

Electronic Inbox Solution for SAP

A comprehensive Solution for Electronic Processing of incoming Paper Documents in SAP

Highlights

- **Save time by scanning and intelligent recognition of documents**
- **Storing of scanned documents in any document management system supporting the SAP ArchiveLink interface**
- **Comprehensive overview of all incoming invoices in SAP**
- **High quality data for financial planning**
- **Shorter process lead times due to an electronic authorization workflow**
- **E-Mail Integration in Workflow**
- **Process improvement through optimized processing of incoming paper invoices in SAP**

Point of Departure

The processing of incoming paper documents usually causes a high manual effort especially the processing of incoming invoices:

- Internal transportation of paper
- Authorization by several departments
- Entering data into the ERP system

The business processes involved often are not transparent, time consuming and error-prone.

The Solution

The package consists of

- the Scanning Software Kofax Capture
- the OCR Software Kofax Transformation Modules
- the Karos® Inbox solution for SAP with ArchiveLink integration

The scanned documents can be stored in any archiving system. When necessary, an external workflow engine can be included into the solution.

Scanning, Recognition

Scanning is the first step of electronic processing of documents. With Kofax Capture, documents are scanned batch-wise and directly forwarded to the recognition server.

The integrated image improvement software Kofax VRS grants optimal recognition results.

The intelligent freeform OCR Software Kofax Transformation Modules extracts

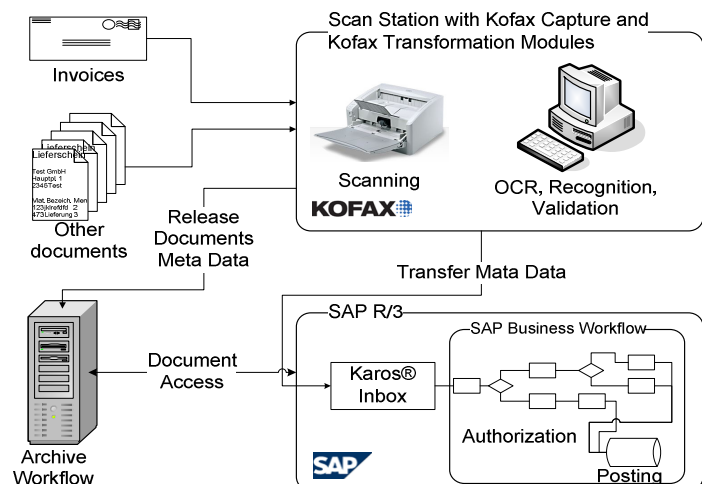
- Header data and totals
- Line item data

Freeform OCR means that the system is able to read documents of which it does not yet know the structure without any additional configuration effort.

Which data is to be extracted can be flexibly configured.

The scanned images are transferred to the archiving system, the recognized meta data is stored in any SQL database available via ODBC.

Overview: Components involved



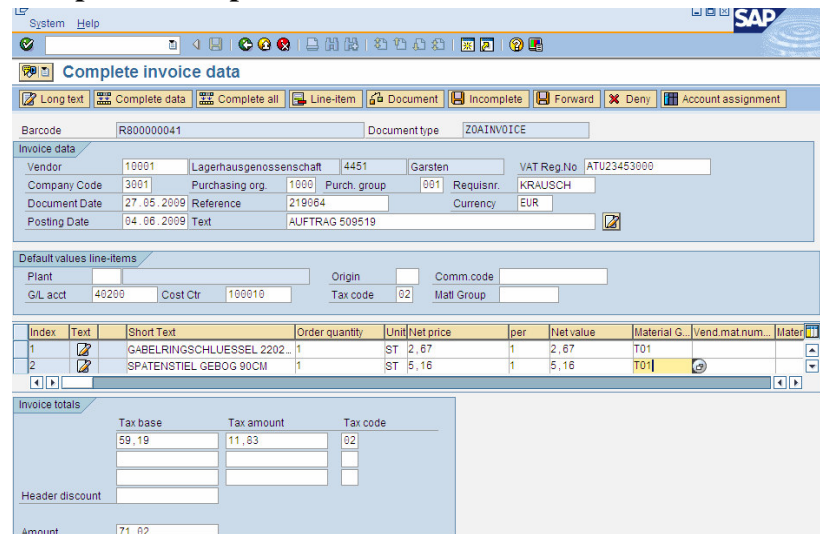
Archiving

The scanned images are stored in an archiving system. Optionally, documents are indexed within the archiving system using recognized meta data. The archiving system transfers the document link information via the ArchiveLink interface to the Karos® Inbox solution.

Authorization, Posting

The Karos® Inbox receives the meta data as well as the document links. The central monitoring cockpit gives an overview of the new documents. The user can verify the data and complete it when necessary. When a document contains all the necessary data, it is forwarded to the authorization workflow. The monitoring cockpit always gives an actual overview of the status of all documents. The layout of the monitoring cockpit can be configured to meet the needs of various groups of users, e.g. financial planning.

Complete SAP specific data within the workflow



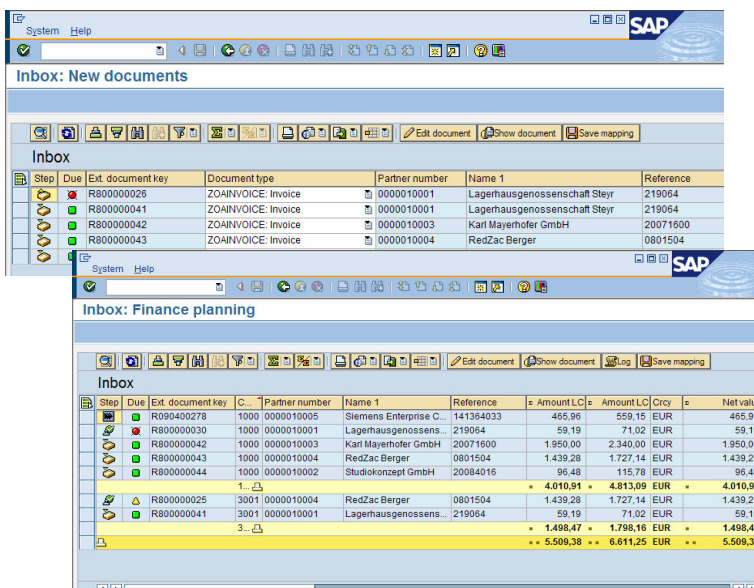
The screenshot shows the SAP 'Complete invoice data' screen. It includes fields for Barcode (R80000041), Document type (ZOAINVOICE), and Invoice data (Vendor: 10001, Company Code: 3001, Document Date: 27.05.2009, Posting Date: 04.06.2009). A table of Default values line-items is visible, showing two items with quantities and prices. The Invoice totals section shows a Tax base of 59,19 and a Tax amount of 11,93.

When many participants in the workflow do not have SAP access, it is possible to realize certain workflow steps in a separate workflow engine outside SAP (for example using an integrated workflow functionality of the document management system). Alternatively, users can receive and perform their workflow tasks by e-mail. If the whole authorization workflow is realized outside SAP, the readily authorized documents will be transferred to SAP for posting.

Technical Highlights

- Pre-configured SAP Business Workflow
- Configuration of the verification and authorization workflow in SAP without programming
- Workflow Steps by e-mail
- Flexible enhancement using freely configured SAP function modules
- Solution can be used with any archiving system supporting the SAP ArchiveLink interface
- Scanned documents can be viewed directly in SAP

Karos® Inbox: Examples of different Views



The screenshots show two views of the Karos® Inbox. The top view, 'Inbox: New documents', shows a list of documents with columns for Step, Due, Ext. document key, Document type, Partner number, Name 1, and Reference. The bottom view, 'Inbox: Finance planning', shows a similar list but with additional columns for Amount LC, Amount LC Cr, and Net value.

Your Benefit

- Shorter process lead times, improved utilization of cash discounts
- Timely information for financial planning
- Substantial reduction of manual effort as data need not be entered manually
- Process harmonization
- Processes are more transparent
- Paper cannot get lost