

DETACO

Accounts Payable Process Improvements through OCR

Dina Fortes Silva
&
Stefan van Duren

Contents

- Activities AP Department
- Optical Character Recognition
- Benefits of OCR
- Detaco Approach
- General Information

Activities AP Department

- Processing invoices:**
- Sorting and coding of received invoices
 - Creating and updating suppliers data
 - Registering invoices
 - Requesting approval of invoices
- Control activities:**
- Checking correctness of registers
 - Ensuring timely payments of invoices

Optical Character Recognition

Optical Character Recognition (OCR):

- Program which allows for automatic registration of invoices in the financial system through automatically taking over name, address, place, invoice amount and date amongst others of scanned invoices.
- Possibility of digital storage of invoices for authorization and control activities.
- Integration with the (automated) payment process.
- Digital archiving of invoices.

Benefits of OCR

Benefits of automating the Accounts Payable activities through the implementation of an OCR system:

- Time savings on the registration of invoices in the financial system.
- Reduction in the probability of the incorrect registration of invoices.
- Recognition of duplicate invoices by OCR.
- Ease of traceability of historic invoices and payment data through electronic archiving.
- OCR can be directly linked to your financial corporate system.

Detaco Approach

1. Description of the current processes in your Accounts Payable department.
 - Detailed report on the business processes of the AP department.
2. Defining the problems and how OCR would contribute to the related solutions.
 - Analysis of the corporate process.
 - Description of the solutions to the problems via an OCR implementation, including a cost-benefit analysis.
3. Detailed design of the proposed solutions.
 - Complete design of an improved corporate process and the related OCR solutions.
4. Implementation of OCR.
 - Managing the implementation of the new corporate process.
 - Writing and executing test scenarios around OCR.
 - Providing training to future users and documentation related to the renewed corporate process.

General Information

Detaco B.V.

Duinkerkeleen 83

4875 CZ Etten-Leur

Telephone: 076-88 76 335

E-mail: info@detaco.nl

Dina Fortes Silva

Project Employee

E-mail: dina.fortes.silva@detaco.nl

Stefan van Duren

Process Consultant

E-mail: stefan.van.duren@detaco.nl