

ORACLE CONTENT MANAGEMENT FOR ORACLE E-BUSINESS SUITE FINANCIALS

Accelerate your financial operations into overdrive.

KEY BENEFITS

- **Decrease storage, transportation and labor costs** by getting rid of paper with integrated document capture and imaging
- **Streamline procure-to-pay operations** and maximize early payment discounts by dramatically decreasing the time it takes for data entry, exception handling and approvals
- **Improve process visibility** with real-time monitoring of key performance metrics and insight into process bottlenecks
- **Strengthen financial controls** with complete content lifecycle management for financial documents, including retention and records management

Financial processes are often distributed in nature, require many approvals, and generate huge volumes of documents that are difficult to effectively manage. As organizations seek to reduce costs and improve efficiency, paper-intensive processes such as accounts payable and expense management are ideal places to start. Oracle Content Management offers a productized integration with Oracle Financials to optimize process automation, by coupling document capture and imaging technology with advanced workflow and process monitoring. As a result, financial departments are able to dramatically decrease costs and cycle times, while increasing process visibility and compliance-readiness.

Money doesn't grow on trees – the impact of paper on financial management

As an organization that has already deployed Oracle Financials, you understand the benefits that can be achieved by automating key aspects of procure-to-pay operations, from controlling cash flow to minimizing overpayments. However, complete process optimization cannot be achieved as long as paper remains a part of the picture, and the continued reliance on paper can adversely impact your bottom line in a number of ways:

- **Storage and transportation costs:** How many filing cabinets or rooms are filled with archived invoices, POs and expense reports, taking up valuable real estate that could be used for more productive purposes? And how much money is spent for inter-office mail to send documents from a regional office to a central location, or even between people in the same building?
- **Departmental productivity:** How long does it take to process a single paper invoice or expense report as it makes its way along the approval chain? And when an error occurs such as incorrectly entered data into the financials system or a missing purchase order number, how many days does it then take to get documents back in-hand for correction, putting your ability to maximize vendor discounts at risk?
- **Compliance and audits:** How easy is it to search for and locate archived invoices or expense reports once they have been filed away if your department is subject to a corporate audit? And how well are you able to exercise control over your financial documents, ensuring that they are being retained for the required period of time before they can be destroyed?

Oracle Content Management solves these issues by completing Oracle Financials automation, removing paper from the picture through the electronic capture of documents, which are converted into images and attached to workflows be efficiently managed throughout their lifecycle. In effect, financial departments are able to increase the speed of operations by working smarter – relying on capture, imaging and workflow to automate some of the most time consuming and mundane tasks of procure-to-pay operations.

SPECIFICATIONS

COMPONENTS

- Oracle E-Business Suite
- Oracle Imaging and Process Management 10gR3:
 - Includes Oracle Business Process Management Suite (restricted use license)
- E-Business Suite Adapter for Oracle Enterprise Content Management
- Oracle Document Capture
- Oracle Forms Recognition

ORACLE E-BUSINESS SUITE CERTIFIED VERSIONS

- E-Business Suite 11.5.10
- E-Business Suite 12.1

RELATED TECHNOLOGIES

- Oracle Universal Records Management
- Oracle iProcurement
- Oracle iSupplier Portal

End-to-end procure-to-pay automation – from receipt to payment

Only Oracle is able to offer E-Business Suite customers an end-to-end solution, where your financials system, content management and workflow are all integrated out-of-the-box, from one vendor. This means not only that you benefit from a solution where all pieces have been designed to work together, but it is also a completely flexible solution, easily configurable to meet the needs of each customer – because no two procure-to-pay processes are exactly alike.



Integrated, flexible document capture meets all levels of automation



When it comes to scanning and indexing documents such as invoices that need to be managed through financial operations, a one size fits all approach doesn't work given the wide variety of sizes, geographical reach and processing volume of today's organizations. That's why Oracle Content Management offers integrations with capture services that let you choose what level of automation you want to achieve, and how you want to implement it. You can scan all invoices at a central location, and route them by region or priority to financial clerks for processing. Or, use distributed capture for remote offices to scan their invoices via the Web to save processing time and shipping costs. Whichever capture approach is best for you, Oracle Content Management can support it.

Forms recognition speeds processing and decreases errors by minimizing human touch



For the highest level of capture automation, Oracle Content Management offers cutting-edge intelligent document recognition (IDR) technology to automatically extract required data from captured invoices, thereby eliminating manual data entry. Unlike other template-driven IDR solutions, Oracle Content Management is a truly intelligent system that is pre-configured to process any kind of invoice. Oracle Content Management's recognition automatically captures information by intelligently locating the data within the document wherever it is, and whether or not the system has processed invoices from that vendor before. The system is able to extract line item detail from an invoice, and even better, do line item pairing to match specific items to those on a corresponding PO. The result is a consistently high accuracy rate of data extraction that dramatically decreases the need for human intervention to correct errors and resolve exceptions.

Complete document lifecycle management– from capture through destruction



Once invoices, purchase orders, expense receipts or other documents are captured and archived into Oracle Content Management, the system takes over to manage the imaged content throughout its lifecycle. As an enterprise-class content management repository, Oracle Content Management is able to hold billions of imaged documents, so no matter what your processing volume is, or how many Oracle Financials modules you image-enable, Oracle Content Management can scale to meet those needs. It also helps you to meet your corporate retention and security requirements, with the ability to attach policies to imaged invoices and receipts that dictate how long they should be kept for and who has access to view them until they can be destroyed. Additionally, for those companies who have to implement policies to meet regulatory requirements for financial documents, Oracle Content Management features a records management plug-in to enable you to do so.

FOR MORE INFORMATION

For more information about Oracle Content Management's integration with Oracle Financials, please visit: www.oracle.com/goto/ipm

**Faster data entry and searches with direct access to documents from E-Business Suite**

Make better use of your departmental resources by greatly reducing the time they spend on tasks like data entry and searches, so that they can add more value to your bottom line. Oracle Content Management exposes imaged invoices, POs and such as standard E-Business Suite attachments, leveraging existing hot keys and menus to maintain a familiar user experience, while enhancing it with the ability to quickly call up imaged documents to speed up heads-down functions like key-from-image. The Oracle Content Management viewer provides image annotation and mark-up functionality that map to E-Business Suite security settings and roles, to ensure that items such as redactions are only viewable by the appropriate parties. Additionally, Oracle Content Management provides the ability to retrieve supporting documents by executing searches against index data allowing documents to be easily accessed from multiple business records, such as a vendor contract related to an invoice. All data entry and searching is done via the E-Business Suite screens, enabling the user to leverage business rules and validations provided by E-Business Suite, while the final validated data can be pushed into Oracle Content Management eliminating manual indexing.

**Shorter cycle times with exception handling workflows and real-time process visibility**

Oracle Content Management offers powerful workflows that augment— but do not duplicate native E-Business Suite functionality, by automating processes such as routing invoices to AP processors for data entry and exception handling. Oracle Content Management's exception handling workflows help to save valuable cycle time in instances where an out-of-process invoice needs to be managed, and these workflows are fully customizable to map to an organization's specific processes. Real-time business monitoring capabilities are provided by way of customizable dashboard views, offering visibility into in-flight processes that enable workloads to be monitored and process bottlenecks to be identified, thereby facilitating continuous process improvement.

One-click approvals from within and outside E-Business Suite

Once an invoice or expense report is ready to be approved, Oracle Content Management provides fast and easy access to imaged documents for review to users both within and outside the system. A simple URL is embedded in approval email notification that is sent from E-Business Suite to allow one-click access an image for review, where they can approve, reject or request more information about a document. With its ability to provide seamless access to all users involved in the approval chain, Oracle Content Management cuts down the time it takes before invoices, expense reports, or other procure-to-pay items are ready for payment.

Realize the full benefits of complete financial process automation

Oracle is uniquely positioned to provide E-Business Suite customers with an end-to-end business process automation solution, of which Oracle Content Management provides the key components of imaging and workflow to augment the native automation already provided in E-Business Suite. Customers have the flexibility to further automate their systems using technologies such as Oracle iProcurement and Oracle iSupplier Portal to achieve complete business process optimization – all on one unified platform, with the simplicity of a single vendor solution by Oracle.

Copyright 2009, Oracle. All Rights Reserved. This document is provided for information purposes only, and the contents hereof are subject to change without notice. This document is not warranted to be error-free, nor is it subject to any other warranties or conditions, whether expressed orally or implied in law, including implied warranties and conditions of merchantability or fitness for a particular purpose. We specifically disclaim any liability with respect to this document, and no contractual obligations are formed either directly or indirectly by this document. This document may not be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose, without our prior written permission. Oracle is a registered trademark of Oracle Corporation and/or its affiliates. Other names may be trademarks of their respective owners.