



INNOVATIVE EFFICIENT FOCUSED



## FOCUS on Input Management Solutions

### How to win the paper chase: Automating the capture of incoming documents

Simply by implementing an Input management (or document capture) solution, an organization can achieve significant payback right away. The organization will save time because data enters the workflow far faster than with manual handling and processing. It will reduce cost because less human interaction is needed—a huge consideration in any organization where the volume of information and documents to be processed continues to swell, but headcount is fixed for budget reasons. It will improve the quality of information by avoiding the mistakes that come with manual data entry.

In addition, by using intelligent document recognition (IDR) software, organizations can automatically identify documents as they are captured and route them to the appropriate organization, individual, application or business unit. A high-speed solution for automatic classification, indexing, extraction and routing helps businesses handle the vast amount of incoming information they receive on a daily basis in a fast and efficient manner.

### Legislation forces companies to improve their Accounts payable (AP) processes

All companies want to pay their invoices quickly and efficiently, using as few resources as possible. Document Automation software helps companies to automate their invoice processing which lowers costs, speeds up payment times, and improves control.

However, changing internal processes is not always easy. In any organization, there is always some initial resistance against new ways of working. Even if everybody realizes that it is a change for the better, it can still be hard to change behaviors. Consequently, many companies are stuck with inefficient, manual invoice processes which result in lack of control, late payment fees, and frustrated AP staff.

Constantly delayed payments and lack of corporate transparency is a problem for the whole economy. Therefore, more and more countries are now legislating about AP processes, invoice payment times, and e-invoicing.



#### Inside this issue

Optimizing Accounts Payable.....	2
Powerful BPM .....	2
Streamline SAP Procurement.....	3
Imfundo learns to automate .....	4

#### Special points of interest

- Input Technologies (Focus' sister company in the USA) innovates business at InnovationRX—Division of the Innovation Group
-

## Readsoft

**ReadSoft** is a world-leading supplier of software for document automation. The company develops and markets a complete software platform for document automation under the name of ReadSoft DOCUMENTS. The vision is to release businesses around the world from handling documents manually. Since starting in 1991, ReadSoft has grown to a worldwide Group with offices in 15 countries in Europe, North America, South America and Australia, as well as a large number of local and global partners. The head office is in Helsingborg, Sweden, which - along with Stockholm - also houses the Group's main research and development unit. The ReadSoft share is traded on the Nordic Stock Exchange Small Cap list.

## Autonomy Cardiff

Autonomy Cardiff with its innovative Intelligent Document platform is a leader in providing solutions that unify people, paper and process. Autonomy Cardiff embeds intelligence into a document that enables it to have a self understanding of its content. This meaning-based intelligence enables the form or document to provide a rich user experience, enforce business data rules, route itself to the right people, and manage interactions with business systems. This makes Cardiff Intelligent Documents an ideal and elegant solution for information onramping. Autonomy is an acknowledged leader in **Meaning Based Computing**. Meaning Based Computing enables computers to understand the relationships that exist between disparate pieces of information and perform sophisticated analysis operations with real business value, automatically and in real-time. Autonomy Cardiff is part of the [Autonomy Group](#).

## Optimizing the AP process within SAP



As a SAP user, you are well aware of how efficient the system is when it comes to handling logistics, financial flows and other business critical information. But have you made sure you use the best solution for optimizing the Accounts Payable process within SAP? Or do you still frown by the thought of how many hours your staff spends on manual procedures?

**ReadSoft DOCUMENTS for Invoices** automates the AP process – and is seamlessly integrated with SAP. Below is a brief outline of how invoices are handled, from arrival to payment:

Using the **INVOICES** software, information from invoices is extracted and automatically transferred into your SAP business system, where **INVOICE COCKPIT** validates supplier information against your list of approved suppliers, matches data against existing purchase orders and automatically posts the invoices if all data are correct.

ReadSoft's electronic workflow solution **WEB CYCLE** is used for query resolution and approval of invoices. With the **WEB CYCLE** add-on **MOBILE APPROVAL**, you can also approve or deny invoices with your BlackBerry or any other mobile device.

Throughout the process, the web-based supplier portal **WEB BOARD** allows suppliers to submit and check the status of their invoices.

## Powerful BPM that integrates content, process and people in an adaptive, rapidly deployed environment



LiquidOffice redefines business process management (BPM) in the enterprise by accelerating cycles, ensuring compliance, and connecting people with information and processes, regardless of location. Plus, its integration of Autonomy's market-leading enterprise search makes LiquidOffice the first and only BPM solution that enables real-time access to, and use of, time-sensitive content throughout the process lifecycle.

LiquidOffice is the only BPM solution that offers enterprise-class search, as well as a full range of user-determined, structured and self-adaptive process options that are required for real-time process control. These capabilities allow LiquidOffice to fully automate the processes of complex business environments and to surface in-process content at the right step and time in a business process, which results in better decisions being made in a more complete context.

LiquidOffice enforces adherence to best practices, corporate policies and government regulations by centralizing processes and control structures across the enterprise. It also provides visibility into those processes, notifies risk managers of non-compliance and automates corrective action and responses. In short, LiquidOffice provides a secure audit trail by automatically tracking approvals, reviews, edits and business activity at every step of a process.

*"LiquidOffice provides forward-looking visibility into real-time data and in-flight processes, allowing decisions and analysis to be made on current context, and avoiding the traditional time-lag associated with process performance data."*

Nathaniel Palmer, Delphi Group

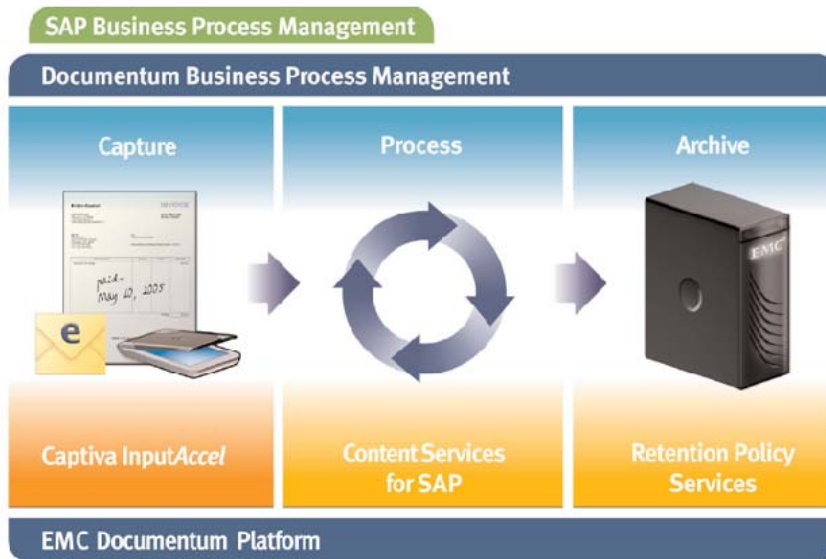
# Streamline SAP Procurement processes with content-centric business process management

To give your organization the benefits of end-to-end purchase-to-pay automation, integrate your SAP® transactional business processes with essential content-related business processes and supporting content—RFP5 and RFP responses, purchase requisitions, purchase orders, contracts, correspondence, invoices, payment stubs, digital images, and more. When you orchestrate the capture, process integration, retention, and disposal of all SAP purchase-to-pay content using a content-centric business process management (BPM) system, your organization can better control costs, save time, ensure compliance, and enhance efficiency straight through to the accounts payable process. The result: a greater competitive advantage for your organization.

The EMC® transactional content management solution for SAP pulls together related paper-based and digital purchase-to-pay information and places it at the disposal of everyone with access to your mySAP™ ERP Financials system or EMC Documentum repository. This solution will especially benefit accounts payable (AP) departments, which often rely on paper-based transactions. In fact, perhaps as much as 80 percent of invoices are received in paper format and, as a result, AP departments must slog through time-consuming processes that cause late or incorrect payments and missed discounts. Worse, AP personnel often enter data manually, creating errors that unnecessarily expose your enterprise to legal risks. The EMC transactional content management solution for SAP helps make these problems a thing of the past.

In addition to Documentum business process management software (described below), the transactional content management solution comprises the following products:

- EMC Documentum Content Services for SAP
- EMC Captiva InputAccel for Invoices
- EMC Documentum Retention Policy Services



The SAP-certified Documentum Content Services for SAP® integration directly associates, or links, relevant business content with SAP business objects. From within the SAP application, users can access all the relevant content related to an AP transaction, workflow, or record. For example, during an AP approval process you can access the scanned invoice, vendor contracts, correspondence, and more.

Also, Documentum Content Services for SAP, along with Documentum BPM, integrates the business processes used to manage the respective Documentum and SAP systems; in this way, the Documentum system handles some document validation/approval processes, while others are managed via SAP. And Content Services for SAP enables you to add descriptive metadata to the SAP system, so SAP transactions can be populated or created using captured information.

## EMC<sup>2</sup> Captiva

To strengthen our core business and extend our market to new areas, we have, over the past four years, acquired and integrated more than 30 growth-oriented software and services companies. We operate R&D centers in Belgium, Brazil, the Netherlands, Ireland, China, India, Israel, Russia, and the U.S., and manufacturing facilities in the U.S., Ireland, and Brazil. We hold the most stringent quality management certification from the International Organization for Standardization (ISO 9001), and our manufacturing operations hold an MRP II Class A certification.

Today, we employ more than 38,000 people worldwide, about 40 percent of whom work outside the U.S. We are represented by approximately 400 sales offices and scores of partners in more than 60 countries around the world. We have the world's largest sales and service force focused on information infrastructure, and we work closely with a global network of technology, outsourcing, systems integration, service, and distribution partners.

We are committed to acting in a socially and environmentally responsible manner and to being an attentive and thoughtful neighbor in our local and global communities. We are a publicly traded company, listed on the New York Stock Exchange under the symbol EMC, and are a component of the S&P 500 Index

## SAP® Certified Integration

InputAccel for Invoices now supports line item detail capture and provides full SAP R/3 connectivity.

## Imfundo learns to automate

### Focus Solutions (Pty) Ltd

Focus Solutions provides front-end data automation to all industries where the need for high volume, high accuracy of data acquisition is required.

Best-of-Breed forms Processing and data extraction solutions which we use as our main front end image delivery packages

Development expertise which we apply to the various forms processing modules to customise and tailor solutions that are not only industry specific but also customer specific.

Integration expertise to allow us to seamlessly integrate with peripheral products such as workflow, ERP and document management systems.

June 2008—Focus Solutions assisted Imfundo to automate the scoring of the FAIS exam answer sheets. Focus Solutions being approached very late in the process set about to prove that deployment of automation solutions do not have to be cumbersome. Looking at Imfundo's requirements, Focus redesigned the answer sheets according to the client's very high standards, optimizing the forms for increased data extraction and reducing of manual data capture.

As part of this initial phase, data extracted included hand written I.D. no and date of birth, Signature detection and mark detection of I.D.no, DoB, and all answers. Validation of data includes, I.D. no's with DoB, I.D.no's structure, collaboration of extracted data by various technologies (ICR/OCR/OMR) and answers to exam category, sections.

The data extracted is thereafter presented to Imfundo in various ways to assist them in improving their curriculum and service to the industry. The active reports includes, totals and averages, by discipline, exam category, question and locale, in text as well as bar and pie chart format. This provides Imfundo's management with a 1000 foot view of their business, where attention is needed and what to improve to stay ahead of the competition.

*Imfundo derives its name from its purpose, which is to acquire skills and learning. Its core business supports the Advtech Group's drive to build careers through training and developing the skills of adults who are already actively employed or seeking a place in the workplace. In achieving these aims, Imfundo places particular emphasis on the Presidential Nodal Points.*



Focus Solutions (Pty) Ltd  
Focus House  
Unit 5 Verona Office Park  
C/o Malibongwe and MacArthur Ave  
Robindale

Phone: 011-888-5093  
Fax: 011-782-5988  
E-mail: [request@focussolutions.co.za](mailto:request@focussolutions.co.za)  
Web: <http://www.focussolutions.co.za>

