

EMC CAPTIVA INVOICE CAPTURE

Accelerate the Accounts Payable Process

ESSENTIALS

- Intelligently capture invoice data and connect into enterprise resource planning (ERP) systems
- Reduce cost associated with manual data entry
- Eliminate the cost and risks of misplaced or lost invoice documents
- Learn new invoice documents while in production providing the highest accuracy and the shortest path to a rapid payback
- Handle the complex capture of invoice line item data
- Provide a consistent and integrated approach to document capture throughout your organization

For the Accounts Payable (AP) department, invoices represent a significant administrative burden when it comes to processing and reconciling. EMC Captiva Invoice Capture is a fully customizable invoice capture solution that transforms paper invoices into business-ready data, connecting it into enterprise content management (ECM) and Enterprise Resource Planning (ERP) systems, and workflow processes. By intelligently identifying vendor invoices, automatically extracting and validating the data, organizations will take control of the costly, inefficient manual processes associated with invoices.

Built on the Captiva Capture enterprise capture platform and using Captiva Advanced Recognition, Captiva Invoice Capture identifies incoming documents as invoices and immediately begins extracting information such as purchase order number, invoice date, total amounts, line item data and more for recurrent and non-recurrent vendors. Critical invoice data is captured and validated against existing data in accounting systems before being connected directly into back office systems. The result is a faster, more efficient means of handling invoice processing.

REDUCE COSTS AND STRENGTHEN PROCESS CONTROLS

Captiva Invoice Capture quickly transforms the most manual invoice paper based process into a well-run operation.

Reduce operational cost – Reduces manual data entry enabling businesses to accomplish more work with fewer people at a lower cost.

Eliminate lost or misfiled documents – Automatically capture, store, and access invoices in repositories like EMC Documentum or Microsoft SharePoint.

Increase process efficiency – Accelerate the processing and approval of invoice from weeks down to hours.

Reduce processing errors – Eliminate costly errors that result in unproductive rework of invoices.

Increase vendor discounts and reduce late fees – Take advantage of early-pay discounts and avoid late fees by processing invoices faster.

INTELLIGENT CAPTURE FOR ACCOUNTS PAYABLE

Capture – Interfacing with hundreds of scanners leveraging the EMC Captiva ISIS® technology and works with multi-function peripheral devices and network scanners for those distributed capture environments. Invoices and other documents are also captured from e-mails, network folders, and other sources, providing organizations with many document input options.

Automatically identify invoices and attachments – Captiva Invoice Capture uses both template and free-form business rules to automatically classify thousands of different vendor invoices. The intelligent classification technology uses a variety of methods to identify invoices, including learning new invoices automatically while in production providing the highest accuracy and the shortest path to a rapid payback.

Intelligently extract invoice data – Captiva Invoice Capture leverages multiple recognition technologies to capture machine printed invoice data, from fixed zones, line item details, as well as data that show up in variable locations.

Validate and match – With a new optimized and efficient user interface, data is compared and verified against purchase order and vendor data from AP or ERP systems. Invoice line items that match with purchase order line items can be automatically linked, including automatic correction of common-unit-of-measure and unit-price discrepancies.

Delivery – Images and invoice data are connected to invoice processes in virtually any ECM, ERP, or workflow system, including EMC Documentum, Microsoft SharePoint, SAP, and others. Captiva connectors are specifically designed to facilitate data interchange with ERP systems, while invoice images and data are delivered to a variety of content repositories.

CAPTIVA INVOICE CAPTURE IN ACTION

The number of invoices received daily can run in the several thousand representing a significant administrative burden for an accounts payable department. By automating the capture of incoming invoices, businesses not only eliminate the cost associated with large data entry departments dedicated to manually keying information into ERP systems, they actually save money by reducing the number of administrative errors in the reconciliation process and take advantage of discounts that result from settling with vendors early. With AP departments looking for effective and reliable ways to automate back-office administrative tasks like invoice processing, it is easy to see how an investment in Captiva Invoice Capture can help organizations gain better control and visibility into their overall invoice process.

PROVEN INTELLIGENT ENTERPRISE CAPTURE SOLUTION

EMC Captiva intelligent enterprise capture is a single solution that automates not only the capture of invoices, but can be leveraged across many departments, business processes, and geographies. With Captiva, all types of documents are intelligently identified and processed – applications, invoices, purchase orders, loans, claims, medical records, and many others. EMC delivers a complete enterprise capture solution that provides you with the ability to capture any document from anywhere, intelligently connect document information to business systems, and handle everything from departmental to high-volume enterprise capture.

NOW TAKE IT TO THE CLOUD

To address the challenges affecting IT organizations today, EMC provides a revolutionary approach: EMC OnDemand, an “instant-on,” pre-configured, cloud-based solution, complete with the highest level of security and the ability to customize applications to address your unique business challenges, integrate with other business systems, and leverage existing infrastructure.

EMC OnDemand solutions provide a complete stack of industry-leading products and solutions, including EMC Captiva, related EMC enterprise content management products, EMC storage, RSA security, VMware virtualization, and technologies from Vblock partners, Cisco and Intel. By eliminating IT infrastructure expenses as well as delays acquiring hardware and installing software, EMC OnDemand helps customers save time and money, while leveraging EMC experts to maintain and optimize ongoing system performance.

MORE LEADING COMPANIES COUNT ON EMC CAPTIVA SOLUTIONS

More than 5,000 companies and government agencies use EMC® Captiva® solutions to reduce costs, improve information accuracy, and accelerate business processes. EMC counts 18 of the top 25 companies in the Fortune 500 as Captiva customers and serves businesses in the insurance, financial services, government, and healthcare industries, in addition to many others. Each day, these organizations process millions of forms and documents using EMC Captiva intelligent enterprise capture solutions.

CONTACT US

To learn more about how EMC products, services, and solutions can help solve your business and IT challenges, [contact](#) your local representative or authorized reseller—or visit us at www.EMC.com.

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