OpenText Vendor Invoice Management for SAP® Solutions FasTrak

Capture collaboration for better productivity

OpenText™ Vendor Invoice Management for SAP® Solutions (VIM) and OpenText™ Invoice Capture Center (ICC) optimize and streamline your accounts payable operations while simplifying the process of capturing, managing, monitoring, and routing invoices for accounts payable personnel and purchasers. Invoices are processed more efficiently and quickly, and problem invoices are automatically routed for resolution, approval, and payment.

Key functionality and benefits:

• Managing the review and approval process and designated workflows. VIM offers controlled and automated exception handling, aging, and escalation, resulting in reduced cost per transaction

• Automating invoice routing and sorting. VIM allows you to designate workflow steps to sort and route invoices based on user roles, authorization rules, and predefined timelines

• Classifying invoices automatically and routing invoices. VIM classifies problem invoices automatically as blocked, parked or held, for further action

• Monitoring status and notification. With VIM, you can monitor where invoices stand in the payment process and notify vendors of payment exceptions to speed issue resolution

• Making all invoices electronic. All invoices are converted to electronic form, whether scanned, faxed, or delivered via IDoc. OpenText™ Accounts Payable for SAP® Solutions can be linked with advanced imaging solutions such as indexing, automated duplicate invoice checking, and optical character recognition (OCR)
• Integrating with SAP. OpenText and SAP developed VIM with an “inside-out” approach so that VIM resides within the SAP framework. This deep integration allows VIM’s functionality to be exposed to the end user through SAP interfaces, providing rapid user training/adoption. This integration also ensures seamless future SAP and IM upgrades and maintenance. No other invoice management solution on the market has as deep of an integration with SAP

FasTrak services for VIM
The VIM FasTrak package provides our best practices approach to quickly implementing a pre-defined solution.
FasTrak lays the foundation to successfully roll out your accounts payable solution, helping transform the user experience for employees and managers while simplifying user adoption.
As part of the FasTrak services package, OpenText conducts a design phase workshop to confirm the anticipated project timeline and to select the package best suited to meet your needs:

Vendor Invoice Management for SAP Solutions
Automated invoice reconciliation

- Verify and complete
  -Incomplete data fields are automatically routed for correction
  -Incorrectly formatted metadata are routed for correction
  -Inconsistent metadata are routed for correction

- Check for duplicate
  -Based on invoice data field
  -Special role for duplicate analyst
  -Easy to change variables
  -Prior invoice available for comparison
  -Early detection

- Business rules check
  -30+ configurable PO/invoice rules
  -15+ configurable non-PO invoice rules
  -Automated resolution collaboration
  -Localized
  -Supports straight through posting

- Approve
  -Automatically routes for account coding, validation, and approval
  -Configurable approval routing
  -Single-level approval for PO invoices without GR
  -Automatic posting after approval

- Pay
  -Released for payment only after resolution
  -Ensures all discounts captured

- Monitor

OCR option (ICC) for VIM FasTrak services offering
- Optional component to VIM FasTrak
- Assumes max of three (3) countries
- Product-supported header and line-item extraction
- Out-of-box configuration (no customization) for two environments (dev and production)

VIM FasTrak services offering
- VIM implementation services for a well-defined, ~12 week project (with assumptions)
- Suitable for customers who aren’t global/complex or willing to start small
- Work with an OpenText services representative to determine appropriate fit

Document archiving for VIM FasTrak services offering
- Provides an imaging foundation to support invoice running through VIM (scan, archive, viewing)
- Assumes a two environment OpenText Doc archiving landscape (Dev/QA and production)
- High-availability/disaster recovery not included for FasTrak
VIM can serve as the standalone implementation, or the foundation for further AP optimization.

Deliverables:
- Fast implementation of an AP Processing foundation (~12 weeks)
- Modular approach—VIM alone, VIM with ICC, VIM with ICC and OpenText document archiving/imaging platform
- Pre-packaged content (most common/important process flows included in FasTrak design)
- Complete end-to-end setup including core VIM components, ICC, approval portal, mobile approval, and standard reporting
- Out-of-box scenarios
- Defined testing plans and documents
- Time-boxed integration testing support
- Go-live checklist

FasTrak is right for you if:
- You need a rapid deployment (12 weeks or less) in a single region or country
- You are flexible about process flows (i.e., use configuration-only features vs custom development)
- You are willing to take a phased approach to your AP optimization journey
  - FasTrak provides a starting point/foundation for invoice processing
  - Further/more complex optimization improvements may be deferred to subsequent rollout
- You have a testing team who can complete comprehensive testing in a very short time period
- You have a single production instance of SAP
- You already have OpenText™ Archive Server in place (or it can be included as an optional component)
- Your invoice volumes are relatively low for Phase I
- You have worked with an OpenText services representative to review VIM FasTrak to confirm a good fit

Scope
- Single Region or Country
- Out-of-box functionality (no or very limited customization)
- PO-based and non-PO-based invoice processing
- Paper-based, email, EDI invoice channels all follow same business rules
- 40+ exception processing including standard SAP price and quantity blocks
- Approval portal for web-based and mobile approvals
- Enterprise scan-based paper invoice ingestion or email attachment
- Standard, out-of-box report

FasTrak implementation assumptions
- ABAP install (for SAP) and all pre-requisites done by client IT team
- Standard OCR out-of-the-box functionality including out-of-box field extractions
- Standard approval logic
- Invoice parking is not in scope (use VIM-standard Document Processing Documents instead)
- Time-boxed testing support (two weeks)
- Relevant related AP processing SAP configuration is in place (i.e., FasTrak not typically suitable for a net-new SAP implementation)
- SAP NW portal is in place (if not, SAP WAS is installed by client basis personnel)
- Remote access to appropriate systems
- All transports and all moves are done in timely manner by client personnel

High-level timeline—FasTrak implementation

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<td>Install and blueprint review</td>
<td>Configuration</td>
<td>Rapid testing</td>
<td>Go-live support</td>
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<td>Optional OCR Implementation (ICC)</td>
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