch:

First Software As A Service (or SaaS) solution for AP automation, **helping support customer cloud initiatives** and ERP operations.

Works with NAV 2016 and D365 workflow tools to provide a complete end-to-end AP automation solution—delivering lower costs, improved cycle times, and a better user experience.

If you use Dynamics NAV or D365 or are contemplating a move to either, ICS offers a complete, end-to-end solution out of the box.

### Set up in 10 minutes with no upfront costs.

Choose subscription type:

#### Freemium

Use ICS with no charge for capturing up to 75 invoices per month. For each invoice captured over the initial 75, you pay per invoice.

#### Subscription

You are billed at a monthly rate for a specific volume of invoices.

Customers who reach their monthly subscription volume limit will have the option to buy an additional volume or otherwise pay for overage.

Simple sign-up and self-service are driven from within Dynamics NAV 2016 and D365:

From inside of NAV 2016 or D365:

1. Click to go to Kofax ICS self-service site.
2. Select Freemium or Subscription.
3. Sign up to become a member.
4. Agree to terms & conditions.
5. Follow the steps to get started.