

Invoice Entry (MIRO)

Work Stream

Accounts Payable (AP)

Version #

1.0

Last Revised Date

**Process Implementation
Date**

SOP Owner

SOP Approver



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1. Overview

1.1 General Information

Audience	AP Team
Frequency	Daily

1.2 Related Internal Policies and Processes

Upstream/Downstream processes	Upstream: Receiving Downstream: DP (Document Processing) Workflows
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1.3 Systems/Tools

1.3.1 Global Systems/Tools

System/Tool	System ID/Name	Description
OpenText	NA	Content Management
SAP S/4 HANA	P40	S4 Production
Iron Mountain	NA	Data and Record Management

1.3.2 Market-Specific/Regional Systems/Tools

System/Tool	System ID	Description



2 Executive Summary

2.1 Synopsis

The Invoice Entry (MIRO) process is performed to ensure that all the invoices, received through different channels, are successfully entered in the system and they are available for further processing. It is performed on a daily basis. The key steps associated with the process are:

1. Archiving the invoices in the OpenText.
2. Recognizing and validating Optical Character Recognition (OCR), if the mandatory fields are not recognized during automatic OCR extraction.
3. Scanning the paper invoices.

The system tools used to conduct the process are OpenText, SAP S/4 HANA system, and Iron Mountain. The key departments/Groups involved in the process are

1. Vendor
2. Invoice Processing team
3. Indexer
4. Scanner

The process initiates with the receipt of an invoice from the Vendor and ends with Data Processing (DP) workflow in the Vendor Invoice Management (VIM). The key decisions required in the process are:

1. Scanning the paper invoices into the system in all regions except for North America
2. Extracting the information from the paper invoices via Iron Mountain in North America

In the Invoice Entry (MIRO) process, the Vendor initiates the process by sending an invoice to the ABC COMPANY Invoice Processing team for the goods and services provided by them. The invoices are received by the Invoice Processing team in various forms through different channels. The invoices are processed further as per their channels. These channels are:

E-mail

If the invoice is received via e-mail, the system automatically checks the format of the document. If the format of the invoice is incorrect and/or an attachment is missing, the Invoice Processing team reviews the invoice and returns it to the Supplier via e-mail.

If the format of the invoice is correct, the invoice is archived and the mandatory information is extracted. If the mandatory information is not properly recognized, the invoice is routed to the Indexer to do OCR validation for required fields. When the OCR validation is done, the invoice flows to the OpenText VIM to start the VIM workflow. Based on the document type, DP workflow is triggered.

Salesforce/Fiori/Supplier/EDI/SAP eDoc/SOVOS XML

If the invoice is received via Salesforce/Fiori/Supplier/EDI/SAP eDoc/SOVOS XML, the invoice is rendered, archived, and the text fields are mapped to the VIM Index data. Then, the invoice flows



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to the SAP S/4 HANA system to start the VIM workflow. Based on the document type, DP workflow is triggered.

Third party application (Media, Legal, and Tax system)

If the invoice is received via third party application (Media, Legal, and Tax system), the system automatically checks for any errors in the invoice. If the invoice is error-free, the payment can be processed. However, if there are any errors, the invoice flows to the OpenText VIM to start the VIM workflow. Based on the document type, DP workflow is triggered.

Paper Invoices

If the paper invoices are from North America, the information is extracted via Iron Mountain system.

If it is not North America, the paper invoices are scanned and stored in the archive center. Post this, mandatory information from the invoice is extracted through OCR extraction. If the mandatory information is not properly recognized, the invoice is routed to the Indexer to do OCR validation. When the OCR validation is completed, the invoice flows to the OpenText VIM to start the VIM workflow. Based on the document type, DP workflow is triggered.

2.2 Objective

This document describes the various entry points of invoices in the system and all process steps leading to successful extraction and recognition of the invoices till the DP (Document Processing) Workflow creation

Process-specific Service Level Agreements (SLAs) Risks and Controls

Note: Governance PPT link will be attached once received from Business.

2.3 Risks and Controls

2.3.1 Global Risks and Controls

Risk	Control



2.3.2 Market-specific Risks and Controls

Risk	Control

2.4 Roles and Responsibilities

Role	Responsibilities
Vendor	<ul style="list-style-type: none"> Sends invoices
Invoice Processing Team	<ul style="list-style-type: none"> Review the invoice received via e-mail.
Indexer	<ul style="list-style-type: none"> OCR validation
Scan Operator	<ul style="list-style-type: none"> Scans the invoices

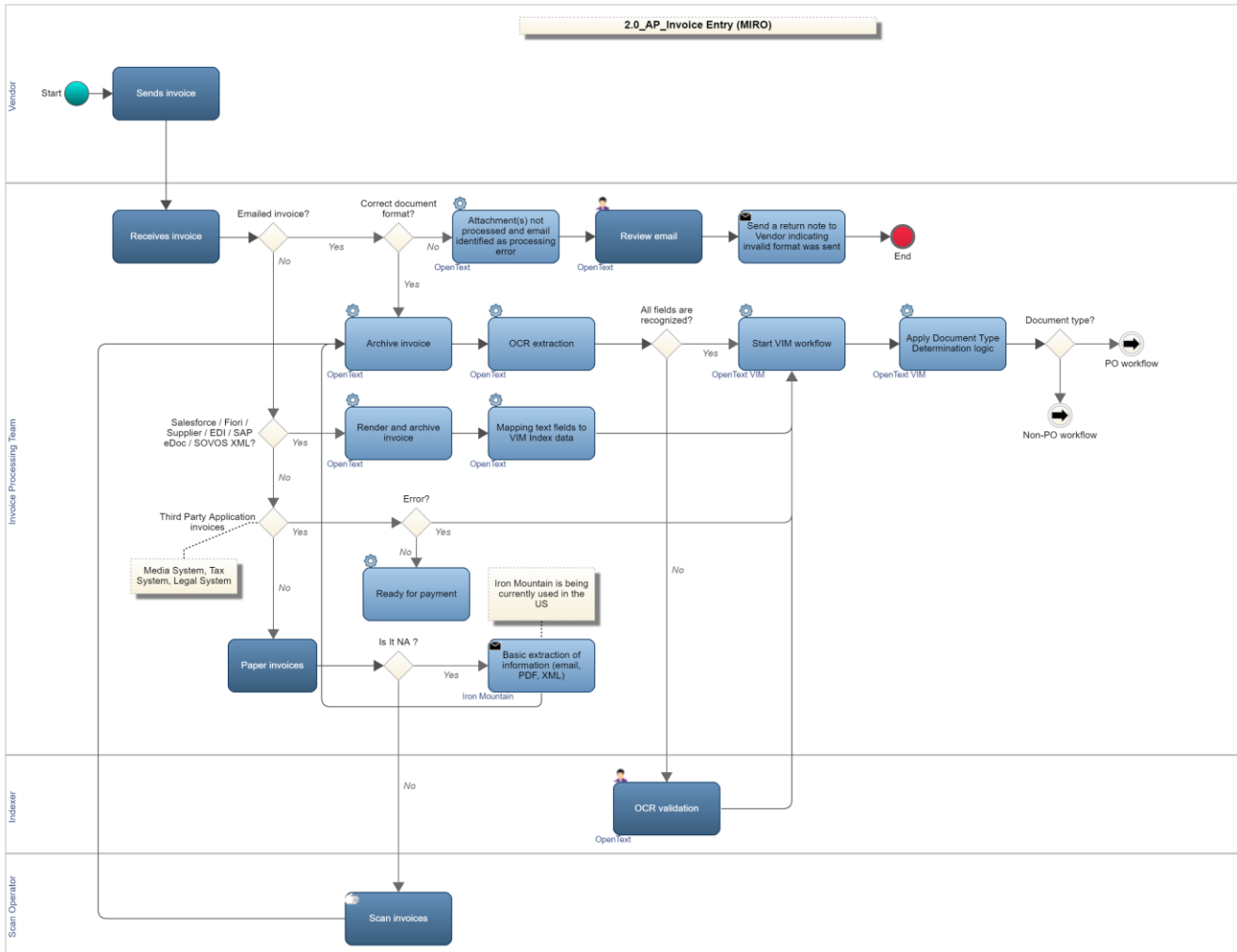
3. Inputs

Input	File Type and Location	Frequency	Owner	Purpose/Usage
Invoice	E-mail/ Salesforce/ Fiori/Supplier/ EDI/SAP eDoc/ SOVOS XML/ Third party application / Paper	Daily	Vendor	To accurately make available the invoice documents in the system for further processing



4. Process Map

Given below is the high-level process map that describes this process:



Double-click the document below for an enlarged view of the process map.



Invoice Entry (MIRO).pdf



5. Process Description

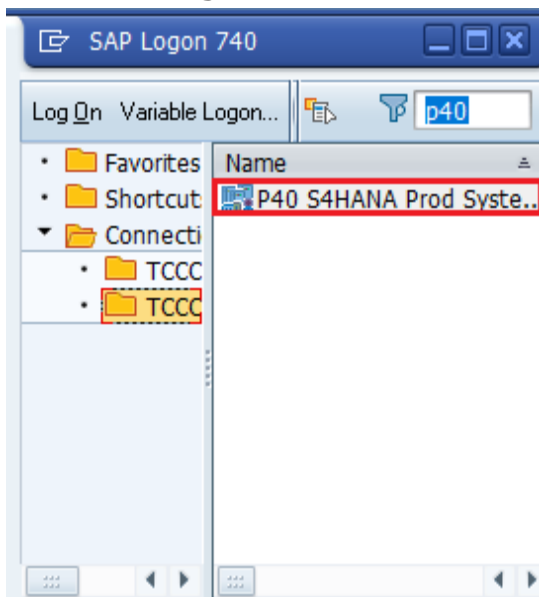
Disclaimer: Please note that the screenshots used in this document are purely for illustration purposes only and may not be an exact representation of the actual environment.

5.1 Initiate Invoice Entry (MIRO) Process

The Vendor sends invoices to ABC COMPANY Invoice processing team for the goods and services provided by them. This initiates the invoice entry process. The invoices are received in various forms through different channels.

To view the invoices, the Invoice Processing team performs the following steps:

1. In the **SAP Logon 740** window, double-click the **P40 S4HANA Prod System** option.

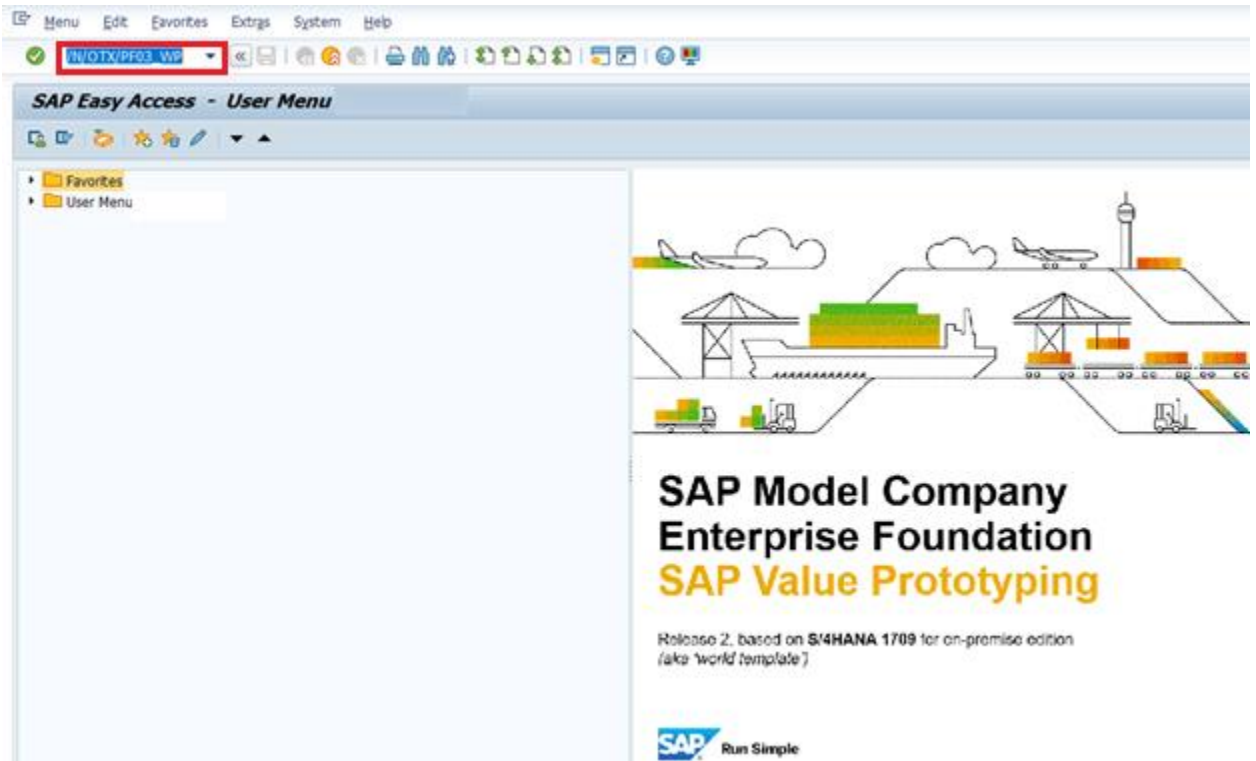


2. The **SAP Secure Login Client – Login** pop-up box is displayed. Enter the KO ID and password and click the **OK** button.
3. The **SAP** screen is displayed. Enter the user ID and password.

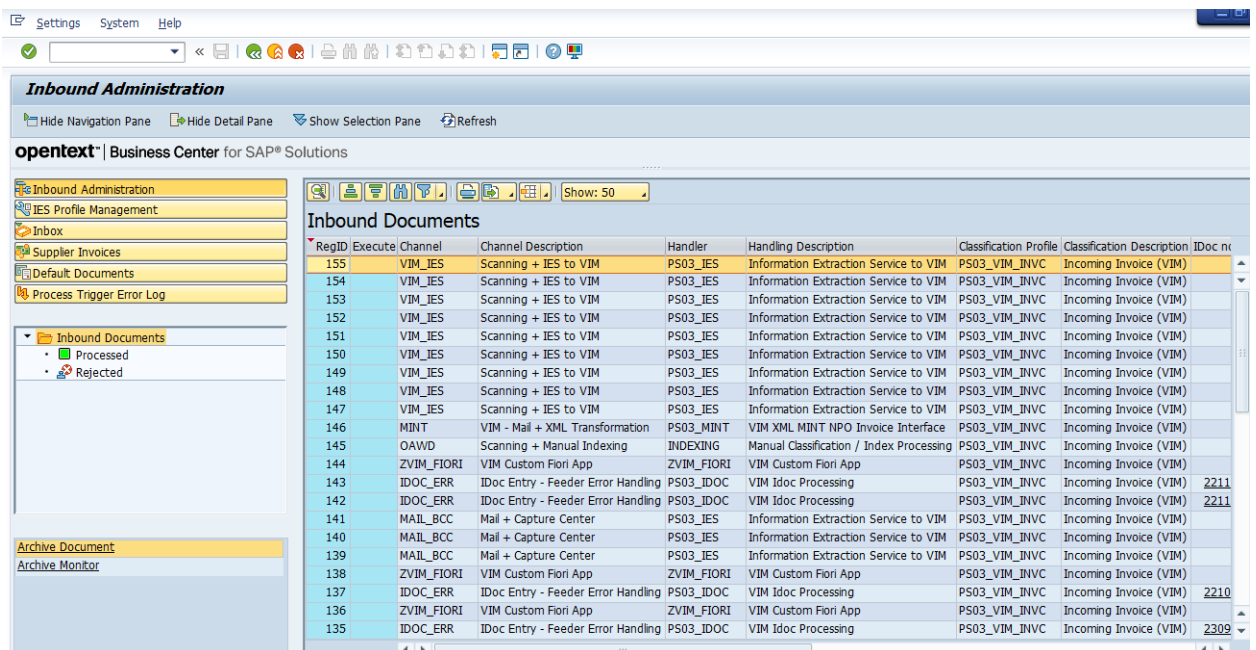


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- The **SAP Easy Access** screen is displayed. In the **Command** box, enter the transaction code **/N/OTX/PF03_WP**, and then press the Enter key.



The **Inbound Administration** screen is displayed, which displays all the invoices received through different channels. The invoices are processed further as per their method of receipt. Below screen shows list of documents received through various channels.





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E-mail

Email Invoice will have attachments which are PDF and Rendered-To-PDF (TIF, Word, Excel). These will be OCR-Extracted automatically from the e-mail.

All different PDF files from the same e-mail are processed as different invoices. One PDF file = One invoice.

All other documents in the e-mail which are no PDF or Rendered-to-PDF (TIF, Word, Excel) files will be ignored, for example email signatures, logos and graphics (jpg, png, bmp).

The body in the e-mail will be saved as a text attachment for each invoice.

In general, no manual intervention is required. All PDF or Rendered-to-PDF invoices are extracted from the e-mail and then send to OCR-Validation, when required, or directly to VIM Workflow.

1. In the below example Invoice received through email attachment can be seen on the **Inbound Administration** screen.

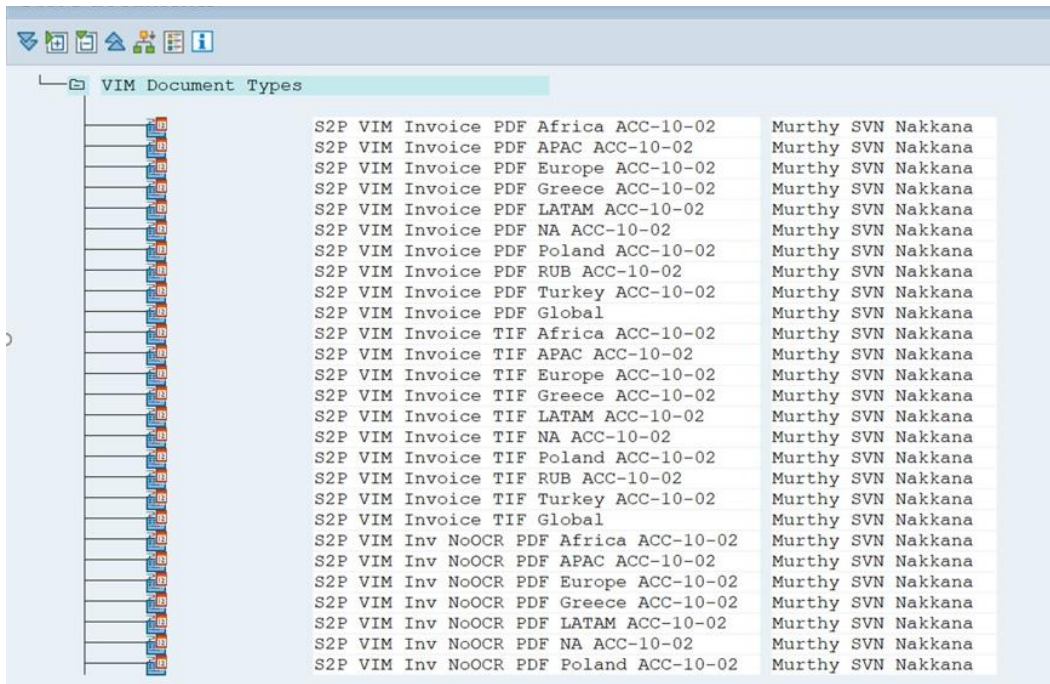
The screenshot shows the 'Inbound Administration' interface. On the left is a navigation pane with options like 'Inbound Administration', 'Inbox', and 'Inbound Documents'. The main area displays a table of 'Inbound Documents' with columns for RegID, Execute Channel, Channel Description, Handler, and Handling Description. The document with RegID 165 is highlighted in red. On the right, there is a 'Document' pane showing details for the selected document.

RegID	Execute Channel	Channel Description	Handler	Handling Description
167	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App
166	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing
165	MAIL_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service
164	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App
163	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing
162	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
161	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
160	MINT	VIM - Mail + XML Transformation	PS03_MINT	VIM XML MINT NPO Invoice I
159	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing
158	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App
157	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App
156	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App
155	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
154	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
153	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
152	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
151	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
150	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
149	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
148	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service
147	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service

2. If the format of the invoice is correct, the invoice is archived. In below screen archived documents can be seen



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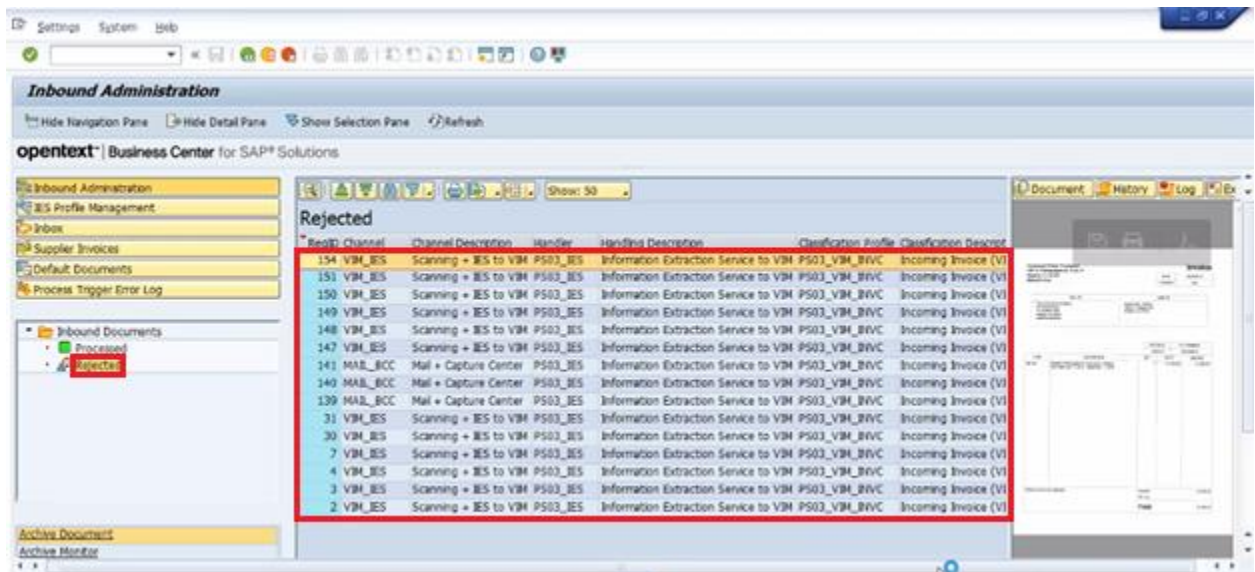
The screenshot shows a list of VIM Document Types in SAP. The list includes columns for document type, format, region, and user. The entries are as follows:

Document Type	Format	Region	User
S2P VIM Invoice	PDF	Africa ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	APAC ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	Europe ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	Greece ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	LATAM ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	NA ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	Poland ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	RUB ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	Turkey ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	PDF	Global	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Africa ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	APAC ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Europe ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Greece ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	LATAM ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	NA ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Poland ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	RUB ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Turkey ACC-10-02	Murthy SVN Nakkana
S2P VIM Invoice	TIF	Global	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	Africa ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	APAC ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	Europe ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	Greece ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	LATAM ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	NA ACC-10-02	Murthy SVN Nakkana
S2P VIM Inv NoOCR	PDF	Poland ACC-10-02	Murthy SVN Nakkana

- Post the invoice is archived all the mandatory information is extracted through OCR extraction. Once all mandatory fields extracted successfully, VIM workflow is triggered automatically.

Note: However, if the format of the invoice is incorrect and/or an attachment is missing, Email is identified as processing error and rejected. Post the review of the email and its attachment, Invoice Processing team will send a return note via email indicating reason (ex. Invalid format)

In below screen these documents can be seen in **rejected** queue.



The screenshot shows the SAP Inbound Administration interface with the 'Rejected' queue selected. The queue contains the following entries:

Item No.	Channel	Channel Description	Handler	Handling Description	Classification Profile	Classification Reason
154	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
151	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
150	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
149	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
148	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
147	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
141	MAL_BCC	Mail + Capture Center P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
140	MAL_BCC	Mail + Capture Center P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
139	MAL_BCC	Mail + Capture Center P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
31	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
30	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
7	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
4	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
3	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)
2	VIM_BES	Scanning + BES to VIM P503_BES	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Information Extraction Service to VIM P503_VIM_BNVC	Incoming Invoice (VI)



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Electronic Invoices - Salesforce/Fiori/Supplier/EDI/SAP eDoc/SOVOS XML

If the invoice is received via Salesforce/Fiori/Supplier/EDI/SAP eDoc/SOVOS XML, it is first rendered and archived, post which they are processed by mapping text fields to index data. In general, no manual intervention is required

1. In the below example Invoice received through Fiori can be seen on the **Inbound Administration** screen.

RegID	Execute Channel	Channel Description	Handler	Handling Description	Classification
161	VM_IES	Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
155		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
154		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
153		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
152		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
151		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
150		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
149		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
148		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
147		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VM_I
164	ZVBM_FIORI	VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
158		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
157		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
156		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
144		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
138		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I
136		VM Custom Fiori App	ZVBM_FIORI	VM Custom Fiori App	PS03_VM_I

2. Documents received are rendered to pdf and archived. Below is the example of the rendered and archived invoice.



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Your Company Limited 35 Kingsland Road London E2 8AA VAT Number 1234567	YOUR LOGO HERE
Sample Client Limited Sample Person 100 Sample Street London W1 1AB United Kingdom	Invoice# 000031 Date 15/06/2011 Amount Due €153.00

Item	Description	Unit Cost	Quantity	Line Total
Sample Product	This is a sample product.	100.00	1	100.00
Test product	this is a test product.	10.00	1	10.00
Product 1	This is product 1.	10.00	5	50.00
Product 2	This is product number 2.	10.00	1	10.00

Subtotal	170.00
Discount - 10%	-17.00
Total	€153.00

Please pay your invoice within 30 days of receiving it.

Terms
These are our terms and conditions.

Notes
Thank you for being our customer.

- These invoices are further processed automatically mapping text fields to VIM Index data and then routed to VIM workflow

Third party application (Media, Legal, and Tax system)

For the invoices received via third party application (Media, Legal, and Tax system), the system automatically checks for any errors in the invoice. If the invoice is error-free, it can be directly processed for payment.

In the below screen, a third-party invoice can be seen with an error and categorized as **IDOC_ERR**.



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The screenshot shows the SAP Inbound Administration interface. The main window displays a table of Inbound Documents. The table has columns for SeqID, Execute Channel, Channel Description, Handler, Handler Description, and Classification. A red highlight is applied to the first row of the table.

SeqID	Execute Channel	Channel Description	Handler	Handler Description	Classification
135	IDOC_688	IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
134		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
133		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
132		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
131		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
130		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
129		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
128		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
127		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
126		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
125		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
124		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
123		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
122		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
121		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
120		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM
119		IDoc Entry - Feeder Error Handling	P503_IDOC	VM Idoc Processing	P503_VBM

In case of errors as seen in this example, the invoice flows to the Open Text VIM and start a VIM Workflow to eventually resolve errors in VIM through exception resolution

Paper based

In case of North America, the information from paper invoices is extracted via Iron Mountain system.

If the invoice is not from North America, the Scan Operator scans the invoice, which gets stored in the archive server. Then through automatic OCR extraction, mandatory information from the invoice is extracted. If all required fields is not properly recognized, the invoice is routed to the Indexer to do OCR validation. When the OCR validation is done, the invoice flows to Open Text VIM to start the VIM workflow.



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In the below screen, example of the paper invoice input through a scanner can be seen in the **Inbound Administrator**.

The screenshot shows the SAP Inbound Administration interface. The main table displays the following data:

RegID	Execute Channel	Channel Description	Handler	Handling Description	Classification
141	MAB_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
140		Mail + Capture Center	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
139		Mail + Capture Center	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
160	MINT	VM - Mail + XML Transformation	PS03_MINT	VM XML MINT NPO Invoice Interface	PS03_VDM_I
146		VM - Mail + XML Transformation	PS03_MINT	VM XML MINT NPO Invoice Interface	PS03_VDM_I
145	DAVID	Scanning + Manual Indexing	INDEXING	Manual Classification / Index Processing	PS03_VDM_I
162	VM_IES	Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
161		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
155		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
154		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
153		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
152		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
151		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
150		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
149		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
148		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
147		Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I

In the below screen paper invoice input through Iron Mountain is seen.

The screenshot shows the SAP Inbound Administration interface. The main table displays the following data:

RegID	Execute Channel	Channel Description	Handler	Handling Description	Classification
147	VM_IES	Scanning + IES to VM	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
145	DAVID	Scanning + Manual Indexing	INDEXING	Manual Classification / Index Processing	PS03_VDM_I
160	MINT	VM - Mail + XML Transformation	PS03_MINT	VM XML MINT NPO Invoice Interface	PS03_VDM_I
140	MAB_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
139		Mail + Capture Center	PS03_IES	Information Extraction Service to VM	PS03_VDM_I
163	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
159		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
143		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
142		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
137		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
135		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
134		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
133		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
132		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I
131		IDoc Entry - Feeder Error Handling	PS03_IDOC	VM Idoc Processing	PS03_VDM_I

1. After scanning invoices are stored in archive server. In below screen archived documents can be seen



AP—Invoice Entry—Movement in Receipt Out (MIRO)

Document Type	Format	Region	Code	Author	Role	Company
S2P VIM Invoice	PDF	Africa	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	APAC	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	Europe	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	Greece	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	LATAM	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	NA	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	Poland	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	RUB	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	Turkey	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	PDF	Global		Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Africa	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	APAC	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Europe	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Greece	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	LATAM	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	NA	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Poland	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	RUB	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Turkey	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Invoice	TIF	Global		Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	Africa	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	APAC	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	Europe	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	Greece	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	LATAM	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	NA	ACC-10-02	Murthy	SVN	Nakkana
S2P VIM Inv NoOCR	PDF	Poland	ACC-10-02	Murthy	SVN	Nakkana

2. Post the invoice is archived all the mandatory information is extracted through OCR extraction. Once all mandatory fields extracted successfully, VIM workflow is triggered automatically for further processing.

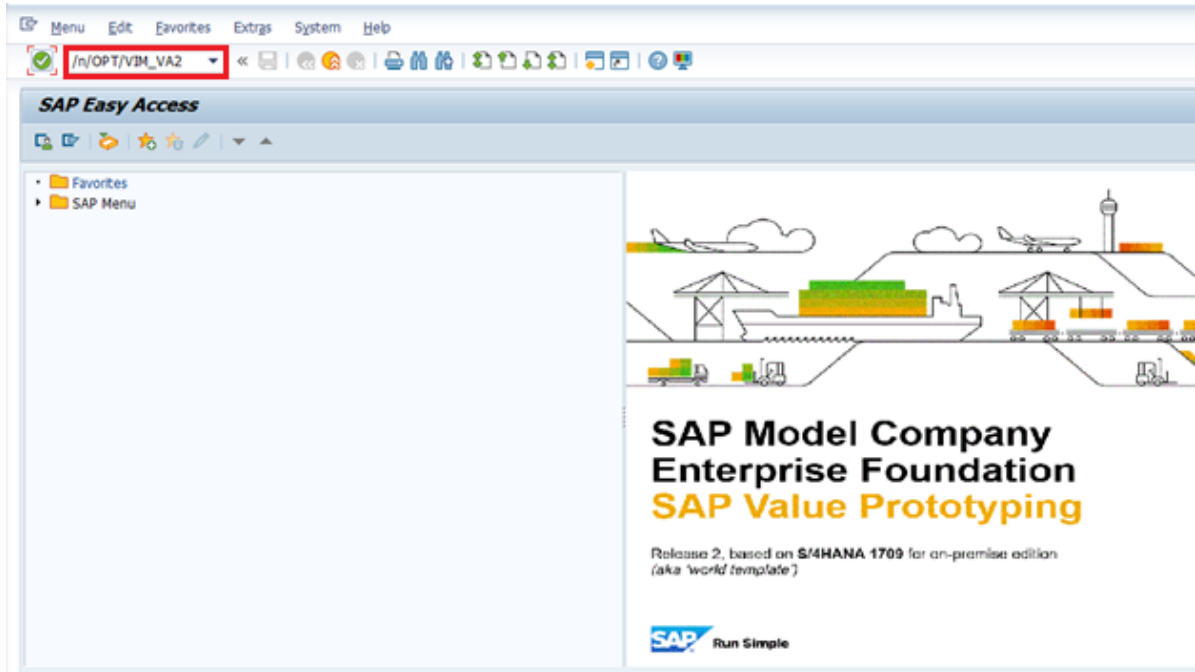


5.2 Start VIM Workflow and Document Type Determination

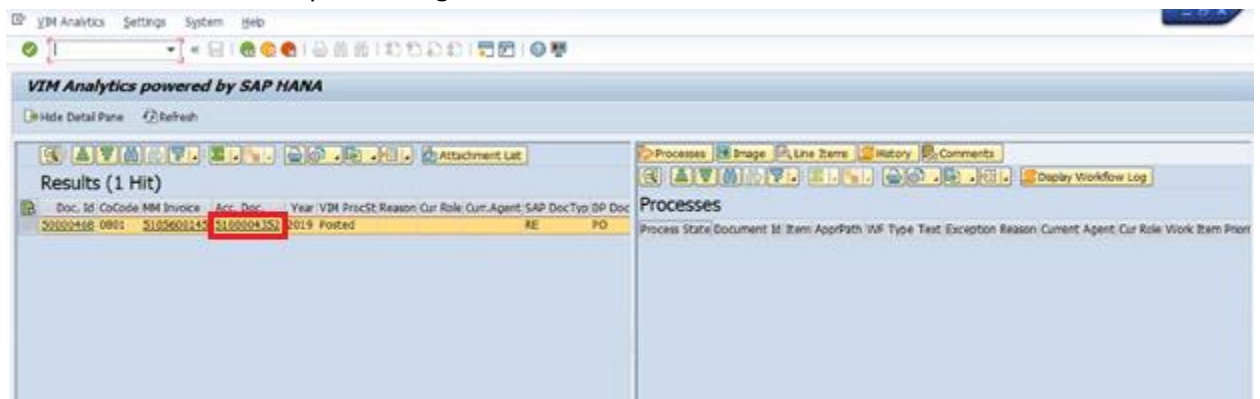
After the extraction of the mandatory fields of the invoices for all the channels (of invoice receipt), the document is available in the Open Text to start the VIM workflow. Further, the document type determination logic is applied. These are automated steps and require no manual interventions.

See below screens for an example of a document available in OpenText for further processing.

Go back to the **SAP Easy Access** screen. In the **Command** box, enter the transaction code **/n/OPT/VIM_VA2**, and then press the Enter key.

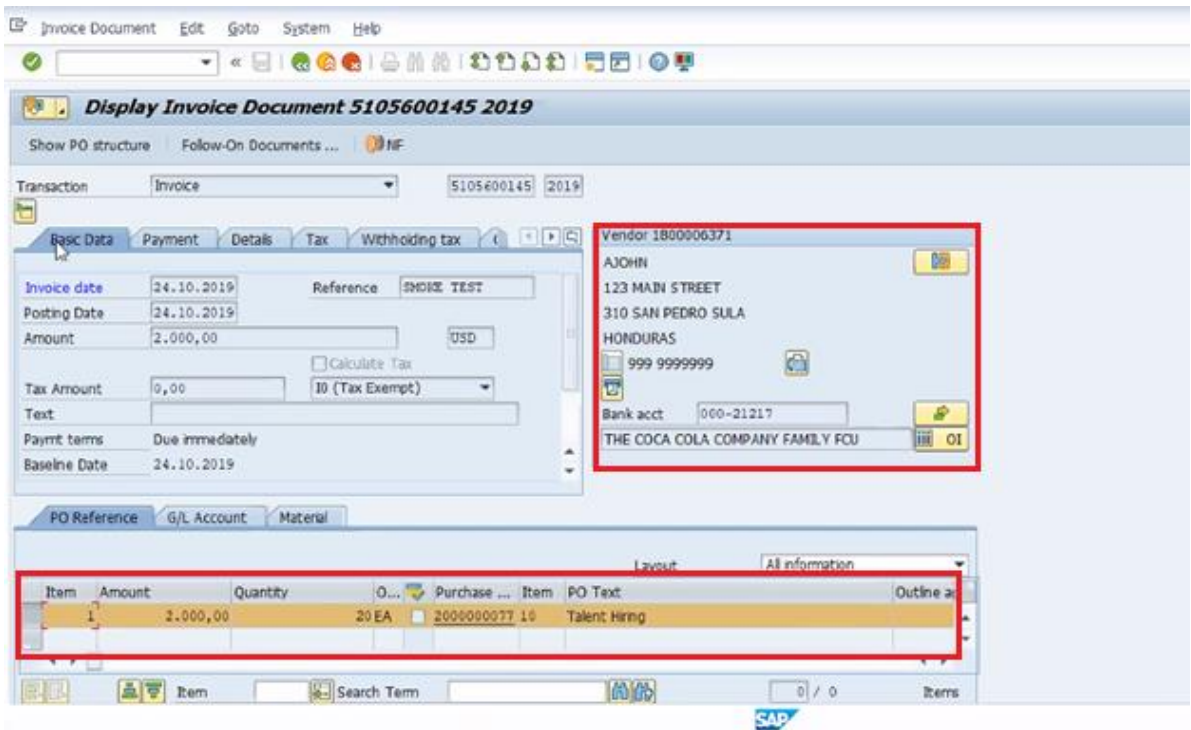


1. The **VIM Analytics powered by SAP HANA** screen is displayed. Enter an appropriate input parameter in the **Accounting Document Number** field.
2. Click the **Execute** button.
3. The **VIM Analytics powered by SAP HANA** system is displayed. Here the document available for workflow processing can be seen. Double-click the document number.





- 4. The **Display Invoice Document** screen is displayed with the details of the Vendor and the Purchase Order



Documentation Type Determination rules decide the type of DP workflow to be triggered automatically (ex PO or Non-PO workflow) for further processing of the documents in Open Text VIM

6. Abbreviations/Acronyms

Short Form	Full Form
AP	Accounts Payable



AP—Invoice Entry—Movement in Receipt Out (MIRO)

DP	Document Processing
EDI	Electronic Data Interchange
MIRO	Movement in Receipt Out
OCR	Optical Character Recognition
VIM	Vendor Invoice Management



7. Outputs

Output Name	Output Type	Output Location
DP workflow	NA	VIM



8. Version History

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description