Streamline the Processing of Your Invoices
Objectives

Comprehensive Solution for Invoice Receipt, Processing, and Payment

Paper-based and manual invoice management processes are often rife with costs, errors, and exceptions. Engage in electronic invoicing with the SAP® Ariba® Invoice Management solution and watch unnecessary costs and errors evaporate. That’s because this cloud-based workflow solution automates the receipt, processing, and payment of invoices.

The global market for invoices is constantly growing, and only a small percentage of invoices are paperless today. It can also take weeks or months to review and approve paper invoices. And there’s no easy way to link them to POs, contracts, and goods receipts to help ensure compliance.

SAP Ariba Invoice Management is an intuitive invoice management system designed for accounts payable (AP). This cloud solution automatically captures and reconciles invoices. What’s more, it enables business users to build, test, deploy, and expand an invoice workflow with no technical training.

With SAP Ariba Invoice Management, you can expedite invoice approval for non-PO invoices. In addition, the solution enforces compliance by making it easy to match invoices to POs, contracts, and goods receipts and to create invoices from contracts and service-entry sheets. By automating these labor-intensive tasks, your AP staff can focus on strategic activities that help improve your bottom line.
Automated Invoice Processing

SAP Ariba Invoice Management lets you receive, process, and pay your invoices digitally, including non-PO invoices and invoices for recurring and complex services. It handles electronic invoices submitted through SAP Business Network, as well as paper invoices from an outsourced service or those indexed by your AP staff.

The solution lets you easily match PO invoices for nearly touchless invoice processing. POs that originate in your ERP software or other order management system can be sent through SAP Business Network and consumed by SAP Ariba Invoice Management, along with the related invoice. This helps create an efficient invoice reconciliation process.

Invoices that match POs without exceptions automatically pass through SAP Ariba Invoice Management for payment in your ERP system. Those with exceptions are sent back to suppliers for correction and resubmission. You and your suppliers have real-time insight into the status of invoices and payments, eliminating the need to field supplier calls. Once payments are executed, SAP Ariba Invoice Management links the payments to remittance advice, so your suppliers can easily reconcile their payments.

For challenging non-PO invoices, SAP Ariba Invoice Management helps to simplify cost coding and approval routing and to quickly resolve errors.

Automated Invoice Processing

<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Configurable Workflow for Business Users</td>
</tr>
<tr>
<td>Invoice Workflow That Meets Dynamic Business Requirements</td>
</tr>
<tr>
<td>Faster Invoice Approval with Improved Accuracy</td>
</tr>
<tr>
<td>Improved Financial Reporting and Monitoring Performance</td>
</tr>
</tbody>
</table>
Configurable Workflow for Business Users

SAP Ariba Invoice Management has an intuitive, AP-centric workflow design that doesn’t need customization by technical experts. It is preconfigured with best-practice workflows that you can use right away.

Drag-and-drop functionality makes it easier to modify rules. And the workflow builder lets you build, test, and deploy new workflows. Your business users can add approvers and watchers as needed and configure workflow routing to individuals, groups, or work queues, in serial or parallel. This empowers them to create and monitor workflow processes without IT involvement.

Business users can also set workflow priority as first in, first out and create work queues by invoice type, supplier group, spend category, and other variables. Business managers can reassign invoices, monitor the aging of invoices in review, and balance workloads based on specific transaction groupings, such as scheduled due date, maximum discount amount, supplier, amount due, and other attributes.

Queue management is another strength. Unlike technical workflow systems that require redeployment by expensive IT people when shifting from a simple workflow to a queue-based workflow, SAP Ariba Invoice Management requires only a simple configuration change. This helps you handle high-volume process flows and adjust process flows for continuous improvement.

Automated Invoice Processing

Configurable Workflow for Business Users

Invoice Workflow That Meets Dynamic Business Requirements

Faster Invoice Approval with Improved Accuracy

Improved Financial Reporting and Monitoring Performance
Invoice Workflow That Meets Dynamic Business Requirements

Using best-practice templates, you can apply built-in workflows to manage invoice approvals, apply cost codes, and quickly resolve invoice exceptions. You can also enforce compliance with two-way (PO-invoice), three-way (PO-goods receipt-invoice), and four-way (PO-goods receipt-contract-invoice) matching.

Support for contract and services invoicing helps ensure invoice compliance with contracts and service-entry sheets. This is especially useful for services and maintenance agreements where the supplier self-dispatches. In effect, it helps enforce compliance in areas where contract leakage can cost tens to hundreds of millions of dollars annually.

Another advantage is the ability to configure workflows to meet specific business requirements. For example, you can automatically route employee services invoices to HR or send invoices with taxes to your tax or legal department. You can also trigger dynamic workflows by cost code, supplier, and other variables.

SAP Ariba Invoice Management supports remote and line-level invoice approvals and complex workflow configurations. This streamlines the processing of invoices with multiple accounts and line items that require approvals from different groups.

Automated Invoice Processing
Configurable Workflow for Business Users
Invoice Workflow That Meets Dynamic Business Requirements
Faster Invoice Approval with Improved Accuracy
Improved Financial Reporting and Monitoring Performance
Faster Invoice Approval with Improved Accuracy

SAP Ariba Invoice Management can shrink the invoice approval cycle from weeks or months to a few days by electronically routing invoices through the workflow.

To better manage invoice exceptions, you can set tolerance thresholds based on company policy and configure more than 40 invoice exception types. When the solution detects a rule violation, an exception is called out on the invoice and sent to the supplier for correction and resubmission.

This places the burden of error correction on the supplier, not you, and helps ensure the delivery of clean, error-free invoices. It also prevents problem invoices from posting to your ERP or payables system.

You can further accelerate invoice processing with automated escalation and delegation. This helps eliminate invoice approval delays that often occur in a manual process when an approver is on vacation or fails to respond in a timely manner.

Approve invoices on the go from an e-mail or mobile device, regardless of your location.
Improved Financial Reporting and Monitoring Performance

Multidimensional reporting allows you to effectively monitor transaction-level details, and a convenient reporting dashboard provides advanced analytics for tracking KPIs and allows you to generate financial reports for accruals, processing cycles, and cash forecasting.

With visibility throughout the invoice monitoring process, you can view specific invoices and invoices in aggregate. You can also track them across many dimensions: by supplier, cost center, commodity code, employee, project, and more.

By monitoring due dates and invoices at risk, you can make quicker payment decisions, forecast your cash needs more accurately, and expand the capture of early-payment discounts. And by combining a payment terms standardization program with dynamic discounting, you can also free up valuable working capital.

Take charge of cash and working capital management with SAP Ariba Invoice Management.
SAP Ariba Invoice Management helps simplify and accelerate invoice approval routing, exception management, account coding, contract matching, and more.

The solution empowers business users to create and update workflows to meet changing business requirements. Delivered as a cloud-based solution for your suppliers and integrated with your ERP or back-office system, SAP Ariba Invoice Management is easy to deploy and helps eliminate concerns about solution maintenance and upgrades.

For suppliers, SAP Ariba Invoice Management can minimize invoice exceptions and the resulting delays in payment. Suppliers also benefit from the ability of SAP Business Network to provide real-time invoice and payment status and to maintain account information.

Lower your invoice processing costs, reduce exception management, enforce compliance, track performance, and shift AP resources to strategic activities. Improve your bottom line with SAP Ariba Invoice Management.

Go touchless with SAP Ariba Invoice Management to help **save time, cut costs, and drive compliance.**
Summary
Streamline the receipt, processing, and payment of your invoices with SAP® Ariba® Invoice Management. It helps you validate invoices without manual intervention and shift accounts payable’s focus from transaction management to strategic activities.

Objectives
• Create a more efficient invoice approval process for your suppliers
• Match invoices to purchase orders, contracts, and goods receipts
• Simplify cost coding and approval routing for non-PO invoices
• Compress invoice processing cycle time to capture early-payment discounts more often
• Get real-time access to line-level invoice data

Solution
• Automatic capture and processing of electronic invoices from multiple sources
• Cloud-based invoice workflow
• Preconfigured templates for immediate use
• Ability to define serial, parallel, and group approval flows to meet business needs
• Flexible approval options, including mobile
• Reporting and analytics to track results

Benefits
• Enforce compliance with two-, three-, and four-way matching and contract invoicing
• Capture more early-payment discounts
• Monitor key performance indicators
• Improve control over spend

Learn more
Visit us online or contact your SAP representative.