

Solution Blueprint of DocuStream Automated Early Archiving with Workflow Integration

Problem Description

A Fortune 500 Company within the Manufacturing Industry was looking for a Solution to resolve their Accounts Payable and Expense Document entry issues. The company received thousands of Invoices on a daily basis that needed to be entered for payment into SAP R/3. In addition, most of these Invoices required approval either from one or multiple Company personnel. All these Invoices had been manually sorted and distributed for approval prior to the SAP entry. Such a process could take days, in some instances it took weeks. All paper Invoices needed to be stored (onsite and offsite Storage) for legal retention purposes. Furthermore, the manageability to retrieve these documents in the future was made almost impossible.

Solution

The Company implemented FileNET as their Document Management Solution, along with DocuStream, to successfully manage their A/P Business Process requirements. By scanning the documents and storing them into an electronic Repository, access and manageability could be utilized. By implementing DocuStream, the Company was also able to enable *full integration into SAP* and their Business Workflow tools. In doing so, DocuStream provided the capability to automatically distribute the scanned Documents to the respective SAP Accounts Payable Clerk(s) based on predefined load-balancing rules (Role Resolution) by creating a Business Workflow workitem with the Document attached.

Furthermore, DocuStream also pre-populated all relevant data entry SAP fields with values specified during the indexing process, so that no double data entry occurred. As soon the Invoice entry was entered and save within SAP, DocuStream automatically established a Link between the scanned Document and the newly create SAP transaction record, and also Back-Populated SAP generated values into FileNET as attributes of the attached (originally scanned) Image. Through simple configuration within DocuStream Workflow, the Client was know also able to route these Workflow workitems for approval. As soon the final approval was achieved, the Invoice was automatically released for payment. In addition, monitoring, tracking and reporting was available through both DocuStream's real-time and query based tracking utilities, providing progress and status changes of these Invoices along each stage of the Documents life cycle.



Benefits - ROI

By utilizing FileNET and DocuStream, the company is today processing Invoices and Expenses in minutes, rather than days or weeks. They have complete control of each Document and can provide historical tracking reports at any time, during their process, or in the future. The retrieval process of the Document can be performed simply within SAP, so that each supporting Document for the relevant SAP Invoice Transaction can be displayed automatically and instantly.

Below we have calculated a simple ROI study:

Product	Current	Future
Minutes Per Invoice	30	10
Labor Cost Per Hour	\$40.00	\$25.00
Cost Per Invoice	\$20.00	\$4.17

When these costs are coupled with invoice volumes, savings based on current and future costs are as follows:

Phase	North America
Invoices Per Month	35,000
Current Cost Per Month	\$700,000.00
Future Cost Per Month	\$145,950.00
Savings Per Month	\$554,050.00

Phase	North America
Project Cost	\$552,167.00
Maintenance Cost	\$65,134.06
Hidden Cost	\$210,000.00
"Real" Cost	\$827,301.06
Saving Per Month	\$554,050.00
ROI (Months)	1.49



Customer Conclusion

DocuStream provided us with a powerful, flexible and user-friendly document imaging solution. The FileNet & SAP integration "out of the box" basically allows us to archive objects, images, and reports, in FileNet and link them to SAP all automatically. Only with DocuStream, is intelligence conveyed into our imaging solution - instead of just linking objects, we are able to synchronize indices, improve retrieval capabilities, simplify our business processes, streamlined our life cycles, and have full administration over our SAP imaging requirements.

Visit <http://www.csinc.biz> or call 1-800-CSI-CANHELP (1-888-274-2264) for more information on this or other DocuStream based SAP Integrated Imaging Solutions.