

Capita IB Solutions plays a key role in enabling Public, Private, Housing and Not-for-Profit organisations to reduce costs and function more effectively by providing management teams with the information and resources to make timely and effective decisions.

Integrated Business Solutions

The introduction of an automated Purchase-to-Pay solution, fully integrated to your existing Finance system, provides some obvious benefits, resulting in the reduction of paper-based processes and associated cash benefits.

This cycle is a key area in which manual processes, paper documents and slow distribution methods hamper efficiency and cost money. Lost invoices, manual data entry, error-resolution and time spent chasing paper internally, all contribute to high costs.

The Integra P2P solution provides a comprehensive Purchasing, eProcurement and Invoice Management function for the diverse needs of requisitioners, buyers and finance users.

Offering complete purchasing control, from catalogue and contract management through to online authorisation and electronic delivery of orders, as well as Invoice Management, incorporating Optical Character Recognition of Invoices to online approval and coding.

Benefits

Utilisation of these facilities can lead to many benefits within your organisation including:

- Fully Integrated into existing Finance system;
- Automation of Processes;
- Improved Matching of both GRN and Invoice to Order;
- Increase compliance with audit and policy;
- Ability to Punch Out to third party sites;
- Supplier maintained product and price information;
- Improved financial visibility;
- Reduction in Costs in the procurement cycle;
- Reduction in internal and external enquiries; and
- Provide accurate and relevant reporting.

Requisitioning & Ordering

The Integra e-Series includes multiple data entry options to create the initial request for goods or services, dependant on the users requirement.

Easy-to-use "Shopping Basket" Requisitioning enables the user to create a requisition, simply by searching for or selecting the goods that they wish to buy from a defined list of products or categories, without the need to identify any other information, such as general ledger code or supplier.

This is a very straightforward concept similar to standard internet shopping style web sites, and most importantly, easily understood by even the most occasional of computer users.

Purchase Order Entry & Authorisation allows order information to be entered and approved and provides the user with the option of entering specific order details such as the supplier and contractual information.

Online authorisation hierarchies ensure all orders outside of predefined tolerances are subject to control checks, either budgetary, technical signoff or have the buyers approval.

Once approved, Integra provides options in respect of the distribution of the final document from traditional printing, faxing and issuing the document in an XML format, via your e-mail system.

Features

- Supports the full Purchase-to-Pay cycle
- Integration with existing financial system
- Automated extraction of requisitions/orders from all feeder systems
- Online approval and certification

Business Benefits

- Accurate analysis of productivity & cashflow
- Automated and accelerated invoice processing
- Elimination of costly, time-consuming manual tasks
- Secure audit trail for compliance
- Straight-through Purchase Requisition

Professional Services

Capita IB Solutions has an excellent track record of delivering expert support and consulting to Public, Private, Housing and Not for Profit Organisations. Ranging from top-down business analysis and enterprise modelling to database design, application implementation and tuning, a comprehensive package of methodologies, support, training and consultancy services has been developed to ensure the success of all projects within a defined framework of quality, cost and time.

Business Strategy

Our consultants can work with you to ensure your business strategy is supported by coherent and business-aligned systems.

Technical Support

We offer a full range of technical consultancy and support services to ensure the effective delivery of your Integra solution.

Healthchecks

Our regular healthchecks review the solution architecture and recommend changes or enhancements.

Implementation & Design

We assist clients during all phases of the development life cycle, with teams encouraged to acquire the knowledge to maintain and support the systems.

“Integra P2P helps organisations improve, manage and grow its ability to purchase and pay for goods with greater levels of financial visibility, control and accuracy, ultimately helping organisations to reduce costs.”

Invoice Management, Matching & Payments

Integra P2P includes a document management function to scan inbound invoices; this features Optical Character Recognition to eliminate the need to key information in and removes errors typically associated with this stage.

Invoices can also be entered electronically or by uploading invoices from a 3rd party e-Invoicing solution.

Once registered, Invoices will be matched to an order or sent for approval. Automated controls exist to streamline this process using 2 or 3 way matching to Purchase Order and Receipt note as well as online approval and coding of the invoice.

At all stages, users are able to view an image of the invoice to verify the approval. Multi authorisation levels and escalation processes can be built into the system to ensure prompt payments, if appropriate.

Once approved for payment, invoices can either be passed to the finance system for payment or paid via Integra P2P solution.

On-Line Enquiries & Reports

Available at every stage of the purchasing cycle is a comprehensive range of standard on-line enquiries and reports, including contract enquiry, expected deliveries, supplier ratings, overdue order lines as well as supplier and product purchasing trends.

Integrated Solutions

The Integra P2P solution includes a purpose built integration engine to provide full, two-way communication with the existing finance system.

This can be used to simply take on General ledger codes for validation during data entry, to full validation including online budget checking, commitment postings and maintenance of reference data.

Integra P2P Summary

By automating the entire purchasing and payables process with an easy to understand user interface, highly flexible approval workflow, automatic budget/commitment checking and extensive management information, Integra P2P provides a proven 'spend control' solution that enables organisations to reduce costs as well as control processes.

All whilst maximising the investment of your existing finance system.

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