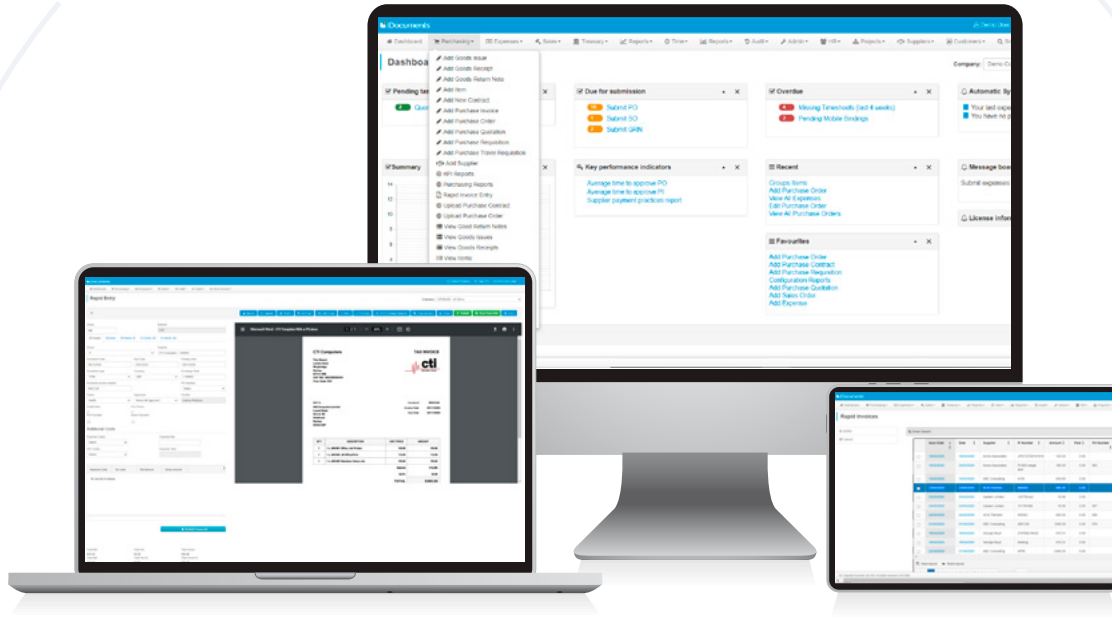


# iDocuments Purchase-to-Pay



## Take charge of business spending.

After payroll, the biggest expense companies face is the cost of goods and services. Automation can establish systematic checks and balances to help you take control of business spending while optimizing operational efficiency.

iDocuments Purchase-to-Pay (P2P) empowers companies to take charge of business spending. It seamlessly integrates with ERP and accounting systems to automate the purchasing process from start to finish, transforming hours, if not days, of manual effort into automated workflows, freeing up resources for more strategic initiatives.

### With iDocuments P2P, you'll:

#### Control spending and ensure compliance

Implement intelligent workflows that automate approval processes, manage exceptions, and systematically validate transaction compliance.

#### Maximize existing technology investments

Seamlessly integrate with core business systems such as ERP and accounting solutions, and eliminate costly licenses for non-essential users.

#### Strengthen vendor relations

Fast, efficient purchasing processes lead to vendor trust and favorable outcomes such as prompt payment discounts, increased lines of credit, and greater satisfaction.

#### Reduce total cost of ownership (TCO)

Pricing is based on the number of users, which eliminates transaction costs and reduces TCO.

#### Reduce operating costs and boost efficiency

Streamline and accelerate the end-to-end purchasing process to shrink transaction costs and free up staff to focus on more strategic initiatives.

#### Eliminate expensive errors

Eliminate manual data entry and costly mistakes while protecting your data's integrity with ERP integration, OCR, and automated workflows.

#### Expand visibility, gain insights

Empower every line of business to track and analyze spending against KPIs and spot trends with out-of-the-box and custom-built reports and personalized dashboards.

# How It Works

## Purchase requisitions

- Empower your entire team to create and submit purchase requisitions for approval
- Convert approved requisitions to purchase orders
- Control spending by limiting access to GL and item codes by individual or group



## Purchase orders (POs)

- Seamlessly consolidate and convert requisitions to POs
- Import POs from spreadsheets
- Approve POs using powerful workflows before issuing them to suppliers
- Archive backup documentation for easy access to historical records
- Email POs to suppliers
- Track PO history
- Clone existing POs



## Goods receipt

- Capture and match goods received to purchase orders
- Enhance management of accrued liabilities with greater visibility of Goods Received Not Invoiced
- Manage return of goods to suppliers



## A/P invoices

- Receive PDF A/P invoices via email, capturing details down to the line level
- Automatically match invoices to POs and goods receipts
- Automatically approve invoices with a 3-way match on submission
- Route A/P invoices for approval where no PO or 3-way match exists
- Process supplier credit notes
- Automatically apply GL and analysis codes to AP invoices before posting transactions to ledgers





*iDocuments P2P transforms hours, if not days, of manual effort into automated workflows that facilitate collaboration, deliver systematic control over spending, and validate compliance.*

## Key Functionality

iDocuments P2P is powered by Vision33's The Saltbox Platform, giving your business robust functionality and extreme agility.

- ✔ **Integrate with any ERP, accounting, or financial management software**  
Ensure consistent and accurate data and financial reports.
- ✔ **OCR data capture engine**  
Leverage artificial intelligence (AI) and machine learning (ML) to improve processing speed and achieve greater accuracy.
- ✔ **Flexible configuration**  
Configure the solution that best supports your policies, processes, and systems.
- ✔ **Powerful, configurable workflow engine**  
Apply your own business rules and logic to workflows to ensure compliance, control costs, and streamline approval cycles.
- ✔ **Personalized dashboards and out-of-the-box reports**  
Analyze business performance with 24/7 access to your personalized dashboard and reports.
- ✔ **Intuitive web interface and mobile app**  
Review and approve purchase requisitions, orders, and AP invoices anywhere, anytime, on any device.
- ✔ **Support for multiple entities, languages, and currencies**  
Conduct business globally.
- ✔ **Smart Search**  
Quickly locate requisitions, POs, goods receipts, and A/P invoice documents with a Google-style text search.

