



Optimize collaboration and document  
integration in your SAP®-Systems with  
BECONEX CaptureQueue







## Paper-based documents in the SAP environment

It is no longer a question of whether paper documents can be digitized — it is much more a question of how easily and securely this can be done. Despite the several advantages of SAP® and other ERP systems, the digitization and storage of documents still represent a challenge: too many manual steps are required before documents and data end up at the target business object.

The usual process involves scanning the document with a multifunction-printer (or other capture device) and sending it to a folder or email inbox, so that the user can access it from a computer. That way, the user can download, rename, and maybe even change the format of the document , among other possible in-between steps. Finally, multiple clicks and sometimes manual entries are necessary to archive and link the digitized document to the target business object.

**What if** a business object is missing attachments? Doing the follow-up of documents that need to be scanned and stored in SAP® represents additional time and effort.

**What if** documents come from different divisions or locations? Sending paper-based originals back and forth across the organization can cause delays and loss of information.






**What if** not all document owners have access to the ERP? The result is that the workload of digitizing and attaching documents to business objects increases for SAP®-users.

**What if** documents contain personal data and intermediate digital copies are somewhere in the email inbox or file system? A GDPR-compliant procedure is very difficult to guarantee..



This process takes a lot of time, and every manual step is a potential source for errors. Not the mention the information leaks that can be caused by having copies of documents somewhere in a folder or email inbox...

## Efficiency, Security and Collaboration — meet BECONEX CaptureQueue

	The BECONEX CaptureQueue solution.....	4
	Delegated scanning for everyone.....	5
	Compatibility with SAP®-systems and SAP®-Modules	
	Document types to business objects	
	Collaboration for SAP-users and non-SAP-users	
	Creating CaptureQueue entries manually and automatically.....	6
	How is a CaptureQueue entry completed?.....	8
	BECONEX CaptureQueue in a nutshell.....	11

# The BECONEX CaptureQueue solution

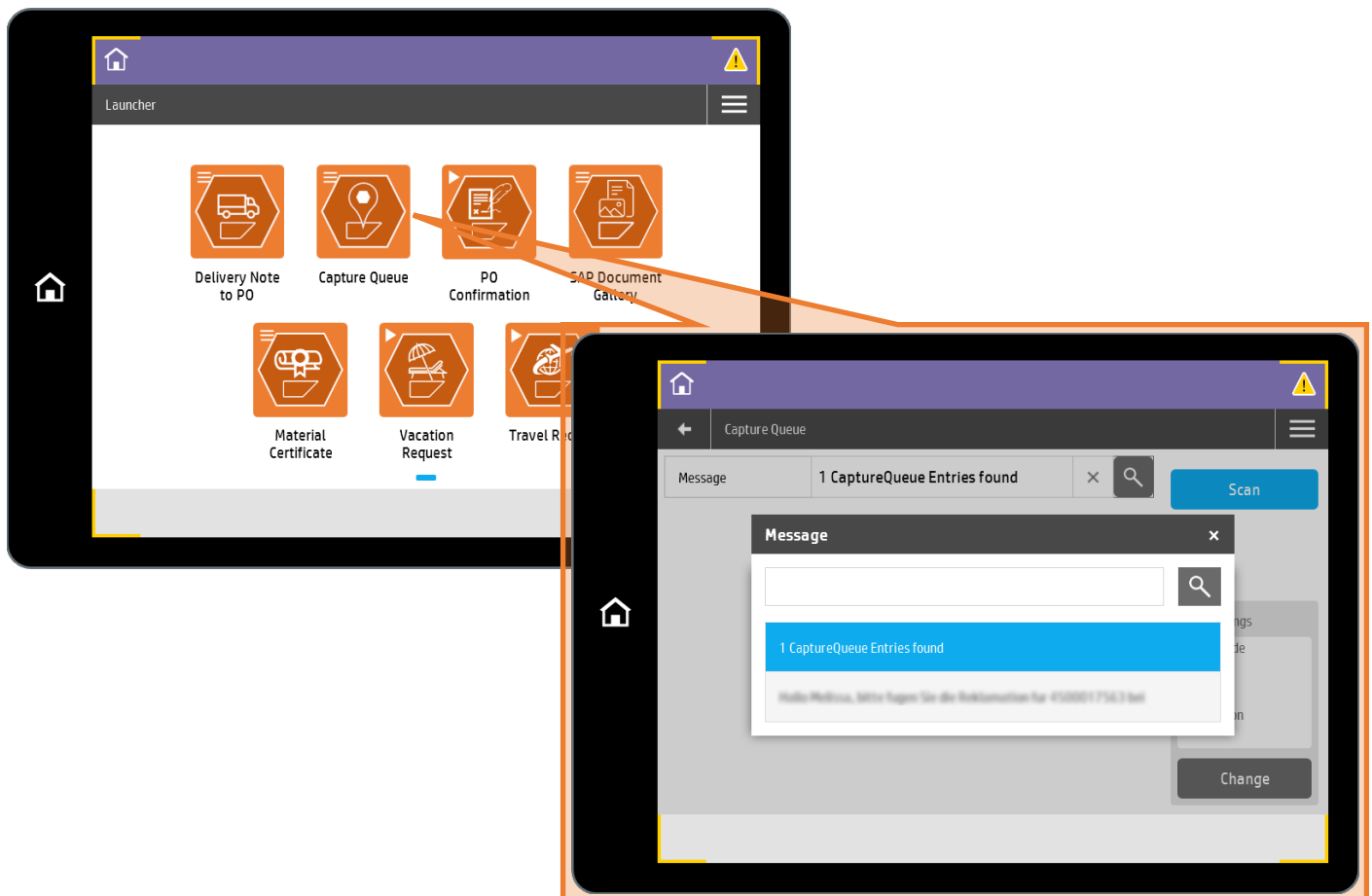
Like all **BECONEX Send2SAP** solutions, CaptureQueue allows you to automate the archiving and linking of digitized documents into the SAP®-system:

- It sends scanned documents to your ERP directly from the capture device
- It can be used in combination with multiple input sources (MFP and mobile devices, email attachments, etc.)
- It does not leave intermediate copies of the document somewhere in your system
- It is easy to adapt to the structure and processes of your organization
- It makes the capture and integration of physical and digital documents a transparent, flexible, and user-friendly process

So when does it make sense to use which solution? Instead of “mass scanning”, **CaptureQueue is designed for “delegated scanning”**: with only a few clicks, you can create scan tasks and assign them to colleagues and teams in your organization.

In addition, with CaptureQueue you can delegate the scanning of documents to both SAP and non-SAP users. This allows to better distribute the workload among the employees who have direct access to the relevant documents, leading to a more efficient process and contributing to collaboration.

Now everyone can contribute to the completeness of the information!



# Delegated scanning for everyone

## Compatibility with SAP®-systems and SAP®-Modules

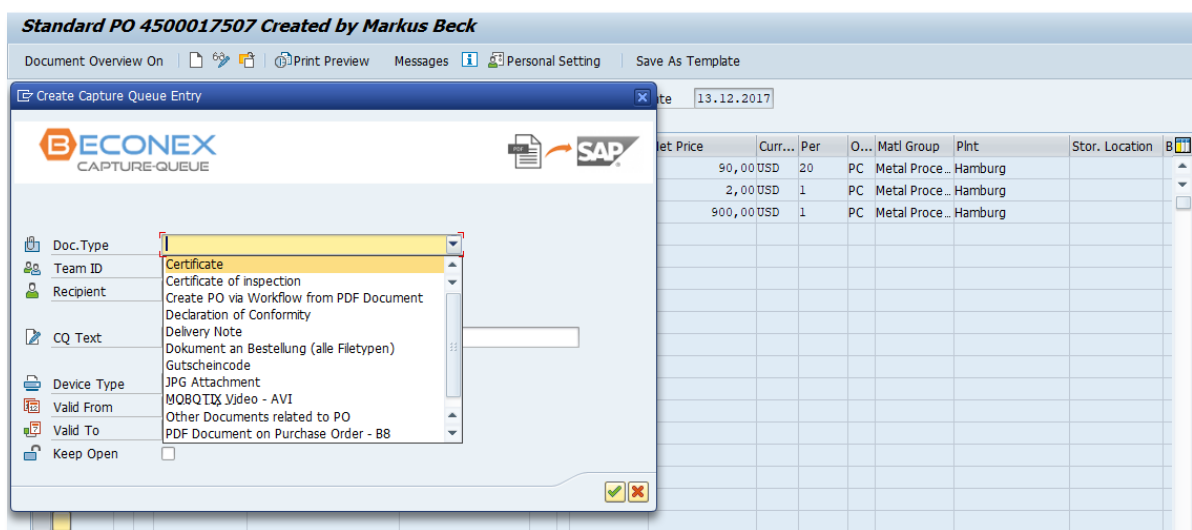
Physical documents are still required in each department to ensure that the information is complete. Contracts, certifications of safety and quality, approval applications, among others, are an important part of the documentation for maintenance and production planning, as well as for finance and sales.

The good news is, CaptureQueue can be integrated with all SAP®-modules depending on the processes defined by the user: every department in the company can profit from delegated scanning!

To provide maximal flexibility, CaptureQueue is compatible with SAP® ECC, SAP® ABAP NetWeaver, any SAP®-systems based on NetWeaver, and SAP S/4HANA®.

## Document types to business objects

Can several types of documents be linked to the same business object? Yes. Purchase orders can contain, for example, delivery notes, declarations of conformity, complaints, etc. To capture this information, the document type is selected from a drop-down menu when the CaptureQueue entry is created inside the SAP®-system. Depending on the business object, documents can be attached using the SAP ArchiveLink® or SAP® DMS technology.



*Available document types for purchase orders (SAP ArchiveLink® standard)*

## Collaboration for SAP-users and non-SAP-users

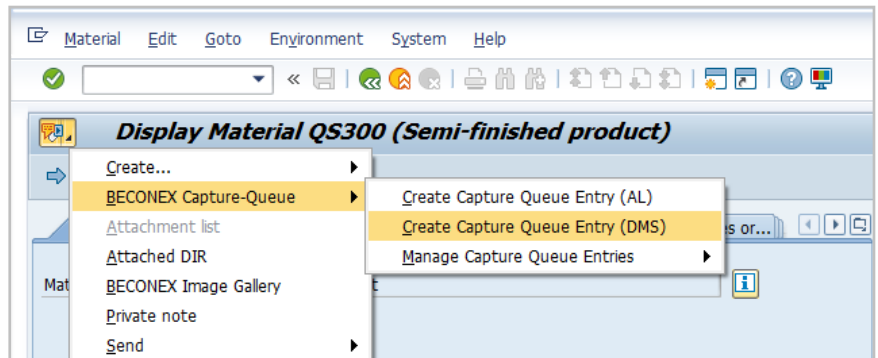
If CaptureQueue entries are created INSIDE the SAP®-system and digitized documents are sent TO the SAP®-system, how can non-SAP-users be part of this process?

When an entry is created and assigned to a team, all users part of this team will receive a notification via email to know which document they need to deliver. To complete the task, non-SAP-users can proceed just like an SAP-user would. More info on that in a later section!

## Creating CaptureQueue entries manually...

The creation of the CaptureQueue entry is the starting point of the process and can be done either manually or automatically. The manual procedure consists of the following steps:

- 1 Within SAP, go to the business object to which the documents must be assigned
- 2 Using the GOS menu, navigate to "Capture Queue Entry", (AL) or (DMS)
- 3 Fill in the fields to assign the entry to the accountable colleague



Either a **Team ID** or a **Recipient** can be responsible of completing the scanning task. Further instructions can be given in the accompanying **Text** to simplify the identification of documents that will be scanned, as shown in the picture bellow.

CaptureQueue entries can be valid for a certain period of time. To configure this, use the **Valid From** and **Valid To** fields. The **Device type** with which the document is to be digitized can also be specified. The CaptureQueue entry is then only visible on the selected device type. If no device type is selected, the entry is visible in all devices. All these fields, including the **Document type**, can be filled for SAP ArchiveLink® as well as for SAP® DMS.

Additional fields can be specified for SAP® DMS. These are the **Description** of the document info record that is attached to the business object (not to be confused with the text accompanying the CaptureQueue entry) and the **storage category**.

*Manual creation of a CaptureQueue entry for inspection lot via SAP® DMS*

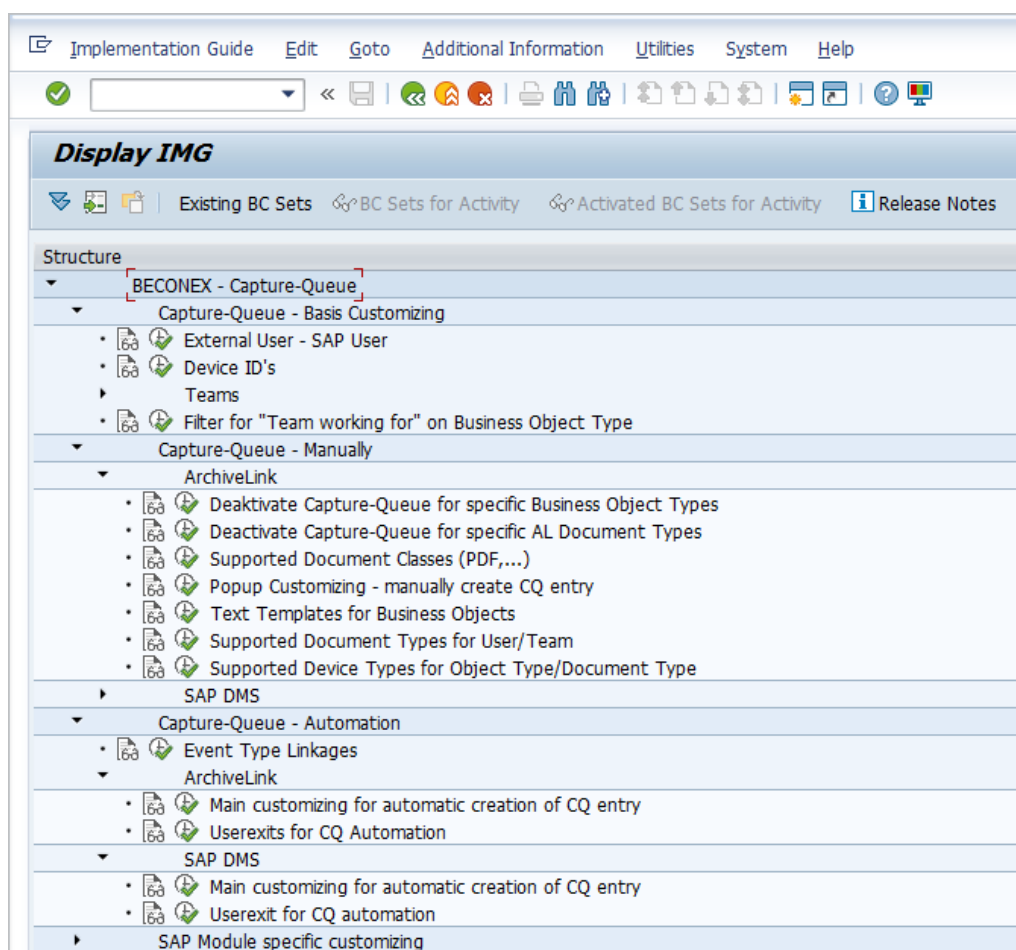


## ... and automatically

For some business processes, it makes sense to have CaptureQueue entries created automatically. That means, the creation of a business object triggers the delegated scanning process. This is particularly useful when a specific document types must always be attached to a business object.

An example for this application is the inspection lot: since the moment the object is created, it is already known that a test certificate will be attached at some point. Instead of creating a CaptureQueue entry manually each time an inspection lot is entered in the SAP®-system, the entry is automatically created for the document type "inspection certificate".

This automation can be configured for each business object and each document type via customizing. The entry can also contain a predefined text, a responsible team and a validity period.



CaptureQueue Automation is not the only feature that can be customized. Although not strictly necessary to start working with the solution, nearly every function can be configured to meet the requirements of the department or the organization:

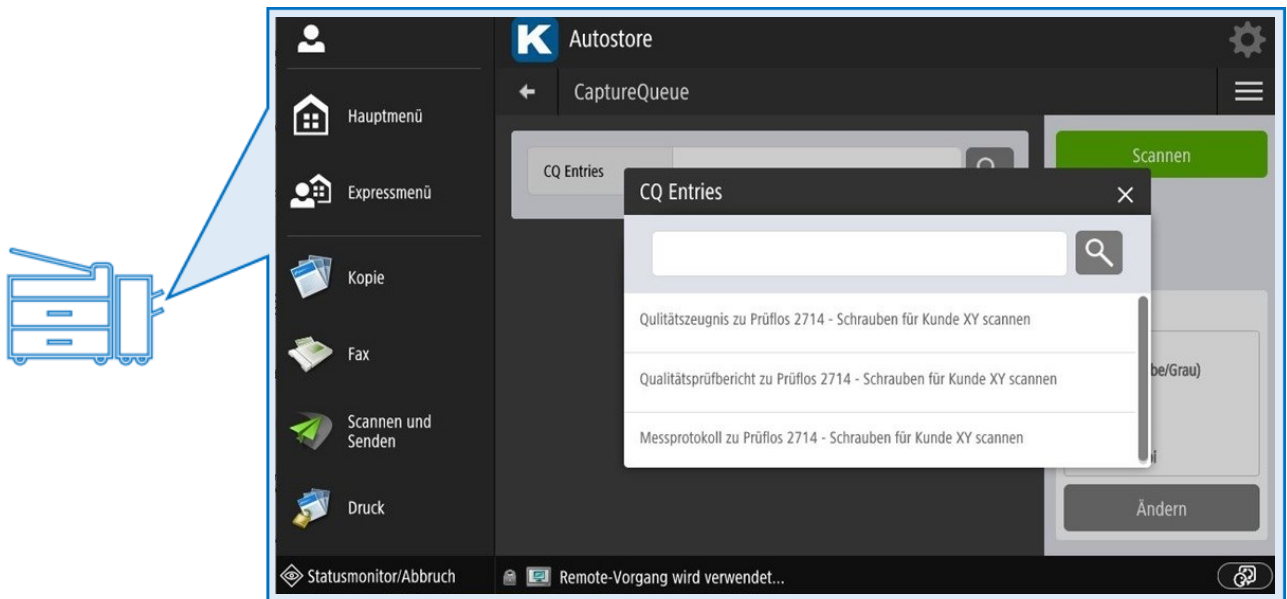
- Define Users and Teams that will create CaptureQueue entries
- Create predefined texts for business objects and document types
- Hide the CaptureQueue functionality for certain business objects

and many more!

# How is a CaptureQueue entry completed?

Devices compatible with the CaptureQueue solution include:

- 1 **MFP devices** allow users to identify themselves at the device with a card or code. After that, only the CaptureQueue entries that were assigned to the user and are to be executed from this device type are displayed. The relevant entry can be selected from a drop-down menu and the document can then be scanned.

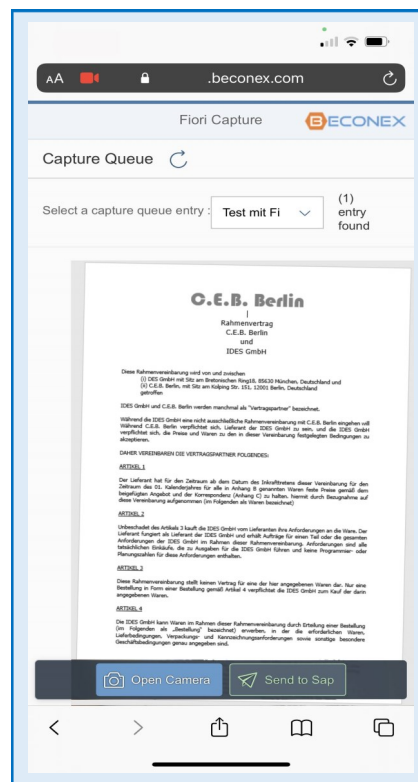


- 2 Mobile devices such as **smartphones** or **tablets** can also be used to digitize and send documents to SAP.

The device's camera is used by an application that enables connection to SAP from the mobile device.

From the application it is possible to select the relevant entry and take a photo of the document.

This image is then sent to SAP and attached as a PDF or JPG file to the business object from which the entry was created.

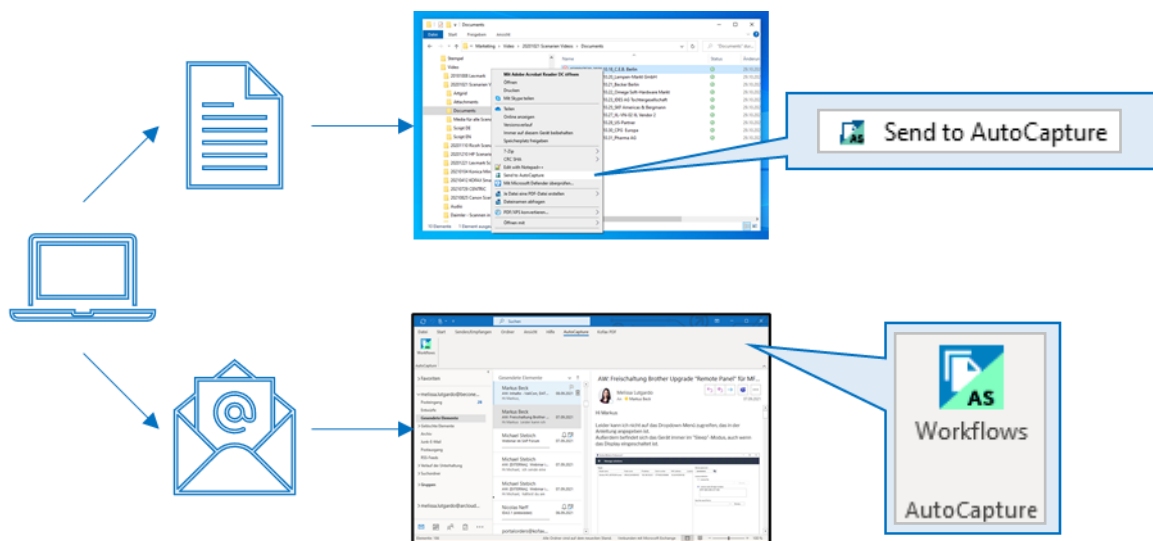




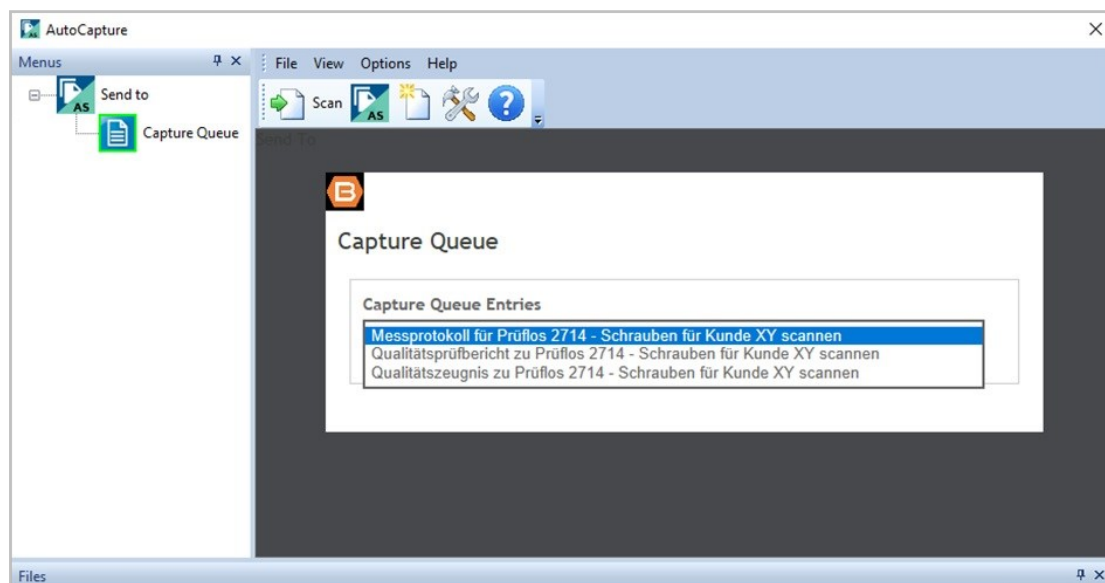
- 3 Documents can also be sent to the CaptureQueue entry as digital files or from an e-mail using the AutoCapture plug-in.

Right-clicking a document brings up the menu of possible actions, including the "Send to AutoCapture" option. This opens the processes to which the document can be sent, including the list of pending CaptureQueue entries.

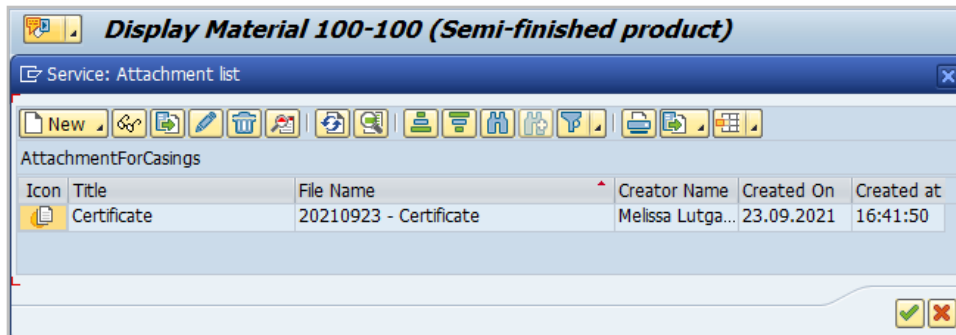
Similarly, it is possible to select emails in Outlook and use the "Workflows" option of the AutoCapture plugin to arrive at the list of pending CaptureQueue entries.



The process then continues as with the MFP device: the corresponding entry can be selected from the drop-down menu and the document can be sent to SAP by clicking on the "Scan" button.



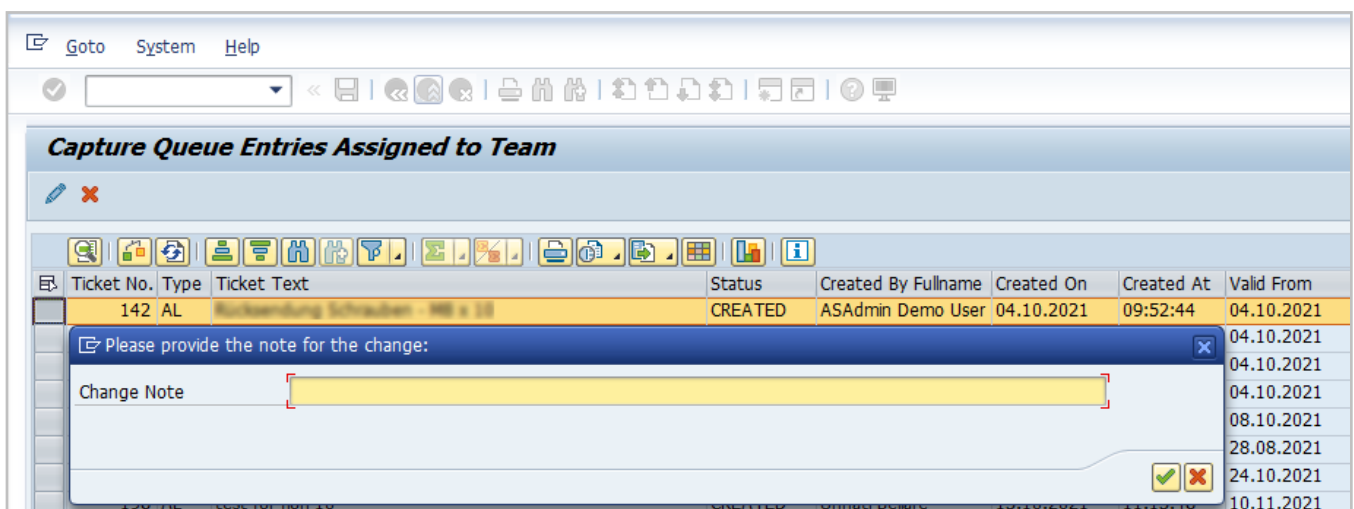
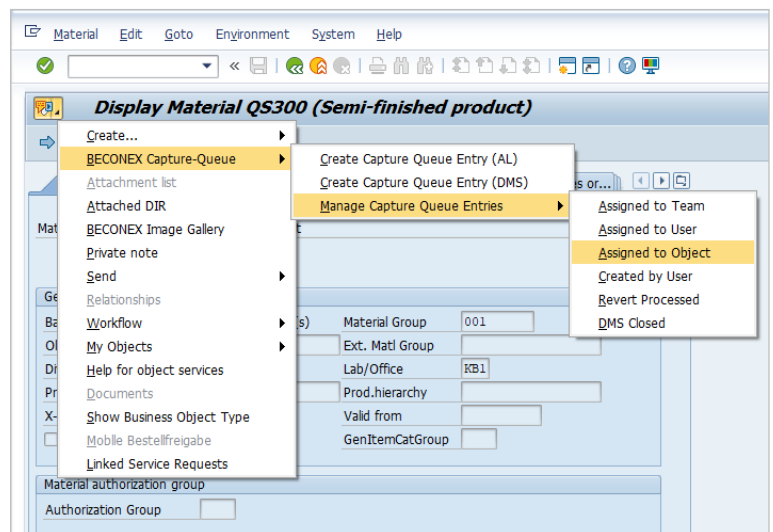
After scanning, the document is automatically attached to the business object from which the entry was created and can be recognized by the fields "Document type", "File name", "Creation date", among other fields.



CaptureQueue entries can also be managed from within the business object.

To simplify the visualization and tracking of CaptureQueue entries, it is possible to see the pending and completed entries directly from the business object. The entries can be filtered according to several criteria.

If an entry is no longer necessary or valid, it can be updated or deleted. Every change must be accompanied by a comment.



# BECONEX CaptureQueue in a nutshell

Thanks to CaptureQueue you can:

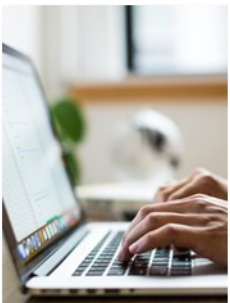


## Assign tasks to colleagues directly from a business object

If a document is pending, you can create a CaptureQueue entry and assign the scanning task to the accountable colleague directly from the business object to which the document has to be attached. The creation of an entry can also be triggered automatically when a business object is created.

## Manage your pending tasks directly from the capture device

You don't have to search for your outstanding tasks in SAP or memorize business object names and numbers. Each CaptureQueue entry contains a comment to make it easier to refer to documents. All outstanding entries are displayed directly in the display of the capture device.



## Automatically attach the scanned document to the business object

The process to integrate documents to SAP ends at the capture device. The scanned documents are automatically attached to the business object from which the CaptureQueue entry was created, making this process time efficient and easy to use.

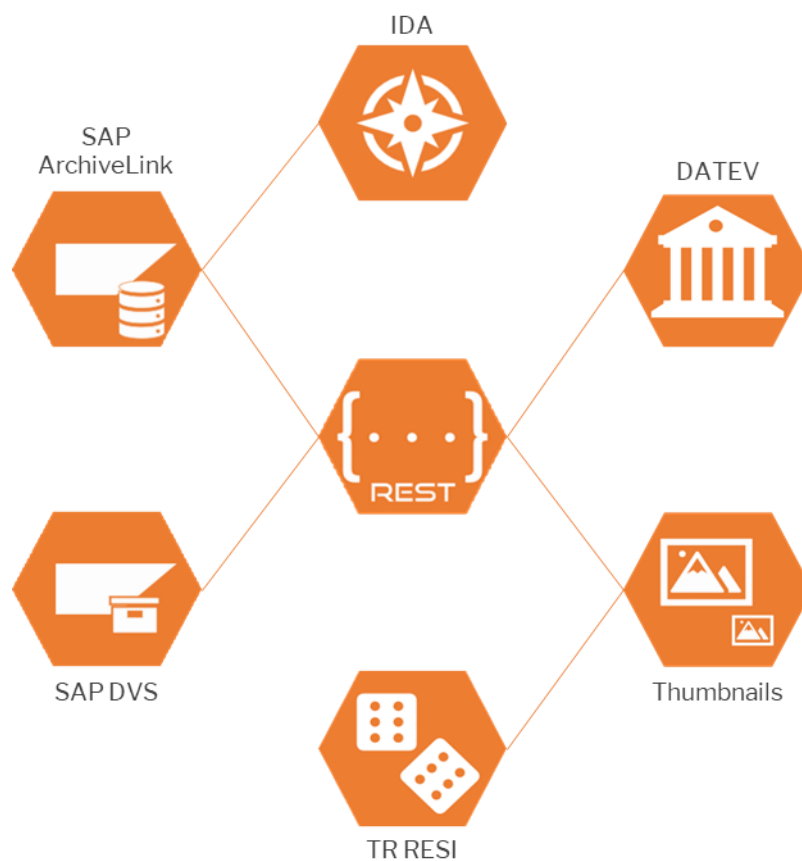
## Any question?

We are happy to make an appointment to answer your questions and to show you the CaptureQueue solution from BECONEX in action!

[Request demo](#)



BE CONNECTED TO EXPERIENCE



BECONEX GmbH

<https://beconex.com/en/home>

(+49) 89 200 739 16

Bretonischer Ring 18

85630 Grasbrunn