



ESKER DeliveryWare 4.0

Automated accounts payable for SAP® applications



With comprehensive automation capabilities for receiving, entering and tracking vendor invoices, Esker DeliveryWare makes it easy to integrate best-practice accounts payable management with your SAP system. Esker DeliveryWare offers an end-to-end solution encompassing automated entry, reconciliation, posting, work task routing for approvals and detailed reporting.

Solution overview

Esker DeliveryWare combines dynamic content capture with integrated workflow and process tracking to help SAP customers address the challenges of manual data entry, manual paper routing, lack of coordination and lack of transparency within traditional vendor invoice processing.



When a fax, email, paper or electronic invoice arrives, Esker DeliveryWare uses patented technology to capture relevant data such as vendor number, purchase order number (for PO invoices) and due date. Esker DeliveryWare can extract data from any image documents (PDF, JPG, TIFF, etc.) for routing and indexing, with no predefined templates needed. Captured data is validated against SAP master data, then transferred to the SAP system for accounts payable management.

The original invoice is directly linked to the new business transaction, allowing users to view both documents without leaving the SAP system.

Automated indexing (to SAP Content Server or other archive) assures that no invoice will be misplaced, making future search and retrieval more efficient. Process tracking with the Esker DeliveryWare solution leverages SAP Workflow for process coordination and control.

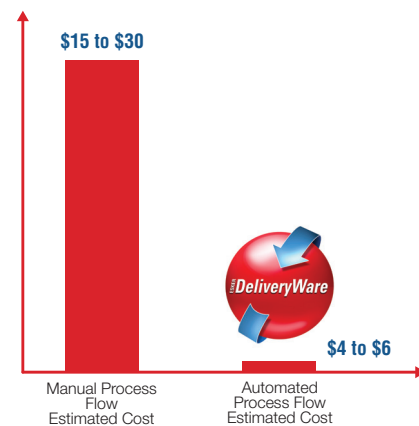
Benefits of accounts payable management with Esker DeliveryWare

Automated capture and tracking speeds the process

Esker DeliveryWare produces quick bottom-line return by taking keystrokes out of the process and bringing visibility to the process. Data entry time and errors are significantly reduced. Invoice information is instantly available for reporting and analysis to balance workloads and identify process bottlenecks. The result is a fully optimized accounts payable process that supports effective business management, decision-making and forecasting in financial accounting by streamlining tasks ranging from invoice processing to vendor inquiry management.

With the Esker DeliveryWare Accounts Payable Module you can:

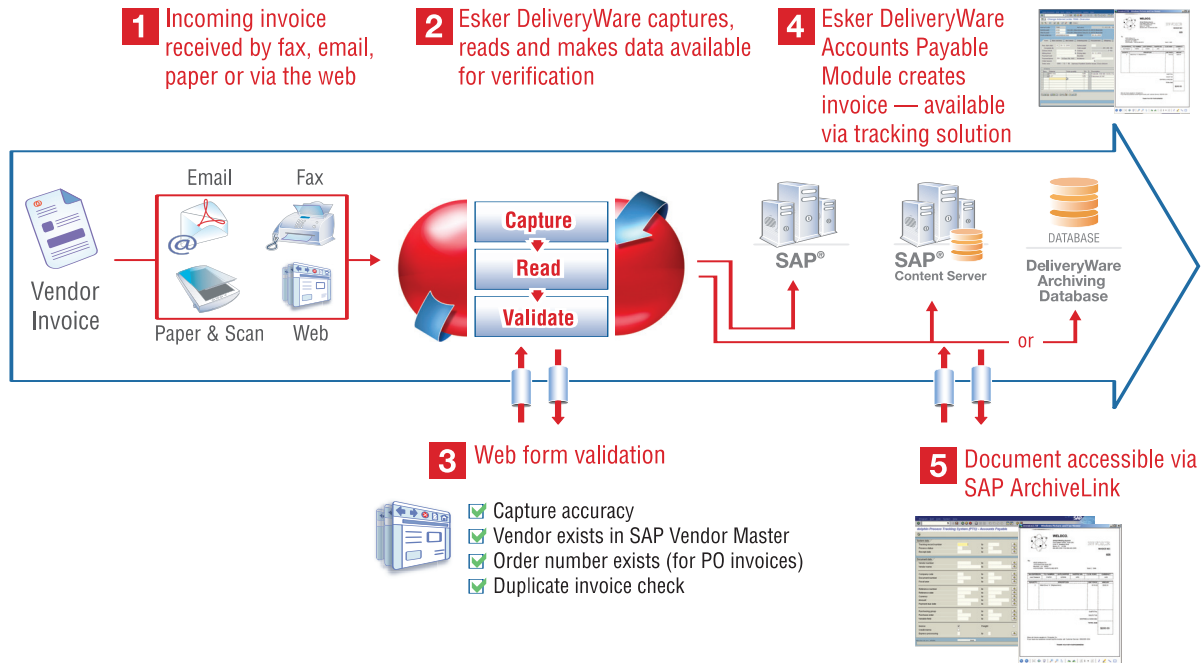
- Save 40–60% of AP operational and administration costs
- Improve cash-on-hand planning
- Eliminate redundant ERS invoice processing
- Receive and enter vendor invoices up to 65% faster
- Prevent duplicate payments
- Improve response to vendor inquiries concerning invoice status
- Take full advantage of fast-payment discounts
- Benchmark metrics such as vendor cost and employee performance



Key features of the Esker DeliveryWare Accounts Payable Module include:

- Real-time tracking of invoices
- Automated invoice entry, work assignment and prioritization
- Consistent processing rules
- Controlled exception handling
- Invoice approval including side-by-side view of original and captured data
- Process history and audit trail
- Central point of information for all invoice management processes within your organization

Process walk-through



1 Invoice Arrival

Incoming fax invoices are made available to Esker DeliveryWare for data capture and analysis. Invoices received as paper documents can be scanned and made available to the system.

2 Invoice Capture

Invoices are automatically analyzed to extract pertinent business information. If desired, an email message can be sent to the internal user as notification that a specific invoice is awaiting validation.

3 Invoice Validation

Using a web interface, the user validates a side-by-side view of original and captured data. The system automatically checks to see if the vendor and order numbers (for PO invoices) exist in the SAP system. For invoices with POs, Esker DeliveryWare can perform two-way matching of the invoice with the PO, or three-way matching of the invoice with PO and goods receipt. If the capture is not accurate, the user can easily teach Esker DeliveryWare how to recognize similar invoices in the future.

4 Invoice Creation

Once the data is validated, Esker DeliveryWare automatically posts the invoice in the SAP system for further processing. This invoice includes all the attributes of the original.

5 Workflow and Process Tracking

The invoice document and related process information are readily available for reporting and analysis. SAP Workflow automatically

routes the document to the appropriate person for subsequent processing. The system allows for automated handling of exceptions such as master data maintenance, assignment change or resubmission at a later date. All steps and data in the process from invoice receipt to invoice entry and approval are recorded and continuously updated, creating a detailed audit trail for each invoice transaction.

You benefit from:

- Flexible, automated task routing
- Consistent exception handling procedures for canceled transactions and blocked invoices
- Duplicate invoice checking
- Minimized number of keystrokes to complete accounts payable process
- Continuous tracking of process data and status
- Dynamic work item descriptions and titles
- Reports on process time and volume, queued invoices, exceptions and blocks, due dates, discounts, scheduled payments
- 360° view of all accounts payable processes in the SAP system
- Quick, turnkey implementation with no custom programming required

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