



Accounts Payable Imaging

Automated invoice and expense processing improves cycle time and accuracy and decreases cost for pharma client

Business challenge

A leading pharmaceutical company was experiencing problems in the daily handling of paper-based invoices and expense forms and integrating them into the SAP Accounts Payable system. Approximately 1,700 expense forms were sent via mail to global processing centers from employees worldwide for review, approval and payment. Similarly, approximately 5,000 paper invoices were received via mail for processing and payment. The client relied on manual intervention and data entry for the process from input to payment. This process was further slowed by the required matching of the 40-50 fields for each invoice with the information needed by the SAP/AP system. While some locations had scanning technology, nothing was standardized or integrated with the SAP workflow.

Client objective

The client's main objective was to streamline the paper-handling process for invoices and time and expense reimbursements. The client wanted to:

- Eliminate paper invoice and expense processing
- Create global standardization
- Minimize the cost and time associated with the current A/P system

CGI's approach

CGI's expertise in integration and business process optimization was leveraged to recommend a solution that included image capture and content management, and was then integrated with the SAP system. Invoices and expenses were scanned, resulting in the automatic extraction, indexing and validation of data. This allowed the data to be routed to the appropriate department or business unit for processing into the accounting system. The information was integrated into the SAP system, where documents were approved, linked and viewable. The time and expense solution, as well as the invoice solution, allowed the streamlined process to be initiated at multi-function peripherals at various office locations. Employees input their scanned receipts, which were then automatically routed to the appropriate contacts, linked with SAP and processed for payment.



Value delivered

CGI implemented a solution that eliminated paper and manual processing, reducing the cost and time to process invoices and expenses. Documents are in electronic form allowing users to view the status of an invoice, check or grant request at any time.

Automating the data entry and approval workflow has significantly improved the cycle time for processing documents as well as the accuracy of information entered.

Furthermore, the client's AP team is able to use one system to manage all of their document, improving metric reporting, creating uniformity and global standardization within the accounts payable process.