



Advanced Document Capture Solutions

Intelligent Document Capture Recognizes Variable Data Formats Without Templates

Bottomline's flexible document capture solutions add new levels of automation to semi-structured and unstructured documents. First-generation data capture solutions utilize strict positional templates for data recognition. These methods, which include optical character recognition (OCR), intelligent character recognition (ICR), and optical mark recognition (OMR), require the development of individual templates for each unique document format. While this approach is a perfect fit for many organizations, it may not be optimal for others.

In contrast, Bottomline's Advanced Document Capture (ADC) solutions allow your company to automatically capture variable document data with minimal user intervention. Intelligent document capture capabilities recognize variable data formats without templates.

Broad Support for Semi-Structured and Unstructured Documents

Some companies work with thousands of different vendors, each with their own invoice document format, making it difficult and time-consuming to process with a template-based capture solution. This is why ADC has become so compelling. It allows your company to recognize and capture specified data from highly variable, semi-structured documents with minimal operator intervention, and without pre-mapped templates. Benefits include:

- Significant reduction in the amount of data that must be manually keyed into your ERP or general ledger system
- Efficient on-ramp to document archive, document management, accounts payable automation, and electronic invoice presentation and payment (EIPP)
- Produces fewer errors and delivers higher accuracy
- Provides a critical and convenient audit trail of documents and transactions.

How Advanced Document Capture Works

During set-up, a user specifies which information they want to capture from the paper document type. For example, on purchase orders, your company may wish to capture and recognize fields such as purchase order number, date, company name, company address1, company address2, vendor ID # and total amount. Bottomline's ADC solution utilizes highly advanced algorithms to analyze the scanned document image and assess where the required information resides on the page.

Once captured, the information and documents are passed through Kofax Ascent Capture® and handed off for workflow or archive. ADC is also able to provide tight integration to your host system to allow for active validations, lookups and fully automated releases directly into the ERP and host systems. ADC is perfect for document types such as invoices, statements, claims and checks.

"Through continuous product innovation, Bottomline Technologies keeps us on a path toward end-to-end financial process automation."

David Techmanski
Fiserv Investment Support Services
Assistant Treasurer

Advanced Document Capture Features

- Automatically captures fields for indexing and workflow
- Applies rules and logic for basic validation
- Captures invoice header and footer fields, including line items
- Advanced validation routines for application of business rules
- Supports multiple output streams to simultaneously populate multiple destinations, including archive/retrieval and workflow systems

Bottomline offers three levels of Advanced Document Capture solutions:

ADC Feature/Function Capability	Level I	Level II	Level III
Document Recognition			
Automatically identifies and classifies each invoice so it can be read and handled appropriately without templates	•	•	•
Data Extraction			
One key field for document indexing	•	•	•
Header and footer fields for indexing or ERP/GL destination		•	•
Line item data			•
Data Validation			
Operator may "key-in" additional fields from the presented document image			
Operator corrects only the characters that were not automatically extracted		•	•
System can automatically validate data against info in ERP or other system			•
Data Population and Release			
Delivery of data and image directly to archive or workflow system using built-in release script.	•	•	•
Delivery of data for import into ERP system		•	•
Delivery of data directly to ERP system			•



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