

**L A K E**

**Proactis**  
Purchase-to-Pay

  
**proactis**

## Spend Control

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
- visibility of commitments, spend history, supplier negotiations, and process improvement
- hard savings that improve the bottom line

# Key Features

## Requisitions & Orders:

- Supports all processes, including requisitions, "quick quote" requests out to suppliers, and purchase orders
- Templates and pro forma orders automate and streamline repeat tasks
- Automatic coding removes error and lightens the Accounts Payable workload
- Automatic budget and commitment checking keeps spend in check
- Purchase order output options include email, pdf, CXML, EDI, and print

## 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 and a mobile app integrate purchasing tasks into daily activity for requestors, managers, and buyers

## Invoice Matching & Troubleshooting:

- Automatic or explicit receipting ensures streamlining and control
- Affordable invoicing technologies remove the need for OCR and eliminate 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

- Automated workflows ensure discrepancies are resolved quickly with a full audit trail

## Payment Authorisation:

- Auto-generation of payment release streamlines supplier payments
- Part-payments and retentions maintain control over payment
- Payment feedback 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 maintained and shared with users based on roles and purchasing requirements and an import facility streamlines the maintenance effort and reduces errors.

Optional capabilities such as "punchout" to supplier websites or industry marketplaces ensure rapid access to the latest products and prices. Full round-trip integrations deliver basket contents, authorised PO, and matching eInvoice.

## Ease of Use

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

## Automation

- Streamline repeat tasks with templates
- Automatic account coding
- Automatic budget commitment 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 your finance system

## 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 manager's area of responsibility
- Wide range of engaging visualisations provide 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
- Automated scheduler distributes reports to targeted recipients at your desired frequency

### 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



# Control 100% of Your Spend

Proactis helps you to streamline and control every aspect of purchasing and spend, from procurement and contract management to purchasing, invoice processing and staff expenses.

## Purchasing

### **Purchase-to-Pay**

Proactis helps 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.

### **Accounts Payable**

Proactis improves the efficiency and accuracy of handling inbound documents. This includes workflow to capture document images and streamline invoice registration, matching and approval.

### **Expense Management**

Proactis streamlines the management of employee expense claims. The mobile app saves hours of paperwork and simplifies the authorisation process.

## Procurement

### **Supplier Management**

Proactis Supplier Relationship Management (SRM) connects colleagues with a single source of accurate information on suppliers. It maximises value by sharing responsibility for data maintenance with suppliers and reduces risk through controlled on-boarding and continuous monitoring.

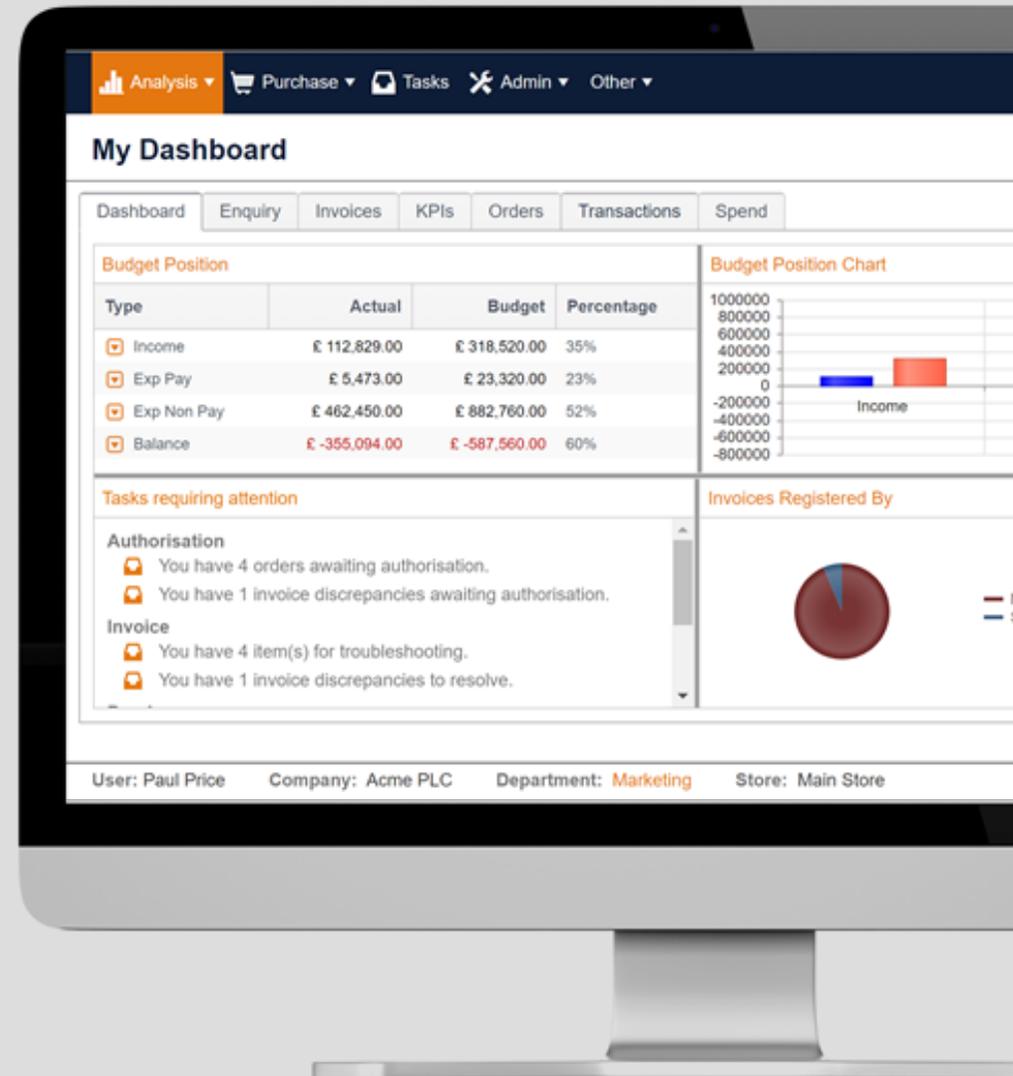
### **Sourcing**

Proactis Sourcing streamlines the development, publication, evaluation and acceptance of all types of requests to suppliers. RFX requests are managed as projects. These define the sequence of tasks, project milestones, dependencies and ownership. Progress and visibility is available at every stage for both you and your suppliers.

### **Contract Management**

Proactis Contract Management connects colleagues and suppliers to a single source of accurate information on supplier contracts. It drives down costs, alerting you to contracts in need of re-negotiation, and helps you monitor spend under contract and supplier performance.

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