ADVANTEDGE

ADVANTEDGE | DIGITAL TRANSFORMATION

Key User Training

Vendor Invoice Management

Nov 2 0 2 2

By the end of this session, you will be able to understand:

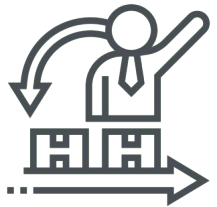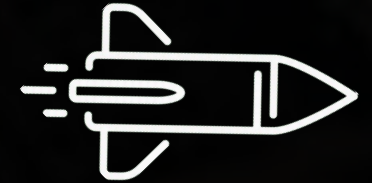Vendor Invoice Processing with SAP VIM application

Business Process covered:
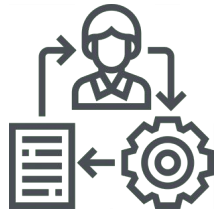1. PO Invoice Processing
2. Non-PO Invoice
3. Down Payment

GETTING STARTED

Some ground rules..

..to ensure an **effective and impactful** training session

Be Punctual

Attend the session on time!

Be Attentive

Stay focused on the session!

Be Engaged

Actively participate in the discussion!

Be Curious

Ask questions when in doubt!

VIM - GUIDING PRINCIPLES

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OpenText VIM is packaged solution for managing invoices which comes with a lot of pre-configured rules, roles and actions. VIM preprocess data before creating SAP document. Once system validates all the business rules and pass the document then document in SAP is created.

In order to design the OpenText VIM for EDGE Group, we have endeavored to leverage the **Standard** available content and have done our fit-gap analysis in order to better manage the **workflow** of the invoices, **automatic** field(s) determination, create various **types of invoices**, get the aging report, keep check and various **validations** (document type, invoice information etc.), elimination of **errors** and **duplicate** check.

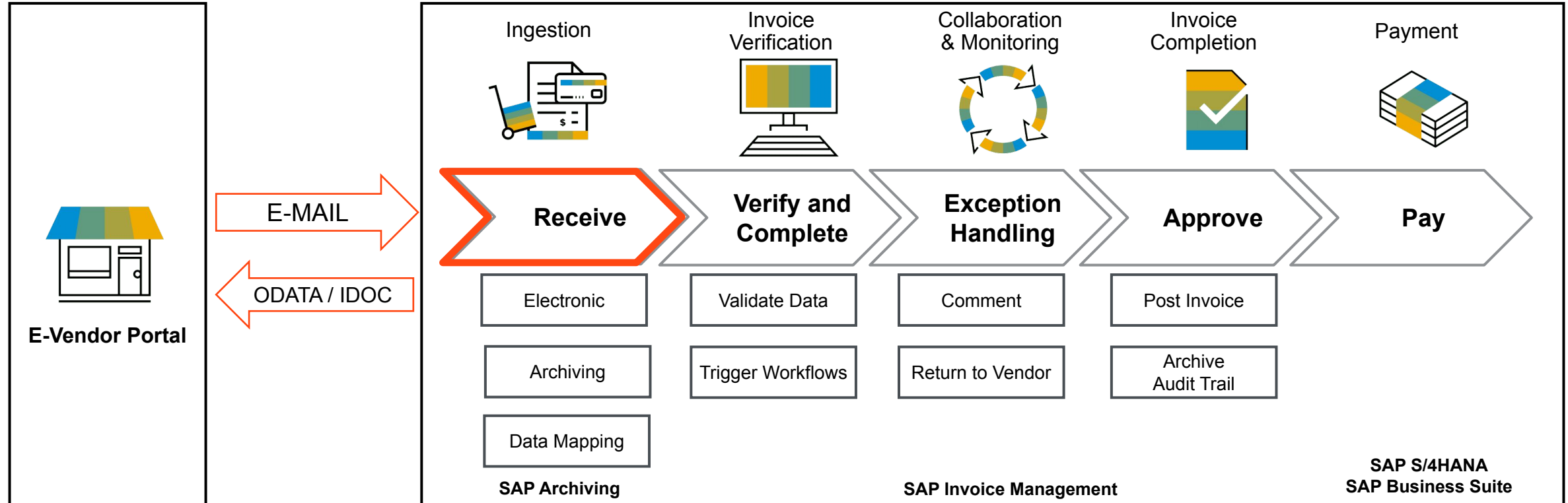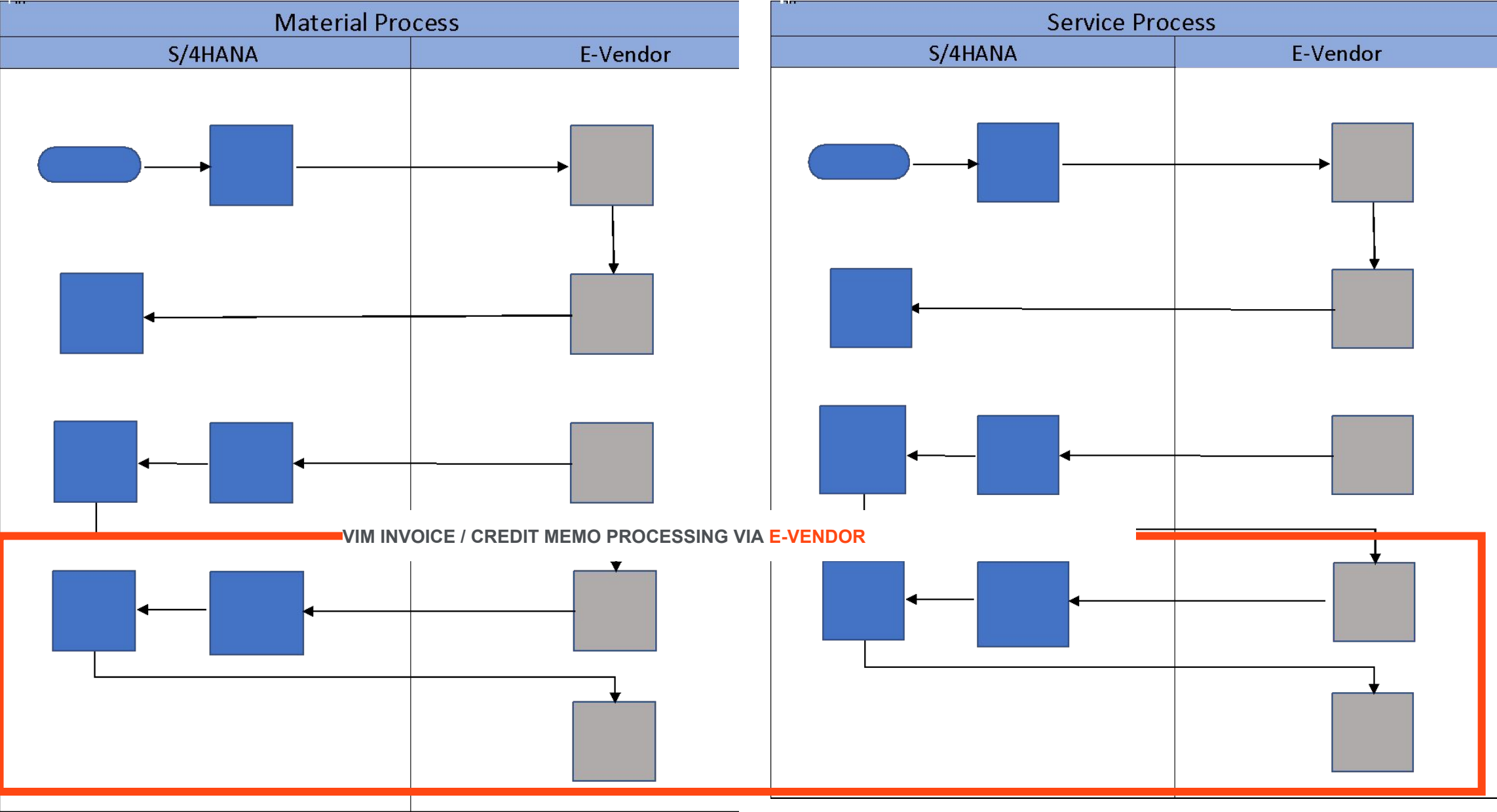| Pre-configured rules, roles and actions	Machine learning and AI	Native and SAP Fiori user interfaces	ECM integration	Intelligent capture
• Optimization and automation of invoice processing of most common workflows, rules and checks that are easy to extend & enhance.	• Automation to simplify tasks, such as managing invoice approvals and intelligently minimizing data entry and user actions.	• Leverage SAP Fiori interfaces to process workflows from any device.	• Seamlessly integrate OpenText Extended ECM for SAP	• Manage OCR configuration & orchestration and apply integrated ML to improve future results based on user corrections.

VIM INVOICE / CREDIT MEMO PROCESSING VIA E-VENDOR

- **All types of invoices** (PO – GRN Based Invoice, PO – Non GRN Based Invoice, Non-PO Invoice / Credit Note, PO Credit Note, Down payment) can be submitted from E-vendor portal;

- Vendor can see the invoice status in a **single dashboard** on E-Vendor portal, similar to the PO and SES (already implemented);

	Ingestion	Invoice Verification	Collaboration & Monitoring	Invoice Completion	Payment
	Receive	**Verify and Complete**	**Exception Handling**	**Approve**	**Pay**
	Electronic	Validate Data	Comment	Post Invoice	
	Archiving	Trigger Workflows	Return to Vendor	Archive Audit Trail	
	Data Mapping				

E-Vendor Portal

E-MAIL →

← ODATA / IDOC

SAP Archiving

SAP Invoice Management

**SAP S/4HANA
SAP Business Suite**

VIM INVOICE / CREDIT MEMO PROCESSING VIA E-VENDOR

INVOICE / CREDIT MEMO PROCESSING

- The segregation of incoming documents to PO invoice / credit memo, Non-PO invoice/ credit memo and down payment is based on **algorithms pre-built in OpenText** (no customization possible). The process will work strictly following keywords maintain in the system.

- AP Accountant will have an option to change the document type if incorrectly identified by the system in the invoice processing exception workflow.

- Vendor Invoice Management Solution will be setup with the following DP (Document Processing) types:

  o **Down-Payment Process** – If document contains phrases related to down-payments (pre-built in the system) it will automatically trigger Down Payment Process

  o **PO based invoices/Credit Memo** – If Invoices/Credit Memo contains a PO Number, system will automatically trigger PO Invoice Process

  o **Non-PO Based Invoices/Credit Memo** – If Invoices/Credit Memo does not fall in the above two categories, system will trigger Non-PO Based Invoices/Credit Memo. Please note that all successfully ingested documents not identified as Down Payments/ PO based will be routed to Non-PO workflow. Further actions can be taken by the AP Accountant in exception handling

Invoice Receiving via E-Vendor
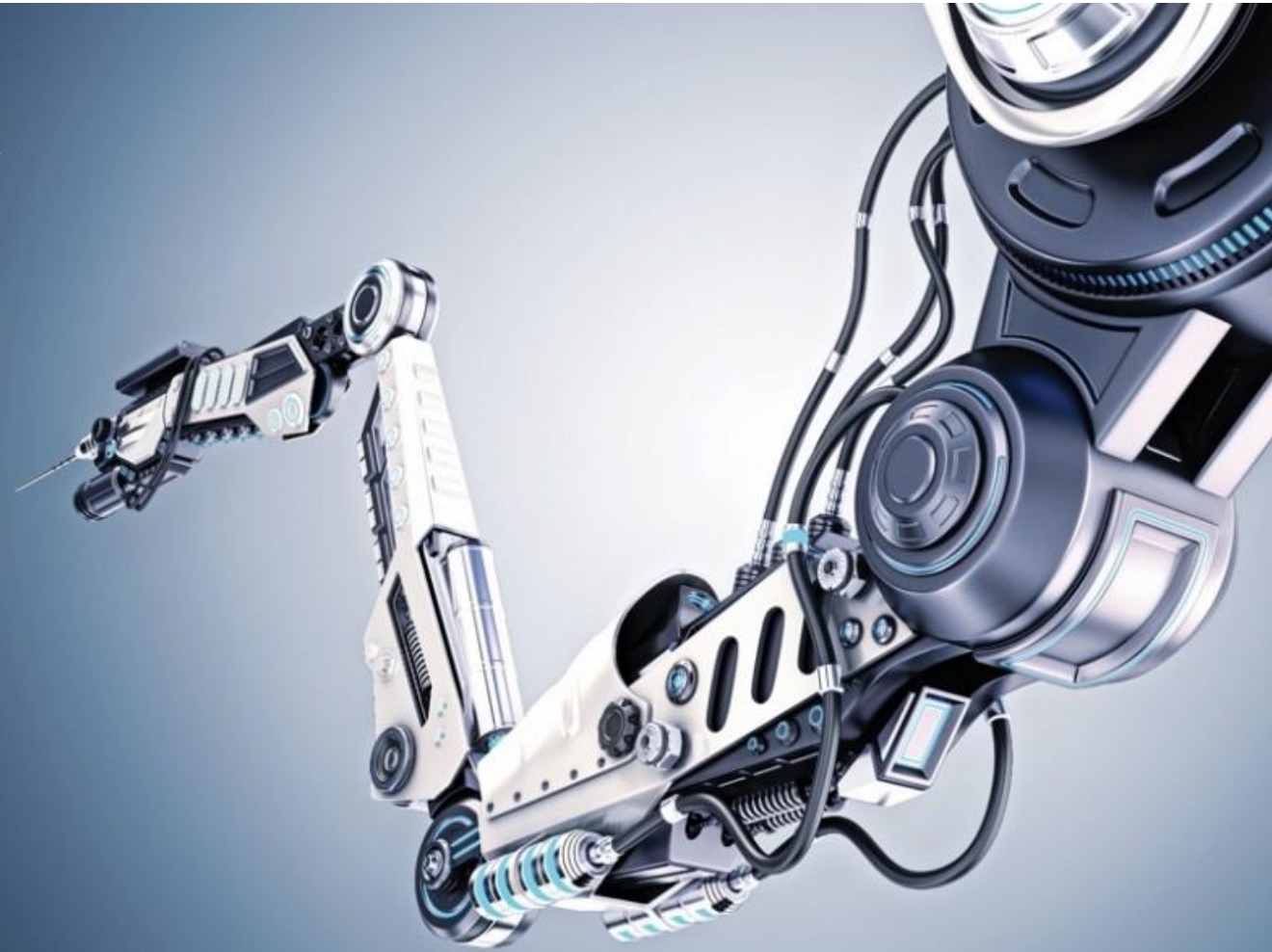
(1) Open E-Vendor Portal, Enter
Vendor Email/User ID for Login

(2) Click **CONTINUE**

CONTINUE

(3) Enter Password.

(4) Click **LOG ON**

LOG ON

.

(5) Click on **Create**

+ Create

To submit a new Invoice.

✓ 1 ACCEPTED	⏱ 12 IN PROCESS	🗑 5 REJECTED	**19** PURCHASE ORDERS

Rejected/Cancelled Orders

Search Doc. No / Doc ID 🔍   **+ Create**

Document ID	Document No	Document Type	Vendor Reference	Amount	Status

(6) Click **Upload File Browse...**

Browse...
.
To browse & upload a PDF Invoice.

Create Invoice

| Invoice No:* | | Invoice Date:* | Select Date 🗓 | Upload File:* | Choose PDF file | Browse... |

6

(7) The **Invoice Number** field is filled out.

Create Invoice

Invoice No: ***** INV-001557

7

(8) Click
🗓
. To fill Invoice Date.

Create Invoice

Invoice No: * INV-001557

Invoice Date: * Select Date 🗓

Open Picker **8**

(9) Click **Submit**

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(10) Success message is displayed.
Click

OK

:

Create Invoice

Invoice No: * INV-001557   **Invoice Date:** * Nov 16, 2022 📅

Attachments

☰ [1] of 1 🔍   — + ⋯ | ⚙

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AHA TRADING CO. LT
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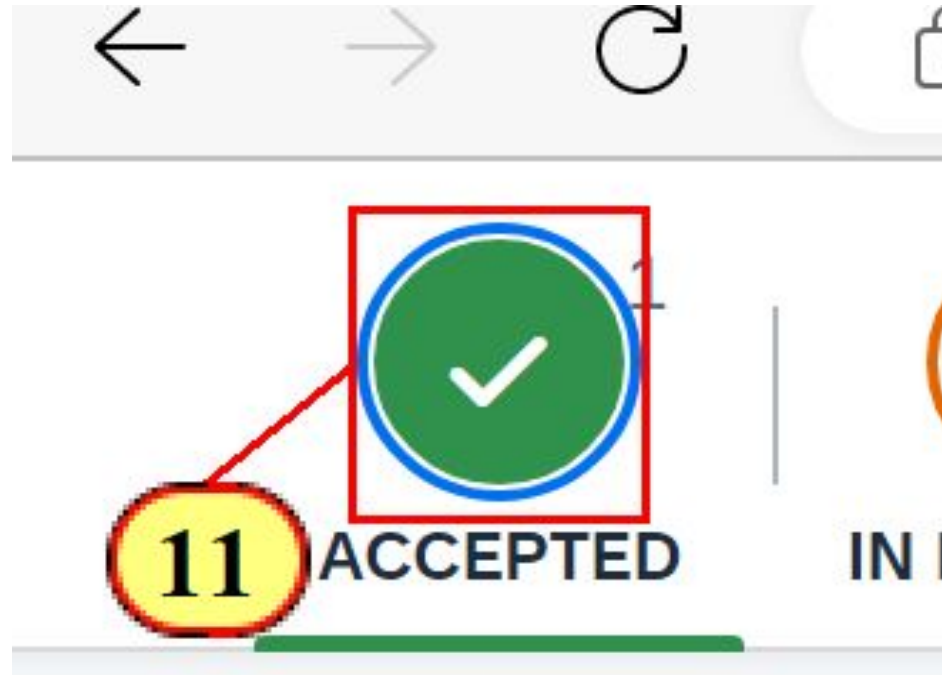✅ **Success**

File Uploaded Successfully.

OK

(10)

(11) Invoice status can be viewed using E-Vendor portal. Click **Accepted**

. To see processed Invoices.

(12) Clicking the **IN PROCESS**

IN PROCESS

tab to check Invoices in process.

(13) Clicking the **REJECTED** tab to check Rejected Invoices.

Thank you!

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