



Transforming Potential Into Ability

eFLOW Ability

for SAP Users

*Automated Invoice Processing and
Approval Workflow in SAP Environment*

Imagine...

- YOU COULD PROCESS YOUR INVOICES MORE SECURELY, ACCURATELY AND QUICKLY.
- YOU COULD MONITOR AND CONTROL THE ENTIRE INVOICE PAYMENT PROCESS WITH A MOUSE CLICK.
- YOU COULD IMPROVE YOUR CASH FLOW MANAGEMENT AND REDUCE COSTS.

Realizing Your Potential

Fierce competition, rapid innovation and the need to increase efficiency are forcing organizations to review their business practices in greater depth than ever before.

Accounts Payable departments often rely on costly manual data capture and handling procedures that drain time and resources. These cumbersome processes regularly produce capturing errors, payment mistakes, redundant filings, lost invoices, long processing times, dissatisfied suppliers and difficulties in reporting.

eFLOW Ability better positions organizations to answer these problems by optimizing the cost-intensive and time-consuming process of incoming invoices. The combination of intelligent information extraction and SAP business workflow results in a high-performance product line which increases productivity, enhances entry accuracy and optimizes cash management.

eFLOW Ability is a complete solution for Accounts Payable (AP) process with SAP. It captures invoices, extracts their content, analyzes, validates and verifies it according to business rules and against information that exists in SAP. Then, it seamlessly delivers the business information into the SAP for further use.

Immediate Benefits

eFLOW Ability enables your AP department to quickly park, approve and post invoices and any other document, whether paper or electronic, within SAP.

- User-friendly interface
- Suitable for SAP users and users outside the system
- Transparency and control for accountants, controllers and auditors
- Processing of TIF, XML, PDF, e-mail and any other file formats
- SAP certified integration
- Rapid installation and implementation
- Proven worldwide success

eFLOW Ability is fully integrated within SAP and is modularly designed to leverage your SAP investment, not to replace your existing scanning, workflow or archiving systems.

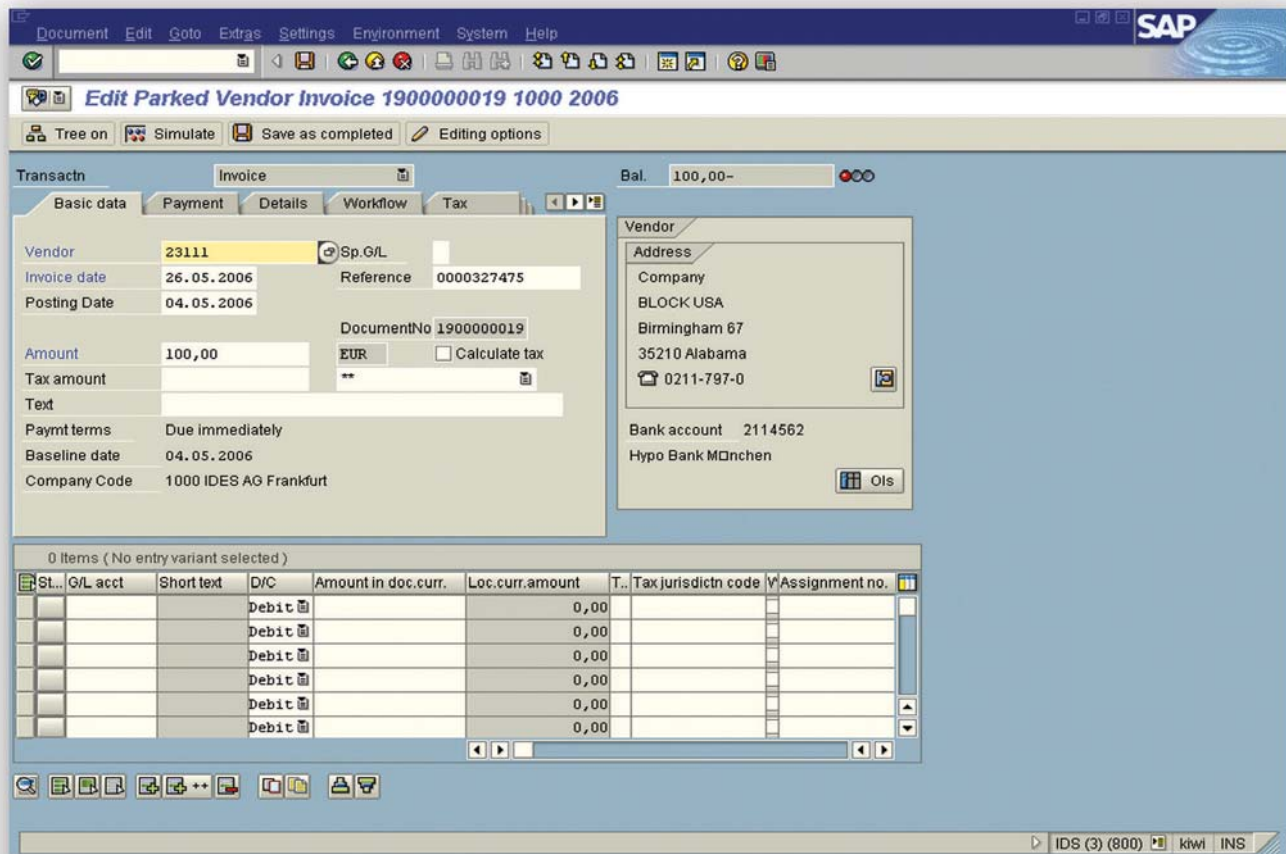
eFLOW Ability is designed for mid and large-sized companies. Its pre-configured elements, for most account payable tasks, allow for rapid installation. *eFLOW Ability* is release driven and thus will seamlessly integrate with SAP updates and upgrades, without any slowdowns in your operations.

Yet, *eFLOW Ability's* customized elements take into account your workflow management systems and existing processes. Workflow management systems are identified and existing organizational structures are reviewed, to maximize the potentials of the systems as they are integrated into *eFLOW Ability*.

Existing databases and applications remain readily available. Precision customization ensures consistency and prevents data redundancy. Scalability, adaptability and flexibility aren't merely buzz words.

Regardless of where it enters the system, information must be available throughout every process in the company, at any time.

Therefore, *eFLOW Ability* provides a workflow template for supplier invoices, in the SAP environment. *eFLOW Ability* can be added to an existing *eFLOW* system and is based on SAP standards.



The Process

Once an invoice is captured and automatically recognized, both the image and the extracted content are transferred to SAP, matched and verified against existing information, parked and sent through discrepancy and approval workflows. This process is based upon industry standards and is driven by customer specific release strategies.

Utilizing a unique web application, non-SAP users may access the system and take part in the approval process of any invoice. The result is an open system with less bottle necks and delays in critical processes.

Unique Features

VARIABLE NUMBER OF APPROVAL LEVELS

Multiple verifications are often applied to the approval of payment transactions. *eFLOW Ability's* workflow template allows for multiple persons in the hierarchical approval process not in parallel. Factual verification that serves also to determine the account assignment objects, can be preformed by persons in the company who are not authorized signatories.

APPROVAL OF INVOICE ITEMS

Incoming invoices usually need to be matched against existing purchase orders and often contain line items that need to be approved by more than one department or cost centre. With *eFLOW Ability's* workflow template, invoices are distributed according to the line items and are approved simultaneously (posting line in the SAP system). Company-specific release policies determine which parts of the invoice will be sent to each cost centre. The approving party is presented only with the items he needs to approve.

USER-FRIENDLY INTERFACES

Regardless of the particular verification steps, the user is always presented with a uniformly designed interface for the workflow template, with or without reference to materials management (FI or MM).

Particular attention was given to ergonomic principles and standardization. During all processes, the user can access additional information as required, including the image itself, the relevant PO, vendor, material, accounting documents and attachments.

Status	Vendor	VendorID	GrossArmnt	Crncy	F/UMM	Invoice date	Reference	Purch.Doc.	CoCode	Post.date	last change	change	D
0000	Beta Sensorik	23115	35,20	USD	FI	01.01.2005	1231811324		1000	15.02.2006	15.02.2006	21:19:20	1
0000	BLOCK USA	23111	3.096,00	USD	MM	09.11.2005	N164669	4500016069	1000	15.02.2006	15.02.2006	21:21:51	5
0000	Beta Sensorik	23115	35,20	USD	FI	01.01.2005	1231811324		1000	16.02.2006	16.02.2006	10:30:37	1
0000	Beta Sensorik	23115	12,76	EUR	FI	01.03.2006	20053321		1000	01.03.2006	01.03.2006	18:28:10	1
0000	Beta Sensorik	23115	75,15	EUR	FI	18.05.1925	26612		1000	02.05.2006	02.05.2006	15:17:46	1
0000	BLOCK USA	23111	100,00	EUR	FI	26.05.2006	0000327475		1000	04.05.2006	04.05.2006	16:52:30	1
0000	Beta Sensorik	23115	88,15	EUR	FI	09.09.2005	26612		1000	21.05.2006	21.05.2006	13:43:12	1
0000	BLOCK USA MID SOUTH DIV	23113	1.740,00	EUR	FI	12.09.2005	4500054989		1000	21.05.2006	21.05.2006	15:27:59	1
0000	BLOCK USA MID SOUTH DIV	23113	1.740,00	EUR	FI	12.09.2005	4500054989		1000	21.05.2006	21.05.2006	15:33:29	1
0000	IFM Electronic	23114	4.160,72	GBP	MM	17.06.2006	599518	4500217178	1000	25.05.2006	28.08.2006	15:48:50	
0000	IFM Electronic	23114	353,96	EUR	MM	12.09.2005	2/25157730	4500016063	1000	31.05.2006	28.08.2006	15:36:21	
0000	DAVID J ENZMAN	23112	3.561,20	EUR	MM	13.09.2005	307599	4500016061		31.05.2006	31.05.2006	16:44:02	
0000	IFM Electronic	23114	353,96	EUR	MM	12.09.2005	2/25157730	4500016063		31.05.2006	31.05.2006	16:44:15	
0000	BLOCK USA MID SOUTH DIV	23113	1.500,00	EUR	MM	12.09.2005	056824	4500016062	1000	31.08.2006	02.08.2006	15:10:19	5
0000	ElectrotechnischeAnlagen Gmbh	23116	1.348,22	EUR	FI	13.09.2005	90011425		1000	31.05.2006	02.08.2006	15:13:10	1
0000	IFM Electronic	23114	353,96	EUR	MM	12.09.2005	2/25157730	4500016063	1000	31.08.2006	28.08.2006	15:44:09	
0000	BLOCK USA MID SOUTH DIV	23113	1.740,00	EUR	MM	12.09.2005	056824	4500016062		31.05.2006	31.05.2006	16:45:08	
0000	ElectrotechnischeAnlagen Gmbh	23116	1.348,22	EUR	FI	13.09.2005	90011425			31.05.2006	31.05.2006	16:45:20	
0000	Beta Sensorik	23115	88,15	EUR	FI	09.09.2005	26612			31.05.2006	31.05.2006	16:45:23	
0000	BLOCK USA	23111	366,65	EUR	MM	09.09.2005	110312176	4500016060	1000	31.05.2006	27.07.2006	17:07:50	
0000	Beta Sensorik	23115	88,15	EUR	FI	09.09.2005	26612			01.06.2006	01.06.2006	10:19:08	
0000	BLOCK USA	23111	366,65	EUR	MM	09.09.2005	110312176	4500016060	1000	01.06.2006	27.07.2006	17:20:36	
0000	BUTEX	11006	1,00	EUR	MM	25.04.2005	90371696	4800000007	1000	05.06.2006	05.06.2006	11:43:03	5
0000	BLOCK USA	23111	0,00	EUR	MM	25.04.2005	90371696	4800000007	1000	08.06.2006	08.06.2006	12:38:19	5
0000	BLOCK USA	23111	1,00	EUR	FI	26.05.2006	0000327475		1000	08.06.2006	08.06.2006	12:25:02	1

CONTROL VIA SAP AUTHORIZATION OBJECTS

The workflow template's security and access permissions are determined based on the SAP authorization concept. What information is accessible to whom? Which details will be recorded? Which activities are made available to which users? The answers are determined by the existing SAP authorization objects. No authorization has to be set or maintained outside the SAP system.

ANALYSIS TOOLS FOR DAILY BUSINESS

eFLOW Ability's workflow template offers additional analysis options, adapted to the user's requirements, to ensure efficient and understandable tracking of incoming invoices:

- Which invoices are in process?
- When did the invoice enter the system?
- Who needs to approve each invoice?
- Prioritize invoices to ensure discounts.

Accountants, controllers or auditors are provided with all important information at a glance. The names of the employees who approved the invoice as well as the complete history of the attachments are also available.

Configurable filter functions provide for more effective auditing. In addition, all data can be forwarded to further analysis tools via a download function. The actual SAP workflow protocols are available for detailed searches for compliance assurance.

INTEGRATION OF USERS OUTSIDE OF SAP

Integration with Microsoft Outlook and other mail systems is supported. Independent approval mechanisms external to SAP system are also offered. These are browser-oriented tools available for "SAP users" as well.

PROCESSING A WIDE VARIETY OF FILE FORMATS WITH AUTOMATIC PRE-ENTRY

eFLOW Ability's workflow template can be expanded with an optional versatile pre-entry module. Based on SAP-certified interface and functions, it enables the automatic integration of "e-invoice". A wide variety of file formats or XML field definitions can be individually set for each supplier. The confirmation of the number of invoices sent electronically by a supplier will be automatically reported to the supplier via e-mail after the data has automatically and successfully entered the SAP system.

The screenshot displays the SAP maxpost interface for processing an incoming invoice. The main window is titled "maxpost Check of incoming invoice" and shows a detailed view of an invoice from vendor 11001 (BUCHNER) with SAP document number 5105608072. The interface is divided into several sections:

- Vendor Information:** Vendor 11001 BUCHNER, SAP doc. 5105608072.
- Basic data:** DocType MM, Transaction 1, OCR ID 592, 2005.
- Payment:** Invoice date 22.08.2005, Posting date 22.08.2005, Amount 69,39 EUR, Tax amount 9,57.
- Detail:** Vendor 11001, SpG/L, Invoice date 22.08.2005, DocType KR Vendor invoice, Posting date 22.08.2005, Period 0 / 0.
- Text:** Ref., Text, Company code 1000 IDES AG Frankfurt.
- Invoice item table:**

Purch.Doc.	Item	Text
4500018052	10	RAMPOZINC V
- Document Preview:** A preview of the scanned invoice document from BUCHNER, showing a barcode, a stamp dated 24.08.2005 09:52, and a "RECHNUNG" (invoice) header. The document includes details about the supplier, the invoice amount, and tax information.

The interface also shows a status bar at the bottom indicating "35.840 bytes transferred" and "IDS (2) (800) kiwi INS".