



SAP® Workflow and Document Imaging

Optimizing business processes in your SAP system comes down to being able to find everything, fast.

Sometimes, this is easier to say than to do. Using paper-based processing with little or no automation significantly limits the business value gained from your SAP system.

The time, cost and errors of manual data entry, processing and storage for paper documents stubbornly persist for many organizations in processes like accounts payable, accounts receivable, order management and human resources. Quality and efficiency suffer from human error, inability to track adherence to standard procedures, and time delays.

The speed of business accelerates the impact of inefficient processes. Purchase order processing delays affect production and warehouse management; many payment discounts are lost; customer requests are slowed and opportunities are missed due to, for example, complex procedures for quotations. The impact of these inefficiencies cascades across the business.

It doesn't have to be this way.

Dolphin takes a document-centric approach to optimizing workflows within the SAP system. Dolphin's unique Process Tracking System (PTS) ties digital document images to the SAP record within the SAP Business Workflow, so that users can find everything fast.

The Dolphin solution leverages SAP Business Workflow engine and is integrated with an SAP ArchiveLink™ certified imaging solution. It quickly and easily allows you to streamline your core business processes and improve efficiency by putting paper documents at your fingertips.

You can access and track records and related documents for any transaction in any SAP module – invoices, expense reports, personnel files, correspondence – all related electronic or paper documents associated with the SAP transaction are attached and accessible via the SAP system. Remote users can gain anytime, anywhere access to the same documents through a web interface.

The result is immediate productivity improvement and an accelerated business process.

Dolphin Solution Benefits

- Saves time and money by optimizing processes
- No lost or misplaced documents
- Allows approval tracking
- Improves productivity
- Real-time access to information needed for decision-making
- Increases efficiency
- Can be deployed in shared services environments or for decentralized processing.

SAP Business Workflow Highlights:

- **Use Standard SAP technology.** The framework you need for an optimized workflow is available in every SAP system and does not require additional hardware, software or licensing.
- **Implemented in all modules** of SAP ERP/R/3 systems.
- **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.
- **Execute coordination and allocation procedures** within seconds and distribute tasks, data, and documents to business users for processing.
- **Simplify tasks** by providing complete and current information to authorized users.
- **Enforce processing standards** requiring users to follow predefined process definitions.
- **Provide business management features** such as deadline monitoring, notifications, and workload analysis.

Dolphin's implementation services include:

Process Analysis and Design:

- SAP process analysis and organizational structure for your optimized workflow.
- Process requirements design and mapping.

Development and Configuration:

- Workflow task and template configuration in all SAP modules.
- Best-in-class, certified workflow products to ensure continuous compatibility with SAP.

Implementation:

- Implementation and testing of 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 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!

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