



Highlights

- Helps accelerate document-based processes, reduce cost and extend SAP installations
 - Offers exceptional SAP-certified technology
 - Provides tight integration to create more efficient and accurate business processes
 - Delivers rapid ROI with ideally suited products and components
 - Leverages the IBM and xft partnership to offer deep expertise in back-office processes
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IBM ECM solutions for use with SAP software

Integrated solutions from IBM and xft help streamline and automate processes inside SAP

Accelerating process, reducing cost and extending SAP

Using IBM enterprise content management (ECM) solutions with SAP software, documents can be transformed into digital information for use inside the SAP environment. Complex, error-prone manual activities can be replaced with accurate automation technologies. Multiple work steps can be reduced to a few. And tedious manual work can be replaced with the freedom to concentrate on more important matters, such as satisfying customers.

How? With a solution designed to not only capture documents—whether paper, fax or email attachments—and import them into an SAP environment but also enable rapid and accurate business processing and archiving. Intelligent, efficient and built to handle high transaction volumes, IBM ECM solutions for use with SAP software add strategic and economic value to virtually any SAP implementation.

Offering exceptional technology teamwork

ECM solutions for use with SAP software are the result of a synergistic relationship between IBM, xft and SAP that combines classic document management and production imaging with robust data and process management in SAP installations. With transparent connections between IBM, xft and SAP, the solutions are ideally adapted to the SAP environment, offering a comprehensive spectrum of content-based solutions, from document input and automation through processing and archiving, and leveraging IBM's industry-leading ECM platform strategy. Each component



is designed to handle those tasks at which it excels: IBM captures, analyzes, validates and archives the documents and links them to the proper SAP transaction record. xft handles processing within the specific defined SAP process context. And SAP itself administers the underlying business data and transactions. The result is a set of purpose-built solutions that deliver measurable business optimization.

Procure-to-pay capabilities add true accounts payable automation to SAP

With IBM ECM solutions for use with SAP software, you can automate invoice receipt processing in SAP from data capture through data validation, postprocessing and approval and on to posting and archiving. Whether scanned or captured from fax, email or a mobile device, incoming invoices are automatically matched against SAP vendor tables, and invoice line items can be checked against purchase order (PO) line items in SAP. Reconciliation is fast and intuitive to help ensure the three-way match inside SAP. Invoice images are stored in the central invoice receipt journal in SAP, forwarded from there for checking or posting, and finally archived by SAP ArchiveLink-certified IBM Content Collector for SAP Applications to your IBM ECM repository—in a security-rich and auditable manner. The power of IBM Datacap Taskmaster intelligent document capture software for extracting invoice data and direct reconciliation with SAP PO data is complemented by the intelligent processing of the invoice by xft invoice manager, which can even handle partial deliveries and individually settled PO items.

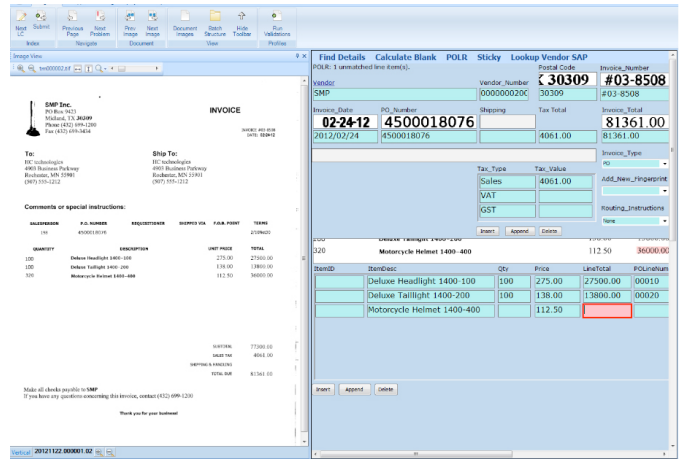


Figure 1: The Datacap accounts payable capture panel shows image and extracted data, including line items.

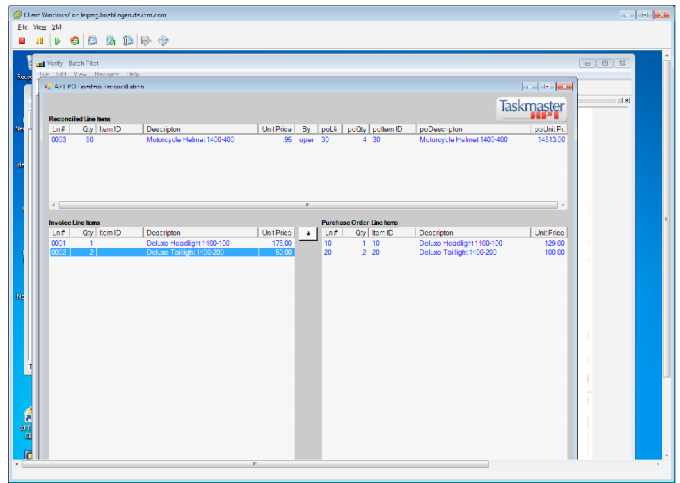


Figure 2: The purchase order line reconciliation feature in Datacap software enables matching of PO line items with invoice line items. The system automatically matches obviously identical line items and is designed to enable the verify operator to easily click and match line items that may differ in description but are actually equivalent.

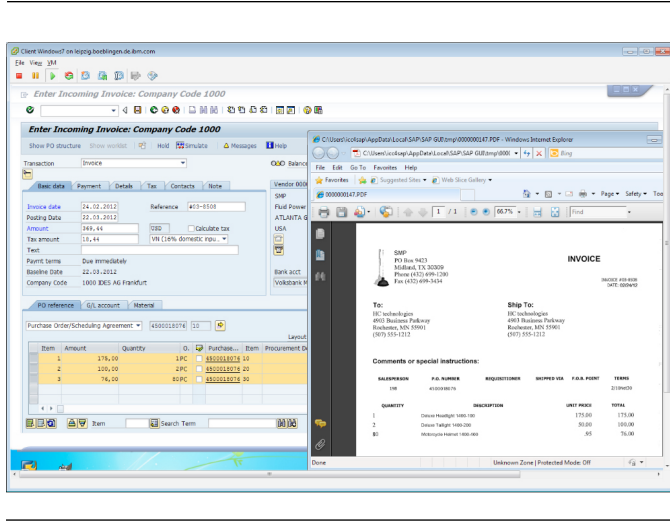


Figure 3: Invoice image and accurate data appear in the xft approval workflow interface, which helps make invoice routing to the assigned approver fast and efficient.

Contract management capabilities help govern the lifecycle of your partnerships

In today's risk-averse business environment, hardly anything happens without a contract. Acquisition contracts, master agreements with partners and suppliers, service contracts, employment contracts, rental contracts—all of these form the basis for business relationships, and it's essential for an organization to manage them efficiently and accurately. ECM solutions for use with SAP software can help you capture and manage your contracts and related documents accurately and cost effectively. After data has been captured and transformed by Datacap, numerous functions in xft's contract manager support the contract lifecycle, from initiation and creation through extension or termination, all within the SAP environment.

Personnel management capabilities help streamline your document-centric HR operations

ECM solutions for use with SAP software help bring transparency and efficiency to the important function now known as human capital management. Datacap software can capture and extract key data from scanned personnel documents and related personnel data and forward to xft's personnel file module, which can then use the data to store the documents in the correct location in the digital personnel file. At the same time, previously defined editing and release processes are triggered in the background. Comprehensive checklists and workflow functions provide additional support for managing personnel processes.

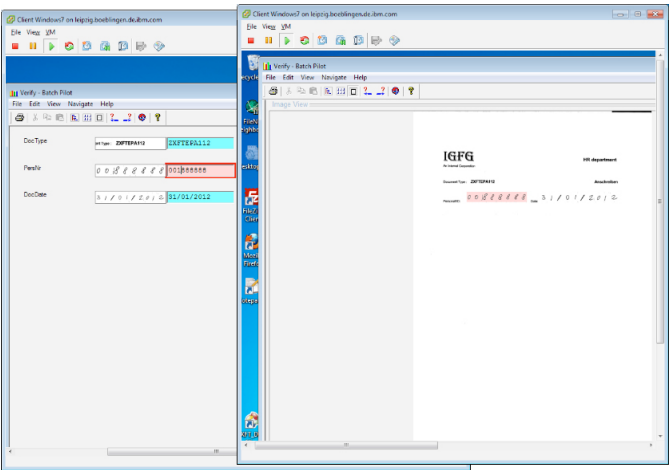


Figure 4: Datacap capture panels show the image on the right and the extracted data from the key fields on the left. Notice the mix of machine-printed and hand-printed type.

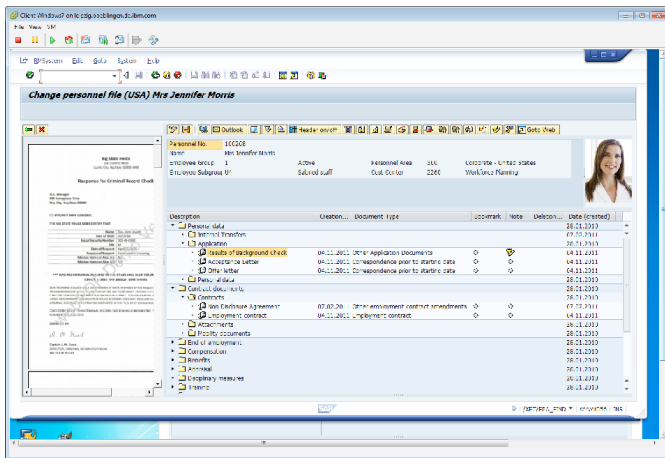


Figure 5: Employee data is extracted from HR documents by Datacap and mapped to the correct fields in the xft's personnel file interface.

Creating more efficient and accurate business processes

IBM ECM solutions for use with SAP software offer significant benefits:

- **Experience.** IBM and xft components have proved their cost saving, risk reduction and process efficiency value with hundreds of clients worldwide. IBM's outstanding expertise in capture, archiving and lifecycle management of documents and xft's deep SAP know-how have addressed the needs of some of the world's most demanding organizations. IBM ECM solutions for use with SAP software deliver a world-class set of capabilities that leverage nearly 20 years of work with SAP.
- **Tight integration.** ECM solutions for use with SAP software harness industry-leading capabilities for document capture and process management combined with

exceptionally strong integration with SAP. The processing components of xft, each of them SAP certified, run on the existing SAP system, while IBM's document capture and data extraction components are connected by way of standardized SAP interfaces.

- **Ability to create a smarter business.** Now you can create a dynamic information hub—where data and documents are available at a single click—rather than a data tomb. Use Datacap as your single portal to convert documents—paper, fax, emails or previously scanned images—into searchable content that can be accessed when and where it's needed from inside SAP or externally by authorized ECM users. An overarching principle of content engagement is to do more than simply manage your documents. You must also integrate and accelerate your business processes to engage with your customers, partners, vendors and employees. Multiple manual work steps can become a thing of the past. The problems associated with lost documents and inaccurate data can be reduced or eliminated. The cost of manually keying data or moving hard copy documents to departments for processing can be dramatically reduced. And you can spend your time focusing on satisfying customers while increasing your ability to compete.
- **Consolidate.** You can connect multiple SAP systems and company codes to a single xft application-based solution installation for document and process management without media disruptions across departments and locations.
- **World-class support.** Complementing IBM's own strong product maintenance and service, support for xft components is already integrated into the SAP support system; you have the convenience of opening your support messages directly in the support portal in SAP Service Marketplace.

Achieving success with the right elements

ECM solutions for use with SAP software are made up of industry-leading software products from IBM as well as best-in-class components from xft.

IBM Datacap

IBM Datacap software has been specially designed to recognize, capture and verify invoices without manual data entry. Datacap software can input scanned paper documents, faxes, emails and attachments such as Adobe PDFs or Microsoft Word and Excel files. It can even scan via browser, mobile device or multifunction device (MFD) for distributed capture applications. Processing of new invoice forms can be done on the fly without additional training or custom programming. New vendors are added through a fast and simple point-and-click method that takes less than a minute per new invoice. Line items are accurately extracted, even on multiple page invoices, and the purchase order line reconciliation (POLR) feature presents invoice line items next to PO line items from SAP. Discrepancies can be quickly resolved with a single click. Because IBM Datacap supports most global languages and their corresponding date and currency formats, it can also be used for multilingual invoices and supporting documentation.

Datacap software is flexible and extensible and is designed to easily expand to deliver benefits beyond accounts payable. Browser-based capture capabilities place scanning at the point of origination and enable organizations to take advantage of remote workforces. Datacap software has many instances of accurate extraction of data from machine print, hand print, check box and bar code formats. Datacap has demonstrated its ability with flexible processes for human resources and contract management.

ECM systems from IBM

To facilitate security, performance and scalability for storage of your captured documents, we use—in contrast to many other SAP ECM solutions in the marketplace—integrated and comprehensive enterprise content management systems. Depending on your requirements, the following can be used for storage:

- IBM Content Manager
- IBM FileNet® Content Manager software
- IBM Content Manager OnDemand
- IBM Tivoli® Storage Manager software

Integration into the SAP system is achieved using SAP-certified IBM Content Collector for SAP Applications software, providing a single, flexible archiving, content management and governance solution for SAP data and related content. The software extends IBM's value-based archiving techniques across a broad set of SAP use cases and physical archive stores. It helps you avoid the costs of siloed, less capable offerings for SAP; deploy comprehensive SAP business solutions; and control risk for lower total cost of ownership.

The xft components

The xft components combine a clearly laid out, user-friendly file interface with comprehensive process management. They transfer the data that has been identified by IBM Datacap software into the context of the relevant SAP business processes and process this data further. You can combine almost any document-controlled processes and business contexts, from inbound mail administration right up to complex product development processes in make-to-order production. Compared to other systems in the marketplace, the xft products score highly thanks to their extraordinarily high level of SAP integration, reliability and flexibility.

Depending on the use case, ECM solutions for use with SAP software may deploy:

- xft invoice manager
- xft contract manager
- xft personnel file
- Other xft applications for SAP to come

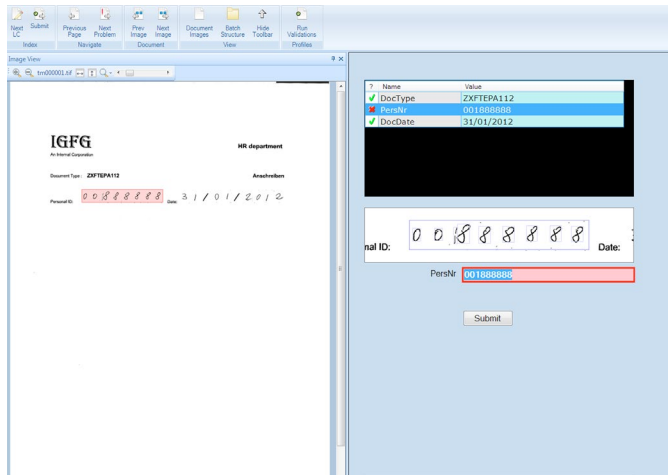


Figure 6: SAP clients can take advantage of automated validations. In the above example, the solution is matching the number against a database of member numbers, and it is flagging a mismatch. The quality assurance operator makes the correction and fixes the error at the capture stage.

Leveraging the IBM and xft partnership: experience meets expertise

IBM's 100 years of experience and IT expertise combined with the pioneering SAP know-how of xft GmbH results in a solution that not only unites various highly efficient components and can be seamlessly integrated into SAP environments but also uses an approach that optimally satisfies the special requirements of your company—an approach that is sustainable over the longer term: ECM solutions for SAP from IBM and xft.

xft GmbH: Specialists in integrated file management, document management and process management in SAP

xft is an SAP partner company specializing in the optimization of business processes in SAP. Founded by former SAP managers who have many years of experience designing, building and managing archiving, records management and other ECM-related products, interfaces and activities for SAP, the company's objective is to provide centralized access to all the information within a process (documents, email or electronic information) and to integrate it within the process context. For this purpose, xft develops its own SAP add-ons that combine excellent technical know-how with sound technical and industry knowledge.

For more information on xft, visit:

www.xft.com

Or send an email to:

info@xft.com

Why IBM?

Software is helping build a smarter planet, giving organizations more opportunities to realize their potential and break new ground. To achieve such goals, businesses need software that is fueled by expertise, built for change and ready for work. IBM ECM solutions can help.

Our comprehensive ECM portfolio—including industry solutions from IBM Business Partners—helps businesses manage unstructured content, optimize business processes and address complex compliance requirements. Our deep ECM capabilities support an information agenda—the IBM approach to using information as a strategic asset through better business and IT alignment.

About IBM ECM software

IBM ECM software enables the world's top companies to make better decisions, faster. By gaining control of unstructured information, companies can access information, collaborate and influence business decisions in new ways, making content a first-class source of insight. With industry-specific IBM ECM solutions, companies can capture, manage and share content throughout its lifecycle, helping ensure compliance, reduce costs and maximize productivity. The IBM ECM portfolio includes a wide array of capabilities that integrate with existing systems to help organizations maximize the value of information, including document capture and imaging, social content management, advanced case management, information lifecycle governance, and content analytics. More than 13,000 global companies, organizations and government organizations rely on IBM ECM software to improve performance and remain competitive through innovation.

For more information

To learn more about IBM ECM solutions for use with SAP software, please contact your local IBM sales representative or IBM Business Partner, or visit:

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