Dynamics BC

Robotic Payments Automation (RPA)

User Guide

109953 Rev C

Contents

Document Overview

The **Robotic Payments Automation (RPA)** system improves payment processing efficiency by managing payments that are created in **Dynamics 365 Business Central (BC)** using payment journals. Actual bank payment transactions take place within the system itself unless a vendor is specifically excluded from the process. **BC** is the initiator, sending payment information to the **RPA**, which then manages the transfer of the information to the payment provider, who will process the payments to the vendors. A **Return on Investment (ROI)** analysis will need to be created to determine if it is cost-effective to activate the **RPA** system.

This guide covers the aspects of the payment process, how to monitor payment statuses, and the actions taken if payments are rejected or voided. Document# 110001 (Dynamics BC RPA Application Installation) addresses the installation of the application.

This procedure is created with the understanding that the operator is familiar with navigating the Dynamics BC application, user email is configured and they have super user privileges.

Vendor Validations of **Address, TIN,** and **OFAC** are conducted on each vendor. OFAC validation is performed for every vendor payment processed. Users can perform vendor validations manually from the Vendor Card if necessary. Options in the system allow for automatic verification of these validations.

Payment Information

- **Initiation:** Users create RPA payments in Business Central (BC) using payment journals. Before processing RPA payments, the system automatically verifies the vendor's **OFAC** status. Payments for vendors on the OFAC list cannot be completed unless processed by overriding the OFAC validation (Vendor card setting) or by processing using traditional methods.
- **Processing:** Newly made payments are sent from Business Central (BC) to the RPA system for automated handling. The RPA passes the information to the payment provider. Provider payment status information is passed back to the RPA which is passed to the ERP using job queue. Status updates are one of the following: Pending, Accepted, Completed, Voided, or Rejected.
- **Status Updates:** Creating Job Queues in BC that request status updates from the RPA system, will support near real-time visibility of payment progress and vendors within BC.
- **Posting:** Once a payment achieves the status of **Completed,** it is posted using standard Business Central (BC) posting functionality. Payments with a status other than **Completed** will continue to show in the respective journal. Transactions that obtain a status of Rejected or Voided are relocated to the journals defined by the RPA Setup automatically.

Monitoring Payment Status

- **Journals:** The system allows for the creation of dedicated journals for tracking all payments processed via RPA.
- **Status Requests:** Users can manually or automatically (Job Queue) request updated status of any payments in a journal. This is especially helpful if a payment status is delayed or postponed for any reason.

Handling Rejected or Voided Payments

- **Status Response:** If the RPA system reports a payment as **Rejected** or **Voided**, the associated payment line is automatically moved to the corresponding journal.
- **Journal line Removal:** Payment lines are moved to specific journals designated in the **RPA Setup** > **Journal Settings** section.
- **Further Action:** Designated journals are reviewed by authorized users for manual processing of **Rejected** or **Voided** payments.

Payment History and Auditing

- **Audit Logging:** Every action and status change of RPA system transactions is recorded in special audit journals/tables (**RPA Log** or **RPA Payment Status**) depending on the type of transaction.
- **Traceability:** Audit journals/tables (**RPA Log** or **RPA Payment Status**) provide a full history of payment activity, ensuring clear tracking and compliance throughout the payment lifecycle.

ROI Analysis Overview

To determine whether it makes financial and strategic feasibility to activate the **RPA** system, a business should conduct a **Return on Investment (ROI)** analysis. This analysis involves evaluating whether the efficiency improvements, cost savings, and reduction in processing errors offered by the **RPA** system outweigh the expenses required for setup, integration, and ongoing operation.

The **ROI Analysis** will be performed before activating or using the **RPA** functionality and disabled once the connection information is present. Once **RPA** is in use, the **ROI Analysis** report option becomes disabled.

Prior to generating and sending the report, the current data needs to be reviewed to ensure that **Document Type** and **Payment Type** fields are properly populated.

Document Type

The **ROI Analysis** is based on existing **Vendor Journal Transactions** and specifically collects all transactions where the **Document Type** is set to **Payment** or **Invoice** and ensures that all **Payment Method** types used have been assigned correctly, It is important to verify the data in these fields is correct before running the ROI report.

Note: A transaction where the **Document Type** field is empty will be excluded from the ROI report.

To resolve this issue, a data correction code unit or processing only report should be developed to identify and update such transactions. Escalate this requirement to your internal IT department or your system integrator's support team for implementation. This ensures that the **ROI Analysis** accurately reflects payment-related transactions within the vendor journal transactions and excludes unrelated entries.

Posting Date	Document Date	Document Type ↑	Document No.	External Document No.	Vendor No.
1/1/2025	1/1/2025	Payment	108007	107007	10000
1/1/2025	1/1/2025	Payment	108011	107011	10000

Payment Type

Before generating the report, ensure all **Payment Types** used in payment transactions have been assigned correctly e.g.: BANK, **CCARD**, **CASH**, and **CHECK**. This step is essential because the report will group your data based on **Payment Type.** Any **Payment Type** used in a transaction that does not have a specified type will cause the data to not be grouped accurately.

Check the payment transactions before proceeding to ensure the **Payment Type** fields are populated to insure accurate reporting.

Navigate to the **Payment Methods** screen for a listing of the **Payment Type** options.

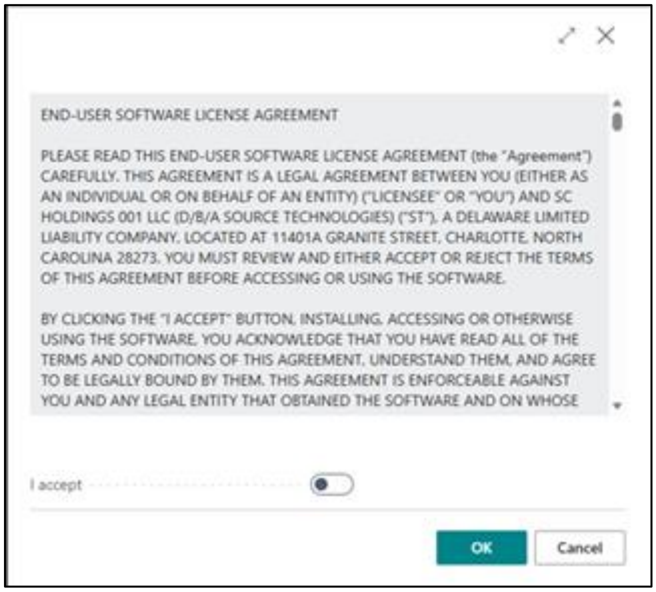
Payment Methods ✓Saved

+ New | Edit List | Delete | Translation | Automate | Fewer options

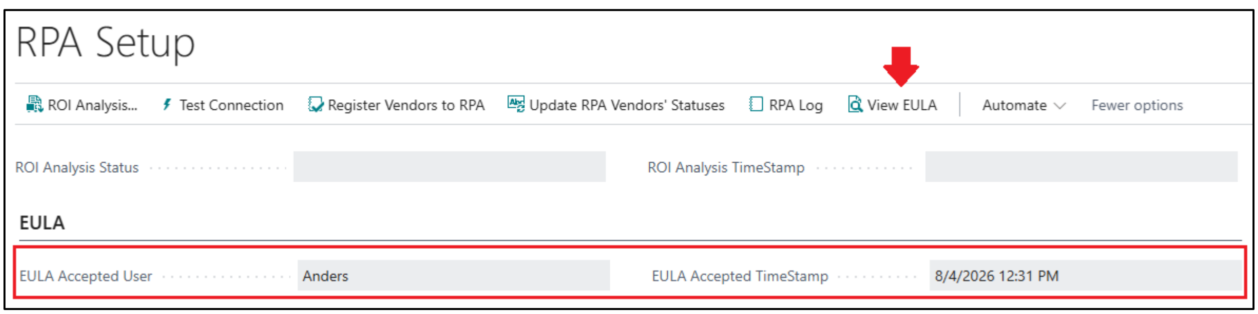
Code ↑	Description	Bal. Account Type	Bal. Account No.	Direct Debit	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Payment Type
ACCOUNT	Payment on account	G/L Account		☐			CASH
BANK	Bank Transfer	G/L Account		☐			EFT
BNKCONVD...	Bank Data Conversion for Domesti...	G/L Account		☐			CCARD
BNKCONVINT	Bank Data Conversion for Internati...	G/L Account		☐			CASH
CARD	Card payment	G/L Account		☐			CHECK
CASH	Cash payment	G/L Account	18100	☐			CASH

End-User Software License Agreement (EULA)

During the initial launch of the **RPA Setup** screen, users must review and accept the End-User Software License Agreement (EULA). This agreement must be accepted to create the ROI report.



After reviewing the document, move the **I Accept** switch and select the **OK** button to accept the EULA. The **EULA Accepted User** (operator ID) and **EULA Accepted Timestamp** (current date and time) fields are now populated in the EULA section of the **RPA Setup**.



Note: The license agreement will not pop up after the EULA is accepted. The agreement can be reviewed by clicking on the **View EULA** option at the top of the page.

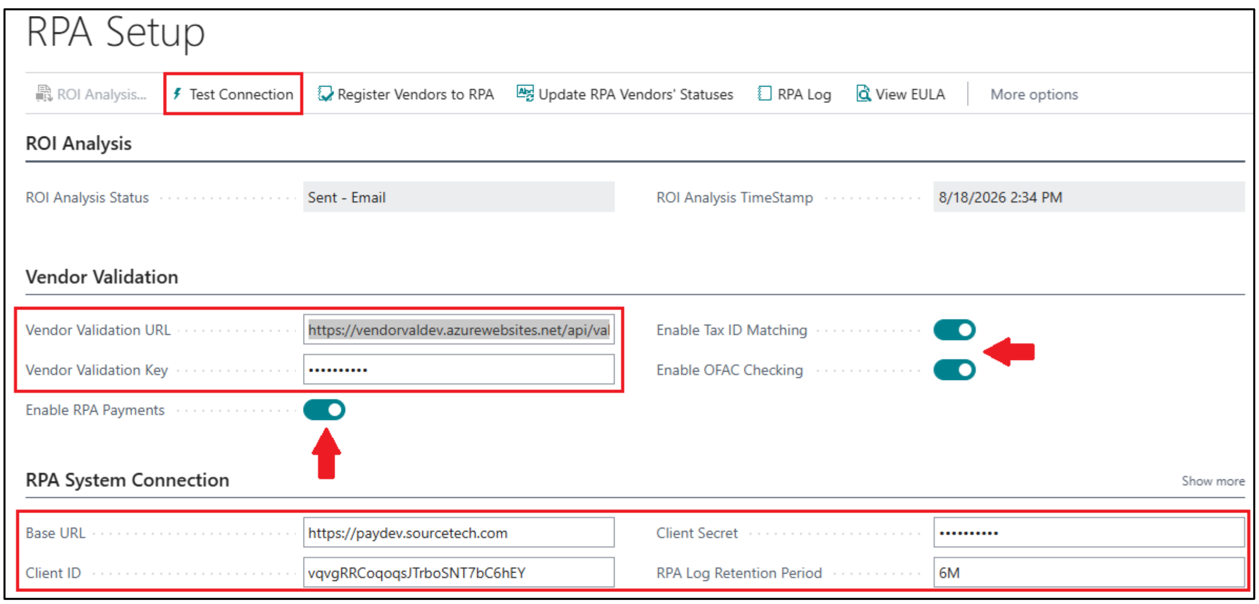
Reference document# 109951 (Return on Investment (ROI) Vendor Information Gathering Procedure) for information on creating the ROI report.

RPA Setup

RPA System Connection

To connect with the **RPA** system, make sure that the customer (Company in BC) has been registered with Source Technologies. After registration, the customer will receive an email to download (secure location) document# 109978 containing the Client ID, Client Secret, Base URL and Vendor Validation information. The data contained in the document must be entered in the **RPA System Connection** and **Vendor Validation** section fields. Reference document# 109952 (RPA Setup Guide).

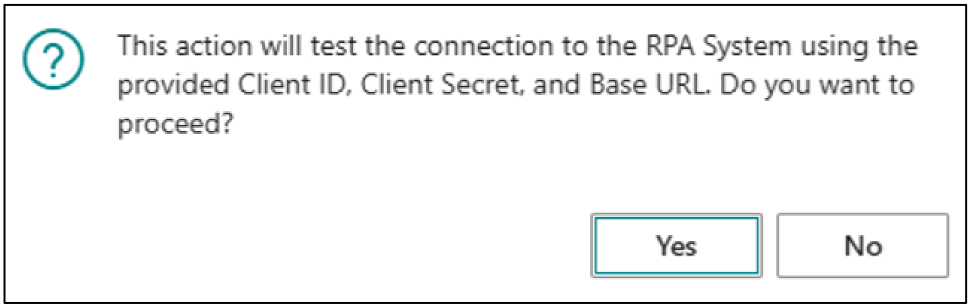
Only users who have appropriate access (Super) can create a connection to the **RPA** system. To establish this connection, navigate to the **RPA Setup** screen and use the **RPA Setup Information** provided to populate the **RPA System Connection** section with the **Base URL**, **Client ID**, **Client Secret.** Select the **Test Connection** to validate the connection to the RPA. Navigate to the **Vendor Validation** section and populate the **Vendor Validation URL**, and **Vendor Validation Key**. Activate the **Enable Outsourced Payments** by switching on the toggle located in the **Vendor Validation** section. After toggling the switch, both the **Enable TIN matching** and **Enable OFAC** toggles are automatically set to **Yes**. See Appendix A: Vendor Validation.



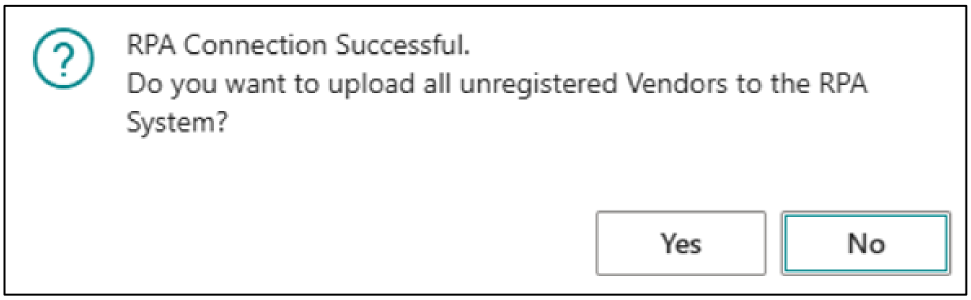
The RPA log length is set on this screen. Using the information below, select how long the RPA log will retain entries. Example: 6M = 6 Months of log entries.

Meaning	Letter
Day(s)	D
Week(s)	W
Month(s)	M
Quarter(s)	Q
Year(s)	Y

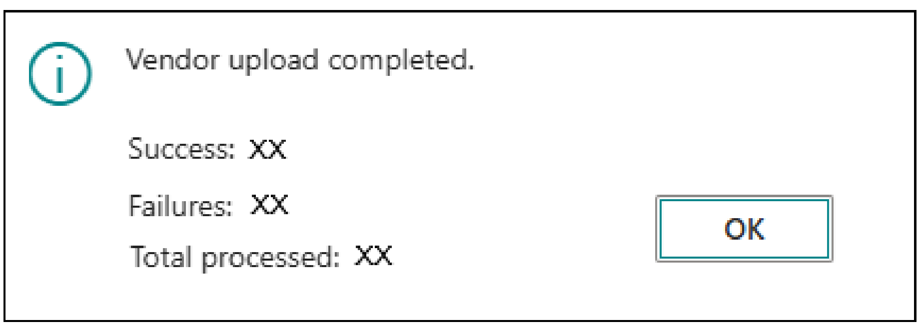
Select the **Test Connection** button at the top of the screen. The following popup screens will appear.



Select "**Yes**," to answer the question. The following screen will appear.



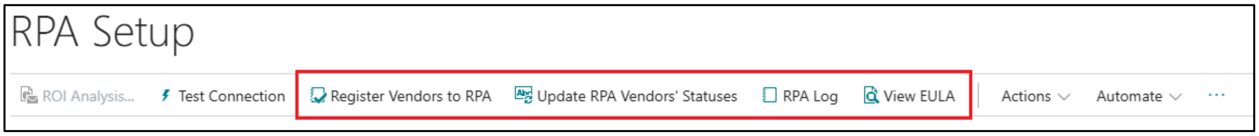
Answer "**Yes**" to the above question. This will initiate the vendor information transfer to the RPA. When complete a message showing vendors uploaded will appear. Click **OK**.



XX being the number of vendors

If any other screens appear, contact Source Technologies to validate the **RPA System Connection** information. See Contact Information.

Button Operation



Register Vendors to RPA: This option will upload all nonregistered vendors to the RPA, allowing for payment processing to the vendors.

Update RPA Vendor Statuses: This action will check and update the vendor RPA Status for all enrolled vendors with the latest information from the RPA.

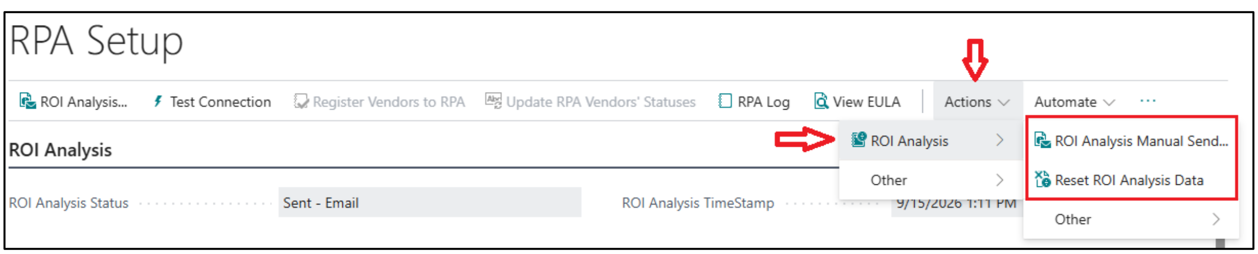
RPA Log: A file with all the RPA related transactions, which includes successful and error transactions. Data review can be filtered and/or analysis mode selected to define data selections. The log information can also be exported to excel.

View EULA: Selecting this option opens the End User Software License Agreement for review.

Reproduction of the ROI

If there is a requirement to resend or create a new ROI Analysis Report. There are two options available for creating the report. Navigate to Actions, the ROI Analysis for the options.

- **ROI Analysis Manual Sending:** This option allows for emailing an existing ROI report. That was downloaded earlier.
- **Reset ROI Analysis Data:** This option will clear the existing ROI data settings and allow for a new report to be created.



Document# 110076 (Reproduction of the ROI Guide) details the steps to perform the operation.

Vendors

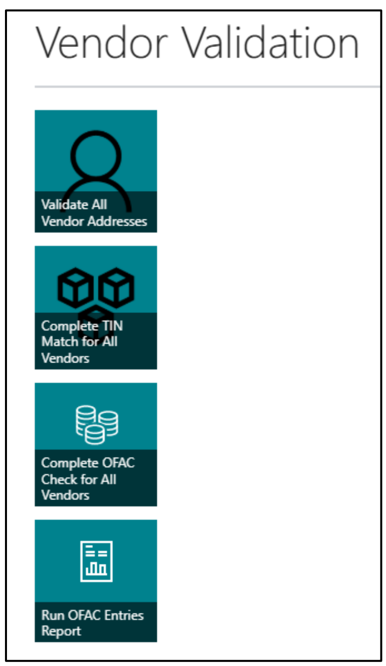
To send vendor payments to **RPA**, each vendor must first be created and registered in the **RPA** system. Before sending the vendor information to the RPA, the Address, TIN, and OFAC information need to be validated. The BC system will check the vendor OFAC status every time a payment is initiated. The compliance check is managed with dedicated functions; no manual action is required from the user. If a vendor is found to be on the OFAC list, payment is automatically blocked.

Note: A vendor OFAC validation can be overridden using a switch setting on the vendor card, allowing the payment to be processed. The OFAC check is still performed and logged with the switch active.

Vendor Validation

To perform bulk vendor validation updates, navigate to the **Vendor Validation** screen. The below option buttons validate the same information as the Check Address, Check TIN, and Check OFAC options found on the vendor card; except they perform the specific validation for all vendors in the system. See Appendix A: Vendor Validation for additional information about validations.

The Run OFAC Entries Report option, when selected will generate a report of all system vendors found on the OFAC list and any payments submitted to those vendors. See OFAC Reporting for detailed information about the OFAC report.

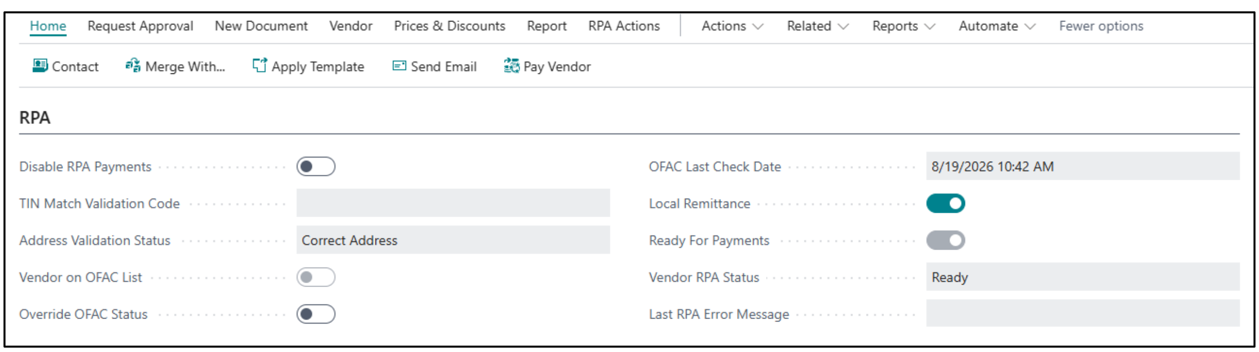


Vendor Card

Navigate to the **Vendor Card** > **RPA** (Reference the screen below).

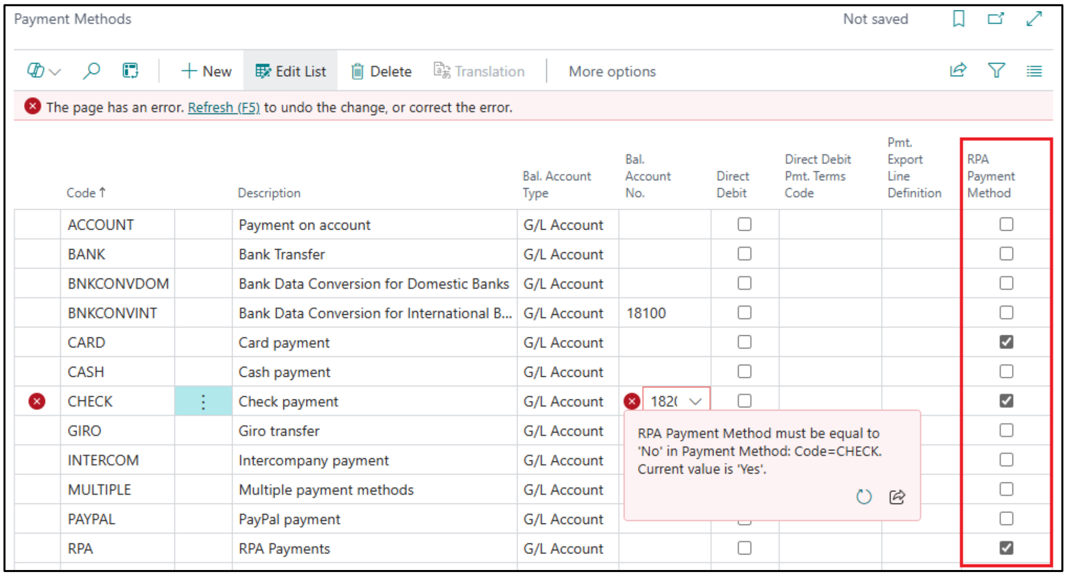
Each vendor has several settings to reflect their status in **BC**, representing their payment eligibility:

- **Disable Outsourced Payments:** Use this setting if you need to exclude payment to a vendor in the RPA system. Toggle the switch to the right (**Yes**) to prevent outsourced payments for the vendor.
- **TIN Match Validation Code:** The verified Federal ID No. is in the **Payments** section of the vendor card. The status displayed in this field cannot be edited.
- **Address Validation Status:** This field provides confirmation that the address listed in the **Address** and **Contact** section for the vendor is valid or needs updating.
- **Vendor on OFAC list, OFAC Last Check Date:** To remain eligible for payments via the RPA system, this switch must be set to the left (**No**). The Last Check Date field cannot be left blank. Neither field can be edited. The date will update every time a payment is submitted, unless the vendor has been disabled for outsourced payments.
- **Override OFAC Status:** When active (switch to the right) will allow RPA payment processing for a vendor found on the OFAC list.
- **Local Remittance:** Having this switch set to right (**Yes**), allows payment Email notification using the BC system (Provided email is configured). Having the switch set to the left (**No**) means the email correspondence is sent via the payment provider. The remittance email address is in the Address & Contact section.
- **Ready for Payments:** This switch setting reflects the vendor status in the RPA system. Provided the switch setting is to the right (**Yes**) the vendor is eligible to process payments.
- **Vendor RPA Status:** Displays the latest status information for the vendor in the RPA system.
- **Last RPA Error Message:** Displayed is the last message from the RPA system. See RPA Log for more information if there is a message displayed.



Payment Methods

Navigate to the Payment Methods screen and place a check box to the right for each payment type that will be processed using the RPA process. The Bal Account No. and RPA Payment Method cannot both be populated, an error will appear if both are populated, select one or the other.



Payment types with the Bal Account No. populated will be processed by normal operations.

Payment types with the RPA Payment Method box checked will be processed using the RPA process.

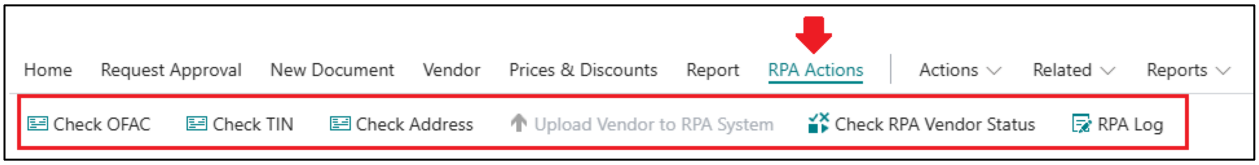
Vendor RPA Actions

Navigate to a **Vendor Card.**

Under the **RPA Actions** option, there are manual checks for managing all vendor validations, refreshing the vendor status, and log entries. On this page, authorized users can perform several important processes:

- **Check Address:** Selecting this option will validate the address listed in the Address and Contact section, to the information found using the Smarty web service.
- **Check TIN:** Selecting this option will connect with the IRS TIN matching service to verify that a vendor's Tax Identification number and business name combination matches the IRS information.
- **Check OFAC:** Selecting this option will check whether a vendor, its contacts, and its locations match any entry on the **Specially Designated Nationals (SDN) List,** maintained by the U.S. Treasury Department's Office of Foreign Assets Control.

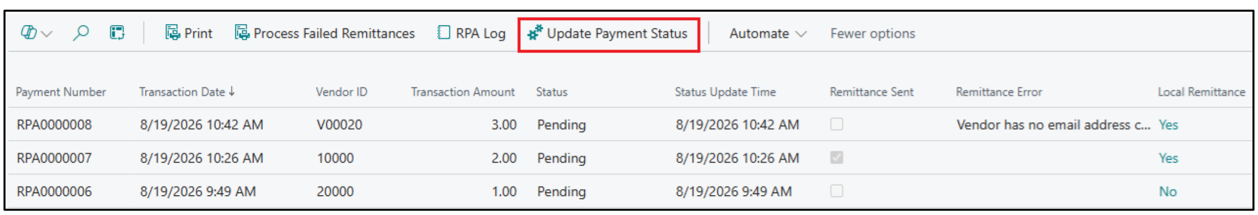
- **Upload Vendor to RPA System:** Selecting this option will load a vendors' information to the RPA system. If this option is grayed out, the vendor has already been uploaded to the RPA.
- **Check RPA Vendor Status:** Selecting this option will update the BC status with the vendor information from the RPA system.
- **RPA Log:** Selecting this option will display all the RPA related transactions for the current vendor.



Note: Field layout may appear different based on system settings.

RPA Payment Status

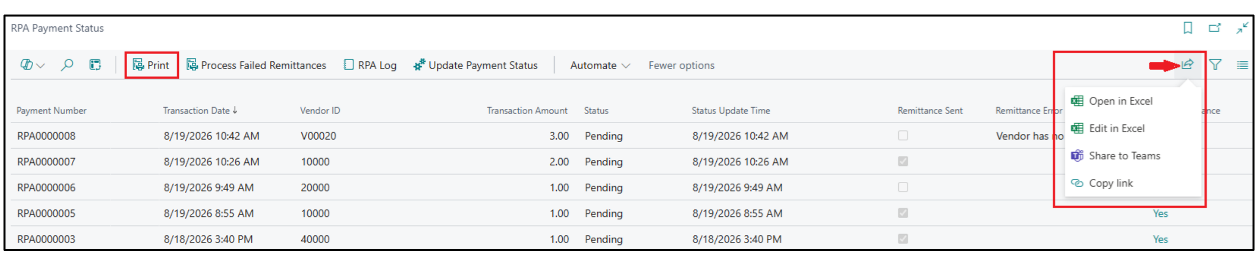
The **RPA Payment Status** page shows the most recent state of payments, as recorded in the **RPA** system. An automated job queue (Reference Job Queue) is responsible for regularly retrieving payment status from the **RPA** system. However, if immediate updates are required, users can manually retrieve the latest payment information at any time, by selecting the **Update Payment Status** option. Initiating this action will retrieve the latest payment status directly from the RPA system and refresh the information displayed.



Payment Number	Transaction Date ↓	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	Local Remittance
RPA0000008	8/19/2026 10:42 AM	V00020	3.00	Pending	8/19/2026 10:42 AM	☐	Vendor has no email address c...	Yes
RPA0000007	8/19/2026 10:26 AM	10000	2.00	Pending	8/19/2026 10:26 AM	☑		Yes
RPA0000006	8/19/2026 9:49 AM	20000	1.00	Pending	8/19/2026 9:49 AM	☐		No

By default, when the page opens, filters are applied to the **Status** and **Transaction Date** columns. The data displayed can be adjusted to review payment information by adding or removing filters.

Once the desired data is present, the information can easily be exported to excel by selecting the **Share** option located in the upper right corner of the page. The list can also be printed by selecting the **Print** option on the page.

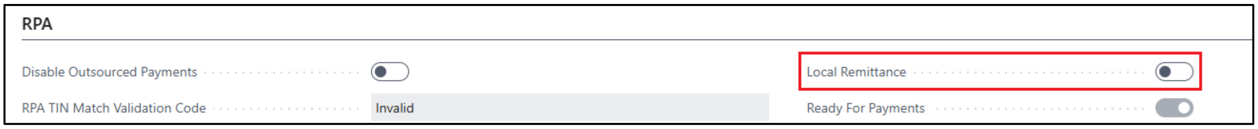


Payment Number	Transaction Date ↓	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	...nce
RPA0000008	8/19/2026 10:42 AM	V00020	3.00	Pending	8/19/2026 10:42 AM	☐	Vendor has no	
RPA0000007	8/19/2026 10:26 AM	10000	2.00	Pending	8/19/2026 10:26 AM	☑		
RPA0000006	8/19/2026 9:49 AM	20000	1.00	Pending	8/19/2026 9:49 AM	☐		
RPA0000005	8/19/2026 8:55 AM	10000	1.00	Pending	8/19/2026 8:55 AM	☑		Yes
RPA0000003	8/18/2026 3:40 PM	40000	1.00	Pending	8/18/2026 3:40 PM	☑		Yes

Automated Remittance

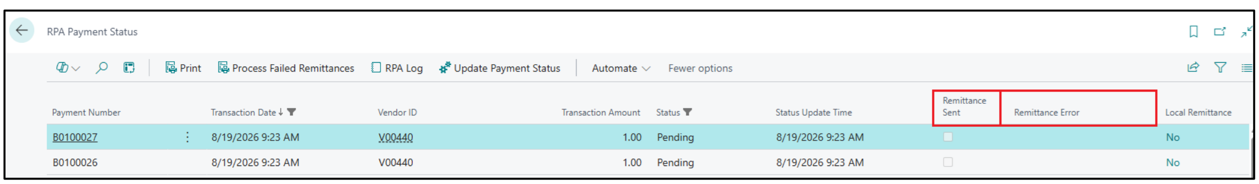
Emails regarding payments being processed will be sent by either the ERP or the payment provider. Remittance emails will vary in content and appearance depending on the system sending the email.

The switch that determines where the email will come from is located on the vendor card in the RPA section.



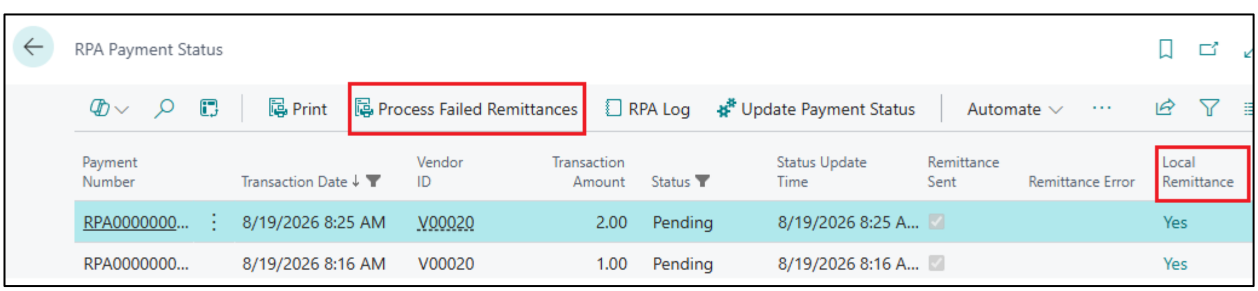
Automated Remittance Sending (Local)

On the Vendor card, there is a specific setting called **Local Remittance.** This setting determines if the remittance information will come from the local network or the payment provider. This option is enabled by default, meaning that whenever a payment is sent to the RPA system, the ERP system will automatically generate and send an email (if turned ON) with the payment information to the vendor. On the RPA Payment Status page, the **Remittance Sent** column will have a check mark in the box showing the email was sent to the vendor. If the email notification (from the ERP) is not sent for any reason, this box will stay unchecked, and the system will display a message in the **Remittance Error** field with additional information.



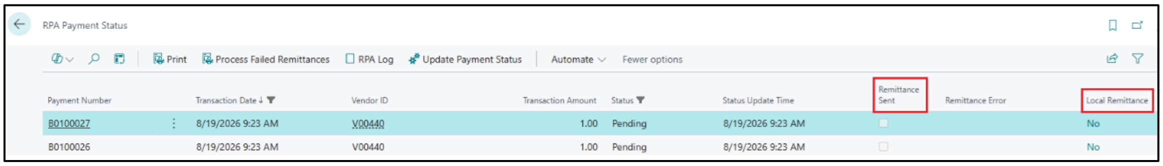
Once the remittance error information has been addressed, the remittance payment can be sent by selecting the relevant record and clicking the **Process Failed Remittances** button (Reference the screenshot below). This action will trigger the system to generate and send the remittance email to the vendor.

The RPA Payment Status page also contains a **Local Remittance** column, which will show if the remittance Email was sent locally (ERP system). A **Yes** will be displayed in the column.



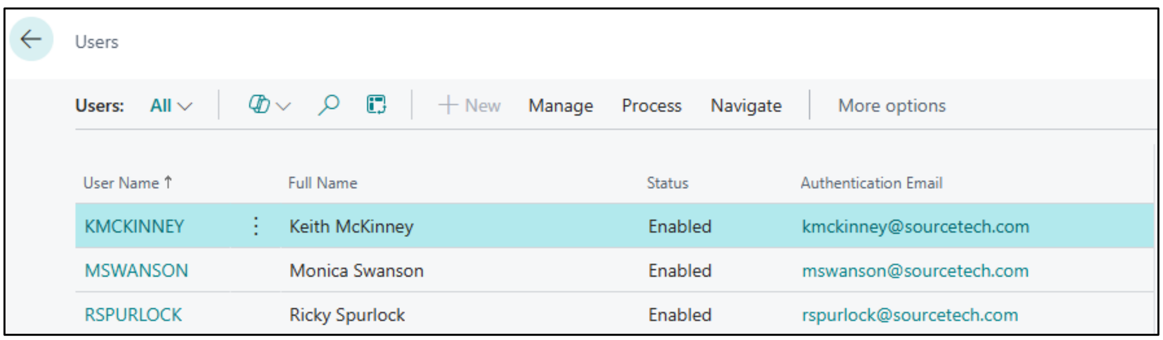
Automated Remittance Sending (Provider)

If the Vendor card, Local Remittance switch is set to the Left (**OFF),** the **Payment Provider** will send the email notification to the vendor. The RPA Payment Status, **Remittance Sent** column will **NOT** have a check mark in the box showing the Email was sent to the vendor and the **Local Remittance** column will display a **No** in the column.

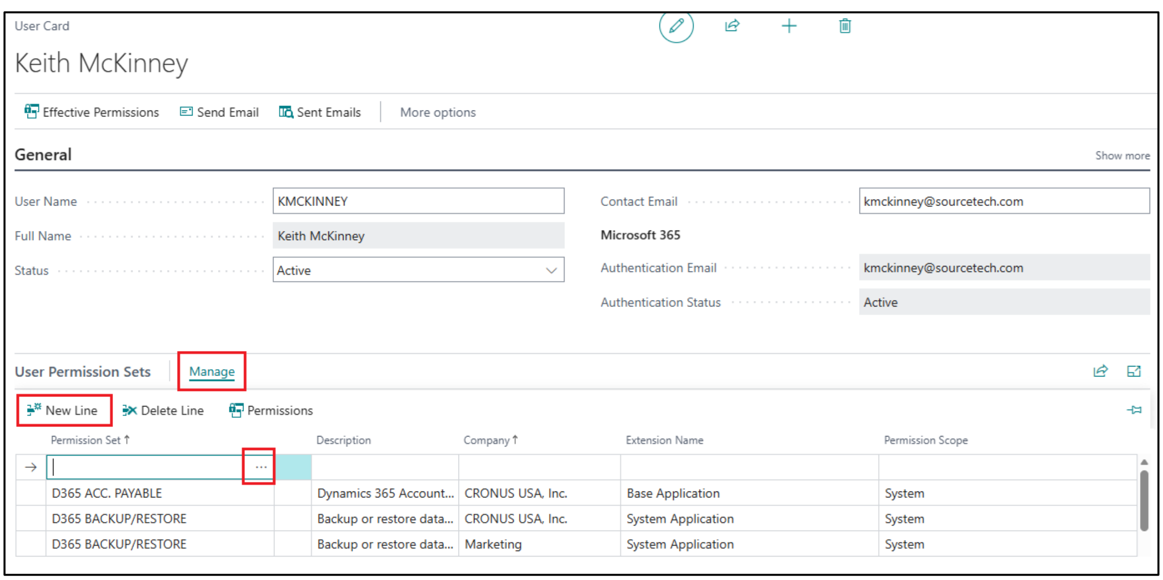


User Permission Update

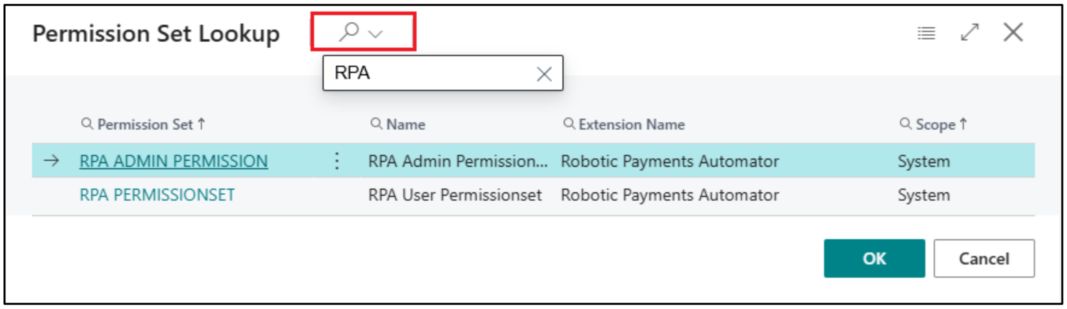
Users that process payments will need to have their user profile updated to include the **RPA PermissionSet** (User) or **RPA Admin Permission** (Admin). Navigate to the **User Card** by opening a search window and entering **User** in the search field and select enter. Select the user requiring the update from the list.



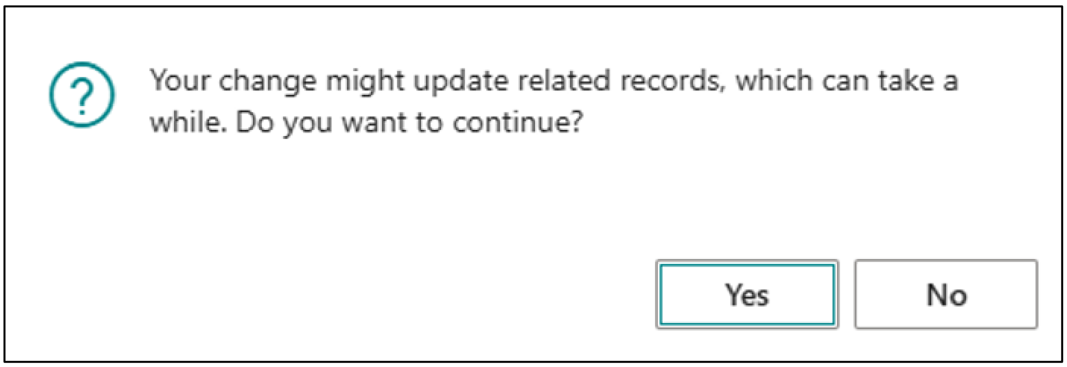
Once the User card opens, select **Manage,** then select **New Line**, and on the new line select the **3 dots** in the **Permission Set** field.



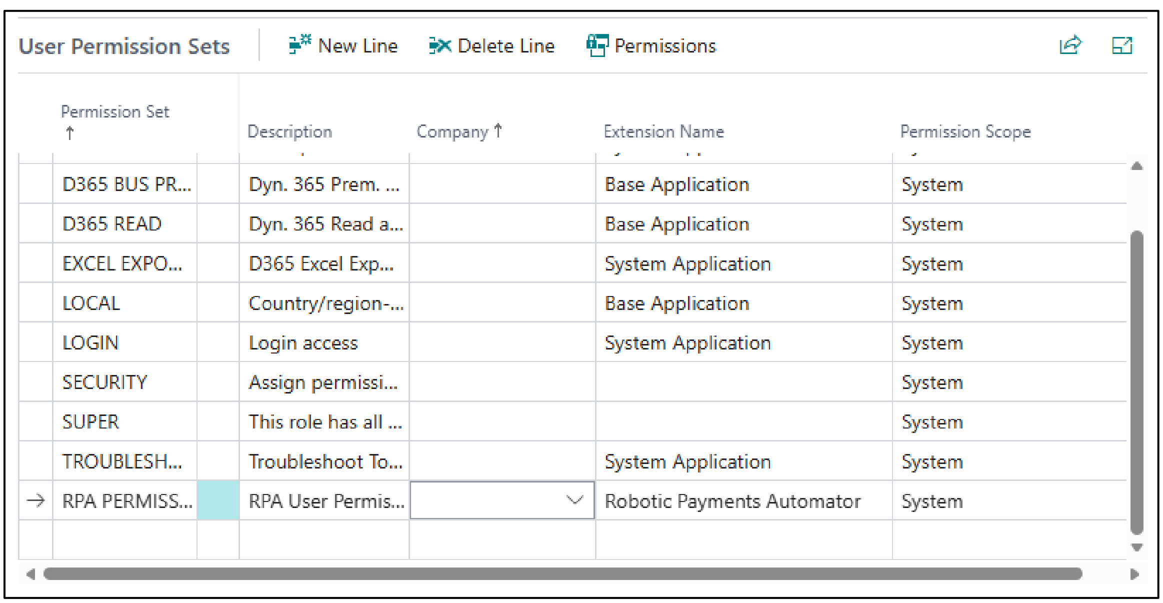
The **Permission Set lookup** list will appear, click on the spy glass, and enter RPA in the search box.



The **RPA Permission Set** and the **RPA Admin Permission** will appear, select the desired **Permission Set** and click the **OK** button, the update box below will appear, Select **Yes**.

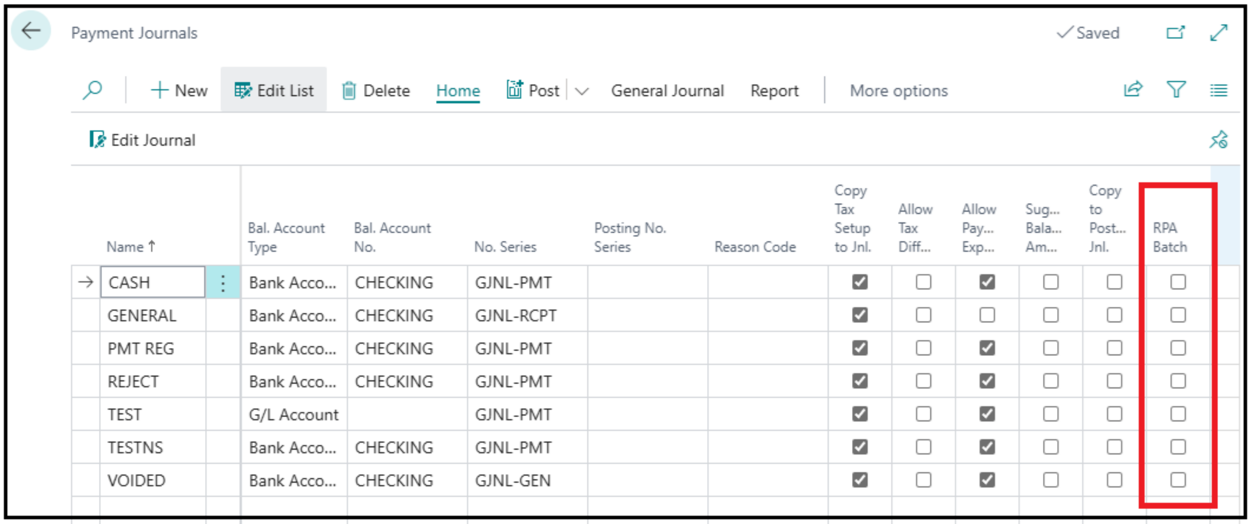


The selected **Permission Set** will appear in the user card. If the user works on multiple companies make sure the **Company** field is blank.



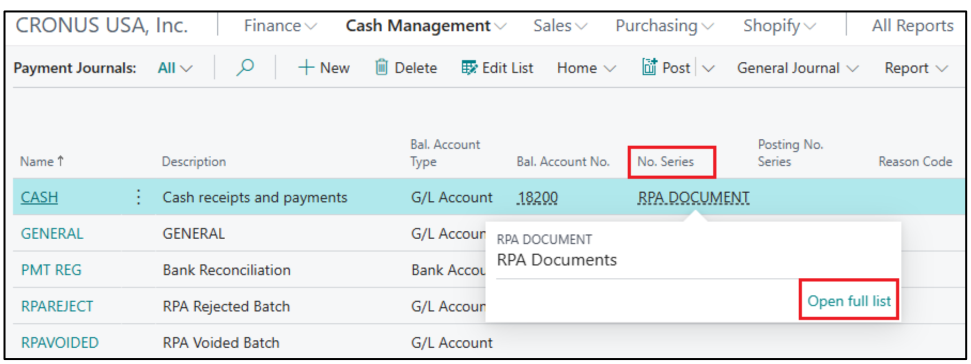
RPA Batch

The **Payment Journal** batch requires **RPA Batch** be selected (Check marked). Place a checkmark for each journal that is included in the RPA process.

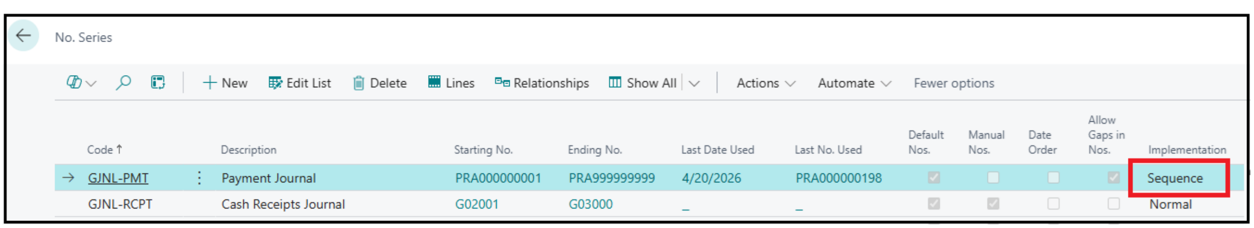


The RPA system requires unique document numbering. The **No. Series** within the **Payment Journal** may need to be updated to define the number sequence.

To access the **No. Series** info, from the **Payments Journals** select the journal name, then click on the **No. Series**. and select the **Open full list**.

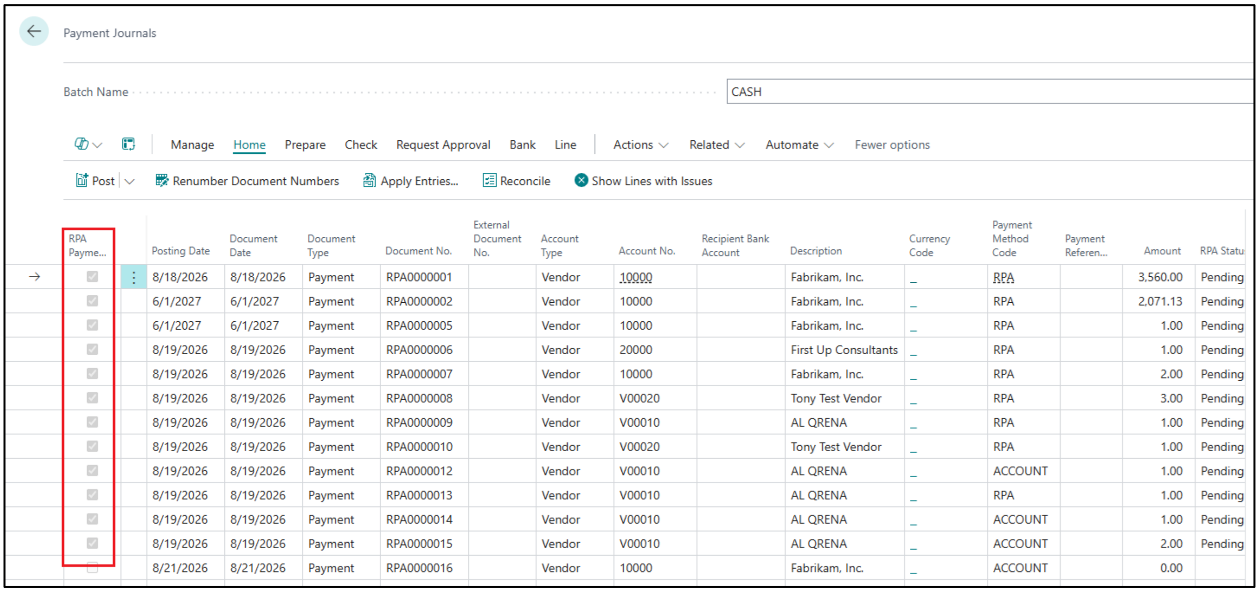


Once the list appears make updates the **Starting No.** and **Ending No.** and the **Implementation** as required to ensure the payment numbers will be unique.



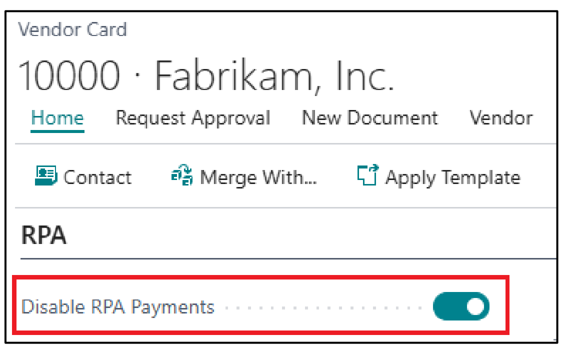
RPA Payment

When working in any Payment Journal, users can create or import payment information for any vendor whether they are integrated with RPA (RPA vendor) or not (Local vendor). Any Journal payment line created, for a vendor that is RPA authorized, will automatically have a checked box for that payment line. Indicating the payment line will be sent to the RPA and Payment Provider when processed.



RPA Payme...	Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type	Account No.	Recipient Bank Account	Description	Currency Code	Payment Method Code	Payment Referen...	Amount	RPA Statu
☑	8/18/2026	8/18/2026	Payment	RPA0000001		Vendor	10000		Fabrikam, Inc.	_	RPA		3,560.00	Pending
☑	6/1/2027	6/1/2027	Payment	RPA0000002		Vendor	10000		Fabrikam, Inc.	_	RPA		2,071.13	Pending
☑	6/1/2027	6/1/2027	Payment	RPA0000005		Vendor	10000		Fabrikam, Inc.	_	RPA		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000006		Vendor	20000		First Up Consultants	_	RPA		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000007		Vendor	10000		Fabrikam, Inc.	_	RPA		2.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000008		Vendor	V00020		Tony Test Vendor	_	RPA		3.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000009		Vendor	V00010		AL QRENA	_	RPA		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000010		Vendor	V00020		Tony Test Vendor	_	RPA		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000012		Vendor	V00010		AL QRENA	_	ACCOUNT		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000013		Vendor	V00010		AL QRENA	_	RPA		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000014		Vendor	V00010		AL QRENA	_	ACCOUNT		1.00	Pending
☑	8/19/2026	8/19/2026	Payment	RPA0000015		Vendor	V00010		AL QRENA	_	ACCOUNT		2.00	Pending
☐	8/21/2026	8/21/2026	Payment	RPA0000016		Vendor	10000		Fabrikam, Inc.	_	ACCOUNT		0.00	

Vendors that require local payment processing can have their Vendor Card updated by selecting the **Disable Outsourced Payments** switch, setting it to the right (**OFF**). Any journal entries created for the vendor while the switch is set to OFF will be processed manually.



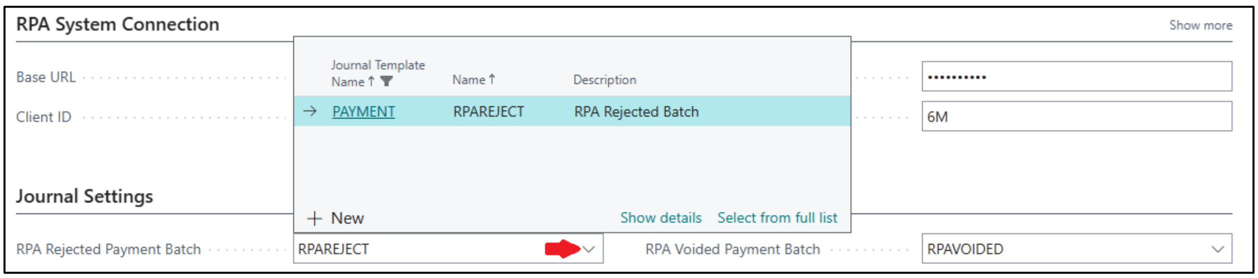
The system recognizes several RPA statuses for payment.

Pending: The payment line has been successfully sent to the RPA system.
Accepted: The payment provided was received.
Completed: The payment has been fully processed in the RPA system and can be posted.
Rejected: The payment has been Rejected by the Payment provider.
Voided: The payment submitted was Voided (cancelled) by the Payment provider.

Review these statuses to track the payment's progress through the process and to know when further action might be required.

Rejected and Voided

Authorized users need to define which payment journals; they will be used for transactions that are Rejected or Voided by the RPA system. To do this, go to the **RPA Setup** page and navigate to the **Journal Settings** group. Click the down arrow to view the options for payment lines with a status of **Rejected** or **Voided,** assign the journal name. Creating these journals ensures that when the system encounters a **Rejected** or **Voided** transaction, it automatically moves them to the correct journal for further review and manual processing.



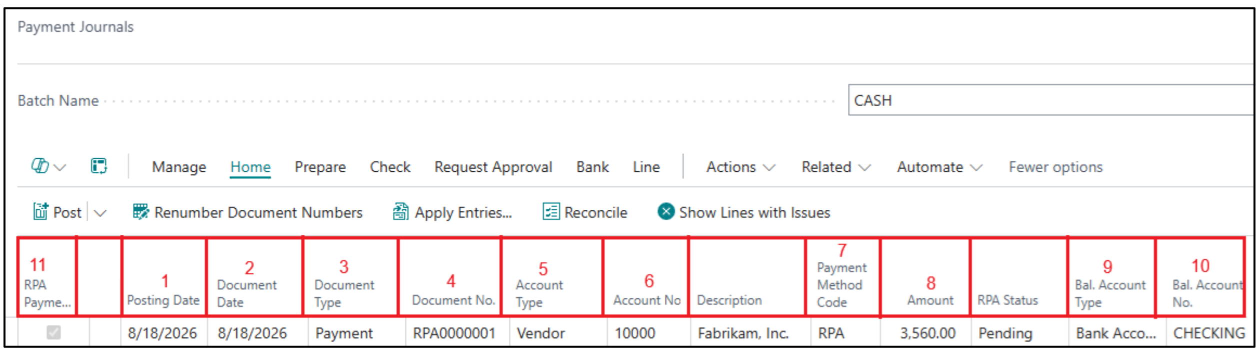
RPA Vendor Payment Lifecycle

Navigate to the **Payment Journals** screen (Payment Journals is a sub selection under the **Cash Management** heading) and select the desire journal.

Note: Several columns will populate by default, but can be edited if required.

When creating a new payment journal line, start by setting the **Posting Date (1)** and **Document Date (2)**. These will default to the current date shown in the **My Settings** but can be adjusted as needed. **Document Type (3)** is defaulted with **Payment**, no need to change. Enter **Document No. (4)**, which can be automatically generated by the system if a series number is assigned to the template you are using. View the **No Series** for the Journal selected.

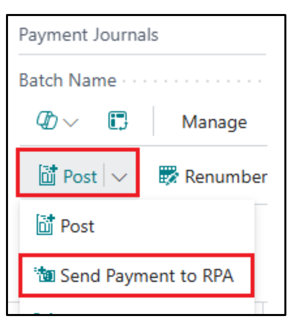
Set the **Account Type (5)** defaults is to Vendor and select the appropriate vendor in the **Account No. (6)** field. Choose the **Payment Method Code (7)** for this transaction and enter the payment **Amount (8)**. Next, for the **Bal. Account Type (9)**, select **Bank Account** and then specify the **Bank Account No. (10)** associated with the vendor.



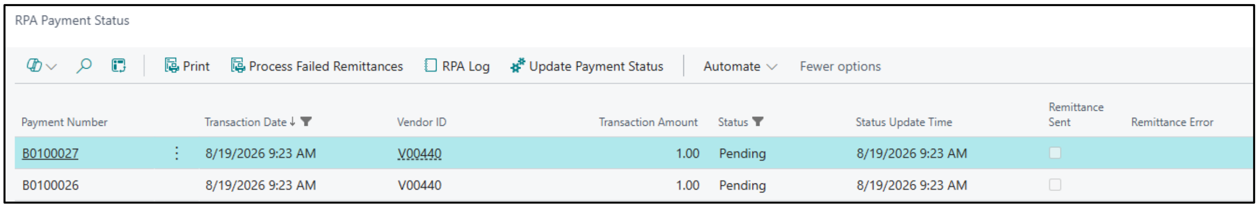
Several fields such as **Posting Date**, **Document Date**, **Document Type** (which should be set to Payment), **Document No**, **Account Type**, and **Bal. Account Type** may already be defaulted by the system to simplify the workflow.

Before proceeding, verify that the **RPA (11)** Check Box is populated. This mark confirms that the payment line is designated to be sent to the RPA and Payment Provider for processing.

Once you have added the payment line(s), the next step is to click **Post/Print > Send Payment to RPA.** After doing this, wait a few seconds as the system processes the payment(s), performs all necessary vendor checks, and sends the transaction data to the RPA system.



When the payment transaction(s) are successfully created in the RPA system, a corresponding record is automatically added to the **RPA Payment Status** table, the **RPA Status** for the payment is initially set to **Pending**. Make sure to verify that the payment line's status updates to Pending, confirming that the payment is now being processed.



RPA Payment Status

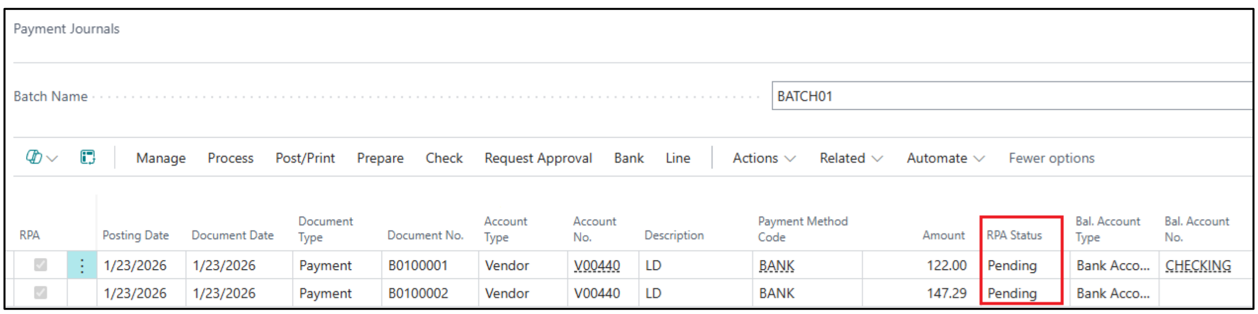
Print | Process Failed Remittances | RPA Log | Update Payment Status | Automate | Fewer options

Payment Number	Transaction Date	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error
B0100027	8/19/2026 9:23 AM	V00440	1.00	Pending	8/19/2026 9:23 AM		
B0100026	8/19/2026 9:23 AM	V00440	1.00	Pending	8/19/2026 9:23 AM		

This step ensures that your payment is properly submitted and tracked through the workflow.

Until the RPA system marks the line as **Completed**, the line cannot be posted. Scheduling a Job Queue (RPA Update RPA Payment Status) to run automatically approximately every fifteen minutes will retrieve the latest status from the RPA system and update the lines accordingly. See Job Queue next page.

If a status updates to **Rejected** or **Voided,** the payment will automatically move to those journals assigned per the RPA Setup > Journals Settings. See Rejected and Voided.



Payment Journals

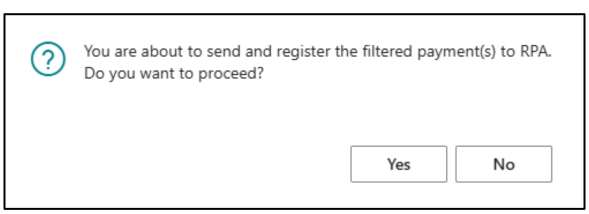
Batch Name: BATCH01

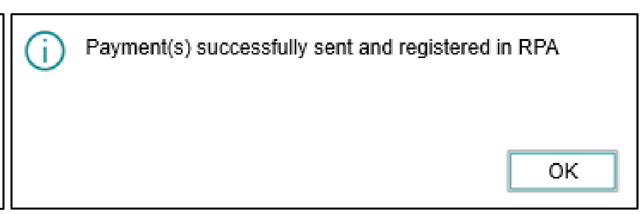
Manage | Process | Post/Print | Prepare | Check | Request Approval | Bank | Line | Actions | Related | Automate | Fewer options

RPA	Posting Date	Document Date	Document Type	Document No.	Account Type	Account No.	Description	Payment Method Code	Amount	RPA Status	Bal. Account Type	Bal. Account No.
✓	1/23/2026	1/23/2026	Payment	B0100001	Vendor	V00440	LD	BANK	122.00	Pending	Bank Acco...	CHECKING
✓	1/23/2026	1/23/2026	Payment	B0100002	Vendor	V00440	LD	BANK	147.29	Pending	Bank Acco...	

When sending payments to the RPA users will receive multiple informational messages during the processing of payments.

For a payment made to a vendor successfully the below messages will appear.

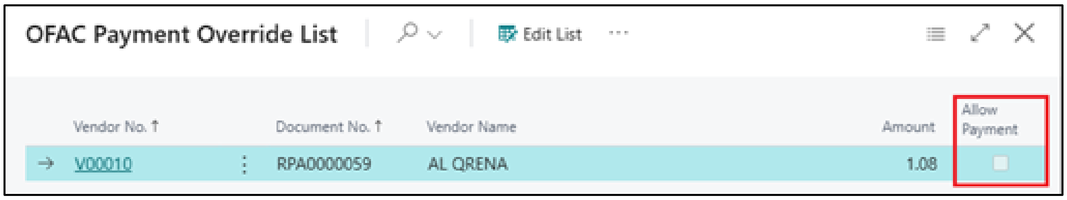




Answer **Yes** to the "Do you want to proceed?" popup.

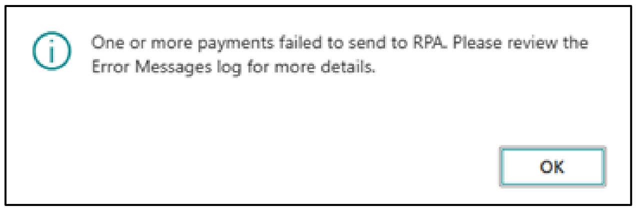
For a payment made to a vendor found on the OFAC list, the below messages will appear.

First the OFAC Payment override screen will appear.

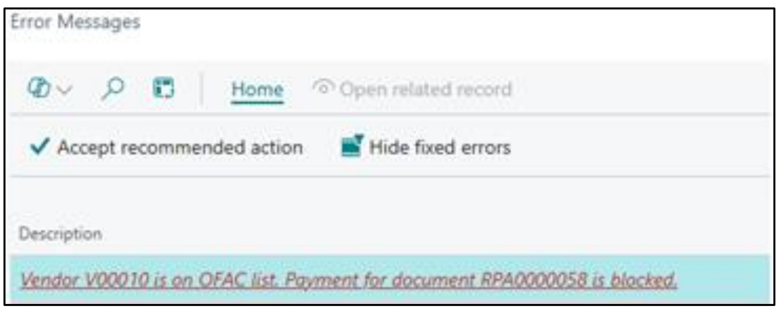


Note: Allow Payment is not checked.

Second the payment blocked message will appear.

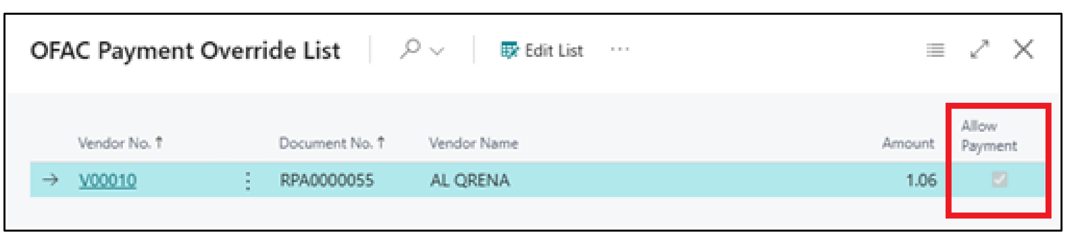


The error message will be displayed stating the vendor is on the OFAC and the Payment is blocked.



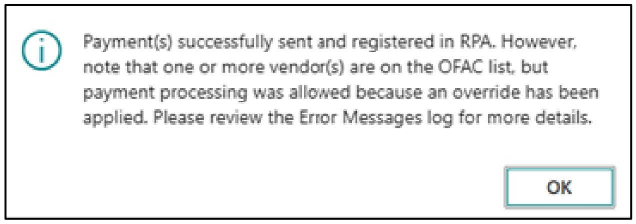
Payments made to vendors known to be on the OFAC list that have the override switch active will see the below messages when making payments.

First the OFAC Payment override screen will appear.



Note: Allow Payment is checked.

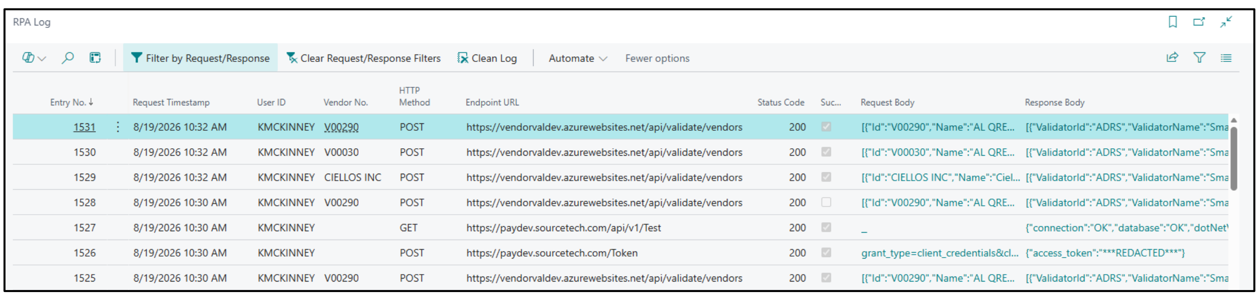
Second the payment successful message will appear. Stating the vendor is on the OFAC list, but payment is allowed because the override is applied.



Note: Any vendors or payments recognized for OFAC will appear in the available OFAC reports.

RPA Log

The RPA Log contains all the RPA related transactions and validations for vendors and payments. The amount of history data contained in the log is dependent on how long the log was set to record data. See [RPA Setup](), The RPA Log length. Below is a screenshot of sample data contained in the log. The RPA log is very useful in troubleshooting vendor and payment issues.



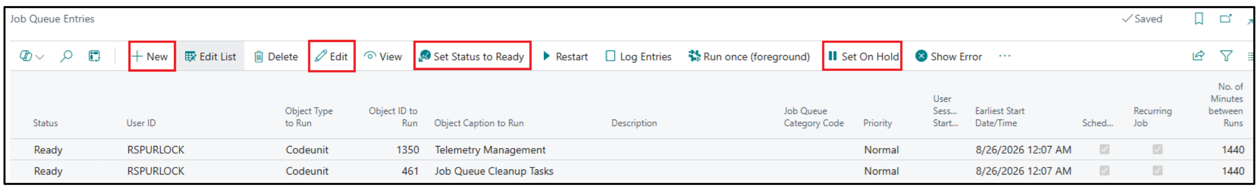
Entry No.	Request Timestamp	User ID	Vendor No.	HTTP Method	Endpoint URL	Status Code	Suc...	Request Body	Response Body
1531	8/19/2026 10:32 AM	KMCKINNEY	V00290	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	☑	[{"Id":"V00290","Name":"AL QRE...	[{"ValidatorId":"ADRS","ValidatorName":"Sma
1530	8/19/2026 10:32 AM	KMCKINNEY	V00030	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	☑	[{"Id":"V00030","Name":"AL QRE...	[{"ValidatorId":"ADRS","ValidatorName":"Sma
1529	8/19/2026 10:32 AM	KMCKINNEY	CIELLOS INC	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	☑	[{"Id":"CIELLOS INC","Name":"Ciel...	[{"ValidatorId":"ADRS","ValidatorName":"Sma
1528	8/19/2026 10:30 AM	KMCKINNEY	V00290	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	☐	[{"Id":"V00290","Name":"AL QRE...	[{"ValidatorId":"ADRS","ValidatorName":"Sma
1527	8/19/2026 10:30 AM	KMCKINNEY		GET	https://paydev.sourcetech.com/api/v1/Test	200	☑	_	{"connection":"OK","database":"OK","dotNet
1526	8/19/2026 10:30 AM	KMCKINNEY		POST	https://paydev.sourcetech.com/Token	200	☑	grant_type=client_credentials&cl...	{"access_token":"***REDACTED***"}
1525	8/19/2026 10:30 AM	KMCKINNEY	V00290	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	☑	[{"Id":"V00290","Name":"AL QRE...	[{"ValidatorId":"ADRS","ValidatorName":"Sma

Job Queue

In Dynamics BC, a **Codeunit** is a reusable container for code (functions/procedures) that implements specific business logic, acting like a toolbox for tasks not tied directly to pages or tables, used for background processes, data manipulation, or API endpoints. A job queue can be created to run a recurring task or report.

Codeunits can be used to schedule periodic updates to information. The prefix **RPA** has been applied to all RPA codeunit object names. For example updating the OFAC status of a vendor and/or updating the transaction status of a RPA payment, the names RPA **OFAC Validation** and **RPA Update RPA Payment Status** would be the name to find in the Job Queue Entries list.

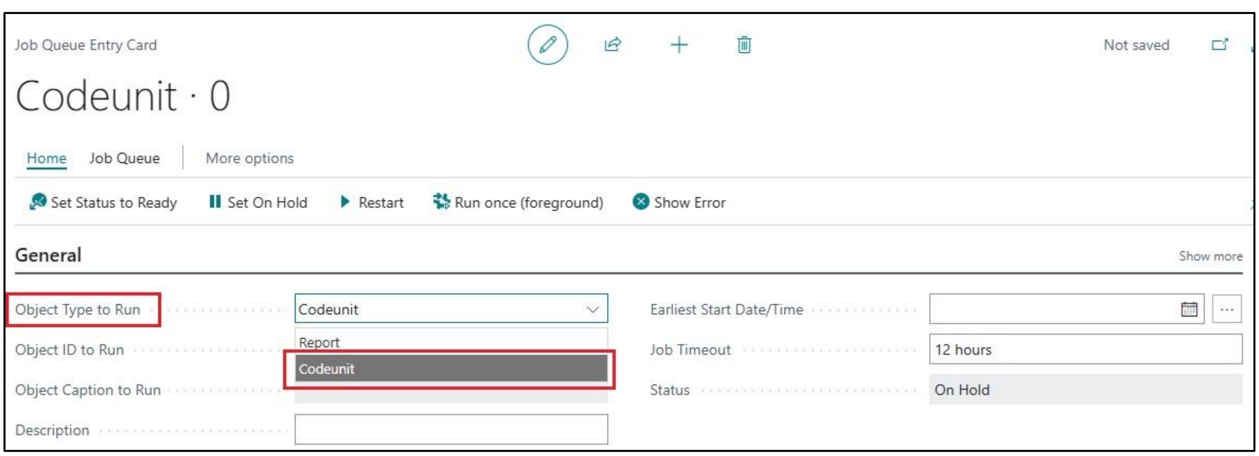
Navigate to **Job Queue Entries** to review a list of the currently created queues.



Selecting an entry and clicking on the **Edit** option will open the entry card and allow for review and updates. When a job queue is selected for edit, the job must be **Set On Hold** before updates can be administered. Once all updates are in place, save the changes and click the **Set Status to Ready.**

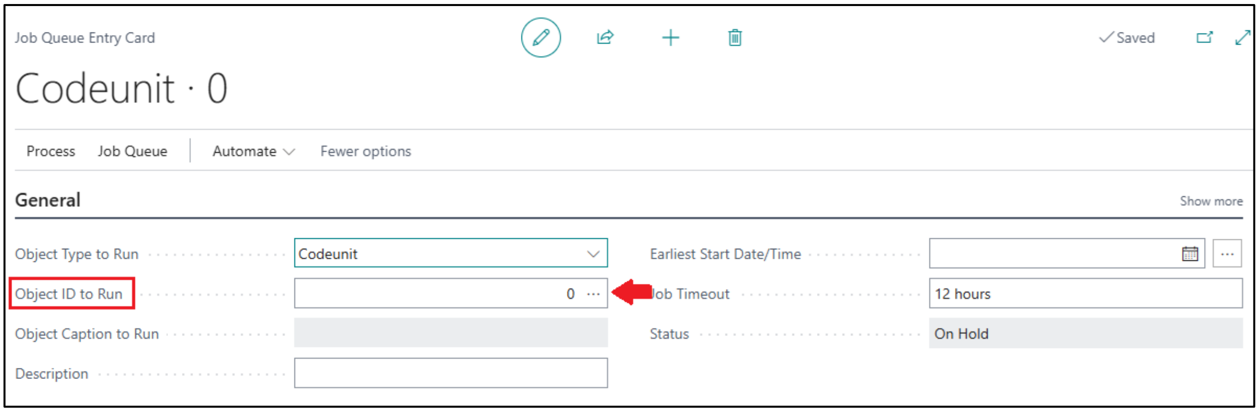
To create a job queue entry, click +**New**. On the page that appears, in the General section, click on the down arrow in the box to the right of the **Object Type to Run**. Select either **Report** or **Codeunit**, depending on the type of Job Queue being created.

The example steps below have Codeunit selected for the Object Type to Run.

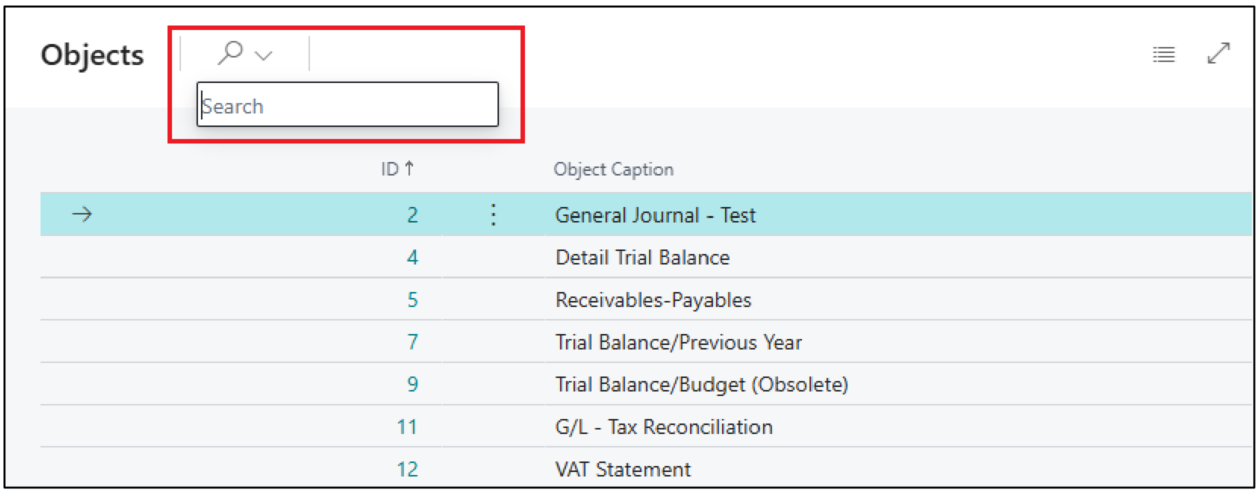


Then click on the three dots in the **Object ID to Run** field.

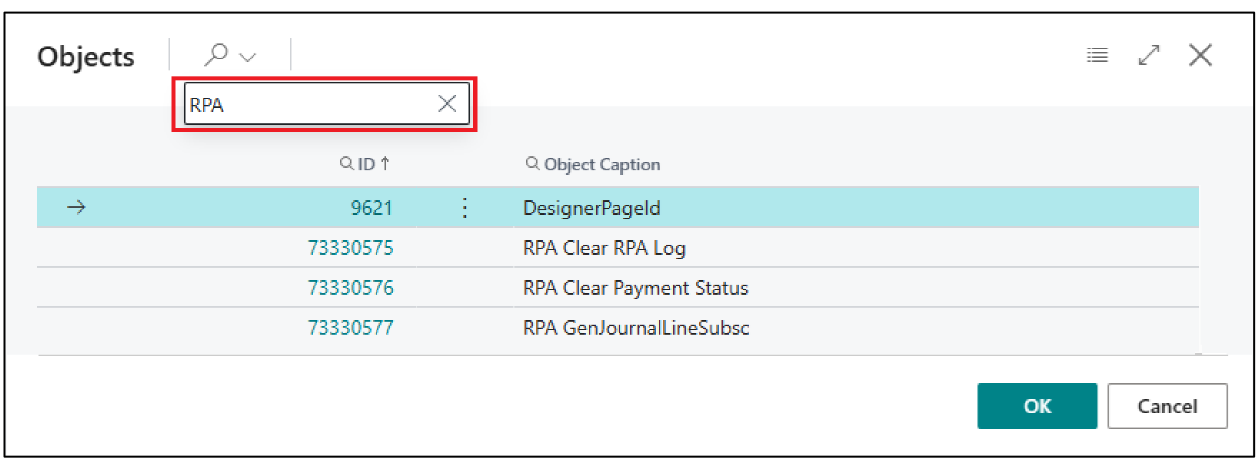
Note: This list will vary depending on whether Report or Codeunit was selected.



On the page that appears, select the search option.

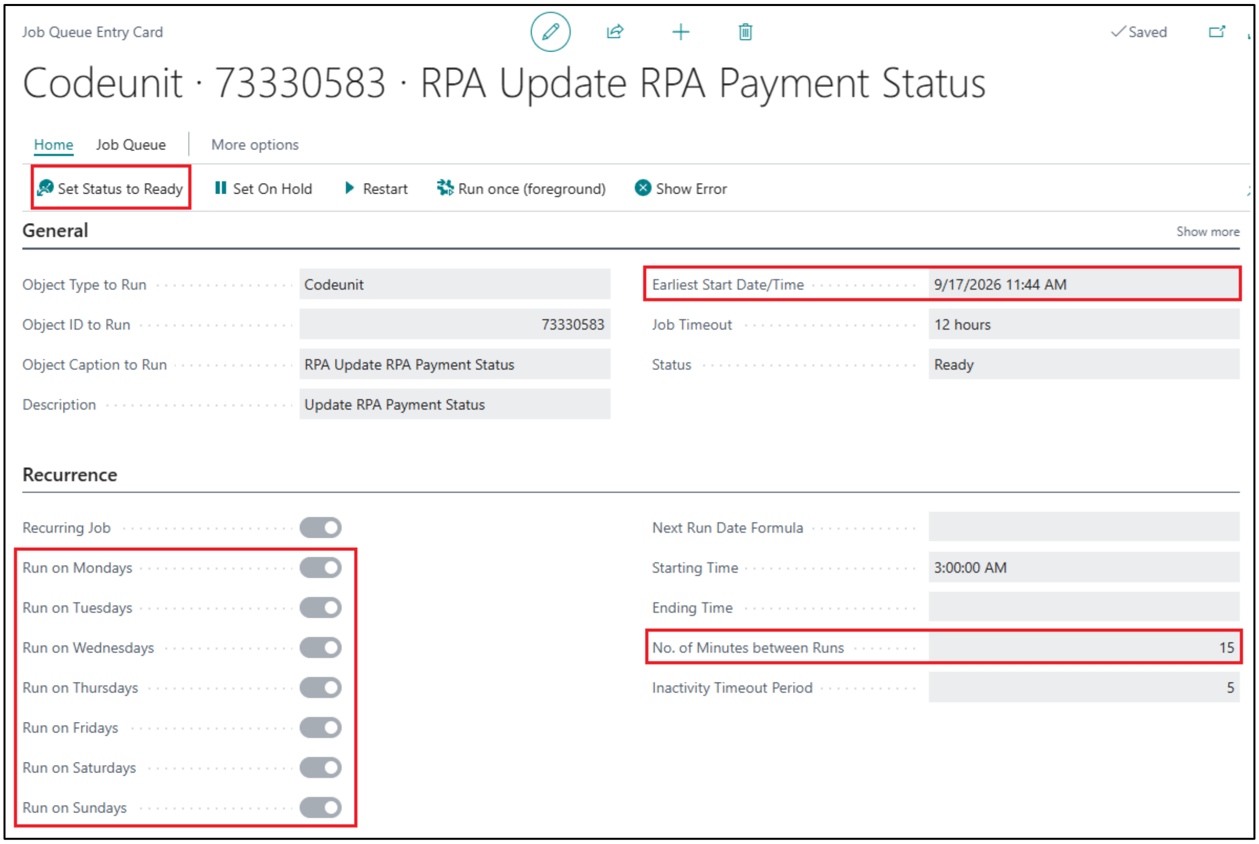


All the existing objects will appear in the **Search** option window enter **RPA** to get a listing of RPA related items.



Once an object is selected, select the **OK**.

The setup screen for the selected codeunit will appear. Populate the fields as required to achieve the desired response.



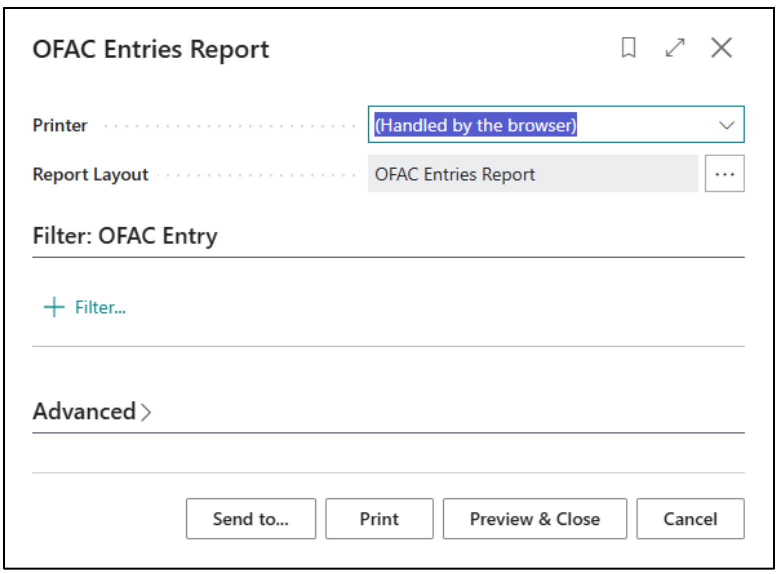
Finally, to schedule/activate the job queue, click **Set Status to Ready**.

OFAC Reporting

Every time a payment is sent to the RPA, an OFAC check/verification is performed on the vendor to be paid. Vendors found to be on the OFAC list are not to be paid using the RPA. Doing business with anyone on the list is illegal and can result in severe penalties.

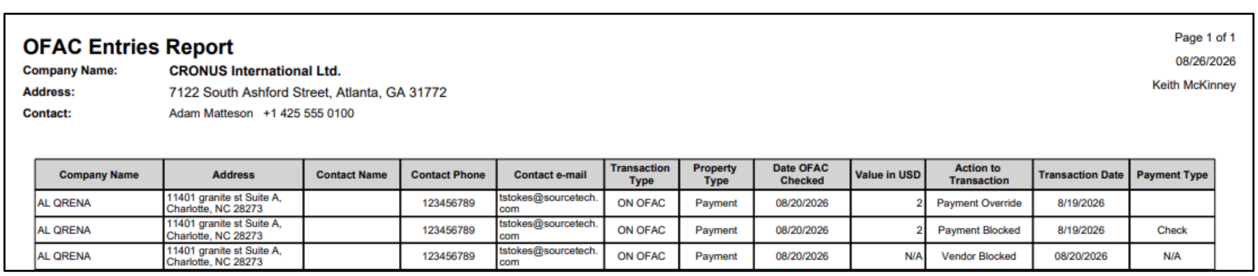
An OFAC Report can be generated by navigating to the Vendor Validation screen and selecting the **Run OFAC Entries Report.**

After clicking the button, the following screen will appear.



Report information can be updated by selecting the **Filter** or **Advanced** option. Unless updated the report will default print to the printer defined in the users browser.

Below is an example of a report created by clicking the **Print** option.



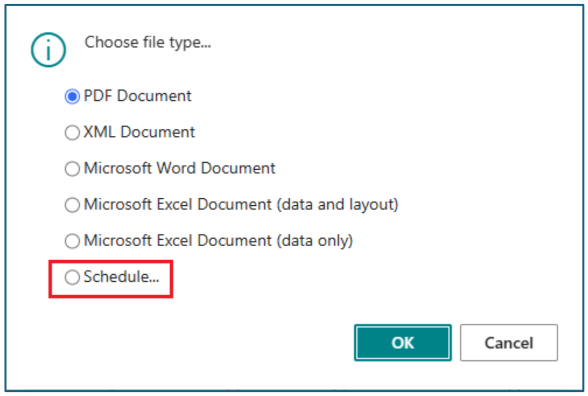
OFAC Entries Report

Page 1 of 1
08/26/2026
Keith McKinney

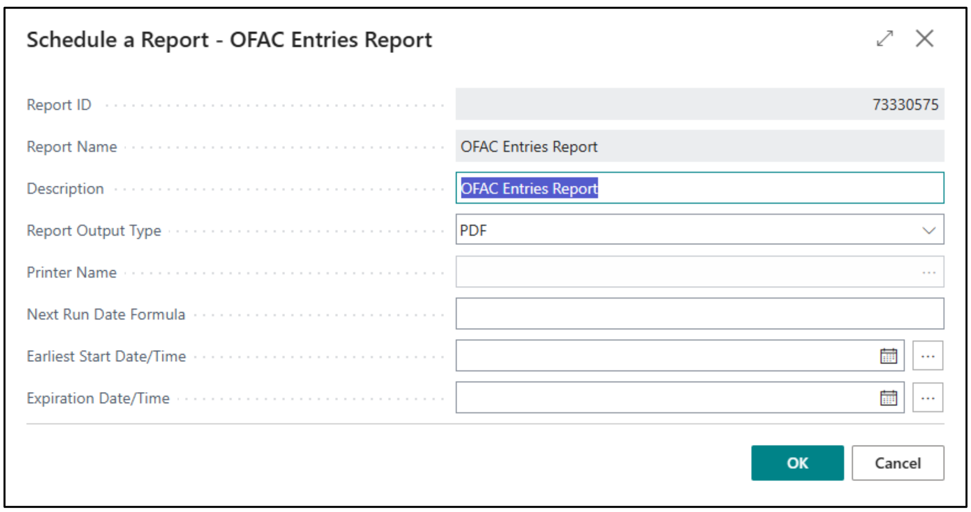
Company Name: **CRONUS International Ltd.**
Address: 7122 South Ashford Street, Atlanta, GA 31772
Contact: Adam Matteson +1 425 555 0100

Company Name	Address	Contact Name	Contact Phone	Contact e-mail	Transaction Type	Property Type	Date OFAC Checked	Value in USD	Action to Transaction	Transaction Date	Payment Type
AL QRENA	11401 granite st Suite A, Charlotte, NC 28273		123456789	tstokes@sourcetech.com	ON OFAC	Payment	08/20/2026	2	Payment Override	8/19/2026	
AL QRENA	11401 granite st Suite A, Charlotte, NC 28273		123456789	tstokes@sourcetech.com	ON OFAC	Payment	08/20/2026	2	Payment Blocked	8/19/2026	Check
AL QRENA	11401 granite st Suite A, Charlotte, NC 28273		123456789	tstokes@sourcetech.com	ON OFAC	Payment	08/20/2026	N/A	Vendor Blocked	08/20/2026	N/A

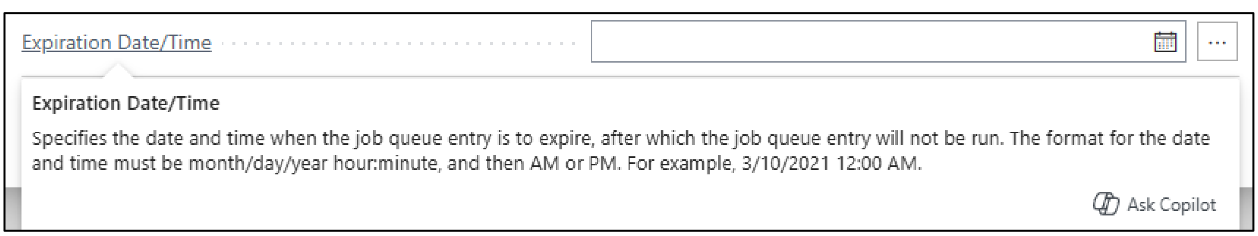
Clicking on the **Send to…** option will allow for the report to be created in the formats listed below.



The report can also be scheduled by clicking on the **Schedule** option and populating the fields as required.



Hovering the cursor over the name of a field will provide additional information for that field.



Once a report has been scheduled, the report will be saved in the **Report Inbox** location.

Vendors found on the OFAC Entries Report can be double-checked by going to the website: (Office of Foreign Assets Control: Sanctions List Service) and entering the required information to confirm.

Vendors found on the OFAC are to be reported to the government and may need additional information provided, see the website: OFAC Reporting System | Office of Foreign Assets Control for the information required.

Contact Information

Source Technologies Tech Support
11401A Granite Street, Charlotte, NC 28273
1.800.922.8501
www.sourcetech.com

Appendix A: Vendor Validation

Vendor Validation Overview

Vendor Validations (Address, TIN, & OFAC) are performed independently in Dynamics BC. The validations aid in making sure the system information is accurate for making payments to vendors.

Check	What it Verifies	Source
Address Validation	The vendor's mailing address is real and deliverable	Smarty
TIN Matching	The vendor's Tax ID Number matches IRS records.	Internal Revenue Service (IRS)
OFAC Screening	The vendor is not on a US sanctions list	US Treasury Department (OFAC)

Vendor Submitted

↓

Address Validation (Smarty)	TIN Matching (IRS)	OFAC Screening (Treasury)
Validates mailing address	Validates Tax ID + Name	Checks sanctions lists

↓

Combined Validation Results (each check returns OK, WARNING, or ERROR)

Key Points

- Each vendor can have multiple locations, each with its own address(es) and Tax ID.
- Each location's address is validated individually.
- Each individual location /s TIN is validated.
- OFAC screening checks all the vendor name /s, location name /s, addresses, Tax IDs, and contact name /s.
- Any individual check can be skipped for a specific vendor if configured (via excluded providers).

Address Validation (Smarty)

Address validation confirms that a vendor's physical mailing address is a real, deliverable U.S. postal address. It uses the **Smarty Address Validation API** to verify the information.

Field Sent	Example
Street Address (Line 1)	123 Main Street
Secondary Address (Line 2)	Suite 400
City	Washington
State	DC
ZIP Code	20001

Smarty Possible Results

Result	What it means	What to do
OK	Address confirmed – Smarty found the address and confirmed it is a valid delivery point (DPV confirmed).	No action needed. The address is valid.
WARNING	Address has issues – Smarty found a partial match or multiple possible matches. The address may be incomplete or ambiguous.	Review the address for typos or missing information (apartment number, suite, etc.). Correct and resubmit.
ERROR	Address not found – Smarty could not locate the address at all, or the city/state/ZIP combination is invalid.	Verify the address with the vendor. The address may be incorrect, a P.O. Box that was entered incorrectly, or a non-U.S. address.

Common Smarty Match Codes

Code	Status	Meaning
31	OK	Address found – Delivery Point Validated (DPV confirmed)
00	WARNING	Multiple addresses found – the input is ambiguous
01	WARNING	Address not found in USPS database
02	WARNING	Invalid city/state/ZIP combination

- Only U.S. addresses are supported, international addresses will return an error.
- Address results are NOT cached; every validation makes a live call to Smarty.
- The system sends addresses exactly as entered; it does not auto-correct typos before sending.
- If Smarty is unavailable (outage), the result will be an ERROR with a message asking the user to contact tech support.
- Each address on a location is validated independently; one bad address does not affect others.

TIN Matching (IRS)

TIN Matching verifies that a vendor's **Tax Identification Number** (TIN) and **business name** combination matches what the IRS has on file. This ensures the vendor is a legitimate, registered taxpayer.

A TIN can be either:

- **EIN** (Employer Identification Number) – used by businesses (e.g., 12-3456789)
- **SSN** (Social Security Number) – used by individual contractors (e.g., 123-45-6789)

Field Sent	Example
Tax ID Number (TIN)	123456789 (9 digits)
Business/Individual Name	Acme Corporation

Possible Results

Result	IRS Code	What it means	What to do
OK – Match	0	The name and TIN combination matches IRS records.	No action needed.
OK – SSN Match	6	Matched as a Social Security Number (individual).	No action needed.
OK – EIN Match	7	Matched as an Employer Identification Number (business).	No action needed.
OK – Both Match	8	Found in both SSN and EIN databases.	No action needed.
ERROR – TIN Invalid	1	The TIN is missing or is not a 9-digit number.	Verify the TIN is a valid 9-digit number.
ERROR – TIN Not Issued	2	The TIN has never been issued by the IRS.	Confirm the TIN with the vendor.
ERROR – No Match	3	The name and TIN combination does not match IRS records.	Verify both the name and TIN with the vendor.
ERROR – Invalid Request	4	The request format was invalid.	Contact tech support.
ERROR – Duplicate	5	The same request was already submitted.	Wait and check existing results.

Limiting Rules

Rule	Details
Maximum failed attempts	After 2 failed or pending requests for the same TIN number or the same business name within a 96-hour window, the system automatically suspends further attempts.
Suspension period	96 hours (4 days) from the most recent failed attempt.
What counts as “failed”	Any result other than a successful match (codes 0, 6, 7, or 8). Pending requests also count toward the limit.
Caching of successes	A successful match is cached for 15 days. During this period, no IRS call is made for the same TIN + name combination.

Notes:

- After 2 failed attempts, the TIN is locked for 96 hours.
- TIN results are cached for 15 days. To force a fresh IRS call, you must use a different TIN or name, or wait for the cache to expire.
- TIN validation happens per location, not per vendor.

OFAC Screening (US Treasury)

OFAC Screening checks whether a vendor, its contacts, or its locations match any entry on the **Specially Designated Nationals (SDN) List** maintained by the U.S. Treasury Department's Office of Foreign Assets Control. Doing business with anyone on the SDN list is **illegal** and can result in severe penalties.

Data Checked	Example	Where It Comes From
Vendor Name	Acme Corporation	Vendor record
Location Name	Acme East Coast Office	Each vendor location
Business Name (TIN Name)	Acme Corp	Each vendor location
Tax ID Number	123456789	Each vendor location
Full Address	123 Main St, Suite 400, Washington, US	Address for each location
Contact Name	John Smith	Each additional contact
Contact Email Domain	acme.com (extracted from email)	Each additional contact

What the SDN List Contains

Field	Description
Name	Primary name and aliases (alternate spellings)
Type	Individual, Entity (company), Vessel (ship), or Aircraft
Programs	Sanctions programs (e.g., IRAN, SDGT, North Korea)
ID Numbers	Passport numbers, Tax IDs, National IDs
Dates of Birth	For individuals
Addresses	Known addresses and locations
Nationality	Country of citizenship
Remarks	Additional notes from OFAC

Possible Results

Result	What It Means	What To Do
OK	No meaningful match found on the SDN list.	No action needed.
WARNING – Potential Match	A possible match was found (score 90–94).	A compliance officer must review the match details.
ERROR – High-Confidence Match	A high-confidence match was found (score 95+).	Vendor should be blocked immediately. Compliance must investigate.
WARNING – Stale Data	SDN list data is more than 24 hours old.	System should refresh SDN data. Contact tech support if persistent.

Confidence Score

Score Range	Results	Meaning
95 – 100	Error (Auto-Block)	Very high likelihood of a sanctions match. Vendor should be blocked pending compliance review.
90 – 94	Warning (Manual Review)	Possible match. A compliance officer must review and decide.
Below 90	OK (Pass)	No meaningful match was found. The vendor passes OFAC screening.

Understanding the Jaro-Winkler Score

The system uses the **Jaro-Winkler** algorithm, which is the **OFAC-recommended standard** for name matching:

Score	Interpretation	Example
100	Identical	"John Smith" vs. "John Smith"
96 – 99	Extremely similar – likely the same name	"John Smith" vs. "John Smithe"
92 – 95	Very similar – could be the same name	"John Smith" vs. "Jon Smith"
90 – 91	Similar – should be reviewed	"John Smith" vs. "John Smyth"
Below 90	Not similar enough to flag	"John Smith" vs. "Jane Stewart"

Match Detail Fields

Field	Description	Example
Confidence Score	How similar the match is (0 - 100)	97
Match Type	How the match was found	Exact, Phonetic, Fuzzy, or Inversion
Matched Field	Which SDN field matched	Name, Address, ID Number, Location, or Date of Birth
Search Term	The vendor data that triggered the match	“Acme Corporation”
SDN Entry Details	The sanctions list entry that matched	Name, programs, entity type, aliases
OFAC List Version	Timestamp of the SDN list used	For audit purposes

- **The SDN list contains ~15,000+ entries.** Matching is computationally intensive but optimized with indexes.
- **Scores of 90+ are flagged.** Test with names similar to (but not identical to) known SDN entries to verify matching sensitivity.
- **Name order doesn’t matter.** “Smith John” and “John Smith” will both match.
- **Numbers are scored more strictly.** Tax IDs and other numeric identifiers require a 95+ score to be flagged.
- **The audit trail logs everything.** Including “no match” results. This is required for compliance.
- **Duplicate searches are prevented.** If the vendor name and a location name are identical, the system only searches once.