

CAPITA

Integrated business solutions

Integra Purchase-to-Pay

*for Professional
Services Organisations*





Integra Purchase-to-Pay empowers professional services companies to increase profits whilst maintaining a high quality service.

The professional services sector is not only the backbone of the UK economy but also one of the fastest growing sectors in the UK. Even though the highly fragmented market is made up of more SMEs than any other sector, there is heavy competition. Organisations are looking for ways to distinguish themselves in an area where project excellence and superior service delivery is not enough to guarantee growing profits.

With clients challenging already tight project margins, increased procurement efficiency and technology-led insight to know where significant time and cost savings can be achieved play a major role in sustaining future growth and, in some cases, in ensuring survival against the competition.

Digital technology for business success

Leveraging innovative technology for their financial management and procurement function will allow professional services companies to adopt best practice procedures that will not only add value to client businesses but will also ensure continued business success. Put simply, the right technology empowers organisations to focus on retaining and expanding their client business as it delivers the confidence and assurance that all internal operations are efficient, consistent and precise.

Transparent processes to maintain client reputation

Ensuring cash flow, controlling spend and identifying potential savings to protect margins are the key objectives for professional services companies when it comes to financial management and procurement. However, organisations are also under pressure to demonstrate that they work in an open, fully transparent way. This is where the digitalisation of finance and procurement processes excels with providing a full audit trail of all activities, thus allowing organisations to ensure compliance and adherence to regulations and client requirements at all times whilst delivering the highest levels of customer care.



How Integra can help your organisation

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.

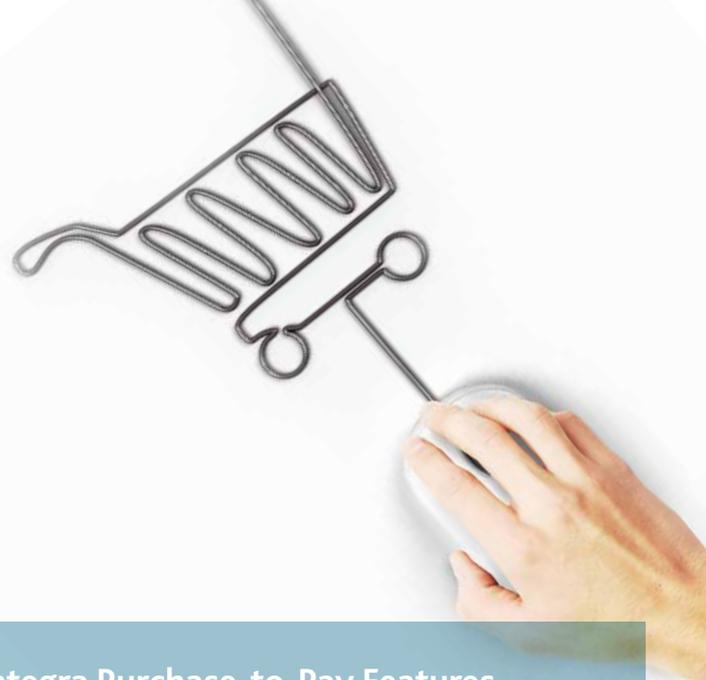
Requisitioning and ordering

Integra includes multiple data entry options to create the initial request for goods or services, dependant on the user's 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.



Integra Purchase-to-Pay 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



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 also allow them 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 your 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.

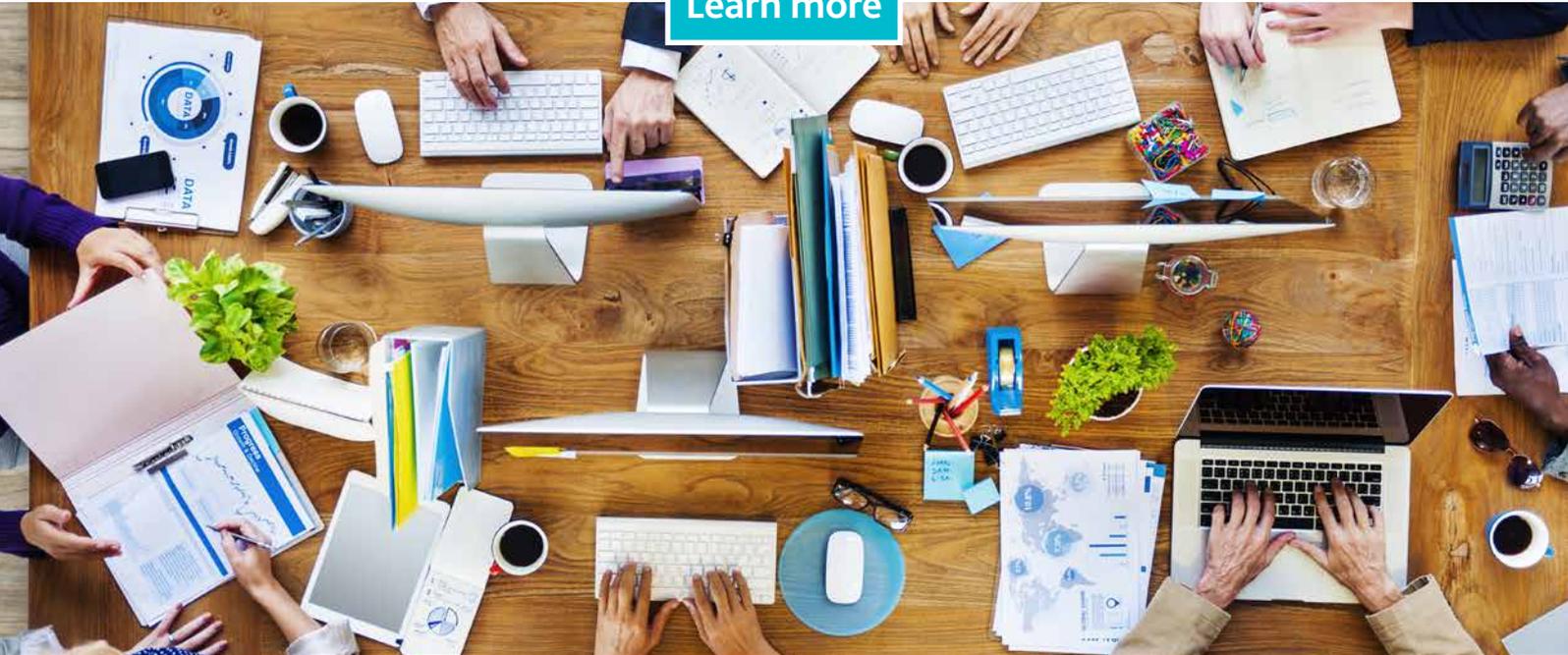


Integra Purchase-to-Pay Benefits

- 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

Want to learn more about how Integra Purchase-to-Pay can help your business?

[Learn more](#)



About Capita Integrated business solutions

Capita Integrated business solutions (part of Capita plc) provides world-class financial management software, e-procurement and bespoke solutions helping clients to realize strategic cost savings and modernisation objectives.

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