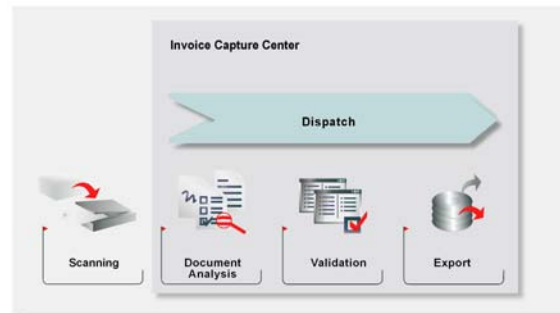


■ **Product Overview**

Open Text Invoice Capture Center

Prelude to automated invoice processing in an existing workflow

The ERP System is installed, a workflow system for invoice processing is available. The only thing still missing is a product for capturing data on an incoming paper invoice. Then the automated invoice processing solution is complete. Invoice Capture Center from Open Text is directly integrated into the existing workflow system. No need to physically transport the invoice throughout the company, no manual invoice processing outside the in-house workflow.



Invoice Capture Center extracts the essential data from the supplier's invoices of all industry lines. For electronic processing incoming invoices are scanned. The further invoice processing takes place on the digital image. Invoice Capture Center extracts the relevant data from the image; Date, amount, supplier, order number, etc. Invoice Capture Center handles invoices from many countries, taking into account different languages, formats and the country-specific invoice layouts. The digital invoice images can be stored in any existing archive. The capturing data are passed on to a connected ERP system.

This means Invoice Capture Center is a safe and quick solution for interpreting both national and international invoice documents.

Document Analysis

Invoice Capture Center uses Open Text Capture Document Reader for document analysis. The Document Reader captures and interprets the information on semi-structured and unstructured documents whose contents should be made available digitally. The software comprises two modules: the recognition module – Document Extraction and clients for the validation – Document Validation. These are the main core of a capture system.

Knowledge base saves time

Document Reader uses the Invoice Knowledge Base for recognizing fields that have to be read from every invoice. That is why Document Reader, on average, recognizes 70 % of invoice header fields on any kind of invoice material, without needing to be trained with customer's invoice material. These good recognition results remain high even when suppliers change the layout of their invoices or totally new suppliers appear.

The following fields are extracted using the knowledge base :

- Database-supported supplier identification and matching with the ERP master data
- Identification of invoice supplier and of the supplier number
- Identification of invoice recipient
- Find and read the invoice date
- Find and read the invoice number
- Find and read the order number
- Find and read the net amount, VAT rate and amount for individual VAT categories as well as the invoice total amount
- Find and read the invoice items (table).
For each item is read: item number, quantity, unit of quantity, individual amount and sum total

The degree of automation can be increased by means of specific adaptations to meet customer requirements.

Database Reconciliation

Document Reader also uses fuzzy database reconciliation. Here, Document Reader compares the read information such as names, address, bank details and supplier number with the ERP master data during the analysis.

Validation

As a part of the next stage, the human operator uses Document Validation to perform a visual check and make manual additions to the extracted invoice data with direct image access. A validation workstation shows the user the invoice data and the corresponding image. The image section can be magnified allowing the user to quickly check the result without fatigue. The field color shows incorrect fields at a glance. The editing mode is variable, so the processing may be limited only on erroneous invoices. During the validation the user can directly jump from one faulty field to another. Thereby the classic keyboard data capturing can be used, as well as the innovative and comfortable data entry with a mouse – Open Text Desktop Capture. Here, the OCR data are captured directly from the image in the data fields by only a single mouse click.

The last stage in the processing chain is to export the invoice data to the target application

Adapted to the standard

Invoice Capture Center can be connected to archive and DMS systems as well as to ERP systems via standard interfaces. Invoice Capture Center is an outstanding solution thanks to its high recognition quality and fast data capture. This creates added value for a company. Furthermore the software is easy and intuitive to use.

Performance features

Workflow	High-performance, scalable capture workflow for automated data capture from invoices
Invoice types	Processing of all supplier's invoices regardless of data quality and industry
Data extraction	Automated extraction of the invoice header and item data for more than 20 countries
Character recognition	Equipped with best-of-class character recognition – Open Text Capture Recognition Engine
Data transfer	Simple data transfer to any target system, recognition result in XML format
Interfaces	Standard interfaces to Open Text Vendor Invoice Management (VIM), Open Text ECM Suite and Microsoft Office SharePoint Server



Benefits

- Integration into the existing infrastructure saves costs
- High degree of automation
- High data security
- Transparency of processes
- Easy to use software



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