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ABBYY FlexiCapture for Invoices

A head start in your AP automation initiative

ABBYY FlexiCapture® for Invoices is a turnkey capture solution that replaces costly manual data entry with efficient automated invoice processing. By enabling early capture of invoices and centralized extraction and validation of data, it reduces the cost of paying an invoice, improves visibility into the payment cycle and increases the accuracy of analysis and forecasting.

Recognize benefits of the AP automation with ABBYY FlexiCapture for Invoices:

Immediate Visibility

Give your AP department instant awareness of incoming invoices by automatically capturing them at point of arrival. Invoices can be captured in the back-office or mailroom, as well as extracted from incoming emails. Upon capture, all invoices are read, validated, and queued in a centralized workflow visible to your AP staff.

Greater Control

Optimize your electronic approval process with early capture and classification of invoices by supplier. Invoices can automatically be routed to the proper approvers according to supplier, purchasing department and amounts – with your AP department seeing the approval trail of each invoice.

Higher Efficiency

Eliminate the inefficiency and mistakes typical of manual entry, by automating the extraction and validation of invoice data. Now only invoices with errors, discrepancies, or violations of business terms are brought to your clerks' attention. So AP staff can focus on overseeing payment processes and resolving exceptions, instead of performing redundant data entry.

Low-Risk Optimization

ABBYY FlexiCapture for Invoices deploys as a standalone capture module and is infrastructure agnostic. Working seamlessly with your existing AP, ERP, workflow or business intelligence tools, it enhances them with high quality automated data capture. Thus, invoice capture can be optimized without interrupting established workflows or impacting user experience.

Highlights

- Multi-channel capture from scanners, faxes, email servers and mobile devices

- Pre-configured country specific profiles (Australia, New Zealand, USA and larger European countries).

- Pre-configured extraction of header, footer and line item details

- PO matching at header and line item level

- On-the-fly training enables the system to recognize invoices from new suppliers

- Integration with your existing AP, ECM or ERP system

- Support of more than 180 languages


ABBYY® FlexiCapture® for Invoices

TOGETHER INFORMATION
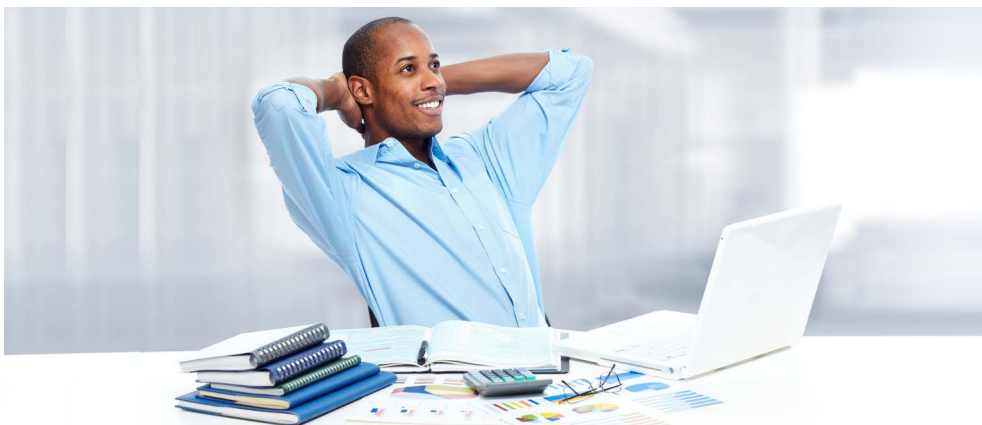
Functionality

Multi-Channel Capture
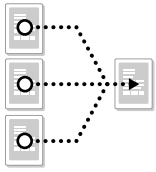
Invoices arriving at the organization via mail, e-mail or fax are captured, registered and processed in a standardized capture workflow. Paper invoices can be captured in a variety of ways, using local or network scanners and MFPs, remote web scanning stations or mobile devices.

Automatic Classification
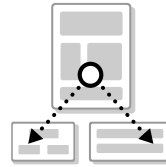
Captured invoices are automatically identified as either invoices or credit notes and classified by supplier. Invoices may be accompanied by other documents such as time cards, work orders or payment authorizations that would be processed as attachments.

Extraction of Data
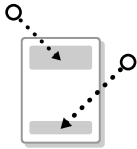
The system comes pre-configured to identify header, footer and line item data on invoices according to built-in country profiles. The solution is easily extendable to include custom data fields that accommodate the requirements of specific AP processes. Extracted data is automatically validated using master databases, arithmetic calculations and business rules to ensure consistency and accuracy.

On-The-Fly Training
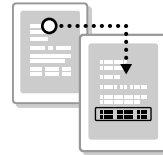
Intelligent on-the-fly training technology allows operators to further raise the quality of data extraction on newly encountered invoices from new suppliers. Unlike "black-box" self-learning systems, ABBYY FlexiCapture for Invoices gives administrators complete control over its training set and generated rules.

## Ergonomic Data Verification Tools

A carefully designed data verification interface guides operators through invoices flagged by the system, focusing attention only on those fields that require review.

Purchase Order Matching
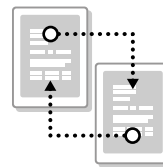
Invoices issued against purchase orders are automatically validated against the order information in the purchasing system. Invoices that have been successfully matched to a purchase order can be paid without requiring additional approval.

Straight-Through Processing
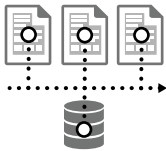
Built-in validation rules and matching against databases allows correct invoices to be processed automatically from arrival to posting. The accounting staff, which can now focus on exceptional invoices only, gains efficiency and is able to allocate more time for strategic tasks like forecasting and cash flow optimization.

Archive Ready

For efficient preservation, invoice images are converted to compressed searchable PDF files ready for electronic archiving – eliminating the need for paper archives that are difficult to access and require physical storage space.

Single User, Workgroup or Shared Service Center

ABBYY FlexiCapture for Invoices offers configurations ranging from single-user systems to client-server enterprise-wide solutions for organizations with multiple accounting groups. It can also be deployed in a shared service center and gather invoices captured at multiple remote points into a single workflow.

Benefits Beyond Accounts Payable

In addition to processing invoices, ABBYY FlexiCapture can be extended to address the capture needs of an entire organization. One system can be used to classify and process documents originating in various departments and business units, including remote ones.

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