

Purchase -to-Pay



Achieve greater control
and visibility of spend

Are you virtually powerless to control what you're spending?

Do you have visibility of spend prior to invoices arriving in Accounts Payable?

Do you have complete financial control, or is the business running blind?

How do you eliminate "maverick spend", whether innocent or malign?

Are manual processes time-consuming, energy-sapping, prone to error and open to fraud?



In every organisation, employees need the freedom to buy what the business requires - without delay. But it's easy for the purchasing process to become inefficient, unstructured and costly.

That's been the challenge facing Finance Directors like Tom. Despite his team's best efforts using manual processes and procedures, many employees continued to buy goods and services without authorisation. With no visibility of commitments until paper invoices arrived, budgets were often overspent before managers realised.

The company was getting a raw deal. The Procurement team had negotiated excellent contracts with dozens of suppliers. But some employees kept buying from unapproved sources at higher prices. To make matters worse, poor coding often attributed costs to the wrong accounts causing

budget management confusion and poor decision making.

"Trying to get employees to comply with procedures was like 'trying to herd cats'. And all the time, we were drowning in paperwork, tangled up with inefficient processes, and lacked any clear picture of overall spend."

It would have been easy for Tom to give up. But he pressed on, determined to find answers.

Tom needed to find a way to impose vital controls over spend authorisation, consistently guide employees to the right suppliers, provide immediate cost base visibility, and automate key procedures to deliver savings in the form of

reduced overall cost of purchased goods and services as well as increased process efficiencies. All while making it as easy as possible for the business to quickly buy what it needs. To make this possible, the purchase-to-pay (P2P) process had to be handled electronically, streamlined and automated wherever possible. Fortunately, Tom found the answer with a proven P2P solution that lived up to expectations.

Now Tom's team can see and control everything, from purchase requests through authorisation, PO placement, invoice matching, discrepancy resolution and integration with corporate financials for payment. The new solution makes purchasing ultra-simple for everyone, with every transaction authorised and recorded accurately.

"We're no longer chasing pieces of paper. Everything is fast, simple, automated, streamlined - and visible in a few clicks. When invoices arrive, we can check them automatically - and pay them rapidly. At last, we're achieving the control and efficiency we wanted."

For more information about how Finance Directors like Tom can achieve success, read on...

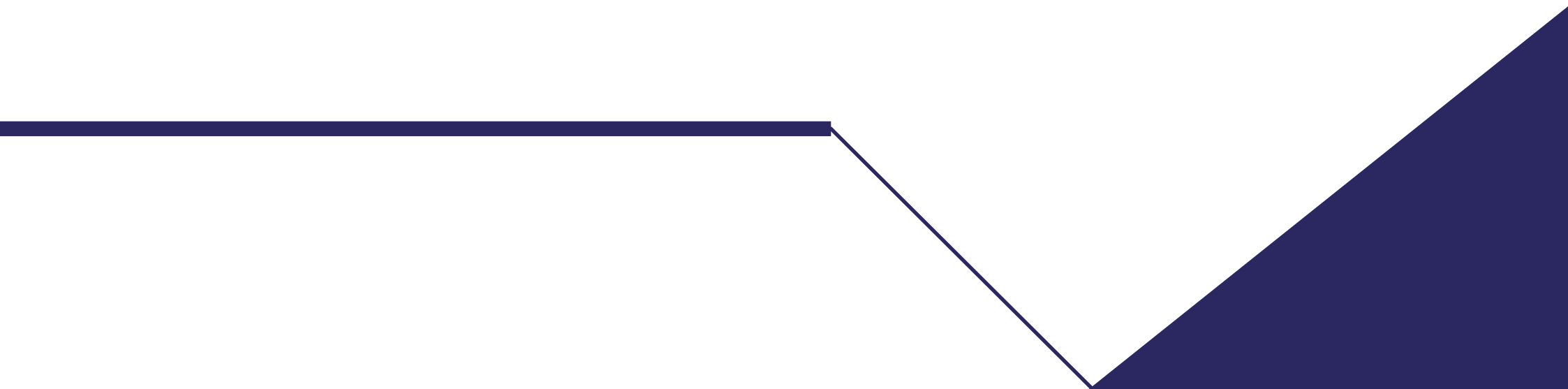
Achieve full control and visibility of spend

Take control: Integrate, streamline and automate your entire Purchase-to-Pay process

PROACTIS Purchase-to-Pay (P2P) ensures compliance with established approval policies to avoid unnecessary or inappropriate purchases while making it easier than ever for your organisation to quickly get the goods and services it needs from the suppliers that deliver the best value.

Performed online, PROACTIS P2P is faster and more transparent for employees, provides managers with greater budget control, increases 'cost pipeline' visibility for financial management, speeds PO release to suppliers, enables automated invoice matching and payment authorisation, and captures an electronic history of spend activity for Procurement's use in spend analysis.

With an enterprise-wide P2P framework, you can reduce the cost of purchased goods and services by increasing your level of 'spend under management' while at the same time streamlining the entire purchase process for everyone involved.



Guide your buyers to the right place

Make it easy for employees to find and select exactly what they need from the right supplier.

You can deter maverick spending and increase employee satisfaction by providing your staff with a 'guided buying' experience they will readily adopt. With PROACTIS, that means highly intuitive search tools with access to authorised suppliers, items and services via a wide array of content options.

Simply guide your buyers towards authorised suppliers and approved contracts, or to procurement-assisted 'spot buys', so you consistently save money and keep spend within budget.

Key features

Multiple content options...

including in-house and supplier-maintained electronic catalogues, contract items and services, 'punch-outs' to supplier websites and marketplaces, and existing inventory enable access to a robust range of authorised goods and services

Appropriate workflows...

for all types of routine and complex purchases enable just about every need to be satisfied within the system (e.g. employee self-service selection of supplier and item; employee requisition for category expert assistance; initiation of a multi-supplier 'quick quote' process)

Easy online shopping...

and direct submission of purchase requests for all types of goods and services makes finding what's needed fast and easy

Automated account coding...

saves time and ensures purchase costs are allocated correctly

Automated spend category coding...

ensures spend history is accurate and detailed

When something's needed, why delay?

Accelerate approvals using an authorisation engine and intelligent workflow

PROACTIS P2P makes it easy for your managers to approve purchases without unnecessary delays. It also makes it easy for them to ensure only necessary and proper purchases are being made, and that budgets are being closely managed.

Managers can issue approvals quickly, checking key details and financial information easily to support their decisions and ensure budget control. Once alerted, they can make decisions in the office or on the road via their smartphones. You can also gain full visibility of every purchase commitment to support cash management.

Key features

Authorisation engine, automated workflows & email alerts...

enable rapid approvals while ensuring compliance with corporate policies

Rules-based automatic approvals...

eliminate the need to approve routine purchases when appropriate

Mobile apps...

allow managers to approve requests anywhere, anytime

Approval delegation...

keeps things moving when a manager is away

Request visibility...

keeps employees apprised of status

Budget & purchase commitment visibility...

provided for departmental and finance managers

Save Accounts Payable hours of work and minimise errors

Automate invoice matching and payment

Our P2P solution saves you from the resource-draining process of matching invoices with purchase orders, receipts and other records. Your AP team can also avoid having to personally research and reconcile errors with colleagues throughout your organisation.

With PROACTIS, a very high percentage of the invoices can be matched accurately with order details and passed for payment automatically. Any exceptions can be handled smoothly, via a workflow-driven, troubleshooting process that checks back with all the right people automatically.

Even non-PO invoices are swiftly handled through a workflow-driven automated authorisation process that electronically sends them through appropriate authorisation routes according to your business rules.

As a result, a huge workload is lifted from your team, freeing them for other

activities. At the same time, you can save money - by avoiding paying incorrect or duplicate invoices, and also by paying correct invoices on time and qualifying for any discounts.

Key features

Matching & automatic approval...

streamlines supplier payments

Discrepancy resolution workflow...

handles exceptions, triggering a troubleshooting process

Purchase card reconciliation...

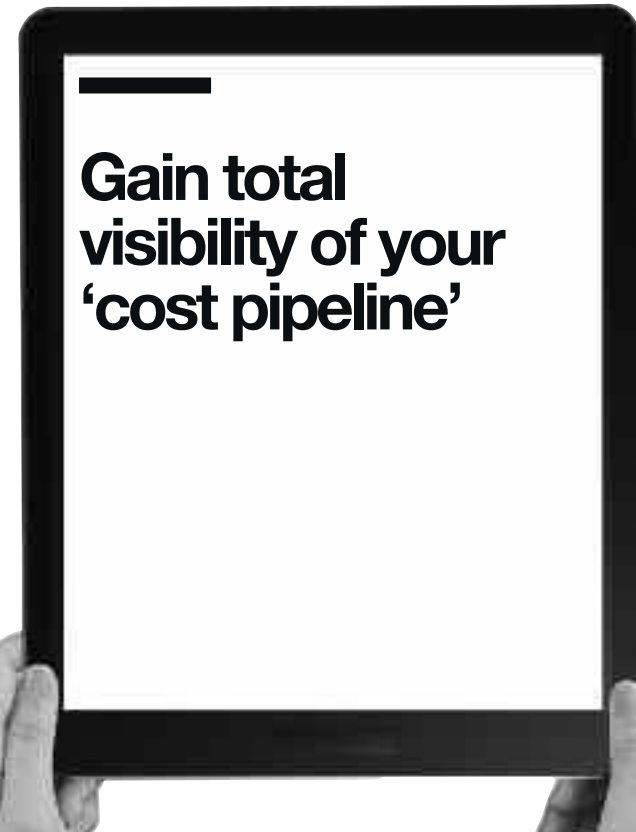
is included, in addition to all forms of PO and non-PO invoices

Reporting & analysis...

enables finance managers to view the full cost pipeline

Always know what you're spending

PROACTIS P2P gives you a clear picture of current and pending purchase commitments. This provides valuable insights for better-informed budget decisions by your executive team.



Key features

Personalised management dashboards...

help key users stay in control

Drill-down capabilities...

allow any transaction to be investigated

Bespoke reports...

can be generated without the need for outside expertise

Supplier histories, spend by contracts & KPIs...

can be checked easily

Fully categorised spend history...

provides the detail you need for effective spend analysis

Powerful, flexible - and the perfect fit for you

PROACTIS P2P solutions are highly configurable

Our solutions will support your existing organisational structures, policies and procedures because they are developed within an enterprise-class, global framework.

Key features

Intuitive, easy-to-use design...

We've taken care to ensure that PROACTIS P2P is easy to learn and use for your employees, while complying with your established policies and procedures.

Integration with existing business systems...

Our solutions are 'vendor agnostic' and can integrate smoothly with whatever finance and procurement systems you have in place today - or in the future. PROACTIS P2P also integrates with the popular email and office/mobile tools that your teams use every day.

Multi-organisational...

PROACTIS P2P is built to support any organisation structure you may have. It can even act as a common Spend Control 'umbrella' across multiple business systems.

Fully internationalised...

We recognise that more and more organisations operate globally – that's why we've built comprehensive multi-language, multi-currency, multi-tax capabilities into all of our solutions.

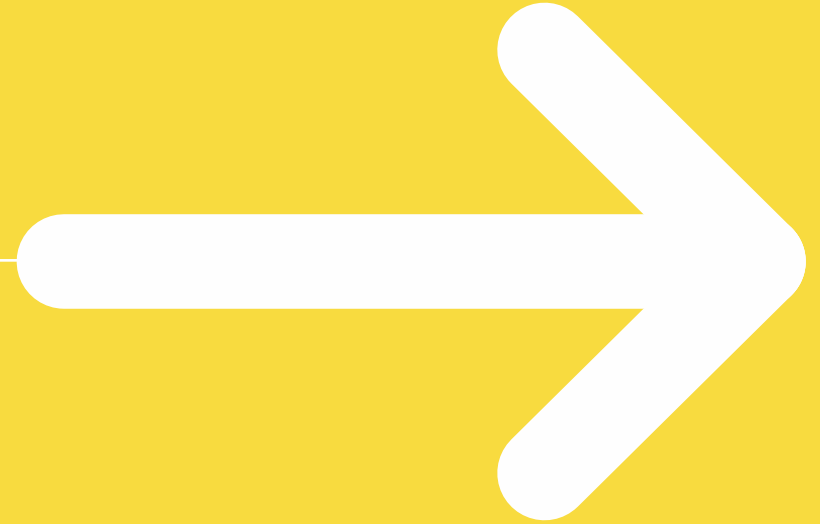
Expandable...

A number of options are available to add specialised capabilities to meet just about any need.

PURCHASE-TO-PAY

Deploy the right solution for your organisation

PROACTIS Purchase-to-Pay offers a wealth of features and options to fit every kind of organisation. Our cloud-based delivery means you could be up and running within weeks, while our subscription-based licensing ensures minimal start-up costs and a fast return on investment.



Goal

Solution Features

Purchase authorisation

Guided buying

Full P2P

Extended P2P

Requisitions & orders

Purchase request	→	→	→	→
Requisition to buyer	→	→	→	→
'Quick Quote' request to supplier	→	→	→	→
Templates & proforma orders	→	→	→	→
Automatic account coding	→	→	→	→
PO output	→	→	→	→

Authorisation engine & workflow

Flexible policy compliance & routing rules	→	→	→	→
Interactive budget checking	→	→	→	→
Email alerts (requestors, managers, buyers)	→	→	→	→
Mobile apps for approval, delegation, etc.	→	→	→	→

Content

Supplier & in-house catalogues	→	→	→	→
Marketplace & website punch-outs	→	→	→	→
Intelligent multisource search	→	→	→	→

Invoice matching & troubleshooting

Automatic or explicit receipting	→	→	→	→
Multiple invoice capture/registration methods	→	→	→	→
2, 3 or 4-way matching with tolerances	→	→	→	→
Mismatch resolution workflow	→	→	→	→
Credit note request & matching	→	→	→	→
Non-PO invoice authorisation	→	→	→	→

PURCHASE-TO-PAY

Goal

Solution Features	Purchase authorisation	Guided buying	Full P2P	Extended P2P
Spend visibility				
Personalised management dashboards			→	→
Detail spend history capture			→	→
Reporting			→	→
P2P options				
Document scanning				→
PCard reconciliation				→
Stores/inventory				→
Fixed asset gateway				→
Sales invoicing				→
Internal invoicing				→
Journals				→
Employee expenses				
Personal expense claims & cash advances				→
Authorisation & coding				→
Expense management reporting				→
Enterprise-class, global framework				
Multi-organisation	→	→	→	→
Multi-language, currency, tax, etc.	→	→	→	→
Integration framework for finance & other enterprise systems	→	→	→	→
Electronic supplier interaction & commerce via Supplier Network	→	→	→	→
Cloud or on-premise deployment options	→	→	→	→

PURCHASE-TO-PAY

Purchase-to-Pay helps you achieve greater control and visibility of spend

Be the person that makes the difference in your organisation.



PURCHASE-TO-PAY

Discover more

Contact our friendly team today to arrange a face-to-face meeting. We'd love to hear from you and show you how PROACTIS Purchase-to-Pay can deliver dramatic benefits very quickly.

Call +44 (0)203 866 8800

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Visit eclgrp.com

Delivering greater bottom-line value



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