
OPENTEXT™ VENDOR INVOICE MANAGEMENT FOR SAP®

ACCELERATES THE COMPLETE PROCURE-TO-PAY AND ORDER-TO-CASH PROCESS



An introduction to OpenText™ Vendor Invoice Management for SAP® Solutions (VIM) and how Proceed Group can help you benefit from this solution.

T: +44 (0)121 729 5058
info@proceedgroup.com
www.proceedgroup.com



Proceed Content Solutions
The Nexus Building,
Broadway
Letchworth Garden City
SG6 9BL



INTRODUCTION

In a world where there is a focus on digital transformation, cost savings and business growth, it is important that your backoffice activities including, all document-centric SAP processes supports these objectives. The way to do this is to ensure all processes are optimised, integrated, and automated as best as possible. Sadly, this is not the case in many businesses.

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. It is time to eliminate the words “timeconsuming” and “labour intensive” from your organisation’s vocabulary.

Let’s look a bit deeper at the challenges faced:



THE CHALLENGE

01

CHALLENGES TO OPTIMAL DOCUMENT PROCESSING

Efficient and effective collaboration between suppliers, customers and finance requires a flexible and modern solution that allows for process co-ordination, automation and real-time insight into the processing status and blockages.

SOME SPECIFIC EXAMPLES INCLUDE

- High cost of paper documentation:

Any manual handling, sales order resolution and dispute processing is error prone that can result in wasted time and unnecessary costs.

“Nearly 80% of all incoming invoices are still paper-based” - The Hackett Group

- Too many exceptions:

Resulting in delays in cycle times, reduced productivity and increase time on dispute resolution.

“15% of invoices have exceptions” – TAPN

- Lack of compliance:

Without a clearly defined business process and a documented audit trail, the business is put at risk.

“\$4.6 million in contract leakage per billion in spend on average.” - The Hackett Group

- Lack of control:

Through inefficiencies businesses miss out on early payment discount opportunities and highly skilled staff are kept dealing with status updates due to a lack of transparency.

“80% of early payment discount opportunities missed” - Ariba

THE SOLUTION

02

WHAT IS OPENTEXT™ VENDOR INVOICE MANAGEMENT FOR SAP®

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

PRODUCT FEATURES



ENTERS DOCUMENTS FROM ANY SOURCE

From any location, via all input channels (e.g. paper, email, EDI) and in any formats directly into the ERP system.



AUTOMATES INVOICE DATA EXTRACTION

Integrates with Intelligent Capture for SAP Solutions to cull header and line-item details quickly, reliably, and automatically, based on a knowledge base of thousands of invoice samples in combination with machine learning.



OPTIMISES THE REVIEW AND APPROVAL PROCESS

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.



LEVERAGES DESIGNATED WORKFLOWS

Provides predefined workflows with robust and extensible baseline functionality, shortening implementation time and reducing deployment costs.



AUTOMATES INVOICE ROUTING AND SORTING

Designated workflow steps sort and route exceptions 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.



GENERATES REPORTS

Uses built-in reports and data models based on company code, business unit, customer, supplier, exception type, liability and more to turn insights into action.

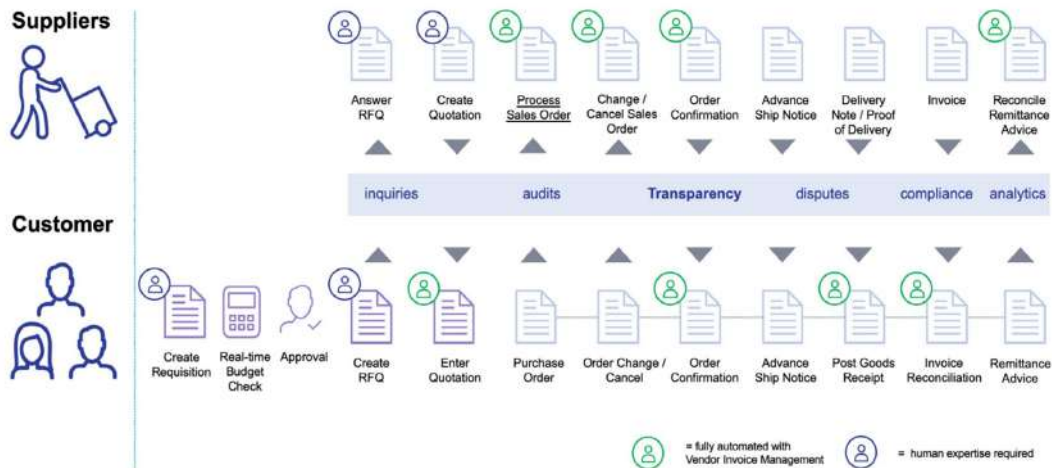


DRILLS DOWN INTO DETAILS

Accesses applications, content and history using intuitive, graphical dashboards with buttons that drill down into the original image, information, and document flow.

THE SOLUTION

02



Optimized Procure-to-Pay and Order-to-Cash Process Flows

BENEFITS DELIVERED THROUGH OPENTEXT™ VENDOR INVOICE MANAGEMENT FOR SAP®

A strict separation of duties prevents fraud, detailed analytics provide powerful real-time insights into the business, and self-service information retrieval relieves specialists from answering status requests.

Key benefits include:

ACCELERATE OPERATIONS

Accelerate invoice and order processing through rapid data capture and automated routing. Receive documents in any format from any channel. The integrated self-service user interface for suppliers and employees eliminates time-consuming responses to invoice and payment status queries.

BOOST PRODUCTIVITY AND REVENUE

Increase ROI by reducing cycle times and eliminating late fees and deliveries. This also results in achieving significant savings, better supplier relationships and greater discounts. Improve productivity through intelligent automation, allowing purchasers and suppliers to focus on value-adding tasks instead.

PROMOTE COMPLIANCE AND PREVENT FRAUD

Ensure compliance due to defined business processes and a documented audit trail. Auditors have full access to this detailed 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.

EXPANDS CUSTOMER SATISFACTION BY AUTOMATING SALES ORDER PROCESSING

Streamline sales order processing and ensuring that orders are accurately confirmed and processed as early as possible. This also allows a more efficient resource, production, and shipment planning, further reducing risks and costs.

IMPLEMENTATION AND SUPPORT

03

To realise these benefits, you need to ensure that OpenText™ Vendor Invoice Management for SAP® is implemented to support **your specific business needs**. Working through an OpenText partner is the recommended route

WHY PROCEED GROUP?

- Proceed Group is an **OpenText Silver Service partner** and we have **over 20 years' experience** working with SAP data and document management. We are also an SAP Gold Partner demonstrating our commitment and recognition within this space.
- Our experience covers a wide **variety of markets, sectors** and different types of companies, allowing us to have a wealth of knowledge in terms of the best configuration and implementation strategies.
- What sets us apart is our **flexible and dynamic** project approach. This ensures that we can truly understand your business requirements and respond in a fast and agile fashion providing you with a cost efficient and focused project.

NEXT STEPS

To start your journey in optimising your company's procure-to-pay and order-to-cash processes, we recommend a consultation call with our team to understand how **OpenText™ Vendor Invoice Management for SAP®** can benefit you.

HOW WE CAN HELP YOU

- **Consultation call and Product demo:** We will arrange a meeting to discuss your specific business requirements and determine how best to implement the OpenText™ Vendor Invoice Management for SAP® solution
- **Solution tailoring recommendation:** We will recommend how we would tailor and configure the solution to fit your specific needs as well as propose the project plan for implementation.
- **Deployment and configuration:** We will deploy and configure the solution based on the recommended blueprint, applying a flexible and agile way of working to ensure your requirements are met to the highest standards.

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