

WNS

Extending Your Enterprise



BizAps Accounts Payable Workbench

Automate and Manage Invoice Processing within SAP

Why Use BizAps Accounts Payable (AP) Workbench?

Many organisations using SAP to process invoices are receiving invoices from either an e-invoicing solution or an OCR scanning solution. BizAps is an expert in the purchase to pay area within SAP and understands that receiving invoices in this way can result in invoices failing to post within SAP in many cases.

BizAps has developed this solution which is integrated to the e-invoicing and Web Invoice Approval Package Service. This will provide SAP customers with an automated and easy to use solution to process and manage incoming AP invoices.



The AP Workbench solution will provide the Accounts Payable department with a central area within SAP to manage invoices that cannot be matched against the purchase order (failed IDOCs), which are blocked due to price or quantity differences or need to be coded.

Benefits at a Glance

- Single Workbench for AP people to manage and process invoices
- Reduced time and improved process for paying suppliers on time
- Can process invoices coming from OCR Scanning and e-Invoicing solutions (CSV, XML, EDI)
- High accuracy of matching due to tight integration with SAP R/3
- Easy to use PO line item level matching functionality
- Comprehensive suite of reports
- Leveraging your investment in SAP
- Rapid return on investment
- Interactive dispute management
- Suppliers are asked by email to resubmit invoices if there is a missing data
- Integration with SAP Workflow and BizAps Web Invoice Approval tools.

Features at a Glance

- Automatic processing of correct data to either post or part in standard SAP
- Central area for managing invoices that need the following
 - Line item matching
 - Coding and completing
 - Approval
- Can handle PO, Non PO based invoices and credit notes
- Suppliers are sent an email if there is any missing data before the invoices is fully posted into SAP. This will allow the supplier to resend the correct invoice
- Accounts Payable Clerks work within SAP.

BizAps Accounts Payable Workbench in Detail

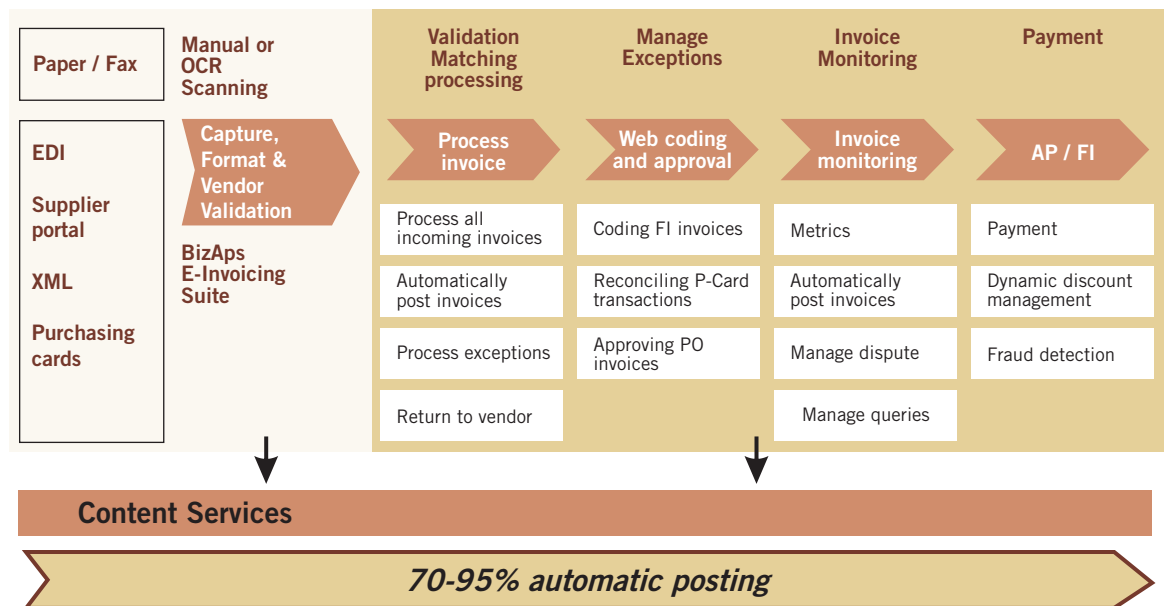
One Integrated Solution to manage and process AP invoices.

The workbench will allow AP to manage incoming invoices that come from an OCR scanning solution or an e-invoicing solution.

Many of these e-invoicing solutions are good at sending the invoice to the buying company electronically but can end in failed IDOCs if they cannot be line item matched. In our experience this is happening quite often with electronic invoices and is stopping buying organisations from rolling out e-invoicing to more suppliers.

The diagram below shows how one integrated solution within SAP can manage all the different types of invoices.

Accounts Payable Workbench



There can be significant benefits for buying organisations to either automatically scan invoices or receive electronic invoices from suppliers. However, buying organisations can become disappointed once they realise that manual effort is still required to process invoices that can not be matched at a line item level against the purchase order within SAP. The BizAps AP Workbench will provide SAP customers with an easy to use tool to quickly and easily match those invoices that have failed to post.

As BizAps has developed the solution within SAP we are in a unique situation to utilise the purchase order data to provide the AP clerk with a proposal of line

items on a PO that match against the invoice. The easy to use screens will allow AP clerks to sort any unmatched invoices quickly so they can be posted. Without using the Workbench, AP clerks will have to work from failed IDOC lists, which are not easy to work on without technical training.

BizAps has extensive experience of helping SAP customers to receive and post electronic or scanned invoices. The AP Workbench has a feature to automatically notify suppliers when their electronic invoices have missing data (for example purchase orders) before the information is posted within SAP. Suppliers can fix the invoice and submit again the invoice to the buying organisation.

Accounts Payable Clerks can process various invoices by using a user-friendly screen with traffic lights. Invoices that have not been matched automatically are presented to Clerks who can quickly match specific line items from the SAP purchase order.

For Accounts Payable Managers or Supervisors there are a number of reports that show the status of all invoices and allow managers to identify problematic invoices and improve the processing time.

At	Ref. Tran.	Ref. Key	Type	Vendor	Name 1	Reference	Icon	Status	Status Description	RC
XOCR	2841	Invoice	98800	Corporate Source	SYMP_08		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS		
XOCR	3405	Invoice	P1317	Flowers by Maxwell	UR06_3805715		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS		
XOCR	3406	Invoice	P1244	Innovate Logistics Limited	UR07_239034		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS		
XOCR	4013	Invoice	P0973	Yorkshire Building Services Limited	BC27_3262		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS		
XOCR	4212	Invoice	P1234	National Starch Food Innovation	BCC1_3809000940		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS	RC2 I	
XOCR	4226	Invoice	P1234	National Starch Food Innovation	BCC2_3809000941		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS	RC2 I	
XOCR	4363	Invoice	P1319	The Premier Service	PWC_EOL008-06		QRY	INBOUND INVOICE QUERY RAISED (FOR A REAS	RC1 I	
FUPL	3487	Invoice	P175239	Ford Motor Company			QRD	INBOUND INVOICE QUERY RESPONDED		
FUPL	3499	Invoice	P175239	Ford Motor Company			QRD	INBOUND INVOICE QUERY RESPONDED		
FUPL	3777	Invoice	P126399	DAF TRUCKS LTD	AB208902		QRD	INBOUND INVOICE QUERY RESPONDED		
INDX	4227	Invoice	99002	TCR Engineered COmponents LLC	0111260		QRD	INBOUND INVOICE QUERY RESPONDED		
RBKP	3884	Invoice	98370	Goolanian Bakeries, Inc.	FFFFF		QRD	INBOUND INVOICE QUERY RESPONDED		
XOCR	2727	Invoice	98370	Goolanian Bakeries, Inc.	C34778		QRD	INBOUND INVOICE QUERY RESPONDED	113	

About WNS

WNS is a leading global business process outsourcing (BPO) company. Deep industry and business process knowledge, a partnership approach, comprehensive service offerings and a proven track record enables WNS to deliver business value to the world's leading companies. WNS is passionate about building a market leading company valued by our clients, employees, business partners, investors and communities. Our home page is wns.com.

To learn more, write to us at bizaps@wns.com