



Esker DeliveryWare 5.0

Automated accounts payable
for SAP® applications



With comprehensive automation capabilities for receiving, entering and tracking vendor invoices, Esker DeliveryWare makes it easy to integrate best-practice accounts payable management with your SAP system. Esker DeliveryWare offers an end-to-end solution encompassing automated entry, reconciliation, posting, work task routing for approvals and detailed reporting.

Solution overview

Esker DeliveryWare combines dynamic content capture with integrated workflow and process tracking to help SAP customers address the challenges of manual data entry, manual paper routing, lack of coordination and transparency within traditional vendor invoice processing



When a fax, email, paper or electronic invoice arrives, Esker DeliveryWare uses patented technology to capture relevant data such as company name, purchase order number, due date and line item details. Esker DeliveryWare can extract data from any image documents (PDF, JPG, TIFF, etc.) for routing and indexing with no predefined templates needed. Captured data is automatically checked against SAP master data, and then transferred to SAP FI ready or blocked for payment. Payment block may be automatically removed upon validation or when the exception has been cleared.

Then original invoice is directly linked to the new business transaction, allowing users to view both documents without leaving the SAP system.

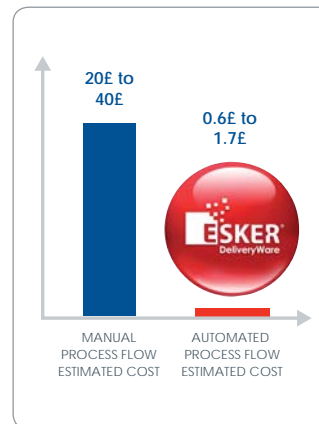
Automated indexing –to SAP content server or other archive, assures that no invoice will be misplaced, making future search and retrieval more efficient. Esker DeliveryWare solution provides auditable process coordination and control.

Benefits of accounts payable management with Esker DeliveryWare

Automated capture and tracking speeds the process

Esker DeliveryWare produces quick bottom-line return by taking keystrokes out of the process and bringing visibility to the process. Data entry time and errors are significantly reduced. Invoice information is instantly available for reporting and analysis to balance workloads and identify process bottlenecks. The result is a fully optimised accounts payable process that supports effective business management, decision-making and forecasting in financial accounting by streamlining tasks ranging from invoice processing to vendor inquiry management.

With the Esker DeliveryWare Accounts Payable module you can:



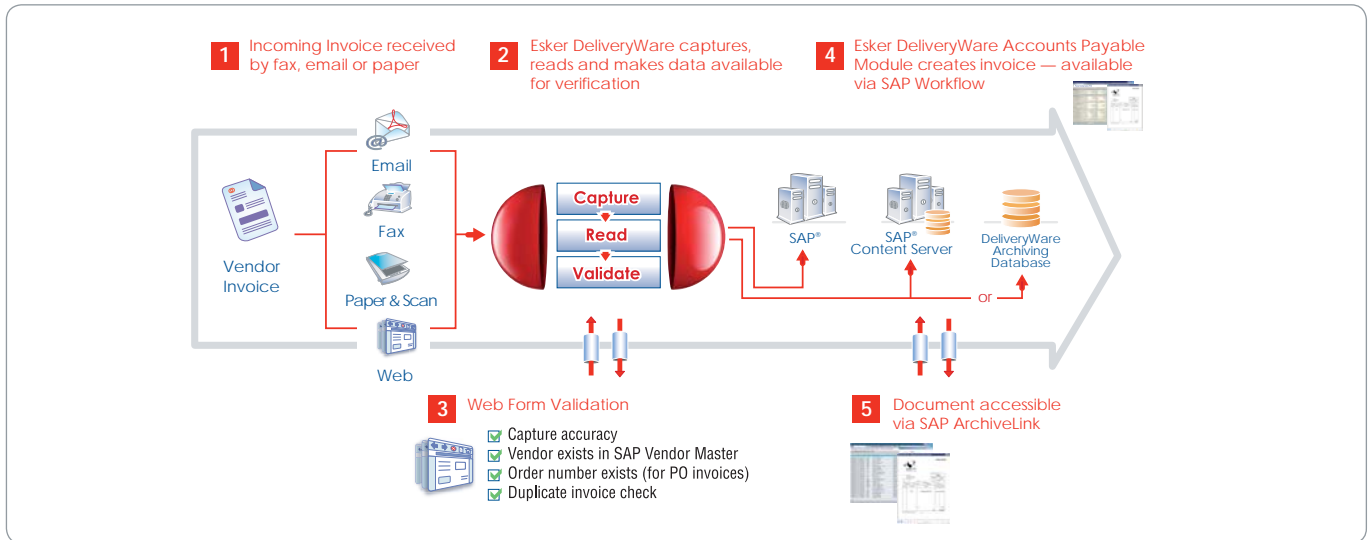
- Save 40-60% of AP operational and administrative costs
- Improve cash-on-hand planning
- Speed up closing procedures
- Receive and enter vendor invoices up to 65% faster
- Prevent duplicate payments
- Improve response to vendor inquiries concerning invoice status
- Take full advantage of fast-payment discounts
- Benchmark metrics such as vendor cost and employee performance

Key features:

- Real-time invoice tracking and monitoring
- Automated approval workflow and prioritisation
- Automated coding and invoice verification (2-way or 3-way matching)
- Consistent invoice processing rules
- Controlled exception handling
- Invoice approval including side-by-side view of original and captured data
- Process history and audit trail
- Versatile user right management



Process Walkthrough



1. Invoice Arrival

Incoming fax invoices are made available to Esker DeliveryWare for data capture and analysis. Invoices received as paper documents can be scanned and made available to the system.

2. Invoice Capture

Invoices are automatically analysed to extract pertinent business information. If desired, an email message can be sent to the internal user as notification that a specific invoice is awaiting validation.

3. Invoice Validation

The system automatically checks to see if the vendor and exists in the SAP system and for any matching PO lines still open in case of PO-based verification. For invoices with Pos, Esker DeliveryWare can perform both two-way matching of the invoice with the PO, or three-way matching of the invoice with PO and goods receipt. Using a web interface, the user validates a side-by-side view of original and captured data. If the capture is not accurate, the user can easily teach Esker DeliveryWare how to recognise similar invoices in the future.

4. Invoice Creation

Once the data is either automatically or user validated, Esker DeliveryWare automatically posts the invoice in the SAP system for further processing. This invoice includes all the attributes of the original.

5. Workflow and Process Tracking

The invoice document and related process information are readily available for reporting and analysis. SAP Workflow automatically routes the document to the appropriate person for subsequent processing. The system allows for automated handling of exceptions such as master data maintenance, assignment change or resubmission at a later date. All steps and data in the process from invoice receipt to invoice entry and approval are recorded and continuously updated, creating a detailed audit trail for each invoice transaction.

You benefit from:

- Flexible, automated task routing
- Consistent exception handling procedures for cancelled transactions and blocked invoices
- Duplicate invoice checking
- Minimised number of keystrokes to complete accounts payable process
- Continuous tracking of process data and status
- Reports on process time and volume, queued invoices, exceptions and blocks, due dates, discounts, scheduled payments
- Real time invoice information availability allowing accurate on-time closing

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