ezescan.
making digital work

Invoice Processing Automation

SOLUTION BENEFITS:

✓ Automatically capture and process invoices from multiple sources including email, E-Invoice or hardcopy.

✓ Reduce the costs, errors and time associated with manual invoice processing.

✓ Flexible deployment options to suit your organisations needs including CLOUD.

✓ Apply multiple exception rules. e.g. Invalid supplier, invalid or no order number, duplicate invoice, bank details mismatch.

✓ Convert invoices to text searchable PDF's from scanned invoices or email attachments.

✓ Automatically manage approval workflows and route exceptions for review.

✓ Pay your suppliers on time and avoid late payment fees.

✓ Improve visibility and control of your AP Workflow and overall financial position.

Automate Your Accounts Payable Workflows!

EzeScan's invoice processing automation can help you drastically reduce the time you spend manually processing invoices by eliminating laborious data entry, automatically flagging exceptions, effortlessly routing invoices to approvers, and seamlessly integrating with your finance system. With advanced automated data capture, EzeScan delivers the fastest, most cost-effective method available for you to ingest both your hard copy and electronic invoices into your account's payable workflow.

Effortlessly Capture Your Invoice Data

Effortlessly capture invoices from hard copy scanners or digital born invoices via email or imported from a folder. EzeScan automatically extracts business critical information such as invoice number, invoice date and supplier name. Intelligent capture technology allows EzeScan to automatically detect values from any location on your invoices. With only one EzeScan job you can capture your selected invoice data values from all your vendor invoices without having to maintain multiple templates. By limiting the number of keystrokes or eliminating them altogether, EzeScan can deliver impressive productivity gains.
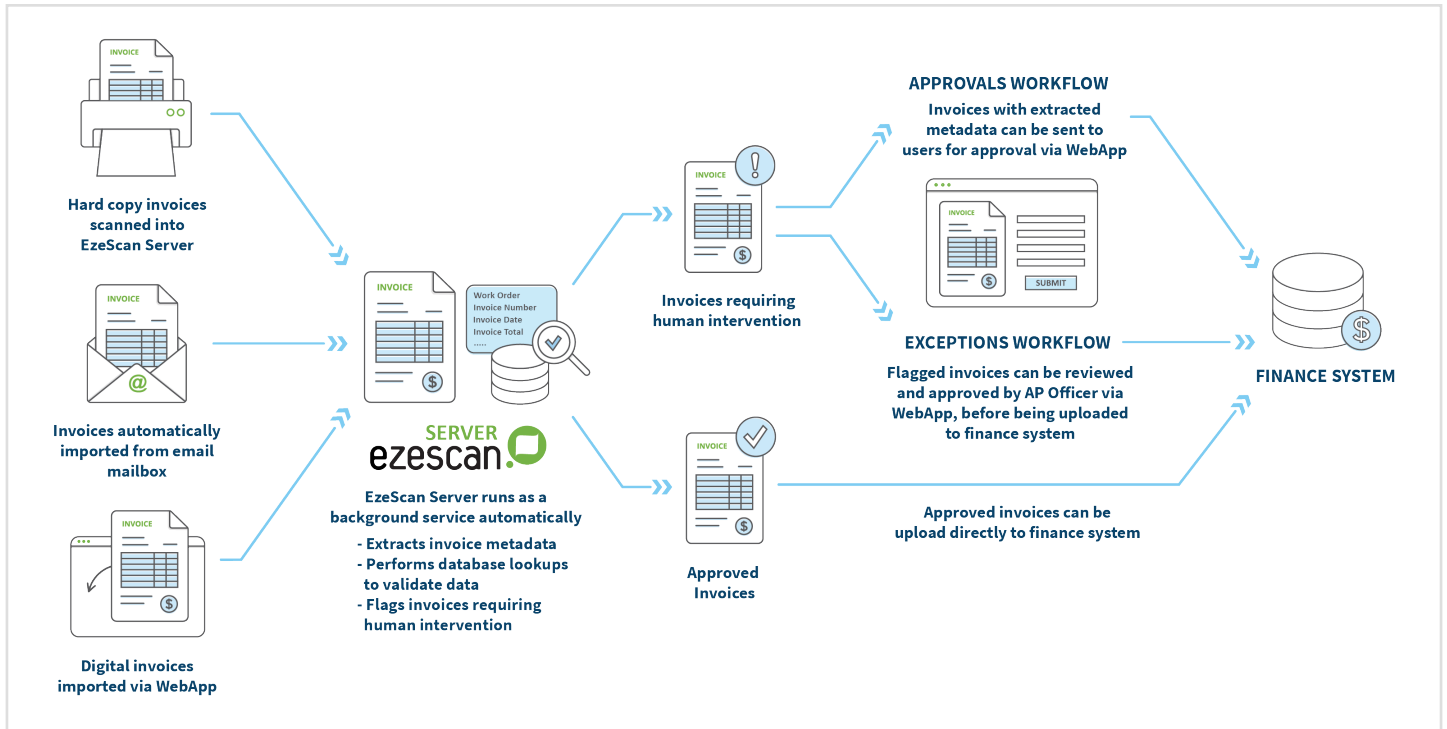
Real Time Data Validation

Invoice data is automatically validated using database lookups which cross-reference with your finance system to perform tasks such as validating suppliers, open purchase orders against a supplier and to return associated supplier information. Duplicate or mismatched invoices are flagged for human attention. Designed to create custom workflows to automate the routing of invoices from your accounts team to designated approvers.

Seamless Upload to Your Finance System

Validated data can be exported as a customisable data file or upload to your finance system. EzeScan provides 'out of the box' integrated invoice data capture solutions for many leading finance systems such as TechnologyOne Financials, MYOB and Xero. For other financial systems customers can utilise EzeScan's configurable CSV/XML output or ODBC database connectivity. Whatever your finance system, EzeScan provides rapid deployment measured in days not months!

Workflow Scenarios

Typical high-volume deployment

Hard copy invoices scanned into EzeScan Server

Invoices automatically imported from email mailbox

Digital invoices imported via WebApp

Work Order
Invoice Number
Invoice Date
Invoice Total
......

SERVER ezescan.

EzeScan Server runs as a background service automatically

- Extracts invoice metadata
- Performs database lookups to validate data
- Flags invoices requiring human intervention

Invoices requiring human intervention

Approved Invoices

APPROVALS WORKFLOW
Invoices with extracted metadata can be sent to users for approval via WebApp

SUBMIT

EXCEPTIONS WORKFLOW
Flagged invoices can be reviewed and approved by AP Officer via WebApp, before being uploaded to finance system

Approved invoices can be upload directly to finance system

FINANCE SYSTEM

Typical low volume deployment

Hard copy invoices scanned directly into EzeScan

Invoices imported from email mailbox

Digitally born invoices placed into import folder

PRO ezescan.

SUBMIT

EZESCAN WORKSTATION
EzeScan extracts relevant invoice data and preforms database look ups to validate data. Exceptions are flagged and corrected by AP officer as invoices are processed.

EZESCAN INTEGRATION
Invoice can be automatically uploaded to integrated finance system.

CSV
XML

FINANCE SYSTEM UPLOAD
Invoice Metadata can be output as CSV / XML file and uploaded to finance system.

FINANCE SYSTEM