

Accounts Payable Automation

Basware Invoice Automation and EMC Captiva help your organization improve overall business performance by minimizing the time and money spent on invoice handling

The Big Picture

- Improve business performance access of your organization
- Gain measurable savings
- Automate your invoice processing
- Gain maximum benefits by streamlining your entire purchase-to-pay process
- Enable compliance with international and local legislation

Business challenge

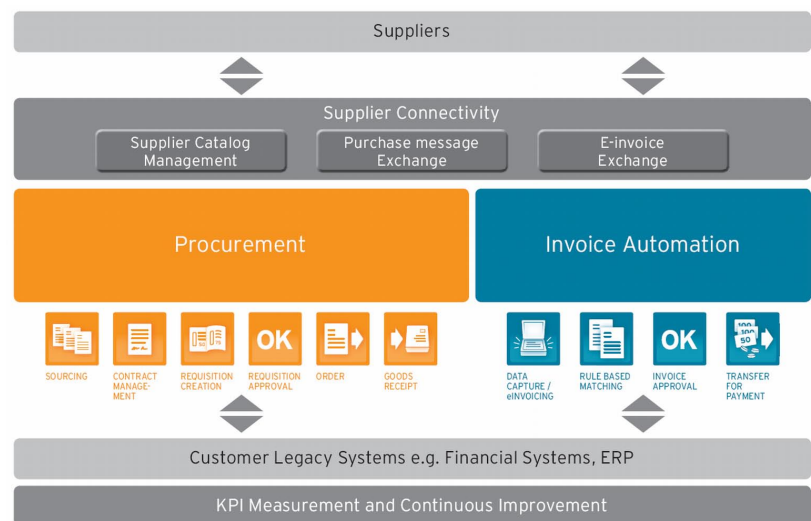
Accounts payable (AP) personnel at any organization know the pain of invoice processing. Because AP departments traditionally rely on paper-based transactions, they also experience long, time-consuming processes. Long processes can result in late or incorrect payments and missed discounts. And in situations where manual data entry is required, delays aren't the only consideration—legal risks resulting from human error can be significant.

But is there a simple way for companies to control costs, ensure compliance, and enable a more efficient accounts payable process? The key is to streamline and automate invoice processing by implementing an end-to-end accounts payable solution. This holistic approach allows an AP organization to fully leverage its purchase-to-pay strategy.

By scanning invoices and automatically capturing invoice header and line data, receiving e-invoices, integrating information, and ensuring that the information is used, managed, and stored efficiently, organizations can dramatically improve overall business performance by minimizing the time and money spent on invoice handling. With Basware and EMC® Captiva®, organizations can see immediate return on investment and ensure that their accounts payable processes run smoothly.

Basware

Basware is the global leader in purchase-to-pay solutions with more than 1,200 customers and 650,000 users in over 50 countries around the world. Basware solutions are distributed and implemented in Europe, the U.S., and Asia-Pacific through an extensive network of Basware offices and business partners.



The most efficient automated accounts payable process available

The invoice processing automation solution by EMC and Basware uses automatic, business-rule based matching to minimize the need for time-consuming, repetitive invoice handling tasks and enables efficient management of exceptions. The solution optimizes process performance in financial departments and business units, enabling your organization to focus on creating added value for your customers and ensuring that it is meeting regulatory requirements.

Data capture

The solution uses the latest imaging and optical character recognition (OCR) technology to scan all critical invoice data from your paper invoices to create an electronic record. The fully configurable invoice capture solution scans invoices and automatically extracts and validates data before exporting it to accounting or ERP systems for processing. Intelligent document recognition (IDR) identifies incoming documents as invoices and immediately begins to extract information such as purchase order number, invoice date, total amounts, line item data, and more. The system can also receive electronic invoices.

Invoice processing

The process starts by automatic matching of invoices to purchase orders, contracts, or pre-defined payment schedules. Matched invoices are automatically transferred for payment without human intervention. Invoices that do not match are automatically coded and sent to the right person for review and approval. Multi-level workflow ensures that invoices are handled according to your company's policies. And powerful business rules management can also be used to streamline and develop the invoice handling process.

If any action is required by you at any point of the invoice approval process, you are notified by e-mail. The user interface is browser-based and extremely easy to use—it requires no installation, making it perfect for remote use.

Control over the entire process

You can control the entire accounts payable process by monitoring all invoice transactions. Professional users can easily manage the process by bypassing process bottlenecks and resolving invoice backlogs.

Transfer to payment

When approved, invoices are transferred to the financial or ERP system for payment.

Invoice data storage

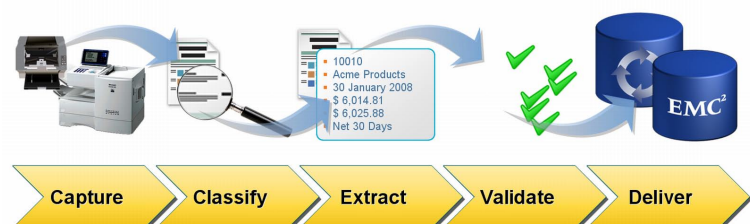
Once an invoice has been paid, the entire audit trail can be archived in order to comply with both your organization's guidelines and government regulations.

Reporting

This solution enables you to monitor invoices throughout each stage of the process. Powerful, easy-to-use reporting features allow you to run virtually unlimited standard or custom reports.

Compliance

Enables compliance with international and local legislation with records and retention policy management.



Intelligent capture

Automation helps cut 40 to 60 percent of an organization's invoice processing workload and costs. Savings accrue because organizations no longer need to manually check, internally distribute, locate, or archive paper-based invoices.

Ensure continuous improvement

The EMC and Basware solution offers an integrated package of over 100 key performance indicators (KPI) that include all key metrics for the enterprise purchase-to-pay process. The KPI reporting tool is a value-added solution that enables your company to measure, monitor, and continuously improve your invoice automation process.

Involve your suppliers in the invoice process

A supplier portal provides your suppliers with access to realtime order and invoice data. It can also be used as an invoice portal through which suppliers can deliver their invoices via a secure website.

Enterprise purchase-to-pay

The EMC and Basware enterprise purchase-to-pay solution automates three key support processes: procurement, accounts payable, and travel and expense management. The solution delivers value by providing compliance and control, as well as fast return on your investment. Built-in intelligent process automation and powerful exception management increase efficiency and reduce costs.

By choosing EMC and Basware, you can think big, but start small—our packaged composite applications provide step-by-step guidance to help you build a high impact, end-to-end solution that fits your organization's needs. The solution offers easy implementation and roll out, enabling your organization to see the following benefits quickly:

- Comprehensive solution, supporting the entire enterprise purchase-to-pay process
- Maximum automation with leading-edge scan and capture, next generation rule-based matching, powerful exception handling workflow, and automatic archiving
- Integrated KPIs that enable continuous process improvement
- Anywhere, anytime access with mobile solution
- End-to-end support for purchase-to-pay process

EMC and partner content management solutions

This solution is one of many content management solutions offered by EMC and its partners.

EMC and its partners deliver content management solutions that help organizations solve business problems specific to their function or industry. Built on the EMC Documentum platform, and combining EMC and partner technologies and services, these solutions help organizations streamline and automate processes, increase productivity of teams and individuals, address information compliance and retention requirements, foster creative work, and lower the cost of operations.

About EMC

EMC Corporation (NYSE: EMC) is the world's leading developer and provider of information infrastructure technology and solutions that enable organizations of all sizes to transform the way they compete and create value from their information. Information about EMC's products and services can be found at www.EMC.com.



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To learn more about streamlining your organization's accounts payable process, visit www.EMC.com or call 800.607.9546 (outside the U.S.: +1.925.600.5802).