



Can you afford not to have a Document Management Solution?

## Need a Reason to start a Document Imaging Project?

### Audience

For those companies that are deciding whether or not a document imaging solution is right for them and what it takes to complete such a project

### Why should you Image?

#### An average organization:

- Makes 19 copies of each document.
- Spends \$20 in labor to file each document.
- Spends \$120 in labor searching for each misfiled document.
- Loses one out of every 20 documents.
- Spends 25 hours recreating each lost document.

**Source: PricewaterhouseCoopers**

- 95% of information that is on paper. It is estimated that the average worker prints out 45 sheets of paper per day.

**Source: IDC**

- \$150 Amount it can cost a company to process one simple intra-company form, such as a vacation time request.

**Source: Gartner Group**

- 100,000 The number of deaths each year caused by information errors or a lack of data.

**Source: The Institute of Medicine**

- \$3.8 billion Amount the Enterprise Content Management (ECM) market is expected to grow to by 2007, up from \$2.7 billion in 2003.

**Source: IDC**

- 25% of enterprise paper documents that are misplaced and will never be located.

**Source: Datapro/Gartner Group**

- 50% of time professionals spend locating pertinent information.

**Source: PricewaterhouseCoopers**

- \$360 billion Amount U.S. businesses spend annually turning information from the documents they receive every day into something they can use to run their businesses.

**Source: Gartner Group**

- 400 Number of hours per year the average employee spends searching for paper documents.

**Source: Datapro/Gartner Group**

- 86% of invoices that are still printed on paper.

**Source: Gartner Group**

- \$8 Average cost to process an invoice. As much as 70% of all invoice processing costs are wrapped up in document handling and data entry process.

**Source: International Accounts Payables Professionals**



**Can you afford not to have a Document Management Solution?**

**How can Verbella CMG help you?**

**Here is how Verbella CMG can make this solution a reality for any Organization or Department requiring document imaging:**

- Verbella CMG is a Kofax® Premium Certified Solution Partner (CSP). One of the few CSP specializing in SAP imaging solutions. In addition to selling Kofax® software, our consultants are certified by Kofax® for their Kofax Capture Suite of OCR products, including "Ascent for Invoices".
- Verbella CMG, is also one of two certified resellers of the Kofax® Capture Export Connector (formally known as the AR4ERP release script) in North America.
- Verbella CMG can help your organization make the correct scanner purchase for your OCR project. We have implemented hundreds of imaging projects with dozens of scanner models. We are a Value Added Reseller (VAR) for most major brands of scanners, including Fujitsu®, Kodak®, and Bell & Howell®.
- We offer on-site installation of content management software such as **SAP's Content Server, PBS ContentLink** and **IXOS® eCON-Server**.

**Turnkey Solution Examples**

Combining our expertise and "one stop" delivery capability with the SAP ArchiveLink functionality you already own, means we can quickly implement a complete, feature rich and scalable solution for your electronic document imaging needs.

**Late Archiving with Barcode**

**Images of Vendor Invoices are linked via Barcodes to the SAP Financial transaction.**

**The Archiving Scenario: Late Archiving with Barcode.**

For A/P departments, who process documents centrally, that would like a solution that is quick to deploy, doesn't impact the current business process, and where electronic document storage is the primary driver for such a solution

**Assign and Store**

**Images of Contracts and data sheets are linked to Vendor, Customer, Material Master records via Key Index values.**

**The Archiving Scenario: Assign and Store (Formally "Late Archiving")**

For departments who want to store documents after they have been processed and place the indexing burden on the Scan Operators.

**Store for Subsequent Entry**

**Vendor Invoices or Customer PO Documents are processed via SAP workflow.**

**The Archiving Scenario: Store for Subsequent Entry (Formally "Early Archiving")**

For A/P or order entry departments who would like to capture the images before the SAP transaction is created. This scenario creates workflows that route the images to processors who key from image. Using workflow allows for reporting on end-user productivity.

Depending on the number of scanning locations and volume of Documents being process, regardless of the Archiving Scenario, - Verbella might offer the following Turnkey solution:

- **Departmental scanner 30-60 pages per minute, e.g. Fujitsu fi-5120, fi-6120, or fi-5650**
- **Kofax® Capture Software and the Kofax Capture Export Connector**
- **Installation and configuration of the Kofax Software**
- **Configuration of SAP ArchiveLink**
- **Configuration and installation of the SAP Content Server**