

**opentext**<sup>™</sup>

# Streamline Supplier Invoice Processing with your S/4HANA Journey

It's about upfront Intelligent Capture

ASUG November 14th, 2023 | Mike Arias – Lead Solutions Consultant | SAP Solutions Group

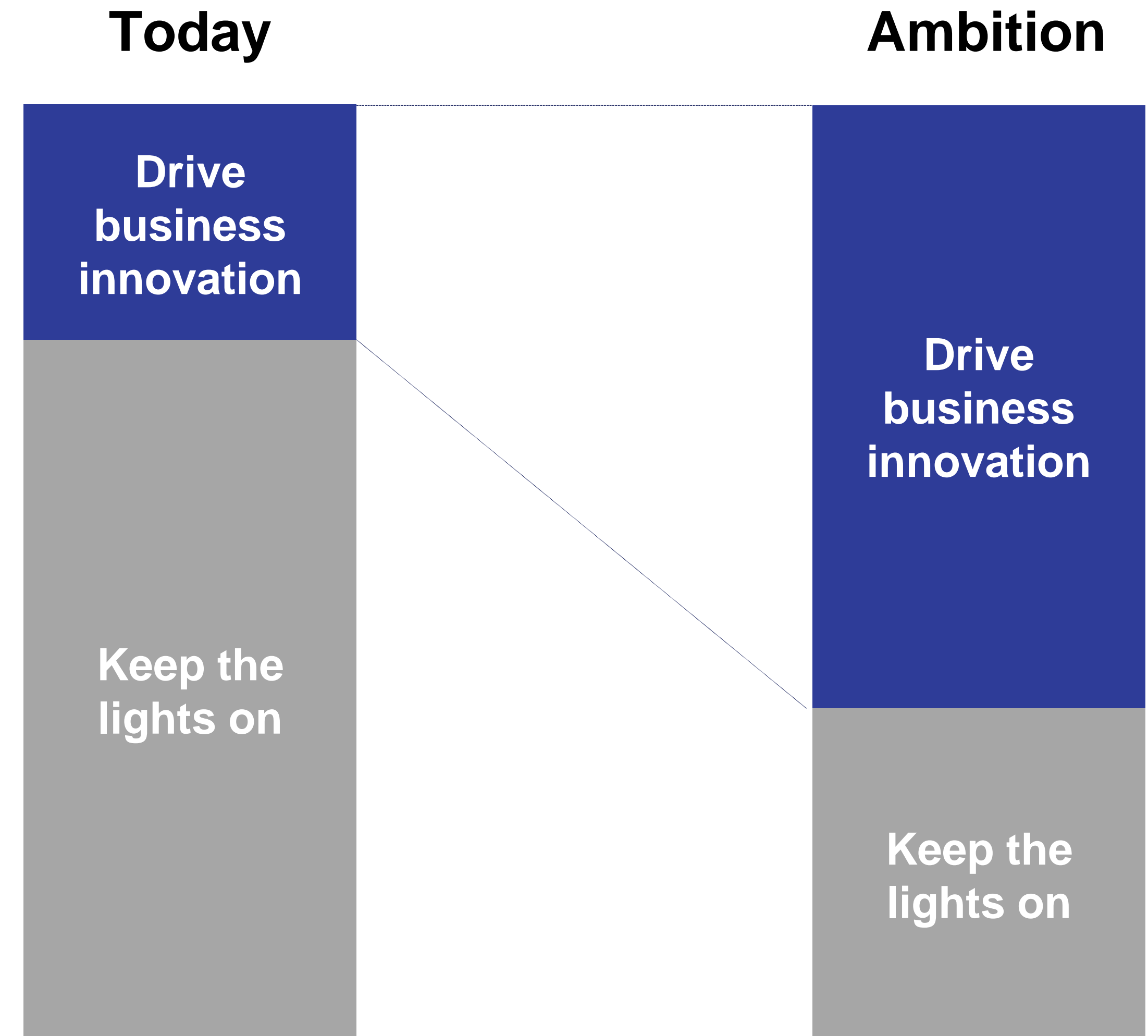
# The CFO's dilemma - Too much tactical effort limits the ability to support the business

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**“76% of Finance executives believe at least half their time should be on high-value planning and analytic activities, though only 55% achieve this”**

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*Source CFO.com Research*

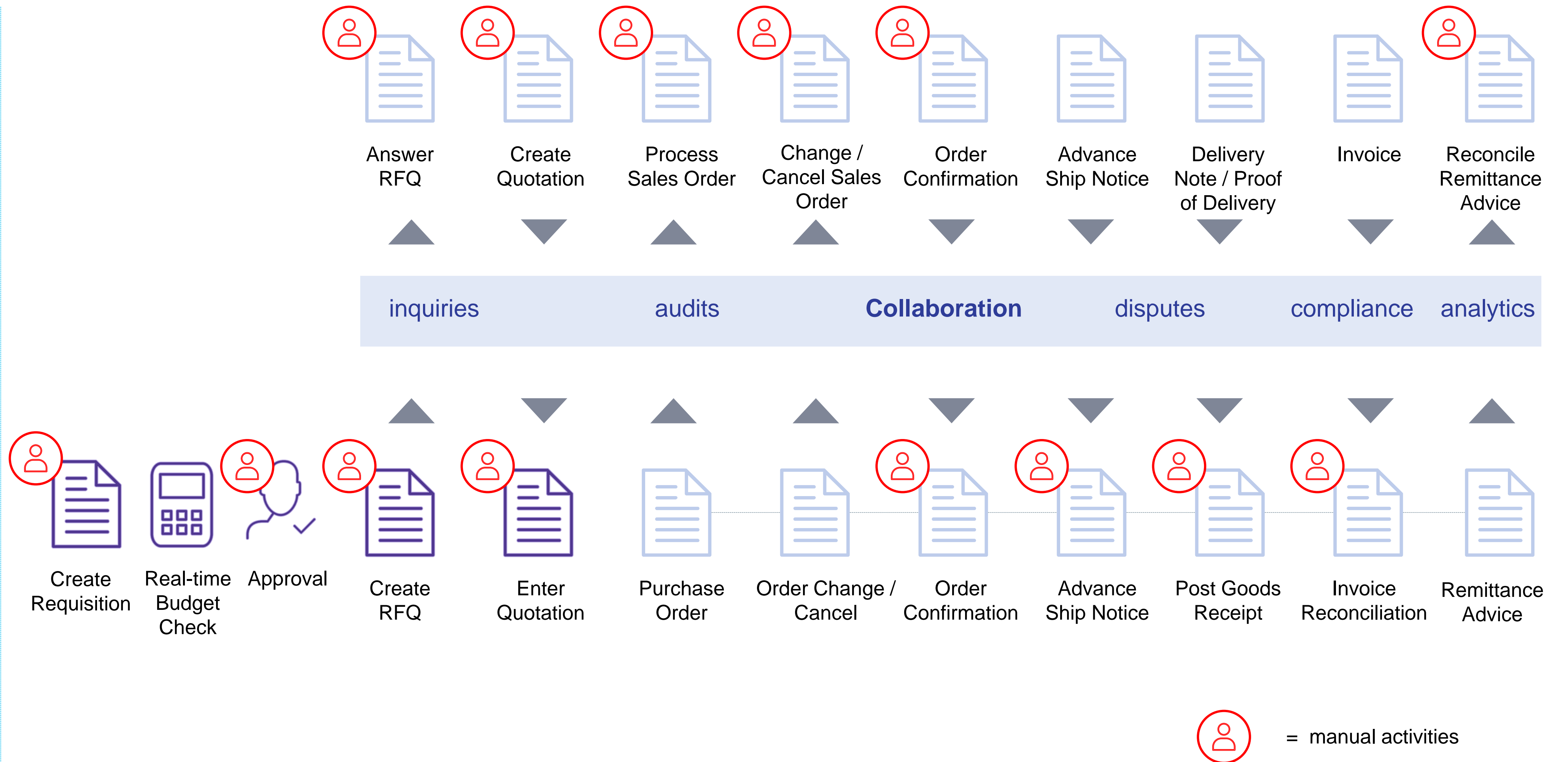


# The Procure-to-Pay and Order-to-Cash process flows

## Suppliers



## Customer



# What we hear from Finance Professionals

## Does this sound familiar?

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- The current AP process is very manual and paper dependent
- Routing of NPO-Invoices are manual, pending approvals are also manual and requires constant monitoring
- 80% of invoices received via eMails are printed out and entered manually into the ERP
- Too many “key strokes”
- No visibility through the entire invoice life cycle
- **Looking for something that will help us...**
  - Reduce manual processes through automation and eliminate paper dependency
  - Solution that can easily integrate into our SAP landscape
  - Utilize OCR, Workflow, Supplier Portals to reduce data entry
  - Automate the approval process with a effective and efficient workflow engine
  - Reporting to have end to end invoice transparency



# Customers usually have huge expectations to reach very high automation rates with a capture tool

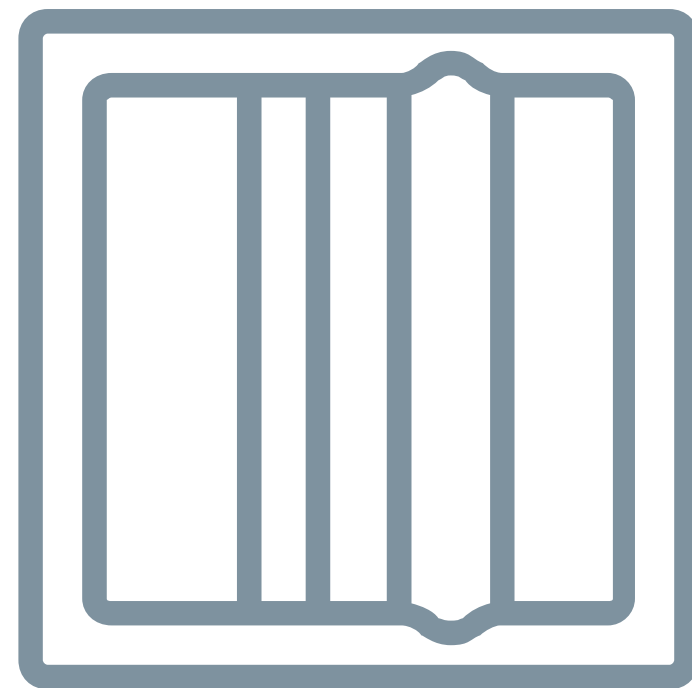
No manual data correction anymore

100% Automation-Rate  
Out-of-the-Box  
my team will love me

Why do we still need to correct data? Where is the 100% automation rate?



# Eliminate paper as early as possible



✓ No invoices lost

✓ No copies, no internal mails

✓ No delays, no lost discounts

✓ Instant access from everywhere

✓ Simple collaboration

✓ Single and secure source of the truth

The screenshot displays the Enterprise Scan application interface. The main window shows a scanned Mercateo invoice with the following details:

- Rechnung:** 97999703
- Rechnungsdatum:** 20.11.2017
- Bestellnummer:** 78331280
- Ihre Bestellnummer:** 4500001797
- Ihre Kundennummer:** 41252398
- Ihr Mercateo Service:** 089 12 140 777
- Überweisung an:** Mercateo AG
- BIC:** DEUTDE33HAN
- IBAN:** DE12700700100225033000
- Verwendungszweck:** 97999703 41252398
- Gesamtbetrag in EUR:** 157,27

The interface also features a 'Documents' panel on the right, listing scanned documents with their indices and page counts. Below the invoice is a table of items:

Pos.	Artikel Nr.	Bezeichnung	Menge	Einzelpr.	Total	MwSt
<b>Liefermonat November 2017</b>						
10	505-6209724	MAUL, Büroschere, 16,00 cm (6,3"), schwarz, stat., Warennummer 62130000	2	Stück	1,79	3,58 19,0%
20	P3435-773041023	Signif Modisch Notizbuch CONCEPTUM®-ca. stat., Warennummer 48201030	10	Stück	8,54	85,40 19,0%
30	P1840-500232	Signif Modisch Notizbuch CONCEPTUM®-ca. stat., Warennummer 96052000	4	Etuis	2,56	10,24 19,0%
50	P1746-1713659	DURACELL DUR Plus Power AA 20er+4 stk., Warennummer 65061011	2	Stück	9,26	18,52 19,0%
60		Versand - Lager 505				4,90 19,0%
70		Versand - ALBO Deutschland GmbH				4,90 19,0%
80		Versand - ADVEO Deutschland GmbH				2,10 19,0%
folgende Artikel werden nachgeliefert:						
040	P1841-1041905	Notizblock Schulblock Thermotiv - Spira	10	Stück		
<b>Summe Positionen</b>						129,84
<b>Servicegebühr</b>						2,52
<b>Netto Rechnungssumme</b>						132,16
<b>MwSt</b> 19,0 %						25,11
<b>Gesamtbetrag</b>						157,27

The interface also includes a 'Properties' panel for the selected document, showing details like 'Document: 04\_12.hydrolesser.pdf', 'Page: 1', and 'Resolution: 200 x 200 dpi'.

Directly connected to scanner

Sophisticated document separation & grouping

Powerful image processing

Archiving & process triggering with one click

# Optical Character Recognition – Eliminate data entry

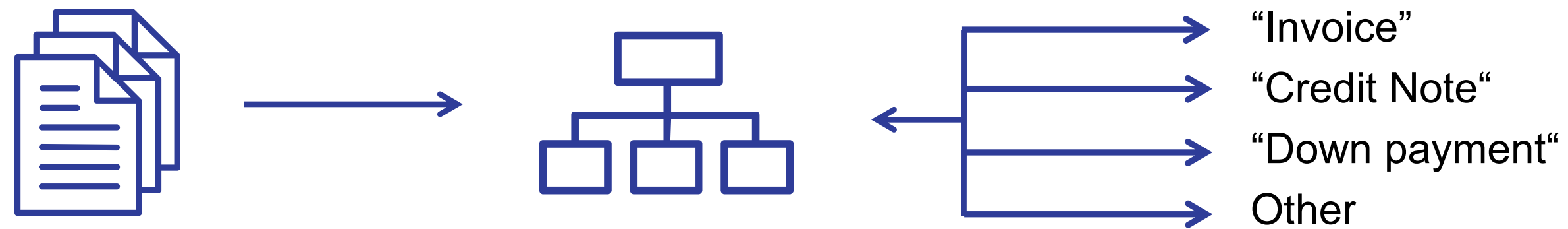
## Separation:

Splitting an image into invoice and attachment



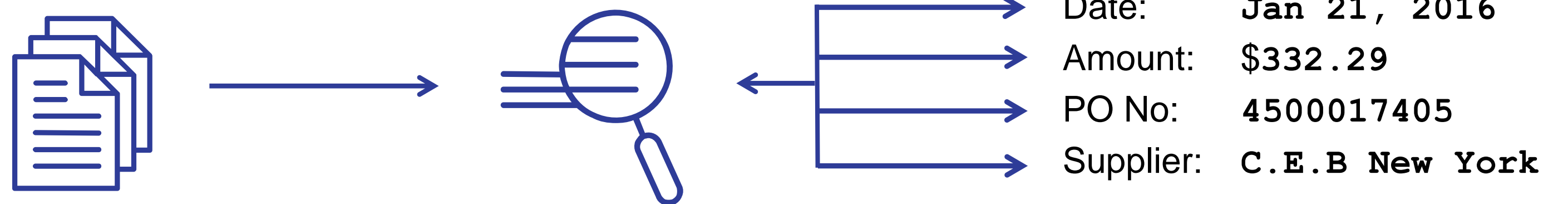
## Classification:

Identifying document type



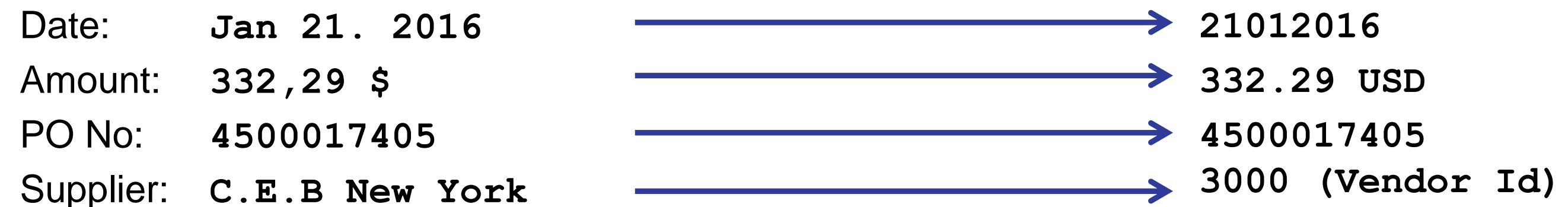
## Extraction:

Searching for basic information on the document



## Interpretation:

Enhancing extracted data with context information



# Image Quality

- Good OCR starts with good image quality
  - Avoid marking up or stamping documents prior to OCR extraction
  - Use professional scanning equipment (production scanners)
  - Set scanners to 300 dpi resolution for best clean image
  - Use image enhancement settings properly
    - Scanner parameters
    - Scanning software (e.g. Enterprise Scan)
    - OCR also does image enhancement – should be aligned with scanner and scanning software parameters (testing required)
  - Use Separator sheets properly to
    - Separate invoices from one another
    - Separate invoice pages from supporting documentation (attachments)
  - Optimize scanner settings with optimal profile (i.e., de-speckle, dithering, smooth, etc.)



# Do's and Don'ts Examples

(help us to help you most efficiently)

- No handwriting
- No stamps
- Speckles may cause bad interpretation
- No color background

PARTICULARS	QTY	RATE	AMOUNT
100 Medew Pawan	100	1.25	125
100 Sandeep phalgunan	100	1.25	125
100 Umesh Nemode	100	1.25	125
100 Paul A Ghawal	100	1.25	125
100 Satya Kiran Polusani	100	1.25	125
100 Srinivas Yuppala	100	1.25	125
100 C. Shaikhan	100	1.25	125
8 certificates in Digital print (congratulations)	8	35	280
<b>TOTAL</b>			<b>1155</b>
<b>ADVANCE</b>			<b>-</b>
<b>BALANCE</b>			<b>1155</b>

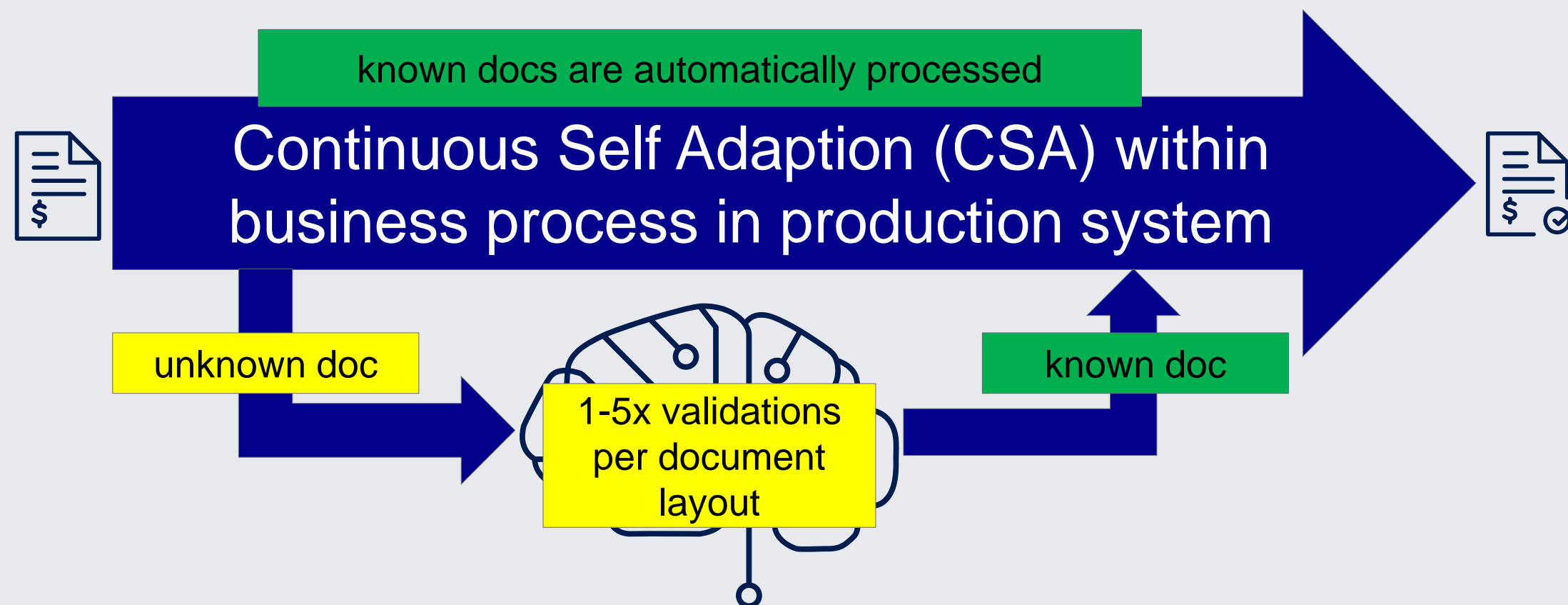
1,00600

UnitPrice	
	0.0052
	100600.0000

# Capture for SAP is designed to be integrated in the business process to learn new document layouts automatically

Ensure through the right workflow that the system learns correctly:

## A continuous process in production:



Production system | learning is configured for standard document types

All documents which are already learned or known out-of-the-box run through the information extraction process automatically for further processing in VIM without going to validation.

All documents which are not known and recognized are sent to the Validation Client for learning, e.g. a new vendor with a new layout would require a validation step.

# Upfront Intelligent Capture - Machine Learning

# 01/22/2018

PO Number:

PO Date:

Contact:

Req. Deliv. Date:

Net Amount:

Currency:

Ship-to:

Sold-to:

Sold-to phone:

PO Items

Position	Material	Description	Order Quantity	Order Unit	Net Value	Amount
10	3D-3010	3D Printer Dimens	5	PC	1,999.00	9,995.00
20	MYO-1000	Myo Motion Contr	9	PC	199.00	1,791.00
30	TB-2012	Android ViewPad	5	PC	799.00	3,995.00
40	HD-102T	HDD 2 TB USB 3.0 Ultra-Portable	12	PC	80.00	960.00

Submit+Open

Document number: 000000000710



Computer World  
2701 Castor Avenue, Philadelphia, PA, 19134

### Purchase Order

Number	Page
vshakhov#2018122601	1
Date:	01/22/2018

### BILL TO

Computer World  
2701 Castor Avenue  
Philadelphia, PA, 19134  
Contact: Ms. Smith  
Email: [m.smith@computerworld.com](mailto:m.smith@computerworld.com)

Innovate Corporation  
1280 Lincoln Avenue  
New York, NY 10019

### SHIP TO

Computer World  
2701 Castor Avenue  
Philadelphia, PA, 19134

Customer No:	Ship via:	Ship by:	Terms of payment:
42001	UPS	02/05/2018	2% 10th PROX

LINE	Material No	Description	Quantity	U/M	net Amount	TOTAL
10	3D-3010	3D Printer Dimension (FDM)	5	PC	\$ 1,999.00	\$ 9,995.00
20	MYO-1000	Myo Motion Control	9	PC	\$ 199.00	\$ 1,791.00
30	TB-2012	Android ViewPad Tablet	5	PC	\$ 799.00	\$ 3,995.00
40	HD-102T	HDD 2 TB USB 3.0 Ultra-Portable	12	PC	\$ 80.00	\$ 960.00

Final Amount: \$ 16,741.00

By accepting this Order you have agreed to abide our terms and conditions of purchase available at [www.computerworld.com](http://www.computerworld.com).  
Purchase Order pursuant to the Offer No: 05899220.  
Please send an order confirmation to [purchase@computerworld.com](mailto:purchase@computerworld.com).

Computer World  
16750 Castor Avenue  
Philadelphia, PA, 19134

Validation Client – validate against SAP Master tables

# OCR: Machine learning from **small** data sets

**Becker AG**

REMITTANCE ADVICE

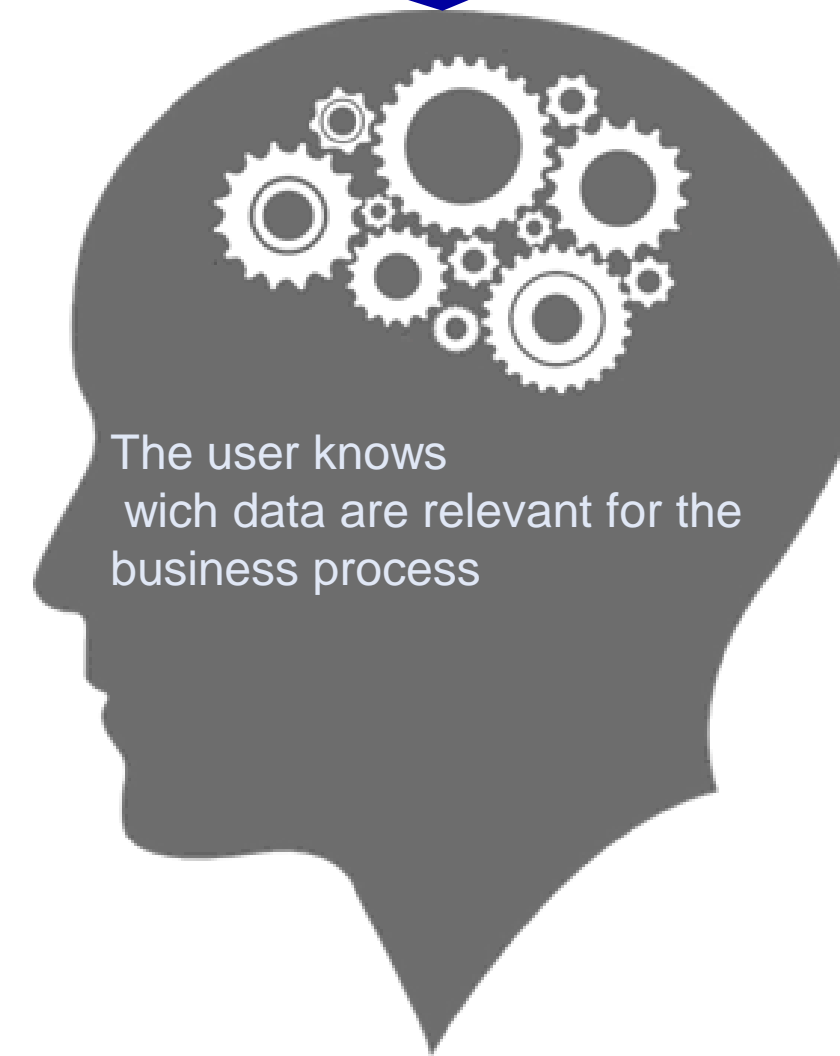
Payment Date: 11/30/2016  
Payment Ref: MMA-001  
Currency: EUR  
Phone: 030-982699-0  
Fax: 030-923899-800

Becker AG, Industriestrasse 23, 12099 Berlin

Ides AG  
Lyoner StraÙe 231  
60441 Frankfurt

Our Reference	Description	Your Reference	Amount	Discount	Payment Amount
5100034073	Payment 90036877	90036877	41.580,00 €	415,80 €	41.164,20 €
5100034074	Payment 90036878	90036878	21.240,00 €	212,40 €	21.027,60 €
5100034075	Payment 90036879	90036879	41.032,80 €	410,33 €	40.622,47 €
5100034076	Payment 90036880	90036880	39.501,00 €	395,01 €	39.105,99 €
Total:					141.920,26 €

Becker AG, Industriestrasse 23, 12099 Berlin, Phone 030-982699-0, Fax 030-923899-800, www.becker-ag.com  
VAT-No. DE923767332



Business Center - Internet Explorer

https://hmcweb1.eimdeno.biz/sap/bc/us\_us/42/ushell/shells/abap/ForLLaunchpad.html

Business Center

Inbox (37)

Search in Object ID

Jefferson's Hypermarket Ltd. 258,070.00 USD  
Order date 01/18/2017 Data validation

Global Trade AG 56,250.00 EUR  
Order date 02/08/2017 Data validation

Jefferson's Hypermarket Ltd. 30,488.00 USD  
Order date 05/04/2016 Data validation

Computer World 7,000.00 USD  
Order date 05/04/2016 Customer va...

Order date 05/04/2016 Data validation

Order date 05/04/2016 Data validation

Order date 05/04/2016 Data validation

Order date 05/04/2016 Data validation

Jefferson's 158,376.00

Incoming Order

Jefferson's Hypermarket Ltd. 258,070.00 USD  
Order date 01/18/2017 Data validation

Details Documents History Customer

Process key 473  
Sales Org. 3000  
Distr. Channel 10  
Division 00  
PO Number 201711841381

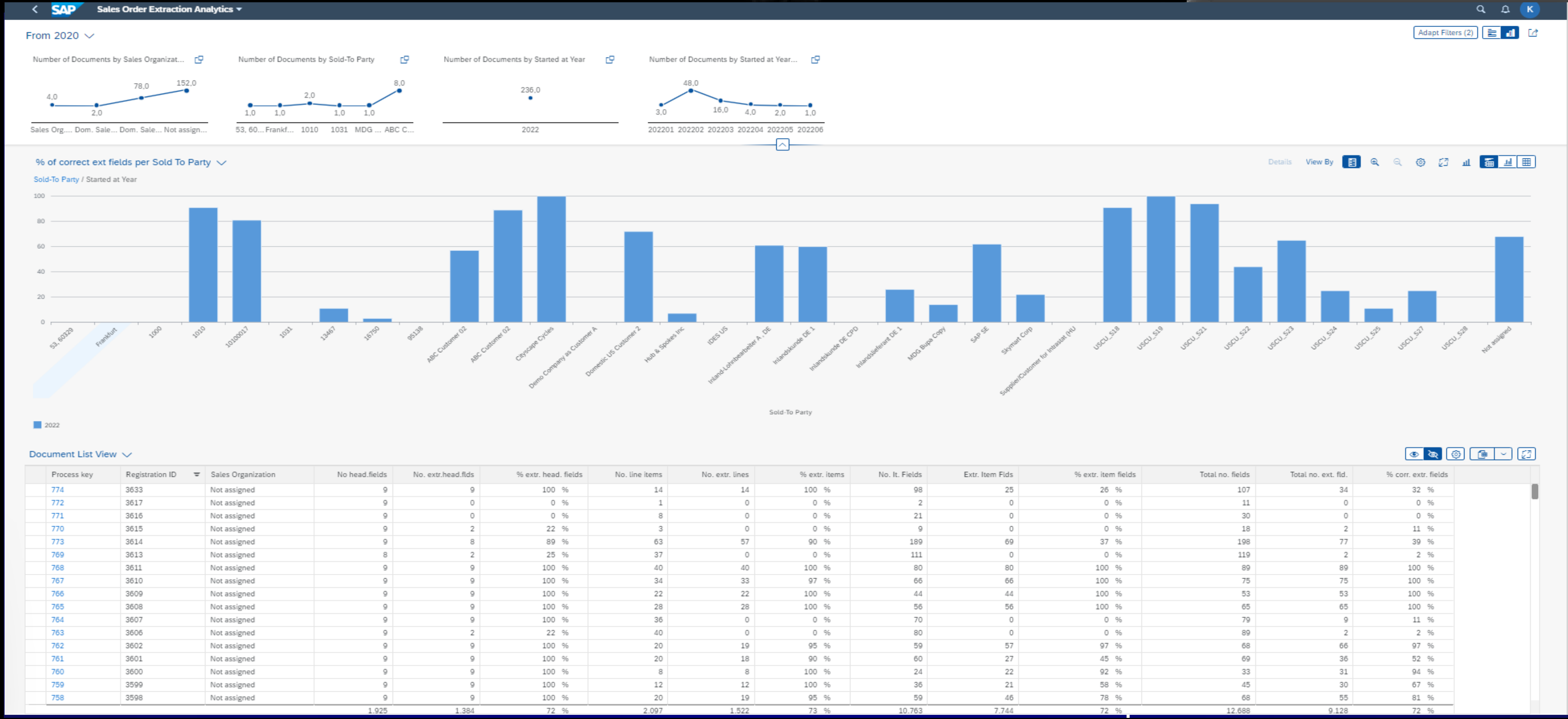
Material number  
Invalid material number HT-1001XX

Item	Order quantity	Amount
Hard Drive - 2	18 PC	1,148.00 USD
(14 Inch)	8 PC	872.00 USD
(15,6 Inch)	28 PC	1,440.00 USD
ViewPad Tablet	28 PC	3,290.00 USD
ure arm band	5 PC	398.00 USD

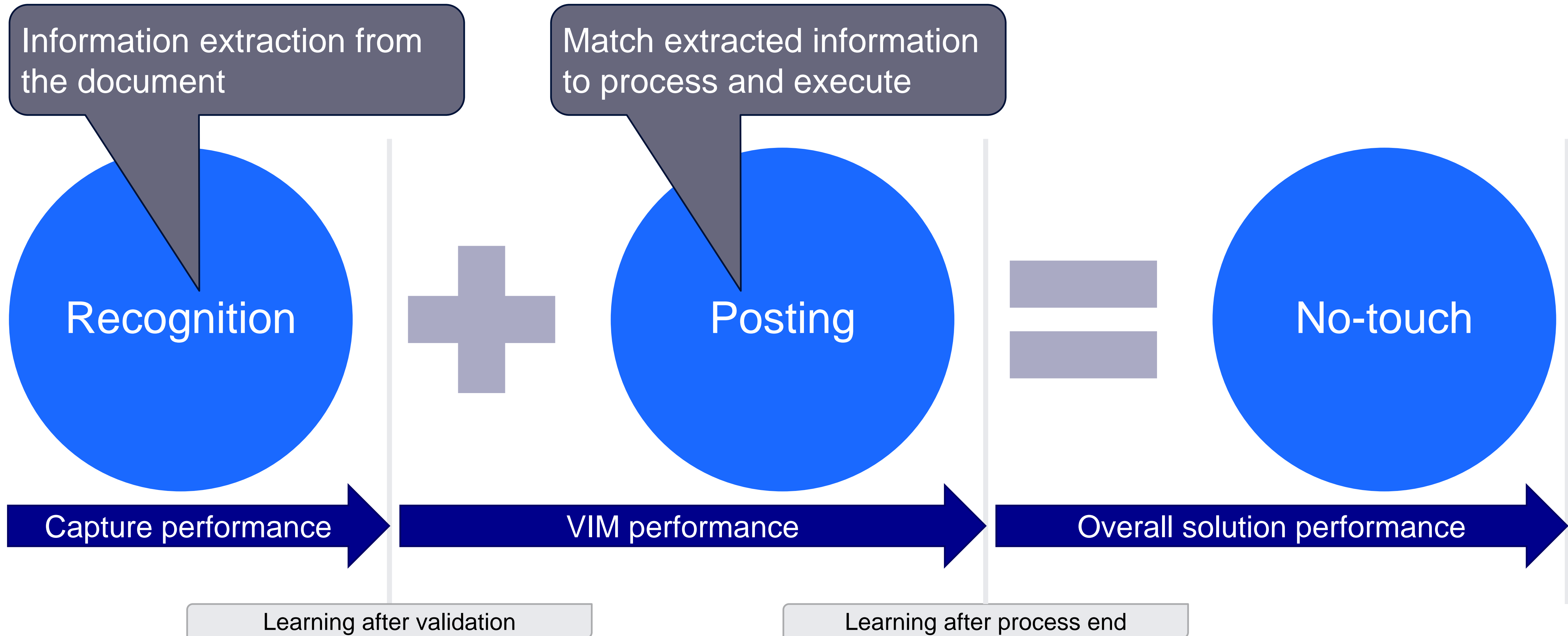
Submit Edit Set To Obsolete

- OCR learns from **few** examples: the user captures data from business documents and the system learns to extract these data automatically

# Capture Analytics - extraction performance data

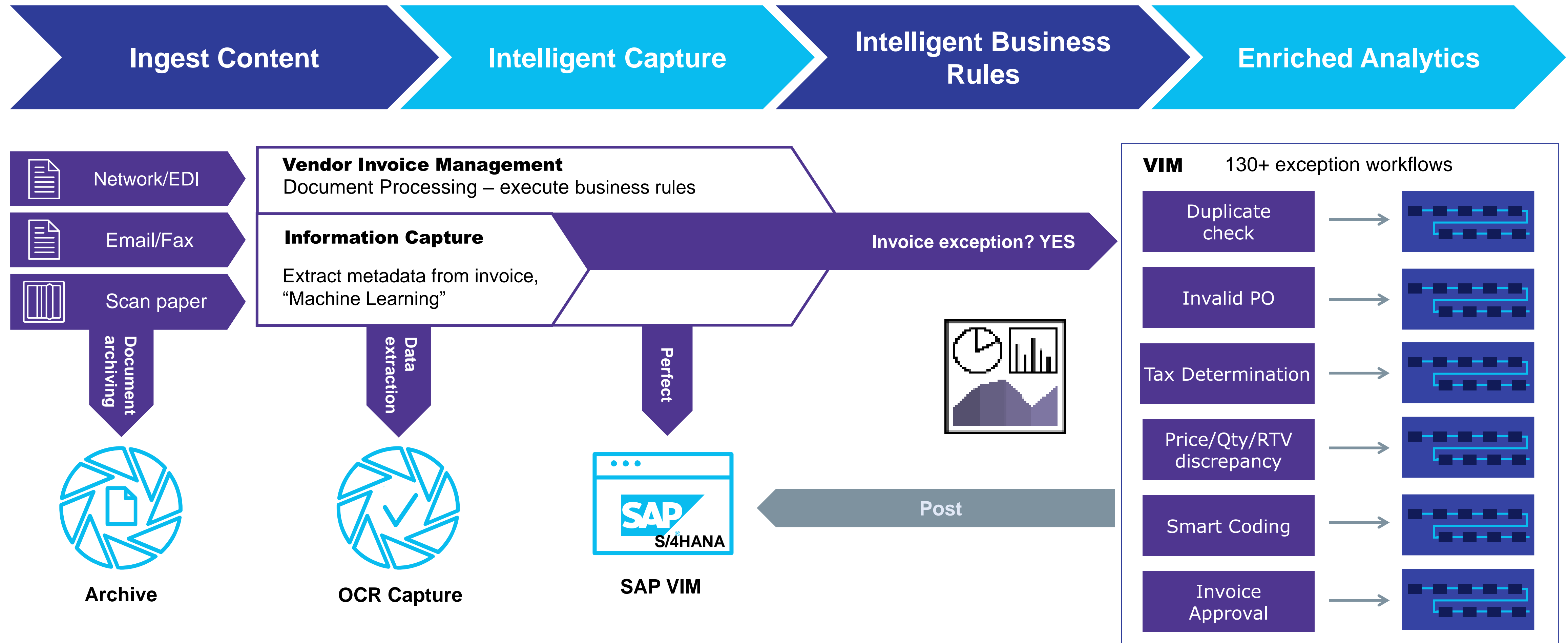


# For an overall no-touch rate consider recognition step and further processing step of the extracted information



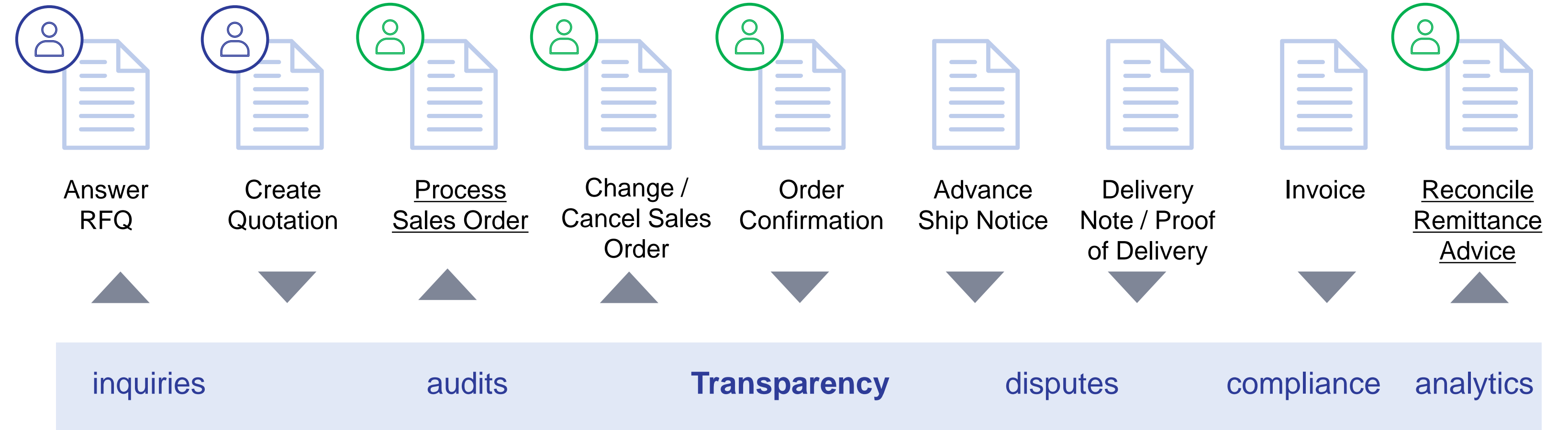
# SAP Vendor Invoice Management by OpenText

## Streamline the Invoice Life Cycle:

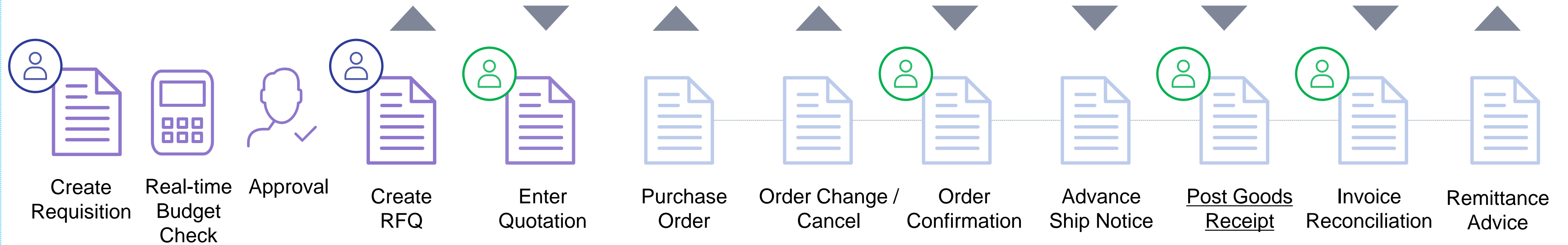
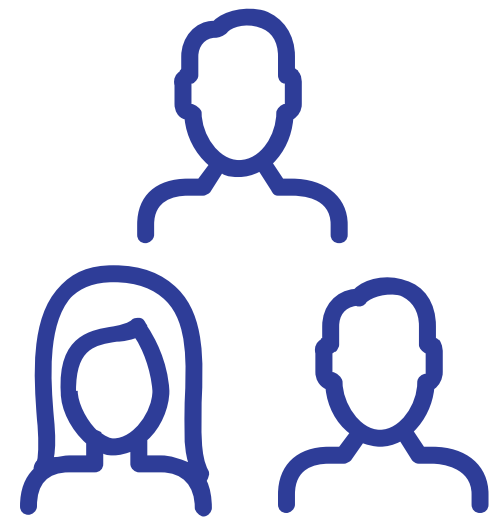


# Optimized Procure-to-Pay and Order-to-Cash process flows

## Suppliers



## Customer



Note: The green icons indicate the document types supported natively by SAP Invoice Management and SAP Information Capture. Additional Documents can be accommodated by additional configuration.



= fully automated with Vendor Invoice Management

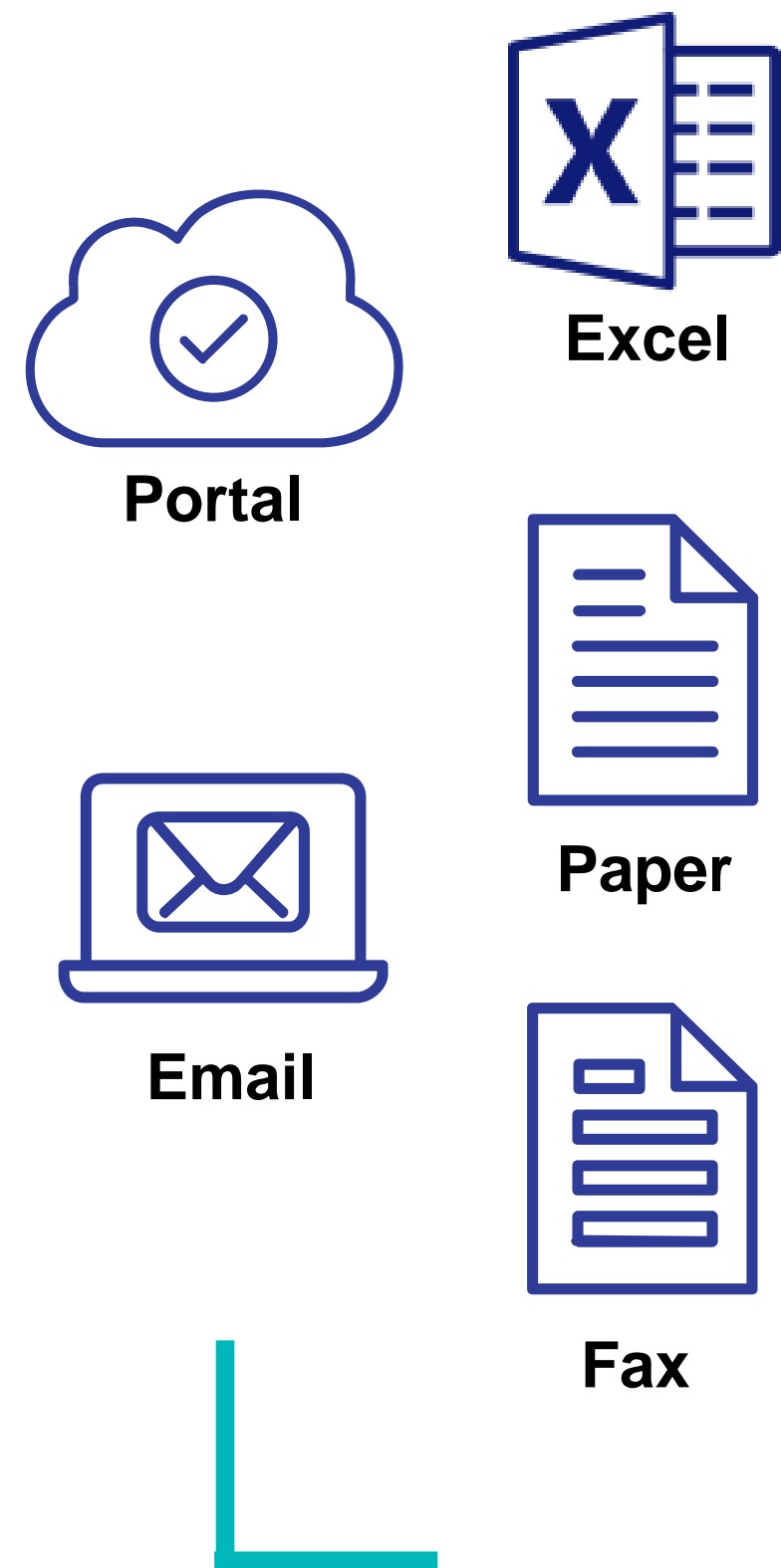


= human expertise required

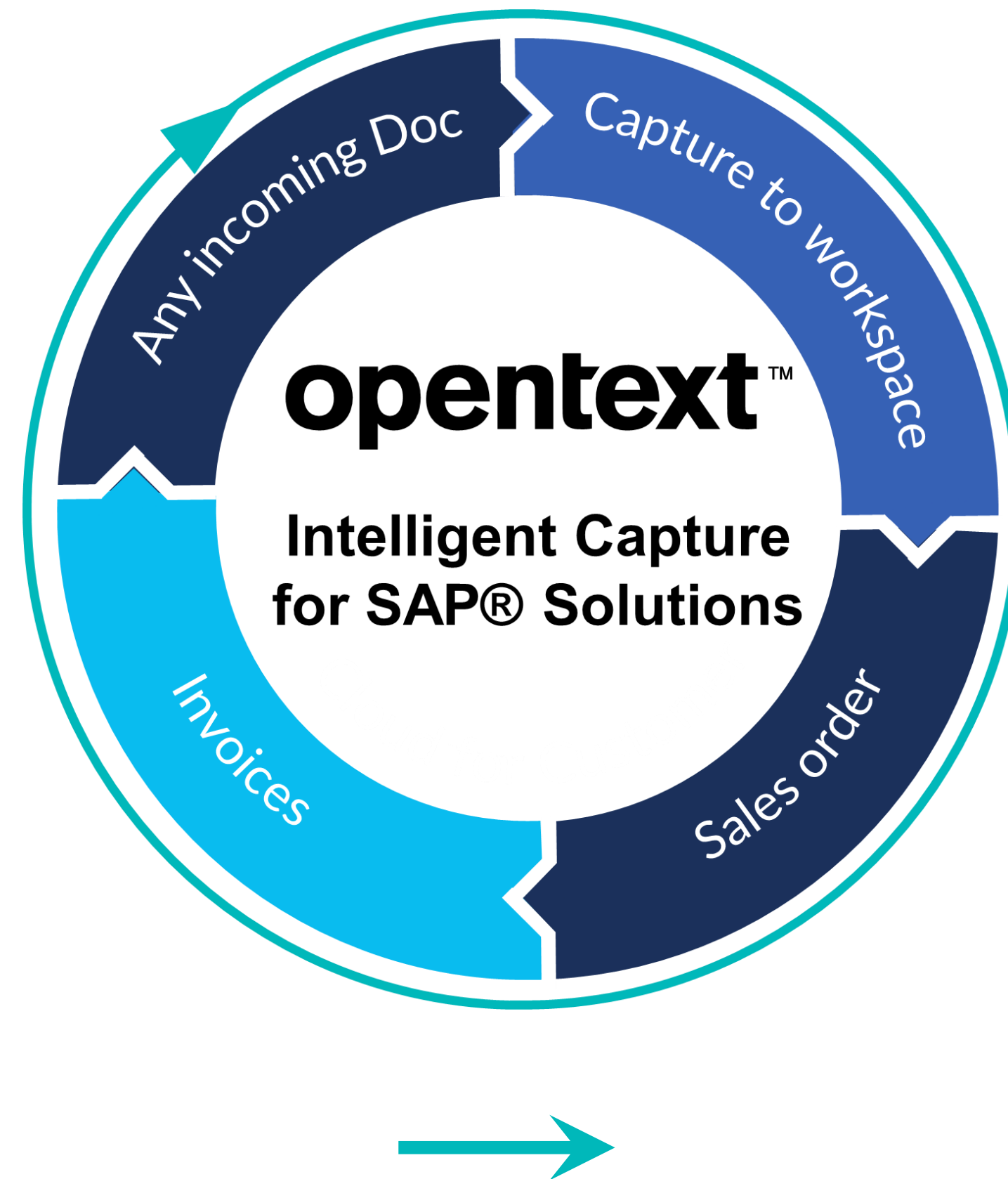


# Fully automate the processing of incoming documents

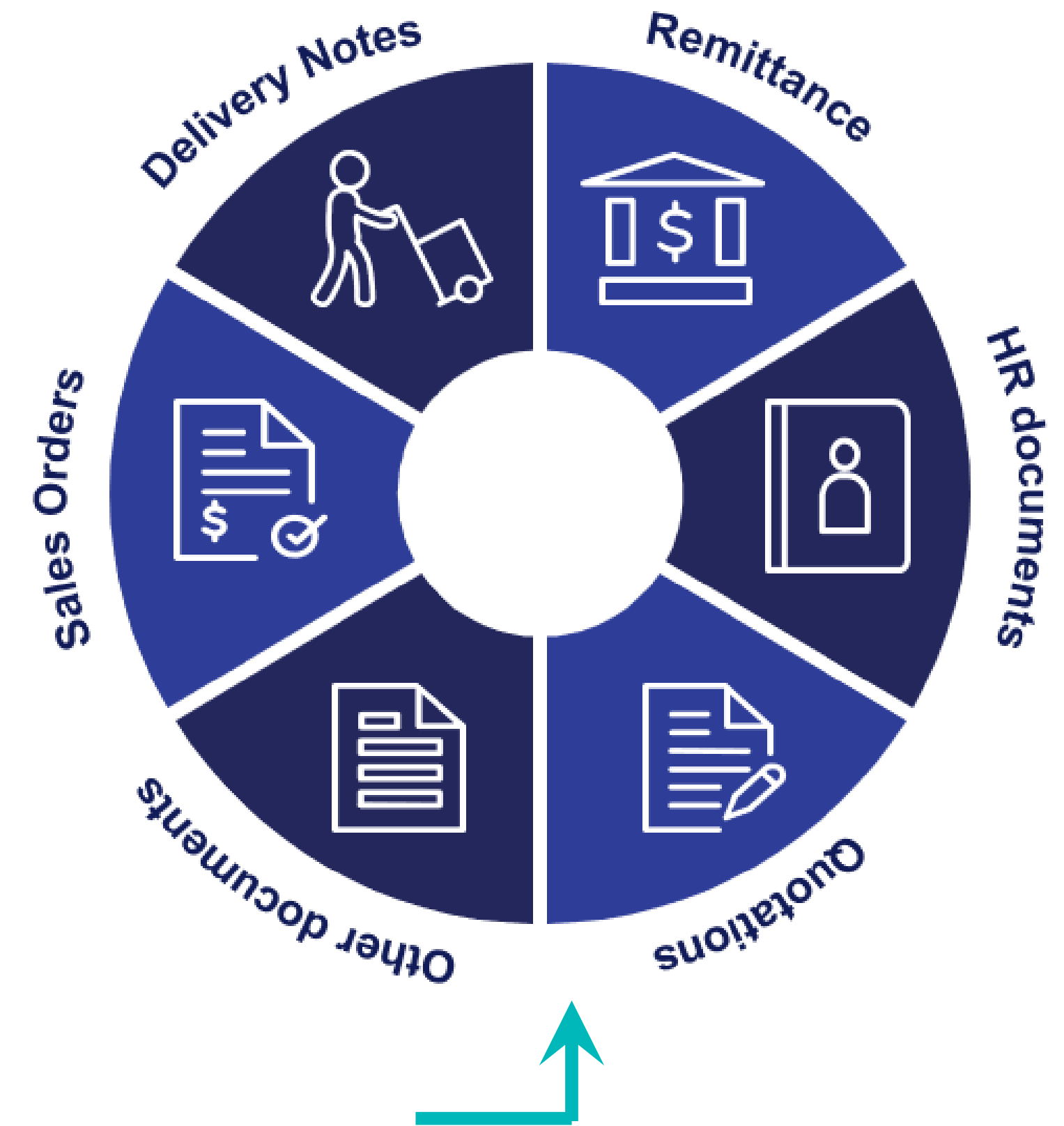
Information is received & registered



If required it goes through an OCR process



Information is processed inside SAP according to the type



# Almost everybody needs to support invoice processing

- Finance Operations
- Procurement
- Lines of Business
- Corporate Strategy
- Business Partners



# Best practices for achieving excellence in accounts payable

## 1 Optimize process first

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- Rule based exception detection
- Role based resolution
- Pre-defined actions

## 2 Eliminate paper & manual steps

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- Integrated OCR for paper / PDF invoices
- Data enrichment and matching
- Routing to the right user at the right time

## 3 Continuous improvement

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- Embedded KPI Reporting / Dashboards
- Global process ownership
- Fact-based supplier collaboration

## 4 Use the digital core for everything

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- SAP workflow for collaboration
- Integration of multiple SAP backends
- Optimized user experience for each role

# Benefits in a nutshell



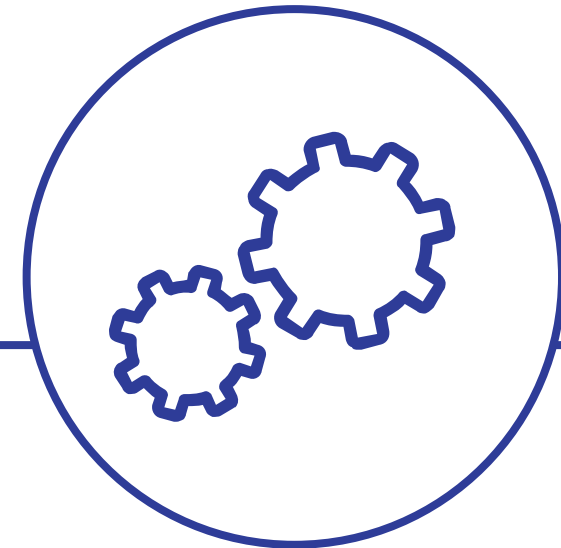
## SAP Integrated

Embedded into **SAP Business Suite** and **SAP S/4HANA**

Simple deployment and operations – **Low TCO**

Supporting SAP innovations like **Fiori** and **iRPA**

**Developed according to SAP standards** – tested by SAP during premium qualification



## Automation

**Validate and complete captured data, create entries in SAP**

Review, edit, approve from any device with SAP Fiori

**Streamlines the business processes** using SAP users and workflows

**Automate manual data entry**

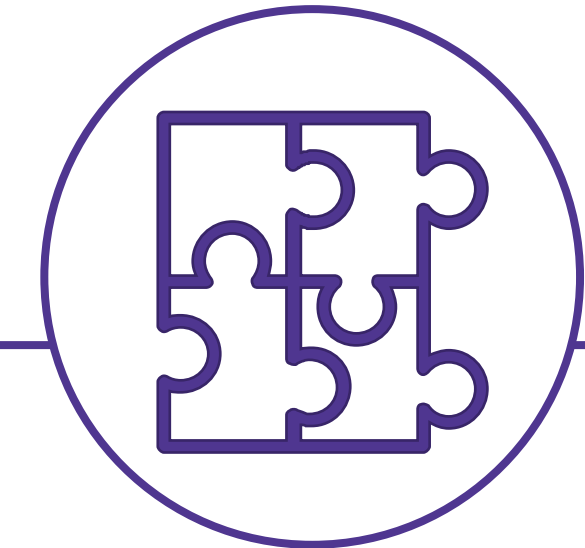


## Reduced TCO

**Reduced implementation effort** due to simple configuration

Pre-configured solutions for specific business scenarios **deliver instant business value**

**Capture automation** by Machine Learning algorithms – drastically reduces manual work



## Suite Integrated

**Extended ECM for SAP\***  
Create & consume Business Workspaces

**Intelligent Capture for SAP**  
Simply connect the most efficient data capture engine

**Document Presentment\***  
Tailored customer communications

**opentext™**

Thank you



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[linkedin.com/company/opentext](https://linkedin.com/company/opentext)

**[opentext.com](https://opentext.com)**