

# CAPITA

Integrated business solutions

## Integra Purchase-to-Pay

Covering the full Purchase-to-Pay cycle, the Integra eProcurement solution provides organisations with mobile data access and advanced analytics tools to achieve immediate cost savings and operational benefits.

### End-to-end procurement

The Purchase-to-Pay (P2P) 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 and invoice management function for the diverse needs of requisitioners, buyers and finance users, removing paper-based processes and supporting mobile ways of working.

It offers complete purchasing control, from catalogue and contract management through to spend analysis per category, supplier or department. Incorporating Optical Character Recognition (OCR) technology saves valuable input time and speeds up the authorisation processes through automatic invoice matching.

### Requisitioning & Ordering

Integra 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 users to simply search for and select 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.

Online authorisation hierarchies ensure all orders outside of predefined tolerances are subject to control checks to ensure budgetary and technical sign-off.

### Features

- Supports the full Purchase-to-Pay cycle
- Fully integrated into existing finance system
- Mobile data access and approvals
- Detailed analytics
- Ability to punch out to third party sites



## Benefits

- Monitors performance and identifies exceptions
- Supports flexible, mobile working
- Elimination of costly, time-consuming manual tasks
- Improved financial visibility
- Pre-built dashboards to support procurement savings plan
- Secure audit trail

## Approvals on the go

The Integra Mobile interface allows users to access their financial data anytime, anywhere thus keeping up with the fast-paced business world around them. With 'Approvals on the go' requisitions, orders and invoices can be reviewed and approved on a mobile device.

All access and security is controlled via the core application and any actions are immediately synchronised with the full Integra installation.

## Advanced analytics

The Purchase-to-Pay Analytics Pack empowers users to manage and monitor their entire procurement operation. Advanced analytics tools help to track exceptions to the process and highlight potential efficiency savings. Highly visual dashboards not only ensure management teams will get an instant view of all purchasing activity but are also able to pro-actively manage their organisation's procurement savings plan.

## Full integration

Disparate systems can often cause a break down in processes, reduced business insight and unnecessary administration time. This is why the Integra P2P solution includes a purpose built integration engine that provides full, two-way communication with the existing finance system.

This can be used to simply validate general ledger codes during data entry, check against budget and commitment postings, or to maintain reference data.

The full integration ensures that finance and procurement teams can rely on an accurate data flow between all systems involved.

## About Capita Integrated business solutions

Capita Integrated business solutions provides world-class financial management software, e-procurement and bespoke solutions to service centric organisations, helping them to realise strategic cost savings and modernisation objectives. Today over 400 clients use our innovative solutions to increase their operational performance.

Learn more at [www.capita-ibs.co.uk](http://www.capita-ibs.co.uk)

