

ORACLE WEBCENTER CONTENT FOR ACCOUNTS PAYABLE

ACCELERATE OPERATIONS INTO
OVERDRIVE WITH END-TO-END
INVOICE PROCESSING AUTOMATION

KEY BENEFITS

- **Decrease storage, transportation and labor costs** by getting rid of paper with integrated document capture & 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

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 WebCenter Content offers productized integrations with Oracle E-Business Suite and PeopleSoft Financials to optimize process automation, by coupling document capture and imaging technology with advanced workflow capabilities. 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 an Oracle Financials application, 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 WebCenter Content 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 to 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.

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

Only Oracle is able to offer E-Business Suite and PeopleSoft customers an end-to-end invoice processing automation 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.

Fig. 1: Only Oracle offers an end-to-end solution for E-Business Suite and PeopleSoft Financials invoice processing automation – from one vendor, on one integrated platform



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 WebCenter Content offers 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 WebCenter can support it.

Forms recognition speeds processing & decreases errors by minimizing human touch



For the highest level of capture automation, Oracle WebCenter Content 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 WebCenter Content is a truly intelligent system that is pre-configured to process any kind of invoice. Its recognition capability 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 archive



Once invoices, purchase orders, expense receipts or other documents are captured and archived into Oracle WebCenter Content, the system takes over to manage the imaged content throughout its lifecycle. With its enterprise-class content management repository, Oracle WebCenter Content is able to hold millions of imaged documents, so no matter what your processing volume is, or how many business processes you image-enable, the repository 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 WebCenter Content offers records management capabilities to enable you to do so.

FUSION MIDDLEWARE WEBCENTER

ORACLE WEBCENTER CONTENT COMPONENTS

- Oracle WebCenter Content (Includes Oracle WebCenter Imaging) *or*
- Oracle WebCenter Imaging
- Oracle WebCenter Capture
- Oracle WebCenter Forms Recognition
- E-Business Suite Adapter for Oracle WebCenter *or* PeopleSoft Adapter for Oracle WebCenter

ORACLE FINANCIALS CERTIFICATIONS

- E-Business Suite 11.5.10+; 12.0.x; 12.1.x
- PeopleSoft 8.9, 9.0, and 9.1 with PeopleTools 8.4.8, 8.49, 8.50

CONTACT US

For more information, please visit www.oracle.com/goto/webcenter/cj or call +1.800.ORACLE1 to speak to an Oracle representative.

Faster data entry & searches with direct access to documents



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 WebCenter Content exposes imaged documents directly from E-Business Suite and PeopleSoft interfaces 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 imaging viewer provides annotation and mark-up functionality that map to Accounts Payables security settings and roles, to ensure that items such as redactions are only viewable by the appropriate parties. Additionally, Oracle WebCenter Content 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 payables workbench screens, enabling the user to leverage business rules and validations provided by your Oracle Financials application, while the final validated data can be pushed into the content management system, thereby eliminating manual indexing.

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



Oracle WebCenter Content offers powerful workflows that augment— but do not duplicate native ERP functionality, by automating processes such as routing invoices to AP processors for data entry and exception handling. Oracle WebCenter Content'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. If an invoice requires coding or approval from a user outside the accounts payable environment, Oracle WebCenter Content provides fast and easy access to documents for review to users across the enterprise. A simple URL is embedded in an email notification to allow one-click access an image for review, where they can approve, reject or request more information about an invoice. With its ability to provide seamless access to all users involved in the resolution of invoice exceptions, Oracle WebCenter Content's integration with E-Business Suite and PeopleSoft cuts down the time it takes before invoices are ready for payment.

Realize the full benefits of complete financial process automation

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

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