



**SAP® Imaging & OCR Solution for A/P - Advanced**  
SAP Archivelink certified Content Management Solutions

**The Situation**

Your Accounts Payable (A/P) Department is still processing thousands of paper invoices a month. These invoices arrive in the mailroom and are transported to the A/P department where they are opened, sorted and distributed to the A/P processors. After the A/P processors manually key all data into the SAP R/3 system, they post the documents if approval and coding are not required. In all other cases, a lengthy approval cycle begins. Once the documents are completely processed, they are transported to an on-site storage location where they are filed away until finally moved off-site to long term storage.

**Challenges**

This process is improved significantly if you are using an imaging system with a certified SAP Content Management System, and can be further enhanced if the imaging system is making use of the SAP standard workflow. However, the process is still not optimal and is too labor intensive due to extensive data entry and manual exception handling. According to widely accepted statistics, the overhead for data entry in a paper transport optimized environment is still more than 50% of the processing cost.

**Opportunity**

An OCR solution cuts down considerably on the data entry time. Significant cost savings and process improvements can be gained if the data entry and subsequent exception handling tasks are automated. Optical Character Recognition (OCR) technology coupled with automated processing and exception handling managed by SAP workflow can do this.

**The Solution**

Verbella CMG is pleased to present a Kofax® Capture for Invoices and Export Connector for ERP, which uses an SAP workflow based solution for processing A/P invoices. Kofax® Capture for Invoices allows you to automatically classify the documents using logical "rules". This rules-based logic is applied to the document itself, extracting key header information such as PO number, invoice number and Invoice date, and key line item information such as quantity, amount, and item description. After extraction the documents are sent through a validation process, where only those fields that did not exceed the configurable confidence level are presented to the end users to verify. A/P processors only verify a very small percentage of the fields they used to type manually. The images and corresponding data file are released using the Kofax Export Connector for ERP. This release creates workitems that when executed pre-fills the fields of the FI transaction with the extracted data, or offers other integration options such as direct posting of invoices or parking. As a result, processing time is reduced significantly.

**How can Verbella CMG help you?**

Here is how Verbella CMG can make this OCR solution a reality for your A/P department:

- Verbella CMG is a Premium **Certified Solution Partner (CSP)** for Kofax®. One of the few CSP specializing in SAP imaging solutions. In addition to selling Kofax® software, our consultants are certified by Kofax® for their Ascent Suite of OCR products, including Ascent for Invoices.
- Verbella CMG, is also one of two certified resellers of the Kofax® AR4ERP release script for SAP.
- Verbella CMG can help you make the correct scanner purchase for your OCR project. We have implemented hundreds of imaging projects with dozens of scanner models. We resell most major brands of scanners, including **Fujitsu®**, **Kodak®**, and **Bell & Howell®**.
- We offer on-site installation of content management software such as **SAP's Content Server**, **PBS ContentLink** and **OpenText / IXOS® LEA Server**.

### What we deliver?

With every project you benefit from our

- **Implementation, integration, and project management experience**
- **Assurance of a quick, on-time and on-budget project.**
- **Training and knowledge transfer to your technical teams and end-users**
- **Functional and technical documentation**
- **Assistance and support for multiple testing environments**
- **Go-live support**

Combining our expertise and “one stop” delivery capability with the SAP Archivelink functionality you already own, means we can quickly implement a “far superior” solution for your electronic document requirements.

#### **Various Levels of A/P Automation are available**

In all cases Invoices are scanned, the data extraction is performed and then validation is performed by the Kofax for Invoices software. The documents are stored on the ArchiveLink Certified Content Management system and the data and the link to the images are placed in the workflow container by the Kofax Capture Export Connector for ERP.

### Turnkey Solution Examples

#### **Workflow with pre-filled FI or MM transactions**

Workitems created by the Kofax Capture Export Connector are routed to individuals for processing. When the A/P processor executes the workitem, the image is displayed and the FI or MM transaction is launched and the fields are pre-filled with the OCR data. This type of integration greatly reduces the number of key strokes for a processor, resulting in a greater number of invoices process per day - per processor

#### **Direct Posting into SAP, with workflow exception handling**

Data is released into SAP where BAPI's are used to check the validity of data being passed before creating the Invoice with a link to the stored document. If the posting fails, a workitem is created so that a Knowledge worker can process the invoice manually.

### Norikkon's APay Center

#### **A/P Solutions**

Data from the Kofax Capture for Invoices is released into an A/P Solution such as the **Norikkon APay Center**, one of the best A/P solutions available. Such a solution would provide

- A Central location to manage all types of invoices, regardless of the invoice format
- Real time status of Invoices, analytics and KPI
- Automatic routing of invoice via workflow for processing or for approval, in and outside of SAP.
- Integration with MS Outlook and Lotus Notes , Web Approvals and reporting
- Manage all standard exceptions– such as blocked invoices, missing PO, Vendor Maintenance required, missing G/L coding information

Customers implementing these types of solutions generally recognize ROI in 6-12 months