

Accounts Payable Automation with EMC Documentum

Take charge of your accounts payable process

The Big Picture

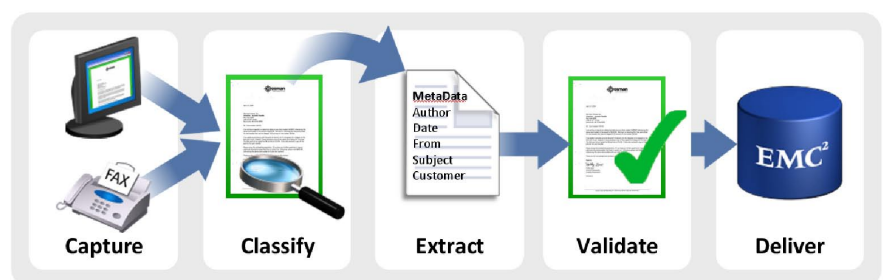
- Automate and streamline the end-to-end accounts payable process
- Improve cash management with complete process visibility
- Respond quickly and accurately to legal or regulatory requests
- Improve customer service with better, faster, more complete response
- Provide a consistent and integrated archiving and retrieval approach for all information
- Eliminate the costs and risks of misplaced or lost documents

Easing the pain of invoice processing

Accounts payable personnel at any organization know the pain of invoice processing. Because AP departments typically 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 automate invoice processing by implementing an end-to-end accounts payable automation solution.

This holistic approach allows an AP organization to fully leverage its purchase-to-pay strategy. By scanning and capturing invoices and supporting documentation, integrating information into workflow/business process management (BPM) systems, and then ensuring that the information is managed efficiently, organizations can dramatically improve efficiency, increase cash management, and enjoy significant time and cost savings. With EMC® Documentum® products, organizations can see immediate return on investment and ensure that their accounts payable processes run smoothly.



EMC Captiva InputAccel for Invoices scans invoices and automatically classifies, extracts, and validates data before exporting it to accounting or ERP systems for processing

Streamlining and automating the capture of incoming AP documents

EMC Captiva® InputAccel® for Invoices is a fully configurable invoice capture solution that scans invoices, identifies the document, and automatically extracts and validates data before exporting it to accounting or ERP systems for processing. Using intelligent document recognition (IDR) technology, InputAccel for Invoices identifies incoming documents as invoices and immediately begins extracting information such as purchase order number, invoice date, total amounts, line item data, and more. With InputAccel for Invoices, the process of transforming paper documents into transactional content happens in several stages. These include the following steps:

- **Capture:** InputAccel for Invoices captures data from any combination of single-page and multi-page invoices and related documents—with or without attachments—and refines scanned images so that “noise” and irrelevant material can be removed or ignored.

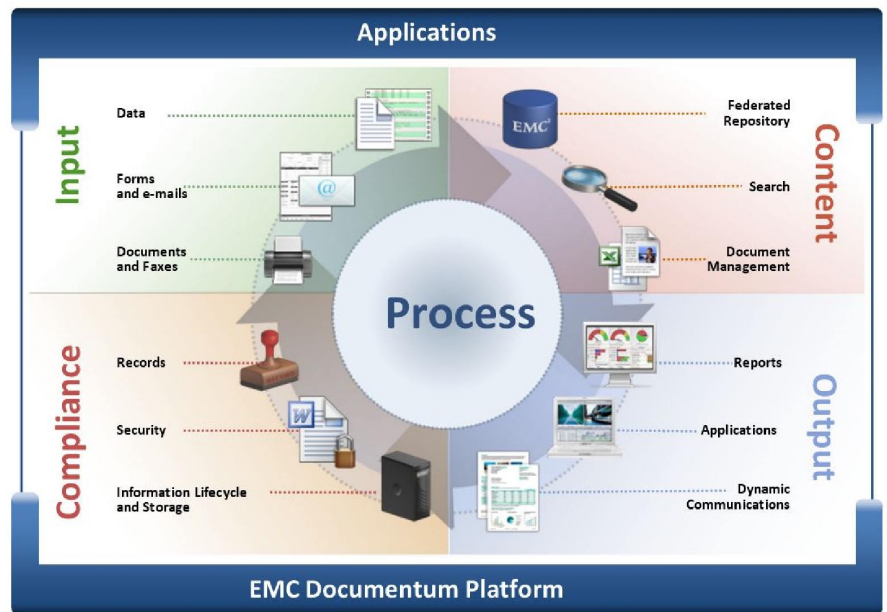
For AP organizations that rely on paper-based processes, just getting invoices in the right hands and through the accounting system can be a challenge. According to the Delphi Group:

- 15 percent of all paper handled in a typical business gets lost
- 30 percent of all employees' time is spent looking for lost documents
- Each lost paper document costs the business about \$120

- **Classification:** InputAccel for Invoices uses text, images, and knowledge-based analysis techniques to automatically identify documents and prepare them for processing, without the need for manual sorting, separator sheets, or barcodes.
- **Extraction:** Multiple recognition technologies allow InputAccel for Invoices to automatically extract invoice data and line item details, even from new and one-time vendors, without the need to set up templates for each and every vendor.
- **Validation:** To ensure accuracy and integrity, extracted data is validated against purchase orders and vendor data from ERP systems.
- **Export:** Data and documents are made available in PDF, XML, or file system format and converted directly for use in accounting and ERP systems. In addition, the data and documents are exported to content management repositories.

Integrating workflow/BPM technology into your accounts payable process

After documents are captured, they can be put to work for significant time and cost savings. Managing accounts payable data and documents in an enterprise repository, such as the EMC Documentum content management system, allows the AP organization to quickly access all the relevant information in a timely and streamlined manner. Process queues can be established so the right AP processors or approver will always work on the highest priority, and vendor payments can be much more predictable and consistent. Employees can also search, view, and annotate invoices and supporting documents, which improves collaboration, decision making, and vendor service.



Transactional content management solutions enable capture, processing, and access of all accounts payable content

Leveraging a BPM system enables AP organizations to automatically enforce business rules and policies, such as approvals, auditing, and recordkeeping, and helps control your company's ability to adhere to compliance regulations. EMC Documentum BPM products help companies define, model, and manage accounts payable processes consistently and reliably across multiple organizations, systems, and applications. The Documentum BPM offering includes the ability to:

- Define, model, and run accounts payable business processes for approvals and exceptions
- Establish work queues to allow the right AP processor to work on the right task at the right time
- Enable supervisors to monitor performance and adjust accordingly
- Support system-to-system communication, ensuring that the right data is exchanged with the right ERP systems

Case study: Invoice processing system gives Novartis a healthy perspective

Novartis AG, a world leader in pharmaceuticals and consumer health, is the sixth largest global pharmaceutical company. Based in Basel, Switzerland, Novartis has more than 600 business units in 130 countries.

Processing invoices at Novartis was a costly exercise that created considerable overhead for the financial department. A large number of the invoices received at Novartis had exceptions that caused them to become query items rather than being immediately processed. Each query item had to be manually resolved by an accounting staff person, making the system expensive and leading to delayed payments. Personnel in the finance department spent so much time resolving queried invoices that they were unable to focus on other essential business activities. Novartis needed to improve invoice processing so accounts payable staff could better utilize their knowledge on other tasks.

Using EMC Captiva InputAccel for Invoices, Novartis dramatically reduced the amount of manual intervention needed to process supplier invoices. Efficiency has increased and processing errors have been reduced. Accounting personnel are now able to use their time and expert knowledge for more meaningful tasks.

A comprehensive accounts payable solution

Featuring Captiva InputAccel for Invoices and Documentum content management and BPM, EMC Documentum solutions for accounts payable streamline and automate the entire accounts payable process, from the receipt of invoices and supporting documents through approval and archiving. Using an EMC Documentum solution, companies can eliminate paper, turning it into more intelligent, usable transactive content.

Processors, approvers, and managers save time and improve accuracy with tools such as queue-based workflow and automatic notifications—and complete integration with enterprise resource planning (ERP) systems. The result: you speed the process of archiving and retaining invoices and supporting documents while ensuring compliance with both government and company policies. But the benefits go beyond just the function of automating your accounts payable process. Leveraging an integrated solution makes it easier for your organization to manage content and make it available to any application that needs it. The results include a streamlined process and improved vendor responsiveness as well as greater employee productivity and impact to the bottom line.

EMC and partner content management solutions

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

EMC and partners provide 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 their information compliance and retention requirements, foster creative work, and lower the cost of operations.



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Take the next step

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