

Input Management for SAP®

Capture Documents for Instant Availability in SAP

Companies all over the world use SAP® as a platform for managing key business processes. Important processing and approval workflows are mapped using a corporate and relational database and intelligent workflows.

Whether in accounting, controlling, sales, purchasing, production, warehousing or human resources, information that needs to be processed in SAP must first be "captured". To achieve the maximum benefit, this should be done automatically, reliably and cost effectively.

With ABBYY you can easily input your business-relevant documents so they are available in SAP and thus make optimum use of them for onward processes. ABBYY solutions classify, capture and extract all business-relevant content from both electronic as well as scanned paper documents and enable their direct transfer to SAP modules for further processing.

Business Applications

- Invoice processing of paper and electronic invoices
- Data Capture mapping and matching against SAP data for orders, receipts, delivery notes in procurement and sales processes
- Digitisation and archiving of contracts and suppliers' conditions
- Automatic processing of business correspondence in your inbox as well as customer inquiries sent to central mailboxes and their allocation to SAP processing workflows
- Digitisation, capture and archiving of production documents within the product lifecycle and the supply chain (Supply Chain Management)
- Management of confidential HR documents, for instance personnel files

All-in-one Solutions for SAP Thanks to Strong Partners

Together with its SAP-certified partners, ABBYY offers the integration of document processing in SAP or other ERP systems such as invoice approval workflows, automated processing of orders or classification and prioritisation of business and customer communications in existing case management solutions.

BENEFITS

- Automated data capture for SAP systems instead of manual processing
- Input of any document type: scanned paper, fax, e-mail and attachments
- Automatic document classification and mapping in SAP workflows
- Captured information is available enterprise-wide instantly upon entry
- Processing and approval workflows are streamlined
- Decisions are accelerated
- Process transparency increases
- All documents are prepared directly for compliant archiving

ABOUT ABBYY

ABBYY is a leading provider of text recognition and document conversion technologies and solutions. Its versatile product portfolio for document processing and information retrieval is available on various platforms and devices. ABBYY offers a broad range of solutions designed for specific business and in-

dustrial needs. Organisations all over the world rely on ABBYY solutions to optimise their paper-intensive business processes. More information on www.ABBYY.com

Input Management for SAP – Functionalities



Capture from Multiple Input Channels

Key to successful document processing is to capture large quantities of information from different input channels, to classify them and make them available in SAP for further processing in the corresponding modules. ABBYY capture solutions can be used to reliably process invoices, contracts, business and customer correspondence and much more, whether scanned paper documents, PDF files or even e-mails, including the respective attachments. The solutions can map important capture scenarios of modern businesses:

- Capture in the central mailroom
- Decentralised capture in local branches via Web browser and a secure connection
- Capture in a Shared Service Centre or at an external service provider (BPO)
- Mobile capture via smartphone and tablet, even using cloud services



Intelligent Data Extraction and Validation

Documents are intelligently classified by document type, case, recipient or department. Based on the classification results and predefined corporate SAP workflow rules, invoices or business communication are automatically and quickly forwarded to the right caseworker.

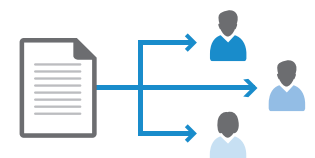
Especially when it comes to invoice processing, rule-based validation and comparison with the order information in SAP ensures that only correct invoice data is forwarded for processing. Built-in country-specific settings and compliance validation rules (such as VAT rates) are saving accounting personnel the time required for manual verification effort. This helps to minimise possible financial risks arising from incorrect invoices.



Routing to the Caseworker, SAP or Approval Workflow

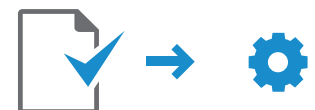
Classified and pre-processed documents are automatically routed to the responsible employees in the specialist departments. Predefined workflows ensure that the casework, invoice approval and payment take place in accordance with company-specific rules and approval processes. This allows incoming invoices to be matched with orders and master data in SAP and cost centres can be automatically assigned. Invoices that require escalation processes or the budget released by other organisational units can also be fed into predefined exception workflows. This enables finance departments to save precious time and resources.

If information can be delivered to a case worker or accountant quickly and optimised for easy handling, this will also speed up auditing and approval processes. For example, invoices can be released for payment more quickly allowing companies to benefit from possible discounts.



Case Management in SAP

The actual case handling in SAP, which depending on the incoming document in question leads to a payment, business communication or archiving of the document, takes place in the final step of the workflow. All phases of the processing workflow can be traced and checked at any time, so that employees have a complete overview of all transactions, thereby ensuring the fulfilment of compliance requirements.



Depending on how deeply the data capture solution was integrated into other workflows of the ERP system, even direct and thus inexpensive Straight Through Processing (STP) becomes possible – for instance automated bookings or the automatic updating of customer data in the CRM system.



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