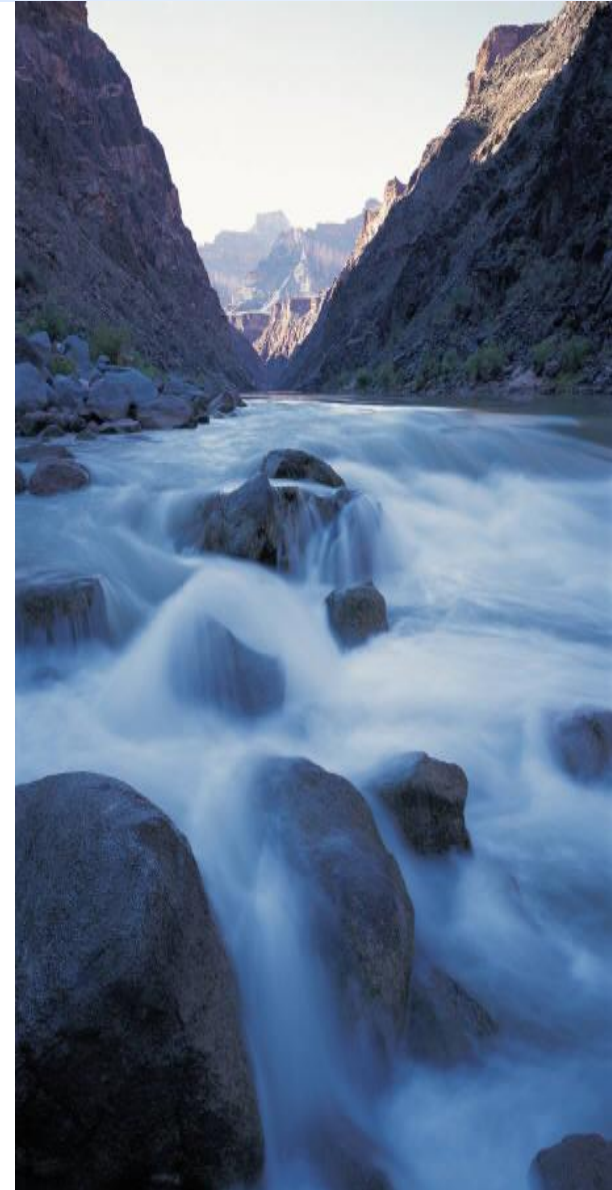


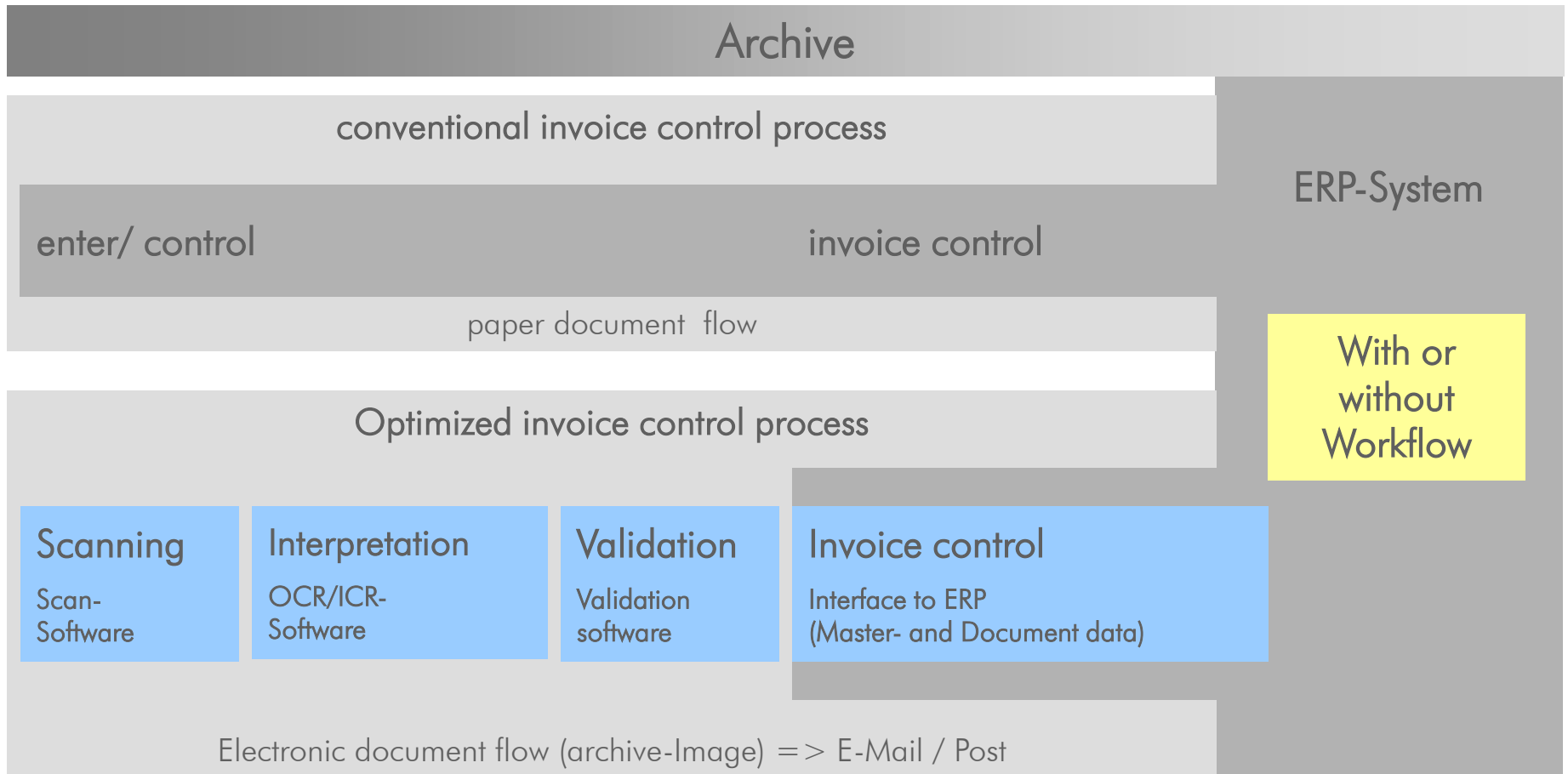
# SAP automatic invoice control



## Agenda

- Invoice control with OCR/ICR, SAP-workflow
- SAP-Screens (Examples)
- Advantages of the workflow solution, project references

# Invoice control with OCR/ICR- Software



# Invoice validation screen after OCR/ICR reading Software linked to SAP

Datei Dokument Optionen Ansicht Hilfe  
 1

**Lieferant:** TELEFONBAU SERVICE ALLRAUER GMBH  
 90000001  
 Favoriten Suche Name Kreditör

**Buchungskreis:** 1000 Rechnungsempfänger:  
 Besteller: Schomburg

**Rechnungstyp:** MM-Rechnung  
**Rechnungsdatum:** 16.10.2003  
**RechnungsNr.:** 11001100  
**Netto:** 2244,00  
**MwSt:** 359,04 MwStKennz: VN  
**Brutto:** 2603,04 GutschriftKennz:  
**Währung:** EUR

**BestellNr**  
 0 4500013113  
 Status der Positionsdaten  
 Tabelle überprüfen.

Exp	BestellNr	Pos	Text	EPreis	Menge
0	4500013113	00010	Hagenuk Euro-Phone XL	459,0000	2,000
1	4500013113	00020	Ascom Eurit 20	398,0000	3,000
2	4500013113	00030	US-Robotics Modem Cou...	129,0000	1,000

**ALLRAUER**

Telefonbau Service Allrauer GmbH, Breitenstrasse 82/47688 Kitzbühel  
 SLR Solutions  
 z.H. Frau Schomburg  
 Innovationspark Rahrns  
 53577 Neustadt-Wied

Rechnungsnr.	Datum	Kundennr.	Seite
11001100	16.10.2003	1234567	1

Rechnung/Lieferschein  
 Bei Zahlung bitte anfragen  
 Auftrag Nr. : AB1234570  
 Ihre Bestellung : 490003113  
 Unsere Ust. - Ident - Nr. : DE17679845  
 Bearbeiter : 0000117  
 Paketnr : 21121399

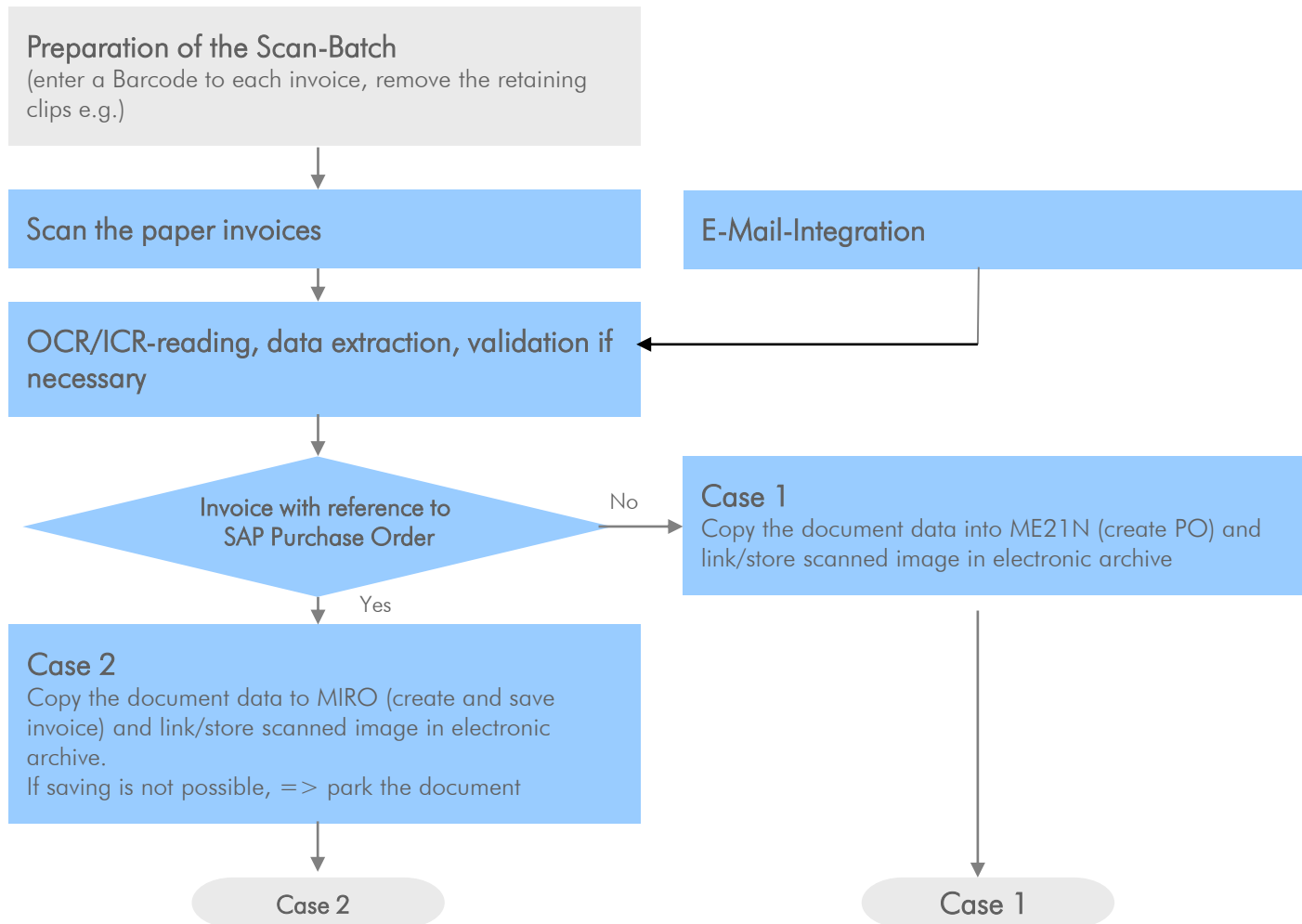
Für alle Warenhandelsgeschäfte gelten unsere umseitig aufgeführten AGB. Lieferzeiten sind unverbindliche Angaben!  
**Rücksendungen ohne Fehlerbeschreibung und RMA Nummer können nicht bearbeitet werden!!  
 Sparen Sie jetzt Telefonkosten mit dem ICO-Tarifmanager. Info-Hotline: 02151 -371137**

Bezeichnung	Lieferte Menge	E-Preis	Nettobetrag
Hagenuk Euro-Phone XL	2	459,00	918,00
Ascom Eurit 20	3	399,00	1.197,00
US-Robotics Modem Courier V34-	1	129,00	129,00

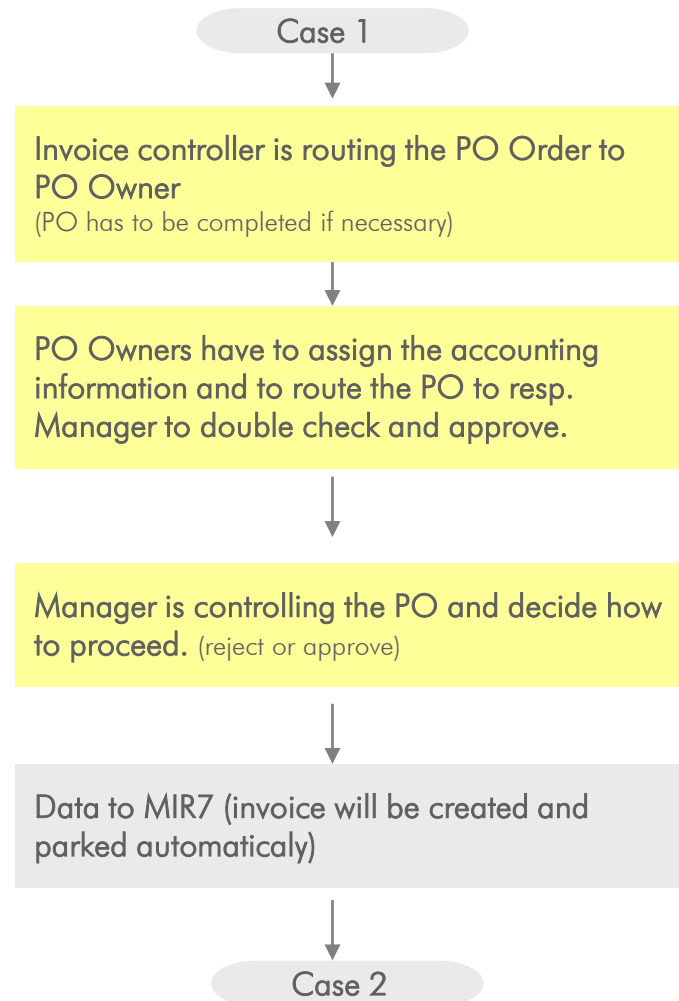
Netto	MwSt-frei	MwSt -Betrag	MwSt Satz	Endbetrag
2.244,00 EUR	0,00 EUR	359,04 EUR	16 %	2.603,04 EUR

Kommissionsart von: ADORLRE geprüft von:  
 Zahlungsform: Rechnung  
 Zahlungsbedingungen: 14 Tage netto  
 Zahlung bis 04-01-00 = 2.603,04 EUR  
 Zahlung bis 18-01-00 = 2.603,04 EUR

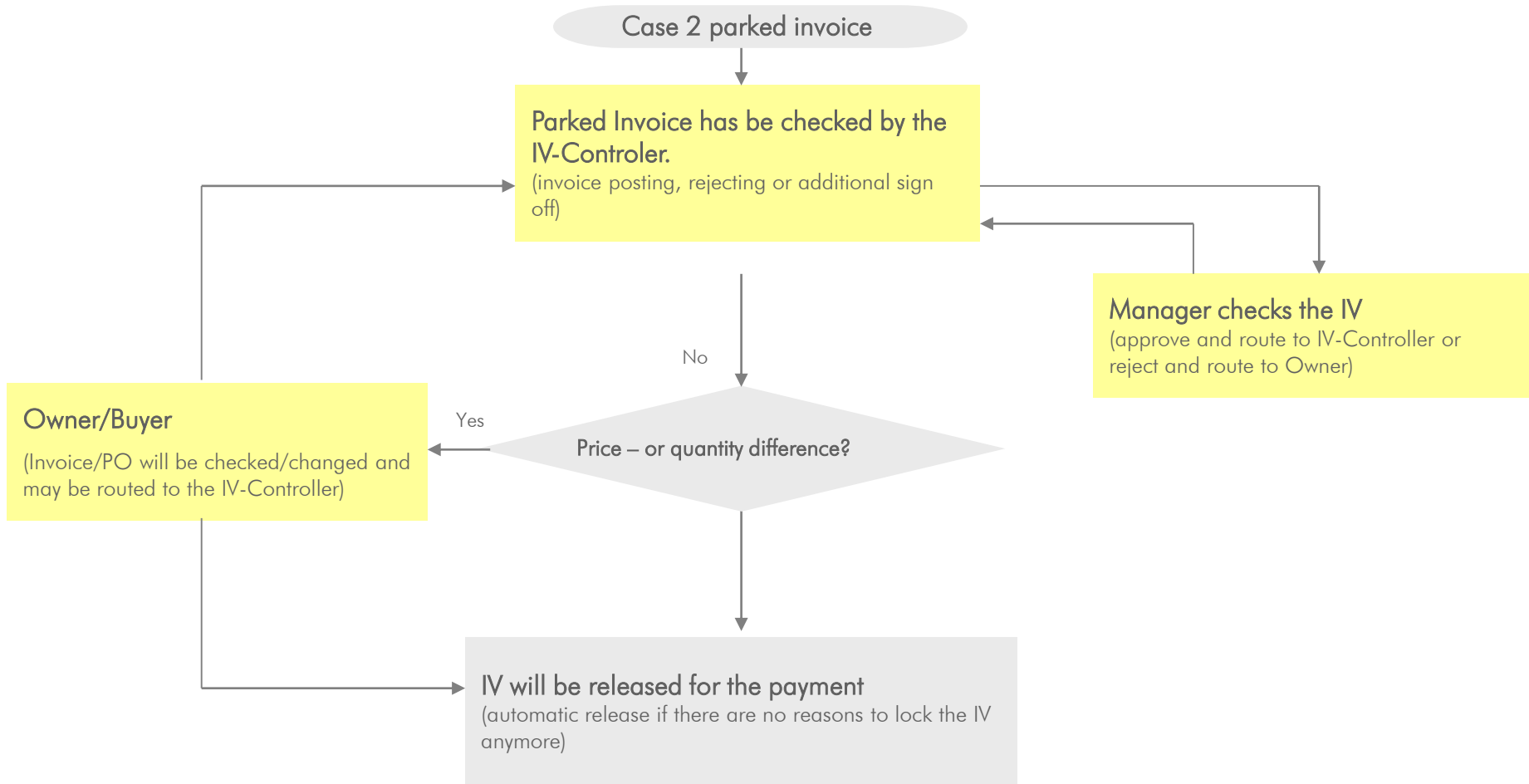
# Workflow-process: scanning, OCR/ICR and interface to SAP



# Workflow-process: Case 2 (without SAP-Order)



# Workflow-process: case 2 (with SAP-Purchase order)

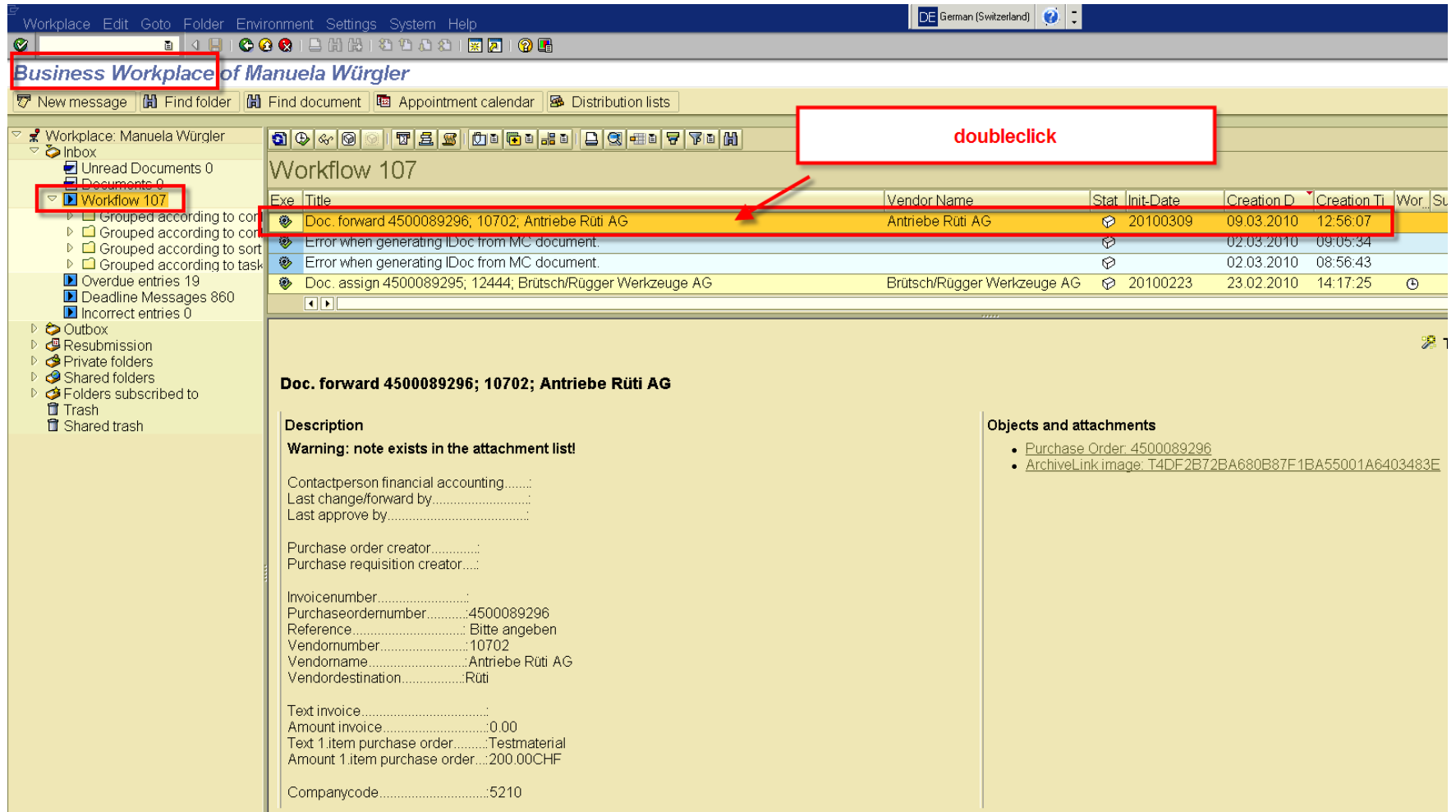


## Agenda

- Invoice control with OCR/ICR, SAP-workflow
- SAP-Screens (Examples)
- Advantages of the workflow solution, project references



# Work place-Inbox (Example)



The screenshot shows the 'Business Workplace of Manuela Würgler' interface. The left sidebar contains a tree view of folders, with 'Workflow 107' selected. The main area displays a table of documents in the 'Workflow 107' inbox. A red box highlights the 'doubleclick' button, and a red arrow points to the first row of the table. The table has columns: Exe, Title, Vendor Name, Stat, Init-Date, Creation D, Creation Ti, Wor, Su.

Exe	Title	Vendor Name	Stat	Init-Date	Creation D	Creation Ti	Wor	Su
	Doc. forward 4500089296; 10702; Antriebe Rüti AG	Antriebe Rüti AG		20100309	09.03.2010	12:56:07		
	Error when generating IDoc from MC document.				02.03.2010	09:05:34		
	Error when generating IDoc from MC document.				02.03.2010	08:56:43		
	Doc. assign 4500089295; 12444; Brüttsch/Rügger Werkzeuge AG	Brüttsch/Rügger Werkzeuge AG		20100223	23.02.2010	14:17:25		

The selected document details are shown below:

**Doc. forward 4500089296; 10702; Antriebe Rüti AG**

**Description**  
**Warning: note exists in the attachment list!**

Contactperson financial accounting.....  
Last change/forward by.....  
Last approve by.....

Purchase order creator.....  
Purchase requisition creator.....

Invoicenumber.....  
Purchaseordernumber.....4500089296  
Reference..... Bitte angeben  
Vendornumber.....10702  
Vendornamen.....Antriebe Rüti AG  
Vendordestination.....Rüti

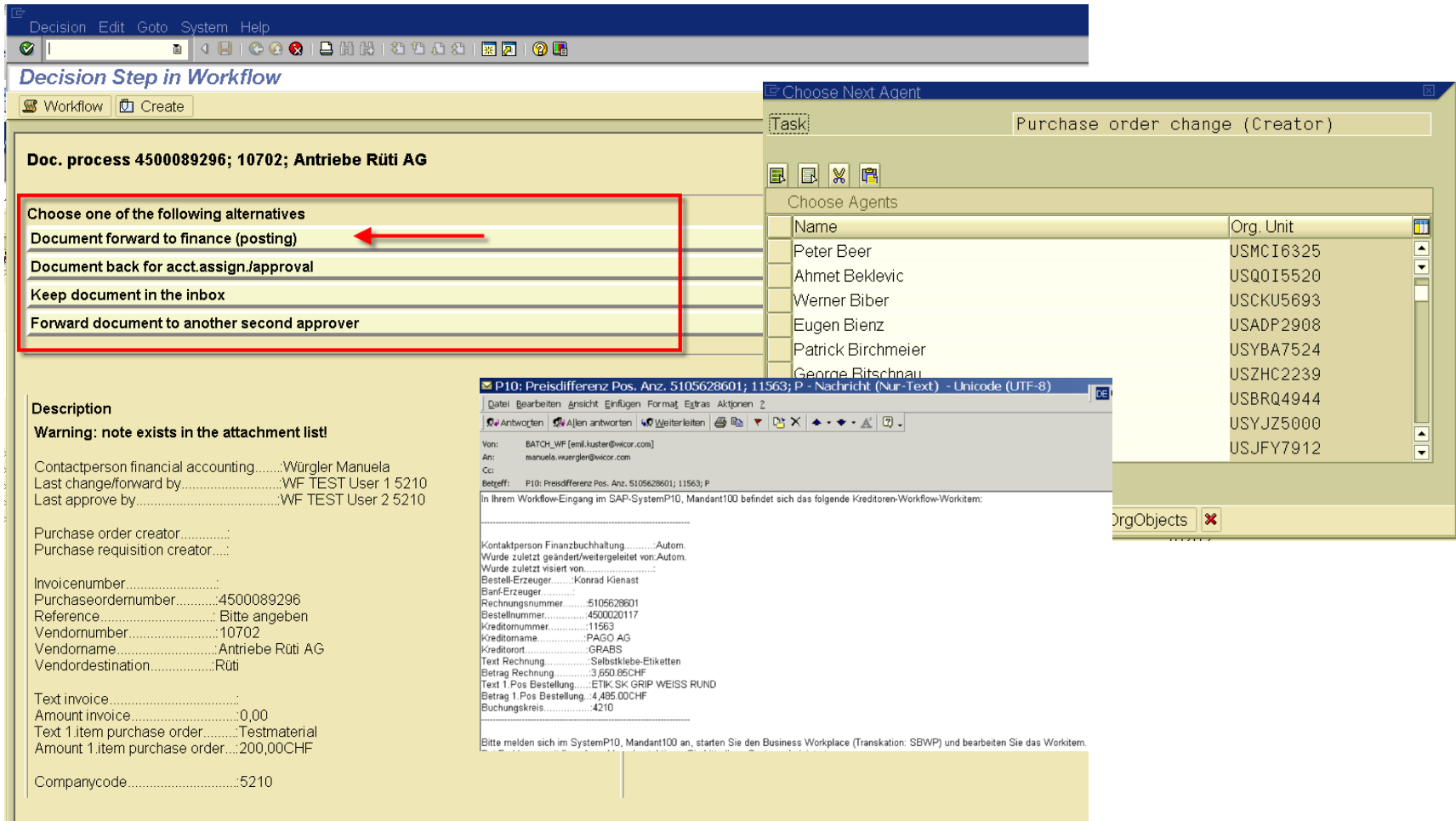
Text invoice.....  
Amount invoice.....0.00  
Text 1.item purchase order.....Testmaterial  
Amount 1.item purchase order.....200.00CHF

Companycode.....5210

**Objects and attachments**

- [Purchase Order\\_4500089296](#)
- [ArchiveLink image: T4DF2B72BA680B87F1BA55001A6403483E](#)

# Routing screens and e-mail notification (example)



The screenshot displays the SAP Business Workplace interface. The main window is titled "Decision Step in Workflow" and shows a routing task for a purchase order change. A red box highlights the routing alternatives, with a red arrow pointing to "Document forward to finance (posting)".

**Doc. process 4500089296; 10702; Antriebe Rüti AG**

**Choose one of the following alternatives**

- Document forward to finance (posting) ←
- Document back for acct.assign./approval
- Keep document in the inbox
- Forward document to another second approver

**Description**

**Warning: note exists in the attachment list!**

Contactperson financial accounting.....Würgler Manuela  
Last change/forward by.....WF TEST User 1 5210  
Last approve by.....WF TEST User 2 5210

Purchase order creator.....  
Purchase requisition creator.....

Invoicenumber.....  
Purchaseordernumber.....4500089296  
Reference..... Bitte angeben  
Vendornumber.....10702  
Vendornamen.....Antriebe Rüti AG  
Vendordestination.....Rüti

Text invoice.....  
Amount invoice.....0,00  
Text 1.item purchase order.....Testmaterial  
Amount 1.item purchase order.....200,00CHF

Companycode.....5210

**Choose Next Agent**

Task: Purchase order change (Creator)

Choose Agents

Name	Org. Unit
Peter Beer	USMC I6325
Ahmet Beklevic	USQO I5520
Werner Biber	USCKU5693
Eugen Bienz	USADP2908
Patrick Birchmeier	USYBA7524
George Bitschnau	USZHC2239
	USBRQ4944
	USYJZ5000
	USJFY7912

**P10: Preisdifferenz Pos. Anz. 5105628601; 11563; P - Nachricht (Nur-Text) - Unicode (UTF-8)**

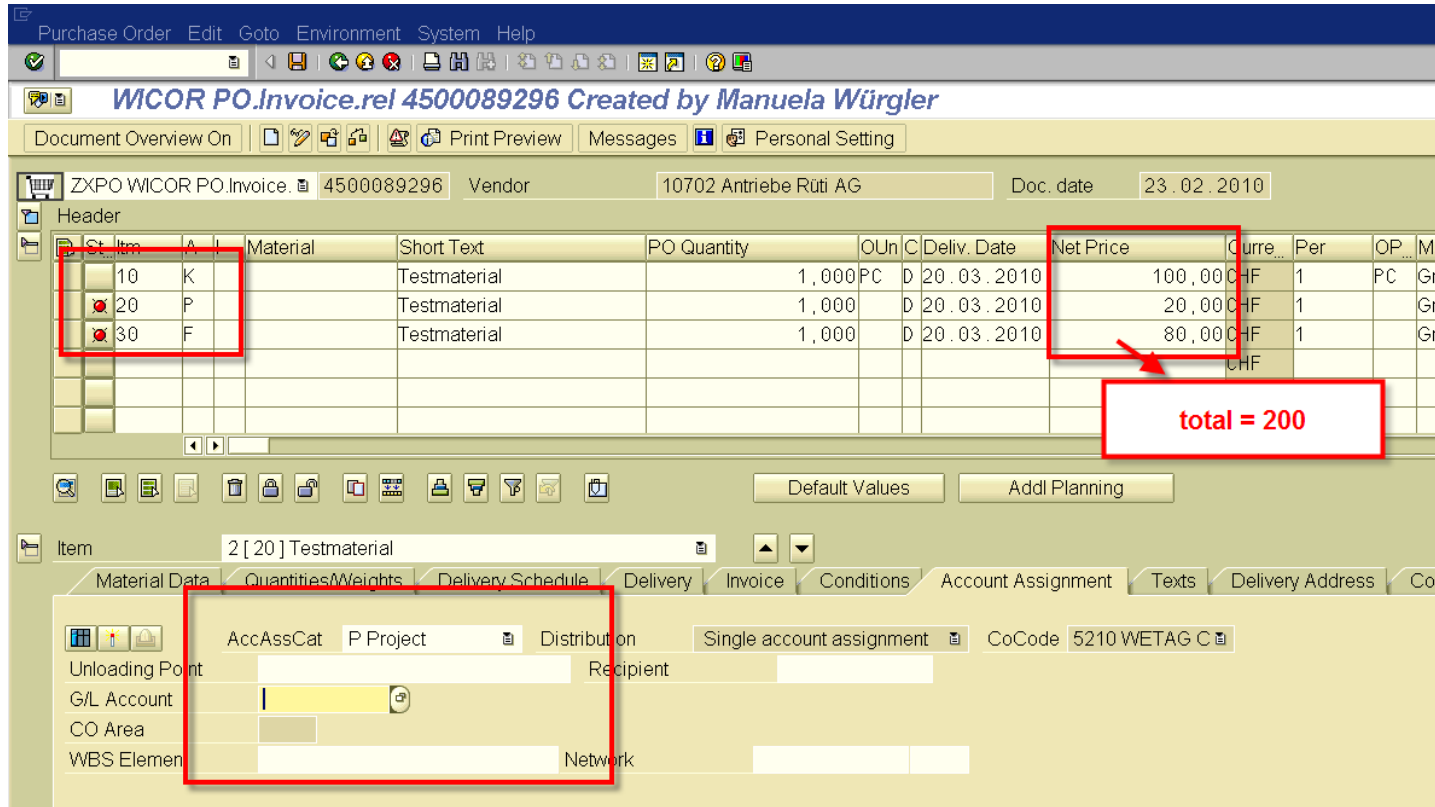
Von: BATCH\_WF [mailto:kuster@wicor.com]  
An: manuela.wurgler@wicor.com  
Cc:  
Betreff: P10: Preisdifferenz Pos. Anz. 5105628601; 11563; P

In Ihrem Workflow-Eingang im SAP-SystemP10, Mandant100 befindet sich das folgende Kreditoren-Workflow-Workitem:

Kontaktperson Finanzbuchhaltung.....Autom.  
Wurde zuletzt geändert/weitergeleitet von:Autom.  
Wurde zuletzt visitiert von:.....  
Bestell-Erzeuger.....Konrad Kienast  
Banf-Erzeuger.....  
Rechnungsnummer.....5105628601  
Bestellnummer.....4500020117  
Kreditnummern.....11563  
Kreditname.....PAGO AG  
Kreditort.....GRABS  
Text Rechnung.....Selbstklebe-Etiketten  
Betrag Rechnung.....3.650.05CHF  
Text 1.Pos Bestellung.....ETIK SK GRIP WEISS RUND  
Betrag 1.Pos Bestellung.....4.485.00CHF  
Buchungskreis.....4210

Bitte melden sich im SystemP10, Mandant100 an, starten Sie den Business Workplace (Transaktion: SBWP) und bearbeiten Sie das Workitem.

# Automatic PO order based on paper invoice (accounting screen)



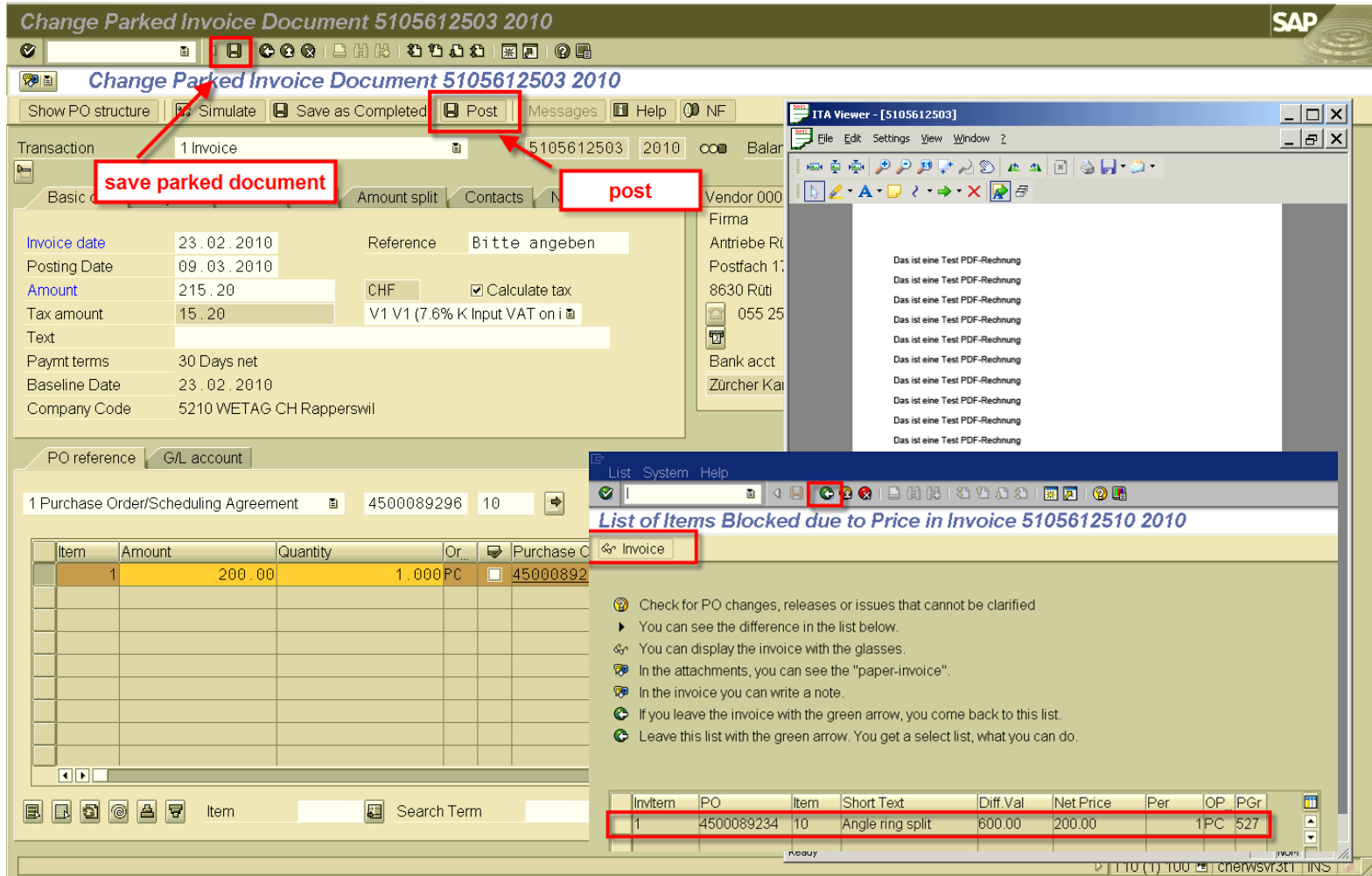
The screenshot shows the SAP Purchase Order accounting screen for document 4500089296. The header information includes Vendor 10702 Antriebe Rütli AG and document date 23.02.2010. The main table lists three items, each with a quantity of 1,000 and a net price. A red box highlights the first three rows of the table, and another red box highlights the Net Price column. A red arrow points from the Net Price column to a red box containing the text "total = 200". The item details for item 2 [20] Testmaterial are shown below, with a red box highlighting the AccAssCat field set to "P Project".

St. Itm	A	Material	Short Text	PO Quantity	OUn	C	Deliv. Date	Net Price	Curre...	Per	OP...	Ma
10	K		Testmaterial	1,000	PC	D	20.03.2010	100,00	CHF	1	PC	Gra
20	P		Testmaterial	1,000		D	20.03.2010	20,00	CHF	1		Gra
30	F		Testmaterial	1,000		D	20.03.2010	80,00	CHF	1		Gra

Item: 2 [20] Testmaterial

AccAssCat: P Project

# Parked Invoice, linked "Archived paper Invoice" and blocked Items (Example)



**Change Parked Invoice Document 5105612503 2010**

Transaction: 1 Invoice | 5105612503 | 2010 | Balan

**save parked document** | **post**

Invoice date: 23.02.2010 | Reference: Bitte angeben  
 Posting Date: 09.03.2010  
 Amount: 215.20 | CHF | Calculate tax  
 Tax amount: 15.20 | V1 V1 (7.6% K Input VAT on i  
 Text:  
 Paymt terms: 30 Days net  
 Baseline Date: 23.02.2010  
 Company Code: 5210 WETAG CH Rapperswil

Vendor 000  
 Firma  
 Antriebe R  
 Postfach 1  
 8630 Rüt  
 055 25  
 Bank acct  
 Zürcher Kai

PO reference: 1 Purchase Order/Scheduling Agreement | 4500089296 | 10

Item	Amount	Quantity	Or...	Purchase C
1	200.00	1.000	PC	45000892

**IT Viewer - [5105612503]**

Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung  
 Das ist eine Test PDF-Rechnung

**List of Items Blocked due to Price in Invoice 5105612510 2010**

Invoice

- Check for PO changes, releases or issues that cannot be clarified
- You can see the difference in the list below.
- You can display the invoice with the glasses.
- In the attachments, you can see the "paper-invoice".
- In the invoice you can write a note.
- If you leave the invoice with the green arrow, you come back to this list.
- Leave this list with the green arrow. You get a select list, what you can do.

Item	PO	Item	Short Text	Diff. Val	Net Price	Per	OP	PGr
1	4500089234	10	Angle ring split	600.00	200.00		1PC	527

Data on Linked Workflows

Workflows for Object: 4500089296

Title	Creation Date	Creation Ti...	Status	Task
Kred. Workflow FI-Rech. vorerfasst	09.03.2010	12:56:06	Completed	Kred. Workflow FI-Rech
Kred. Workflow FI-Rech. vorerfasst	09.03.2010	14:41:48	In Process	Kred. Workflow FI-Rech

**Current data for started workflow: Kred. Workflow FI-Rech. vorerfasst**

Steps in this process so far

Step name	Status	Result	Time stamp	Agent
<a href="#">Doc. forward 4500089296; 10702; Antriebe Rüti AG</a>	Completed		09.03.2010 - 14:41:49	<a href="#">Manuela Würigler</a>
<a href="#">Doc. forward 4500089296; 10702; Antriebe Rüti AG</a>	Completed		09.03.2010 - 14:42:06	<a href="#">Manuela Würigler</a>
<a href="#">Decisionmask 1</a>	Completed		09.03.2010 - 14:42:10	<a href="#">Manuela Würigler</a>
<a href="#">Doc. assign 4500089296; 10702; Antriebe Rüti AG</a>	Completed		09.03.2010 - 14:42:24	<a href="#">Manuela Würigler</a>

## Agenda

- Invoice control with OCR/ICR, SAP-workflow
- SAP-Screens (Examples)
- Advantages of the workflow solution, project references

# Advantages of the solution

- ☑ Up to 80 % less manual data entry during compilation of the paper invoice because of OCR/ICR reading.
- ☑ Pay back less than 1 year
- ☑ Short implementation time because of existing blueprints
- ☑ Electronic history of all process steps
- ☑ Faster lead time because of electronic routing
- ☑ centralized invoice control process possible(Invoice control service center)
- ☑ Data consistency between PUR and FI because of automatic PO based on paper invoice
- ☑ Less training cost because employees have just to know the PO as a accounting document.

# Why MABA Informatik Würgler and partner?



- OCR / ICR – Evaluation experience since 2004
- References with up to 86% automatic reading quota and efficient workflows available
- One stop shop: MM Customizing, Workflow development, OCR/ICR Partner coordination, Project management, Documentation and Training
- International references
- We are the small but fine and old company



SAP-Invoice control-Workflow references:

**WEIDMANN**



**WEIDPLAS®**

**RIETER**

**MIGROS**

# Thank you for your attention

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