

CaptureTax – paperless tax administration

Optimise processes

- Standardised and fast processing of all records
- Automated classification of all documents

Improve usefulness

- Minimal data entry times due to optical character recognition
- Maximum time for complex tax cases

Reduce costs

- Use of automatic tax assessment
- Rapid access to the electronic records

Increase security

- Auditable archiving through the use of electronic signatures
- Auditable logging of the processing

Increase customer satisfaction

- High level of information availability and fast processing of all records
- Data protection through anonymous data entry

Achieve benefits

- Modern, tried and tested standard solution
- Short implementation times – flexible adaptability

Protect investment

- Scalable client-server architecture
- Use of future-proof, leading global technology

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Paperless tax administration

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Tax files are mainly submitted in paper form, either as standard forms or as computer print-outs with additional documentation. The documents are opened, sorted, bundled, recorded and carried about. Receipts and dispatches are noted, files are forwarded, separated and combined, figures are corrected and data is entered and analysed. Documents are stored, sought and finally found in enormous archives. Processing times are long, effort and costs are high, efficiency is low and there is too little time for what is important.

CaptureTax standardises and automates the entire process: all forms, computer print-outs and additional documentation are scanned, identified, read, checked and forwarded in a standardised way. Fast, secure and reliable.

CaptureTax automatically classifies the various documents. Figures entered by hand or typewriter are read using optical character recognition. Refined checking processes ensure high quality. The extracted information is transferred to the tax applications. All scanned documents are archived electronically so that they are available to the person responsible anytime and anywhere.

CaptureTax enables you to concentrate on the main thing: your customers' taxes. Efficient, secure and taxpayer-friendly.

CaptureTax makes paperless tax administration a reality because all documents are processed electronically in a standard way. The fast and secure extraction of the necessary data forms the basis for automatic tax assessments, thereby reducing the costs for manual data input. CaptureTax is a tried and tested standard product and can be introduced very quickly. The client-server architecture enables systems to be built to process anything from a few thousand to many millions of pages each year. CaptureTax reduces processing costs and increases productivity for tax assessment.

Capture

CaptureTax facilitates standardised processing of all forms, computer print-outs and documentation. Electronic and paper documents are processed in colour or black and white. The solution integrates files that are submitted electronically, e-mails, e-mails with attachments and ordinary office documents both in original and long-term form.

Sign

CaptureTax allows auditable archiving of documents on fast and cheap re-writable media. The integrity of the documents can be ensured by means of electronic signatures. All relevant processing steps are logged in CaptureTax.

Classify

CaptureTax identifies forms, computer print-outs and documents automatically and in a standard way. Documents are analysed and classified according to clear characteristics or user-definable rules using full-text recognition. Integral quality control allows the classification to be automatically checked and corrected if necessary.

Extract

CaptureTax reduces data entry costs. The necessary details written by hand or typewriter are read from the forms, computer print-outs and documents according to user-defined rules. Information from computer-generated tax returns contained in two-dimensional bar codes are processed automatically.

Validate

CaptureTax ensures high-quality processing by means of automatic result validation. Figures on a page such as amounts and their totals are checked for plausibility. CaptureTax also performs comparisons across multi-page documents or within a file. Unclear, implausible or unidentified figures are corrected with refined applications. The two-level process allows confidential data to be processed anonymously.

Export

CaptureTax integrates your systems and controls your corporate processes. CaptureTax exports the data into your processing systems via standard interfaces such as XML. CaptureTax supports common electronic archives. Documents can also be written to microfilm for additional, cheap long-term archiving.

