

Case Study: Financial Invoice Management

Vendor Generates Invoice



Organization Receives Invoice



Capturing Invoice



Scanner / Digital - Form



Store Invoice in Samhita®



Samhita
Document Manager



Enter Data & Link
from SAMHITA
into AP System



Employees can concentrate
on other productive works



The Problem:

All major businesses have the fundamental responsibility of processing vendor invoices. It sounds like a simple task since you already spent millions of dollars on the development or purchase of a cost management system. But the truth is: businesses receive invoices from other businesses that are non-industry standard and, many times, are not available via electronic media, making the processing task anything but simple.

Business processes are sometimes simply overlooked by management but can be disastrous- for example, a long-lasting business relationship can easily come to an end or a customer is lost if an invoice is mishandled or even delayed.

But the inherent problems in manually processing invoices do not just affect profits and losses; they also affect your ability to perform detailed cost analysis and tie up business analysts, who would be far more effective

The Solution:

The fact is you cannot eliminate paper invoices received from vendors- they will continue to flood your enterprise, bringing all their baggage with them. But to stay competitive, you must eliminate the problems associated with traditional invoice processing. Ultimately, companies must automate in order to be efficient. The answer is Samhita®

Samhita® provides a cost effective and turnkey solution for the electronic management of documents. Built on 100% pure java technology, Samhita® provides a robust, cross platform, web based solution for organizations looking for an integrated document management system.

The first step is to import and capture invoice data. Paper invoices are in multiple forms and need to be transformed into images via scanning and then submitted to rigorous image preprocessing, or cleanup, to ensure that data is easily readable and accurate as it moves through the system.

The invoice captured in the first step, then is stored in the Samhita® system in a logical folder structure. At this point a link is generated to this stored invoice, which would allow one to access the invoice.

Link generated in the second step is incorporated in the Accounts Payable (AP) system such as PeopleSoft Financials. This would enable a filing clerk or an auditor access the physical invoice by clicking on the incorporated link.