



Dolphin Best Practice Solutions for SAP® Accounts Payable

Accounts Payable Automation in SAP increases productivity by 30-80 percent; reduces cost per invoice by 40% to 60%

The Business Challenge

What happens at your company when invoices arrive? Are they manually keyed into the SAP system? Do vendor calls send the accounts payable staff scurrying to file cabinets, or searching outdated records in SAP? Are boxes of older records filed in warehouses? Do the people responsible for the accounts payable process have visibility into the approval and exception process?

Accounts payable is a complex process that is ripe for automation. Invoices arrive by mail, fax, email and online. Efficient, effective accounts payable management – from the moment the invoice arrives through approval, posting, and payment – can have a dramatic impact on costs, productivity and the bottom line.

The Dolphin Solution

Dolphin's approach provides an array of options to fit each customer's needs, taking significant time and cost out of the Accounts Payable process. We integrate solutions that automate getting invoice documents and data into SAP, including scanning, optical character recognition (OCR), and e-Invoicing, and offer robust analysis and reporting.

Ideally, these data capture automation solutions can reduce, simplify or eliminate manual data entry to save time and improve data accuracy in the system.

To optimize this process, Dolphin developed a unique process tracking system for SAP Accounts Payable to provide a central point of access to all Accounts Payable invoice data in the system. Dolphin's process tracking system opens up the black box from within SAP, providing visibility to where the invoices are in the routing process and fast access to the full invoice history, approval status, and original document images.

The Dolphin best practices process can look like this:

- **Invoices arrive – by mail, fax, email or e-Invoice:** Depending on how the invoices arrive, Dolphin provides a mix of scanning, OCR and e-Invoicing to automate data capture from the invoices into the SAP system.
- **Dolphin's unique process tracking system,** tightly integrated with SAP Business Workflow, tracks, records and continually updates every step in the process, from document receipt to posting. This creates a detailed audit trail for each accounts payable transaction.
- **Everyone in the approval chain** – from Accounts Payable staff to managers - has instant online access to the invoice documents and their status.
- **Exception handling is automated.** Dolphin's process tracking system uniquely enables automated exception handling - master data maintenance, rescanning, and rerouting of accounts payable documents.
- **Reporting is comprehensive, accurate and available on demand.**

An array of options

Dolphin's integrated solutions can meet the unique needs of each customer:

- Real-time process tracking, integrated with SAP Business Workflow™
- OCR software and scanning to automate data capture
- e-Invoicing brings invoices from vendor into SAP without human intervention
- Content management and electronic document processing
- Data and document archiving

Dolphin e-Invoicing Solution

Businesses seeking to accelerate the invoice process are looking at web-based e-Invoicing to eliminate the manual keying of information or document scanning altogether. Dolphin delivers turnkey e-Invoicing completely integrated with SAP solutions and Dolphin process tracking.

e-Invoicing is simply the replacement of the traditional paper invoice with the same information transmitted through an electronic file submitted via the Internet. The AP process begins almost immediately and automatically – accelerating invoice processing and significantly reducing costs – e-Invoicing can eliminate up to 80% of a client's inbound paper invoices within a two-year period.

The Dolphin Advantage

The Dolphin team is focused solely on giving our customers the most benefit from their investment in SAP solutions. By combining scanning and process tracking with SAP Business Workflow™, SAP users can speed up the Accounts Payable process, improve accuracy, and reduce costs.

Dolphin customers have seen a significant ROI from Accounts Payable automation, including:

- Operational productivity increased by 30%–80%
- Cost per invoice reduced by 40%–60%
- Near elimination of human error from data entry through OCR software and e-Invoicing
- Increased benefit from vendor payment discounts
- Eliminated redundant processing of ERS invoices

About Dolphin

Dolphin Corporation makes crucial business operations like data management, data archiving, accounts payable, accounts receivable and order management run better and smarter for organizations using SAP solutions. Founded in 1995, Dolphin produces the right solution for each customer, faster, through its unmatched experience in SAP solutions, and its proven best practices, tools and SAP add-on applications. Dolphin solutions improve business and IT performance, lower total cost of ownership and deliver high return on investment.

With offices in Philadelphia, PA and San Jose, CA, Dolphin solutions are implemented across North America and around the world.

Visit us online at www.dolphin-corp.com to learn more!

Dolphin Corporation
1 (888) 305-9033
contact@dolphin-corp.com

Leveraging your SAP Investment

Dolphin Customer Success: Accounts Payable

The Problem

- Significant processing costs from two outsourced Shared Service environments
- Process inefficiencies caused delays in posting
- Little or no visibility or in-house control of the process

The Solution

- Dolphin Process Tracking Solution for Accounts Payable using SAP Workflow and Header/Line OCR.

The Results

- Streamlined AP process
- Dramatic cost reduction in invoice processing
- Improved process visibility and control
- Detailed process performance analytics
- Automated exception handling (e.g., approvals, master data)
- Simplified invoice data entry with OCR
- Quick implementation under very tight constraints

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Dolphin Corporation, 1487 Dunwoody Drive, Suite 350, West Chester, PA 19380
Phone: 1-888-305-9033

www.dolphin-corp.com • Email: contact@dolphin-corp.com