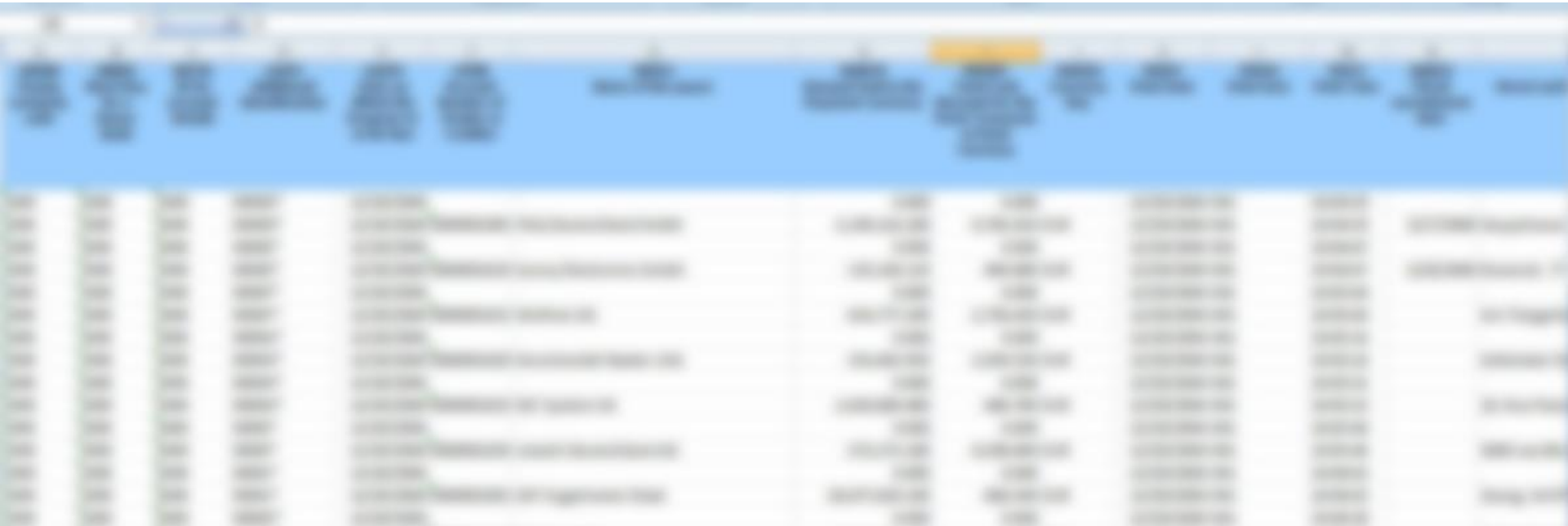


PŘÍCHOZÍ FAKTURY



Optimalizace zpracování v systému SAP



Štěpán Bouda

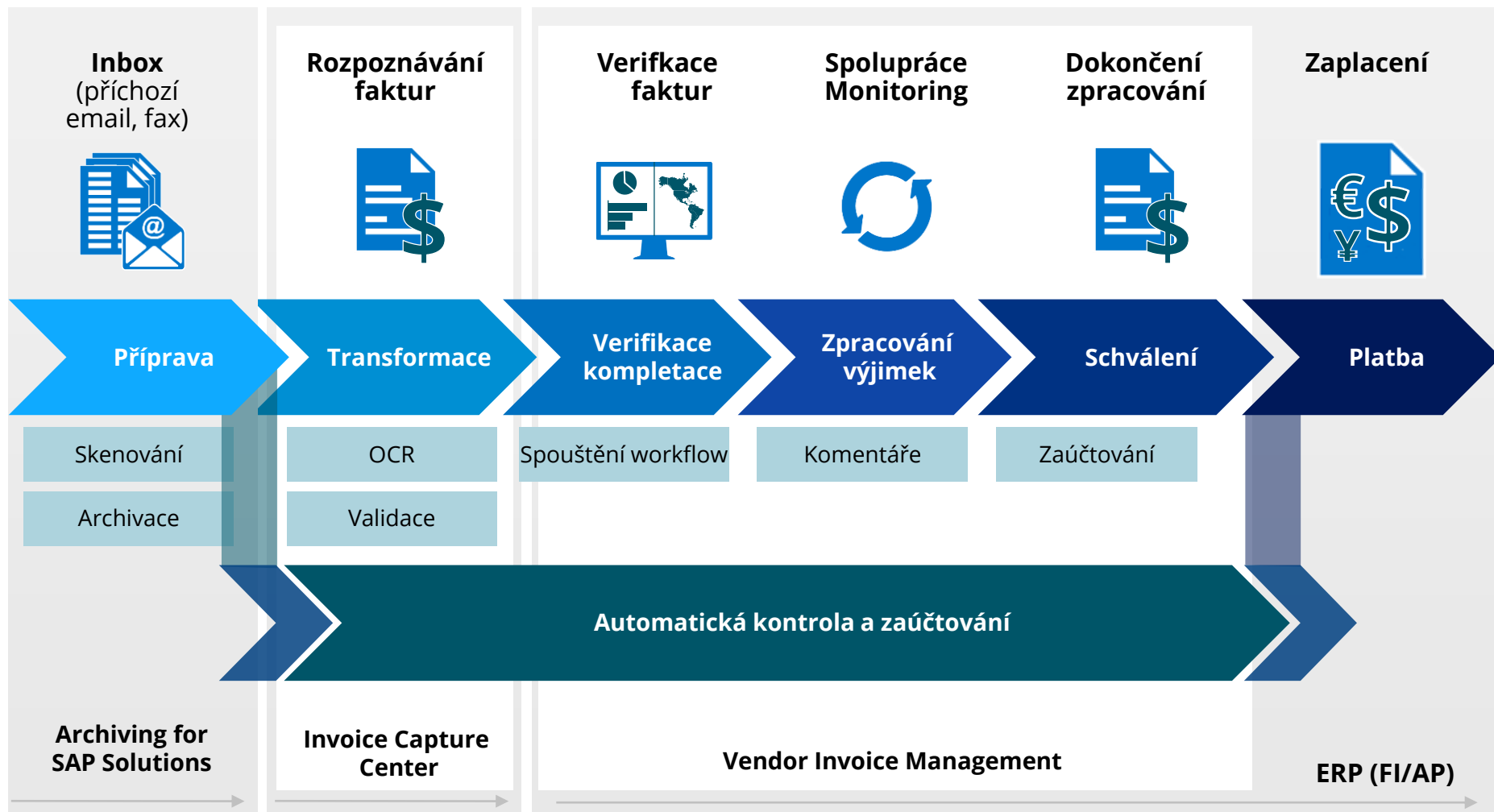
Business Consultant

stepan.bouda@Sabris.com

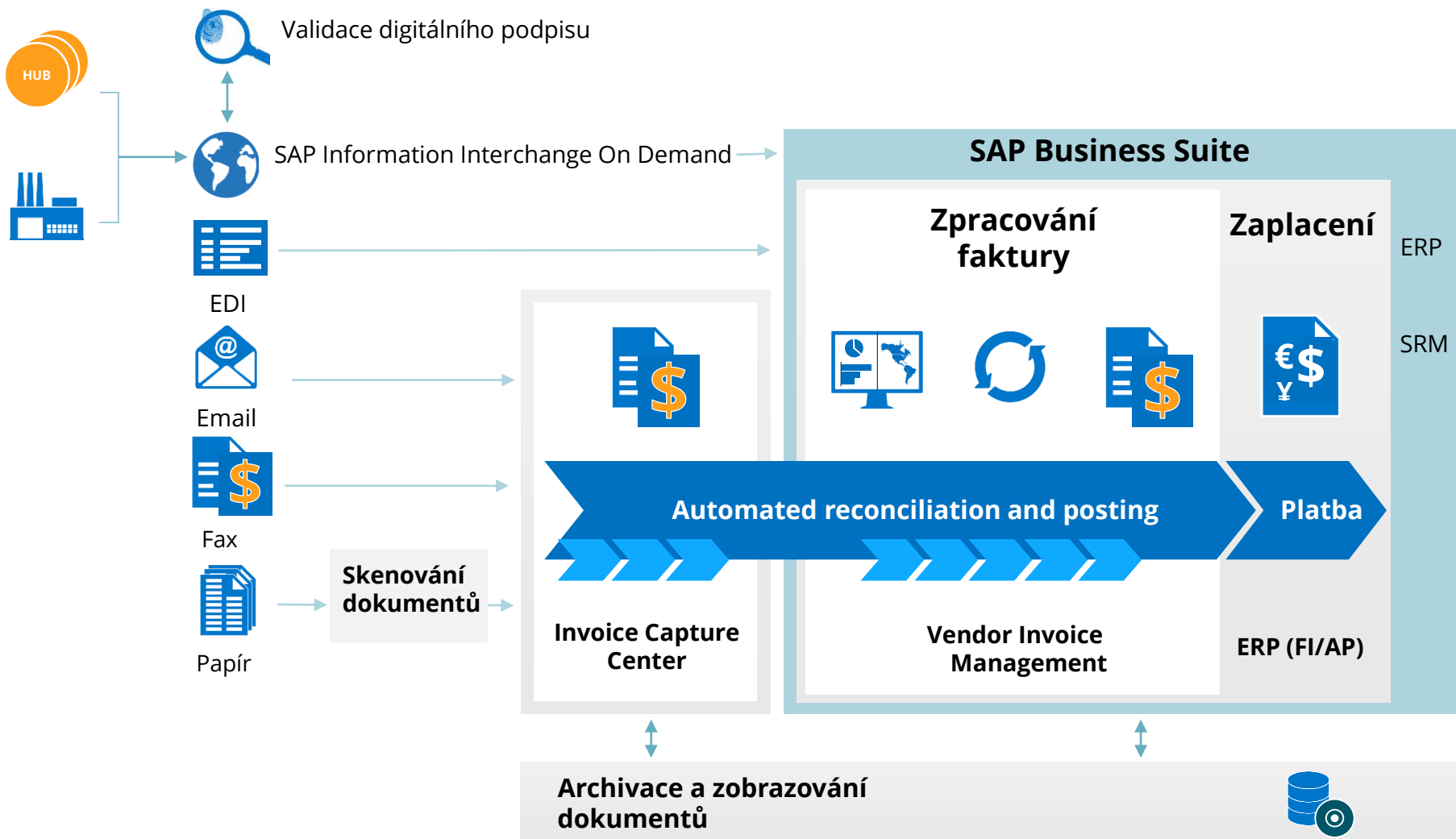
PROBLÉMY S FAKTURAMI

- Chybí přehled o stavu schvalování faktur
- Faktury jsou složitě dohledatelné (zvláště v případě více lokalit)
- Faktury volně se pohybují po společnosti
- Ztráty faktur
- Faktury se mohou dostat do nepovolaných rukou
- Faktury přichází do společnosti nejen v papírové podobě, ale i jinými cestami
- Penále

PLNĚ INTEGROVANÝ, AUTOMATIZOVANÝ PROCES



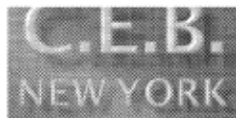
PŘEHLED KOMPONENT



ZPRACOVÁNÍ FAKTURY

S objednávkou

FAKTURA



Invoice

C.E.B. New York
7890 Broad Street
New York, 10001
Phone: 212-666-9600
Fax : 212-881-6161
Email: info@cebny.com

Date: September 21, 2015
Invoice No.: DR42268494

Pmt. Terms: 2%10, Net 30

Ship to:
Anne Reuester
Innovate Corporation
1280 Lincoln Avenue
New York, NY 10019
Phone: 212-345-8567
Email: requester-na@innovate.com

Bill to:
Innovate Corporation
1230 Lincoln Avenue
New York, NY 10019
Phone: 212-345-0983

Shipment Date
September 20, 2015

Ship Via
Best Way

P.O. Number
4500963712

Salesperson
J. Smith

Quantity	Description	Unit	Unit Price	Total
2	Netbook 10.1 Inch -1 GB RAM -Clear Black	PC	\$219.00	\$438.00
5	23-Inch Widescreen LCD Monitor w Speaker	PC	\$148.00	\$740.00
8	External Hard Drive - 2 TB USB 3.0 Ultra	PC	\$89.00	\$712.00

Freight expenses	
Handling costs	
SubTotal	\$1,890.00
Sales Tax 0%	
Invoice Total	\$1,890.00

Remit to:
C.E.B New York
P.O. BOX 477890
New York, NY 10019

THANK YOU FOR YOUR BUSINESS!

SKENOVÁNÍ

Enterprise Scan

File Edit View Page Document Profile Tools Help

Scan Archive Archive All

Profiles VIM Demo Profile Scan_Input Processing <none>

View

C.E.B. NEW YORK

Invoice

C.E.B. New York
7690 Broad Street
New York, 10001
Phone: 212-666-9600
Fax : 212-661-6161
Email: info@cebny.com

Date: September 21, 2015
Invoice No.: DR42268494

Pmt. Terms: 2%10, Net 30

Ship to:
Anne Requester
Innovate Corporation
1280 Lincoln Avenue
New York, NY 10019
Phone: 212-345-8567
Email: requester-na@innovate.com

Bill to:
Innovate Corporation
1230 Lincoln Avenue
New York, NY 10019
Phone: 212-345-0963

Shipment Date September 20, 2015
Ship Via Best Way
P.O. Number 4500963712
Salesperson J. Smith

Quantity	Description	Unit	Unit Price	Total
2	Netbook 10.1 Inch -1 GB RAM -Clear Black	PC	\$219.00	\$438.00
5	23-Inch Widescreen LCD Monitor w/ Speaker	PC	\$148.00	\$740.00
8	External Hard Drive - 2 TB USB 3.0 Ultra	PC	\$89.00	\$712.00

Freight expenses
Handling costs
SubTotal \$1,890.00
Sales Tax 0%
Invoice Total \$1,890.00

Remit to:
C.E.B. New York
P.O. BOX 477890
New York, NY 10019

Documents

Doc No.: 1 Pages: 1
Index: spsenicka20150921115120.tif
Group:

Doc No.: 2 Pages: 1
Index: spsenicka20150921115152.tif
Group:

Properties

Document

Index: spsenic
Group: <none>
Batch: <none>
Folder: <none>

Page

Endorser:
Paper format: Letter
Resolution: 300 x 3
Size: 8.5 x 1
Color depth: 1 bit (2)

Thumbnails

Doc 1 / Page 1

Doc 2 / Page 1

spsenicka Scanned 2 Doc 1/2 Page 1/1 Page ID: 0

PŘENOS DO SAP

Document Edit Goto Settings Utilities(M) System Help

Store documents

Default settings

*** Business Center Inbound ***

Storing for subsequent entry

Doc. type VIM OCR Invoice - United States (TIF)

Recipient Indexer VIM

Note VIM OCR Invoice - United States (TIF)

☒ Mass archiving ☒ Drag & Drop

Sales & Distribution (Billing)

Human Resources - Administration

Human Resources - Travel Management

Human Resources - Recruiting

VIM Invoices (File Upload)

VIM Invoices (OCR)

VIM OCR Invoice - Brazil (Services, PDF)	Indexer VIM
VIM OCR Invoice - Australia (TIF)	Indexer VIM
VIM OCR Invoice - Switzerland (TIF)	Indexer VIM
VIM OCR Invoice - France (TIF)	Indexer VIM
VIM OCR Invoice - Germany (TIF)	Indexer VIM
VIM OCR Invoice - Germany (PDF)	Indexer VIM
VIM OCR Invoice - India (TIF)	Indexer VIM
VIM OCR Invoice - Japan (TIF)	Indexer VIM
VIM OCR Invoice - Russia (TIF)	Indexer VIM
VIM OCR Invoice - UK (TIF)	Indexer VIM
VIM OCR Invoice - United States (TIF)	Indexer VIM
VIM OCR Invoice - China (TIF)	Indexer VIM

VIM Invoices (OCR, no validation)

VIM Invoices (Indexing - other)

SAP

FAKTURA JE ZAÚČTOVÁNA

Invoice Document Edit Goto System Help

Display Invoice Document 5105609236 2015

Show PO structure Follow-On Documents ...

Transaction Invoice 5105609236 2015

Basic data Payment Details Tax Contacts Note

Invoice date 21.09.2015 Reference QQ42268328

Posting Date 21.09.2015

Amount 1.890,00 USD ☒ Calculate tax

Tax amount 0,00

Text SUPPLY_DATE :20.09.2015

Paymt terms 14 Days 3 %, 30 Days 2 %, 45 Days net

Baseline Date 21.09.2015

Company Code 3000 Innovate Corp - YourCo New York

Vendor 0000003000

C.E.B. New York
7890 Broad Street
New York NY 10001

212-666-9600 212-881-6161

Bank acct 597000
Mellon Bank OI

PO Reference G/L Account Material Contract Reference

Layout All information

Item	Amount	Quantity	O...	Purchase ...	Item	Sma...	PO Text	O...
1	438,00	2 PC	☐	4501337003	10		Netbook 10.1 Inch -1 GB RAM -Clear Black	
2	740,00	5 PC	☐	4501337003	20		23-Inch Widescreen LCD Monitor w Speaker	
3	712,00	8 PC	☐	4501337003	30		External Hard Drive - 2 TB USB 3.0 Ultra	

0 / 0 Items

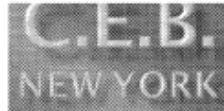
User parameter TM_INVOICE_CLERK has not been maintained

SAP

ZPRACOVÁNÍ FAKTURY

Bez objednávky

FAKTURA



C.E.B. New York
7890 Broad Street
New York, 10001
Phone: 212-666-9600
Fax : 212-881-6161
Email: info@cebny.com

Ship to:
Anne Requester
Innovate Corporation
1230 Lincoln Avenue
New York, NY 10019
Phone: 212-345-8567
Email: requester-na@innovate.com

Invoice

Date: September 21, 2015
Invoice No.: DR42268494

Pmt. Terms: 2%10, Net 30

Bill to:
Innovate Corporation
1230 Lincoln Avenue
New York, NY 10019
Phone: 212-345-0983

Shipment Date	Ship Via	P.O. Number	Salesperson
September 20, 2015	Best Way	4500963712	J. Smith

Quantity	Description	Unit	Unit Price	Total
2	Netbook 10.1 Inch -1 GB RAM -Clear Black	PC	\$219.00	\$438.00
5	23-Inch Widescreen LCD Monitor w Speaker	PC	\$148.00	\$740.00
8	External Hard Drive - 2 TB USB 3.0 Ultra	PC	\$89.00	\$712.00

Freight expenses	
Handling costs	
SubTotal	\$1,890.00
Sales Tax 0%	
Invoice Total	\$1,890.00

Remit to:
C.E.B New York
P.O. BOX 477890
New York, NY 10019

THANK YOU FOR YOUR BUSINESS!

SKENOVÁNÍ

Enterprise Scan

File Edit View Page Document Profile Tools Help

Scan Archive Archive All

Profiles VIM Demo Profile Scan_Input Processing <none>

View

C.E.B. NEW YORK

Invoice

C.E.B. New York
7890 Broad Street
New York, 10001
Phone: 212-666-9600
Fax : 212-881-6161
Email: info@cebny.com

Ship to:
Anne Re requester
Innovate Corporation
1280 Lincoln Avenue
New York, NY 10019
Phone: 212-345-8567
Email: requester-na@innovate.com

Date: September 21, 2015
Invoice No.: DR42268494

Pmt. Terms: 2%/10, Net 30

Bill to:
Innovate Corporation
1230 Lincoln Avenue
New York, NY 10019
Phone: 212-345-0983

Shipment Date September 20, 2015
Ship Via Best Way
P.O. Number 4500963712
Salesperson J. Smith

Quantity	Description	Unit	Unit Price	Total
2	Netbook 10.1 Inch -1 GB RAM -Clear Black	PC	\$219.00	\$438.00
5	23-Inch Widescreen LCD Monitor w Speaker	PC	\$148.00	\$740.00
8	External Hard Drive - 2 TB USB 3.0 Ultra	PC	\$89.00	\$712.00

Freight expenses
Handling costs
SubTotal \$1,890.00
Sales Tax 0%
Invoice Total \$1,890.00

Remit to:
C.E.B New York
P.O. BOX 477890
New York, NY 10019

Documents

Doc No.: 1 Pages: 1
Index: spsenicka20150921115120.tif
Group:

Doc No.: 2 Pages: 1
Index: spsenicka20150921115152.tif
Group:

Properties

Document

Index spsenic
Group <none>
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Folder <none>

Page

Endorser
Paper format Letter
Resolution 300 x 3
Size 8.5 x 1
Color depth 1 bit (2)

Thumbnails

Doc 1 / Page 1

Doc 2 / Page 1

spsenicka Scanned 2 Doc 1/2 Page 1/1 Page ID: 0

PŘENOS DO SAP

Document Edit Goto Settings Utilities(M) System Help

Store documents

Default settings

*** Business Center Inbound ***

Storing for subsequent entry

Doc. type VIM OCR Invoice - United States (TIF)

Recipient Indexer VIM

Note VIM OCR Invoice - United States (TIF)

Mass archiving Drag & Drop

Sales & Distribution (Billing)

Human Resources - Administration

Human Resources - Travel Management

Human Resources - Recruiting

VIM Invoices (File Upload)

VIM Invoices (OCR)

VIM OCR Invoice - Brazil (Services, PDF)	Indexer VIM
VIM OCR Invoice - Australia (TIF)	Indexer VIM
VIM OCR Invoice - Switzerland (TIF)	Indexer VIM
VIM OCR Invoice - France (TIF)	Indexer VIM
VIM OCR Invoice - Germany (TIF)	Indexer VIM
VIM OCR Invoice - Germany (PDF)	Indexer VIM
VIM OCR Invoice - India (TIF)	Indexer VIM
VIM OCR Invoice - Japan (TIF)	Indexer VIM
VIM OCR Invoice - Russia (TIF)	Indexer VIM
VIM OCR Invoice - UK (TIF)	Indexer VIM
VIM OCR Invoice - United States (TIF)	Indexer VIM
VIM OCR Invoice - China (TIF)	Indexer VIM

VIM Invoices (OCR, no validation)

VIM Invoices (Indexing - other)

SAP

ROZÚČTOVÁNÍ ŽADATELEM – VE VIM PORTÁLU

OPENTEXT | Vendor Invoice Management™

REQUESTER-NA ▾

INVOICE APPROVAL

Inbox

History 🔍

INBOX 35

Sort By
▾
[Enable Multi-Select](#)

09/21/2015
Reference: DR42268494
Name: C.E.B. New York
Invoice Amount: 1.890,00 USD
Logical System: TM5800

09/16/2015
Reference: ZZ-10089
Name: C.E.B. New York
Invoice Amount: 5.171,00 USD
Logical System: TM5800

09/16/2015
Reference: ZZ-10090
Name: C.E.B. New York
Invoice Amount: 5.171,00 USD
Logical System: TM5800

09/16/2015
Reference: ZZ-10088
Name: C.E.B. New York

C.E.B. New York

Approve Reject Other Actions ▾

View Invoice

Basic Data Comments **Cost Assignment** Attachments

Accounting Data

Save Add row

Balance: 0 Calculate

	Item	G/L Account	Short Text	D/C ind.	Amount	Percentage	Tax code	Tax Jurisdiction	Cost Center	Order
	000001	0000476600 🔍	Miscellaneous Cos	Debit ▾	1,890.00	100.00	10 - ▾	NY0000000	0000001202 🔍	🔍

SCHVÁLENÍ SCHVALOVATELEM 1 – V SAP GUI

Approve Invoice 000000001149

Show Detail Pane Unified Dashboard Display DP Add Attachment Display Image Display Attachments View Log View Service Requests Create Service Request

OPEN TEXT Vendor Invoice Management™ for SAP® Solutions

Invoice Summary Additional Details

VendorC.E.B. New York

Invoice Amount1,890.00

Invoice Date09/21/2015

Tax Amount0.00

Net Amount1,890.00

Expense Type:ST-Standard

CurrencyUSD

Tax CodeI0

Auto-Calcul Tax☒

Credit Memo☐

VAT balance: 0.00

Balance: 0.00

Please Enter or Change G/L Account Information

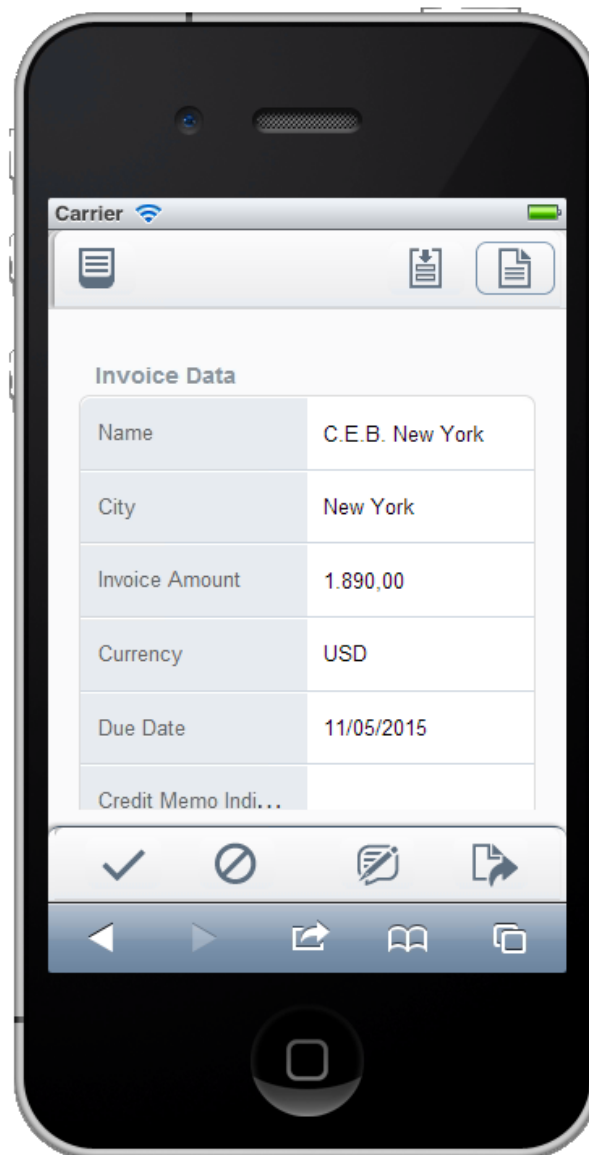
S...	G/L Acc	Short Text	Cost Ctr	D/C Ind.	Item Amount	Percentage	T..	Tax Jur.	WBS Elem.
	476600	Miscellaneous Costs	1202	Debit	1,890.00	100.00	I0	NY00000000	
				Debit	0.00	0.00	I0		
				Debit	0.00	0.00	I0		
				Debit	0.00	0.00	I0		
				Debit	0.00	0.00	I0		

Time Zone: CET

Approver	Time Stamp	Logged Action	Comments Summary
REQUESTER-NA	09/21/2015 12:27:41	Invoice Approved	
REQUESTER-NA	09/21/2015 12:23:24	Financial Information Entered	
WF-BATCH	09/21/2015 12:16:10	Invoice submitted for Approval	

Add Comments Refer Approve Reject Forward Return to Inbox

SCHVÁLENÍ SCHVALOVATELEM 2 – V MOBILU



FAKTURA JE ZAÚČTOVÁNA

Document Edit Goto Extras Settings Environment System Help

Display Document: Data Entry View

Taxes Display Currency General Ledger View

Data Entry View

Document Number	1900000029	Company Code	3000	Fiscal Year	2015
Document Date	21.09.2015	Posting Date	21.09.2015	Period	9
Reference	DR42268494	Cross-Comp.No.			
Currency	USD	Texts exist	☐	Ledger Group	

Co...	Itm	PK	S	Account	Description	Amount	Curr.	Tx	Cost Center	Order	Profit Center	Segment	Billing Doc.	SLNo
3000	1	31		3000	C.E.B. New York	1.890,00-	USD	IO						
	2	40		476600	Miscellaneous Costs	1.890,00	USD	IO	1202		3402			

Document is an accounting document (not a preliminary one)

SAP

DALŠÍ VYBRANÉ NÁSTROJE

SAP Vendor Invoice Management

REPORT ZÁVAZKŮ

VAN Liability: Group View by Company Code

Header OffTotal OnBy VendorSAP Doc ViewSAP Lines ViewDP ViewDP Line View

Overview

☒ NPO Invoices

☒ DP In Process

Report Currency

☒ Invoices with Goods Receipt

☒ Suspected Duplicate Items

als

Account Assignment

any Code or Vendor

ation

3000to

USD

OPENTEXT

Time ZoneCET

Run Date:21.09.2015

Run Time:12:41:45

Run User:INDEXER

CoCd

Vendor

Vendor Name

of Docs

Total Amt

Line Amount

3000

3815

EGS America

4

10.680,00

3.780,00

3031

Miami Electronics Supply

4

14.241,00

14.241,00

3020

World Wide Computer Warehouse

1

4.530,00

4.530,00

3000

C.E.B. New York

89

543.552,76

110.602,40

2210

HTG Components

1

850,00

850,00

DP not Indexed

3

3.780,00

3.780,00

KPI DASHBOARD



ŘADA DALŠÍCH REPORTŮ

Key Process Analytics ©Open Text Corp.

Total Liability

Category
Blocked Document
Parked Document
Pre-Process Document

Period from 21.09.15 to 21.09.15

Last Update 21.09.15 12:48:51

Exception ID Exception Text # Work Items with Exceptions

70	Approval Required (NPO)	9
75	LIV - Price Discrepancy	3
82	Header Block	1

Channel Analysis

Text	Σ Total # PO Invoices	Σ Total # NPO Invoices
	0	8
	125	249
		2
		15
		14
		23

Exception Analysis Report ©Open Text

OPEN TEXT Vendor Invoice Management™ for SAP® Solutions

Aging Report ©Open Text Corp.

OPEN TEXT Vendor Invoice Management™ for SAP® Solutions

Last Update 21.09.15 12:48:51 Run Time 21.09.15 12:51:36 Time zone CET

Log.System	DP Doc Typ	Document Type Description	≤ 0 to 30 Days	≤ 31 to 60 Days	≤ 61 to 90 Days	≥ 90 Days
TM5CLNT400	NPO_INV_DE	Non PO Invoices - Germany	0	0	0	2
	NPO_INV_US	Non PO Invoices - US	0	0	0	2
TM5CLNT800	ARIBA_IL_US	ARIBA Non PO Invoices - US	0	0	2	0
	DWNL_GLOBAL	Down Payments - Global - ICC	0	0	0	1
	NPO_BR	Non PO Invoices - Brazil: Non OCR	0	0	0	2
	NPO_DE	Non PO Invoices - Germany: Non OCR	0	0	0	3
	NPO_DE_ZUG	Non PO Invoices - Germany: Non OCR	0	0	0	22
	NPO_GLOBAL	Non PO Processing	0	0	0	53
	NPO_INV_AU	Non PO Invoices - Australia	1	0	0	1
	NPO_INV_CH	Non PO Invoices - Swiss	6	0	0	6
	NPO_INV_DE	Non PO Invoices - Germany	26	0	0	50
	NPO_INV_FR	Non PO Invoices - France	0	0	0	7
	NPO_INV_JP	Non PO Invoices - Japan	0	0	0	1
	NPO_INV_UK	Non PO Invoices - UK	0	0	0	8
	NPO_INV_US	Non PO Invoices - US	26	0	0	20
	NPO_UK	Non PO Invoices - UK: Non OCR	0	0	0	4
	NPO_US	Non PO Invoices - US: Non OCR	1	0	0	2
	NPO_ZH	Non PO Invoices - China: Non OCR	0	0	0	2
	ZVX_DWN	Non PO Invoices - China: Non OCR	0	0	0	2
	ZVX_NPO	Vim-X Non PO Processing Global	0	0	0	11

Total Non-PO Based Invoices: 60 • 0 • 2 • 199

Processed / In Progress

Invoice Type Σ To

PO Invoices	
NPO Invoices	
Unclassified	

Top 5 Exceptions by Count

Exc. ID	Exception Text	# Excpt.
70	Approval Required (NPO)	205
76	LIV - Quantity Discrepancy	167
3	Invalid Vendor (PO)	123
46	Invalid Requester ID (NPO)	105
9	Process PO Invoice (PO) OCR	46

Top...

Logical syste...	Vendor	Name 1	Amount	Crcy
TM5CLNT800	1000	C.E.B. BERLIN	687.335,18	USD
TM5CLNT800	3000	C.E.B. New York	609.866,76	USD
TM5CLNT800	CH-5000	Spichiger GmbH	104.732,54	USD
TM5CLNT800	1008	C.E.B. UK Ltd.	72.765,48	USD
TM5CLNT400	DE-1001	CWT Hamburg	72.464,32	USD

Documents

265
325
590

ZPRACOVÁNÍ NESOULADU V ČÁSTCE

Dashboard 5105609135 2011 LIV - Price Discrepancy

Callouts:

- Potřebné informace na jeden klik** (Information needed with one click) - points to the 'Blocked Document Info' section.
- Zpracování výjimek podle nejlepší praxe** (Processing exceptions according to best practice) - points to the dashboard title.
- Zpracování podle rolí** (Processing by roles) - points to the 'Process Options For Buyer' section.
- Kompletní historie procesu** (Complete process history) - points to the 'Process History' table.
- Transparentní seznam příjemců** (Transparent list of recipients) - points to the 'Receiving Actor' list.

Blocked Document Info

	Orig. Inv	PO History	Purchase Order	Goods Receipt	SAP Invoice
Doc/Item	4500017511/00020		5000000171/0002	5105609135/002	
Quantity	5 PC		5 PC	5 PC	
Price / 1 PC	91,00 GBP		91,00 GBP	135,00 GBP	
Amount	455,00 GBP		455,00 GBP	675,00 GBP	

Process Options For Buyer

Option	Description
Authorize	Pay as invoiced
Authorize	Cancel and re-enter as Po invoice
Authorize	Cancel and re-enter as Non-PO Invoice
Create PO	Create PO
Change PO	Change PO
Update Info Record	Update Info Record
List PO by material	List PO by material
Refer	Refer to Info Provider

Receiving Actor

- AP_PROCESSOR
- AP_PROCESSOR
- AP_PROCESSOR
- BUYER
- BUYER
- BUYER
- BUYER
- INFO_PROVIDER

Process History

Comm	Option	Status	Role	Actual Age	Workitem I	Start Date	Start Time	End date	End Time
	LIV - Price Discrepancy	✓		WF-BATCH	1121035	19.10.2011	18:04:47	19.10.2011	18:04:47

SAP | TM5 (1) 800 | tmderp2 | INS

VÝHODY SAP VENDOR INVOICE MANAGEMENT OPROTI OSTATNÍM PRODUKTŮM

- Prednastavené řešení
- Maximální automatizace
- Monitoring faktury od naskenování
- Podpora mnoha jazyků, včetně českého