Get Invoice Processing That's Ready for the Digital Economy and Your IT Landscape

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

The Best-Run Businesses Run SAP®

Get ready for a new approach to invoice processing

Process invoices quickly and accurately, enhance productivity and cash flow, and cut costs with the SAP® Invoice Management application by OpenText. It helps you manage invoice processing, meet payment and compliance deadlines, and avoid risks related to inaccurate information. And now there's a version for SAP S/4HANA software to help you Run Simple in the digital economy.

You're always looking for opportunities to work smarter and cut costs. What if you could help your accounts payable (AP) staff streamline invoicing, improve supplier collaboration and trust, and get deeper discounts on supplier invoices?

It's time to make the transition from manual invoice processing to streamlined invoice management. The SAP Invoice Management application by OpenText offers the real-time controls of SAP S/4HANA to comply with key national and international regulations while improving visibility into your payables. You can reward your vendors with timely payments and decrease supplier management costs, all while enabling accurate financial reporting.

And if you want to further streamline and improve vendor relationships, you can quickly integrate the SAP S/4HANA Finance solution with the cloud-based Ariba® Network. You can collaborate with all of your supply partners in real time to accelerate invoicing, improve supplier visibility, and take advantage of early-payment discounts.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

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 SAP S/4HANA software, 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 the relevant PO number, status of the invoice payment, and more.

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 Enterprise 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.

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

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

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 OCR and document analysis to automate the transfer of data from paper invoices or e-mail attachments to SAP® software transactions. The available OCR option for the SAP Invoice Management application by OpenText allows for straight-through processing without human intervention. With this option, you can capture and classify invoices and route them to the appropriate people and processes.

Continued ▶

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

SAP Invoice Management lets you receive invoice metadata from all electronic channels. For example, the application automatically processes data received through electronic data interchange, as well as invoices received from vendor networks.

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. Your suppliers can also perform queries using the supplier self-service functionality that's available either on premise or through SAP HANA® Cloud Platform.

You can generate reports on productivity, exceptions, channel input, and invoice aging.

And with the real-time analytics of SAP S/4HANA, you can gain instant insight into the status of invoices and payments. You can also display summary views of the data and perform valuable trend analyses that can eliminate future exceptions.

Many companies use a shared-services center to centralize processing of 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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

Improve visibility

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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

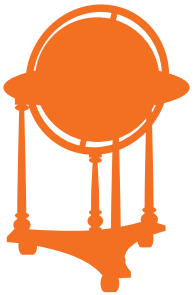
Improve vendor relations

Get profitable supplier collaboration on the Ariba Network

Control financial processes

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 more than 100 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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

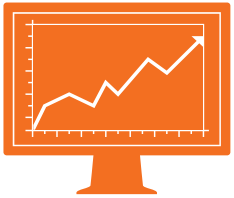
Improve vendor relations

Get profitable supplier collaboration on the Ariba Network

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 that company financial reports such as 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.



© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

Help ensure timely compliance

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 helps ensure 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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

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

Get profitable supplier collaboration on the Ariba Network

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. What's more, on-time payments mean less time and fewer resources spent on handling inquiry calls from suppliers.

The software helps simplify the 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.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

Get profitable supplier collaboration on the Ariba Network

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

Get profitable supplier collaboration on the Ariba Network

With the Ariba Network, you can collaborate with all of your suppliers anywhere in the world. You share a single procurement platform in the cloud to make the invoice workflow – from invoice creation to approval and payment – fast, automated, and in real time. You not only know the status of every supplier invoice, you instantly know when the status of an invoice changes or when new invoices are created. You can also approve and pay invoices quickly, so you can better manage cash requirements and avoid late payments, all while improving supplier relationships and creditworthiness.

In fact, the Ariba Network gives you the visibility and agility to win new early-payment discounts with your suppliers and increase your profits. For example, if a supplier has short-term cash requirements, you can negotiate a new, early-payment discount to pay all invoices immediately. Best of all, you can negotiate this discount on top of any discounts that are already in place with the supplier.

Integrate the cloud-based Ariba Network with your on-premise SAP ERP application to speed and simplify supplier invoicing.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

Reap the rewards of well-managed invoice processes

Reap the rewards of well-managed invoice processes

SAP Invoice Management 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. And now that a version of SAP Invoice Management is available for SAP S/4HANA, you can capitalize on massive increases in speed and efficiency, real-time insights, and simplified digital processes.

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. Timely reporting increases insight and helps ensure compliance with regulations and fiscal reporting requirements. These 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.

You can also extend that agility and visibility to your supply partners around the world with the Ariba Network. You can connect with your supply partners through the cloud in real time to improve supplier collaboration, enhance your credit rating, and achieve extra discounts for early payments.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

Summary
Replace error-prone, time-consuming, manual invoice processes with automated invoice management by relying on the SAP® Invoice Management application by OpenText. Process invoices quickly, accurately, and efficiently. Enhance productivity, improve cash management, and win more discounts from your vendors. And now there's a version for SAP S/4HANA software to help you achieve massive increases in speed and efficiency, real-time insights, and simplified digital processes.

Objectives
- Streamline and improve control of the accounts payable (AP) process
- Simplify vendor invoicing and speed early payments
- Reduce manual, paper-based invoice processes
- Improve cash flow and reduce costs
- Help ensure compliance and timely reporting

Solution
- AP-process integration and financial control for complete invoice management
- Simplified and accurate reporting and compliance functionality
- Automatic data entry using OCR
- Supplier collaboration through the Ariba® Network for cloud-enabled invoicing and payment

Benefits
- Improve revenue by winning deeper discounts for early payments
- Boost productivity through automated invoicing
- Increase business control with an accurate picture of invoice processing
- Improve vendor relations with shortened invoice-to-pay cycles

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

Studio SAP | 18359enUS (16/04)
© 2016 SAP SE or an SAP affiliate company. All rights reserved.

© 2016 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see http://www.sap.com/corporate-en/legal/copyright/index.epx#trademark for additional trademark information and notices. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.

The Best-Run Businesses Run SAP®