



**APay Center  
Solution from  
Norikkon with  
Optical Character  
Recognition (OCR)**

**APay® Center Solution with OCR**  
Norikkon's APay Center

**Audience**

**Companies seeking a complete A/P solution with automation and reporting capabilities**

**The Situation**

Your Accounts Payable (A/P) Department is still processing thousands of paper invoices a month. These invoices arrive in the mailroom and are transported to the A/P department where they are opened, sorted and distributed to the A/P processors. After the A/P processors manually key all data into the SAP R/3 system, they post the documents if approval and coding are not required. In all other cases, a lengthy approval cycle begins. Once the documents are completely processed, they are transported to an on-site storage location where they are filed away until they are finally moved off-site to long term storage.

**Challenges**

This process can be improved using an imaging system with a certified SAP Content Management System, and can be further enhanced if the imaging system uses SAP standard workflow. However, the process is still not optimal and is too labor intensive due to extensive data entry and manual exception handling process, lack of processing controls, visibility into what has been and what has not been paid, and the lack of ability to measure the A/P process in order to manage it.

**The Solution**

The solution required needs to reduce the handling time of invoices, provide real-time analytics, and is easy and cost efficient to implement. The solution- would be the Norikkon APay Center with Kofax Capture for Invoices, designed specifically for vendor invoices. The APay Center allows for:

- A central location to manage all types of invoices, regardless of the format
- Real-time status of invoices, analytics and reporting on KPI
- Complete status history of each processed invoice
- Automatic routing of invoice via workflow for processing for approval, in and outside of SAP, including Web Approvals
- Integration with MS Outlook and Lotus Notes for approvals
- Management of all standard exceptions– such as blocked invoices, missing PO, Vendor Maintenance required, and missing G/L coding information
- Automatic Posting and Parking of documents
- Storage of document and notes via SAP ArchiveLink
- Vendor Self Service, and Vendor Notification
- Printing, email or retrieval of Multiple invoices at the same time
- Measureable and Manageable processes

**How can  
Verbella  
CMG  
help you?**

The APay center also allows for seamless integration with OCR solutions such as Kofax Capture for Invoices. OCR solutions provide the following benefits:

- Optimizes the Accounts Payable process by reducing data entry cost, improving accuracy
- Automatically extracts Header fields such as PO #, Invoice #, Invoice Date, Total Amount, and Tax, and line items such as PO Line Item #, Qty, Price and extended Price
- Validation of Vendor and PO information directly from SAP



## APay Center Solution from Norikkon with Optical Character Recognition (OCR)

### Turnkey Solution Examples

#### Norikkon's APay Center (Stand alone with manual indexing)

A Stand alone installation would be for companies that are interested in the APay Center Solution, but don't require the automation and data extraction provided by Kofax. This solution provides:

- Manual indexing of workitems for integration with the APay Center
- Approval inside and outside of SAP
- Fully integrated in SAP
- Real-time reporting and analytics
- Processing of all relevant document
- Formats (i.e., images, electronic invoices, emails)
- Enhanced exception management
- Automated processing of MM and FI invoices
- Integration with archive and capture applications

#### Norikkon APay Center with OCR- A Complete Solution

The complete solution is designed for companies that are interested in the APay Center solution, and require an automated OCR solution where data from the invoices are automatically extracted and validated with your SAP system. This solution provides all the advantages listed above, plus these added benefits:

- Automatic classification and data extraction from invoices (minimum keying)
- Automatic validation against an SAP database or text file.

### Company Benefits

Companies that have recently implemented the APay center have experienced.

- Reduced A/P staff by 20%
- Increased invoice processing by 30%
- Eliminated 98% of paper filing and duplicate filing systems
- Increased the number of discounts taken by 63%
- Increased accuracy and elimination of keying errors
- Automated approval process – eliminated time consuming internal audits

Customers implementing these types of solutions generally recognize ROI in 6-12 months

### What We Deliver

By using Verbella CMG as your primary solution provider, you will take advantage of our existing premier reseller agreements with various partners including, but not limited to, **Kofax®**, **TopCall®**, **Fujitsu®**, **Kodak®** and **Norikkon®**, Verbella CMG, LLC, can provide the following goods and services:

- Reseller of Norikkon's APay Center
- Installation, Configuration and Integration - **Kofax® Capture for "Invoices"**
- Installation of scanners from leading manufacturers such as **Fujitsu®**, **Kodak®**,
- SAP ArchiveLink Configuration
- Installation and configuration of the SAP Content Server or PBS Content Link
- Go-Live Support