



APay® Suite for SAP ERP

Best Practice Invoice Processing Automation

APay Suite's Key Features

- Two choices: APay Center or APay Ledger
- Fully integrated in SAP
- Fully integrated with SAP Content Server or any SAP certified third-party content server (i.e., Open Text, Documentum, Mobius, on-Base, etc.)
- Integrated with capture applications or e-invoicing networks such as Kofax Capture, e-Transactions, OB10, etc.
- Real-time reporting and analytics
- Processing of all relevant document formats, such as images, faxes, emails, e-invoices, etc.)
- Automated processing of MM and FI invoices
- Customized to meet your business requirements

APay Suite for SAP ERP

Norikkon's APay Suite is a one-stop-shop solution for automated processing of incoming invoices in SAP®. APay streamlines the entire lifecycle of an Accounts Payable invoice from capture to payment and provides exceptional end-to-end visibility.

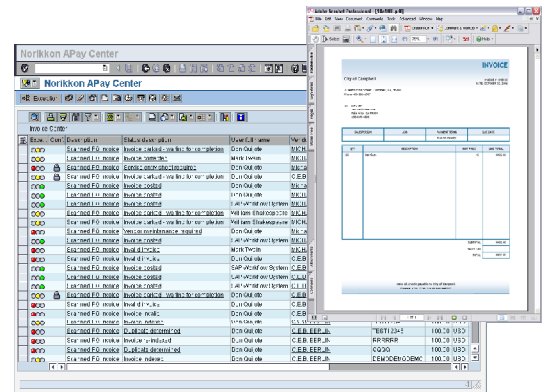
APay Suite provides a powerful application environment for an organization to process invoices in the most efficient way possible. It also serves as a management tool to monitor invoices and invoice workloads. Most important, APay Suite provides accurate real-time analyses of invoice cycles, status and cash flow. Norikkon's APay Suite is comprised of **APay Center** and **APay Ledger** with optional add-ons: **APay Mail**, **APay Vendor Notification** and **APay Portal**.

► APay Center

APay Center is a robust automated invoice processing solution. Advanced workflow and data validation occurs providing automation for 3-way match, missing coding information, duplicate check, and other criteria. APay Center automatically routes exceptions to the appropriate user or user group for further processing inside of SAP or directly in APay Center.

The key to APay Center's power is its dashboard. Through this central location, SAP work items can be processed directly rather than using the SAP Inbox; analytics can be performed to better understand cash flow and process flows; archived documents can be easily downloaded or printed to meet audit requirements; and services for object (GOS) is accessible for late archiving of documents or adding notes. In addition, Accounts Payable staff can intervene in the process flow to raise excep-

tions or post directly to SAP standard transactions. Norikkon is continually enhancing the functionality within the APay Center dashboard. The latest addition offers a graphic analysis tool which allows the user see results of analysis directly on their computer screen.



► APay Ledger

Companies that process a lower volume of invoices annually will reap the most benefit from **APay Ledger**, a smaller-scale version of APay Center. The use of APay Ledger, in conjunction with a basic learn-from-template OCR/ICR application, provides an efficient automated purchase-to-payment solution. As functional requirements increase, APay Ledger can be upgraded to APay Center.

Enhancement Modules for APay Suite

APay Mail

Through this module, users can manage invoice approvals and exception handling via email. By implementing this functionality, approval users do not need to log on to SAP. The approval process can be performed online or offline at their convenience. All emails can be archived and linked to the relevant accounting documents in SAP to provide a complete audit trail.

“Prior to implementing Norikkon’s APay Center, our AP staff wasted countless hours processing invoices, following up on exceptions, and obtaining approval. Now, we’ve been able to reallocate staff, reduce research time, overall significantly reducing the processing time per invoice. For a low cost investment, we’re already seeing great results to our bottom-line.”
**Manager,
Accounting Operations
Tastykake**

	APay Ledger	APay Center
Scan & OCR/ICR Integration into SAP	Yes	Yes
Integration of e-invoicing networks and e- transactions	Yes	Yes
AP Process Templates	Yes	Yes
Invoice Ledger/Dashboard	Yes	Yes
Analytics/Monitoring	Yes	Yes
Auto-Pre-fill / Post	Yes	Yes
100% integrated into SAP	Yes	Yes
Advanced Data Validation (3-way match, goods receipt, missing approval)	-	Yes
Advanced Work item Execution	-	Yes
Best-Practice Process Library	-	Yes
Advanced Exception Handling	-	Yes
Graphical Charting	-	Yes
Integrated with SAP Services For Object	-	Yes

Vendor Notification

Vendor Notification reduces vendor inquiries by automatically sending status updates to each vendor. Through this process, an email is automatically generated notifying the vendor at key process points. Through configuration, a vendor can be sent a different notification depending on process point (i.e., received, in process, approved and rejected with reason.) Using this module not only improves vendor relations, but also significantly reduces employee time wasted researching vendor inquiries.

APay Portal

APay Portal provides management with an Internet monitoring and reporting tool. The same dashboard view allows management to monitor invoices and productivity in real-time outside SAP R/3. APay Portal provides a chart view or real-time business intelligence view. These chart views are an overview of all active invoices within SAP and reflect status analysis, processor productivity, daily

volume, cycle times, and due date analysis. Additional charts can be added to fulfill an organization’s requirements.



APay Suite Key Benefits

- ◆ **Indexing and Capture**
Regardless of your document format, APay Suite can manage it. APay Suite archives invoice images, faxes, emails and/or e-invoices (i.e. EDI), and electronically indexes documents using a key-from-image approach using your preferred OCR/ICR.

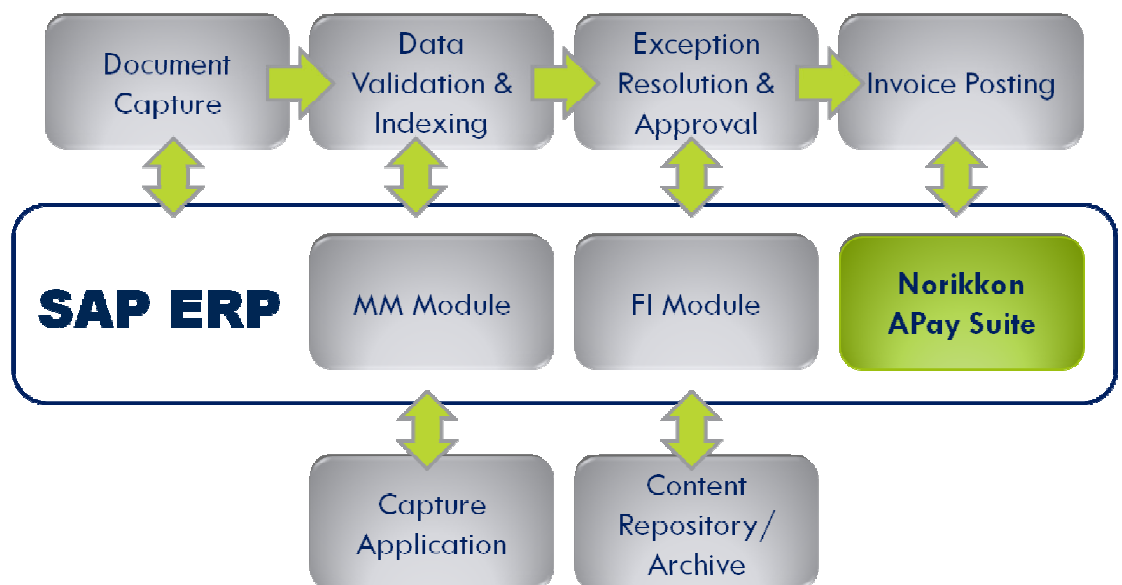
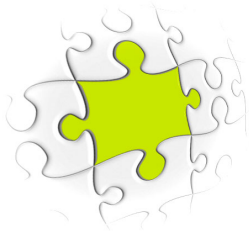
**APay Suite's
Key Benefits**

- Management gains real-time visibility of invoice status, FI liabilities and bottlenecks.
- Significantly reduces manual data entry.
- No more lost invoices, paper filing, or remote storage/retrieval expenses.
- Users don't have to learn a new software application.
- Automatic routing of exceptions and approvals inside and outside SAP reduces cycle times and increases receipt of early payment discounts.

- ◆ **Reporting and Analytics**
View your invoice status and key performance indicators in real-time. Accounting and process data are jointly analyzed to provide accurate reporting about all invoices in process or completed.
- ◆ **Automated Invoice Routing**
With APay Center, the routing of invoice work items can be rule-based on your specific requirements or fully integrated into your SAP HR organizational structure.
- ◆ **Audit and Approval**
Approval automation might require different approaches for SAP and non-SAP users. APay Center offers various approval procedures to approve invoices inside and outside of SAP as well as online or offline.
- ◆ **Enhanced Document Posting and Parking**
APay Center enables the user to pre-fill invoices with all relevant indexing

information thus eliminating redundant data keying. Based on the invoice type, APay Center launches the appropriate SAP transaction and automates the data keying and posting process for all invoices.

- ◆ **Exception Management**
APay Center manages all standard exceptions, such as blocked invoices as well as additional scenarios (i.e. vendor maintenance, invalid PO, and missing coding information.) APay Center tracks the entire flow of the exception process and archives supporting information thus meeting GRC requirements.
- ◆ **Document and Data Archiving**
Norikkon's APay Suite integrates seamlessly into your existing SAP-linked storage infrastructure. Through SAP's ArchiveLink standard API, users can use any supporting third-party archiving solution as well as SAP's own content server.



For additional information:
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