SCANSYS
vision on imaging

ImageCapture

Invoice processing,
document digitalization
and authorisation.

INVOICE & DOCUMENT PROCESSING - WORKFLOW

ImageCapture

Every organization recognizes the time-consuming business of manual invoice processing; Documents are entered manually and sent from pillar to post for approval. Documents often get lost in the process. The paper archive also takes up increasing amounts of space and documents can be difficult to locate...

ImageCapture offers the solution!

ImageCapture is user-friendly scan-and-recognize software for the automized processing of all your invoices and documents. The software fully integrates with your accounting application or ERP software, whereby not only the recognition, entry and registration of your invoices, but also the approval process, is entirely automized. In this way, valuable time is saved in your invoice processing.

Automized invoice processing
WITH IMAGECAPTURE

Invoices are automatically imported, recognized and linked to the right creditor in your accounting application. Using the data available within your administration, an automatic entry proposal is generated.

Invoices that relate to a purchase order are automatically matched, making discrepancies in amounts and prices immediately visible.


Robotic accounting enables invoices to be entered entirely automatically on the basis of dependencies.

After approval, the entries are exported to the financial application. The digital document can be retrieved directly from the entry, as an attachment. By using digital authorization, the entries are blocked from payment.

Automized document processing
WITH IMAGECAPTURE

Alongside the automized processing of invoices, ImageCapture for Documents also provides the option to process other document streams automatically, such as bank statements, incoming post and HR files.

These documents are then digitally archived in your ERP or CRM application.
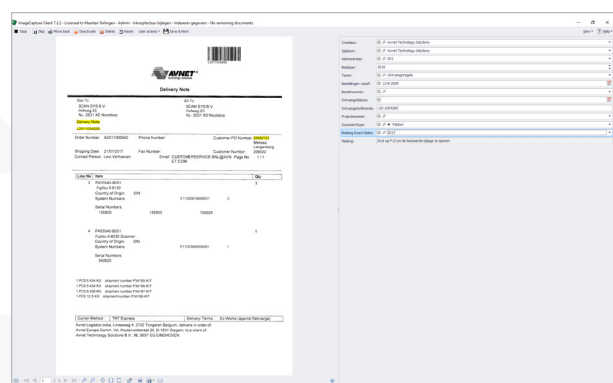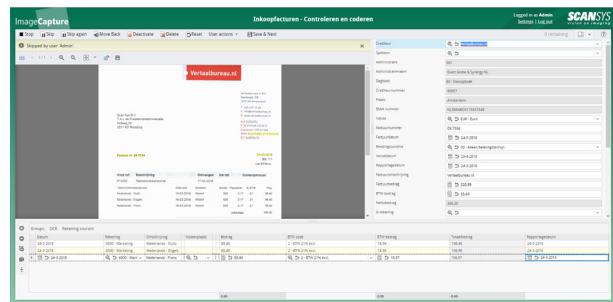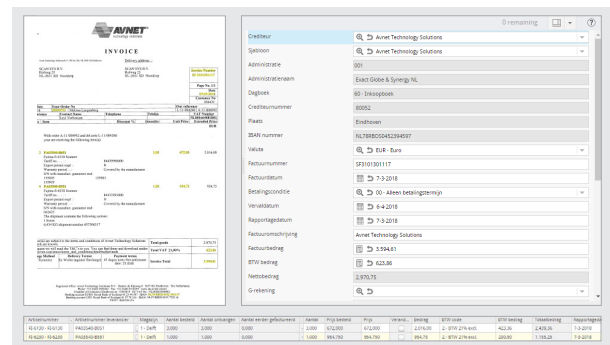
Most companies still have an internal approval system, where hard copy invoices are passed form one person to the other. This mostly manual process is not only extremely time consuming, but also needs a lot resources and brings a high risk of "losing" invoices in the process. Furthermore there is no transparency regarding who has and has not received invoices, and the time it takes for the invoice comes back to FA with a signature. This can result in invoices not being paid on time.

Digital authorization
WITH IMAGECAPTURE WORKFLOW

To select authorized signatories in ImageCapture, an authorization framework is used. In selecting the right authorization list, account is also taken of predetermined threshold amounts. The authorization framework can be set up on the basis of creditor, cost centre (account), administration and other accounting dependencies.

Authorized signatories automatically receive notification that there are invoices waiting to be checked in ImageCapture, with a corresponding link. In ImageCapture, the authorized signatory can see the invoices that have been checked or that are being processed.

The extensive workflow functionality not only makes it possible to approve or reject invoices, but also to delegate, to send a query to a colleague or to skip the invoice.

DIGITAL ARCHIVE
From the moment that the invoices have been imported in ImageCapture, they form part of the digital archive, including all entry, authorization and process information. The digital archive in ImageCapture is searchable using text labels.

REPORTS
The archive functionality can be extended with a management report tool. This means that you always have full insight into the status of your invoices and you can keep track of costs, lead times and your suppliers' payment terms.
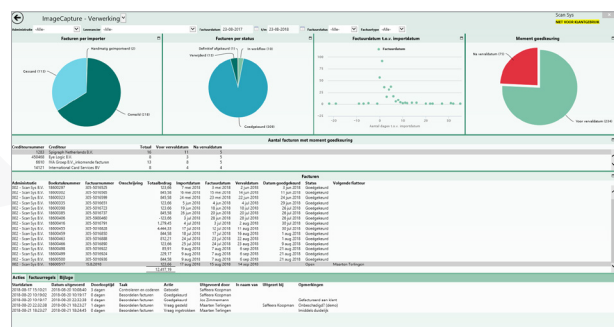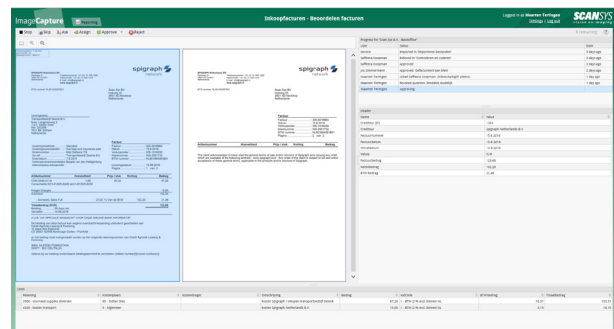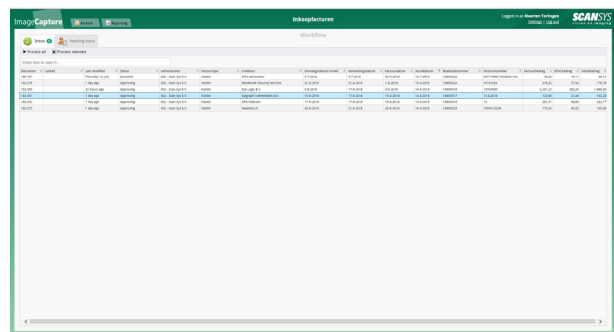
The benefits at a glance:

ImageCapture for Documents

- Scanning/ importing in batches
- Manual and automatic indexingOCR herkenning
- OCR recognition
- Barcode recognition
- Image enhancement
- Export to searchable PDF, TIFF, JPG, PNG,HTML, ASCII, XML and Word
- Diverse export options to CRM, ERP and TMS applications
- Supported by all commonly used scanners and multifunctionals with scan to file option

ImageCapture for Invoices

- Full integration with CRM, ERP and TMS application
- Automatic identification of creditor
- Extensive recognition at heading and line level
- Direct matching to purchase orders
- Robotic accounting

ImageCapture Workflow

- A single integrated process within ImageCapture
- Extensive workflow functionality such as approval, rejection, delegating, sending queries or skipping of invoices
- Digital archive
- Reporting tool for management information

Available links

Exact Globe	Exact Online	SAP Business One
ART Systems Transpas	Trimergo T2	CERM
Navitrans		