



PRODUCT SUMMARY

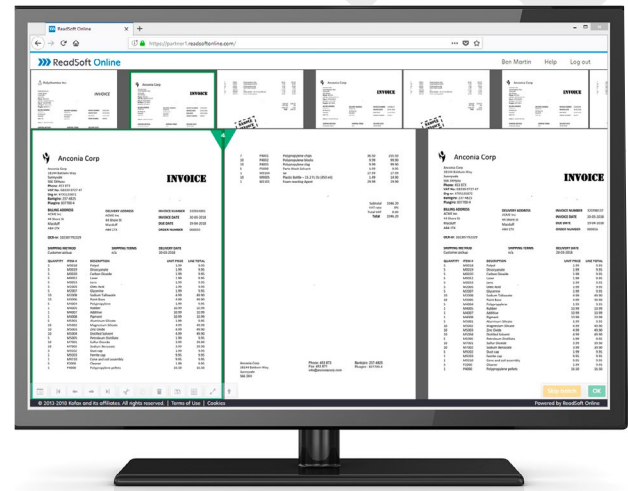
Kofax ReadSoft Online

Kofax ReadSoft Online™ provides market-leading capture, extraction and validation for invoice processing in the cloud, offered as a software as a service (SaaS) on Microsoft Azure. The solution enables companies to process invoices seamlessly and affordably. This highly scalable, multi-tenant cloud solution features an intuitive HTML 5 user interface, is live 24/7 and is constantly monitored for optimum performance.

With adaptive self-learning technology and minimal need to invest in expensive IT-infrastructure, ReadSoft Online provides a rapid return on investment.

Business Challenges

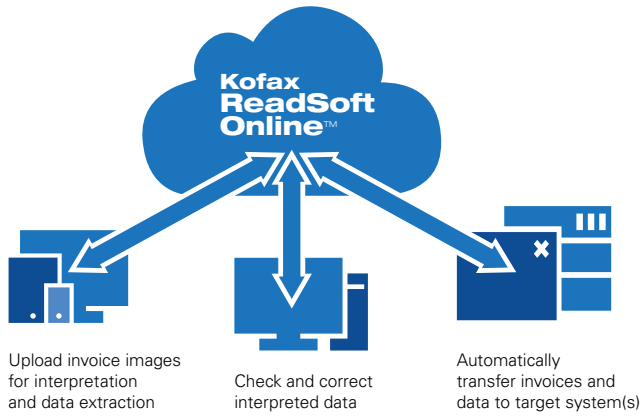
- ◆ **Difficult to stay updated with the latest market requirements:** Ever increasing cost in ensuring your AP solution is compatible with new formats and legislations
- ◆ **Manual tasks slow down processing:** Errors in keying data, and matching sums and line items are costly and delay approvals and payments
- ◆ **Lack of visibility reduces control over invoice processing:** Without a single view of all invoices, documents get lost resulting in duplicate payments
- ◆ **Delays in getting invoice data into the ERP offer an incomplete financial picture:** Business units don't have up-to-date information; finance managers are left to guess how much cash they need to cover near-term payments
- ◆ **Time-consuming maintenance, upgrades and update projects:** Depreciation, support resources, upgrades, downtime are overlooked and requires capital investment



Page separation service - this shows how an operator can quickly separate individual documents where multiple invoices have been included in the same PDF file.

Benefits

- ◆ **Improved profitability:** Cost per invoice greatly reduced through subscription or 'by the click' purchase options for either header/footer or header/footer and line item based processing
- ◆ **Improved invoice cycle time:** Reduced cost for manual keying and manual verification leaving option to reassign employees to more valued work. Automated extraction rates, typically 80 -90%, ensure optimal process flow
- ◆ **One solution for paper/email/e-electronic invoices:** Ensure compliance with new legislations by having one single point of entry for your invoices regardless of formats received
- ◆ **Available 24/7 with an average uptime of 99.9%:** Access via the cloud ensures invoice automation is available anywhere you have an internet connection
- ◆ **Reduces IT requirements:** Implementation is fast and requires no hardware or software investments; no time-consuming maintenance, upgrades or updates
- ◆ **Improve supplier relationships:** Faster invoice processing eliminates late-payment penalties and early payment discounts are increased
- ◆ **Expands market reach:** Enables Shared Services and BPOs offerings for addressing new market segments



Technical Specifications

Latest system requirements can always be found in the published documentation at:
<https://docs.readsoftonline.com/help/eng/office/index.htm>

Supported file formats

JPEG, JPG, PDF version 1.3 to 1.7. PNG, TIFF, TIF. All invoice images must have a resolution of 300 dpi and a minimum height of at least 1,000 pixels.

For PDF documents, if possible choose a low compression setting when generating the images as this will improve the extraction performance and readability

Scanning requirements and conditions

- ◆ Color, grayscale and bitonal images are supported
- ◆ Simplex and duplex scanning is supported; any blank pages are removed; invoices scanned with any scanning application are saved locally and securely uploaded to ReadSoft Online

Captured fields

- ◆ Approximately 10 fields (by default, configurable) are captured per document including header data such as invoice number, invoice date, total amount and net amount.
- ◆ At the line item level, typically quantity, part number, description and amount

Invoice input options

- ◆ E-mail attachments to customer-specific addresses
- ◆ Upload through ReadSoft Online Connect
- ◆ Upload through the web user interface

Invoices can be uploaded one by one or in batches. Where a single PDF document is received containing multiple invoices, the page separation service can be used to quickly split these into individual invoices.

XML formats

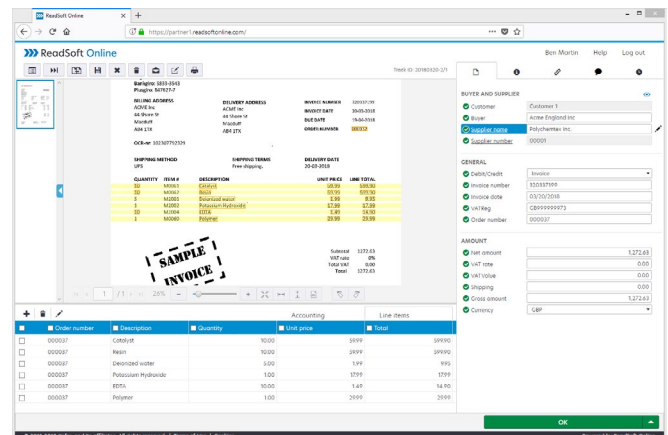
When sending invoices via email, ReadSoft Online currently supports input in these formats:

- ◆ ESXML
- ◆ EHF
- ◆ E2B
- ◆ Finvoice
- ◆ OIO
- ◆ Svfaktura
- ◆ UBL
- ◆ ZUGFeRD

Emails can have multiple attachments. When a XML invoice is verified an invoice image is generated from the XML to make verification easier. A service is available for users subscribed to ReadSoft Invoice Portal.

Key Features

- ◆ **Straight-through processing:** Invoices are automatically posted in Process Director (SAP), Microsoft Dynamics NAV or other finance applications
- ◆ **Line-item data capture:** Recognizes line-item data, even if line lengths differ, are not symmetrically spaced or come from a multi-page invoice
- ◆ **Built-in support for regional variations:** Country-specific settings include tax rates, date and amount formats, currencies and character sets
- ◆ **Order line pairing:** Automatically validates sums and tax amounts, and matches invoices to purchase orders.
- ◆ **Adaptive, self-learning, knowledge processing database:** Improves in speed and precision as it learns to locate data on invoices, delivering more value over time
- ◆ **Highly secure solution:** Single-Sign-On (SAML 2.0), two factor authentication, SOC2 compliant and regular penetration tests performed by Praetorian with grade A Excellent
- ◆ **Master data services:** Import of master data for improved opportunity for straight through processing
- ◆ **Administrative services:** provide account management and reporting services for accrual, billing, processing times, processing volumes, etc.



User friendly HTML 5 interface

- ◆ **ReadSoft Online API (REST-API)** allows remote access to services that are available in ReadSoft Online. The API provides advanced integration options between ReadSoft Online and other systems for exchanging information.
- ◆ **Storage (optional):** Invoices and, if applicable, any original incoming e-mail are available for retrieval in ReadSoft Online storage as a rendered PDF. Additional documents can be attached to an invoice. Supporting documentation can be uploaded to ReadSoft Online storage, e.g. Word and Excel files.
- ◆ **ReadSoft Online workflow (optional):** Approval workflow is automatically or manually triggered based on invoice data. After the final step in an approval workflow, invoices and corresponding data are available for export.
- ◆ **GL Coding:** In workflow or during verification. Configurable at partner, buyer or customer level.
- ◆ **Export:** The invoice image and corresponding data are exported to the receiving application. If ReadSoft Online storage is used, the information is kept long term in ReadSoft Online.

Supported browsers

Users interact with ReadSoft Online through a web-based application, which is compatible with the latest versions of the following web browsers:

- ◆ Internet Explorer
- ◆ Firefox
- ◆ Google Chrome
- ◆ Edge
- ◆ Safari

An internet connection of at least 2 Mbit is recommended for a good user experience.

Language support

ReadSoft Online supports the following UI languages:

- ◆ English (American, Australian, British, Irish)
- ◆ Chinese (Simplified)
- ◆ French
- ◆ Spanish
- ◆ Danish
- ◆ German
- ◆ Swedish
- ◆ Dutch
- ◆ Norwegian
- ◆ Finnish
- ◆ Portuguese (Brazil)

By default, the interface language is determined by the language settings of your web browser. If not supported the default is English. The language settings of your web browser also determine the currency and date formats that are

displayed in the invoice view in verification. Audit logs are available in English only.

Invoice origin

ReadSoft Online has optimized invoice extraction for invoices originating from the following countries to take advantage of country specific formats or fields. For other countries not listed below that have similar country character sets, an existing format may be used.

- ◆ Argentina
- ◆ Australia
- ◆ Belgium
- ◆ Brazil
- ◆ Canada
- ◆ Chile
- ◆ China (Simplified)
- ◆ Denmark
- ◆ Netherlands
- ◆ Estonia
- ◆ Finland
- ◆ France
- ◆ Germany
- ◆ Great Britain
- ◆ Iceland
- ◆ Italy
- ◆ Latvia
- ◆ Lithuania
- ◆ Mexico
- ◆ New Zealand
- ◆ Norway
- ◆ Poland
- ◆ Portugal
- ◆ Russia
- ◆ Slovakia
- ◆ Spain
- ◆ Sweden
- ◆ Switzerland
- ◆ Turkey
- ◆ United States

Deployment environment

ReadSoft Online runs on the Microsoft Cloud and is developed based on the Windows Azure Platform capabilities for cloud computing. The Windows Azure platform enables building, hosting and scaling applications in Microsoft data centers in a most efficient way, and provides highly secure global data storage.

ReadSoft Online Connect

ReadSoft Online Connect is a locally installed application that is optionally used when an integration is required with an on-premises target application. ReadSoft Online Connect is used to perform a number of tasks, such as automatic upload of invoices, downloading and transferring of data from ReadSoft Online to a local ERP system, and transfer of master data or uploading purchase order data.

ReadSoft Online Connect normally runs as a background service on a standard PC or server and uses encrypted https-protocol to communicate. It is automatically updated when new releases are made available.

Discover more about Kofax ReadSoft Online at kofax.com

