

AnyDoc® **INVOICE**

Capture data from vendor invoices
automatically.

Any Document. One Solution. No Problem.





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" A/P efficiencies. Usually, A/P 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 A/P department, the document is filed in a cabinet (at 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 AnyDoc®INVOICE. And AnyDoc®INVOICE 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.



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

AnyDoc®INVOICE 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—AnyDoc®INVOICE 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 AnyDoc®INVOICE automation, managing your A/P 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 A/P department will accomplish more in less time.



AnyDoc®INVOICE will **drive** automation and efficiency through your A/P process—and tackle the issues that inflate costs and slow **productivity**.

These issues include:

- » Manually sorting documents
- » Keying data manually into one or more backend 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 At a glance:

- » **Improve** cash flow cycle management
- » **Increase** invoice data accuracy
- » **Capitalize** on early pay discounts
- » **Reduce** manual data entry costs
- » **Shape** AnyDoc®INVOICE around your business rules
- » **Automate** accounting distribution of your line-item charges


Checks subtotal math
(quantity x price balanced to the extended price)

Checks columnar math
(extended price + tax + shipping + other fees balanced to the invoice amount)



Installs within
three to five days
on average.

The Benefits In detail:

- » **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 to 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 A/P clerks have to investigate the error, correct it and possibly reprocess payments. But AnyDoc®INVOICE **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 AnyDoc®INVOICE around your business rules**

AnyDoc®INVOICE **works with your business rules to verify invoice data** just as your A/P 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, AnyDoc®INVOICE can match the vendor's terms against what is stored in your database. Discrepancies can flag the data field for review by an A/P clerk or supervisor—or automatically replace it with the correct terms tied to that vendor.
- » **Automate accounting distribution of your line-item charges**

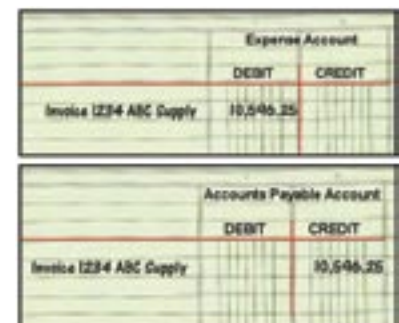
AnyDoc®INVOICE can **automatically assign general ledger codes** to your invoice line-item charges, either via a default vendor code, or by matching codes from corresponding purchase order data in your financial system. For faster manual code distribution, AnyDoc®INVOICE can provide a quick-reference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

⊗ Typical A/P process leads to pain...

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

⊘ ...that impacts your bottom line.

- » High operating costs
- » High cost per invoice processed
- » Duplicate payments
- » Lost discounts



Expense Account	
DEBIT	CREDIT
Invoice 1234 ABC Supply	10,546.25

Accounts Payable Account	
DEBIT	CREDIT
	Invoice 1234 ABC Supply
	10,546.25

Distribution of line-item charges



The Process

AnyDoc®INVOICE 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:** AnyDoc®INVOICE installs within three to five days on average.

With AnyDoc®INVOICE, **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).

And with the **optional CAPTUREit module**, you can eliminate the postage and long distance telephone costs

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

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

AnyDoc®INVOICE **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 AnyDoc®INVOICE'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 backend systems**—on your schedule.

AnyDoc®INVOICE 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.

Using AnyDoc®EXCHANGEit, output can be directed to your financial database, ECM, ERP, document management and/or workflow systems. 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.

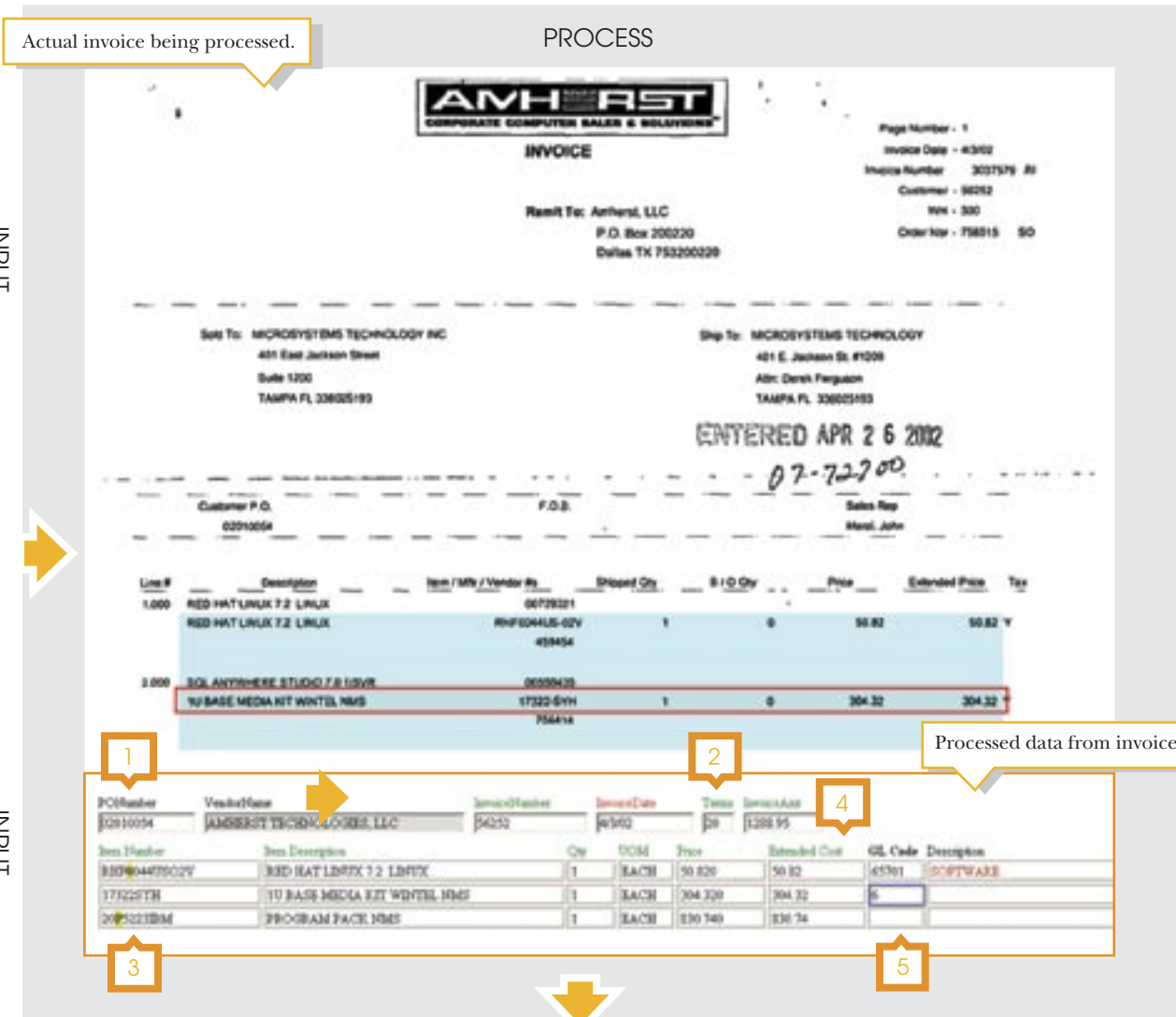
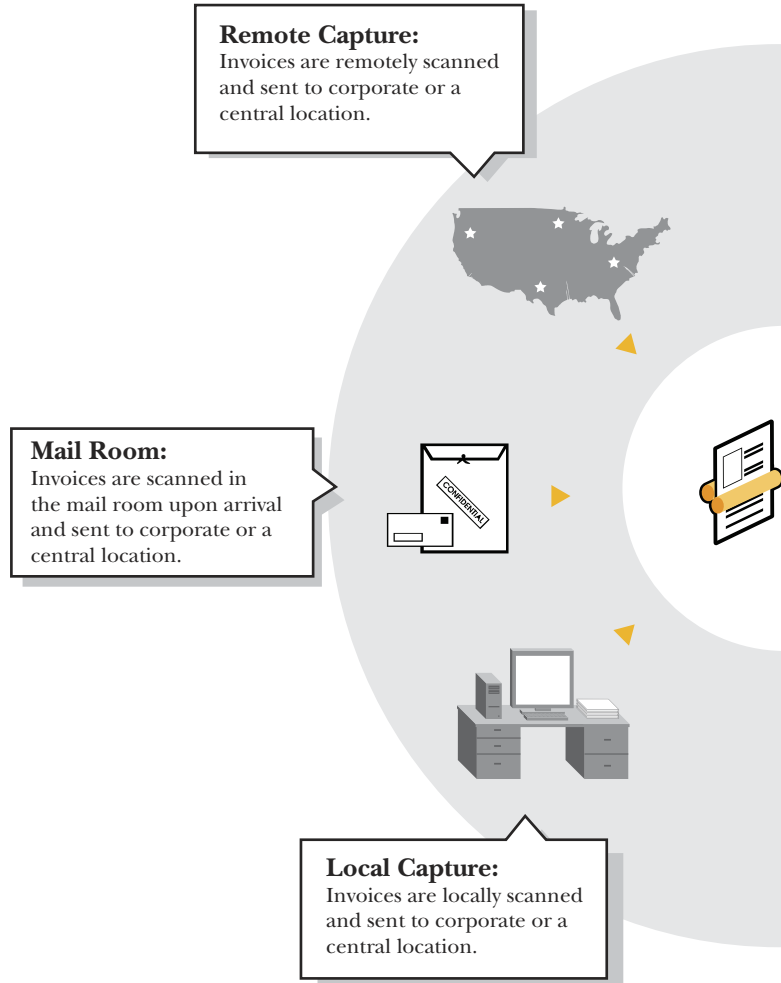
AnyDoc®INVOICE also provides the **ability to review the work** of your A/P clerks. With the AUDITOR module, you can spot-check specific data fields captured from your invoices, or review everything that an operator has processed. You can also **compare the data or batch** before and after it has been verified by an operator to check for accuracy. ■

What next?



- Visit www.anydocinvoice.com
- Attend a Webinar
- See a Product Demo
- Contact us
info@anydocsoftware.com
813.222.0414

Process Diagram



A Closer look

1 Lookup / Validate PO in A/P or purchasing.

PO Number
02010054

2 Balance line items to invoice amount.

Invoice Amt
1288.95

3 Extract line item correctly.

Item Number	Item Description	Qty	DOM	Price	Extended Cost
8300447502V	RED HAT LINUX 7.2 LBTRY	1	EACH	50.82	50.82
173225YH	1U BASE MEDIA KIT W/TEL NMS	1	EACH	304.32	304.32
205223BM	PROGRAM PACK NMS	1	EACH	830.74	830.74

4 Extended cost calculation.

Extended Cost

50.82	6
304.32	6
830.74	

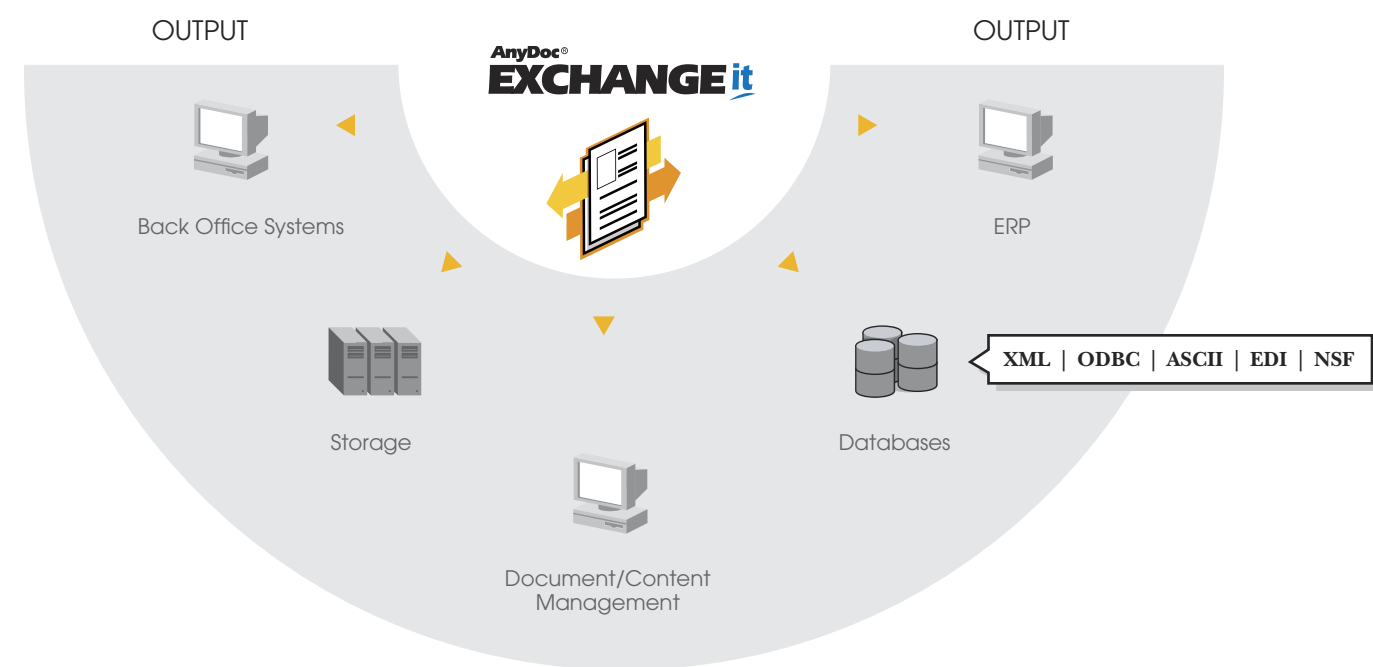
5 GL Account lookup and/or validation

GL Code Descri

65701	SOFT
6	

Value Not Found in Table: gl_codes, codes, GL Code

GL Code	Description	Company Code	Depth
65701	Travel	14	623
62500	Freight and Package	15	423
62501	Printing	11	233
62502	Building/Repairs	12	456
62503	Furniture/Repairs	13	789
64514	Tech Services	16	134
65701	Software	17	125



The AnyDoc®INVOICE difference: template-free A/P invoice data capture with AnyApp™ technology.

As part of the AnyDoc®INVOICE 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 AnyDoc®INVOICE automatically and rapidly scans the entire invoice to find any variation or combination of keywords to locate the data you need. And, AnyDoc®INVOICE will remember where it found the data the next time that vendor’s invoice appears again, making data capture even more efficient.



AnyDoc®INVOICE 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



The Word from AnyDoc Customers...

“The AnyDoc team ... was very professional. They did a very good job for us ... I was very impressed with their operation.”

- Fred McKay, Controller, CTS Cement

“(AnyDoc Software) delivered ROI in only nine months by reducing our aged accounts receivables.”

- Kathy Beaver, Imaging Manager, American Tire Distributors

“It was the ease of use which made AnyDocINVOICE the winner. The other system required new vendor invoices to be set up in a complicated administration module. When AnyDoc®INVOICE encounters a new invoice or a new vendor, if it doesn’t capture the data automatically, a simple double-click of the mouse captures the correct data and the software memorizes the location for the next time.”

- Pål Balke, IT Project Leader, LeasePlan Norway



**Manual data entry
can create errors—
which can be a big problem
when paying invoices.**

AnyDoc®
SOFTWARE

AnyDoc®
INVOICE

What can AnyDoc Software do for you?

Want to learn how AnyDoc Software can impact your organization?

[Contact us today.](#)

www.anydocsoftware.com
info@anydocsoftware.com
800.775.3222



"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..."

"Multiple people can access the identical image at the same time..."

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

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

Complete Line of AnyDoc Software Products

Since 1991, AnyDoc Software has met the data capture and processing needs of thousands of companies worldwide with one core platform. Our current suite of products all operate from that stability and enhanced functionality built on years of experience and innovation. One vendor, every document, no headaches.

Additional Software

- » **AnyDoc® Auditor**
Selectively review and assess operator efficiency and accuracy. Define monitoring by operator, form, and even down to the zone level. Zone history is logged to a database for reporting.
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