

AnyDoc[®]
REMIT

Automatically Capture
Data from Customer Remittances.





www.anydocremif.com



Discover why automated data capture is an irreversible trend.

! For years organizations have sought to rein in the high cost of remittance processing. Routing payments from the mailroom to your accounts receivable (A/R) system is an expensive venture. And it's even more costly if you're manually keying in payments from customer remittances.

Lurking behind the more transparent labor costs indigenous to manual processing is a host of hidden costs—such as those associated with interpreting difficult-to-read columnar remittances, resolving payment exceptions, searching for misplaced or misappropriated payments, absorbing the impact of processing float, tracing data entry errors that have been propagated downstream and extending compensations to ease strained customer relations.



! When you dissect the manual remittance process, it's easy to see how processing costs cut into your valuable profit margins. It's time-consuming enough to key in data from the remittance documents your accounting system requires. But that's not the only preparatory task that must take place before funds are within reach. Validating statement IDs and invoice numbers, looking up customer account numbers, matching incoming funds with outstanding invoices, endorsing checks for deposit and preparing deposit slips are just some of the labor-intensive tasks that can be automated for maximized efficiency.

But for many industries today, money isn't the only business driver fueling interest in automated data capture and processing solutions. As the noose of increasingly stringent compliance requirements continues to tighten, the need to be able to quickly access accurate and verifiable remittance information is becoming paramount in the quest to stay as compliant as you are competitive.

[Learn how automated remittance processing has changed this trend.](#)

Save money and gain efficiency with AnyDoc®REMIT.

“Automating your remittance processes helps ensure customer payments are posted in a timely and accurate manner.”

Time is money. With AnyDocREMIT you will save both because automation enables you to process your remittances faster and with fewer staff. AnyDocREMIT will minimize your need to manually enter data by automatically and accurately capturing remittance data that will feed your document storage and retrieval system or database.

With AnyDocREMIT automation, you will add efficiency to your processing, allowing you to focus more on your customers than your documents. And with accurately indexed images in your content management system, your clerks are able to drill down into customers' payment histories within days—or even hours—of receiving remittances, without ever leaving their desks. This kind of efficiency allows you to repurpose your A/R clerks and assign them to higher value-added functions within the organization.



Alleviate productivity bottlenecks associated with manual processing.

These issues include:

- | | |
|---|--|
| » Time-intensive manual data entry | » High labor costs |
| » Data entry errors propagated downstream | » Misplaced remittance documents and checks |
| » Duplicate or misallocated payments | » Restricted cash flow due to increased days sales outstanding (DSO) |
| » Lost interest from excessive processing float | » Duplication of effort from keying into multiple systems |
| » Difficult-to-read machine print and columnar data | » Slowed decision making |

The Benefits



Improved remittance data accuracy

Although most organizations do a good job inputting accurate remittance data, manual processing invites the potential for human errors, creating a ripple effect of problems that could compromise the efficiency and effectiveness of your operations. And when the culprit data is detected, your staff has to investigate the error, correct it and possibly reprocess those payments. AnyDocREMIT uses highly reliable remittance data, such as the check's MICR code, to obtain a customer's account information. It does this by querying your database and pulling the rest of the customer's information associated with that MICR. Not only do automated database lookups save you in processing time, they also ensure that you are feeding your backend systems the most accurate data possible.

Accelerated cash flow

Cash flow hindrances, such as excessive processing times, prevent you from meeting your business goals. Automating your data entry, as well as reducing the number of touch points each remittance must pass through, expedites the time it takes to transfer data to your financial systems and deposit funds into your coffers. AnyDocREMIT will even generate deposit reports based on your data output, allowing you to prepare deposits quicker and more accurately—with less manpower. Quicker deposit times translate to improved working capital and enhanced productivity.

Reduced labor requirements

Automating your remittance processes allows you to reassign your data entry knowledge workers—who are an invaluable resource because of their experience with your customers—to more business-critical tasks. AnyDocREMIT also automates many of your other preparatory tasks, freeing up the time that used to be spent manually validating statement IDs and invoice numbers, looking up account numbers, matching incoming funds with outstanding invoices, endorsing checks for deposit and preparing deposit slips.

Intact business processes

AnyDocREMIT adapts to your business processes, instead of making you adhere to new ones to accommodate the software. It also allows you to use your business rules to verify remittance data, just as your A/R clerks do now—but much faster. If one of your business rules is broken, an operator is alerted to review the discrepancy. For example, if the invoice number on a customer's remittance doesn't match what's in your A/R database or the customer has only made a partial payment, the software will automatically route the remittance image to an exception queue for supervisor review, if that's what your current business process calls for. Or, if the check amount doesn't match any open invoices, you could have the software automatically apply remittances to the oldest invoice. AnyDocREMIT puts you at the helm of your business processes—where the control belongs.

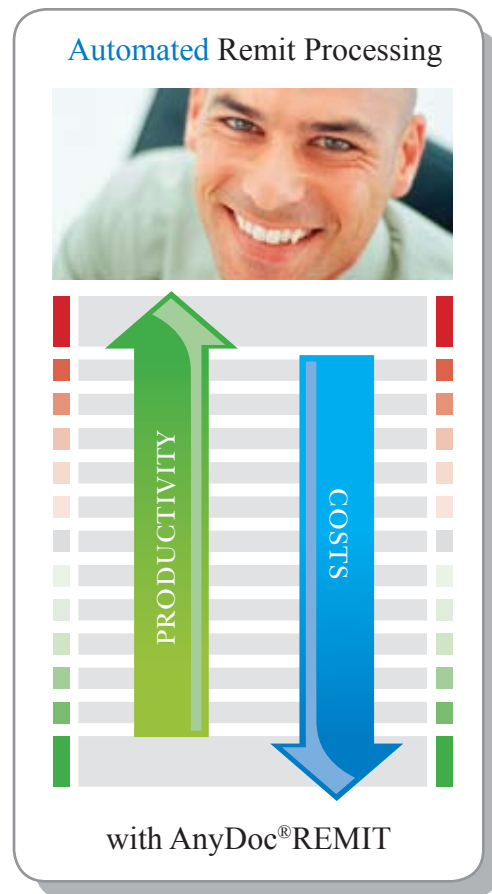
Improved customer service

Automating your remittance processes helps ensure customer payments are posted in a timely and accurate manner. Few things are as unnerving for customers than being billed twice for something because a payment was lost or applied to the wrong account. These mistakes can be costly in the time they take to resolve and concessions that may have to be made to pacify an irate customer. Automating allows you to proactively prevent these mistakes, instead of reactively stamping out fires that spawn from them. The time required to research exceptions is also reduced because your remittance data is available sooner and accessible with a few clicks of the mouse. With all of the downstream benefits of document archiving, digital record retention and image retrieval available to you sooner, you are better able to focus your efforts on customer care.

The AnyDocREMIT difference:

Freeform remittance data capture with AnyApp™ technology.

As part of the AnyDocREMIT solution, AnyApp™ technology provides a better way to capture the data that appears on your remittances—such as invoice numbers or total amount due—but are found in different locations in each remittance format. You simply define the data fields you need to capture, such as “amount due,” or “PO number.” AnyDocREMIT then scans the entire remittance to find any variation or combination of your keywords to locate the data you need. AnyApp can also search by data format, such as dd/mm/yyyy; data type, such as alpha, numeric or both; and/or location, such as “just look in the top half of the document for this data.” It then remembers where it found the data when the document type is processed again, making data capture more efficient for future processing.



The Process

AnyDocREMIT is designed to automate and streamline the capture and delivery of remittance data into your financial system. Phases of the automation process include:

CAPTURE

Documents can be scanned and converted to images right out of the envelope. Once scanned, document images are digitally viewable in seconds. Or you can import them into AnyDocREMIT from another directory.

QUALITY ASSURE

AnyDocREMIT delivers the cleanest images possible by filtering them through its QA process. Images can be cleaned, rotated, deskewed, lightened, cropped and despeckled. You can also replace an image, insert new images into a group, or append images to the end of a scanned group.

EXTRACT

AnyDocREMIT spiders through remittances, culling out the information you need, such as payment amounts, statement IDs, invoice numbers, customer account numbers and more. All headers, summary items and line-item details can also be captured, without ever needing to set up a template. Or you could choose to just capture the data you need to index your documents for quick retrieval from your document storage and retrieval system. The software automatically recognizes all future remittances from the customer through the use of sophisticated algorithms that “memorize” the customer’s unique identifying information the first time it is captured, thus expediting the extraction process further.

VERIFY

AnyDocREMIT verifies the data for accuracy and alignment with your business rules. If there are any characters the software flags as questionable, they will be routed to an A/R clerk for verification. And you can set up your verification system to mirror your manual system. For example, if you require that payments over \$10,000 be checked by a supervisor, you can set that as a rule and assign a supervisor as your second pass. Because verifying data takes only a fraction of the time it takes to manually key the data in, you save valuable time in getting your payments processed.

AUDIT

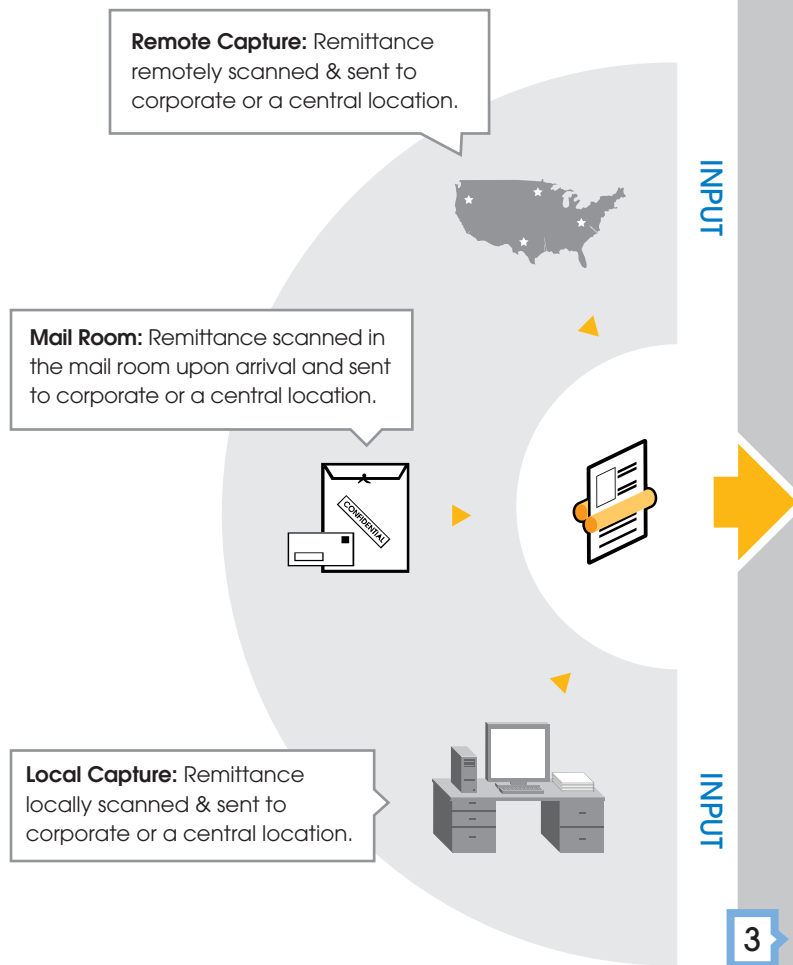
AnyDocREMIT’s Auditor module allows you to review the work of your A/R clerks. You can spot-check specific data fields captured from your remittances or review everything that an operator has processed. Or if you want to automate your auditing efforts, you could set a predefined percentage of work you want to be audited in any given day to ensure a representative yet random sample.

OUTPUT

Once your data has been verified, AnyDocREMIT outputs it into a directory to be imported into your document storage and retrieval system or database. If you also accept EDI payment and remittance information, AnyDocREMIT’s output can be formatted to integrate with your EDI payment stream. And by adding AnyDoc®EXCHANGEit to your portfolio, you can direct your output to multiple destinations on your schedule, without human intervention. With accurate remittance information delivered faster, your organization can deposit its payments sooner, providing substantial competitive advantages in reduced labor costs, higher productivity, improved customer relations and reduced DSO.



AnyDoc®REMIT Process



OCR for AnyDoc® - Pass 1 - 25 1 AR - Checks

File Management Edit Parameters Settings Status

MICR

025343092902271216849

Invoice Number
MTGRE59299
MTGRE59109
MTGRE59019
MTGRE59438
MTGRE59184
MTGRE58935

INVOICE_NUMBER

Overstrike Mode - Zone 19 of 26, Row 2 of 6 0 Quets, 300

Process Legend

- 1 MICR lookup to uniquely identify customer and account information
- 2 Balance line items to check amount
- 3 Lookup/validate invoice in A/R application
- 4 Extract line items correctly



Batch 0000037 (1 of 7) (1/1)

CUT BANK PLUMBING & HEATING, INC.
P.O. BOX 266 PH. 406-873-2422
CUT BANK, MT 59427-0266

FIRST STATE BANK
OF SHELBY
SHELBY, MONTANA 59474-0913
93-227-929

5/4/2006

\$**285.98

Two Hundred Eighty-Five and 98/100*****

DOLLARS

MEMO

25343

25343

25343

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
04/12/2006	Bill	MTGRE59299	34.78	34.78		34.78
04/12/2006	Bill	MTGRE59109	16.62	16.62		16.62
04/12/2006	Bill	MTGRE59019	4.46	4.46		4.46
04/12/2006	Bill	MTGRE59438	5.45	5.45		5.45
04/12/2006	Bill	MTGRE59184	59.10	59.10		59.10
04/12/2006	Bill	MTGRFSR935	165.57	165.57		165.57
				Check Amount		285.98

1

2

Check Number: 25343

MICR INDEX: 092902271216849

Customer: CUT BANK PLUMBING

CUSTOMER ID: BBBB11117

Check Amount: 285.98

Invoice Amt.	Statement ID	INVOICE CUST ID
34.78	923168	BBBB11117
16.62	923168	BBBB11117
4.46	923168	BBBB11117
5.45	923168	BBBB11117
59.10	923168	BBBB11117
165.57	923168	BBBB11117

4

100% Correct, 0 to EOF Grid Set 1 of 1 [RecStar Pro] AEG



OUTPUT

OUTPUT



Storage



Data Records

ODBC, ASCII, XML, EDI 835



Document/Content Management

Customer Comments

"I never thought it would be this easy to process my paper documents..."

"By switching to an automated system, we saw a 60% leap in productivity..."

"Multiple people can access the identical image at the same time..."

"Now the turnaround time for each document...is immediate!"

"Things are running much smoother... thanks to AnyDoc Software."

Online Education



Live On-Line or Pre-recorded Presentations

Get an up close look at AnyDoc's complete line of document and data capture solutions. Register for one of our free educational webinars and learn more about the power of precise data. www.anydocsoftware.com

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Complete Line of Products



Since 1991, AnyDoc Software has met the data capture and processing needs of thousands of companies worldwide with one core platform. Our current suite of products all operate from that stability and enhanced functionality built on years of experience and innovation. One vendor, every document, no headaches.

Additional Software

AnyDoc®Auditor

Selectively review and assess operator efficiency and accuracy. Define monitoring by operator, form, and even down to the zone level. Zone history is logged to a database for reporting. www.anydocauditor.com

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infiniworx™

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SOFTWARE

AnyDoc
REMIT

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