



d.velop

## **Solution brochure**

# d.velop incoming in- voice automation for SAP ERP

Completely digitized AP invoice processing

## Digitally process your AP invoices

**This solution, developed specifically for SAP, digitizes and automates manual procedures in invoice processing. As a result, invoice processes become completely transparent and routine tasks are executed more quickly. The immediately tangible results are cost reduction, increased visibility on the current financial situation and end-of-period closures can be done in a timely manner..**

d.velop's incoming invoice processing solution for SAP provides for the automatic posting, verification and approval of AP invoices with seamless connectivity to your SAP system and complete integration in the purchase ordering system and financial accounting.

### Perfectly integrated in SAP

Only when an AP invoice processing solution is deeply integrated in a company's financial processes can it reach its full potential. The d.velop solution for SAP guides invoices through their entire life cycle: from the initial scanning of the invoice through the automated recognition of the relevant invoice information (e.g. invoice header and position data) followed by preliminary entry in the SAP system and culminating in the final invoice approval and resultant posting in SAP.

The data captured directly from the invoice is automatically registered and processed in the SAP system. In the context of invoice approval, even non-SAP users are integrated in the approval process via a web interface. They are instantly informed via email that they have invoices to review or approve..



*Incoming invoice ledger in SAP ERP and S/4Hana*



### Easy to use

- ✓ Work efficiently without media discontinuity
- ✓ Complete transparency of invoice processes thanks to clear overview
- ✓ Automatic extraction of invoice data
- ✓ Automated allocation of documents for payment approval
- ✓ Support for automated postings
- ✓ High level of process automation through direct invoice parking in the SAP system
- ✓ Processing of accompanying documents (attachments, documentation, supporting documents, delivery notes,...)
- ✓ Direct posting in financial accounting
- ✓ Access also to invoices outside of financial accounting
- ✓ Involvement of all process owners, even those without SAP access
- ✓ Comprehensive reporting
- ✓ Users can process tasks irrespective of their location

### As simple as the status quo – only better!

Review, approve, code: working with the d.velop accounts payable invoice automation solution is as easy as working with a paper-based approval process – only it isn't. It's better. Our clients benefit from an approval process that is more intuitive, less prone to error, much faster and infinitely more convenient. All documents are securely stored in d.velop's digital archive system, commensurate with regulatory requirements. Invoices are immediately available via the central invoice ledger.

Every interaction with an invoice is documented thus ensuring that authorized staff have access to the current processing status at any given time. This leads to faster provision of information, compliance with all procedural deadlines and perfect oversight of the entire process. The experts at d.velop AG will gladly provide their expertise for a professional consultation tailored to your specific needs.

## A “step-by-step” guide to incoming invoice processing with SAP:

### Step 1: Capture

Incoming invoices are batch scanned (or imported, in the case of invoices sent electronically, for instance as an email attachment) and their content is automatically analysed. In doing so, all accounting-relevant information, such as invoice and supplier number, invoice date, purchase order number and invoice line items, is automatically extracted and transferred to SAP.

### Step 2: Transfer to SAP

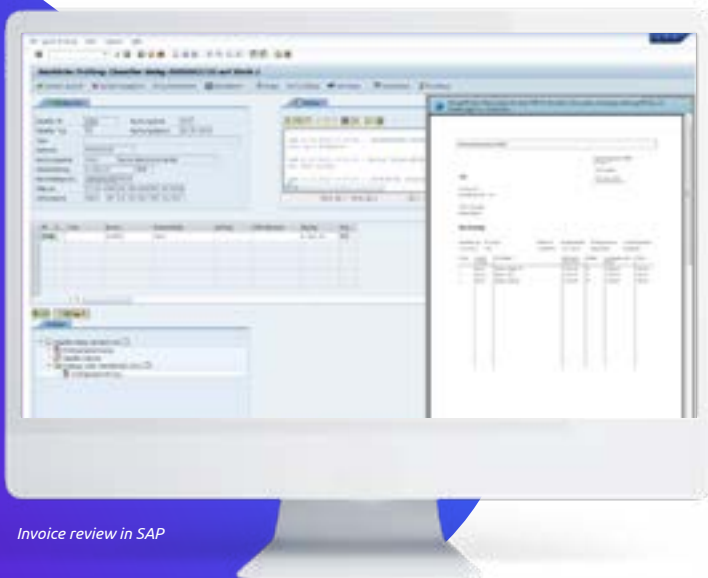
via a module created by d.velop specifically for SAP, the digitized invoices are transferred to the SAP system, parked and can be reviewed there using the workflow. Even users without access to SAP GUI can review invoices using d.velop’s convenient web interface.

The solution is available both for SAP ERP ECC 6.0 and S/4Hana. Comprehensive reports help to uncover potential weaknesses in the invoice approval process and can be used to optimize the system.

### Step 3: Processing

The review and approval of invoices, both with and without a purchase order (2-way and 3-way matching), can take place either directly in SAP Business Workplace or, for non-SAP users, via a web interface.

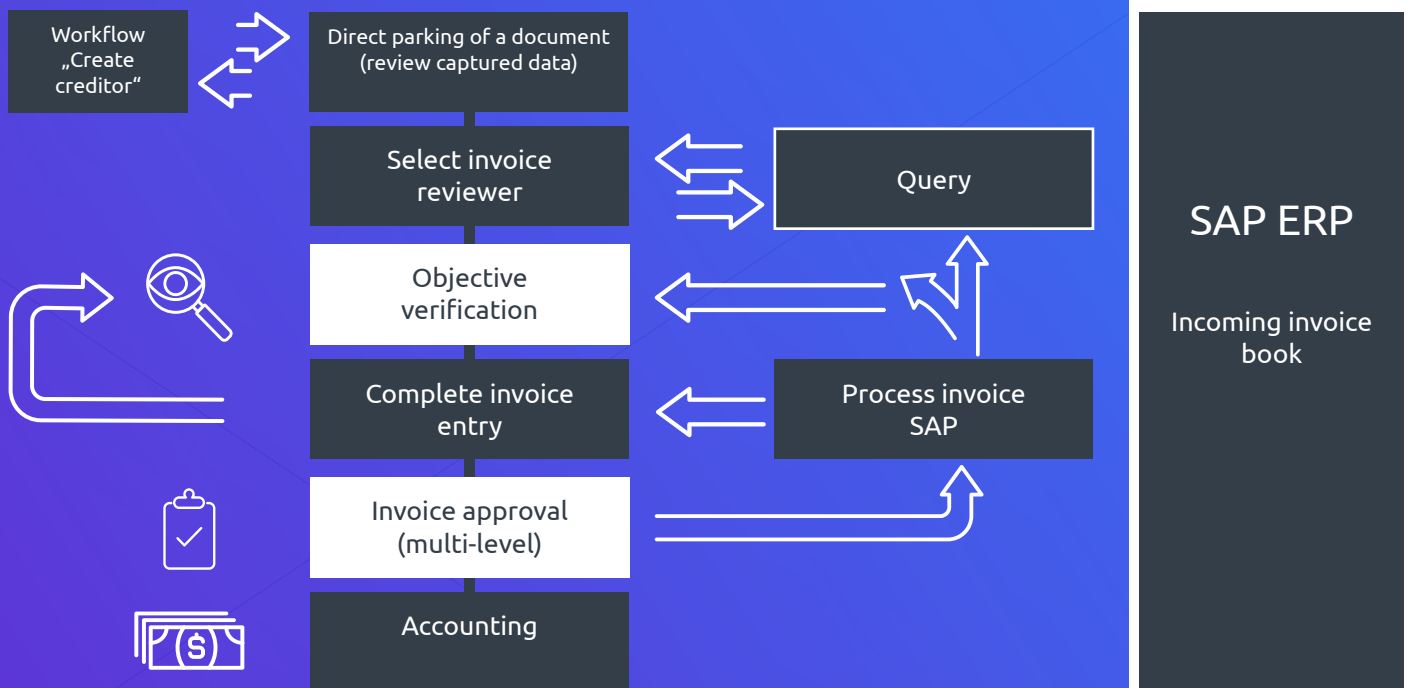
Using an interface with an SAP “look and feel” that d.velop delivers, both invoice auditors and AP clerks have direct access to SAP documents, as well as related information outside of the financial accounting application.



Invoice review in SAP



Incoming invoice ledger via the web interface



**An example illustrates the basics of invoice processing:**

d.velop incoming invoice automation for SAP ERP automates the processing of accounts payable invoices and transfers the resultant invoice data to SAP for further processing.

## Workflow-Highlights

- ✓ Standardized processes result in short implementation periods
- ✓ Flexible mapping of the company processes via workflow
- ✓ “d.veloped” in d.velop’s exclusive SAP namespace
- ✓ Invoice review and approval (multi-level) at line item level
- ✓ Location-independent review and approval via web interface or smart phone app
- ✓ Complete process transparency with the help of the incoming invoice monitor in SAP
- ✓ Central data management without redundant duplicates
- ✓ Automatic determination of invoice reviewers and approvers in workflow (manually adjustable)
- ✓ Documents attached to workflow processes and the protocols of workflow cases are stored in a legally compliant archive
- ✓ Enablement of process analysis via statistical reports (processing times, users involved in the process, number of automatic invoice postings, etc.)
- ✓ Payment proposal lists including information and documents out of the workflow can be generated

## d.velop AG’s SAP expertise

Are you looking for a team of experts, who have operated successfully in the SAP ERP environment for years? Then you have come to the right place. d.velop AG currently has more than 7,900 installations of the ECM suite d.3ecm, who often have several thousand users.

More than 1,800,000 registered users use the solutions of d.velop AG. A focus of our projects is the system integration with SAP ERP systems. Currently over 700 customers use d.velop products in the SAP business environment. This environment includes prestigious companies, some with very complex system environments and several interlinked SAP systems. SAP solutions are strategically positioned in d.velop AG and tested and developed in our „state of the art“ SAP centre.

We would be happy to answer any further questions or provide a no commitment presentation of our solutions. Working with d.velop AG you will receive a strong and practice-orientated consultation from our specialists. Contact us, our passion is helping you get more from your investment in SAP.





## About d.velop AG

d.velop AG, founded in 1992 and based in Gescher, Germany, develops and markets software for the complete digitization of business processes and industry-specific procedures. In addition to its established ECM portfolio of services relating to document management, archiving and workflows on mobile apps as well as standardized and custom SaaS solutions, the software manufacturer has also expanded to offer managed services. These services include sophisticated compliance management to provide legal certainty and ensure compliance with all statutory regulations.

d.velop helps businesses and organizations reach their full potential by offering digital services that connect people to each other and that simplify and retool procedures and processes.

A strong, global network of around 250 specialized partners ensures that d.velop Enterprise Content Services are available worldwide.

d.velop products – whether on premises, in the cloud or in a hybrid form – are now used by more than 7,900 customers across multiple industries with over 1.8 million users; these customers include Tupperware Germany, eismann Tiefkühl-Heimservice GmbH, Parker Hannifin GmbH, Nobilia, Schmitz Cargobull, FingerHaus GmbH, the city of Wuppertal, Basler Versicherungen, DZ Bank AG, Saarland University Medical Center and Greifswald University Hospital.

### **d.velop AG**

Schildarpstraße 6–8  
48712 Gescher, Germany  
Telephone +49 2542 9307-0

d-velop.com  
info@d-velop.com



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The actual implementation of the solution is company specific and may differ from the described functions.