



Implementing the automated invoice processing system – InvoiceCapture in GEFCO Slovakia

The study describes the implementation of the InvoiceCapture system for scanning, automated recognition, electronic archiving and approving of invoices in GEFCO Slovakia s.r.o. The unique aspect of the solution is the use of the state-of-the-art technologies for data extracting from invoices (a substitute for manual typing), maximum possible integration with the SAP – all of that based on the Microsoft technologies.

“We are able to pay our suppliers much more promptly, which makes us a much more attractive customer for them.”

Michal Bugar, head of IT at GEFCO Slovakia.

CASE STUDY

SECTOR

Logistics

COMPANY NAME

GEFCO Slovakia s.r.o.

CUSTOMER PROFILE

The strategy of GEFCO Slovakia s.r.o. is based on ensuring an integrated logistics for the industrial sector. The company's motto "Logistics for manufacturers" expresses the Group's ambition: setting the standards in logistic services provided to industrial companies. For 60 years already GEFCO has been ensuring logistic services at the input and output for PSA Peugeot Citroën. The GEFCO Group is now present in more than 100 countries and employs 10,000 employees worldwide.

COMPANY SIZE

About 30 PC clients

SOLUTION

Implementing the InvoiceCapture for scanning, automated recognition, electronic archiving and approving of invoices in GEFCO Slovakia. The unique aspect of the solution is the use of the state-of-the-art technologies to extract the data from invoices (substitute for manual typing), maximum possible integration with the SAP solution, and all of that based on the Microsoft technologies. The solution was awarded a prestigious award Microsoft Industry Award 2010.

MAIN BENEFITS OF THE SOLUTION

- ▶ Automated circulation of invoices
- ▶ Automated recognition of data from invoices
- ▶ Significantly reduced time of invoices circulation at the approval
- ▶ Improving the transparency of the approval process
- ▶ Simple monitoring of the course of approval
- ▶ Minimising the risk of hardcopy documents loss

GEFCO Slovakia s.r.o. used to process large amounts of invoices manually. Its specific feature – contrary to other companies – is the fact that the invoices usually have tens of pages. This resulted in a natural requirement for scanning, automated recognition, electronic archiving and approving of invoices.

PROJECT BACKGROUND

Received invoices were approved manually, so it was not possible to check who has the relevant invoice and it did not enable to monitor the time for an approval. The management workers could not search for and view the older invoices approved by them relating to their departments.

These facts resulted in a natural requirement for scanning, automated recognition, electronic archiving and approving of invoices with the aim to minimise the time and costs of processing, to make the process more transparent and to provide for full integration of the solution with the SAP.

BUSINESS OBJECTIVES

The main objectives of this solution were:

- ▶ to make the received invoices approval process standardized;
- ▶ to reduce the time needed for received invoices processing;
- ▶ to create an electronic archive of received invoices in the system for documents administration and archiving, which would contribute to minimising the risk of hardcopy invoices loss and would provide for shared access to electronic invoices;
- ▶ to create a link of the Imaging system with the system ERP – SAP for the transmission of data obtained from invoices and also obtained/updated during the approval process;
- ▶ to provide the electronic access to invoices for all authorised users.

CASE STUDY

SOLUTION

The outcome of the solution supplied is an automated process of supplier invoices processing from scanning, through automated recognition of individual items of an invoice, storing in electronic archive and economy system, up to the electronic approval. The close integration of the system for documents administration GArchive, workflow of the system K2 blackpearl and economic system SAP guarantees high efficiency of the whole solution.

BASIC FEATURES OF THE SOLUTION PROPOSED

- ▶ distributed scanning of supplier invoices in the central office and branches of the company by the **GScan** system;
- ▶ transmission of electronic images of scanned invoices to the central office using the existing lines;
- ▶ automated recognition of data from invoices such as the invoice number, total amount, due date, date of taxable fulfilment, supplier's account number, order number, etc. using the state-of-the-art recognition technologies OCR/ICR for semi-/non-structured documents;
- ▶ data correction and verification by means of control databases and numerical codes of the economic system SAP;
- ▶ export of data and invoices scanned to the system for electronic documents administration **GArchive**;
- ▶ data synchronisation between the systems **GArchive** and SAP;
- ▶ electronic approval of invoices using the workflow system K2 blackpearl workflow.

The application server applied was IIS of the OS Microsoft Windows Server 2003 and the database server was Microsoft SQL 2005 Server. The products applied are technologically based on the Microsoft .NET Framework technology.

- ▶ The solution covers the following activities.
- ▶ Received invoices scanning (scanning operator).
- ▶ Indexing:
 - ▶ transmission of scanned invoices into the recognition system;
 - ▶ automated data recognition of the invoice header;
 - ▶ data verification (verification operator);
 - ▶ storing in DMS.
- ▶ Integration with the SAP.
- ▶ Invoices approval managed by the system of:
 - ▶ cost centres;
 - ▶ competence matrix;
 - ▶ decision-making tree.
- ▶ Invoices administration in the DMS system:
 - ▶ documents search according to the index items;
 - ▶ displaying the index items of documents found;
 - ▶ displaying the content of documents found;
 - ▶ index items change;
 - ▶ document file permissions setting;
 - ▶ documents sorting – creation of folders and dynamic folders;
 - ▶ monitoring the documents access history.

The implementation of the above stated progressive software IT tools – standard solution of **GRADIENT ECM**, tailored for the needs of **GEFCO Slovakia s.r.o.**, has resulted in significant improvement of supplier invoices processing efficiency. It has also resulted in the creation of a universal platform for the electronic administration and circulation of documents which will contribute to the establishment of a paperless company and provide for other processes automatization.

BENEFITS

The solution provided GEFCO Slovakia with the added value and comparative benefit on the market thanks to:

- ▶ the invoices circulation automatization from scanning, recognition and storing in the electronic archive, up to their approval in the workflow system;
- ▶ automated data recognition from invoices; the invoices do not need to be entered into the SAP which means a huge time and costs savings;
- ▶ significant shortening of the time needed for invoices circulation during the approval process;
- ▶ improving the approval process transparency;
- ▶ simple monitoring of approval process;
- ▶ minimising the risk of hardcopy documents loss.

The solution was awarded the prestigious award **Microsoft Industry Award 2010**.