

Speeds invoice cycle time

Increases accuracy of invoice data

Reduces AP processing costs

Solution Summary | OnBase Capture | Invoice Processing

Accelerate invoice processing with OnBase capture

Regardless of how invoices arrive at your organisation, OnBase imports them and automatically extracts relevant data and delivers the invoice images and data directly to your accounting, enterprise resource planning (ERP) and content management systems. Using business rules, database lookups and sophisticated algorithms, OnBase validates the data to ensure accuracy – speeding the invoice cycle and removing risks associated with manual data entry.



Speeds invoice cycle time

No matter where the invoices arriving at your organisation originate from, OnBase captures them at the source and sends them to one, central location for processing. During processing, OnBase automates previously manual tasks such as data entry, allowing you to reallocate staff to higher-value tasks – like handling exceptions and interacting with vendors.

By removing touch points, your organisation processes invoices and associated data much faster to resolve exceptions sooner. OnBase then automatically sends the invoice images and data into all relevant back-end systems for further processing. This increases productivity and transparency to help improve vendor relations.

Increases invoice data accuracy

Leveraging optical character recognition (OCR) technology, the OnBase capture solution automatically extracts and validates data from invoices to improve the accuracy of your organisation's business processes. Because each vendor's invoice is structured differently, the solution searches for specific keywords to find the information you need – such as a vendor ID number or the total amount due – and remember the correct locations of that data for each vendor. This speeds processing the next time that vendor's invoice enters the system.

After pulling all relevant information from the invoice, OnBase validates the data against your databases and allows for line-pairing with the ERP. Finally, it automatically balances the invoice totals to verify the exact amount due.

Reduces costs

By accelerating processes and improving data accuracy, OnBase ensures you don't make duplicate payments. And by automating the majority of the process, your organisation can reallocate staff to save on labour costs associated with time-consuming, manual data entry.

Extremely scalable, OnBase capture allows you to process an increasing number of invoices without the need for additional staff resources – saving you money now and keeping costs down over time.

To learn more, visit OnBase.com/Capture »

“We’ve reduced our cost per invoice by 69 percent in five years, from \$3.88 per invoice to \$1.21. We’ve also boosted our invoice processing volume by 232 percent with no additional staff required.”

– Nikki Head, senior assistant AP manager,
Leggett & Platt, Inc.