Kofax AP Essentials™

Kofax AP Essentials, formerly known as ReadSoft Online, provides market-leading capture, extraction and validation for invoice processing. Its configurable business rules, general ledger coding and user driven approval and exception workflows are offered on Microsoft Azure.

Business Challenges

- **Paper-based invoicing can result in inefficient and costly manual processes,** especially for organizations that work with multi-national suppliers and must accommodate invoices across languages.

- **Manual tasks slow down processing.** Errors in keying data or matching line item quantities and prices are costly, delaying approvals and timely payments.

- **Lack of visibility reduces control over invoice processing.** Without a single view of all invoices, critical bottlenecks are missed, resulting in longer processing times and costly exception processing.

- **Delays in posting invoice data into the ERP offer an incomplete financial picture.** Business units don't have up-to-date information. Finance managers have an incomplete view of cash requirements.

- **Time-consuming maintenance, upgrades and IT support.** Cost and effort associated with upgrades and maintenance impact performance and bottom line results.
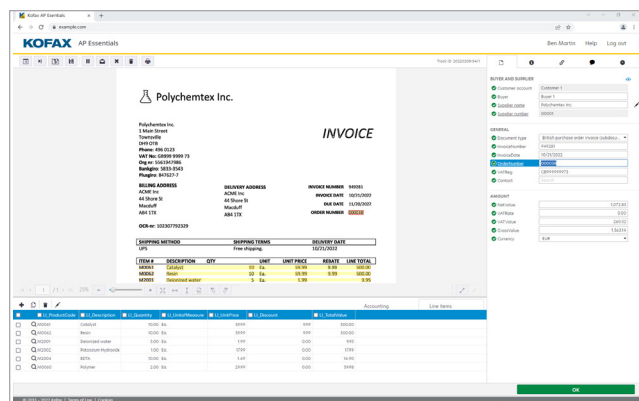
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Benefits

- **Accommodating subscription options:** Choose a 60-day free trial or prepaid volumes or annual (1- to 3-year) subscription.

- **An e-commerce option:** Processing monthly subscriptions online is available for Microsoft D365 Business Central.

- **Improved invoice cycle time:** Reduced costs for manual keying and verification leaves an option to reassign employees to more valued work. Automated extraction rates, typically 80–90%, ensure optimal process flow.

- **One solution for paper/email/e-invoices:** Ensure compliance with new legislation by having one single point of entry for your invoice regardless of format received. Through the Kofax AP Essentials integration with Kofax Invoice Portal, you can easily integrate with several e-invoice networks right out-of-the-box.

- **Available 24/7:** Access via the cloud ensures invoice automation is available anywhere you have an internet connection.

- **Reduced IT requirements:** Implementation is fast and requires no hardware or software investments; no time-consuming maintenance, upgrades or updates.

- **Improved supplier relationships:** Faster invoice processing eliminates late-payment penalties and increases early payment discounts.

Key Benefits

All Editions

- **Extraction rates as high as 95%*.** The Basic Edition includes header-footer extraction only.

- **Adaptive, self-learning, knowledge processing:** Improves in speed and precision as it learns to locate data in invoices, delivering more value over time.

*Basic edition extraction rates no lower than 80%.

Kofax AP Essentials Editions		
Basic	Premium	Enterprise
- Header footer extraction - Online correction - ERP integration - Analytics - XML and image output	Includes Basic plus: - Line pairing - 2-way; 3-way match - Header footer extraction - Online correction - ERP integration - Analytics - XML and image output	Includes Basic and Premium plus: - Approval workflows - Exception workflows - Assisted GL Coding - Line pairing - 2-way; 3-way match - Header footer extraction - Online correction - ERP integration - Analytics - XML and image output

- **Advanced analytics:** Prebuilt dashboards provide insight and visibility into operator productivity and invoice activity. Use it to identify top areas for optimization and improvement.

- **ERP integration:** Invoices are automatically posted in Microsoft Dynamics 365 Business Central, Microsoft Dynamics 365 Finance, Oracle NetSuite, Oracle Fusion Cloud, and Coupa. For other users, an XML file containing invoice data and an invoice image is provided to facilitate integration.

- **Built-in support for regional variations:** Country-specific settings include tax rates, date and amount formats, currencies and character sets.

- **Highly secure solution:** Single Sign On (SAML 2.0), OpenID Connect for Single Sign On and two factor authentication are supported. Regular penetration tests are performed by a third party. Kofax AP Essentials is SOC 2 Type 1 attested, providing enterprise-grade security for customers' data managed in the Kofax AP Essentials cloud platform. Kofax AP Essentials is also compliant with the US NACHA rule.

- **Support for utility bill extraction:** Reduce time processing complex invoices with sophisticated OCR. Data transfer-based document extraction reduces the need for human intervention and helps you ensure timely payments.

- **Administrative services:** Provide account management and reporting services for accrual, billing, processing times, processing volumes, etc.

- **Kofax AP Essentials API (REST-API):** Allows remote access to services that are available in Kofax AP Essentials. The API provides advanced integration options between Kofax AP Essentials and other systems for exchanging information.

- **Storage:** If Kofax AP Essentials' storage is used, invoice images and audit data is retained long term. Additional documents can also be attached to an invoice and uploaded, e.g. Microsoft Word and Excel files.
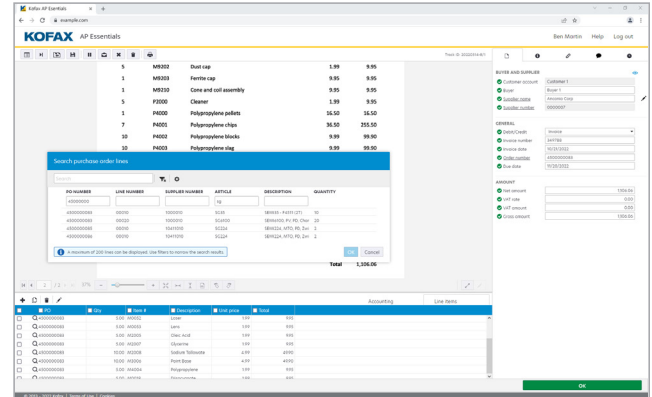
- **Export:** The invoice image and corresponding XML data are exported to the receiving application. If one of the Kofax ERP connectors is used, then this process is automatic. Other export mechanisms such as SFTP, API and Kofax AP Essentials Connect are also available.

Premium Edition (Includes Basic Edition)

- **Line-item data capture:** Recognizes line-item data, even if line lengths differ, are not symmetrically spaced or come from a multi-page invoice.

- **Order line pairing:** Validates sums and tax amounts and matches invoices to purchase orders.

- **Two-way and Three-way match:** Automatic holds for goods receipt can be configured.

Enterprise Edition (Includes Premium and Basic Editions)

- **Approval and exception workflows** are triggered based on invoice data. After the final step in an approval workflow, invoices and corresponding data are available for export, archive or payment, etc.

- **GL Coding:** Users are provided guidance in selecting general ledger codes based on past usage and context.
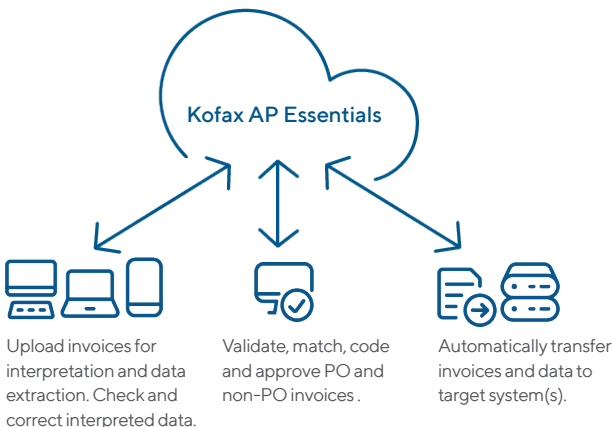
Technical Specifications

Supported File Formats

- **JPEG, JPG, PDF version 1.3 to 1.7. PNG, TIFF, TIF.** All invoice images must have a resolution of 300 dpi and a minimum height of at least 1,000 pixels.

- **For PDF documents,** if possible choose a low compression setting when generating the images, as this will improve the extraction performance and readability.

Scanning Requirements and Conditions

- Color, grayscale and bitonal images are supported.

- Simplex and duplex scanning is supported and any blank pages are removed. Invoices scanned with any scanning application are saved locally and securely uploaded to Kofax AP Essentials.

Kofax AP Essentials

Upload invoices for interpretation and data extraction. Check and correct interpreted data.

Validate, match, code and approve PO and non-PO invoices .

Automatically transfer invoices and data to target system(s).

Automated 3-way match (invoice to PO to goods received) highlighting mismatch in quantity ordered and delivered.

Captured Fields

- Approximately 10 fields are captured per document including header data such as invoice number, invoice date, total amount and net amount. At the line item level, typically quantity, part number, description and amount.

Invoice Input Options

You have options when it comes to uploading invoices:

- E-mail attachments to customer-specific addresses

- Upload through Online Connect

- Upload through the web user interface

Invoices can be uploaded one by one or in batches. When a single PDF document is received containing multiple invoices, the page separation service can be used to quickly split these into individual invoices.

XML Formats

We currently support the following formats when sending invoices via email:

- E2B
- EHF
- UBL
- FatturaPA
- ESXML
- Finvoice
- Svefaktura
- ZUGFeRD

Emails can have multiple attachments. When an XML invoice is verified, an invoice image is generated from the XML to make verification easier. A service is available for users subscribed to Kofax Invoice Portal.

Language Support

Kofax AP Essentials user interface supports the following languages:

- English (American, Australian, British, Irish)
- Chinese (Simplified)
- German
- Philippines
- Danish
- Indonesian
- Polish
- Dutch
- Irish
- Portuguese (Brazil)
- Filipino
- Japanese
- Spanish
- Finnish
- Korean
- Swedish
- French
- Malay
- Thai
- Norwegian

By default, the interface language is determined by the language settings of your web browser. The language settings of your web browser also determine the currency and date formats that are displayed in the invoice view in verification. Please see product documentation for additional languages supported.

Invoice Origin

Kofax AP Essentials has optimized invoice extraction for invoices originating from the following countries to take advantage of country specific formats or fields. For other countries not listed below that have similar country character sets, an existing format may be used.

- Argentina
- Australia
- Austria
- Belgium
- Brazil
- Canada
- Chile
- China
- Colombia
- Czech Republic
- Denmark
- Estonia
- Finland
- France
- Germany
- Great Britain
- Hong Kong
- Iceland
- India
- Ireland
- Israel
- Italy
- Japan
- Korea
- Latvia
- Lithuania
- Malaysia
- Mexico
- The Netherlands
- New Zealand
- Norway
- Poland
- Portugal
- Russia
- Slovakia
- South Africa
- Spain
- Sweden
- Switzerland
- Thailand
- Turkey
- USA
- Vietnam

Please see product documentation for more detail on country specific invoice formats supported.

Supported Browsers

Users interact with Kofax AP Essentials through a web-based application, which is compatible with the latest versions of the following web browsers:

- Google Chrome
- Safari (Mac)
- Edge
- Firefox
- Internet Explorer 10+

Deployment Environment

Kofax AP Essentials runs on Microsoft Azure and is developed based on native Azure capabilities for cloud computing. The Azure platform enables hosting and scaling applications in Microsoft data centers in the most efficient way, providing a foundation for maintaining a high level of availability, security and compliance.

Kofax AP Essentials Connect

Kofax AP Essentials Connect is a locally installed application used when an integration with an on-premises target application is required.

Kofax AP Essentials Connect is used to perform a number of tasks, such as automatic uploading of invoices and purchase order data, downloading and transferring of data from Kofax AP Essentials to a local ERP system, and transfer of master data for invoice validation.

Online Connect normally runs as a background service on a standard PC or server and uses encrypted https- protocol to communicate. It's automatically updated when new releases are made available.

Discover more about Kofax AP Essentials at Kofax.com.

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