

Proactis Intelligent Invoicing is an Accounts Payable automation solution designed to reduce costs, increase control and automate the entire invoice management process. Built to streamline labour-intensive and error prone invoice handling procedures, it can reduce costs by up to 75%.

Centralise & Automate Invoice Capture

Proactis Intelligent Invoicing allows you to handle a wide range of methods for capturing invoices and provides every level of invoice automation from manual capture of paper invoices, through document scanning to eInvoice transmission/ receipt. Proactis ensures you increase data accuracy, leverage faster business processes and realise significant cost savings.

Through a single portal-based interface, Proactis enables you to centralise the receipt of invoices and integrate multiple channels and formats of transaction data (EDI, XML, Fax, Self Billing, Purchase Cards, PO Flip & Supplier Portals etc.). This removes the costs of paper-based transactions, disconnected data and legacy processes and provides direct integration with invoice processing.

For incoming invoices that are not received electronically, Proactis interprets invoice data using a range of integrated scanning and Optical Character Recognition (OCR) technologies, and deployment options. The automatic capture of essential invoice data reduces labour intensive tasks and eliminates costs of maintaining multiple copies of the physical document.

Cut your Invoice Approval Workflow

The acceleration of invoice processing and workflow is a top strategic action for many organisations. Financial Managers recognise that by ensuring an unblocked path for invoices to reach settlement phase, they can reduce costs, cycle times and generate financial returns.

Proactis Intelligent Invoicing offers a highly efficient way to process transactions. Incorporating a next

generation “learning engine” capable of building up knowledge of finance codes, procurement classifications, VAT and Tax codes and reference fields etc. from the outset, it can apply them against future bills ready for approval. This significantly reduces the time and cost of coding invoices and is particularly useful in processing complex invoices such as utility bills.

Advanced 3-way matching reduces the pressures of troubleshooting and the management of exceptions. Invoices are automatically matched against the relevant purchase orders, goods received notes (GRNs), contract terms and recurring payments based on predefined business policies. This reduces the number of “clean” invoices required to flow through the approval workflow. Any invoices with errors or omissions are automatically rejected and handled efficiently.

Transactions are routed to appropriate users or roles according to highly flexible business logic and approval rights management. Tolerances can be set to allow for acceptable levels of discrepancy for any matching criteria. Sophisticated workflow allows you to review, dispute, and approve invoices for payment, with complete transparency.

Real-Time Visibility of Invoice Handling

A wealth of invoice-to-pay information is required to support the needs of executives that are under pressure to reduce costs and comply with strict controls. With PROACTIS, you can monitor every step of your organisation’s invoice handling process, including status of invoices, invoices held up in dispute, and suspect invoices etc.

Our solution allows easy access to information so that you can better manage cash flow and provide valuable business intelligence for strategic spend analysis e.g. improving supplier visibility, discounts and penalty avoidance. In addition, you benefit from comprehensive audit trails for reporting and compliance, and complete transparency.

Improve Buyer & Seller Communications

Proactis enables you to reduce the time spent answering supplier enquiries on invoice status and payments. Now, most supplier enquiries can be handled electronically via controlled, online access and self-service facilities. Suppliers can view and maintain their own information and current account status without needing to call. This significantly reduces administration overhead in Accounts Payable.

Advanced Utility Bill Processing

Proactis Intelligent Invoicing enables you to automate complex utility billing processes. The system automatically extracts consumption and cost information from bills and applies multiple tests to check for bill accuracy. In addition, it automatically applies coding from its learning engine and initiates workflow for addressing any errors (wrong utility rates, miscalculated bills, mistaken meter readings etc.) to support better negotiation with suppliers.

Benefits include saved time and money by streamlining the customer's utility bill payment process and reduced overhead by enabling informed energy management decisions.

Seamless Integration

Proactis Intelligent Invoicing provides out-of-the-box integration to external ERP and Accounts Payable systems, and Proactis suite of procure-to-pay and strategic procurement solutions, to streamline and automate transaction flow.

Visibility of Outstanding Commitments

Seamless integration with purchase-to-pay technologies enables you to maintain an accurate relationship between cost commitment and works-in-progress. Once you record the supplier invoice with Proactis Intelligent Invoicing, you are able to account for committed costs. The value of the outstanding commitment is reduced by the amount of the invoice and you are able to maintain an accurate relationship between cost commitment and works-in-progress.

Key Features

Ease of Use

- Intuitive, role-specific user interfaces
- Intelligent coding and matching of invoices
- Flexible and extensive archive of user's invoices

Automation

- Centralised receipt of different formats of invoices
- Automatic 3-way matching of invoices
- Learning engine to accelerate coding
- Automatic matching of contract-based invoices
- Exception management for unmatched invoices

Control

- High level of transparency
- Control with approval rights management
- Invoice review and approval
- Visibility of discounts and penalty avoidance
- Supplier self-service

Implementation

- Rapid deployment
- Rapid return on investment
- Leverage existing investments in SunSystems