ChronoScan: Document Processing Automation

Provided by Harvest Ventures Inc.

Eliminate data entry from your order and payables processes

ChronoScan Capture

Data entry is one of the most time consuming and error prone processes within an organization.

Many businesses process repetitive documentation like purchase orders, invoices, shipping and receiving information.

This is one of the low-hanging fruits when it comes to:

- Increasing efficiency
- Reducing errors
- Saving costs (headcount)

Business Benefits

Regardless of what software system you use, there are some tools and processes you can implement to eliminate (or significantly reduce) the amount of manual document processing in your organization.

One tool well known for being cost effective and flexible is ChronoScan.

ChronoScan can capture invoices and associated documents, sort and extract the data and transfer that data to your accounting or content management application in a fraction of the time it would take to manually process.

With full automation, invoices and other documents can be processed 24/7 without any manual intervention other than when a validation error occurs, for example the PO number doesn't match a database lookup or the system total is not equal to the invoice total.

Companies have claimed productivity increases upwards of 25% by automating their manual, paper-based processes.

The most common area that businesses find benefit is in Accounts Payable.

Another great example is using ChronoScan to file signed delivery notes. By having them electronically sorted and filed, staff can easily locate them and email to customers when required.

The common benefits of document capture and OCR software include:

- Time savings as documents are filed and processed instantly
- Cost savings – headcount can be reduced or re-allocated by eliminating administrative, data entry tasks
- Payment cycles can be reduced

"ChronoScan has proven to be an effective tool at reducing the amount of data entry within our order entry process. We are beginning the process of implementing this tool on any process that requires a lot of data entry, whether it be purchase orders, invoices, quality documents etc. The accuracy is quite good, even when documents are printed first and then scanned, versus a direct output to PDF. The automated process that it provides simplifies the implementation, as users just put the document into a folder, and ChronoScan will automatically pickup and process. I would recommend this tool for any business that wants to eliminate any data entry."

Mark Ornelas, Director of Information Technologies, Amhil North America

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ChronoScan scans, extracts and exports the data to appropriate file type

How it works

ChronoScan accurately captures information with customizable OCR zones and grids. The first step is to set up 'templates' for commonly processed documents which entails defining the OCR zones on the document such as invoice number/purchase order number and dates.
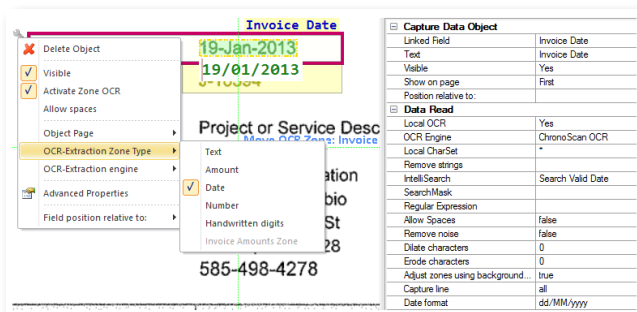

ChronoScan makes this easy with simple drag to highlight functionality.

These OCR zones read a PDF document and convert it to text.

Data can be validated against a database as well.

Once established, ChronoScan's algorithms can recognize and sort documents from different customers and suppliers applying the appropriate mapping template. Documents are sorted and data is extracted saving you valuable time.

Grids can be used as part of the template definition to read areas that are formatted as a table within a document such as line items and totals on a PO or invoice.
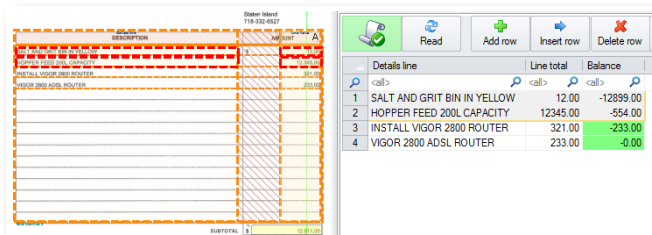
Harvest Ventures recommends ChronoScan for businesses looking to automate manual document management and data entry processes commonly found in Accounts Payable and Order Entry departments.

ChronoScan simplifies the process while offering enough features to provide a complete solution and flexible integration for businesses in all industries.

Features of ChronoScan:

- PDF data extraction
- XML/CSV export
- CMIS ready
- Easy data transfer to ERP/CRM/ECM systems
- Flexible document separation
- Intelli-Tag - Intelligent data extraction
- Zonal OCR
- Nuance OCR plug-in
- Barcode reading
- Line details
- Database lookup
- Watched hot folders

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Hot folders will automate and speed your document processing

ChronoScan: part of your day-to-day business processes

1. Stacks of paper are scanned into electronic format

    If you receive paper documents, you will scan them into electronic format using your preferred method and save to an appropriate folder.
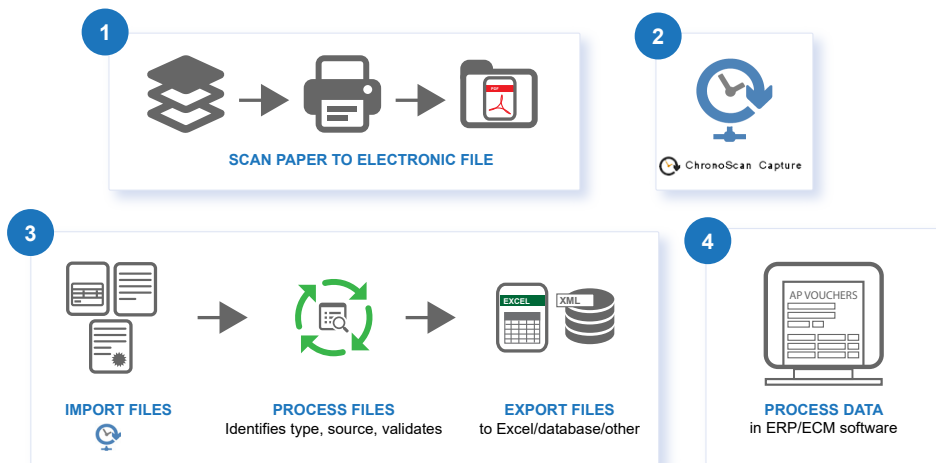
    ChronoScan can monitor specified folders and process the documents that have been added (hot folders). Otherwise, the processing can be initiated manually.

2. The Intelligent scanning process identifies the type of document and the associated data (e.g. vendor, customer details)

3. ChronoScan scans, extracts and exports the data to appropriate file type or directly to the server (CMIS)

4. Once imported, users can process the data from your software application (Accounting, ERP, ECM, CRM)

DOCUMENT DATA CAPTURE PROCESS

1

SCAN PAPER TO ELECTRONIC FILE

2

ChronoScan Capture

3

IMPORT FILES

PROCESS FILES
Identifies type, source, validates

EXPORT FILES
to Excel/database/other

4

AP VOUCHERS

PROCESS DATA
in ERP/ECM software

ChronoScan Capture

ChronoScan is available in flexible formats:
- Desktop application
- Enterprise version for scalable deployment

Harvest Ventures provides sales, set-up and support services for the ChronoScan product.

Harvest Ventures Inc.