

AnyDoc[®]
INVOICE[™]

Automatically Capture
Data from Incoming Invoices.



Automatic data capture and processing. And automatic improvements in costs and productivity.

! **Today's competitive environment requires it:** successful companies must get everything they can from every business function. The accounts payable department is no exception and automation can help companies capture “invisible” AP efficiencies. Usually, AP invoices are delivered to a central location, often the company mail room. Even in geographically dispersed organizations, remote locations normally mail invoices to corporate for payment. And mailing invoices creates unnecessary costs, slows processing and creates the risk of losing invoices in the process.

Upon arrival, the invoice is opened and sorted for delivery to a specific individual—creating another labor expense. Next, the accounts payable employee reviews the invoice and manually enters the data from the invoice into the accounting system. Manual data entry is a large hidden labor cost, as the process is usually distributed across a department and is not any one individual's full-time job.



After data entry, the invoice is usually copied (creating another expense) and the document is routed for review and approval. Upon return to the AP department, the document is filed in a cabinet (an additional labor expense) for future retrieval. Document retrieval represents another expense—even if the document is filed properly. Improperly filed or lost documents create additional costs in lost productivity.

All of these “hidden” expenses can be eradicated with the automated data capture and processing provided by AnyDocINVOICE™. And AnyDocINVOICE can also help you capture discounts you may be missing due to late data entry or approvals by delivering fresh and accurate information into your accounting and ERP systems for financial management, including SAP® using AnyDoc®EXCHANGEit™'s SAP Certified Integration.

[Learn more about automated invoice processing](#)

Impact your accounts payable bottom line. Capture data from vendor invoices automatically.

AnyDocINVOICE will dramatically improve the way your company processes incoming invoices. You will lower costs, process invoice information faster with less staff and take advantage of more early-pay discounts. No matter how many invoices you process—or where you process them—AnyDocINVOICE will minimize manual data entry and automatically capture and deliver accurate invoice data into your financial, enterprise content management, enterprise resource planning and document management systems.



With AnyDocINVOICE automation, managing your AP process gets easier, too. It's easier to find past invoices with accurately indexed images in your document management system. Accounts payable clerks can focus on higher value-added tasks, such as resolving vendor invoice discrepancies. It becomes easier to monitor and control processing and payments with timely and accurate data delivered automatically. And your entire AP department will accomplish more in less time.

AnyDocINVOICE will drive automation and efficiency through your AP process—and tackle the issues that inflate costs and slow productivity.

These issues include:

- | | |
|--|---|
| » Manually sorting documents | » Keying data manually into one or more back-end systems |
| » Miskeying invoice data | » Physically routing documents through an organization for approval |
| » Making copies of invoices | » Completing a two-way match of invoices to purchase orders |
| » Missing out on early-pay discounts | » Filing and retrieving documents |
| » Paying the same invoice more than once | » Locating lost or misfiled invoices |



The Benefits



Improve cash flow cycle management

With accurate data arriving in your financial database sooner, it's easier to execute payments according to your financial goals, including taking advantage of early-payment terms. Invoices, including line-item details, are automatically matched to purchase orders via table-lookup into your financial system, helping invoice data move through the approval process much faster. At the end of each month, you accrue fewer payables at month-end because automation has removed many of the delays associated with getting data into your financial systems for approval.

Increase invoice data accuracy

While most organizations do a good job inputting accurate invoice data, manual processing invites the potential for human errors—creating inaccurate payments and lower productivity. Inaccurate invoice data means that AP clerks have to investigate the error, correct it and possibly reprocess payments. But AnyDocINVOICE automatically delivers the most accurate data possible.

Capitalize on early pay discounts

Automated data capture speeds the flow of invoice data into your financial systems. And automated two-way matching of invoices and line-item details to purchase orders catches discrepancies immediately, allowing for fast human review and verification. As a result, your accounts payable process moves faster without sacrificing control, allowing you to capitalize on early-pay discount terms.



Reduce manual data entry costs

Automated data capture eradicates up to 75% of an often-hidden labor cost—data entry. Because data entry is often dispersed across your department, with each team member performing a portion of the data entry, the costs and reduced productivity can go unnoticed. But once manual data entry is nearly eliminated, the improvements in speed and effectiveness are dramatic and obvious.

Shape AnyDocINVOICE around your business rules

AnyDocINVOICE works with your business rules to verify invoice data just as your AP clerks do now—but far faster. Exception rules alert operators to specific invoice discrepancies. For example, if you have negotiated payment terms of net 60 with a vendor, and that vendor's invoice shows net 30, AnyDocINVOICE can match the vendor's terms against what is stored in your database. Discrepancies can flag the data field for review by an AP clerk or supervisor—or automatically replace it with the correct terms tied to that vendor.

Automate accounting distribution of your line-item charges

AnyDocINVOICE can automatically assign general ledger codes to your invoice line-item charges, either via a default vendor code, or by matching codes from corresponding purchase order data in your financial system. For faster manual code distribution, AnyDocINVOICE can provide a quick-reference drop-down list.

Deliver accurate invoice data faster

AnyDocINVOICE enables flexible data exchange with almost every accounting or ERP system including SAP using AnyDoc EXCHANGEit's SAP Certified Integration. With accurate invoice information delivered faster, your organization can start the approvals process sooner, providing substantial competitive advantages in reduced labor costs, higher productivity, increased transparency, improved vendor relations and capitalization on negotiated payment terms.

The Process

AnyDocINVOICE is designed to automate and streamline the capture and delivery of accounts payable invoice data into your financial or ERP system.

This includes all the data you need to capture, including vendor ID numbers, invoice dates, purchase order numbers, line-item descriptions and charges, payment terms, shipping charges, taxes and more. As a result, invoice information, payment approvals and accounting reports can move through your organization faster and at dramatically lower costs. And you won't have to wait to start seeing results: AnyDocINVOICE installs within three to five days on average.

With AnyDocINVOICE, greater efficiency starts the moment invoices reach your facility. Documents can be scanned right out of the envelope—from the mailroom, a central location or remote locations across town or around the world (with the optional AnyDoc®CAPTUREit™ module for distributed capture).

“...many organizations spread data entry across a wide range of employees, disguising the costs and the loss of productivity.”

And with the optional CAPTUREit module, you can eliminate the postage and long distance telephone costs associated with mailing or faxing invoices to a central location for scanning. Instead, your remote locations can scan invoices and securely submit images for centralized processing via the Internet—whether that means scanning and emailing just a few invoices on-the-fly, or performing full invoice batch scanning with automated image delivery according to your schedule.

With the best image in place, AnyDocINVOICE nearly eliminates another, often hidden cost—manual data entry. Some organizations have employees dedicated to keying data from paper documents into back-end systems. Many other organizations spread data entry across a wide range of employees, disguising the costs and the loss of productivity. With AnyDocINVOICE, companies can reassign those employees to higher-value tasks. The results of automation are dramatic and obvious.

AnyDocINVOICE automatically captures the data you need—invoice amounts, purchase order numbers, vendor ID numbers and more. All headers, summary and line-item details can also be captured.

Once captured, data are automatically validated. And AnyDocINVOICE's automated table lookup feature can automatically verify purchase order numbers against information in your financial database to ensure accuracy.

Once information has been captured, validated and verified, data and images are ready for automatic transfer to your back-end systems—on your schedule.

AnyDocINVOICE automatically prepares invoice images for indexing in your document management system. You can attach the data fields of your choosing, such as a Vendor ID number, to invoice images for accurate indexing and quick access from your ERP or document management system.

“AnyDocINVOICE automatically prepares invoice images for indexing...”

Using AnyDoc EXCHANGEit, output can be directed to your financial database, ECM, ERP, document management or workflow systems, including SAP with SAP Certified Integration. Data can flow to multiple destinations without increasing anyone's workload. With accurate invoice information delivered faster, your organization can start the approvals process sooner, providing substantial competitive advantages in reduced labor costs, higher productivity, improved vendor relations and capitalization on negotiated payment terms.

AnyDocINVOICE also provides the ability to review the work of your AP clerks. With the Auditor module, you can spot-check specific data fields captured from your invoices, or review everything that an operator has processed. You can also compare the data or batch before and after it has been verified by an operator to check for accuracy.

The AnyDoc®INVOICE™ difference:

Freeform invoice data capture with AnyApp™ Technology.

“...automatically and rapidly scan the entire invoice...”

As part of the AnyDocINVOICE solution, AnyApp Technology developed by AnyDoc Software provides a better way to capture the data that appears on all your invoices—such as vendor ID numbers, or total amount due—but are found in different locations in each invoice format. You simply define the data attributes you need to capture, such as “amount due,” or “PO number.” Then AnyDocINVOICE automatically and rapidly scans the entire invoice to find any variation or combination of keywords to locate the data you need. And, AnyDocINVOICE will remember where it found the data the next time that vendor’s invoice appears, making data capture even more efficient.

AnyDocINVOICE eliminates the typical AP process pains...

- ⊗ Paper-intensive manual processing
- ⊗ High cycle time
- ⊗ High labor costs
- ⊗ Lost or misfiled documents
- ⊗ High number of vendor inquiries
- ⊗ High disaster risk



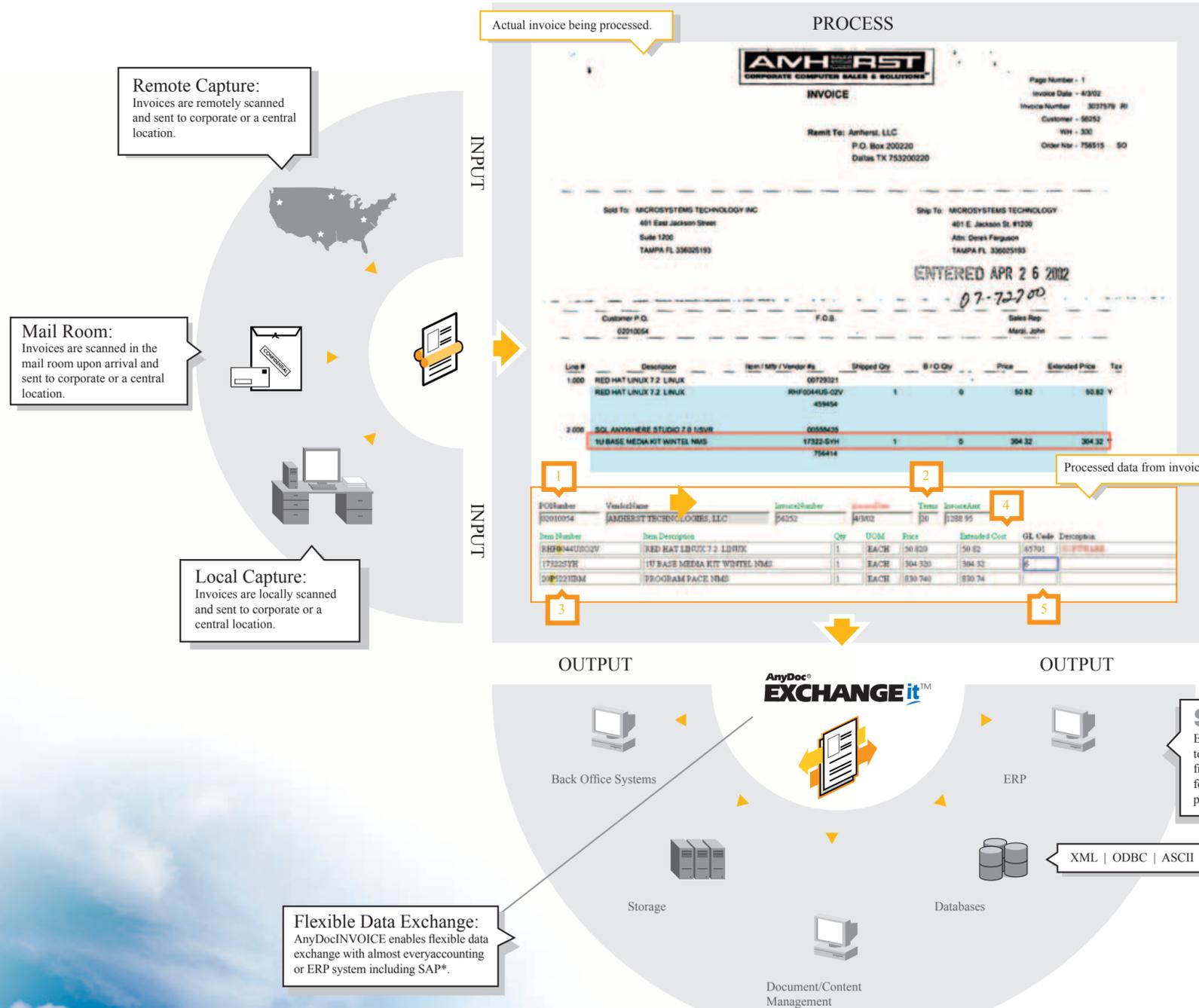
AnyDocINVOICE accommodates your accounting processes and rules—not the other way around.

Hundreds of built-in rules can be implemented with point-and-click ease, or you can define your own, such as:

- » Checking subtotal math (*quantity x price balanced to the extended price*)
- » Checking columnar math (*extended price + tax + shipping + other fees balanced to the invoice amount*)
- » Two-way matching between purchase order and an invoice
- » Validating purchase orders and guard against duplicate payments
- » Ensuring dates are in a valid date range
- » Verifying vendors’ terms match negotiated agreements
- » Confirming proper tax allocation



AnyDoc®INVOICE™ Process



A Closer look

1 Lookup / Validate PO in AP or purchasing.

PO Number	02010054
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2 Balance line items to invoice amount.

Invoice Amt	1288.95
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3 Extract line item correctly.

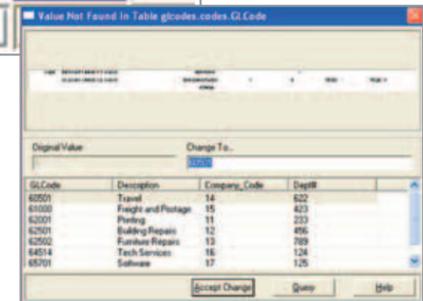
Item Number	Item Description	Qty	UOM	Price	Extended Cost
RH044USQV	RED HAT LINUX 7.2 LINUX	1	EACH	50.820	50.82
17322SYH	1U BASE MEDIA KIT W/INTEL NMS	1	EACH	304.320	304.32
20P5223IBM	PROGRAM PACK NMS	1	EACH	830.740	830.74

4 Extended cost calculation.

Extended Cost	50.82
	304.32
	830.74

5 GL Account lookup and/or validation

GL Code	Descr
65701	SOFT
6	



SAP Certified* Integration
EXCHANGEit allows you to Park or Post invoices from SAP through OCR for AnyDoc, as well as block payments from SAP.

XML | ODBC | ASCII | EDI | NSF

*SAP Certified Integration using AnyDoc EXCHANGEit 5.1

Customer Comments

"I never thought it would be this easy to process my paper documents..."

"By switching to an automated system, we saw a 60% leap in productivity..."

"Now the turnaround time for each document...is immediate!"

"We've seen ROI even sooner than we projected..."

"Things are running much smoother... thanks to AnyDoc Software."

Online Presentations

Take a closer look at AnyDoc's complete line of products and solutions. www.anydocsoftware.com

Case Studies

See how you can save time and money at your own company. www.anydocsoftware.com/casestudies

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Complete Line of Products



AnyDoc Software has been developing award-winning document, data capture, and classification solutions since 1989. Thousands of companies worldwide rely on AnyDoc solutions to eliminate millions of hours of manual data entry while improving productivity and accuracy. Our products and solutions all operate from the ease-of-use, stability, and enhanced functionality obtained from years of experience and innovation.

Software Products

OCR for AnyDoc®

Automatically capture data from nearly any business document. Eliminate the costs and errors associated with manual data entry.

Infiniworx®

Simplify and automate how your company processes documents with this innovative drag-and-drop workflow development platform.

AnyDoc®CAPTUREit®

Scan documents from anywhere in the world, perform quality assure, and send images over the Internet to a central location for processing.

AnyDoc®DESIGNit®

Easily design your own professional forms for printing or to use as a template in OCR for AnyDoc processing with easy-to-use click and select toolbar features.

AnyDoc®EXCHANGEit®

Convert extracted data to a variety of file formats for use among multiple applications. EDI, XML, ASCII, and others are available, as are APIs to leading document management solutions.

AnyDoc®MANAGEit™

Optimize your AnyDoc processing with real-time monitoring of batch level status, station activity, pending work, and more.

AnyDoc®VERIFYit®

Perform data verification at a central location or off-site—allowing you to save valuable office space. Ensure data accuracy, no matter where your employees are located.

Market Solutions

AnyDoc®CLAIM™

Automatically process CMS-1500, UB04, and dental healthcare claim forms.

AnyDoc®CLASSIFY™

Automatically sort, batch, and route all your documents, quickly and easily.

AnyDoc®EOB™

Automatically capture, validate, and balance EOB data from all your payers—and increase productivity and decrease processing time while lowering costs.

AnyDoc®INVOICE™

Automatically process invoices to lower manual data entry costs and turn incoming invoices around in hours instead of days.

AnyDoc®REMIT™

Automatically capture remittances and checks and the associated critical data for much quicker input into your financial or ERP systems.

AnyDoc®DEPOSIT™

Process incoming checks and money orders from scan to Check21 bank deposit. Features remote deposit capture with CAR/LAR recognition and transmits x9.37 cash letters to the bank.

AnyDoc®Patient Records™

Minimize human error by automatically identifying, sorting, indexing, and capturing information from patient records.

AnyDoc®MORTGAGE™

Get critical loan information into your mortgage processing system quickly and with even greater accuracy by minimizing manual data entry and pre-sorting.

AnyDoc®NOTICE™

Provides quick identification and data capture of insurance policy notices—speeding processing and increasing opportunities for revenue generation.

SAP® Certified*
Integration

AnyDoc
SOFTWARE

AnyDoc
INVOICE™

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