

# Goodbye Paper Hello Freedom

Advancing AP and Order  
Automation Abilities



Presented by:

**Steve Nimon, Sr. Account Executive**



# Agenda

- What (and who) is IntelliChief?
- Goals & Functions
  - AP Automation
  - Sales Order Automation
- Process Flow
- Key Integration Points and Considerations
- Questions & Answers



# Quick Poll

- Oracle EBS, JD Edwards, PeopleSoft?
- Do you represent the business or IT?
- Current level of automation in Accounts Payable and Order Processing:
  - Completely paper based/manual?
  - Some Automation?
  - Fully Automated?
- Any particular pain points/challenges you hope this session addresses?



# What (and who) is IntelliChief?



Intelli

Executives



# What (and who) is IntelliChief?

- Enterprise Content Management
  - Manage the lifecycle of content throughout the entire organization, integrated with any ERP/business application



AP



Purchasing



Receiving



Sales Orders



Shipping



AR



Customer Service



Human Resources



Contracts



# What (and who) is IntelliChief?



- Oracle Gold Partner and Quest Member
- Oracle ERP's a strategic focus
- Integration
  - Formal, seamless, real-time
  - EnterpriseOne & World
- Experience & Best Practices



# Goals of Automation

- Eliminate/reduce time spent performing data entry
- Maximize early pay discounts
- Eliminate late payments
- Ensure customer SLAs are met
- Eliminate data entry errors
- Eliminate duplicate payments and duplicate orders
- Increase process visibility
- Automate as much of the process as possible
- Reduce, reallocate, or defer resources



# Accounts Payable Benefits

## Best in Class (top 20%)

- \$3.34 to process an invoice
- 4.1 days to process an invoice
- 90% early pay discount capture rate

## Laggards (bottom 30%)

- \$16.67 to process an invoice
- 16.3 days to process an invoice
- 18% early pay discount capture rate

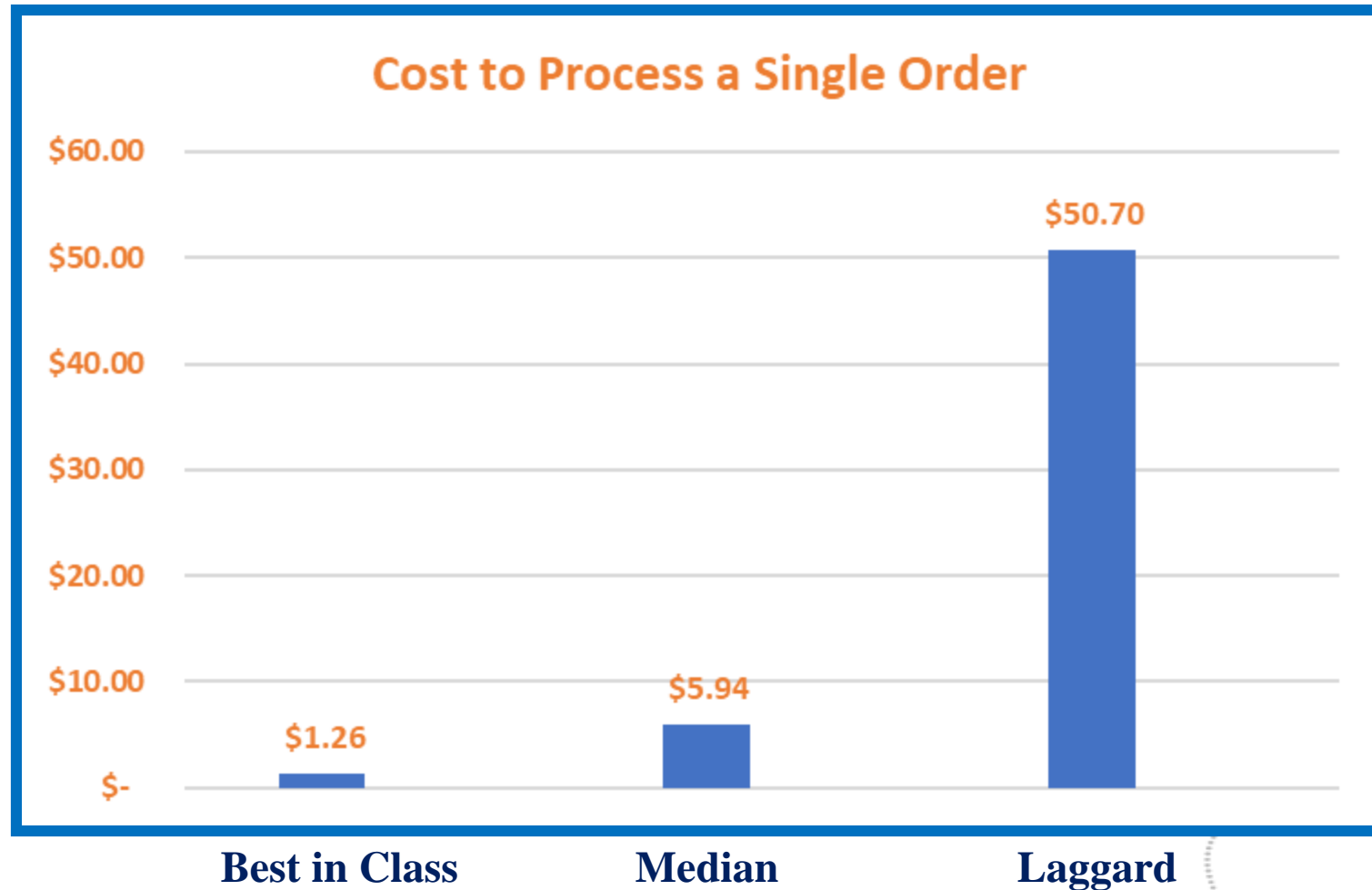
---

*Source: Aberdeen Group*





# Sales Order Automation Benefits



# Functions for Automation

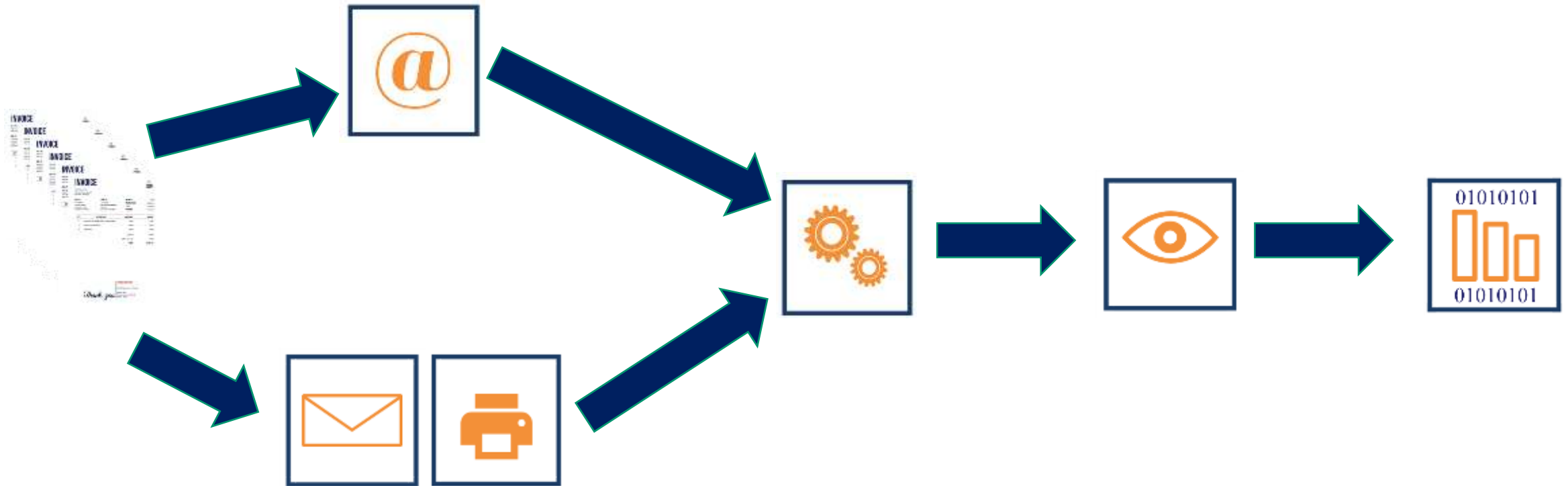


## What can you do with IntelliChief?

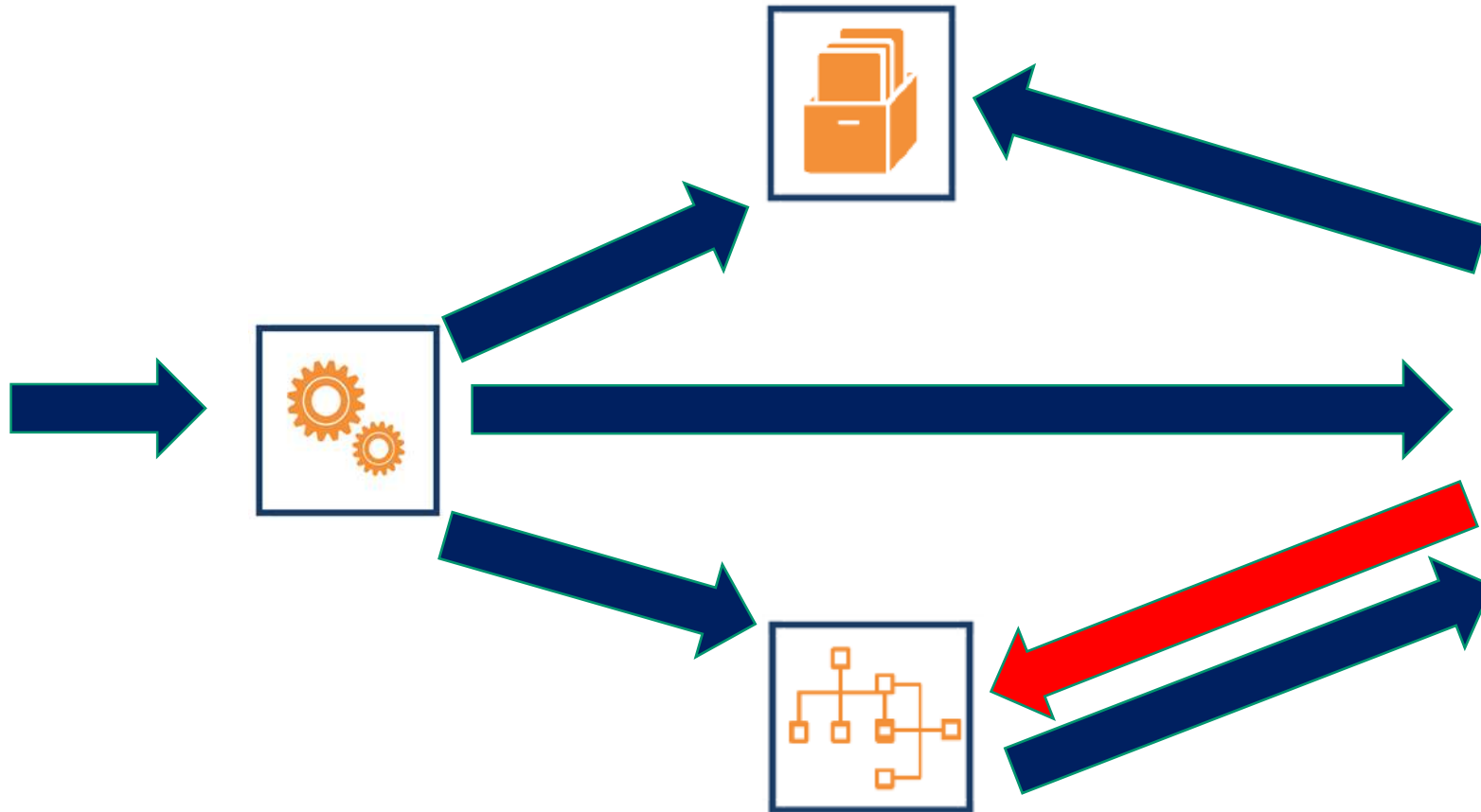
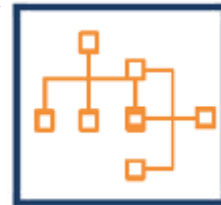
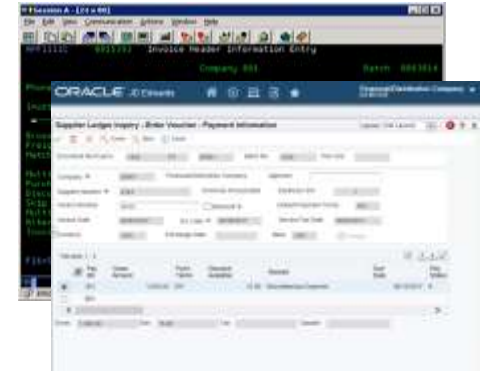
- Capture paper invoices/orders and store them electronically (with related documents)
- Automatically import emailed invoices and orders
- Extract data off documents and **validate** it in real time
- Automate document routing (including mobile access)
- Export invoice/order data directly to Oracle ERP
- Provide process visibility and analytics from beginning to end



# Accounts Payable Process Flow



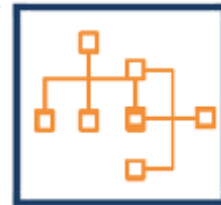
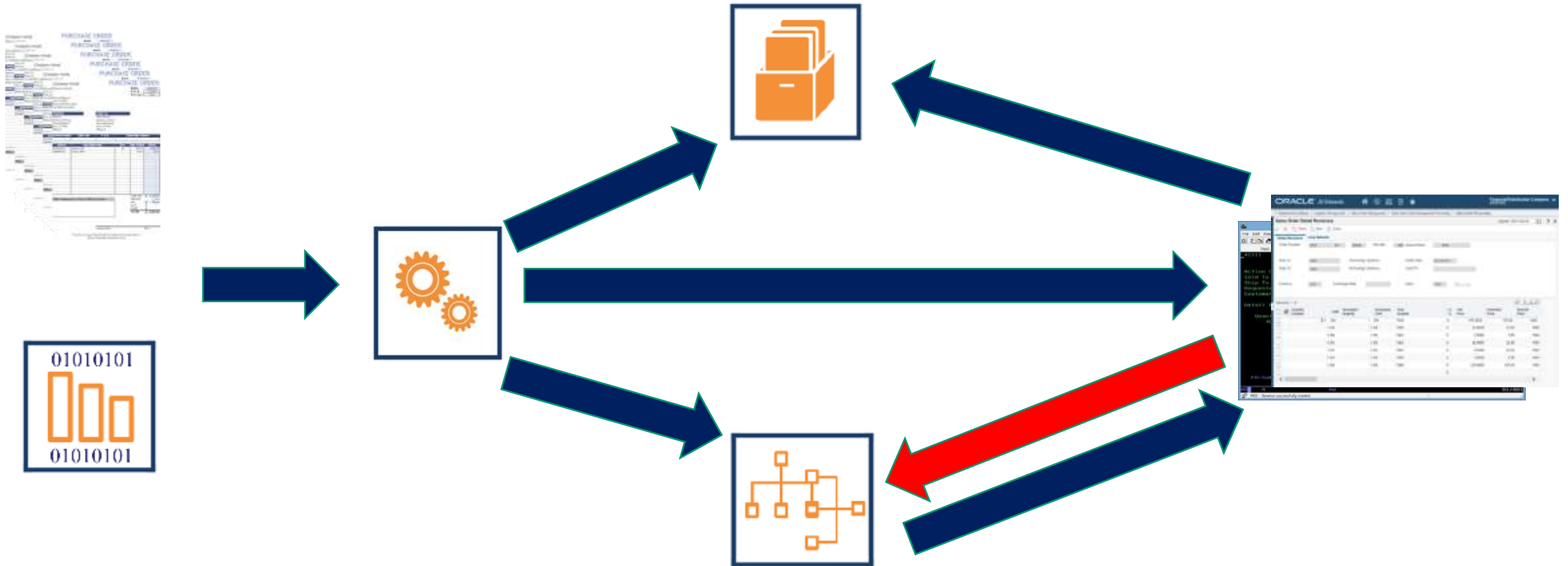
# Accounts Payable Process



# Sales Order Process Flow



# Sales Order Process Flow



# Oracle ERP Integration Leads to Maximum Automation

Real-Time Database Look Ups

2-Way & 3-Way Matching

Voucher & Sales Order Creation

Document Retrieval



# Real-Time Look Ups

- Use cases for database look ups (automatic or interactive)
  - Data validation
  - Accessing additional data not on invoice/order
    - Drive workflow routing, document indexing, and reporting
  - GL Coding of non-PO invoices





# Real-Time Database Look Ups

- Why is real-time important?
  - Allows for transaction processing as soon as data is available
- Three-way match example
  - Invoice received via email day or two after order is placed, but items do not arrive for days or weeks
  - Invoice can't be matched and AP staff must manually check in Oracle solution to see if items have been received.
  - With real-time look up, IntelliChief will automatically monitor for when items are received and immediately attempt to match and process invoice.



# AP Invoice Matching

- 2-way and 3-way match
- Critical step for Straight Through Processing (STP)
  - STP = Automation
  - If IntelliChief can do the match, you don't need to touch it!
  - Measured by how many go directly to Oracle solution
  - AP team is left with only real exceptions



# AP Invoice Matching

- Matching done in-tandem between information in IntelliChief and Oracle ERP
- IntelliChief keeps track of open PO quantities and Receiving quantities available when lines are matched
  - Identifies PO Number, Item Number/ID, Unit Price, Line Total, PO Quantity Ordered, Receiving Quantity and other miscellaneous fields
- Match Methods
  - Exact match, first in, first used, or combination
  - Variance (percent, amount, and type)



# Invoice Matching Examples

- Happy path & what's easy

Purchase Order				
Item Number	Description	Quantity	Unit Price	Line Amount
A-100101	1/4 Shank	1	15.0000	15.00

Vendor Invoice					
Item Number	Description	Quantity	Unit Price	Price per	Line Amount
A-100101	Shank	1	15.0000		15.00

- Everything matches
  - Part numbers
  - UOM for quantity
  - Unit price and line amount
- Easily achieved through IntelliChief database look ups to Oracle ERP to automate the match process without touching



# Invoice Matching Examples

- More challenging (and realistic) examples:

Purchase Order				
Item Number	Description	Quantity	Unit Price	Line Amount
A-100202	.25" Cap Screw	100	0.2000	20.00

Vendor Invoice					
Item Number	Description	Quantity	Unit Price	Price per	Line Amount
A-100202	Bolt 1/4	100	0.2000		20.00
A100202	Bolt 1/4	100	20.0000	/100	20.00
M100202	Bolt 1/4	100	200.0000	M	20.00
PK100202	Bolt 1/4	1	20.0000	100 pk	20.00
CS100202	Bolt 1/4	4	5.0000	25/case	20.00
L100202	Bolt 1/4	2	10.0000	per 50 ctn	20.00
PR100202	Bolt 1/4	50	0.4000	Pair	20.00

Purchase Order				
Item Number	Description	Quantity	Unit Price	Line Amount
A-100303	1 lb Bag Refined Sugar	4400	2.2500	9,900.00

Vendor Invoice					
Item Number	Description	Quantity	Unit Price	Price per	Line Amount
BD-12486	Sugar, Refined Metric Ton	2	4950.0000	MT	9900.00

- Item numbers, quantities, unit prices don't match...
- Or do they?



# Invoice Matching Examples

Purchase Order				
Item Number	Description	Quantity	Unit Price	Line Amount
A-100202	.25" Cap Screw	100	0.2000	20.00

Vendor Invoice					
Item Number	Description	Quantity	Unit Price	Price per	Line Amount
A-100202	Bolt 1/4	100	0.2000		20.00
A100202	Bolt 1/4	100	20.0000	/100	20.00
M100202	Bolt 1/4	100	200.0000	M	20.00
PK100202	Bolt 1/4	1	20.0000	100 pk	20.00
CS100202	Bolt 1/4	4	5.0000	25/case	20.00
L100202	Bolt 1/4	2	10.0000	per 50 ctn	20.00
PR100202	Bolt 1/4	50	0.4000	Pair	20.00

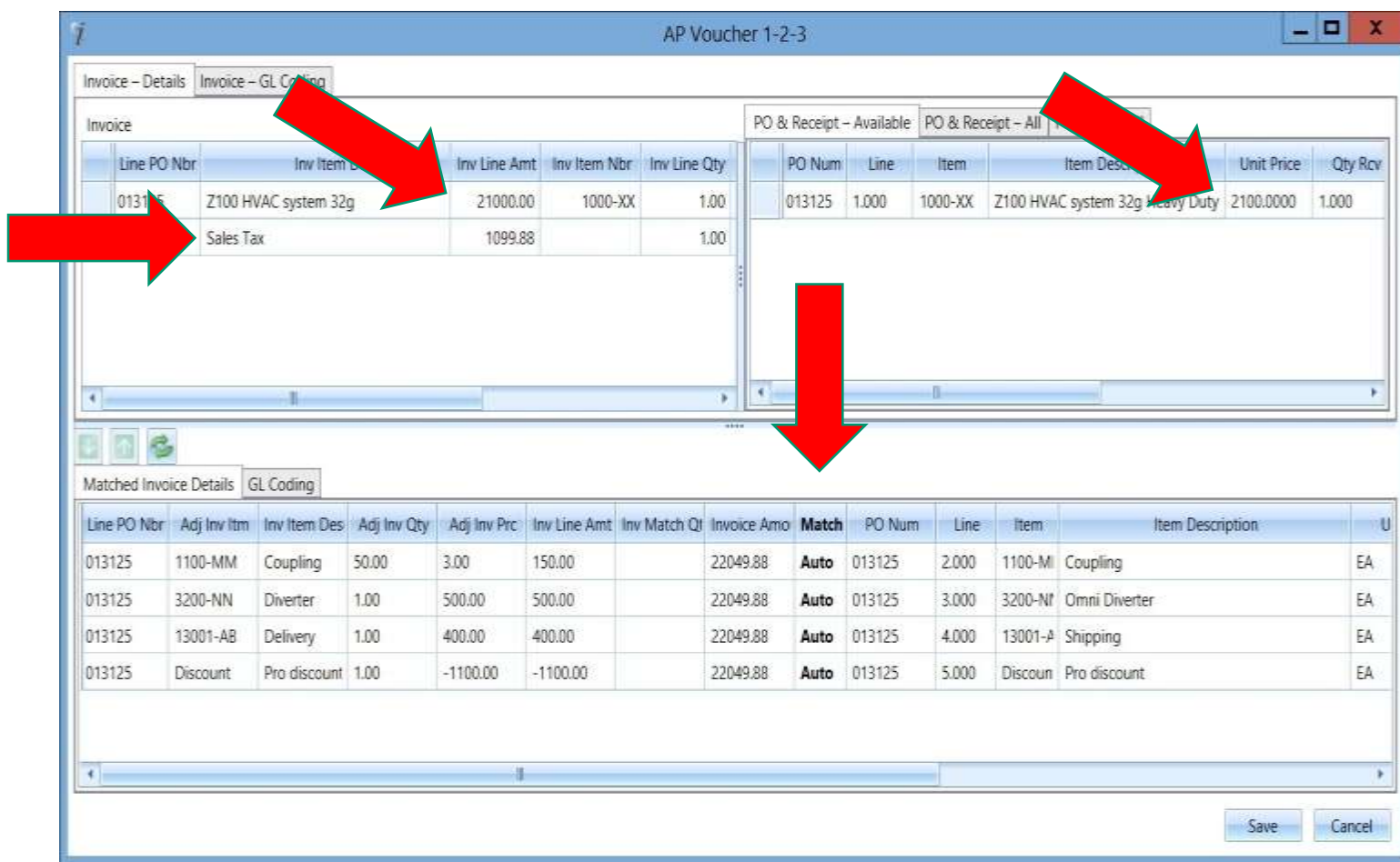
Purchase Order				
Item Number	Description	Quantity	Unit Price	Line Amount
A-100303	1 lb Bag Refined Sugar	4400	2.2500	9,900.00

Vendor Invoice					
Item Number	Description	Quantity	Unit Price	Price per	Line Amount
BD-12486	Sugar, Refined Metric Ton	2	4950.0000	MT	9900.00

- IntelliChief cross reference table and algorithms normalize data
- Maximizes automation in to Oracle ERP for what truly matches



# AP Voucher 1-2-3



The screenshot displays the 'AP Voucher 1-2-3' window with three red arrows highlighting key data points:

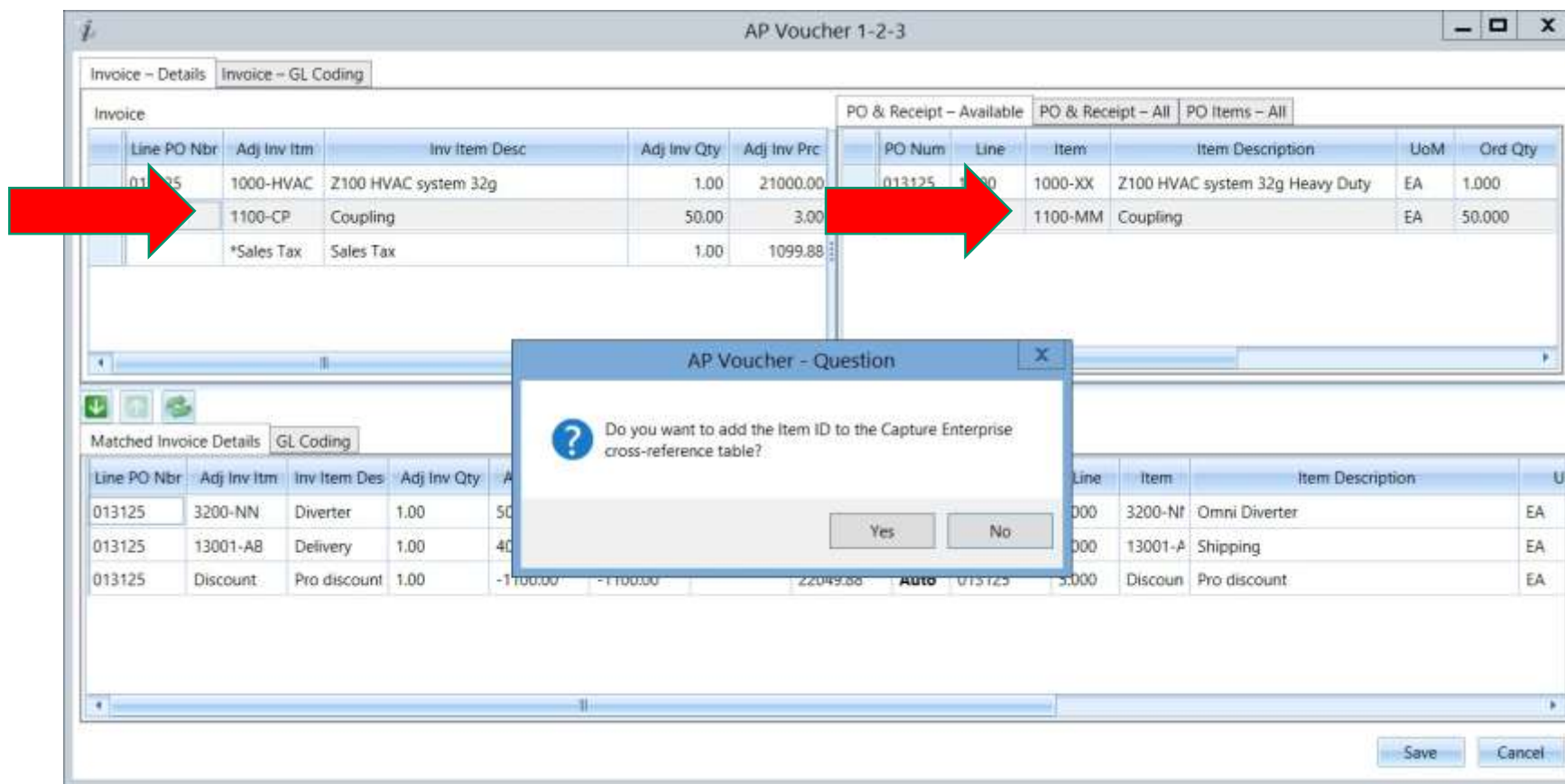
- Invoice Table:** Points to the 'Inv Line Amt' column for the 'Z100 HVAC system 32g' line item.
- PO & Receipt - Available Table:** Points to the 'Unit Price' column for the 'Z100 HVAC system 32g Heavy Duty' line item.
- Matched Invoice Details Table:** Points to the 'Match' column, which shows 'Auto' for all four rows.

Line PO Nbr	Inv Item Des	Inv Line Amt	Inv Item Nbr	Inv Line Qty
013125	Z100 HVAC system 32g	21000.00	1000-XX	1.00
	Sales Tax	1099.88		1.00

PO Num	Line	Item	Item Description	Unit Price	Qty Rcv
013125	1.000	1000-XX	Z100 HVAC system 32g Heavy Duty	2100.0000	1.000

Line PO Nbr	Adj Inv Itm	Inv Item Des	Adj Inv Qty	Adj Inv Prc	Inv Line Amt	Inv Match Qt	Invoice Amo	Match	PO Num	Line	Item	Item Description	U
013125	1100-MM	Coupling	50.00	3.00	150.00		22049.88	Auto	013125	2.000	1100-M	Coupling	EA
013125	3200-NN	Diverter	1.00	500.00	500.00		22049.88	Auto	013125	3.000	3200-N	Omni Diverter	EA
013125	13001-AB	Delivery	1.00	400.00	400.00		22049.88	Auto	013125	4.000	13001-A	Shipping	EA
013125	Discount	Pro discount	1.00	-1100.00	-1100.00		22049.88	Auto	013125	5.000	Discoun	Pro discount	EA

# Item Number Cross Reference Table



The screenshot displays the 'AP Voucher 1-2-3' application window. It features two main data tables: 'Invoice' and 'PO & Receipt - Available'. A dialog box titled 'AP Voucher - Question' is overlaid on the interface, asking: 'Do you want to add the Item ID to the Capture Enterprise cross-reference table?' with 'Yes' and 'No' buttons. Two red arrows point to the 'Line' column in both the 'Invoice' and 'PO & Receipt - Available' tables.

Invoice						PO & Receipt - Available					
Line	PO Nbr	Adj Inv Itm	Inv Item Desc	Adj Inv Qty	Adj Inv Prc	PO Num	Line	Item	Item Description	UoM	Ord Qty
01	05	1000-HVAC	Z100 HVAC system 32g	1.00	21000.00	013125	000	1000-XX	Z100 HVAC system 32g Heavy Duty	EA	1.000
		1100-CP	Coupling	50.00	3.00			1100-MM	Coupling	EA	50.000
		*Sales Tax	Sales Tax	1.00	1099.88						

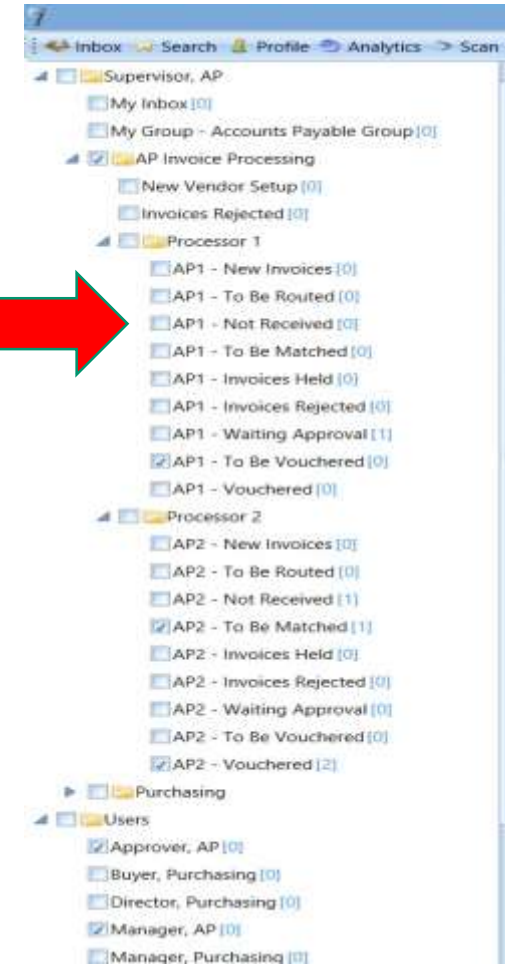
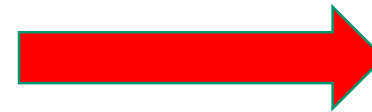
  

Matched Invoice Details						PO & Receipt - All					
Line	PO Nbr	Adj Inv Itm	Inv Item Desc	Adj Inv Qty	Adj Inv Prc	PO Num	Line	Item	Item Description	UoM	Ord Qty
013125	3200-NN	Diverter	1.00	50.00				3200-NN	Omni Diverter	EA	
013125	13001-AB	Delivery	1.00	40.00				13001-A	Shipping	EA	
013125	Discount	Pro discount	1.00	-1100.00	-1100.00			Discount	Pro discount	EA	

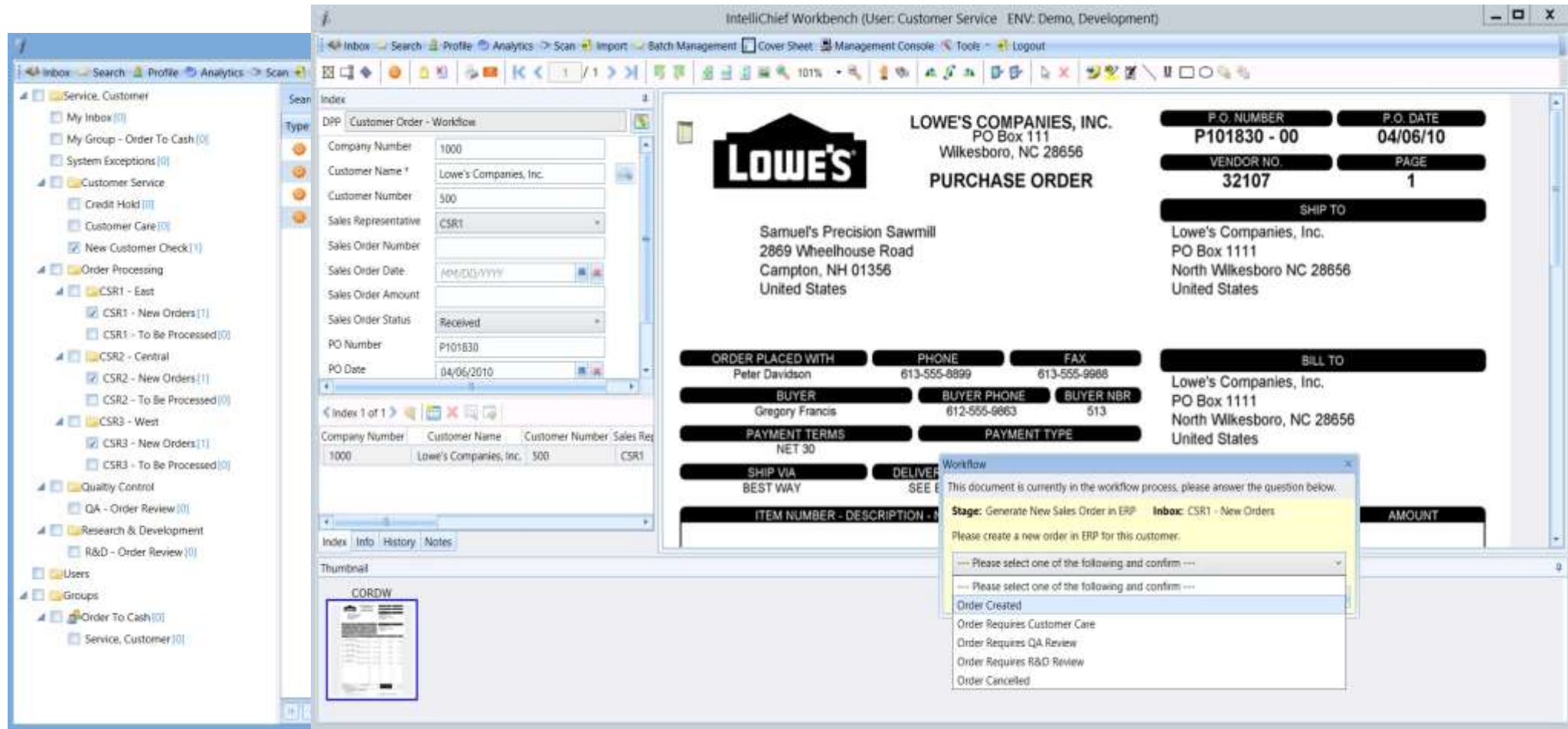


# Real-Time Database Look Ups

- Workflow manages the process
- Invoices where items have not been received go in to workflow
- Workflow continues real-time look up to Oracle ERP
- Once received, match process takes place



# IntelliChief Workflow



The screenshot displays the IntelliChief Workbench interface. The main window shows a purchase order for Lowe's Companies, Inc. with the following details:

- Company:** LOWE'S
- Address:** PO Box 111, Wilkesboro, NC 28656
- Order Type:** PURCHASE ORDER
- Customer:** Samuel's Precision Sawmill, 2869 Wheelhouse Road, Campton, NH 01356, United States
- Order Details:** P.O. NUMBER: P101830 - 00, P.O. DATE: 04/06/10, VENDOR NO.: 32107, PAGE: 1
- Payment Terms:** NET 30
- Buyer:** Gregory Francis, BUYER PHONE: 612-555-9663, BUYER NBR: 513
- Ship To:** Lowe's Companies, Inc., PO Box 1111, North Wilkesboro NC 28656, United States
- Bill To:** Lowe's Companies, Inc., PO Box 1111, North Wilkesboro, NC 28656, United States

The interface includes a left-hand navigation pane with categories like Service, Customer, Order Processing, Quality Control, and Users. A central data entry form shows fields for Company Number, Customer Name, Customer Number, Sales Representative, Sales Order Number, Sales Order Date, Sales Order Amount, Sales Order Status, PO Number, and PO Date. A workflow pop-up window is active, displaying the current stage: "Generate New Sales Order in ERP" with a dropdown menu for "Order Created" options: "Order Requires Customer Care", "Order Requires QA Review", "Order Requires R&D Review", and "Order Cancelled".

# Data Export to Oracle ERP

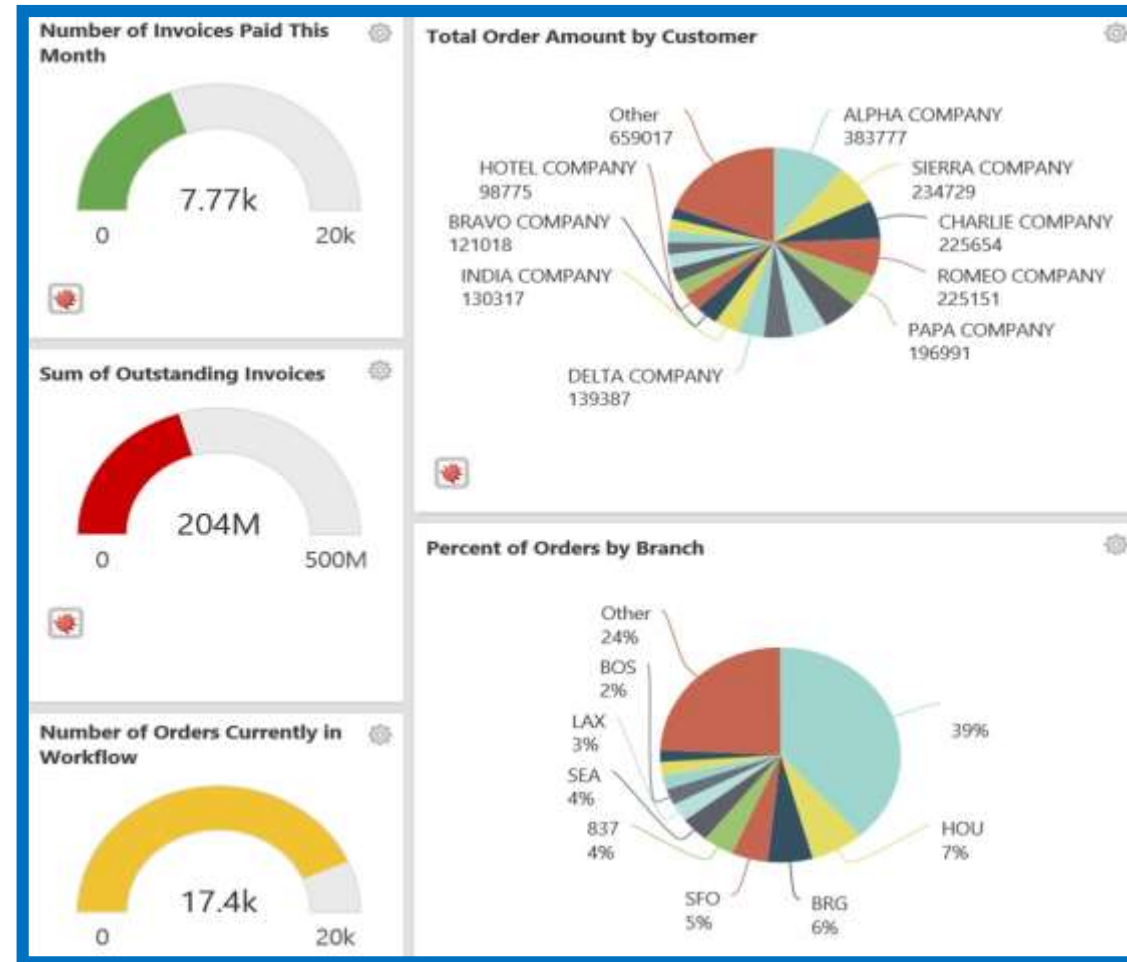
- IntelliChief Integration Module
  - Formats invoice data according to standard interfaces
  - Real-time upload using published business services
  - Communicates with tables such as Accounts Payable Ledger, Account Ledger , Sales Order Header and Detail, etc.
  - Immediate feedback of status of upload transaction



# IntelliChief Analytics

## Reports & Dashboards

- Open invoices/orders
- Accruals
- Orders by Region
- Orders by Product Line
- Invoices with early pay discounts
- Process Performance
- System Performance



# Conclusion – Key Considerations

- Accounts Payable and Sales Order Automation have huge short and long term benefits!
- When evaluating options:
  - “Point solution” vs. Enterprise Content Management (ECM)?
  - Need formal, real-time integration across multiple functions
  - Need a solution to handle the complexities of 3-way matching
  - Need a solution with advanced features to maximize automation



## Next Steps

Contact us to discuss particular pain points, challenges, or projects



# Questions?

Steve Nimon

Sr. Account Executive

Office: 813-675-9909

Email: [snimon@intellichief.com](mailto:snimon@intellichief.com)

---

