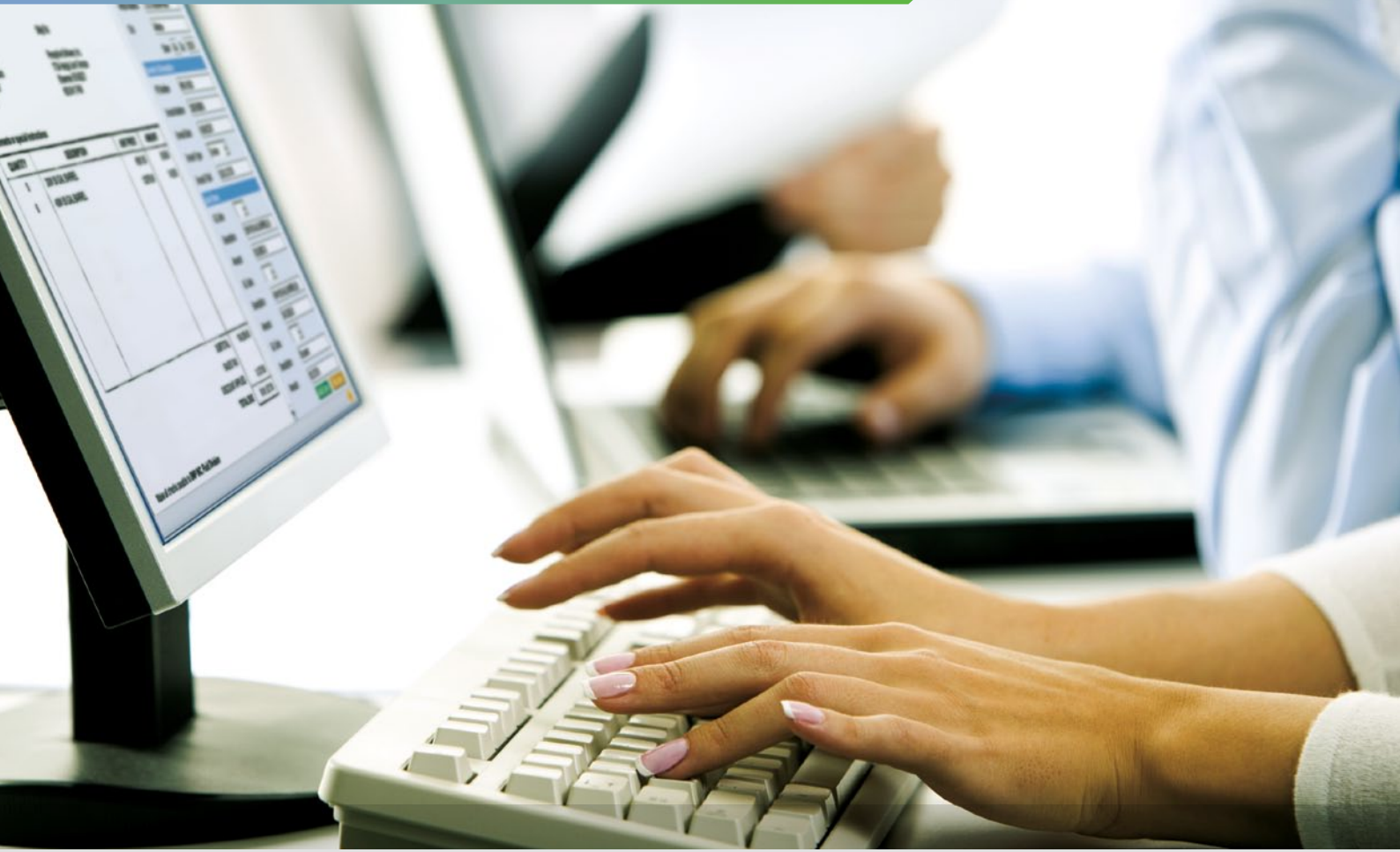


# Perceptive Software

## Solutions for Accounting + Financials

### INVOICE PROCESSING



Through a combination of leading process and content management products, industry expertise and proven success, Perceptive Software solutions are uniquely qualified to deliver immediate efficiencies in any area across the department and enterprise. Our solutions help organisations capture, process and collaborate on important documents and content, protect data integrity and access precise information at the moment it's needed.

#### Solution Benefits

- ⦿ Receive and process all types of invoices, regardless of source or location
- ⦿ Support any AP approach — centralised, decentralised or shared services
- ⦿ Organise invoices for instant retrieval within the context of your AP processes
- ⦿ Extract information from invoices to eliminate time-consuming data entry tasks
- ⦿ Synchronise documents and data with ERP and financial applications
- ⦿ Streamline matching, approval and payment to reduce manual steps and errors
- ⦿ Cut processing time with single-click access to all invoice-related documents

# Perceptive Invoice Processing Solutions

Accounts payable is one of the most paper-intensive areas within your organisation. Success depends on how accurately and efficiently staff can process the invoices and other documents that drive daily routines.

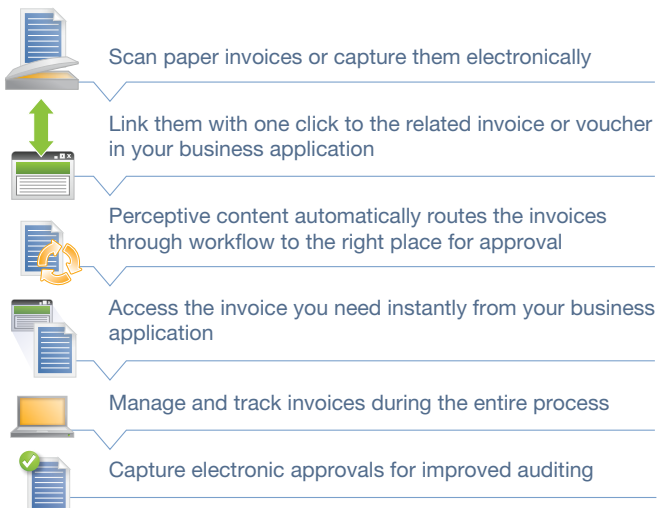
Perceptive Software invoice processing solutions enable you to easily capture, organise, extract, access, manage and route PO-based invoices, non-PO invoices, utility bills, customer statements and all other documents alongside any AP application and process.

Seamless integration ensures swift processing, timely reimbursement and increased supplier discount opportunities. Advanced options further reduce costs and boost productivity by collecting data from invoices and other sources to automate processes, validate totals, enter GL distributions and more.

## Standard Invoice Processing Solution

As an initial step towards automation, this solution enables you to scan, route and key your invoices into your business application directly from a scanned invoice image rather than paper. The image is automatically indexed and linked to the related business transaction in your financial application with a single click.

This flexible, standard solution can be deployed several ways, accommodating a centralised or decentralised structure with invoice entry occurring before or after approval.



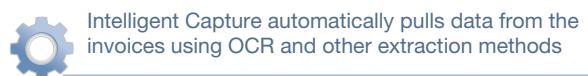
## Advanced Invoice Processing Solution

An advanced solution enables your team to collect invoice data using Perceptive eForms. This customisable, HTML-based e-form speeds up-front invoice processing by allowing users in the field to directly interact with the invoice data, including the keying of GL distributions for non-PO invoices and the reviewing of PO-match issues. Perceptive Workflow routes invoices for entry, review and approval prior to uploading into your business application.

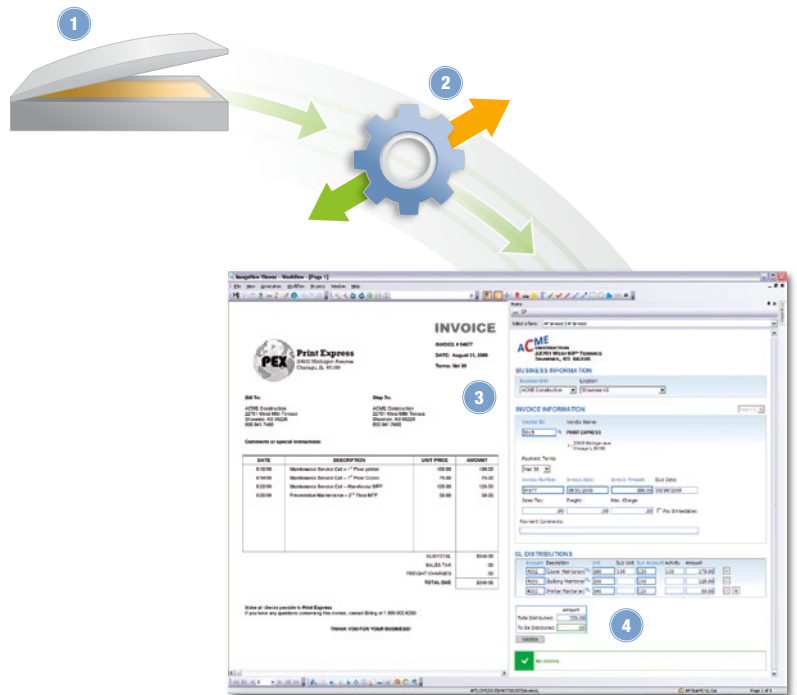


## Advanced Invoice Processing with Perceptive Intelligent Capture

You can maximise process efficiency by adding the OCR capabilities of Intelligent Capture, powered by Brainware, to your advanced invoice processing solution. By automatically capturing and validating invoice header, footer and line item data, you will significantly reduce the data entry effort and dramatically speed up the invoice process. Once data is validated, it is automatically entered into an Invoice eForm and routed into workflow for processing. Intelligent Capture delivers an 80% accuracy rate, helping you electronically process your invoices with confidence.



- 1 Tom, the scanning operator, scans a new batch of non-PO and PO-based invoices into Perceptive Content. The invoices are submitted to IntelliCapture for processing.
- 2 Perceptive Intelligent Capture captures and validates the invoice data. Invoices needing verification and/or review are sent to Tom. All others are routed into Perceptive workflow for processing.
- 3 Invoice data captured by Intelligent Capture is automatically loaded into the e-form, and then routed for further processing.
- 4a Non-PO invoices are checked for new vendors or new remit to addresses; if any are found, the invoice(s) are routed to AP for special handling. Using the e-form, all others are routed to the correct department for review and GL coding.
- 4b PO-based invoices are checked for match discrepancies. Any results are routed to AP for special handling using the e-form.
- 5 Perceptive workflow automatically routes the non-PO invoices for the appropriate approvals. Once approved, the collected data is uploaded to the business application for processing.



Access the right invoices instantly with Perceptive.



**Business Application**  
Accounts Payable :: Invoice Information

Invoice Information

Invoice Number: 2000000001      Status: Received  
 Invoice Date: 01/01/2007      Freight Amount:   
 Due Date: 01/31/2007      Sales Tax:   
 Terms: Net 30      Total Amount: \$101,127.35      USD  
 Approving Manager: Martin  
 Vendor ID: 30112-02  
 Vendor Name:

Item #	Description	Unit Amount	Quantity	Extended Amount
1	30W 50 GAL BARREL	\$6001.00	5	\$30,005.00
2	40W 50 GAL BARREL	\$12375.00	6	\$74,250.00
3				
4				
5				

Save    New    Delete    Previous    Next

5 Invoices are linked automatically with the related record in any business application.



### Sharpen Your Focus

Staying focused is more important than ever, especially when searching for ways to cut costs, increase productivity and generate ROI.

According to a recent study, accounting departments deploying Perceptive solutions can expect a 40% increase in worker productivity in the first year. Ardent Health Services reported savings of over \$350,000 annually since its initial deployment of Perceptive technology to capture and organise purchase orders, invoices, expenses, payroll documents, patient records, GP referrals and more.

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