


AnyDoc[®]
INVOICE

Automatically Capture
Data from Incoming Invoices.



 www.anydocinvoice.com 

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.

[Learn more about automated invoice processing](#)

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 AnyDoc®INVOICE difference:

Freeform invoice data capture with AnyApp™ technology.

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

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 eliminates the typical A/P process pains...

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



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 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 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.

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).

“...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, 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.

“AnyDoc®INVOICE automatically prepares invoice images for indexing...”

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.

AnyDoc® INVOICE Process

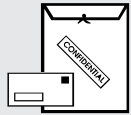
Remote Capture:

Invoices are remotely scanned and sent to corporate or a central location.



Mail Room:

Invoices are scanned in the mail room upon arrival and sent to corporate or a central location.



Local Capture:

Invoices are locally scanned and sent to corporate or a central location.

INPUT

INPUT

Actual invoice being processed.

PROCESS



INVOICE

Remit To: Amherst, LLC
P.O. Box 200
Dallas TX 75201

Sold To: MICROSYSTEMS TECHNOLOGY INC
401 East Jackson Street
Suite 1200
TAMPA FL 33605193

Customer P.O.
02010054

F.O.B.

Line #	Description	Item / Mfr / Vendor #s	Shipped Qty
1.000	RED HAT LINUX 7.2 LINUX	00729321	1
	RED HAT LINUX 7.2 LINUX	RHF0044US-02V 459454	
2.000	SQL ANYWHERE STUDIO 7.0 1USVRT	00559435	1
	1U BASE MEDIA KIT WINTEL NMS	17322-SYH 756414	

1

PO#	Vendor Name	Invoice Number	Invoice Date
02010054	AMHERST TECHNOLOGIES, LLC	56252	4/3/02

Item Number	Item Description	Qty	UOM
RHF0044US02V	RED HAT LINUX 7.2 LINUX	1	EACH
17322SYH	1U BASE MEDIA KIT WINTEL NMS	1	EACH
200522JRM	PROGRAM PACK NMS	1	EACH

3

OUTPUT

AnyDoc®
EXCHANGE



Back Office Systems



Storage



Document/Content
Management

A Closer look

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

PONumber
02010054

2 Balance line items to invoice amount.

InvoiceAmt
1288.95

3 Extract line item correctly.

Item Number	Item Description	Qty	UOM	Price	Extended Cost
RHF0044USO2V	RED HAT LINUX 7.2 LDRUX	1	EACH	50.820	50.82
17322SYH	1U BASE MEDIA KIT WINTEL 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 Descri

65701 SOFT

6

Value Not Found In Table: glcodes.codes.GLCode

GLCode	Description	Compars. Code	Depth
60501	Travel	14	622
61000	Freight and Postage	15	423
62001	Piping	11	233
62501	Building Repairs	12	456
62502	Furniture Repairs	13	789
64514	Tech Services	16	124
65701	Software	17	125

Accept Change Query Help

Page Number - 1
Invoice Date - 4/3/02
Invoice Number - 3037579 RI
Customer - 56252
WH - 300
Order Nbr - 758515 SO

Ship To: MICROSYSTEMS TECHNOLOGY
401 E. Jackson St. #1200
Alt: Derek Ferguson
TAMPA FL 33605193

ENTERED APR 26 2002
07-72700

Sales Rep
Maral John

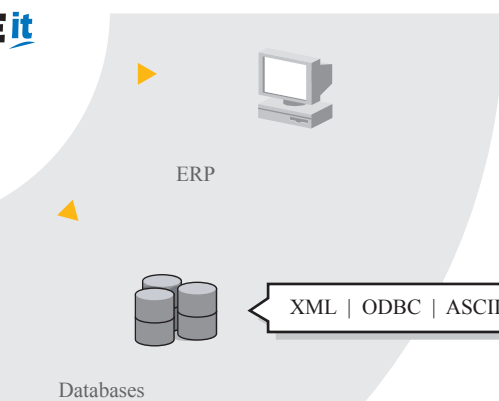
B / O Qty	Price	Extended Price	Tax
0	50.82	50.82	Y
0	304.32	304.32	

Terms Invoice Amt
20 1288.95

Price	Extended Cost	GL Code	Description
50.820	50.82	65701	SOFTWARE
304.320	304.32	6	
830.740	830.74		

Processed data from invoice.

OUTPUT



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..."

"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."

Online Education



Live On-Line or Pre-recorded Presentations

Get an up close look at AnyDoc's complete line of document and data capture solutions. Register for one of our free educational webinars and learn more about the power of precise data. www.anydocsoftware.com

Contact Us

U.S. Headquarters

AnyDoc Software, Inc.
One Tampa City Center, Suite 800
Tampa, FL 33602

Located at

201 N. Franklin St, 8th Floor
Tampa, FL 33602
Phone: 813 222 0414
Fax: 813 222 0018

ZUG Office

AnyDoc Software GmbH
Baarerstrasse 10
CH-6300 Zug
Switzerland
Phone: +41 41 729 63 33
Fax: +41 41 729 63 34

UK Office

AnyDoc Software Ltd.
Herschel House
58 Herschel Street
Slough, SL1 1HD
United Kingdom
Phone: +44 (0) 7005 982890
Fax: +44 (0) 7005 982891

Complete Line of 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. www.anydocauditor.com

OCR for AnyDoc®

A comprehensive software solution for automatic data capture and processing from business forms. The software eliminates the costs and inaccuracies of manual data entry for thousands of companies worldwide. www.ocrforanydoc.com

infiniworx™

Simplify the way your company processes documents with this innovative document workflow development platform. www.infiniworx.com

AnyDoc®BROKERit

Store your extracted data and images and perform intelligent queries for quick and effective retrieval. www.anydocbrokerit.com

AnyDoc®CAPTUREit

Easily scan documents from anywhere in the world, perform quality assurance and send images over the Internet to a central location for processing. www.anydoccaptureit.com

AnyDoc®CLASSIFY

Automatically sort and route all of your documents – quickly and easily. www.anydocclassify.com

AnyDoc®DESIGNit

Professionally design your own forms for printing or for use as a template in OCR for AnyDoc processing. www.anydocdesignit.com

AnyDoc®EXCHANGEit

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

AnyDoc®MANAGEit

Optimize resources and keep your OCR for AnyDoc workflow on track with real-time batch information, graphs and alerts. www.anydocmanageit.com

Market Solutions

AnyDoc®CLAIM

Automatically process HCFA, UB92 and dental healthcare claim forms. www.anydocclaim.com

AnyDoc®EOB

Automatically capture, validate and balance EOB data from all your payers—and drive productivity, lower costs and speed through your EOB processing. www.anydoceob.com

AnyDoc®INVOICE

Automatically process invoices to lower manual data entry costs by up to 75%. www.anydocinvoice.com

AnyDoc®NOTICE

Provides quick identification of cancelled mortgage insurance policies which generates timely opportunities for revenue generation. www.anydocnotice.com

AnyDoc®REMIT

Automatically capture remittances and the critical data on them for much quicker input into your financial or ERP systems. www.anydocremit.com

AnyDoc
SOFTWARE

AnyDoc
INVOICE

Legal: OCR for AnyDoc, AnyDocINVOICE, AnyDocEOB, AnyDocCLAIM, AnyDocREMIT, AnyDocCLASSIFY, AnyDocNOTICE, infiniworx, CAPTUREit, BROKERit, EXCHANGEit, VERIFYit, DESIGNit, and MANAGEit are trademarks of AnyDoc Software, Inc., and are protected by U.S. and international laws.