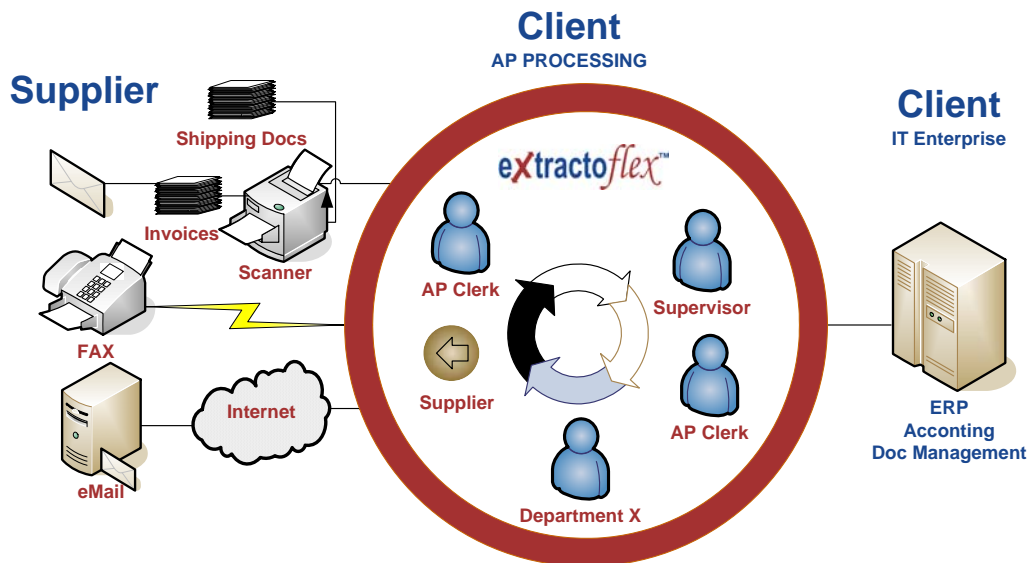## Key Benefits

- Reduce AP invoice processing time and cost
- Improve productivity and reduce stress on AP staff
- Benefit from discounts
- Avoid penalties and interest charges
- Minimize invoice rework
- Eliminate physical filing and retrieval of invoices
- Keep suppliers happy

**Supplier**

**Client**
AP PROCESSING

**Client**
IT Enterprise

Shipping Docs

Invoices

Scanner

FAX

eMail

Internet

**eXtractoflex™**

AP Clerk

Supervisor

Supplier

AP Clerk

Department X

ERP
Acconting
Doc Management

*This schematic illustrates AP processing and workflow capabilities of eXtractoflex.*

## Flexible Automated Data Extraction

eXtractoflex is designed as a general purpose Automated Data Extractor that has been finely tuned for extracting data from supplier invoices and proof of delivery (POD) documents. These may be paper or electronic( e-mail or fax). At the heart of the technology is a high precision and high performance OCR engine. Data extraction accuracy is further enhanced using automatic validation based on real-time data cross-referencing. The extracted data can be translated or reformatted based on algorithms or lookups. The critical fields captured (e.g. supplier name, invoice number, purchase order, amounts) from each type of document are specified by the client and are located using a multi-faceted strategy: templates, auto-learning and business rules.

## Easy Workflow

eXtractoflex comes standard with ad-hoc workflow capabilities enabling users to forward problematic documents to alternate work queues representing a resource or destination. For example these can be a supervisor, a colleague or a supplier whomever is required to ensure a smooth workflow process.
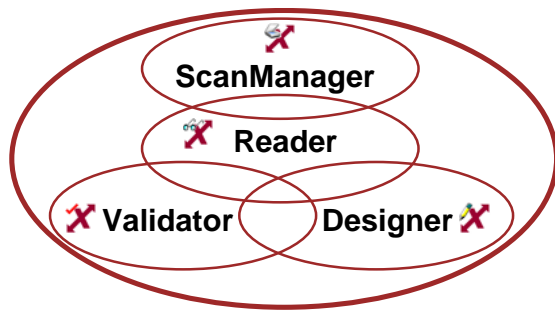
## Specifiable Data and Image Destination

The purpose of eXtractoflex is to deliver the captured data and accompanying images to its destination. This may be an accounting or ERP and/or a document management system.
By taking advantage of our "Map Anything to Anything" technology the possibilities are unrestricted and are as specified by the client.
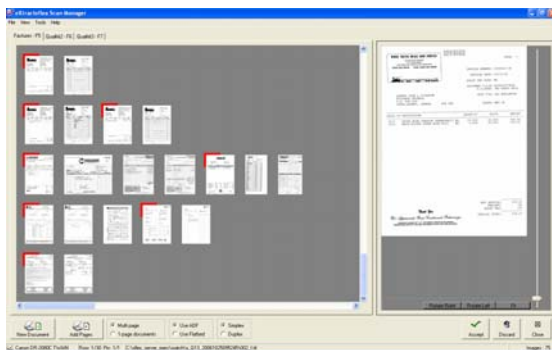
**eXtractoflex™**

# eXtractoflex™ for AP Invoices

eXtractoflex is an automated data extraction system that is highly scaleable due to its architecture that consists of four building blocks or modules:
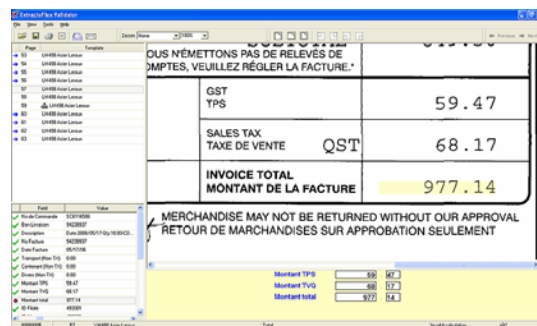
- ScanManager
- Reader
- Validator
- Designer

**ScanManager** – used to control the scanning of the documents, perform image enhancements, manipulate the images and define the batch /lots and work order passed to the Reader. It supports all commercial scanners that are TWAIN compatible e.g. Fujitsu, Canon, Kodak, Bell & Howell. It has a user-friendly interface that has all the images viewed as thumbnails and an optional quality control window with zooming and image rotation features. Documents and images can easily be inserted, deleted, split and batched instantly prior to being sent to the Reader for processing.



**Reader** – used to execute the work in background that could consist of one or more operations such as: document recognition, classification. barcode reading, OCR, data extraction, validation, transformation, transfer, file format conversion (e.g. PDF, JPG) and archival. The operations performed depend on the type of job queue that a batch of documents has been assigned to. The reader does dynamic multi-job queue monitoring and permits time and priority based job scheduling.

**Validator** – used to enable a user to intervene if and when necessary. The intervention can be for manual data corrections, input, approval, quality control or re-delegation (Workflow feature). The interface is graphics and has been optimized for high-speed mouse-less operation and also ergonomic mouse operation. The screen is split into multiple panes. Good data and problem data is flagged accordingly on the data capture pane, the fields are highlighted on the image pane and corrections can be made using the edit pane. To reduce keystrokes and improve accuracy users can take advantage of the "Quick-Click OCR" field input feature.



**Designer** – used to define the relative location of the data on the document as well as the rules pertaining to format, validation, transformation and transfer details of the data to be captured.



eXtractoflex™