



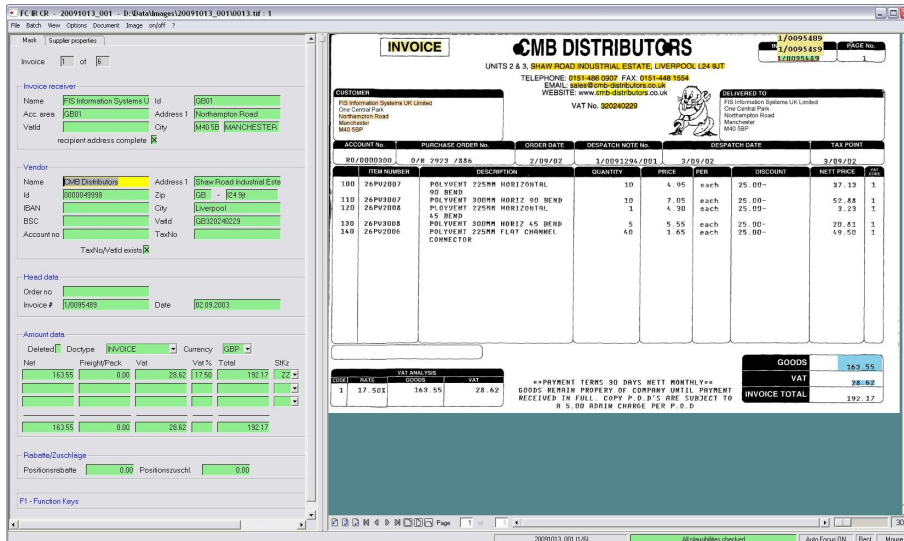
## FrontCollect<sup>®</sup> Invoice reads invoices as soon as it's installed

All invoices are initially captured using a document scanner at 300dpi. This higher resolution maximises invoice recognition rates.

The way invoices are structured differs from supplier to supplier. FrontCollect<sup>®</sup> Invoice is able to accommodate different layouts, so that it can read invoices and credit notes as soon as it is installed – without complicated setup, configuration, or programming.

Unlike other OCR solutions and forms-based systems, the invoice reader does not have to be trained to recognize where each item of information is for each individual supplier. FrontCollect<sup>®</sup> Invoice users don't need to define these fields and link them with the supplier master data – a procedure which some other systems require before they even read the first invoice. This can be a very time-consuming and expensive exercise when handling several hundred or even thousands of suppliers.

### First time recognition of unfamiliar invoices



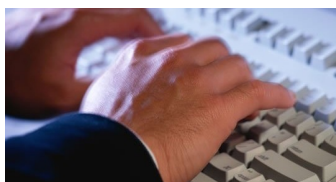
The screenshot displays the FrontCollect Invoice software interface. On the left, there are input fields for 'Invoice receiver' (Name: FIS Information Systems UK, Address: One Central Park, Northampton Road, Manchester, M40 5BP) and 'Vendor' (Name: CMB Distributors, Address: Shaw Road Industrial Estate, Oldham, Greater Manchester, M20 2JZ). The main area shows an invoice from 'CMB DISTRIBUTORS' dated 02/09/2003. The invoice includes a table of items:

ITEM NUMBER	DESCRIPTION	QUANTITY	PRICE	PER	DISCOUNT	NETT PRICE	UOM
100	POLYURET 225MM HORIZONTAL 90 BEND	10	4.95	each	25.00-	37.13	1
110	POLYURET 300MM HORIZ 90 BEND	10	7.05	each	25.00-	52.88	1
120	POLYURET 225MM HORIZONTAL 45 BEND	1	4.30	each	25.00-	2.23	1
130	POLYURET 300MM HORIZ 45 BEND	5	5.55	each	25.00-	20.81	1
140	POLYURET 225MM FLAT CHANNEL CONNECTOR	68	1.65	each	25.00-	19.50	1

The interface also shows VAT analysis and totals: Net 163.55, VAT 28.62, and INVOICE TOTAL 192.17. Payment terms are 30 days net monthly.

### Highlights

- ✓ Invoices recognition immediately after installation
- ✓ No setup, configuring or programming required
- ✓ Reads all types of invoices
- ✓ Ergonomic user interface
- ✓ Processing steps can be traced
- ✓ Transparent processing status
- ✓ Processes single and multiple-page documents
- ✓ Applies current valid sales tax rates
- ✓ Recognizes freight and packaging
- ✓ Processes different languages and country-specific rules



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## Step by step : How the technology works

Incoming invoices are scanned, then FrontCollect<sup>®</sup> Invoice begins processing with the first step, recognizing the supplier.

### (1) Supplier recognition

FrontCollect<sup>®</sup> Invoice looks for information on a document in a similar manner to a human. The software compares the information on the document with data on the supplier master file from the ERP system. FrontCollect<sup>®</sup> Invoice looks for typical features on the document such as VAT registration number, company name, address, telephone and fax number and bank details and compares the information found with the master data. This comparison is performed by an error-tolerant "fuzzy server". The "fuzzy server" provides a result even if there is an incomplete match, i.e. different spellings or out-of-date information on the supplier master file.

### (2) Reading the data

In the next step of the processing FrontCollect<sup>®</sup> Invoice uses its "intelligence", rule-set and Knowledge Base to extract the relevant information from the invoice. This will typically include purchase order number, invoice number, date, total and net amount. Initially the system uses a rule-set to extract the data from the invoice. If the system already "knows" the appearance and setup of invoices from a specific supplier, it extracts data using knowledge stored in its Knowledge Base. The Knowledge Base becomes more robust with increasing number of supplier invoices from the same supplier, statistically determining the most likely co-ordinates for each data field.

FrontCollect<sup>®</sup> Invoice's rule-set enables it to read previously unknown invoices immediately. It locates the required information using the structures and appearances of values, key words and calculation rules. FrontCollect<sup>®</sup> Invoice recognizes different spellings of key words (e.g. Invoice Number, Invoice No., Invoice Reference, Invoice Ref, etc) and rules for calculating amounts (Net + Value Added Tax = Gross). This means that invoices from a new supplier can be read immediately.

### (3) Extending the Knowledge Base

FrontCollect<sup>®</sup> Invoice reliably extracts information from unknown invoice layouts. If FrontCollect<sup>®</sup> Invoice cannot find a certain field, the document is forwarded for post processing where manual corrections are made. The invoice reader's learning function analyses what information has undergone post processing and adds this information to its Knowledge Base. FrontCollect<sup>®</sup> Invoice learns automatically "from experience" and can apply its new knowledge to the next transaction. When the rule-set has read a value correctly it is not changed in post processing. FrontCollect<sup>®</sup> Invoice learns the positioning and appearance of this supplier's values.

If a value is changed in post processing FrontCollect<sup>®</sup> Invoice searches the document for this changed value and stores the correct field position and format information.

### Processing Steps

#### Step 1 – Supplier recognition:

The invoice reader imitates the human approach to reading invoices

#### Step 2 – Reading the data:

Extraction of the necessary Information.

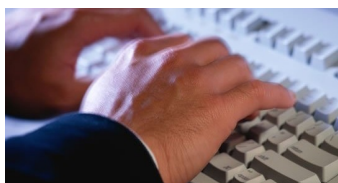
FrontCollect<sup>®</sup> Invoice uses a set of rules and a Knowledge Base

Invoices from a new supplier can be read immediately

#### Step 3 – Extending the Knowledge Base

Reliable extraction of information from unfamiliar invoice layouts

FrontCollect<sup>®</sup> Invoice learns automatically from every transaction



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## Reading invoices with and without order reference

It's not enough just to read invoices. Different types of invoices – with and without order reference, with and without incoming goods – need different kinds of processing. In many enterprises most invoices refer to orders stored in the ERP system. Data now no longer has to be manually captured and entered. FrontCollect<sup>®</sup> Invoice can compare invoices with order and incoming goods information (where available), automating the actual invoice verification processes.

### SAP<sup>®</sup> integration

For SAP<sup>®</sup> users FrontCollect<sup>®</sup> Invoice provides an additional module for integration into the SAP<sup>®</sup> system – a highly automated, economical solution. FrontCollect<sup>®</sup> Invoice exports invoice information that has been read in to SAP<sup>®</sup> and automatically starts the appropriate process in SAP<sup>®</sup>. FrontCollect<sup>®</sup> Invoice uses supplier master data from SAP<sup>®</sup> to recognize suppliers. If an incoming invoice has an order reference, this information is compared with order and incoming goods information.

The system can be easily installed and quickly incorporated into production in SAP<sup>®</sup> environments too.

### Speeds up processes, reduces costs

FrontCollect<sup>®</sup> Invoice saves you time due to the short introduction and learning timescales for your AP staff and the high recognition rates. Since the invoice reader can also process unfamiliar invoice layouts, it takes very little time and effort to set up and maintain the system in production.

FrontCollect<sup>®</sup> Invoice frees your staff from time-consuming routine tasks. The time and effort involved in manual post processing and data capture is minimized, and the throughput rate is frequently increased by more than 200 percent.

Additional benefits of using FrontCollect<sup>®</sup> Invoice include: Shortened throughput times, financial control optimization and precise and punctual payment management.

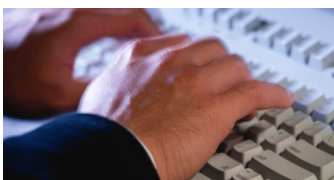
### Works with FIS/edc<sup>®</sup> SAP workflow solution

FIS/edc<sup>®</sup> (Electronic Document Center) is a fully SAP ERP integrated, modular-structured application for enhanced processing of scanned documents and EDI messages. Focussed primarily on purchase invoice processing, the solution is used by medium-sized to major international customers.

FIS/edc<sup>®</sup> can be installed globally. The automation of incoming purchase invoices from FrontCollect<sup>®</sup> or via EDI illustrates the advantages of the product.

### Highlights

- [✓] Faster processing
- [✓] Cost reductions
- [✓] Processing of invoices with and without order reference
- [✓] Optional integration into SAP<sup>®</sup> R/3<sup>®</sup> systems
- [✓] Optimized financial controlling
- [✓] Additional benefits from punctual payments



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