



## SAP® Business Workflow™ and Document Imaging

Access to all process and document data for  
more effective business and system management.

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### ***The Business Challenge***

Paper documents are pervasive in all businesses, but handling, storing and generally keep track of them is not only an onerous task for businesses, but a very expensive one on multiple levels.

In addition to the obvious storage costs for paper, are those associated with manually processing, filing, finding documents that are misplaced, and tracking paper throughout various processes. Activities such as document copying and transport often account for more than 50% of the total process time. Quality and efficiency suffer from human error, not adhering to processing standards, and time delays.

Many areas of the business are impacted; i.e., delays in purchase order processing affect production and warehouse management, payment discounts not being fully exploited due to inefficiencies in the accounts payable process impinge on the bottom line, and customer requests not being completed in a timely manner because of complex quotation procedures have general effect on day-to-day business.

The result is that using SAP and paper-based processing with little or no automation significantly limits the benefits and business value gained from the system implementation.

### ***The Solution***

Document imaging has emerged as the answer, and digital images are legally acceptable for audits of all kinds. Coupled with automated SAP Business workflow, productivity is almost always immediately increased and the business process itself is accelerated. For companies using SAP, the return on investment from an integrated solution is usually is significant.

Document imaging and Dolphin's Process Tracking System (PTS) provide you with a turn-key solution giving you a single point of access to all process and document data for more effective business and system management. It leverages SAP Business Workflow and is integrated with an SAP ArchiveLink™ certified imaging solution.

Regardless of your SAP application or version, Dolphin delivers a fully integrated solution that quickly and easily allows you to streamline your core business processes and improve efficiency by putting paper documents, such as invoices, expense reports, personnel files, correspondence and a multitude of important documents at your fingertips. All related electronic or paper documents associated with the SAP transaction are attached and you may access them from SAP as needed. Our web module also offers remote users anytime, anywhere access to the same documents.

PTS is a proven, cost-effective document management, imaging and workflow solution and has been implemented in both a shared services environment and for decentralized processing.

### **Benefits**

- Save time and money by optimizing processes
- No lost or misplaced documents
- Take advantage of payment discounts
- Improve productivity
- Real-time access to information needed for decision-making
- Increase efficiency
- Fast implementation=Fast ROI

### ***Business Workflow Highlights in SAP:***

- **Standard SAP basis technology.** The functionality is fully available in every system and does not require additional hardware or software.
- Implemented in **all modules** of the SAP R/3 system.
- **Predefined** workflow scenarios.
- **ArchiveLink certified** imaging solutions can be integrated into Business Workflow to link documents and tasks and automatically display archived documents when the corresponding task is executed.
- **Executes coordination and allocation procedures** within seconds and distributes tasks, data, and documents to SAP users for processing.
- **Simplifies tasks** by providing complete and updated information to authorized users.
- Processing standards are enforced as users are required to follow a predefined process definition.
- **Provides business management features** such as deadline monitoring, notifications, and workload analysis.

### ***Dolphin's implementation services include:***

#### **Process Analysis and Design:**

- Analysis of your SAP processes and organizational structure with regards to your workflow needs
- Requirements analysis and design and mapping of your to-be processes

#### **Development and Configuration:**

- Development of SAP business objects and programs
- Configuration of workflow tasks and templates in all SAP modules.

#### **Implementation:**

- Implementation and testing of any new workflow and configuration in your SAP test system
- Training and knowledge transfer for SAP users and administrators
- Go-Live support

### ***About Dolphin***

Dolphin Corporation leverages their customers' SAP investments to take the time and cost out of their essential business operations. An experienced, independent team focused solely on optimizing SAP solutions, Dolphin is an acknowledged expert in data and document archiving, DART, SAP Business Warehouse archiving and business processes such as accounts payable, accounts receivable and order management in the SAP environment.

Founded in 1995, with offices in San Jose, Calif. and Philadelphia, Penn., Dolphin solutions are implemented across North America and around the world.

Visit us online at [www.dolphin-corp.com](http://www.dolphin-corp.com) to learn more!

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## **Leveraging your SAP Investment**

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