

SAP Solution Brief

SAP ERP

SAP Invoice Management by OpenText

Objectives

Solution

Benefits

Quick Facts

Take Control with Invoice Management Software



The Best-Run Businesses Run SAP[®]



Get ready for a new approach to invoice processing

Get ready for a new approach to invoice processing

Processing vendor invoices quickly, accurately, and efficiently is the best way to enhance worker productivity, cash flow, and vendor relations. The SAP® Invoice Management application by OpenText helps you **manage invoice processing, meet critical payment and compliance deadlines, and avoid risks** related to inaccurate business information.

You're always looking for opportunities to work smarter and cut costs. What if you could help your accounts payable (AP) staff control invoice processing, optimize cash flow, and better manage the vendor relationship?

It's time to make the transition from manual invoice processing to streamlined invoice management. The SAP® Invoice Management application by OpenText offers the controls you need to comply with key national and

international regulations while providing visibility into liabilities. With this application, you can focus on your best suppliers and manage credit ratings. What's more, you can reward your vendors with responsive and timely payment, decrease the costs of handling supplier inquiries, and help ensure accurate financial reporting.

Take control with invoice management software from SAP.



Streamline AP operations

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

Help ensure timely compliance

Improve vendor relations

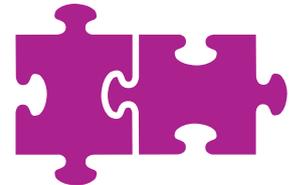
To help you simplify invoice management processes throughout your organization, you need software that shares information and coordinates tasks with your other business systems. SAP Invoice Management offers integration with the SAP ERP application and the SAP NetWeaver® technology platform, so you can streamline AP operations across and beyond the enterprise.

Stakeholders involved in any invoice problem can quickly and efficiently access invoice information, such as relevant PO number, status of the invoice payment, and more.

Forget about e-mailing invoices from one department to another. Automated workflows deliver the information to the right person at the right time.

The software automatically routes invoices to the right person for resolution, approval, and payment. Authorized non-AP employees can quickly review and take action on invoices without a purchase order, using either an approval portal or the SAP NetWeaver Portal component.

Managers can even review and approve invoices using their mobile devices. By supporting remote document reviews, SAP Invoice Management shrinks approval cycles and helps vendors get paid sooner. The mobile approval feature comes standard with the SAP software.



Reduce costs while enhancing productivity

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

Help ensure timely compliance

Improve vendor relations

SAP Invoice Management can help you significantly reduce manual processing and boost productivity. Automated processing features replace traditional multistep, multitouch invoice processing with a solution based on business rules. Instead of requiring various phone calls, e-mails, and copies of supporting documentation, the software guides the process to a timely, accurate conclusion with minimal user intervention.

Once the invoice information is entered, you can access it automatically anywhere along the process lifecycle. Users can view all information related to the invoice transaction on a single screen. Images of supporting documentation are available during processing and after process completion. Having the data available electronically lowers the risk of error and reduces processing costs per invoice.

USING OCR TO CAPTURE DATA

Most advanced document technologies use optical character recognition (OCR) and document analysis to automate the transfer of data from paper invoices into SAP software transactions. The available OCR option for SAP Invoice Management allows for straight-through processing with minimal human intervention. With this option, you can capture and classify invoices and route them to the appropriate people and processes.

Continued on next page ►



Objectives

Solution

Benefits

Quick Facts

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

Help ensure timely compliance

Improve vendor relations

SAP Invoice Management lets you receive invoice metadata from all electronic channels. For example, the application automatically processes data received via electronic data interchange, as well as invoices received from vendor networks. The software also integrates with the SAP Information Interchange OnDemand solution, a business-to-business e-commerce offering that can help you streamline supply chain communications. Other electronic invoice sources – such as direct uploads, fax, and e-mail attachments – are also integrated with the process flow.

A powerful analytics engine lets you perform internal and external queries about specific invoices. You can query invoices by supplier and obtain immediate access to relevant data, reducing the number of time-consuming inquiries from vendors. Users can generate reports on productivity, exceptions, channel input, and invoice aging. Executives can also display summary views of the data.

Many companies use a shared-services center to aggregate huge invoice volumes. When invoice volumes rise, your AP organization needs to keep pace without increasing headcount. Through its integration with SAP Shared Service Framework software, SAP Invoice Management lets you comfortably process more invoices without adding more staff.



Improve visibility

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

Help ensure timely compliance

Improve vendor relations

With SAP Invoice Management, users gain real-time visibility into invoice status. The software provides links to supporting documentation related to purchase orders and goods receipt. The comprehensive view aggregates invoices, so you can see the data you need to perform accruals at closing.

Users' view of data appears as a single resource, no matter how many instances of the software operate behind the scenes. You can manage invoice processing in multiple production instances from a single, central point of control.

Even if your software runs on several production instances, you won't need to manually merge invoicing information.



Control financial processes

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

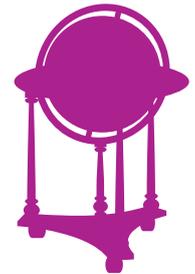
Help ensure timely compliance

Improve vendor relations

The software gives you powerful functionality to control AP processing and help ensure that the right information reaches the right person at the right time. The application supports 47 unique business rules that help you detect problems, such as duplicate invoices and routes for correction.

SAP Invoice Management also supports the AP requirements of a broad range of countries. The software includes country-specific rules and regulations. With these features, you can improve control no matter where your company operates or where suppliers are located.

Enhanced financial control is at your fingertips – whether you have one location or hundreds of global suppliers and partners.



Improve cash flow

- Streamline AP operations
- Reduce costs while enhancing productivity
- Improve visibility
- Control financial processes

Improve cash flow

- Deliver accurate, on-time financial reporting
- Help ensure timely compliance
- Improve vendor relations

Taking advantage of discounts for early payment makes good business sense. With SAP Invoice Management, you can streamline workflows, initiate reminders, and shorten the payment cycle. With an optimized process in place, you can take advantage of current discounts and enjoy increased profits.

Paying vendors quickly also enables your procurement group to negotiate new discounts. With these features, you can have more cash on hand, improve your cash flow, and reduce your exposure to liability due to late payment. On-time payment may also improve your credit ratings.

Boost the bottom line with features that help you make the most of your cash.



Deliver accurate, on-time financial reporting

- Streamline AP operations
- Reduce costs while enhancing productivity
- Improve visibility
- Control financial processes
- Improve cash flow

Deliver accurate, on-time financial reporting

- Help ensure timely compliance
- Improve vendor relations

The software gives you automatic access to the AP information needed to populate essential management reports. You can use these reports to reflect the most accurate and timely picture of your business for financial and other reporting needs.

You can generate reports that address specific invoice questions, and you can report on key performance indicators to promote continual process improvement. The application also helps you make sure company financial reports like balance sheet and working capital information are up-to-date. By automating these activities and eliminating manual processes, you lessen the risk of missing critical deadlines, thus avoiding fines and liability.



Exceed executives' expectations with accurate, timely financial reports.



Help ensure timely compliance

Streamline AP operations

Reduce costs while enhancing productivity

Improve visibility

Control financial processes

Improve cash flow

Deliver accurate, on-time financial reporting

Help ensure timely compliance

Improve vendor relations

In today's global business environment, your company must adhere to numerous regional, national, and international regulations, such as the Sarbanes-Oxley Act. You need a rigorous process in place that ensures compliance and promotes fraud prevention.

Using preconfigured business rules, the application gives you the control to implement a well-managed AP process. You can produce extensive reports on the process, including a complete audit trail.



Compliance becomes part of your regular routine with SAP Invoice Management.

Improve vendor relations

- Streamline AP operations
- Reduce costs while enhancing productivity
- Improve visibility
- Control financial processes
- Improve cash flow
- Deliver accurate, on-time financial reporting
- Help ensure timely compliance

Improve vendor relations

Maintaining close relationships with vendors helps your business run better. With SAP Invoice Management, you can virtually eliminate late payments to vendors. When suppliers call to check on payments, your AP staff can promptly respond with current, accurate information.

The software helps simplify setup and maintenance of vendor information. It lets you collaborate on the basis of preconfigured business rules, but you can also engage in ad hoc communication when necessary. The application automatically captures comments as part of the workflow.

These features put you in a position to negotiate improved pricing and payment terms. You can set the tone for forward-looking partnerships that benefit you and your partners.

Keeping your vendors happy helps your company succeed.



Reap the rewards of well-managed invoice processes

Reap the rewards of well-managed invoice processes

The SAP Invoice Management application gives you the control and visibility that can create significant business value. Cross-enterprise integration offers a single, unified view of your AP activities, with clear visibility into purchases and payments. This centralized view appears no matter which method you use to input data or how many back-end SAP software instances exist in your system configuration.

By reducing manual processes, the software helps reduce labor-intensive effort and reallocate resources for other valuable tasks. A shortened processing cycle lets you free up cash, helps improve your credit rating, and may entitle you to special discounts.

Because the software incorporates a central, standardized process with accurate information and fewer errors, it lessens your risk of exposure to noncompliance or even litigation. And the ability to provide timely reporting increases insight and helps ensure compliance with regulations and fiscal reporting requirements. Finally, streamlined invoice processes reduce the number of petty issues that arise, so you can focus on what's important in your relationships with vendors and partners.





Objectives

Summary

Replace error-prone, time-consuming, manual invoice processes with automated invoice management features from the SAP® Invoice Management application by OpenText. By processing vendor invoices quickly, accurately, and efficiently, you can enhance worker productivity, cash flow, and vendor relations.

Objectives

- Optimize the accounts payable (AP) process
- Automate data entry using optical character recognition
- Reduce manual, paper-based invoice processes
- Increase control of the AP process
- Improve cash flow and reduce costs
- Enhance vendor relations through on-time payments
- Reduce vendor status inquiries
- Comply with regulations
- Help ensure accurate, timely reporting to internal and external entities

Solution

Benefits

Quick Facts

Solution

- AP process integration for a unified view of activities
 - Controlled financial processes for managing invoice processing with confidence
 - Reporting that provides an accurate picture of your business
 - Compliance to help ensure timely adherence to regulations and enhance fraud prevention
-

Benefits

- Boost productivity and revenue using automated processes
 - Improve cash management by streamlining the payment process
 - Enhance vendor relations with shortened invoice-to-pay cycles
 - Increase business control with an accurate picture of invoice processing
-

Learn more

Visit us online at www.sap.com/usa/solutions/solutionextensions/invoice-management/index.epx.

