Strategies

from Strategic Business Systems

Automated Forms Processing

Ideally, data is entered and validated at the time it is generated. For example, EDI solutions enable information to pass directly into your company's systems. However, this is not always practical. Much of your business information still arrives on paper forms. Automating the input of the data from these paper forms into your business's information systems can dramatically improve productivity while reducing data entry costs.

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It's not your mother's
form processing anymore

Efficiency with Accuracy

A scanner and a desktop computer with forms processing software can free up several data entry personnel manually entering data. The software extracts information from documents containing machine print, hand print, check boxes, or one- and two-dimensional bar codes. Leading recognition engines are used to process and interpret the data. Based on the importance of the accuracy of the data, you can set a level of confidence for the interpretation. If the recognition engines differ, questionable characters or fields can be routed to an operator for verification and identification. The scanning and verification can even be done remotely over an Internet connection.

As the information is extracted, specific business rules and database lookups can be used to validate the data. With proper validation and verification, the

data can have an accuracy rate of up to 99.9%. This exception handling ensures that valid data enters your information systems.

Structured Forms

Structured forms, such as credit applications, order forms, claims, consumer rebates, and customer surveys, have a standard format and have been designed within your company. They have the same type of information in the same location on each form. You use a template builder to identify where the information is located on the form, the type of information, and the data's variable name. Using this template the software extracts the information as the forms are

Customers Report:

- **Processing 600% more forms in one-third the time**

- **190% increase in volume over manual key entry**

- **75% cost savings in data entry**

- **Data entry output quadrupled while guaranteeing one-day turnaround**

- **Four verifiers do the work that used to require twelve**

- **Payback period less than one year**

Committed to Our Customers' Long Term Success   **1-800-727-7260**   **www.sbsusa.com**

Strategic Expertise

Strategic Business Systems has been providing successful solutions since 1982.

We offer expertise in the following areas:

e-business Implementation
- Business Process Analysis
- e-business Strategy Formulation
- Financial Justification

Infrastructure
- Local Area Networks
- Internet Connectivity
- Security and Firewalls
- Virtual Private Networks
- High Availability Solutions

Servers
- IBM AS/400 and PC hardware
- Internet server configuration
- Novell
- Microsoft
- Lotus Domino

Applications
- RPG Application Development and Maintenance
- LANSA Application Development and Maintenance
- Web and Internet Application Development and Maintenance
- Graphical Interface Design for existing terminal applications
- Secure remote server access via the Internet

Content Management
- Document Imaging
- Automated Forms Processing
- Computer Output Management Systems
- Proof of Delivery

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scanned. At the end of the process a file of validated and verified data extracted from the forms is ready to be imported into your information systems.

Forms design software saves additional time by preparing the template while creating professional quality paper forms. The software automates the tedious and time-consuming tasks associated with high quality forms design such as alignment, spacing, image import, and layering. You can easily create and print as many or as few forms as needed.

Unstructured Forms

Unstructured forms, such as vendor invoices, contain standard information (invoice number, date, total amount due, payment terms, etc.), but the data is not in the same location on every vendor's invoice. For unstructured forms, the software uses keywords, word filters, and document topography to identify the correct data, wherever it is located on the form.

There are specialized solutions for processing accounts payable invoices, healthcare claims, and explanation of benefits forms. Each of these solutions is designed to specifically address the processing requirements of the particular type of form.

Forms Processing with Document Imaging

The efficiency of forms processing software is further enhanced by working hand-in-hand with an imaging system. By scanning the forms once, the data is extracted and the document images are ready for storage, indexing, and retrieval in your imaging system.

Value

The value of forms processing is clear. It reduces the labor costs of data entry and validation. It allows companies to increase business volumes without adding additional staff. It helps organizations meet service level commitments and regulatory mandates. It reduces the time required to handle data errors and exceptions. It aids management decision-making by allowing more information to be processed.

If you would like to explore how automated forms processing could apply to your business, contact us to arrange a product demonstration and to discuss the benefits and return on investment that your company could receive.