

# Streamline the Processing of All Your Invoices



## Invoice capture and workflow for accounts payable excellence

# Invoice capture and workflow for accounts payable excellence

The more paper you handle, the more your invoice management processes are rife with costs, errors, and exceptions. But 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 capture, processing, matching, and approval of all invoices.

According to industry research, paper-based invoicing can cost two to five times more than electronic invoicing.<sup>1</sup> 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 receipt to ensure compliance.

SAP Ariba Invoice Management is an intuitive invoice management system designed for accounts payable. 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 receipt 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 improve your bottom line.

1. Ardent Partners, *ePayables 2015: Higher Ground*, June 2015.



# Invoice processing for business advantage

## Invoice processing for business advantage

Configurable workflow for business users

Invoice workflow that meets dynamic business requirements

Fast invoice approval with improved accuracy

Improved financial reporting and monitoring performance

SAP Ariba Invoice Management lets you process all of your invoices digitally, including non-PO invoices and invoices for recurring and complex services. It handles electronic invoices submitted through Ariba 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 touchless invoice processing. POs that originate in your enterprise resource planning (ERP) or other order management system can be sent through Ariba Network and consumed by SAP Ariba Invoice Management, along with the related invoice. This creates 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 all 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.

SAP Ariba Invoice Management also simplifies cost coding and approval routing for challenging non-PO invoices. And with the solution, you can quickly resolve errors for these invoices.



# Configurable workflow for business users

Invoice processing for business advantage

## **Configurable workflow for business users**

Invoice workflow that meets dynamic business requirements

Fast invoice approval with improved accuracy

Improved financial reporting and monitoring performance

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

Drag-and-drop functionality makes it simple to modify rules. And the workflow builder makes it easy to build, test, and deploy workflows. 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 queues without IT involvement.

Business users can also set workflow priority as first in, first out (FIFO) 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 allows you to handle high-volume process flows and adjust process flows for continuous improvement.



# Invoice workflow that meets dynamic business requirements

Invoice processing for business advantage

Configurable workflow for business users

**Invoice workflow that meets dynamic business requirements**

Fast invoice approval with improved accuracy

Improved financial reporting and monitoring performance

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 enforces 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. For complex workflow implementations such as expanding to new countries or business units, you can turn to our consulting services for help.



# Fast invoice approval with improved accuracy

Invoice processing for business advantage

Configurable workflow for business users

Invoice workflow that meets dynamic business requirements

## **Fast invoice approval with improved accuracy**

Improved financial reporting and monitoring performance

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. Many invoices without exceptions can be matched and processed straight through, eliminating any processing delay and human intervention.

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. This also prevents problem invoices from posting to your ERP or payables system.

You can further accelerate invoice processing with automated escalation and delegation. This eliminates 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 any mobile device, regardless of your location.



# Improved financial reporting and monitoring performance

Invoice processing for business advantage

Configurable workflow for business users

Invoice workflow that meets dynamic business requirements

Fast invoice approval with improved accuracy

**Improved financial reporting and monitoring performance**

Multidimensional reporting allows you to effectively monitor transaction-level details. Meanwhile, dashboard reporting provides advanced analytics for tracking key performance indicators (KPIs) and allows you to generate financial reports for accruals, processing cycles, and cash forecasting.

With full 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.



# Collaborative tool for fast and reliable invoice processing

## Collaborative tool for fast and reliable invoice processing

For organizations struggling with the manual processing of paper invoices, SAP Ariba Invoice Management is the right choice to 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 all your suppliers and integrated with your ERP or back-office system, SAP Ariba Invoice Management is easy to deploy and eliminates concerns about solution maintenance and upgrades.

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

If you are looking to lower your invoice processing costs, eliminate exception management, enforce compliance, track performance, and shift AP resources to strategic activities that improve your bottom line, SAP Ariba Invoice Management is the tool for you.

Go touchless with SAP Ariba Invoice Management and save time, cut costs, and drive compliance.





---

Objectives

---

Solution

---

Benefits

---

**Quick Facts**

---

**Summary**

Streamline the capture, processing, matching, and approval of all your invoices with SAP® Ariba® Invoice Management, an SAP Ariba solution. It lets you validate invoices without manual intervention and shift AP's focus from transaction management to strategic activities.

---

**Objectives**

- Create a more efficient invoice approval process for all your suppliers
- Match invoices to purchase orders, contracts, and goods receipt
- 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**

- Drive over 98% straight-through invoice processing
- Enforce compliance with two-, three-, and four-way matching and contract invoicing
- Capture all early-payment discounts
- Monitor key performance indicators
- Improve control over spend

---

**Learn more**

Visit <http://www.ariba.com/solutions/financial-supply-chain-management/invoice-management>, or contact your SAP representative.



© 2016 SAP SE or an SAP affiliate company. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company.

SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. Please see <http://www.sap.com/corporate-en/legal/copyright/index.epx#trademark> for additional trademark information and notices. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors.

National product specifications may vary.

These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP SE or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP SE or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty.

In particular, SAP SE or its affiliated companies have no obligation to pursue any course of business outlined in this document or any related presentation, or to develop or release any functionality mentioned therein. This document, or any related presentation, and SAP SE's or its affiliated companies' strategy and possible future developments, products, and/or platform directions and functionality are all subject to change and may be changed by SAP SE or its affiliated companies at any time for any reason without notice. The information in this document is not a commitment, promise, or legal obligation to deliver any material, code, or functionality. All forward-looking statements are subject to various risks and uncertainties that could cause actual results to differ materially from expectations. Readers are cautioned not to place undue reliance on these forward-looking statements, which speak only as of their dates, and they should not be relied upon in making purchasing decisions.