

After payroll, the biggest expense companies face is the cost of goods and services.

Take charge of business spending.

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 work flows, freeing up resources for more strategic initiatives.

Expand visibility, gain insights Control spending and

With iDocuments P2P, you'll:

ensure compliance Implement intelligent work flows that automate approval

processes, manage exceptions, and systematically validate transaction compliance.

Fast, efficient purchasing processes lead to vendor trust and favorable

Strengthen vendor relations

outcomes such as prompt payment discounts, increased lines of credit, and greater satisfaction.

track and analyse spending against

Empower every line of business to

KPIs and spot trends with out-of-thebox and custom-built reports and personalised dashboards.

Reduce total cost

of ownership (TCO)

Pricing is based on the number of

users, which eliminates transaction costs and reduces TCO.

Eliminate expensive errors

investments Seamlessly integrate with core business systems such as

Maximise existing technology

ERP and accounting solutions and eliminate costly licenses for non-essential users. Reduce operating costs

and boost efficiency

Streamline and accelerate the endto-end purchasing process to shrink

transaction costs and free up staff to focus on more strategic initiatives.

How It Works

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

Purchase requisitions

requisitions for approval Convert approved requisitions to purchase orders

• Control spending by limiting access to GL and item codes by individual or group

• Empower your entire team to create and submit purchase

- Purchase orders (POs) • Seamlessly consolidate and convert requisitions to POs

• Import POs from spreadsheets · Approve POs using powerful work flows 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

• Manage return of goods to suppliers

- **AP invoices**

• Enhance management of accrued liabilities with greater

· Receive PDF AP invoices via email, capturing details

visibility of Goods Received Not Invoiced

• Automatically match invoices to POs and goods receipts

down to the line level

- Automatically approve invoices with a 3-way match on submission
- Route AP 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









OCR data capture engine Leverage artificial intelligence (AI) and machine learning (ML) to improve

Financial and KPI reports

accuracy.

and financial reports.

Integrate with any ERP, accounting,

or financial management software Ensure consistent and accurate data

processing speed and achieve greater

Access a library of out-of-the-box financial

work flows to ensure compliance, control costs, and streamline approval cycles.

and KPI reports to extract and present critical purchasing data. Powerful, configurable work flow engine Apply your own business rules and logic to

Smart Search Quickly locate requisitions, POs, goods receipts, and AP invoice documents with a Google-style

text search.

and currencies

Conduct business globally.

any device.

Personalised dashboards

Analyse business performance with 24/7 access

to your personalised dashboard and reports.

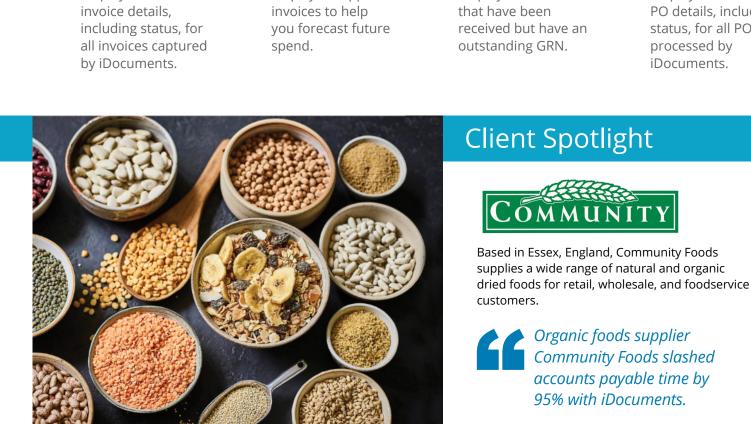
Intuitive web interface and mobile app

Review and approve purchase requisitions,

Support for multiple entities, languages,

orders, and AP invoices anywhere, anytime, on

Out-of-the-Box Reports iDocuments P2P provides a robust set of out-of-the-box financial and KPI reports that provide visibility into purchasing spend. Report data can be exported to spreadsheets for financial analysis. Popular reports include: Purchase invoice urchase invoice Purchase invoice Purchase order details details accruals awaiting GRN Displays invoices Displays standard Displays unapproved Displays standard invoice details, invoices to help that have been PO details, including status, for all POs including status, for you forecast future received but have an processed by all invoices captured spend. outstanding GRN. by iDocuments. iDocuments.





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