



White Paper
The business case: purchase
order and purchase invoice
automation and e-invoicing



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Executive Summary

The primary objectives and benefits of Purchase to Pay automation include:

Purchase requisitions (request to buy)

To introduce a formal structured, controlled and auditable purchase order approval process.

- ✓ Introduce a simple yet fast formal approval process to ensure a clear and timely management oversight of all spend
- ✓ Enables introduction and enforcement of preferred suppliers and preferred goods and services at pre-negotiated preferential rates
- ✓ Enable “commitment accounting” for more accurate / timely management reporting, cashflow management and associated cash investments
- ✓ Fully automated budget management to enable budget holders to manage spend more effectively and avoid budget overspend
- ✓ Enable and enforce a simple automated alternative quotations process for spend over a nominated value to reduce costs and deliver best value
- ✓ Reduce the probability of fraud through controlled supplier “on-boarding”
- ✓ Enable supplier consolidation and subsequent control of nominated / preferred suppliers to reduce costs



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Purchase orders

To create a formal purchase order to record the commercial transaction.

- ✓ Provide clear instructions to the supplier with associated terms of supply and reduce supplier disputes
- ✓ Simplify purchase invoice capture and reconciliation to purchase order, to ensure invoice accuracy and minimise overcharging
- ✓ To build a detailed analysis of all supplier spend to enable more informed supplier negotiations based on historic purchasing to reduce costs
- ✓ To capture and control term agreements to ensure timely intervention, competitive quotations and reduce costs

Receipting of goods and service

To enable the selective receipting of goods and services to validate supply.

- ✓ Removes the need for subsequent purchase invoice approvals (3 way match)
- ✓ Provides detailed analysis of supplier performance on timeliness and quality of supply to aid future supplier negotiations to reduce costs



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Purchase invoice approval processing

To fully automate the capture and approval process of purchase invoices against a purchase order and for direct invoices (with or without a purchase order).

- ✓ Ability to capture “direct invoices” and submit them through a common workflow approval process, highlighting breaches of policy for purchase ordering
- ✓ Significantly reduce the time to capture purchase invoice information, as most of the work is undertaken at purchase requisition / order stage
- ✓ Option to fully automate this process with e-Invoicing /.PDF electronic capture which removes the need to “touch” the purchase invoice at all
- ✓ Incorporates electronic image of invoice for future reference (within the application and your ERP software), removing the requirement to retain a paper copy and overhead of associated filing
- ✓ Enables automated reconciliation of purchase orders to purchase invoices highlighting overcharging and simplifying purchase credit note requests
- Increases the speed of purchase invoice approvals (and control over overcharging) to ensure timely payment and build strong supplier relationships
- ✓ Provides instant visibility to finance department resources of the current status of every transaction to simplify management of approvals process and supplier credit control interactions
- ✓ Enables the more timely and more accurate production of the month end closure and management accounts

Summary of benefits

The automation of the purchase to pay process introduces discipline, visibility and control of spending across the business whilst removing all of the paper.

- ✓ Introduce significant productivity gains across the enterprise through automation, providing full visibility of current and historic spend
- ✓ Improved corporate fiscal disciplines with a detailed audit trail of the application of funds
- ✓ Empowers budget holders by delivering the tools to improve their procurement methodologies, maximise the effectiveness of their spend and manage their budgets effectively
- ✓ Reduce costs through the introduction of alternative quotations, the consolidation of suppliers on improved terms and the improved management of term agreements
- ✓ Improve supplier relationships by providing a purchase order thereby minimising disputes and enabling timely payments
- ✓ Deliver visibility of spend at the creation of a requisition (request to buy) providing the finance function with commitment accounting, automated budget control to improve cashflow management and investment management

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Purchase order and receipting automation

This chapter reviews the common current manual methodology for capturing purchase order information and receipting as part of a full Purchase to Pay solution. The document should be read in conjunction with “Purchase Invoice Approval Automation and e-Invoicing: The Business Case” as together they deliver the business case for the end to end Purchase to Pay automation.

Your current position and approval processes

Obviously, the potential benefits to your business are dependent on your starting position and the level of automation currently in place.

For the purpose of offering a business case that is relevant to all, consider which of the following statements are true for your business as this defines the business need:

Manual purchase ordering process

The business does not require a formal purchase order to be raised and each budget holder creates / manages their own methodology.

- ✓ Verbal orders where no documentation exists of what was agreed for
- ✓ Product and / or services
- ✓ Pricing
- ✓ Delivery charges / travel costs
- ✓ Delivery timescales
- ✓ Your terms of supply
- ✓ Payment terms
- ✓ Email orders where some or all of the above may be detailed
- ✓ Different “home grown” departmental purchase ordering systems
- ✓ Meaningless purchase order numbers provided when required by a supplier
- ✓ The ability to validate that a purchase invoice reflects what has been agreed prior to being approved for payment without any or limited documentation

The “effectiveness of spend” – defined as achieving best value balancing the quality and timeliness of supply versus the costs incurred – is solely dependent on the skill and diligence of the purchaser.

- ✓ All budget holders have received formal procurement training
- ✓ Some budget holders have received formal procurement training
- ✓ No budget holders have received formal training



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The organisation requires purchasers to provide alternative supplier quotations for purchases over a given value to ensure best value is achieved.

- ✓ This policy is always followed
- ✓ This policy is sometimes followed
- ✓ This policy is predominately ignored
- ✓ There is no policy

There is no immediate access to information and analysis for the purchaser to support supplier consolidation and pricing / terms discussion.

- ✓ Existing and preferred suppliers
- ✓ What is being purchased at a line level
- ✓ The prices being achieved / negotiated
- ✓ The level of spend taking place
- ✓ The quality of the end to end supplier experience

There is a formal process applied to on-boarding suppliers to maximise effectiveness of spend and to minimize the risk of the well documented considerable growth in corporate fraud.

- ✓ The addition of a new supplier requires a finance credit check / agreement of terms prior to placing an order
- ✓ There is no policy (or it is predominately ignored) and the finance department become aware of the new supplier on receipt of a purchase invoice
- ✓ The payment of the (and subsequent) invoices is totally at the discretion of the relevant approver
- ✓ It is accepted that protection against fraud is predominately based on the trust placed in the purchasers / approvers

The business has a formal manual purchase order system.

- ✓ Every purchase (over a given value) always has an approved purchase order
- ✓ The approval process is manual requiring a physical signature which will often introduce delays in the purchasing process
- ✓ There are formal purchase order approval levels which are followed on all purchases requiring multiple signatures, increasing the delays in the purchasing process
- ✓ There is little control over adding new suppliers, even when there are existing preferred suppliers offering the same goods / services
- ✓ Some purchases have a formal purchase order
 - >25%
 - >50%
 - >75%
 - 100%



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- ✓ Many purchase orders are raised after the purchase invoice has been received
 - >25%
 - >50%
 - >75%
 - 100%

There is a growth in the number of suppliers that require a formal purchase order number, but preferably a formal purchase order document because it...

- ✓ Provides documented validation of the agreement to simplify execution by the supplier
- ✓ Details timescales and costs
- ✓ Reduces disputes
- ✓ Ensures timely payment
- ✓ Enables improved terms and pricing reflecting a good relationship

On line purchasing is growing where payment is made on corporate credit cards, but...

- ✓ There is no control over delivery locations to prevent fraud
- ✓ Little if any control or information on the transaction to identify the purchaser and enable correct GL coding
- ✓ Requires considerable administration to enable correct "post payment" analysis of spend

Budget Management is a manual process.

- ✓ Based on month end accounts provided by finance and requiring constant interaction to confirm current budget availability based on historic management accounts
- ✓ The growth of different "home grown" departmental spreadsheets where purchase order commitments are updated to provide a more up to date record requiring a lot of departmental administration
- ✓ Budget overspend is a constant concern

There is a formal goods and services receipting process.

- ✓ Receipts are reconciled with the formal purchase order, awaiting purchase invoice
- ✓ Receipting is based on the memory / knowledge of the purchase invoice approver to validate that the goods / services have been received

Finance are unaware of the purchasing commitment until a purchase invoice is received process.

- ✓ Purchase invoice approval requires AP clerk expertise to identify the likely individual / department the invoice relates to. Incorrect assumptions lead to long approval delays and administration
- ✓ The purchase invoice approval process is also manual

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Whilst there is some centralised procurement oversight.

- ✓ It is limited to the largest areas of spend
- ✓ It is hard to communicate to the purchasers and often not followed
- ✓ It is recognised that there are potential significant savings available through more focused and controlled procurement with a much broader number of suppliers

Automated workflow based purchase order processing

This section reviews the methodology of automating the approval process.

The objectives are to enable the very rapid generation of the request to purchase, a fully automated, auditable and visible electronic approval process to purchase order generation (including budget management), receipting (if and when required) and the implications and benefits on the automation of the purchase invoice approval process tightly integrated into your ERP / accounting software.

The process

The current purchase ordering process is replaced by a fully automated workflow application that is tightly integrated to your ERP / accounting software. Ideally, the application is browser based so it is accessible by any device with a secure local network connection or internet access.

Enable the very rapid yet simple generation of an electronic requisition (request to purchase) that includes...

- ✓ Selection of the supplier (using the ERP suppliers information and coding)
- ✓ Control availability of suppliers to support supplier consolidation and preferred supplier use
- ✓ Manual line entry of the relevant information
- ✓ Use of catalogues (home grown or imported from your supplier) to simplify data entry
- ✓ Punch Out - the ability to create a basket of potential goods and services directly on the supplier's website and then auto populate the requisition with the information (code, description, image, price, quantity and value) within the requisition and subsequently enable the supplier "basket" after formal approval
- ✓ Attachment of documents in any format for both internal and external use

Simplify the initial general ledger / project coding prior to requisition submission for approval by

- ✓ Reducing the chart of accounts to only those applicable (e.g. only the IT department, a subset of the relevant GL accounts / only relevant projects)
- ✓ Utilisation of the ERP GL chart of accounts to ensure only valid coding can be entered



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This single step delivers 100% automated real time budget management and commitment accounting.

- ✓ Enable the generation of requests for alternative quotations from existing and new suppliers
- ✓ Capture new supplier information
- ✓ Capture key contact information
- ✓ Capture notes and all documentation related to the process
- ✓ Capture prices for simple comparison
- ✓ Capture quotation information / selected / supplier prior to requisition submission for approval

Enable fully automated workflow approval processes based on type of the profile of the requisitioner, the type of purchase, spend value, budget availability (etc.) and provide the requisitioner / approvers visibility of the transaction status through the approval process.

Amend the workflow process to enable and control on-boarding new suppliers.

Highlight line items and requisitions that are “out of budget”.

Automatically escalate out of budget requests to senior management for final approval.

Enable requisition approvals from any connected device to speed up the approval process.

- ✓ One click approvals from an email notification
- ✓ One click approvals for speed and efficiency for multiple approvals
- ✓ Full access to all information as required
- ✓ Capture of comments from approver(s)
- ✓ Full audit trail with user, time and date stamp at every stage

Enable simple and fast generation “variation orders” to track changes.

Enable “duplicate orders” to replicate a previous order, amend and submit for approval.

Enable “template” orders (corporate and individual) for common goods and service.

Enable the import of spreadsheets to generate long and complex common orders.

Generate a formal order (.PDF format) for emailing to nominated supplier.

Provide ability to introduce receipting of goods and services for nominated areas of spend.



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Provide comprehensive dashboards and reporting that includes detailed analysis of...

- ✓ Spend by supplier
- ✓ Spend by category
- ✓ Spend by company / GL expense code / department
- ✓ Real time budget availability - soft & hard
- ✓ Commitments, accruals and expensed costs
- ✓ Real time project spend analysis against project
- ✓ Budgets - soft & hard commitments, accruals and expensed costs
- ✓ Commitment and accrual reports for month end
- ✓ Management reporting

100% instant visibility of every current and historic purchasing transaction for everyone involved.

Simplification of purchase invoice approval process.

- ✓ Fast data capture requiring only invoice date, invoice number and validation of value
- ✓ Automated reconciliation of purchase invoice to single / multiple orders
- ✓ Automatic management of commitment and accrual reversals
- ✓ Ability to close "open orders" when relevant
- ✓ Ability to add line information to accommodate extra charges, such as delivery
- ✓ Highlight all discrepancies to approvers



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Justification for automation of purchase ordering and receipting

The justification for automation is a simple comparison between the introduction of a manual purchase order capture and approval process versus the automated electronic workflow process.

The main areas of savings include:

- ✓ The ability to manage and control the use of suppliers, products and services to broaden “purchasing under management” and best value procurement
- ✓ Provide the budget holders with the tools and real time information to improve their procurement activities and reduce costs approval management
- ✓ Building a comprehensive database of the category / line item spend by supplier and for the organisation, enabling informed and detailed supplier negotiations to reduce costs
- ✓ Simple generation, management and policing of competitive quotation requests to deliver best value and reduce costs
- ✓ Productivity and timeliness of the approver function, enabling them to focus on their day job and minimise the administration overhead
- ✓ Visibility and control over every transaction within the process with a full audit trail
- ✓ Improved supplier relationships from accurate and documented purchase orders, timely dispute management and timely payment. Good customers get preferential treatment and pricing
- ✓ Fully automated budget management reducing out of budget spend and enabling budget holders to plan and manage their spend more effectively
- ✓ Full commitment accounting enabling a more timely month end closure based on more accurate accruals
- ✓ Removal of physical filing and providing instant electronic access to every document
- ✓ Complete supplier transaction / invoice document history on demand
- ✓ Detailed analysis of spend by supplier by expenditure type, by budget holder, by location, by company, by group to enable consolidation of suppliers and improved best value pricing

Whether the drivers for change are based on creating a more formal purchasing process, maximise existing capacity to meet workload pressures, defer recruitment of additional administration overhead, or simply to improve internal procurement disciplines, it should be clear that Purchase Order automation is going to deliver very considerable improvements in process efficiencies and deliver savings on a very wide range of purchasing activities.



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Purchase invoice approvals and e-invoices - the business case

We recommend that you read the next chapter about the benefits of introducing purchase invoice approval automation.

The most significant impact of purchase order automation on purchase invoice approvals are the following:

- ✓ As all purchase orders are already coded for supplier, general ledger and projects at a line item level, the purchase invoice capture and reconciliation process is fully automated
- ✓ It enables a “straight through” purchase invoicing process (with receipting) where an e-invoice is captured, reconciled delivering a three way match and posted to the accounts with ZERO TOUCH
- ✓ The productivity gains achieved from full purchase to pay are considerably greater than just purchase order automation
- ✓ Any solution of purchase order automation should have the ability to be expanded to add purchase invoice approval automation, otherwise the investment is effectively a dead end

Purchase order and receipting automation

Purchase invoice approvals and e-invoicing automation

This chapter reviews the common current manual methodology for capturing purchase invoices, the approval process and posting to the financial accounting solution then identifies the potential savings available through automation to support the business case.

It is assumed that there is not an automated electronic approval solution in place.

Your current position and approval processes

Obviously, the potential benefits to your business are dependent on your starting position and the level of automation currently in place.

For the purpose of offering a business case that is relevant to all, consider which of the following statements are true for your business as this defines the business need:

Manual approval process

- ✓ Paper invoices are separated out from the post and set aside for processing by the AP function
- ✓ PDF invoices are opened, printed and set aside for processing by the AP function
- ✓ All invoices are entered into an invoice log (usually an Excel spreadsheet) to record their receipt and often to record who they are sent to for approval
- ✓ If the invoice log is part of the accounting software, the invoices are coded for the general ledger analysis at this point
- ✓ The invoice is then passed or posted to the relevant approver or approvers to review and instruction to pay to supplier introducing an inevitable delay from both the means of distribution and the relevant approvers availability
- ✓ The approver has to locate the original order details whether documented as a formal order, sent as an email, or noted separately as a verbal order

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Once the order information is found, the approver undertakes a manual reconciliation to validate the invoice matches the expected cost. If there is a difference between the order and the invoice, the supplier has to be notified and a credit note requested.

Once a credit note is received, it goes through the processes above, the approver reconciles it with the purchase order and invoice information and approves the documents for payment.

There is considerable doubt on the level of diligence that actually takes place in this reconciliation process for...

- ✓ The purchase ordering information v the purchase invoice
- ✓ Discrepancies (overcharging) of less than £100 are ignored as it is too time consuming to ask for a credit note
- ✓ If the invoice looks about right, it gets passed for payment

The approved invoice is passed to the next approver dependant on value and the process repeated.

The approved invoice is returned and posted to the accounts for payment.

There is a steady growth of new supplier accounts, often offering similar goods and services to existing suppliers, but no means of controlling supplier additions.

The purchase invoices need to be physically filed either by supplier or by month. Whichever approach is taken it is either difficult to build a detailed overview of a given supplier, or compile invoices for a given month.

There is a considerable administration overhead in chasing for approvals, replacing lost invoices and dealing with requests for credit notes, as well as handling the supplier's credit control activities.

There is danger of duplicate invoices being both posted and paid.

Invoices that are held under query are invisible to the AP team, resulting in constant queries on payment from the supplier.

Supplier accounts can be put on stop as a result of slow payment.

Month end accruals are either estimated or require reconciliation from the invoice log.

The entire approval / query process is invisible to the finance department.

The process is extremely labour intensive.

The process takes too long, either delaying month end closure, or relying on large accrual estimates to produce the month end accounts.

All budget information and reporting is considerably out of date, reflecting the lag between invoice capture and eventual processing within the accounting software.

There is careful validation during "on-boarding" new suppliers (e.g. credit checks, credit limits, payment terms, finance contact, email addresses).

Without a diligent supplier on-boarding process, there is little protection to fraud. Protection relies wholly on the integrity and diligence of the approvers.

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It is commonly argued that a fully manual process “works”, predicated on the facts that suppliers do get paid (mostly on time) and the management accounts accrual preparation is reasonably accurate to account for invoices still in the approval process.

It is equally easy to argue that a typewriter and fax technology works – but we have all moved on to more productive and automated technology and processes.

Automated workflow based approval processing

This section considers the methodologies of automating the approval process (and the subsequent section introduces scanning / OCR / e-invoicing in addition to this process).

The objective is to remove the requirement to physically sign a paper purchase invoice and on final approval, automatically post the approved transaction directly into your ERP / accounting software.

The process:

The current purchase invoice posting process is replaced by a workflow application that is tightly integrated to your ERP / accounting software. Ideally the application is browser based so it is accessible by any device with a secure local network connection or internet access.

The purchase invoice information is captured in the normal way by the AP function and coded to the correct supplier and general ledger / project analysis. The captured transaction is then saved and the appropriate approver(s) workflow selected.

An email is sent to the first approver containing information about the transaction.

The approver can access this from a smart phone, tablet, laptop or PC.

- ✓ Link directly to the relevant transaction within the workflow application, review, edit, approve / place under query
- ✓ Approve directly from the email with a single click

Access all of their approval transactions within the workflow application from any device and approve a single or multiple transactions with a single click on each.

Generate an automated audit trail of who did what, when, with comments.

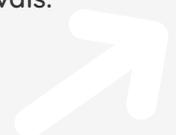
Automatically update your ERP accounting software on final approval with a full audit trail between the two applications.

Provide the AP function with a 100% overview on the status of every transaction within the workflow whether by supplier, approver, general ledger code, project code, query status, value, outstanding timescales etc.

Generate the month end accrual on screen or Exported to a spreadsheet for import into the ERP / accounting software.

Generate reminders and escalations / alternates (for out of office) to encourage timely intervention.

The benefits of this first step in automation include Instant visibility of the status of every transaction, saving the considerable time spent in internal communication and chasing approvals.



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Remove any duplication of data input - it is undertaken just once (but allows editing).

Remove the need for the purchase invoice to ever leave the accounting department, removing the requirement for duplicates and the time and risk that represents.

Enable the approver to review, edit, approve, place under query 24 x 7 from any connected device - rather than wait for them to be in the office.

Fully automates the posting to the ERP / finance software with a full audit trail.

Provides immediate and 100% accurate accruals for unapproved transactions at the month end.

The benefits of productivity improvements for finance and the approvers, increased speed of approval and instant visibility of every transaction are obvious.

Document management: scanning / e-invoicing / OCR automation

The benefits of workflow automation can be enhanced with the introduction of document management automation. The document reviews four different approaches reflecting the economy of scale based on the number of purchase invoices processed.

The introduction of document management offers the following changes.

Document scanning and e-invoicing

The purchase invoices are collected as before, with an additional step of the document scanning.

Option 1: The scanning process creates a .PDF document that can be attached to the approval transaction, enabling the approver to review the purchase invoice.

- ✓ The optimum process requires a bar code sticker to be stuck onto the front page of each invoice and the scanning process creates a .PDF with the bar code as the file name. Multiple page invoices are managed automatically
- ✓ The purchase invoice capture process is the same as detailed above, with the single change that as the purchase invoice is processed, it is passed under a desk top bar code scanner (circa £80 each) and the document is automatically attached to the approval transaction
- ✓ All documents are centrally held and can be easily accessed from within the document management application, the workflow approval application, or the ERP software (after posting) This type of scanning software costs circa £1,650 plus annual support of 22%
- ✓ HMRC do not require the hard copy purchase invoice to be retained (or filed)

E-invoicing - a generic term for a wide range of technologies

The common objective of e-Invoicing is that the purchase invoice information is received in a digital format that is mapped to the workflow approval software and thereby removes the requirement for the transaction to be physically touched to create a purchase invoice transaction. Coding for general ledger / project analysis is still required.

Supplier e-invoices

- ✓ The purchase invoice information is captured and a transaction presented to the AP team A .PDF readable version is also attached to the transaction, providing a readable version (removing scanning)
- ✓ The AP team code the transaction GL and project analysis and select the appropriate approval process

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- ✓ The approval process is as previously described.

It is clear that the productivity savings of e-invoicing are huge, which is why it remains the “Holy Grail” of purchase invoice automation.

However, whilst a growing number of suppliers can offer this service, it remains relatively embryonic unless a third party provider of digitising services is utilised. The purchase invoice volumes will need to be 10,000 transactions per annum as an absolute minimum to make this a viable option. The alternative approach below is usually far more affordable and practical.

Supplier PDF e-invoices

Every accounting software application can generate and email a .PDF image of the purchase invoice. This is already a growing common practice, as the benefits to the supplier are obvious against a printed and posted document. It is existing technology and requires a minute or two for the supplier to make the change.

A .PDF contains readable data that reflects all of the information presented on the document. This information can be scanned and converted into XML data in the required format to enable 100% automated import into the purchase invoice approval process.

- ✓ The supplier emails the .PDF to a nominated email account within the portal of the purchase invoice automation provider
- ✓ The document is capture and logged
- ✓ The document is read and converted into XML
- ✓ The Purchase Invoice approval automation application picks up the document and imports it, flagging that it has done so
- ✓ The transaction is imported to the AP function and flagged that the process was successful
- ✓ A readable .PDF file is attached to the record
- ✓ All “failures” in the process are immediately notified for the appropriate action to rectify
- ✓ A fully secure database of all transactions is retained within the portal
- ✓ Dependant on provider, the cost per transaction imported varies from £0.50p to as low as £0.10p based on your purchase invoice volumes.

PDF scanning is becoming the e-Invoice methodology of choice. Almost every supplier can and will conform on request. The capture process is fully transparent and auditable and removes the need for any hard copy. The purchase invoice posting (although not GL coding) is fully automated and the .PDF is attached, satisfying HMRC and delivering instant visibility to the AP function, the approvers and for future enquiries.



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OCR functionality

This is the process where a physical document is scanned, mapped for each supplier to identify the common location of the relevant information and converted into digital format for import into the purchase invoice approval process.

It raises the obvious question of why would you take digital information (guaranteed accuracy) of the suppliers ERP solution / .PDF, convert it into paper, put it in an envelope and post it, then capture, scan and map it in order to generate digital data?

However, this process remains popular reflecting its history of best practice pre .PDF scanning and supplier e-Invoicing. Most market leading OCR solutions can also process both of these additional formats.

In terms of process, the methodology (after the physical scanning and mapping) is the same as .PDF and supplier e-Invoice capture.



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Justification for automation of purchase invoice approval and e-invoice

The justification for automation is a simple comparison between manual capture and approval process versus the automated electronic workflow process, plus the option to include scanning, .PDF e-Invoicing and OCR.

The main areas of savings include:

- ✓ Productivity of the AP function in transaction capture and approval management
- ✓ Productivity and timeliness of the approver function, enabling them to focus on their day job
- ✓ Visibility and control over every transaction within the process for everyone involved
- ✓ Visibility and control over the use of suppliers enabling the consolidation of spending to improve terms
- ✓ Improved supplier relationships from timely dispute management and payment
- ✓ More timely month end closure based on more accurate accruals
- ✓ Removal of physical filing and instant electronic access to every document
- ✓ Complete supplier transaction / invoice document history on demand
- ✓ Detailed analysis of spend by supplier by expenditure type, by budget holder, by location, by company, by group to enable consolidation of suppliers and improved best value pricing

Whether the drivers for change are based on creating capacity to meet existing workload pressures, defer recruitment of additional administration overhead, or simply improvement by the removal of the last bastion of paper within the business, it should be very clear that Purchase Invoice automation is going to deliver very considerable improvements of process and savings.

Purchase order automation - the business case

We recommend that you also read about the benefits of introducing purchase order automation.

The most significant impact on Purchase Invoice.

Approval Automation is the following:

- ✓ As all purchase orders are already coded for supplier, general ledger and projects at a line item level, the purchase invoice capture and reconciliation process is fully automated
- ✓ It enables a “straight through” purchase invoicing process (with receipting) where an e-invoice is captured, reconciled delivering a three way match and posted to the accounts with ZERO TOUCH.
- ✓ The productivity gains achieved from full purchase to pay are considerably greater than just purchase invoice approvals
- ✓ Any solution of purchase invoice approval should have the ability to be expanded to add purchase order automation, otherwise the investment is effectively a dead end.



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