

PURCHASE TO PAY (P2P)

SOLUTION OVERVIEW

The YourDMS Purchase To Pay solution delivers an efficient, automated end-to-end solution that streamlines purchasing transactions.

Internal requisitions can be generated, approved and sent to a supplier in a controlled environment. Each step of the process saves valuable time and increase accuracy and efficiency.

Simple and Streamlined

Users can requisition items from a list of pre-defined products and suppliers. It's really simple – just like using a shopping cart for an online purchase. Budget holders are automatically notified of the items that require approval, and can quickly approve a request.

Approved items are raised in an Order, which is automatically emailed to the supplier, and an Order pdf is saved into the Document Management System for future reference. Users can also receipt items, which aids the 3 way matching process once the invoice arrives.

The YourDMS Purchase To Pay solution includes a complete Invoice Capture module, used by the Account Payables team to capture all Invoices into the system. Invoices can be brought in from a Scanner, Email folder or a network folder and all are processed in the same way. The module automatically extracts the data from the Invoices (including PO references) and enables the AP clerk to add information or correct any data errors. The Invoice PDF's are then saved to the Document Management System and fed into the Purchasing software for Invoice Matching & Posting.

Once captured, the invoices undergo a 3 way matching process. When an Invoice matches the receipted amount from an Order, and the Invoice is fully accounted for and authorised, it is posted to the in-house Finance application

without any human intervention. Invoices can be paid promptly, often resulting in supplier discounts.

With all Order, Receipting and Invoicing data at your fingertips, you have full visibility of all Purchasing activities, helping your business to gain control of its financial obligations.

“This is a really simple, and efficient way to manage the complete Purchase Order process, with control and visibility at every stage.”

Stewart Wright
Managing Director
YourDMS

» **FIND OUT MORE...** about how our Purchase To Pay solution can improve your business and save you money – give us a call on **01285 810606** to see what we could do for you. If you would like to talk directly to any of our customers – you can do that too! Visit our website to view our case studies.

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