

**AnyDoc<sup>®</sup>**  
**INVOICE<sup>™</sup>**  
*BPM SUITE*

**Automated Invoice Processing**

From Document & Data Capture to Posting, Routing, and Approval

# Complete invoice automation to optimize your AP processing.

Get the power to make better decisions faster and at a lower cost.

**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” AP efficiencies.

All of the “hidden” expenses and inefficient business processes spawned by manual processing can be eradicated with the automated data capture and approvals process management provided by AnyDoc®INVOICE™ BPM Suite. With fresh and accurate information delivered seamlessly into your ERP or accounting application, AnyDocINVOICE BPM Suite can also help you capture discounts you may be missing due to late data entry, delayed approvals, or other processing bottlenecks.

Hidden expenses may include mailing and faxing charges from multiple office locations to corporate, manual invoice sorting, manual data entry of invoice information into an accounting or ERP system, tracking down misrouted documents, and manual routing and approval for invoice payment. If there are any discrepancies, additional delays may occur, especially if the associated PO or other necessary data is not readily available. Any time a company needs to step outside of the mainstream process to handle exceptions, delays, the amount of effort required, and costs are raised exponentially.

AnyDocINVOICE BPM Suite can help you capture discounts you may be missing due to late data entry or delayed approvals by delivering timely and accurate information into your accounting or ERP application. By providing a window into your invoice process, employees are able to easily view and perform any portion of the invoice review and approval process. Functions such as exception handling can be automatically initiated or reviewed as needed—all according to your existing accounting practices. In addition to fast-tracking exceptions, a robust reporting feature allows you to analyze why they are occurring.



## What can AnyDoc Software do for you?

Want to learn how AnyDoc Software can impact your organization?

Contact us today.

- [www.anydocsoftware.com](http://www.anydocsoftware.com)
- [info@anydocsoftware.com](mailto:info@anydocsoftware.com)
- 813 222 0414

## Online Presentations

Take a closer look at our complete line of products and solutions.

[www.anydocsoftware.com/webinar](http://www.anydocsoftware.com/webinar)

## Case Studies

See how you can save time and money at your own company.

[www.anydocsoftware.com/casestudies](http://www.anydocsoftware.com/casestudies)



## Impact your bottom line.

Drive automation and efficiency throughout your entire AP invoice process.

AnyDoc®INVOICE™ BPM Suite dramatically improves the way your company processes incoming invoices and tackles the issues that inflate costs and slow productivity.

These processing pains include:

- \* Manually sorting and routing documents
- \* Requiring invoices to be manually validated
- \* Managing inefficient exceptions
- \* Making paper copies of invoices for review
- \* Missing out on early-pay discounts and favorable terms
- \* Paying the same invoice more than once
- \* Hand-keying data into an ERP or accounting application
- \* Correcting errors due to manual keying
- \* Physically routing documents through an organization for approval
- \* Completing a two-way match of invoices to purchase orders
- \* Filing and retrieving paper documents
- \* Attempting to locate misfiled invoices

With the power of AnyDocINVOICE BPM Suite, you will lower costs, process invoice information faster with less staff, and be able to fast-track exceptions and take advantage of more early-pay discounts. No matter how many invoices you process—or where you process them—AnyDocINVOICE BPM Suite will minimize manual data entry and automatically capture and deliver accurate invoice data into your ERP or accounting application. And AnyDocINVOICE BPM Suite will simplify your invoice routing, validation, approval, and posting process.

AnyDocINVOICE BPM Suite also makes it a snap 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 AP department will accomplish more in less time.

## The Benefits

### ✓ Boost Cash Flow Management

With accurate data arriving in your financial database more quickly, a more accurate view of cash flow is available. The powerful technology of AnyDoc®INVOICE™ BPM Suite makes it easy to prioritize payments and take advantage of the most favorable payment terms. Invoice data, including line-item details, are automatically matched to POs, propelling verified invoice data to the approval process much faster. By eliminating bottlenecks and backlogs, you'll accrue fewer payables at month-end. With AnyDocINVOICE BPM Suite, you can instantly see the status of any outstanding invoices. This gives you the ability to view real-time invoice information for proactive financial management, ending unpleasant month-end surprises and headaches.

### ✓ Increase Invoice Data Accuracy

Manual processing invites the potential for human errors—creating routing and approval delays, inaccurate payments, and a drain on productivity. Inaccurate invoice data means that AP employees must investigate the error, correct it, and possibly reprocess payments. But AnyDocINVOICE BPM Suite automatically validates data according to your existing business rules to deliver the most accurate data possible, virtually eliminating the manual processes most susceptible to mistakes.



### ✓ 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 POs catches discrepancies immediately, allowing for fast human review and verification. Postings and approvals can be done electronically—reducing routing and paperwork delays. As a result, your accounts payable process moves faster without sacrificing control or requiring changes to your existing policies or procedures, allowing you to capitalize on early-pay discount terms.

### ✓ Improve Executive Management Visibility

Optimize efficiency and lower processing costs with management tools including real-time analytics, reports and dashboards. With a robust dashboard, customizable to an Executive Manager's requirements, trouble areas can be identified for correction at a glance. This real-time view of corporate processes gives managers the information to identify and correct problems—boosting efficiency and reducing costs.

### ✓ Reduce Manual Data Entry Costs

Automated data capture can eliminate manual data entry, which can easily add up to 75% of hidden labor costs. Because manual data entry is often dispersed across your department, the costs and reduced productivity can go unnoticed. But once replaced with AnyDocINVOICE BPM Suite, the improvements in processing speed and effectiveness are dramatic and obvious.

### ✓ Maintain your Existing Accounting Rules and Business Processes—Not the Other Way Around

AnyDocINVOICE BPM Suite works within your existing AP procedures to validate invoice data, post invoices and route approvals just as your AP employees do now—but consistently, 100 percent of the time and far faster. Easily customizable 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, the vendor's terms can be matched against what is stored in your ERP database. Discrepancies can flag the data field for review by an AP employee or supervisor—or automatically replace it with the correct terms tied to that vendor.

### ✓ Automate Accounting Distribution of Your Line Item Charges

AnyDocINVOICE BPM Suite 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 ERP or accounting application. For faster manual code distribution, AnyDocINVOICE BPM Suite can provide a quick-reference drop-down list.

### ✓ Streamline Exception Processing

Dealing with exceptions can take a disproportionate amount of resources, driving up expenses and causing critical processing delays. But AnyDocINVOICE BPM Suite can help you fast-track the processing of these exceptions, including automatically triggering follow up emails according to your business processes. You also have the power to analyze what is causing the exceptions—allowing you to eliminate the issue before it even begins.

### ✓ Deliver Accurate Invoice Data Faster

AnyDocINVOICE BPM Suite enables flexible data exchange with nearly every ERP or accounting system including SAP using AnyDoc®EXCHANGEit™'s SAP Certified Integration. With accurate invoice information delivered faster, your organization will experience higher productivity, increased transparency, improved vendor relations, and capitalization of favorable payment terms.

## The Process

At the highest level of automation, AnyDocINVOICE BPM Suite enables you to capture, classify, validate, route, manage, and analyze your invoices efficiently.

### ⚙️ Automatic Classification and Routing

Greater efficiency starts the moment invoices reach your facility with documents able to be scanned right out of the envelope, with no presorting required. This can take place in the mailroom, a central location, or remote locations across town or around the world (with the optional AnyDoc® CAPTUREit™ module for distributed capture)—or electronic images can be imported from a variety of other sources, including emails or designated directories. These scanned or imported invoices are automatically identified and routed to the appropriate AP employee based on your existing business and accounting practices.

### ⚙️ Accurate Data Capture and Validation

Using industry-leading character recognition engines, all invoice data—including vendor ID numbers, purchase order numbers, line item descriptions and charges, payment terms, shipping charges, taxes, and more—that you wish to capture can be done without performing tedious manual data entry. By virtually eliminating manual data entry, companies can reassign employees to higher value tasks. As a result, invoice information, exceptions, payment approvals, and accounting reports can move through your organization faster and at dramatically lower costs. AnyDocINVOICE BPM Suite also automatically verifies captured data such as vendor information, order detail, and invoice totals against the information already contained in your ERP or accounting application.

### ⚙️ Automatic Indexing of Invoice Images

AnyDocINVOICE BPM Suite automatically indexes invoice images for storage in your document management system—saving labor costs and eliminating the potential for human error which can create problems downstream when invoice retrieval is hampered by incorrect indexing. With AnyDocINVOICE BPM Suite, you can attach multiple data fields of your choosing to your invoice images, such as a Vendor ID number, enabling quick and accurate retrieval from your ERP or your document management system when needed.

### ⚙️ Fast Data Transfer and Seamless

#### Integration with your ERP or Accounting Application

Data output can be directly transferred from AnyDocINVOICE BPM Suite to your ERP or accounting application without any complex programming required. With accurate invoice information delivered faster, your organization can start the approvals process sooner, providing substantial competitive advantages in reduced labor costs, higher productivity, increased transparency, improved vendor relations—and you'll gain the ability to capitalize on negotiated payment terms.

### ⚙️ Easy-to-Use Exception Handling & Approval Tracking

Using simple click-and-point selection menus, you can set approvals based on options such as total invoice dollar amount or specific vendor, according to your existing business practices. Real-time audit trails of invoice status, including complete user logs, and full histories of approvals with all associated emails, are available with a touch of a button.

### ⚙️ Effective Management Controls

Effectively monitor and manage user tasks with an easy-to-interpret dashboard view that provides real-time status of exceptions, approvals, and work-in-process—making it simple to tweak and optimize processes for peak performance and efficiency. And integrated email and approval procedure history is easily accessible and available at the invoice, vendor, employee, department level, and more.



# AnyDoc®INVOICE™ BPM Suite

## A Complete Solution for Accounts Payable

The AnyDoc®INVOICE™ BPM Suite includes all the components need to rapidly deliver a seamless invoice processing solution. A rich portal, dashboard, and forms creation tools enable users to quickly build simple interfaces that encourage collaboration and deliver personalized content to complete work faster.

AnyDoc®INVOICE™ BPM Suite eliminates the typical AP pains.

- \* Paper-intensive manual processing
- \* Exception processing backlogs
- \* Difficulty of performing real-time analysis
- \* Excessive number of vendor inquiries
- \* High disaster risk
- \* High cycle time with inaccurate cash flow projections
- \* Escalating labor costs
- \* Misrouted and misfiled documents
- \* Duplicate or late payments

Hundreds of built-in rules, processes, and reports can be implemented with point-and-click ease, or you can define your own, such as:

- ✓ Checking subtotal math\*
- ✓ Checking columnar math\*\*
- ✓ Two-way matching between purchase order and an invoice
- ✓ Validate purchase orders and preventing duplicate payments
- ✓ Trigger an exception workflow or automatic approval reminders
- ✓ Verify vendor's terms match negotiated agreements
- ✓ Set required approvals and routing based on accounting procedures
- ✓ Post invoices in a specific order
- ✓ Ensure dates are in a valid date range
- ✓ Track and analyze all exceptions
- ✓ Review a complete invoice audit trail
- ✓ Automatically escalate unapproved invoices
- ✓ Confirm proper tax allocation

\*quantity x price balanced to the extended price \*\*extended price + tax +shipping + other fees balanced to the invoice amount



**AMH-RST**  
CORPORATE COMPUTER SALES & SOLUTIONS

**INVOICE**

Page Number - 1  
Invoice Date - 4/3/02  
Invoice Number - 3037579 JU  
Customer - 96252  
WH - 300  
Order Nbr - 758515 SO

Remit To: Amherst, LLC  
P.O. Box 200220  
Dallas TX 753200220

Sold To: MICROSYSTEMS TECHNOLOGY INC  
401 East Jackson Street  
Suite 1200  
TAMPA FL 336025193

Ship To: MICROSYSTEMS TECHNOLOGY  
401 E. Jackson St. #1200  
Attn: Derek Ferguson  
TAMPA FL 336025193

ENTERED APR 26  
07-72700

Customer P.O. 02010054 F.O.B. Sales Rep Merzi, John

Line #	Description	Item / Mfr / Vendor #s	Shipped Qty	B / O Qty	Price	Extended Price	Tax
1.000	RED HAT LINUX 7.2 LINUX	06729321					
	RED HAT LINUX 7.2 LINUX	RHFD044US-Q2V 459454	1	0	50.82	50.82	Y
2.000	SOL ANYWHERE STUDIO 7.0 ISEVR	00558435					
	RELEASE MEDIA WITH INSTAL MANS	17322-SYH 756414	1				

Callouts:  
 - Lookup / Validate PO in AP or purchasing.  
 - Balance line items to invoice amount.  
 - Extended cost calculation.  
 - Extract line item correctly.  
 - GL Account lookup and/or validation

Item Number	Item Description	Qty	UOM	Price	Extended Cost	GL Code	Description
RHFD044USQ2V	RED HAT LINUX 7.2 LINUX	1	EACH	50.820	50.82	65701	SOFTWARE
17322SYH	TU BASE MEDIA KIT W/TEL NMS	1	EACH	304.320	304.32	6	
20P222HEM	PROGRAM PACK NMS	1	EACH	830.740	830.74		

**VP Invoice Review** | Exception Dashboard

**Invoice Exceptions Dashboard**

**Exceptions by Amount and Type**

Exception Type	Amount
DATE RANGE	~1,000.00
DUPLICATE INVOICE	~8,000.00
TERMS	~18,000.00
VENDOR	~1,000.00

**Invoice Exceptions by Vendor**

Vendor	Percentage
Uline	32%
Anydoc Software	20%
Office Furniture	20%
Zone Labs, Inc	28%

**Invoice Exceptions by Type**

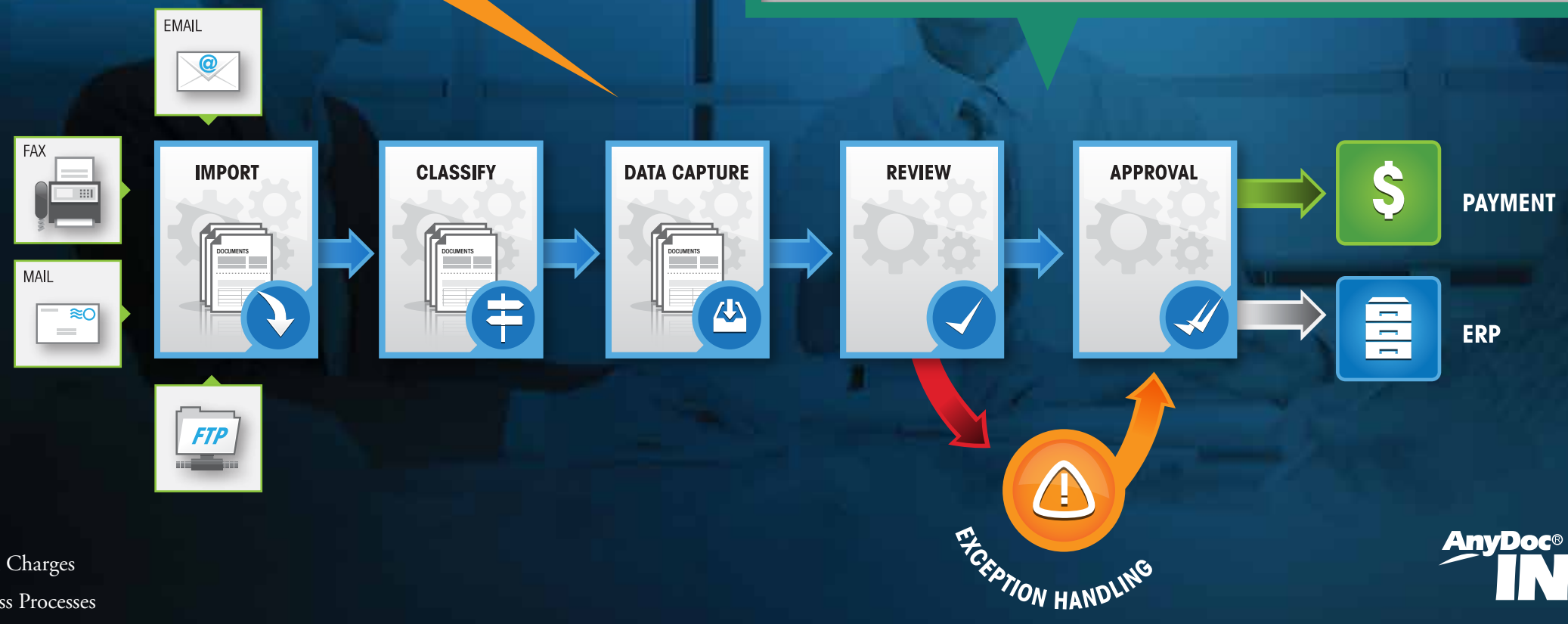
Exception Type	Status
DATE RANGE	8
DUPLICATE INVOICE	7
TERMS	5
VENDOR	5

**Invoice Exceptions Table**

Vendor Name	Invoice Number	PO Number	Terms	Invoice Amount	Exception Type	Status	Exceptions Date Time
Anydoc Software	0644272	04029945	30	125.24	VENDOR	Completed	Apr 21, 2018 12:07 PM
Freeman Office Furniture	58816	280188032	30	2,348.82	TERMS	Completed	Apr 21, 2018 12:07 PM
Uline	4885788	2002010014	30	37.17	DATE RANGE	Completed	Apr 21, 2018 12:07 PM

Automation Benefits

- ✓ Boost Cash Flow Management
- ✓ Streamline Exception Processing
- ✓ Increase Invoice Data Accuracy
- ✓ Deliver Accurate Invoice Data Faster
- ✓ Capitalize on Early Pay Discounts
- ✓ Reduce Manual Data Entry Costs
- ✓ Automate Accounting Distribution of Your Line Item Charges
- ✓ Maintain Your Existing Accounting Rules and Business Processes
- ✓ Improve Executive Management Visibility with Robust Analytics



## The AnyDoc®INVOICE™ BPM Suite difference

Perfected Technologies Ensure Your Success

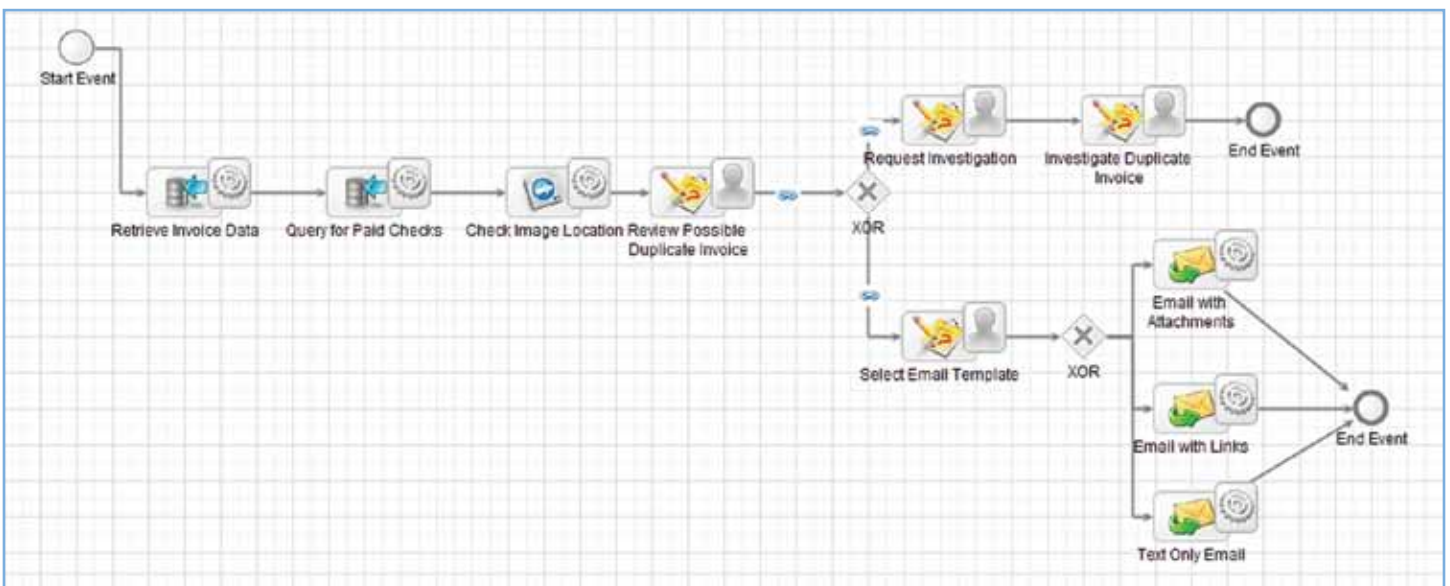
AnyDocINVOICE BPM Suite contains award-winning technologies to quickly process your incoming invoices and easily set up consistent business processes across your organization.

### Template-free invoice data capture with AnyApp™ Technology.

As part of the AnyDoc®INVOICE™ BPM Suite, the award-winning 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 is 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 AnyDocINVOICE BPM Suite automatically and rapidly scans the entire invoice to find any variation or combination of keywords to locate the data you need. And, AnyDocINVOICE BPM Suite will remember where it found the data the next time that vendor’s invoice appears again, making data capture even more efficient. Templates and manual “software training” are not required.

### A simple and easy to use Process Modeler.

Simple and easy to use, the Process Modeler allows ideas to turn into functional process-based applications in record time, while providing the insight into process metrics to quickly improve process performance. Key business processes are documented quickly, the services available across an organization explored, and process-based composite applications rapidly built.



*Process Modeler: Each process can have a sub-process. In this example, the process of checking for duplicate invoices has many steps.*

## Complete Line of Products

AnyDoc Software has been developing award-winning document, data capture, and classification solutions since 1989. More than 3,000 clients and 70,000 users worldwide in 45 countries rely on AnyDoc solutions to eliminate millions of hours of manual data entry while improving productivity and accuracy. Our products and solutions all operate from the ease-of-use, stability, and enhanced functionality obtained from years of experience and innovation.

### Software Products

**OCR for AnyDoc®** • Automatically capture data from nearly any business document. Eliminate the costs and errors associated with manual data entry.

**Infiniworx®** • Simplify and automate how your company processes documents with this innovative drag-and-drop capture workflow development platform.

**AnyDoc®CAPTUREit™** • Scan documents from anywhere in the world, perform quality assure, and send images over the Internet to a central location for processing.

**AnyDoc®DESIGNit™** • Easily design your own professional forms for printing or to use as a template in OCR for AnyDoc processing with easy-to-use click and select toolbar features.

**AnyDoc®EXCHANGEit™** • Convert extracted data to a variety of file formats for use among multiple applications. EDI, XML, ASCII, and others are available, as are APIs to leading document management solutions.

**AnyDoc®MANAGEit™** • Optimize your AnyDoc processing with real-time monitoring of batch level status, station activity, pending work, and more.

**AnyDoc®VERIFYit™** • Perform data verification at a central location or off-site – allowing you to save valuable office space. Ensure data accuracy, no matter where your employees are located.

### Market Solutions

**AnyDoc®CLAIM™** • Automatically process CMS-1500, UB04, and dental healthcare claim forms.

**AnyDoc®CLASSIFY™** • Automatically sort, batch, and route all your documents, quickly and easily.

**AnyDoc®EOB™** • Automatically capture, validate, and balance EOB data from all your payers – and increase productivity and decrease processing time while lowering costs.

**AnyDoc®INVOICE™BPM Suite** • Automatically process invoices, including exceptions, to lower manual data entry costs and turn incoming invoices around in hours instead of days.

**AnyDoc®REMIT™** • Automatically capture remittances and checks and their associated critical data for much quicker input into your financial or ERP systems.

**AnyDoc®Patient Records™** • Minimize human error by automatically identifying, sorting, indexing, and capturing information from patient records.

**AnyDoc®MORTGAGE™** • Get critical loan information into your mortgage processing system quickly and with even greater accuracy by minimizing manual data entry and pre-sorting.

**AnyDoc®NOTICE™** • Provides quick identification and data capture of insurance policy notices – speeding processing and increasing opportunities for revenue generation.



"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..."



"Now the turnaround time for each document...is immediate!"

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