



Invoice Processing

Challenges

- ▶ **Manual data entry is slow and prone to errors.** Errors in keying data can cause costly delays.
- ▶ **Real-time information on accounts payable or purchasing is difficult to obtain.** Getting invoices into the core financial system can be difficult, leaving financial managers with an incomplete picture of purchasing and accounts payable.
- ▶ **Invoice approval must comply with internal rules and financial regulations.** Complex approval hierarchies and documenting transactions for fiscal compliance reduce efficiency.
- ▶ **Multiple locations cause processing bottlenecks.** Collecting and tracking invoices can cause delays and late payment penalties.

Benefits

- ▶ **Improve financial analysis:** Smooth integration with your ERP or financial application delivers a more complete view of purchasing and payment processes and ensures up-to-date information
- ▶ **Reduce or even eliminate manual data entry to speed payment cycles:** Extremely accurate data extraction reduces manual data entry for processing invoices and increases straight-through processing for most PO-based invoices
- ▶ **Improve communication with vendors:** Provide vendors with customized views of purchasing documents and status information
- ▶ **Enhance compliance:** A single, electronic repository makes it easy to support compliance and auditing activities
- ▶ **Increase control over purchasing:** Connect invoice workflow directly to purchasing functions and identify out-of-program buying
- ▶ **Optimize working capital:** Faster invoice processing increases options for payment timing, making it possible to precisely position payments, optimize discounts and rebates, and shorten your cash conversion cycle

Features

Advanced capture

- ▶ Multiple profiles easily capture invoices from any source: email, fax, network drives or vendor portal
- ▶ Instantly capture all relevant line level data, including sales tax, VAT and freight
- ▶ Automatically link check image to associated invoice

Intelligent workflow

- ▶ Automate workflow for approvals and GL coding
- ▶ Create exceptions and routing rules based on your business rules

Electronic invoice processing

- ▶ Integration with standard EDI format for accounts payable
- ▶ Automatic parsing of invoice data to assign index values and custom properties
- ▶ Single repository for paper and electronic invoices

Advanced eForm

- ▶ Automate collection of invoice data and link to corresponding transactions in the ERP
- ▶ Process all relevant line-level data, including sales tax, VAT, freight and other charges

Direct connection to transactional data

- ▶ Retrieve invoices, related POs and receiving documents directly from the related transactions in the ERP

1. Ann, an AP clerk, scans an invoice she received in the mail.
2. Perceptive Intelligent Capture extracts, verifies and validates the data, and then loads the data into the Invoice eForm.
3. The approving manager receives an email notifying her she has an invoice requiring GL coding and approval.
4. She opens the invoice in Perceptive Content, enters the GL code into the Invoice eForm and approves the invoice.
5. Once approved, the invoice is routed back to AP via workflow for one last review before uploading to the business application (ERP).

1

2

ITEM #	DESCRIPTION	UNIT	AMOUNT	EXTENDED AMOUNT
100	10p Nails	100	1.50	150.00
100	Sheetrock Panels 4x8x1/2	150	4.00	600.00
100	Sheetrock Fiber - seam tape	10	25.00	250.00
100	1/4" Ply - interior 4x8x3/8	200	3.00	600.00
100	5x4 Stock - unfin - red oak	15	5.99	89.85



5

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1	10p Nails	100	1.50	100	150.00
2	Sheetrock Panels 4x8x1/2	150	4.00	150	600.00
3	Sheetrock Fiber - seam tape	10	25.00	10	250.00
4	1/4" Ply - interior 4x8x3/8	200	3.00	200	600.00
5	5x4 Stock - unfin - red oak	15	5.99	15	89.85

AP Automation Pays Off

With over 9,000 vendors and 1,000 invoices coming in every day to 50 different locations, the accounts payable team at Bentall Kennedy did their best to keep up. But the volume of invoices traveling around the organization meant documents were misplaced and the resulting paperwork was a real burden for everyone involved.

With Lexmark invoice processing, Bentall Kennedy has streamlined the accounts payable process companywide, trimmed weeks from the payment cycle and saves \$1 million annually.

[Visit our website to read the full story.](#)