



***FIS/edc***®

# Electronic Document Center



**Automated Document and Invoice Processing  
with SAP ERP**

## FIS Information Systems

FIS Information Systems are one of SAP's leading European business partners and application developers. FIS works with organisations using SAP to provide a comprehensive range of "add-on" applications to SAP standard to improve business processes, reduce overhead and create financial and time savings.



Headquarters Grafenrheinfeld

## FIS Smart Products

FIS have developed more than 100 Smart "add-on" technologies - deeply integrated enhancements to SAP standard.

As with SAP functional modules, the SMART technologies are interconnected to create additional functions to improve business processes in SAP.

- Deep integration within SAP ERP accessing real-time data
- The creation of additional FIS transactions to tune processes as well as being able to work with existing SAP functions
- Simplified access to data via FIS applications running on Web Dynpro and Fiori Apps
- Frequent SAP users work in a familiar UX and therefore the new functions are easy to learn and use.
- No modifications are required to SAP standard

FIS SMART products are supported on

## FIS Software and Services at a glance

**FIS/wws:** Applications that run on SAP, specifically for the requirements of the industrial wholesale industries.

**FIS/ASP:** Application hosting division of FIS across 4 datacentres, supporting more than 34,000 clients using SAP (including S/4 HANA) and FIS/wws.

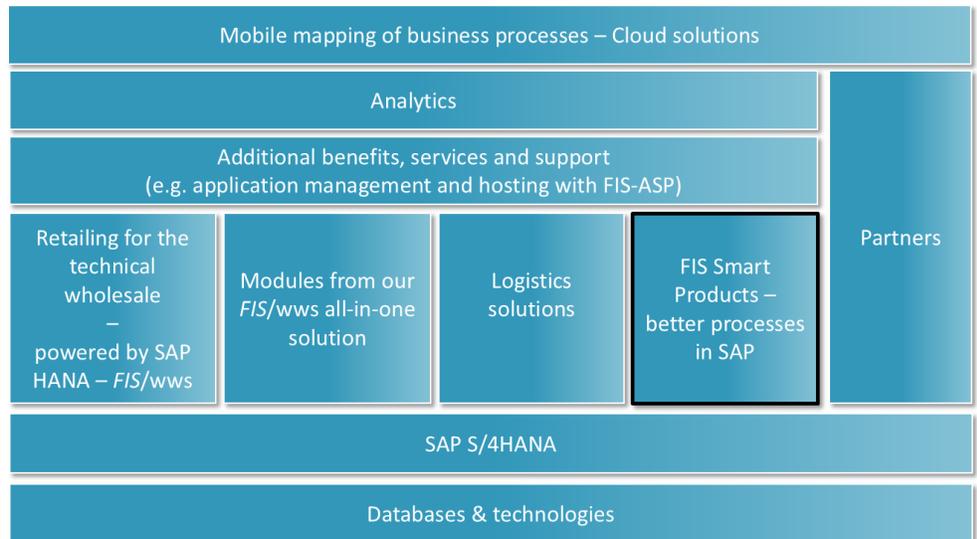
**FIS SAP Application Development:** Team creating SAP business add-on applications running on SAP GUIs, Fiori apps, NetWeaver/Web Dynpro platforms.



**FIS Nearshoring Services:** Based in Gliwice, Poland, and provide high value and innovative new application development services with expertise in java, .NET, ABAP and open source technologies.

**FIS-iLog:** provides a European-wide platform for the supply chain and logistics market — providing a platform for returnable packaging containers

FIS UK Manchester



- FIS/edc:** Automated Invoice Processing
- FIS/mpm:** Simplified Master Data and Price Maintenance
- FIS/eSales:** Internet Shopping Solution
- FIS/xee:** Data Exchange between SAP and other Applications
- FIS/cash:** Cash Register Retail solution
- FIS/crm:** Customer Relationship Management
- FIS/hrd:** Payroll Modelling with Revision control

## FIS/edc : Automated Document Processing in SAP

FIS/edc (electronic document monitor) is a fully SAP ERP integrated application utilised for the advanced processing of scanned documents, emailed attachments and EDI messages.

FIS/edc technologies are designed to overcome the labour intensive tasks associated with invoice postings with SAP standard. FIS/edc includes technologies which significantly takes out the cost from invoice processing with SAP.

FIS/edc will be of interest to organisations that currently perform the following tasks:

- Manually entering of invoice data into SAP
- Printing of emailed invoices and then keying in the invoice data
- Checking invoice figures with a calculator
- Manually searching and checking of invoice data
- Manual comparing invoice data with SAP data
- Using email as a workflow for invoice exceptions
- Physically sending the invoices to approvers
- Storage of invoices, off-line or via a non-integrated document archive application

FIS/edc not only reduces document processing time and costs, it also improves data accuracy and provides an unparalleled automatic posting rate. i.e. posting of documents in SAP without human intervention.

# S A V I N G S

Copying data from an invoice into SAP? Printing and manually keying data from an emailed invoice? Remembering which suppliers invoices are assigned to which person? Unable to view invoices automatically?

# A U T O M A T I O N

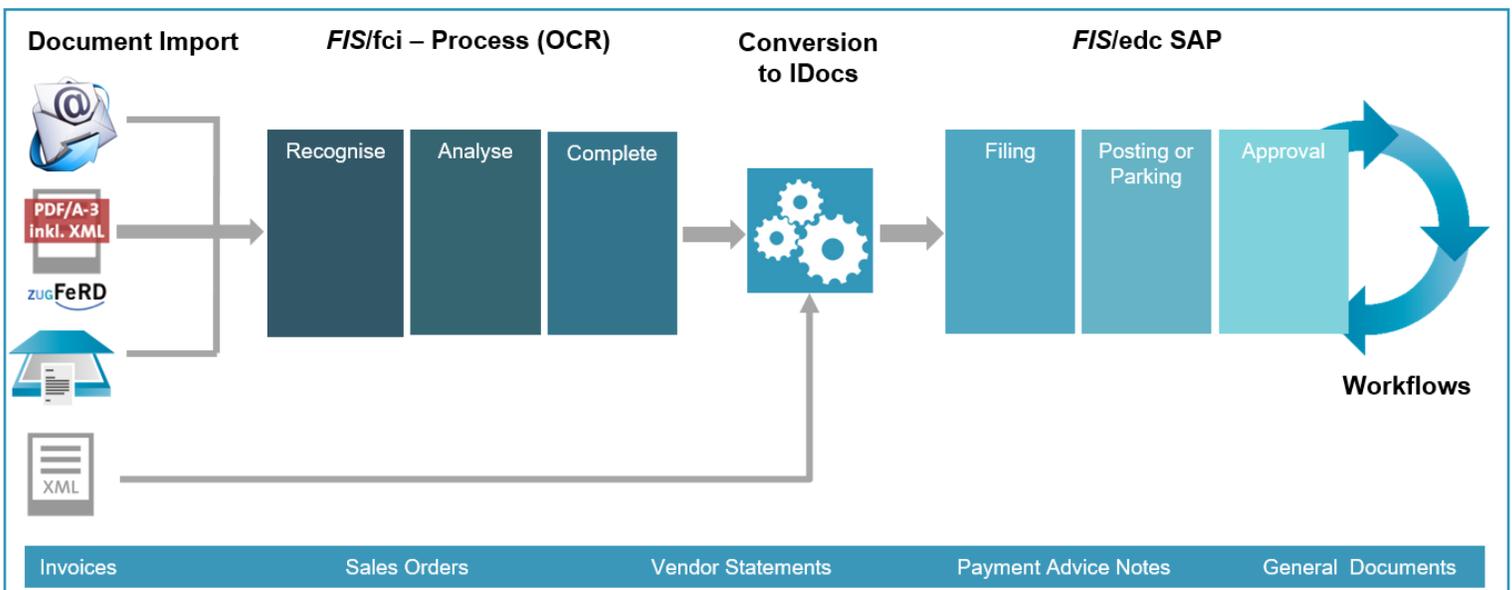
Automation of many traditional manual tasks frees up time for the accounts team to be involved in more valuable and rewarding work. Invoices are posted automatically in SAP. FIS/edc provides an extensive toolset for managing invoice deviations.

# S E C U R I T Y

FIS/edc is a technology add-on installed to the SAP IT infrastructure, referencing real-time data, requiring no modifications to SAP standard.

# I N V E S T M E N T

New releases of FIS/edc are created annually including new features and functions. FIS/edc is tested with the latest SAP releases and enhancement packs.



# Invoice Classification — Reading and Data extraction from Day One

## FIS/fci - Invoice Reading Technology

The invoice reading and data extraction processes component, FIS/fci, operates immediately after installation – ready to read invoices from day one.

Both Emailed invoice attachments and scanned invoices are read. FIS/fci also recognises credit notes (and other documents) as well as invoices with difference company codes.

Invoices received via email are ideal for reading with FIS/fci. The invoices generally do not suffer from poor scanning or image quality. Emailed Invoices sent as attachments are automatically imported into FIS/fci – no need for printing and scanning.

FIS/fci is pre-conditioned to search for key -words and automatically extracts pertinent invoice data.

Free-form recognition technology allows key invoice data to be extracted from the invoice without the need for manually drawn templates (for each supplier), configuration or programming.

## FIS/fci - Recognition Rates

Recognition rates for invoices are further increased as the software learns the data co-ordinates for each supplier.

FIS/fci also has a reporting suite of functions to identifies suppliers by volume and number of invoices read without human intervention

The Fuzzy-technology compensates for poorer scan quality and incomplete / inaccurate data within the SAP supplier master file.

Invoice data is validated and checked for arithmetic agreements between net, tax and gross amounts as well as extracting line level items.

The screenshot displays the FIS/fci software interface. On the left, there is a form for 'Invoice receiver' and 'Vendor' information, including fields for Name, Address, City, and VAT No. The main window shows an invoice from 'CMB DISTRIBUTORS' with a table of items. A 'FIS/fci completions' callout box is overlaid on the bottom left of the screenshot.

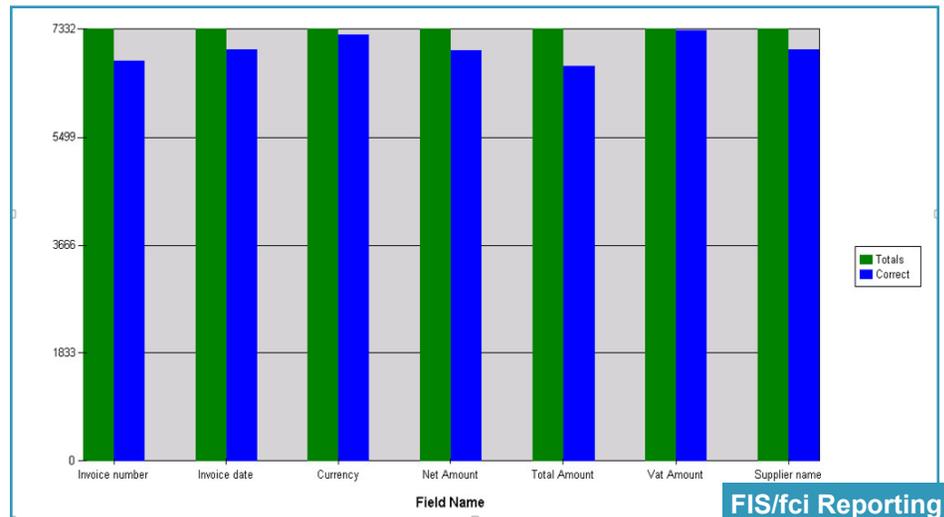
ACCOUNT No.	PURCHASE ORDER No.	ORDER DATE	DESPATCH NOTE No.	DESPATCH DATE	TAX POINT
RO/0000300	D/R 2923 /836	3/29/02	1/0011294/001	3/29/02	3/29/02

ITEM NUMBER	DESCRIPTION	QUANTITY	PRICE	PER	DISCOUNT	NET PRICE	UNIT
100	POLYETH 325MM HORIZONTAL 90 BEND	30	4.95	each	25.00-	37.13	1
110	POLYETH 300MM HORIZ 90 BEND	30	7.05	each	25.00-	52.88	1
120	POLYETH 225MM HORIZONTAL 45 BEND	1	4.30	each	25.00-	3.23	1
130	POLYETH 300MM HORIZ 45 BEND	5	5.55	each	25.00-	20.81	1
140	POLYETH 225MM FLAT CHANNEL CONNECTOR	40	1.45	each	25.00-	19.50	1

COGN	TAXE	GOODS	VAT
1	27.50%	163.55	28.62

GOODS: 163.55  
VAT: 28.62  
INVOICE TOTAL: 192.17

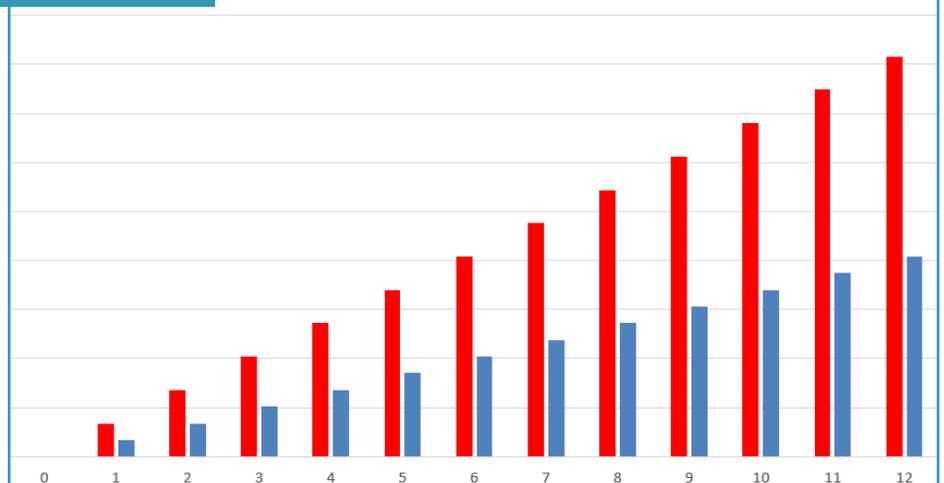
FIS/fci completions



FIS/fci Reporting

## FIS/edc Cost Benefit Analysis

AP Dept costs before and after FIS/edc



FIS/fci technologies to ensure data accuracy

## Automated Posting of MM (PO reference) invoices

Worklist — query management in SAP environment for Accounts Team

Approval workflow via Web Dynpro or Fiori platform

### FIS/edc - Automated Invoice Posting

FIS/edc receives the invoice data as a standard SAP IDoc and then performs a posting attempt in SAP. FIS/edc has been designed to automatically post invoices into SAP, with minimal human handling. The PO and Receipt data is stored and FIS/edc provides powerful matching tools to compare the data at line-level.

For a successful post, MM invoices need to be balanced against open orders and goods receipts within pre-set tolerances.

FI invoices could also be posted automatically, provided that they agree with a pre-determined posting criteria.

The screenshot displays the SAP 'Change Parked Invoice Document' interface. It shows a vendor invoice from Steven Wardle, Agricultural, dated 17.01.2017. The invoice amount is 354.40 GBP. The PO reference is 450002654. The item list includes:

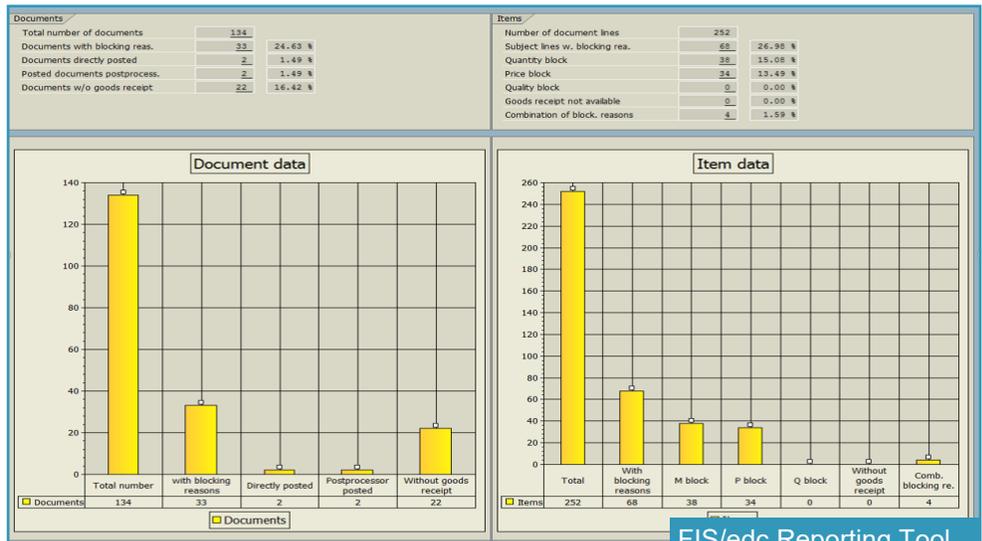
Item	Amount	Quantity	Unit	Item PO	Item	PO Text
1	136.00	1	PC	450002654	10	New tyres for tractor
2	70.00	20	PC	450002654	20	Labour
3	56.00	10	PC	450002655	10	Parts for John Deere
4	3,500.00	2,000	PC	450002655	20	Labour for service to tractor and mower

FIS/edc "Detail Screen"

### Invoice Exceptions - Account Assignments and UX

The rule-set for invoice assignments and distribution is held within the customising and decisioning function of FIS/edc.

A number of invoices will be "parked" and FIS/edc provides views specifically for the tasks of each user — sophisticated screens for the accounts team with additional FIS transactions where appropriate, and more simpler tools for approvers with applications running in SAP's Web-Dynpro or via Fiori apps for mobile devices.



FIS/edc Reporting Tool

### FIS/edc - AP Worklists

FIS/edc provides additional functionality for AP users within a familiar SAP UX.

- Automatic letter of rejection to be sent to vendors with persistent errors.
- Accruals reporting for parked invoices.
- Invoice workflow status management via traffic light overview.

- Automatic letter of rejection option to be sent to vendors with invoice data not conforming to quality standards.
- Comprehensive audit history on invoices detailing their previous actions.
- Accruals reporting for parked invoices.

- Invoice workflow status management via traffic light overview.
- Pre-set approval workflows for FI invoices depending on vendor, value and content.
- Seamless exchange of data within both FIS and SAP standard transactions.

## FIS/edc (invoice monitor) Matching and Through Posting

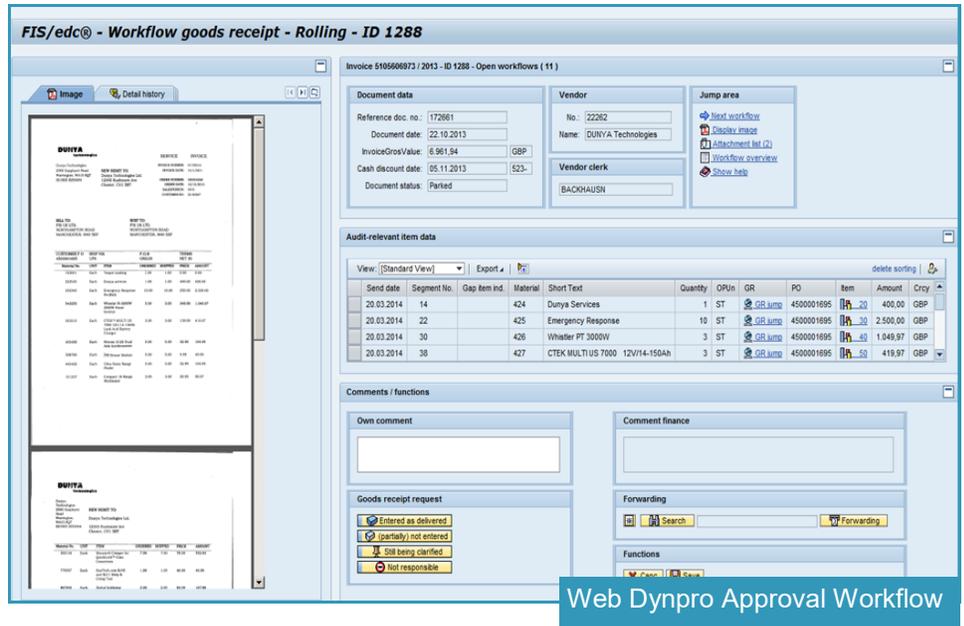
# SAP Fiori technology for mobile devices

## FIS/edc - Approval Workflow

Invoices can be directly assigned to individual approvers (i.e. Web Dynpro Approval workflow function or Fiori app Approval). Approvers are normally alerted via email that a new invoice has been forwarded for review.

Invoices with payment limits can be routed into a pre-set workflow involving multiple stages across different departments.

The Web Dynpro approval UX has been designed for frequent approvers where users are able to goods receipt, code, approve or reject the invoice.



## Fiori apps for Invoice Approval

FIS Fiori apps are an *optional* workflow enhancement providing a simplified UX which has been designed specifically for access to invoice data from mobile devices.

For senior executives, the interface provides an excellent final approval tool for invoices that have been checked and coded as part of a multi-step process. In other instances, the simplified Fiori app approval is popular with approvers new to SAP or with limited SAP experience. FIS apps can be accessed through SAP

Fiori app workflows are available:

- General workflow
- Approval workflow
- Quantity variance workflow
- Price variance workflow
- Price /functional workflow
- Goods receipt request workflow

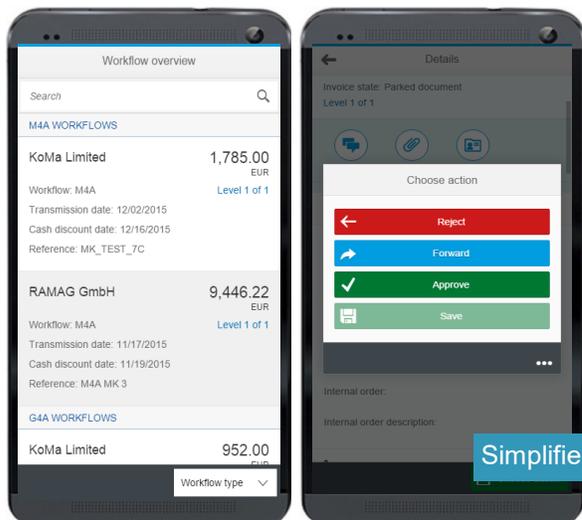
## Fiori Apps - Reporting Options

Several reports are available via Fiori apps including matching rates and analysis of invoices via "channel" i.e. OCR, EDI, etc.

The Fiori "Invoice receipt analysis" app is used to present an overview, within a chosen timeframe, of how many invoices been processed in total, categorised by company code and via which import channel.

Furthermore, the number of invoices received for each vendor via per entry channel is also available and presented in graphical form or via tables.

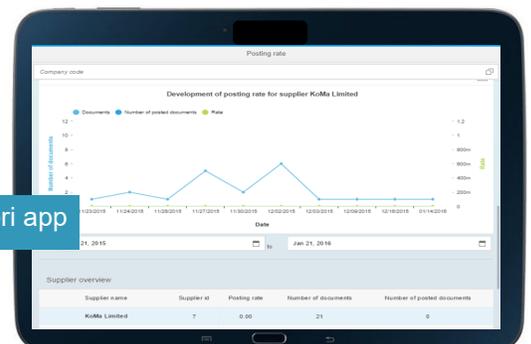
Utilising this report, the user can identify invoice volumes per vendor and which import channel is selected.



## Launchpad with FIS + SAP apps

For MM invoices, access can be made to "track purchase order" in the SAP standard Fiori app. This report enables the user to be informed on the status of the purchase order.

## Reporting Example with FIS Fiori app



## Additional FIS Monitors

Combination of SMART technologies

Simplified New Vendor Maintenance

### FIS/edc - Additional Monitors

The FIS/edc (invoice monitor) solution can be extended to process other documents:

#### ■ Sales Orders

Processes Customer Sales Orders. Additional SAP supply chain events are triggered automatically - i.e. order confirmation, shipping notification, goods issue and billing documents.

#### ■ General Documents

Any scanned or emailed document can be assigned to an SAP object ~ (i.e. vendor, customer, invoice etc).

#### ■ Statement / Payment Advice Note Monitor

The monitor is again deeply integrated into SAP and saves organisations time and money by monitoring incoming statement of payments against the partner accounts in SAP.

In both instances the incoming

documents are scanned (or emailed) then read in FIS/fci.

The relevant data is forwarded into the statements monitor. The data is then compared with the SAP data for on the vendor or customer account. The identifies any potential errors with the document and classifies the documents as a match or as an exception.

The monitor significantly reduces the labour intensive work needed to manually check statements, highlighting only those statements which are deviations.

The vendors statement monitor is generally used to ensure that all invoices have been received and awaiting payment, the monitor will highlight any invoices not received.

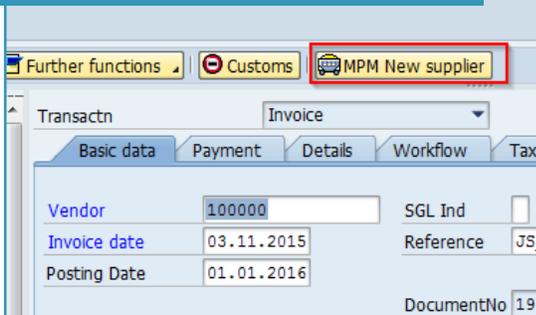
The customer payment advice note monitor ensures that the invoices that he customer are about to pay, match against the open invoices for the customer with SAP.

### Master Data - Vendor Maintenance

The combination of FIS/fci, FIS/edc and FIS/mpm SMART products can be utilised to reduce the degree of manual keying when opening new vendor accounts. The data from the new supplier invoice can be read with FIS/fci .

One-time vendors (CpD accounts) whose details are captured with FIS/fci are passed into FIS/edc. The new vendor details are forwarded to an SAP master data colleague for approval.

#### FIS/edc working with vendor management



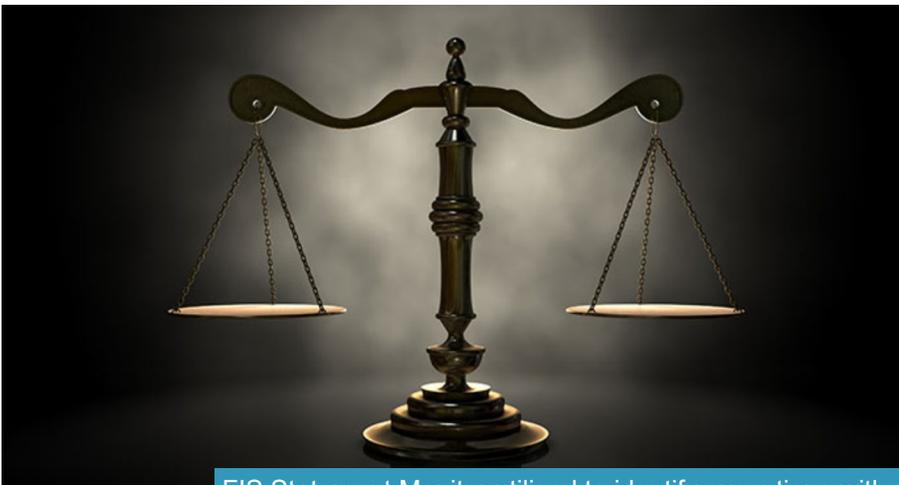
The screenshot shows the SAP MPM New supplier form. The 'Further functions' dropdown is set to 'Customs'. The 'MPM New supplier' button is highlighted with a red box. The form fields include: Vendor (100000), Invoice date (03.11.2015), Posting Date (01.01.2016), SGL Ind, Reference (JS), and DocumentNo (190).

### Smart Products and S/4 HANA

FIS/edc and all FIS smart products are designed to be deeply integrated with both SAP ECC 6 and the S/4 HANA versions.

New versions of all FIS Smart products are released annually and new Fiori apps are continually being developed.

As an SAP Gold partner, the FIS quality and development team test Smart products with pre-released versions of SAP and enhancement packs to ensure conformity and compatibility.



FIS Statement Monitor utilised to identify exceptions with partner documents



**FIS Information Systems UK Limited**

One Central Park  
Northampton Road  
Manchester UK  
M40 5BP

[www.fis-uk.eu](http://www.fis-uk.eu)

[info@fis-uk.eu](mailto:info@fis-uk.eu)

T: +44 (0) 3333 20 80 30