ELO for **SAP**

Comprehensive Content Management with ELO and SAP

At the Highest Level

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ELO's SAP-certified enterprise content management systems (ECM) connect seemlessly with the entire functionality of SAP ArchiveLink. Fully integrated in SAP's world of business solutions, ELO provides the appropriate solution for optimizing document-based processes in every sector and for every company size. All of the data-gathering scenarios envisaged by SAP are supported. As a customer you profit from the transparent reproduction of your company workflows, the fast and system-wide availability of information, the revision-safe archival of documents, and the reduction of operating expenses. With ELO and SAP you achieve maximization of benefit at the highest level.

ELO
Digital Office

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ELO and SAP: A Profitable Symbiosis

ELO provides the SAP platform with the complete spectrum of ECM functions in the form of centralized services based upon a service-oriented architecture (SOA). This prevents porting problems, which can occur in particular when software is updated.

The End-to-End Solution

All business-relevant company documents are merged together centrally and are composed of—depending upon sector—supplier files, customer files, purchasing files, or production files. Users access the entire project data directly with SAP or another business application. The ELO-SAP interlink therefore provides you with quick and comprehensive access to information so that you can make the right business decisions.

The Fundamental Architecture: Automation Saves Time and Money

The processing of incoming documents, which is often slowed down by too many manual operations, is often an area where efficiency can be increased to a high degree. In accordance with each customer's requirements, customized scenarios for companies can be created with ELO and SAP to do just that.
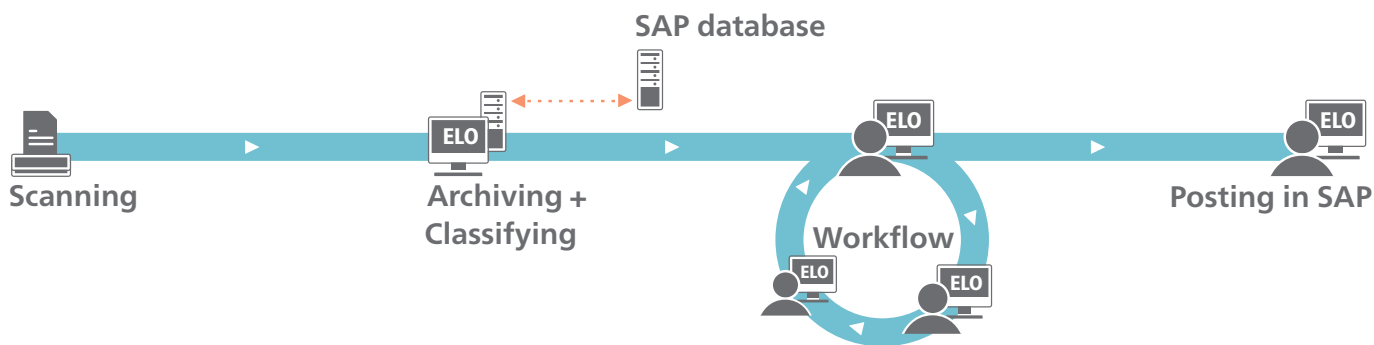
Data Capture: Now or Later

Both scanned documents and ones from other sources are integrated into the SAP system in a way which is process oriented for either immediate or later data capture.

With late capture the document usually still exists in the workflow in paper form. The document then gets linked to the SAP entry by a bar code affixed to it, which results in the fully automatic archival into ELO after processing.

With immediate capture the scanning occurs right at the start so that the documents go through the company's entire processing sequence in digital form. ELO's workflow functions allow you to define a specific procedure for documents.

SAP database

Scanning   **Archiving +**   **Workflow**   **Posting in SAP**
                      Classifying

Inbound invoice is scanned. | The invoice gets archived in ELO and classified with the help of the DocXtractor. At the same time, the DocXtractor runs a plausibility check with the SAP database. | ELO automatically generates the appropriate workflow and oversees the payment-approval process. | After approval the invoice gets posted in SAP and then archived in ELO, again fully automatically.

Illustration shows: possible ELO/SAP scenario for archiving with immediate capture

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Advantages of Automated Processing of Inbound Invoices

The consequences of the time-intensive, manual processing of paper-based invoices make themselves apparent not only in the errors and the expiration of discounts which occur, but also in the high business costs due to processing the large number of physical documents.

With ELO the inbound invoices are scanned directly into ELO's Mailbox and then read using the ELO DocXtractor (module for automated classification). After digitizing the invoice contents, the data gets transferred completely into the processing workflow. All the relevant data for the ERP entry such as the invoice number, bank account details, or payment terms are extracted and made available for the following SAP transaction.

In order to prevent errors, the system runs a plausibility check with the SAP database before sending the data to SAP. For example, the system checks whether the assignment of the order number or supplier ID is correct, which further increases the quality and security of the transaction. This all happens in the fraction of the time needed to do it manually.

Lightning-fast and Centralized Access to Information

The next step is the automated achival of documents using the SAP-relevant index data. Users now are able to access every document directly with SAP or another ECM client at lightning speed. Both SAP's as well as ELO's integrated version management provide you with an overview of the various document versions. In addition, the integrated Index Server makes it possible to search the contents of the documents, which increases your ability to use the archive as a knowledge pool. The integration into web gateways or the access to documents with browser or smart-phone make mobile workplaces possible. Another conceivable scenario would be allowing clients to use gateways for accessing archived bids, contracts, or invoices.

ELO Workflow vs. SAP Workflow

In order to avoid media discontinuity, completely continuous digital processes are absolutely essential. With ELO you get a powerful workflow engine right out of the box. The great advantage: ELO models business processes independently of the system used and includes even those persons in the process who do not work with SAP directly. In such a case, the system automatically generates the appropriate workflow and assigns the respective tasks to those persons or departments required.

At the same time, all business-relevant receipts and documents are dynamically connected by way of ELO's ArchiveLink interface with the respective internal transactions of the SAP system. Additional advantages of ELO's workflow functions are the fast implementation as well as the ability to use the graphical Designer to model, represent, and control even very complex processes. If necessary, it is also possible to use both ELO and SAP workflow systems in combination.

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Satisfying Tax Requirements Automatically

ELO archives all tax-relevant transaction documents in compliance with the law. At the same time, this gives you the additional advantage of permanently reducing the load on the productive SAP database, which leads to improved system performance. There is another advantage when updating to a new SAP release: you only need to keep that data stored in SAP which is actually used for online operations. This data can be accessed at any time (e.g. for reports). ELO's ECM system manages documents for long-term, revision-safe storage on fail-proof RAID or optical jukebox systems. In addition, all documents created in SAP Collaboration Rooms for teams are also stored in the ELO archive in compliance with legal requirements.

Good Reasons for ELO ECM and SAP:

+ Cost savings from long-term archival by transferring data to the ECM archive

+ Ensuring legal compliance of the document archive system

+ Centralized and process-oriented access to all records (e-mail, orders, bids, invoices, etc.)

+ Substantial cost savings by fulfilling discount conditions due to automated processes

+ Improved documentation due to the complete transparency of workflows

+ Time savings from automated collection and reduction of manual processing

+ High levels of data quality due to automated collection and reduced post-processing

Saving Time and Money

As already explained, a company achieves the greatest savings when it automates its processes. The larger the number of invoices and receipts to be processed, the higher the savings potential.

With **ELO** and SAP you have a combination which is open and powerful enough to meet the demands of both the present and the future. The knowledge spread throughout a company becomes centralized so that all employees can access needed data quickly, simply, and clearly.
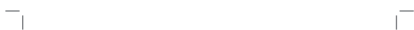
More about the **ELO** modules:
If you are interested in additional information about the **ELO** modules like **ELO** DocXtractor or **ELO** Barcode, then simply visit us on our homepage: www.elo.com

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ELO® is available at:

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