

# OpenText Vendor Invoice Management for SAP Solutions

Accelerates invoice processing, exception handling and approvals



**Accelerates invoice processing** through rapid invoice data capture and automated routing



**Increases ROI** by reducing invoice cycle times and eliminating late fees



**Improves productivity** through intelligent automation



**Ensures compliance** through defined business processes and a documented audit trail

**A recent study by analyst Harvey Spencer found that up to 80 percent of supporting documentation for invoice processing remains manual, resulting in unnecessary, error prone data entry. Eliminate the words “time-consuming” and “labor-intensive” from your organization’s invoice management vocabulary. Repetitive tasks, complex compliance checks and tedious tracking of invoices can now be automated, allowing finance specialists to focus on value-add tasks instead.**

OpenText™ Vendor Invoice Management for SAP® Solutions streamlines order-to-pay operations for SAP® customers. It optimizes and simplifies the process of receiving, managing, monitoring and routing invoices, order confirmations, delivery notes and related documentation on all levels. Ensure consistently accurate, timely and compliant financial payments to vendors every time.

## **Accelerates invoice processing through rapid invoice data capture and automated routing**

Reduces the time required to process invoices through rapid data capture from any source (business networks, EDI, XML, email or scan), offering intelligent data enrichment and automated invoice routing based on business rules and roles. The integrated self-service user interface for suppliers and employees eliminates time-consuming responses to invoice and payment status queries.

Integration with OpenText™ Information Extraction Service for SAP® Solutions adds intelligent data capture from invoice images. This significantly reduces the time required for invoice processing, streamlining accounts payable management processes by handling complex business rules and invoices with minimum human interaction and maximum control.

### **Increases ROI by reducing invoice cycle times and eliminating late fees**

Decreases accounts payable invoice cycle times and eliminates late fees to achieve significant savings, better supplier relationships and greater discounts. Ensuring timely invoice processing enables procurement departments to negotiate additional early payment discounts. Significant savings are also achieved by:

- Reducing cost per transaction (CPT).
- Improving cash management through accounts payable liability reporting capabilities.
- Decreasing data entry labor costs through automatic data capture using electronic invoice formats or Optical Character Recognition (OCR).

### **Improves productivity through intelligent automation**

Eliminates research, manual keying, problem querying and manual routing, and detects duplicate invoices as early in the process as possible. Purchasers and suppliers can focus on value-add tasks instead. It consistently displays relevant details and proposes preconfigured actions to solve an invoice problem, such as directly posting a goods receipt. The ability to manage the invoice process from metadata ingestion enables Vendor Invoice Management for SAP Solutions to move from a simple robotics solution to an intelligent robotics solution. Often hours, if not days, are required to accumulate the necessary information required during dispute management. Having all the current and relevant supporting documentation available from the process screens reduces these inquires to just minutes.

### **Ensures compliance through defined business processes and a documented audit trail**

All invoices pass a defined and documented set of business rules. The actions a user can take to solve the problem are tied to specific user roles, guaranteeing a strict segregation of duties. Auditors have full access to this detailed invoice processing history at any time because all actions are documented in the audit trail. These features are prerequisites to fraud prevention and meet internal controls on financial reporting regulations. This level of compliance reduces risk while maintaining efficiency. The same data is used for detailed reporting, allowing quick analysis of processing bottlenecks, such as excessive idle times, number of touches or time required to process an invoice problem. Trend analytics, for example, can reveal a supplier that issues incomplete or inaccurate invoices. The integrated trend visualization proves the effectiveness of process changes and fosters continuous process optimization. Optimized operations free up accounts payable employees to proactively work with procurement, vendors and operations to ensure problems are eliminated before they occur, while exploring new ways to reduce Order to Pay cost and cycle time.

Vendor Invoice Management for SAP Solutions anticipates invoice problems before they occur. A significant share of these issues are caused on the receiving side. The solution eliminates the overhead for these tasks and keeps purchase orders and delivery status up-to-date, preventing problems during invoice posting. It also manages invoice processing in multiple production instances from a single, central point of control. Vendor Invoice Management for SAP Solutions complements the new and simplified SAP S/4HANA® with world-class invoice automation. This is the first time that users can run complex, transactional processes exclusively in the modern SAP Fiori® user experience.



***“The time savings we’re giving back to our employees is invaluable for our business. Each of our store managers across our 78 stores used to spend about an hour a day acknowledging invoices. This equates to over 36,000 hours per year that is given back to our managers and it enables them to focus their time instead on the front-end customer experience, which in retail is really important.”***

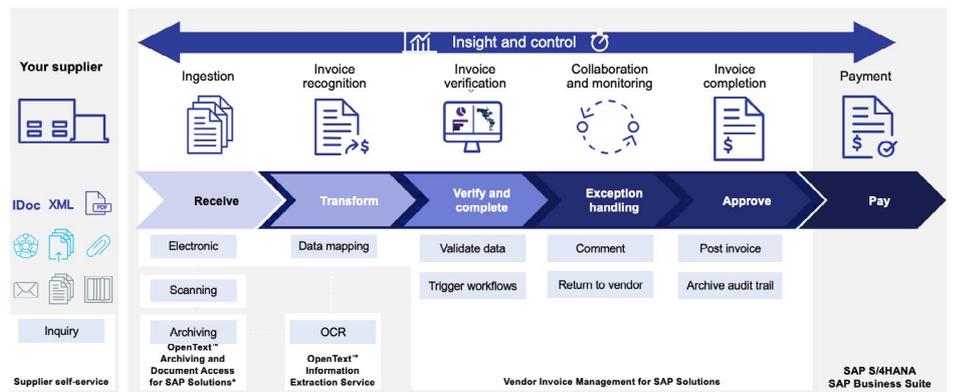
Malik Murad Ali  
IT Director  
MYDIN

[Read the full Success story](#)

It is certified by the SAP Integration and Certification Center (SAP ICC), which involves a rigorous process of validation that SAP uses to analyze and test products, including its own, in several categories, such as accessibility, functionality, documentation, performance, security and usability.

## Product features

<b>Enters invoices from any source</b>	From any location, via all input channels and in any format directly into the ERP system.
<b>Automates invoice data extraction</b>	Integrates with Information Extraction Service to cull invoice header and line item details quickly, reliably and automatically, based on a knowledge base of thousands of invoice samples in combination with machine learning.
<b>Optimizes the review and approval process</b>	Intelligently enriches missing information, offers controlled and automated exception detection and handling, parallel approvals, escalations, invoice posting and reporting, resulting in a reduced cost per transaction.
<b>Leverages designated workflows</b>	Provides predefined workflows with robust and extensible baseline functionality, shortening implementation time and reducing deployment costs.
<b>Automates invoice routing and sorting</b>	Designated workflow steps sort and route invoices based on user roles, authorization rules, priorities and predefined timelines to ensure actions are taken by individuals with both the applicable knowledge and security access.
<b>Generates reports</b>	Uses built-in reports and data models based on company code, business unit, supplier, exception type, liability and more to turn insights into action.
<b>Drills down into invoice information</b>	Accesses applications, content and history using intuitive, graphical dashboards with buttons that drill down into the original invoice image and information, purchase order and goods receipt.



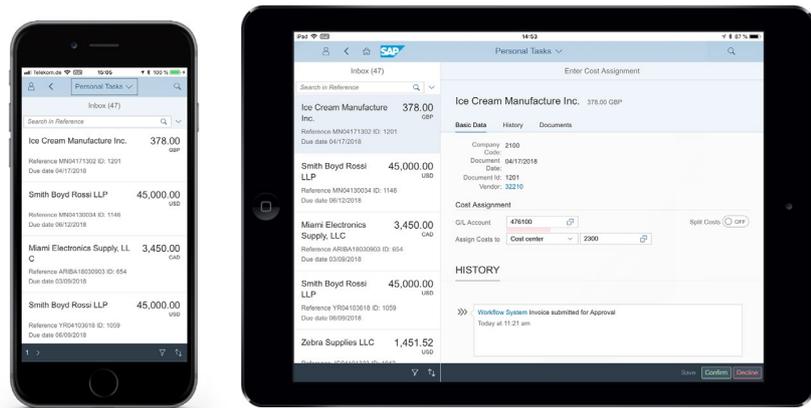
\*Or: OpenText™ Documentum Services for SAP or another SAP ArchiveLink® certified repository

### How to optimize accounts payable

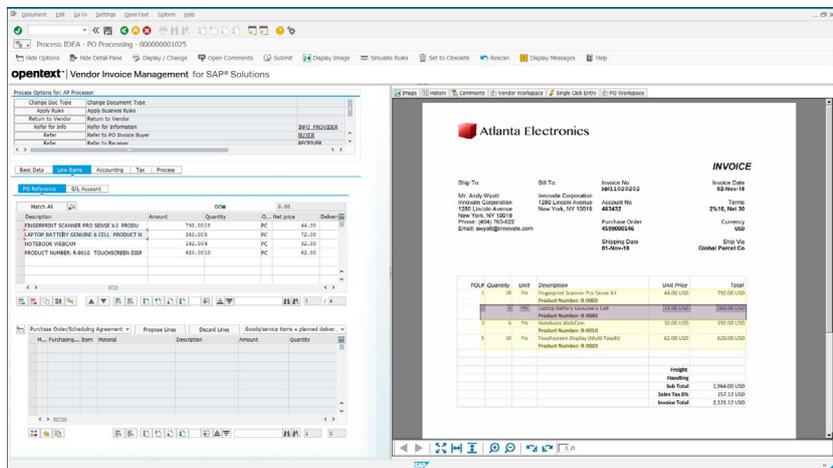
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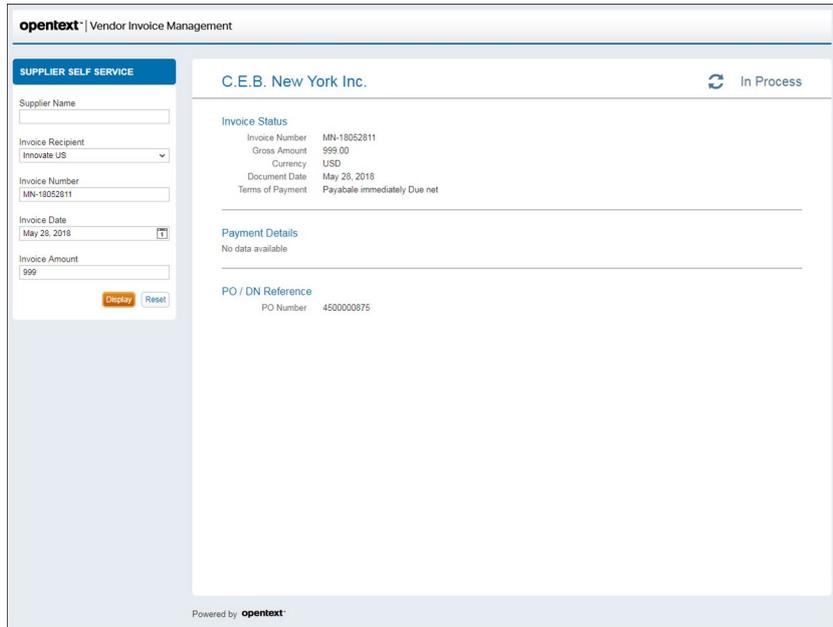
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Approve invoices from everywhere



Easy access to the right information



Self-service eliminates time-consuming calls