

**document  
options.**

## **Automated Invoice Processing** **SAP Edition**



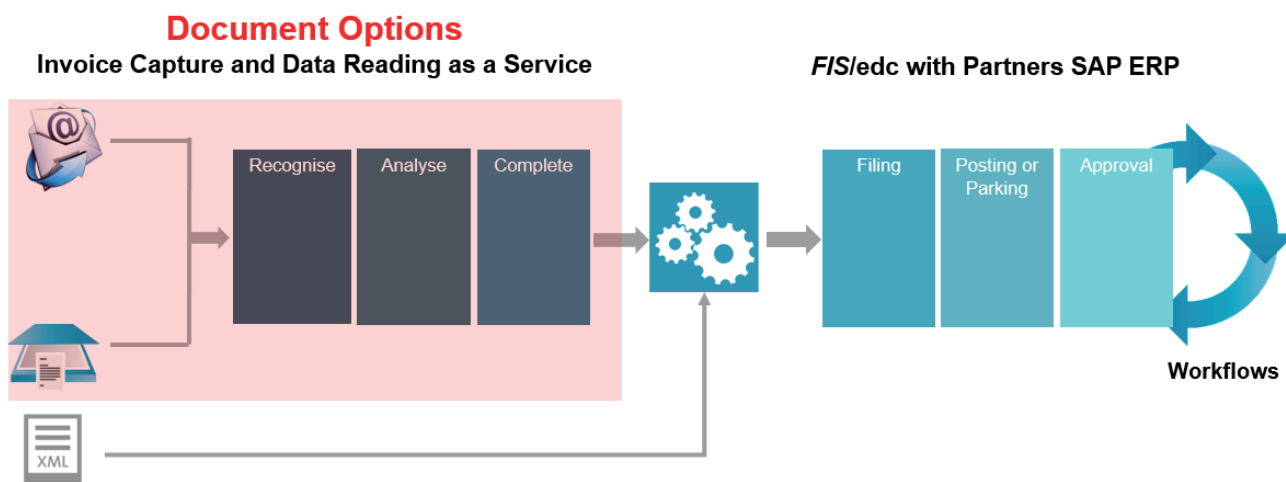
# Automated Invoice Processing - SAP

Document Options offers you the solution to eradicate costly, error prone accounts payable processes such as document handling and manual invoice entry.

Our invoice processing service adds value to your organisation by significantly reducing the number of administrative steps, and the time it takes to process supplier invoices.

For SAP users we have developed a solution that allows invoices to be received and processed in paper, emailed attachment or EDI format.

We have partnered with FIS/edc so that all parts of the process are fully managed and the integration with SAP is robust, the diagram below outlines the 2 service stages:



With standard SAP, invoice processing is generally a labour intensive task and may involve:

- Manual entry of invoice data
- Printing emailed invoice attachments
- Adding barcodes to invoices
- Separating invoices into different groups based on company codes, currencies, PO present or exempt
- Sending invoices for archiving after they have been processed

Document Options remove the administration burden from organisations, firstly providing a service for invoice scanning (prior to processing) and secondly a service for accurately reading the required invoice content.

The service eliminates the need for manual invoice pre-sorting, printing and manual keying of data.

Stage 2 of the process involves forwarding invoice data to an SAP integrated posting and workflow application FIS/edc (Invoice Monitor). In combination the solution provides:

- Processing methods for Invoices received in paper, emailed attachment or EDI format
- High resolution capture of paper invoices using state of the art digital scanners
- Invoice data presentation in SAP ERP within 1 - 2 days of receipt
- Data validation and quality assurance with automatic comparisons against SAP data.
- Arithmetic agreement checks, Tax value and currency determination
- Invoice content in foreign languages is read
- Invoice recognition of company codes, suppliers and currencies
- Automatic reading of invoice positions

## Common Issues

Many organisations encounter expensive and inefficient methods of posting vendor invoices within SAP standard:

- Invoices are received via email, paper and fax
- The emailed invoices are often printed and their content entered manually into SAP
- Inevitably there are keying errors due to human error
- Invoices are often different from the original purchase order and the goods delivered
- The invoices maybe physically stored or electronically stored "off-line" without a direct link to SAP
- Invoices requiring attention from approvers are passed for signature in the internal post
- Organisations often scan query invoices and send to approvers as attachments, using email as a workflow tool

The entire supplier payment process can be made less labour intensive, data quality improved and invoices paid in a more timely manner.

By utilising the combination of capture and data extraction services from Document Options and the SAP integrated products of FIS Information Systems.

Document Options are able to accommodate the different invoice formats, layouts and provide invoice data that has been checked and validated prior to transfer to SAP ERP.

Document Options are able to confidently provide very high quality data by utilising the OCR invoice reader, FIS/fci, in the invoice recognition process.

## Data Quality Checks and Balances

Document Options provide an invoice scanning and data extraction service. The 'early archiving' of the invoices together with lifting the data content adds greater value than capturing the invoice image retrospectively. The OCR software is designed to ensure that data is checked and validated prior to SAP transfer.

The checks and balances include:

- Completion of all required fields and format checking
- Supplier validation or "one-time" vendor (CpD) recognition
- Company code recognition check
- Arithmetic agreement between net, tax and gross
- Multiple OCR engines to highlight possible invoice data reading errors
- Invoice position reading and with checking against expected data for plausibility
- Ability to read invoices in 'foreign' languages
- Multiple tax rates and multiple PO references can be extracted on the same invoice

The automated extraction of invoice data assists with meeting supplier payment agreements. Manual checking of the data fields is required infrequently as the OCR software builds knowledge of data from each supplier.

At this stage, with validation checks, the invoice data file is released as "plausible" and is a true representation of the data presented on the invoice.

“

*The invoice processing solution implemented by Document Options has completely transformed the efficiency of our purchase ledger process. It has saved time and improved efficiency all along the process.*

**Network Aviation Group**

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**Invoice Capture & Recognition as a Service**

**Enhanced Data Quality**

**Automatic Posting of Invoices in SAP ERP**

# Automated Invoice Processing - SAP

The screenshot displays the SAP AirProducts interface. On the left, the 'Supplier properties' tab is active, showing fields for 'Invoice receiver' (Name, Address 1, Acc. area, Zip, City) and 'Vendor' (Name, Address 1, Id, Country, Zip, City, IBAN, BSC, Account no, TaxNo, Bank country). Below these are 'Head data' (Order no, Invoice #, Date) and 'Amount data' (Net, Freight/Pack, Vat, % Total, Stkz). On the right, a 'Rental Invoice' document is displayed, showing 'RENTAL FOR MONTH: October 2014'. The document includes a 'Rental Summary' table with columns for Rental Group, Start Holdings, End Holdings, Net Days, and Value. Below this is a 'Purchase Order Number: 100232' and 'Payment Reference: 923272008'. At the bottom, a table lists items with columns for Order no, Number, Item description, UM, Count, Price / Unit, Unitfact, Discount %, Total, Vat%, and ACF.

Order no	Number	Item description	UM	Count	Price / Unit	Unitfact	Discount %	Total	Vat%	ACF
1		Rental Single Cylinder 2008 < 2308		1.0	94.55	1.0	0.0	94.55	20.00	94.55
2		Rental Single Cylinder 2308 <= 3008		1.0	128.34	1.0	0.0	128.34	20.00	222.89
3		Rental Single Cylinder Acetylene		1.0	98.27	1.0	0.0	98.27	20.00	321.16

## Flexible Invoice Import Channels



Invoices received via email are generally ideal for OCR reading. Invoices are generally created from an output from the vendors' ERP/Accounts system and therefore cleaner and easier to process. The paperless processing of emailed invoice attachments runs continuously in the background.



Paper invoices are scanned at an optimum resolution by Document Options.

EDI

EDI invoices are transported directly to FIS/ edc (invoice monitor) bypassing the invoice data extraction stage.

## Capture and Check

Document Options use the capture and invoice checking methodology to ensure that invoices are passed to clients with the highest levels of data quality and in a timely manner.

The invoice reading service is robust as it utilises a software resource rather than data-entry keying, which is prone to human error.

## We're Accredited



Cert No. 11191  
ISO 27001 / ISO 9001

Optimum Resolution Image Capture

High Quality Data - Integrated Validation Checks

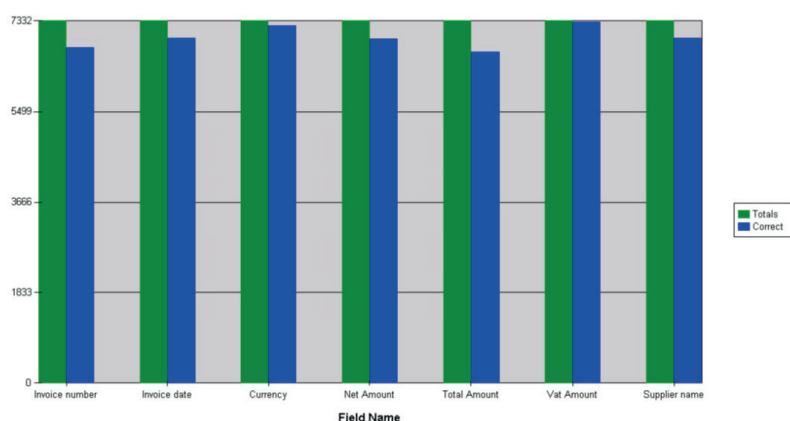
Fast Invoice Turnaround Times

# Data Checks and Reporting

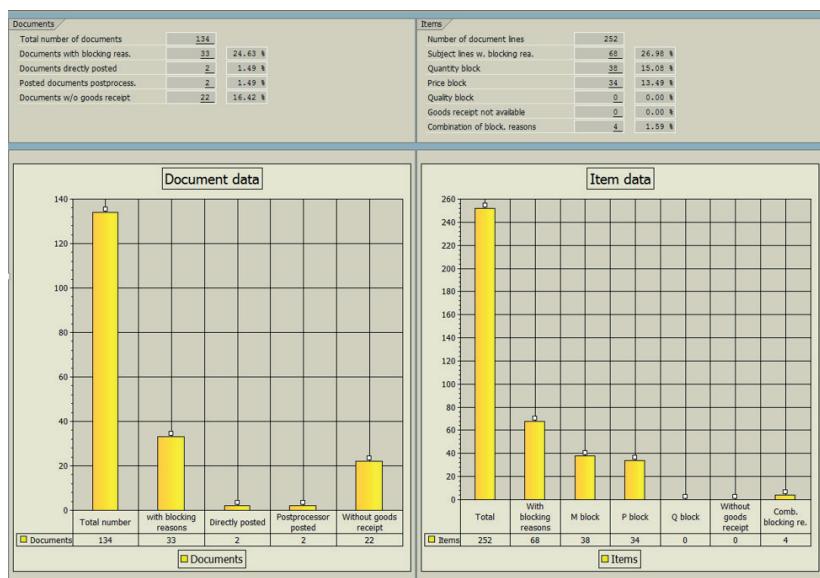
Document Options invoice capture and data extraction services ensure that invoices are read accurately and comprehensively.

Reporting functions allow Document Options to identify “problem” vendors with invoice reading issues. Combined with FIS/edc (invoice monitor) the majority of invoices will be posted automatically.

## Example of Field Accuracy Report



## Example of Field Accuracy Vendor Report



## FEATURES

- Free-form recognition technology allows key invoice data to be extracted from the invoice from day one.
- Fuzzy-technology compensates for incomplete / inaccurate data within the SAP supplier master files.
- Invoice data is validated and checked for arithmetic agreements between net, tax and gross amounts as well as extracting line level items.
- FIS/fci comprehends invoices presented in most foreign languages and incorporates country specific rules.
- Many organisations extend the invoice processing system to other incoming documents such as statements, payment advice notes and sales orders.
- Invoice data extracted by FIS/fci undergoes stringent plausibility checks prior to being transferred to FIS/edc.

# 250,000

invoices scanned and  
processed monthly by  
Document Options

Reporting

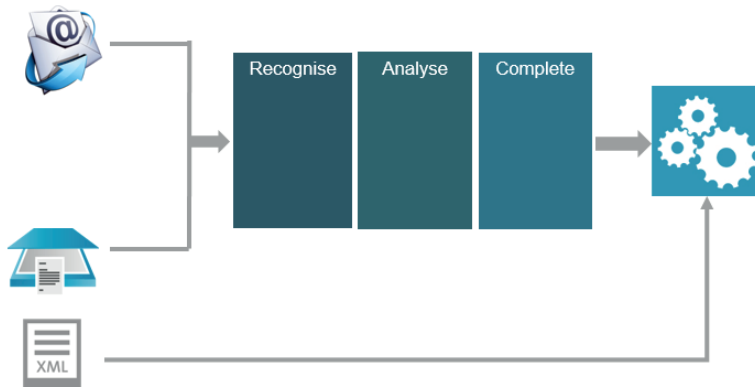
Plausibility Checks Against SAP Master Data

Recognition of Currency, Company Code & Vendor ID

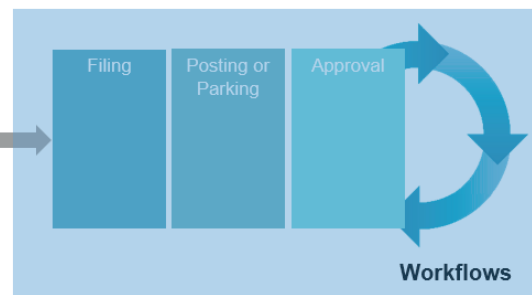
# FIS/edc - Matching and Through Posting

## Document Options

### Invoice Capture and Data Reading as a Service



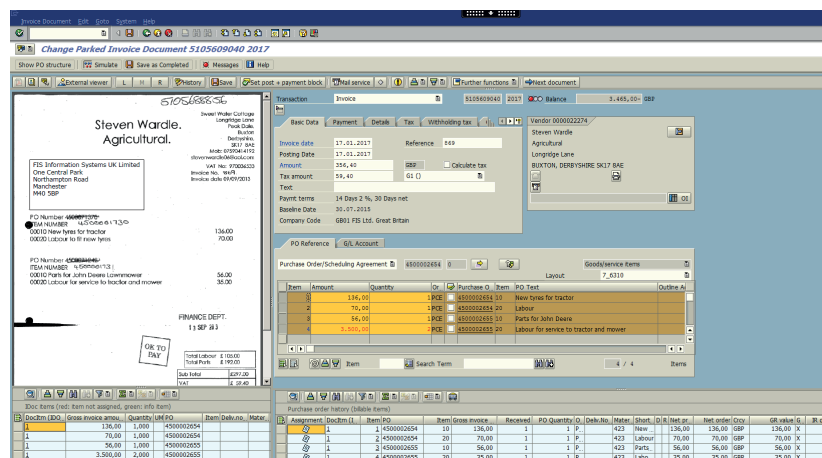
### FIS/edc with Partners SAP ERP



Invoice data is passed to FIS/edc (invoice monitor) - a technology that is deeply integrated into SAP (ECC6 or S/4HANA). FIS/edc performs a posting attempt in SAP ERP. For a successful post, PO attributed invoices need to be balanced against open orders and goods receipts within pre-set tolerances.

PO exempt invoices may be directly assigned to approvers based on vendor and key word content.

## FIS/edc "Detail" screen illustrating position matching



## FIS/edc (invoice monitor) provides additional functionality for AP users including:

- 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
- Pre-set approval workflows for FI invoices depending on vendor, value and content
- Comprehensive invoice history / audit trail on all invoices
- Automatic Posting of matched or approved invoices into SAP standard
- Reports to measure vendor throughput and average invoice processing times
- Functionality to change invoice status and company code
- Invoice image display in both FIS/edc and SAP

## Automated Posting of Images in SAP

## Worklist - Query Management in SAP Environment

## Approval Workflow - Including Goods Receipts



# FIS Web Dynpro Approval Workflow - FIS Flori apps

## FIS/edc Approval Workflow running on SAP Dynpro

FIS Web Dynpro Approval Workflow Approvers are normally alerted via email that a new invoice has been forwarded for review.

The Web Dynpro technology environment provides a simplified view of the invoice to the approver.

The approver is presented with the invoice image, history and the reason for the required action.

**FIS/edc® - Workflow goods receipt - Rolling - ID 1288**

Invoice 518560872 / 2013 - ID 1288 - Open workflows (11)

**Document data**

Reference doc. no.: 172081  
Document date: 22.12.2013  
InvoiceGrossValue: 6.961.84 GBP  
Cash discount date: 05.11.2013  
Document status: Parked

**Vendor**

No.: 22262  
Name: DUNYA Technologies  
Vendor clerk: BACKHAUSEN

**Jump area**

Next workflow  
Check image  
Attachment list (2)  
Workflow justification  
Show help

**Audit relevant item data**

View: [Standard View] Export: [X] Pg: [1]

Send date	Segment No.	Gap item ind.	Material	Short Text	Quantity	OPUn	GR	PO	Item	Amount	Crcy
20.03.2014	14		424	Dunya Services	1	ST	ST	4500001695	08_20	400.00	GBP
20.03.2014	22		425	Emergency Response	10	ST	ST	4500001695	08_20	2.500.00	GBP
20.03.2014	30		426	Whaler PT 3600W	3	ST	ST	4500001695	08_20	1.549.97	GBP
20.03.2014	38		427	CTEK MULTI US 7000 12V14-150Ah	3	ST	ST	4500001695	08_20	419.97	GBP

**Comments / functions**

Own comment: [Text area]

Comment finance: [Text area]

**Goods receipt request**

Entered as delivered  
Not entered  
Still being clarified  
Not responsible

**Forwarding**

Forwarding [Search] [Forwarding]

**Functions**

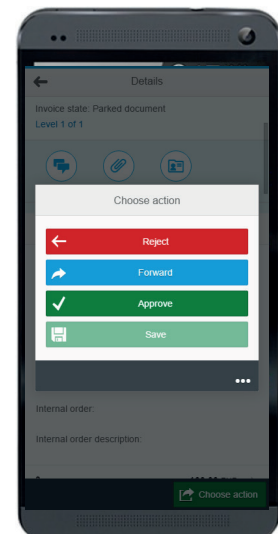
[Cancel] [Save]

## Flori apps for FIS/edc

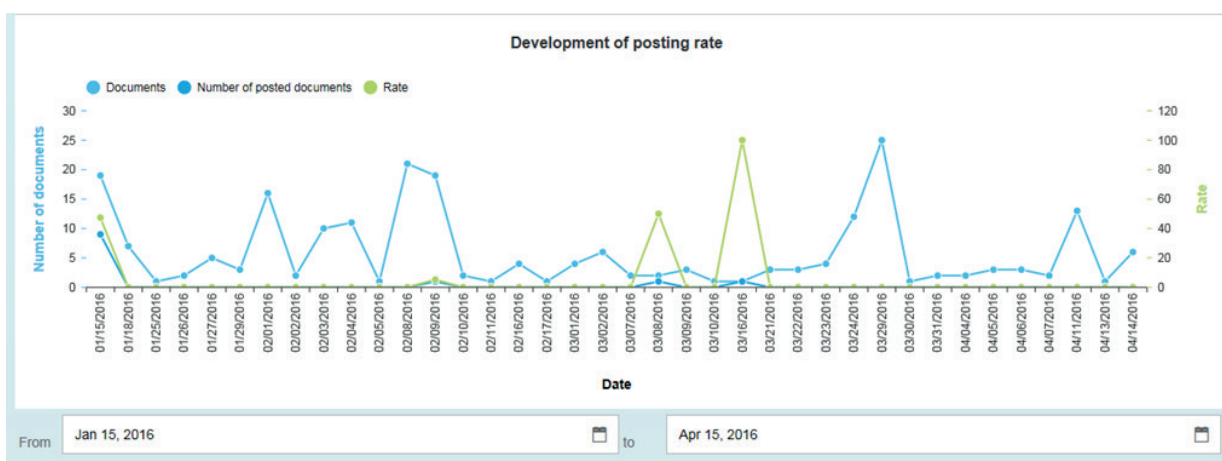
The FIS/edc comprises a number of Fiori App options including apps for invoice approval, reporting and receipt analysis.

The Fiori app for invoice approval has been designed for approvers of invoices which have been approved or coded within a number of workflow steps. The simplified screen gives final authority for invoice payments.

Fiori apps for invoice approval are an optional method for employees "on the move". The Fiori app can be used for approvers with tablets, smartphones or desktop computers. The FIS app supports the approval workflow for FI and MM invoices and can be called via the SAP Launchpad or as a direct link.



## Flori report for through-posting i.e. posting with no intervention



Simplified Approval Workflow

Adheres to SAP Standards

Flori Technology Option for Mobile Devices

## Our Clients

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## Contact

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