

COMPLEAT



# Compleat Product Overview

## Extended Fact Sheet





## Contents

---

<a href="#">Foreword</a>	3
<a href="#">Invoice Capture &amp; AP Automation</a>	3-4
<a href="#">Integrated Online Buying</a>	5
<a href="#">P2P &amp; Purchase Order Automation</a>	6

**Empowering businesses to  
achieve the extraordinary.**



# COMPLEAT

Invoice Capture, AP Automation, Online Buying, or full P2P Automation are the keys to unlocking your accounting, finance & procurement departments saving your business significant time & money.

- Increasing productivity for everyone involved
- Providing total visibility & control over all spend before an order is placed
- Simplifying the accounts payable function further to save even more time
- Providing full commitment / accrual accounting for accurate cashflow forecasting & faster month end closes
- Helping you to reduce the costs on everything you buy

For the full breakdown of each of these elements check out their full brochures:

[Invoice Capture & AP Automation](#)

[Integrated Online Buying](#)

[P2P & PO Automation](#)

This guide is to give you insight into some of the high-level benefits of each of these parts of the Compleat platform. Helping you understand how they fit together, & to guide you in deciding what your business needs.

Again, these are NOT the full lists of features, benefits etc. for those, do check the links above.

## Invoice Capture & AP Automation

---

### Overview:

The first step of automation is making it easy & convenient to remove all the paper from the very outset of the process.

All invoices are digitally captured & automatically delivered into our accounts payable “daybook” as the starting point, ready for manual or full automated general ledger (& associated) coding.

From the moment the invoice is captured, finance have total visibility, oversight, & control of the status of every invoice throughout its entire life cycle.

The capture & coding activity is followed by a powerful digital approval workflow capability that can be undertaken from any device to speed up the approvals process.





## What does it deliver?

- Fully extracted invoice header & line level information
- A PDF copy of the invoice
- All associated attachments from the emailed invoice
- Automated duplicate invoice check to stop duplicate payments

Plus everything you need to manage the entire accounts payable process:

- Every invoice accurately delivered into one single location
- Providing immediate visibility, access & total oversight of each & every transaction
- Supported by a comprehensive audit trail of every step

Other features include:

- Unlimited number of approval steps for complex approval processes
- Ensures every approval takes the appropriate (& audited) steps
- Automated invoice supplier bank account capture & validation against the supplier information within the accounting software
- Automated approval reminders & “nudges” to speed up the process
- Approved & deny status with comments
- Automated out of office status & delegation of approvals during their absence
- Full audit trail of each approval step for each user, date & time
- Simplifying the auditing process
- Comprehensive dashboards & reporting provides
- Export to Excel for more granular analysis & reporting

## Find out more

Check out the [Invoice Capture](#) & [AP Automation](#) fact sheets for further info.





## Integrated Online Buying

---

### Overview:

While businesses are increasingly buying online from their suppliers, it is usually a total separate & disconnect process from the finance function.

The benefits of incorporating integrated online buying as part of every AP automation project are significant for the entire business & we have highlighted just some of these below.

However, the bottom line for finance is the ability to control spend before it takes place.

Reduce the burden of accounting for it, whilst helping the business to buy smarter, cheaper & more sustainably, specifically to improve corporate productivity, cashflow & profitability.

### What does it deliver?

- Visibility & control of spend before the order is placed
- Simple & fast purchase order approval processes from any device
- Simplifies receipting
- Fully automated invoice match
- Option of invoice approval process
- Connected Online Buying to any vendor website
- Simplify purchasing automation roll out & adoption
- Reduce administration burden of multiple suppliers
- Maximize the savings to improve cashflow & profitability
- Ability to enforce preferred supplier adoption / reduce maverick spend by individual

### Find out more

Check out the [Integrated Online Buying](#) fact sheet for further info.





## P2P & Purchase Order Automation

---

### Overview:

CompleatP2P (purchase to pay) extends our Compleat Invoice Capture & AP automation functionality (tightly integrated into your existing ERP software) to provide total visibility & control over spend before it takes place with full workflow approvals.

PLUS, integrated online buying from your preferred supplier websites to revolutionize the entire purchasing process for finance, budget holders & procurement.

Compleat P2P delivers our customers with a single, holistic, real-time view of every supplier, all current & historic purchasing transactions, & the exact status of budget availability to improve financial management & spend control.

CompleatP2P – simply a better & more productive way of working

### What does it deliver?

- Automated generation of the purchase order (PDF) to confirm agreed pricing
- Optional receipting by supplier
- Supports multiple receipts per order
- Simple matching for both 2/3-way processes (purchase orders / receipting)
- Option to amend general ledger coding within approval processes
- Attachment of all documents (PO / dispatch note / invoice / supporting documents) for full audit trail & instant access
- Real time commitment, accrual & expensed cost reporting for month end & cashflow reporting
- Fully automated update of ERP software on final approval

Plus, comprehensive dashboards & reporting to save everyone time to make smarter decisions.

### Find out more

Check out the [P2P](#) fact sheet for further info.



COMPLEAT

Empowering businesses to  
achieve the extraordinary.

---

Contact Compleat [here...](#)

Compleat-ly social