



FIS/edc®
Electronic Document Center

Automated Document and
Invoice Processing in SAP ERP

References

– The Best Evidence



"Thanks to the integrated SAP FIS/edc® solution, we make direct interest profits, the tax authorities reimburse our money more quickly and we are able to considerably improve our cash flow."

Christoph Schülner
Head of Accounting

"The international use of the FIS/edc® solution is a great advantage. We have started the rollout at the German manufacturing locations and are going to expand the system in our sister companies in France, Slovakia, Great Britain, Spain ..."

Andreas Winterberg
Head of Group Accounting of the Vaillant Group

"In the past, it took half an hour to verify one single collective invoice. Today, it takes two minutes."

Siegmund Deuerling
Accounting Clerk of Accounts
Payable Accounting

"By using FIS/edc®, we have considerably improved the quality and the documentation of the invoice verification and approval processes."

Robert Winkler
Project Manager at Vaicon,
the IT subsidiary of Vaillant

LOEWE.

Vaillant

The All-In-One Solution



All applications are based on the same software technology.
 The integration of complementary solutions with SAP ERP is pre-configured and supplied by FIS.
 All applications and technologies are installed by FIS.

FIS is a one-stop-supplier!

FIS/edc® Overview

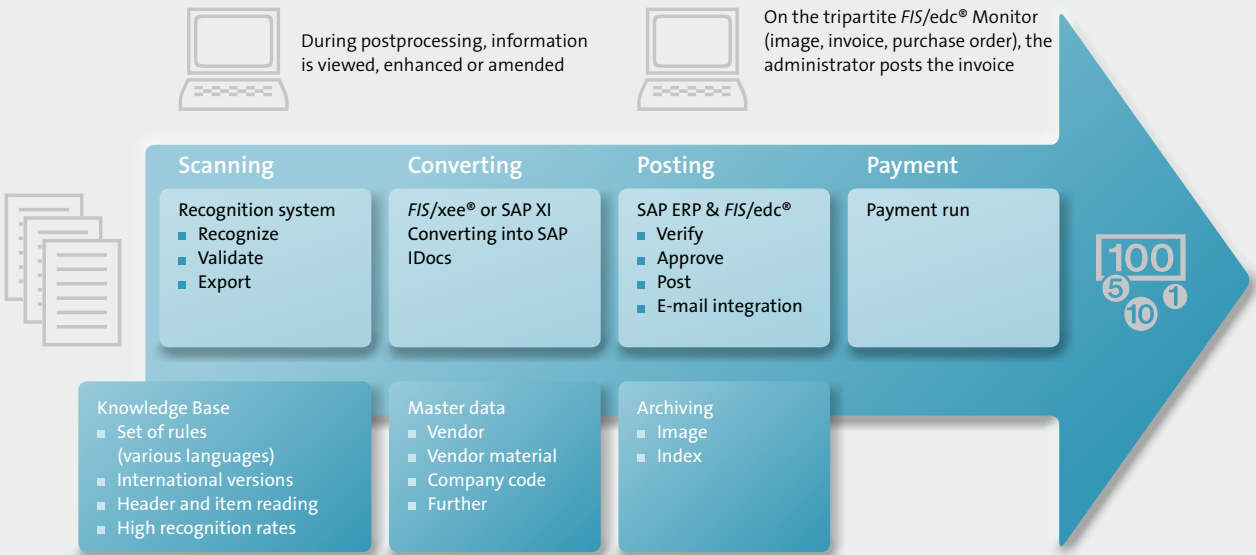
FIS/edc® is a fully SAP ERP-integrated, modular structured application for enhanced processing of scanned documents and EDI messages. The solution is used by medium-sized to major international customers. FIS/edc® can be installed globally. The automated incoming invoice processing illustrates the advantages of the product, FIS/edc®.

During the automated invoice processing, documents are scanned, validated and two files are created – an index file and an image file. The recognition system and the FIS/xee® converter and/or SAP XI ensure revision-proof archiving. In either FIS/xee® (the efficient communication solution of FIS GmbH) or in SAP XI, the index files are converted into IDocs. Internal document assignments, item matching and possibly data enhancement aim at directly posting the invoice document to the SAP system.

Incomplete invoices or those identified by verifications may be passed to postprocessing in FIS/edc®.

The scanned invoices and supporting documents are taken from archiving and displayed immediately. Advanced processing tools such as Drag&Drop, filter and assigning options facilitate rapid document completion.

Invoice approval is normally prompted via e-mail. This can be configured to customer requirements.



The invoice reading software learns from the manual corrections and stores information for each supplier within its knowledge database

Invoice processing diagram

FIS/edc® Highlights and Benefits

Highlights FIS/edc®

- Automatic posting of invoices (scanned or EDI datasets) with and without PO reference
- Full integration with the SAP system operating with the standard tables
- Line item matching in IDoc conversion. Even invoice items not being part of the purchase order are presented in the monitor
- Efficient correction tools in the split screen display with direct access to the scanned invoice in TIFF or PDF format
- Advanced processing tools such as Drag&Drop for matching items, quantities and values
- Filtering tools for critical invoices e.g. with early payment discounts or late payment penalties
- Direct correction options of quantity and value fields
- Status management with traffic light symbols
- Direct assignment of invoices to named users
- Visualization of EDI messages as a standard form
- Integrated e-mail and approval procedure via optional e-mail systems with full audit-trail
- Comprehensive reporting suites
- Logging of all user actions and processes
- Comprehensive user support for queries and problems with 7x24 online support

Benefits and advantages of the solution

Reduction in costs and manual efforts

Minimization of data input and direct posting of matched supplier invoices. Powerful processing tools for exceptions.

Reference customer Metzeler Automotive Profile Systems states “savings of up to 40% are possible”. Metzeler uses FIS/edc® and the invoice reader.

Quick ROI

Because of the efficient implementation of the solution combined with cost savings, a fast return-on-investment is assured.

Modification-free solution

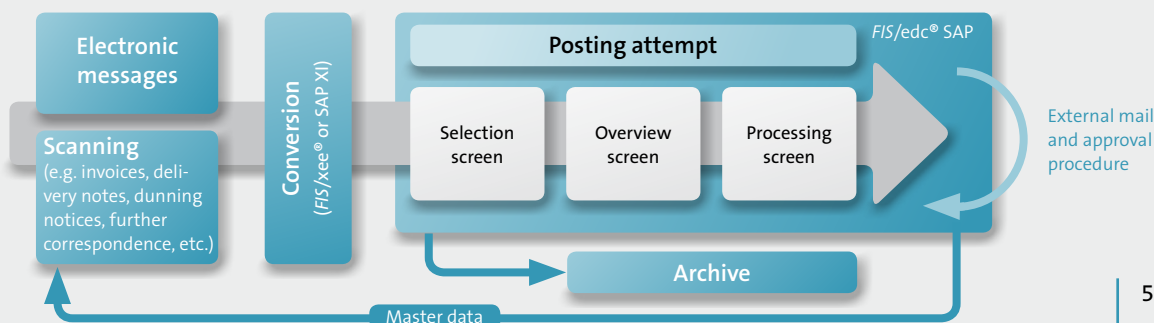
FIS/edc® has been designed without SAP modifications resulting in small expenses for release upgrades and ensuring maximum security.

Optimized process by

- Central invoice receipt
- Automatic invoice entry in the finance department
- Automatic invoice verification
- Fixed definition of processing operations

Reduction of processing time for invoices

Online access to invoices is possible at any time. Processing periods can be complied with and early payment deductions can be acquired.



FIS/edc® The Process Chain of the FIS/edc® Invoice Monitor

Interaction of FIS/edc® and invoice reader

With FIS/edc®, the invoice throughput is optimized and the data quality enhanced by using the verification process.

All incoming invoices are recorded by FIS/edc®. After a comprehensive verification stage, a posting attempt takes place. In case of matched invoices, the document will be posted immediately and the transaction will be completed. Generally, the user will have no more actions with matched invoices. Invoices without PO references can also be directly posted with the preset G/L account determination and value limit check.

Invoices that cannot be posted directly are passed to FIS/edc® as 'exceptions' for further processing. FIS/edc® automatically matches at line level with received PO lines (3-way match). Manual data entry of quantities and values is diminished.

In the monitor, differences between the invoice items and the received PO items are graphical displayed. The monitor references both the invoice lines and the corresponding PO lines, highlighting differences. Via advanced processing tools such as Drag&Drop, the user is able to transfer invoice items directly.

In the detail screen of the monitor, the scanned invoice image is displayed from the document archive.

Because of the exceptional data accuracy, the user can make reliable and quick decisions on invoice verification.



Scanned invoice image

Document header data

Document item data

Differing item data

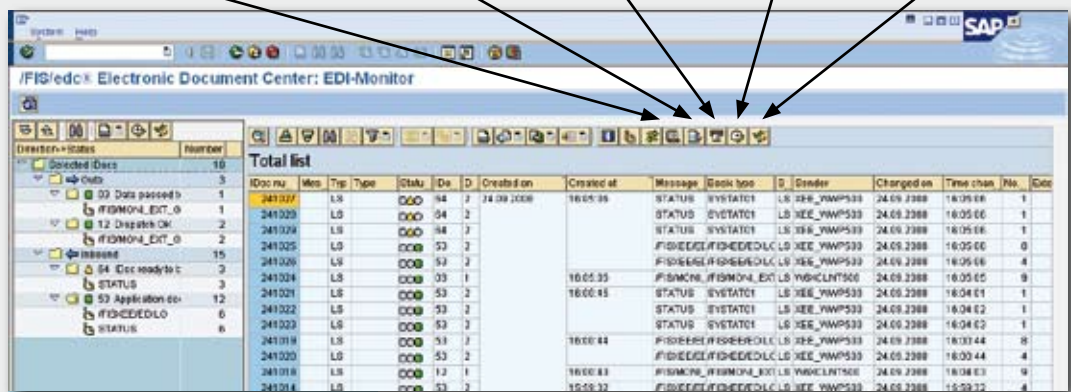
Purchase order

FIS/edc® detail screen – Invoice Monitor

FIS/edc® The Process Chain of the FIS/edc® EDI Monitor

In the EDI Monitor, all EDI messages are presented for evaluation and processing.

Direct marker to invoice detail screen View FIS inbound file Change status Resend IDoc Change/edit IDoc



Overview FIS/edc® EDI Monitor

The FIS/edc® EDI Monitor makes the following functions available to the user:

- Display of the corresponding transfer in the FIS/xee® transfer log
- Display of the inbound file prior to converting the transfer by the FIS/xee® converter
- Display of the respective document in the monitor of the corresponding document type
- Edit IDocs
- Change current IDocs
- Send IDocs with note
- Going to a function via a button, which can be configured by the user

In FIS/edc® Customizing can be pre-configured.

As well as the scanned documents – the EDI inbound documents are passed through the FIS/edc® posting and process control. Invalid EDI inbound documents are transferred to the monitor of the corresponding document type (e.g. invoice) and presented to an administrator for correction.

In FIS/edc® the Invoice and Document Monitors can be called – separated by tab indexes.

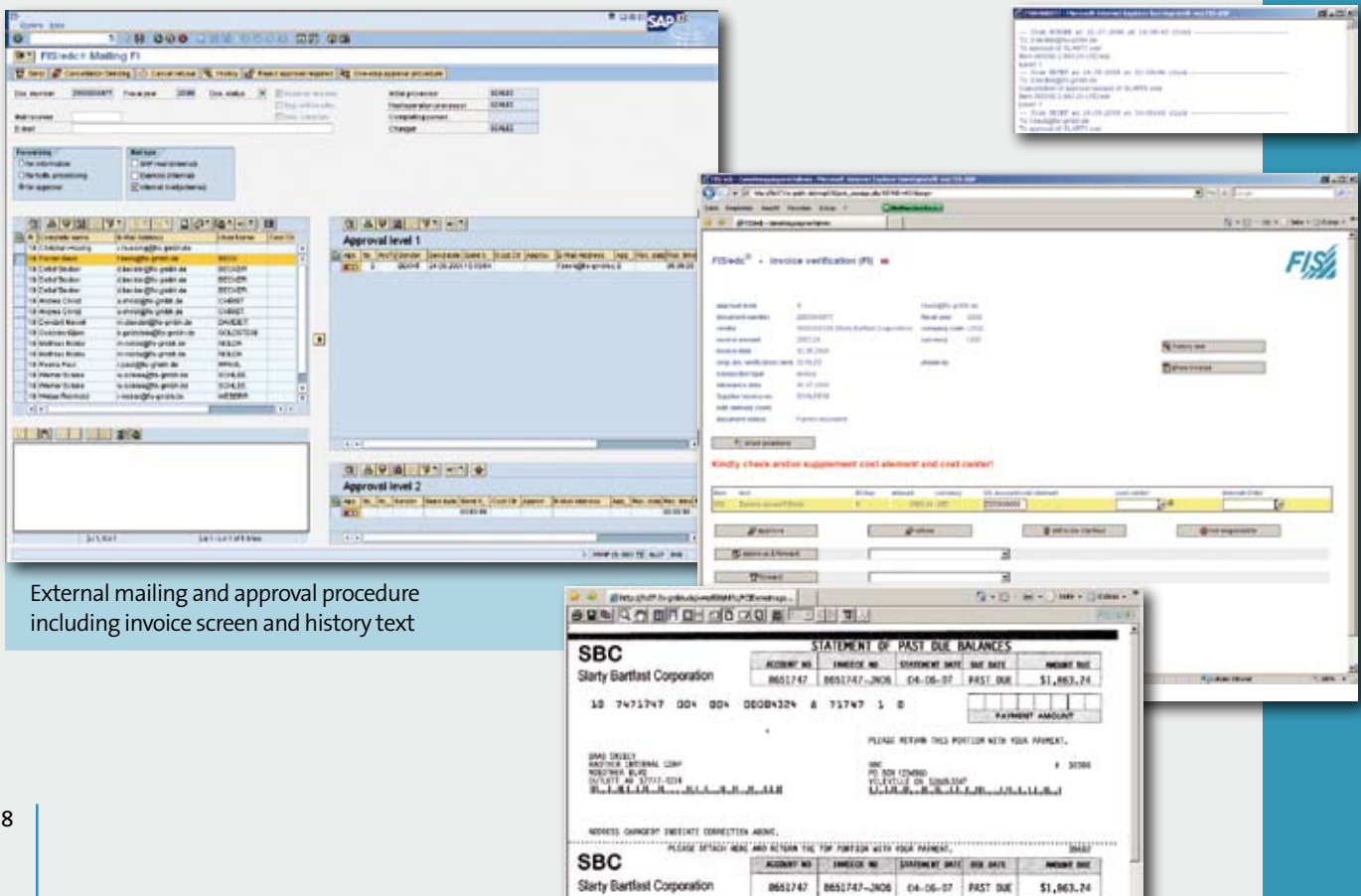
Further developments of other monitors and/or incoming messages (scanned and/or via EDI) can be easily integrated.

FIS/edc® Mailing and Approval Procedure

With two different mailing procedures (internal/external), the FIS/edc® Monitor offers a comprehensive instrument for processing and approving parked invoice documents. Editing processes fully integrated in SAP can be configured by means of the internal mailing procedure. All current external mail systems can be integrated into the processing chain. The approval procedures can be created on a single or multilevel basis.

External mailing and approval procedure

- Sending of e-mails to all current e-mail clients such as MS Outlook, Lotus Notes, Novell GroupWise etc.
- Web access via link in the e-mail with authentication option
- Dynamic generation of the web form with defined and editable fields
- Validation check of the edited or added field values
- Predefined action buttons
- Direct access to invoice screen and mail history
- Automatic document update in SAP ERP after process closing
- Logging of the user actions outside SAP ERP in an external database
- Multiple account assignment with automatic specification of cost centers
- Administration of substitutes with escalation function



External mailing and approval procedure including invoice screen and history text

FIS/edc® Web Screen

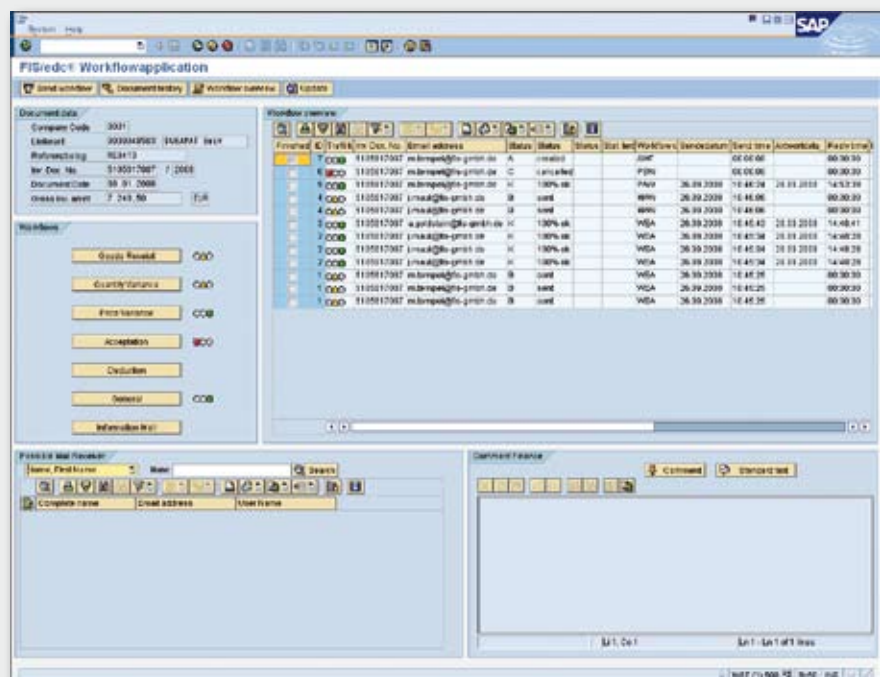
The FIS/edc® approval procedure has been completely developed as a Web application. The core functions for the FI and MM release processes are fully mapped to the SAP tables.

The following processes are integrated

- Workflow goods receipt request
- Workflow quantity deviation
- Workflow price difference
- Workflow recognition
- Workflow in general
- Workflow information mail
- Workflow approval (FI)

Approval workflow Invoice Receipt Monitor

- Document data
- Selection of the workflow types
- Workflow overview
- Selection of the e-mail recipient
- FI comment



Central SAP application for the approval workflow FIS/edc® Invoice Receipt Monitor

Document Scanning / Invoice Reading

The document scanning software scans and reads invoices automatically utilizing free form recognition technology. Data is passed to a knowledge base for each supplier to identify the statistical likelihood of the co-ordinates of the data. The 'intelligent invoice reader' reduces manual keying, accelerates data entry and utilizes the automatic verification of invoice data. Subsequent invoice processing is optimized because of the comprehensive integration of *FIS/edc*® into SAP ERP.

Invoice reading software

- Recognizes invoices and credit notes by their structure only
- Recognizes the vendor and transfers the data to *FIS/edc*® in the SAP system
- Processes header and item data
- Processes documents of one or more pages
- Recognizes invoice attachments
- Knows the valid V.A.T. rates
- Processes several V.A.T. rates in one document
- Recognizes freight/packaging
- Comprehends many languages and country-specific rules

Highlights

- Intelligent processing right from the start
- Free form and template recognition
- No setting, no configuration and no programming for vendor recognition
- Even unknown vendors or new layouts of known vendors are processed immediately
- Increased throughput of invoices with fewer corrections due to a self-learning database
- The processing capacity is considerably increased
- Due to the connection with the *FIS/edc*® Monitor within SAP ERP, there will be a high degree of automatic processing

Document scanner

- Any kind of documents can be scanned and read
- Template and free form recognition possible
- Classification and recognition of handwriting and block letters
- Multifunctional

Vendor recognition

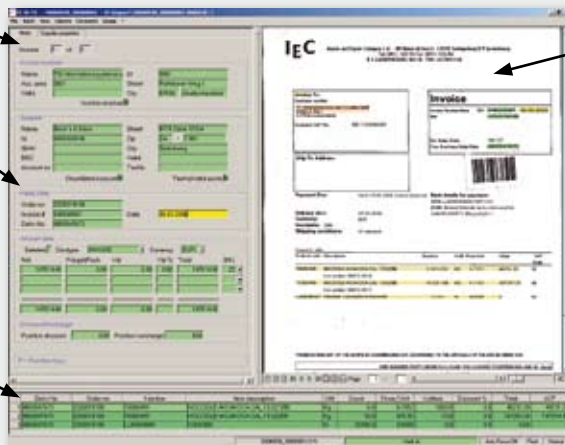
(No setting, automatic fuzzy synchronization, very high recognition rate)

Header data recognition

(Pure free form recognition of invoice no., date, goods recipient, delivery note/purchase order no., freight/packaging, surcharges/discounts, net amounts, several V.A.T. amounts, etc.)

Item data recognition

(Optional structure, free form and template recognition, automated synchronization with PO data, etc.)



View

(Can be set optionally, automatic zoom, cut & paste function, direct data transfer via mouse click, etc.)

Interface of invoice scanner for postprocessing with vendor/header and item data recognition

Document Monitor

The Document Monitor is fully integrated in *FIS/edc*® and therefore in SAP.

FIS/edc® consists of three modules – Invoice, EDI and Document Monitor.

The monitors are separated by tab indexes and can be called separately.

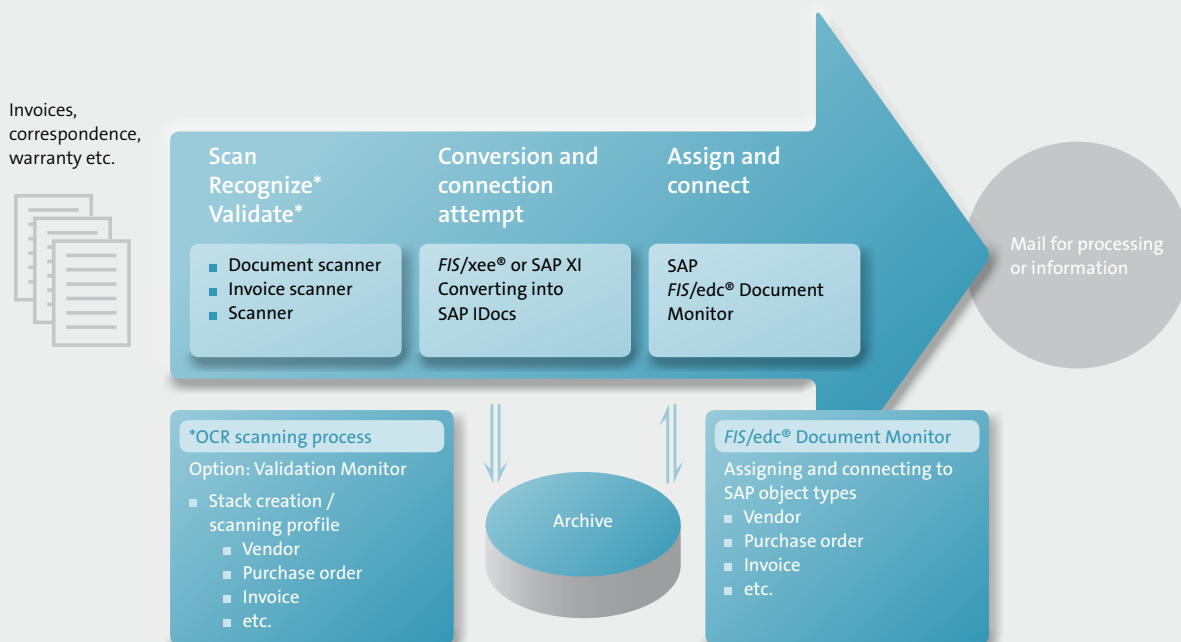
In the Invoice Monitor, scanned invoices and invoices outside tolerance limits can be processed via the monitor interface. All scanned documents are managed in a similar way utilizing the Document Monitor.

The main task of the Document Monitor is to assign the scanned and archived documents to an SAP object (e.g. vendor of invoice) or, if required, to control the documents already assigned via the OCR process.

The entire supporting documentation relative to an object such as vendor, invoice or purchase order is saved electronically and can be called at any time.

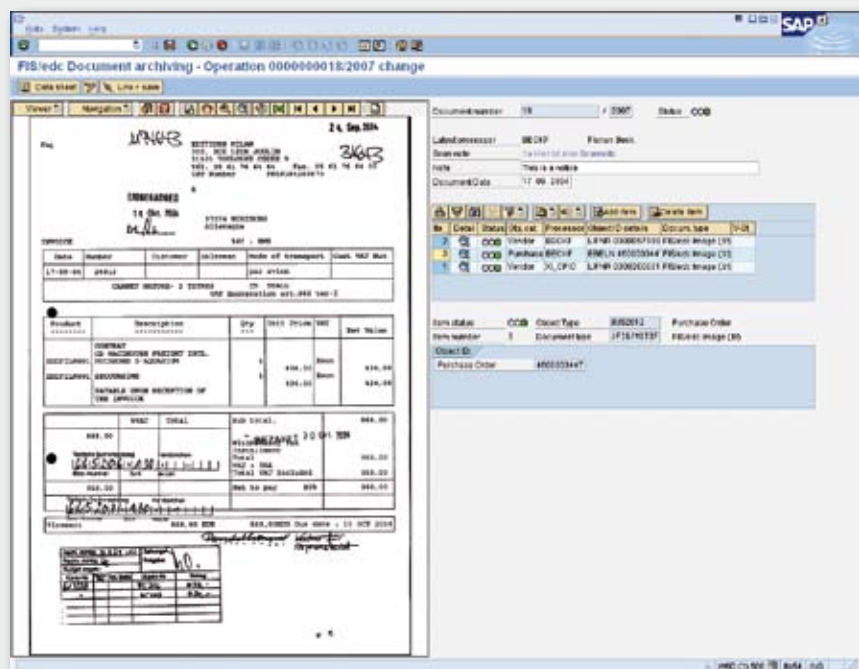
Due to the increasing use of in-box solutions, the Document Monitor can play a central role in the SAP in-box management.

Via the optional integration of an e-mail system, the documents can be transferred automatically or users can be informed about operations – as in the incoming invoice processing.



Highlights

- Any kind of documents may be scanned, archived and assigned to SAP object types in electronic form (manually and automatically).
- The Document Monitor enables multiple assignments to several and/or different SAP objects.
- All archives that can be contacted via `archive link` can be used.
- The Document Monitor is fully integrated in SAP.
- The Document Monitor can be installed as an additional module of FIS/edc® or as individual solution.
- Settings can be made via individual Customizing tables. Here, further object types can be prepared as well, which will be made available through the Document Monitor.
- Upon document entry to SAP (TIFF/PDF image and data record), an automatic connection to the object types is attempted. Both, the FIS/xee® converter and SAP XI can be used.
- Variable process control
 - Maintenance on OCR validation interface with automatic connection AND/OR
 - Assignment and connection of documents in the FIS/edc® Document Monitor at SAP level
- Integration of any kind of e-mail systems for transfer or information is possible.



Document Monitor – Document archiving

Our Products

- **FIS/wws[®]**
Retailing for the technical wholesale market
- **FIS/xee[®]**
XML engine and edi for SAP ERP
- **FIS/adapter**
For SAP Netweaver[®] PI
- **FIS/edc[®]**
Automated incoming invoice processing and further processing in SAP ERP
- **FIS/eSales[®]**
The shop for Internet distribution
- **FIS/mpm[®]**
Master Data & Price Management
- **FIS/hrd[®]**
Safe testing in the area of Human Capital Management
- **FIS/oss[®]**
Online support system for the application support
- **FIS/kis[®]**
Customer Information System



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FIS GmbH

FIS Informationssysteme und Consulting GmbH (FIS) is an independent company with approximately 350 employees focusing on SAP projects. FIS develop separate solutions complementing and enhancing the SAP standard software products. FIS develop software that has industry-specific functionality and completely covers the core requirements of the technical wholesale market. In addition, FIS applications can also play an essential role in other industries.

Being a Service House for the technical wholesale market, FIS is the ideal partner for the planning of systems, their infrastructure and implementation, go-live and continued technical support. All software systems and tools offered by SAP are consulted, supported and licensed by FIS GmbH.

FIS is an SAP system house with 'Gold' status. This represents the top-level partner status of SAP AG. Efficient Methodology and Quality Management procedures ensure the consultation value of the projects.

FIS is one of the few consulting companies being DIN EN ISO 9001 certified.

On January 01, 2001, FIS founded its first subsidiary, FIS-ASP Application Service Providing und IT-Outsourcing GmbH (FIS-ASP). FIS-ASP is a service company for Application Hosting, Outsourcing as well as Out-tasking of SAP systems for industry, trade and service companies.

FIS together with its subsidiary FIS-ASP is one of the very few Full Service providers for SAP applications.

The branch office 'Rhein-Main' in Offenbach, near Frankfurt, which opened on July 01, 2005 focuses on document scanning, classification and OCR as well as document management.

Since April 01, 2007, technical employees of the FIS branch office in Stuttgart-Leonberg have been offering expert consulting and services around SAP for medium-sized businesses.

The core business of this branch office focuses on 'Template' projects based on the FIS industry solution for the technical wholesale market.

On January 01, 2008, the branch office in the USA started its business activities. The subsidiary 'FIS Information Systems Inc.' is based in Tarrytown, New York. Its employees are specialists in document management solutions and master data projects.

On June 03, 2008, FIS took over SST 'Software Solutions Team Sp. z o.o.', based in Gliwice, Upper Silesia/Poland. As a result, FIS has a subsidiary for the region of Poland, Hungary, Czech Republic and Slovakia. Today's FIS-SST Sp.z.o.o. employs highly qualified personnel (IT specialists/engineers) and is active in the fields of SAP, Java and .NET.

On September 01, 2009, 'FIS Information Systems UK Ltd.' in Manchester started its business operations as the newest subsidiary of FIS GmbH focusing largely on document management and master data management solutions.



Headquarters of FIS, Grafenrheinfeld



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