SAP Solution Brief
SAP ERP | SAP Invoice Management by OpenText

Automate and Transform Invoice Processing and Enable Intelligent Operations

THE BEST RUN **SAP**

Digitalize and facilitate
accounts payable

Adopt a new approach to invoice processing and transform accounts payable for your organization. Making the change from manual processing to a robotics process automation system **enables an intelligent enterprise** to accelerate invoice handling, meet payment deadlines and compliance requirements, and avoid risks and expenses related to inaccurate information.

Simplified and highly transparent accounts payable processes help improve supplier collaboration and relationships while increasing efficiency and enhancing agility and responsiveness. But insufficient controls and manual invoicing tasks, such as making phone calls and copies and sending e-mails, can lead to errors and slowdowns and drive up costs.

To enable invoice processing and management throughout the organization, you need software that shares information and coordinates tasks with your other business systems. By digitalizing, integrating, and automating processes and tapping into machine learning and artificial intelligence capabilities, you can streamline invoice management and support regulatory compliance while improving visibility.

Digitalize and facilitate accounts payable

Streamline and automate
invoice management

The SAP® Invoice Management application by OpenText digitalizes and automates accounts payable processes. With it, you can manage and speed invoice processing and workflows and support compliance with national and international regulations. You can meet payment and compliance deadlines and reduce data errors and associated costs while improving visibility into payables. You can reward vendors with timely payments while taking advantage of discounts, decrease supplier management costs, and enable accurate financial reporting.

Stakeholders can quickly and efficiently access invoice information, such as purchase order numbers and payment status, to resolve issues. The application automatically routes invoices to the right people for resolution, approval, and payment. Authorized users can review and take action on invoices without a purchase order, using SAP Fiori® apps, a stand-alone approval portal, or the SAP Enterprise Portal component. Managers can review and approve invoices using mobile devices, shortening approval cycles and helping vendors get paid sooner. SAP Invoice Management integrates with the SAP ERP application and SAP S/4HANA® to further connect and facilitate operations.

Streamline and automate invoice management

Accelerate processes and leverage machine learning

Increase visibility and boost productivity

Enhance your control over financial processes

Deliver accurate, on-time reporting

Support compliance and manage vendor relations

Get connected with Ariba Network

Accelerate processes and leverage machine learning

Automated processing based on business rules replaces traditional multistep, manual activities and guides the process to a timely, accurate conclusion with minimal human intervention. Stakeholders can access invoice information throughout the process lifecycle and view all transaction information on a single screen. Images of supporting documentation are available during processing and after process completion. Having the data available electronically lowers the risk of error and reduces processing costs per invoice.

Optical character recognition (OCR) and machine learning functionality capture and transfer information from paper documents, recognizing data and document types and adapting and improving based on experience. The SAP Information Extraction application by OpenText (formerly, the OCR option for SAP Invoice Management) enables straight-through processing, automatically classifying and routing invoices, while alerts and reminders flag exceptions and initiate intervention as necessary.

There is no more need to e-mail invoices from one department to another. **Automated workflows** deliver the information to the right person at the right time.

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SAP Invoice Management receives data from all electronic channels and in any format, including electronic data interchange and invoices received from vendor networks. Powerful analytics lets you perform internal and external queries. Suppliers can perform queries using self-service functionality available either on premise or through SAP Cloud Platform, reducing time spent responding to inquiries.

You can generate reports on productivity, exceptions, input channel, and invoice aging. With the real-time analytics of SAP S/4HANA, you can gain insight into invoice status and payments, display summary views of data, and perform trend analyses to eliminate future exceptions.

Many companies use a shared-services center to centralize processing of huge invoice volumes. When invoice volumes rise, your organization needs to keep pace. Through its integration with SAP Shared Service Framework software, SAP Invoice Management lets you comfortably process more invoices without adding staff.

Business users can perform queries for **immediate access** to invoice and vendor information and better decision-making.

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Increase visibility and boost productivity

SAP Invoice Management enables real-time visibility into invoice status, with links to supporting documentation related to purchase orders and goods receipts. The application provides a comprehensive view that aggregates invoices, so you can see the data you need to perform accruals at closing.

The stakeholder's view of data appears as a single resource, no matter how many instances of the software operate behind the scenes. You can manage invoice processing in multiple production instances from a single, central point of control. Integration with the SAP S/4HANA solution for central finance foundation closes the loop from invoice receipt to payment.

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Even if your software runs on several production instances, **you won't need to manually merge** invoicing information.

Enhance your control over financial processes

Powerful functionality allows you to control accounts payable processes and help ensure the right information reaches the right people at the right time, with more than 100 included business rules to detect and correct problems such as duplicate invoices. The application supports international compliance requirements with country-specific rules and regulations to facilitate operations anywhere your organization and your suppliers operate.

Manage finance processes for a single location or for a distributed enterprise with **hundreds of global suppliers** and partners.

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Deliver accurate, on-time reporting

With the application, you can produce essential management reports that reflect the most accurate and timely picture of your organization and help keep balance sheets and working capital information up to date. You can generate reports that address specific invoice questions and KPIs to promote continual process improvement. By automating these activities and eliminating manual processes, you lessen the risk of missing critical deadlines, thereby avoiding fines and liability.

Optimize payment processes to **improve cash flow** and bottom-line profits.

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SAP Invoice Management features business rules, segregation of duties, and audit trail functionality that promote fraud prevention and enable compliance with regional, national, and international regulations, such as the Sarbanes-Oxley Act. The application simplifies the setup and maintenance of vendor information to help you maintain close relationships and virtually eliminate late payments while reducing time and effort spent on vendor inquiry calls.

Guide collaboration with preconfigured business rules, enable ad hoc communications, and automatically capture comments.

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Take advantage of Ariba® Network to speed the invoice workflow, from creation to approval and payment. Through the network, you can check the current status of supplier invoices and find out when new invoices are created – in real time. You also can approve and pay invoices, manage cash requirements, and avoid late payments while improving your creditworthiness as well as your supplier relationships.

Collaborate with suppliers around the world through a **single procurement platform** in the cloud.

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Realize the benefits of smarter invoice processing

SAP Invoice Management significantly reduces manual accounts payable activities, allowing you to process invoices quickly and accurately, enhance productivity and cash flow, and cut costs. The application increases process control and provides a unified view into accounts payable across the organization – for multiple data input models and instances of enterprise software – for activities from purchases to payments and beyond.

Process standardization, automation, and machine learning reduce errors and increase the accuracy of your information, improving productivity and efficiency while lowering your exposure to noncompliance risks. You can shorten the payment cycle to avoid missing deadlines and incurring late fees. Take advantage of early-payment discounts for bottom-line results while empowering procurement to negotiate further incentives. SAP Invoice Management enables regulatory financial compliance, while timely reporting supports executive decision-making.

Eliminating rote tasks lets you focus more on partner and vendor relationships, while Ariba Network further enhances supplier collaboration. What's more, with the version of SAP Invoice Management for SAP S/4HANA, you can capitalize on massive increases in speed and efficiency, real-time insights, and simplified digital processes.

Realize the benefits of smarter invoice processing

Summary

Enable intelligent accounts payable operations and eliminate manual tasks by simplifying and automating processes with the SAP® Invoice Management application by OpenText. With it, you can process invoices quickly, accurately, and efficiently, enhancing productivity, improving cash management, and winning more vendor discounts. And with the version for SAP S∕4HANA®, you can achieve massive increases in speed and efficiency, real-time insights, and simplified digital processes.

Objectives
- Streamline and improve control of accounts payable processes
- Simplify vendor invoicing and speed payments
- Reduce manual, paper-based processes
- Improve cash flow and reduce costs
- Support compliance and timely reporting

Solution
- Process integration and financial control for complete invoice management
- Powerful reporting and compliance functionality
- Automated data entry through optical character recognition and machine learning
- Supplier collaboration through Ariba® Network for cloud-enabled invoicing and payment

Benefits
- Improve control and visibility of accounts payable processes
- Speed payment cycles and increase revenues through early-payment discounts
- Boost productivity with automated invoicing
- Gain business insights and improve decision-making
- Enhance vendor relationships

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