TOSHIBA

AP Invoice Automation Solutions
On-Premise or in the Cloud

ancora

ancoraDocs was developed to bring simplicity to a technology that historically has been complex, over-priced and difficult to configure, install, use and maintain.

Are you experiencing any of the following in your AP department?

- Manual data entry
- Manually sorting invoices
- Physically routing invoices for approval
- Making copies of invoices
- Paying duplicate or overcharged invoices
- Manual 2-way matching of invoices to PO's
- Limited management visibility into process
- Compliance requirements
- Manually filing invoices
- Locating lost or misfiled invoices

How ancoraDocs can help...

- **Capture Invoices the Minute They Arrive** from any scanner, MFP, email or watched folder regardless of country of origin or language.

- **Document Classification** will automatically separate your invoices from supporting documents like PO's, packing slips, BOL's, etc.

- **Reduce Manual Data Entry** by 60% to 90% by automatically extracting header, footer, and line-item-detail data elements to share with your ERP.

- **Electronically Route Invoices for Processing and Approval** utilising ancoraDocs flexible ability to easily export images and data to your ECM solution.

- **Simple Implementation** - unique Auto-Find learns data fields on invoices without endless hours of building templates. Custom machine-learning algorithms allows for fast setup of previously unseen invoices.

- **Simple Integration with 3rd Party Applications** provides the ability to easily move the extracted data to your AP or ERP solution.

- **Management Visibility and Compliance Controls** are important to the AP process. Management can see what invoices are queued for processing, applying strict controls on how invoices are processed is critical for regulatory compliance.

TOGETHER INFORMATION

ancoraDocs Process Flow

Input - ancoraDocs Invoices provides multiple document import options: direct connect scanners, multi-function devices both local and remote, watched network folders, and automatic email and fax support.

Classify - ancoraDocs Invoices' patented document classification engine utilising neural networks will automatically classify and separate your AP invoices from supporting documents like packing slips and BOL's eliminating the manual separation of these documents.

Capture - ancoraDocs Invoices automatically learns data fields by using custom machine-learning algorithms without endless hours of building templates. This allows for fast setup of previously unseen invoices, the same operator process an invoice regardless if the software has seen before or not.

Validate - During capture and data extraction ancoraDocs applies data validation parameters. For line-item-detail we perform the math to assure that the total of each line is correct and verifying total amount due including taxes and freight is correct. We also perform database lookups to populate fields like Vendor# matching to Vendor Name.

Verify - During verification the operator can easily correct any exception fields that were not extracted properly. Exceptions can be caused by a poor quality scan, characters touching lines, marks on the form, etc. It is very simple for the operator, with minimal effort, to correct the exceptions, invoices with no exceptions are never presented.

Export - ancoraDocs Invoices provides multiple data element export paths: csv files, xml files and direct database connections via ODBC or JDBC. Image file export options include TIFF and full text PDF's.

For more information please contact one of our Process Optimisation consultants:

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