Datacap Taskmaster Accounts Payable Capture

Accelerate input with automated invoice processing

Highlights

- Increases the productivity of your accounts payable staff

- Reduces invoice processing cost

- Enhances data accuracy while reducing time wasted on data errors

- Improves compliance and payables visibility

- Helps you capitalize on invoice discounts and avoid late penalties

- Reduces costly incorrect and duplicate invoice payments

- Enables smooth integration with ERP systems

Datacap Taskmaster Accounts Payable Capture is designed to integrate with practically any document scanner to capture all the important information from an invoice and deliver it to your enterprise resource planning (ERP) system with no manual data entry. Datacap Taskmaster Capture uses advanced optical character recognition (OCR) to accurately capture all critical invoice data: vendor ID, date, line item and total amounts.

Automated Vendor Identification without Traditional Templates

Datacap Taskmaster Accounts Payable Capture provides clients with innovative capabilities to help eliminate costly template creation at setup. Designed to set up new invoice layouts in seconds without expensive programming, Taskmaster Accounts Payable Capture stores each vendor's invoice design and field data locations automatically.

- Each scanned invoice is matched against a library of invoice layouts, known as "fingerprints"

- Zones and location rules help ensure key fields are captured

- Verify operators have easy-to-use features to correct recognition errors and easily locate data on an invoice

- When it encounters a new invoice layout, Taskmaster automatically updates the fingerprint library after verification is complete

Procedural rules drive accuracy

Taskmaster Accounts Payable Capture ships with a special invoice-centric Rulerunner Service, designed especially for the unique requirements of Accounts Payable.

- Includes hundreds of predefined rules

- Applies global rules to all invoices

- Supports invoice-specific rules

- Runs multiple rules per field

- Enables configuration and testing of rules in Datacap Studio

- Finds fields and line items with locate rules, including invoice number, P.O. number, invoice date, etc.
- Purchase order line item reconciliation automatically compares invoice line items with purchase order
- Helps ensure accuracy with validate rules
- Attaches vendor number automatically

Image enhancement

- Line removal
- Despeck and deskew
- Noise reduction
- Automated page orientation
- Reverses text , when white against black, for OCR optimization

"Processing is much faster, and invoices are almost immediately available as electronic images. As a result, we are delivering better customer service for not only internal inquiries, but to our vendor community as well."

— Seth Linebrink, manager of financial reporting and accounts payable, Invacare Corporation

Invoice identification

- Assigns unique fingerprint automatically to each new invoice format
- Matches to master table with phone number, address and payment details
- References fingerprint library with thousands of known invoice formats
- Automatically handles new invoice formats and creates new fingerprints on the fly

Fast verification

- Highlights low confidence recognition results
- Enforces field validation rules
- Displays full image for key-from-image
- Reduces eye movement with field snippets
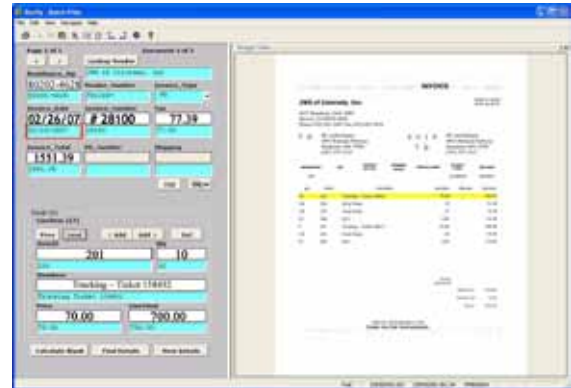- Shows context image snippets with optional magnification

Figure 1: AP operators see the full invoice image, with data and image snippets for easy comparison. Color highlighting indicates problem characters or fields. Quick buttons give verifiers access to vendor tables, line item data, and purchase order line item reconciliation.

- Reduces keystrokes with single click on image
- Jumps to next problem automatically
- Runs validation rules interactively, including lookups and math calculations

Data delivery

- Outputs images with indexes to IBM Content Manager, IBM FileNet Content Manager, IBM FileNet Image Services and many third party content repositories
- Easily select output format using Rulerunner Service
- Reports on system productivity and aging
- Integrates with most major ERP and accounting systems
- Deletes batches automatically after target system acknowledgement
- Compatible with IBM Production Imaging Edition

System administration

- Restricts access with robust security model
- Publishes detailed productivity reports
- Displays real-time view of system activity
- Works in network or in a browser

Datacap Taskmaster platform

- Built on the award-winning Datacap Taskmaster Capture forms processing platform
- Highly flexible with rules-based technology
- Browser-based scanning and indexing
- Easy to use and manage

About IBM Enterprise Content Management

IBM Enterprise Content Management software enables the world's top companies to make better decisions, faster. By gaining control of unstructured information, companies can access, collaborate and influence business decisions in new ways, making content a first-class source of insight. With industry-specific IBM ECM solutions, companies can capture, manage and share content throughout its lifecycle to help ensure compliance, reduce costs and maximize productivity. The IBM ECM portfolio includes a wide array of capabilities that integrate with existing systems to help organizations maximize the value of information including: document capture and imaging; social content management; advanced case management; information lifecycle governance and content analytics. More than 13,000 global companies, organizations and government organizations rely on IBM ECM to improve performance and remain competitive through innovation.

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