

# Purchase- to-Pay



PROACTIS Purchase-to-Pay enables organisations to realise the full potential of a spend control initiative. Controlling the whole process from the initial request through to payment for goods/services received, employees throughout the organisation will readily embrace it as the easiest way to buy goods and services they need while following the organisation's established policies and procedures. PROACTIS Purchase-to-Pay makes it easy to purchase but prevents inappropriate buying decisions.

## Fully Integrated Procure-to-Pay Processes

PROACTIS Purchase-to-Pay manages the complete buying cycle from expression of need to approval of payment in a consistent and fully transparent process.

The solution simplifies the day-to-day purchasing process while ensuring compliance with all sourcing, authorisation, and financial controls. It provides managers with visibility of request details along with related financial information to support daily buying decisions and budget control. And it provides purchasing

professionals with history for spend analysis, supplier negotiations, and procurement process improvement.

**Requisitions & Orders:** Multiple "expression of need" methods support all processes, including: requisition to buyer, "Quick Quote" request to supplier and purchase order. Templates and pro forma orders automate and streamline repeat tasks. Automatic coding removes error and lightens the Accounts Payable workload. And automatic budget/encumbrance checking keeps budgetary overspend in check. In addition, purchase order output options fit all needs and situations (e.g. print, eFax, electronic XML and post to supplier portal).

## Business Performance Benefits

- Simplify the day-to-day purchasing processes
- Ensure compliance with sourcing and financial controls
- Provide greater visibility to support budget control
- Support executive and departmental-level decision making

**Authorisation Engine & Workflow:** Flexible rules and multiple authorisation methodologies make it suitable for all organisations and facilitate change. Visibility and transparency of the entire process retains control and auditability while keeping everyone informed. And email alerts integrate purchasing tasks into daily activity for requestors, managers, and buyers.

**Invoice Matching & Troubleshooting:** Automatic or explicit receipting ensures streamlining and control. Scanned invoice registration eliminates time-consuming, error prone manual invoice entry. 2, 3, or 4-way matching fits the process for all types of goods and services. And administrator-defined tolerances and exception-orientated matching facilitates pragmatic processes. Furthermore, workflow guides Accounts Payable and the originator through appropriate resolutions.

**Payment Authorisation:** Auto-generation of payment release streamlines supplier payments. Part-payments and retentions maintain complete control over payment. And status update from the Financial system retains complete transaction history.

## Complete Visibility of Spend

Visibility of spend from transaction through to summary analysis make PROACTIS Purchase-to-Pay an invaluable management tool to support executive and departmental-level decision making.

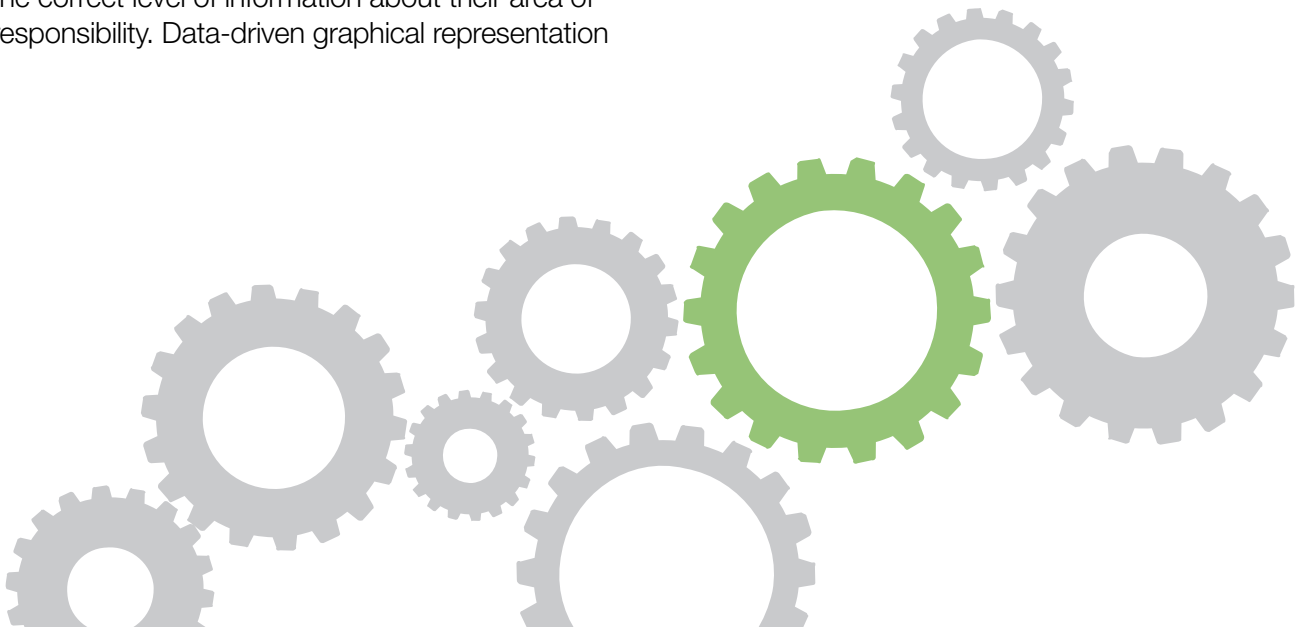
**Personalised Management Dashboards:** User-focused dashboards provide each user with the correct level of information about their area of responsibility. Data-driven graphical representation

provides management information in an appropriate format for that information. Click to drill-down capability provides easy investigation of the detail of transactions.

**Reporting:** Rapid, user-friendly report design makes bespoke/custom reporting possible without the need for expensive consultancy or programming. A report library delivers template reports for many information needs. And sophisticated reports can be developed and delivered with minimal training.

**Contract Visibility:** Immediate access to contracts from within the buying process provide complete visibility. The system offers key measure indicators at-a-glance with drill-down to all linked transactions on contract. Plus analysis of spend by contract and summary views of spend under management.

**Supplier Analysis:** Key supplier data and KPIs at point-of-purchase eliminate the need to access auxiliary systems. Supplier transaction history at point-of-purchase delivers full visibility of supplier track record. In addition, supplier review reports facilitate contract review and supplier negotiations.



## Easily Maintain Items & Catalogues

PROACTIS Purchase-to-Pay provides a range of tools to maintain catalogues of generic (e.g. account number or commodity) and supplier-specific items. In-house catalogues can be categorised under a single corporate classification to ensure normalisation of supplier catalogues and an import facility streamlines the provision of an in-house catalogue and reduces errors.

In addition, optional capabilities such as “punch-out” to supplier websites provide rapid availability of the latest supplier catalogue; a full round-trip process allows selection, purchase and invoice receipt interaction with the supplier website.

## PROACTIS Purchase-to-Pay Options

A range of optional function sets is available with PROACTIS Purchase-to-Pay to support various added capabilities, allowing it to fit your spend control needs more closely.

- **Document scanning:** Provides document images as direct links from electronic transactions
- **Purchase card management:** Both walkabout plastic, and supplier lodge card recording and reconciliation
- **Stores/inventory:** For multi-location stores for MRO or consumables
- **Sales invoices:** Onward sales and internal transactions are facilitated using familiar PROACTIS purchasing tools
- **Fixed asset gateway:** Purchases of capital items may be registered as fixed assets and output needs to a Finance or Assets application

## Key Features

### Ease of Use

- Highly intuitive, easy-to-use interface
- Comparison search of goods and services
- Multiple requisition of need methods
- Email alerts integrate tasks into daily activity

### Automation

- Streamline repeat tasks with templates
- Automatic account coding
- Automatic budget/encumbrance checking
- Streamlined approvals with workflow
- 2, 3, or 4-way matching of invoices
- Auto-generation of payment release

### Control

- High level of transparency
- Flexible authorisation engine and workflow
- Administrator defined tolerances
- Compliance to sourcing and authorisation rules
- Access to key supplier data and KPIs

### Implementation

- Rapid deployment
- Quick ROI in less than 6 months
- Leverage existing ERP investments

# Contact us

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