



# Deloitte Finance Transformation Accelerator

## Streamline your finance business processes and enhance them with digital assets

A finance transformation initiative can have a significant positive impact on business results, but it can also require a considerable commitment of your finance organization's talent and resources. At Deloitte, we understand that converting from manually intensive transactional processes and aging systems with multiple sources of financial data requires both strategic business insight and technical proficiency to navigate the inevitable challenges and risks.

After years of working with CFOs and finance leaders at many of the world's most respected and well-known companies, we have leveraged the insights garnered from these experiences to create an integrated technology solution that targets some of the most common — and difficult — finance transformation challenges.

### How we can help

Our Finance Transformation Accelerator can help you significantly streamline your finance business processes in key areas, such as working capital management, closing, and financial reporting. To get the most value from your finance business systems, Deloitte suggests that clients consider integration of a content management solution so that business workflows can give users easy access to digital files, such as signed invoices.

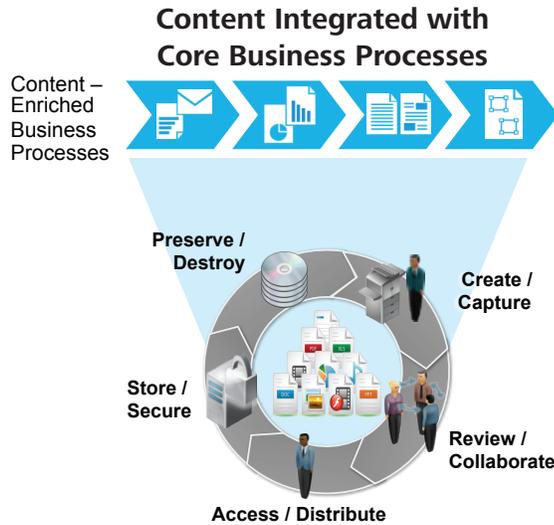
The accelerator defines a preconfigured solution based on SAP® business solutions and OpenText content management software that enables SAP business workflows to be enriched by digital content. The SAP and OpenText software solutions are combined with leading practices from Deloitte's hands-on experience helping clients with their transformation efforts.

Deloitte has integrated OpenText Vendor Invoice Management for SAP® Solutions ("OpenText Vendor Invoice Management") into the preconfigured solution to achieve increased automation in accounts payable processing. Vendor invoices can be used within SAP business processes such that creation, utilization, retention, and destruction of the invoices are part of the business process.

Additional OpenText content management capabilities provide complementary features that can be easily integrated to further extend the solution. The various components of the OpenText content management suite enable you to manage digital content, such as faxed sales orders, signed purchase orders, vendor invoices, and travel receipts, and let users view the content from within SAP user screens or printed documents. Integrating content management features can enable finance functions to enhance the value of their business processes by using



Figure 1. SAP business processes are enriched by embedding digital assets into traditional workflows.



Potential benefits of the accelerator can include:

- Accelerated implementation based on preconfigured workflows and business processes
- Reduced time spent on technical design
- Business process efficiencies from leading practices that are built into the software solution
- Greater user productivity due to better access to supporting data such as scanned documents that have been signed or marked up
- Reduced manual effort and errors through increased automation of transactional processing and reconciliations
- Enhanced visibility through greater granularity of data for searching and reporting capabilities
- Improved customer relations through communication that is enriched by digital assets

#### Features and capabilities available in the accelerator

Integrating traditional sources of customer data with digital assets opens up new opportunities for streamlining finance business processes. The Finance Transformation Accelerator utilizes SAP Business Suite as a central component to capture the primary finance business processes. Accounts payable processing capabilities are integrated using OpenText Vendor Invoice Management software.

OpenText Archiving for SAP® Solutions software provides a central repository for managing unstructured data. The repository is fully integrated with SAP Business Suite to make digital assets available within enterprise business processes. Deloitte's enhancements include preconfigured business processes and workflows that are layered on top of these software solutions to provide innovative approaches to some of the most common business challenges.

#### Preconfigured accounts payable and vendor invoice management processes

Based on OpenText Vendor Invoice Management and OpenText Invoice Capture Center for SAP® Solutions, this capability provides preconfigured workflows for managing invoices and the related approval and payment processes. It supports both purchase order-based invoices as well as invoices not linked to purchase orders. Process standardization and automation enable faster processing, and the solution includes built-in exception handling based on customizable business rules. Thus, when certain conditions, such as exceeding a price tolerance threshold, are discovered, invoices can be intelligently rerouted based on the business rules.

Potential benefits include:

- Increased efficiency by reducing invoice processing time
- Improved cash management by streamlining the payment process
- Reduced costs by reducing manual data entry and avoiding paper handling
- Better controls in accounts payable processes
- Greater insight into liabilities, process bottlenecks, and vendor issues
- Simplified compliance and greater responsiveness to audits

#### Optional integration for linking unstructured data to SAP transactions

Based on OpenText Document Access for SAP® Solutions, this capability enables SAP users to call up digital assets from within the appropriate SAP business process. This can result in greater visibility throughout the purchase to payment process and can support specific use cases such as providing backup data for journal entries. A signed purchase order can be scanned and linked to the SAP purchase order so that the digital signature is readily available for any SAP user that has authority to access that purchase order. The solution also provides secure archiving of digital assets, eliminating the need for paper-based records management.

Potential benefits include:

- More efficient business processes through enhanced user productivity
- Broad access to digital assets that are relevant to each finance process
- Improved document protection for disaster recovery purposes
- Simplified compliance and greater responsiveness to audits
- Improved accuracy and efficiency in business partner interactions
- Reduction in data duplication because all content relevant to a business process is stored within the context of the business process

### Optional enrichment of SAP printed documents with personalized digital content

Based on OpenText Document Presentment for SAP® Solutions, this capability provides the ability to enhance finance communications with customers by embedding digital assets in printed and electronic documents that are being sent to customers or suppliers. Use cases can include supporting marketing campaigns by personalizing customer bills or adding targeted marketing messages to correspondence.

Potential benefits include:

- Improved customer satisfaction through enhanced customer experience with correspondence
- Expanded customer upsell opportunities
- Operational efficiencies
- Greater agility and faster time-to-market for business campaigns because IT need not be involved
- Reduction in IT development costs for supporting finance and marketing functions

### Optional preconfigured travel expense report processes

Based on OpenText Travel Receipts Management for SAP® Solutions, this capability enables employees to scan their expense report receipts and submit them as electronic records linked to the expense reports. This avoids the time and cost of mailing paper copies of receipts and also simplifies recordkeeping. The solution supports multiple channels of input, including email, scan, bar code, fax, mass import, and mobile. It also makes it easy for separate organizational functions to collaborate and includes seamless integration to SAP Travel Management so that expenses are managed within the context of the overall enterprise SAP solution.

Potential benefits include:

- Lower costs to archive and manage electronic records versus handling paper receipts
- Elimination of copying and mailing costs
- Greater visibility and control over travel costs and budgets
- Simplified legal and tax compliance
- Process efficiency through process standardization and automation

### Experience and skills you can count on

Your finance transformation project can leverage Deloitte's long history in the finance industry, as well as our significant experience with SAP implementations and our strong alliance with OpenText. We are widely recognized as a leader in providing strategy and implementation services and support for SAP solutions. Through a network of member firms, our global SAP practice has more than 11,000 practitioners dedicated to SAP solutions in more than 135 countries. In addition, Deloitte has been awarded an OpenText Systems Integrator of the Year award each year from 2008 through 2013, which demonstrates our delivery excellence for OpenText projects.

Our alliance with OpenText leverages a portfolio of OpenText ECM offerings that have been preintegrated with SAP solutions and are preconfigured with additional business rules in Deloitte's Finance Transformation Accelerator. Our investment in SAP and OpenText solutions for finance transformation also includes a broad implementation methodology for achieving business value when managing unstructured content along with SAP business solutions.

These investments and capabilities can help you in your efforts to achieve faster time-to-value and lower implementation risk for your finance transformation initiative.

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### Learn more

To learn more about how Deloitte and OpenText can help you in your efforts to reduce risk and realize more value, please contact one of the following:

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