

Purchase-to-Pay for SunSystems

Proactis Purchase-to-Pay helps you manage the complete buying cycle from expression of need to approval of payment. It simplifies purchasing while ensuring compliance with sourcing, authorisation, and financial controls. Proactis delivers:

- Improved budgetary control
- Transparent and consistent process
- Visibility of commitments, spend history, supplier negotiations, and process improvement

Requisitions & Orders:

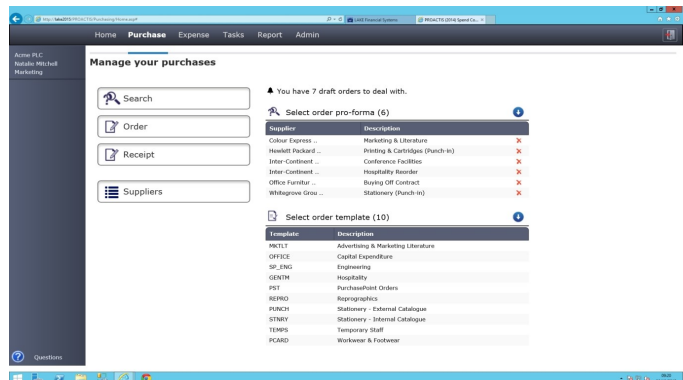
- Supports all processes, including requisition to buyer, “Quick Quote” request to supplier and purchase order
- Templates and pro forma orders automate and streamline repeat tasks
- Automatic coding removes error and lightens the Accounts Payable workload
- Automatic budget /encumbrance checking keeps budget overspend in check
- Purchase order output options includes print, eFax, XML and post to supplier portal

Authorisation Engine & Workflow:

- Flexible rules and multiple authorisation methods make Proactis suitable for all kinds of organisations
- Transparency of the entire process keeps everyone informed
- 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



- Two, three, or four-way matching fits the process for all types of goods and services.
- Administrator defined tolerances and exception matching
- 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 control over payment
- Status update from the Financial system retains complete transaction history

Easily Maintain Items & Catalogues:

Proactis provides a range of tools to maintain catalogues of generic and supplier-specific items. In-house catalogues can be categorised under a single corporate classification. The import facility streamlines the provision of in-house catalogues and reduces errors.

Optional capabilities such as “punchout” 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.

Visibility of Spend

L A K E

Spend Visibility

Proactis improves visibility of spend, making it an invaluable management tool to support decision making.

Personalised Management Dashboards:

- Dashboards deliver information relevant to each managers area of responsibility
- Graphical representation aids clarity
- Drill-down simplifies investigation of detail

Reporting:

- User-friendly report design simplifies production of custom reports
- Report library delivers templates for most information needs

Contract Visibility:

- Immediate access to contracts from within the buying process
- Key performance indicators with a drill-down to linked transactions on contract, analysis of spend by contract, and summary views of spend under management

Supplier Analysis:

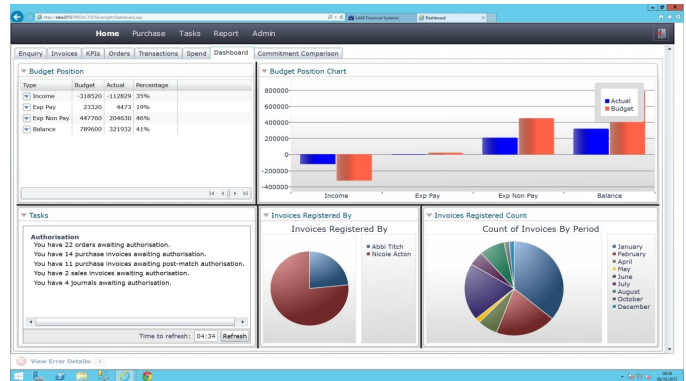
- Key supplier data and KPIs at point-of-purchase eliminate the need to access auxiliary systems
- Supplier transaction history at point-of-purchase delivers full visibility of supplier track record
- Supplier review reports facilitate contract review and supplier negotiations

Infor Q&A (Vision) for Proactis

Most of our customers enjoy the ease-of-use and power of Infor PM Query & Analysis (Vision for SunSystems), so it is a natural step to extend Vision to work over Proactis.

Ad hoc reporting

Supplement your pre-configured Proactis reports



with a powerful ad hoc reporting tool that allows you to design queries and reports in seconds.

Real time analysis of data

Vision provides real time analysis of data meaning better management and control of budgets and operations.

Ease of use

Reporting tools can sometimes be difficult to use and expensive to maintain. With Vision, Finance users can perform self-service reporting and analysis without having to rely on IT support.

Understands Proactis "out of the box"

Vision delivers a pre-configured business interpretation of Proactis, described with plain English titles for tables and columns. With Vision there is no need to understand sophisticated database structures.

Proactis Stores

Among the ever growing Proactis user-base there are a significant number, for example in the Oil & Gas sector, using the Proactis Stores module. For these organisations Vision for Proactis now includes the following items:

- Stock Movements
- Item Balance
- Stock on Order
- Stock Item Listing
- Stock Journal Entries

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 tool.

Fixed asset gateway

Purchases of capital items may be registered as fixed assets and output 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 KPI's

Implementation

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

Comprehensive Solution

L A K E

Sourcing & Tenders

Proactis helps organisations to find, evaluate and engage suppliers of goods and services. Cost savings and best value are obtained by improving the effectiveness and transparency of the sourcing process, whilst reducing administrative time and effort.

Contract Management

Proactis helps organisations to increase both the proportions of spend under management and on-contract by supporting all the contract authoring, administration, and compliance needs of your business.

Catalogue Management

Proactis allows Purchasing professionals to simplify the management of catalogues and classify goods and services that their organisation purchases in a way that makes sense to the accessing organisation.

Invoice Receipt & Capture

Proactis improves the efficiency and accuracy of handling inbound documents. This includes capturing incoming information and processing it through business work flows quickly and easily.

Invoice Matching

Proactis streamlines the invoice matching and approval process to increase productivity and approval turnaround times.

Employee Expenses

Proactis makes it as easy as possible for any employee to record and recover "out of pocket" expenses, while ensuring compliance with organisational guidelines.

LAKE Implementation

LAKE consultants' knowledge of SunSystems and long experience of its use is fundamental to the successful delivery of quality customer solutions.

LAKE Hosting

LAKE Hosting solutions help customers control costs and keep to budgets. They provide consistent monthly IT and software usage costs.

LAKE Support

At LAKE we take the quality and responsiveness of our service extremely seriously, as it provides critical insurance for our customers' implementations.