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FUSION MIDDLEWARE
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ORACLE WEBCENTER ENTERPRISE CAPTURE AND IMAGING

THE IMAGING PLATFORM FOR
ORACLE'S BUSINESS APPLICATIONS

KEY FEATURES

- Complete offering – capture, recognition, imaging & workflow
- Intelligent document classification and data extraction – utilizes optical character recognition (OCR) to intelligently locate and extract data
- Out-of-the-box, standards-based integrations with Oracle's business applications
- Solutions for accounts payable, expenses and human resources
- Support for 400+ document types
- Shared services deployment model extends imaging enterprise-wide
- Embedded BPM Suite provides one platform for paper-based processes and system-oriented workflow
- Automate processing orders, remittances, invoices, bills-of-lading, Explanation of Benefits (EOB) documents, proof-of-delivery statements, case files, contracts or any other transactional documents
- Best-in-class data validation & matching to ensure integrity of captured data

KEY BENEFITS

- Provides fast ROI by eliminating paper, automating business processes & reducing time and labor costs associated with manual data entry
- Provides ongoing ROI by enabling wide scale enterprise imaging use and increasing delivery of data to back-office applications
- Maximizes existing investments in Oracle middleware & applications
- Safe, strategic investment as the default imaging solution for the next generation of Oracle applications

Oracle WebCenter Enterprise Capture and Imaging is an enterprise-class imaging platform, bringing together intelligent document extraction, a robust content and business process management infrastructure, and productized, standards-based integrations with Oracle's business applications. By providing end-to-end document imaging and automation built upon an integrated Oracle Fusion Middleware infrastructure, Oracle offers organizations one system to image-enable multiple business processes – cutting costs and increasing operational efficiencies.

Re-Thinking Imaging: From Point Solution to Platform

Throughout business processes, unstructured information remains trapped within paper and electronic documents, requiring large amounts of time and significant cost to transfer data into back-end systems for it to be effectively utilized. Invoices, orders, freight bills, application forms and insurance claims are all examples of documents that need to be classified, separated and extracted – from time consuming opening and prepping in mail rooms, to costly inter-office shipping between departments, to error-prone data entry by clerks. As today's organizations are constantly striving to cut costs and increase efficiencies, it's no wonder that many are choosing to look at ways to automate document processing.

From invoice and expense processing in accounting, to employee on-boarding and benefit enrollment in human resources, to contracts in the legal department and account opening in customer service, imaging has become a must-have technology that department managers are asking IT to invest in. However, when it comes to the implementation of some imaging "point" solutions such as those for accounts payable, trying to do more with less can be problematic. IT often finds itself questioning the value of their imaging investment when it comes time for an application upgrade, or when attempting to expand imaging from one application to multiple. The cost of upgrading the system can often match that of the initial implementation, and expansion may require costly and extensive custom work, or it may not be possible at all. These issues usually stem from inherent design limitations in imaging point solutions, such as hard coding between the imaging system and the business application environment, highly customized workflows built on proprietary technology, siloed content repositories with storage volume limitations, or even the basic fact that the solution was designed to support only one business application or process.

Oracle WebCenter Imaging: Image-Enabling the Enterprise

Oracle WebCenter Imaging overcomes point solution limitations by providing imaging that is built as an open enterprise platform, to facilitate flexible, broad-scale deployments. With Oracle WebCenter Imaging, imaging operates as infrastructure supporting applications, as opposed to an application unto itself – so it can be leveraged as a shared service that extends wherever imaging is required throughout the enterprise. As an end-to-end solution, Oracle WebCenter Imaging provides capture, intelligent extraction and process management

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capabilities and is pre-integrated with Oracle business applications, to provide the most complete and best document processing offering available for Oracle customers.

For business users, Oracle WebCenter Imaging offers tight integration with application interfaces to streamline operations, by exposing imaging and workflow capabilities using familiar menus and hotkeys within the existing application user interface. Task lists speed working through queues of documents like invoices, with an integrated image viewer to review documents, and perform secure annotations and mark-ups that are consistent of the user roles defined by the business application.
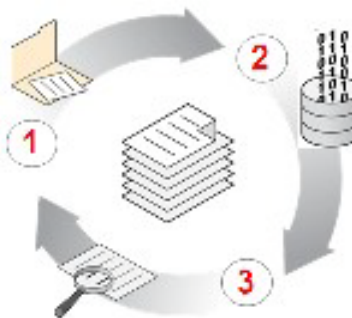
Data entry is done via application screens, allowing users to leverage business rules and validations provided by the business application, while the final validated data can be pushed into Oracle WebCenter Imaging thus eliminating the manual indexing of documents. Oracle WebCenter Imaging also provides the ability to retrieve supporting documents by executing searches against index data, allowing documents to be easily accessed from multiple business records. In addition, users outside the application environment can access images securely via the web, so that they can review and approve documents like invoices that have been charged to their cost center.

Automate Document Driven Processes across the Enterprise

Oracle WebCenter Forms Recognition is a powerful and flexible solution for automating document driven processes throughout the enterprise. It can analyze, recognize and categorize any document type, from the highly structured such as application forms, to the unstructured such as invoices, without requiring the creation of templates to recognize various documents. Instead, all that is required is to introduce a small sample of document types to Oracle WebCenter Forms Recognition to "train" the system. Oracle WebCenter Forms Recognition learns from this sample, enabling it to accurately identify and categorize new or unexpected content.

Once documents have been categorized, Oracle WebCenter Forms Recognition utilizes optical character recognition (OCR) to automatically capture key data fields by intelligently locating the data within the document - it does not matter where the data is located within the document, or whether or not Oracle WebCenter Forms Recognition has previously processed a document with that specific layout. Oracle WebCenter Forms Recognition then seamlessly delivers this data to back-end systems or business applications. The end result expedites data availability within systems, eliminates manual data entry, and ultimately accelerates operations.

> Oracle provides the most complete and best integrated solution for image-enabling Oracle's business applications to reduce costs and drive operational efficiencies

1. Classification: Identify any type of document, based upon a minimal learn set that has been configured on the system.

2. Extraction: Perform detailed and highly accurate data extraction on documents right down to the line items.

3. Verification & Matching: Unique fuzzy searching capability is able to successfully resolve issues when extracted data does not exactly match existing application system data or when words are truncated or misspelled.

A Pre-packaged, Virtually Touchless Invoice Processing Solution

While Oracle WebCenter Forms Recognition can be used with any kind of document, it comes ready to process invoices as part of Oracle WebCenter Content's financials automation solution. The invoice processing functionality includes:

- **Auto-Learning**: As new vendors are added or an existing vendor changes their invoice layout, Oracle WebCenter Forms Recognition can typically extract data from these new document formats without additional configuration.

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- **Line-Item Table Extraction**: Line item details are automatically extracted from lengthy, complex tables regardless of format. This inherent ability enables Oracle's invoice processing solution to provide 2 and 3-way matching of invoice information to a purchase order and delivery receipt, and the ability to process partial payments by pairing line item information with associated purchase order details.

- **Associative Data Searching/Matching**: Oracle WebCenter Forms Recognition quickly and accurately reconciles unstructured data to structured data. This includes matching invoice line items to corresponding purchase order line items, as well as vendor address to a valid vendor ID in the vendor master file. This matching can be accomplished even when the extracted data does not exactly match existing ERP data, or when words are truncated or misspelled.
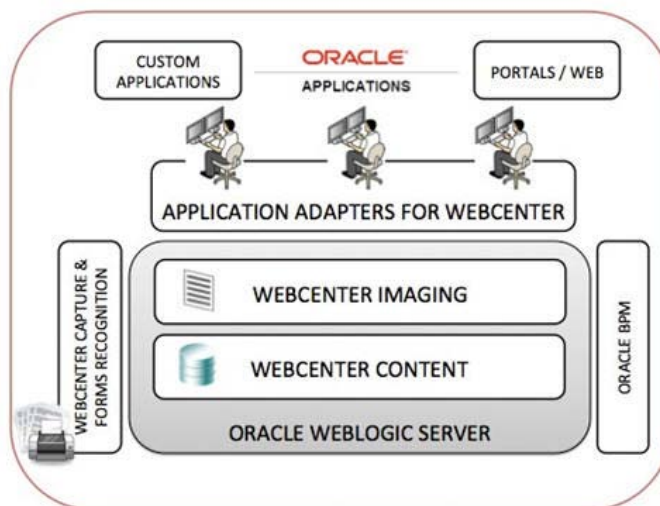
Image-Enabling Infrastructure: The Benefits of Oracle Fusion Middleware

For IT administrators, Oracle WebCenter Imaging provides loosely coupled, service oriented architecture-based integrations with Oracle's business applications via productized adapters. This superior method to integrating imaging with applications requires minimal hooks or hard coding into the application environment, thereby ensuring that ongoing maintenance and future system upgrades will not require high service costs or jeopardize the ability to upgrade one system without breaking the other. Oracle WebCenter Imaging's application integrations are designed to be open and generic, so one application adapter can be used to image enable any module, and APIs can be used to extend the application integration framework to support third party or custom applications.

A true enterprise-class imaging solution is made up of a number of integrated technologies– document capture, data extraction, storage, workflow, process monitoring and even records and retention management may all come into play. With Oracle WebCenter Imaging, you get a complete system built on a scalable platform that can handle all aspects of document processing and is robust enough to support content across the enterprise.

The imaging process starts with capture, and Oracle WebCenter Imaging ensures that documents received in paper and electronic form are scanned or imported, with as much data extracted and indexed as needed to minimize manual entry into the ERP system.

Document images are archived into Oracle WebCenter Content, a centralized, secure and highly-scalable enterprise content management (ECM) repository that manages documents throughout their lifecycle. Oracle WebCenter Imaging services run on top of Oracle WebCenter Content, calling up images and exposing them through user applications, and providing the necessary routing to facilitate business processes.

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There are a number of advantages to having an integrated, consistent ECM infrastructure for supporting imaging. First, you get a repository with the scalability to store increasing amounts of content as new processes are image-enabled. Second, you get the ability to extend the use of imaged documents through embedded document library services and make the images accessible from portals and other applications via web content delivery services. Third, you are able to effectively manage the full lifecycle of this imaged content and apply the necessary records and retention policies. And finally, you see significant operational efficiencies by having one central system to manage all unstructured content enterprise-wide, supporting multiple business applications, intranets, websites and so on. As a result, imaging does not operate in a vacuum, but instead plays a key role in a simplified, unified ECM strategy.

The final piece of the Oracle WebCenter Imaging solution is its open business process management (BPM) technologies for workflow and process monitoring. Out-of-the-box, configurable solution templates provide business-driven workflows that augment, but not duplicate, the native workflow functionality offered by ERP systems in areas such as invoice and expense processing. And packaged monitoring dashboards provide real-time visibility into process activity at all stages, helping business managers to identify and alleviate operational bottlenecks.

More Automation, Less Cost & Complexity

With Oracle WebCenter Enterprise Capture and Imaging, no matter what business process you start to image enable, it's only the beginning. As an enterprise imaging platform, you can expand it to other applications without the complexity of administering multiple imaging systems or the cost of additional licensing. And with the knowledge that Oracle WebCenter Enterprise Capture and Imaging is the strategic imaging repository for Oracle Applications Unlimited and Oracle Fusion Applications, you can rest easy that you've made a sound long-term investment that will continue to provide ongoing high returns by image-enabling your enterprise.

Contact Us

For more information about Oracle WebCenter Enterprise Capture and Imaging, please visit oracle.com/goto/webcenter/ci or call +1.800.ORACLE1 to speak to an Oracle representative.

Oracle is committed to developing practices and products that help protect the environment

Hardware and Software, Engineered to Work Together

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