

# AUTOMATE PAPER PROCESSES WITH SAP® INTERACTIVE FORMS BY ADOBE

## BOOST PRODUCTIVITY WITH INTUITIVE, INTEGRATED ELECTRONIC FORMS

SAP® Interactive Forms software by Adobe lets you eliminate paper and interact with enterprise applications via straightforward electronic forms, both within your SAP software landscape and with partners, suppliers, vendors, and customers. Cut costs while improving productivity, collaboration, and compliance.

You've implemented SAP® software, trained users, and streamlined business processes. What more can you do to derive even greater value from your SAP software? You can take productivity to a higher level through the use of electronic forms.

Business users have varying degrees of software proficiency and require different ways to access applications and business processes. SAP Interactive Forms software by Adobe helps you address these challenges by enabling the creation of electronic forms that are tailored to user needs and facilitate the use of SAP software. You can boost productivity and customer and employee satisfaction with faster, more-efficient forms-driven business processes. You can also collaborate with suppliers, customers, and partners without requiring that they understand the intricacies of your back-end system. Electronic forms also enable a reduction in labor costs associated with manual processes and improve compliance with government regulations by providing an audit trail.

### Automate Business Forms

SAP Interactive Forms extends the power of SAP solutions by automating business forms. SAP and Adobe Systems partnered to create the software, which enables enterprises of all sizes to quickly and easily develop interactive, digital forms that can be directly integrated into business processes. This joint solution – which leverages the SAP NetWeaver® technology platform – specifically integrates Portable Docu-

ment Format (PDF) forms directly into any business process supported by Web-based SAP applications.

With SAP Interactive Forms software by Adobe, users can easily engage in automated business processes by completing forms, such as purchase requisitions, personnel and cost-center change requests, expense reimbursement requests, internal requisitions, and online recruiting documents. The software builds a direct bridge between the highly structured transaction data stored within enterprise applications and the unstructured, document-based information and processes that exist outside of those applications. This direct interaction enables your organization to reduce operational costs and increase business process agility via automation and increased data accuracy.

### Build Forms with Speed and Precision

SAP Interactive Forms software is fully integrated with the SAP NetWeaver technology platform and allows developers to design templates and create interactive forms in the SAP NetWeaver Developer Studio tool using Adobe LiveCycle Designer software. Adobe technology is tightly integrated into the powerful SAP NetWeaver development environments for Java and ABAP™ programming languages – enabling fast, easy forms design and modification to meet the specific ways that your enterprise, partners, and customers work. This infrastructure also helps to ensure that any application leveraging SAP NetWeaver – whether SAP delivered or



custom developed – can take full advantage of SAP Interactive Forms.

You can import, customize, and create interactive forms according to your specific needs. You can also integrate existing forms – such as those mandated by government or other regulatory bodies – or create new ones. Developers can define the look and feel of a form, integrate this form with any SAP application, bind the form to an SAP data model, define the business logic of the form, and assign the form's usage model – whether print, interactive, or both.

### Connect Data in an Integrated Environment

Because SAP Interactive Forms is integrated into your SAP software environment, you can link data fields in forms

### Eliminate paper forms and interact with enterprise applications via straightforward electronic forms.

to SAP applications for automatic data capture, centralization, and distribution to databases, business processes, departments, and other forms.

SAP Interactive Forms provides a common, intuitive, and task-oriented way for users to work with multiple back-end software applications simultaneously while avoiding unnecessary complexity. For example, the address fields in a form can connect to the SAP

Customer Relationship Management application, while other fields connect to the SAP ERP application to capture and process financial data or legacy systems for other data.

Workflow functionality embedded in SAP software can be used to push forms along, preventing process latency and allowing for real-time monitoring of progress (see figure). And because the software supports multiple languages, you can deploy it all over the world.

### Centralized Forms and Data

Centralizing forms and data helps ensure access to the most current versions of all enterprise forms. Your staff can update one form, distribute it to a central location, and be confident that all users – whether they are on-site or off – are using the correct version.

### Distribution and Control

By using SAP process functionality or e-mail to route forms according to predefined workflows, the software decreases the potential for forms illegibility or loss – which is so common with fax transmissions. Access control prevents accidental deletion of data or documents as well as unauthorized changes to content.

### Prepopulated Forms

SAP Interactive Forms minimizes opportunities for data errors by prefilling form fields and by providing built-in error-checking functions. Forms can be prepopulated with relevant information for individual users, such as his or her name, employee number, department, and address.

### Support for Mobile Workers

You can use SAP Interactive Forms to extend access to your enterprise software to new users inside and outside your firewall, to new processes, and to offline users. Mobile workers can complete forms on the fly while not actively connected to your back-end software. By transmitting forms via e-mail and uploading them back into an enterprise software system, mobile workers can instantly update the back-end system and speed business process execution.

### Embed Forms in Business Processes

To help SAP application experts create interactive forms within SAP applications and embed forms into business processes, a number of SAP workflow frameworks are available. These frameworks guide form designers in creating a consistent look and feel for all interactive forms by blending form management, business logic, and workflow management in a consistent, logical manner. They include:

- Internet service request – a framework offered with SAP Business Suite software to create online forms-based workflow processes
- Business process management – a framework of tools that supports both online and offline forms integration into business processes
- Guided procedures – a framework for offline forms-based workflows that enables implementation of collaborative, user-centric business processes across heterogeneous environments

## Collaborate with Greater Flexibility

SAP Interactive Forms can help you to eliminate inefficiencies or redundant communications with customers, partners, and suppliers. With the software, you can customize the way you deliver information to external audiences, provide your customers or partners immediate access to the latest data, and validate captured content in real time.

## Help Ensure Compliance via a Defensible Audit Trail

Companies that still use paper forms face the problem of overflowing storage cabinets and usually lack an efficient way of tracking documents and the data they contain. But a form created with SAP Interactive Forms is in an

**Cut labor costs associated with manual processes while boosting productivity, enhancing collaboration, and supporting compliance.**

archive-ready PDF format that allows you to track the entire process, from who filled out the form, to where he or she routed it, to who approved it, to where it was electronically stored. SAP Interactive Forms can also be secured with digital signatures. This electronic format provides a defensible audit trail that meets regulatory and corporate requirements.

## Maximize the Benefits of Automated Processes

SAP Interactive Forms streamlines forms-based processes, so you can fully leverage the business process automation enabled by your existing SAP applications. The software helps you realize the following benefits:

- **Reduced time and cost**
  - Reduced operational costs and increased business process agility via automation
  - Increased efficiency, fewer errors, and enhanced collaboration
  - Improved workflow with tools to track project status and identify bottlenecks for remediation
- **Enhanced business user experience**
  - Increased customer and employee satisfaction by enabling faster, more-efficient forms-driven processes
  - Greater flexibility to customize forms for your enterprise and its partners and customers
  - Better support for geographically distributed environments with multilanguage versions
- **Improved compliance via a defensible audit trail**
  - Improved resources to simplify the use of industry- and government-mandated forms
  - Assured document integrity via controlled read and write access rights

## Find Out More

To learn more about how SAP Interactive Forms can transform and automate your forms-based business processes, please call your SAP representative or visit [www.sap.com](http://www.sap.com).

## Transforming Processes with SAP® Interactive Forms Software by Adobe

### Securit

“With SAP Interactive Forms, we consolidated more than 20 SAP CRM screens into one interactive form, simplifying data entry, training, and support and improving data accuracy and integrity.”

**Dan Snider**, Vice President of Business Systems, Securit

[Read more](#)

### California Department of Water Resources

“SAP Interactive Forms gives us a centralized means of storing, updating, distributing, and controlling forms and a way to easily access and capture the data contained in them.”

**Gary Gravier**, Chief, Water and Plant Engineering Office, Division of Operations and Maintenance, California Department of Water Resources

[Read more](#)

“We needed to bridge the gap between our paper-based processes and enterprise applications. SAP Interactive Forms closed that gap with the power of collaborative electronic forms documentation.”

**Andy Osiow**, Chief, Applications and SAP Support Office, Division of Technology Services, California Department of Water Resources

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### THQ

“We found the interface for recording promotions information using SAP Interactive Forms software by Adobe to be especially user friendly.”

**Kunle Abidoye**, Senior SAP Business Analyst, THQ Inc

[Read more](#)

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## Summary

SAP® Interactive Forms software by Adobe extends the power of SAP solutions with electronic forms. The software enables you to automate paper-based business processes and extend the reach of enterprise applications to company executives, employees, partners, customers, and suppliers.

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## Business Challenges

- Facilitate the use of SAP software to improve productivity, efficiency, and collaboration
- Extend SAP business processes to new users
- Reduce reliance upon inefficient paper-based processes to reduce costs and improve service
- Ensure compliance with government regulations by automating data capture, storage, and control

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## Key Features

- **Business-form automation** – Develop interactive, digital forms that can be directly linked to back-end applications
- **Forms centralization** – Help ensure version control and use of the most current versions of enterprise forms
- **Electronic distribution** – Use SAP process functionality or e-mail to route forms according to predefined workflows
- **Access control** – Prevent accidental deletion of data or documents as well as unauthorized changes to content
- **Prepopulation of form data** – Minimize costly data entry errors, speed business process execution, and provide timely access to information
- **External collaboration** – Extend software access more easily to new users, business partners, and mobile workers
- **Regulatory compliance** – Gain a defensible audit trail that meets regulatory and corporate requirements

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## Business Benefits

- **Save time and money** – Eliminate paper forms to reduce labor costs associated with manual data entry, lapses in accuracy, and processing time associated with traditional forms
- **Simplify the user experience** – Automate numerous tasks in a familiar interface to maximize user adoption and boost productivity while extending access to enterprise software
- **Comply with regulations** – Use the archive-ready, industry-standard PDF format for a defensible audit trail to meet government regulations and corporate reporting requirements

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## For More Information

Call your SAP representative, or visit us online at [www.sap.com](http://www.sap.com).

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