IBM <mark>Information Management</mark> software

PT – SI
Automated Invoice Processing

Partner Solution

■ **Target Industry**
Cross Industry

■ **Business Application**
Automated Invoice
Processing

■ **Products**
IBM FileNet Business Process
Manager
IBM FileNet Capture Professional
IBM FileNet Content Manager

Sistemas de Informação

Business Challenge

Every company that processes thousands of invoices knows that it is a resource-intensive activity. If this process is not optimized it can lead to large physical archives with several copies of the same invoice, different information appended to each copy and complexity to search and retrieve an invoice.

Oftentimes, companies who use multiple information systems for invoice processing, do not have an electronic link to the invoice image. This often results in information loss and manual paper handling, copying and routing. As well, without an automated process to integrate, control and improve efficiency, the company's operations are more expensive. Finally, due to increased regulations, without an integrated business process in place, there's no easy way to be compliant to all policies and regulations.

The need to improve efficiency and increase the return on investment on existing systems for improved operations and competitiveness is prevalent in most companies. With an automated invoice process that integrates all information systems, controls and automates manual tasks—from the filing of the original paper invoice to the supplier payment, including alerts on overdue activities—companies will improve their invoice processing efficiency.

Solution

The PT-SI solution for Automated Invoice Processing (AIP) leverages the IBM Enterprise Content Management (ECM) suite of products through the scanning of all incoming paper invoices and the automatic capture of all relevant invoice data. The document can be indexed and stored in the central repository and linked to the rest of the information systems. The physical document doesn't leave the archive and is not copied or manually routed.

AIP brings together business process management (BPM) technologies with enterprise resource planning (ERP) applications to deliver an invoice information "Cockpit" that controls and monitors all invoices. Through this Cockpit, all possible accounts payable (AP) activites are automatically performed while leveraging the traditional enterprise resource planning (ERP) functionality.

The solution also automates all routing and approval activities by leveraging the IBM ECM suite of products, which is tightly integrated with the SAP workflow. The automation is interrupted

only when human interaction is necessary for the invoice to be approved. When this happens, all required information collected from the different systems is presented to the user for validation via their existing user interface.

The AIP solution covers exceptions on all systems, through custom-made applications or system customizations, to ensure complete efficiency. Alerts are automatically sent to the users or their hierarchical superiors to ensure that the pre-defined activity deadlines are executed.

The solution delivers a secure, controlled and efficient business process that ensures regulatory compliance. This is managed by the secure access to the image stored on a central repository, which is a unique workflow across different systems. For each invoice, the automatic routing ensures that only authorized users gain access to the information and the necessary reports/ alerts are executed before the deadline. The biggest advantage of this solution is the ability to control information, allowing a common understanding between all participants in this business process and providing every detail that is necessary to settle any dispute.

Value Proposition

AIP delivers improved process efficiency, increased control and reduced time to process an invoice. The major benefit is the increased control of the invoice status, allowing a simple and fast answer to any inquiry, from the internal structure or an external entity.

Company Description

PT–SI is one of the largest and most complete Portuguese companies in the Information Systems Consulting and Integration sector. With approximately 90 million euros in Operational Returns in Services and Integration, PT-SI manages more than 840 highly qualified professionals. For more information, please go to www.ptsi.pt

PT–SI is part of the largest private group in Portugal. PT–SI is the first Portuguese company (in volume) offering IT services in the Portuguese market, according to IDC. PT – SI's mission is to contribute to competitiveness, efficiency and quality of companies and organizations with which it has partnerships. For more information, please go to www.ptsi.pt.

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