

Unlock the Potential of Advanced Document Capture

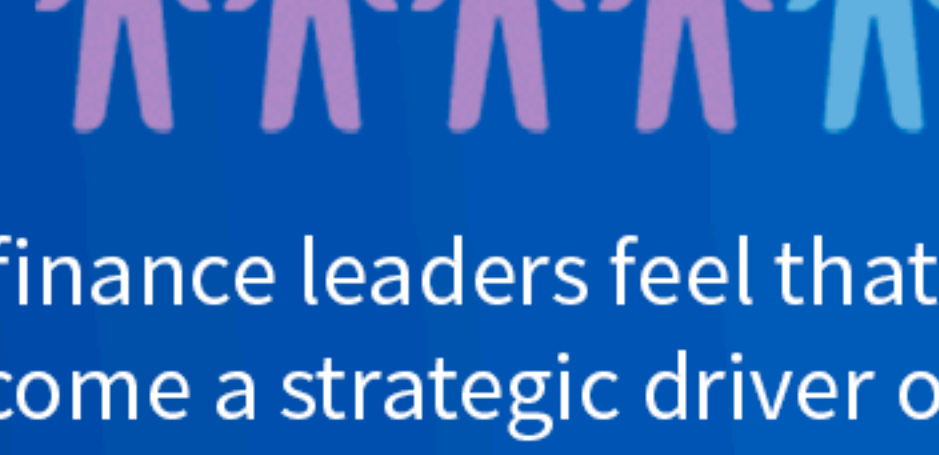
“**Document Capture** – The process of converting physical or electronic documents into digital formats for storage, retrieval, and processing.”



What can advanced capture do for your finance team?



96% of invoices processed in the SMB space involve manual data entry¹



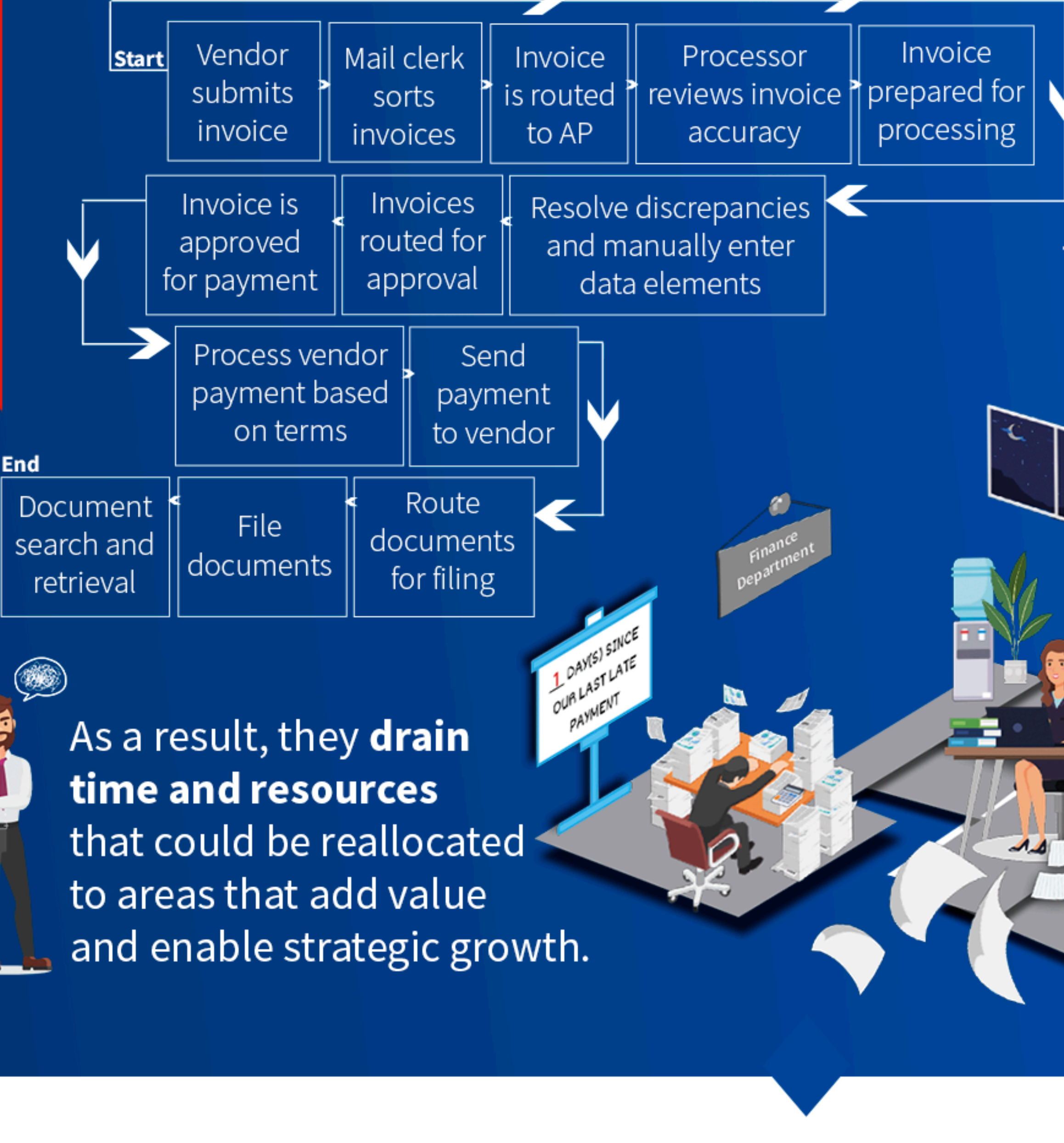
4 in 5 finance leaders feel that finance can't become a strategic driver of business growth until AP inefficiencies are minimised²

Document-handling challenges

Invoice processing is a cumbersome yet essential task for Accounts Payable (AP) teams. It's considered one of the most automatable business processes³, and yet organisations still identify lengthy invoice and payment approval times among the top challenges faced by the finance department.

In 2023, the average time to process an invoice from receipt to “ready-to-pay” status was 10.9 days⁴.

It's not hard to see why....



Many businesses still rely heavily on manual processes for the AP function, but these can be error-prone and costly.

As a result, they **drain time and resources** that could be reallocated to areas that add value and enable strategic growth.



Say goodbye to time-consuming, repetitive tasks...

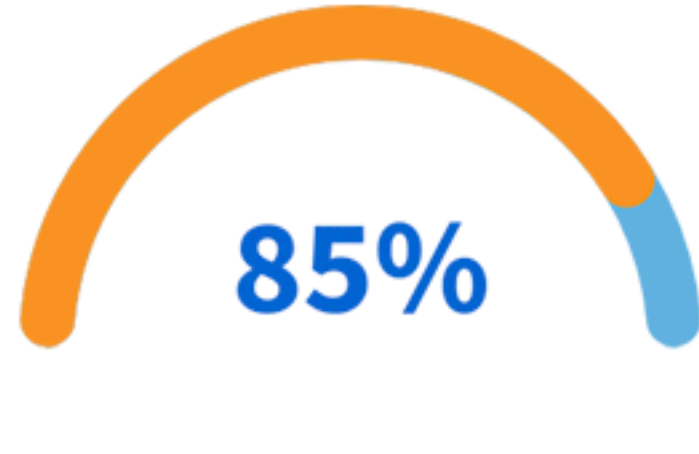
- Manual data entry
- Manual two-way matching
- Identifying errors
- Locating lost or misfiled invoices
- Manual routing for approval
- Dealing with duplicate, late or missed payments

Intelligent document capture solutions do the heavy lifting for you...

- Input
- Classify
- Capture
- Validate
- Verify
- Export

How it Works

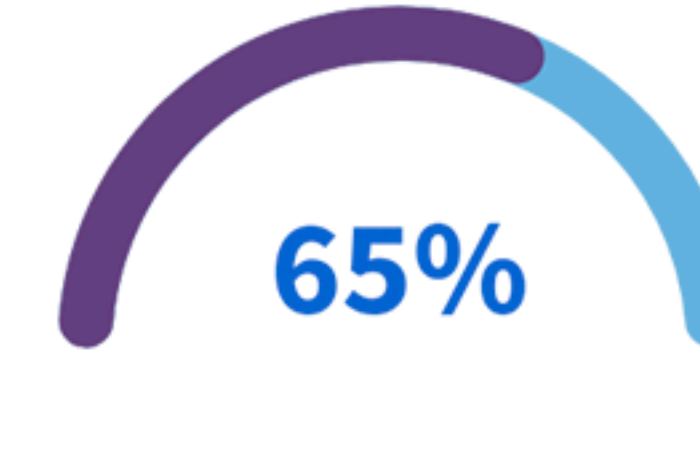
- Accurate recognition and classification**
Artificial intelligence, natural language processing and sophisticated OCR enable accurate capture, classification and indexing of data, with human-like capability.
- Intelligent indexing and verification**
Wrong or missing data is automatically flagged through built-in exception handling tools, allowing you to focus only on issues that need attention.
- Variable document capability**
Handles a variety of document formats and types, including complex and unstructured data, unlike basic solutions.
- Learning and adaptation**
Machine learning algorithms adapt to document variations and new formats without the need for manual templating. The more data you input, the more accurate the data capture becomes.
- Flexible integration**
Open architecture allows for easy integration with ERPs, ECMs, and other business systems.



Reduce processing time by **85%**



Reduce errors by **95%**



Reduce processing costs by **65%**⁵

Advanced capture solutions remove the complexity of manual document processes. By harnessing automation, the invoice capture cycle becomes optimised and streamlined.

Digitise. Automate. Streamline.

- Pick up invoices as they arrive, whether you receive them via an MFP, email, or watched folder.
- Automatically separate invoices from supporting documents like POs, packing slips, BOLs, etc.
- Automated extraction of data fields including line-item data elements, with optimum accuracy.
- Customisable verification thresholds to minimise manual intervention.
- Rules-based workflows automatically route invoices to the right people.

Transform the way you work

Please get in touch to find out how we can help your business transform document processing and achieve accurate, efficient, and agile working.

www.toshibatec.co.uk

¹Ancora Software, 2023 ²AP Trends in Fast Growth Businesses, Tipalti, 2022 ³IBM, The Evolution of Process Automation, 2018 ⁴Ardent Partners, Accounts Payable Metrics That Matter, 2023 ⁵Ancora Software, 2023