

OpenText Vendor Invoice Management for SAP Solutions

Accelerates the complete procure-to-pay and order-to-cash process



Benefits

- **Accelerates invoice and order processing** through rapid data capture and automated routing
- **Increases ROI** by reducing cycle times and eliminating late fees and deliveries
- **Improves productivity** through intelligent automation
- **Ensures compliance** through defined business processes and a documented audit trail

Eliminate the words “time-consuming” and “labor-intensive” from your organization’s vocabulary. Repetitive tasks, complex compliance checks and tedious tracking of invoices and other documents can now be automated, allowing finance specialists to focus on value-add tasks instead.

OpenText™ Vendor Invoice Management for SAP® Solutions (VIM) streamlines procure-to-pay and order-to-cash operations for SAP customers. It optimizes and automates the process of receiving, managing, monitoring and routing invoices, quotations, order confirmations, delivery notes, sales orders, remittance advices and related documentation on all levels. Ensure consistently accurate, timely and compliant interactions with your business partners.

Accelerates invoice and order processing through rapid data capture and automated routing

Reduces the time required to process documents through rapid data capture from any source (business networks, EDI, email, upload, or scan) and format (XML, IDoc, image, or PDF), offering intelligent data enrichment and automated routing based on business rules and roles. The integrated self-service user interface for suppliers and employees eliminates time-consuming responses to invoice and payment status queries.

The integration with OpenText™ Capture for SAP® Solutions and OpenText™ Core Capture for SAP® Solutions (SaaS) adds intelligent data capture from PDF and images.

This significantly reduces the time required for processing complex documents and allows users to extract additional details to help automate intelligent data enrichments that streamline processing with minimum human interaction and maximum control

Increases ROI by reducing invoice cycle times and eliminating late fees

Decreases invoice cycle times and eliminates late fees to achieve significant savings, better supplier relationships and greater discounts. Ensuring timely invoice processing enables procurement departments to negotiate additional early payment discounts. Significant savings are also achieved by:

- Reducing cost per transaction (CPT).
- Improving cash management through accounts payable liability reporting capabilities.
- Decreasing data entry costs through automatic data capture using electronic invoice formats or Optical Character Recognition (OCR).

Expands customer satisfaction by automating sales order processing

Streamlines sales order processing and ensures 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. Days sales outstanding (DSO) is positively impacted by the end-to-end digital process that also processes remittance advices to accelerate the reconciliation of incoming payments.

Improves productivity through intelligent automation

Eliminates research, manual keying, problem querying and manual routing, and detects duplicate invoices as early in the process as possible. Purchasers, approvers and finance specialists can focus on value-adding tasks instead. It consistently displays relevant details and proposes preconfigured actions to solve an invoice problem, such as directly posting a goods receipt. The ability to combine rule-based processing with artificial intelligence allows users to configure autonomous processes without loss of control.

Often hours, if not days, are required to accumulate the necessary information during dispute management. Having all the current and relevant supporting documentation available from the process screens reduces these inquiries to just minutes.

Ensures compliance through defined business processes and a documented audit trail

All documents pass a defined and documented set of business rules. The actions a user can take to solve a problem are tied to specific user roles, guaranteeing a strict segregation of duties. Auditors have full access to this detailed processing history at any time because the solution records and documents all actions in the audit trail. These features are prerequisites to fraud prevention and to meet mandatory internal controls. They ensure a high level of compliance while maintaining efficiency.

The integration with OpenText™ Capture for SAP® Solutions and OpenText™ The same data is used for detailed reporting, allowing quick analysis of processing bottlenecks, such as excessive idle times, number of touches or time required to process an invoice or sales order problem. Trend analytics, for example, can reveal a supplier that issues incomplete or inaccurate invoices.

The integrated trend visualization proves the effectiveness of process changes and fosters continuous process optimization. Optimized operations free up employees to proactively work with sales, customers, procurement, vendors and operations to ensure problems are eliminated before they occur, while exploring new ways to reduce processing cost and cycle time.

For example, incomplete, outdated or duplicate information on the receiving side causes a significant share of invoice problems. OpenText VIM for SAP prevents these problems from occurring during invoice posting by updating purchase orders with details from order confirmations, posting goods receipts based on delivery notes or by involving the vendor master data specialists for reviews of master data inconsistencies.

Integrates into your SAP landscape

OpenText VIM for SAP complements SAP ECC and SAP S/4HANA® with world-class invoice and document automation. Whether a single system or multiple mixed production instances, it orchestrates all processing from a central point of control and integrates with SAP S/4HANA for Central Finance to close the loop from invoice receipt to payment. The integration with SAP Document and Reporting Compliance also allows users to cope with the growing number of e-invoicing mandates.

Users can also manage complex freight invoices, thanks to the integration with SAP Transportation Management, while processing invoices received from the SAP Business Network (Ariba) lets the right users address any posting problems at the right time.

The SAP Signavio Process Intelligence Accelerator for Vendor Invoice Management also includes insightful dashboards to track exception rates, user activities, process flows and cycle times.

Users enjoy the modern SAP Fiori® user experience – whether approving invoices, working on complex tasks or drilling into reports.

The SAP premium qualification ensures that OpenText VIM for SAP s integrates with your system landscape. It involves a rigorous process of validation that SAP uses to analyze and test products, including its own, in several categories, such as accessibility, functionality, documentation, performance, security and usability.



“The time savings we’re giving back to our employees is invaluable for our business. Each of our store managers across our 78 stores used to spend about an hour a day acknowledging invoices. This equates to over 36,000 hours per year that is given back to our managers and it enables them to focus their time instead on the front-end customer experience, which in retail is really important.”

Malik Murad Ali
IT Director MYDIN

[Read the Success story ›](#)

Open Text Vendor Invoice Management VIM for SAP Solutions deployment options

Accelerate cloud strategies via RISE with SAP

- SAP private cloud - including tailored option

Extend your team

- On-premises software, managed by your organization or OpenText



Enters documents from any source

From any location, via all input channels and in any format directly into the ERP system.

Automates invoice data extraction

Integrates with 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.

Optimizes 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

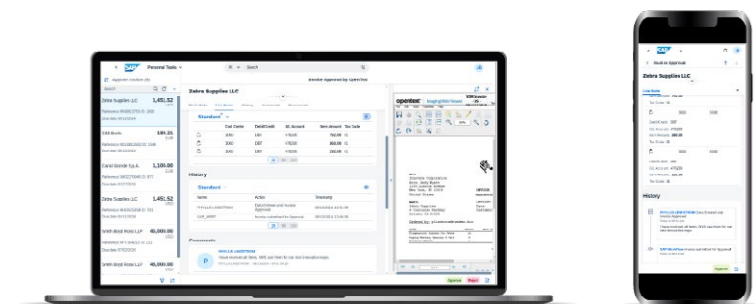
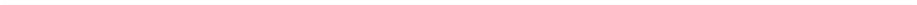
Designated workflow steps sort and route exceptions based on user roles, authorization rules, priorities and predefined timelines to ensure actions are taken by individuals with both the applicable knowledge and security access.

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.



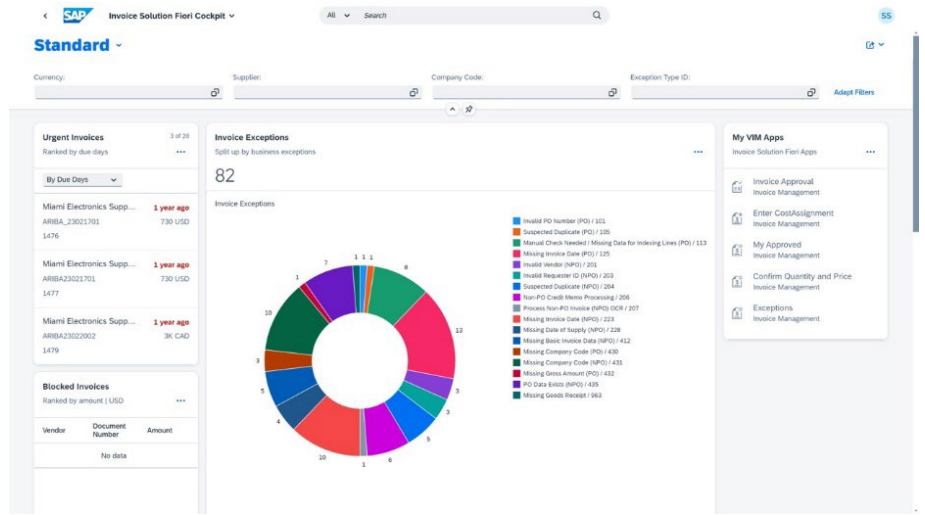
Approve invoices from anywhere

Resources

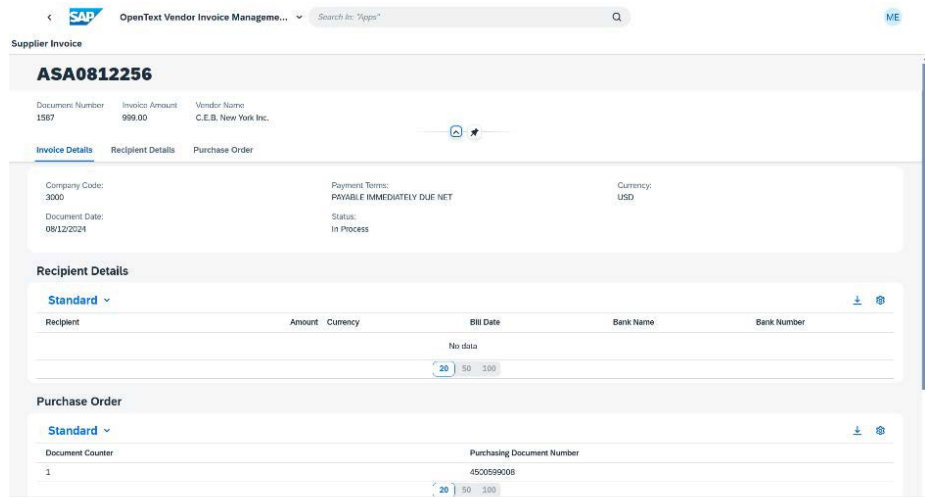
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Easy prioritization of tasks



Self-service eliminates time-consuming calls