

Invoice Approval Process



Solution: Invoice Approval Process

Solution Overview: The solution brings processing and approving of invoices into Microsoft Outlook

Partner Name: Bilot

Partner website: www.bilot.fi

Partner Size: 80 employees

Country: Finland

Industry: IT Services

Partner profile: Bilot is a customer-oriented and innovative IT services company aiming to improve the usability of business applications, to improve business processes, and to improve decision-making ability with better information.

Bilot is a partner of both SAP and Microsoft.

Software and Services:

- Duet® Enterprise software
- Microsoft SharePoint Server 2010
- SAP® ERP application
- Microsoft Outlook 2010

For more information about Duet Enterprise, go to:

www.microsoft.com/Duet

www.sap.com/duetenterprise

“Business users shouldn’t need any other tool but Outlook for invoice approvals.”

Matti Järventausta, Senior Consultant, Bilot

Bilot Invoice Approval Process brings all the required information and processing of approval requests into Microsoft Outlook. The workflow is directed by the SAP® Business Workflow tool, which creates tasks to Outlook for approvals. The task contains all the required information, embedded attachments, as well as required buttons for processing and approving the request. The solution improves the invoice approval process user experience and eliminates the switching between different programs during the approval process.

Business Needs

There is a strong need for better consumer-quality user interfaces. The invoice approval process should take place in a familiar Microsoft Office environment without any extra applications involved. All the required information should be available in one place and the processing and approving of the invoice should be possible to execute in the same place.

On the other hand, from the company IT point of view, the invoice approval process should be as manageable and robust as possible.

Invoice approval processes are traditionally directed by SAP Business Workflow. The workflow determines the right approver for the invoice and sends the approval request to the approver. The approver must open a separate Web page or log in with SAP GUI in order to process the task. Additionally the approver must open all the required attachments (e.g. scanned invoice) in order to make the decision.

For the business user, the invoice approval is not necessarily a daily job but takes place weekly or monthly. In

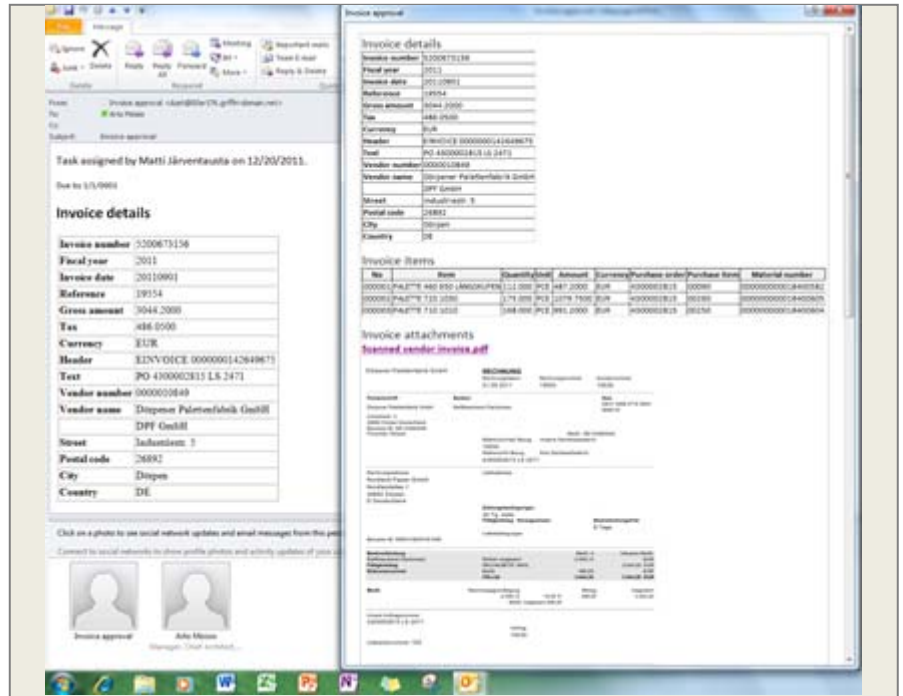
such a situation the approval process which scatters to multiple systems and user interfaces is many times too complex for the business user without active support.

Solution

Bilot Invoice Approval Process brings all the required information and processing of approval requests into Outlook.

The workflow is directed as well by SAP Business Workflow which creates tasks to Outlook for approvals. The task contains all the required information, embedded attachments as well as required buttons for processing and approving the request.

The communication between Outlook, SharePoint and the SAP ERP application uses Duet® Enterprise software.



Benefits

The solution speeds up and mobilizes the invoice approval process. It improves user experience and eliminates the switching between different programs during the approval process.

Additionally the invoice approval process is well managed and robust running on the stable SAP Business Workflow tool.