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

1.3 Systems/Tools

1.3.1 Global Systems/Tools

System/Tool	System ID/Name	Description
OpenText	ΝΑ	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

دعات AP-Invoice Entry-Movement in Receipt Out (MIRO)

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





2.3.2 Market-specific Risks and Controls

Risk	Control

2.4 Roles and Responsibilities

Role	Responsibilities
Vendor	Sends invoices
Invoice Processing Team	• Review the invoice received via e-mail.
Indexer	OCR validation
Scan Operator	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.





5. Process Description

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

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.



4. 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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🖗 Supplier Invoices	RegID Execute	Channel	Channel Description	Handler	Handling Description	Classification Profile	Classification Description	IDoc no	
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Process Trigger Error Log	154	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		-
V Hoceas Higger Ellor Eog	153	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
	152	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
 Inbound Documents 	151	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
Processed	150	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
• 🔊 Rejected	149	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
	148	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
	147	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
	146	MINT	VIM - Mail + XML Transformation	PS03_MINT	VIM XML MINT NPO Invoice Interrace	PS03_VIM_INVC	Incoming Invoice (VIM)		
	145	OAWD	Scanning + Manual Indexing	INDEXING	Manual Classification / Index Processing	PS03_VIM_INVC	Incoming Invoice (VIM)		
	144	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Hori App	PS03_VIM_INVC	Incoming Invoice (VIM)	-	
	143	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing	PS03_VIM_INVC	Incoming Invoice (VIM)	2211	
	142	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing	PS03_VIM_INVC	Incoming Invoice (VIM)	2211	
	141	MAIL_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
Archive Document	140	MAIL_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
Archive Monitor	139	MAIL_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service to VIM	PS03_VIM_INVC	Incoming Invoice (VIM)		
	138	ZVIM_FIORI	VIM Custom Hori App	ZVIM_FIORI	VIM Custom Fiori App	PS03_VIM_INVC	Incoming Invoice (VIM)	2210	
	13/	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing	PS03_VIM_INVC	Incoming Invoice (VIM)	2210	
	136	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Hori App	PS03_VIM_INVC	Incoming Invoice (VIM)	-	*
	135	IDOC_EKK	IDOC Entry - Feeder Error Handling	PS03_ID0C	VIM LOC Processing	PS03_VIM_INVC	Incoming Invoice (VIM)	2309	•
	-								

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

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.

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Default Deservents	167	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App -	pagy of Involue	0e64
Derault Documents	166	IDOC_ERR	IDoc Entry - Feeder Error Handling	PS03_IDOC	VIM Idoc Processing		ALC: NOT
Process Trigger Error Log	165	MAIL_BCC	Mail + Capture Center	PS03_IES	Information Extraction Service		
in takened Descents	169	ZVIM_FIORI	VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App	1.00	
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· 🖉 Rejected	101	MINT	V/M - Mail + VMI Transformation	PS03_IES	VIM VML MINT NPO Involce I		
	150	IDOC EPP	IDoc Entry - Feeder Error Handling	P503_PENT	VIM Idor Procession	=:=	
	158	ZVIM FLORI	VIM Custom Flori Ano	ZVIM FLORI	VIM Custom Elori Ann		Manager and the state
	157	ZVIM FIORI	VIM Custom Flori Ann	ZVIM FIORI	VIM Custom Fiori Ann	New Colo	
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	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		
hive Document	151	VIM IES	Scanning + IES to VIM	PS03 IES	Information Extraction Service		
nive Monitor	150	VIM_IES	Scanning + IES to VIM	PS03_IES	Information Extraction Service		
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	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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- E VIM Document Ty	pes	
	S2P VIM Invoice PDF Africa ACC-10-02	Murthy SVN Nakkana
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	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
700	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
70	S2P VIM Inv NoOCR PDF Greece ACC-10-02	Murthy SVN Nakkana
7 00	S2P VIM INV NOOCR PDF LATAM ACC-10-02	Murthy SVN Nakkana
70	S2P VIM Inv NoOCR PDF NA ACC-10-02	Murthy SVN Nakkana
70	S2P VIM Inv NoOCR PDF Poland ACC-10-02	Murthy SVN Nakkana

3. 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.

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Inbound Administration							
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Process Trigger Error Log	150 VIM ES	Scanning + JES to VIM PS03_JES	Information Extraction Service to VIN	PS03_VIH_BVVC	Incoming Invoice (VI	200	
	149 V94_ES	scanning + les to VIM PS03_les	Information Extraction Service to VIM	PS03_VIM_BIVC	Incoming Invoice (VI	2010	
Processed	142 VIN 55	Scanning + #5 to VBI 0507 INC	Information Extraction Service to VIM	PSUS VIN BAY	Incoming Invoice (VI		1000 (1000)
· Character	141 MAR BCC	Mai + Capture Center PS03 W5	Information Extraction Service to VIM	PS03 VIN BOVC	Incoming Invoice (VI	** 1000 March	1 11 MA
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	139 MAL. BCC	Mail + Capture Center 9503_IES	Information Extraction Service to VIM	PS03_VIH_INVC	Incoming Invoice (VI		
	31 VINLES	Scanning + IES to VIM PS03_IES	Information Extraction Service to VIH	PS03_VH_BIVC	Incoming Invoice (VI		
	30 VIN_85	Scanning + #5 to VIM PS03_85	Information Extraction Service to VIH	PS03_VIM_BIVC	Incoming Invoice (VI		
	7 VIN_ES	Scanning + 1ES to VIM PS03_1ES	Information Extraction Service to VIH	PS03_VIN_DIVC	Incoming Invoice (VI		
	4 VHUES	Scanning + 1ES to VIM PS03_1ES	Information Extraction Service to VIH	PS03_VIM_BRVC	Incoming Invoice (VI		
	3 VIM_ES	Scanning + JES to VIH PS03_JES	Information Extraction Service to VIH	PS03_VIM_BIVC	Incoming Invoice (VI		
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Callin AP—Invoice Entry—Movement in Receipt Out (MIRO)

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.

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Inbound Administration						
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anbox	L Barth Frances	County of	* Channel December	Line aller	Upp days Decompting	(Descharting)
Suppler Invoices	Kegal Execute C	M. IEC	Crannel Description	PSATICHER PSATIE	Information Extraction Centra to VIM	PEAN VIM 1
Default Documents	155	reas.	Scanning + JES to VIM	2503 165	Information Extraction Service to VM	PEAS VIN I -
Process Trigger Error Log	154		Scanning + IES to VIN	P603_85	Information Extraction Service to VM	PG03_V94_1
	153		Scanning + JES to VIM	P\$03 #5	Information Extraction Service to VIM	P503 VIM 1
housed Documents	152		Scanning + IES to VIN	PSOT ES	Information Extraction Service to VIM	PS03 VIM I
Borramed	151		Scanning + IES to VIN	PS03 ES	Information Extraction Service to VIM	P503 VIN 1
· PRejected	150		Scanning + IES to VIN	P503 #5	Information Extraction Service to VIM	PS03 VIM 1
	149		Scanning + IES to VIM	P\$03.85	Information Extraction Service to VIM	P503_VIM_1
	148		Scanning + JES to VIM	P503 JE5	Information Extraction Service to VIM	P503 VIN 1
	147		Scanning + IES to VIN	P503_#5	Information Extraction Service to VIM	P\$03_VIN_1
	164 Z	VIM_FIORI	VIM Custom Fiori App	ZVIM_FIORS	VIM Custom Flori App	P503 VIM 1
	158		VIM Custom Fiori Asip	ZVIM_FIORI	V24 Custom Fion App	P503_VIM_1
	157		VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App	P503_VIM_1
	156		VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Flori App	P503_VIH_1
	144		VIM Custom Fiori App	ZVIM_FIORI	VIN Custom Fiori App	P\$03_VIN_1
he Decompet	138		VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fion App	P503_VIM_1
the Bastor	136		VIM Custom Fiori App	ZVIM_FIORI	VIM Custom Fiori App	PS03_VIM_1 *
ADDE PERMAN						
		19 9				

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

London E2 84A 187 Number (25856)	ad r		YOUR LO	GO
Sample Clent L Sample Person 100 Sample Stre Landon 101 1.40 United Kingdom	indiad iet		Invoice® Date Amount Due	000031 15/06/2011 (153.0
Term	Description	Unit Cent	Quantity	Line Intal
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.	12.00	5	58.00
Product 2	This is product number 2.	10.00	1	10.00
			Sublotal Discount - 90% Total	170.0 -17.0 €153.0
Please pay your is	nvoice within 30 days of receivi	ng K.		
Tarma				

3. 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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●	CC12 N 011	00000000000					
Inbound Administration							
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Supplier Invoices	Regit) Execute	Channel Channel Description	Handler	Handing Description	Chisficate	in the second	and an other
Default Documents	10	LUCK SER LUCK ENTRY - Feeder Enty Ha	none Piol Doc	VPH BOC Processing	P503_VM		
Process Trigger Error Log	173	That Entry - Feeder Erry In	noing PS03_DOC	VM Max Processing	P503_VIM		
	132	Doc Entry - Feader Error Ha	ndina #503 IDOC	VIM Mac Processing	P503 VIM		
* De Inhound Documents	131	Doc Entry - Feeder Error Ha	nding PS03 IDOC	VIM More Processing	P503 VIN		10.00 (cm))
• Processed	130	IDoc Entry - Feeder Error Ha	nding PS03 IDOC	VIM Idoc Processing	P503_VIM	215	-
· PRejected	129	IDoc Entry - feeder Error Ha	nding P503_DOC	VIM bloc Processing	P503_VIM	100 X 100	
	128	IDoc Entry - Feeder Error Ha	nding #503_100C	VIM Idoc Processing	P503_VIN		100 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
	127	IDoc Entry - Feeder Error Ha	nding PS03_IDOC	V2M Idoc Processing	P503_VIM		
	126	IDoc Entry - Feeder Error Ha	nding #\$03_IDOC	VIM Idoc Processing	P\$03_VIM	The second second	1 1 11
	125	IDoc Entry - Feeder Error Ha	inding P503_IDOC	VDH Idoc Processing	P503_VIM	75	
	124	IDoc Entry - Feeder Error Ha	inding PS03_DOC	VIM Idec Processing	P\$03_VIM		
	123	IDoc Entry - Feeder Error Ha	inding PS03_IDOC	VIM Idoc Processing	P503_VIM		
	122	IDoc Entry - Feeder Error Ha	nding PS03_IDOC	VIM Idoc Processing	P503_VIM		
	121	IDoc Entry - Feeder Error Ha	inding PS03_IDOC	VIM Moc Processing	P503_VIM		
Archive Document	120	IDoc Entry - Feeder Error Ha	nding #503_IDOC	V2M Sdoc Proceising	P503_VIM	1000 (100) (1000 (100) (1000 (1000 (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (1000 (100) (100) (100) (100) (100) (100) (100) (100) (100) (100) (100) (100) (1000) (1000) (1000) (100) (100) (100) (100) (100) (100) (
Aurthus Manther	119	IDoc Entry - Feeder Error Ha	nding PS03_IDOC	VIM Idoc Processing	P503_VIM, *	#1 2.88 F.F	

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.



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

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

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



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- S VIM Document Types		
	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
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	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.

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VIM Analytics powered by SAP HANA	
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4. The **Display Invoice Document** screen is displayed with the details of the Vendor and the Purchase Order

Show PO struct	Invoice	
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Basic Data	Payment Details Tax Withholding tax C	C] Vendor 1800006371
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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

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	ΝΑ	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