



Dynamics BC

Robotic Payments Automation (RPA)

User Guide

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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 **RPA**, which then manages the transfer of the information to the payment provider, who will process the payments to the vendor.

A **Return on Investment (ROI)** analysis will be run to determine if it is feasible to activate the **RPA** system.

This guide covers the complete flow of the payment process, how to monitor payment statuses, and the actions taken if payments are rejected or voided.

This procedure is created with the understanding that the operator is familiar with navigating the Dynamics BC application and the user **Email** is configured.

There are three Vendor Validation options: **Address**, **TIN**, and **OFAC**. The important one for payment processing is **OFAC** validation; vendors that are on the **OFAC** list cannot be paid using the **RPA**. Vendor validations are typically managed automatically by the system. Users can perform these validations manually when necessary from the Vendor Card. Settings in the system allow for activation of these verifications.

Payment Information

- **Initiation:** Users create payments in Business Central (BC) using payment journals. Before processing, the system automatically verifies the vendor's **OFAC** status. Payments for vendors on the **OFAC** list cannot be completed. All payments where the vendor is excluded from **RPA** will need to be paid by 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. Status updates are one of the following: Pending, Accepted, Completed, Voided, or Rejected.
- **Status Updates:** Creating a Job queue (STEC RPA Payment Status) in BC will frequently request status updates from the **RPA** system, supporting near real-time visibility of payment progress 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 of **not 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.
- **Manual Status Requests:** Users can manually (job Queue) request updated status of any payment 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 journal line is automatically removed from its original journal.
- **Journal line Removal:** These 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:** These 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 button 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 for deciding whether to activate the RPA system is based on existing Vendor Journal Transactions and specifically collects all transactions where the Document Type is set to Payment. It is important to ensure the Document Type field is always populated.

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.

Post/Print	Prepare	Check	Request Approval	Bank	Line	Actions	Related	Automat
	RPA	Posting Date	Document Date	Document Type	Document No.	External Document No.	Account Type	
→	<input checked="" type="checkbox"/>	12/4/2025	12/4/2025	Payment	P00134		Vendor	
	<input checked="" type="checkbox"/>	12/11/2025	12/11/2025	Payment	P00144		Vendor	

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.

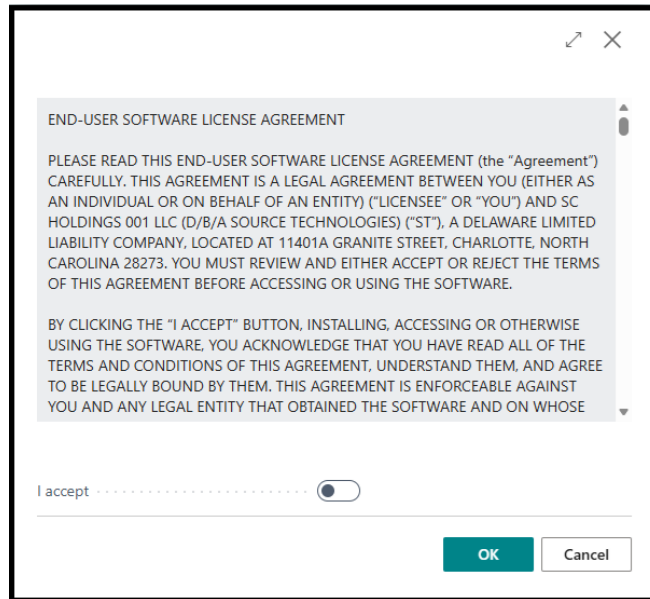
Check the payment transactions before proceeding to ensure the Payment Type fields are populated to insure accurate reporting.

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

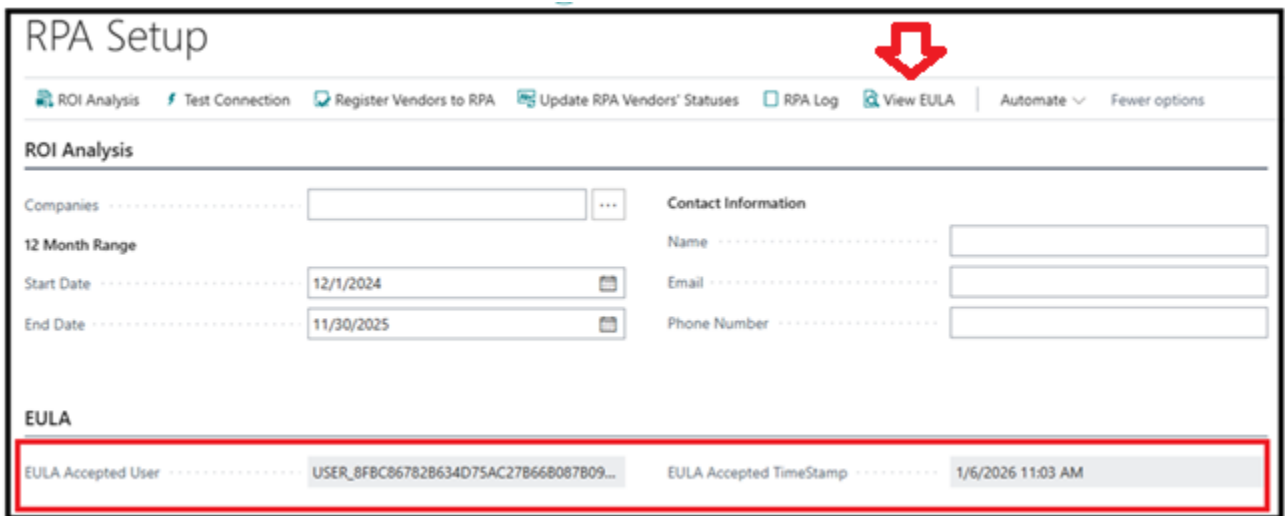
Code T	Description	Bal. Account Type	Bal. Account No.	Direct Debit	Direct Debit Pmt. Terms Code	Pmt. Export Line Definition	Payment Type
→ ACCOUNT	Payment on account	G/L Account		<input type="checkbox"/>			EFT
BANK	Bank Transfer	G/L Account		<input type="checkbox"/>			CCARD
BNKCONVD...	Bank Data Conversion for Domesti...	G/L Account		<input type="checkbox"/>			CASH
BNKCONVINT	Bank Data Conversion for Internati...	G/L Account		<input type="checkbox"/>			CHECK
CARD	Card payment	G/L Account		<input type="checkbox"/>			
CASH	Cash payment	G/L Account	18100	<input type="checkbox"/>			0

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 and EULA Timestamp information are now populated in the EULA section of the RPA Setup.



Note: The license agreement will not pop up after the EULA is accepted, however it 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 and/or see the ROI video located at the Microsoft store.

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) a document 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 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. Navigate to the Vendor Validation section and populate the Vendor Validation URL, and Vendor Validation Key. After the information is entered, click the Test Connection option. After receiving the RPA Connection Successful, 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.

The screenshot shows the 'RPA Setup' interface with the following sections and fields:

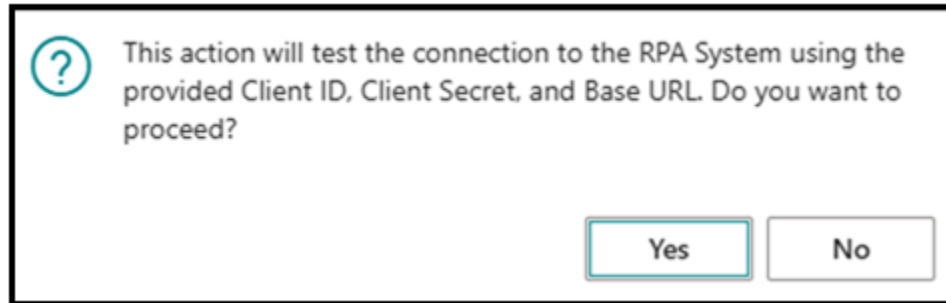
- ROI Analysis:** Includes a 'Test Connection' button (highlighted with a red box).
- ROI Analysis:**
 - Companies: 'CRONUS USA, Inc.'
 - 12 Month Range: Start Date '1/1/2025', End Date '12/31/2025'.
 - Contact Information: Name, Email 'ivan.huber@cellos.com', Phone Number '34647876633'.
- Vendor Validation:**
 - Vendor Validation Connection URL: 'https://vendorvaldev.azurewebsites.net/api/val' (highlighted with a red box).
 - Vendor Validation Key: '*****' (highlighted with a red box).
 - Enable Outsourced Payments: Toggle switch (highlighted with a red box and an upward arrow).
 - Enable TIN Matching for US Vendors: Toggle switch (highlighted with a red box and a leftward arrow).
 - Enable OFAC Check for All Vendors: Toggle switch (highlighted with a red box and a leftward arrow).
- RPA System Connection:**
 - Base URL: 'https://paydev.sourcetech.com' (highlighted with a red box).
 - Client Secret: '*****' (highlighted with a red box).
 - Client ID: 'Zal4pVb00FCT9CsmHUaepaQuGFe' (highlighted with a red box).
 - RPA Log Retention Period: '3D' (highlighted with a red box).

The RPA log length is set on this screen. Using the information below, select how long the RPA log will retain entries. Example: 3W = 3 weeks of log entries

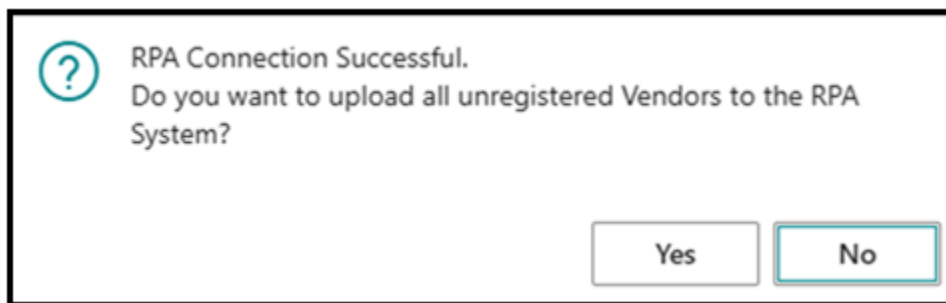
Meaning	Letter
Day(s)	D
Week(s)	W
Month(s)	M
Quarter(s)	Q
Year(s)	Y

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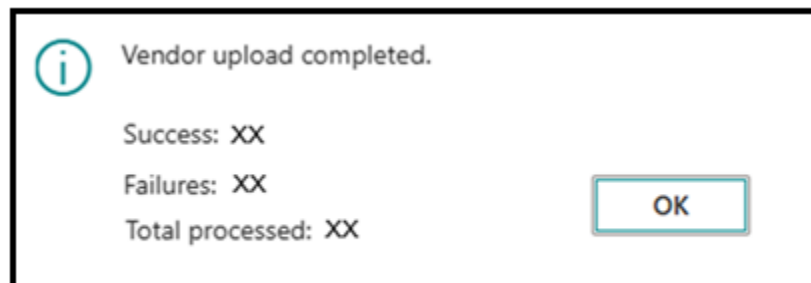
Upon selecting the **Test Connection** button at the top of the screen. The following popup screens will appear.



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](#).

Button Operation



Register Vendors to RPA - This option will upload all unregistered Vendors that meet the requirements for payments to the RPA, allowing for payment processing to the Vendors.

Update RPA Vendor Status - This action will check and update the Vendor RPA Status for all eligible Vendors.

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 be exported to excel.

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

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. See [Vendor Validation All](#). Once the Vendors are registered in the RPA, 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 has been found to be on the OFAC list, it is automatically blocked for payments. Ref Document # 109952: RPA Setup Guide for Vender Validation options.

Vendor Validation All

To perform bulk vendor updates, navigate to the **Vendor Validation** location. The below option buttons validate the same information as the Check USPS, Check TIN, and Check OFAC options found on the vendor card; except they perform the validation for all vendors in the system.

The Run OFAC Entries Report button when selected will generate a report of all vendors found on the OFAC list. 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.
- **USPS 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, Date of Last Check:** To remain eligible for payments via the RPA system, this switch must be set to the left (**No**). The Date of Last Check field cannot be left blank. Neither field can be edited. The date will update every time payment is submitted unless the vendor has been disabled for outsourced payments.
- **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.
- **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

The screenshot shows the 'RPA' settings page for a vendor card. The page has a navigation bar at the top with options: Process, Request Approval, New Document, Vendor, Prices & Discounts, Report, RPA Actions, Actions, Related, Reports, Automate, and Fewer options. Below the navigation bar, the 'RPA' section is displayed with the following settings:

Disable Outsourced Payments	<input type="checkbox"/>	Local Remittance	<input checked="" type="checkbox"/>
TIN Match Validation Code	Invalid	Ready For Payments	<input type="checkbox"/>
USPS Validation Status	Correct Address	Vendor RPA Status	Ready
Vendor on OFAC List	<input type="checkbox"/>	Last RPA Error Message	
OFAC Last Check Date	3/24/2026 4:09 PM		

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 USPS:** Selecting this option will validate the address listed in the Address and Contact section, to the data found in the USPS 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, 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.
- **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 of the vendor 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
B0100003	1/30/2026 1:22 PM	V00430	2.00	Pending	1/30/2026 1:22 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes
B0100006	1/30/2026 1:29 PM	V00430	300.00	Pending	1/30/2026 1:29 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes

By default, when the page opens, filters are applied to the **Status** and **Transaction Date** columns. The data displayed can be adjusted to review payments outside of these settings by adjusting (adding or removing) the filters.

Once the desired data is present, the information can easily be exported to excel by selecting the **Share** option on the upper right side 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
SPAY08	10/20/2025 7:00 PM	STESTVENDO...	230.56	Pending	
→ SPAY07	10/20/2025 7:00 PM	STESTVENDO...	2,049.00	Voided	
SPAY06	10/20/2025 7:00 PM	STESTVENDO...	2,984.30	Voided	
SPAY05	10/20/2025 7:00 PM	STESTVENDO...	4,000.00	Accepted	

Automated Remittance

Vendors must receive payment Email information. This ensures vendors receive notification of payment details and confirms that the system is managing the payment.

Remittance Emails will vary in content and appearance depending on if they are sent locally or by the payment provider.

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, review the displayed information to address the error.

Payment Number	Transaction Date	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	Local Remittance
FRA000000186	2/24/2026 12:06 PM	V00030	120.00	Pending	2/24/2026 12:06 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes
FRA000000180	2/24/2026 12:06 PM	V00030	300.00	Pending	2/24/2026 12:06 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes

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.

Payment Number	Transaction Date	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	Local Remittance
FRA000000186	2/24/2026 12:06 PM	V00030	120.00	Pending	2/24/2026 12:06 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes
FRA000000180	2/24/2026 12:06 PM	V00030	300.00	Pending	2/24/2026 12:06 PM	<input type="checkbox"/>	Vendor has no email address conf...	Yes

Automated Remittance Sending (Provider)

If the Vendor card, Local Remittance switch is set to 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.

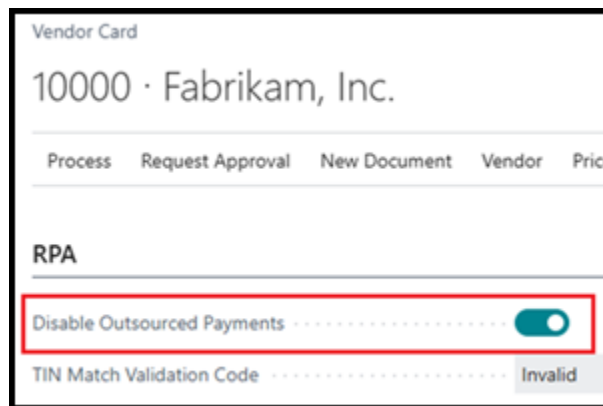
Payment Number	Transaction Date	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	Local Remittance
LIVEIP00014	3/3/2026 8:28 AM	ST01001	1.00	Accepted	3/3/2026 8:28 AM	<input type="checkbox"/>		No
LIVEIP00013	3/3/2026 8:28 AM	ST01000	1.00	Accepted	3/3/2026 8:28 AM	<input type="checkbox"/>		No

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.

RPA	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 Reference	Amount	RPA Status
<input type="checkbox"/>	10/17/2025	10/17/2025	Payment	004006		Vendor	10000	ECA	Fabrikam, Inc.		BANK		21.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	004100		Vendor	STESTVENDOR01		Sofia Test Vendor Name 1		BANK		100.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	004010		Vendor	STESTVENDOR02		Sofia Test Vendor Name 2		BANK		130.00	Accepted
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	SPAV03		Vendor	STESTVENDOR05		Sofia Test Vendor Name 5		BANK		467.32	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	SPAV05		Vendor	STESTVENDOR01		Sofia Test Vendor Name 1		BANK		4,000.00	Accepted
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	SPAV06		Vendor	STESTVENDOR05		Sofia Test Vendor Name 5		BANK		230.56	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	SPAV10		Vendor	STESTVENDOR01		Sofia Test Vendor Name 1		BANK		640.99	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	RK0009		Vendor	STESTVENDOR02		Sofia Test Vendor Name 2		BANK		2,000.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	RK0010		Vendor	STESTVENDOR02		Sofia Test Vendor Name 2		BANK		2,000.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	RK0011		Vendor	STESTVENDOR04		Sofia Test Vendor Name 4		BANK		1,200.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	RK0012		Vendor	STESTVENDOR04		Sofia Test Vendor Name 4		BANK		1,300.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	RK0013		Vendor	STESTVENDOR01		SOPIA TEST VENDOR NAME 1		BANK		1,800.00	Pending
<input type="checkbox"/>	10/21/2025	10/21/2025	Payment	P00005	3 - 8	Vendor	STESTVENDOR02		Sofia Test Vendor Name 2		BANK		2,500.00	Accepted

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 and is processing the submitted payment.

Completed: The payment has been fully processed in the RPA system and can be posted.

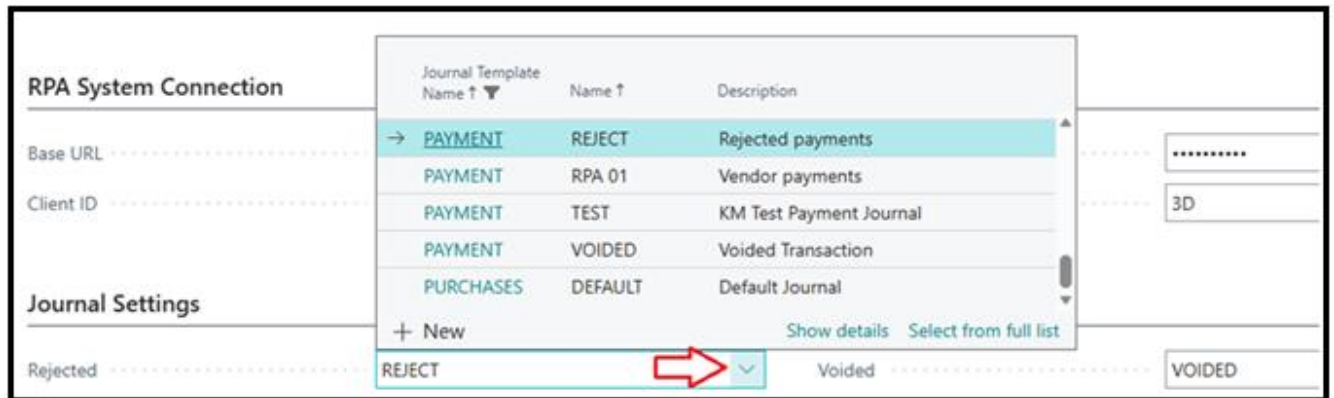
Rejected: The payment has been Rejected by the Payment provider.

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 journal batches 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.



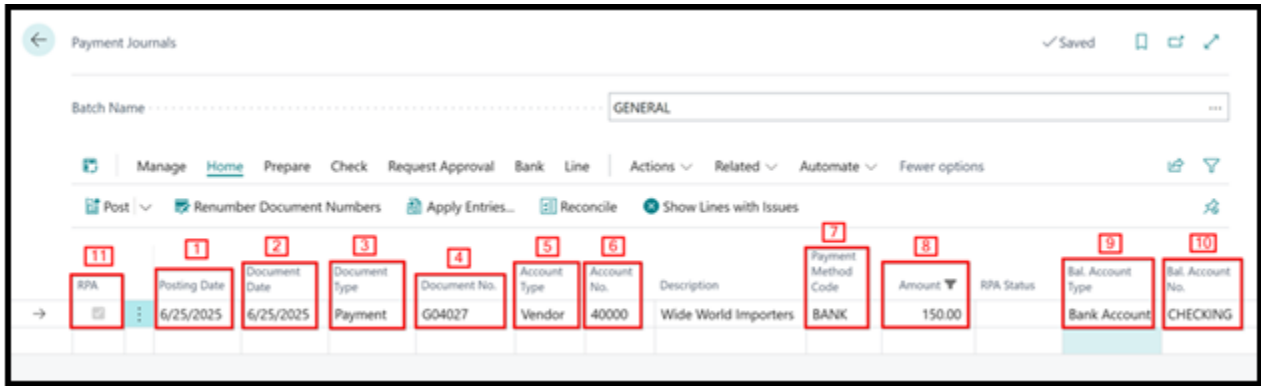
RPA Vendor Payment Lifecycle

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

When creating a new payment journal line, start by setting the **Posting Date (1)** and **Document Date (2)**. These 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)** 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.

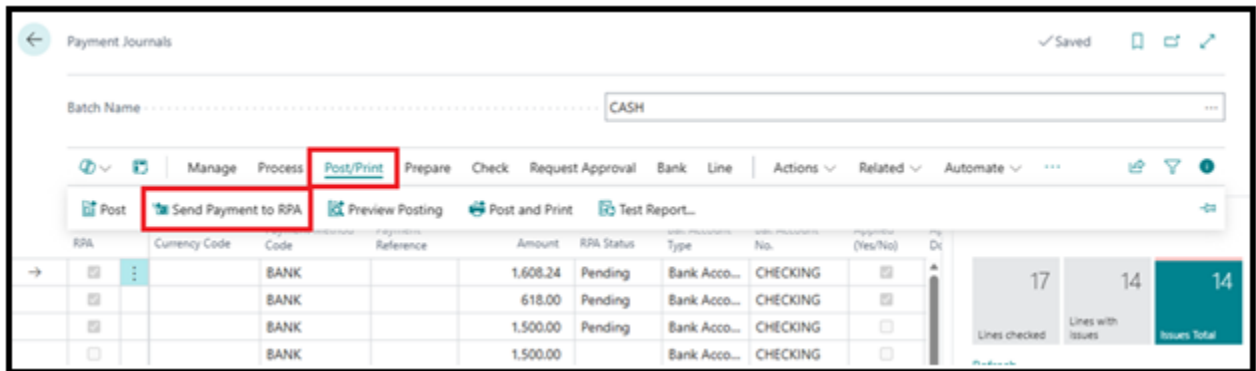
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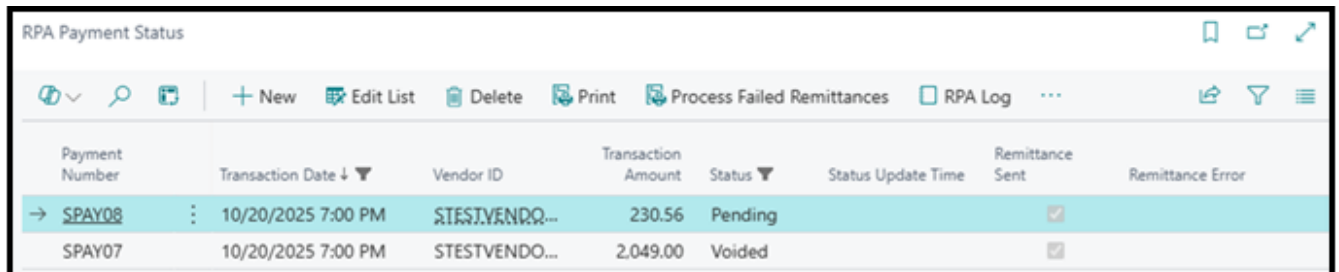
Several fields such as Posting Date, Document Date, Document Type (which should be set to Payment), Document No, Account Type, and Bal. Account Type may already be defaulted by the system to simplify the workflow.

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, with the RPA Status 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.

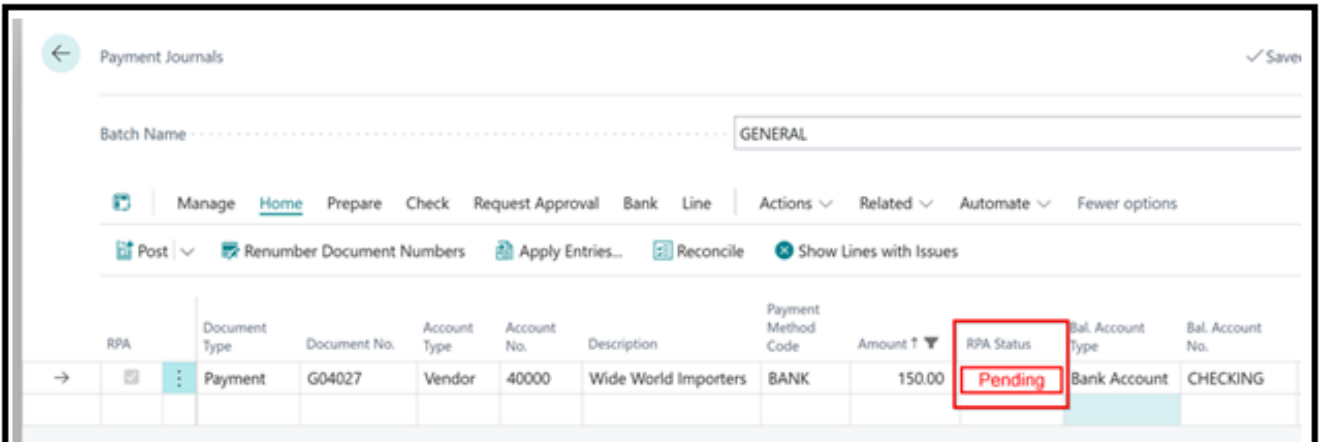


This step ensures that your payment is properly submitted and tracked through the workflow.

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Until the RPA system marks the line as **Completed**, the line cannot be posted. Scheduling a Job Queue (STEC 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](#).

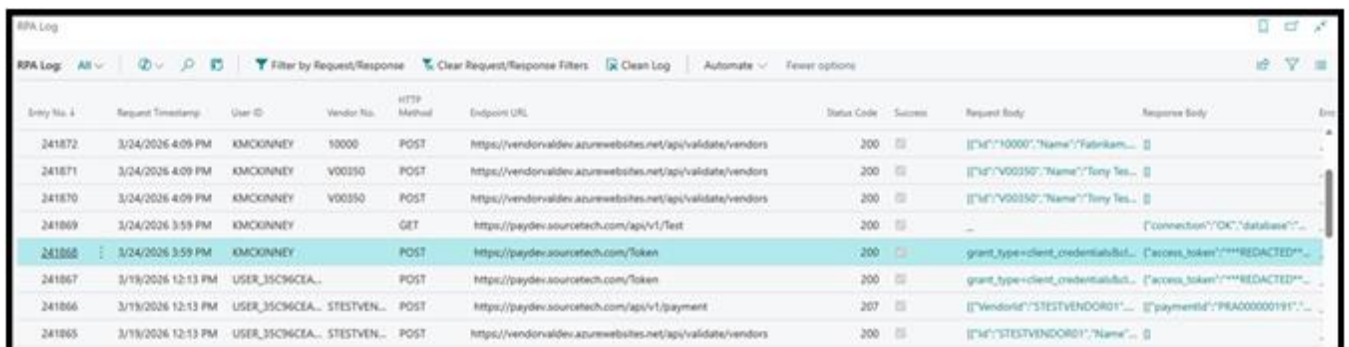


The screenshot shows the 'Payment Journals' screen. At the top, there is a 'Batch Name' field set to 'GENERAL'. Below this are navigation tabs: 'Manage', 'Home', 'Prepare', 'Check', 'Request Approval', 'Bank', 'Line', and 'Actions'. There are also buttons for 'Post', 'Renumber Document Numbers', 'Apply Entries...', 'Reconcile', and 'Show Lines with Issues'. The main table lists payment lines with columns for RPA, Document Type, Document No., Account Type, Account No., Description, Payment Method Code, Amount, RPA Status, Bal. Account Type, and Bal. Account No. The 'RPA Status' column for the first line is highlighted with a red box and contains the text 'Pending'.

RPA	Document Type	Document No.	Account Type	Account No.	Description	Payment Method Code	Amount	RPA Status	Bal. Account Type	Bal. Account No.
→	Payment	G04027	Vendor	40000	Wide World Importers	BANK	150.00	Pending	Bank Account	CHECKING

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 Retention Period. Below is a screenshot of sample data contained in the log. The RPA log is very useful in troubleshooting vendor and payment issues.



The screenshot shows the 'RPA Log' screen. It features a table with columns: 'Entry No.', 'Request Timestamp', 'User ID', 'Vendor No.', 'HTTP Method', 'Endpoint URL', 'Status Code', 'Success', 'Request Body', and 'Response Body'. The table contains several entries, with the entry for '241868' highlighted in blue. The 'Request Body' and 'Response Body' columns contain JSON data.

Entry No.	Request Timestamp	User ID	Vendor No.	HTTP Method	Endpoint URL	Status Code	Success	Request Body	Response Body
241872	3/24/2026 4:09 PM	KMCKONNEY	10000	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	True	{["id":"10000","Name":"Fabrila...	
241871	3/24/2026 4:09 PM	KMCKONNEY	V00350	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	True	{["id":"V00350","Name":"Tony Tes...	
241870	3/24/2026 4:09 PM	KMCKONNEY	V00350	POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	True	{["id":"V00350","Name":"Tony Tes...	
241869	3/24/2026 3:59 PM	KMCKONNEY		GET	https://paydev.sourcetechn.com/api/v1/test	200	True		{connection:"OC","database":...
241868	3/24/2026 3:59 PM	KMCKONNEY		POST	https://paydev.sourcetechn.com/token	200	True	{grant_type:client_credentials&...	{access_token:"***REDACTED**...
241867	3/19/2026 12:13 PM	USER_35C96CEA...		POST	https://paydev.sourcetechn.com/token	200	True	{grant_type:client_credentials&...	{access_token:"***REDACTED**...
241866	3/19/2026 12:13 PM	USER_35C96CEA... STESTVEN...		POST	https://paydev.sourcetechn.com/api/v1/payment	207	False	{["vendorid":"STESTVENDOR01"...	{["paymentid":"PRA00000191"...
241865	3/19/2026 12:13 PM	USER_35C96CEA... STESTVEN...		POST	https://vendorvaldev.azurewebsites.net/api/validate/vendors	200	True	{["id":"STESTVENDOR01","Name"...	

RPA Payment Status

The RPA Payment Status information screen provides the status for all RPA payments. The information provided allows for Payment Identification, Vendor ID, Transaction Date, Transaction Amount. Also present is the Remittance information Sent and Local, along with a Remittance Error message field. This screen is also where failed Emails can be processed.

Payment Number	Transaction Date	Vendor ID	Transaction Amount	Status	Status Update Time	Remittance Sent	Remittance Error	Local Remittance
PRA00000139	3/24/2026 4:09 PM	V00350	2.00	Pending	3/24/2026 4:09 PM	<input type="checkbox"/>		No
PRA00000191	3/19/2026 12:13 PM	STESTVENDOR01	300.00	Pending	3/19/2026 12:13 PM	<input checked="" type="checkbox"/>		Yes
PRA00000106	2/24/2026 12:06 PM	V00030	120.00	Pending	2/24/2026 12:06 PM	<input type="checkbox"/>	Vendor has no email address config...	Yes
PRA00000183	2/24/2026 12:06 PM	STESTVENDOR05	300.00	Pending	2/24/2026 12:06 PM	<input checked="" type="checkbox"/>		Yes

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.

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

A job queue can be created to run a recurring task or report. **Job Queue Entries** provides a list of the currently created queues.

Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Description	Job Queue Category Code	Priority	User Sess. Star...	Earliest Start Date/Time	Sch...	Rec... Job	No. of Minutes between Runs
Ready	USER_82395A4D420D45038A...	Codeunit	50110	STEC Update RPA Payment Status	Update RPA Payment Status		Normal		1/23/2026 6:15 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	15
Ready	RSPURLOCK	Codeunit	1350	Telemetry Management			Normal		1/23/2026 11:03 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1440
Ready	KMCKINNEY	Codeunit	461	Job Queue Cleanup Tasks			Normal		1/23/2026 11:03 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1440
Ready	USER_82395A4D420D45038A...	Codeunit	50105	STEC OFAC Validation	OFAC Validation		Normal		1/23/2026 6:15 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1440
Ready	USER_82395A4D420D45038A...	Codeunit	50118	STEC Clear RPA Log	Clear RPA Log		Normal		1/23/2026 6:15 AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1440

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**.

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Status	User ID	Object Type to Run	Object ID to Run	Object Caption to Run	Description	Job Queue Category Code	Priority	User Sess... Star...	Earliest Start Date/Time
On Hold	BCBUILD100V2096\LOCALU...	Codeunit	3997	Retention Policy JQ		RETENTION	Normal		7/31/2025 8:33 PM
Error	BCBUILD100V2096\LOCALU...	Report	1511	Delegate Approval Requests	Auto-created for sending of delegated ap...		Normal		7/30/2025 11:51 PM

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

Job Queue Entry Card

Codeunit · 0

Home Job Queue Approvals Automate Fewer options

Set Status to Ready Set On Hold Restart Run once (foreground) Show Error

General Show more

Object Type to Run: Codeunit
Object ID to Run: Codeunit
Object Caption to Run:
Description:
Earliest Start Date/Time:
Job Timeout: 12 hours
Status: On Hold

Recurrence

Recurring Job:
Run on Mondays:
Run on Tuesdays:
Run on Wednesdays:
Run on Thursdays:
Run on Fridays:
Run on Saturdays:
Run on Sundays:

Next Run Date Formula:
Starting Time:
Ending Time:
No. of Minutes between Runs: 0
Inactivity Timeout Period: 5

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.

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Job Queue Entry Card

Codeunit · 0

Home Job Queue Approvals Automate Fewer options

Set Status to Ready Set On Hold Restart Run once (foreground) Show Error

General

Object Type to Run: Codeunit

Object ID to Run: 0

Object Caption to Run: [Empty]

Description: [Empty]

Earliest Start Date/Time: [Empty]

Job Timeout: 12 hours

Status: On Hold

Recurrence

Recurring Job: [Off]

Run on Mondays: [Off]

Run on Tuesdays: [Off]

Run on Wednesdays: [Off]

Run on Thursdays: [Off]

Run on Fridays: [Off]

Run on Saturdays: [Off]

Run on Sundays: [Off]

Next Run Date Formula: [Empty]

Starting Time: [Empty]

Ending Time: [Empty]

No. of Minutes between Runs: 0

Inactivity Timeout Period: 5

On the page that appears, hover the mouse over the **Object Caption** column, then right-click and select **Filter**.

ID1	Object Caption
2	Company-Initialize
3	G/L Account-Indent
5	Fiscal Year-Close
7	GLBudget-Open
8	AccSchedManagement
9	Acc. Sched. KPI Dimensions
10	Type Helper
11	Gen. Jnl.-Check Line
12	Gen. Jnl.-Post Line
13	Gen. Jnl.-Post Batch
14	Gen. Jnl.-Show Entries
15	Gen. Jnl.-Show Card
16	Gen. Jnl.-Show CT Entries
17	Gen. Jnl.-Post Reverse
18	Financial Report Mgt.
19	Gen. Jnl.-Post Preview
20	Business Process Report Modification

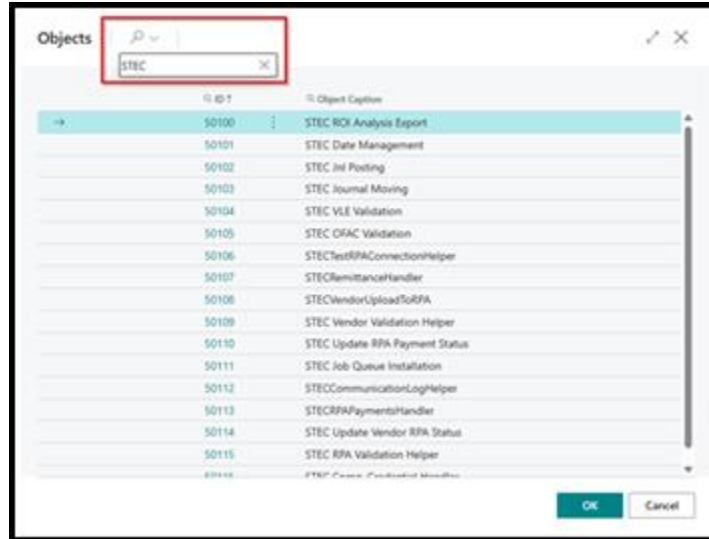
In the window that appears, input the correct name of the object (case sensitive) and click OK.

Only show lines where "Object Caption" is

OK Cancel

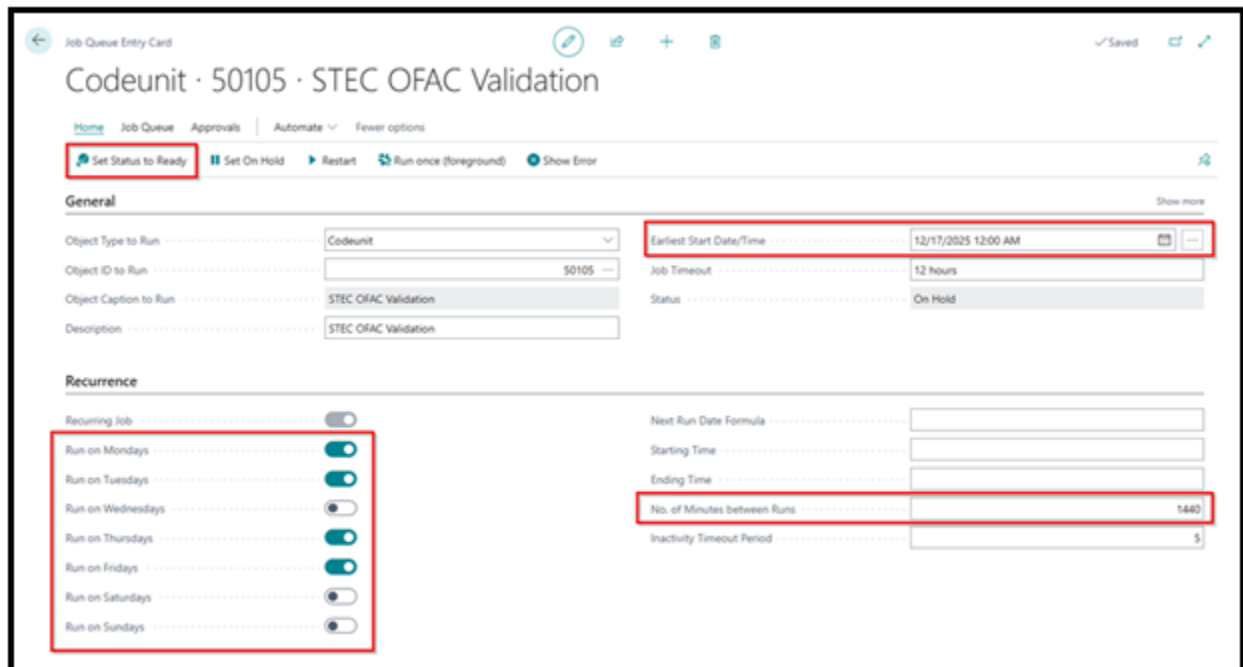
Or use the **Search** option, which will show all the existing objects for the queue. Ex: STEC.

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Once an object is selected, next is to select the Earliest Start Date/Time.

Navigate to the Recurrence section and choose the days to run. Specify the No. of Minutes between Runs.



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

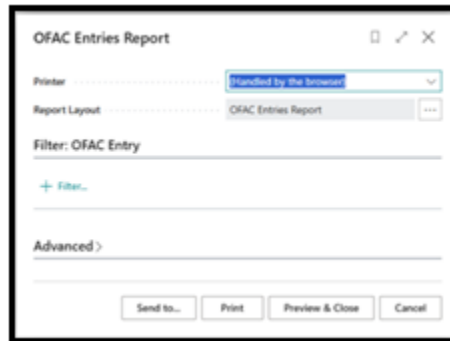
OFAC Reporting

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.



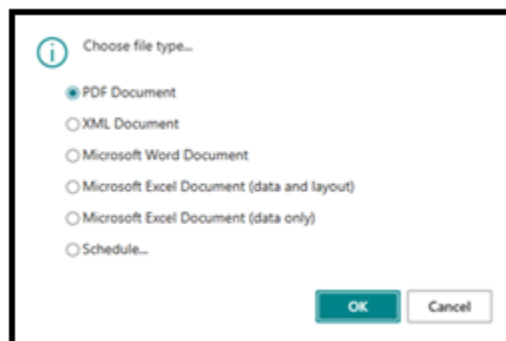
After clicking the button, the following screen will appear.



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

OFAC Entries Report											Page 1 of 6
Company Name: CRONUS International Ltd. Address: 7122 South Ashford Street, Atlanta, GA 31772 Contact: Adam Matteson +1 425 555 0100											03/25/2026 Keith McKinney
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, Charlotte, NC 28273		1231234567	test@test.com	ON OFAC	Payment	03/19/2026	900	Payment Blocked	1/30/2026	Check
AL QRENA	11401 granite st, Charlotte, NC 28273		1231234567	test@test.com	ON OFAC	Payment	03/19/2026	N/A	Vendor Blocked	03/19/2026	N/A
TestRPAcon	..				ON OFAC	Payment	03/19/2026	N/A	Vendor Blocked	03/19/2026	N/A

The report can also be downloaded in an excel file or a word document, by clicking on the Send to... option.



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

Schedule a Report - OFAC Entries Report

Report ID 50101

Report Name OFAC Entries Report

Description OFAC Entries Report

Report Output Type PDF

Printer Name

Next Run Date Formula

Earliest Start Date/Time

Expiration Date/Time

OK Cancel

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

Expiration Date/Time

Expiration Date/Time

Specifies the date and time when the job queue entry is to expire, after which the job queue entry will not be run. The format for the date and time must be month/day/year hour:minute, and then AM or PM. For example, 3/10/2021 12:00 AM.

Ask Copilot

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

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