Factsheet

XFT Confirmation Manager

www.xft.com/en/product/xft-confirmation-managerl

About XFT Confirmation Manager

Automated Order Confirmation Processing

In purchasing, you deal with numerous suppliers – and each one handles order confirmations a little differently. Your employees have to process confirmations in a wide variety of formats and manually transfer them to your SAP system. This can quickly lead to errors, especially with detailed documents. Is the delivery date correct? How about price and quantity? And which orders still need to be confirmed by the supplier? Finding the answers to these questions used to be time-consuming. Until now.

XFT Confirmation Manager provides you with a central interface for all order confirmations – directly within your SAP system. You can handle order confirmations and approval processes faster than ever before, and you keep track of all processes. Your colleagues in procurement and demand management will breathe a sigh of relief.

Overview of Features

Data Input

- Predefined OCR solution available or flexible connection of existing scanning infrastructure
- Automatic validation of incoming data against data in SAP (purchase order data, vendor master data, and so on)
- Automatic check for duplicates
- Once data input is complete, the following options are available:
    - Confirm automatically
    - Start clarification workflow in case of variance
    - Process manually

Retrieval and Processing of Confirmation Processes

- Order confirmation monitor displays the hit list as a table with extensive selection options; user-specific views and selections are possible (personal worklist)
- Central processing interface with direct comparison between the SAP purchase order data and the order confirmation data (confirmation data can be transferred from the purchase order data by drag and drop)
- Variance and error message display. Variances are highlighted in color
- Display of all active approval and processing workflows for an order confirmation or individual order confirmation items

- Monitoring of all active workflows, status display, and status traffic lights
- Order confirmations can be approved and rejected directly from the monitor
- Verification of delivery and payment terms
- Vendor communication, for example, return letters via
  - E-mail templates (Outlook)
  - Document creation with XFT Document Composer
- Direct access to the original scan of the purchase order via document display
- Direct access to the associated vendor data, goods receipt data, and purchase order data
- Direct access to SAP standard transactions
- Note function
- Documents (for example, communication with the vendor) can be assigned to the process directly from the local mail client (Outlook) or file system

Approvals and Workflow

- Predefined workflows for clarifying price, quantity, and delivery date variance
- Individual, situational information and approval processes can be created (ad hoc workflow)
- Price, quantity, delivery date variances are adjusted automatically in the purchase order following approval (can be configured in Customizing)
- Automatic agent determination
- Distribution of tasks using SAP workflow and e-mail

Automated Processing

- Scalable level of automation; can be defined individually
  - Automated, rule-based transfer of order confirmations (can be restricted to individual confirmation control keys/vendors in Customizing)
    or
  - Manual processing and approval of order confirmations
- Standardized scenarios for delivery date and quantity variances, as well as price variance
- The order change printout can be suppressed when accepting a variance (changing the purchase order data)
- The tolerances from logistics invoice verification are taken into account when calculating the price variance
- Complete logging of all processing and approval steps
- Linking of all documents related to a process with the SAP purchase order (confirmation document, workflow and activity logs, manually added documents)

Evaluation and Reporting

- Evaluation based on confirmation processes, such as:
  - How many variances (price, quantity, or delivery date) has a vendor caused?
  - How many processes were confirmed automatically (for one vendor)?
  - How many order confirmations are there for a purchasing group?
- Evaluation based on workflows, such as:
  - Average duration of a clarification cycle?
- Search for open confirmations, such as:
  - How many confirmations are still outstanding from a vendor?
- Simple and flexible creation of custom evaluations

System and Architecture

- Seamless integration into the entire purchasing context in SAP with XFT Purchase Manager (purchasing file solution) and XFT Invoice Manager (invoice receipt solution)
- 100% SAP-based; fully integrated into the existing SAP system and the SAP applications
- No additional infrastructure necessary
- Workflows via SAP GUI, Web browser and/or via SAP Fiori Launchpad (UI5)
- Use of the existing SAP authorization system
- Open to any number of input channels
- Complete process transparency and compliance because there are no integration gaps
  Central roll-out of standardized and harmonized order confirmation processing to different corporate divisions using a global template approach

Would you like to learn more about our products or see what XFT Confirmation Manager can do for your business? Contact us today for a live demo!

☎ +49 6227 54 555-0

✉ sales@xft.com

It is impossible to guarantee that a publication is entirely free of errors. XFT therefore reserves the right to change the publication and the information it contains without prior notice. XFT accepts no liability for the correctness, completeness, or current relevance of the information provided.

Registered trademarks.

SAP, ABAP, SAPPHIRE, SAP ArchiveLink, SAP NetWeaver, SAP Business Suite, SAP ERP, SAP ERP Corporate Services, SAP Fiori, SAP HANA, SAP S/4HANA, SAP SuccessFactors, SAP Solution Manager, SAP NetWeaver Portal are registered trademarks of SAP SE & Co. KG in Germany and various other countries.

Microsoft, Windows, Outlook, Excel, Word, PowerPoint, and SQL Server are registered trademarks of Microsoft Corporation.

Adobe, the Adobe logo, Acrobat, PostScript, and Reader are trademarks or registered trademarks of Adobe Systems Inc. in the USA and/or other countries.

XFT Task Manager, XFT Compliance Cycle, XFT Queue Manager, XFT Document Composer, XFT Document Connector, XFT Personnel File, XFT Personnel Manager, XFT Zeugnismanager, XFT Contract Manager, XFT Purchase Manager, XFT Confirmation Manager, XFT Invoice Manager, XFT Billing Manager, XFT Sales Manager, XFT Project File, XFT PPAP File, XFT Change Manager, XFT Machine File, XFT Sales Document Cycle, XFT Material Creation are trademarks and product names of XFT GmbH in Germany and/or in other countries.

Unless indicated otherwise, all trademarks used in this publication are protected. This also applies to the company logo and other product names.

www.xft.com