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OpenText™ Vendor Invoice Management for SAP® Solutions

Capture collaboration for better productivity

- **Best practice** implementation delivers return on investment

- Rapid deployment **(12 weeks or less)** in a single region or country are available

- Phased approach to accounts **payable optimization**

- OpenText services representative **ensures** specific requirements are met

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

FasTrak services for VIM

The VIM FasTrak package provides OpenText's best practices approach to quickly implementing a pre-defined solution.

FasTrak lays the foundation to successfully roll out accounts payable solution, helping transform the user experience for employees and managers while simplifying user adoption.
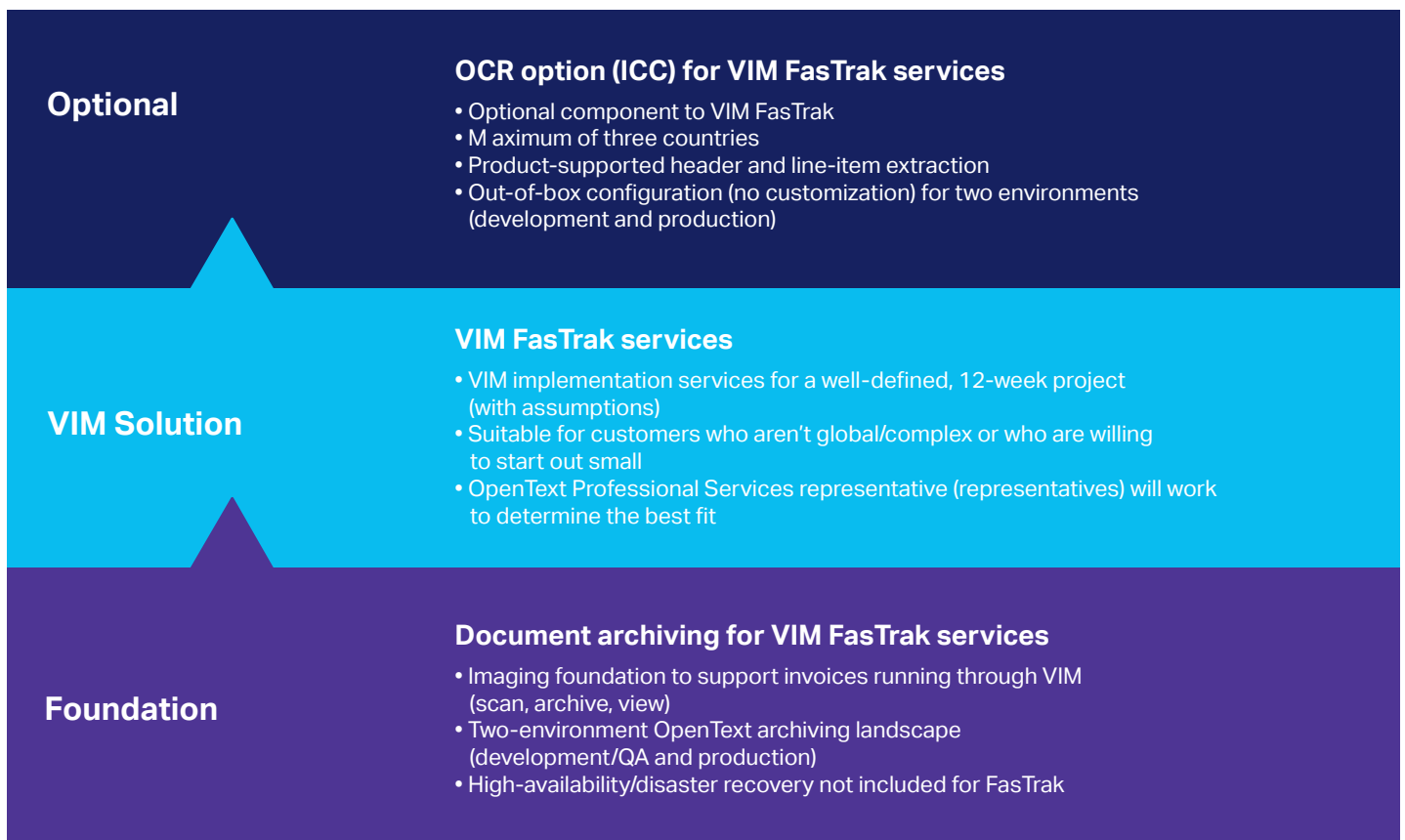
As part of the FasTrak services package, OpenText conducts a design phase workshop to confirm the anticipated project timeline and to select the package best suited to meet with needs:

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In addition to the implementation of VIM itself, which resides entirely within the client's SAP environment, this FasTrak package assumes and includes the installation of OpenText Document Archiving to provide the imaging infrastructure for the VIM solution. There is also an option to include the implementation of the Optical Character Recognition (OCR) engine (Invoice Capture Center) as part of this FasTrak implementation to provide invoice OCR capabilities to this solution.

VIM can serve as the standalone implementation or the foundation for further AP optimization.

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, Electronic Data Interchange (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

- Standard, out-of-box report

- Enterprise scan-based paper invoice ingestion or email attachment

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Optional

OCR option (ICC) for VIM FasTrak services
- Optional component to VIM FasTrak
- M aximum of three countries
- Product-supported header and line-item extraction
- Out-of-box configuration (no customization) for two environments (development and production)

VIM Solution

VIM FasTrak services
- VIM implementation services for a well-defined, 12-week project (with assumptions)
- Suitable for customers who aren't global/complex or who are willing to start out small
- OpenText Professional Services representative (representatives) will work to determine the best fit

Foundation

Document archiving for VIM FasTrak services
- Imaging foundation to support invoices running through VIM (scan, archive, view)
- Two-environment OpenText archiving landscape (development/QA and production)
- High-availability/disaster recovery not included for FasTrak

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FasTrak implementation assumptions

- Advanced Business Application Programming (ABAP) install (for SAP) and all prerequisites 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 NetWeaver (NW) portal is in place (if not, SAP Web Application Server (WAS) is installed by client basis personnel)

- Remote access to appropriate systems

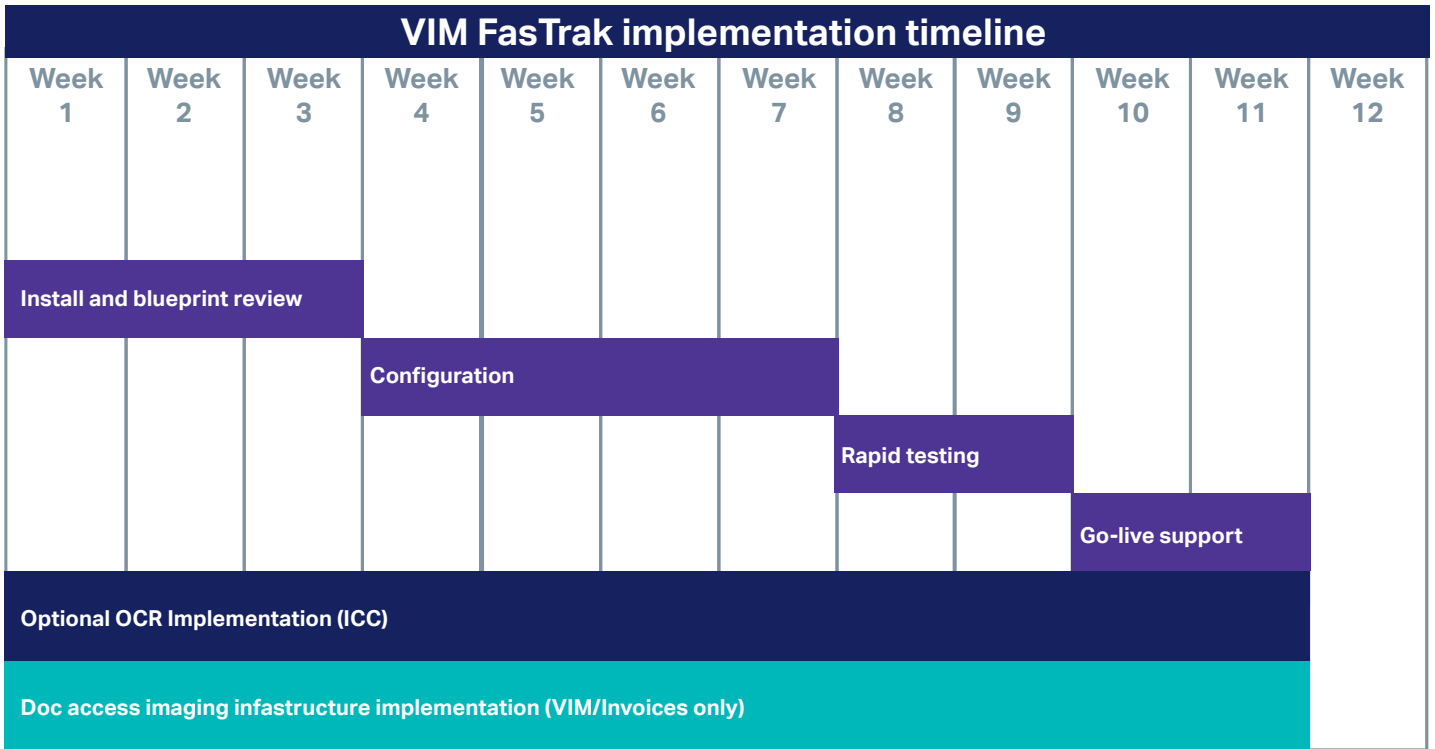- All transports and all moves are done in timely manner by client personnel

VIM FasTrak implementation timeline											
Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12
Install and blueprint review											
			Configuration								
							Rapid testing				
									Go-live support		
Optional OCR Implementation (ICC)											
Doc access imaging infastructure implementation (VIM/Invoices only)											

Figure 1: High-level timeline—FasTrak implementation

For more information about FasTrak packages, please visit the FasTrak Webpage or email profservices@opentext.com.

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