

# SAP Image Document Management Starter Pack (SAP IDM)

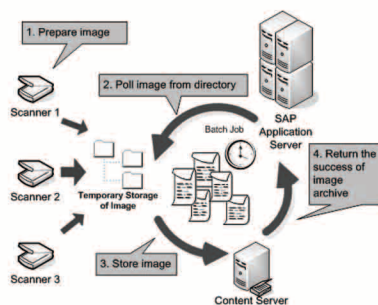


## SAP Image Document Management Starter Pack (SAP IDM)

### Business Benefits

**SAP IDM provides you basis for storage of all incoming and outgoing documents in image / electronic formats. This guarantees access to the documents at all times. SAP IDM allows the integration of image documents and business objects. The business benefits are:**

- Access to stored image documents directly from the SAP business object
- Reduce the effort of re-tying incoming documents using OCR
- Integration into business processes through links to business objects
- Data protection through the SAP authorization



### Early archiving

1. Scan an invoice from vendor
2. Create a workflow item automatically
3. User process the workitem
4. Invoice data is posted to SAP and invoice image is attached as a link

### Late archiving

1. Billing is created and send to Customer
2. Customer make the deposit in bank and mail deposit slip to your accounting dept.
3. User scans the deposit slip and indicates the reference billing as part of filename
4. Scanned image is imported to SAP
5. Attach the image to existing billing as a link

### Feature Highlights:

#### Incoming Documents

- o Integrate image documents directly into business processes
- o Access stored image documents directly from SAP applications
- o Avoid re-tying of hard copy incoming document data to SAP using scan and OCR
- o Access image documents at any place and any time; no more paper document storage and retrieval
- o Integrate external storage system using SAP
- o Integrate with SAP business workflow

#### Outgoing Documents

- o Direct storage of image documents printed from SAP
- o Possible to store all SAPscripts / SmartForms
- o Integrate image documents with the underlying business objects

#### Print Lists

- o Direct storage of SAP Reports
- o Possible efficient search possibilities using indexing
- o Integrate hyperlink from print lists to SAP business objects

### SAP IDM - Starter Pack

- Installation of the SAP Content Server
- Technical set up of the SAP Content Server
- Functional set up of the SAP Content Server for the required features
- Scanning / OCR and storing of incoming documents for two (2) selected business scenarios - \* requires the purchase of optional scanner and OCR software
- Storing of outgoing documents for two (2) selected business scenarios
- Storing of print lists for two (2) selected business scenarios

#### Features Highlights:

- SAP Workflow Integration
- No manual re-tying of incoming documents when posting to SAP
- Retrieving and storing of hard copy incoming documents in electronic format
- Storing of outgoing documents (SAPscript / Smartform) in electronic format
- Storing of SAP Reports and hyperlink to SAP documents
- Image documents are linked to their corresponding SAP objects and transactions