Goodbye Paper Hello Freedom

Advancing AP and Order Automation Abilities

Presented by:

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IntelliChief
Paperless Process Management

Quest Oracle Community

ORACLE Gold Partner

Agenda

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Paperless Process Management

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

Quick Poll

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- 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 paint points/challenges you hope this session addresses?

What (and who) is IntelliChief?

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Intelli xecutives

What (and who) is IntelliChief?

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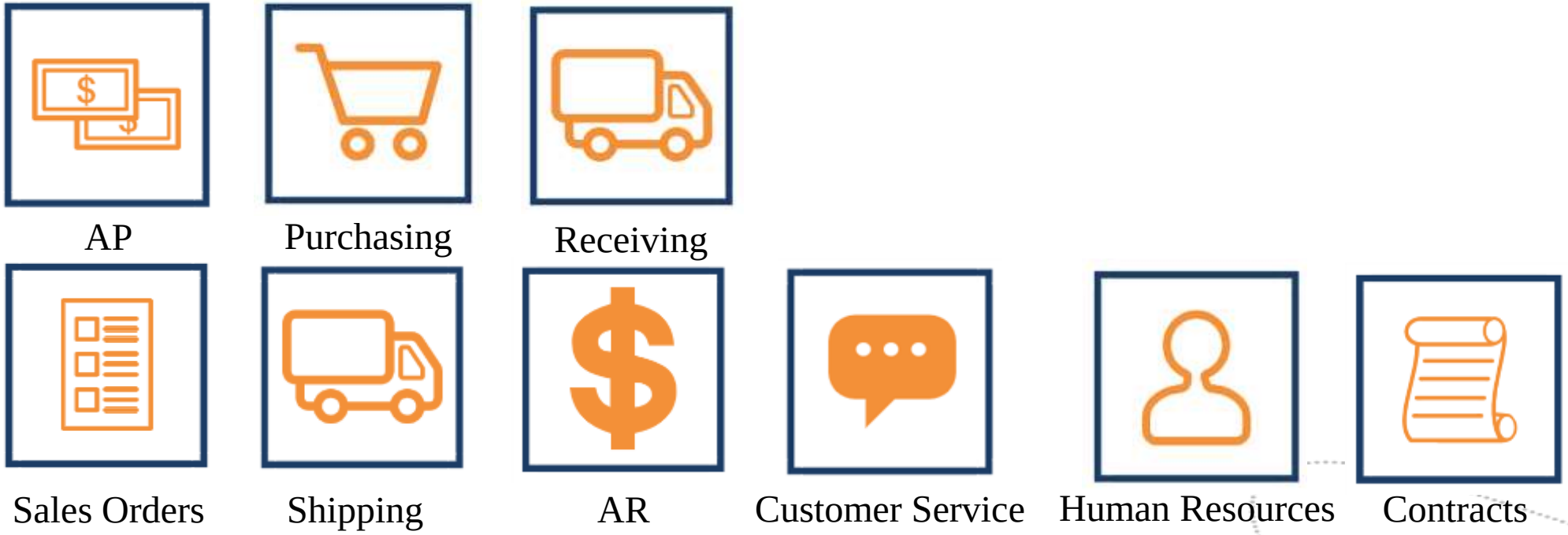
- Enterprise Content Management
  - Manage the lifecycle of content throughout the entire organization, integrated with any ERP/business application



What (and who) is IntelliChief?

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

THREE GENERATIONS MANN'S EST. 1939

MATCO TOOLS

BONNELL ALUMINUM

Emser Tile

HYDRITE CHEMICAL CO.

Curtis

McNeilus

Goals of Automation

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- 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

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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

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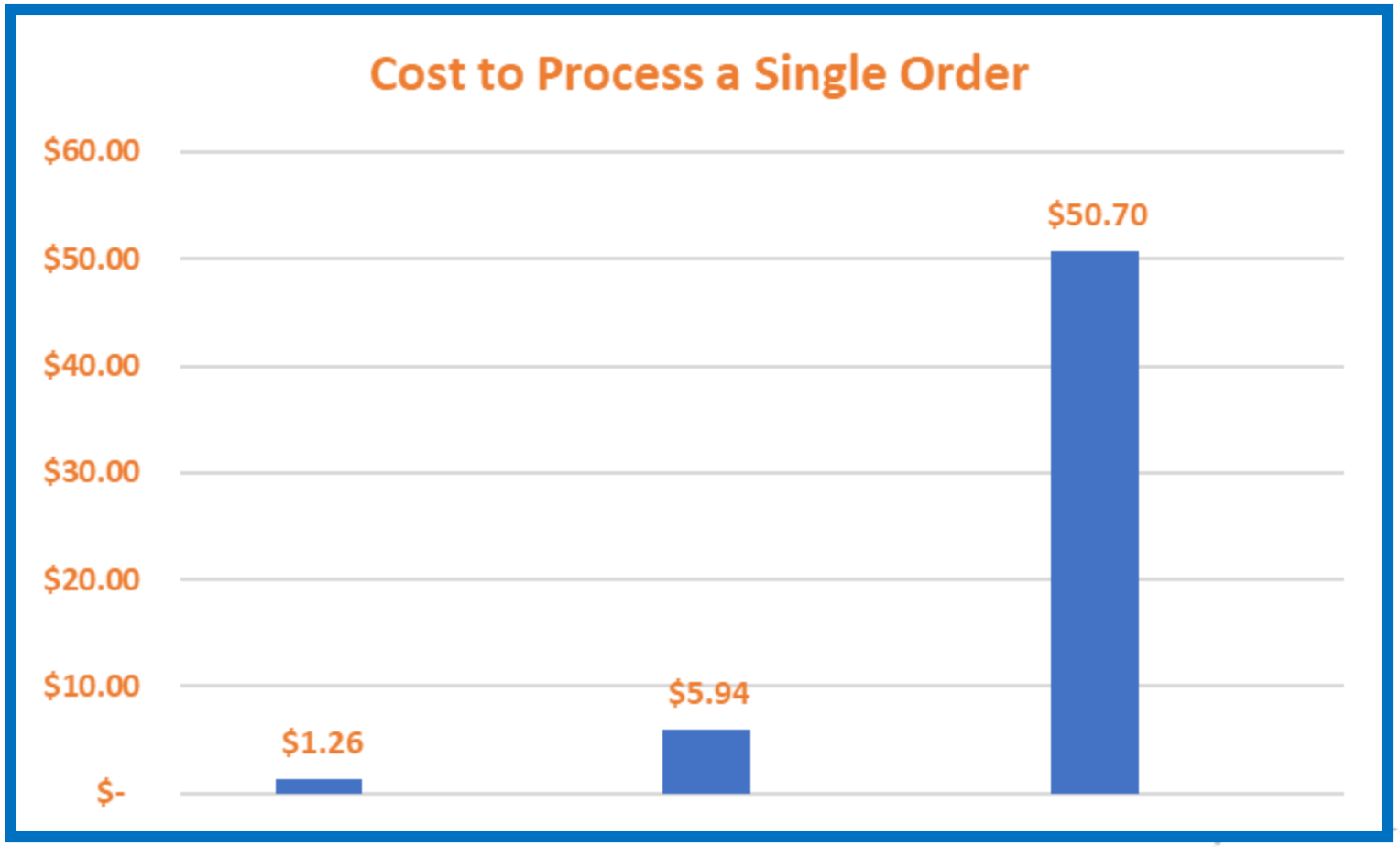

Functions for Automation

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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

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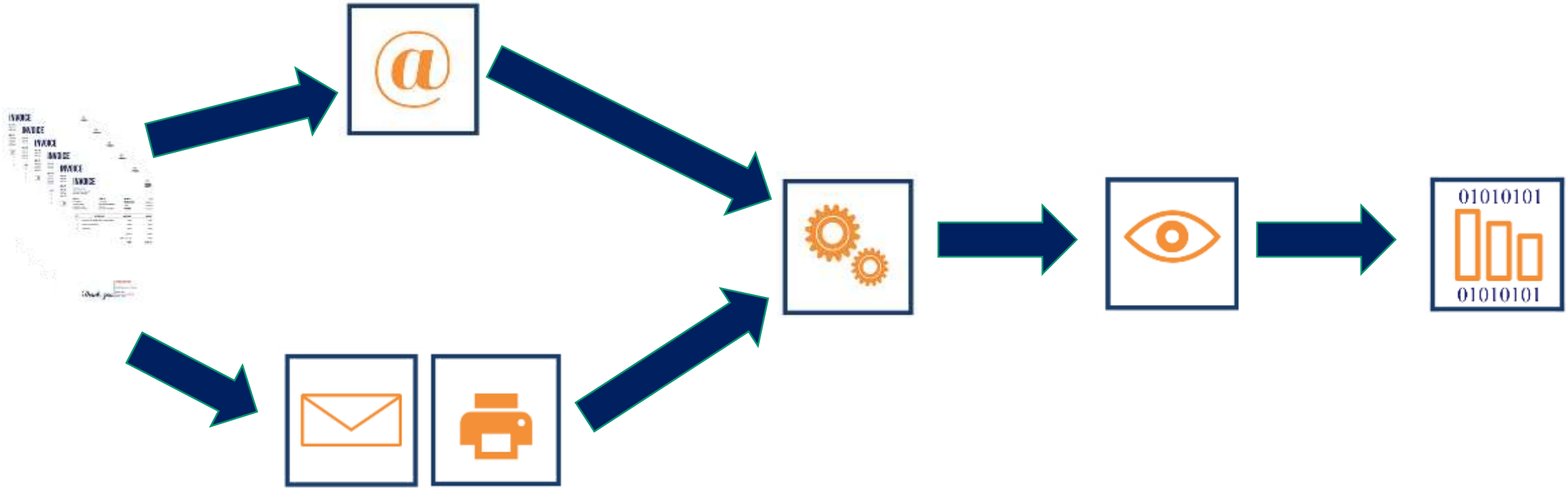

Accounts Payable Process

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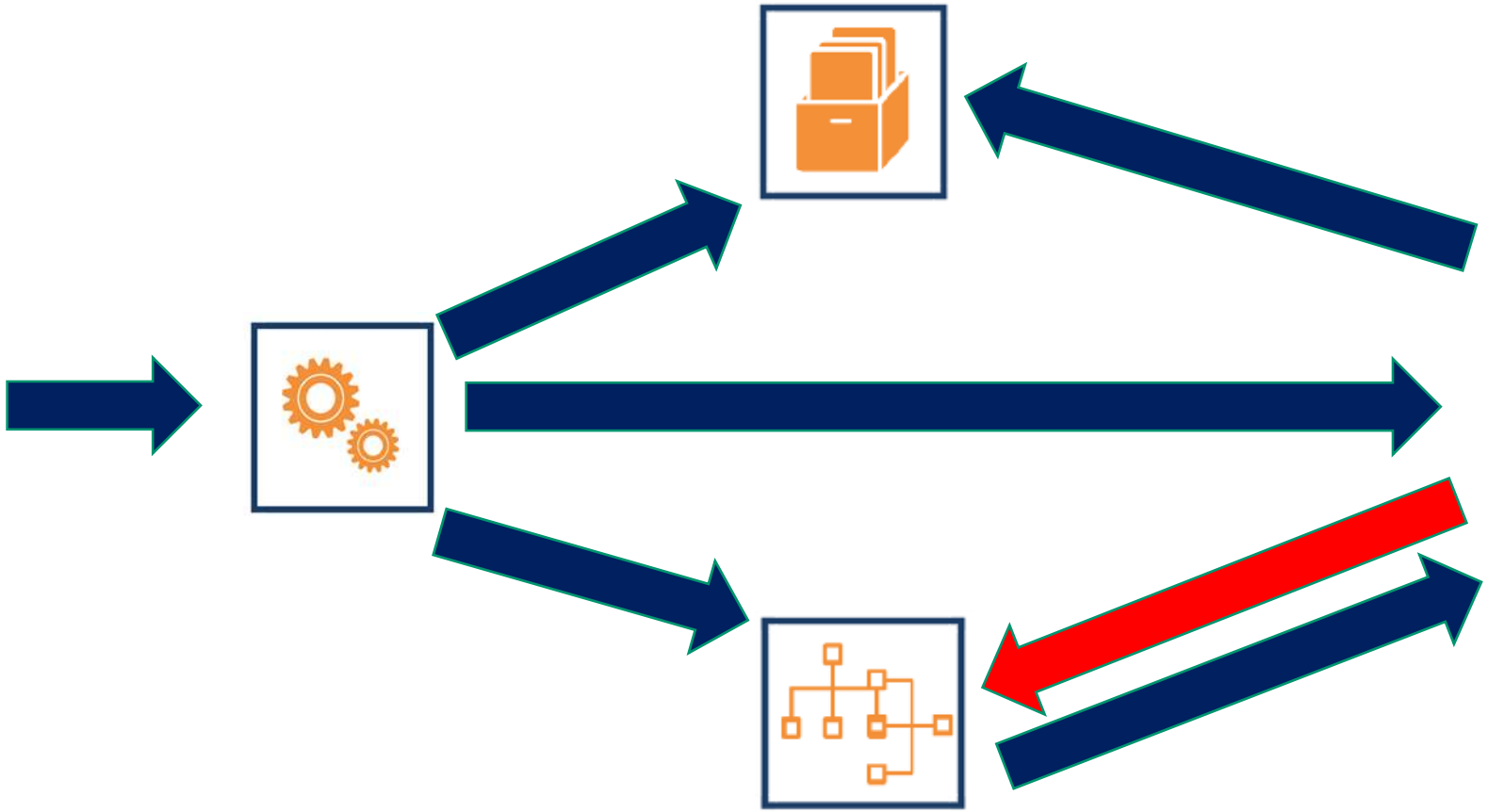

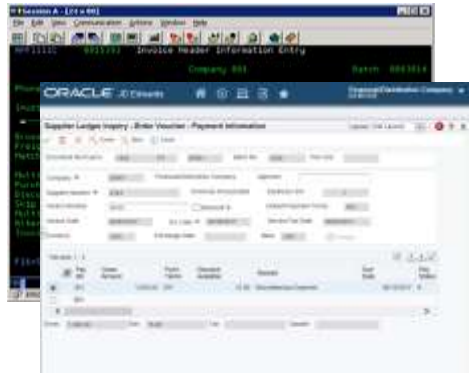

Sales Order Process Flow

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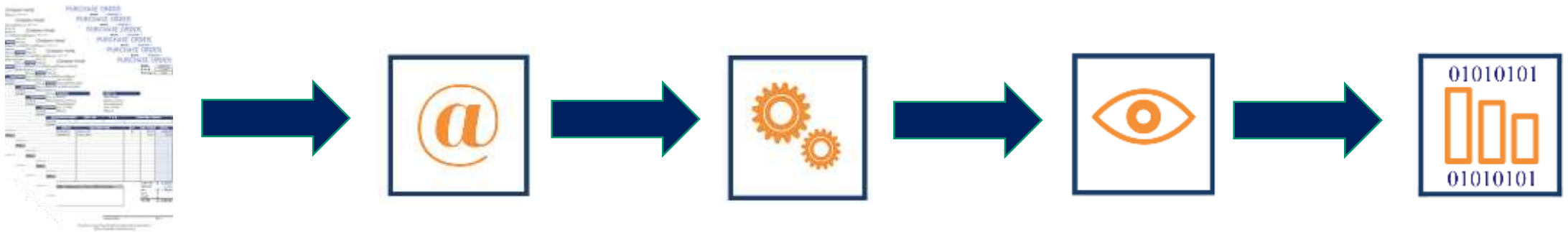

Sales Order Process Flow

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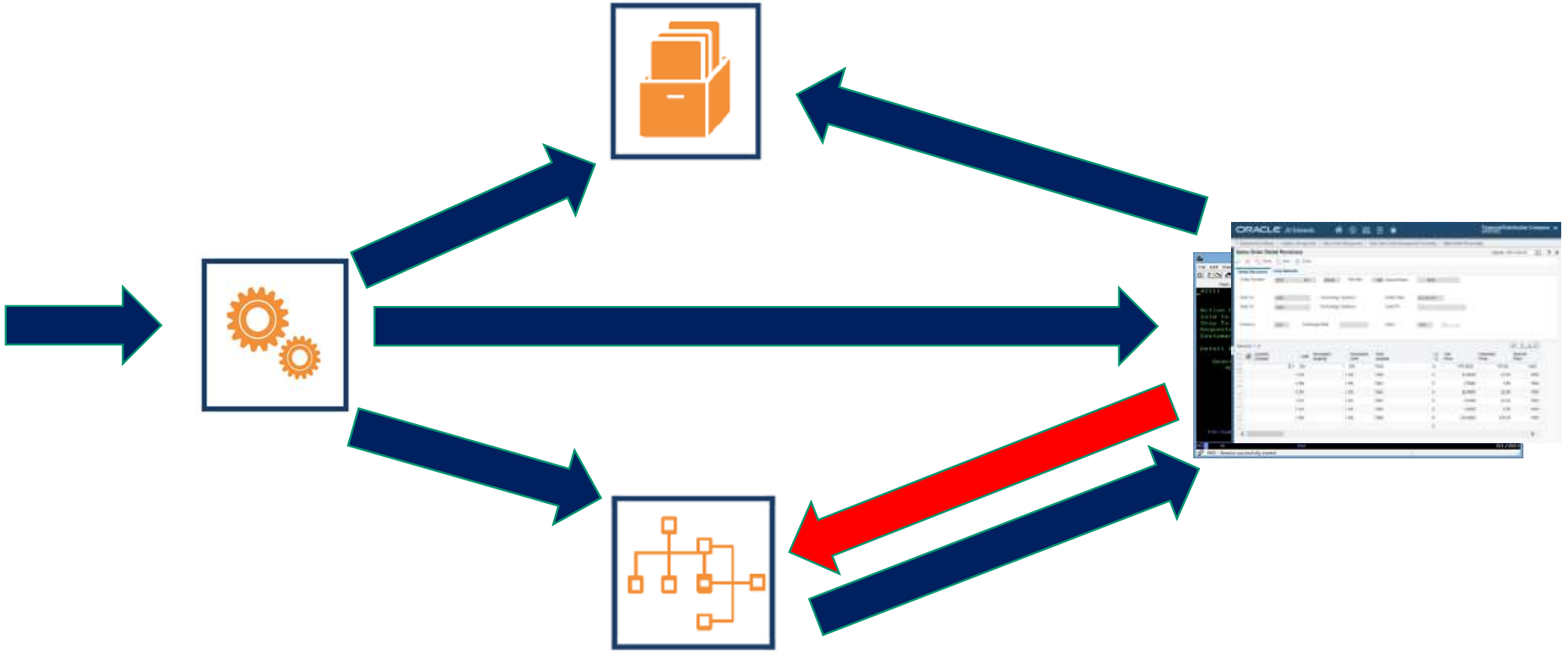

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Oracle ERP Integration Leads to Maximum Automation

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

AP Voucher 1-2-3

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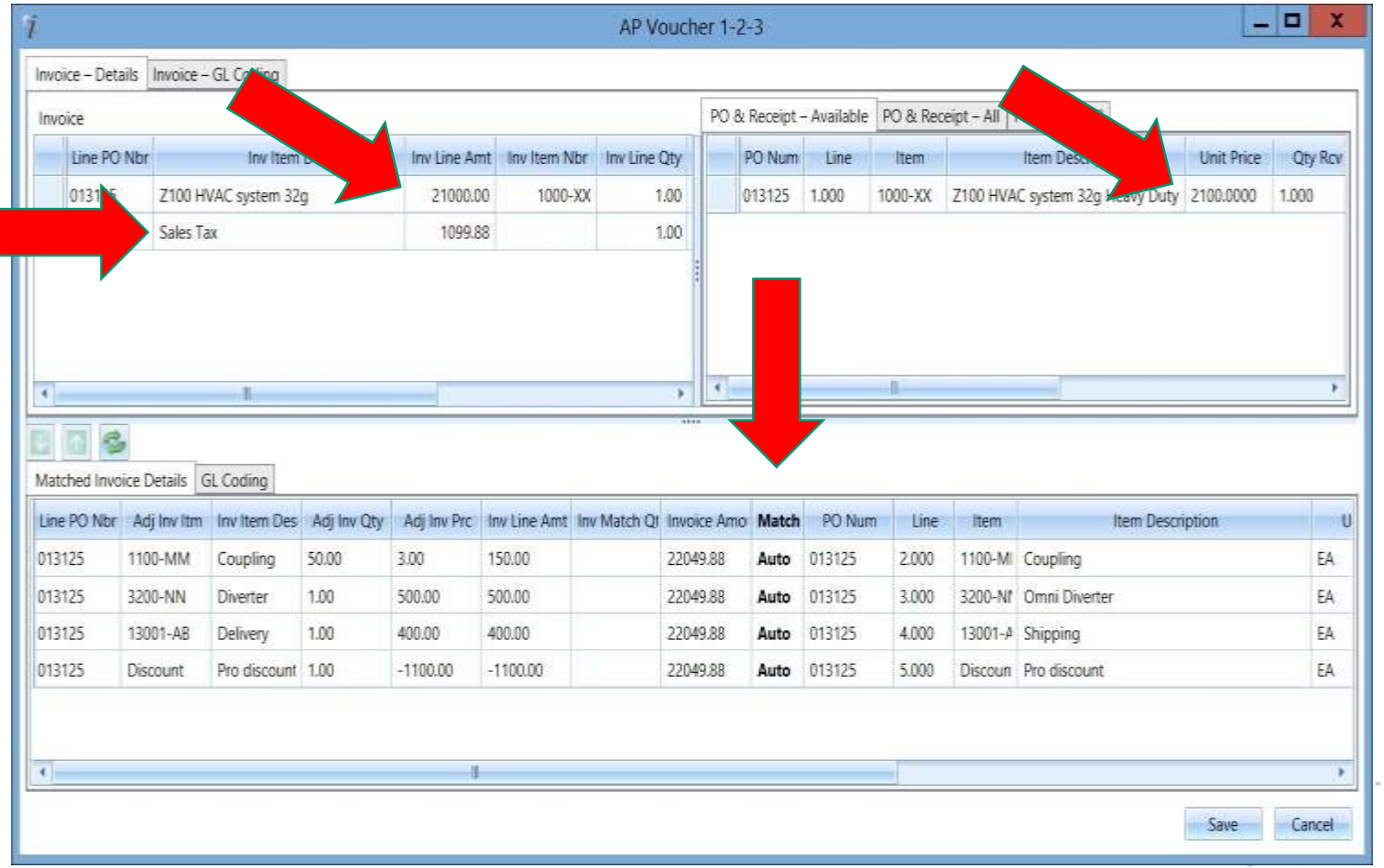
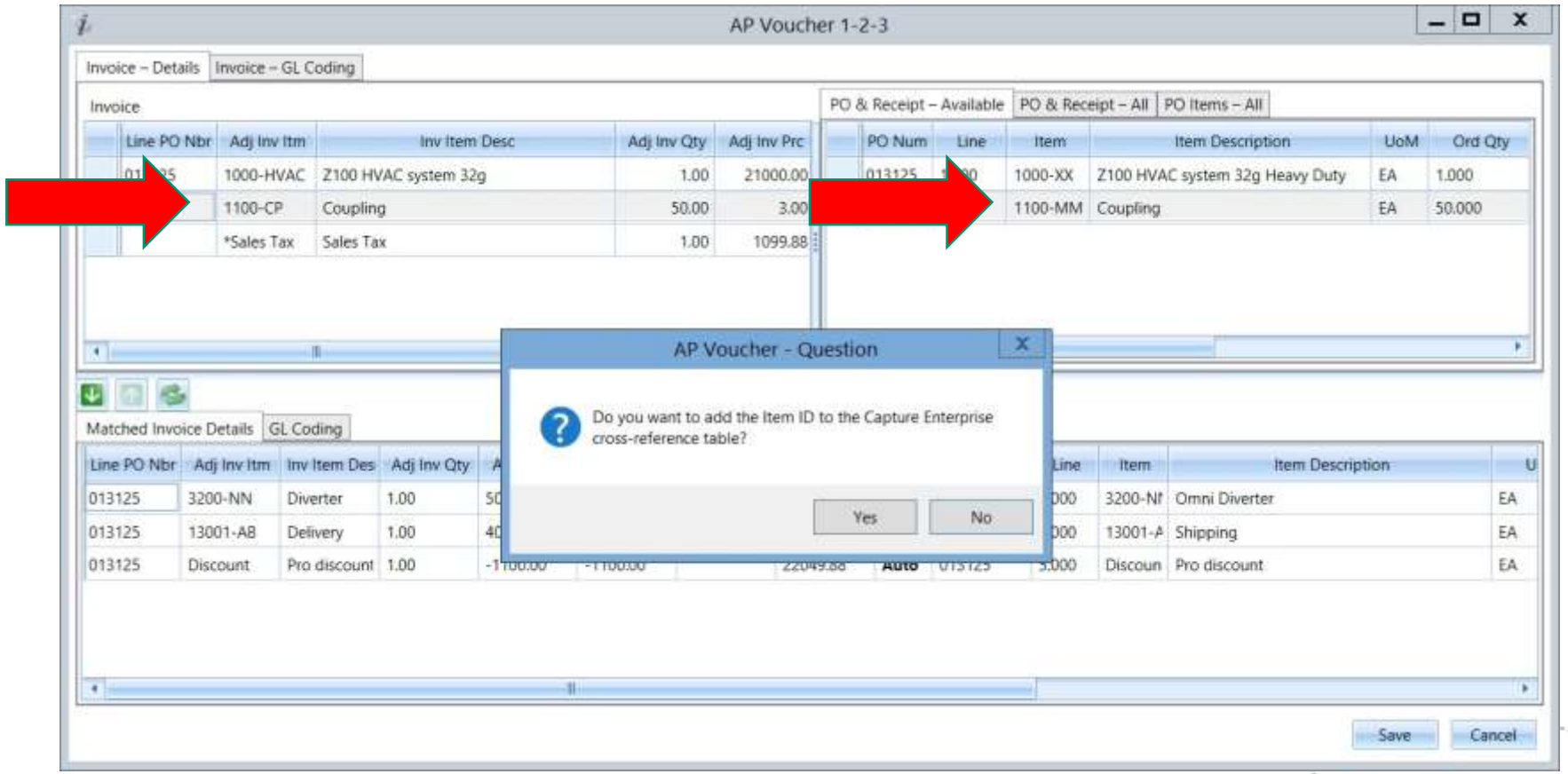
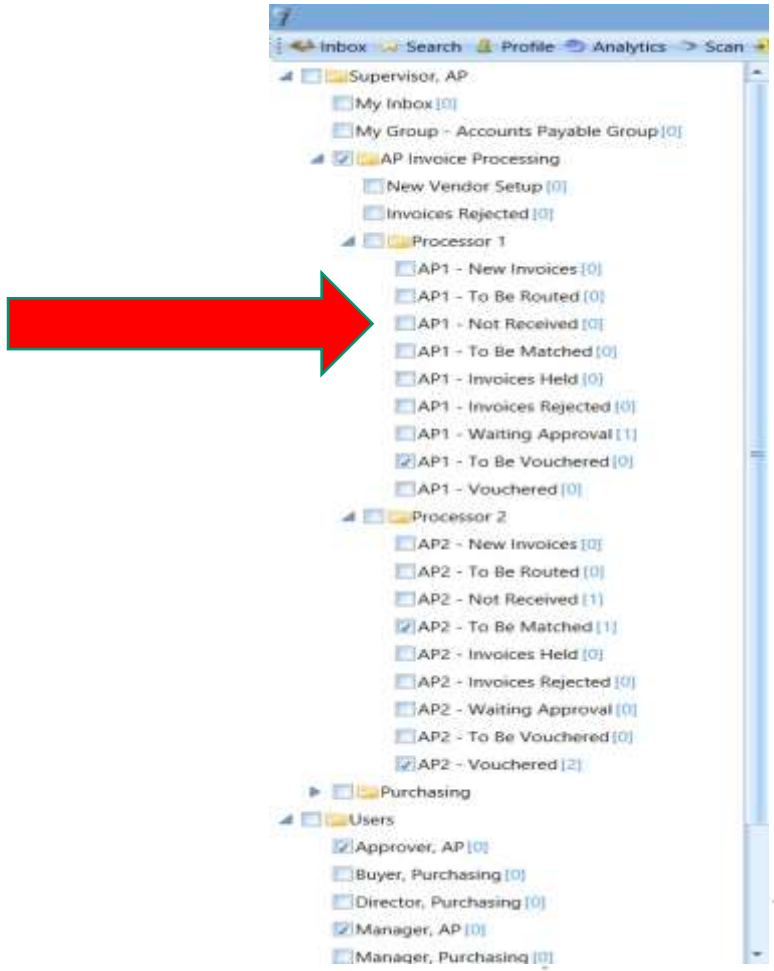


Item Number Cross Reference Table



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

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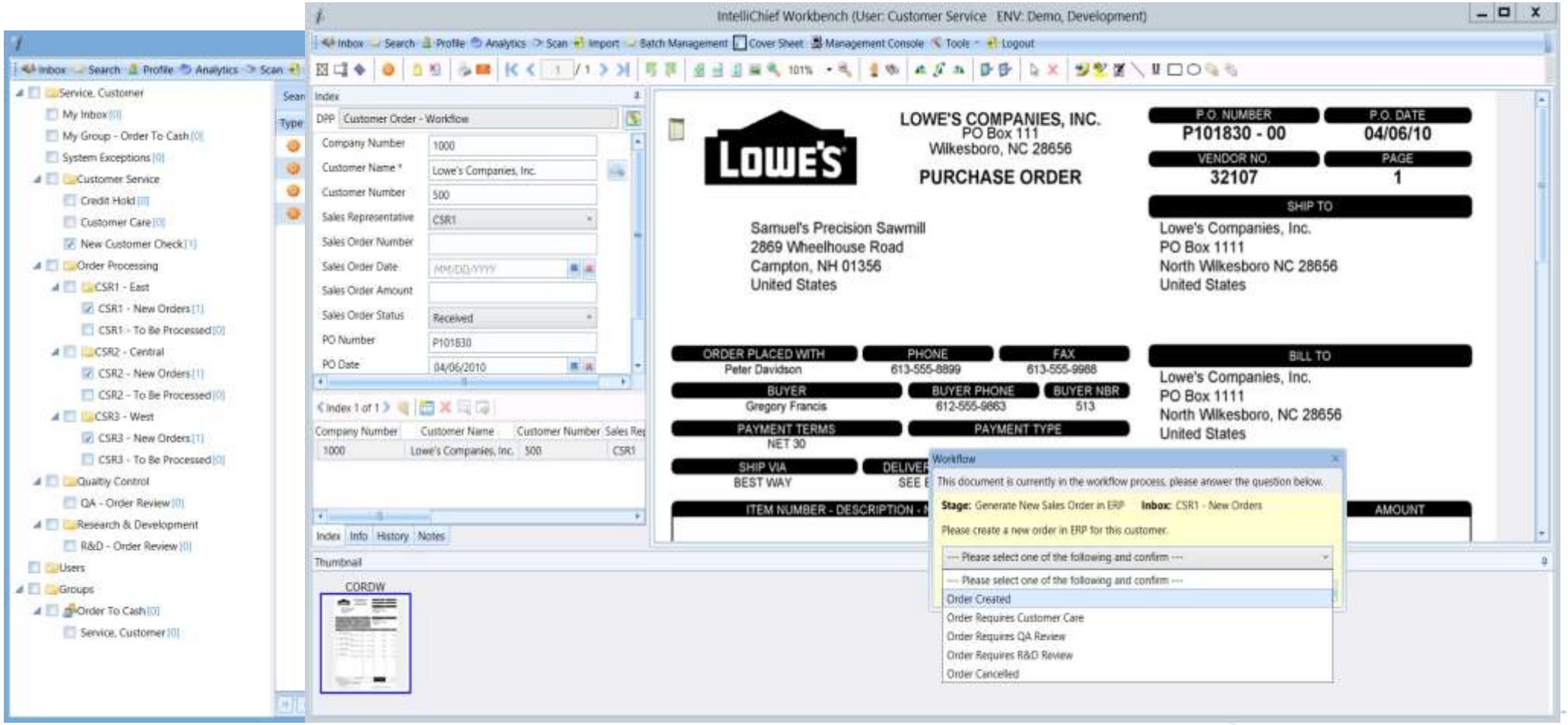

Data Export to Oracle ERP

- 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

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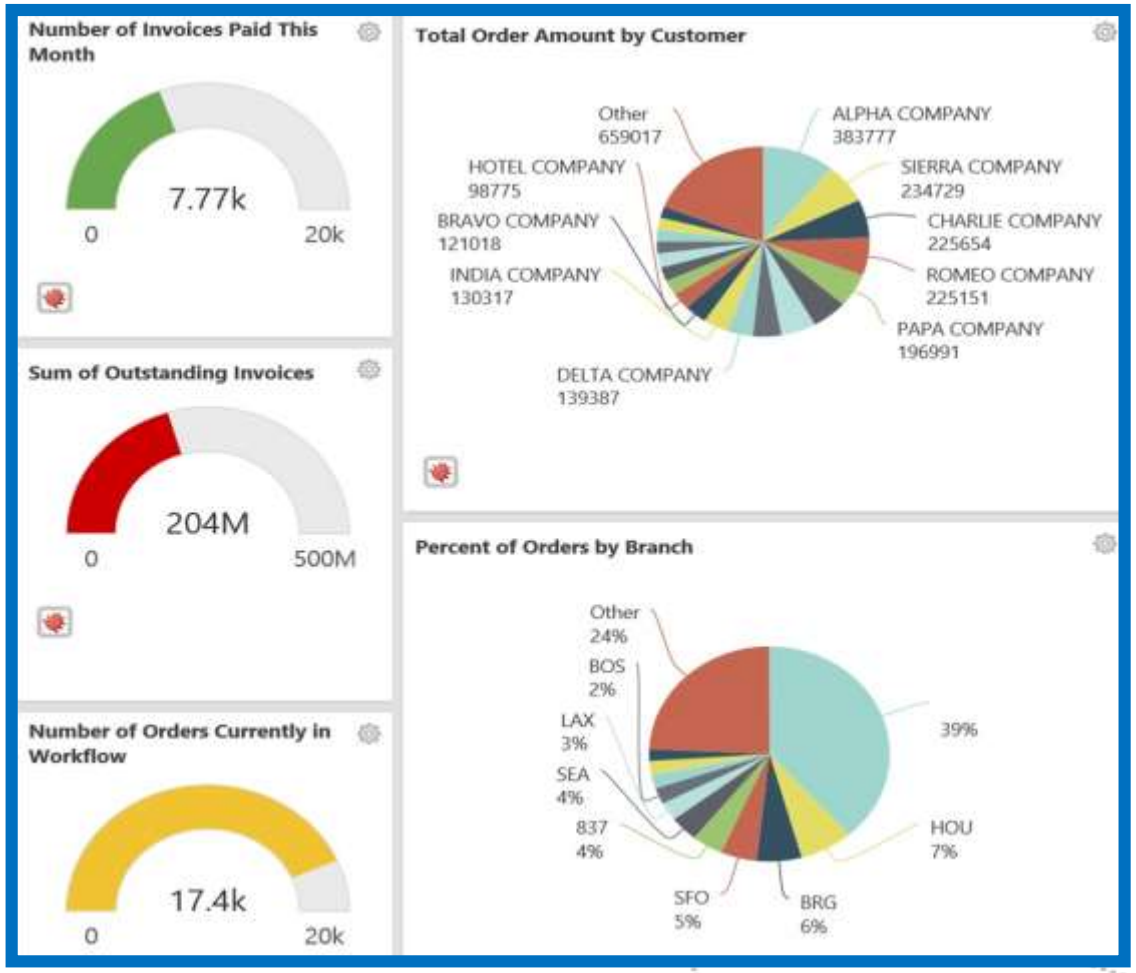
Reports & Dashboards

- 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

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Next Steps

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

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Questions?

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