Simple, smart & intuitive

iPOS

The Importance of Spend Control

Spend control is important, regardless of the size of your company, because it provides a level of transparency and control over spend that can be used to reduce risk, drive growth, increase profits, and introduce operational efficiencies across the board.

Implementing a spend control solution can help executives, teams, and even individual employees save time, drive growth, and improve the bottom line. Key benefits include:

Improved control & risk management

- Stop maverick spending.
- Catch fraudulent invoices before they're paid.
- Ensure purchase approvals always happen before the expense occurs, not after.
- Keep track of your suppliers' performance and identify any potential risks.
- Ensure compliance with internal control policies and external audit requirements.

Operational efficiency

For finance and procurement teams, better workflows and automation can result in lower cycle times, eliminate duplicate payments and purchase requests, avoid late payments and fees, and provide complete spend visibility across the entire procure-to-pay cycle. Systems that also work on mobile devices reduces bottlenecks and makes it easier to request and obtain approval for purchases, even while people are working remotely or on the go. Automation and Artificial Intelligence algorithms can reduce the workload and provide increasing efficiencies.

Lower spend and increased profits

- Eliminate unnecessary purchases
- Catch duplicate invoices
- Avoid late fees
- Negotiate lower prices and volume discounts
- Secure lower prices by improving supplier relationships
- Optimise working capital

professional advantage

Visibility over spend

- Forecast spend scenarios
- Benchmark internal performance
- Identify and leverage trends in spend data
- Increase profitability by discovering untapped cost savings
- Effectively allocate savings to scale up the business

Introducing iPOS for Infor SunSystems

As you work through the review and selection process of a spend control system one of the biggest risks is the failure of the project to deliver the improved outcomes. This threat becomes reality if the people using the system can't trust it.
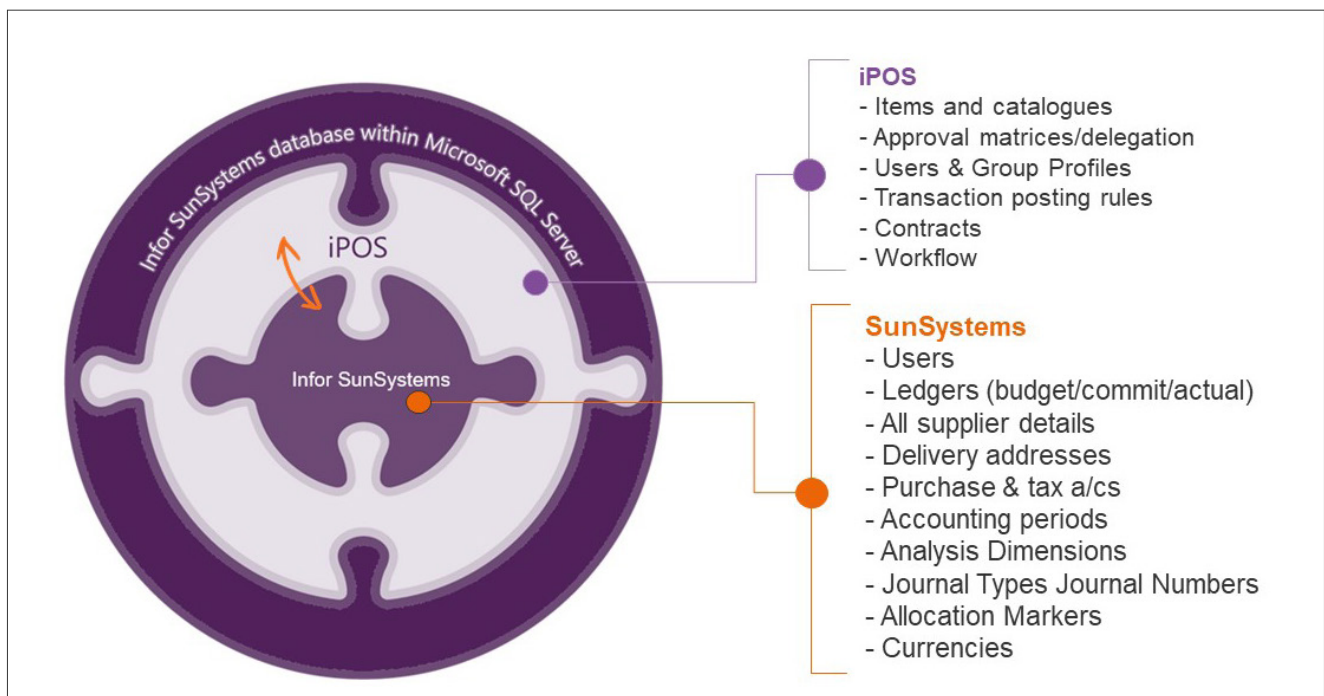
iPOS has been designed to offer ease of use to the end user, rich functionality, complete Infor SunSystems ledger integration, and offers a complete web-based procure to pay solution for the entire organisation.

No other Procurement/Spend Control system on the market has real time integration to SunSystems.

"We looked at an alternative that also worked with Infor SunSystems, but it just didn't come near in terms of flexibility or suitability."

Instead they use batch interfaces which need maintenance and upgrading on a regular basis. The interfaces can also be liable to "break" and are costly to maintain. The incomparable uniqueness of iPOS is our seamless, native integration to Infor SunSystems. iPOS only works with SunSystems and is not reliant on a duplicated supplier database nor a third-party purchase ledger. All information is in real time.

Benefits of the tight integration that iPOS brings, include real time access to budget checking, real time transaction allocation posting rules, supplier trading status, supplier addresses and other SunSystems data. As the only third party solution that has been specifically designed for Infor SunSystems, iPOS provides deep domain knowledge of both the purchasing cycle and Infor SunSystems. This gives users and finance team members a single source of truth as they work through the day.

iPOS
- Items and catalogues
- Approval matrices/delegation
- Users & Group Profiles
- Transaction posting rules
- Contracts
- Workflow

SunSystems
- Users
- Ledgers (budget/commit/actual)
- All supplier details
- Delivery addresses
- Purchase & tax a/cs
- Accounting periods
- Analysis Dimensions
- Journal Types Journal Numbers
- Allocation Markers
- Currencies

Infor SunSystems database within Microsoft SQL Server

iPOS

Infor SunSystems

"iPOS's unique integration, directly to the SunSystems tables has removed any need for data to be re-keyed. Approval paths are dictated by criteria on the invoice, ensuring that each document is routed automatically to the appropriate person. This has eliminated the potential for invoices to be misplaced or simply forgotten & it has removed the previous delays associated with paper invoices. As a result, the total cycle time has been cut from 4 days to 2 days and saving the company half a person in each office."

THE IPOS ENTERPRISE SUITE

A web-based, end to end, browser delivered procure to pay solution. iPOS drives down maverick purchasing, controls spend across the organisation, and manages extensive approval workflow requirements. It also delivers comprehensive transparency and auditability to the organisation with built in checks and balances.

Fully integrated, not interfaced, to Infor SunSystems, guaranteeing data truth and accuracy as well as real time reporting.

Using a simple shopping basket style interface, staff can request the purchase of goods or services without needing any understanding of the business's underlying cost allocation or finance processes or coding. Purchase items can be selected from templates, internal catalogues, online supplier catalogues and free form entry. Requisitions can be for multiple suppliers, may have dependencies on linked items to avoid accidental spending and are checked against available budget.

Business rules control extensive approval delegations such as value, department, cost centre, location and purchase type. Using either a browser or their mobile device, people can approve requisitions within

their delegations. They can easily see any budget constraints and can choose to approve at a line item or overall header level.

Purchase orders can be automatically allocated to preferred suppliers, consolidated to reduce the number of small transactions and can be associated with item based or blanket contracts to enforce and track spend commitments. POs can be issued with extensive terms & conditions and delivery instructions and sent by XML, email, fax or post as preferred by each supplier.

Full and partial deliveries can be receipted and the initial requestor is provided regular updates, and can query the status of their purchase online.

Supplier invoices can be easily processed from within the web interface or automated using the PA Intelligent Invoice Capture solution. Utilising a cloud based Artificial Intelligence Algorithm to understand invoices 'like a human' and create invoices in iPOS for automated matching and approval, PA IIC offers significant cost and effort savings for AP Staff with reduced maintenance overhead than traditional template based OCR solutions. The finance department can easily allocate invoices to multiple purchase orders including partial deliveries. Similarly to requisitions, invoice approvers can choose to process on mobile devices.
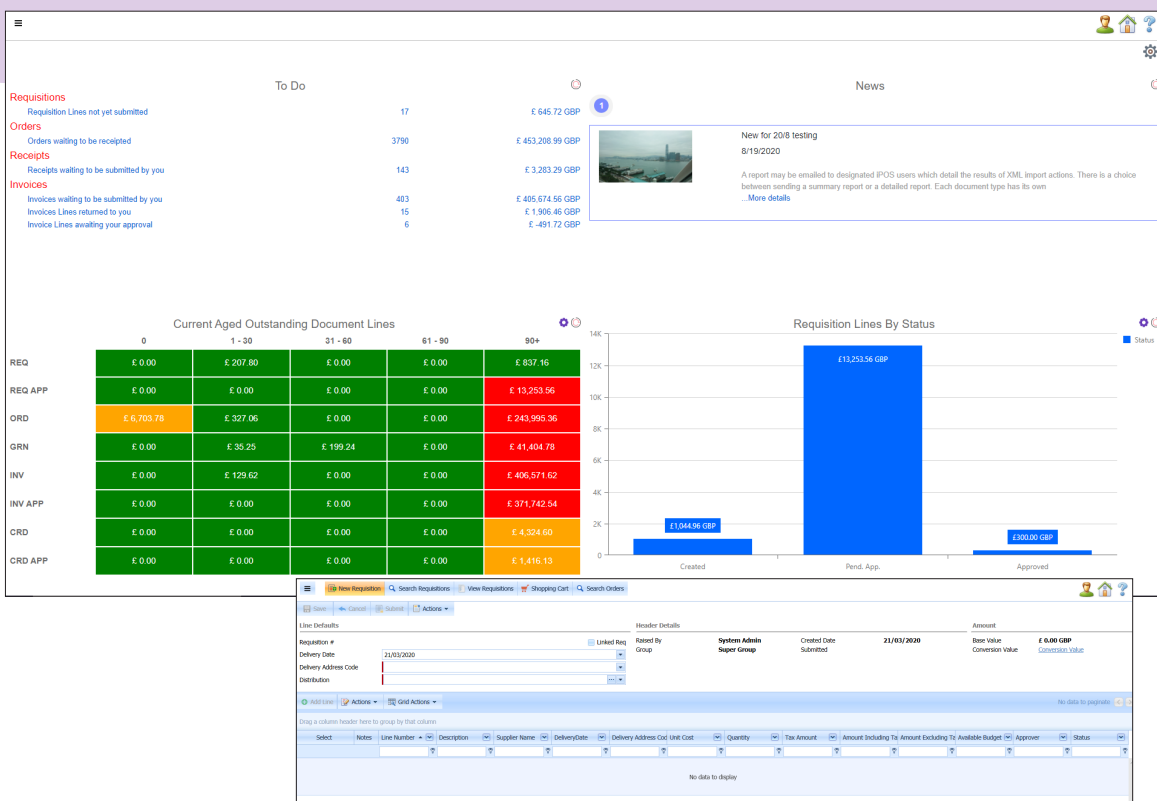
iPOS includes a number of optional components such as Intelligent Invoice Capture, Supplier draw-down, Contracts and Mobile Approvals, as well as others listed below.
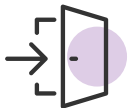
iPOS Mobile (included)

Requisition and invoice approval from your mobile device, allows frequent travellers to continue their approval duties while out of the office. Access to supporting attachments and transactional data give approvers the tools they need to ensure the same level of scrutiny is applied in the mobile tool as in the browser.

Dashboard (included)

A dashboard that delivers full spend visibility to all stakeholders in the purchase lifecycle. Dashboard can deliver a "spend, mend and trend" view across the company expenditure in a simple and friendly UI. The suite comes bundled with a range of widgets and additional graphs and reports can be easily added to the standard pack.

Advanced Inquiry (optional)

Offers the most powerful ad-hoc inquiry functionality for interrogating SunSystems ledgers and iPOS procurement data. The drill down and around features give users unparalleled benefit and the ability to track the requisition order to receipt to invoice lifecycle. User driven flexible real time enquiries at levels.

iPOS Notifications (included)

iPOS Notifications is a tool which resides on a user's taskbar and assists approvers in better management of their approval workload.

Contract Management (included)

iPOS offers a dedicated option for management of contracted supplier spend. Contract management covering aspects such as:
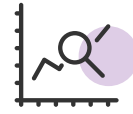
- Alerts on agreed supplier spend limits.
- Defined Item Contracts.
- Defined Value contract with restriction of items that can be purchased against it.
- Any Item' contract with defined value.

iPOS XL (optional)

Excel add-in for iPOS requisitions and invoices. Organisations often have large and complex requisitions that they place on a regular basis. Excel is best placed to deal with these quick bulk changes and manage any calculations and checks that are external to the normal procurement process. This iPOS-aware Excel add-in allows people to enter, validate and submit requisitions from a spreadsheet. It also provides fast and adaptable ways to access iPOS data. Enables production and distribution of structured management reporting around your procurement data.

iPOS Importer (included in initial implementation then optional to purchase)

iPOS Importer delivers time savings for organisations needing the facility to bulk upload data as part of the iPOS system configuration. The tool allows users to bulk create or update existing records as required, while adhering to standard validation rules. The tool allows access to all the configuration areas used by iPOS.

PA Streams (optional)

Integrate data to provide real time analytics and situationally aware process management automation to transform your business.

PA Streams extracts, transforms and uploads to a destination system quickly and easily.

Expenses (optional)

Expenses is a web-based expense management solution that delivers immediate payback in terms of time and cost of processing. It delivers certainty and control in an area that frequently leaks time and effort and is often riddled by inaccuracy and error prone manual activities. Expenses removes the overhead of time and cost of a manual claim.

Punchout (optional)

Matching and reconciling supplier invoices to your POs is a time consuming task. A lot of time and effort can be wasted in properly managing the supplier catalogues within your procurement system. Failing to keep these up to date can introduce pricing and other errors in the PO which cause unnecessary time, cost and effort to correct. In iPOS, purchasers can move from one punch out site to another and transfer all shopping baskets into a single requisition for normal processing resulting in significant time saving.
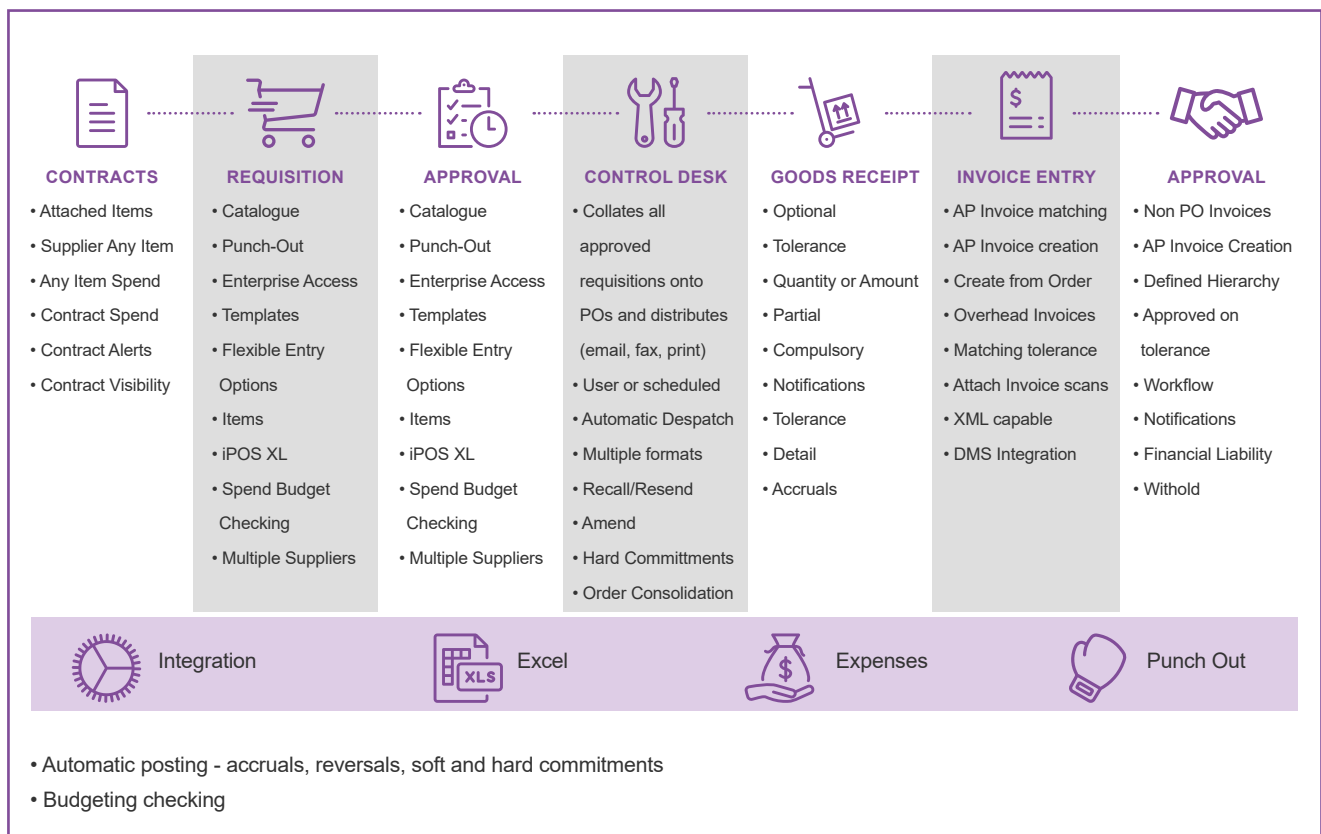
PA Intelligent Invoice Capture (optional)

PA Intelligent Invoice Capture uses artificial intelligence which learns over time to improve its understanding of the data found in an invoice, like a human. This offers much higher accuracy levels than historical template based systems. You benefit by getting better visibility into cash, faster processing cycle times, and on-time payment.

ELIMINATE THE SURPRISES

iPOS simplifies the day-to-day purchasing process and gives your people visibility of the relevant procurement budget and spend within each step of the cycle and at a summary dashboard level. Budget calculations can be made based on actuals to date plus hard and soft commitments in train. People are automatically advised by email or alerts about the status of their requests. Any activities requiring some attention can be automatically escalated or identified as outstanding. With the overall spend pipeline visible to authorised users for interrogation at any stage, iPOS assists decision making at many levels.

CONTRACTS	REQUISITION	APPROVAL	CONTROL DESK	GOODS RECEIPT	INVOICE ENTRY	APPROVAL
• Attached Items	• Catalogue	• Catalogue	• Collates all	• Optional	• AP Invoice matching	• Non PO Invoices
• Supplier Any Item	• Punch-Out	• Punch-Out	approved	• Tolerance	• AP Invoice creation	• AP Invoice Creation
• Any Item Spend	• Enterprise Access	• Enterprise Access	requisitions onto	• Quantity or Amount	• Create from Order	• Defined Hierarchy
• Contract Spend	• Templates	• Templates	POs and distributes	• Partial	• Overhead Invoices	• Approved on
• Contract Alerts	• Flexible Entry	• Flexible Entry	(email, fax, print)	• Compulsory	• Matching tolerance	tolerance
• Contract Visibility	Options	Options	• User or scheduled	• Notifications	• Attach Invoice scans	• Workflow
	• Items	• Items	• Automatic Despatch	• Tolerance	• XML capable	• Notifications
	• iPOS XL	• iPOS XL	• Multiple formats	• Detail	• DMS Integration	• Financial Liability
	• Spend Budget	• Spend Budget	• Recall/Resend	• Accruals		• Withold
	Checking	Checking	• Amend			
	• Multiple Suppliers	• Multiple Suppliers	• Hard Committments			
			• Order Consolidation			

Integration   Excel   Expenses   Punch Out

• Automatic posting - accruals, reversals, soft and hard commitments
• Budgeting checking

For more information

AU 1800 126 499
pa.com.au
enquiries@pa.com.au

UK 0207 268 9800
professionaladvantage.co.uk
info_uk@professionaladvantage.co.uk

About Professional Advantage

Professional Advantage is an international IT consulting and solutions company, with 30 years of experience in helping organisations achieve more by improving their business systems through industry leading software solutions. Originating in Australia, it is one of the country's most awarded solution providers. Our 250-strong global team covers three continents, and has successfully worked with over 1000 organisations.

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