

Sapphire Solution Portfolio: Proactis Spend Control



Proactis is designed to streamline procurement activity across mid to large businesses by delivering vital control over spending. It gives instant cost-based information and automates a typically paper-intensive and inefficient business process.

Every form of indirect spend is addressed, including post-spend transactions like employee travel expense claims, using an elegant and easy-to-use interface reflecting the forms and processes that are familiar to each user.

Proactis Spend Control facilitates change in an organisation, empowering individuals to buy what they need to perform their role within corporate guidelines and with full accountability. Proactis enables good corporate governance and delivers real cost savings in the procurement function.

PROACTIS delivers:

- Tighter financial control
- Reduced purchasing costs
- Higher staff productivity
- Cost-base visibility

PROACTIS provides a full function e-Procurement solution for both commercial and non-profit organisations.

With Proactis the procurement function is empowered with tools that allow powerful sourcing of goods & services, automated workflow & authorisation of requisitions & orders, receipting, invoice registration & matching, internal supplies & stores management, full visibility of the cost pipeline & automated commitment accounting support. A suite of management information tools turns transaction data into powerful information that can be sliced & diced to support business decisions.

Every form of indirect spend is addressed, including post-spend transactions like employee time and expense claims, using an elegant and easy-to-use interface reflecting the forms and processes that are familiar to each user.

PROACTIS Spend Control facilitates change in an organisation, empowering individuals to buy what they need to perform their role within corporate guidelines & with full accountability. PROACTIS facilitates good corporate governance and delivers real cost savings in the procurement function.

With Proactis you get a range of features that includes:

- Invoice Reconciliation, making troubleshooting a thing of the past.
- Spend Analysis, giving easy analysis of spend including breakdowns into supplier, cost centre, commodity etc.
- Commitment and budget checking before ordering.
- Pre-order approvals, ensuring all transactions are appropriately authorised.
- Preferred supplier list management, directing staff to buy from the appropriate supplier
- Procurement Cycle, giving complete management of the "procure to pay" process

The flagship PROACTIS solution, is designed to manage all non-payroll spend. The software streamlines purchasing and invoice handling processes, imposing vital **controls** over spending, delivering instant cost-base **visibility** and automating typically inefficient paper intensive processes to bring **savings** from process efficiencies and economies of scale. PROACTIS is a complete spend management platform, streamlining the purchase-to-pay process from requisition through invoice matching, discrepancy resolution and integration with corporate financials. Add-on modules for Spend Visibility (reporting and dashboards), Expense Management, Stores Management, Purchase Cards and Document Management are also available.



Need More Information?

+44 (0)20 7648 2000

info@sapphiresystems.co.uk

www.sapphiresystems.co.uk

PROACTIS is suitable for:

Large to Mid-size organisations - a highly configurable solution adaptable to suit the needs of even complex, or widely distributed organisations. This usually involves a consultancy project to manage configuration and deployment.

Small and medium enterprises - a pre-configured solution to quick-start your Spend Control initiative. For smaller organisations it can be installed, deployed and live with just a few days of professional assistance.

Requisitions & Orders: Initiation of the procurement process... either with full order detail from a knowledgeable buyer, or as a simple statement of need in the form of a Requisition.

Catalogues: In-house categorised lists of goods/services, or portal-based, vendor managed catalogues fully integrated to price-list contracts. Support for external categories (e.g. UNSPSC, NIGP), 'punch out' to supplier web sites and more.

Workflow & Authorisation: A representation of internal processes, electronically taking the purchasing transaction through the appropriate authorisation routes according to your business rules.

Document Scanning: Document imaging, including OCR input, streamlines data flow and tracking in a dedicated PROACTIS module or as a gateway to your enterprise wide document management system

Invoice Matching: A three-way match to ensure you only pay for goods/services you have ordered and received, and with originator-led troubleshooting for mismatches

Payments: Automatic pass-through to financials for all authorised invoices to ensure visibility of payments for all involved in the P2P cycle.

Management information: Dashboard and report based information, specific to each registered user, delivered in a visual metaphor that is the most appropriate to the type of data being presented.

Employee expenses: Entry and processing "after-the-fact" purchases that still need to be recorded and available for analysis to ensure visibility across all administrative spend.

Stores & Inventory: Corporate stores for MRO or consumables such as office supplies are all maintained by this multi-location virtual warehouse which can be treated as an internal vendor

Purchase Cards: Full integration and reconciliation with both lodge cards and "walkabout plastic" (corporate charge cards). Often used to great effect for high volume low-value transactions.

For more information on Proactis please call our Product Advisory Team on +44 (0)20 7648 2000 or email us on info@sapphiresystems.co.uk.