



Transforming Potential Into Ability

eFLOW Ability for SAP Users

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

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, lost invoices, discontented employees, dissatisfied suppliers and difficulties in reporting.

eFLOW Ability saves time and resources while solving these Accounts Payable problems. *eFLOW Ability* uniquely combines automatic data capture and SAP Business Workflow with best business practice, providing a complete automated solution for the Purchase-to-Pay cycle.

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

eFLOW Ability employs intelligent recognition technology, cutting edge document logic and optical character recognition. It automatically, rapidly and precisely extracts invoice information to significantly reduce manual keying. The SAP Business Workflow is based on pre-defined processes. These enable your AP department to quickly park, approve and post invoices and any other document, whether paper or electronic, within SAP. Based upon years of best practice invoice processing experience, *eFLOW Ability* is very easily implemented and maintained, avoiding prolonged development time and costs. *eFLOW Ability* is release driven and thus will seamlessly integrate with SAP updates and upgrades, without any slowdowns in your operations.

eFLOW Ability's proven flexibility permits the process of any electronic or paper based document without the need to redesign the system. Future automation of processes, such as Accounts Receivable, HR, and the mailroom, is compatible with *eFLOW Ability*.

Immediate Benefits

By implementing *eFLOW Ability*, SAP users:

- eliminate duplicate payments
- increase visibility and internal control
- avoid late payments
- benefit early payment discounts
- accelerate dispute resolution
- remove periodic posting peaks
- increase workforce productivity and job satisfaction

Once an invoice is captured and recognized, both the image and the extracted content are transferred to SAP R/3, verified against existing information, parked and sent through approval workflows. This process is based upon industry standards and is driven by customer specific release strategies.

Utilizing a unique web server, 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.

All data relevant to invoice processing can be accessed via *eFLOW Ability* and every processing step can be executed or initiated directly. As the control centre for the accounts payable representative within SAP, *eFLOW Ability* provides maximum transparency for the entire process, thereby reducing errors while improving financial reporting accuracy and compliance.

Implement *eFLOW Ability* to gain:

- A fully integrated Data Capture and Accounting solution for SAP
- Automated parking for FI invoices
- Automated matching and posting for MM invoices
- Standardized SAP workflow rules for MM & FI invoices

- Increased efficiency of validating, approving and posting invoices within SAP
 - Integration of non SAP users via web access for invoices approval
 - Reduction of invoice processing time
 - Greater accuracy and full transparency throughout the entire process
 - Enhanced legal compliance and audit process
 - Increased financial reporting accuracy
 - Flexibility for organizational changes and future needs
 - Reduced cost associated with resolving anomalies
 - Return on investment within a year
- Secured authorization process



Unique Features

INVOICE RELEASE BASED ON LINE ITEMS: Incoming invoices often contain line items that need to be approved by more than one department or cost centre. With *eFLOW Ability*, invoices are distributed according to the line items and are approved simultaneously. Company-specific release policies determine which parts of the invoice will be sent to each cost centre.

EASY DEPLOYMENT OF A 4-EYE APPROVAL PROCEDURE: *eFLOW Ability* facilitates the involvement of a variable number of people in the release process.

USER-FRIENDLY GRAPHIC INTERFACE: Specific attention has been paid to ergonomics and standardization, providing the user with one consistent interface through the verification steps of any document.

MANAGEMENT OF SAP USER RIGHTS: *eFLOW Ability* uses the already employed SAP user access permission concept thus user rights for additional systems are not necessary. This maintains a high degree of transparency, security and accessibility within the accounting department.

ANALYSIS: Tools for daily business. Accountants, controllers and auditors are provided with all important information at a glance. Through downloads, all data can be sent for further analysis. The actual SAP-Workflow-Protocols are also available to auditors for detailed searches for compliance assurance.