

Document Capture & Financial Process Automation

Automating Invoice Capture and Entry

Organizations that want to automate their financial processes are faced with a bewildering array of products and services, ranging from application software to hosting to toolsets to build-from-scratch consulting projects. Some of these products and services are specifically aimed at Accounts Payable (AP) while others are more general purpose solutions. Kofax offers an integrated end-to-end AP automation solution that leverages the best practices from hundreds of implementations in leading organizations worldwide. The result is an invoice automation solution that

- Significantly reduces processing costs;
- Accelerates cycle times;
- Reduces the workload on AP and the business units AP supports; and
- Increases visibility and performance.

Accounts Payable groups are challenged with handling more invoices each year as their businesses grow. Adding more AP processors increases costs, so forward thinking organizations are looking to automation as a way to reduce costs, strengthen internal controls and provide better service to the business units they support. Additionally, automating the end-to-end AP process is a foundation for centralized finance organizations, shared service centers and globalization.

Automation Drives Cost Reduction

Best practices in AP include centralized receipt of invoices, scanning invoices as soon as possible, and using workflow for invoice review, discrepancy resolution, coding and approval. By combining document capture and financial process automation, Kofax enables these best practices and significantly reduces the burden of manually entering invoice data into the ERP system.

Despite advances in electronic invoices (such as EDI and supplier networks), 80% of invoices are still paper based, which places a significant workload on AP. With Kofax, invoice data is automatically extracted immediately after scanning and placed directly into the ERP system. If the Kofax system detects any possible extraction errors, the user can view and correct the invoice data without needing any specific AP knowledge.

The Kofax solution includes an invoice knowledgebase and unique “learn by example” capabilities to reduce initial implementation time and continuously improve extraction performance. Unlike products that require the creation of templates for specific supplier invoices before the system can be used, the Kofax solution includes a knowledgebase of rules from over 3,000 sample invoices. As the system is used, the knowledgebase improves in the areas of invoice data classification and extraction with each new invoice type processed. There are no templates to maintain.

Benefits

- Significantly reduces invoice capture and entry costs.
- Provides finance management greater visibility into the AP process.
- Strengthens internal controls and enforces compliance.
- Reduces AP cycle times, leading to fewer late penalties and more early payment discounts.
- Improves invoice data integrity, leading to fewer mistakes and reduced problem resolution.
- Reduces the number of duplicate invoices entered into the ERP system.
- Leverages existing ERP system, maintaining the ERP as the single source of the truth.

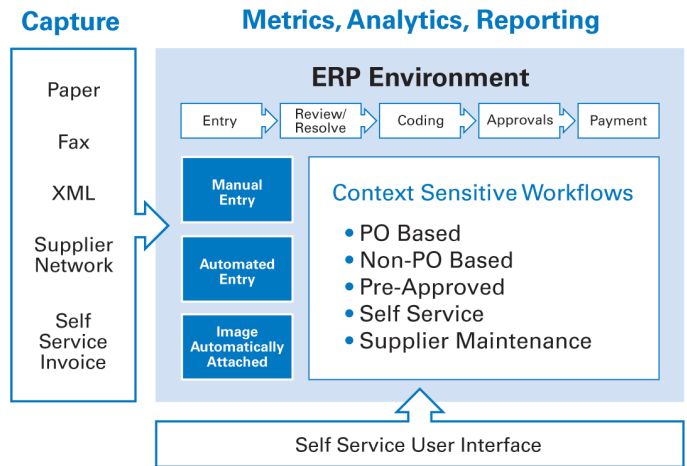
Working Smarter, Not Just Faster

In invoice processing, it is very important to detect and correct errors as early in the process as possible to eliminate costly downstream problem resolution involving suppliers, AP managers, line-of-business managers and auditors. After scanning, the Kofax system detects potential recognition errors in the invoice process and redirects those invoices for further review. AP personnel are only involved when there are recognition errors. The Kofax solution assures that what is captured electronically matches the data on the paper invoice. Invoices with recognition errors are routed for further review before any data is submitted to the ERP system. As a result, AP organizations are working smarter, not just moving invoices faster.

Best Practice Workflows – An End-to-End Solution

While AP automation starts with the capture of invoices, organizations must consider the entire invoice lifecycle: receipt, capture, entry, review, coding, discrepancy resolution approval, payment and audit. Kofax provides the entire end-to-end invoice automation solution, integrating capture and workflow in a solution designed specifically for capturing invoice data.

The Kofax invoice processing workflows manage the review, coding and approval process that is needed for non-PO invoices and for PO based invoices that do not match the PO or the goods received information. The system includes



Kofax integrates capture and workflow in an end-to-end solution designed specifically for capturing invoice data.

configurable workflows for PO based invoices, non-PO based invoices, pre-approved invoices, supplier maintenance and many more. The effectiveness of these workflows depends on the accuracy and completeness of the invoice data captured and entered earlier in the AP process.

A Single Source

It is possible to find separate vendors for capturing paper and electronic invoices and providing workflow and analytics, but Kofax provides all these technologies. With this unique combination, there is one sales cycle, one implementation project, and one source for maintenance, support and upgrades – the solution is installed and configured quickly.

About Kofax

Kofax plc (LSE: KFX) is the leading provider of document driven business process automation solutions. For more than 20 years, Kofax has provided award winning solutions that streamline the flow of information throughout an organization by managing the capture, transformation and exchange of business critical information arising in paper, fax and electronic formats in a more accurate, timely and cost effective manner. These solutions provide a rapid return on investment to thousands of customers in financial services, government, business process outsourcing, healthcare, supply chain and other markets.

Kofax delivers these solutions through its own sales and service organizations, and a global network of more than 1000 authorized partners in more than 60 countries throughout the Americas, EMEA and Asia Pacific.

For more information, visit www.kofax.com.