

WHAT IS PROCURE-TO-PAY AUTOMATION?



WHAT IS **PROCURE-TO-PAY**?

The **procure-to-pay** (or **purchase-to-pay**) process is the cycle in which businesses inquire, request, receive, and then pay for goods and services. Companies must work with other vendors and suppliers for goods and services that they use in order to offer their own products. This process is often very manual, involves multiple tedious steps, and is very paper burdensome, all to complete just one order.

HOW DOES THE **PROCURE-TO-PAY** PROCESS WORK?

While many accounting practices are similar from organization to organizations, we have found that every company has some unique exceptions and processing rules. However, most procure-to-pay cycles will have the following steps included:



Purchase Requisition

The process that takes place internally of formally getting an approval to place an order. The approval process is typically done by department of the requester, user, or company. This kickstarts the P2P process.



Purchase Order

The creation of a formal document after the approval on a requisition containing the information around the order. The PO is usually created inside of the ERP, with information on the vendor, order requirements and details.



Invoice Processing

Once the invoice comes in, it is compared to the purchase order, requisition, and sometimes receipts (for 3-way matching), ensuring that everything matches appropriately and was received. The invoice and all supporting documents are then passed around the organization for approval, before entering the data into accounting systems.



Payment

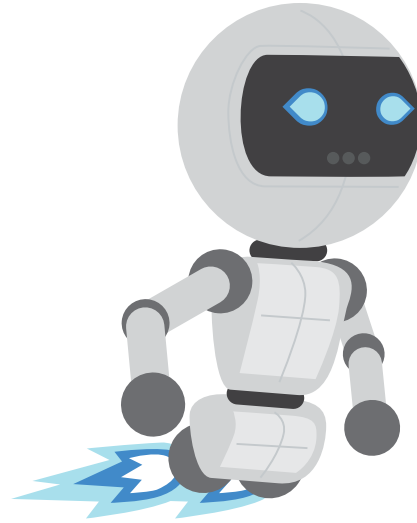
The final step in the procure-to-pay process is based around getting the order paid for. This includes routing for payment approvals if necessary, sending the payment out, and updating the accounting system.

HOW DOES THE **PROCURE-TO-PAY** PROCESS WORK?

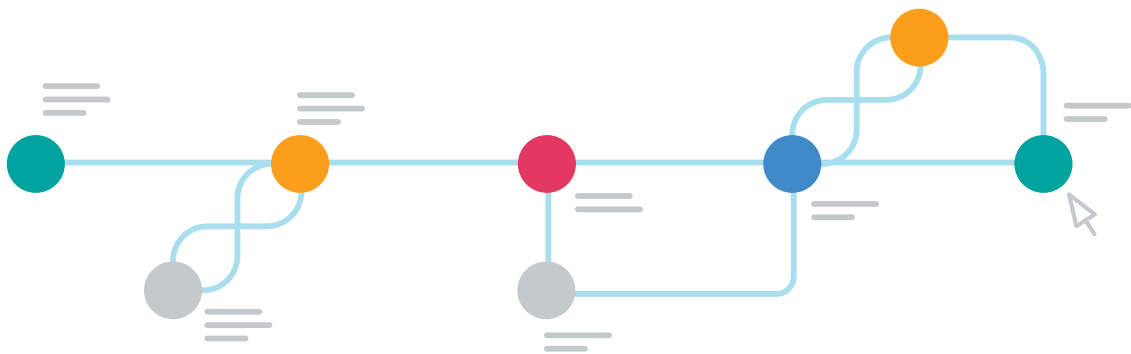
While there are many other tasks and steps that may be included in the procure-to-pay process, such as vendor & supplier management, contract management, inventory tracking, and more, these are the steps we most often see when working with our clients. Furthermore, in most organizations, these steps are manual and done via email, or worse, using paper documents!

When having to handle all of these steps manually for every vendor that you work with, steps are often done more than once, handled incorrectly, or even missed completely. How do most companies

increase the productivity of this process, without increasing overhead? They implement Procure-to-Pay Automation Software!



 **DOCUPHASE** ● ● ● ● ●



LEVERAGING **AUTOMATION** SOFTWARE

The foundation of any solution begins with a world-class Document Management (DM) core. This allows your team to find the right information, when they need it, every time. Documents associated with the procure-to-pay process, such as purchase requests, orders, invoices, and receipts, are all stored in an easy-to-use, permissions and web-based browser application.



Your team will now be able to access the information they need to get their work done from anywhere in the world, as long as they have access to the internet! Aside from document storage and indexing, other key components of the DM core include advanced capture (OCR) and iLink, an add-on button that can be added directly into your ERP. One click of the iLink button allows for retrieval of any relevant documentation held within the DM repository. You no longer have to hop back and forth from system to system!

Once the DM core of the Procure-to-Pay automation solution is in place, web-forms and workflow tools are leveraged to

drive efficiencies and reduce processing times. The system will automatically perform specific tasks, such as data entry, approvals, data sync, and notifications for you and your team, allowing you to focus on higher value activities. Out of the box, the Procure-to-Pay automation solution has a best practices framework in place, so your team isn't starting from scratch. After your team has become familiar with the new system, it's easy to tweak and manage the solution to handle your unique exceptions, while continually improving the system.

No matter which ERP you're currently using, DocuPhase's Procure-to-Pay Solution can integrate seamlessly with your existing systems, bringing the automation and efficiencies into your current processes. When you deploy a Procure-to-Pay solutions, your team members will still be doing the vital tasks that only humans can do, but the automation will be taking care of the time consuming, mundane tasks that are necessary parts of the process.

Are you ready for automation? Schedule a meeting with one of our automation experts to see if an **Enterprise Automation Platform** is right for you!

[SCHEDULE A MEETING](#)

LEVERAGING **AUTOMATION** SOFTWARE

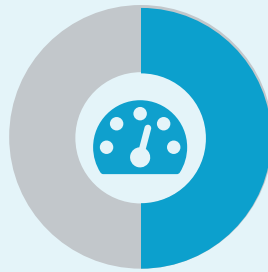
You will no longer have to worry about finding out where things are in the process, who has them, or do manual data entry into your systems. A process that once involved data entry, the routing of several documents, and a series of approvals is now completed almost entirely by a P2P automation solution.

Let the system manually match invoices to their associated documents, do the data entry into your accounting and line of business systems, and remind people to get their work done!

Now your team is focusing on higher value activities, such as re-negotiating vendor contracts or working on cost savings initiatives! Accounting

departments across the globe are now able to turn themselves into profit centers by automating payments, which allows them to avoid late fees and to take advantage of any early payment discounts available to them.

Furthermore, you and your team now have the tools needed to drive more automation into other areas of your department. DocuPhase's Procure-to-Pay solution can extend into other departments, processes, and areas of your business. Time-off Requests, Expense Reporting, HR Onboarding and Offboarding, Contract Management, and Sales Order Entry automation are just the beginning with Enterprise Automation!



50% Improvement in Turn-Around Time

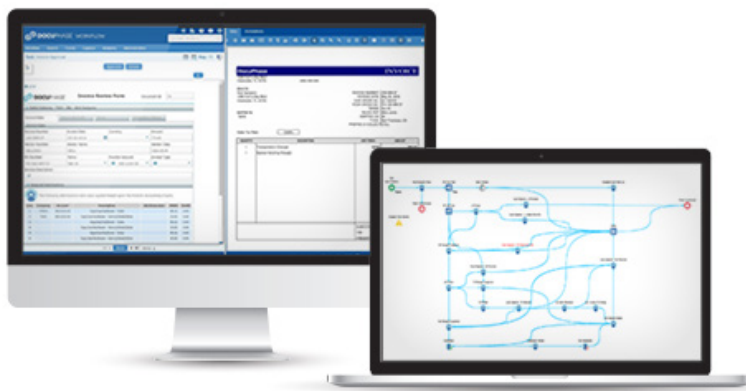
Operation PAR, a provider for integrated addiction and mental health services, saw a **50% improvement in turn-around time for mission-critical supplies** and an overall improvement in document search capabilities across the board.

[READ THE CASE STUDY HERE](#)

THE FUTURE OF **ENTERPRISE AUTOMATION**

While it's impossible to predict the future with 100% certainty, DocuPhase can hazard a guess, based on what we've seen over the past 18 years. When it comes to Enterprise Automation, the possibilities are only growing. As more companies begin their digital transformation and adopt automation and RPA, late adopters will find themselves lagging behind.

The bar has been raised by Enterprise Automation, and as the technology develops, it will only go higher. Don't get left behind your competition!



Use a workflow automation platform to automate email notifications.

[LEARN MORE](#)



THE TECHNOLOGY

The DocuPhase platform includes a unified foundation of Document Management, Web Forms, Process Design, and Workflow automation that can be seamlessly integrated into your existing business applications and programs.

An EAP like DocuPhase can be used across all departments, managing the mission-critical processes throughout your entire organization. You'll get:

- Fully integrated data
- Consistent support
- Simplified training
- Better inter-office communication
- Limitless growth of your initial investment

Procure-to-Pay automation combines the power of these Cores, using them to transform the Accounting field.



Document Management

Go paperless and increase efficiency with document management software



Web Forms

Collect information externally and connect your company internally



BPM Workflow

Take control of your business processes with workflow automation software



Data Capture

Efficiently and easily convert the data needed to power your business processes



System Integration

Integrate with your existing systems to keep your data accurate and up to date

WHAT TO **EXPECT**

With Procure-to-Pay Automation, you can eliminate many of the mundane, everyday tasks. Here are some of the benefits of choosing our solution:



50%+ reduction in AP costs



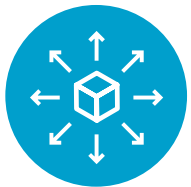
100% auditability & accountability



Simplest RAA system on the market



Guaranteed increase in quality & compliance



One platform adaptable to all departments



Faster than our competition

Leverage the Power of Procure-to-Pay Automation



Automate tedious work and administrative tasks



Proactively manage user tasks and exceptions



Remove the clutter from everyday work



Help you focus on real priorities



Free your workforce to focus on customers & higher value activities

CASE STUDY: ALIMERA SCIENCES

Alimera Sciences is a pharmaceutical company that specializes in the research, development, and commercialization of prescription ophthalmic pharmaceuticals, focusing on diseases affecting the back of the eye or retina. With an international team and lengthy manual processes, Alimera knew they needed to implement an automated Accounts Payable solution. DocuPhase's Accounting Automation toolset enabled Alimera to reduce their invoice processing time by 93% while providing more visibility into the Procure-to-Pay process.

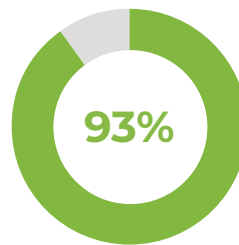
THE CHALLENGES

The challenges Alimera faced prior to implementing DocuPhase are common challenges in Accounting departments.

#1: At the time, Alimera's current accounting platform had limited licenses, which limited productivity. Before implementing DocuPhase, for example, anyone who wanted to create a Purchase Order had to have a license to login to the platform, delaying the process before it even began.

DocuPhase integrates with Microsoft Dynamics to make generating POs a breeze. Users can simply sign in to DocuPhase via their web browser and complete a form based on the data that already lives inside of Dynamics. Vendor Names and Codes automatically populate in DocuPhase's Web Forms, so all users have to do is list which items are being purchased and electronically submit the form to the correct contact for approval.

#2: In Alimera's former workflow for processing invoices, they found that an invoice would come in, go to the Accounts Payable department, be distributed to the various parties that needed to approve those items, and sit on that person's desk for two or three months. Alimera wanted to stop pushing paper and gain a better system of tracking those documents as they came into the business.



Alimera Sciences was able to reduce invoice processing time by 93% with DocuPhase's Accounting Automation solution.

"Our AP Clerk has found that the program itself has been somewhat of a God-send in the fact that it's lessened her workload tremendously."

Phil Jones
Executive Director of Finance
Alimera Sciences



With DocuPhase's Process Automation Designer, advanced capture tools automatically extract line item details from the invoice, removing the low-value, time-consuming task of manual data entry. Once the information is in the system, the assigned user is presented a task, which includes step-by-step instructions of each step to be completed. All related documents—the invoice, purchase order, and receiving report—are presented to the approver in a Binder, so all the approver has to do is click "Approve" to route it to the next step in the process. This dramatically reduces the time needed to process an invoice and provides visibility into where a document lies in the business process.

CASE STUDY: ALIMERA SCIENCES (continued)

THE DECIDING FACTOR

Prior to DocuPhase, Alimera was using a software that didn't provide the full visibility and Procure-to-Pay system that they were looking for. After looking at many different software solutions, Alimera chose DocuPhase based on its flexible, yet customized offerings.

"We selected DocuPhase based on the follow-up that was done after the initial presentation," said Phil Jones, Executive Director of Finance at Alimera. "When we had questions and got into the more serious details, DocuPhase was willing to look at our business processes and work with us as a partner."

DocuPhase went live after a couple of months of testing and system clean up. From that point, it only took about two weeks to fully implement the system. "[Implementation] was a lot quicker than I thought it would be," said Jones. "Everyone embraced it immediately, and it's now such a standard part of our everyday business. I think everyone probably wonders why we didn't have this before."

THE RESULTS

DocuPhase's Process Automation system allowed Alimera to expedite all business processes, yielding a significant increase in productivity and customer satisfaction. With their new automated workflow system, tasks are now tracked to provide visibility into where assemblies are in the process; users can track requisitions for parts from the generation process through quoting and receipt, allowing Alimera to tie purchased parts back to original quoted prices; and the Accounts Payable department can process multiple types of invoices in order to match them against the original purchase.

The amount of time saved was the most surprising benefit of implementing DocuPhase, said Jones. To process an invoice before using DocuPhase, it could take a week to a couple of months. This was especially true for invoices that needed to be approved by multiple sectors of the business. Now, most items are done within 24 hours.

Further, prior to DocuPhase, Alimera's Accounting department had two Accounts Payable Clerks. When one employee left the company, Alimera decided to hold off on hiring someone new.

What they've found is that their current Accounts Payable Clerk has gained half a day of time to complete more tasks, allowing Alimera to offload a lot of work to her that she was not able to do prior to DocuPhase. So, she's not only saving time; she's gaining time. Certainly, these time savings didn't affect only the Accounting department. They affected the business as a whole. "

The other departments who use [DocuPhase] don't have to worry about keeping track of a piece of paper and having to take it back to someone," said Jones.

With DocuPhase's Accounting Automation system, Alimera now has the time to focus on strategic planning, and vendors are receiving payments on time.



**TALK TO AN EXPERT TO LEARN
HOW AUTOMATION CAN HELP
YOUR ORGANIZATION**

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START ANYWHERE. GO **EVERYWHERE.**

INDUSTRIES WE SERVE

Healthcare/Medical	Law Enforcement/Prison Management
Banking/Finance	Education
Insurance	Property Management
Manufacturing	Construction
PEO/HRO/BPO/Staffing	Non-Profit/NGO
State and Local Government	Oil and Gas
Engineering	Transportation/Railroad
Information Technology	Utilities
Hospitality	And more...
Legal	

DEPARTMENTAL OPERATIONS - HOW OTHERS USE AUTOMATION

Approval Processes	Funding
AR/AP/Billing	Claims Processing
Purchase Request/PO Generation	On-Site Inspection/Data Collection
Invoice Approval Processing	New Patient Enrollment
Case Management and Escalation	Patient Record Management
Credit and Collections	Medicaid/Medicare Billing and Resubmission
Expense Report Processing	Contracts Management
Travel Request and Approvals	Knowledge Base Management
Auditing/Compliance	Training/Licensing/Certification Renewal
Automated Data Collection, Extraction, and Entry	Processing
Website Interaction Robots – Gather or Enter Data	Status and Information Change Processing
Recruiting and Selection	License/Certification Renewal Processing
Employee File Management	Custom Design/Engineering Review
HR Onboarding/Application Processing	Customer Service
Certification Validation/Enforcement/Renewal	Order Processing and Fulfillment
Performance Review	Support Case Escalations
Title and Loan Processing	Client/Vendor Self-Service
Enrollment	Customer Success Dashboards
Application Review	Project Management
Underwriting	Portals

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